AUTOMATED INFORMATION COLLECTION SYSTEM

AICS

USER MANUAL

Version 3.0

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Department of Veterans Affairs
Health Systems Design & Development (HSD&D)

Preface

This is the user manual for the Automated Information Collection System (AICS) software package. It is designed to provide guidance to a broad range of users within VA medical facilities in daily usage of the AICS software.

For information regarding installation and maintenance of the AICS software, please refer to the Automated Information Collection System (AICS) V. 3.0 Technical Manual, Installation Guide, and Release Notes.

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Introduction

The encounter form is a paper form designed specifically for outpatient visits. It is used both to display relevant patient data for use during the visit, such as demographics, allergies, and problems; and to collect data about the visit, such as procedures and tests performed. Its primary focus is clinical and to collect data for the Ambulatory Care Reporting Project. It also has other purposes such as collecting data necessary for billing.

The AICS package contains all the software necessary to design, edit, and assign encounter forms to clinics; print forms for appointments with patient data; and print with or without patient data for patients without an appointment. The software enables collection of outpatient clinical and administrative data; and provides a more organized, less obtrusive method of data collection to the clinician and supporting clerical staff.

AICS is a hybrid system designed to use commercial software for the scanning and image processing of forms.

Functionality
The AICS software provides:

- a "tool kit" of forms and components that allows sites to avoid the time consuming process of creating forms from scratch;
- a "form generator" to allow sites to design custom forms;
- a print manager that allows sites to define reports to print along with the encounter form;
- an import/export utility that enables sites to exchange forms and components;
- V*IST*A interfaces that allow patient demographic and insurance data, and patient allergies and problems to be displayed. More interfaces can be added in the future, as requested.

Integration
AICS integrates with the following software for the purpose indicated.

Scheduling - clinic setup, patient information, and list creation.
International Classification of Diseases (ICD) - list creation.
Current Procedural Terminology (CPT) - list creation.
Patient Care Encounter (PCE) - list creation.
Clinical Lexicon - list creation.
Problem List - list creation.
Allergy - patient information.
Integrated Billing (IB) - billing information for reports.
Health Summary - print health summaries for patient appointments.
Outpatient Pharmacy - print action profiles for patient appointments.
Accounts Receivable (AR) - billing information for reports.

Related Manuals
- AICS V. 3.0 Technical Manual - assists the site manager in maintenance of the software.
- AICS V. 3.0 Installation Guide - provides assistance in installation of the software.
- AICS V. 3.0 Release Notes - describe any modifications and enhancements to the software new to this version.

Orientation

Package Operation
The Package Operation section provides documentation of each option, including a brief introduction to the option, sample screens, and sample outputs, when applicable.

List Manager
AICS uses the List Manager utility; a tool designed to list items for selection and action. Available actions are displayed below the screen. A double question mark (??) entered at any "Select Action" prompt displays all available actions for that screen.

Screens that display forms are numbered at the left from 1 to 80 (rows or lines) and across the top from 1 to 160 (columns). It is strongly recommended that forms are limited to 80 lines and 132 columns because of printer constraints.

For more information on the use of the screens, please refer to the List Manager Appendix at the end of this manual.

Package Management

There are no unique legal requirements, responsibilities, or necessary security measures specific to the Automated Information Collection System (AICS) software.

Package Operation

Edit Encounter Forms
Clinic Setup/Edit Forms

Introduction

The Clinic Setup/Edit Forms option is a form generator used to create and edit encounter forms, and to associate those forms with specific clinics.

When using Group Copy (under Fast Selection Edit) to add a group from one selection list to another, both selection lists must have the same format. If they do not, data will not be displayed properly. Blanks will display for those subcolumns that do not match. The Form Components option can be used to check the selection list format of the groups being copied.

A new action on the Selection List Display Screen, Resequence Group, now allows you to resequence one or more groups within the block, or to resequence the entire block.

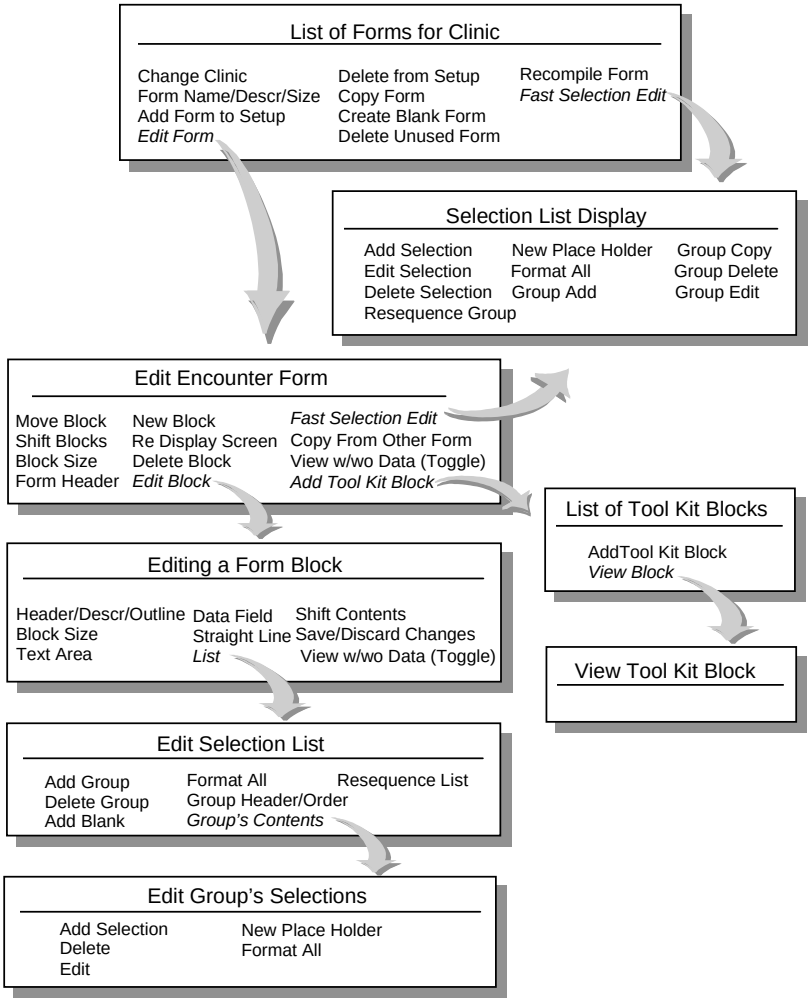
You are now asked for Alternative Narrative and Clinical Lexicon. Both Data Entry and Scanning will now pass this data to PCE.

CPT type blocks give the Form Creator the ability to enter a quantity for a CPT code.

More than one Diagnosis code can be passed.

Edit Encounter Forms
Clinic Setup/Edit Forms

Normal Work Flow



Edit Encounter Forms
Clinic Setup/Edit Forms

Screen	Subscreen	Primary Purpose	Example
1. List of Forms for Clinic		• Starting point to associate forms with a clinic • Choose one form to edit • Create a form	1
2. Edit Encounter Form	Add Tool Kit Block Create Block Edit Block	• Starting point to edit a form • Add block • Move block • Create blank block • Edit a list or field on the form (actual contents)	
3. Editing a Form Block		• Add/edit a list • Add/edit fields for display • Add/edit lines • Change block size	2 3
4. Edit Selection List	Edit Group Edit Selections	• Add or edit groups on a list • Add entries to a group	

Tasks/Processes

Add or change forms associated with a clinic	On List of Forms for Clinic screen, use *Add Form to Setup* or *Delete from Setup*.
Easiest way to edit an existing list	On the List of Forms for Clinic screen, Use *Fast Selection Edit*.
Make a form scannable	On List of Forms for Clinic screen use *Form Name/Descr/Size*. Then, edit the appearance of each list on the Edit a Form Block screen. Marking areas must be bubbles.
Edit a form	From the Edit Encounter Form screen, you can add, delete, edit, move, or resize blocks.
Create a new form	From the List of Forms for Clinic screen you can copy an existing form, create a blank form and add existing tool kit blocks (or design your own blocks).
Add predefined blocks	On the Edit Encounter Form screen, use *Add Tool Kit Block* or *Copy From Other Form*.
Edit the scanning parameters for a list	From the Edit Encounter Form screen, use *Edit Block*. Use *List* to edit the list, and then choose appearance.
Create a new list	On the Editing a Form Block screen, use *List*; or *Fast Selection Edit* on the List of Forms for Clinic screen. First, add your group headers; then for each group, list the items under each.
Delete a form	On the List of Forms for Clinic screen, *Delete from Setup*, then *Delete Unused Form*.

Edit Encounter Forms
Clinic Setup/Edit Forms

Example 1 - List of Forms for Clinic Screen

```
LIST OF FORMS FOR CLINIC      Mar 05, 1997 11:03:11         Page:    1 of    1
FORMS CURRENTLY USED BY 'ORTHOPEDIC' CLINIC

     FORM NAME                        USE & BRIEF DESCRIPTION
  1  BASIC FORM                       Basic Encounter Form
                                      scannable form for ambulatory surgery
  2  SUPPLEMENTAL FORM                Supplemental Form - All Patients
                                      supplemental form for scanning



          Enter ?? for more actions                                        >>>
CC  Change Clinic         CF  Copy Form             FE  Fast Selection Edit
NM  Form Name/Descr/Size  CR  Create Blank Form     RC  Recompile Form
AS  Add Form to Setup     DF  Delete Unused Form
DS  Delete from Setup     EF  Edit Form
Select Action: Quit//
```

Edit Encounter Forms
Clinic Setup/Edit Forms

Example 2 - Add/Edit Selection List

```
[N]ew   [A]ppearance   [D]elete   [C]ontents   [P]osition: C// APP  APPEARANCE
NAME: DIAGNOSES// <RET>
WHAT TEXT SHOULD APPEAR AT THE TOP OF EACH COLUMN? (OPTIONAL): <RET>
SUBCOLUMN HEADER APPEARANCE: ?
     R=Reverse Printing
SUBCOLUMN HEADER APPEARANCE: R
HOW SHOULD THE SUBCOLUMNS BE SEPARATED?:  <RET>
HOW SHOULD THE HEADER FOR EACH GROUP OF ENTRIES APPEAR? CHOOSE FROM
{U,B,S,C}:C// <RET>
NUMBER OF ADDITIONAL LINES FOR EACH ENTRY ON LIST?: 0// <RET>
SHOULD EACH ENTRY ON THE LIST BE UNDERLINED? (YES/NO): NO// <RET>

You can now specify the subcolumns the list should contain.
There can be at most 6 subcolumns, numbered 1-6.

Available Data:
  1= CODE :7 char                        2= DIAGNOSIS :30 char
  3= DESCRIPTION :200 char               4= (N/A)
Select SUBCOLUMN NUMBER: 2// 1       HEADER=P                        CONTENT
=BUBBLE (use for scanning)
  SUBCOLUMN NUMBER: 1// <RET>
  SUBCOLUMN CONTAINS TEXT, OR FOR MARKING? (TEXT/MARKING): MARKING// <RET>
  TYPE OF MARKING AREA: BUBBLE (use for scanning)// <RET>
  SELECTION RULE: EXACTLY ONE// <RET>
  DATA QUALIFIER: PRIMARY// ?
     Does one of the qualifiers apply to the choices made in this subcolumn?
     Allows only certain data qualifiers, defined in the Package Interface
     file.
 Answer with AICS DATA QUALIFIERS NAME, or RECOMMENDED HEADER
 Do you want the entire AICS DATA QUALIFIERS List? N  (No)
  DATA QUALIFIER: PRIMARY// <RET>
  WHAT TEXT SHOULD APPEAR AT THE TOP OF THE SUBCOLUMN?:// <RET>
Available Data:
  1= CODE :7 char                        2= DIAGNOSIS :30 char
  3= DESCRIPTION :200 char               4= (N/A)
Select SUBCOLUMN NUMBER:
HOW MANY 'OTHER' DO YOU WANT TO ALLOCATE SPACE FOR?: 2// <RET>
WHAT SHOULD SPACE BE ALLOCATED FOR IN 'OTHER'?: NARRATIVE AND CODE// <RET>
WHAT DO YOU WANT ENTERED TO THE DATABASE?: CODE ONLY// <RET>
... BUILDING THE FORM BLOCK ...
```

Edit Encounter Forms
Clinic Setup/Edit Forms

Example 3 - Add/Edit Fields for Display

```
Select Action: Next Screen// DF   Data Field
A DISPLAY FIELD outputs data from VISTA, MULTIPLE CHOICE FIELDS
and HAND PRINT FIELDS allow input of data, LABELS are for fixed text fields


Edit fields for: [D]isplay,  [M]ultiple Choice, [H]and Print, [L]abel only:
(D/M/H/L): D// <RET>isplay Field

You can Create, Edit, or Delete a data field, Shift all of the data fields
within a range up or down, or List their locations .

[C]reate,  [D]elete,  [E]dit,   [S]hift,  [L]ocations,  [Q]uit:
(C/E/D/S/L/Q): C// ED  Edit
     1   393  PATIENT NAME
     2   393  PATIENT DOB
     3   393  PID
     4   393  SEX
     5   393  ELIGIBILITY
TYPE '^' TO STOP, OR
CHOOSE 1-5: 1  PATIENT NAME

NAME: PATIENT NAME// <RET>
Available Data:
  1= Patient's Name :30 char             2= (N/A)
Select SUBFIELD LABEL: Patient Name:// <RET>
SUBFIELD LABEL: Patient Name:// <RET>
```

Edit Encounter Forms
Clinic Setup/Edit Forms

```
EDITING A FORM BLOCK          Mar 06, 1997 13:09:07         Page:    1 of    2
             1         2         3         4         5         6         7
    123456789 123456789 123456789 123456789 123456789 123456789 123456789
  1 ______________________________________________________________________:
  2 |                     PATIENT INFORMATION                            |:
  3 |                                                                    |:
  4 |Patient Name: ________________________________                      |:
  5 |DOB: _____________   PID: ________________     Sex: _               |:
  6 |Eligibility: ________________________________                       |:
  7 |Means Test Cat: _                                                   |:
  8 |Address:                     Telephone:____________________         |:
  9 |   ____________________________________________                     |:
 10 |   ____________________________________________                     |:
 11 |   ____________________________________________                     |:
 12 |   ____________________________________________                     |:
 13 |                  ACTIVE INSURANCE POLICIES                         |:
 14 |                                                                    |:
 15 |                                                                    |:
+         Enter ?? for more actions                                     >>>

  HOW SHOULD THE LABEL APPEAR? CHOOSE FROM {U,B,R,I}: B //<RET>

STARTING ROW FOR LABEL: 4// <RET>
  STARTING COLUMN FOR LABEL: 2// <RET>
  LENGTH OF DATA: 30// <RET>
  STARTING ROW FOR DATA: 4// <RET>
  STARTING COLUMN FOR DATA: 16// <RET>
Available Data:
  1= Patient's Name :30 char             2= (N/A)
Select SUBFIELD LABEL: <RET>
... BUILDING THE FORM BLOCK ...
```

Edit Encounter Forms
Clinic Setup/Edit Forms

```
123456789 123456789 123456789 123456789 123456789 123456789 123456789 123456
  1 ____________________________________________________________________:
  2 |                     PATIENT INFORMATION                          |:
  3 |                                                                  |:
  4 |Patient Name: ________________________________                    |:
  5 |DOB: _____________   PID: _________________     Sex: _            |:
  6 |Eligibility: ________________________________                     |:
  7 |Means Test Cat: _                                                 |:
  8 |Address:                     Telephone:______________________     |:
  9 |   ____________________________________________                   |:
 10 |   ____________________________________________                   |:
 11 |   ____________________________________________                   |:
 12 |   ____________________________________________                   |:
 13 |                  ACTIVE INSURANCE POLICIES                       |:
 14 |                                                                  |:
 15 |                                                                  |:
+         Enter ?? for more actions                                   >>>
```

You can Create, Edit, or Delete a data field, Shift all of the data fields within a range up or down, or List their locations .

[C]reate, [D]elete, [E]dit, [S]hift, [L]ocations, [Q]uit:
(C/E/D/S/L/Q): C//

Edit Encounter Forms
Copy CPT Check-off Sheet to Encounter Form

Introduction

This option allows you to copy a selected CPT Check-off Sheet's CPT codes to an encounter form.

You are prompted to select the form you are copying the Check-off Sheet to. (The form you select must contain a selection list with CPT codes.) You are then asked to enter the Ambulatory Check-off Sheet name. Once entered, the CPT codes from the selected sheet are ADDED to the form. Any codes already included on the form remain and are not replaced by the new codes.

Example

```
Select the encounter form you want to copy CPT codes to!

Select a FORM: GENERAL MED         scannable form for primary care
Select AMBULATORY CHECK-OFF SHEET NAME: GEN MED
         ...OK? Yes// <RET>  (Yes)...
```

Edit Encounter Forms
Most Commonly used Outpatient CPT Codes

Introduction

This option produces an output that lists the most common Ambulatory Procedures and Ambulatory Surgeries performed in a date range for a given set of clinics (limit 20). It is provided to assist in building CPT Check-off Sheets.

You are prompted to enter one of the following sorts for the selected date range and clinic(s).

CLINIC - provides a count of procedures used, by clinic.

PROCEDURE - provides a total count of all procedures used including the total count used in billing.

PROCEDURE WITH EXTENDED DESCRIPTION - provides the same report as PROCEDURE, and includes a full procedure description.

At multi-divisional sites, this report can also be printed for selected divisions.

Example

```
Select one of the following:

          C         CLINIC
          P         PROCEDURE
          D         PROCEDURE WITH EXTENDED DESCRIPTION

Sort report by: D  PROCEDURE WITH EXTENDED DESCRIPTION
Start with DATE: 1/1  (JAN 01, 1997)
Go to DATE: t  (MAR 06, 1997)
Select division: ALL// TROY          500T
Select another division: <RET>
Select clinic: ALL// cardIOLOGY          BABCOCK,LISA
Select another clinic: <RET>

This report requires 132 columns.
OUTPUT DEVICE: HOME// <RET>  LAT    RIGHT MARGIN: 80// 132
```

Edit Encounter Forms
Most Commonly used Outpatient CPT Codes

```
CLINIC CPT USAGE FOR JAN 1,1997 - MAR 6,1997                                    MAR 06, 1997  13:57   PAGE 1

ALL DIVISIONS AND CLINICS
AMBULATORY PROCEDURE                                                  COUNT  #BILLED  OPC STATUS         CHARGE
-----------------------------------------------------------------------------------------------------------------

00102  ANESTH, REPAIR OF CLEFT LIP                                       2       2   NATIONALLY ACTIVE
       ANESTHESIA FOR PROCEDURES ON INTEGUMENTARY SYSTEM OF HEAD AND/OR
       SALIVARY GLANDS, INCLUDING BIOPSY; PLASTIC REPAIR OF CLEFT LIP

00126  ANESTH, TYMPANOTOMY                                               1           NATIONALLY ACTIVE
       ANESTHESIA FOR PROCEDURES ON EXTERNAL, MIDDLE, AND INNER EAR
       INCLUDING BIOPSY; TYMPANOTOMY

10040  ACNE SURGERY OF SKIN ABSCESS                                     12           NATIONALLY ACTIVE
       ACNE SURGERY (EG, MARSUPIALIZATION, OPENING OR REMOVAL OF MULTIPLE
       MILIA, COMEDONES, CYSTS, PUSTULES)

10060  DRAINAGE OF SKIN ABSCESS                                          9           NATIONALLY ACTIVE
       INCISION AND DRAINAGE OF ABSCESS (EG, CARBUNCLE, SUPPURATIVE
       HIDRADENITIS, CUTANEOUS OR SUBCUTANEOUS ABSCESS, CYST, FURUNCLE, OR
       PARONYCHIA); SIMPLE OR SINGLE
Enter RETURN to continue or '^' to exit:
```

Edit Encounter Forms
Conversion Utility For Scanning

Note: With functionality put in place by the Code Set Versioning project, this option is no longer a part of AICS. The user will see the following message:

```
Sorry, your Primary Menu is out of order with the message:
    ** This option is OUT OF ORDER **
```

Print Options
Print Encounter Forms for Appointments

Introduction

This option is used to print an encounter form for appointments either by patient or clinic.

When you choose appointments by clinic, there are three sort options: Division/Clinic/Patient, Division/Terminal Digits, or Division/Clinic/Terminal Digits. You also can print forms for one, many, or all clinics, (for one/many/all divisions - if your site is multi-divisional); and for all patients or add-ons only.

When appointments are selected by patient, you can enter any number of patients individually. Once a patient name is entered, you are prompted to select an appointment for that patient.

The report can also be printed for individual clinic groups or divisions. If you select a clinic group, you are prompted for additional clinic groups, but not for additional clinics or divisions.

When printing encounter forms, it is important to remember they require a page size of 80 lines and 132 columns.

Print Options
Print Encounter Forms for Appointments

Example

```
Do you want to print forms for a particular patient or for entire clinics?


     Select one of the following:

          P         Patient
          C         Clinic

Select Appointment by: Clinic// <RET>

     Select one of the following:

          1         Division/Clinic/Patient Name
          2         Division/Terminal Digits
          3         Division/Clinic/Terminal Digits

How should the output be SORTED?: 1// <RET>  Division/Clinic/Patient Name
Appointment Date to Print Forms For:  TODAY// <RET>  (MAR 06, 1997)
Select Print Manager Clinic Group: PRIMARY CARE
Select another Print Manager Clinic Group: <RET>
WANT TO PRINT ADD-ONS ONLY? NO// <RET>
IS THIS A REPRINT OF A PREVIOUS RUN? NO// <RET>
** Encounter Forms require a page size of 80 lines and 132 columns. **
OUTPUT DEVICE: HOME// A138        RIGHT MARGIN: 80// 132
```

Print Options
Print Encounter Forms for Appointments

```
-------------------------------------------------      -----------              Clinic: CARDIOLOGY
|Patient Name: ONE,TESTPATIENT                  |      |ALBANY NY|
|DOB: JUL 10,1964  PID: 123-45-6789     Sex: M  |      -----------          Appt. DT/Time: MAR 06, 1997@09:00
|Eligibility: NSC                               |
|SC Conditions:  SC%:    %   Means Test Cat: R  |
|                                               | Vital Signs:
|                                               |          WT: __________    BP: __________    T: __________
|                                               |
|                                               |          P:  __________     INITIALS/TIME:  _________________
|AO: NO  IR: NO  POW: NO  EC: NO                |
|Address:      Telephone: 518 555-2222          |
|123 Lake rd                                    |  _____________________________________________
|Nassau, NEW YORK 12345                         |  |          PLEASE CHECK OFF DIAGNOSIS TREATED THIS VISIT   |
|                                               |  |                                |  ||                        |  |
|                                               |  | CODE |     DIAGNOSIS      |x ||  CODE      DIAGNOSIS   |x |
|                                               |  |      |      OTHER         |  ||      |                  |  |
|Insurance: NO                Policy Number:    |  |      |                    |  ||      |                  |  |
|                                               |  |      |                    |  ||      |                  |  |
|                                               |  |      |                    |  ||      |                  |  |
|                                               |  |      |                    |  ||      |                  |  |
|                                               |  |      |                    |  ||      |                  |  |
|Marital Status: S                              |  |      |                    |  ||      |                  |  |
|Employer:          Status:                     |  |      |                    |  ||      |                  |  |
|                                               |  |      |                    |  ||      |                  |  |
|Spouse's Employer:                             |  |      |                    |  ||      |                  |  |
|                                               |  |      |                    |  ||      |                  |  |
-------------------------------------------------  |      |                    |  ||      |                  |  |
                                                   |      |                    |  ||      |                  |  |
                                                   |      |                    |  ||      |                  |  |
                                                   |      |                    |  ||      |                  |  |
                                                   |      |                    |  ||      |                  |  |
                                                   |      |                    |  ||      |                  |  |
                                                   |      |                    |  ||      |                  |  |
                                                   |      |                    |  ||      |                  |  |
                                                   |_____________________________________________________|
Progress Notes:   (  ) Attached  (  ) See Chart                  ____________________________________
Subjective: ____________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
Objective: _____________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
Assessment/Diagnosis: ___________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
Plan: ___________________________________________________________________________________________
____________________________________________________________________________________________________

                                                   ____________________________________________
                                                       Provider Signature
```

Print Options

Print Form w/Patient Data, No Appt

Introduction

This option allows you to print encounter form(s) with patient data. It does not require that an appointment is selected. On forms that show appointment times, the current time (time form is printed) is shown.

You can print a specific encounter form, or the form specified through the Clinic Setup/Edit Forms option for the selected clinic.

Please remember that encounter forms require a page size of 80 lines and 132 columns.

Print Options
Print Form w/Patient Data, No Appt

Example

```
_____________________________________________-      -----------             Clinic: CARDIOLOGY
|Patient Name: ONE,TESTPATIENT                |      |ALBANY NY|
|DOB: JUL 10,1964  PID: 123-45-6789     Sex: M |      -----------          Appt. DT/Time: NOV 22,| 1993@09:00
|Eligibility: NSC                             |
|SC Conditions:  SC%:    %   Means Test Cat: R |
|                                             | Vital Signs:
|                                             |            WT: __________    BP: __________    T:
|                          __________         |
|                                             |            P:  __________     INITIALS/TIME:
|                          _______________    |
|AO: NO  IR: NO  POW: NO  EC: NO              |
|Address:      Telephone: 518 555-2222        |  ____________________________________________
|123 Lake rd                                  |  |          PLEASE CHECK OFF DIAGNOSIS TREATED THIS VISIT
|                          |                  |
|Nassau, NEW YORK 12345                       |  |                              ||                      |
|                                             |  | CODE |     DIAGNOSIS      |x ||  CODE  |   DIAGNOSIS |x |
|                                             |  |      |      OTHER         |  ||        |             |  |
|Insurance: NO                Policy Number:  |  |      |                    |  ||        |             |  |
|                                             |  |      |                    |  ||        |             |  |
|                                             |  |      |                    |  ||        |             |  |
|                                             |  |      |                    |  ||        |             |  |
|                                             |  |      |                    |  ||        |             |  |
|Marital Status: S                            |  |      |                    |  ||        |             |  |
|Employer:          Status:                   |  |      |                    |  ||        |             |  |
|                                             |  |      |                    |  ||        |             |  |
|Spouse's Employer:                           |  |      |                    |  ||        |             |  |
|_____________________________________________|  |      |                    |  ||        |             |  |
```

Progress Notes: ( ) Attached ( ) See Chart _____

Subjective: _____

_____

_____

Objective: _____

_____

_____

Assessment/Diagnosis: _____

_____

_____

Plan: _____

_____

_____
Provider Signature

Print Options
Print Blank Encounter Form

Introduction

This option allows you to print a blank form for a selected clinic. Only forms defined as "FORM TO PRINT WITHOUT PATIENT DATA" in the Clinic Setup/Edit Forms option can be printed. These are forms intended for use with patient cards or forms with blank space for handwritten patient data.

Example

```
|_____________PLACE PATIENT CARD HERE_____________|                                Clinic: DERMATOLOGY
|                                                 |
|                                                 |                                Appt. DT/Time: _____________________
|                                                 |
|                                                 |        |WT: _____________    BP: _____________    T: _____________ |
|                                                 |        |                                                            |
|                                                 |        |P:  _____________    INITIALS/TIME:  _____________________   |
|                                                 |
|                                                 |
|                                                 |_____________________________________________________________________
|                                                 |     VISIT (mark one only)        x ||     VISIT (mark one only)          x |
|                                                 |           NEW PATIENT              ||Intermediate        (21-30 min)    |__|
|                                                 |Brief Exam           (1-10 min)  |__||Extended            (31-45 min)    |__|
|                                                 |Limited Exam         (11-20 min) |__||Comprehensive       (46-60+ min)   |__|
|                                                 |Intermediate Exam    (21-30 min) |__||F/U Brief           (1-10 min)     |__|
|                                                 |Extended Exam        (31-45 min) |__||F/U Limited         (11-20 min)    |__|
|                                                 |Comprehensive Exam   (46-60+ min)|__||F/U Intermediate    (21-30 min)    |__|
|                                                 |          CONSULTATIONS             ||                                    |__|
|                                                 |Limited              (1-20 min)  |__||                                    |__|
_________________________________________________||_____
```

PLEASE CHECK OFF DIAGNOSIS TREATED THIS VISIT

CODE	DIAGNOSIS	x	CODE	DIAGNOSIS	x	CODE	DIAGNOSIS	x
	OTHER							

PLEASE CHECK PROCEDURES PERFORMED THIS VISIT

CODE	PROCEDURE	x	CODE	PROCEDURE	x	CODE	PROCEDURE	x
REMOVAL OF SKIN LESION, TRUNK, ARMS OR LEG			11643	REMOVAL OF SKIN LESION		11622	REMOVAL OF SKIN LESION	
11400	BENIGN 0.5 CM OR LESS		11644	REMOVAL OF SKIN LESION		11426	REMOVAL OF SKIN LESION	
11600	MALIG. 0.5 CM OR LESS		REMOVAL OF SKIN LESION, SCALP, NECK OR HAN			FACE, EARS, EYELIDS, NOSE, LIPS, MUCOUS ME		
11401	BENIGN .06 TO 1.0 CM		11420	REMOVAL OF SKIN LESION		11440	REMOVAL OF SKIN LESION	
11601	MALIG. .06 TO 1.0 CM		11620	REMOVAL OF SKIN LESION		11640	REMOVAL OF SKIN LESION	
11402	REMOVAL OF SKIN LESION		11421	REMOVAL OF SKIN LESION		11441	REMOVAL OF SKIN LESION	
11602	REMOVAL OF SKIN LESION		11621	REMOVAL OF SKIN LESION		11641	REMOVAL OF SKIN LESION	
11606	REMOVAL OF SKIN LESION		11422	REMOVAL OF SKIN LESION		11442	REMOVAL OF SKIN LESION	

Progress Notes: ( ) Attached ( ) See Chart

Subjective: _____

_____

_____

Print Options
Print Blank Encounter Form

Objective: _____

_____

_____

_____

Assessment/Diagnosis: _____

_____

_____

_____

Plan: _____

_____

Was treatment for a SC condition? __ YES __ NO _____
Was treatment related to: AO __ IR __ EC __ **Provider Signature**

Print Manager
Edit Division Reports

Introduction

This option is used to print selected reports for a specific division under specified conditions.

Only reports contained in the PACKAGE INTERFACE file can be printed. The following reports are included in the file: ACTION PROFILE - 45 DAYS and INFORMATION PROFILE - 45 DAYS (both from the Outpatient Pharmacy package); and ROUTING SLIP (from the Scheduling Package). Other reports can be added to the file; however, only health summary reports can be added by most users. Reports other than health summary can only be added by IRM personnel.

You can choose one of the following conditions for each selected report.

FOR EVERY APPOINTMENT - form will print for every appointment.

ONLY FOR EARLIEST APPOINTMENT - form will print once per patient, even if the patient has multiple appointments. It will print even if it is defined to be excluded through the Edit Clinic Reports option. One form will print for each division.

ONLY IF MULTIPLE APPOINTMENTS - form will print for the earliest appointment for patients with multiple appointments. It will print even if it is defined to be excluded through the Edit Clinic Reports option. One form will print for each division.

Print Manager
Edit Division Reports

Example

```
You can now select reports that should be printed for the entire division

EDIT REPORTS TO PRINT FOR WHICH DIVISION?: TROY        500T
DIVISION: TROY// <RET>
Select REPORT: ACTION PROFILE - 45 DAYS// ROUTING SLIP
ROUTING SLIP                                  TYPE=REPORT

  Are you adding 'ROUTING SLIP' as a new REPORT (the 3RD for this PRINT
MANAGER DIVISION SETUP)? Y  (Yes)
   REPORT PRINT CONDITION: ??
Choose FOR EVERY APPOINTMENT if the form should print for every appointment.

Choose ONLY FOR EARLIEST APPOINTMENT if the form should print once per
patient, even if he has multiple appointments

Choose ONLY IF MULTIPLE APPOINTMENTS if the form should print only if the
patient has multiple appointments. If so, it will print only for the
earliest appointment.


     The condition under which the report should print.

Choose from:
   FOR EVERY APPOINTMENT
   ONLY FOR EARLIEST APPOINTMENT
   ONLY IF MULTIPLE APPOINTMENTS

   REPORT PRINT CONDITION: FOR EVERY APPOINTMENT
  PRINT CONDITION: FOR EVERY APPOINTMENT// <RET>
  SIMPLEX/DUPLEX: DUPLEX,SHORT-EDGE BINDING// <RET>  DUPLEX,SHORT-EDGE BINDING
Select REPORT:
```

Print Manager
Edit Clinic Reports

Introduction

This option is used to enter/edit the reports/forms printed for a specific clinic.

BASIC DEFAULT ENCOUNTER FORM - the encounter form that will be printed for every appointment.

SUPPLMNTL FORM - ALL PATIENTS - A supplemental form to be used by all patients of the clinic. A form in this category should **not** also be in one of the other categories for supplemental forms or it would print twice. You may have up to three supplemental forms for all patients.

SUPPLMNTL FORM - ESTBLSHED PT. - A supplemental form that will print only for patients who have previously been seen in the clinic.

SUPPLMNTL FORM - FIRST VISIT - A supplemental form that will print only for patients who have not previously been seen at the clinic.

FORM W/O PATIENT DATA - The encounter form that should be printed for unscheduled visits. It can have a space in the top left hand corner for imprinting the embossed patient card or writing in patient data.

RESERVED FOR FUTURE USE - This category was created to store new forms that have not yet been completed. Forms entered here are not printed.

DON'T USE PCMM PROVIDERS - AICS defaults to printing providers specified in PCMM, if defined; otherwise, providers from the clinic setup are used. If YES is entered, AICS prints the providers from clinic setup regardless of PCMM.

SELECT REPORT - Reports that should be printed for the clinic **in addition** to the encounter forms that have been selected. Only reports contained in the PACKAGE INTERFACE file can be selected at this prompt.

SELECT EXCLUDED REPORT - Reports that you **do not** want to print for this clinic. Entering a report as an excluded report will prevent it from printing even if it is defined to print for every appointment for the division through the Edit Division Reports option. Reports defined through the Edit Division Reports option as printing ONLY EARLIEST APPOINTMENT or ONLY IF MULTIPLE APPOINTMENTS will not be excluded from printing for the first clinic.

Print Manager
Edit Clinic Reports

Example

```
EDIT REPORTS TO PRINT FOR WHICH CLINIC?: ORTHOPEDIC
CLINIC: ORTHOPEDIC// <RET>
BASIC DEFAULT ENCOUNTER FORM: ORTHO CLINIC// <RET>
SUPPLMNTL FORM #1 ALL PATIENTS: PRIMARY CARE   scannable form for primary care
SUPPLMNTL FORM #2 ALL PATIENTS: <RET>
SUPPLMNTL FORM #3 ALL PATIENTS: <RET>
SUPPLMNTL FORM - ESTBLSHED PT.: <RET>
SUPPLMNTL FORM - FIRST VISIT: <RET>
FORM W/O PATIENT DATA: <RET>
RESERVED FOR FUTURE USE: <RET>
DON'T USE PCMM PROVIDERS: <RET>

You can now select reports that should be printed for the clinic
IN ADDITION to the encounter forms that have been selected.

Select REPORT: ROUTING SLIP
ROUTING SLIP                                  TYPE=REPORT

  Are you adding 'ROUTING SLIP' as a new REPORT (the 1ST for this PRINT
MANAGER CLINIC SETUP)? Y  (Yes)
  SIMPLEX/DUPLEX: DUPLEX,SHORT-EDGE BINDING// <RET>  DUPLEX,SHORT-EDGE BINDING
Select REPORT:
```

Print Manager
Define Available Health Summary

Introduction

This option allows a Health Summary to be made available for use by the print manager. The Health Summary selected must have been created through the Health Summary package prior to defining it to the print manager.

You are prompted to enter the name of the health summary you wish to define. You may enter a list of words with which to index this interface. You will then be able to look up this interface by entering any word you have entered. Each word should be at least three characters in length and words must be separated by a space. The purpose of this field is to assist you in locating the package interface you need to display a particular item of data to a form.

You can also set the interface to YES if available, NO if it is not. Interfaces that are not available are not called.

Example

```
You can now edit the Health Summaries available through the print manager.

Select a Health Summary defined to the print manager: LAB RESULTS
  Are you adding 'LAB RESULTS' as a new PACKAGE INTERFACE? Y  (Yes)
PACKAGE INTERFACE ACTION TYPE: PRINT REP  PRINT REPORT
NAME: LAB RESULTS// <RET>
DESCRIPTION:
  1>This health summary prints lab results for patients for the last
  2>three months.
  3>
EDIT Option: <RET>
USER LOOKUP: LAB 90 DAYS
TYPE OF HEALTH SUMMARY: SAMPLE 1
AVAILABLE? (Y/N): Y  YES
```

Print Manager
Report Clinic Setups

Introduction

This option provides a report, by division that lists each clinic setup and the encounter forms and other reports defined for use by that clinic. For clinics with reports defined, the condition on which the report is printed is also provided.

Example

```
AICS Print Manager Clinic Setup Report          Mar 06, 1997@16:14:43   PAGE 1
For Division: ALBANY
-------------------------------------------------------------------------------
         Division: ALBANY

Clinic: DENTAL
     BASIC DEFAULT FORM:  ........................32X-DENTAL

Clinic: DERMATOLOGY
     BASIC DEFAULT FORM:  ........................BILOXI.AICS
     FORM WITH NO PRE-PRINTED PATIENT DATA:  .......BILOXI.AICS
     SUPPLEMENTAL FORM - PATIENT WITH PRIOR VISITS: BILOXI.AICS II
     RESERVED FOR FUTURE USE:  ....................BILOXI.AICS III

     REPORTS                                        PRINT CONDITION
     =======                                        ===============
     ACTION PROFILE - 45 DAYS                       FOR EVERY APPOINTMENT
     ACTION PROFILE - 45 DAYS                       FOR EVERY APPOINTMENT

Clinic: EF TEST
     BASIC DEFAULT FORM:  ........................PRIMARY CARE


Enter RETURN to continue or '^' to exit:
```

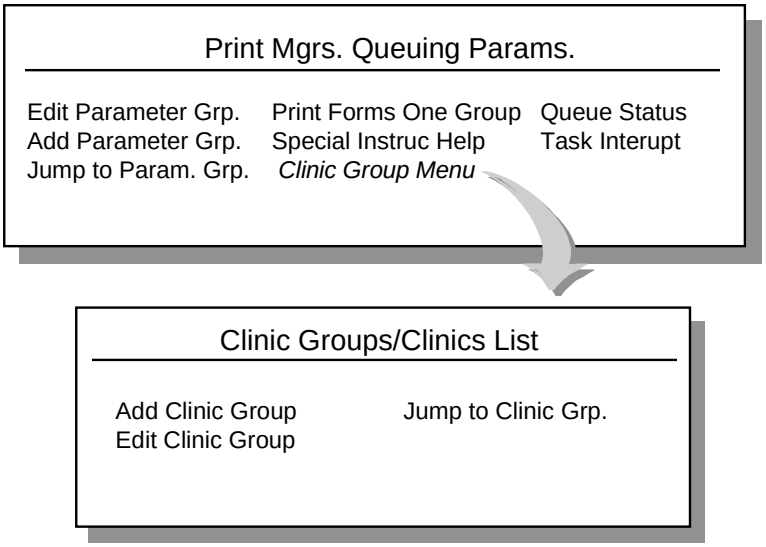
Print Manager
Setup Automatic Print Queues

Introduction

This option allows you to enter Print Manager queuing parameters and to specify automatic queuing parameters.

The wild card, *, can now be used when entering clinics to clinic groups.

Normal Work Flow



Print Manager
Setup Automatic Print Queues

Example

```
Print Mgrs. Queuing Params.   Mar 06, 1997 16:15:40         Page:    1 of    1
This is the list of Print Manager's Queuing Parameters (PMQP) for your facility
You may enter new ones or edit those already set up.
--------------------------------------------------------------------------------

There are no PARAMETER GROUPS listed.



--------------------------------------------------------------------------------
          Enter ?? for more actions
--------------------------------------------------------------------------------
EP  Edit Parameter Grp.   PF  Print Forms One Group DG  Delete Param Grp
AP  Add Parameter Grp.    HL  Special Instruc Help  EX  Exit
JP  Jump to Param. Grp.   QS  Queue Status
CG  Clinic Group Menu     TI  Task Interupt
Select Action: Quit// AP


Select Print Mgrs. Queuing Params. Name: NEW GROUP
CLINIC SORT BY: DIVISION/CLINIC/PATIENT// <RET>
ADD ONS: NO// <RET>
CLINIC GROUPS: ??
     This field is a pointer to the PRINT MANAGERS CLINIC GROUPS file
     (#357.99).  This stores the name of the clinic group that the
     encounter forms should be printed for.  Each Clinic Group has one
     or more clinics assigned to it.
Choose from:
   PRIMARY CARE A
   PRIMARY CARE B
   PRIMARY CARE C

CLINIC GROUPS: PRIMARY CARE A
DAYS TO PRINT AHEAD: 3
SPECIAL INSTRUCTIONS: R// ?
     Choose from:
       R        RUN REGARDLESS
       I        IGNORE BOTH WEEKENDS AND HOLIDAYS
       W        IGNORE WEEKENDS
       H        IGNORE HOLIDAYS
       T        TODAY
       N        NOT ACTIVE
SPECIAL INSTRUCTIONS: R// <RET> RUN REGARDLESS
DEVICE: HP LASER// ??
     This field contains a free text pointer to the device.  This stores the
     name of the printer where the encounter forms should be printed for
     the print job.
DEVICE: HP LASER// <RET>
```

Print Manager
Setup Automatic Print Queues

```
PRINT PRIORITY: 1// ??
     This field contains a number which will be used to sequence the print
     job tasks.  The lower the number, the higher the priority of the job
     and those will be queued to print first.
PRINT PRIORITY: 1// <RET>
TIME QUEUED: 1330//<RET>


Print Mgrs. Queuing Params.   Mar 06, 1997 16:19:32         Page:    1 of    1
This is the list of Print Manager's Queuing Parameters (PMQP) for your facility
You may enter new ones or edit those already set up.
____________________________________________________________________________
1)                            NEW GROUP
  Starting Date/Time:                   Days To Print Ahead:         3
    Ending Date/Time:                          Add Ons Only:        NO
       Clinic Groups: PRIMARY CARE A     Last Date Printed:
             Sort By: Div/Clin/Patient      Print Priority:         1
Special Instructions: Run Regardless    Device/Time Queued:  Hp Laser @1330




____________________________________________________________________________
          Enter ?? for more actions
____________________________________________________________________________
EP  Edit Parameter Grp.   PF  Print Forms One Group DG  Delete Param Grp
AP  Add Parameter Grp.    HL  Special Instruc Help  EX  Exit
JP  Jump to Param. Grp.   QS  Queue Status
CG  Clinic Group Menu     TI  Task Interupt
Select Action: Quit//
```

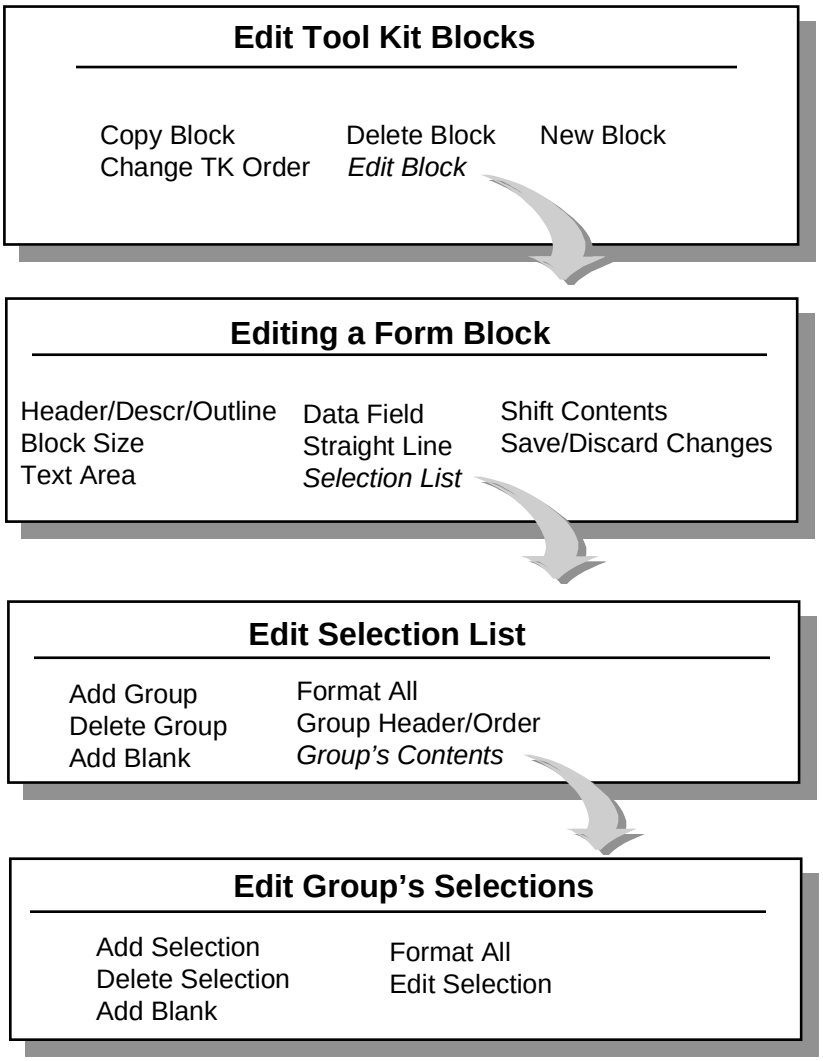
Edit Tool Kit
Edit Tool Kit Blocks

Introduction

To help you to create customized forms, a tool kit is provided which contains template forms and blocks that can be copied and edited to create new forms/blocks. The Edit Tool Kit Blocks option is used to create, edit, or delete tool kit blocks. (Please refer to the Edit Tool Kit Forms option to edit, create, or delete forms.)

Five new tool kit blocks have been added: Practitioner, Hidden Classifications, Patient Immunizations, Eye Art I, and Eye Art II.

Normal Work Flow



Edit Tool Kit
Edit Tool Kit Blocks

Screen Descriptions

Edit Tool Kit Blocks Screen
This screen lists the blocks available in the tool kit with a brief description. You can create, edit, copy, change the order of, and delete the blocks.

Editing a Form Block Screen
This screen is accessed through the *Edit Block* action on the Edit Tool Kit Block screen. The block is displayed as nearly as possible to how it will appear on paper. You can edit the block's contents, appearance, and description.

Edit Selection List Screen
This screen is accessed by choosing to edit a list's contents through the *Selection List* action on the Editing a Form Block screen. It displays the selection groups defined for the selection list, with the header text and the print orders, and allows you to edit the contents of the list. A selection group is a group of selections with a header and a defined print order. A selection list is made up of one or more selection groups. To edit individual selections, a group must be selected. A group is a named collection of items on the list.

Edit Group's Selections Screen
This screen is accessed through the *Group's Contents* action on the Edit Selection List screen. It displays the selections appearing under the group, showing the text appearing on the form and the print order of the selections within the group. It allows you to edit selections on the list. A selection is just one item on the list, usually selected from a table, such as the table of ICD-9 Diagnosis Codes.

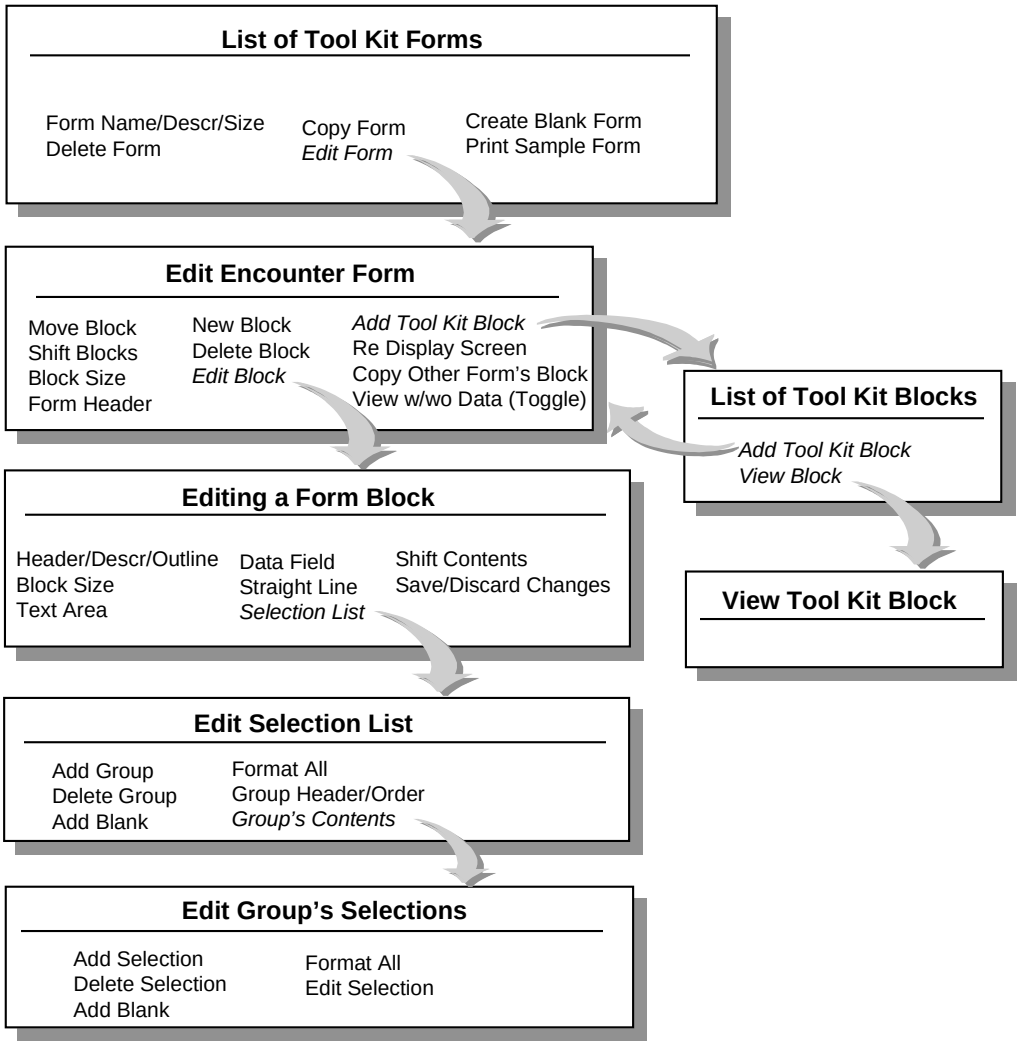
Please refer to the Clinic Setup/Edit Forms option for additional documentation.

Edit Tool Kit
Edit Tool Kit Forms

Introduction

To help you to create customized forms, a tool kit is provided with the AICS software which contains template forms and blocks that can be copied and edited to create new forms/blocks. The Edit Tool Kit Forms option is used to create, copy, edit, print, and delete these template forms. (Please refer to the Edit Tool Kit Blocks option documentation.)

Normal Work Flow



Edit Tool Kit
Edit Tool Kit Forms

Screen Descriptions

List of Tool Kit Forms
This screen lists all forms currently contained in the tool kit with a brief description of each form. You can create, copy, edit, and delete the forms.

Edit Encounter Form Screen
This screen is accessed through the *Edit Form* action on the List of Tool Kit Forms screen. You are first asked to select which form you wish to edit. The Edit Encounter Form screen then displays the selected form for editing.

List of Tool Kit Blocks Screen
This screen is accessed through the *Add Tool Kit Block* action on the Edit Encounter Form screen. It displays a list of the available tool kit blocks for selection.

View Tool Kit Block Screen
This screen is accessed through the Select Tool Kit Block action on the List of Tool Kit Blocks screen. It is for viewing only.

Editing a Form Block Screen
This screen is accessed through the *Edit Block* action on the Edit Encounter Form screen. The block is displayed as nearly as possible to how it will appear on paper. You can edit the block's contents, appearance and description.

Edit Selection List Screen
This screen is accessed by choosing to edit a list's contents through the *Selection List* action on the Editing a Form Block screen. It displays the selection groups defined for the selection list, with the header text and the print orders, and allows you to edit the contents of the list. A selection group is a group of selections with a header and a defined print order. A selection list is made up of one or more selection groups. To edit individual selections, a group must be selected. A group is a named collection of items on the list.

Edit Tool Kit

Edit Tool Kit Forms

Edit Group's Selections Screen

This screen is accessed through the *Group's Contents* action on the Edit Selection List screen. It displays the selections appearing under the group, showing the text appearing on the form and the print order of the selections within the group. It allows you to edit selections on the list. A selection is just one item on the list, usually selected from a table, such as the table of ICD-9 Diagnosis Codes.

Please refer to the Clinic Setup/Edit Forms option for additional documentation.

Encounter Form IRM Options
Edit Package Interface

Introduction

This option is locked with the IBDF IRM security key.

This option allows package interfaces to be created, edited, and deleted; however, package interfaces that are in use in any form should not be deleted. The option only allows selection routines and output routines, which are defined as follows:

OUTPUT — Routines that are used to obtain data from other packages that will be displayed to DATA FIELDS. Output routines fill in the data on an encounter form (e.g., name, DOB, etc.). The data is not stored with the form, but instead is obtained at the time the form is printed.

SELECTION — Routines that are used to obtain data from other packages that will be displayed to SELECTION LISTS. Selection routines select data from a table (e.g., CPT, DX, etc.) and fill in the form with codes. The data is stored with the form.

There is a new package interface, DG 1010F PRINT, that will print a 1010F with the encounter form if a new Means Test or Copay Test is due within the number of days specified in the AICS parameters (the default is 30).

The following documentation provides instructions to help you write your own package interfaces to obtain data not available through the Tool Kit.

Step 1 - Write a routine to obtain the data. Output routines must write the data to the ^TMP global in the following format:

<u>Single Value</u> (a string without pieces):

```
^TMP("IB",$J,"INTERFACES",+$G(DFN),<interface name>)=data
```

<u>Record</u> (a set of strings concatenated together with "^" separating the pieces):

```
^TMP("IB",$J,"INTERFACES",+$G(DFN),<interface name>)=piece1^piece2^...
```

NOTE: You can enter a maximum of seven pieces of data. The string must be less than 256 characters long.

Encounter Form IRM Options
Edit Package Interface

LIST of Single Values (an indefinite number of values, each numbered, each containing the same type of information):

^TMP("IB",$J,"INTERFACES",+$G(DFN),<interface name>,1)=value 1
^TMP("IB",$J,"INTERFACES",+$G(DFN),<interface name>,2)=value 2
etc.

List of Records (an indefinite number of values, each numbered, each containing the same type of information):

^TMP("IB",$J,"INTERFACES",+$G(DFN),<interface name>,1)=piece1^piece2^...
^TMP("IB",$J,"INTERFACES",+$G(DFN),<interface name>,2)=piece1^piece2^...
etc.

NOTE: You can enter a maximum of seven pieces of data.

Word Processing (data in VA FileMan format):

^TMP("IB",$J,"INTERFACES",+$G(DFN),<interface name>,1,0)=line 1
^TMP("IB",$J,"INTERFACES",+$G(DFN),<interface name>,2,0)=line 2
etc.

Where piece 1 must be an identifier for the selection and the other pieces are other fields returned for the selection. A SELECTION routine must write the data returned to the ^TMP global in the following format.

^TMP ("IB",$J,"INTERFACES",<interface name>)^piece1^piece2^piece3...

For the DG SELECT CPT PROCEDURE CODES interface, the returned data is in the following format.

^TMP("IB",$J"INTERFACES","DG SELECT PROCEDURE CODES")=<CPT CODE>^<short name>^<Description>.

Step 2 - Add an entry to the PACKAGE INTERFACE file (#357.6). At the "Select a PACKAGE INTERFACE:" and "NAME:" prompts, enter the name of the package interface you are creating. For output type interfaces, i.e., interfaces returning data for data fields, the name must be preceded with the namespace of the package providing the data.

Encounter Form IRM Options
Edit Package Interface

The subsequent prompts you encounter while using this option will vary depending on whether your response to the "SELECT THE TYPE OF PACKAGE INTERFACE TO EDIT:" prompt is "OUTPUT" or "SELECTION". (Please refer to the definitions on the previous page.) Table 1, which follows this introduction, provides a brief overview of the prompts used with this option and possible responses. Also provided is a column which indicates whether the prompt will appear for output routines, selection routines, or both.

When responding to the "Select PROTECTED LOCAL VARIABLES:" and "Select REQUIRED LOCAL VARIABLE:" prompts, it is very important that you consider the following:

- The interface routine will not be called unless all of the required variables are defined.

- It is safe to assume that the following variables are defined. Calling a package interface must leave them defined. They should be left unchanged after leaving the exit action from the package interface.

- DFN = IEN of the patient in the PATIENT file (#2)
- IBCLINIC = IEN of the clinic in the HOSPITAL LOCATION file (#44)
- IBAPPT = Appointment date/time in VA FileMan format

Use of the Edit Package Interface option performs the following actions:

- Checks for required variables
- "News" protected variables
- Does entry action
- Calls the specified entry point
- Does exit action

Encounter Form IRM Options
Edit Package Interface

Table 1 - Prompts used with the Edit Package Interface option

PROMPT	POSSIBLE RESPONSE(S)	OUTPUT, SELECTION, OR BOTH
*SELECT THE TYPE OF PACKAGE INTERFACE TO EDIT:	1, 2, Output, Selection, or up-arrow <^>	Both
*Select a PACKAGE INTERFACE:	<RET>, up-arrow <^>, package interface name	Both
Are you sure this is the right type of data?:	Yes, No, <RET>, up-arrow <^>	Both
*NAME:	<RET>, up-arrow <^>, name of the interface you are writing, prefixed by the namespace of the package that is providing the data	Both
DESCRIPTION:	Free text entry of pertinent information. Should advise the user of the data contained/returned. You will be given the opportunity to edit this information before proceeding to the next prompt.	Both
*WHAT FORMAT WILL THE DATA BE IN?:	SINGLE VALUE - A string without pieces. RECORD - A set of strings concatenated together with "^" separating the pieces. LIST OF SINGLE VALUES - An indefinite number of values, each numbered, each containing the same type of information. LIST OF RECORDS - An indefinite number of values, each numbered, each containing the same type of information. WORD PROCESSING - Data in VA FileMan format.	Output only
*LIST OF WORDS TO MAKE LOOK-UPS EASIER:	List of words with which you wish to index the interface.	Both
*CUSTODIAL PACKAGE:	Free text pointer to the PACKAGE file (#9.4).	Both
*ROUTINE:	The routine that should be called.	Both
*ENTRY POINT:	The entry point in the routine that should be called.	Both
*Select PROTECTED LOCAL VARIABLES:	A list of variables that should be "newed" before the entry action or calling the interface.	Both
*Select REQUIRED LOCAL VARIABLE:	A variable that is required input to the interface routine. The interface routine will not be called unless all of the required variables are defined.	Both
*AVAILABLE? (Y/N): YES//	0 NO 1 YES <RET> or up-arrow <^> This field should be set to YES if the interface is available; NO if it is not available. Interfaces that are not available are not called.	Both
*WHAT IS THE FIRST PIECE OF DATA RETURNED BY THE INTERFACE?:	Free text entry that should be a descriptive name of the first field in the record returned by the interface. This prompt will repeat as second piece, third piece, etc., for up to a maximum of seven pieces.	Both
*WHAT IS ITS MAXIMUM LENGTH?:	The maximum length (number of characters) of the applicable field of the record returned by the interface routine.	Both
*CAN THIS FIELD BE DISPLAYED TO THE USER?: YES//	0 NO 1 YES <RET> or up-arrow <^> If NO, the value cannot be displayed to the encounter form. The first piece is reserved for the unique ID of the selection.	Selection only
*ARE SELECTIONS EXPORTABLE?: YES//	0 NO 1 YES <RET> or up-arrow <^> Determines whether selections appearing on selection lists that are populated via the package interface will be exported along with the form on which they appear. The Import/Export Utility will not resolve pointers, so if the ID returned by the package interface (piece 1) is a pointer that differs between sites, this field should contain NO.	Selection only

*Entering an up-arrow <^> will return you to the menu.
NOTE: Entering <?> or <??> at any prompt will activate on-line help.

Encounter Form IRM Options
Edit Package Interface

Example

```
You can write your own Package Interfaces to obtain data not available
through the Toolkit.  Before you do so, however, please consult the technical
documentation for the guidelines that must be followed.  In particular, you
must know where the data should be placed and what format must be used.

Press RETURN to continue...<RET>

OUTPUT interfaces are used to obtain data from other packages that will be
displayed to DATA FIELDS.

SELECTION interfaces are used to obtain data from other packages that will be
displayed to SELECTION LISTS.

     Select one of the following:

          1         OUTPUT
          2         SELECTION

SELECT THE TYPE OF PACKAGE INTERFACE TO EDIT: 1// <RET>  OUTPUT
Select a PACKAGE INTERFACE: DPT NUMBER OF CHILDREN
  Are you adding 'DPT NUMBER OF CHILDREN' as
    a new PACKAGE INTERFACE? Y  (Yes)

You must prefix the name with the name space of the package that is providing
the data.

NAME: DPT NUMBER OF CHILDREN  Replace <RET>
DESCRIPTION:
  1>For displaying the number of children dependent on the patient.
  2>
EDIT Option: <RET>
WHAT FORMAT WILL THE DATA BE IN?: ?
     What format will the data be in?
     Choose from:
       1        SINGLE VALUE
       2        RECORD
       3        LIST OF SINGLE VALUES
       4        LIST OF RECORDS
       5        WORD PROCESSING
WHAT FORMAT WILL THE DATA BE IN?: 1  SINGLE VALUE

You can enter a list of words with which to index this interface. You will
then be able to look up this interface by entering any word on the list.
Each word should be at least 3 characters long, and words must be separated
by a space.
```

Encounter Form IRM Options
Edit Package Interface

```
LIST OF WORDS TO MAKE LOOK-UPS EASIER: CHILDREN DEPENDENTS NUMBER
CUSTODIAL PACKAGE: PATIENT FILE
ROUTINE: IBDFN11
ENTRY POINT: CHILDREN
Select PROTECTED LOCAL VARIABLES: DFN
  Are you adding 'DFN' as a new PROTECTED LOCAL VARIABLES (the 1ST for this
PACKAGE INTERFACE)? Y  (Yes)
Select PROTECTED LOCAL VARIABLES: <RET>
Select REQUIRED LOCAL VARIABLE: IBCLINIC
  Are you adding 'IBCLINIC' as a new REQUIRED LOCAL VARIABLE (the 1ST for this
PACKAGE INTERFACE)? Y  (Yes)
Select REQUIRED LOCAL VARIABLE: <RET>
AVAILABLE? (Y/N): Y  YES
WHAT IS THE FIRST PIECE OF DATA RETURNED BY THE INTERFACE?: NUMBER OF
DEPENDENT CHILDREN
WHAT IS ITS MAXIMUM LENGTH?: 2
```

Encounter Form IRM Options
Edit Marking Area (for selection lists)

Introduction

This option is locked with the IBDF IRM security key.

This option allows the local sites to add, edit, or delete their own Marking Areas (the areas on a selection list that the user marks to indicate selections from the list, e.g., ( ), [ ], { }) to change the look of the form. The option is screened by the TOOL KIT field so users can only add or edit their own Marking Areas.

The following three prompts are used with this option:

"Select MARKING AREA TYPE NAME:"
Your response should describe the Marking Area as it will appear on the form (e.g., "brackets" if { } will appear on the form).

"NAME:"
This prompt allows you to accept, edit, or delete a Marking Area. Your response to the "Select MARKING AREA TYPE NAME:" prompt will appear as a default value. Press <RET> to accept the default. To edit the name of a Marking Area, enter the correct name at this prompt. Enter an at-sign <@> to delete the default value. You will be asked if you are sure you want to delete the Marking Area. A "YES" response will delete the Marking Area and return you to the menu. A "NO" response will cause the prompt to repeat. An up-arrow <^> entered at this prompt will return you to the menu.

"DISPLAY STRING:"
Enter the characters that should be printed on the form, including spaces, up to a maximum of twenty characters. The message, "New marking area created!" will appear on the screen, and you will be returned to the menu. This prompt will not appear if you deleted the Marking Area at the "NAME:" prompt. This prompt requires a response. Pressing <RET> will repeat the prompt until you enter a response. Entering an up-arrow <^> at this prompt will return you to the menu, and will cancel your attempt to create a new Marking Area.

Encounter Form IRM Options
Edit Marking Area (for selection lists)

Example

```
You can create your own MARKING AREAS to supplement those that come with the
toolkit. Marking areas are the areas on a selection list that the user
marks to indicate selections from the list.


Press RETURN to continue...<RET>


Select MARKING AREA TYPE NAME: SLASHES
  Are you adding 'SLASHES' as a new MARKING AREA TYPE? Y  (Yes)
NAME: SLASHES// <RET>

Enter the characters that should be printed on the form, including spaces.


DISPLAY STRING: /  /

New marking area created!
```

Encounter Form IRM Options
Define Available Report (not Health Summaries)

Introduction

This option is locked with the IBDF IRM security key.

This option allows you to define the reports available through the Print Manager. Reports do not have to be namespaced. Care must be taken when defining reports to the Print Manager. Please follow these rules:

1. Entry points must involve no user interaction.
2. The device must not be changed or closed.
3. Local variables should be the same on exit as on entry.
4. Assume that the device is already at the top of the form, so there are no form feeds at the beginning.
5. There should be a form feed after the report prints.

The following variables are available, and should not be changed after exit action from the package interface:

- DFN = IEN of the patient in the PATIENT file (#2)
- IBCLINIC = IEN of the clinic in the HOSPITAL LOCATION file (#44)
- IBAPPT = Appointment date/time in VA FileMan format

The following prompts are used with this option:

"Select a report defined to the print manager:"
"NAME:"
Your response to both of these prompts should be the name of the package interface. Your response to "Select a report defined to the print manager:" will appear as the default value at the "NAME:" prompt, where you will be able to edit or delete the entry.

"DESCRIPTION:"
This prompt allows you to enter a free text description of the report.

Encounter Form IRM Options
Define Available Report (not Health Summaries)

"USER LOOKUP:"
This is the same as the "LIST OF WORDS TO MAKE LOOK-UPS EASIER:" prompt in the Edit Package Interface option. Enter a word or list of words with which you wish to index the package interface to facilitate lookup. Each word should be at least three characters long, and multiple words must be separated by a space. This field is used to create a KWIC index for this file in order to assist the user in locating the package interface that will display a particular item of data to a form.

"CUSTODIAL PACKAGE:"
This is a free text pointer to the PACKAGE file (#9.4).

"ENTRY POINT:"
Your response should be the entry point in the routine that should be called.

"ROUTINE:"
Your response should be the routine that should be called.

"Select PROTECTED LOCAL VARIABLES:"
You can define a list of variables (without subscripts) that should be "newed" before the entry action or calling the interface.

"Select REQUIRED LOCAL VARIABLE:"
You can define a list of variables which are required input to the interface routine. The Print Manager will not call the entry point in the interface routine unless all of the required variables are defined.

"AVAILABLE? (Y/N):"
This field should be set to YES if the interface is available, NO if it is not available. Interfaces that are not available are not called. The Print Manager will not print the report unless this is set to YES.

Encounter Form IRM Options
Define Available Report (not Health Summaries)

Example

```
You can now edit the reports available through the print manager.

Care must be taken when defining reports to the Print Manager. Please
Enter RETURN to continue or '^' to exit: <RET>


follow these rules:

  1) Entry points must involve no user interaction.
  2) The device must not be changed or closed.
  3) Local variables should be the same on exit as on entry.

THESE VARIABLES ARE AVAILABLE:

  DFN = ien of patient in the PATIENT file
  IBCLINIC = ien of clinic in the HOSPTIAL LOCATION file
  IBAPPT   = appointment date/time in FM format

FEATURES OF INTEREST, IN THE ORDER PERFORMED BY THE PRINT MANAGER:

  AVAILABLE?: The Print Manager will not print the report unless
  this is set to YES.

  REQUIRED VARIABLES: You can define a list of variables that should
  be defined. The Print Manager won't call the entry point unless
  they are defined.

Enter RETURN to continue or '^' to exit: <RET>


  PROTECTED VARIABLES: You can define a list of variables (without
  subscripts) that should be NEWed.

  ENTRY ACTION: Mumps code that should be Xecuted before calling
  the entry point.

  EXIT ACTION: Mumps code that should be Xecuted after calling
  the  entry point.

EXAMPLE: Supposing the entry point kills DFN. You could do this:

   REQUIRED VARIABLE: DFN
   PROTECTED VARIABLE: IBDFN
   ENTRY ACTION: S IBDFN=DFN
   EXIT ACTION: S DFN=IBDFN
```

Encounter Form IRM Options
Define Available Report (not Health Summaries)

```
Select a report defined to the print manager: ACTION PROFILE - 45 DAYS
ACTION PROFILE - 45 DAYS                      TYPE=REPORT

NAME: ACTION PROFILE - 45 DAYS  Replace <RET>
DESCRIPTION:
  1>The Action Profile from Outpatient Pharmacy. The  medicine profile is
  2>printed for the last 45 days.
EDIT Option: <RET>
USER LOOKUP: OUTPATIENT PHARMACY ACTION PROFILE  Replace <RET>
CUSTODIAL PACKAGE: OUTPATIENT PHARMACY// <RET>
ENTRY POINT: RXPROF// <RET>
ROUTINE: IBDFN3// <RET>
ENTRY ACTION: S PSTYPE=1,PSDAYS=45  Replace <RET>
EXIT ACTION: <RET>
Select PROTECTED LOCAL VARIABLES: PSDAYS// <RET>
Select REQUIRED LOCAL VARIABLE: DFN// <RET>
AVAILABLE? (Y/N): YES//<RET>
```

Encounter Form IRM Options
Import/Export Utility

Introduction

This option is locked with the IBDF IRM security key.

This option allows forms and Tool Kit blocks to be transferred between sites. The initial install of the Encounter Form Utilities at your site included a Tool Kit of forms and blocks that must be imported using this utility. **The only safe method for transferring additional forms and blocks between sites is through this option.**

The Import/Export Utility includes a set of files (#358 through #358.98) that are nearly identical to the files used by AICS (#357 through #357.94) to store form descriptions. These import/export files are a workspace in which forms and blocks can be safely exported to other sites, and imported from other sites to your own.

You should have a package entry for the Import/Export Utility already set up. The files listed should be in the #358 to #358.98 range. The package entry is named IB ENCOUNTER FORM IMP/EXP, and the prefix is IBDE. The package entry is necessary to export.

You should follow these steps when IMPORTING:

1. Make sure the other site has prepared a set of inits, using this utility, that contain the forms and Tool Kit blocks they want to transfer.

2. Make sure your workspace does not contain any forms or blocks that you want to keep, then clear the workspace using the Clear Work Space action. NOTE: Anything remaining in the workspace will be lost when you use the Clear Work Space action.

3. Execute the inits using the Run Inits action. The init should normally be named IBDEINIT.

4. The workspace should now contain forms and tool kit blocks from which you can choose which ones you want. Use the IMPORT ENTRY action to actually make the form or block available for use. The forms cannot be viewed while in the workspace, but you can view the IMPORT/EXP NOTES.

Encounter Form IRM Options
Import/Export Utility

(Using the IMPORT ENTRY action copies the form from the 358 series of files at the remote site to the 357 series of files at your site.) You must import each item separately.

5. Change the name of the form or tool kit block if that block already exists at your site.

You should follow these steps when EXPORTING:

NOTE: Only users with PROGRAMMER ACCESS can export.

1. Clear the workspace of anything you do not want to export.

2. Add any forms or blocks to the workspace that you **do** want to export.

3. Add Import/Export Notes for each entry you add to the workspace, accurately describing the form or block for the site to which you are exporting. (The receiving site will be able to view the notes, but they will not be able to view the form itself until they import it.)

4. Create the inits that will be sent to the other site using the DIFROM action.

5. Send the inits to the other site.

Table 2 - List Manager Actions Used with the Import/Export Utility option

SYNONYM	NAME	DESCRIPTION
HE	Help	Provides on-line instructions for importing and exporting.
DE	Delete Entry	Deletes an entry from your workspace.
DI	DIFROM	Calls the VA FileMan utility.
LF	List Forms	Lists forms in the workspace.
AE	Add Entry	Adds an entry to your workspace.
RI	Run Inits	Runs inits obtained from the site that is exporting the data.
IE	Import Entry	Imports a form or block to your site from the workspace.
VI	View Imp/Exp Notes	Allows you to view descriptions of forms and blocks that are in your workspace.
CW	Clear Work Space	Clears your workspace. Any items in the workspace when this action is used will be lost.
EI	Edit Imp/Exp Notes	Allows you to edit import/export notes written by you.

Encounter Form IRM Options
Import/Export Utility

Example 1 - Exporting a Form

```
Import/Export Work Space      Mar 07, 1997 10:57:06         Page:    1 of    1
LIST OF FORMS READY FOR IMPORT OR EXPORT

(** there are also toolkit blocks in the work space **)

     FORM NAME                        USE & BRIEF DESCRIPTION
  1  DEFAULTS                         selection list defaults - DO NOT DELETE









          Enter ?? for more actions                                          >>>
HE  Help                  DE  Delete Entry          DI  DIFROM
LB  List TK Blocks        AE  Add Entry             RI  Run Inits
IE  Import Entry          VI  View Imp/Exp Notes
CW  Clear Work Space      EI  Edit Imp/Exp Notes
Select Action: Quit// AE

Do you want to select a form from the toolkit? YES
Select a FORM: ??

Choose from:
   AMBULATORY SURGERY SAMPLE V2.1      scannable form for ambulatory surgery
   EMERGENCY SERVICES SAMPLE V2.1      scannable form for primary care
   PRIMARY CARE SAMPLE V2.1      scannable form for primary care

Select a FORM: PRIMARY CARE SAMPLE V2.1         scannable form for primary care
............
EXPORT NOTES:
  1>Contains CPT codes, Dx codes, demographics, and SOAP.
  2><RET>
EDIT Option: <RET>
```

Encounter Form IRM Options
Import/Export Utility

```
Select Action: Quit// DI   DIFROM

=====================================================================
You must enter these parameters to the prompts generated by DIFROM:
=====================================================================


Enter the Name of the Package (2-4 characters): IBDE
I am going to create a routine called 'IBDEINIT'.
but 'IBDEINIT' is ALREADY ON FILE!
Is that OK? YES
Would you like to include Data Dictionaries? YES// <RET> YES
Would you like to see the package definition? NO// <RET> NO
Do you want to accept the current definition? NO// <RET> YES

=====================================================================
{now DIFROM lists the files.....}
=====================================================================

Now you must enter the information that goes on the second line
of the INIT routines.



Enter RETURN to continue or '^' to exit: <RET>


Select VERSION: 3.0// <RET>
DATE DISTRIBUTED: AUG 3,1993// TODAY
Would you like to include OPTIONS?       YES// NO
Would you like to include BULLETINS?     YES// NO
Would you like to include SECURITY KEYS? YES// NO
Would you like to include FUNCTIONS?     YES// NO
Would you like to include HELP FRAMES?   YES// NO
Would you like security codes sent along: NO// <RET> NO
Would you like this sent via the network: NO// <RET> NO
Maximum Routine Size    (2000 - 9999) : 4000// <RET> 4000

=====================================================================
            OKAY, READY TO RUN DIFROM!
=====================================================================


Enter RETURN to continue or '^' to exit: <RET>
```

Encounter Form IRM Options
Import/Export Utility

```
                          * * Please Note * *

     DIFROM generates routines in the following format:

     nmspInxx
     ^^^^^^^^
     ||||||||
     |||||| \\- xx is any combination of numbers and
     ||||||     upper case alpha characters.
     ||||||
     ||||| \--- n is a number 0 - 9 and uppercase letter N.
     |||||
     |||| \---- I is always uppercase letter I.
     ||||
      \\\\----- 2 to 4 characters of package namespace.

     Any routines that support the init process should not
     be in this format.

Enter the Name of the Package (2-4 characters): IBDE  IB ENCOUNTER FORM
IMP/EXP        IBDE

I am going to create a routine called 'IBDEINIT'.
Is that OK? YES
Would you like to include Data Dictionaries? YES// <RET>
Would you like to see the package definition? NO// <RET>
Do you want to accept the current definition? NO// YES
```

Encounter Form IRM Options
Import/Export Utility

```
IMP/EXP ENCOUNTER FORM

IMP/EXP ENCOUNTER FORM BLOCK

IMP/EXP SELECTION LIST

IMP/EXP SELECTION

IMP/EXP SELECTION GROUP

IMP/EXP DATA FIELD

IMP/EXP PACKAGE INTERFACE

IMP/EXP FORM LINE

IMP/EXP TEXT AREA

IMP/EXP MARKING AREA

IMP/EXP HAND PRINT FIELD

IMP/EXP MULTIPLE CHOICE FIELD

IMP/EXP AICS DATA ELEMENTS

IMP/EXP AICS DATA QUALIFIERS

     Now you must enter the information that goes on the second line
     of the INIT routines.

Select VERSION: 3.0// <RET>
  Are you adding '3.0' as a new VERSION (the 3RD for this PACKAGE)? Y  (Yes)
   VERSION DATE DISTRIBUTED: 3/24/97  (MAR 24, 1997)
  DATE DISTRIBUTED: MAR 24,1997// <RET>

Would you like to include OPTIONS?       YES// NO
Would you like to include BULLETINS?     YES// NO
Would you like to include SECURITY KEYS? YES// NO
Would you like to include FUNCTIONS?     YES// NO
Would you like to include HELP FRAMES?   YES// NO

Would you like security codes sent along: NO// <RET>
Maximum Routine Size    (2000 - 9999) : 5000//<RET>
...SORRY, HOLD ON...
Moving IB ENCOUNTER FORM IMP/EXP Entry into Init's.....

IBDEI001 HAS BEEN FILED...
IBDEI002 HAS BEEN FILED.......
```

Encounter Form IRM Options
Import/Export Utility

```
IBDEI003 HAS BEEN FILED...
IBDEI004 HAS BEEN FILED.......
IBDEI005 HAS BEEN FILED...
IBDEI006 HAS BEEN FILED.......
IBDEI007 HAS BEEN FILED...
IBDEI008 HAS BEEN FILED...
IBDEI009 HAS BEEN FILED...
IBDEI00A HAS BEEN FILED...
IBDEI00B HAS BEEN FILED...
IBDEI00C HAS BEEN FILED...
IBDEI00D HAS BEEN FILED...
IBDEI00E HAS BEEN FILED...
IBDEI00F HAS BEEN FILED...
IBDEI00G HAS BEEN FILED.......
IBDEI00H HAS BEEN FILED...
IBDEI00I HAS BEEN FILED.......
IBDEI00J HAS BEEN FILED...
IBDEI00K HAS BEEN FILED.......
IBDEI00L HAS BEEN FILED...
IBDEI00M HAS BEEN FILED...
IBDEI00N HAS BEEN FILED...
IBDEI00O HAS BEEN FILED...
IBDEI00P HAS BEEN FILED...
IBDEI00Q HAS BEEN FILED...
IBDEI00R HAS BEEN FILED...
IBDEI00S HAS BEEN FILED.......
IBDEI00T HAS BEEN FILED...
IBDEI00U HAS BEEN FILED.......
IBDEI00V HAS BEEN FILED...
IBDEI00W HAS BEEN FILED.......
IBDEI00X HAS BEEN FILED...
IBDEI00Y HAS BEEN FILED.......
IBDEI00Z HAS BEEN FILED...
IBDEI010 HAS BEEN FILED.......
IBDEI011 HAS BEEN FILED...
IBDEI012 HAS BEEN FILED.......
IBDEI013 HAS BEEN FILED...
IBDEI014 HAS BEEN FILED.......
IBDEI015 HAS BEEN FILED...
IBDEI016 HAS BEEN FILED......
IBDEINI1 HAS BEEN FILED...
IBDEINI2 HAS BEEN FILED...
IBDEINI3 HAS BEEN FILED...
IBDEINI4 HAS BEEN FILED...
IBDEINI5 HAS BEEN FILED...
IBDEINIT HAS BEEN FILED...
IBDEINIS HAS BEEN FILED...
DONE
************************
```

Encounter Form IRM Options
Import/Export Utility

Example 2 - Importing a Form

```
Select Action: Quit// RI   Run Inits
The work space must be cleared before the INITS are run. Is that okay?
Enter Yes or No: YES
What is the name of the init routine that contains the forms that you want to
import? IBDEINIT// <RET>


**********************************************************************

  First the files contained in the inits will be listed.
  THEN ....
  You must enter these parameters to the prompts generated by INITS:

**********************************************************************


SHALL I WRITE OVER FILE SECURITY CODES? NO// <RET> NO
ARE YOU SURE EVERYTHING'S OK? NO// YES


**********************************************************************

  Now to execute the inits!

**********************************************************************


Enter RETURN to continue or '^' to exit: <RET>
```

Encounter Form IRM Options
Import/Export Utility

```
This version (#2.1V1) of 'IBDEINIT' was created on 07-MAR-1997
         (at ISC-ALBANY DEMO TEXT RET V.1, by VA FileMan V.21.0)

I HAVE TO RUN AN ENVIRONMENT CHECK ROUTINE.

Initialization Started: MAR 07, 1997@11:07:33


I AM GOING TO SET UP THE FOLLOWING FILES:

   358       IMP/EXP ENCOUNTER FORM  (Partial Definition)  (including data)
Note:  You already have the 'IMP/EXP ENCOUNTER FORM' File.
I will OVERWRITE your data with mine.

   358.1     IMP/EXP ENCOUNTER FORM BLOCK (Partial Definition) (including data)
Note:  You already have the 'IMP/EXP ENCOUNTER FORM BLOCK' File.
I will OVERWRITE your data with mine.

   358.2     IMP/EXP SELECTION LIST  (Partial Definition)  (including data)
Note:  You already have the 'IMP/EXP SELECTION LIST' File.
I will OVERWRITE your data with mine.

   358.3     IMP/EXP SELECTION  (Partial Definition)  (including data)
Note:  You already have the 'IMP/EXP SELECTION' File.
I will OVERWRITE your data with mine.

   358.4     IMP/EXP SELECTION GROUP  (Partial Definition)  (including data)
Note:  You already have the 'IMP/EXP SELECTION GROUP' File.
I will OVERWRITE your data with mine.

   358.5     IMP/EXP DATA FIELD  (Partial Definition)  (including data)
Note:  You already have the 'IMP/EXP DATA FIELD' File.
I will OVERWRITE your data with mine.

   358.6     IMP/EXP PACKAGE INTERFACE  (Partial Definition)  (including data)
Note:  You already have the 'IMP/EXP PACKAGE INTERFACE' File.
I will OVERWRITE your data with mine.
```

Encounter Form IRM Options
Import/Export Utility

```
358.7     IMP/EXP FORM LINE  (Partial Definition)  (including data)
Note:  You already have the 'IMP/EXP FORM LINE' File.
I will OVERWRITE your data with mine.

   358.8     IMP/EXP TEXT AREA  (Partial Definition)  (including data)
Note:  You already have the 'IMP/EXP TEXT AREA' File.
I will OVERWRITE your data with mine.

   358.91    IMP/EXP MARKING AREA  (Partial Definition)  (including data)
Note:  You already have the 'IMP/EXP MARKING AREA' File.
I will OVERWRITE your data with mine.

   358.93    IMP/EXP MULTIPLE CHOICE FIELD  (Partial Definition)  (including
data)
Note:  You already have the 'IMP/EXP MULTIPLE CHOICE FIELD' File.
I will OVERWRITE your data with mine.

   358.94    IMP/EXP HAND PRINT FIELD  (Partial Definition)  (including data)
Note:  You already have the 'IMP/EXP HAND PRINT FIELD' File.
I will OVERWRITE your data with mine.

   358.98    IMP/EXP AICS DATA QUALIFIERS  (Partial Definition)  (including
data)
Note:  You already have the 'IMP/EXP AICS DATA QUALIFIERS' File.
I will OVERWRITE your data with mine.

   358.99    IMP/EXP AICS DATA ELEMENTS  (Partial Definition)  (including data)
Note:  You already have the 'IMP/EXP AICS DATA ELEMENTS' File.
I will OVERWRITE your data with mine.

SHALL I WRITE OVER FILE SECURITY CODES? No// <RET>  (No)

ARE YOU SURE EVERYTHING'S OK? No// Y  (Yes)

...HMMM, JUST A MOMENT PLEASE.................................................
.........................................
OK,I'M DONE.
NO SECURITY-CODE PROTECTION HAS BEEN MADE
```

Encounter Form IRM Options
Import/Export Utility

```
Import/Export Work Space      Mar 07, 1997 11:08:24         Page:    1 of    1
LIST OF FORMS READY FOR IMPORT OR EXPORT

(** there are also toolkit blocks in the work space **)

     FORM NAME                        USE & BRIEF DESCRIPTION
  1  DEFAULTS                         selection list defaults - DO NOT DELETE
  2  PRIMARY CARE SAMPLE V2.1         scannable form for primary care



          Enter ?? for more actions                                        >>>
HE  Help                  DE  Delete Entry          DI  DIFROM
LB  List TK Blocks        AE  Add Entry             RI  Run Inits
IE  Import Entry          VI  View Imp/Exp Notes
CW  Clear Work Space      EI  Edit Imp/Exp Notes
Select Action: Quit//
```

```
Import/Export Work Space      Mar 07, 1997 11:08:24         Page:    1 of    1
LIST OF FORMS READY FOR IMPORT OR EXPORT

(** there are no toolkit blocks in the work space **)

     FORM NAME                        USE & BRIEF DESCRIPTION
  1  PRIMARY CARE SAMPLE V2.1         scannable form for primary care



          Enter ?? for more actions                                        >>>
HE  Help                  DE  Delete Entry          DI  DIFROM
LB  List TK Blocks        AE  Add Entry             RI  Run Inits
IE  Import Entry          VI  View Imp/Exp Notes
CW  Clear Work Space      EI  Edit Imp/Exp Notes

Select Action: Quit// IE=1   Import Entry
New Form Name: PRIMARY CARE SAMPLE V2.1  Replace <RET> ……
SHOULD THIS FORM BE PART OF THE TOOKIT?: YES// <RET> ……
```

Encounter Form IRM Options
Recompile All Forms

Introduction

This option is locked with the IBDF IRM security key.

This option is used to recompile all forms. The compiled version of every form and block is deleted. Each form is recompiled the first time it is printed.

Example

```
Do you really want to Recompile all Forms? YES

Uncompiling all forms.........................

Okay, forms will be recompiled as they are printed.
```

Encounter Form IRM Options
Miscellaneous Cleanup

Introduction

This option is locked with the IBDF IRM security key.

This option deletes various data structures that are no longer in use. Because AICS was designed to automatically delete all data structures when no longer needed, this option is a backup that should rarely be needed. Currently, the option deletes the compiled version of forms where the form itself no longer exists. It also deletes blocks that do not belong to any form.

When you use this option, the cleanup is performed, a message similar to the following appears on the screen, and you automatically return to the menu.

```
Blocks not belonging to any form have been deleted Extraneous cross-references on
non-existent forms have been deleted
```

Encounter Form IRM Options
Device Edit

Introduction

This option is locked with the IBDF IRM security key.

This option allows editing of the Encounter Form Printers file. You can specify whether or not a terminal type is PCL5 compatible and the proper escape sequences for simplex and duplex. Only PCL5 compatible printers can print scannable encounter forms, and must be so indicated. Most HP laser printers are PCL5 compatible.

Example

```
Add/Edit Encounter Form Printers Terminal Type


Select ENCOUNTER FORM PRINTERS TERMINAL TYPE: P-HPLASER/16/8/UP/DUPLEX
        Laser Jet with 16.66 pitch and 8 lines per inch (Upright)
         ...OK? Yes// <RET>  (Yes)

TERMINAL TYPE: P-HPLASER/16/8/UP/DUPLEX// <RET>
PRINTER LANGUAGE TYPE: PCL5// <RET>
SIMPLEX: $C(27)_"&l0S"// <RET>
DUPLEX, LONG-EDGE BINDING: $C(27)_"&l1S"// <RET>
DUPLEX, SHORT-EDGE BINDING: $C(27)_"&l2S"// <RET>


Select ENCOUNTER FORM PRINTERS TERMINAL TYPE:
```

Encounter Form IRM Options
Purge Form Tracking files

Introduction

This option is locked with the IBDF IRM security key.

This option purges old data from the ENCOUNTER FORM TRACKING file (357.96), the ENCOUNTER FORM DEFINITION file (357.95), and the FORM SPECIFICATION file (359.2). It should be queued to run at the site's convenience. The IBDF AUTO PURGE FORM TRACKING option should be used to automatically queue this option to run on a recurring basis.

The option needs no device and has no output.

Example

```
Do you want to purge Form Tracking?
Enter Yes or No: YES

This is a required response. Enter '^' to exit
Enter Yes or No: NO
Number of Days to Retain:  (60-999): 60// 100

     Select one of the following:

          0         None
          1         Purge Completed Entries
          2         Purge All Entries

Purge what Entries: 1// 2  Purge All Entries
Requested Start Time: NOW// <RET>  (MAR 06,  1997@08:50:19)
Requested Queued Task+236109
```

AICS Data Entry Menu
Clinic based Data Entry

Note: With functionality put in place by the Code Set Versioning project, this option is no longer a part of AICS. The user will see the following message when attempting to use this option:

```
Sorry, your Primary Menu is out of order with the message:
           ** This option is OUT OF ORDER **
```

AICS Data Entry Menu
Data Entry by Form

Note: With functionality put in place by the Code Set Versioning project, this option is no longer a part of AICS. The user will see the following message when attempting to use this option:

```
Sorry, your Primary Menu is out of order with the message:
           ** This option is OUT OF ORDER **
```

AICS Data Entry Menu
Group Clinic Data entry

Note: With functionality put in place by the Code Set Versioning project, this option is no longer a part of AICS. The user will see the following message when attempting to use this option:

```
Sorry, your Primary Menu is out of order with the message:
           ** This option is OUT OF ORDER **
```

AICS Data Entry Menu
Form Component Inquiry

Note: With functionality put in place by the Code Set Versioning project, this option is no longer a part of AICS. The user will see the following message when attempting to use this option:

```
Sorry, your Primary Menu is out of order with the message:
           ** This option is OUT OF ORDER **
```

AICS Data Entry Menu

Pre-printed Form Data Entry

Note: With functionality put in place by the Code Set Versioning project, this option is no longer a part of AICS. The user will see the following message when attempting to use this option:

```
Sorry, your Primary Menu is out of order with the message:
           ** This option is OUT OF ORDER **
```

Reports and Utilities
Form Components

Introduction

This option allows you to view form and block components such as starting row, block height and width, block name and contents, and subcolumn information for selection lists.

Example

```
Form Components              Mar 07, 1997 13:07:47          Page:    1 of    4
     Form Name: PRIMARY CARE2 SAMPLE V2.1             FORM ID #:
        Status: Uncompiled                              Toolkit: Yes
     Scannable: Yes                                     Use ICR: Yes
Simplex/Duplex: Duplex Short-Edge                       # Pages: 2

1)  PATIENT INFORMATION (V2.1)
  Starting Row:   2                              Starting Column:   1
   Block Width:  63                                 Block Height:  21

2)  HEADER
  Starting Row:   2                              Starting Column:  90
   Block Width:  12                                 Block Height:   1

3)  APPOINTMENT
  Starting Row:   6                              Starting Column:  68
   Block Width:  66                                 Block Height:   5

4)  FUTURE APPTS (V2.1)
+         Enter ?? for more actions
EX  Expand Item           BC  Block Components
Select Action: Next Screen//
```

Reports and Utilities
Edit Site Parameters

Introduction

This option is locked with the IBDF IRM security key.

The FILL % FOR BUBBLES and BACKGROUND % FOR BUBBLES fields are asked only if you hold the IBD MANAGER key.

This option allows editing of AICS site parameters that affect the printing of forms, manual data entry, the purge utility and scanning.

Following are the parameters with a brief description. A double question mark (??) entered at any prompt provides a complete description of that parameter.

Form Tracking Purge Parameters
RECORDS TO PURGE - whether you want the background purge option to purge *all records* , *completed records*, or *no records* older than the number of days specified in the FORM TRACKING RETENTION DAYS field.

FORM TRACKING RETENTION DAYS - the number of days to retain form tracking information after it is no longer used.

PURGE NOTIFICATION MAIL GROUP - the mail group automatically notified of purge results. Results are also stored in the AICS PURGE LOG file and may be reviewed. Mail notification is not required.

Data Entry Parameters
DEFAULT DATA ENTRY FORM - the form to be used as the default form for doing data entry when no form exists for a clinic. If no form is defined, the Primary Care Sample form exported with AICS 2.1 will be used as the default form.

Reports and Utilities
Edit Site Parameters

MAKE APPOINTMENT IN DATA ENTRY - whether you want users at your site to be prompted to make a follow up appointment during data entry of an encounter form.

PASS DATA TO PCE - how data captured in the AICS EF Data Entry Options should be passed to PCE. (Enter a double question mark at the prompt for a list of choices with complete descriptions.)

Print Parameters
PRINT FORMS FOR INPATIENTS - whether you would like to suppress printing of encounter forms for inpatients. If left blank, Encounter Forms for inpatients will print.

DAYS TO PRINT 1010F - the number of days between the expiration of a Means Test and the appointment date before that you want to print 1010Fs for. For example, if this field is set to 30, then 1010Fs will print for Means Tests that are due to expire within 30 days of the appointment.

Scanning Parameters
FILL % FOR BUBBLES - a number between 0 and 99 that represents the percentage of fill required for a bubble to be considered as checked. Entering a zero will leave the determination up to Paper Keyboard. If this field is left blank, AICS will use 20% as the amount of fill required.

This field corresponds to the Threshold % field in the Metric dialog box in Paper Keyboard. The value of this field should always be more than the value for the BACKGROUND % FOR BUBBLES field.

Modifying this field will affect only new files, and will not affect any existing form specification files. To modify an existing form specification file, it must be deleted from the workstation and the corresponding entry in file 359.2 must be deleted. This field is asked only if you hold the IBD MANAGER key.

BACKGROUND % FOR BUBBLES - a number between 0 and 99 that represents the percentage of background fill in a bubble that can exist before Paper Keyboard will consider any markings in the bubble. If this field is left blank then AICS will use 5%. Entering a zero leaves the determination up to Paper Keyboard.

Reports and Utilities
Edit Site Parameters

This field corresponds to the Background % field in the Metric dialog box. Entering a small value prevents small dots on the page from appearing as check marks. The value of this field should always be less than the value for the FILL % FOR BUBBLES field.

Modifying this field will affect only new files, and will not affect any existing form specification files. To modify an existing form specification file, it must be deleted from the workstation and the corresponding entry in file 359.2 must be deleted. This field is asked only if you hold the IBD MANAGER key.

STOP DEFAULTING C/O DATE/TIME - if there is no checkout date/time on the encounter form, the scan date/time is automatically entered by default as the checkout date/time. YES must be entered in this field to stop the automatic default.

Example

```
Edit AICS Site Parameters

Form Tracking Purge Parameters
RECORDS TO PURGE: COMPLETED// <RET>
FORM TRACKING RETENTION DAYS: 60// <RET>
PURGE NOTIFICATION MAIL GROUP: <RET>

Data Entry Parameters
DEFAULT DATA ENTRY FORM: PRIMARY CARE// <RET>
MAKE APPOINTMENT IN DATA ENTRY: YES// <RET>
PASS DATA TO PCE: FOREGROUND/WITH DISPLAY// <RET>

Print Parameters
PRINT FORMS FOR INPATIENTS: YES// <RET>
DAYS TO PRINT 1010F: 30// <RET>

Scanning Parameters
FILL % FOR BUBBLES: 20
BACKGROUND % FOR BUBBLES: 5
STOP DEFAULTING C/O DATE/TIME: YES// <RET>
```

Reports and Utilities
Scanning Error Listing

Introduction

During scanning, errors reported by AICS or PCE are stored in the AICS ERROR & WARNING LOG file. This report allows you to print a list of the errors so that the encounter forms can be retrieved and the data validated.

This report prints at 132 columns.

Example

```
AICS UNCORRECTED SCANNING ERROR LIST                                                                    MAR  7,1997  13:23    PAGE 1
                                                          FORM
                                                       TRACKING  ERROR
PATIENT               ID            APPOINTMENT DATE         ID  SOURCE  USER                  ERROR MESSAGE
-----------------------------------------------------------------------------------------------------------------------------------

                                                           841,  AICS    USER,ALAN             SCANNING ERROR: AICS was passed a
                                                                                               Form ID of "841," and this entry
                                                                                               does not exist in the Form
                                                                                               Tracking file.
                                                                                               No other information about the
                                                                                               form was available.  No data was
                                                                                               passed to PCE.  Error Code
                                                                                               3579605.
ONE,TESTPATIENT      123-45-6789   APR 17,1997  08:00   300005   PCE     USER,JANET            SCANNING ERROR:  PCE Returned the
                                                                                               following Errors and Warnings for
                                                                                               Form ID:  33029.  PCE ERROR: ICD9
                                                                                               Code not in file 80 - 438.  PCE
                                                                                               ERROR: User is not in File 200 - 0
                                                                                               PCE WARNING: There is already a


                                                                                               Primary Diagnosis this one is
                                                                                               changed to Secondary - P PCE
                                                                                               WARNING: There are "PXKERROR"s in
                                                                                               in the "PCE DEVICE INTERFACE
                                                                                               MODULE ERRORS" file in entry
                                                                                               number - 94
```

Reports and Utilities
Forms Tracking

Introduction

Two new actions have been added. Delete Entry allows a forms tracking entry to be deleted. Rel Forms w/Lost Pages allows you to pass a Forms Tracking entry to PCE when the remainder of the pages have been lost.

The IBD MANAGER key is required to use the new action, RF Rel Forms w/Lost Pages.

This option now also sorts by clinic group.

The Status Report now lists by date order within clinics.

The Statistics Report now includes the number and percentage of forms entered through manual data entry (DE); and number and percentage sent to PCE.

New statuses have been added (see below).

This report is now queuable to a printer.

This option allows you to display encounter forms sorted by clinic, patient, or clinic group for a specified division(s), clinic group(s) and date range. The Change List action, found on the Form Tracking Status Report screen, allows you to re-enter this information without exiting the option.

The Form Tracking Status Report, shows the date the form was printed and scanned (if applicable), and the status.

The Statistics Report shows statistical information such as the number and percentage of forms printed, entered through manual data entry, and scanned for each clinic.

The Status Select Report allows you to display forms with a specific status(es).

Reports and Utilities
Forms Tracking

Example

Following are the possible statuses.

ALL
PRINTED
SCANNED
SCANNED TO PCE
SCANNED W/PCE ERROR
DATA ENTRY
DATA ENTRY TO PCE
DATA ENTRY W/PCE ERROR
PENDING PAGES
ERRORS DETECTED, NOT TRANSMITTED

Form Tracking Main Screen

```
Form Tracking Status Report   Mar 07, 1997 13:30:26         Page:    1 of    2
Encounter forms - printed; scanned (to PCE, w/ERrors); pending pages;
data entry (to PCE,w/ERrors); error detected, not transmitted; not printed.
      FORM ID   APPT. D/T       PATIENT/CLINIC  PRINTED    SCANNED    STATUS

                                     ALBANY


CARDIOLOGY
   1) 78       01/08/97 09:00   One,Test        01/08/97   01/24/97   Pend Pgs
   2) 79       01/08/97 11:30   Two,Test        01/08/97   02/27/97   Pend Pgs
   3) 33002    02/10/97 14:46   Two,Test        02/10/97   02/10/97   De W/Er
   4) 33005    02/19/97 13:00   Two,Test        02/26/97   02/26/97   Scanned

ORTHOPEDIC
   5) 80       01/08/97 13:00   Two,Test        01/08/97              Printed

                                     TROY

+         Enter ?? for more actions                                          >>>
SA  Statistics            PL  Print List            DL  Delete Entry
SS  Status Select         CL  Change List
Select Action: Next Screen//
```

Reports and Utilities
Forms Tracking

Statistics Report

```
Statistics Report            Mar 07, 1997 13:34:47          Page:    1 of    1
Statistical data for the date range of NOV 27,1996 to MAR  7,1997

    CLINIC/PATIENT   TOTAL  #PRNT  %PRNTD    #DE     %DE  #SCND   %SCND   #PCE

ALBANY

Dermatology              4      4     100      0       0      1      25      0
Orthopedic               1      1     100      0       0      0       0      0

TROY

Ophthalmology            7      6   85.71      0       0      0       0      0
Cardiology               4      3      75      0       0      0       0      0


          Enter ?? for more actions                                        >>>
PL  Print List
Select Action: Quit//
```

Status Report

```
Status Select Report         Mar 07, 1997 13:36:58          Page:    1 of    2
Encounter forms with selected status for the date range of
NOV 27,1996 to MAR  7,1997
      FORM ID   APPT. D/T      PATIENT/CLINIC  PRINTED     SCANNED     STATUS

                                   ALBANY

CARDIOLOGY
   1) 78       01/08/97 09:00  One,Test        01/08/97    01/24/97    Pendng
   2) 79       01/08/97 11:30  Two,Test        01/08/97    02/27/97    Pendng
   3) 33002    02/10/97 14:46  Two,Test        02/10/97    02/10/97    De/Er
   4) 33005    02/19/97 13:00  Two,Test        02/26/97    02/26/97    Scannd

ORTHOPEDIC
   5) 80       01/08/97 13:00  Two,Test        01/08/97                Printd

                                   TROY

+         Enter ?? for more actions
PL  Print List
Select Action: Next Screen//
```

Reports and Utilities
List Clinics Using Forms

Introduction

This option provides a list, by division, of encounter forms and the clinics using each form. It can be used to identify what clinics might be sharing a form, as well as to determine when a form is not being used.

Example

```
List of Encounter Forms and their Use by Clinics  Mar 07, 1997@13:38:54  PAGE 1
For Division: ALBANY
FORM NAME                        CLINIC                      DIVISION
 FORM USAGE
-------------------------------------------------------------------------------
          Division: ALBANY
32X-DENTAL                       DENTAL                      ALBANY
 Basic Form
                                 CARDIOLOGY                  TROY
 Basic Form

BILOXI.AICS                      DERMATOLOGY                 ALBANY
 Form w/o Patient Data
                                 CARDIOLOGY                  ALBANY
 Form w/o Patient Data

BILOXI.AICS II                   DERMATOLOGY                 ALBANY
 Supplmntl form - Establshed Pt.

BILOXI.AICS III                  DERMATOLOGY                 ALBANY
 Reserved

GITEST                           GI                          ALBANY
 Basic Form

PRIMARY CARE                     GEN MED                     ALBANY
 Basic Form
                                 ORTHOPEDIC                  ALBANY
 Basic Form

Enter RETURN to continue or '^' to exit: <RET>

List of Encounter Forms and their Use by Clinics  Mar 07, 1997@13:38:54  PAGE 2
For Division: FORMS NOT IN USE
FORM NAME                        CLINIC                      DIVISION
 FORM USAGE
-------------------------------------------------------------------------------
CNV.32X-DENTAL                   ** NOT IN USE **
GENERAL MED                      ** NOT IN USE **
GENERAL MEDICINE                 ** NOT IN USE **
INFECTIOUS DIS CLIN              ** NOT IN USE **
NEW NAME                         ** NOT IN USE **
```

Reports and Utilities
Maintenance Utility for Active/Inactive Codes

Note: With functionality put in place by the Code Set Versioning project, the date and time that this report is run will determine whether codes are considered active or inactive.

Introduction

Now allows you to list active CPT, ICD9, and Visit codes that appear on encounter forms.

This option allows you to display a list of invalid ICD9, CPT and VISIT codes that appear on encounter forms. You can display a selected type of code by individual clinic(s), clinic group(s), or encounter form(s). The Change List action allows you to re-enter this information without exiting the option.

Other actions allow you to display a complete list of all invalid ICD9, CPT, and VISIT codes; and replace or delete invalid codes from the forms.

The Jump action allows you to jump to any clinic/group/form on the Maintenance Utility screen.

Example

```
Sort by [C]linics, [G]roups, [F]orms:  (C/G/F): CLINICS// <RET> (Individual)
Select Clinic: ALL// <RET>
Select Type of Code to Display: ICD   DG SELECT ICD-9 DIAGNOSIS CODES
DG SELECT ICD-9 DIAGNOSIS CODES              TYPE=SELECTION
Display codes [A]ctive, [I]nactive:  (A/I): ACTIVE// <RET>
Select ICD-9 code: 427.5        CARDIAC ARREST      COMPLICATION/COMORBIDITY
Select another ICD-9 code: <RET>
```

Reports and Utilities
Maintenance Utility for Active/Inactive Codes

Replace Code

```
Select Action: Next Screen// RC=3   Replace Code
Select ICD DIAGNOSIS CODE NUMBER: 278.01  278.01        MORBID OBESITY
         ...OK? Yes// <RET>  (Yes)

Subcolumn Header:
Edit Subcolumn 3: MORBID OBESITY// <RET>
NARRATIVE TO SEND TO PCE: ??
     Enter the narrative that should be sent to PCE when this selection is
     scanned.  This will be the provider narrative that is shown in PCE and
     Problem List.  If there is no entry in this field the text as it appears
     on the form will be sent as the narrative.

     This field can only be entered for the type of interfaces that allow
     adding this narrative, and then send the narrative to PCE.
NARRATIVE TO SEND TO PCE:
```

Invalid Code List

```
Complete Invalid List        Mar 07, 1997 13:46:31          Page:    1 of  267
This screen displays the most current invalid codes for the CPT file.

      CODE      DESCRIPTION                 CATEGORY

                       Allergy And Clinical Immu

   1) 95000     Allergy Skin Tests,   Allergy And Clinical
   2) 95001     Allergy Skin Tests,   Allergy And Clinical
   3) 95002     Allergy Skin Tests,   Allergy And Clinical
   4) 95003     Allergy Skin Tests,   Allergy And Clinical
   5) 95005     Sensitivity Skin Tes  Allergy And Clinical
   6) 95006     Sensitivity Skin Tes  Allergy And Clinical
   7) 95007     Sensitivity Skin Tes  Allergy And Clinical
   8) 95011     Sensitivity Skin Tes  Allergy And Clinical
   9) 95014     Sensitivity Skin Tes  Allergy And Clinical
  10) 95016     Sensitivity Skin Tes  Allergy And Clinical
  11) 95017     Sensitivity Skin Tes  Allergy And Clinical
+         Enter ?? for more actions
JP  Jump
Select Action: Next Screen//
```

Reports and Utilities
Maintenance Utility for Active/Inactive Codes

Jump

```
Complete Invalid List        Mar 07, 1997 13:50:03          Page:    5 of  267
This screen displays the most current invalid codes for the CPT file.

+     CODE      DESCRIPTION                CATEGORY

                                  Cardiovascular

  50) 93045     Special Electrocardi  Cardiovascular
  51) 93240     Ballistocardiogram    Cardiovascular
  52) 93255     Apexcardiography      Cardiovascular
  53) 93258     Ecg Monitor/Report,   Cardiovascular
  54) 93259     Ecg Monitor/Report,   Cardiovascular
  55) 93262     Ecg Monitor/Report,   Cardiovascular
  56) 93263     Ecg Monitor/Report,   Cardiovascular
  57) 93266     Ecg Monitor/Record,   Cardiovascular
  58) 93269     Ecg Monitor/Record    Cardiovascular
  59) 93273     Ecg Monitor/Report,   Cardiovascular
  60) 93274     Ecg Monitor/Report,   Cardiovascular
+         Enter ?? for more actions
JP  Jump
Select Action: Next Screen//
```

Reports and Utilities
Clinics With No Encounter Forms

Introduction

This report lists, by division, all clinics that do not have encounter forms assigned to them. Division counts are provided.

Example

```
List of Clinics Without Encounter Forms         Mar 07, 1997@14:16:48   PAGE 1
For Division: TROY
CLINICS                    SERVICE             COMMENT
-------------------------------------------------------------------------------
           Division: TROY

PULMONARY                  MEDICINE
PULMONARY FUNCTION         MEDICINE
RENAL-I                    MEDICINE
RENAL-II                   MEDICINE
RES/MED                    MEDICINE
RHEUMATOLOGY               MEDICINE
----------------
Division Count = 6
```

Reports and Utilities
Print Sample of all Forms

Introduction

This option prints one copy of each form currently in use. It could be used to prepare a package of materials for review, or to share with other facilities.

This could be lengthy depending on the number of forms. It is also important to remember encounter forms require a page size of 80 lines and 132 columns.

Instead of printing the patient name and SSN at the bottom of the form, this option will print the form name and clinic. Care needs to be exercised in distributing forms with patient identifiers that appear on other areas of the form.

Reports and Utilities
Print Sample of all Forms

Example

```
+-------------------------------------------------------------+                          Primary Care
|                     PATIENT INFORMATION                     |
|                                                             |
|Patient Name: ONE,TESTPATIENT                                |
|DOB: JUL 7,1950     PID: 123-45-6789         Sex: M          |    +-------------------------------------------------------+
|Eligibility: NSC                                             |    |                    APPOINTMENT INFORMATION            |
|Means Test Cat: N                                            |    |Clinic:           BONNIE                              |
|Address:                    Telephone:399-0000               |    |Appt. DT/Time:    FEB 09, 1996@07:49:32               |
|   SCREEN 1 ADDRESS                                          |    +-------------------------------------------------------+
|   LSKDJFLKJSD, CALIFORNIA 90062                             |    |                      FUTURE APPOINTMENTS              |
|                                                             |    |                                                       |
|                                                             |    |                                                       |
|                 ACTIVE INSURANCE POLICIES                   |    |                                                       |
|AETNA                                9029 INS #              |    |                                                       |
|GHI                                  DSFKLJFSDJKL            |    |                                                       |
|GHI                                  POIREWP                 |    |                                                       |
|Marital Status: DIVORCED                                     |    |                                                       |
|Employer:       EMPLOYER NAME                                |    |                                                       |
|Spouse's Emp:                                                |    |                                                       |
|                                                             |    +-------------------------------------------------------+
+-------------------------------------------------------------+    +-------------------------------------------------------+
|                          VITALS                             |    |               ******  PATIENT ALLERGIES  ******       |
|                                                             |    |                                       TYPE   VERIFIED |
|Blood Press.:             /                                  |    |                                                       |
|              ___|___|___|___|___|___|___| systolic/diastolic|    |                                                       |
|                                                             |    |                                                       |
|      Weight:             .                                  |    |                                                       |
|              ___|___|___|___|___| lbs                       |    |                                                       |
|                                                             |    |                                                       |
+-------------------------------------------------------------+    +-------------------------------------------------------+
+-----------------------------------------------------------------------------------+     +-------------------------------+
|                          SERVICE CONNECTED CONDITIONS                             |     |              CHECKOUT         |
|Service Connected Percentage:                    AO: NO  IR: NO  POW: NO  EC: NO   |     |                               |
|                                                                                   |     |No-show       [ ]              |
|                                                                                   |     |Cancel        [ ]              |
|                                                                                   |     |Rescheduled   [ ]              |
|                                                                                   |     |                               |
|                                                                                   |     |Checkout:                      |
|                                                                                   |     |          ___|___|___|___| hhmm  |
|Was the visit related to:  SC [ ]  AO [ ]  EC [ ]  IR [ ]                          |     |                               |
+-----------------------------------------------------------------------------------+     +-------------------------------+
+-----------------------------------------------------------------------------------+     +-------------------------------+
|                                TYPE OF VISIT                                      |     |              PROVIDER         |
|                                                                                   |     |                               |
|        NEW PATIENT          ||    ESTABLISHED PATIENT     ||       CONSULTATIONS |     |       P                       |
| Brief Visit          | [ ] || Brief Exam           | [ ] || Brief Visit          | [ ] |     |#1    [ ]  HYPHEN-NAME,PROVIDER |
| Limited Exam         | [ ] || Limited Exam         | [ ] || Limited Visit        | [ ] |     |      [ ]                      |
| Intermediate Exam    | [ ] || Intermediate Exam    | [ ] || Intermediate Visit   | [ ] |     |      [ ]                      |
| Extended Exam        | [ ] || Extended Exam        | [ ] || Extended Visit       | [ ] |     |      [ ]                      |
| Comprehensive Exam   | [ ] || Comprehensive Exam   | [ ] || Comprehensive Visit  | [ ] |     |      [ ]                      |
+-----------------------------------------------------------------------------------+     +-------------------------------+
+-------------------------------------------------------------------------------------------------------------------------------+
|                                                          PROCEDURES                                                           |
| [ ] Acne Surgery                    10040 |  [ ] Removal/revision of cast        29799 | [ ] Pneumococcal (V03.82)         9073|
| [ ] Application of Paste Boot       29580 |  [ ] Remove impacted ear wax         69210 | [ ] PPD skin test                 8658|
| [ ] Assay quantitative glucose      82947 |  [ ] Spirometry                      94010 | [ ] Testosterone 100/200 mg       8440|
| [ ] Biopsy of skin lesion           11100 |  [ ] TB intradermal test             86580 | [ ] Tetanus/Diptheria (V03.7)     9072|
|                                           |  [ ] Toe nail trimming               11750 | [ ] Toadol                        J188|
|  Blood gases:                             |                                            | [ ] Vitamin B-12                  9078|
| [ ] Ph                              82800 |   Injection/Immunizations:                 |                                       |
| [ ] PO2/PCO2                        82803 |  [ ] Antibiotic                      90788 |                                       |
|                                           |  [ ] Decadron                        J1100 |                                       |
| [ ] Destruction of facial lesion    17000 |  [ ] Hepatitis B                     90731 |                                       |
| [ ] Drainage of skin abscess        10060 |  [ ] Influenza (V04.8)               90724 |                                       |
| [ ] EKG, routine (12 leads)         93000 |  [ ] Small joint/bursa               20600 |                                       |
| [ ] Oximetry, noninvasive           94760 |  [ ] Medium joint/bursa              20605 |                                       |
| [ ] Pulmonary function test         94010 |  [ ] Major joint/bursa               20610 |                                       |
|                                                                                                                                |
|     Procedure Narrative                                                                                   CPT CODE             |
|     (OTHER#1)                                                                                                                  |
| [ ]                                                                                                                            |
|     ____________________________________________________________________________________________________|___|___|___|___|___||
|     (OTHER#2)                                                                                                                  |
| [ ]                                                                                                                            |
|     ____________________________________________________________________________________________________|___|___|___|___|___||
|     (OTHER#3)                                                                                                                  |
| [ ]                                                                                                                            |
|     ____________________________________________________________________________________________________|___|___|___|___|___||
+-------------------------------------------------------------------------------------------------------------------------------+
```

Reports and Utilities
Print Sample of all Forms

```
+-----------------------------------------------------------------------------------------------------------------------------------------+
|                                                                                                                                         |
|                                                                  DIAGNOSIS                                                              |
|                Cardiovascular                | [ ]  Gastroenteritis              558.9   | [ ]  Chronic renal insufficiency  593.9  |
| [ ]  Aortic stenosis/insuff       424.2    | [ ]  GI bleeding                  578.9   | [ ]  Dialysis status              V45.1  |
| Arrhytmia:                                 | [ ]  Hemorrhoids                  455.6   | [ ]  Hematuria                    599.7  |
| [ ]  Atrial flutter               427.32   | [ ]  Hepatitis viral, NOS         070.9   | [ ]  Impotence                    607.84 |
| [ ]  Atrial tachycardia           427.89   | [ ]  Hepatitis, alcoholic         571.1   | [ ]  Renal calculus               592.0  |
| [ ]  Sick sinus syndrome          427.81   | [ ]  Intestinal malabsorption     579.9   | [ ]  Urinary tract infection     599.0  |
| [ ]  Other arrhythmia             427.9    | [ ]  Irritable bowel syndrome     564.1   |              Rheumatology/Ortho                |
|                                            | [ ]  Pancreatitis, acute          577.0   | [ ]  Ankylosing spondylitis       720.0  |
| [ ]  Cardiomyopathy               425.4    | [ ]  Pancreatitis, chronic        577.1   | [ ]  Arthralgia                   719.40 |
| [ ]  Coronary pulmonale           416.9    | [ ]  Polyp(s), colon              211.3   | [ ]  Bursitis                     727.3  |
| [ ]  Coronary bypass surg (Hx)    V15.2    | [ ]  Ulcer, peptic                533.90  | [ ]  Carpal tunnel syndrome       354.0  |
| [ ]  Endocarditis                 424.90   |            Hematology/Oncology             | DJD/oteoarthritis:                        |
| [ ]  Hypertension, essential      401.9    | [ ]  Anemia                       285.9   | [ ]  Hip                          715.95 |
| [ ]  Mitral valve prolapse        424.0    | Anemia, defiency:                          | [ ]  Knee                         715.96 |
|                Dermatology                 | [ ]  B12 & folate                 266.2   | [ ]  Multiple sites               715.89 |
| [ ]  Acne                         706.1    | [ ]  Folate                       281.2   | [ ]  Shoulder                     715.91 |
| [ ]  Alopecia                     704.00   | [ ]  Iron                         280.9   | [ ]  Fracture                     829.0  |
| [ ]  Cellulitis                   682.9    |              Musculoskeletal               | [ ]  Gout                         274.9  |
| [ ]  Cyst, epiderm/sebaceous      706.2    | [ ]  Hernia, femoral              553.00  | [ ]  Hx of joint replacement      V43.60 |
| [ ]  Dermatitis                   692.9    | [ ]  Hernia, inquinal             550.90  | [ ]  Myalgia                      729.0  |
| [ ]  Herpes zoster                053.9    | [ ]  Low back pain, acute         724.2   | [ ]  Osteoarthritis               715.90 |
| [ ]  Psoriasis                    696.1    | [ ]  Low back pain, chronic       724.9   | [ ]  Osteomyelitis                730.20 |
| [ ]  Rosacea                      695.3    | [ ]  Muscle spasm                 728.85  | [ ]  Polyarthralgia, NOS          719.49 |
| [ ]  Seborrhea                    706.3    |                Neurology                   | [ ]  Rheumatoid arthritis         714.0  |
| [ ]  Seborrhea                    701.9    | [ ]  Alzheimer's disease          331.0   | [ ]  Tendonitis                   726.90 |
| [ ]  Skin hypertroph/atroph       701.9    | [ ]  Bell's palsy                 351.0   | [ ]  Vertebral fx, closed         805.8  |
| [ ]  Skin lesion                  709.9    | [ ]  Caroid artery occlusion      433.10  |                Vascular                   |
| [ ]  Skin ulcer, chronic          707.9    | [ ]  Convulsive/seizure disorder  780.3   | [ ]  Abdominal aortic aneurysm    441.4  |
| Skin neoplasm:                             | [ ]  CVA, Hx of w/o sequelae      436.    | [ ]  Thrombophlebitis             451.2  |
| [ ]  Benign                       216.9    | [ ]  Dementia, non-Alzheimers     290.0   | [ ]  Varicose veins               454.9  |
| [ ]  Malignant                    173.9    | [ ]  Epilepsy                     345.90  | [ ]  Venous thrombosis            453.9  |
| [ ]  Melanoma                     172.9    | [ ]  Headache, migraine           346.90  |                                          |
| [ ]  Uncrtn behavior              238.2    | [ ]  Headache, vascular           784.0   |                                          |
|                EENT                        | [ ]  Parkinson disease            332.0   |                                          |
| [ ]  Allergic rhinitis            477.8    | [ ]  Sciatica, acute              724.3   |                                          |
| [ ]  Cerumen impaction            380.4    | [ ]  Sciatica, chronic            724.4   |                                          |
| [ ]  Ear pain                     388.70   | [ ]  TIA                          435.9   |                                          |
| Eye:                                       | Peripheral neuropathy due to:              |                                          |
| [ ]  Cataract, senile             366.10   | [ ]  Alcohol                      357.5   |                                          |
| [ ]  Conjunctivitis               372.30   | [ ]  Diabetes                     250.60  |                                          |
| [ ]  Foreign body                 930.9    | [ ]  Drugs                        356.9   |                                          |
| [ ]  Glaucoma                     365.9    |                Psychiatric                 |                                          |
|                                            | [ ]  Alcoholism                   303.90  |                                          |
| [ ]  Eustachian tube dysfunction  381.81   | [ ]  Adjst Rxn emtn/&condct dsrd  312.10  |                                          |
| [ ]  Hearing loss                 389.9    | [ ]  Affective disorder           296.90  |                                          |
| [ ]  Otitis externa               380.10   | [ ]  Anxiety state                300.00  |                                          |
| [ ]  Otitis media                 382.9    | [ ]  Depressive disorder          311.    |                                          |
| [ ]  Pharyngitis, acute           462.     | [ ]  Drug abuse, NOS              305.90  |                                          |
| [ ]  Sinusitis, chronic           472.0    | [ ]  Grief reaction               309.0   |                                          |
| [ ]  Sinusitis, acute             461.9    | [ ]  Insomnia                     780.50  |                                          |
| [ ]  Upper respiratory infection  465.9    | [ ]  Psychosis, NOS               298.9   |                                          |
|                Endocrine                   | [ ]  Psychosocial problems        V62.9   |                                          |
| [ ]  Diabetes I-IDDM comp         250.01   | [ ]  PTSD, acute                  308.3   |                                          |
| [ ]  Diabetes II-NIDDM comp       250.00   | [ ]  PTSD, chronic                309.81  |                                          |
| [ ]  Hypercholesterolemia         272.0    | [ ]  Schizophrenia                295.90  |                                          |
| [ ]  Hyperthyroidism              242.90   | [ ]  Somatization disorder        300.81  |                                          |
| [ ]  Hypothyroidism               244.9    |                Pulmonology                 |                                          |
| [ ]  Obesity                      278.0    | [ ]  Asthma                       493.90  |                                          |
| [ ]  Osteoporosis                 733.00   | [ ]  Bronchitis, acute            466.0   |                                          |
|            Gastroenterology                | [ ]  Bronchitis, chronic          491.9   |                                          |
| [ ]  Cholelithiasis               574.20   | [ ]  Emphysema                    492.8   |                                          |
| [ ]  Cirrhosis, alcoholic         571.2    | [ ]  Pharyngitis                  462.    |                                          |
| [ ]  Cirrhosis, non alcoholic     571.9    | [ ]  Pneumonia, NOS               486.    |                                          |
| [ ]  Diarrhea                     558.9    | [ ]  Pulmonary embolism (Hx of)   V12.5   |                                          |
| [ ]  Diarrhea infectious          009.2    | [ ]  Sinusitis, chronic           473.9   |                                          |
| [ ]  Diverticulosis               562.10   | [ ]  Sleep apnea syndrome         780.57  |                                          |
| [ ]  Esophageal varices           456.1    |            Nephrology/Urology              |                                          |
| [ ]  Esophageal reflux disease    530.81   | [ ]  Bladder dysfunction          596.59  |                                          |
| [ ]  Gall Bladder disease         575.9    | [ ]  Benign prostatic hypertrphy  600.    |                                          |
|                                            |                                           |                                          |
|    Diagnosis                                                                                                ICD-9 Code                  |
|    (OTHER#1)                                                                                                                            |
| [ ]                                                                                                                  .                  |
|    ____________________________________________________________________________________________________|___|___|___|___|___|___|___|
|    (OTHER#2)                                                                                                                            |
| [ ]                                                                                                                                     |
|    ____________________________________________________________________________________________________|___|___|___|___|___|___|___|
+-----------------------------------------------------------------------------------------------------------------------------------------+
```

Reports and Utilities
Report Clinic Setups

Introduction

This option provides a report that lists each clinic setup, and the encounter forms and other reports defined for use by that clinic. For clinics with reports defined, the condition on which the report is printed is also provided.

Example

```
AICS Print Manager Clinic Setup Report          Mar 12, 1997@09:19:59   PAGE 1
For Division: ALBANY
-------------------------------------------------------------------------------
         Division: ALBANY

Clinic: DENTAL
     BASIC DEFAULT FORM:  ........................32X-DENTAL

Clinic: DERMATOLOGY
     BASIC DEFAULT FORM:  ........................BILOXI.AICS
     FORM WITH NO PRE-PRINTED PATIENT DATA:  .......BILOXI.AICS
     SUPPLEMENTAL FORM - PATIENT WITH PRIOR VISITS: BILOXI.AICS II
     RESERVED FOR FUTURE USE:  ....................BILOXI.AICS III

     REPORTS                                        PRINT CONDITION
     =======                                        ===============
     ACTION PROFILE - 45 DAYS                       FOR EVERY APPOINTMENT
     ACTION PROFILE - 45 DAYS                       FOR EVERY APPOINTMENT

Clinic: EF TEST
     BASIC DEFAULT FORM:  ........................PRIMARY CARE


Enter RETURN to continue or '^' to exit:
```

Reports and Utilities
Scanned Forms w/Bill Gen

Note: With functionality put in place by the Code Set Versioning project, this option is no longer a part of AICS. The user will see the following message when attempting to use this option:

```
Sorry, your Primary Menu is out of order with the message:
           ** This option is OUT OF ORDER **
```

Reports and Utilities
Validate Forms

Note: With functionality put in place by the Code Set Versioning project, this option is no longer a part of AICS. The user will see the following message when attempting to use this option:

```
Sorry, your Primary Menu is out of order with the message:
           ** This option is OUT OF ORDER **
```

Glossary

anchor marks	Cross-hair or angle marks appearing on a scannable form. They are used by the commercial scanning engine to align the form.
block	A form is composed of blocks. Blocks are a rectangular region on the form. Attributes include position, size, outline type, and header. All other form components are contained within a particular block, and their position is relative to the block's position.
bubbles	Marking areas on a form. They are filled in to indicate a selection, and will be read by the scanner.
column	A selection list contains one or more columns, a column being a rectangular area that contains a portion of the entries on a selection list. Attributes include position and height.
comb	Marking areas on a form to guide a user into entering one character per box.
conversion	Refers to the conversion of forms designed using IB V. 2.0 to forms that can be scanned.
CSV	Code Set Versioning. This package is mandated under the Health Information Portability and Accountability Act (HIPAA). It contains routines, globals and data dictionary changes to recognize code sets for the International Classification of Diseases, Clinical Modification (ICD-9-CM), Current Procedural Terminology (CPT) and Health Care Financing Administration (HCFA) Common Procedure Coding System (HCPCS). When implemented, certain applications will allow users of these three code systems to select codes based upon a date that an event occurred with the Standards Development Organization (SDO)-established specific code that existed on that event date.

data field	A block component that is the means by which data from V*IST*A is printed to the form, such as the patient's name. The data is obtained at the time the form is printed (i.e., it is not stored with the form) and can be particular to the patient. A data field can have subfields, which are conceptually a collection of related data fields. Attributes include label, label type (underline, bold, invisible), position, data area, data length and position (area on the form allocated to the data), item number, and package interface (the routine used to get the data).
data qualifiers	A selection list component. Example: with data qualifiers, a diagnosis can be designated as either primary or secondary.
dynamic selection lists	Lists used to print the patient's active problems, insurance policies, providers assigned to the clinic, etc. Dynamic lists provide the capability of scanning data such as patient's active problems. They also provide an easier method of printing lists of data such as SC disabilities, as compared to using data fields.
encounter form	A paper form used to display data pertaining to an outpatient visit and to collect additional data pertaining to that visit.
entry action	An attribute of a package interface. It is MUMPS code that is executed before the interface's entry point is executed.
exit action	An attribute of a package interface. It is MUMPS code that is executed after the interface's entry point is executed.
form line	A block component. A straight line that will be printed to the form. Attributes include orientation (horizontal, vertical), position, and length.

form tracking	Tracks the processing status of forms. Each printed form will be assigned an ID, allowing it to be tracked while it's being processed. The lists of forms printed, their status, and statistics can be obtained from the Form Tracking option.
hand print field	Allow input of hand printing.
intelligent character recognition	(ICR) The ability to read hand written characters (usually printed) in combs or boxes.
item number	An attribute that must be specified when defining a data field if the data field's package interface returns a list. The item number is used to specify which item on the list should be printed to the data field. For example, there is a package interface for returning service connected conditions. The first data field created for a form for displaying a service connected condition would specify item number one.
operator fill field	A field that is completed by an operator once it’s scanned.
optical character recognition	(OCR) The ability for scanning software to read characters printed by a printer on a form.
package interface	A table that is the method by which AICS interfaces with other packages. Presently there are three types of package interfaces: for printing reports via the print manager, printing data to data fields, and for entering data to selection lists. Attributes include entry point, routine, entry action, exit action, protected variables, required variables, data type, data description, and custodial package.
Paper Keyboard	A commercial scanning application, by Datacap, Inc., used to perform the scanning, recognition, and validation portions of the scanning process.
place holders	A component of a selection list. They can contain text and serve as subheaders for the selections that follow within a group.

print manager	The print manager is a utility used to define the reports and encounter forms that should be printed for clinics. It will then print the reports and forms in packets for each appointment specified.
scannable	A form or marking area that is designed to be scanned and formatted; and defined to the scanning software.
selection	A component of a selection list. It is a single entry on the list. It is stored with the form and usually consists of data taken from a file in VISTA such as a CPT code with its description.
selection group	A component of a selection list. It is a named group of selections on the list. Attributes include a header and the print order.
selection list	A block component whose purpose is to contain a list; for example, a list of CPT codes. The list contains subcolumns for marking areas, which are areas meant to be marked to indicate selections being made from the list. Attributes include headers, subcolumns, subcolumn width, subcolumn type, package interface (the routine used to fill the list), and many attributes for the appearance of the list.
selection rule	There are a set of rules on the number of items that can be accepted for each list. For example, exactly one primary diagnosis and any number of secondary diagnoses can be specified.
subcolumn	A component of a selection list. It can contain either text, such as a CPT code, or a marking area.

subfield	A component of a data field. It can display a single value, whereas a data field can be used to display a collection of related values. Attributes include those for the label and the area on the form to print the data. Also, for package interfaces that return records that have multiple values, the particular data must be specified.
text area	A rectangular area in a block that is used to display a word-processing field. The text is automatically formatted to fit within the block. Attributes include the word-processing field, the position and size of the text area. The text is stored with the form.

Military Time Conversion Table

STANDARD	MILITARY
12:00 MIDNIGHT	2400 HOURS
11:00 PM	2300 HOURS
10:00 PM	2200 HOURS
9:00 PM	2100 HOURS
8:00 PM	2000 HOURS
7:00 PM	1900 HOURS
6:00 PM	1800 HOURS
5:00 PM	1700 HOURS
4:00 PM	1600 HOURS
3:00 PM	1500 HOURS
2:00 PM	1400 HOURS
1:00 PM	1300 HOURS
12:00 NOON	1200 HOURS
11:00 AM	1100 HOURS
10:00 AM	1000 HOURS
9:00 AM	0900 HOURS
8:00 AM	0800 HOURS
7:00 AM	0700 HOURS
6:00 AM	0600 HOURS
5:00 AM	0500 HOURS
4:00 AM	0400 HOURS
3:00 AM	0300 HOURS
2:00 AM	0200 HOURS
1:00 AM	0100 HOURS

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Appendix A - Background EF Print with Special Instructions

The release of AICS V. 2.1 enabled you to print encounter forms through the use of several options, one of which is the Background EF Print option. In order for this option to work, you must set parameters to run the job. Some of the main parameters that run this job are listed below. You can set up multiple jobs, each with its own set of parameters.

Last Date Printed

This parameter contains the date of the last day for which encounter forms were printed.

Days To Print Ahead

This parameter stores the number of days ahead (from the date the job is queued) for which the encounter forms should be printed.

Special Instructions

This parameter is required when setting up individual encounter form print jobs for a facility using the Background EF Print option. Use the Setup Automatic Queues option on the Print Managers menu to set this parameter from the following choices. Brief scenarios are provided for those involving weekends and holidays.

Note: This parameter is a very important one and should be well understood in order for the printing to be done correctly and encounter forms to be printed when they are supposed to.

R - Run Regardless	When the parameter is set to this value, the print job will run daily at the scheduled time, regardless of what day of the week it is or whether it is a holiday when no clinics meet.
N - Not Active	When the parameter is set to this value, the job is considered inactive and no encounter forms will print.

T - Today When the parameter is set to this value, encounter forms will print for today only. The DAYS TO PRINT AHEAD parameter should be set to zero.

I - Ignore Both Weekends and Holidays	When the parameter is set to this, if the day the job is queued to run is a weekend day or a holiday, the job will abort. It also checks the day for which the encounter forms are to be printed. If it is a weekend day or a holiday, the job will keep going until it finds a regular work day. It will then print the encounter forms for the regular work day and quits.

Include weekends and holidays in counting the number of days ahead!

Scenario 1
The facility will be printing encounter forms three days in advance with the Special Instructions parameter set to Ignore Both Weekends and Holidays.

Day queued	**Day to be printed (+3)**
Monday	Thursday
Tuesday	Friday
Wednesday	Saturday, Sunday, Monday (holiday), Tuesday

Since the forms print three days in advance, on Wednesday the forms for Saturday should be printed. This is a weekend day, and according to the special instructions, should be ignored. The job checks the LAST DATE PRINTED parameter and will try to print this day if the day to be printed is after the last date that encounter forms were printed. No encounter forms will be printed since no appointments are scheduled for this day. The queue will then check the next day and see if it is a weekend day or a holiday. Sunday is a weekend day and a day after the Last Date Printed; therefore, the job queues off but no encounter forms are printed because nothing is scheduled for this day. The job will then check the next day to see if it is a regular work day and not a weekend day or holiday and print forms if there are any for that day. The Monday, for our example, will be a holiday and a day after the Last Date Printed so the job is queued but nothing prints for this day either. The queue will then check the next day for a regular workday...Tuesday, and print encounter forms for that day.

The system will then update the Last Date Printed and quit the job. The job will run until it finds the first regular work day and prints the encounter forms for that day.

Thursday	Wednesday

On Thursday, the forms for Sunday should normally print. It is a weekend day and a date before the Last Date Printed; therefore, the job prints nothing for this day. It looks for the next day...Monday...it's a holiday and before the Last Date Printed... nothing prints. It then looks to the next day...Tuesday...the day of the Last Date Printed...nothing prints for this day since the encounter forms have already been printed for this day. It then looks to the next day...Wednesday, and prints that day's encounter forms and updates the Last Date Printed parameter. It then quits the job.

Friday	Thursday

It is supposed to print Monday the holiday, but Monday has already been taken care of and it's before the Last Date Printed so it ignores that and also ignores Tuesday and Wednesday because encounter forms have already been printed for those days because the Last Date Printed is Wednesday; therefore, Thursday is the next day to print encounter forms for.

Saturday	Nothing prints. The job stops immediately because it is a weekend day.
Sunday	Nothing prints. The job stops immediately because it is a weekend day.
Monday (holiday)	Nothing prints. The job stops immediately because it is a holiday.
Tuesday	Friday
Wednesday	Sat, Sun, Mon.
Thursday	Tuesday
Friday	Wednesday
Saturday	Nothing prints.
Sunday	Nothing prints.

Monday Thursday

At this point, you are back on a schedule.

W - Ignore Weekends	When the parameter is set to this, if the day the job is queued for a weekend day, the job will abort. It also checks the day that the encounter forms are to be printed for. If it is a weekend day the job will keep going until it finds a regular work day and prints forms for it. The job then quits.

Include weekends in counting the number of days ahead!

Scenario 2
The facility will be printing encounter forms three days in advance with the Special Instructions parameter set to Ignore Weekends.

Day queued	**Day to be printed (+3)**
==========	==========
*Monday	Thursday
*Tuesday	Friday
*Wednesday	Saturday, Sunday, Monday
Thursday	Tuesday
Friday	Wednesday
Saturday	Nothing prints. The job stops immediately because it is a weekend day.
Sunday	Nothing prints. The job stops immediately because it is a weekend day.
Monday	Thursday

**Same explanation as Scenario 1.*

H - Ignore Holidays When the parameter is set to this, if the day the job is queued for is a holiday, the job will abort. It also checks the day that the encounter forms are to be printed for. If it is a holiday, the job will keep going until it finds a regular work day and prints forms for it. The job then quits.

Scenario 3
The facility will be printing encounter forms three days in advance with the Special Instructions parameter set to Ignore Holidays.

Day queued	**Day to be printed (+3)**
Monday	Thursday
Tuesday	Friday
Wednesday	Saturday
Thursday	Sunday
Friday	Monday (holiday), Tuesday
Saturday	Wednesday
Sunday	Thursday
Monday	Nothing prints, and the job is stopped immediately because it is a holiday.
Tuesday	Friday
Wednesday	Saturday
Thursday	Sunday
Friday	Monday
Saturday	Tuesday
Sunday	Wednesday
Monday	Thursday

Appendix B - List Manager

The List Manager is a tool that displays a list of items in a screen format and provides you the following functionality.

- browse through the list
- select items that need action
- take action against those items
- select other List Manager actions without leaving the option

A plus sign (+) at the bottom of the screen indicates there are additional screens. Left or right arrows (<<< >>>) might be displayed to indicate there is additional information to the left or right on the screen. Actions(s) are entered by typing the name(s), or abbreviation(s) at the "Select Action" prompt. Actions can be preselected by separating them with a semicolon (;). For example, "AL;CI" (Appointment Lists;Checked In) will advance through the two actions automatically.

Entries can be preselected in the following manner.

CI=1	will process entry 1 for check in
CI=3 4 5	will process entries 3, 4, 5 for check in
CI=1-3	will process entries 1, 2, 3 for check in

In addition to the various actions that can be available specific to the option you are working in, List Manager provides generic actions applicable to any List Manager screen. You can enter a double question mark <??> at the "Select Action" prompt for a list of all actions available. On the following page is a list of generic List Manager actions with a brief description. The abbreviation for each action is shown in brackets [] following the action name. Entering the abbreviation is the quickest way to select an action.

Action	Description
Next Screen [+]	move to the next screen
Previous Screen [-]	move to the previous screen
Up a Line [UP]	move up one line
Down a Line [DN]	move down one line
Shift View to Right [>]	move the screen to the right if the screen width is more then 80 characters
Shift View to Left [<]	move the screen to the left if the screen width is more then 80 characters
First Screen [FS]	move to the first screen
Last Screen [LS]	move to the last screen
Go to Page [G0]	move to any selected page in the list
Re Display Screen (RD)	redisplay the current screen
Print Screen [PS]	prints the header and the portion of the list currently displayed
Print List [PL]	prints the list of entries currently displayed
Search List [SL]	finds selected text in list of entries
Auto Display(On/Off) [ADPL]	toggles the menu of actions to be displayed/not displayed automatically
Quit [QU]	exits the screen

Appendix C - Scanning

INTRODUCTION

Note: With functionality put in place by the Code Set Versioning project, Scanning and Manual Data Entry (MDE) functionality in AICS will be terminated. This shutdown is for the following reasons:

1. Because this functionality is no longer being enhanced, it is not compatible with the new diagnostic and procedure codes as defined by HIPAA. If Scanning & MDE are allowed to continue, encounter data may be rejected which, would result in the generation of application errors.

2. VHA DIRCTIVE 2003-012.

    a. All facilities should only be using "electronic encounter forms" by October 1, 2003.

    b. All providers should enter their own encounter data using CPRS by October 1, 2003.

3. CPRS is now the method of choice for entering outpatient encounter data.

As part of the Ambulatory Data Capture Project (ADCP) the Automated Information Collection System (AICS) has been enhanced to support scanning of encounter forms. Encounter forms are designed on each medical center's VISTA computer system for each clinic. After the printed forms have been completed, the data from the form can be scanned into VISTA. Data is stored in the VISTA package responsible for that type of data, including PCE, Scheduling, and Nursing Vitals. In addition, AICS supports a number of operational parameters that allow sites to configure each work station to maximize its effectiveness.

The AICS Scanning Work Center is designed to be a secure but easy to use interface to allow scanning of encounter form data. AICS provides a link between a commercial scanning package, Paper Keyboard by Datacap, Inc. and the VISTA server systems. AICS handles all the communications and security issues for VISTA using the Kernel RPC Broker. This also allows upgrades in scanning technology without having to learn a new user interface.

Once the AICS Scanning Work Center is configured, all that is required is to put the forms in the scanner and click on the start button. The automated forms tracking logic should handle all the required processing. However, because a form may not be completed correctly, AICS and Paper Keyboard work together to prompt you to validate any discrepancies that are detected.

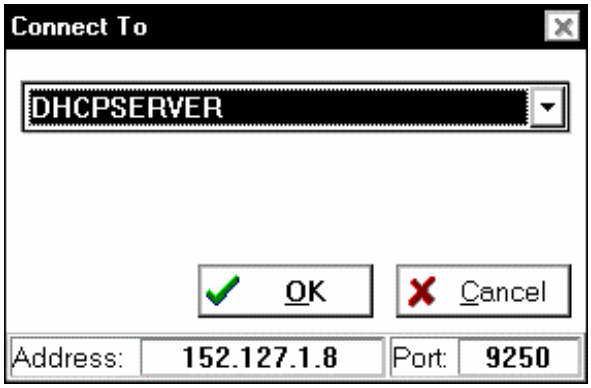
Image scanning technology is used to create a complete image of the form in Paper Keyboard. In order to provide the maximum flexibility in designing and scanning we currently use a combination of Optical Mark Recognition (OMR), Optical Character Recognition (OCR), and Intelligent Character Recognition (ICR) to evaluate different components on the encounter form.

LOGGING ON

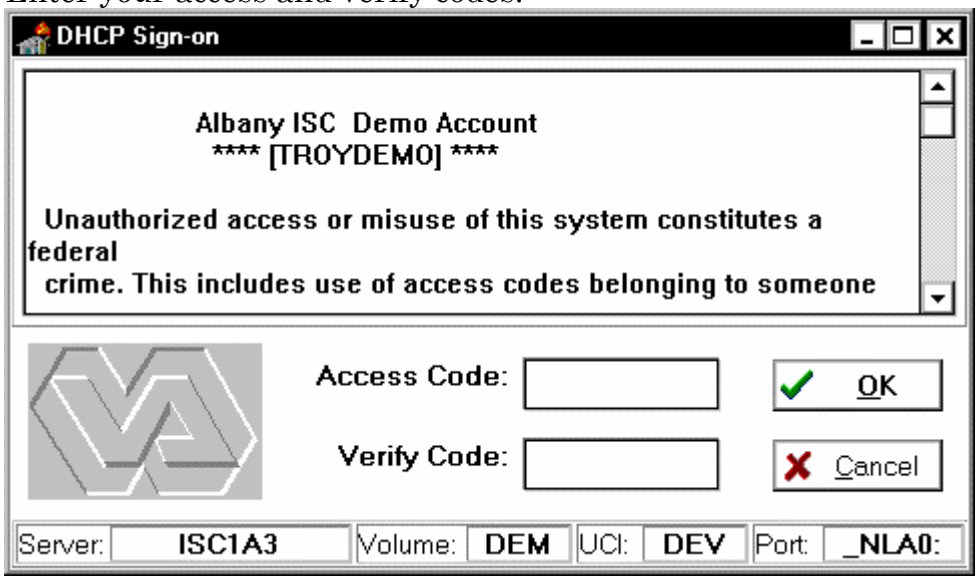
After starting the AICS workstation software, you must logon to VISTA to create a connection. This is done either by clicking on the key button on the tool bar or selecting "VISTA Logon" under the File menu. Once the server is selected, you must enter your access and verify codes.

NOTE: If Paper Keyboard is not running, AICS will start it for you. Most of the AICS functionality requires that you are logged in and Paper Keyboard is running.

Select the server.

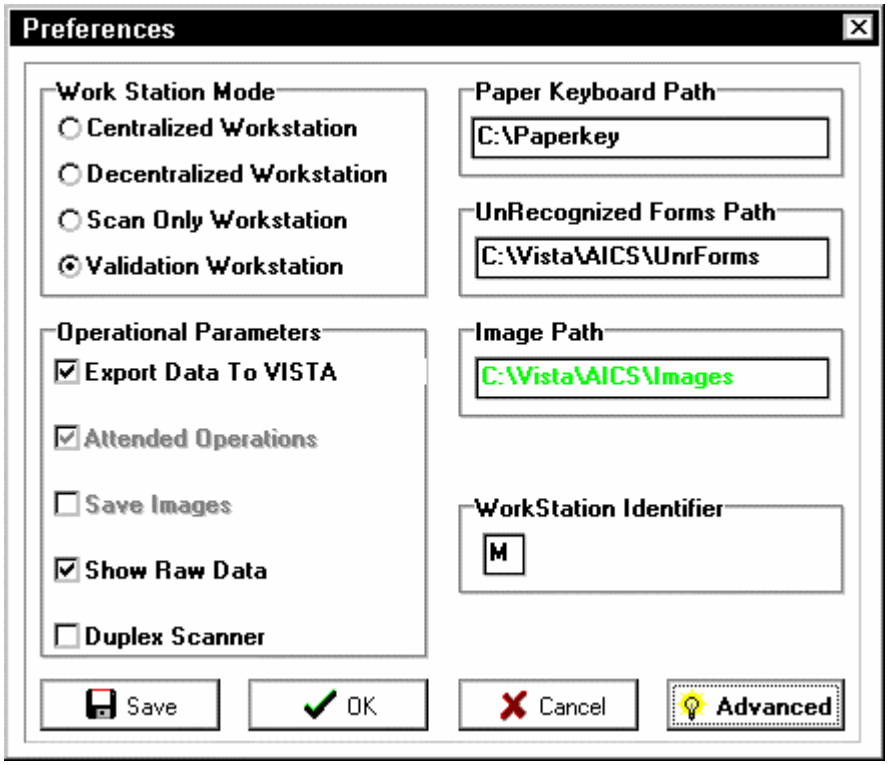


Enter your access and verify codes.



AICS PARAMETERS

The workstation parameters, or Preferences Screen, is accessed by selecting Preferences under the Options menu. AICS supports a number of different configuration parameters that allow Medical Centers to custom fit each workstation to their environment. After changing the parameters, clicking the **Cancel button** restores the values to their previous values, clicking the **Okay button** will accept the new parameters for the remainder of this session but does not save them for future sessions, clicking the **Save Button** saves the parameters for future sessions. It is recommended that changes to parameters are tested prior to saving them.



- **Work Station Mode**

Centralized Scanning

This mode optimizes operations for workstations that are set up as a centralized scanning area. A stack of forms is processed through the scanner, each form is scanned, recognized, validated and the appropriate action taken with the results of recognition and validation. If the form passes validation, the data from the form will be transmitted to VISTA; otherwise, the form is saved as an image file.

Decentralized Scanning
This mode is similar to Centralized Scanning Mode except the operations are maximized for use where only one form at a time is scanned. Each form is scanned, recognized, validated and the appropriate action taken as the result of recognition and validation. If the form passes validation, data from the form is transmitted to V*IST*A; otherwise, the form is saved as an image file.

Scan Only Workstation
This mode is designed for those workstations that are put into clinic areas where the processing time of patients is the most critical issue. In this mode, the workstation will scan the form and save the image file for future validation. The name of the file and the location of the file depend upon other parameters. Sites running a PC network can use Scan Only workstations to save images to a network drive and use a centralized validation workstation to complete the process. This allows you to maintain the encounter form with the patient's medical record and is the fastest scanning process in the outpatient area.

Validation Workstation
This mode is used to validate previously saved image files. Image files are saved one of three ways.

1. The Save Image parameter is checked.
2. The Attended Operation parameter is not checked and the form failed the validation process.
3. Images are automatically saved if the form has a scannable page block and the form design number, the form ID, or the page number printed on the form cannot be read or are not validated with their checksum values as unrecognizable forms.

In validation mode, the workstation will check the paths specified for the three types of images. A dialog box will appear to select the type of images to process and a specific form spec.

Images are automatically deleted after validation if the Options/Ask When Deleting menu bar command is not checked; otherwise, a dialog box will appear after each form.

- **Operational Parameters**

Export Data To VISTA
If the Export Data to VISTA check box is not checked, the workstation will not transmit data to VISTA after it validates the form. This would normally be used in practice mode when you don't want data sent to VISTA.

Attended Operations
This parameter should be checked if a user is at the workstation monitoring the processing of encounter forms. If this box is checked, Paper Keyboard and AICS will display dialog boxes to validate any ambiguities found during the recognition and validation process. This can be simply the validation of hand print fields, or problems such as when more than one primary provider is indicated.

If the Attended Operations Check box is not checked, the dialog boxes will be suppressed and any forms not passing validation will automatically be saved in the Image Path directory. The first character of the file name will be the letter "V", followed by the Workstation ID, followed by the last 5 characters of the form ID, followed by the page number. (Image file VA28881.tif would be the image of Page 1 of form ID 2888 failing validation on workstation "A".) If this file already exists, a sequential number is assigned in place of the form ID and page number.

Save Images
If the Save Images Check Box is checked, then the AICS Scanning Work Center will save the image of every page of every form scanned as an image file in the Image Path directory. The first letter of the image file will be the workstation ID, followed by the last 6 characters of the form ID, followed by the Page number. (Image file A28881.tif is page 1 of encounter form 2888 saved by workstation A because the save image check box is checked.)

When running the workstation in Validation mode, the parameter to Save Images cannot be turned on.

Note: If this parameter is checked and the Attended Operation parameter is not checked, files failing validation will be saved with the first letter of "V" and forms passing validation will be saved as described above. Two image files will not be created.

Show Raw Data
If this box is checked, the "coded" data actually passed from the Paper Keyboard application to the AICS Scanning Work Center is displayed in the data display area of the AICS Scanning work center. Being able to view the raw data is a useful debugging tool for IRM and the CIO Field Offices to help resolve problems.

Usually, this box is not checked.

Duplex Scanner
If a duplex (double sided) scanner is connected to this workstation, the Duplex Scanner check box should be checked. If a simplex (single sided) scanner is connected to the workstation, the Duplex Scanner check box should not be checked. **If a duplex scanner is connected and this parameter is not checked, the second page of each form will be discarded.** This parameter must agree with the Paper Keyboard parameter in the Scanner Settings option or unexpected results will occur. This parameter is not used during Validation Workstation Mode.

Paper Keyboard Path
The Paper Keyboard Path must be filled in with the full drive and path name that Paper Keyboard is installed in. Normally, Paper Keyboard is installed in C:\Paperkey. The AICS Scanning Work Center sets its working directory to this path and stores its form spec files in this directory.

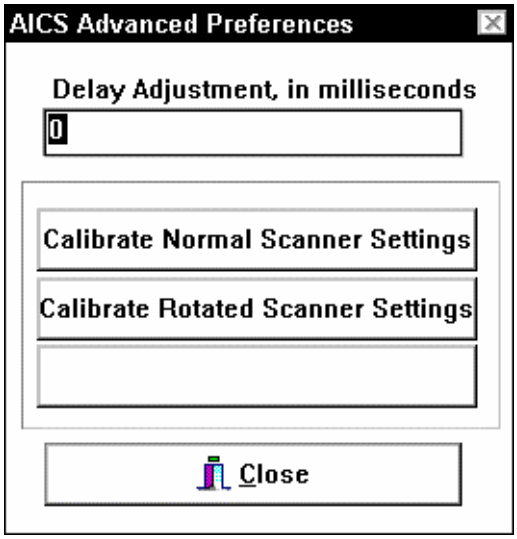
Unrecognized Images Path
If the recognition process cannot determine the form design number, the form ID, or the page number, the AICS Scanning Work Center will save the image in the Unrecognized Images path. The first letter of the file name will be a "U" followed by the workstation ID followed by a unique number.

The path may be on the local workstation or may be a network drive. The default value is C:\Vista\AICS\UnrForms.

Image Path
Images saved because the Save Image Check box is checked or because the Attended Operation Check box is not checked and the form failed the validation process will be stored in the specified path. If a workstation mode is set to Validation Workstation, this is the path that will be searched for image files. This may be a path on the local workstation or it may be on a network drive. The default value is C:\Vista\AICS\Images.

Workstation Identifier
Each workstation is assigned a workstation identifier, this is a single uppercase alpha from A to T used as part of file names of images automatically saved by the AICS Scanning Work Center. If the workstation is part of a PC network and images are saved to network drives, this is the only way to identify the source of the image. The default value is "A".

AICS Advanced Preferences
These parameters are accessed by clicking the Advanced button on the Preferences screen.



Delay Adjustment
Adding a delay adjustment adds the number of milliseconds specified to the time the AICS Scanning Work Center waits for Paper Keyboard to load the form spec files. Normally, this should not be necessary. However, if you experience a problem with the automated processing of forms stopping, it may be necessary to add a delay adjustment. This would usually be needed only when you are using two page forms with a large number of bubbles.

Adding a number of 1000 causes an additional delay of one second for each form. Increase this setting in increments of 1000 and test the form again. Repeat this process until the problem is resolved or the maximum number (30,000) is reached. If this does not solve the problem, restore the delay adjustment to its original value.

Calibrate Scanner Settings (Normal/Rotated)
Clicking on either of these buttons displays the Scanner Settings dialog box in Paper Keyboard. (See the Paper Keyboard section on how to use that dialog box.) ·A normal (page orientation is right-side up) and a rotated (page orientation is upside-down) form must be calibrated for each work station.

Calibration should only be necessary under the following circumstances.

- Initial scanner hook-up on a workstation.
- Scanner is moved or replaced at a workstation.
- Sheet feed mechanism is added or removed from the scanner.
- Paper Keyboard continually cannot recognize anchors on your form, forcing you to manually locate them.

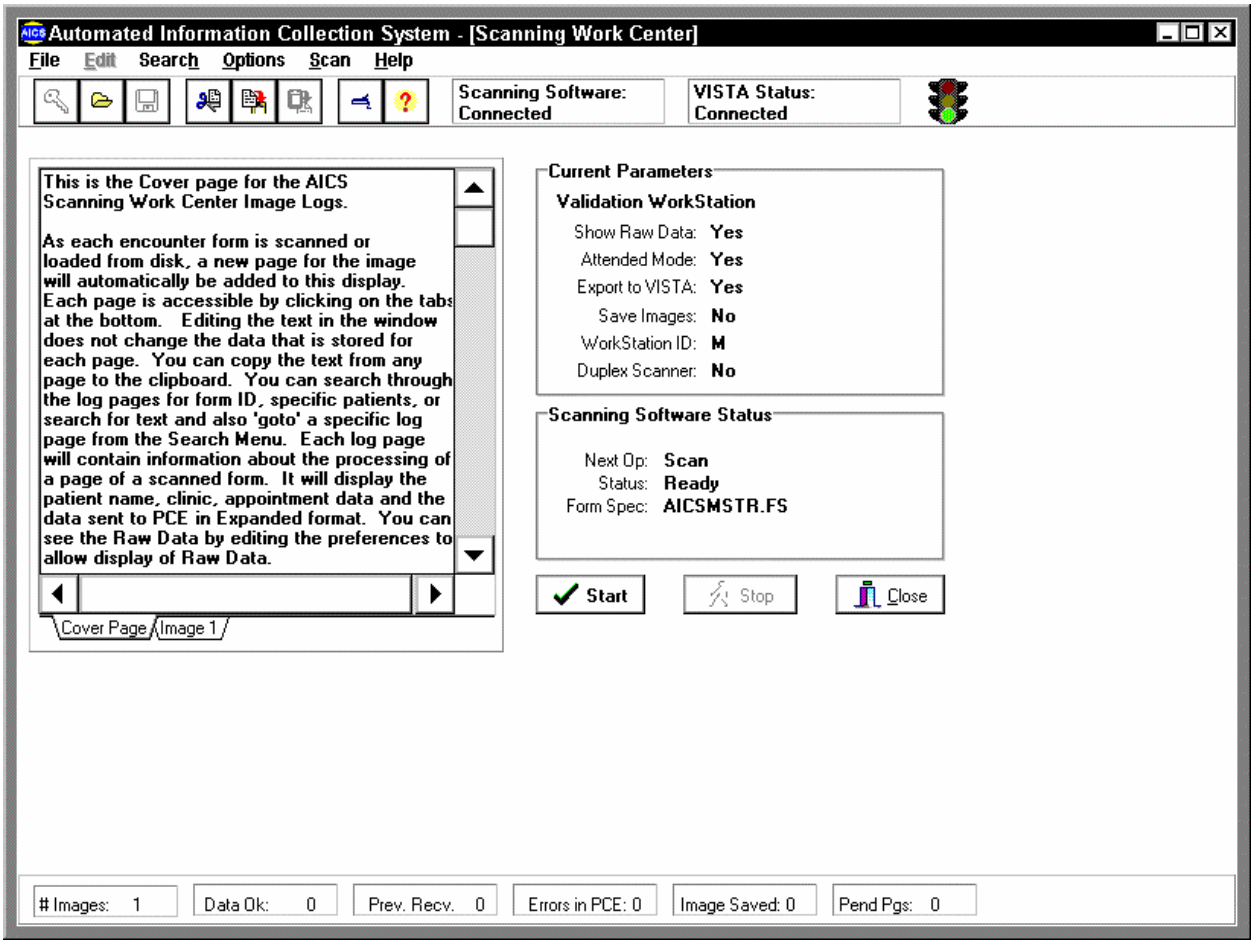
Save Normal Scanner Settings/Save Rotated Scanner Settings
Once you are satisfied that Paper Keyboard has located all the anchors, numbers, and bubbles on your form, you must Alt/Tab back to the AICS Advanced Preferences dialog box and save the calibrated settings by clicking on this box.

The Scan/Load Normal Scanner Settings menu bar command and the Scan/Load Rotated Scanner Settings menu bar can be used to manually reload the correct scanner setting if necessary.

SCANNING WORK CENTER

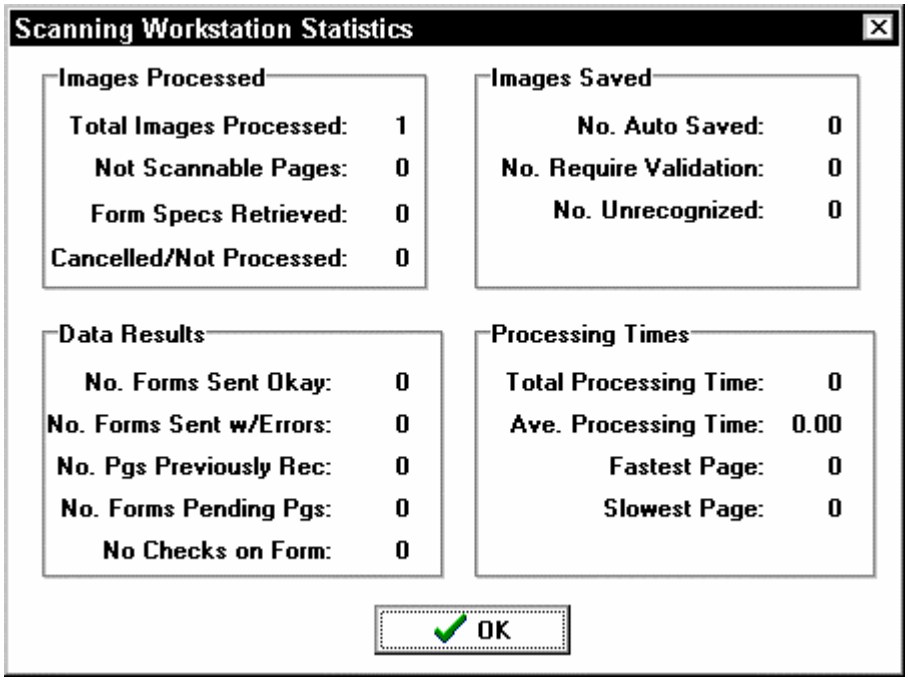
Scanning is performed via the main Scanning Work Center screen shown below. From here you can see the settings of the current parameters being used (please see AICS Parameters), the status of Paper Keyboard, and data from the form currently being used. There are a number of menus and options that can be accessed from this screen, many of them are accessed via speed buttons on the tool bar. In addition, a few of the most common processing statistics are displayable at the bottom of the screen.

Scanning Work Center Screen



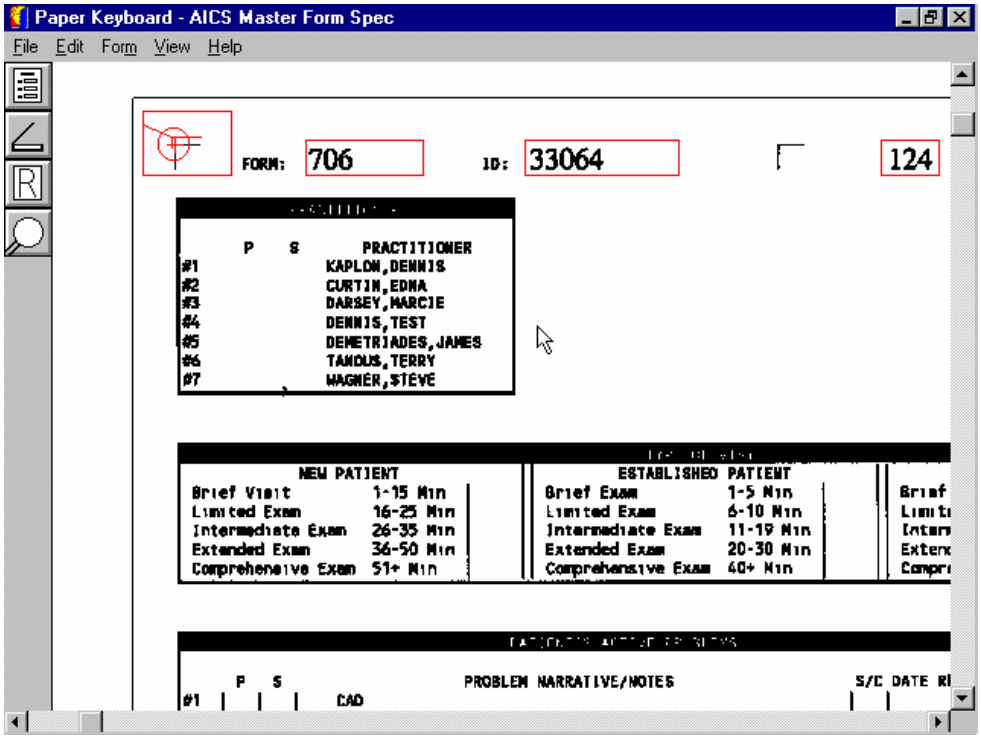
To start Scanning, click on the Start button. Processing should then proceed according to the workstation preferences. The Stop button will allow for interruption of processing. When processing more than one form at a time, a new page is added to the scanning work center for each page scanned. The processing steps and results of scanning are displayed for each form.

Statistics Screen



The statistics screen displays the full set of statistics maintained on the AICS Scanning Work center. These statistics apply only to the current session and are not currently maintained historically.

DO I NEED TO CALIBRATE?



Once the form image is visible on your screen, you can maximize the window for ease of viewing. View the form either by using the scroll bars or left clicking/holding and dragging the form.

The following form components make it scannable.

- Anchor Marks - used to align the form.
- Scannable Page Block - used to determine if the page is scannable.
- Form, ID and Page Numbers - used to recognize the form being read.

A red square should surround each of the corner anchors on your form. Additionally, a red cross-hair should position itself directly atop each of your anchors on your form. If the cross-hairs are not reasonably lined up with the anchors, you will need to calibrate.

Locate the scannable page block found at the bottom of your form. A red square should be positioned within your scannable page block. If the red square falls outside of the block, you will need to calibrate.

Locate the Form, ID and Page numbers found at the top of your form. A red square should surround each of the numbers. If the red square does not surround these numbers, you will need to calibrate.

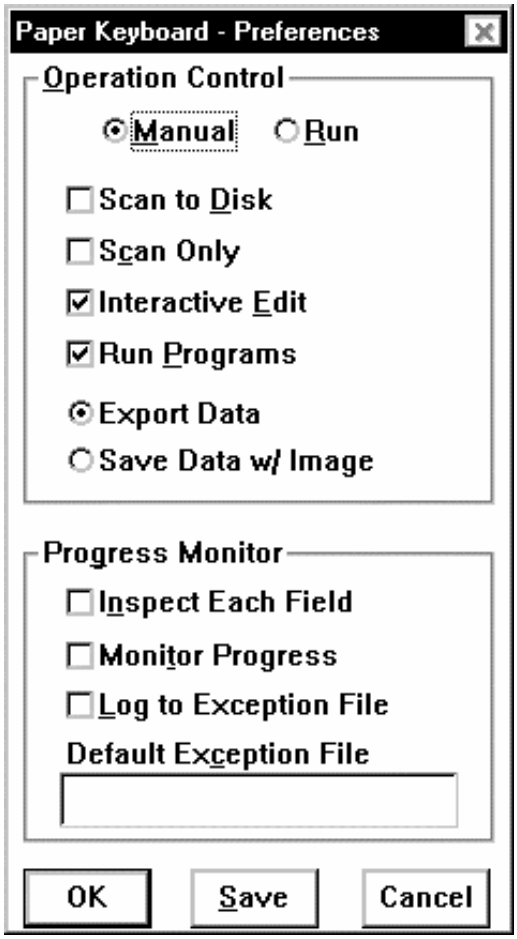
PAPER KEYBOARD

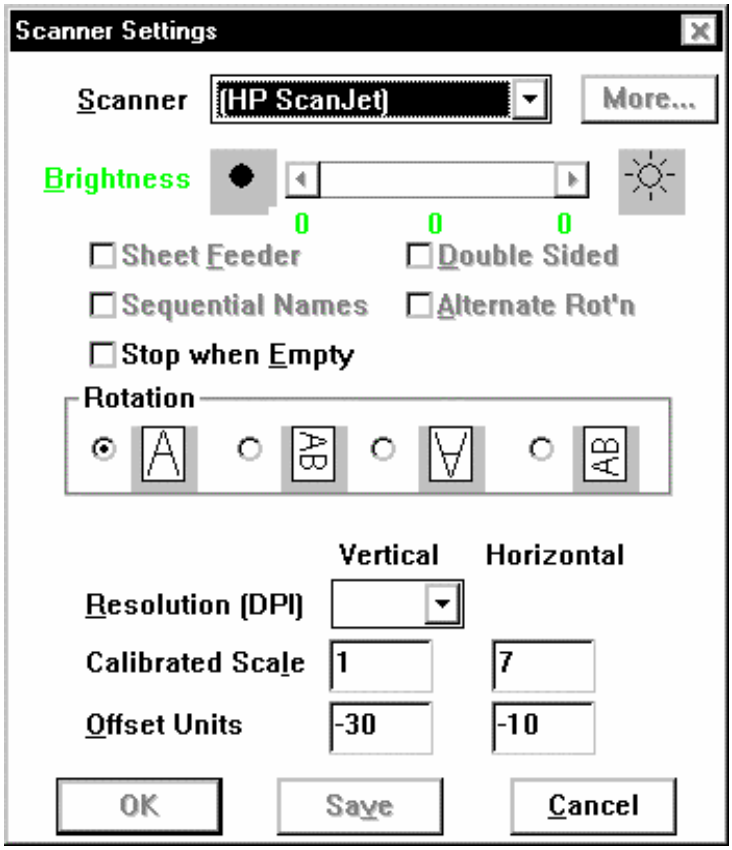
You will interact with Paper Keyboard in a number of ways. Primary interaction will be during interactive edit of forms. Paper Keyboard recognizes each field with a confidence level. If the confidence level is below that specified in the form spec you are prompted to verify the result. In addition, the selection rules specified in forms design are enforced by the form spec file. If the primary provider field has a selection rule of exactly one and two bubbles are checked, then Paper Keyboard will prompt you to resolve the discrepancy.

On the View menu are several parameters. Show Bounds and Auto Scroll, should be checked. The Actual size magnification should work fine, though you might want to change it.

Preferences Screen

- This screen is accessed by selecting Preferences on the Edit menu.
- Operational Control should be Manual.
- Run Programs, Interactive Edit, and Export Data should be checked.





The Scanner Settings option found on the Edit Menu is used to calibrate the scanner. Calibrating the scanner is done by trial and error. Once an image is scanned, the upper left anchor is located by modifying the vertical and horizontal offset units. The right top anchor is then located by modifying the horizontal calibrated units. The bottom anchors are then located by modifying the vertical and horizontal calibrated scale. This is repeated until settings are found that allow for consistent finding of anchors.

Forms that have been copied by a copier will probably not be scannable. Because it is nearly impossible to copy a page exactly square, there is significant probability that Paper Keyboard will not find the anchors of the form. In addition, each time a page is copied there is some distortion of the image. This distortion can also cause misreading of the data on the form.

Exception Handling

There are three areas where exception handling comes into play, on the workstation during scanning, on the AICS Server, and while PCE attempts to store the data. The most common types of exceptions will be those returned by PCE for missing or inaccurate data. These exceptions are stored by PCE and the fact that an exception occurred is stored in the FORMS TRACKING file. Errors that occur in the AICS Server software generally are due to data base problems where items cannot be resolved. Partial data may be passed to PCE. Both PCE and AICS errors are stored in the AICS ERROR LOG file (#359.3) and can be printed from the server and viewed on the client.

Generally, if a condition exists during scanning and recognition that causes the recognition of a form to fail in Paper Keyboard, the image is stored and named as described above. These images can then be reloaded into Paper Keyboard and an attempt made to resolve the problem. If the problem cannot be resolved, Paper Keyboard supports printing of the image so that data entry can be performed via any of the existing manual options.

Appendix D - HP LaserJet 5Si Printer

With the addition of scanning to the AICS package, a need for duplex printing, and the need for a printer that could handle high volume printing as well as print pages that would be scannable and compatible with the AICS workstation software, the HP LaserJet 5Si printer was purchased. This printer prints 24 ppm (pages per minute), handling a wide variety of paper weights and sizes. Three input paper trays and two output bins handle a variety of print media. The HP LaserJet 5Si comes with 4 Mbytes of memory with the potential to expand memory to 132 Mbytes, and the potential to add additional printer features with four single inline memory module (SIMM) slots. Thirty five scaleable fonts as well as 10 True Type fonts are included in this printer. Some additional options have been purchased with the HP LaserJet 5Si that add to the capability and efficiency of this printer. They are an envelope feeder, duplex unit for printing 2 sided documents, 2000 sheet input tray (tray 4) and a multi-bin mailbox (works in mailbox, job separation and stacking mode).

Software is included with the HP LaserJet 5Si and must be installed on each individual PC that will be using the printer. If running windows, a new printer will need to be set up in order to use the device. There are additional parameters and definitions that must be setup in order for the printer to be workable and usable to print AICS encounter forms and duplex printing. Due to many differing factors and variables at each site (wiring/connector schemes, terminal server configurations, sysgen definitions, physical device set ups, VMS print queues, etc.) it is hard to standardize one combination of successful printer setups, device and terminal type definitions for printing Encounter Forms and subsequent output reports (action profile, health summary, etc.). It is very important to remember that each unique Terminal Type, (Device Subtype) must be defined in the ENCOUNTER FORM PRINTERS file (357.94) with Printer Language Type equal to PCL5.

The following definitions and parameters need to be set up before using the printer :

1) Physical Device Information/Set-up,
2) Terminal Type File,
3) Device File,
4) Encounter Form Printers File.

1) PHYSICAL DEVICE INFORMATION/SET-UP - Control Panel Menu

The following information is included in the printer and can be obtained by printing from the printer itself. These are the default settings for the printer. They may be changed to accommodate your site. This information is contained on the Configuration page which can be printed out by doing the following.

Press Menu - Select Test Menu
Press Item - PCL Configuration Page
Press Select - this will print the configuration Page

The following information is included on this printout.

Printer Information

Serial Number: USDF015318
Formatter Number: EA48XB
Firmware Datacode: 19960208 v8_5
Processor Revision: 29040 D40d
Page Count: 32
Pages Since Last Power Cycle: 0
Pages Since Last Maintenance: 32

Installed Personalities and Options

PCL (19960208)
Postscript (19951204) *
SIMM Slot 1: Empty
SIMM Slot 2: Empty
SIMM Slot 3: 8 MByte RAM SIMM
SIMM Slot 4: 1 MByte ROM SIMM

Memory

Total Memory: 12 Mbytes
Available Memory: 7.9 Mbytes
I/O Buffering
  Not Enabled - Need: 11 Mbytes More Memory
Resource Saving:
  Not Enabled - Need: 12 Mbytes More Memory

Security

Control Panel Lock: DISABLED
Control Panel Password: DISABLED

Paper Handling Options

Duplex Unit
PH Controller [01.51]
Device 1:
HEWLETT-PACKARD 2000 SHEET INPUT TRAY C3763A
1: Tray 4, 2000 sheets
Device 2:
HEWLET -PACKARD MULTIBIN MAILBOX C3764A [BNP43.90]

1: OPTIONAL OUTBIN 1. 125 Sheets, Face Up
2: OPTIONAL OUTBIN 2. 250 Sheets, Face Down
3: OPTIONAL OUTBIN 3. 250 Sheets, Face Down
4: OPTIONAL OUTBIN 4. 250 Sheets, Face Down
5: OPTIONAL OUTBIN 5. 250 Sheets, Face Down - Only if you have Multi-bin
6: OPTIONAL OUTBIN 6. 250 Sheets, Face Down option.
7: OPTIONAL OUTBIN 7. 250 Sheets, Face Down
8: OPTIONAL OUTBIN 8. 250 Sheets, Face Down
9: OPTIONAL OUTBIN 9. 250 Sheets, Face Down

This information is contained on the TRAY MENU page of the printer which can also be printed.

TRAY MENU

TRAY 1 TYPE = PLAIN
TRAY 1 SIZE = LETTER
TRAY 2 TYPE = PLAIN
TRAY 3 TYPE = PLAIN
TRAY 4 TYPE = PLAIN

JOB CONTROL MENU

CANCEL JOB
PRESS SELECT TO FORM FEED

TEST MENU
PCL CONFIGURATION PAGE
POSTSCRIPT CONFIGURATION PAGE - may not contain this if printer doesn't have postscript option
PCL FONT LIST
POSTSCRIPT FONT LIST - may not contain this if printer doesn't have postscript option
DEMO PAGE
PRINT ERROR LOG
PAPER PATH TEST
SHOW ERROR LOG

CONFIGURATION MENU
2-SIDED = OFF
PAPERDESTINATION = TOP OUTPUT BIN
ORIENTATION = PORTRAIT
POWER SAVE DELAY = 1 HOUR
PERSONALITY = AUTO
AUTO CONTINUE = ON
TONER LOW = STOP - this setting is highly recommended for paper saving.

PRINT QUALITY MENU
ECONOMODE = OFF
RESOLUTION = 600 DOTS PER INCH
RESOLUTION ENHANCEMENT = ON
PRINT DENSITY = 5

POSTSCRIPT MENU - may not contain this if printer doesn't have postscript option
PRINT POSTSCRIPT ERRORS = OFF
JAME RECOVERY = OFF
IO MENU
PARALLEL ID SPEED = HIGH
IO TIMEOUT = 15 SECONDS

HP MIO1 MENU

HP MIO2 MENU

Serial=RS232
Baud Rate=9600
Handshk=XON
DTR Polarity=Hi
Data Bits=8
Parity=None
Stop Bits=1

2) TERMINAL TYPE FILE (# 3.2)

With each new printer (device), there should be an associated entry in the TERMINAL TYPE file. This file is pointed to by the SUBTYPE field of the DEVICE file. The fields that need to be populated in this file will vary depending on what the printer is being used for. This file may hold vendor-specific code to characterize a terminal type. For example, escape sequences may be entered in the Open and Close Execute fields to set pitch or font. The following are some of the more standard fields that will be set up.

NUMBER: XXX NAME: P-HPLASERJ5-16/8/UP/DUPLEX
SELECTABLE AT SIGN-ON: YES RIGHT MARGIN: 132
FORM FEED: # PAGE LENGTH: 80
BACK SPACE: $C(8)
OPEN EXECUTE: W *27,"E",*27,"(s16.66H",*27,"&l8D"
CLOSE EXECUTE: W *27,"E"
DESCRIPTION: LASER JET W/16.66 PITCH & 8 LPI (UPRIGHT)
SIMPLEX: $C(27)_"&l0S"// - l is lower case “L”, 0 is zero.
DUPLEX, LONG EDGE BINDING: $C(27)_"&l1S"// - first 1 is lower case “L”, second 1 is #1.
DUPLEX, SHORT EDGE BINDING: $C(27)_"&l2S"// - l is lower case “L”.

<<<If the printer is being used for graphics, the graphics fields need to be set up.>>

<<<The EXAMPLES section will show some successful working configurations of Terminal Types and Devices being used at some sites.>>>

3) DEVICE FILE (# 3.5)

With each new printer, an entry must be made in the DEVICE file (# 3.5). This file defines all input/output devices that can be accessed from a CPU (definitions are not account-specific). Each device is identified with a unique name. Each is associated with a $I value which may correspond with a hardware port or, on layered systems, a host file or directory. If there are several devices for the same volume set and $I, one may be given sign-on system status. Devices may also be assigned to hunt groups to share work. The following are some of the more standard fields that will be set up.

NUMBER: site specific*
$I: XXX
ASK PARAMETERS: YES
NAME: site specific*
ASK DEVICE: YES
VOLUME SET(CPU): PSA
LOCATION OF TERMINAL: SCHEDULING CLERK
SUPPRESS FORM FEED AT CLOSE: YES
*FORM FEED: #
*BACK SPACE: $C(8)
*MARGIN WIDTH: 132
*PAGE LENGTH: 80
SUBTYPE: P-HPLASERJ5-16/8/UP/DUPLEX
TYPE: TERMINAL
EQUINOX BOX (c): site specific*
EQUINOX PORT (c): site specific*
EQUINOX BOX-PORT (c): site specific*

<<<The EXAMPLES section shows some successful working configurations of Terminal Types being used at some sites.>>>

4) ENCOUNTER FORM PRINTERS FILE (# 357.94)

With each unique printer (Terminal Type), an entry must be made in the ENCOUNTER FORM PRINTERS file to allow the site to print encounter forms and duplex print. The printer's Terminal Type name will be the entry name for this file. This file contains a list of terminal types that can support either duplex printing or the printer control language PCL5. Entering the correct information in this file will allow encounter forms printed to these terminal types to utilize these features. There is a standard setup that the site must enter into this file. The following parameters should be set up exactly as follows.

TERMINAL TYPE: Should be the Terminal Type name.
PRINTER LANGUAGE TYPE: PCL5// - This must be set to PCL5 in order to print Encounter Forms
SIMPLEX: $C(27)_"&l0S"// - l is lower case "L", 0 is zero.
DUPLEX, LONG EDGE BINDING: $C(27)_"&l1S"// - first 1 is lower case "L", second 1 is #1.
DUPLEX, SHORT EDGE BINDING: $C(27)_"&l2S"// - l is lower case "L".

General information:

W *27,"E" resets the printer to the user defaults, not the factory defaults; so if a user makes any changes on the menu front control panel, the printer resets to these selected parameters.

In composing an escape code sequence, a W *27,"&l" needs to be issued once followed by the parameter string.

The 4Si and 5Si escape codes work the same, with the 5Si having more features.

EXAMPLES

This section lists some of the configurations that have shown to be successful for printer setups in the TERMINAL TYPE file and DEVICE file for the HP5Si. Each site may need to modify the configurations to get the most successful printer/device/ terminal type definitions to print Encounter Forms and duplex print. The ENCOUNTER FORM PRINTERS file for each of these, is set up with the standard configuration listed under the ENCOUNTER FORM PRINTERS FILE (#357.94) section.

```
 Device File (#3.5)
NAME: ENCOUNTER FORM PRINTER                $I: 0
  ASK DEVICE: YES                           ASK PARAMETERS: YES
  LOCATION OF TERMINAL: MAUNETTE'S OFFICE
  *MARGIN WIDTH: 132                        *FORM FEED: #
  *PAGE LENGTH: 80                          *BACK SPACE: $C(8)
MNEMONIC: EF
  SUBTYPE: P-HPLASER/16/8/UP/DUPLEX         TYPE: TERMINAL

-----------------------------------------------------------------------------------------------------------
Terminal Type file (#3.2)
 NAME: P-HPLASER/16/8/UP/DUPLEX         SELECTABLE AT SIGN-ON:YES
  RIGHT MARGIN: 132                     FORM FEED: #
  PAGE LENGTH: 80                       BACK SPACE: $C(8)
  *OLD XY CRT: W $C(27)_"&a"_DX_"c"_DY_"R"
  OPEN EXECUTE: W *27,"E",*27,"(s16.66H",*27,"&l8D"
  CLOSE EXECUTE: W *27,"E"
  DESCRIPTION: Laser Jet w/16.66 pitch and 8 lines per inch (Upright)
  TOP LEFT CORNER: $C(218)              BOTTOM LEFT CORNER: $C(192)
  TOP RIGHT CORNER: $C(191)             BOTTOM RIGHT CORNER: $C(217)
  VERTICAL LINE: $C(179)                HORIZONTAL LINE: $C(196)
  GRAPHICS OFF: $C(27)_"(8U"            GRAPHICS ON: $C(27)_"10U"
  XY CRT: W $C(27)_"&a"_DX_"c"_DY_"R"

*********************************************************************
*********************************************************************
```

For a typical MSM site the General site configuration statistics are as follows.

MSM v4.0.14
Equinox Terminal Servers
HP 4/5Si Printers
<<<<Note that sites are similar in configurations but may vary.>>>>

The following device types followed by their corresponding Terminal Type definitions are used by MSM sites (used with HP 4/5Sis).

```
Device
NAME: P21-22 STACKING SET                    $I: 303
  VOLUME SET(CPU): PSA                       LOCATION OF TERMINAL: MIS RM A9
  DEFAULT SUBTYPE: P-HP5SI STACKING MODE
  *MARGIN WIDTH: 80                          *FORM FEED: #
  *PAGE LENGTH: 80                           *BACK SPACE: $C(8)
  SUBTYPE: P-HP5SI STACKING MODE             TYPE: TERMINAL
 ---------------------------------------------------------------------------------------------------
Terminal Type
NAME: P-HP5SI STACKING MODE                  SELECTABLE AT SIGN-ON: NO
  RIGHT MARGIN: 80                           FORM FEED: #
  PAGE LENGTH: 80                            BACK SPACE: $C(8)
  OPEN EXECUTE: W *27,*38,*108,"2",*73
  DESCRIPTION: SETS HPSI PRINTERS TO STACKING MODE
*********************************************************************
*********************************************************************
Device
NAME: P21-22A                                $I: 303
  VOLUME SET(CPU): PSA                       LOCATION OF TERMINAL: MIS RM A9
  DEFAULT SUBTYPE: P-HPLASERIV 10X80/8X80
  *MARGIN WIDTH: 80                          *FORM FEED: #
  *PAGE LENGTH: 80                           *BACK SPACE: $C(8)
MNEMONIC: P4-42A
  SUBTYPE: P-HPLASERIV 10X80/8X80            TYPE: TERMINAL
---------------------------------------------------------------------------------------------------
Terminal Type
NAME: P-HPLASERIV 10X80/8X80                   SELECTABLE AT SIGN-ON: NO
  RIGHT MARGIN: 80                             FORM FEED: #
  PAGE LENGTH: 80                              BACK SPACE: $C(8)
  OPEN EXECUTE: W *27,"(s10H",*27,"&l8D"
  10 PITCH: $C(27)_"(s10H"                     12 PITCH: $C(27)_"(s12H"
  DESCRIPTION: -HPLASER IV 10 cpi 80 colms 8 lpi 80 lines/page
  16 PITCH: $C(27)_"(s16.66H"                  6 LINES PER INCH: $C(27)_"&l6D"
  8 LINES PER INCH: $C(27)_"&l8D"
 ***********************************************************************
*********************************************************************
```

```
 Device
NAME: P21-22B                          $I: 303
  VOLUME SET(CPU): PSA                 LOCATION OF TERMINAL: MIS RM A9
  DEFAULT SUBTYPE: P-HPLASER-P10       *MARGIN WIDTH: 80
  *FORM FEED: #                        *PAGE LENGTH: 60
  *BACK SPACE: $C(8)
MNEMONIC: P4-42B
  SUBTYPE: P-HPLASER-P10                TYPE: TERMINAL
-----------------------------------------------------------------------------------------------
Terminal Type
 NAME: P-HPLASER-P10                    SELECTABLE AT SIGN-ON: NO
  RIGHT MARGIN: 80                      FORM FEED: #
  PAGE LENGTH: 60                       BACK SPACE: $C(8)
  OPEN EXECUTE: W *27,"E"               CLOSE EXECUTE: W *27,"E"
  10 PITCH: $C(27)_"k12H"               12 PITCH: $C(27)_"k10H"
  UNDERLINE ON: $C(27,38,100,48,68)     UNDERLINE OFF: $C(27,38,100,64)
  DESCRIPTION: LASER PRINTER PORTRAIT MODE 10 CPI
  16 PITCH: $C(27)_"k16.66H"
*************************************************************************
*************************************************************************
Device
NAME: P21-22E BAR                              $I: 303
  LOCATION OF TERMINAL: MIS
  DEFAULT SUBTYPE: P-HPLASERIV 12X96/8X80 BAR
  *MARGIN WIDTH: 96                            *FORM FEED: #
  *PAGE LENGTH: 80                             *BACK SPACE: $C(8)
  BARCODE AVAIL: YES                           SUBTYPE: P-HPLASERIV 12X96/8X80
BAR
  TYPE: TERMINAL
-----------------------------------------------------------------------------------------------
Terminal Type
NAME: P-HPLASERIV 12X96/8X80 BAR       SELECTABLE AT SIGN-ON: NO
  RIGHT MARGIN: 96                             FORM FEED: #
  PAGE LENGTH: 80                              BACK SPACE: $C(8)
  OPEN EXECUTE: W *27,"&l8D",*27,"(s12H"
  CLOSE EXECUTE: W #
  BAR CODE OFF: *27,"E",*27,"&l8D",*27,"(s12H"
  BAR CODE ON: *27,"E",*27,"&l0O",*27,"(0Y",*27,"(s0p12.00v4.69h0s0b0T"
*************************************************************************
*************************************************************************
```

```
Device
NAME: P21-22ENC/BAR                                $I: 303
  VOLUME SET(CPU): PSA                            LOCATION OF TERMINAL: MIS
  DEFAULT SUBTYPE: P-HPLASER 17X132/8X80 BAR
  *MARGIN WIDTH: 132                               *FORM FEED: #
  *PAGE LENGTH: 80                                 *BACK SPACE: $C(8)
  SUBTYPE: P-HPLASER 17X132/8X80 BAR               TYPE: TERMINAL
-----------------------------------------------------------------------------------------------------------
Terminal Type
NAME: P-HPLASER 17X132/8X80 BAR          SELECTABLE AT SIGN-ON: NO
  RIGHT MARGIN: 132                      FORM FEED: #
  PAGE LENGTH: 80                        BACK SPACE: $C(8)
  OPEN EXECUTE: W *27,"&l0O",*27,"(8U",*27,"(s0p9.42v16.67h0s0b6T",*27,"&l5.8C"
  CLOSE EXECUTE: W #                     6 LINES PER INCH: $C(27)_"&l6D"
  8 LINES PER INCH: $C(27)_"&l8D"
  BAR CODE OFF: *27,"&l0O",*27,"(8U",*27,"(s0p9.42v16.67h0s0b6T",*27,"&l5.8C"
  BAR CODE ON: *27,"&l0O",*27,"(0Y",*27,"(s0p12.00v8.11h0s0b0T"
*************************************************************************
*************************************************************************
Device
NAME: P21-22I                                      $I: 303
  VOLUME SET(CPU): PSA                   LOCATION OF TERMINAL: MIS RM A9
  DEFAULT SUBTYPE: P-HPLASERIV 17X132/8X80
  *MARGIN WIDTH: 132                               *FORM FEED: #
  *PAGE LENGTH: 80                       *BACK SPACE: $C(8)
MNEMONIC: P4-42
  SUBTYPE: P-HPLASERIV 17X132/8X80       TYPE: TERMINAL
-----------------------------------------------------------------------------------------------------------
Terminal Type
NAME: P-HPLASERIV 17X132/8X80            SELECTABLE AT SIGN-ON: NO
  RIGHT MARGIN: 132                      FORM FEED: #
  PAGE LENGTH: 80                        BACK SPACE: $C(8)
  OPEN EXECUTE: W *27,"&l8D",*27,"(s16.66H"
  CLOSE EXECUTE: W *27,"E"                         10 PITCH: $C(27)_"(s10H"
  12 PITCH: $C(27)_"(s12H"
  DESCRIPTION: P-HPLASER IV 17 cpi 132 colms 8 lpi 80 lines/page
  16 PITCH: $C(27)_"(s16.6H"
*************************************************************************
*************************************************************************
```

```
Device
NAME: E104                                                    $I: 198
  ASK DEVICE: YES                                   ASK PARAMETERS: YES
  VOLUME SET(CPU): PSA
  LOCATION OF TERMINAL: SP MAS HP4Si Bot/Duplex EQSPA20
  DEFAULT SUBTYPE: P-HP4SI-16/8-BOT-DUPLEX
  KEY OPERATOR: DSV4020                             *MARGIN WIDTH: 132
  *FORM FEED: #                                     *PAGE LENGTH: 80
  *BACK SPACE: $C(8)
  SUBTYPE: P-HP4SI-16/8-BOT-DUPLEX      TYPE: TERMINAL
-----------------------------------------------------------------------------------------------------------
Terminal Type
NAME: P-HP4SI-16/8-BOT-DUPLEX                       SELECTABLE AT SIGN-ON: NO
  RIGHT MARGIN: 132                                 FORM FEED: #
  PAGE LENGTH: 80                                   BACK SPACE: $C(8)
  OPEN EXECUTE: W
*27,"E",*27,"(8U",*27,"(s0p16.67h8.5v0s0b0T",*27,"&l8D",*27,"&
l2G"                                                CLOSE EXECUTE: W *27,"E"
  DESCRIPTION: HP4Si,16cpi,8Lpi,Stacker/Duplex

*********************************************************************
*********************************************************************
```

For a typical AXP site the General site configuration statistics are as follows:

VMS v 6.2
DSM v 6.4
DecServer 550 and 90L terminal servers
HP 4/5Si Printers
<<<Note that sites are similar in configurations but may vary.>>>

The following setups are taken from AXP (Alpha) sites:

Device File
NUMBER: 670 NAME: SURGERY CLIN ENCOUNTER
$I: _LTA9302: LOCATION OF TERMINAL: 101-66
SUPPRESS FORM FEED AT CLOSE: YES NEAREST PHONE: 2671
*MARGIN WIDTH: 132 *FORM FEED: #
*PAGE LENGTH: 60 *BACK SPACE: $C(8)
MNEMONIC: OUTPATIENT-NURSING
SUBTYPE: P-HPLASER-6/16 TYPE: TERMINAL
LAT SERVER NODE: NJA023943 LAT SERVER PORT: PORT_1
BAUD RATE (c): UNKNOWN

Terminal Type
NUMBER: 221 NAME: P-HPLASER-6/16
RIGHT MARGIN: 132 FORM FEED: #
PAGE LENGTH: 60 BACK SPACE: $C(8)
OPEN EXECUTE: W
*27,*38,*108,*54,*68,*27,*38,*107,*50,*83,*27,*38,*108,*48,*79
CLOSE EXECUTE: W *27,"E" HIGH INTENSITY
(BOLD):$C(27)_"(s3B"
NORMAL INTENSITY (RESET): $C(27)_"(s0B"
DESCRIPTION: HPLASER 6 LPI 16 CPI

****
****
Device
NAME: MAS15-5 ENC $I: _LTA9155:
ASK DEVICE: NO SIGN-ON/SYSTEM DEVICE: NO
LOCATION OF TERMINAL: B-59 SUPPRESS FORM FEED AT CLOSE: YES
NEAREST PHONE: 1803 KEY OPERATOR: DENISE
*MARGIN WIDTH: 132 *FORM FEED: #
*PAGE LENGTH: 83 *BACK SPACE: $C(8)
SUBTYPE: P-HPLASER4SI-16.6-ENC-FORM TYPE: TERMINAL
LAT SERVER NODE: M60715 LAT SERVER PORT: PORT_5
VMS DEVICE TYPE: NOT SPOOLED LAT PORT SPEED: 192

Terminal Type
NAME: P-HPLASER4SI-16.6-ENC-FORM RIGHT MARGIN: 132
FORM FEED: # PAGE LENGTH: 60
BACK SPACE: $C(8)
OPEN EXECUTE: W *27,"&l8D",*27,"(s16.66H"
CLOSE EXECUTE: W *27,"E" 10 PITCH: $C(27)_"(s10H"
12 PITCH: $C(27)_"(s12H"
HIGH INTENSITY (BOLD): $C(27,40,115,53,66)
NORMAL INTENSITY (RESET): $C(27,40,115,48,66)
DESCRIPTION: HP4SI at 16.6 pitch 16 PITCH: $C(27)_"(s16.6H"
****
****

This setup works for printing bar-codes on Action Profiles that print with encounter forms.

In order to print bar-codes on Pharmacy Action Profiles that print with AICS Encounter Forms, the following example describes the BAR CODE OFF (#61) and BAR CODE ON (#60) fields in the TERMINAL TYPE file (#3.2) as well as the associated DEVICE file (#3.5) entry for either a HP 4Si or HP 5Si printer:

Device File Entry - Please note that this example is for a TCP/IP (network printer).

```
NAME: EF$PRT                                        $I: VA7$:[TCP$SPOOL]EF$PRT.TXT
  ASK DEVICE: NO                                    ASK PARAMETERS: NO
  LOCATION OF TERMINAL: MCCR AREA                   ASK HOST FILE: NO
  ASK HFS I/O OPERATION: NO                         *MARGIN WIDTH: 132
  *FORM FEED: #                                     *PAGE LENGTH: 80
  *BACK SPACE: $C(8)
  OPEN PARAMETERS: (NEWVERSION,PROTECTION=(S:RWED,O:RWED,G:RWED,W:RWED))
  SUBTYPE: P-AICS BARCODE                           TYPE: HOST FILE SERVER
```

Terminal Type File Entry

```
NAME: P-AICS BARCODE                SELECTABLE AT SIGN-ON: NO
  RIGHT MARGIN: 132                 FORM FEED: #
  PAGE LENGTH: 80                   BACK SPACE: $C(8)
  OPEN EXECUTE: W *27,"&l0O",*27,"(8U",*27,"(s0p9.42v16.67h0s0b6T",*27,"&l
            5.8C"
  CLOSE EXECUTE: W *27,"E" C IO K IO(1,IO) S
  QUE="/QUEUE="_$E(ION,1,$F(ION
            ,"PRT")-1)_"/DELETE",QUE=$ZC(%PRINT,IO,QUE)
  DESCRIPTION: Laser Jet with 16.66 pitch and 8 lines per inch (Upright)
  6 LINES PER INCH: $C(27)_"&l6D"           8 LINES PER INCH: $C(27)_"&l8D"
  SIMPLEX: $C(27)_"&l0S"
  DUPLEX, LONG EDGE BINDING: $C(27)_"&l1S"
  DUPLEX, SHORT EDGE BINDING: $C(27)_"&l2S"
  BAR CODE OFF: *27,"&l0O",*27,"(8U",*27,"(s0p9.42v16.67h0s0b6T",*27,"&l5.
            8C"
  BAR CODE ON: *27,"&l0O",*27,"(0Y",*27,"(s0p12.00v8.11h0s0b0T"

*******************************************************************
```

Selecting different bins for a multi-bin mailbox:

The OPEN EXECUTE for the Terminal Type file should be set to the following.

Top output bin:
OPEN EXECUTE: W *27,”&l1G” - First l - lower case L, second 1 - number 1

Left output bin:
OPEN EXECUTE: W *27,”&l2G” - First l - lower case L

Printer has a mail box:
OPEN EXECUTE: W *27,”&l3G” - First l - lower case L

<<<The user must manually set the stacker to stacker mode on the printer control panel and turn the printer off, then on again. This sets the stacker to on. The OPEN EXECUTE codes can redirect the output.>>>

The only other way the stacker can be set without turning the printer off then on again is if the printer is set up as a network printer, and from Windows the JetAdministrator software is used to switch the modes.

<<<Once the stacker mode is enabled, you can check this by printing the configuration page for the printer. Under Paper Handling, you should see the configuration for the bins.>>>

****
****
Following is a general sample for setting up a network printer to print Encounter Forms.

This is a sample configuration listing for a network printer to be used to print Encounter Forms on an AXP system. The printer in this example is a HP 5Si with JetDirect card installed. For VMS and UCX setups, please refer to the published documentation on configuring client services, VMS queues, etc.

1. UCX setup

Digital TCP/IP Services for Open VMS CLIENT Components Configuration Menu

Configuration options:

```
 1  -  FTP                 Enabled
 2  -  LPR/LPD             Enabled   <=== this option must be enabled
 3  -  NFS Client          Disabled
 4  -  REXEC and RSH       Disabled
 5  -  RLOGIN              Disabled
 6  -  SMTP                Disabled
 7  -  TELNET              Enabled

 A  -  Configure options 1 - 7
[E] -  Exit menu
```

UCX Printer Setup Program

```
Command  < add delete view help exit >: v
#
# LOCAL PRINTERS
#
UCX$LPD_QUEUE:\
:lp=UCX$LPD_QUEUE:\
:sd=UCX$LPD_SPOOL:
#
# setup using queue names with $prt suffix
EF$PRT|ef$prt:\
:lf=/SYS$SPECIFIC/UCX_LPD/EF$PRT.LOG:\
:lp=EF$PRT:\
:ps=lps:\
:rm=ef$prt:\
:sd=/SYS$SPECIFIC/UCX_LPD/EF$PRT:
#
```

2. VMS setup

Server queue EF$PRT, idle, on ISC1A2::, mounted form DEFAULT
/AUTOSTART_ON=(ISC1A2::,ISC1A1::) /BASE_PRIORITY=4
/DEFAULT=(FEED, FORM=DEFAULT) /PROCESSOR=UCX$LPD_SMB

3. VISTA setup

DEVICE file (#3.5) entry -

NAME: EF$PRT $I: VA7$:[TCP$SPOOL]EF$PRT.TXT
ASK DEVICE: NO ASK PARAMETERS: NO
LOCATION OF TERMINAL: MCCR AREA ASK HOST FILE: NO
ASK HFS I/O OPERATION: NO *MARGIN WIDTH: 132
*FORM FEED: # *PAGE LENGTH: 80
*BACK SPACE: $C(8)
OPEN PARAMETERS:
(NEWVERSION,PROTECTION=(S:RWED,O:RWED,G:RWED,W:RWED))
SUBTYPE: P-AICS BARCODE TYPE: HOST FILE SERVER

TERMINAL TYPE file (#3.2) entry -

NAME: P-AICS BARCODE SELECTABLE AT SIGN-ON: NO
RIGHT MARGIN: 132 FORM FEED: #
PAGE LENGTH: 80 BACK SPACE: $C(8)
OPEN EXECUTE: W *27,"&l0O",*27,"(8U",*27,"(s0p9.42v16.67h0s0b6T",*27,
"&l5.8C"
CLOSE EXECUTE: W *27,"E" C IO K IO(1,IO) S QUE="/QUEUE="_$E(ION,1,$F
(ION,"PRT")-1)_"/DELETE",QUE=$ZC(%PRINT,IO,QUE)
DESCRIPTION: Laser Jet with 16.66 pitch and 8 lines per inch (Upright)
6 LINES PER INCH: $C(27)_"&l6D" 8 LINES PER INCH: $C(27)_"&l8D"
SIMPLEX: $C(27)_"&l0S" DUPLEX, LONG EDGE BINDING:
$C(27)_"&l1S"
DUPLEX, SHORT EDGE BINDING: $C(27)_"&l2S"
BAR CODE OFF: *27,"&l0O",*27,"(8U",*27,"(s0p9.42v16.67h0s0b6T",*27,"&l5.8C"
BAR CODE ON: *27,"&l0O",*27,"(0Y",*27,"(s0p12.00v8.11h0s0b0T"

ENCOUNTER FORM PRINTER file (#357.94) entry -

TERMINAL TYPE: P-AICS BARCODE
PRINTER LANGUAGE TYPE: PCL5
SIMPLEX: $C(27)_"&l0S"
DUPLEX, LONG-EDGE BINDING: $C(27)_"&l1S"
DUPLEX, SHORT-EDGE BINDING: $C(27)_"&l2S"
TCP PRINTER: YES

<<< W *27 is used in some setups. While "W *" is ANSI standard, implementation is vendor and device specific; therefore, it is not entirely portable.>>>

Reference: SAC2.1. ANSI standard p. 68