EVENT CAPTURE V. 2.0

GRAPHICAL USER INTERFACE (GUI)

USER MANUAL

June 2001

Patch EC*2.0*25

Department Of Veterans Affairs
VistA Systems Design and Development

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Introduction

The Event Capture Graphical User Interface (GUI) User Manual provides instructions for using the Event Capture options within the GUI setting. The target audience for this manual includes Event Capture managers, application coordinators (ADPACs), and others who use the software.

The Event Capture GUI software will provide a consistent, event driven, windows style, user interface for Event Capture. The GUI captures all the utilization data that is presently available in Event Capture.

The Event Capture GUI software provides a mechanism to track and account for procedures and delivered services that are not handled in any other **V***ist***A** package. The procedures and services tracked through Event Capture are associated with:

- The patient to whom they were delivered.
- The provider requesting the service or procedure.
- The DSS Unit responsible for delivering the service.

DSS Units typically represent the smallest identifiable work unit in a clinical service at a medical center and are defined by the VAMCs. A DSS Unit can represent any of the following:

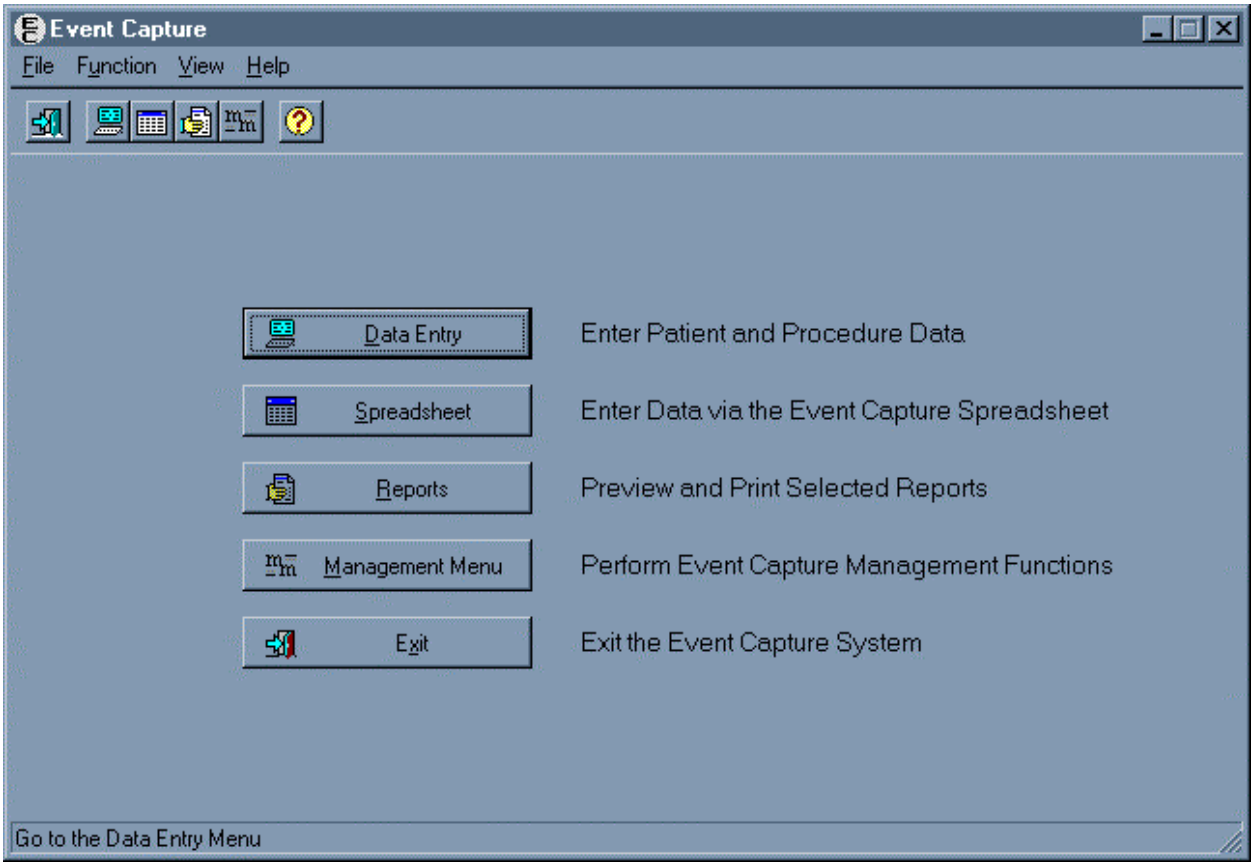
- An entire service.
- A section of a service.
- A small section within a section.
- A medical equipment item used in patient procedures.

For every DSS Unit, each of the following must be defined:

- *Service* - The service associated with the DSS Unit.
- *Cost Center* - Fiscal identifier for the service using the particular DSS Unit. (Cost Centers are defined in detail in the MP4-Part V Appendix B of the Fiscal Service cost manuals.)
- *Medical Specialty* - The specialty section associated with the DSS Unit.

Event Capture V. 2.0 Menus

The Event Capture software contains four main menus. You must hold the appropriate security keys to have access to *Event Capture Spreadsheet and Event Capture Management Menu* and its options. The manual is organized by options of the software and the name that appears on each option button corresponds with a section in this manual.



Entering Event Capture Data

You can use the options on the Event Capture GUI Data Entry menu to enter patient procedure data in the following ways:

- Multiple procedures performed on an individual patient.
- Batch enter patient workload by a procedural order.
- Batch enter patient workload by spreadsheet upload.

Related Manuals

The documentation for Event Capture V. 2.0 includes the following related manuals.

- Event Capture V 2.0 Technical Manual
- Event Capture GUI Release Notes
- Event Capture Monograph

Reports

Event Capture GUI provides a variety of reports under the Reports Menu. Some reports are only available if a user holds the ECMGR security key. If you mark DSS Units to send data to the Patient Care Encounter (PCE) software, you can use the *PCE Data Summary* option under the *Event Capture Reports Menu* and/or the following options in the Scheduling software to validate that your data has been sent.

Management Report for Ambulatory Procedures
: This is a statistical report of ambulatory procedures captured through the CPT coding of outpatient visits.

Provider/Diagnosis Summary Report
: This option provides a list of patients and their diagnoses (ICD-9), encounter date/time, provider, clinic, and stop code associated with the clinic.

Workload Report
: This option provides a listing of patients and the associated date/time of encounter.

Orientation

This manual is designed for use as an instructional guide to using the Event Capture Graphical User Interface software. It can be used in conjunction with the *Event Capture GUI Online help* option.

Screen displays may vary among different sites and you may not see the data on your terminal exactly as shown in this manual. Although screens are subject to modification, the major menu options as they appear in this manual are fixed and are not subject to modification (except by the package developer).

Special Instructions for the First-Time Computer User

If you are unfamiliar with **V***ist***A** software applications, we recommend that you study the *User's Guide to Computing*. This orientation guide is a comprehensive handbook benefiting first-time users of any **V***ist***A** application. The purpose of the introductory material is to help you become familiar with basic computer terms and the components of a computer. It is reproduced and distributed periodically by the Kernel Development Group. To request a copy, contact your local Information Resource Management (IRM) staff.

Online Help

Help is available at almost any prompt in the GUI application. Entering the 'F1' key at a field will provide information to help you answer the prompt.

Before You Start Using the Software

Before you attempt to enter Event Capture data, you must set-up Event Capture by using the options in the Event Capture Management Menu. Access to this menu should be restricted to the application coordinator (ADPAC) and his or her designees. The Event Capture ADPAC should use the following steps as a guide for setting up the Event Capture software. Please refer to the Using the Software section of this user manual to get more detailed instructions for using the Event Capture options.

1. Use the *Location (Update Location)* option to create an Event Capture location.

   Notes
   - No further options are functional until you create an Event Capture location.
   - The location you select must be in the INSTITUTION file (#4).
   - You must create a location with this option before you can establish DSS Units.

2. Contact each service for a list of its DSS Units, the names of its Event Capture users, and the DSS Units for which they will enter data, and for individual product resource tracking needs. Use the *DSS Units (Add or Update)* option to establish DSS Units for each service.

   Note:
   - No further options are functional until you create the DSS Units.

3. Use the *Access by User (Grant Access to DSS Units by User)* option to assign user access to specific DSS Units for the users identified in Step 2. Assign the ECALLU security key only to those users who should have access to all DSS units.

   Notes
   - Users must have access to DSS Units before they can begin entering data.
   - You can use the *Remove User Access to DSS Units* option to remove user access for a specific DSS Unit, except for those users who have the ECALLU security key, which overrides user access removal.

4. Use the *Category (Add or Update Categories)* option to create local categories before you set up Event Code screens. Creating local categories is optional.

Helpful Hint

- After you complete this step, you can to use the *Category Report* option on the *Report Menu* to print a report of your site's local categories.

5. Use the *Procedure (Add or Update Local Procedures)* option to enter new or edit existing local procedures to the EC NATIONAL PROCEDURE file (#725). Adding local procedures is optional.

Helpful Hint

- Before you start this step, you can to use the *National/Local Procedure Reports* option on the *Reports Menu* to print a list of procedures with their associated CPT codes. This report can be quite lengthy if you opt to include national procedures, so you should queue it to print to a device during non-peak hours.

Notes

- You must enter an associated CPT code to pass local procedures to PCE.
- You can use this option to edit, but not delete, existing local procedures and to select an associated CPT code if your site wants this workload data sent to PCE.

6. Use the *Event Code Screens (Add or Update Event Code Screens)* option to:
   - ❖ Create an event code screen for each procedure tracked in the Event Capture software.
   - ❖ Enter or edit an active associated clinic for DSS Units that are marked to send data to PCE.
   - ❖ Enter or edit a procedure synonym.
   - ❖ Enter or edit a procedure reason.
   - ❖ Enter or edit procedure default volume.

Note:

- You must create a screen for the procedure before it can be used for data entry.

7. Use the *Print Category and Procedure Summary Report* option on the *Reports Menu* to print the Event Code screens sorted by DSS Units.

Helpful Hint

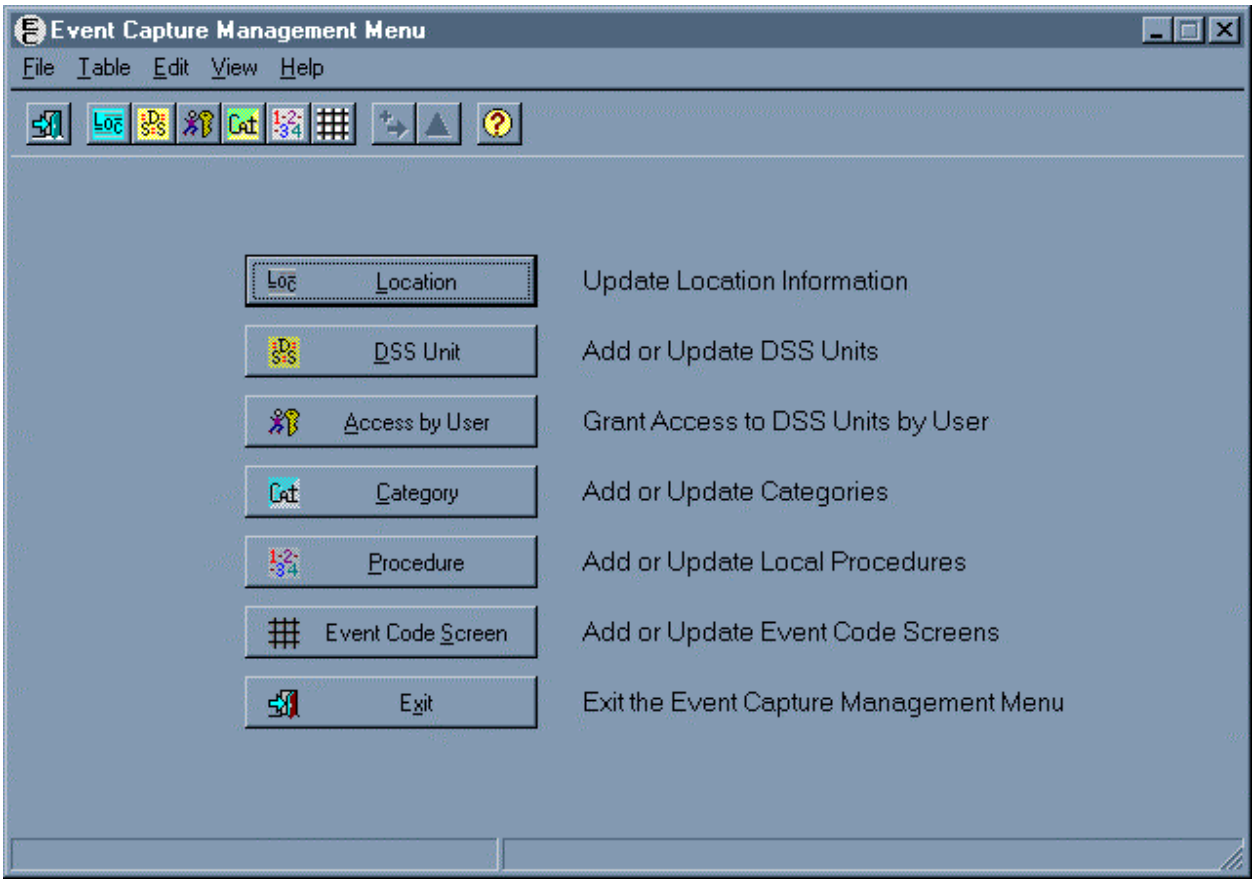
- Data entry clerks might find the output generated by this report useful as a procedure reference guide.

8. You have successfully set up Event Capture V 2.0 GUI. Your services can now enter data using the *Event Capture Data Entry* options and provide summary reports using the *Event Capture Reports* options.

Using the Software

Event Capture Management Menu

When the user selects the Management Menu option the user will see the following.



Event Capture Management Menu
Location (Update Location Information)

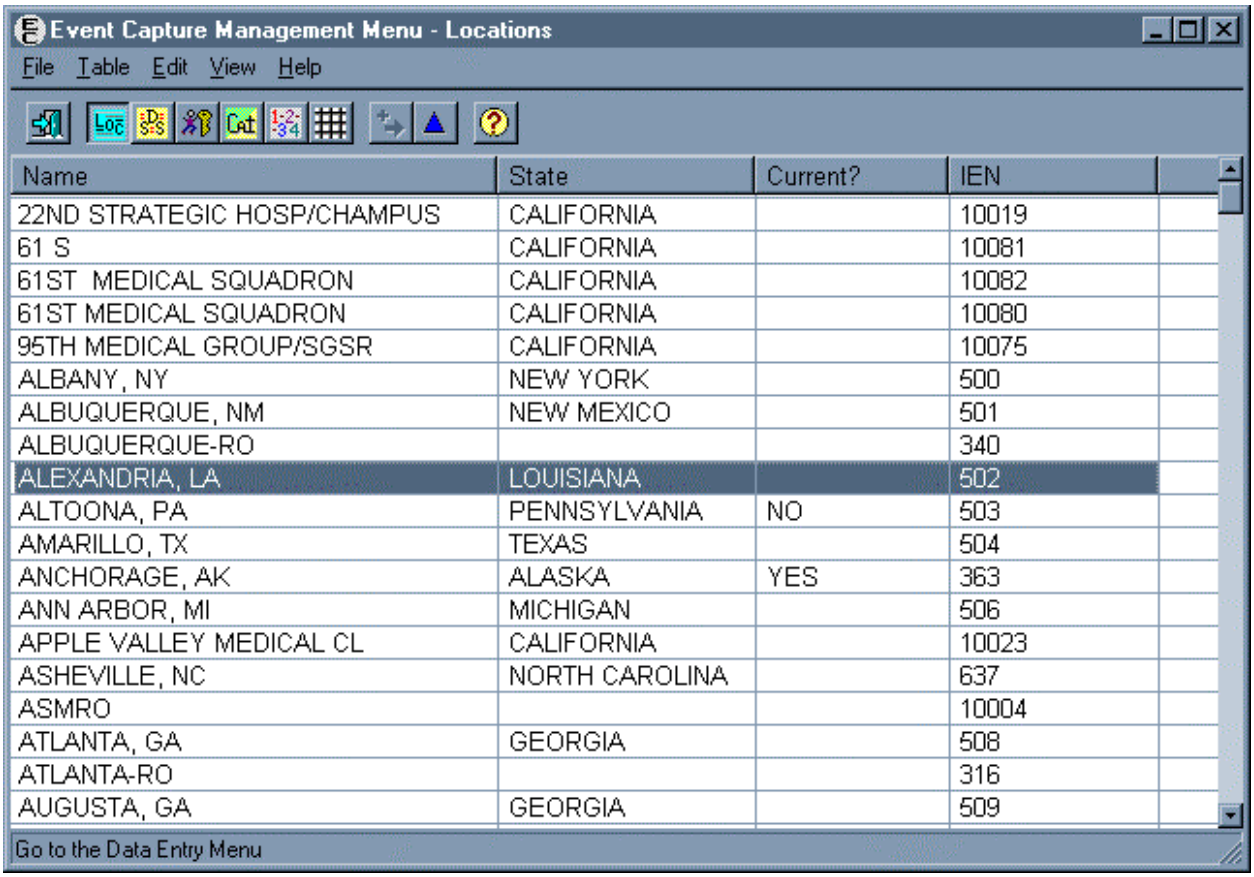
Before you start

- *Extreme caution is advised when using this option. Removing access for locations and inactivating Event Code Screens for locations is not recommended.*
- The location you select must be in the INSTITUTION file (#4).
- You must create locations with this option before you can establish DSS Units.
- No further options are functional until you create an Event Capture location.

What the user will see

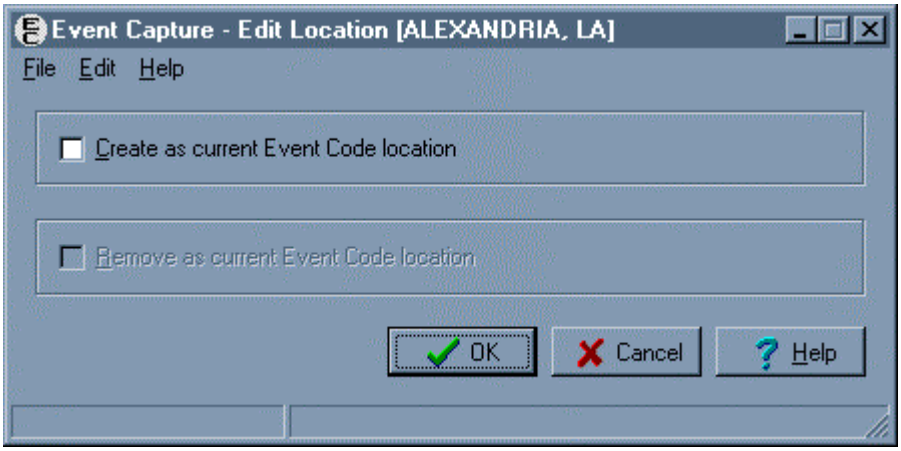
1. Selecting the Location (Update Location Information) option, the first screen that appears will display all the known locations, their state, current status, and IEN in matrix form. The user may adjust the size of the columns of the matrix.

2. From the first screen, the user may select a location.



Name	State	Current?	IEN
22ND STRATEGIC HOSP/CHAMPUS	CALIFORNIA		10019
61 S	CALIFORNIA		10081
61ST MEDICAL SQUADRON	CALIFORNIA		10082
61ST MEDICAL SQUADRON	CALIFORNIA		10080
95TH MEDICAL GROUP/SGSR	CALIFORNIA		10075
ALBANY, NY	NEW YORK		500
ALBUQUERQUE, NM	NEW MEXICO		501
ALBUQUERQUE-RO			340
ALEXANDRIA, LA	LOUISIANA		502
ALTOONA, PA	PENNSYLVANIA	NO	503
AMARILLO, TX	TEXAS		504
ANCHORAGE, AK	ALASKA	YES	363
ANN ARBOR, MI	MICHIGAN		506
APPLE VALLEY MEDICAL CL	CALIFORNIA		10023
ASHEVILLE, NC	NORTH CAROLINA		637
ASMRO			10004
ATLANTA, GA	GEORGIA		508
ATLANTA-RO			316
AUGUSTA, GA	GEORGIA		509

3. After selecting a location, a second screen will appear where the user may create or remove the selected location. The second screen will also display a list of Event Capture screens (if any) assigned to the location. From the second screen, the user may choose to Create or Remove an Event Capture Location Screen.

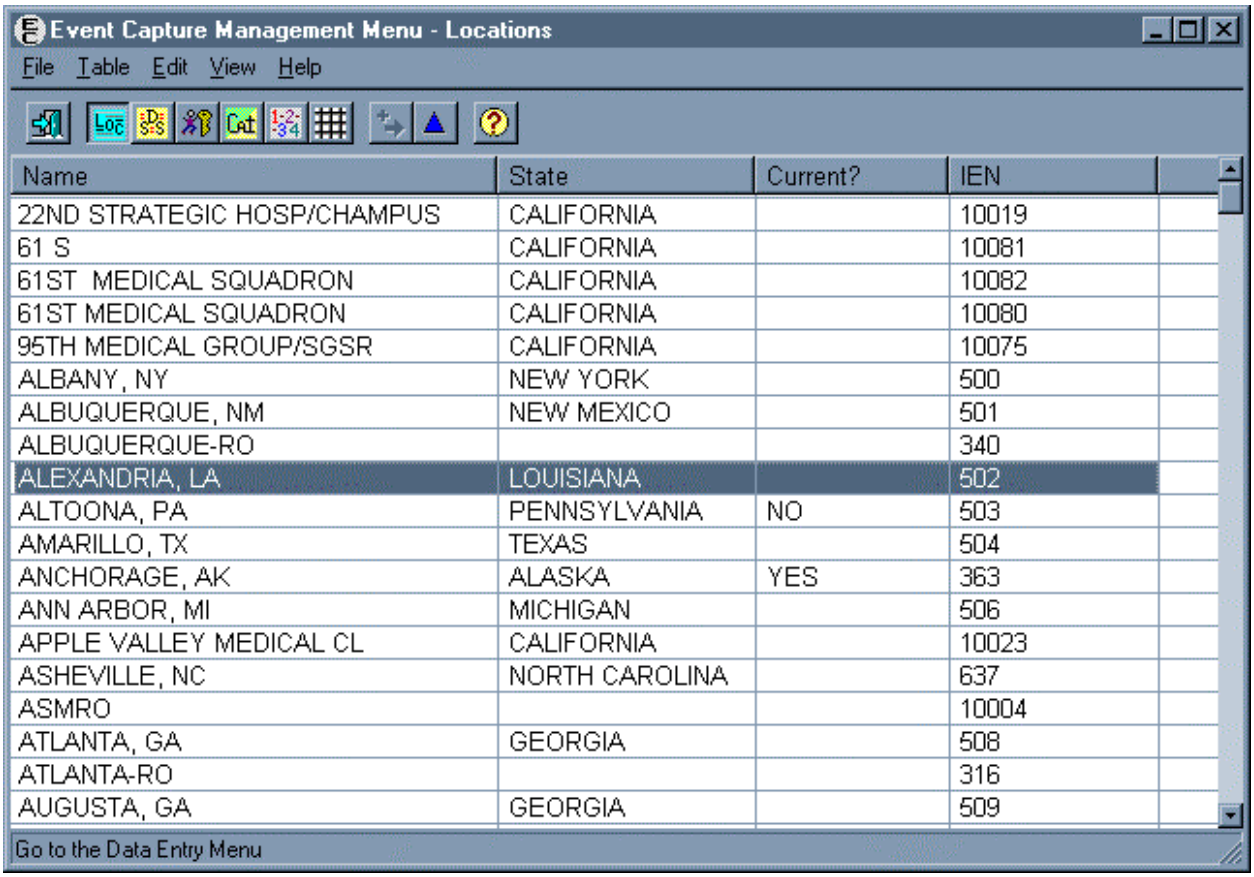


Instructions

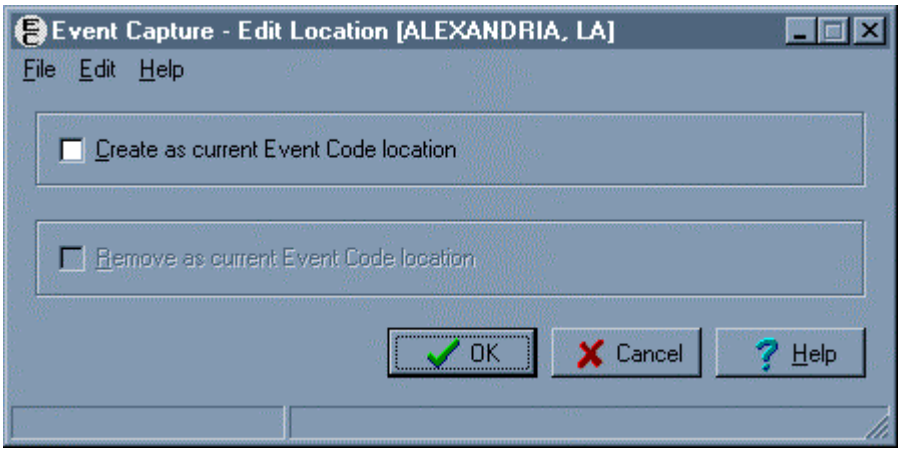
1. To **create** a current location, Click checkbox labeled “Create as current Event Capture location.” The location is now flagged as active for use in the Event Capture software.

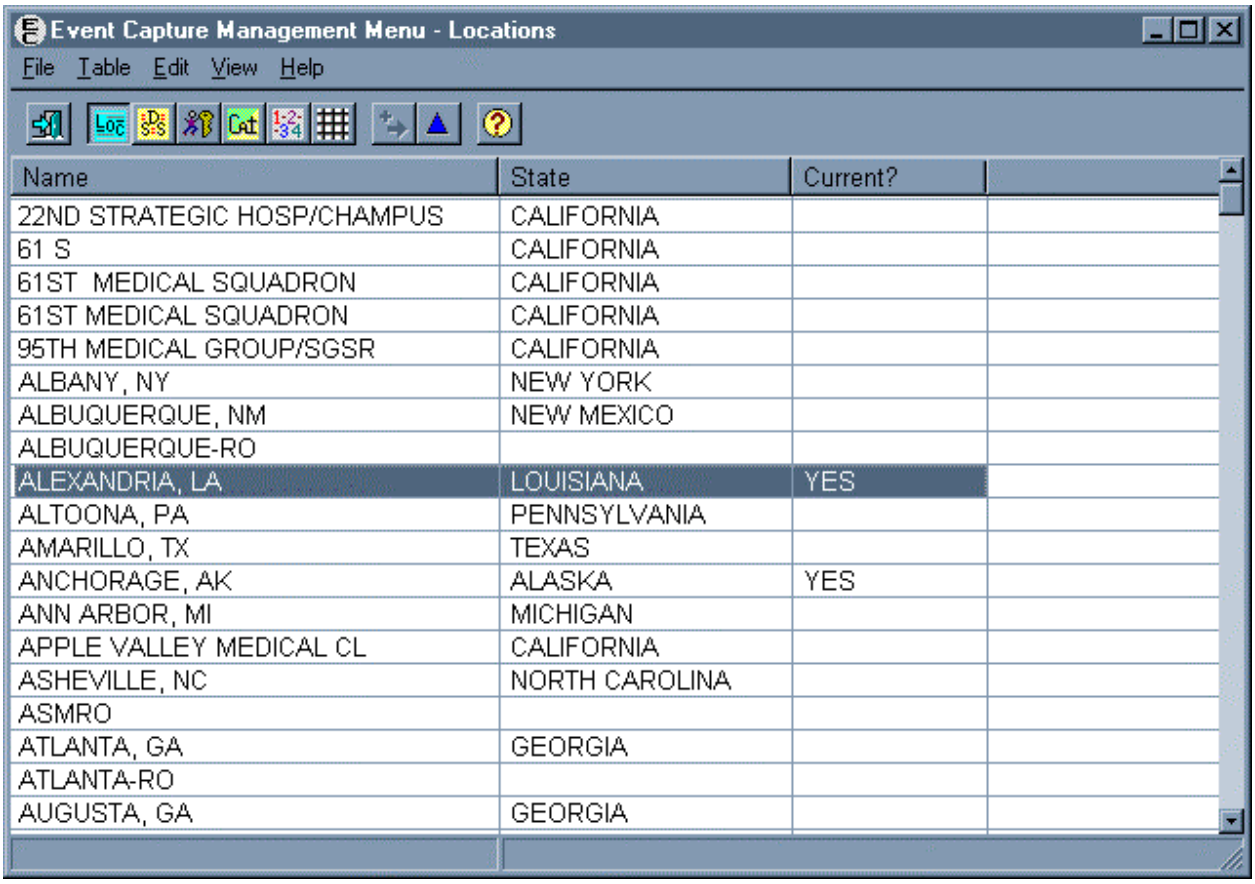
2. To **remove** a current location, Click checkbox labeled “Remove as Event Capture location.” The location is now flagged as inactive for use in the Event Capture software

Example



Name	State	Current?	IEN
22ND STRATEGIC HOSP/CHAMPUS	CALIFORNIA		10019
61 S	CALIFORNIA		10081
61ST MEDICAL SQUADRON	CALIFORNIA		10082
61ST MEDICAL SQUADRON	CALIFORNIA		10080
95TH MEDICAL GROUP/SGSR	CALIFORNIA		10075
ALBANY, NY	NEW YORK		500
ALBUQUERQUE, NM	NEW MEXICO		501
ALBUQUERQUE-RO			340
ALEXANDRIA, LA	LOUISIANA		502
ALTOONA, PA	PENNSYLVANIA	NO	503
AMARILLO, TX	TEXAS		504
ANCHORAGE, AK	ALASKA	YES	363
ANN ARBOR, MI	MICHIGAN		506
APPLE VALLEY MEDICAL CL	CALIFORNIA		10023
ASHEVILLE, NC	NORTH CAROLINA		637
ASMRO			10004
ATLANTA, GA	GEORGIA		508
ATLANTA-RO			316
AUGUSTA, GA	GEORGIA		509





Name	State	Current?
22ND STRATEGIC HOSP/CHAMPUS	CALIFORNIA	
61 S	CALIFORNIA	
61ST MEDICAL SQUADRON	CALIFORNIA	
61ST MEDICAL SQUADRON	CALIFORNIA	
95TH MEDICAL GROUP/SGSR	CALIFORNIA	
ALBANY, NY	NEW YORK	
ALBUQUERQUE, NM	NEW MEXICO	
ALBUQUERQUE-RO		
ALEXANDRIA, LA	LOUISIANA	YES
ALTOONA, PA	PENNSYLVANIA	
AMARILLO, TX	TEXAS	
ANCHORAGE, AK	ALASKA	YES
ANN ARBOR, MI	MICHIGAN	
APPLE VALLEY MEDICAL CL	CALIFORNIA	
ASHEVILLE, NC	NORTH CAROLINA	
ASMRO		
ATLANTA, GA	GEORGIA	
ATLANTA-RO		
AUGUSTA, GA	GEORGIA	

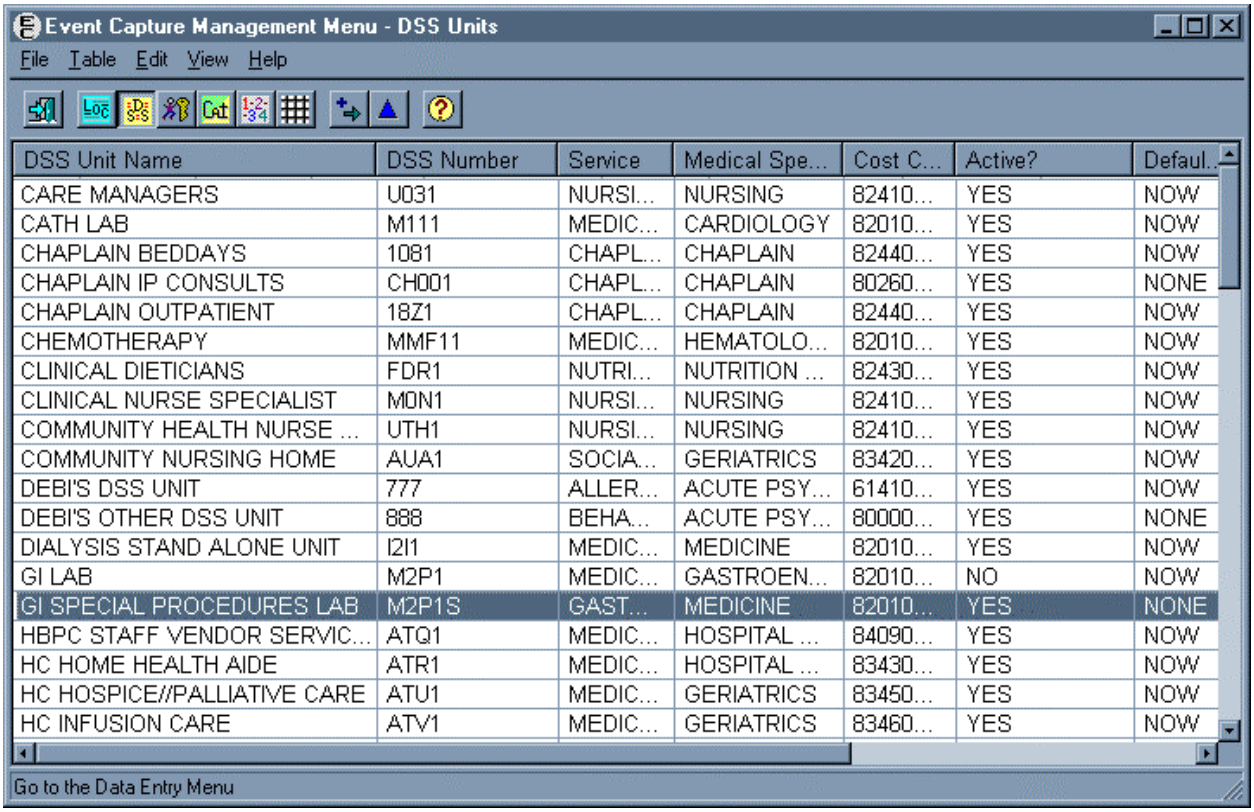
Event Capture Management Menu
DSS Units (Add or Update DSS Units)

Before you Start

- Use the *Location (Update Location Information*) option to create an Event Capture location before using this option. *Extreme caution is advised when using this option.*
- You will be prompted to enter an Associated Stop Code only if the "Send to PCE" flag is set to NO or NULL.
- No further options are functional until DSS Units are created.

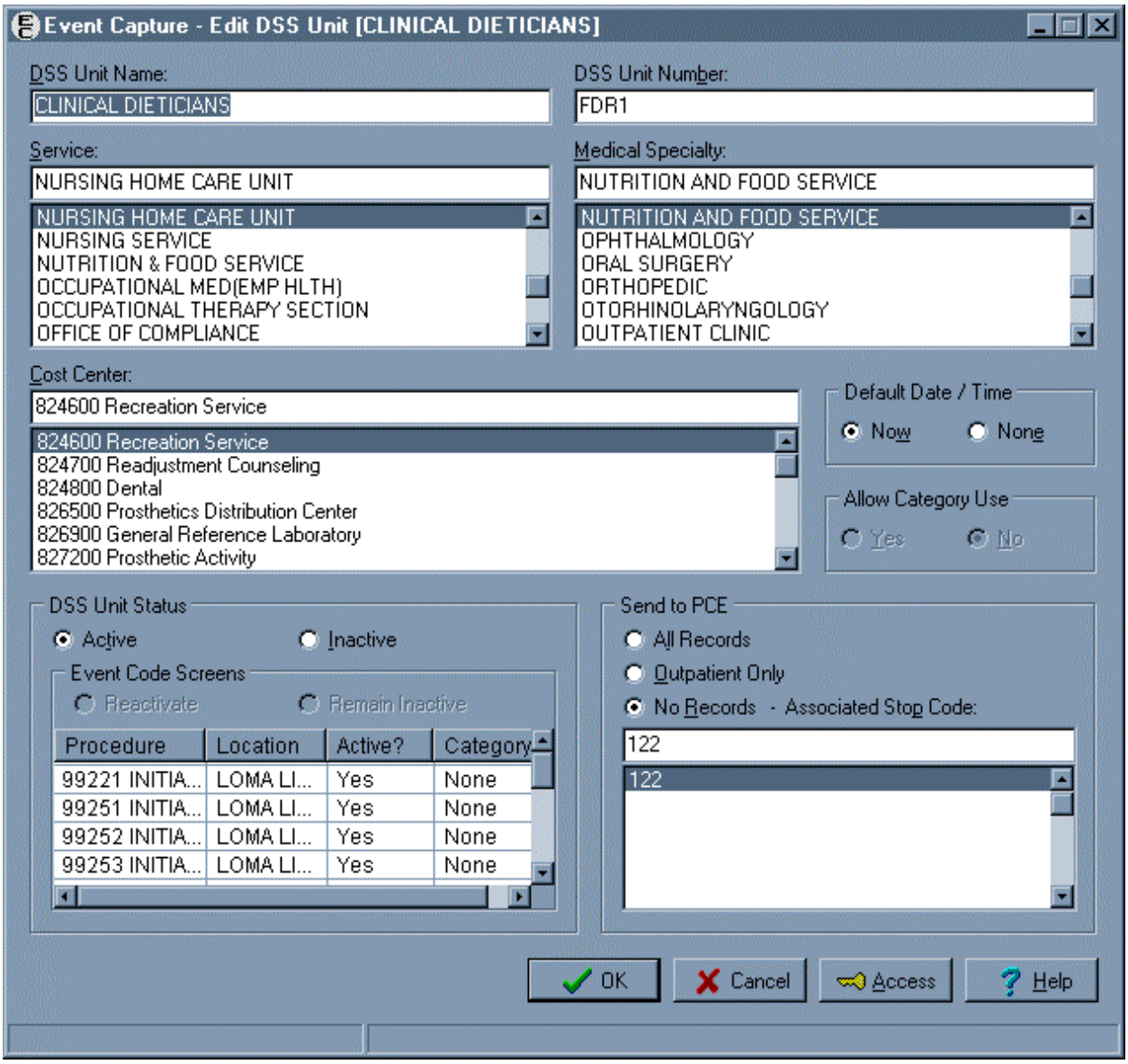
What the User will see

1. After selecting DSS Unit from the Management Menu, the first screen will display a list of DSS Units. The user may chose to update an existing DSS Unit or add a new one.



DSS Unit Name	DSS Number	Service	Medical Spe...	Cost C...	Active?	Defaul...
CARE MANAGERS	U031	NURSI...	NURSING	82410...	YES	NOW
CATH LAB	M111	MEDIC...	CARDIOLOGY	82010...	YES	NOW
CHAPLAIN BEDDAYS	1081	CHAPL...	CHAPLAIN	82440...	YES	NOW
CHAPLAIN IP CONSULTS	CH001	CHAPL...	CHAPLAIN	80260...	YES	NONE
CHAPLAIN OUTPATIENT	18Z1	CHAPL...	CHAPLAIN	82440...	YES	NOW
CHEMOTHERAPY	MMF11	MEDIC...	HEMATOLO...	82010...	YES	NOW
CLINICAL DIETICIANS	FDR1	NUTRI...	NUTRITION ...	82430...	YES	NOW
CLINICAL NURSE SPECIALIST	M0N1	NURSI...	NURSING	82410...	YES	NOW
COMMUNITY HEALTH NURSE ...	UTH1	NURSI...	NURSING	82410...	YES	NOW
COMMUNITY NURSING HOME	AUA1	SOCIA...	GERIATRICS	83420...	YES	NOW
DEBI'S DSS UNIT	777	ALLER...	ACUTE PSY...	61410...	YES	NOW
DEBI'S OTHER DSS UNIT	888	BEHA...	ACUTE PSY...	80000...	YES	NONE
DIALYSIS STAND ALONE UNIT	I2I1	MEDIC...	MEDICINE	82010...	YES	NOW
GI LAB	M2P1	MEDIC...	GASTROEN...	82010...	NO	NOW
GI SPECIAL PROCEDURES LAB	M2P1S	GAST...	MEDICINE	82010...	YES	NONE
HBPC STAFF VENDOR SERVIC...	ATQ1	MEDIC...	HOSPITAL ...	84090...	YES	NOW
HC HOME HEALTH AIDE	ATR1	MEDIC...	HOSPITAL ...	83430...	YES	NOW
HC HOSPICE//PALLIATIVE CARE	ATU1	MEDIC...	GERIATRICS	83450...	YES	NOW
HC INFUSION CARE	ATV1	MEDIC...	GERIATRICS	83460...	YES	NOW

2. The second screen will allow the user to add a new DSS Unit, or update an existing DSS Unit. The second screen will appear as follows.



Enter the following data for each DSS Unit you create.

Element Name	Description
Name	The name of the DSS Unit you are creating.
Service	The service associated with this DSS Unit, from the SERVICE/SECTION file (#49).
Cost Center	The cost center associated with this DSS Unit, from the COST CENTER file (#420.1). Cost centers are defined in MP4-Part V, Appendix B of the Fiscal Service cost manuals.
Medical Specialty	The medical specialty associated with this DSS Unit, from the MEDICAL SPECIALTY file (#723).
DSS UNIT Number	The number to identify this DSS unit locally at your site (1 to 14 characters). The same DSS Unit number can be used for more than one DSS Unit
Category (Y/N)	YES – Use categories to group procedures during data entry. NO – Do not use categories to group procedures during data entry.
Data Entry Date/Time Default	NOW - Use "NOW" as the default at this prompt during data entry. NONE - Do not use a default at this prompt during data entry.
Send to PCE	Defines the method to be used to send your data to PCE for the DSS Unit you are creating. A Send All Records O Send Outpatient Only N Send No Records
Associated Stop Code	Select the DSS ID (Clinic Stop Code) associated with this DSS Unit. Be sure to select an active DSS ID.

Note: In the second screen, the status will be defaulted to "Active." The Allow Category Use field will be defaulted to "No", but will allow the user to select "Yes." If the user sets the Send to PCE option to "No Records", it will enable the Associated Stop Code field. The user may search for Associated Stop Code by description or code. Both description and code will be displayed. If the user sets the Send to PCE option to "All Record" or "Outpatient Only", disable the Associated Stop Code field. All other options have capability to be changed from the previous default.

Instructions

1. To add a DSS Unit:

- Click on the Edit menu in the toolbar and click on the Add option.
- Create a DSS Unit Name.
- Create a DSS Unit Number.
- Select a Service from the Service drop down box.
- Select a Medical Specialty from the Medical Specialty drop down box.
- When selection is complete, click OK.

2. To update a DSS Unit:

- Select a DSS Unit from the list of DSS Units and click on it.
- A second screen will appear. This screen will allow you to update the DSS Unit name, DSS Unit Number, Service, Medical Specialty, Default Date and Time, Allow Category Use, Status, Event code screens, and Send to PCE.
- When update is complete, click OK.

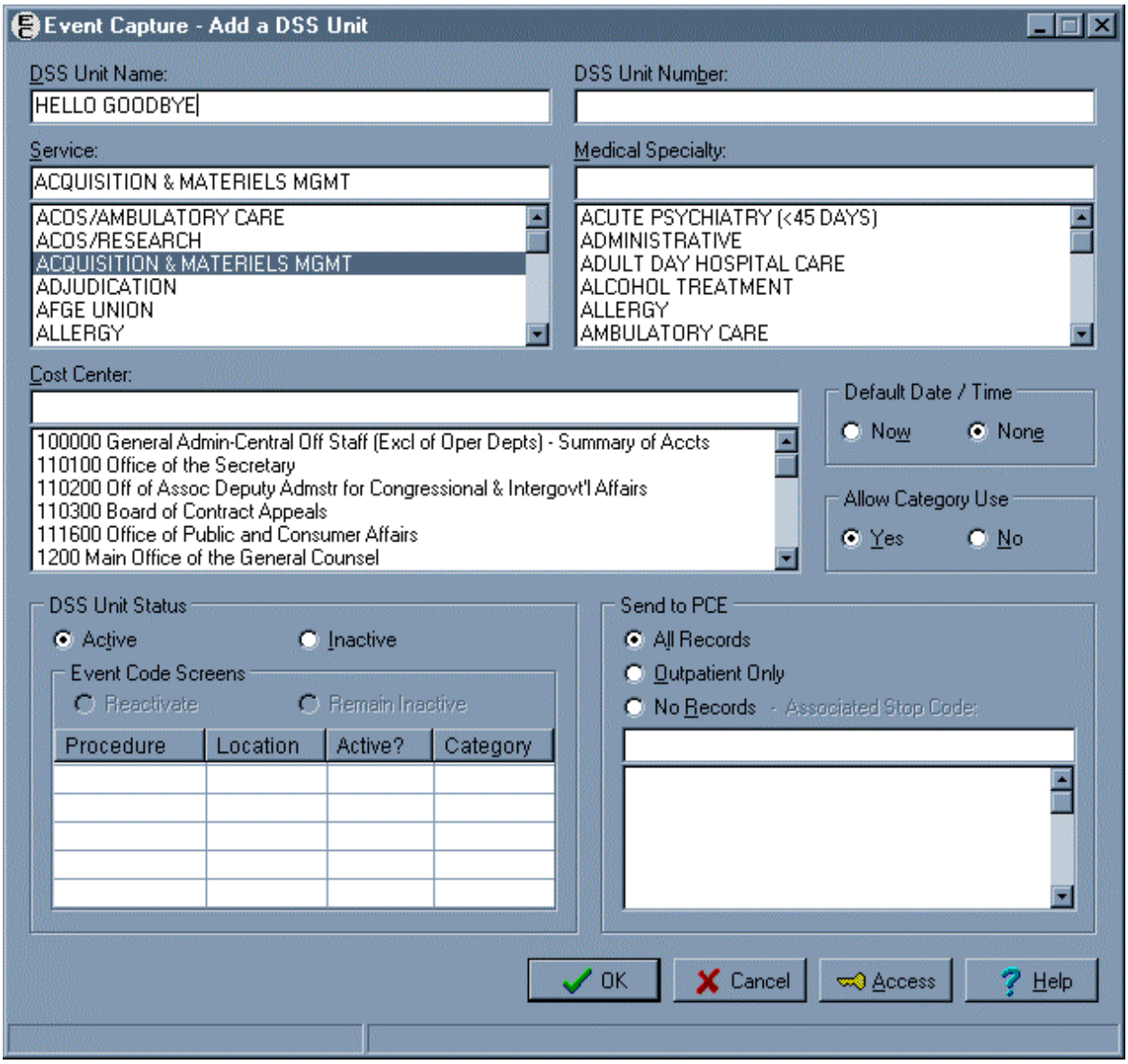
From the second DSS Units (Add or Update DSS Units) screen, the user has the option to go to a third screen to give specific users access to the DSS Units selected. From the second screen the user may click on the Access button at the bottom of the screen.

- The Grant Access to DSS Unit Screen has Include and Exclude fields.
- At the top of each of the Include and Exclude fields is a search field, which allows the user to key in beginning characters of the last name. The user can scroll through the list to search for a last name.
- The Exclude field contains the set-up for all active users in VistA at the site.
- To give access to a specific DSS unit the management user must move user names from include and exclude boxes by highlighting the name and pressing the Include or Exclude Button, or by “dragging and dropping” the name with the mouse to the box the user wants the name to be placed.

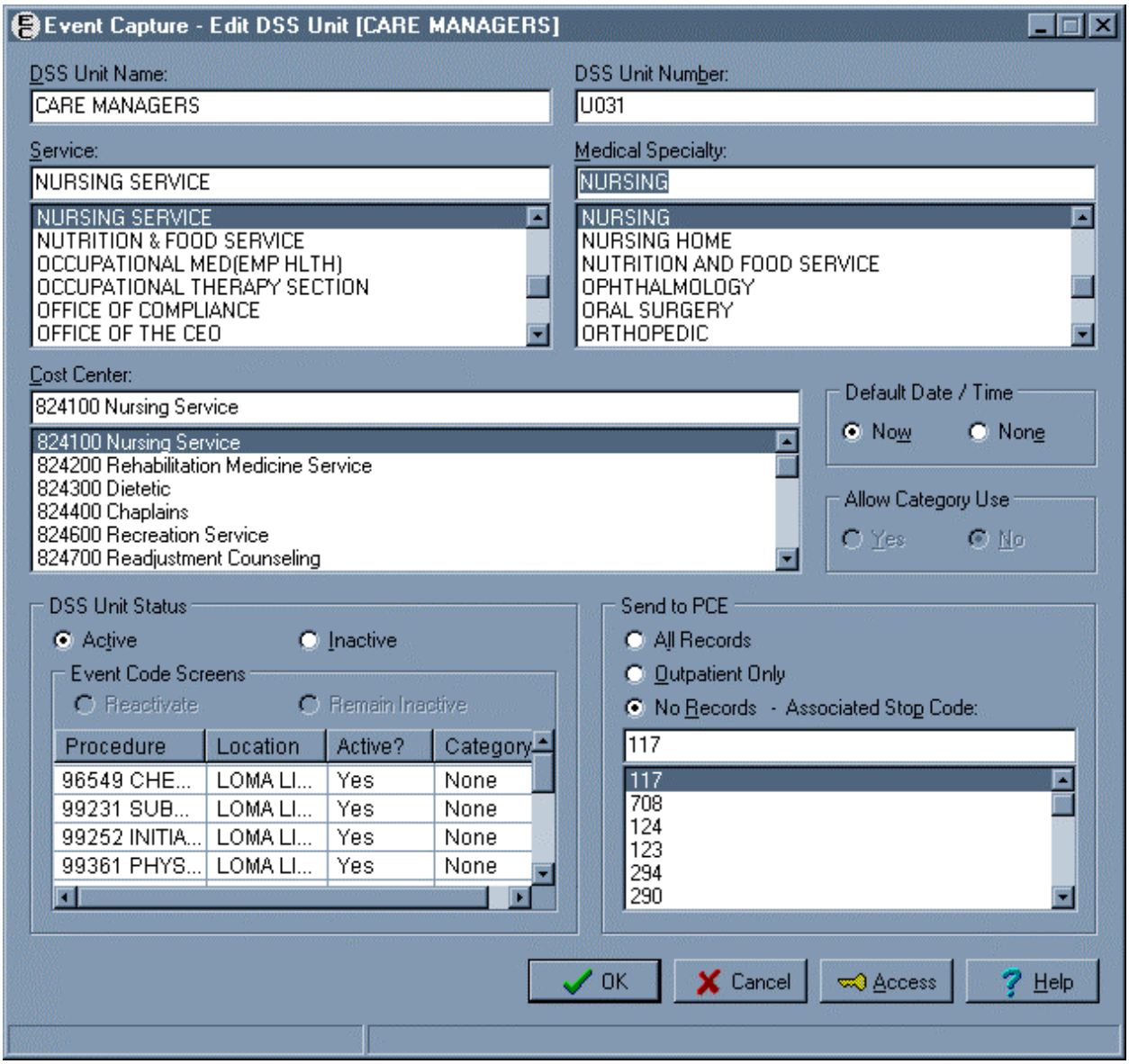
Note: When the Allow Spreadsheet field is prompted, if “Y” is selected, Spreadsheet Upload option will be allowed for that DSS unit and the users defined to that unit will have the Spreadsheet Upload option displayed on the Data Entry Menu. If “N” is selected, the option will not be permitted for that DSS Unit and will not be displayed on the Data Entry Menu.

Example

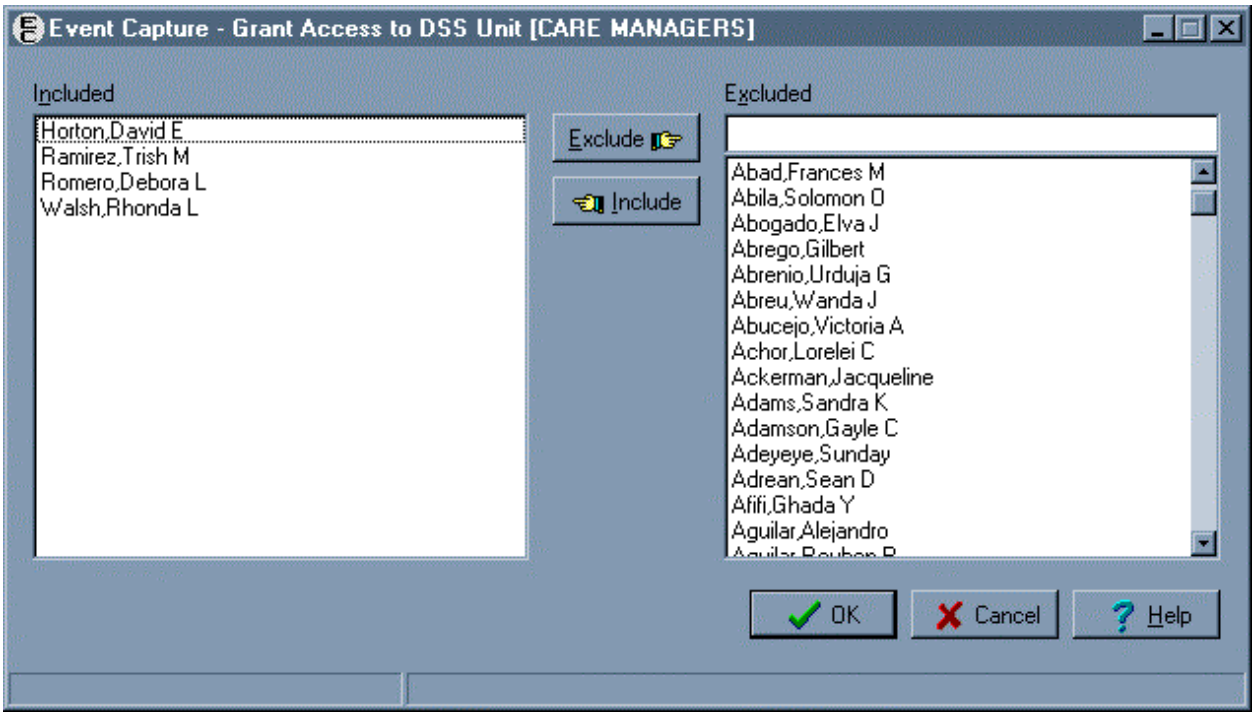
To Add a DSS Unit



To Update a DSS Unit



To Give Access to a DSS Unit



Event Capture Management Menu
Access by User (Grant Access to DSS Units by User)

Before you start

- *Extreme caution is advised when using this option. Removing access to a specified DSS Unit for all users and inactivating the DSS Unit is not recommended without the permission of the associated service.*
- Contact each service for a list of its Event Capture users and the DSS Units for which they enter data.
- Users must have access to DSS Units before they can begin entering procedure data.
- You can provide access to *all* DSS Units by assigning the ECALLU security key to a specified user (normally the DSS Manager or designee) using the *Allocate Security Keys* option in the *Menu Management Menu*. You cannot use this option to remove access to DSS Units for users who hold the ECALLU security key.

Instructions

To Assign User Access to DSS Units

1. Click on the Access by User (Grant Access to DSS Units by User) button.
2. When the second screen appears, a list of users will appear at the top of the box. Select a user from the list.
3. Select the names of the DSS Unit(s) to be allocated by highlighting the particular unit and clicking on the Include button.

To Remove User Access DSS Units

Choose whether or not you want to remove access to all DSS Units or a specific DSS Unit for a specific user.
If YES:

- Select the name of the user for whom you want to remove access.
- Highlight the list of DSS unit(s) you want to remove access to.
- Click the Exclude button to move it to the list of available DSS Units

If NO:

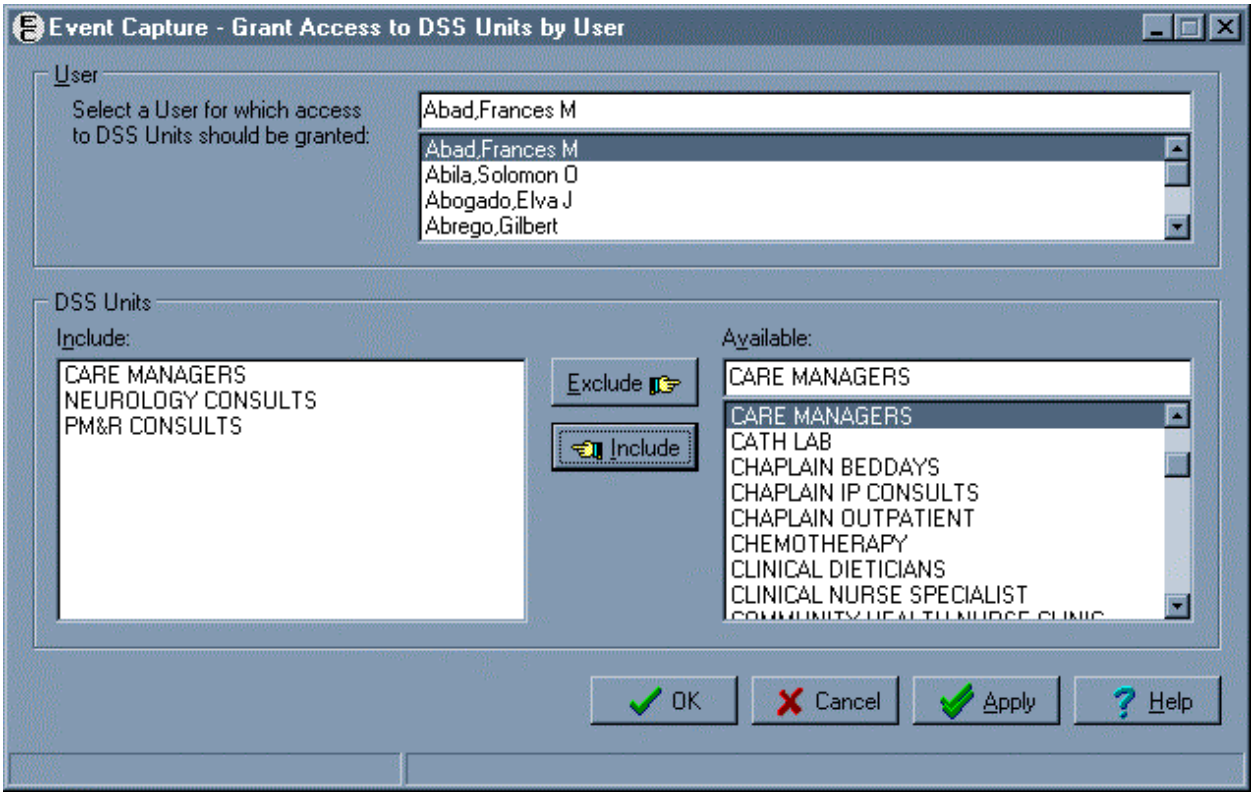
- Select the specific DSS Unit(s) for which you want to remove user access.
- Click the Exclude button to move it to the list of DSS Units.

If you inactivate a DSS Unit in error

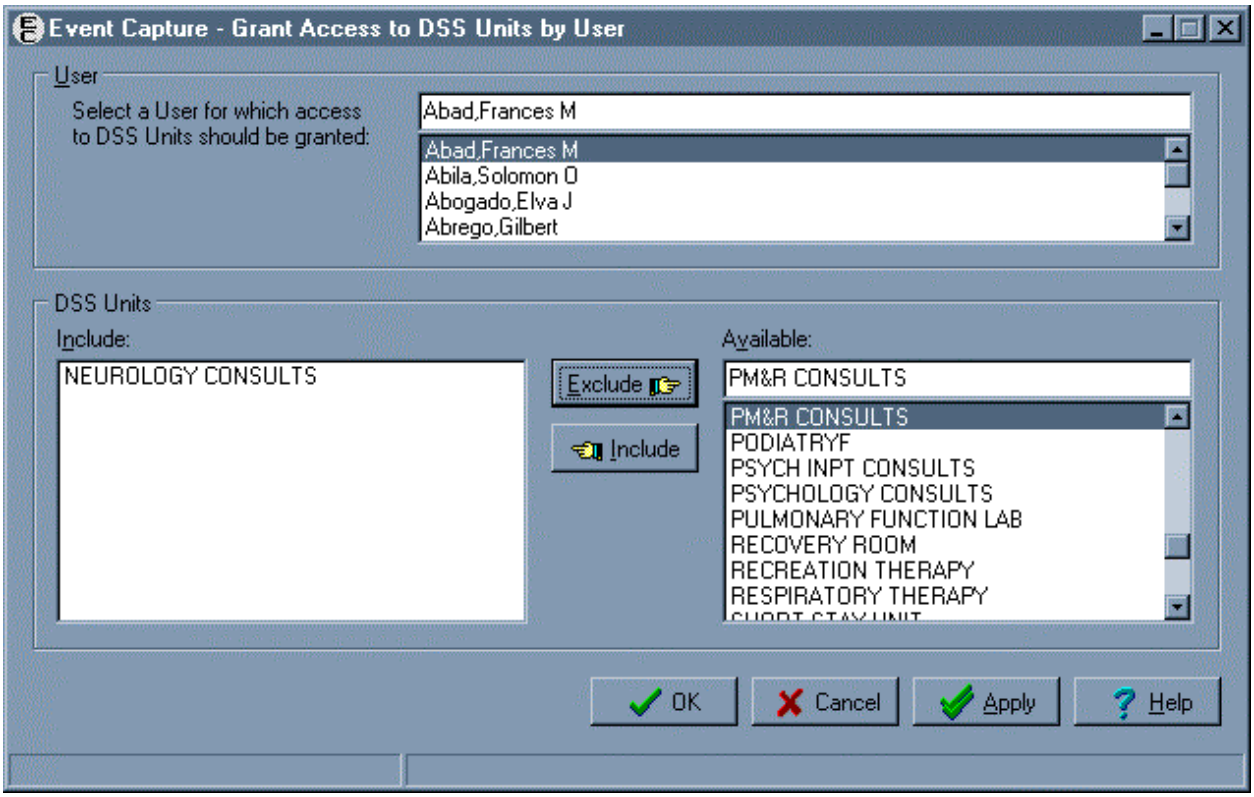
1. Use the *DSS Unit (Add or Update DSS Units)* option to reactivate the inactive DSS Unit.
2. Use the *Access by User (Grant Access to DSS Units by User)* option to provide access to the appropriate user(s).

Example

To Assign User Access to DSS Units



Remove Access to DSS Unit



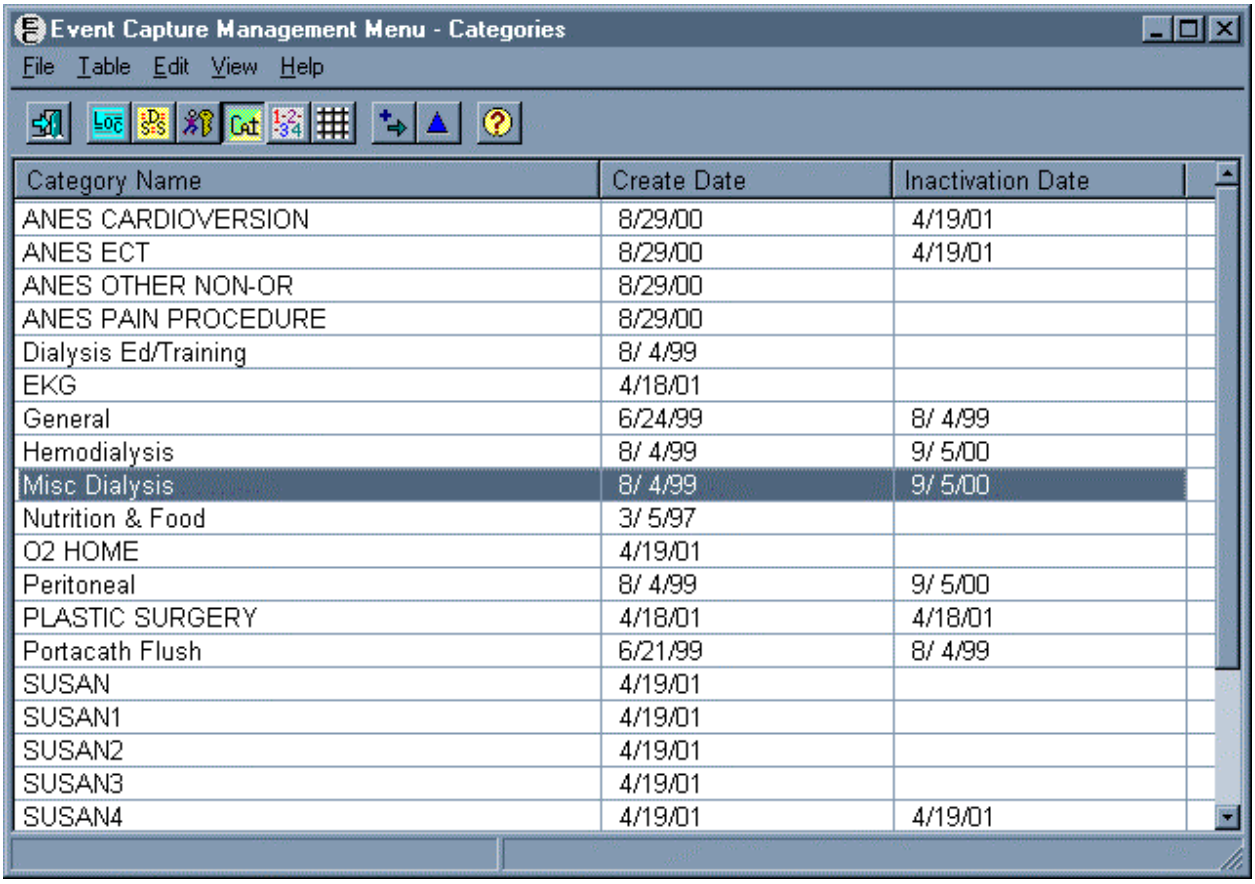
Event Capture Management Menu
Category (Add or Update Categories)

Before you start

- If the DSS Units at your site are defined for use without categories, you can ignore this option.
- You *cannot delete* categories, but you can use this option to *inactivate* or *reactivate* them.

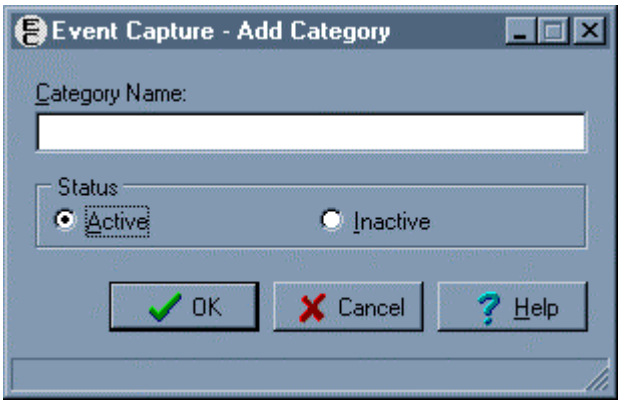
What the User will see

1. After selecting Add/Update Category from the Management Menu, the first window displays a list of Categories, the Date they were created, and the Inactivation Date.



Category Name	Create Date	Inactivation Date
ANES CARDIOVERSION	8/29/00	4/19/01
ANES ECT	8/29/00	4/19/01
ANES OTHER NON-OR	8/29/00	
ANES PAIN PROCEDURE	8/29/00	
Dialysis Ed/Training	8/ 4/99	
EKG	4/18/01	
General	6/24/99	8/ 4/99
Hemodialysis	8/ 4/99	9/ 5/00
Misc Dialysis	8/ 4/99	9/ 5/00
Nutrition & Food	3/ 5/97	
O2 HOME	4/19/01	
Peritoneal	8/ 4/99	9/ 5/00
PLASTIC SURGERY	4/18/01	4/18/01
Portacath Flush	6/21/99	8/ 4/99
SUSAN	4/19/01	
SUSAN1	4/19/01	
SUSAN2	4/19/01	
SUSAN3	4/19/01	
SUSAN4	4/19/01	4/19/01

2. The second screen allows the user to add a Category or to update a selected Category. The second screen contains fields called Category Name and Status.



Instructions

1. To add a new local category:

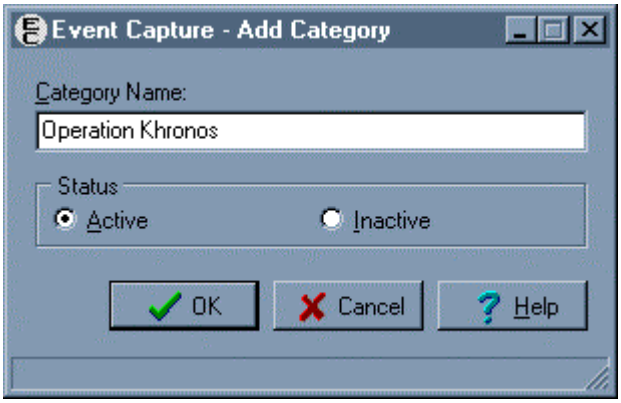
- After clicking on the Category (Add or Update Categories) button from the Management Menu, click on the Add button on the toolbar or in the Edit menu. The Status field will default to “Active”.
- Enter the new local category name.
- Click OK.

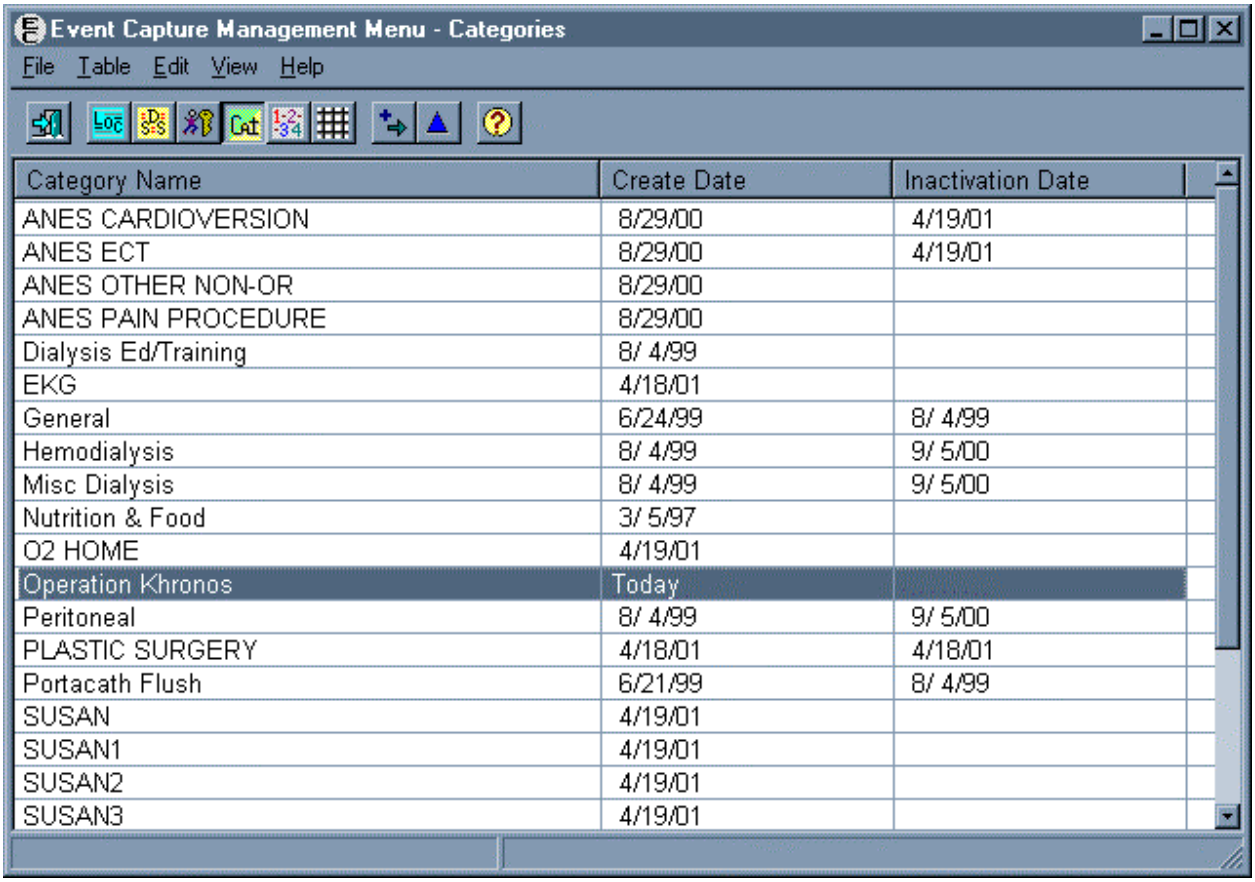
2. To update an existing local category:

- After clicking on the Category (Add or Update Categories) button from the Management Menu, highlight a particular category from the list of categories.
- Click on the category to activate status field. The Status field displays what the current status is for the category.
- Change the category to its new status by clicking Active or Inactive. The results of this action will appear on the first screen.

Example

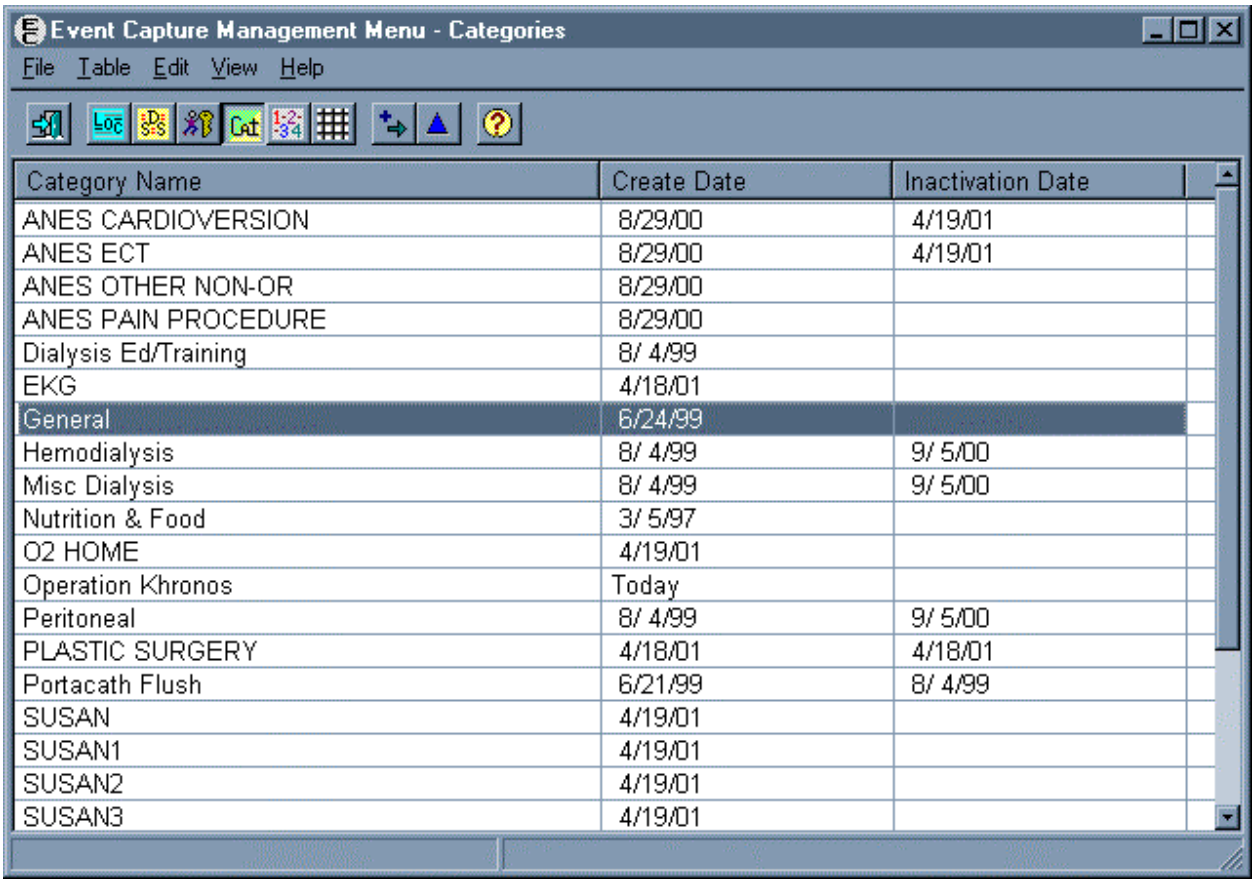
To add a Local Category



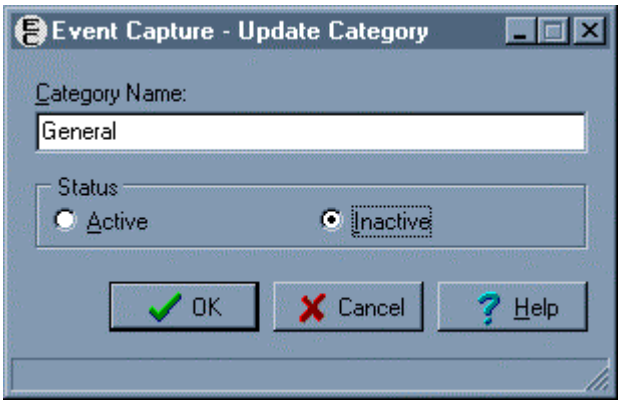


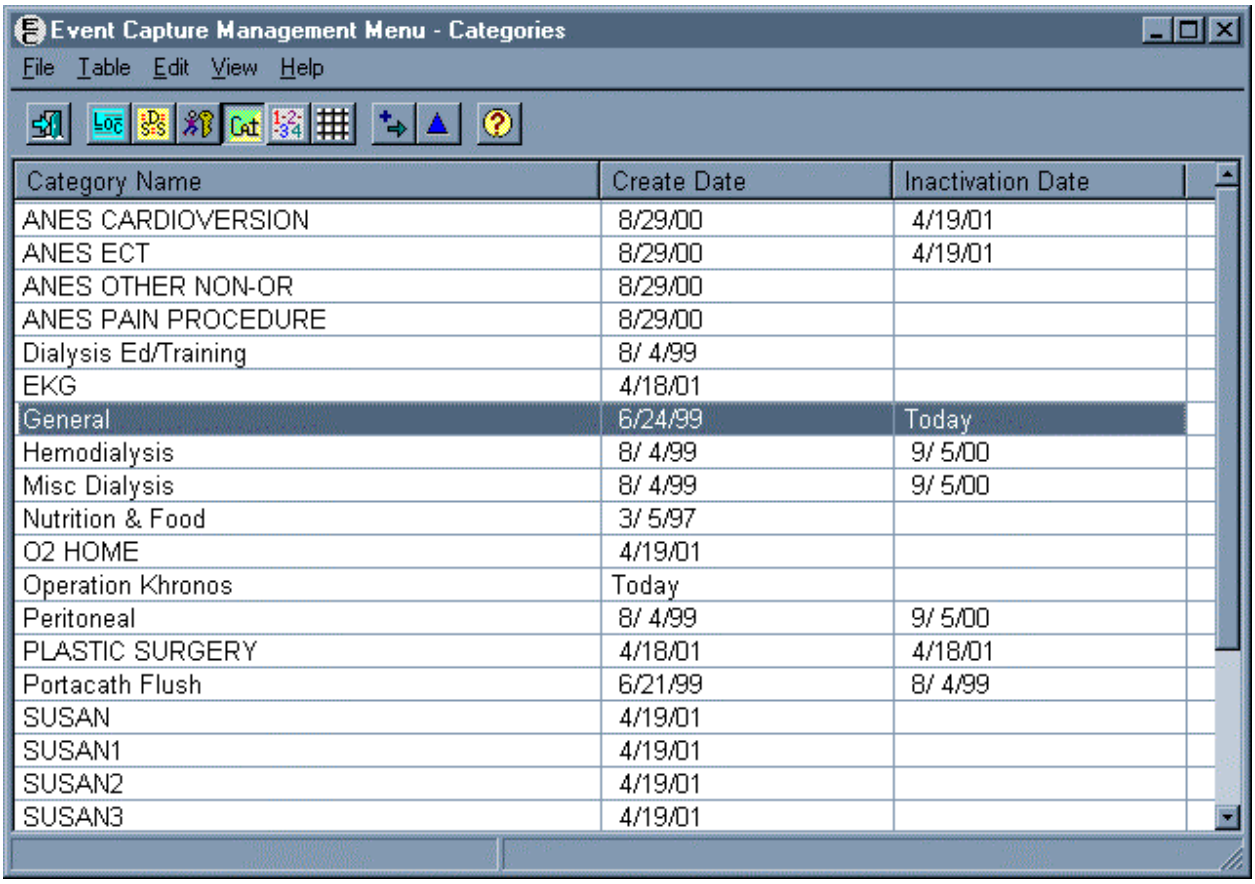
Category Name	Create Date	Inactivation Date
ANES CARDIOVERSION	8/29/00	4/19/01
ANES ECT	8/29/00	4/19/01
ANES OTHER NON-OR	8/29/00	
ANES PAIN PROCEDURE	8/29/00	
Dialysis Ed/Training	8/ 4/99	
EKG	4/18/01	
General	6/24/99	8/ 4/99
Hemodialysis	8/ 4/99	9/ 5/00
Misc Dialysis	8/ 4/99	9/ 5/00
Nutrition & Food	3/ 5/97	
O2 HOME	4/19/01	
Operation Khronos	Today	
Peritoneal	8/ 4/99	9/ 5/00
PLASTIC SURGERY	4/18/01	4/18/01
Portacath Flush	6/21/99	8/ 4/99
SUSAN	4/19/01	
SUSAN1	4/19/01	
SUSAN2	4/19/01	
SUSAN3	4/19/01	

Update Local Category



Category Name	Create Date	Inactivation Date
ANES CARDIOVERSION	8/29/00	4/19/01
ANES ECT	8/29/00	4/19/01
ANES OTHER NON-OR	8/29/00	
ANES PAIN PROCEDURE	8/29/00	
Dialysis Ed/Training	8/ 4/99	
EKG	4/18/01	
General	6/24/99	
Hemodialysis	8/ 4/99	9/ 5/00
Misc Dialysis	8/ 4/99	9/ 5/00
Nutrition & Food	3/ 5/97	
O2 HOME	4/19/01	
Operation Khronos	Today	
Peritoneal	8/ 4/99	9/ 5/00
PLASTIC SURGERY	4/18/01	4/18/01
Portacath Flush	6/21/99	8/ 4/99
SUSAN	4/19/01	
SUSAN1	4/19/01	
SUSAN2	4/19/01	
SUSAN3	4/19/01	





Category Name	Create Date	Inactivation Date
ANES CARDIOVERSION	8/29/00	4/19/01
ANES ECT	8/29/00	4/19/01
ANES OTHER NON-OR	8/29/00	
ANES PAIN PROCEDURE	8/29/00	
Dialysis Ed/Training	8/ 4/99	
EKG	4/18/01	
General	6/24/99	Today
Hemodialysis	8/ 4/99	9/ 5/00
Misc Dialysis	8/ 4/99	9/ 5/00
Nutrition & Food	3/ 5/97	
O2 HOME	4/19/01	
Operation Khronos	Today	
Peritoneal	8/ 4/99	9/ 5/00
PLASTIC SURGERY	4/18/01	4/18/01
Portacath Flush	6/21/99	8/ 4/99
SUSAN	4/19/01	
SUSAN1	4/19/01	
SUSAN2	4/19/01	
SUSAN3	4/19/01	

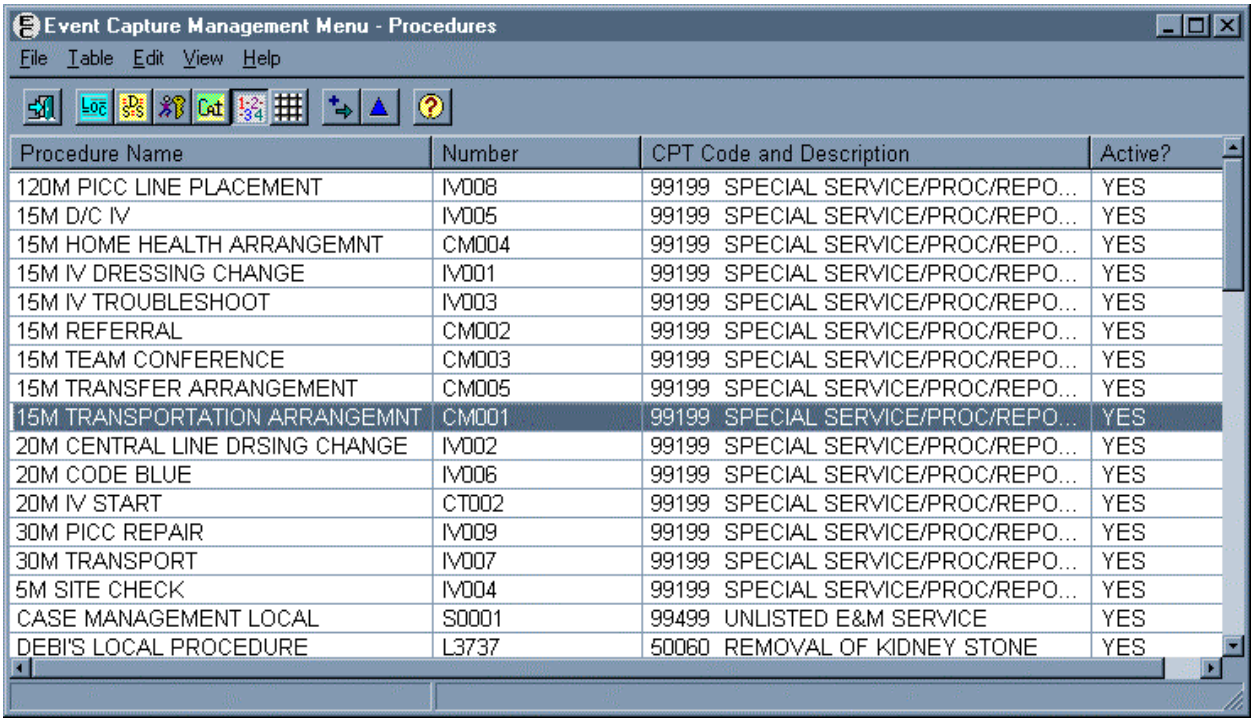
Event Capture Management Menu
Procedure (Add or Update Local Procedures)

Before you start

- The user might want to use the *National/Local Procedure Reports* option on the *Reports* menu of the *Event Capture Main Menu* to print a list of procedures with their associated CPT codes *before you use this option*. This report can be lengthy; if you opt to include national procedures, you should queue it to print to a device during non-peak hours.
- You must enter an associated CPT code to pass local procedures to the PCE software.
- A local procedure code number is required for any new local procedure.
- The local number code must be 5 characters in length, starting with an uppercase alpha character, followed by 4 alpha or numeric characters.
- With functionality put in place by the Code Set Versioning project, only active CPT codes are made available, and are based on the date a local procedure is added.

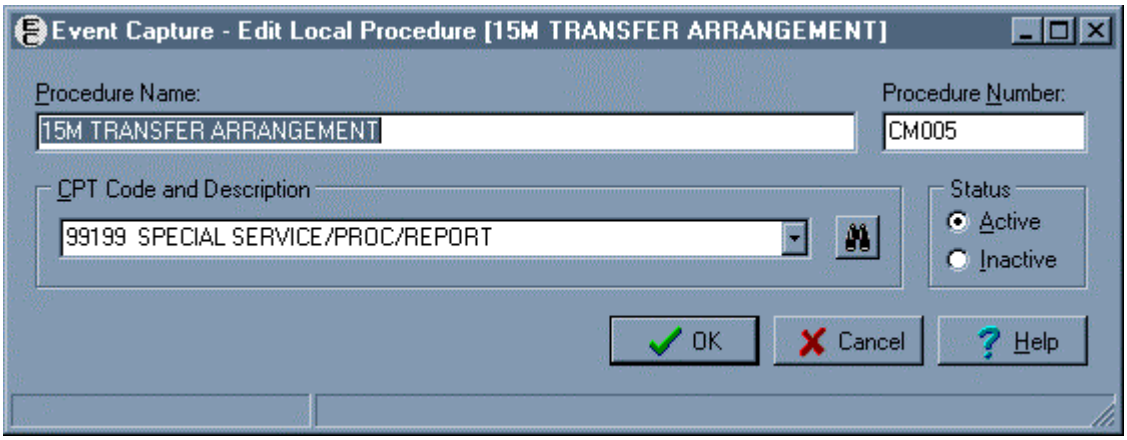
What the User will see

1. After selecting Procedure (Add or Update Local Procedures) from the Management Menu, the first screen displays a list of Local Procedures, Procedure Number, CPT Code, and CPT Description and Status.



Procedure Name	Number	CPT Code and Description	Active?
120M PICC LINE PLACEMENT	IV008	99199 SPECIAL SERVICE/PROC/REPO...	YES
15M D/C IV	IV005	99199 SPECIAL SERVICE/PROC/REPO...	YES
15M HOME HEALTH ARRANGEMNT	CM004	99199 SPECIAL SERVICE/PROC/REPO...	YES
15M IV DRESSING CHANGE	IV001	99199 SPECIAL SERVICE/PROC/REPO...	YES
15M IV TROUBLESHOOT	IV003	99199 SPECIAL SERVICE/PROC/REPO...	YES
15M REFERRAL	CM002	99199 SPECIAL SERVICE/PROC/REPO...	YES
15M TEAM CONFERENCE	CM003	99199 SPECIAL SERVICE/PROC/REPO...	YES
15M TRANSFER ARRANGEMENT	CM005	99199 SPECIAL SERVICE/PROC/REPO...	YES
15M TRANSPORTATION ARRANGEMNT	CM001	99199 SPECIAL SERVICE/PROC/REPO...	YES
20M CENTRAL LINE DRSING CHANGE	IV002	99199 SPECIAL SERVICE/PROC/REPO...	YES
20M CODE BLUE	IV006	99199 SPECIAL SERVICE/PROC/REPO...	YES
20M IV START	CT002	99199 SPECIAL SERVICE/PROC/REPO...	YES
30M PICC REPAIR	IV009	99199 SPECIAL SERVICE/PROC/REPO...	YES
30M TRANSPORT	IV007	99199 SPECIAL SERVICE/PROC/REPO...	YES
5M SITE CHECK	IV004	99199 SPECIAL SERVICE/PROC/REPO...	YES
CASE MANAGEMENT LOCAL	S0001	99499 UNLISTED E&M SERVICE	YES
DEBI'S LOCAL PROCEDURE	L3737	50060 REMOVAL OF KIDNEY STONE	YES

2. The second screen allows the user to add a Local Procedure, or to update a selected Local Procedure. The second screen contains fields called Procedure Name, Procedure Number, CPT Code, and Description and status.
3. You *cannot delete* procedures, but you can use this option to *inactivate* or *reactivate* them.
4. The CPT Code and Description field contains CPT Code look-up functionality. This allows the user to search for a CPT Code by the code, a part of the code, or a part of the description.
5. Choose whether or not you want print a list of your current local procedures.
6. When adding a Local Procedure Code, the system checks it against the National Procedure code format to prevent a Local Code that is already assigned as a National Code from being added. A message is displayed to the user and the Local Code is prevented from being added.



Instructions

1. To add a new local procedure:

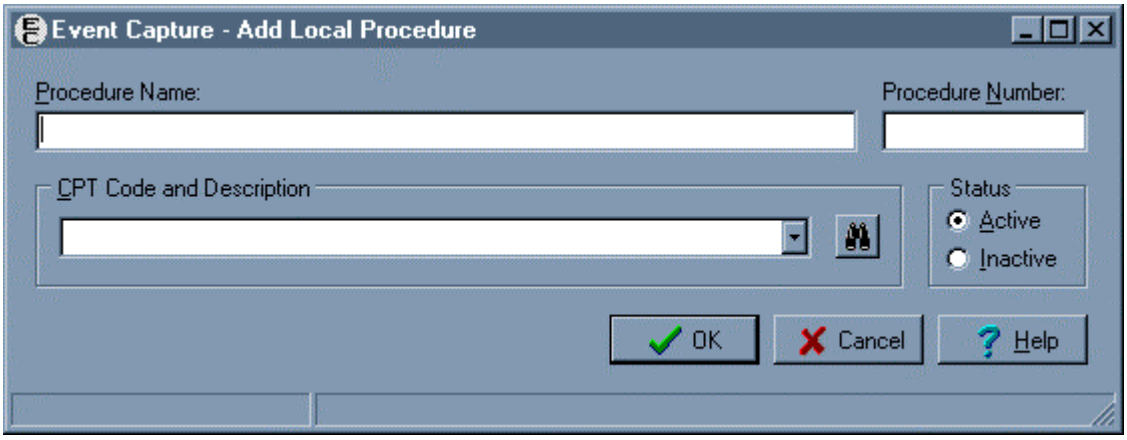
- Click on the Add button in the Edit menu or on the toolbar.
- Enter the new local procedure name.
- Enter the local procedure code number.
- Enter the CPT code if you want the data passed to the PCE software.

2. To update an existing local procedure:

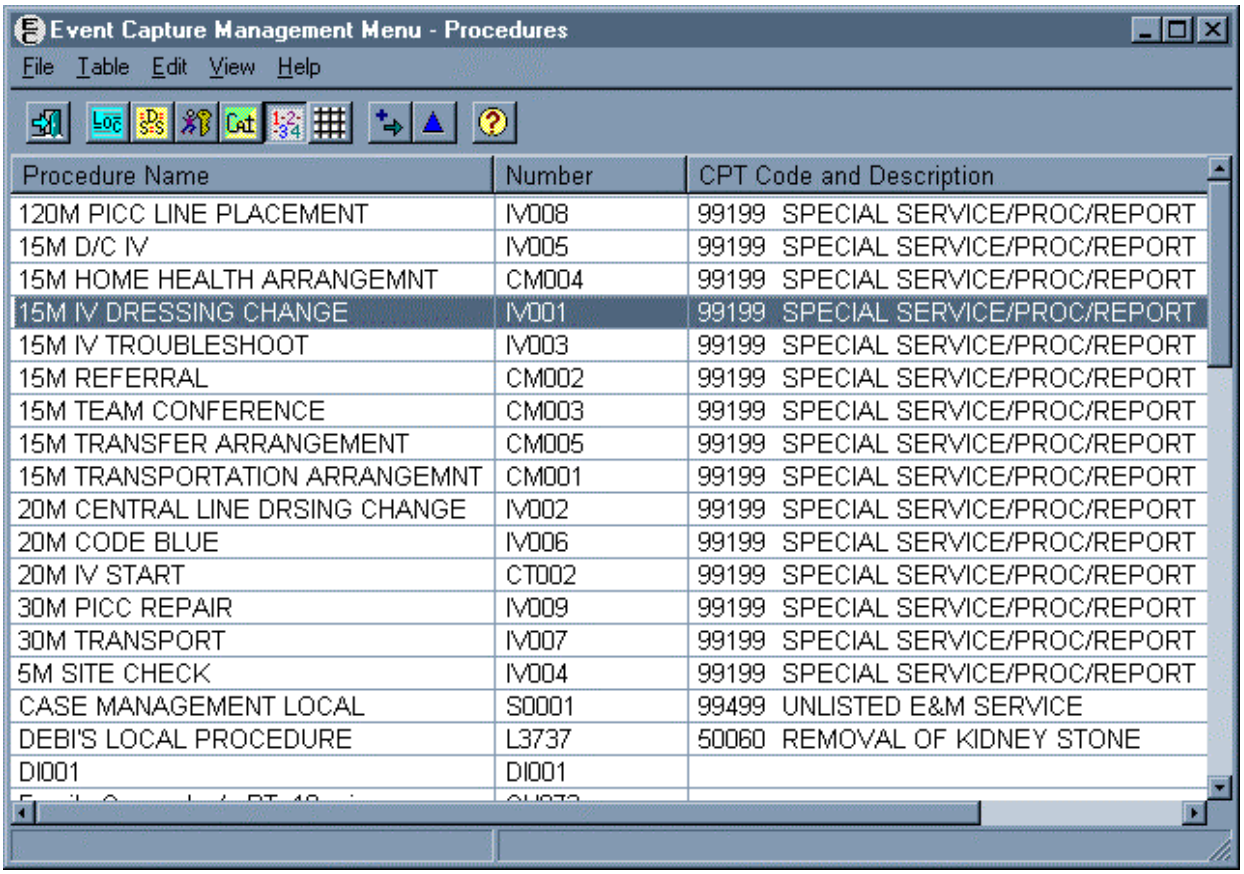
- Choose whether or not you want to print a list of your current local procedures.
- Highlight and click the original local procedure name.
- At the subsequent prompts, you can edit the procedure name, national number, status, and/or CPT code.

Example

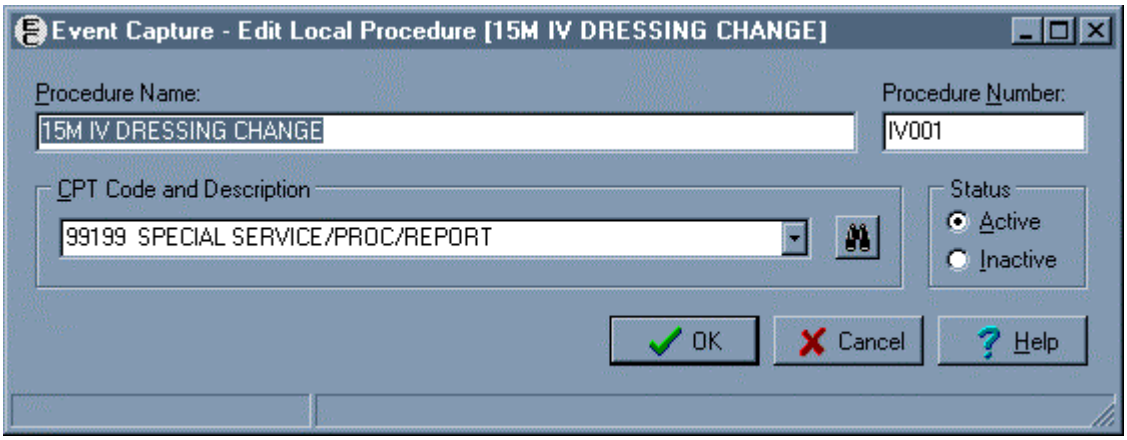
To Add a Local Procedure



To Update a Local Procedure



Procedure Name	Number	CPT Code and Description
120M PICC LINE PLACEMENT	IV008	99199 SPECIAL SERVICE/PROC/REPORT
15M D/C IV	IV005	99199 SPECIAL SERVICE/PROC/REPORT
15M HOME HEALTH ARRANGEMNT	CM004	99199 SPECIAL SERVICE/PROC/REPORT
15M IV DRESSING CHANGE	IV001	99199 SPECIAL SERVICE/PROC/REPORT
15M IV TROUBLESHOOT	IV003	99199 SPECIAL SERVICE/PROC/REPORT
15M REFERRAL	CM002	99199 SPECIAL SERVICE/PROC/REPORT
15M TEAM CONFERENCE	CM003	99199 SPECIAL SERVICE/PROC/REPORT
15M TRANSFER ARRANGEMENT	CM005	99199 SPECIAL SERVICE/PROC/REPORT
15M TRANSPORTATION ARRANGEMNT	CM001	99199 SPECIAL SERVICE/PROC/REPORT
20M CENTRAL LINE DRSING CHANGE	IV002	99199 SPECIAL SERVICE/PROC/REPORT
20M CODE BLUE	IV006	99199 SPECIAL SERVICE/PROC/REPORT
20M IV START	CT002	99199 SPECIAL SERVICE/PROC/REPORT
30M PICC REPAIR	IV009	99199 SPECIAL SERVICE/PROC/REPORT
30M TRANSPORT	IV007	99199 SPECIAL SERVICE/PROC/REPORT
5M SITE CHECK	IV004	99199 SPECIAL SERVICE/PROC/REPORT
CASE MANAGEMENT LOCAL	S0001	99499 UNLISTED E&M SERVICE
DEBI'S LOCAL PROCEDURE	L3737	50060 REMOVAL OF KIDNEY STONE
DI001	DI001	



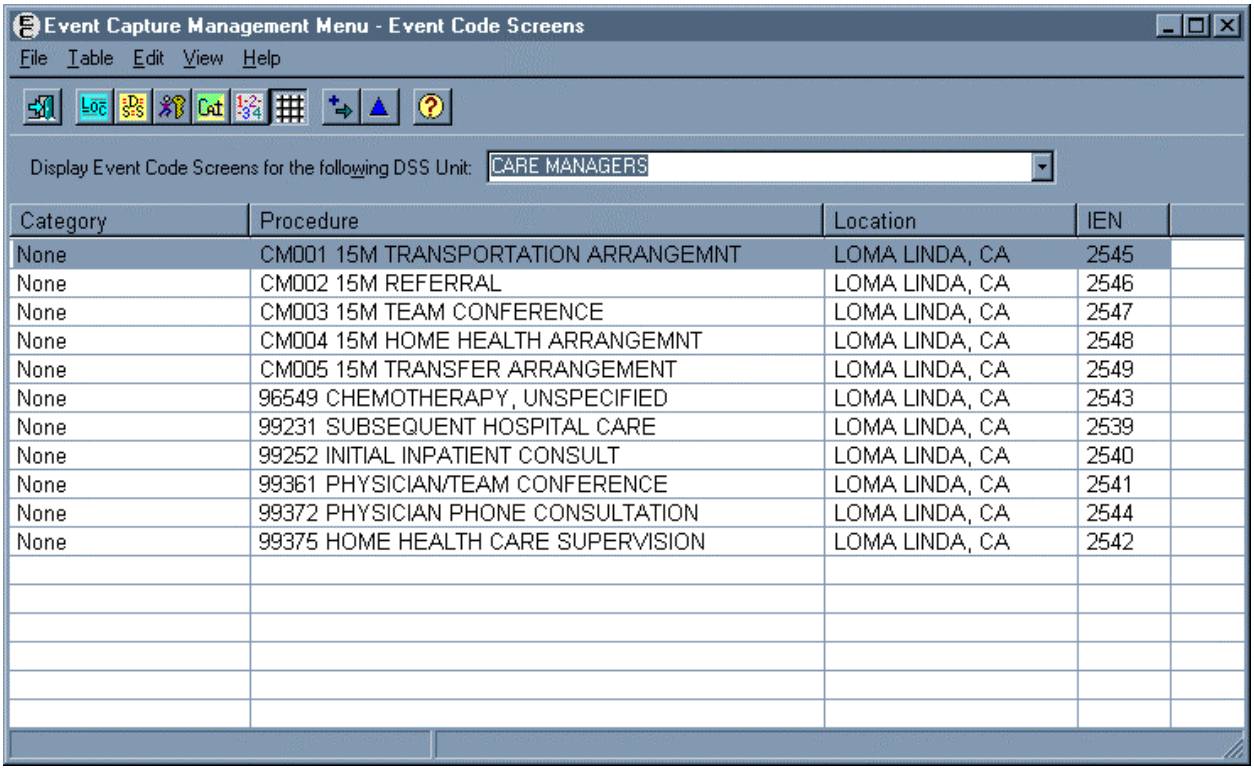
Event Capture Management Menu
Event Code Screen (Add or Update Event Code Screens)

Before you start

- Use the *Location (Update Location Information)* option to create an Event Capture location before using this option.
- Use the *DSS Unit (Add or Update DSS Units)* option to establish DSS Units before using this option.
- You must define Event Code screens before entering any Event Capture data.
- You will be prompted for a category only if the Event Code screen uses categories to group procedures.
- You must define an active associated clinic and CPT code to pass Event Code procedures to PCE.
- With functionality put in place by the Code Set Versioning project, only active CPT codes will be selectable and will be based on the date the event code screen is being set-up.

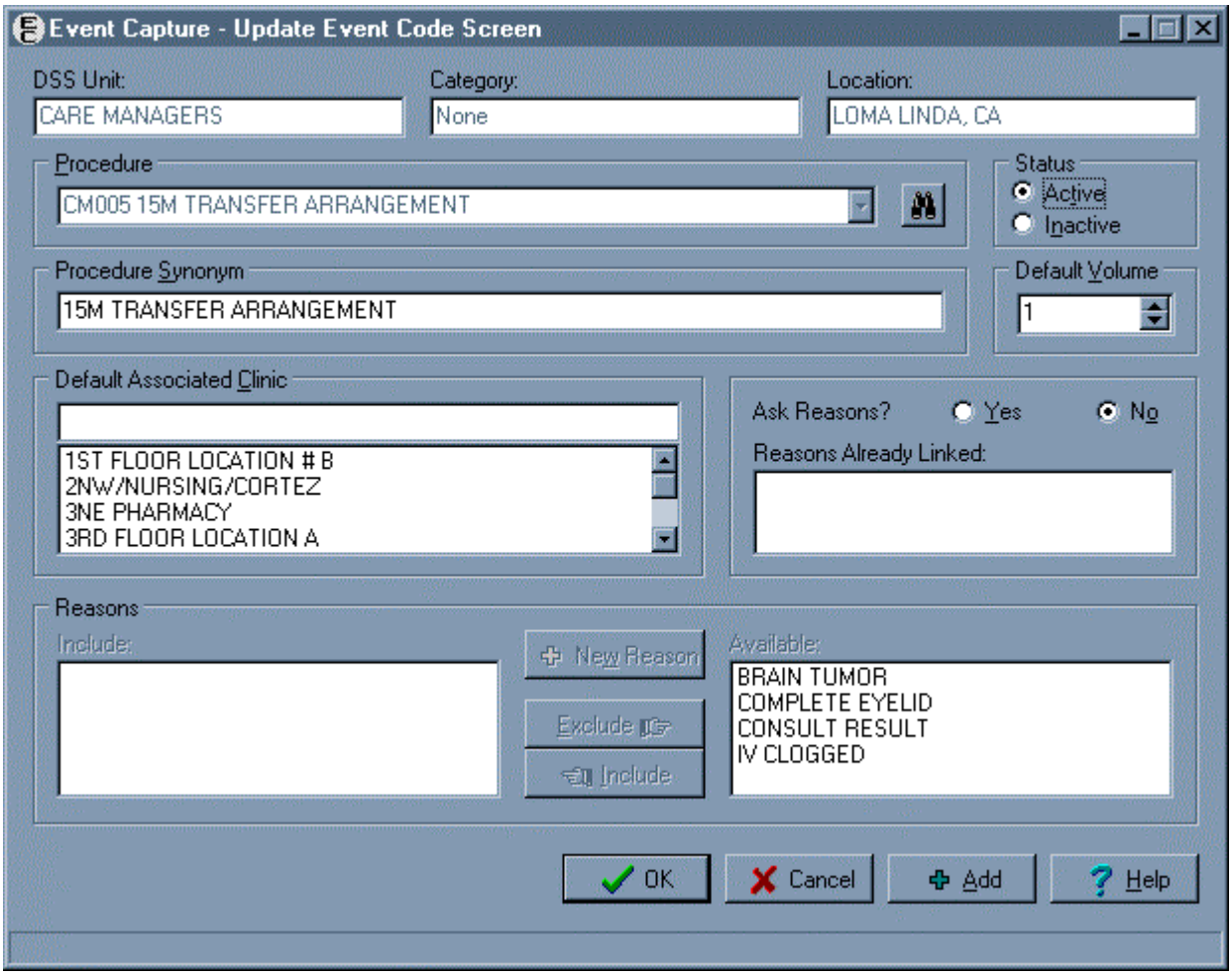
What the User will see

1. After selecting Event Code Screen (Add or Update Event Code Screens) from the Management Menu, the first screen will display a drop down box of DSS Units with their corresponding Categories and Procedures, IENs and Locations.



Category	Procedure	Location	IEN
None	CM001 15M TRANSPORTATION ARRANGEMNT	LOMA LINDA, CA	2545
None	CM002 15M REFERRAL	LOMA LINDA, CA	2546
None	CM003 15M TEAM CONFERENCE	LOMA LINDA, CA	2547
None	CM004 15M HOME HEALTH ARRANGEMNT	LOMA LINDA, CA	2548
None	CM005 15M TRANSFER ARRANGEMENT	LOMA LINDA, CA	2549
None	96549 CHEMOTHERAPY, UNSPECIFIED	LOMA LINDA, CA	2543
None	99231 SUBSEQUENT HOSPITAL CARE	LOMA LINDA, CA	2539
None	99252 INITIAL INPATIENT CONSULT	LOMA LINDA, CA	2540
None	99361 PHYSICIAN/TEAM CONFERENCE	LOMA LINDA, CA	2541
None	99372 PHYSICIAN PHONE CONSULTATION	LOMA LINDA, CA	2544
None	99375 HOME HEALTH CARE SUPERVISION	LOMA LINDA, CA	2542

2. The second screen will allow the user to add an Event Code screen to update a selected DSS Unit. The second screen will contain fields called DSS Unit, Category, Location, Procedure, Procedure Synonym, Default Volume, Default Associated Clinic, Ask Reasons, and an Include and Exclude Reasons box. **Note: The user will not be able to edit the DSS Unit, Category, Procedure, or Location fields from this screen.**



3. The user may find and select an Associated Clinic. The look-up displays only active locations in the HOSPITAL LOCATION file whose type is “C” (clinic) and is a “count” clinic.

The following instructions and example assume that you want the specified DSS Unit to send data to PCE.

Instructions

To add an Event Code Screen

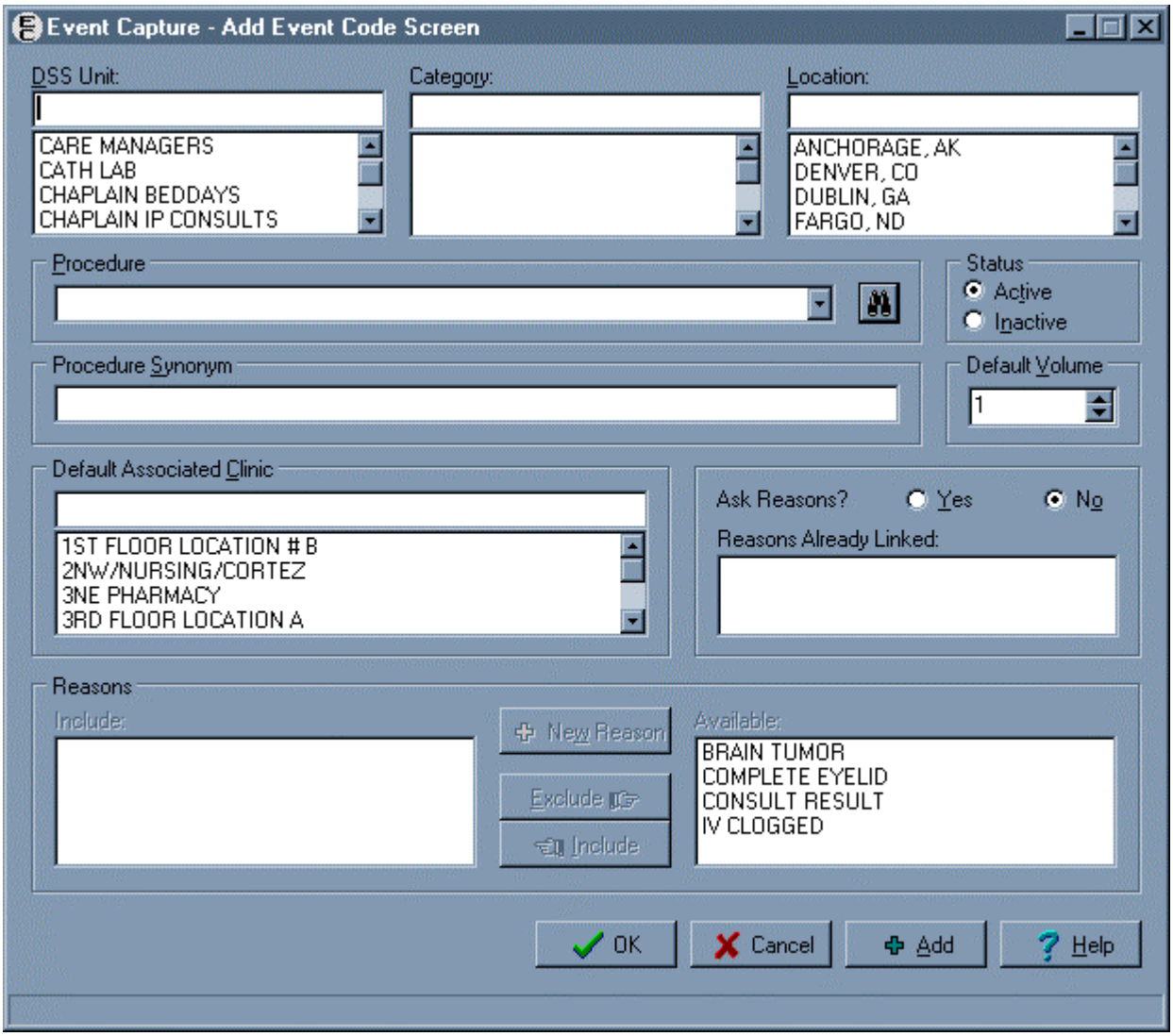
1. After selecting a DSS Unit form the drop down box, click the Add button in the toolbar or in the Edit menu.
2. At the appropriate drop boxes select the DSS unit, Category (if applicable, otherwise grayed out), Location, Procedure, Procedure Synonym, Status, Default Volume, Default Associated Clinic, Ask Reasons, and Reasons (only applicable if Ask Reasons box is checked Yes).
3. Click OK.

To Update an Event Code Screen

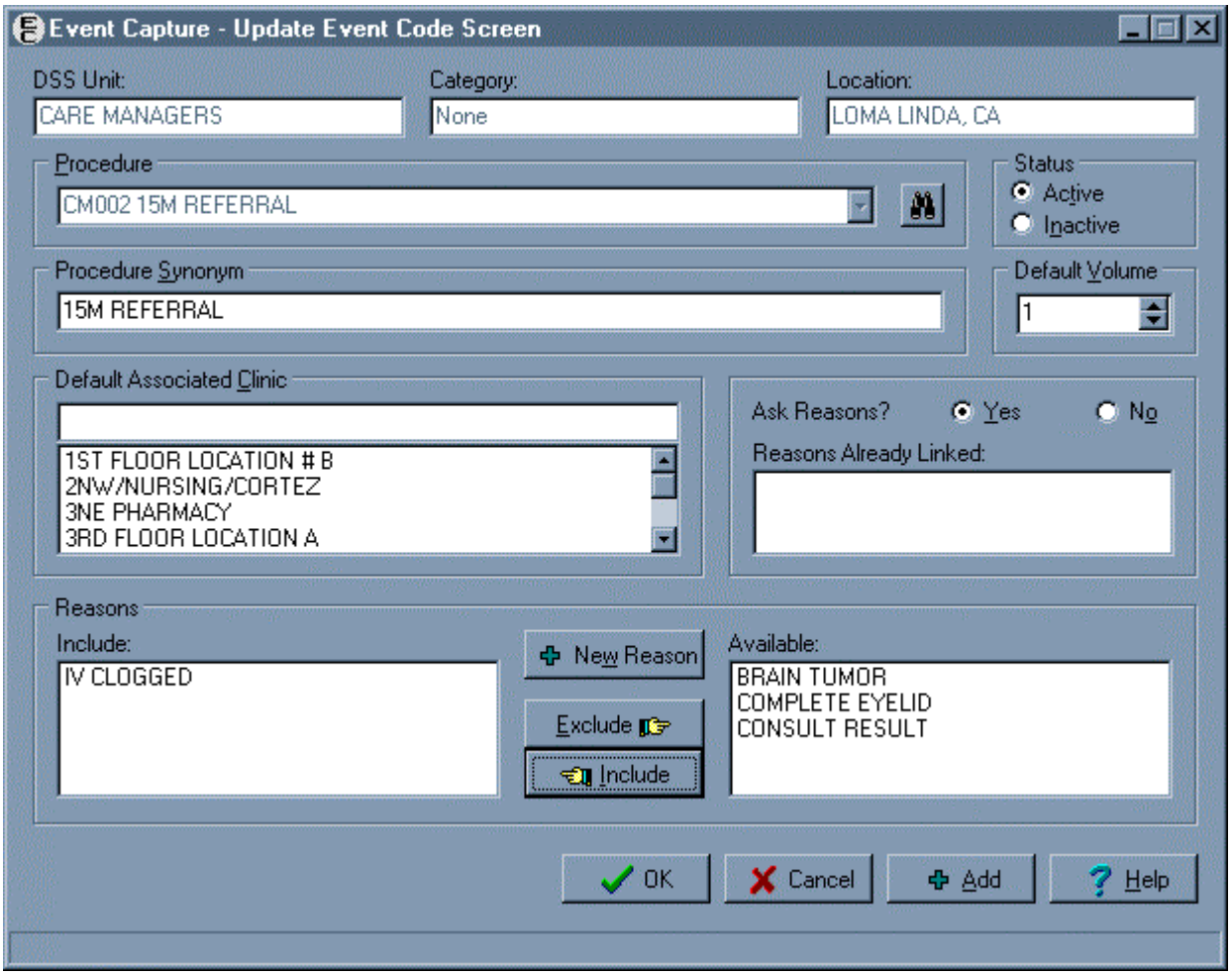
1. Select a DSS Unit from the drop down box.
2. Click on an Event Code Screen from the list of event code screens for a particular DSS Unit.
3. In the second screen, the user may update the Status, Procedure Synonym, Default Volume, Default Associated Clinic, Ask Reasons, and Reasons.
4. Click OK.

Example

To add an Event Code Screen



To Update an Event Code Screen



Event Capture Management Menu
Management Reports
National/Local Procedure Reports

Before you start

✋ Use the *Procedure (Add or Update Local Procedures)* option to create local procedures before using this option.

What the User will see

1. When the user selects a report, a new window will appear where the user defines the parameters for that report.
2. After running a report, the user will be able view the report in part or all (depending on buffer size) in a window.
3. After viewing the report, the user will have the option to print the report, or to cancel the report.

This report is accessible to Management users only. For users without the Management Security key (ECMGR) this report will not appear.

Instructions

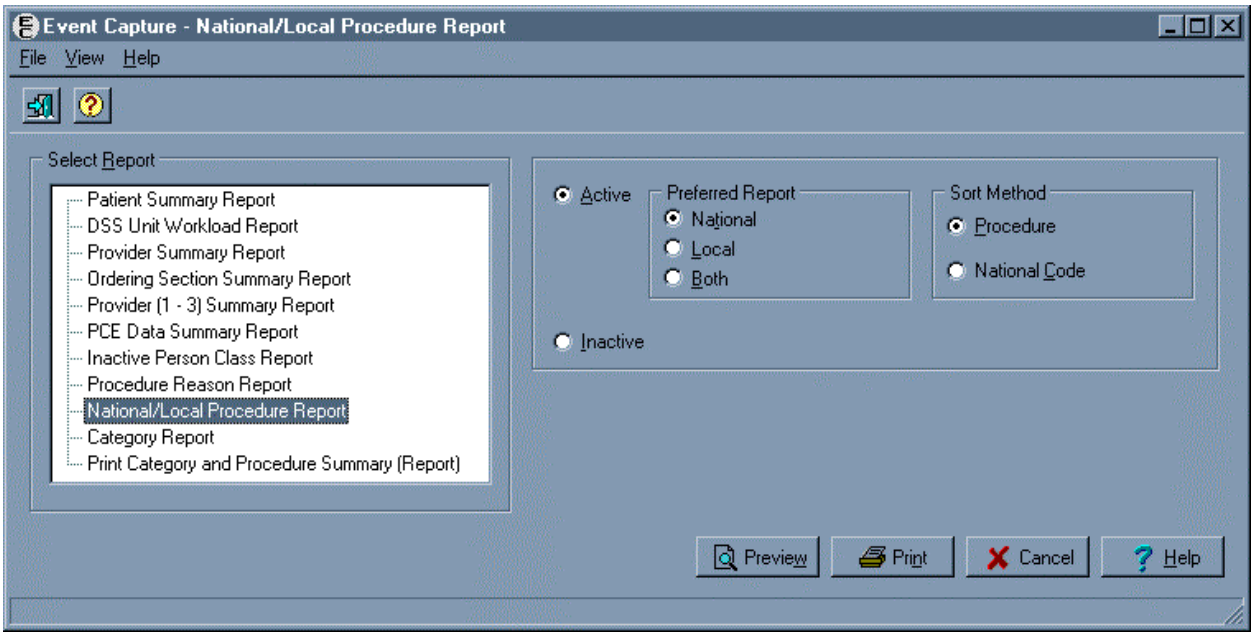
Active Procedures

- Click on the Reports option in the Main Menu.
- Click on the National/Local Procedures report.
- The second screen will appear and will allow the user to choose the sort method they prefer, whether the report is active or inactive and whether they want the report to be *National*, *Local*, or *Both*. **Note:** If the report is marked as Inactive the other options will be grayed out. The output includes procedure name, national number, and CPT.

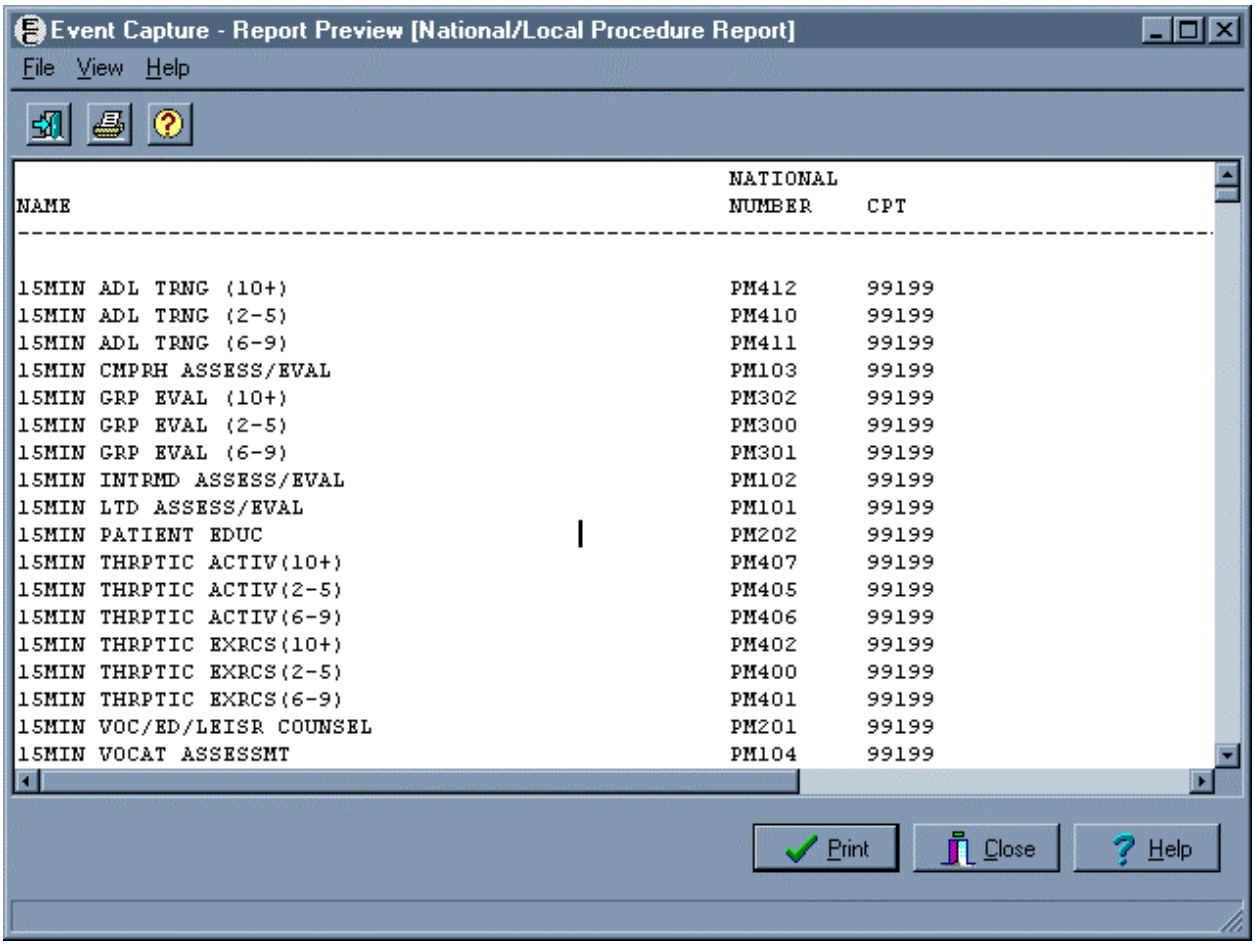
Inactive Procedures

The procedure is the same for inactive procedures. The output includes procedure name, national number, CPT, and inactive date.

Example

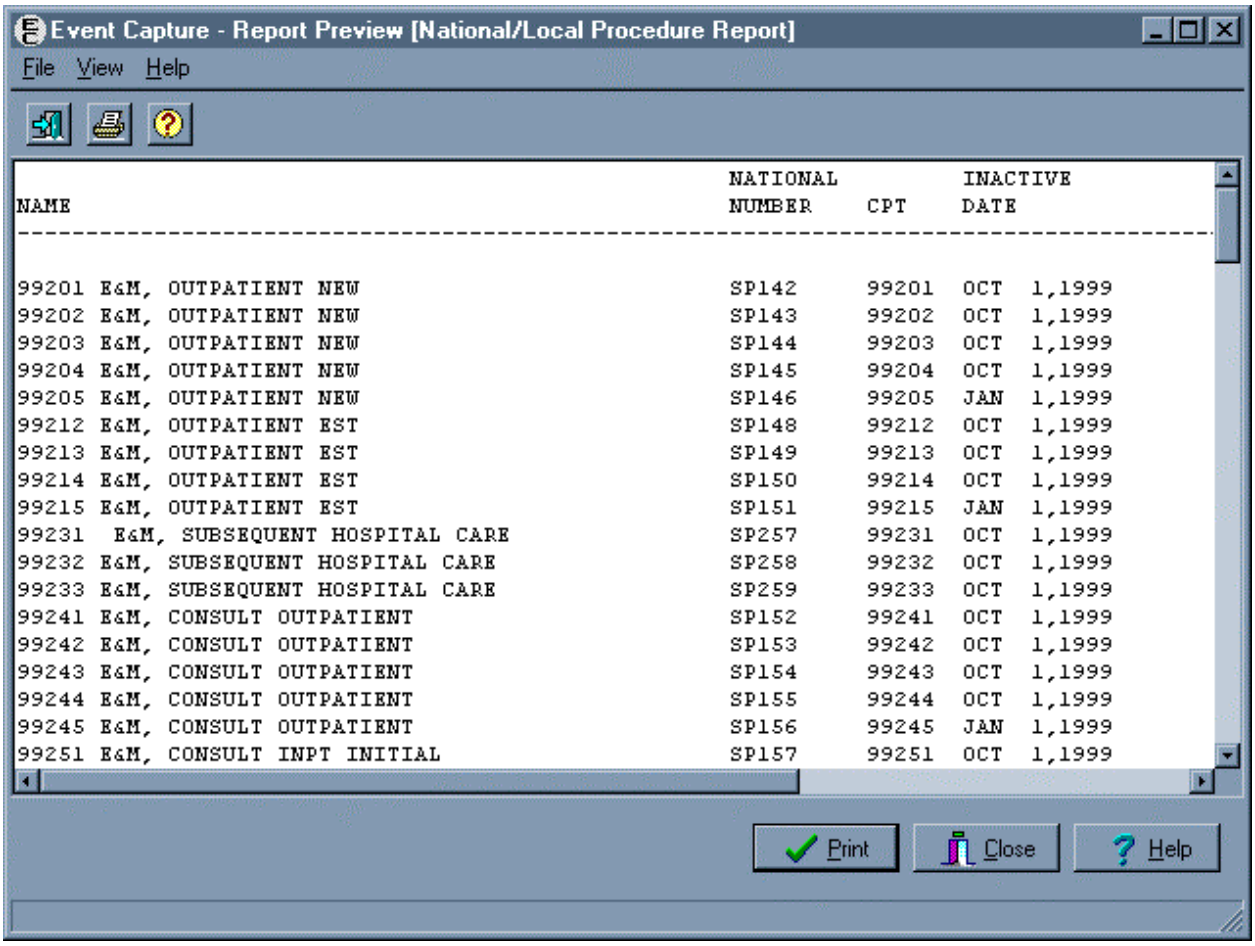

Event Capture - National/Local Procedure Report
File View Help
Select Report
Patient Summary Report
DSS Unit Workload Report
Provider Summary Report
Ordering Section Summary Report
Provider (1 - 3) Summary Report
PCE Data Summary Report
Inactive Person Class Report
Procedure Reason Report
National/Local Procedure Report
Category Report
Print Category and Procedure Summary (Report)
Active
Inactive
Preferred Report
National
Local
Both
Sort Method
Procedure
National Code
Preview
Print
Cancel
Help

For Active Procedures



NAME	NATIONAL NUMBER	CPT
15MIN ADL TRNG (10+)	PM412	99199
15MIN ADL TRNG (2-5)	PM410	99199
15MIN ADL TRNG (6-9)	PM411	99199
15MIN CMPRH ASSESS/EVAL	PM103	99199
15MIN GRP EVAL (10+)	PM302	99199
15MIN GRP EVAL (2-5)	PM300	99199
15MIN GRP EVAL (6-9)	PM301	99199
15MIN INTRMD ASSESS/EVAL	PM102	99199
15MIN LTD ASSESS/EVAL	PM101	99199
15MIN PATIENT EDUC	PM202	99199
15MIN THRPTIC ACTIV(10+)	PM407	99199
15MIN THRPTIC ACTIV(2-5)	PM405	99199
15MIN THRPTIC ACTIV(6-9)	PM406	99199
15MIN THRPTIC EXRCS(10+)	PM402	99199
15MIN THRPTIC EXRCS(2-5)	PM400	99199
15MIN THRPTIC EXRCS(6-9)	PM401	99199
15MIN VOC/ED/LEISR COUNSEL	PM201	99199
15MIN VOCAT ASSESSMT	PM104	99199

For Inactive Procedures



NAME	NATIONAL NUMBER	CPT	INACTIVE DATE
99201 E&M, OUTPATIENT NEW	SP142	99201	OCT 1,1999
99202 E&M, OUTPATIENT NEW	SP143	99202	OCT 1,1999
99203 E&M, OUTPATIENT NEW	SP144	99203	OCT 1,1999
99204 E&M, OUTPATIENT NEW	SP145	99204	OCT 1,1999
99205 E&M, OUTPATIENT NEW	SP146	99205	JAN 1,1999
99212 E&M, OUTPATIENT EST	SP148	99212	OCT 1,1999
99213 E&M, OUTPATIENT EST	SP149	99213	OCT 1,1999
99214 E&M, OUTPATIENT EST	SP150	99214	OCT 1,1999
99215 E&M, OUTPATIENT EST	SP151	99215	JAN 1,1999
99231 E&M, SUBSEQUENT HOSPITAL CARE	SP257	99231	OCT 1,1999
99232 E&M, SUBSEQUENT HOSPITAL CARE	SP258	99232	OCT 1,1999
99233 E&M, SUBSEQUENT HOSPITAL CARE	SP259	99233	OCT 1,1999
99241 E&M, CONSULT OUTPATIENT	SP152	99241	OCT 1,1999
99242 E&M, CONSULT OUTPATIENT	SP153	99242	OCT 1,1999
99243 E&M, CONSULT OUTPATIENT	SP154	99243	OCT 1,1999
99244 E&M, CONSULT OUTPATIENT	SP155	99244	OCT 1,1999
99245 E&M, CONSULT OUTPATIENT	SP156	99245	JAN 1,1999
99251 E&M, CONSULT INPT INITIAL	SP157	99251	OCT 1,1999

Event Capture Management Menu
Management Reports
Category Reports

Before you start

- Use the *Category (Add or Update Categories)* option to create categories before using this option.

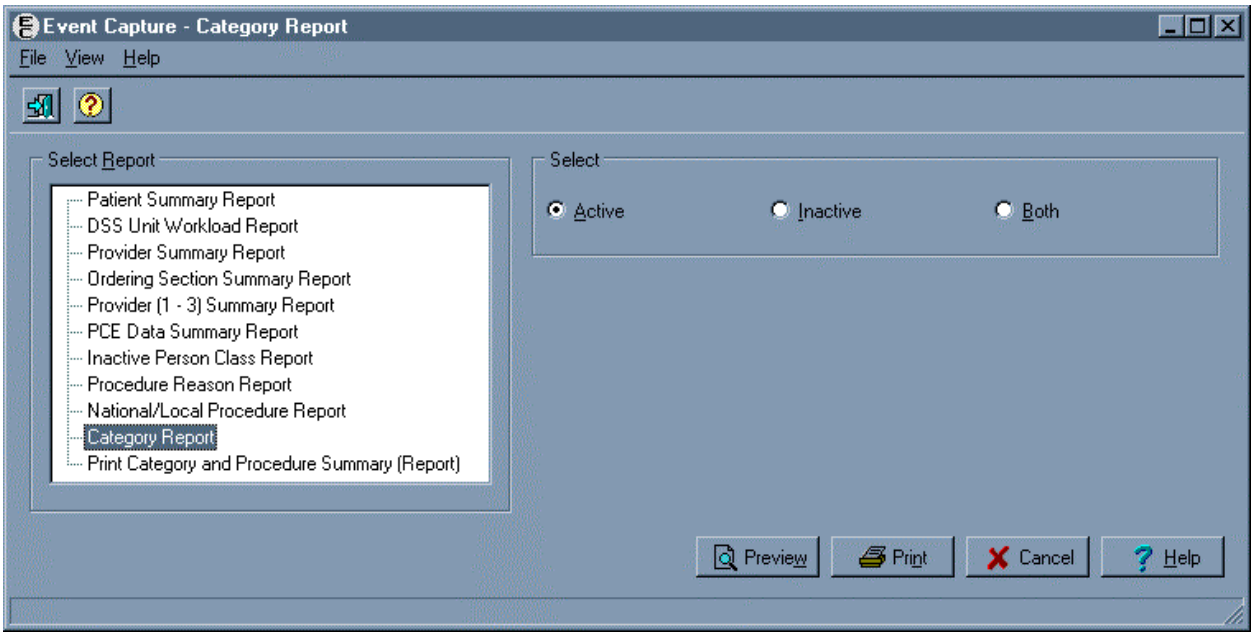
What the User will see

This will be same as the procedures listed in the National/Local Procedure Reports.

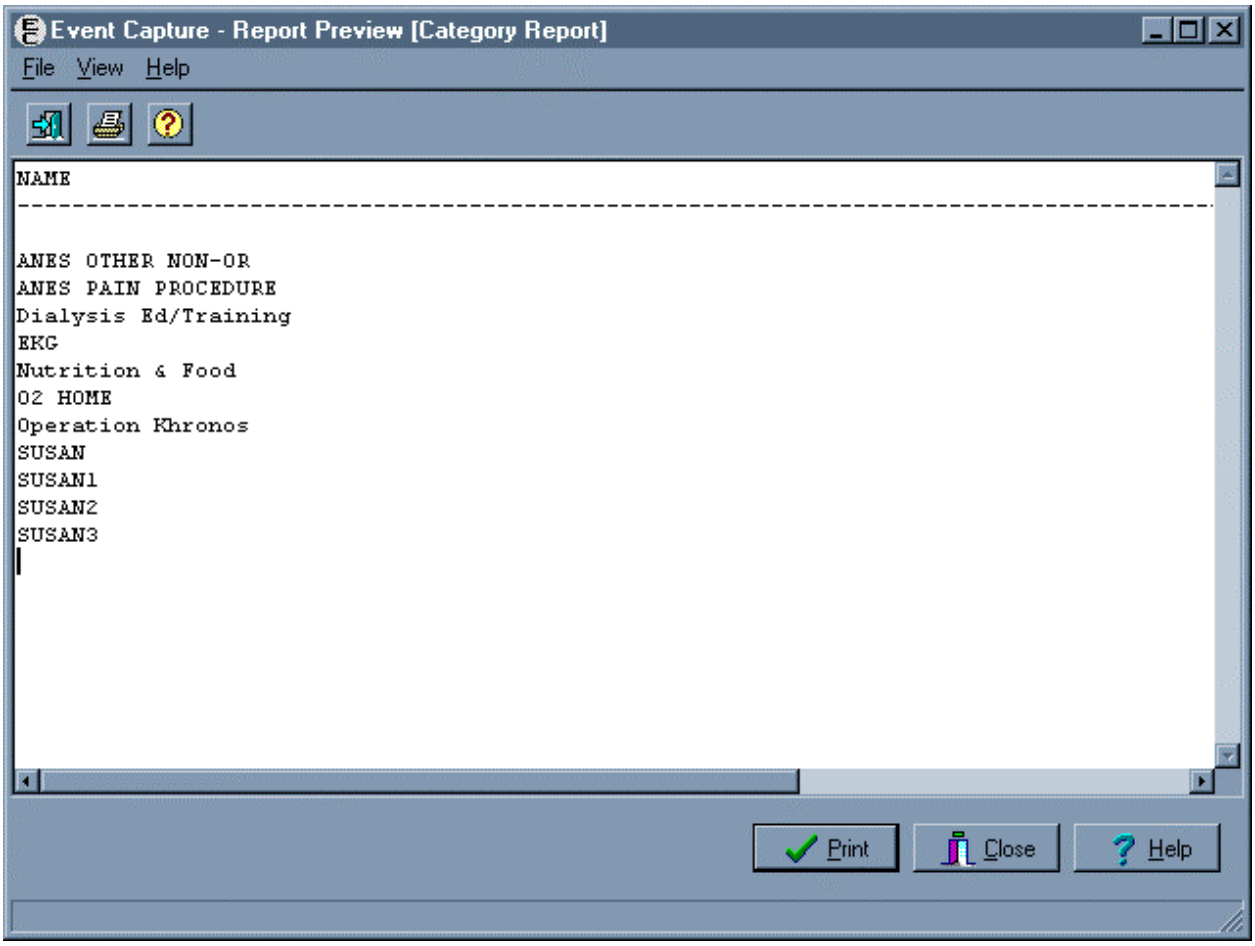
Instructions

1. Click on the Reports option in the Main Menu.
2. Click on the Category report.
3. Choose on a status of *Active*, *Inactive*, or *Both*.

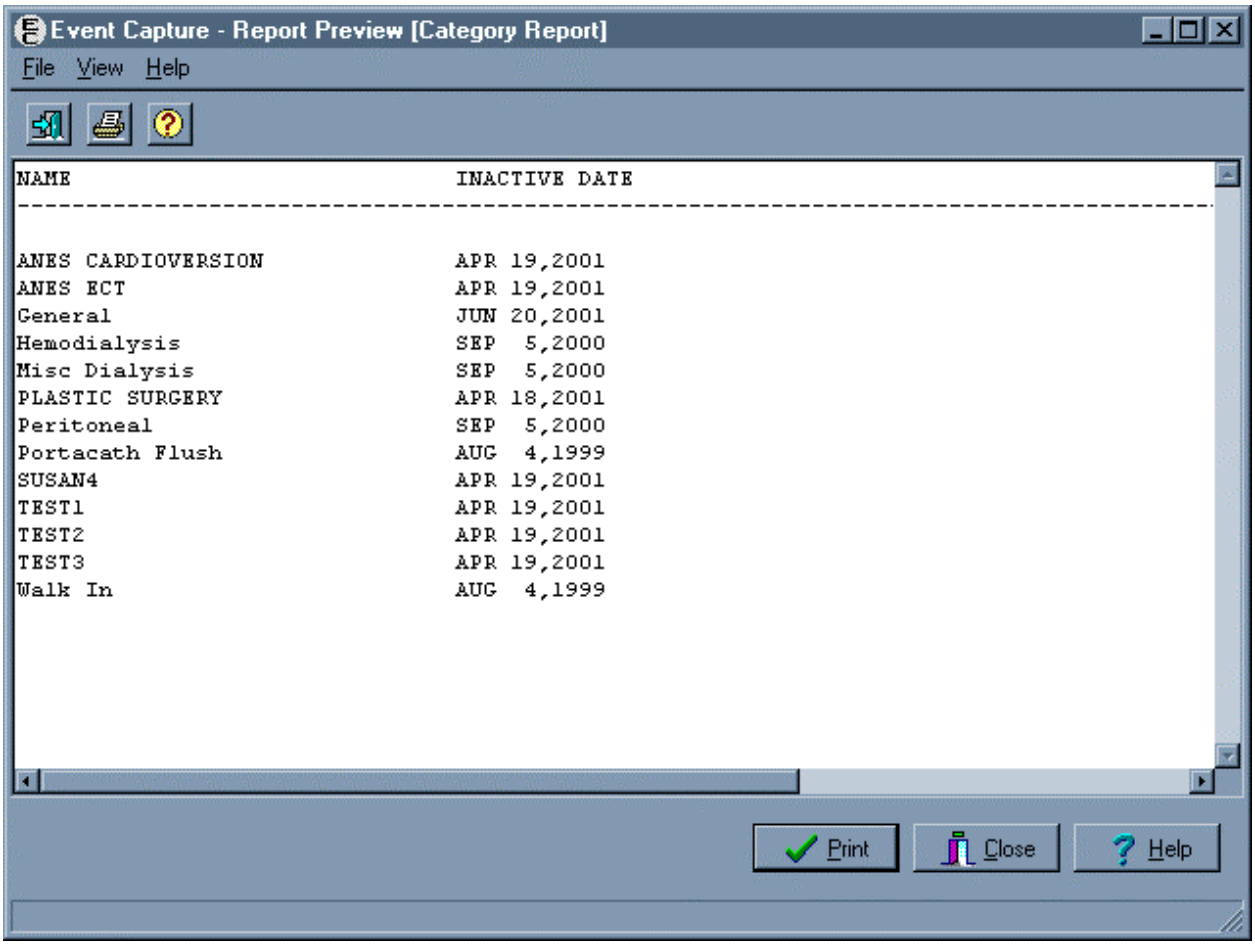
Example



For Active Reports

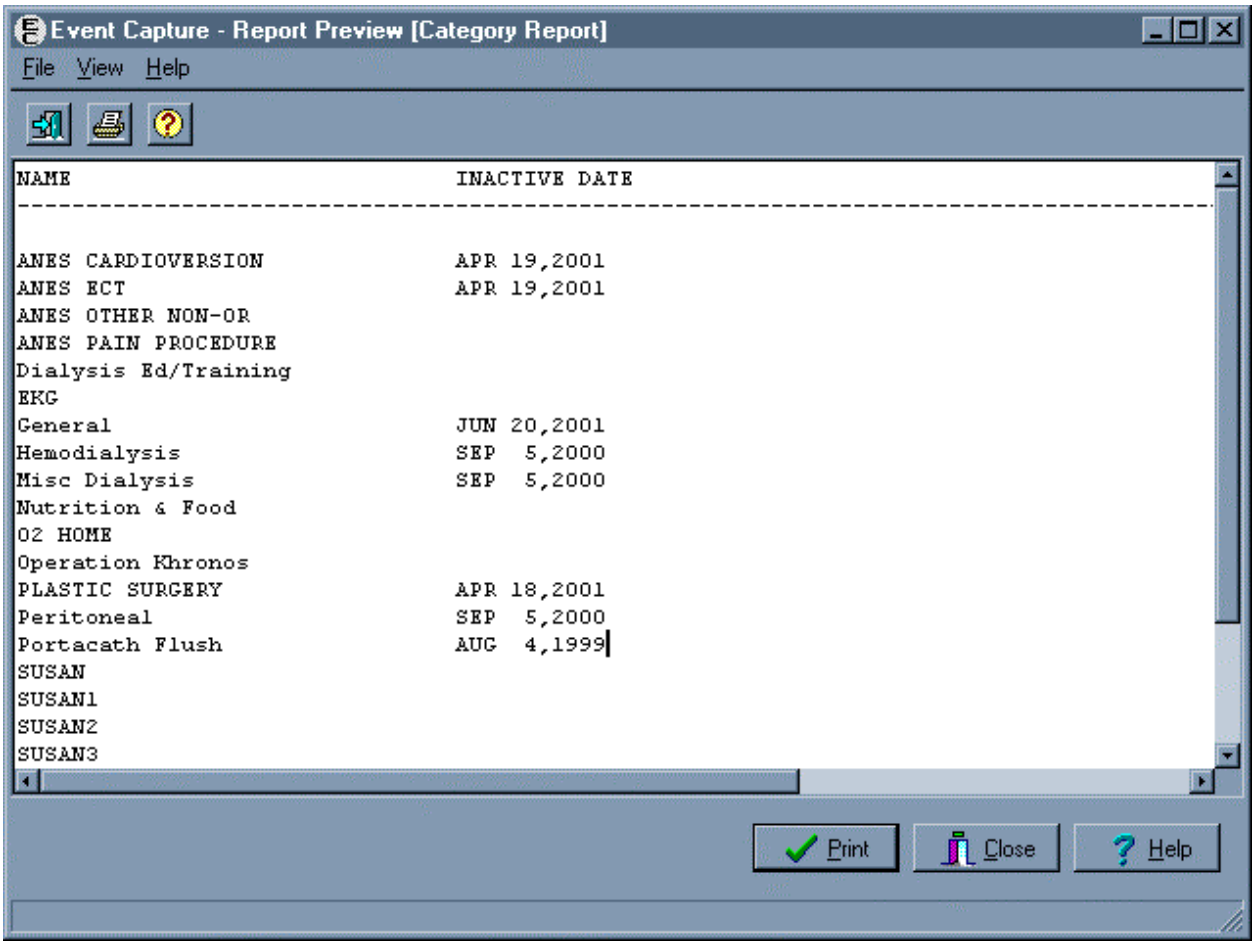


For Inactive Reports



NAME	INACTIVE DATE
ANES CARDIOVERSION	APR 19,2001
ANES ECT	APR 19,2001
General	JUN 20,2001
Hemodialysis	SEP 5,2000
Misc Dialysis	SEP 5,2000
PLASTIC SURGERY	APR 18,2001
Peritoneal	SEP 5,2000
Portacath Flush	AUG 4,1999
SUSAN4	APR 19,2001
TEST1	APR 19,2001
TEST2	APR 19,2001
TEST3	APR 19,2001
Walk In	AUG 4,1999

For Both Active and Inactive



NAME	INACTIVE DATE
ANES CARDIOVERSION	APR 19,2001
ANES ECT	APR 19,2001
ANES OTHER NON-OR	
ANES PAIN PROCEDURE	
Dialysis Ed/Training	
EKG	
General	JUN 20,2001
Hemodialysis	SEP 5,2000
Misc Dialysis	SEP 5,2000
Nutrition & Food	
O2 HOME	
Operation Khronos	
PLASTIC SURGERY	APR 18,2001
Peritoneal	SEP 5,2000
Portacath Flush	AUG 4,1999
SUSAN	
SUSAN1	
SUSAN2	
SUSAN3	

Event Capture Management Menu
Management Reports
Print Category and Procedure Summary

Before you start

- Use the *DSS Unit (Add or Update DSS Units)* option to create DSS Units categories before using this option.
- Use the *Category (Add or Update Categories)* option to create categories before using this option.
- Use the *Procedure (Add or Update Local Procedures)* option to create procedures before using this option.
- This option generates a list of Event Code Screens.
- You will be prompted for categories only if the Event Code Screen uses categories to group procedures.

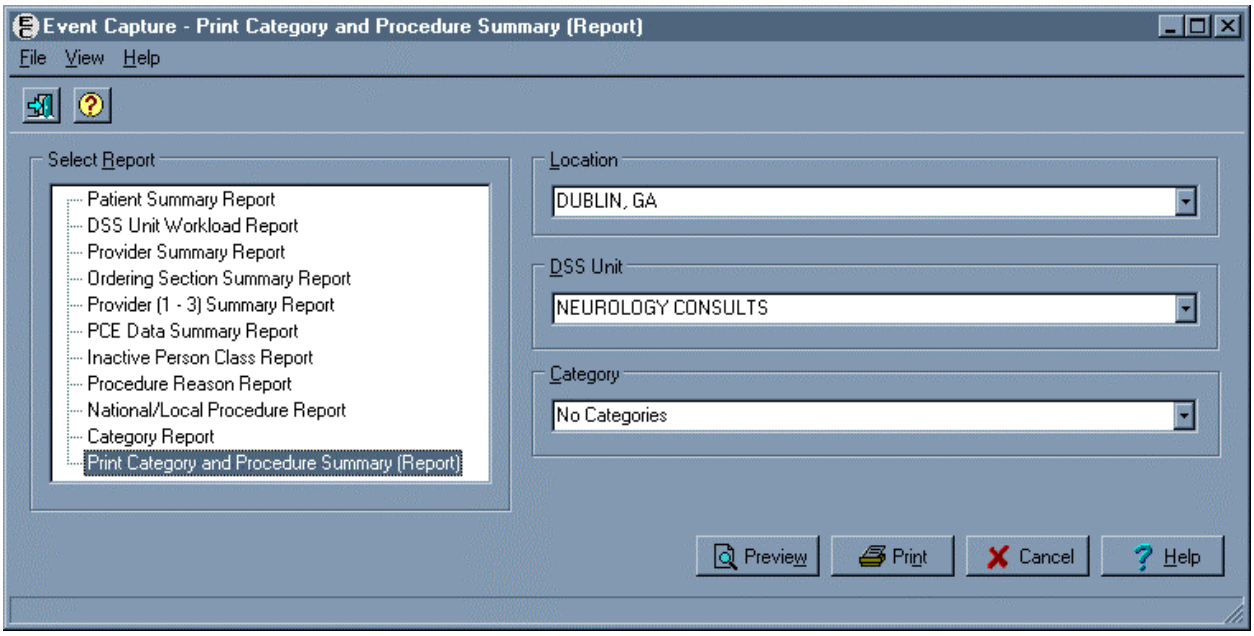
What the User will see

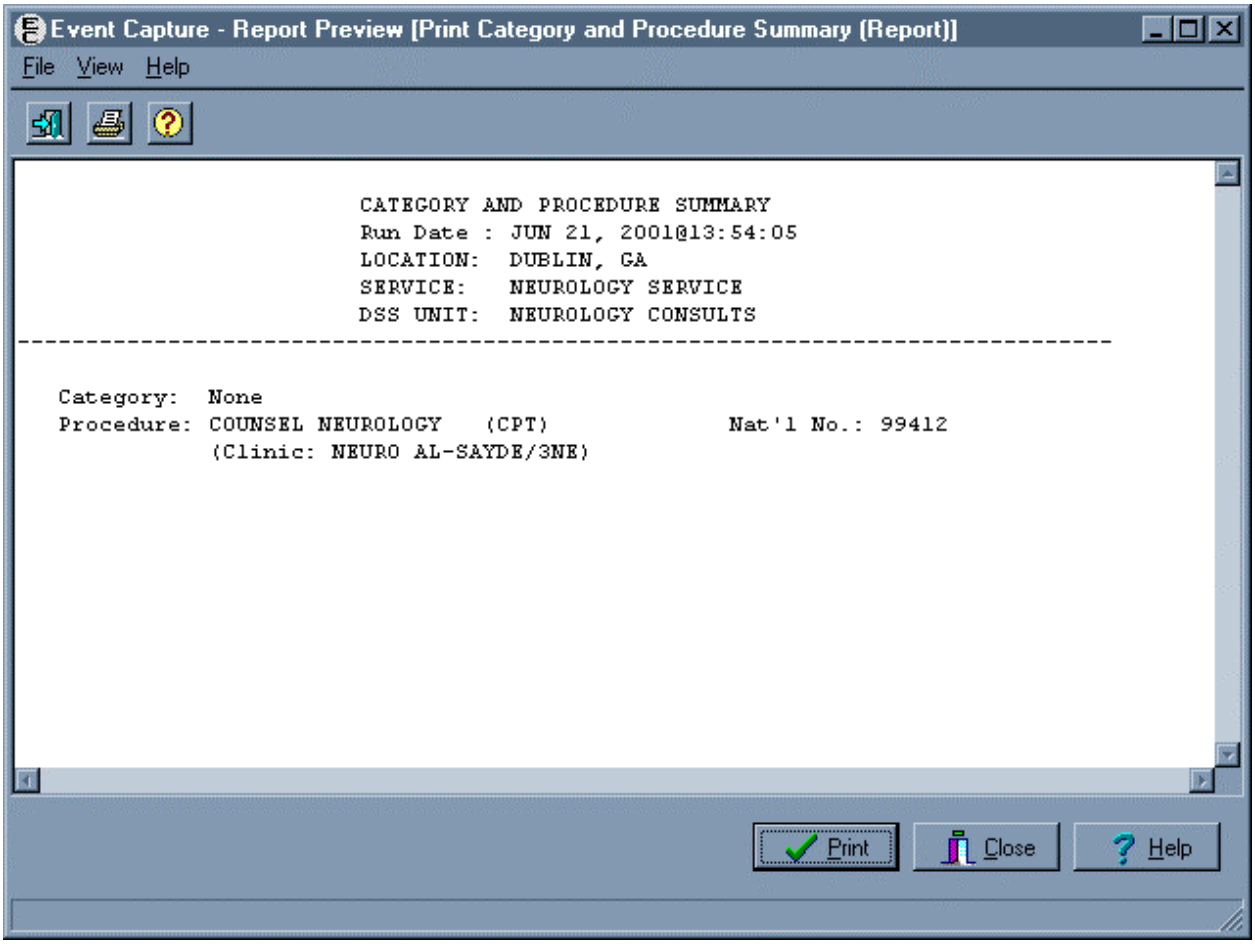
The "What the User will see" procedures listed in the National/Local Procedure Reports section apply to this section as well.

Instructions

1. Click on the Reports option in the Main Menu.
2. Click on the Print Category and Summary report.
3. Select a location.
4. Want *all* DSS Units? If YES, select all DSS Units and a device name or number if you are printing the report. If NO, select a DSS Unit name or number and choose whether or not to list all categories, if applicable.
5. Want *all* categories? If YES, select all categories and a device name or number if you are printing the report. If NO, select the category name if applicable and a device name or number if you are printing the report.

Example


Event Capture - Print Category and Procedure Summary (Report)
File View Help
Select Report
Patient Summary Report
DSS Unit Workload Report
Provider Summary Report
Ordering Section Summary Report
Provider (1 - 3) Summary Report
PCE Data Summary Report
Inactive Person Class Report
Procedure Reason Report
National/Local Procedure Report
Category Report
Print Category and Procedure Summary (Report)
Location
DUBLIN, GA
DSS Unit
NEUROLOGY CONSULTS
Category
No Categories
Preview
Print
Cancel
Help


Event Capture - Report Preview [Print Category and Procedure Summary (Report)]
File View Help
CATEGORY AND PROCEDURE SUMMARY
Run Date : JUN 21, 2001@13:54:05
LOCATION: DUBLIN, GA
SERVICE: NEUROLOGY SERVICE
DSS UNIT: NEUROLOGY CONSULTS
Category: None
Procedure: COUNSEL NEUROLOGY (CPT) Nat'l No.: 99412
(Clinic: NEURO AL-SAYDE/3NE)
Print
Close
Help

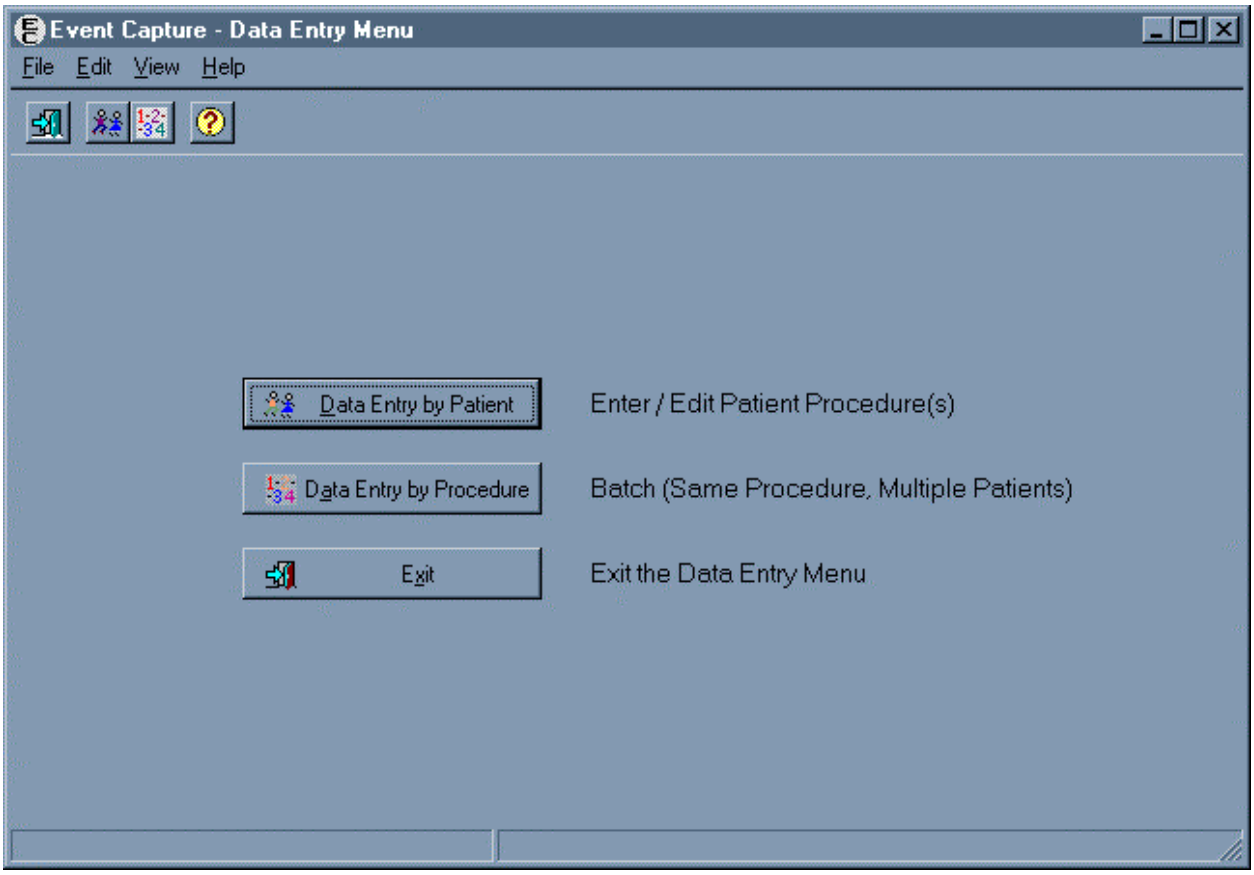
Event Capture Data Entry Menu
Data Entry by Patient (Enter/Edit Patient Procedure(s))

Before you start

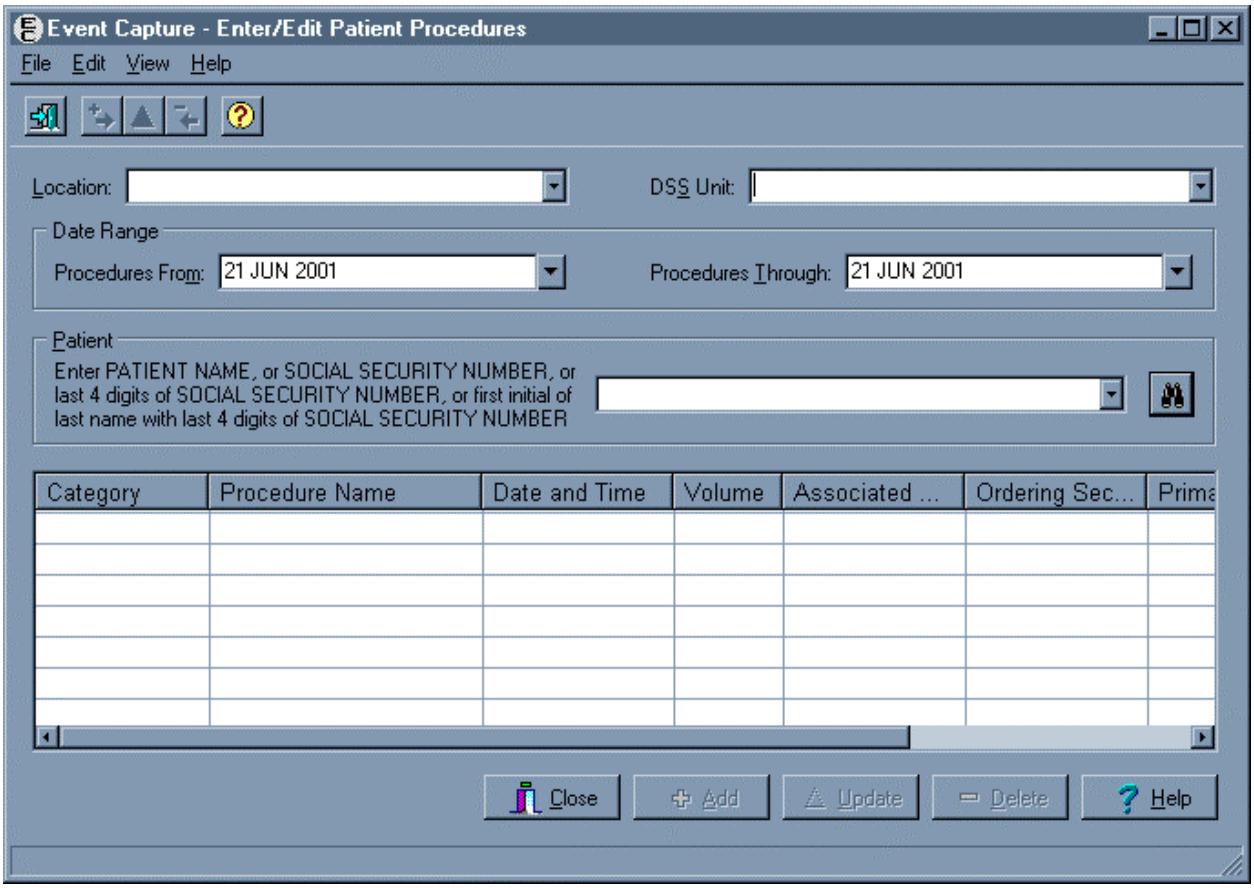
- Event Code screens must be defined before entering any Event Capture data.
- The user may enter one or more procedures for one patient with this option.
- The user can edit or delete patient procedures with this option.

What the User will see

1. From this option, the user may edit an existing patient procedure, delete an existing patient procedure, and enter a single procedure for a patient, multiple procedures for a patient, or one procedure for multiple patients.

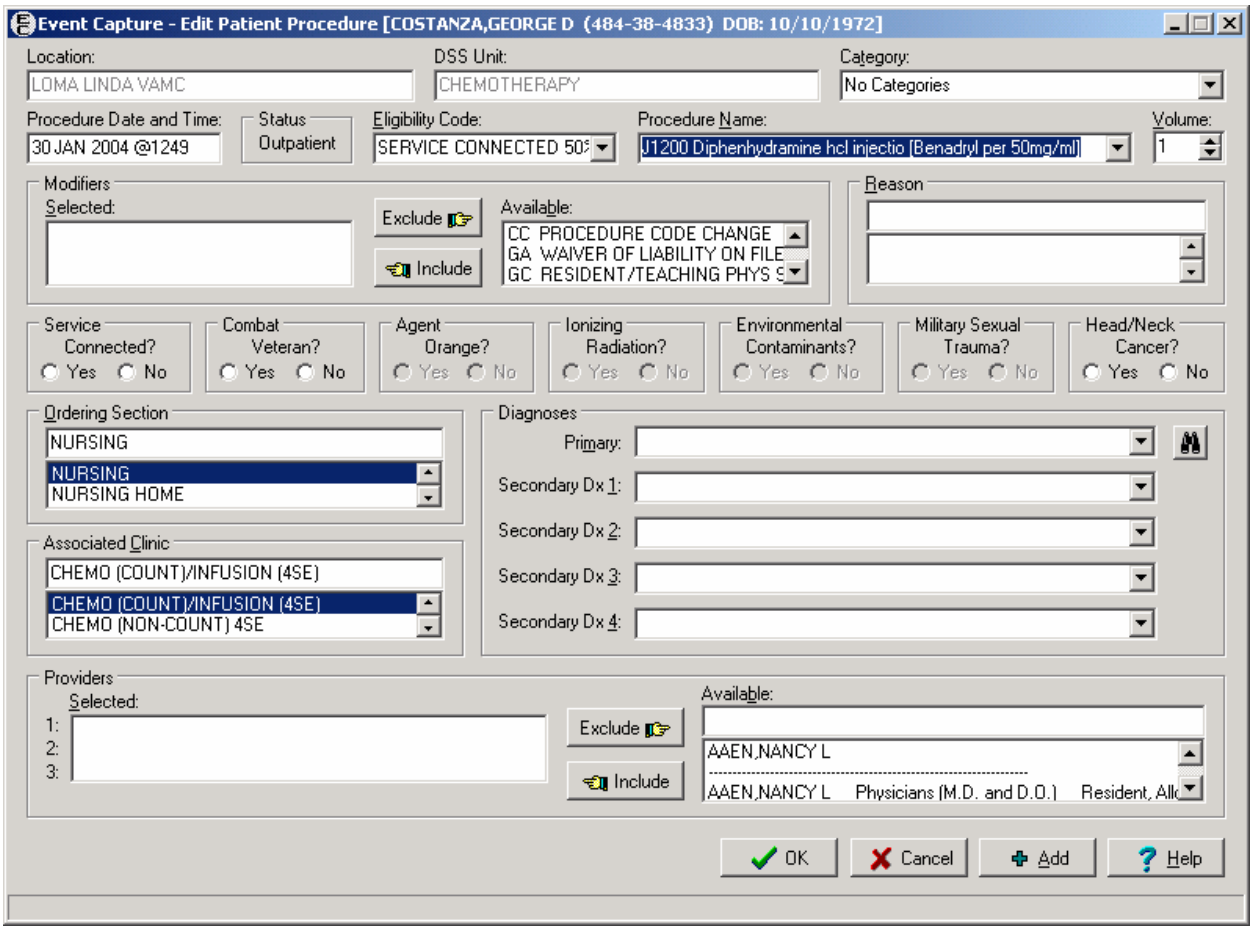


2. After selecting Data Entry by Patient (Enter/Edit Patient Procedure), a window will appear with drop down boxes for Location, DSS Unit, Patient and Date Range (from/to).



3. If the user has one location defined to their VistA security set-up, this location will default in the location field. If the user has more than one location defined in their Vista security set-up, no default will be assigned and the user will choose a location from a drop-list of available locations based on their VistA security sign-on.
4. If the user has one DSS Unit defined in the Event Capture Management set-up for DSS Unit, that DSS Unit will default in the DSS Unit field. If the user is defined to more than one DSS Unit, no DSS Unit will default and the user will choose a DSS Unit from a drop down list of available DSS Units.
5. The user may select a patient from a patient look-up utility that will allow the user to search by Patient Name, Social Security Number, last four digits of the Patient Social Security Number, or first character of the Last Name with the last four digits of the Social Security Number.
6. If only one category is defined for the specified DSS Unit, you will not be prompted for category.

7. If only one procedure was defined for the specified category, you will not be prompted for procedure.
8. The user will be prompted for CPT modifiers if the procedure entered has a CPT code. Modifiers provide additional information about a CPT procedure. With functionality put in place by the Code Set Versioning project, only CPT modifiers that are active for the date and time of the event will be selectable.
9. When clicking on the Add button at the bottom of the screen, the user will go to a second screen where he/she will be prompted for classification questions for outpatient procedures only if they apply to the patient.



10. If the selected patient has multiple eligibilities, you will be prompted to select the eligibility that applies to this procedure. The primary eligibility is displayed as the default. Pressing the Return or Enter keys or entering an up-arrow at this prompt accepts the default.
11. After a patient is selected, the bottom of the same window will have the fields Date Range (from/to), and a box will display in descending chronological order the Procedure history for the patient and for the DSS Unit selected for the date range specified. The Procedure history will display the Category, Procedure, Date/Time, Volume and Associated Clinic.
12. The user will be prompted for procedure reasons if applicable to the Event Code Screen.
13. The Date Range (from/to) will default to system date. The user may edit this field. An edit check will prevent the user from selecting a date in the future and will prevent the user from selecting a “from” date which is greater than the “to” date.
14. If the user is granted access to a DSS unit in the DSS Unit (Add or Update DSS Units) function, the user will be able to add, edit or delete any patient procedure for that DSS Unit.

The following instructions and example assume that you are entering a new procedure for a specified patient and that you want the specified DSS Unit to send data to PCE.

Instructions

To delete an existing Patient Procedure

1. Select a patient using one of the options listed at the left side of the drop down box. When a patient is selected a list of the procedures for that patient will be displayed.
2. Select a procedure and click on the Delete button.

To edit an existing patient procedure

1. Select a patient using one of the options listed at the left side of the drop down box. When a patient is selected a list of the procedures for that patient will be displayed.
2. Select a procedure and click on the Update button. A second window will appear. The second window will have the following fields: Location, DSS Unit, Category, Procedure Date and Time, In/Outpatient Status (display only), Procedure Name, Volume, Modifier Include/Exclude boxes, Reasons Include/Exclude Boxes, Ordering Section, Associated Clinic, Primary Diagnosis, Secondary Diagnosis #1, Secondary Diagnosis #2, Secondary Diagnosis #3, Secondary Diagnosis #4, Provider, Provider 2, and Provider 3.
3. Select a DSS unit name and number.
4. Select a patient.
5. Enter the date and time for the procedure.
6. Select a category (if the DSS Unit was defined to sort by categories).
7. Select the procedure name, number, CPT or National Number, or synonym (preceded by the “&” character).
8. If the procedure is a CPT code or has an associated CPT code, then CPT modifiers can be appended to the procedure by following it with a dash then the modifiers.
9. If prompted, select modifiers that are valid for the procedure.
10. Enter the volume for the selected procedure.
11. Select the ordering section.
12. Select the associated ICD-9 diagnosis code for the procedure.
13. Select the associated clinic.
14. If prompted, enter the appropriate eligibility for this procedure.
15. If prompted for the classification questions, select YES only if the treatment received is related to that classification. For example, answering “YES” to Agent Orange means that the treatment is related to Agent Orange; “NO” means that the treatment received is not related to Agent Orange.
16. Select the name(s) of the person/people providing the service(s).
17. Select the procedure reason (if prompted).

To Add a Patient Procedure:

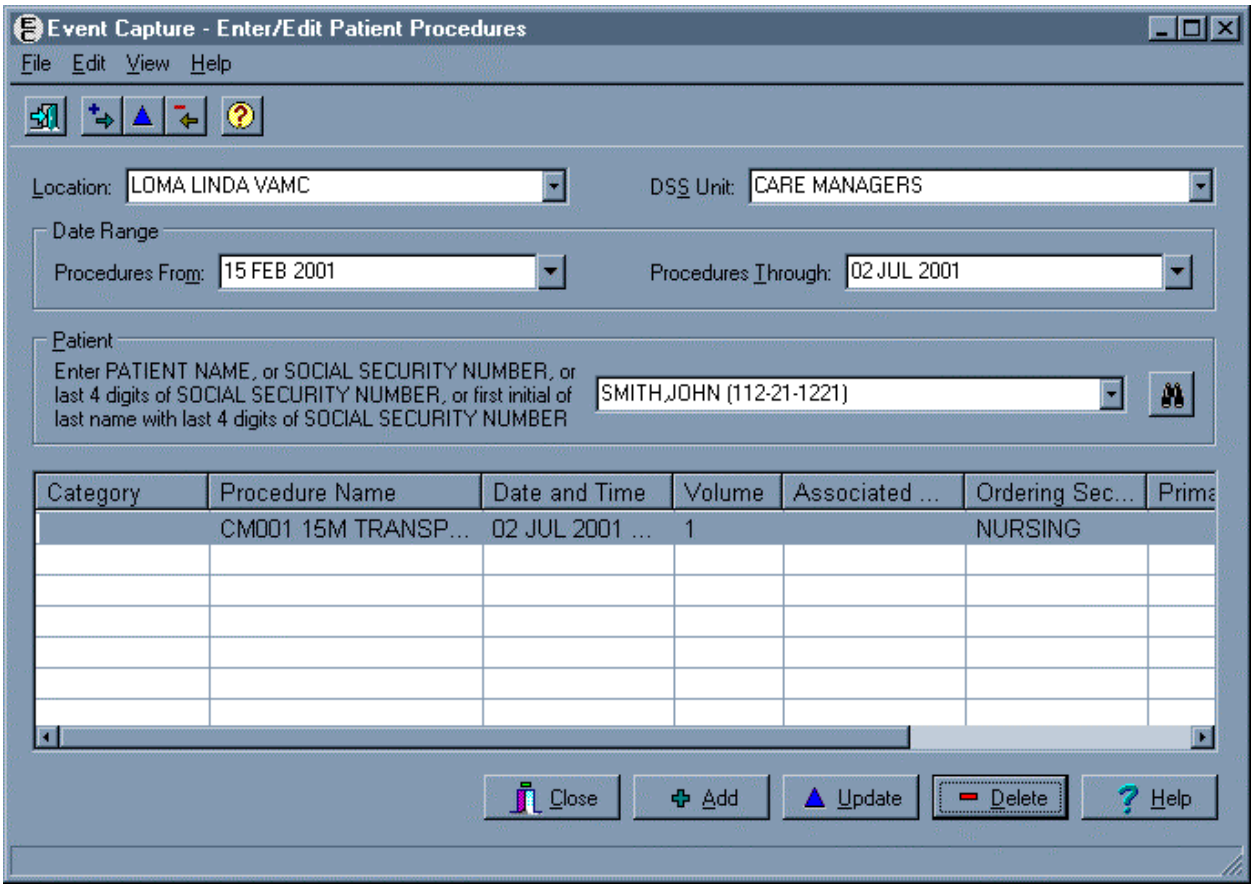
1. Select a patient using one of the options listed at the left side of the drop down box.
2. Click on the Add button. The procedure for Updating a patient procedure is the same.

Notes

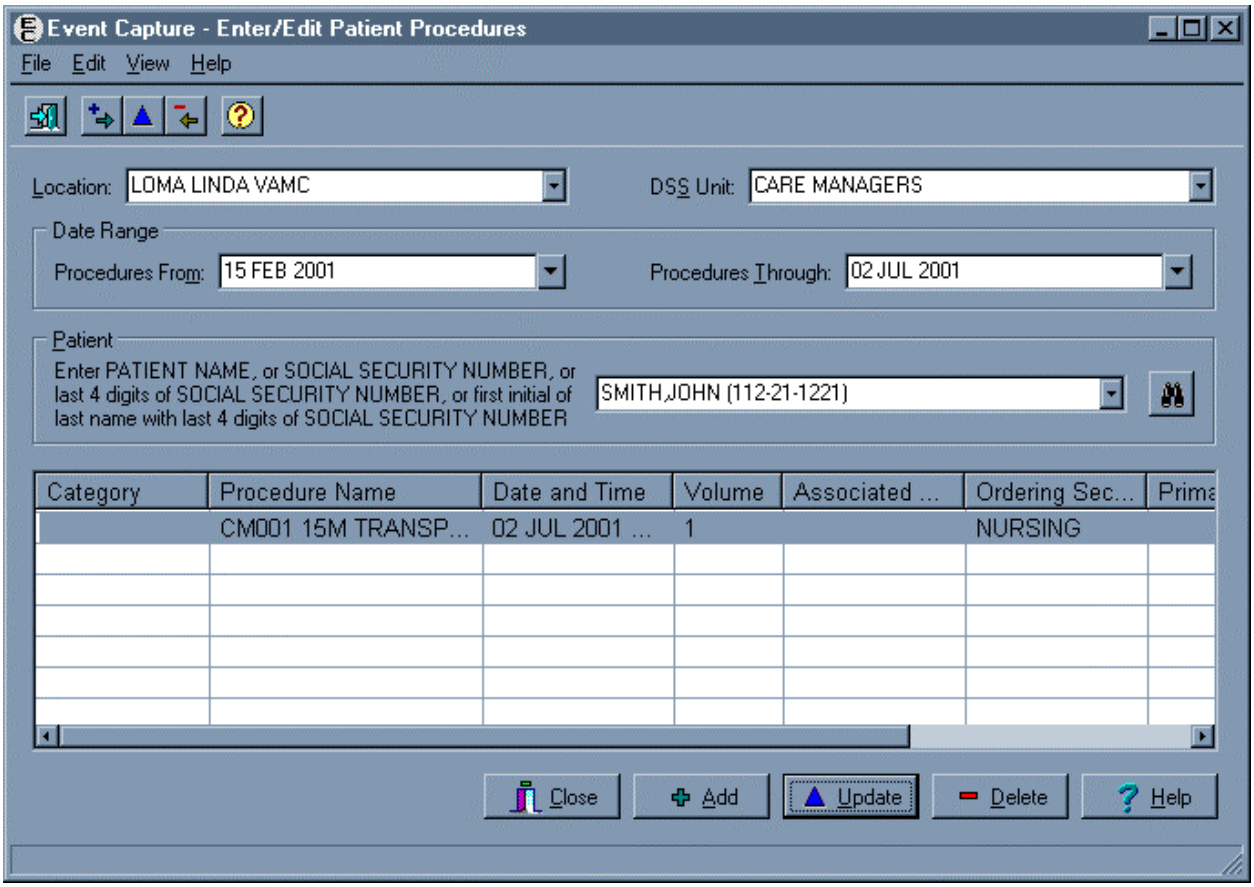
- If the Allow Category field in the Add DSS Unit Management set-up is set to "No", the Category field will be blank and the user will not be able to edit.
- If the event is to be sent to PCE based on the DSS Unit Management set-up, then all fields will be required.
- If the event is not to be sent to PCE based on the DSS Unit Management set-up, then the following fields will be grayed-out and the user will not be able to add or edit those fields: Associated Clinic, Secondary Diagnosis #1, Secondary Diagnosis #2, Secondary Diagnosis #3, Secondary Diagnosis #4.

Example

To Delete a Patient Procedure



To Update A Patient Procedure



Event Capture - Edit Patient Procedure [COSTANZA,GEORGE D (484-38-4833) DOB: 10/10/1972]

Location: LOMA LINDA VAMC
DSS Unit: CATH LAB
Category: No Categories
Procedure Date and Time: 30 JAN 2004 @1423
Status: Outpatient
Eligibility Code: SERVICE CONNECTED 50%
Procedure Name:
Volume: 1
Modifiers
Selected:
Exclude
Include
Available:
Reason
Service Connected? Yes No
Combat Veteran? Yes No
Agent Orange? Yes No
Ionizing Radiation? Yes No
Environmental Contaminants? Yes No
Military Sexual Trauma? Yes No
Head/Neck Cancer? Yes No
Ordering Section
Associated Clinic
Diagnoses
Primary:
Secondary Dx 1:
Secondary Dx 2:
Secondary Dx 3:
Secondary Dx 4:
Providers
Selected:
1:
2:
3:
Exclude
Include
Available:
AAEN,NANCY L
AAEN,NANCY L Physicians (M.D. and D.O.) Resident, All
OK
Cancel
Add
Help

To Add A Patient Procedure

Event Capture - Edit Patient Procedure [COSTANZA,GEORGE D (484-38-4833) DOB: 10/10/1972]

Location: LOMA LINDA VAMC
DSS Unit: CATH LAB
Category: No Categories
Procedure Date and Time: 30 JAN 2004 @1423
Status: Outpatient
Eligibility Code: SERVICE CONNECTED 50%
Procedure Name:
Volume: 1

Modifiers
Selected:
Exclude
Include
Available:

Reason

Service Connected? Yes No
Combat Veteran? Yes No
Agent Orange? Yes No
Ionizing Radiation? Yes No
Environmental Contaminants? Yes No
Military Sexual Trauma? Yes No
Head/Neck Cancer? Yes No

Ordering Section

Associated Clinic

Diagnoses
Primary:
Secondary Dx 1:
Secondary Dx 2:
Secondary Dx 3:
Secondary Dx 4:

Providers
Selected:
1:
2:
3:
Exclude
Include
Available:
AAEN,NANCY L
AAEN,NANCY L Physicians (M.D. and D.O.) Resident, All

OK Cancel Add Help

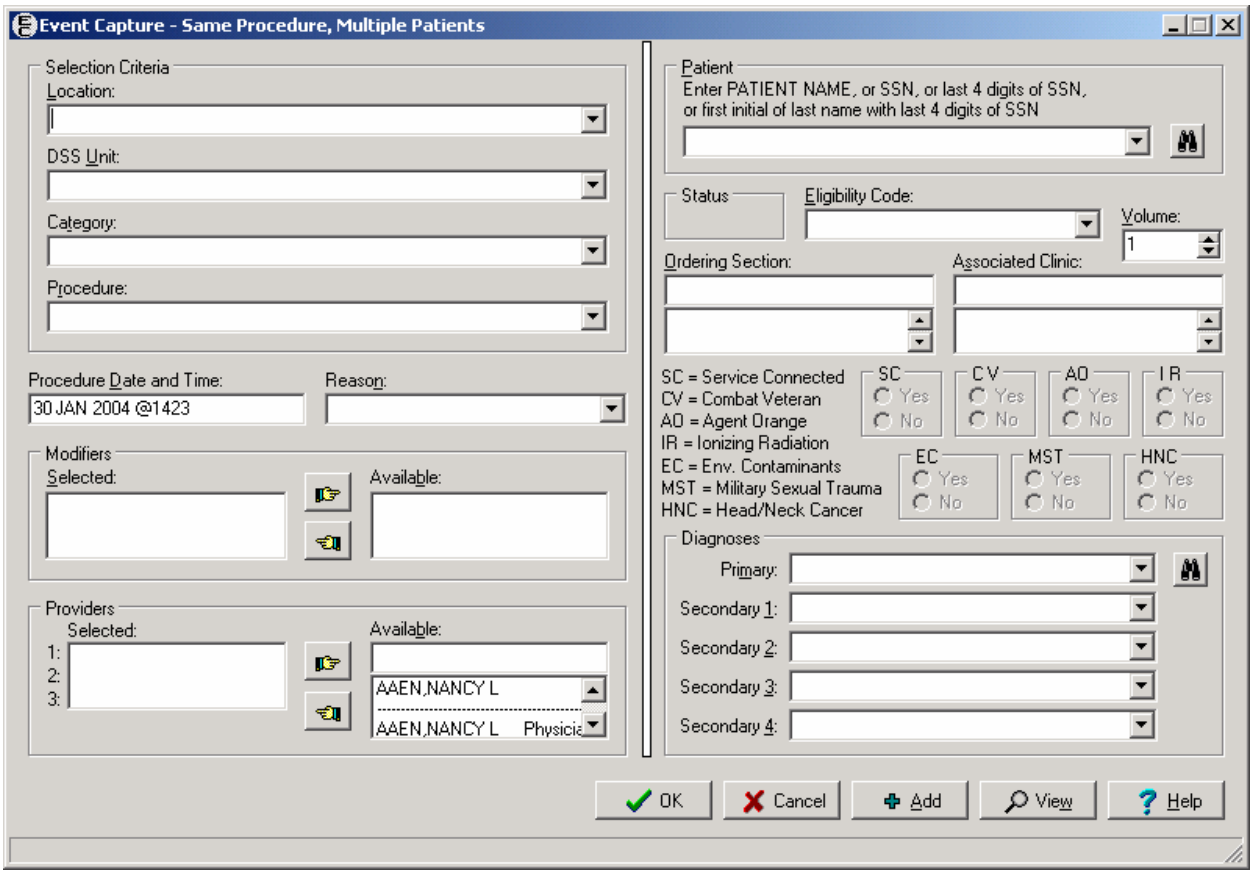
Event Capture Data Entry Menu
Data Entry by Procedure (Batch (Same Procedure, Multiple Patients))

Before you start

- Use this option to select multiple patients for whom you want to enter the same procedure.
- Event Code screens must be defined before entering any Event Capture data.
- If only one category is defined for the specified DSS Unit, you will not be prompted for category.
- Use the *Data Entry by Patient (Enter/Edit Patient Procedure(s))* option to make corrections to erroneous patient data.

What the User will see

1. If the selected patient has multiple eligibilities, you will be prompted to select the eligibility that applies to this procedure. The PRIMARY eligibility is displayed as the default.
2. You will be prompted for classification questions for outpatient procedures only if they apply to the patient (otherwise grayed out).
3. You will be prompted for procedure reasons if applicable to the Event Code Screen.



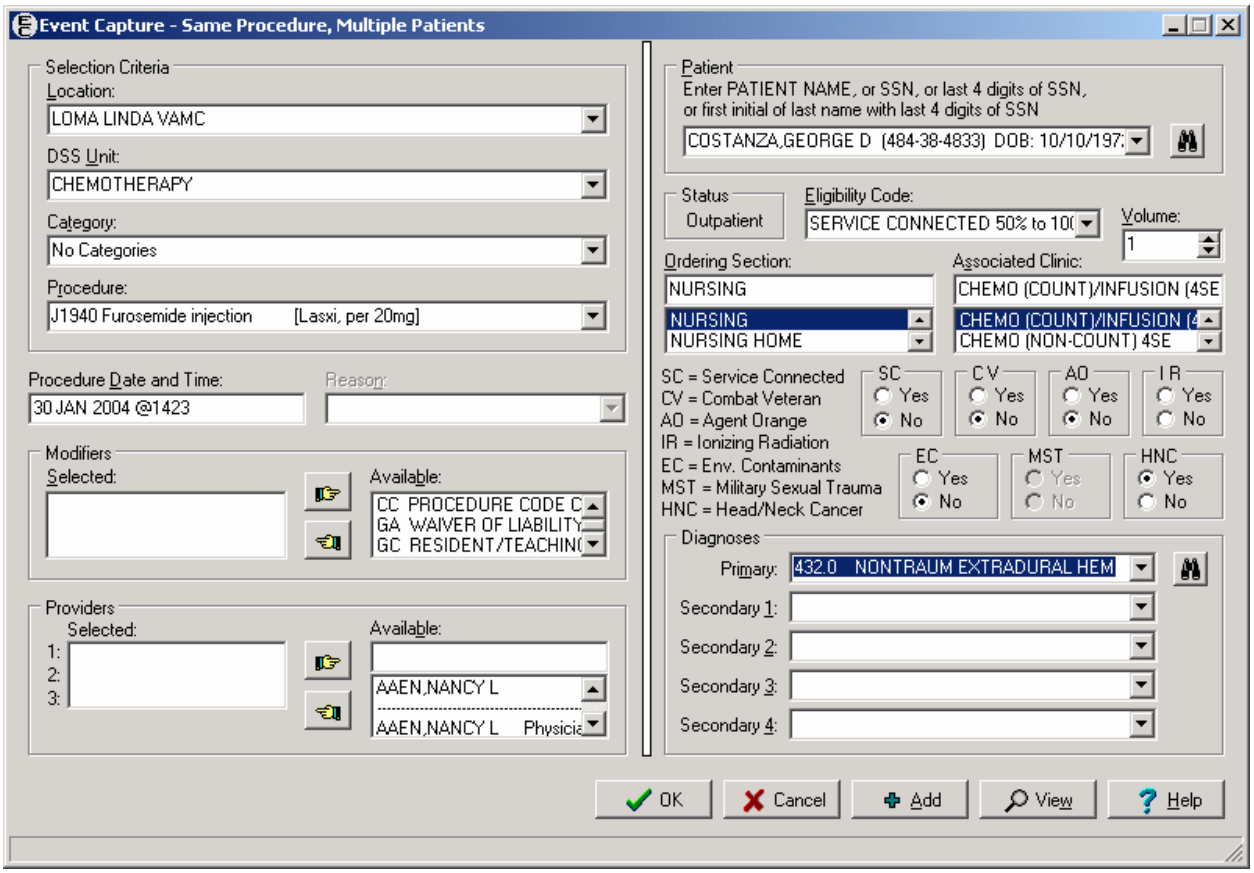
The following instructions and example assume that you want the specified DSS Unit to send data to PCE.

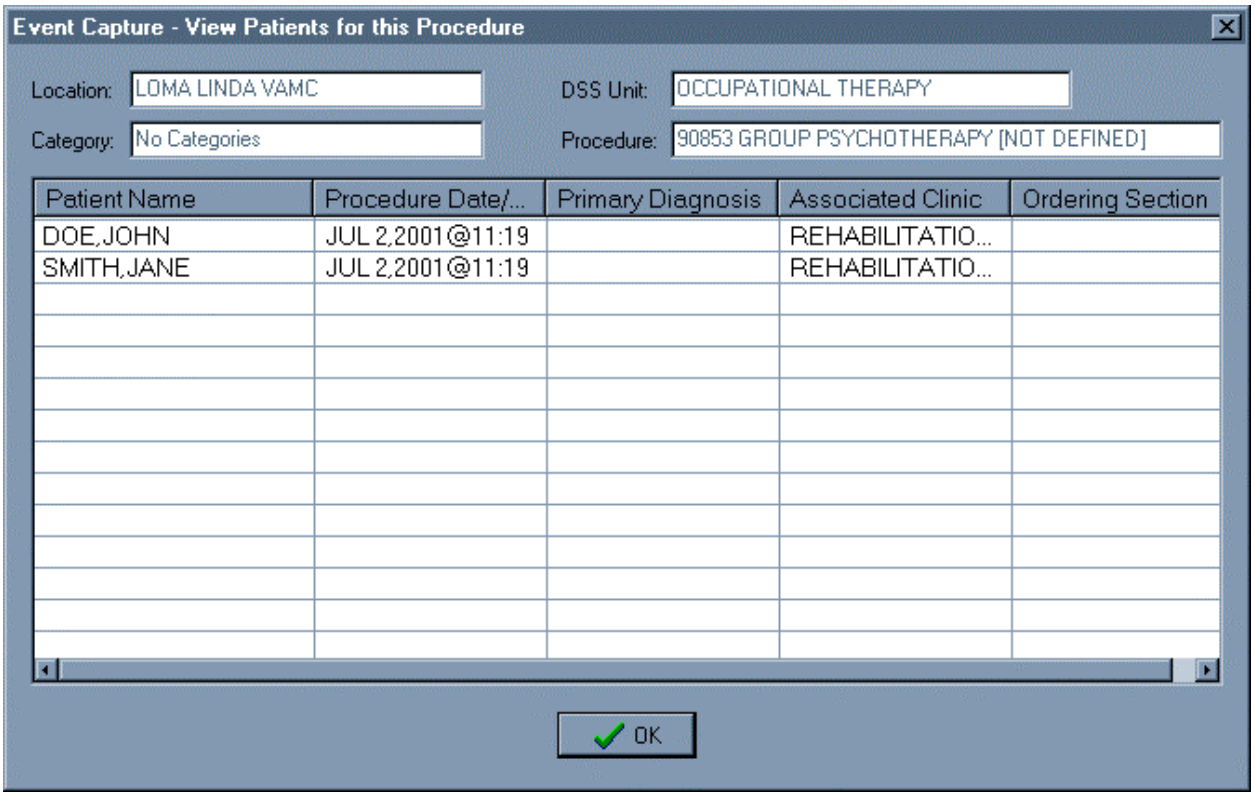
Instructions

1. Select a location.
2. Select a DSS Unit name or number.
3. Select the ordering section name.
4. Enter the date and time for the procedure.
5. Enter the name(s) of the person/people providing the service(s).
6. Select a category, if applicable.
7. Select the first patient, using the procedures listed above the patient drop down box, for which you are entering procedure(s).
8. If prompted, enter the appropriate eligibility for this procedure.
9. Select the associated ICD-9 diagnosis code for the procedure, if applicable. With functionality put in place by the Code Set Versioning project, only active ICD-9 codes for the date and time of the event will be selectable.

10. Select an associated clinic for the specified DSS Unit, if applicable.
11. If prompted for the classification questions, respond YES only if the treatment received is related to that classification. For example, answering "YES" to Agent Orange means that the treatment is related to Agent Orange; "NO" means that the treatment received is not related to Agent Orange.
12. Click Add.
13. Select the other patients for whom you are entering procedure(s).
14. To verify that the list of patients is correct click on the View button next to the Add button.

Example




Event Capture - View Patients for this Procedure
Location: LOMA LINDA VAMC
DSS Unit: OCCUPATIONAL THERAPY
Category: No Categories
Procedure: 90853 GROUP PSYCHOTHERAPY [NOT DEFINED]
Patient Name
Procedure Date/...
Primary Diagnosis
Associated Clinic
Ordering Section
DOE,JOHN
JUL 2,2001@11:19
REHABILITATIO...
SMITH,JANE
JUL 2,2001@11:19
REHABILITATIO...
OK

Event Capture Data Entry Menu
Spreadsheet (Enter Data via the Event Capture Spreadsheet)

Before You Start

- The Spreadsheet screen in the ECS GUI application allows the users to open an existing file containing their workload data and uploads it to the EVENT CAPTURE PATIENT file (#721).
- The Spreadsheet application can work with existing Excel files and tab or comma delimited files. To see a sample spreadsheet, select 'custom' installation type during the EC GUI installation process and make sure the "Spreadsheet" checkbox is selected. When the installation is finished, you can view two sample spreadsheets in the folder containing the application (defaults to C:\Program Files\vista\EC). One contains only data and the other contains general layout information of the file.
- Each record in the spreadsheet is validated before being filed in the EVENT CAPTURE PATIENT file (#721). There are two levels of validation that occur. The first level of validation occurs within Delphi. Each record is checked for the necessary information. No data will be sent to VistA if the Delphi validation is not 'passed' for every record in the spreadsheet. After passing that level of validation, the RPC broker is called, and each record is sent, one by one, to VistA for validation. If an error is found, then the error message is sent back to the Delphi application and displayed, and the record is not filed. If no errors are found, then the record is filed in the EVENT CAPTURE PATIENT file (#721). This occurs until all records have been validated. The records that get filed will be removed from the spreadsheet grid, leaving only those records with errors. The error message(s) are displayed in the error message box, and the user has the opportunity to edit or delete the record(s) before retransmitting.

What the User will see

1. When starting the Spreadsheet Upload, the column headers will be displayed in a default order. The default spreadsheet column order can be changed. If the user has a spreadsheet with a different order, they can click on the Column Header button (or select the Spreadsheet Options menu and click on "Change Column Headers") to change the order as needed.
2. Help is available for each column in the spreadsheet. Click on any column and then click on the help button .
3. If an error message is displayed in the error message box, the user can simply click on the error message and the cell in the grid will be highlighted that most likely caused the error.
4. If more than one provider exists with that name in the spreadsheet, or if a partial match is found on the name, then the application will return matching and partial-matching provider information (provider name, IEN, specialty, subspecialty, person class) to the error box, and the user can then determine which provider they want and enter the correct name or IEN into the spreadsheet as necessary. For example, provider name JONES, DAVID may return provider information for JONES, DAVID, JONES, DAVID A and JONES, DAVID B. Provider name SMITH, STAN may return information for SMITH, STANLEY and SMITH, STANTON.
5. It has been determined that some inpatient records may need to be uploaded. We handle this by checking the <u>patient status</u> for that particular date/time. If it is determined to be an inpatient record, then an 'Inpatient Override' checkbox appears on the screen, a warning message appears in the error message box, and the record is returned for editing by the user. At this point, the user has the following options.
    - Override the inpatient-warning message by selecting the Inpatient Override checkbox and then retransmit. The record will be uploaded as inpatient.
    - Change the Encounter date/time and upload it as outpatient.
6. Double clicking on a cell in the spreadsheet grid and pressing the delete key will <u>delete</u> the contents of that cell only. Clicking once on a cell and then pressing the delete key will delete the ENTIRE RECORD.
7. Column Headers - When starting the spreadsheet upload program, the column headers will be displayed in a default order. The column order can be changed at any time (before and after transmitting data to VistA). To change the column header order, select 'Spreadsheet Options', 'Change Column Headers'. The default column header order is as follows.

- Record number
- Location
- Pat SSN
- Pat LName
- Pat Fname
-
- DSS Unit Name
- DSS Unit Number
- DSS Unit IEN
- Proc Code
- Volume
- Ordering Sect
- Prov Name or IEN
- Enc Date/Time
- Category
- Diag Code
- Assoc Clinic

8. Spreadsheet Column Data and associated error messages:

Record Number
Each record in the spreadsheet needs a unique record number (during each transmission), i.e. 1, 2, 3, etc. An error will be generated before VistA validation occurs if this field is blank. If the record number is not unique and there are no errors for that record number on the VistA side during validation, then there is no problem, and the data will transmit successfully. If the record number is not unique and an error has occurred on the VistA side, then the error messages will not be properly mapped to the record(s) in error, and you will need to give it a unique record number at that point and retransmit the record(s) in error.

Delphi messages
Error getting column with Record number
Record number is a mandatory field

Location
The Location number must exist on the INSTITUTION file (#4, ^DIC(4,D0,0))

VistA message
Location not on INSTITUTION file (#4)

Pat SSN
Patient SSN must exist on the PATIENT File (#2, ^DPT)
If the SSN is shorter than 9 digits, it will be left filled with zeros.

VistA messages
No SSN x-ref on PATIENT file (#2)
No SSN entry on PATIENT file (#2)
No internal entry on PATIENT file (#2) for SSN x-ref
SSN doesn't match SSN on PATIENT file (#2)

Patient LName and Patient Fname
Patient last and first name. The patient's name (last name,first name) must match the name on the PATIENT file (#2) for that SSN.

Delphi messages
Error getting column with Patient LName
Patient LName must be at least 2 characters long

VistA messages
Patient Name is missing from VistA PATIENT file (#2)
First 2 chars of patient last name don't match VistA
First 3 chars of patient last name don't match VistA
First 4 chars of patient last name don't match VistA

DSS Unit Name
If this field contains a value, then it must have a "B" cross reference on the DSS UNIT file (#724).
Note: The DSS Unit name is not required if the DSS Unit IEN or the DSS Number column is filled in.

VistA message
Invalid DSS Unit Name

DSS Unit Number
This is the Unit Number, found on the DSS UNIT file (#724). If this field contains a value, then it must have a "C" cross-reference on the DSS UNIT file (#724).
Note: The DSS Unit Number is not required if the DSS Unit IEN or the DSS Unit Name is filled in.

VistA message
Invalid DSS Unit Number

DSS Unit IEN
If this field contains a value, then it must exist on the DSS UNIT file (#724).
Note: The DSS Unit IEN is not required if the DSS Unit Name or the DCM Dept is filled in.

VistA message
Invalid DSS Unit IEN

Proc Code
This is the procedure/CPT code value (not the description). The National Procedure, Local Procedure and CPT code are all valid codes for this column. The procedure/CPT must exist on the EC NATIONAL PROCEDURE file (#725) or the CPT file (#81), and the EC Event Code Screen must be 'active' for the Location, DSS Unit IEN, and Procedure/CPT combination. With functionality put in place by the Code Set Versioning project, only CPT codes that are active for the date and time of the event will be processed.

VistA messages
Procedure or "D" x-ref not on EC NATIONAL PROCEDURE file (#725)
Procedure invalid for this Location and DSS Unit
Unable to check for active EC Event Code Screen

Volume
The volume must be a number from 1 through 99.

Delphi error messages
Error getting column with Volume number
Volume is a mandatory field
Volume has a limit of 2 digits

VistA messages
Volume must be a number from 1 to 99
Volume must contain numeric characters only

Ordering Section
This is the name of the Ordering Section. If the user enters an ordering section into the spreadsheet, it will be validated against the "B" cross reference in the MEDICAL SPECIALTY file (#723). If the user leaves this field blank, the program will derive the Ordering Section from DSS UNIT file (#724) using the DSS Unit IEN. It will then be sent to the Event Capture filer program.

VistA message
Invalid Ordering Section
Unable to determine Ordering Section

Prov Name or IEN
This is the Provider's last and first name as it appears in the "B" cross reference of the NEW PERSON file (#200). If the provider also has a middle initial, then it should be included, i.e. 'THOMPSON,DONALD J'. If a partial match is found on the name, the application will return the provider information (provider name, IEN, specialty, subspecialty, person class) for all options to the error box, and the user can then determine which provider they want. The Provider must have a "B" cross-reference and exist on the NEW PERSON file (#200) and the person class must be 'active'.

LASTNAME, FIRSTNAME or IEN

VistA messages
Provider has no B x-ref on NEW PERSON file (#200)
Unable to determine person class
Provider does not have an active person class

Enc Date/Time
The Encounter Date/Time can be in any valid FileMan format. The 'seconds' are optional.

Examples
mm/dd/yy @hh:mm:ss
mm/dd/yyyy @hh:mm:ss
mm-dd-yy @hh:mm
mmddyy @hhmm
N, N-1, N-1H, etc.

VistA message
Invalid encounter date/time

Category
The Category field can be left blank. If a value is entered, it needs to have a B cross-reference in the Event Capture CATEGORY file (#726).

VistA message
Category "B" x-ref not on EC CATEGORY file (#726)

Diag Code
This is the primary diagnosis code value. It must exist on the ICD DIAGNOSIS file (#80). With functionality put in place by the Code Set Versioning project, only ICD codes that are active for the date and time of the event will be processed.
Note: The Diagnosis Code is only required for records sent to PCE and will be ignored otherwise.

VistA messages
Diagnosis code is required for this DSS Unit
Unable to retrieve Diagnosis IEN
Diagnosis code is required for this DSS Unit
Unable to retrieve Diagnosis IEN

Assoc Clinic
This is the Associated Clinic name. It must have a “B” cross reference on the HOSPITAL LOCATION file (#44), be of type “C” (clinic), and be ‘active’ for that encounter date.
Note: The Associated Clinic is only required for records sent to PCE and will be ignored otherwise.

VistA messages
Associated Clinic is required for this DSS Unit
Assoc Clin "B" x-ref not found on HOSPITAL LOCATION file (#44)
Assoc Clin not found on HOSPITAL LOCATION file (#44)
Associated Clinic must be of type "C" (clinic)
Associated Clinic inactive for this encounter date

9. Other Logic:

DSS Unit IEN
The DSS Unit IEN is obtained by checking the DSS Unit IEN field, the DCM Dept field, and then the DSS Unit Name field. Only one is needed. If any of the three columns contain erroneous data, an error message will be generated and the record will not be filed.

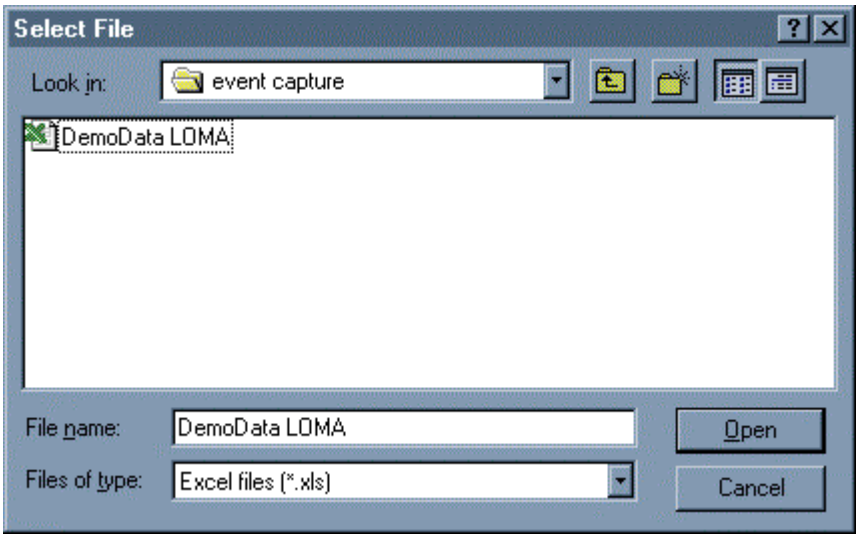
Send to PCE

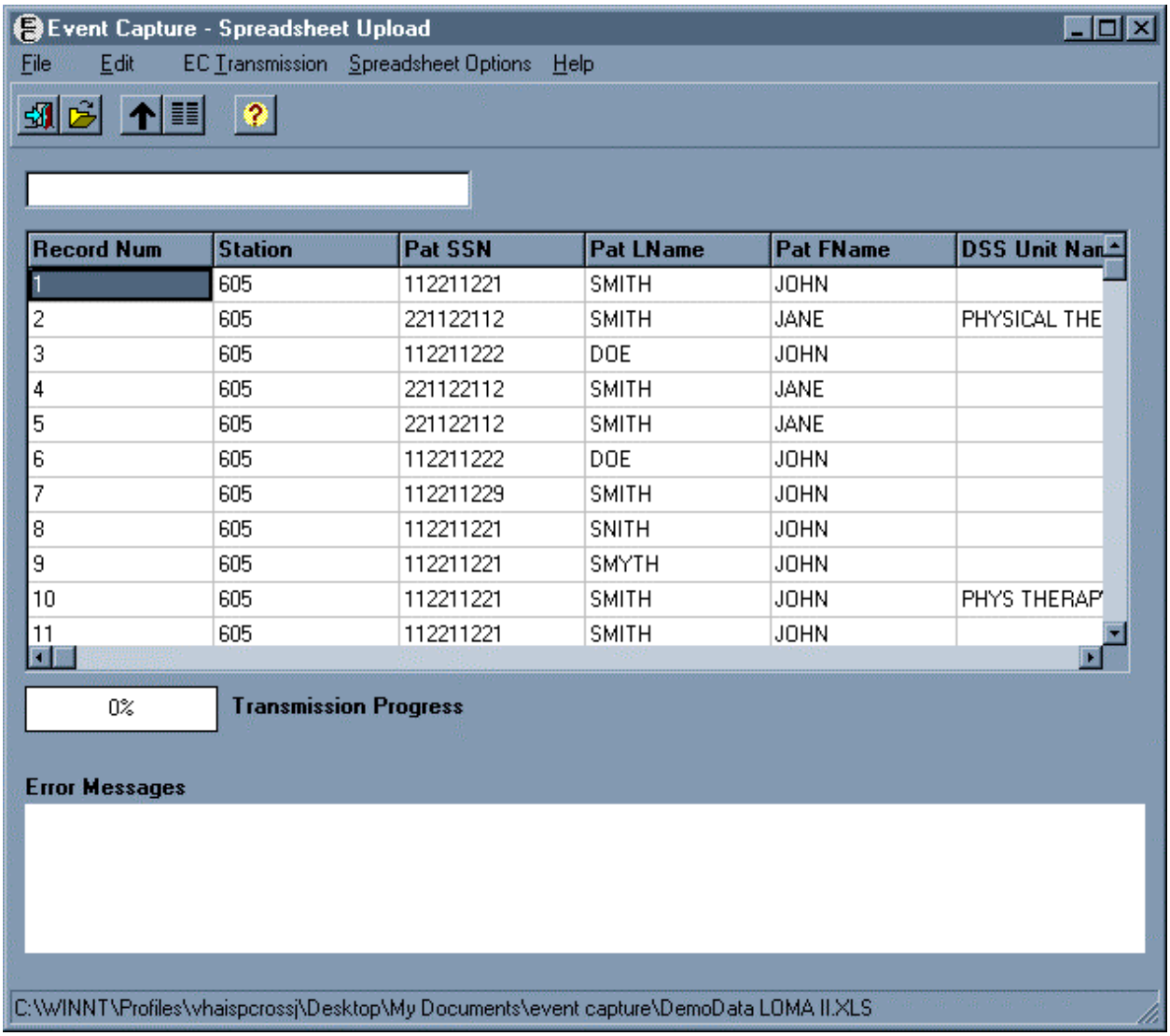
Using the DSS Unit, the application will determine if the record should be sent to PCE. If so, the application will then validate the Associated Clinic and Diagnosis Code. If not, then these two columns will be ignored.

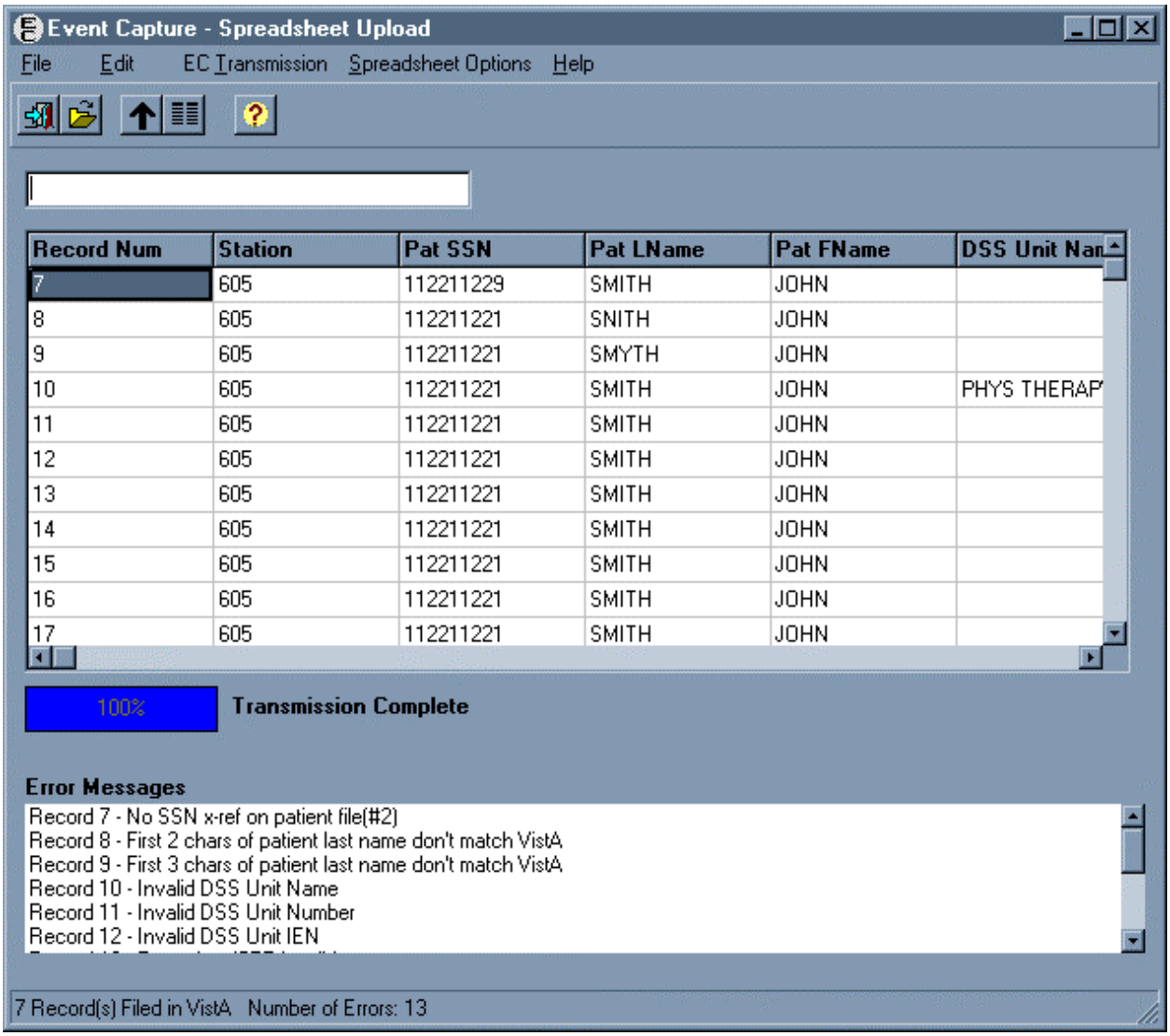
Instructions

1. Click on the Spreadsheet button in the Main Menu.
2. Click on Open in the File menu to display a list of Excel files to choose from.
3. Find Excel file and click open. A list of patient data will appear with column headings for Record Number, Station Number, Patient first and last name, SSN, DSS Unit Number and IEN, DCM Department, Procedure and Diagnosis Code, Volume, Service, Provider first and last name, Encounter Date/Time, and Associated Clinic.
4. Click on "Transmit EC Data to VistA" in the EC Transmission menu or the "transmit" button ↑ in the toolbar. The data is validated and uploaded and error messages are returned for those records containing errors. The user may then edit the data and retransmit. (When the user transmits the data, only those records with errors will be returned. All records filed into the EVENT CAPTURE PATIENT file (#721) will not appear in the spreadsheet grid after transmission. A message will appear in the status bar at the bottom of the screen with a count of successfully transmitted records and a count of how many error messages were generated.)

Example




Event Capture - Spreadsheet Upload
File
Edit
EC Transmission
Spreadsheet Options
Help
Record Num
Station
Pat SSN
Pat LName
Pat FName
DSS Unit Nam
1 605 112211221 SMITH JOHN
2 605 221122112 SMITH JANE PHYSICAL THE
3 605 112211222 DOE JOHN
4 605 221122112 SMITH JANE
5 605 221122112 SMITH JANE
6 605 112211222 DOE JOHN
7 605 112211229 SMITH JOHN
8 605 112211221 SNITH JOHN
9 605 112211221 SMYTH JOHN
10 605 112211221 SMITH JOHN PHYS THERAP
11 605 112211221 SMITH JOHN
0%
Transmission Progress
Error Messages
C:\WINNT\Profiles\whaispcrossj\Desktop\My Documents\event capture\DemoData LOMA II.XLS


Event Capture - Spreadsheet Upload
File
Edit
EC Transmission
Spreadsheet Options
Help
Record Num
Station
Pat SSN
Pat LName
Pat FName
DSS Unit Nam
7 605 112211229 SMITH JOHN
8 605 112211221 SNITH JOHN
9 605 112211221 SMYTH JOHN
10 605 112211221 SMITH JOHN PHYS THERAP
11 605 112211221 SMITH JOHN
12 605 112211221 SMITH JOHN
13 605 112211221 SMITH JOHN
14 605 112211221 SMITH JOHN
15 605 112211221 SMITH JOHN
16 605 112211221 SMITH JOHN
17 605 112211221 SMITH JOHN
100%
Transmission Complete
Error Messages
Record 7 - No SSN x-ref on patient file(#2)
Record 8 - First 2 chars of patient last name don't match VistA
Record 9 - First 3 chars of patient last name don't match VistA
Record 10 - Invalid DSS Unit Name
Record 11 - Invalid DSS Unit Number
Record 12 - Invalid DSS Unit IEN
7 Record(s) Filed in VistA Number of Errors: 13

Event Capture Reports
Patient Summary - Event Capture

Before you start

- This report is designed to use a 132-column format.
- When the user selects a report, a new window will appear where the user defines the parameters for that report.
- With functionality put in place by the Code Set Versioning project, CPT codes, CPT modifiers and their associated descriptions will be reflective of the date the event occurred.

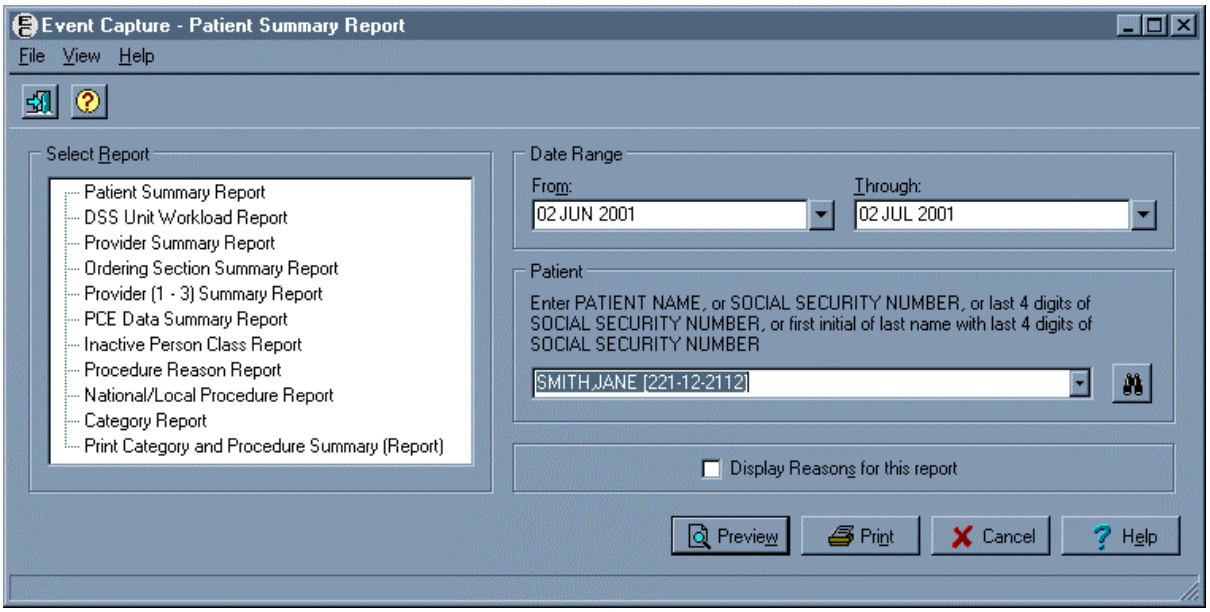
What the User will see

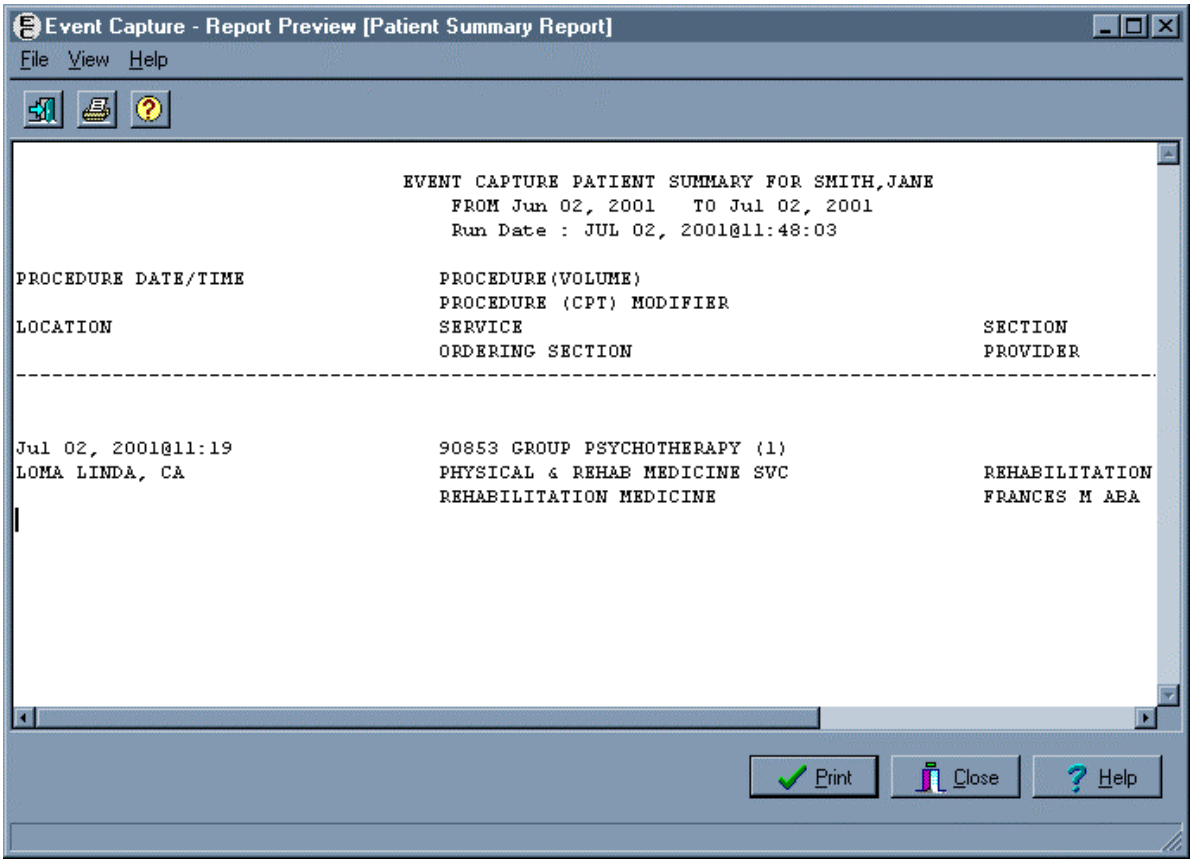
1. After running a report, the user may view the report in part or all (depending on buffer size) in the window.
2. When viewing the report, the status bar will display the page number in this format: "page A of Z", as appropriate. An example is "page 2 of 10".
3. After viewing the report, the user may print or cancel the report.

Instructions

1. Select a patient using the procedures listed above the patient drop down box.
2. Enter a date range.
3. Choose whether or not to include Procedure Reasons in the output.

Example


Event Capture - Patient Summary Report
File View Help
Select Report
Patient Summary Report
DSS Unit Workload Report
Provider Summary Report
Ordering Section Summary Report
Provider (1 - 3) Summary Report
PCE Data Summary Report
Inactive Person Class Report
Procedure Reason Report
National/Local Procedure Report
Category Report
Print Category and Procedure Summary (Report)
Date Range
From:
02 JUN 2001
Through:
02 JUL 2001
Patient
Enter PATIENT NAME, or SOCIAL SECURITY NUMBER, or last 4 digits of SOCIAL SECURITY NUMBER, or first initial of last name with last 4 digits of SOCIAL SECURITY NUMBER
SMITH,JANE [221-12-2112]
Display Reasons for this report
Preview
Print
Cancel
Help


Event Capture - Report Preview [Patient Summary Report]
File View Help
EVENT CAPTURE PATIENT SUMMARY FOR SMITH,JANE
FROM Jun 02, 2001 TO Jul 02, 2001
Run Date : JUL 02, 2001@11:48:03
PROCEDURE DATE/TIME
PROCEDURE(VOLUME)
PROCEDURE (CPT) MODIFIER
LOCATION
SERVICE
ORDERING SECTION
SECTION
PROVIDER
Jul 02, 2001@11:19
LOMA LINDA, CA
90853 GROUP PSYCHOTHERAPY (1)
PHYSICAL & REHAB MEDICINE SVC
REHABILITATION MEDICINE
REHABILITATION
FRANCES M ABA
Print
Close
Help

Event Capture Reports
DSS Unit Workload Summary Report

Before you start

- This option replaces the AMIS Summary - Event Capture option.
- With functionality put in place by the Code Set Versioning project, CPT codes, CPT modifiers and their associated descriptions will be reflective of the date the event occurred.

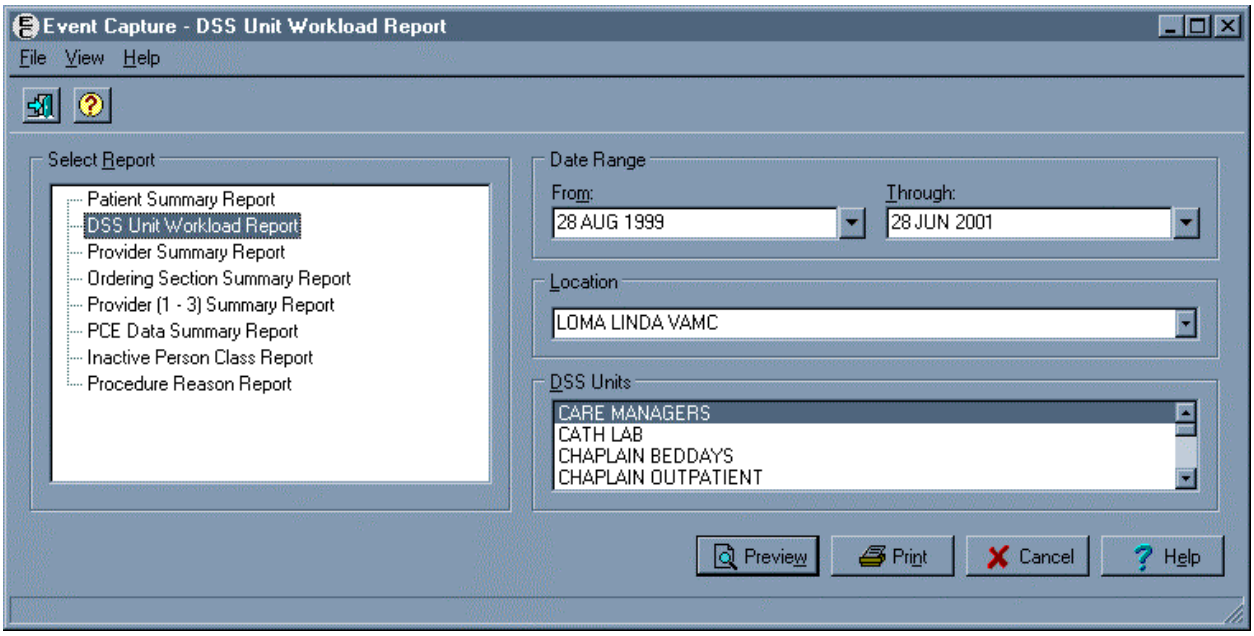
What the User will see

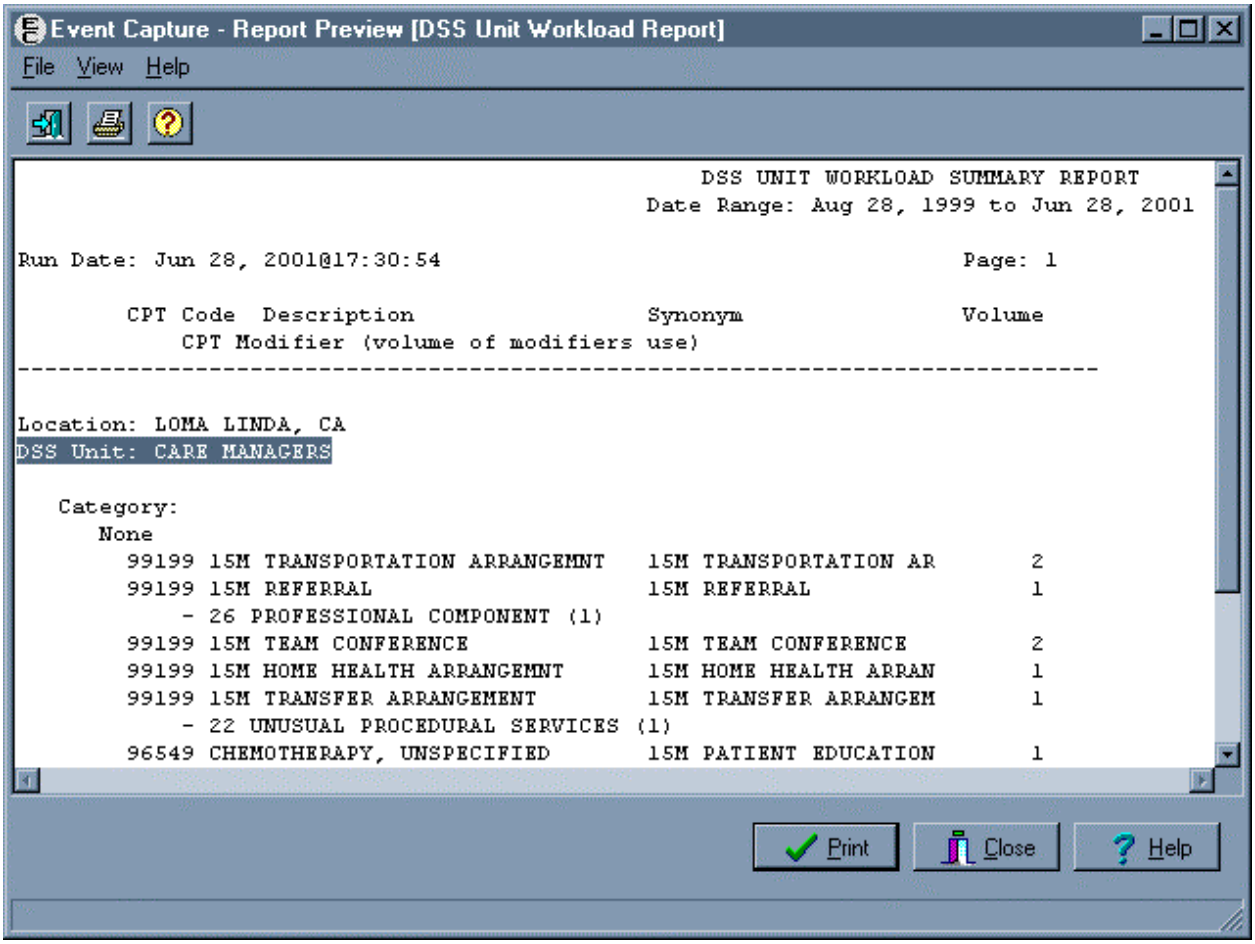
The “What the User will see” notes for Patient Summary reports apply to this report.

Instructions

1. Select a location.
2. Select a DSS Unit
3. Verify that the selected DSS Units are correct.
4. Enter a date range.
5. Once you have previewed the report you can either print it or delete it.

Example


Event Capture - DSS Unit Workload Report
File View Help
Select Report
Patient Summary Report
DSS Unit Workload Report
Provider Summary Report
Ordering Section Summary Report
Provider (1 - 3) Summary Report
PCE Data Summary Report
Inactive Person Class Report
Procedure Reason Report
Date Range
From:
28 AUG 1999
Through:
28 JUN 2001
Location
LOMA LINDA VAMC
DSS Units
CARE MANAGERS
CATH LAB
CHAPLAIN BEDDAYS
CHAPLAIN OUTPATIENT
Preview
Print
Cancel
Help


Event Capture - Report Preview [DSS Unit Workload Report]
File View Help
DSS UNIT WORKLOAD SUMMARY REPORT
Date Range: Aug 28, 1999 to Jun 28, 2001
Run Date: Jun 28, 2001@17:30:54
Page: 1
CPT Code Description Synonym Volume
CPT Modifier (volume of modifiers use)
Location: LOMA LINDA, CA
DSS Unit: CARE MANAGERS
Category:
None
99199 15M TRANSPORTATION ARRANGEMNT 15M TRANSPORTATION AR 2
99199 15M REFERRAL 15M REFERRAL 1
- 26 PROFESSIONAL COMPONENT (1)
99199 15M TEAM CONFERENCE 15M TEAM CONFERENCE 2
99199 15M HOME HEALTH ARRANGEMNT 15M HOME HEALTH ARRAN 1
99199 15M TRANSFER ARRANGEMENT 15M TRANSFER ARRANGEM 1
- 22 UNUSUAL PROCEDURAL SERVICES (1)
96549 CHEMOTHERAPY, UNSPECIFIED 15M PATIENT EDUCATION 1
Print
Close
Help

Event Capture Reports
Provider Summary Report

Before you start

- You must have locations, DSS Units, categories, procedures, and procedure reasons defined before generating this report
- With functionality put in place by the Code Set Versioning project, CPT codes, CPT modifiers and their associated descriptions will be reflective of the date the event occurred

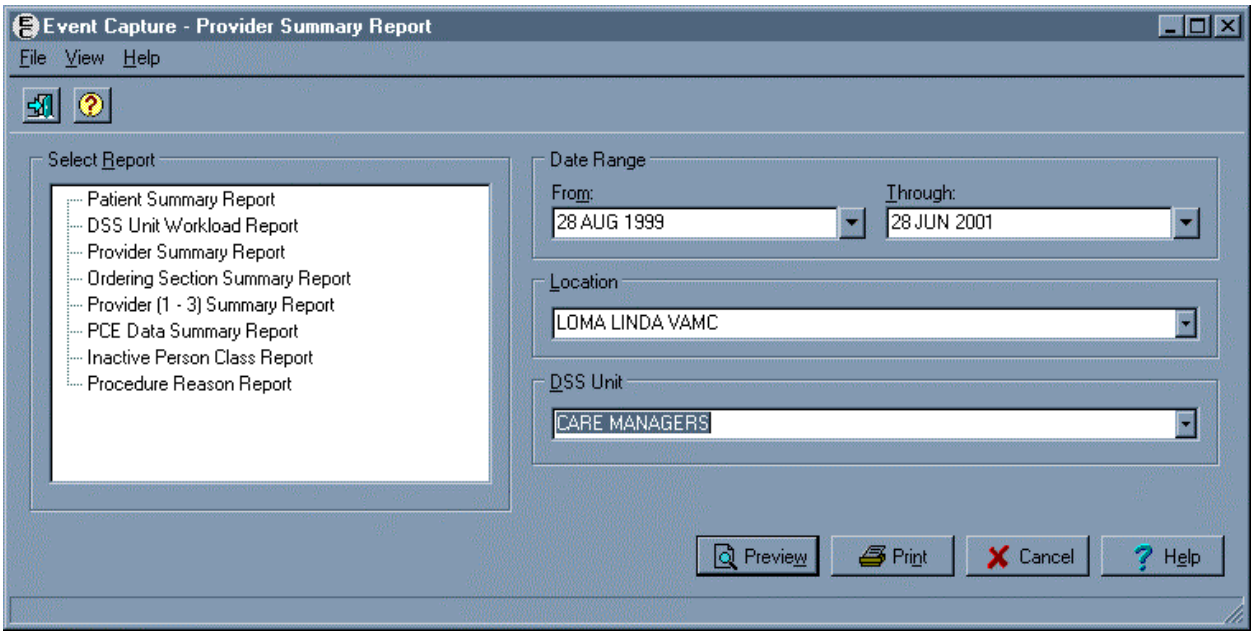
What the User will see

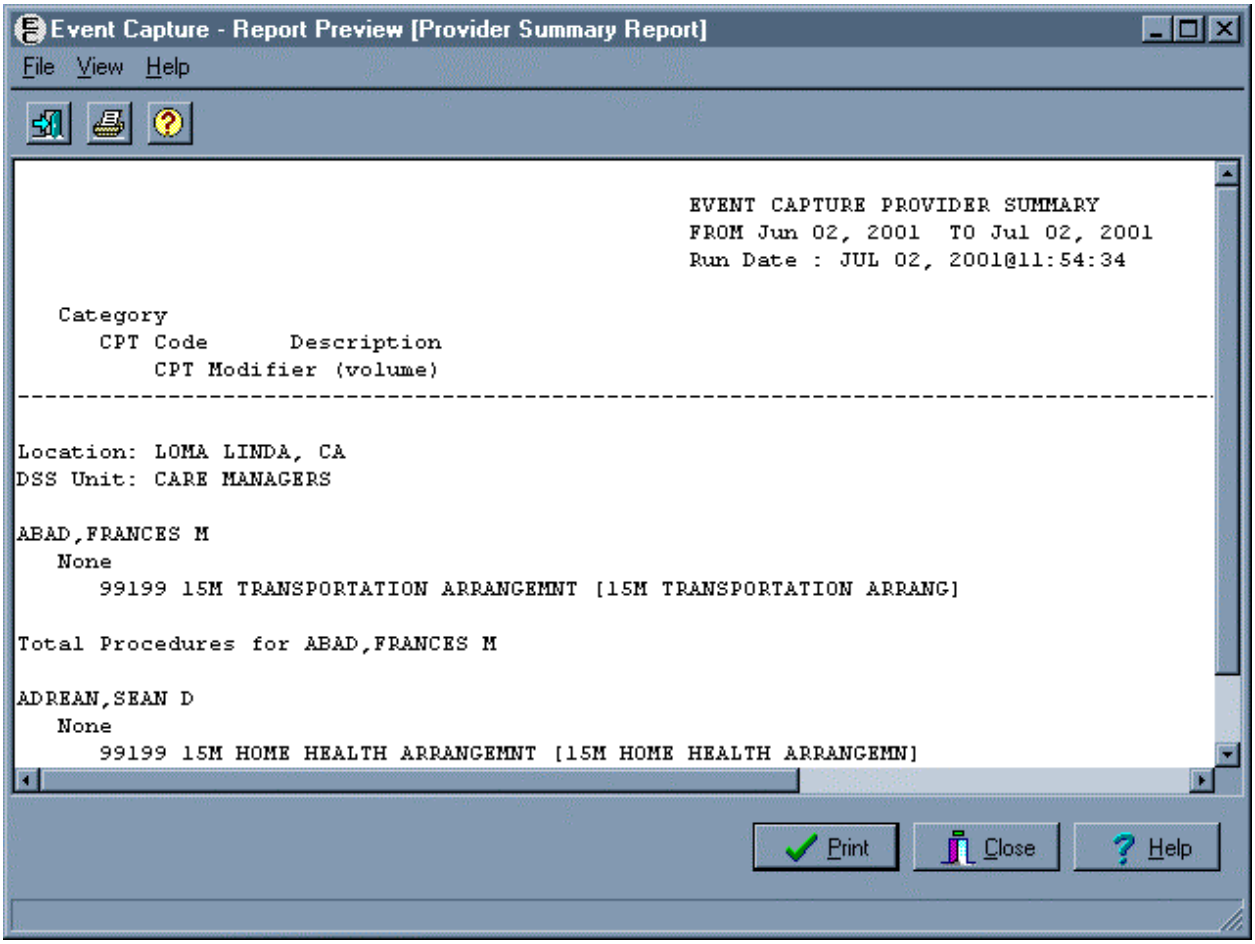
The “What the User will see” notes for Patient Summary reports apply to this report.

Instructions

1. Select a location.
2. Select a DSS Unit.
3. Enter a date range.

Example


Event Capture - Provider Summary Report
File View Help
Select Report
Patient Summary Report
DSS Unit Workload Report
Provider Summary Report
Ordering Section Summary Report
Provider (1 - 3) Summary Report
PCE Data Summary Report
Inactive Person Class Report
Procedure Reason Report
Date Range
From:
28 AUG 1999
Through:
28 JUN 2001
Location
LOMA LINDA VAMC
DSS Unit
CARE MANAGERS
Preview
Print
Cancel
Help


Event Capture - Report Preview [Provider Summary Report]
File View Help
EVENT CAPTURE PROVIDER SUMMARY
FROM Jun 02, 2001 TO Jul 02, 2001
Run Date : JUL 02, 2001@11:54:34
Category
CPT Code Description
CPT Modifier (volume)
Location: LOMA LINDA, CA
DSS Unit: CARE MANAGERS
ABAD,FRANCES M
None
99199 15M TRANSPORTATION ARRANGEMNT [15M TRANSPORTATION ARRANG]
Total Procedures for ABAD,FRANCES M
ADREAN,SEAN D
None
99199 15M HOME HEALTH ARRANGEMNT [15M HOME HEALTH ARRANGEMN]
Print
Close
Help

Event Capture Reports
Ordering Section Summary Report

Before you start

- This report is designed to use a 132-column format.
- With functionality put in place by the Code Set Versioning project, CPT codes, CPT modifiers and their associated descriptions will be reflective of the date the event occurred.

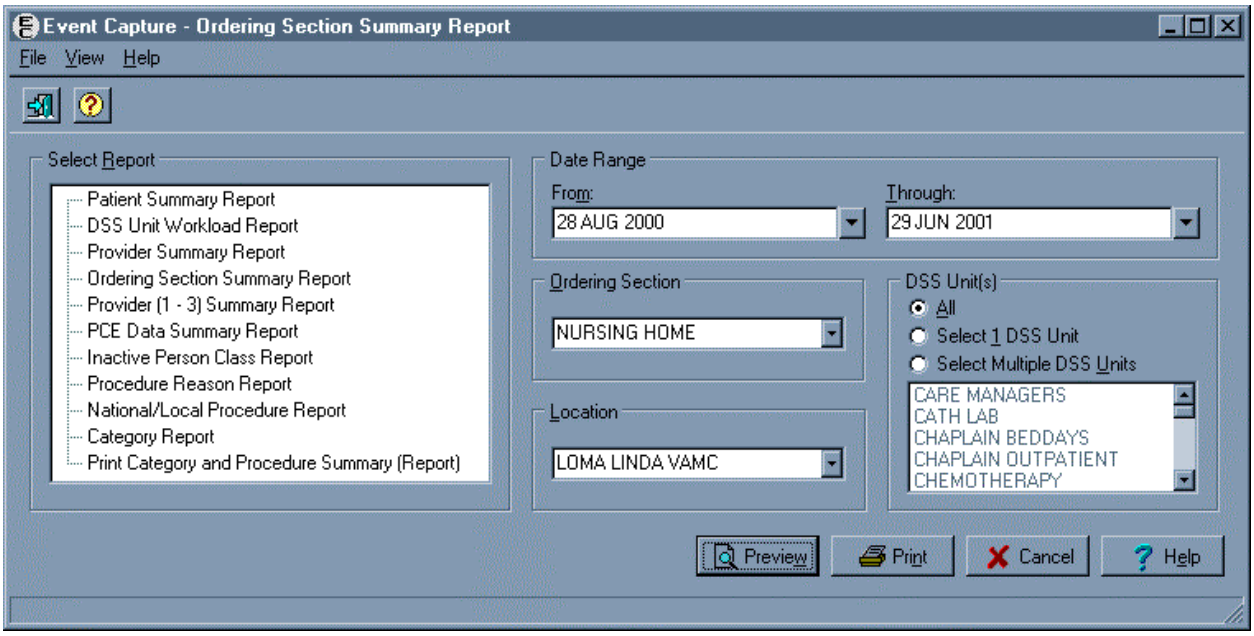
What the User will see

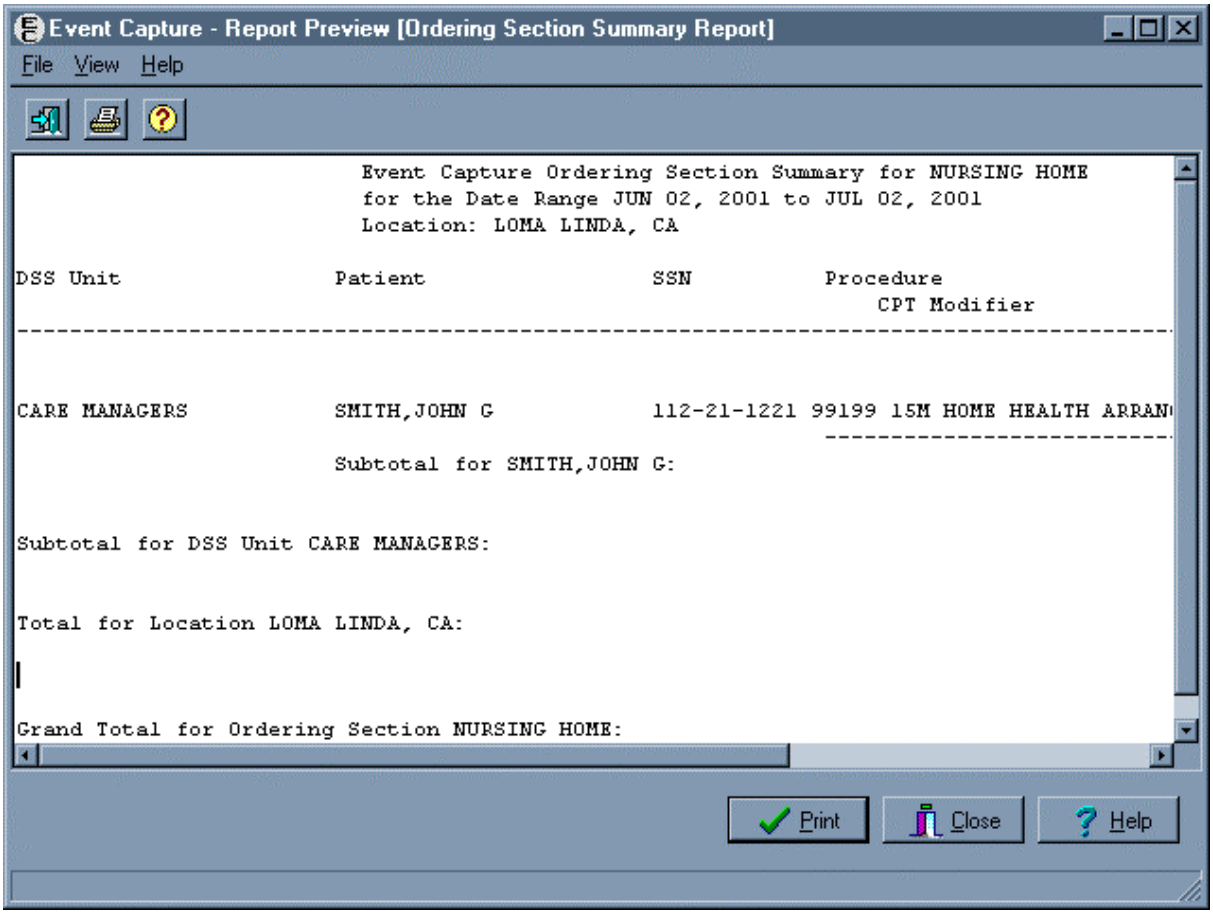
The “What the User will see” notes for Patient Summary reports apply to this report

Instructions

1. Select an ordering section.
2. Enter a date range.
3. Select whether to print for all locations or a specific location.
4. Select whether to print for all DSS units or a specific DSS unit.

Example


Event Capture - Ordering Section Summary Report
File View Help
Select Report
Patient Summary Report
DSS Unit Workload Report
Provider Summary Report
Ordering Section Summary Report
Provider (1 - 3) Summary Report
PCE Data Summary Report
Inactive Person Class Report
Procedure Reason Report
National/Local Procedure Report
Category Report
Print Category and Procedure Summary (Report)
Date Range
From:
28 AUG 2000
Through:
29 JUN 2001
Ordering Section
NURSING HOME
Location
LOMA LINDA VAMC
DSS Unit(s)
All
Select 1 DSS Unit
Select Multiple DSS Units
CARE MANAGERS
CATH LAB
CHAPLAIN BEDDAYS
CHAPLAIN OUTPATIENT
CHEMOTHERAPY
Preview
Print
Cancel
Help


Event Capture - Report Preview [Ordering Section Summary Report]
File View Help
Event Capture Ordering Section Summary for NURSING HOME
for the Date Range JUN 02, 2001 to JUL 02, 2001
Location: LOMA LINDA, CA
DSS Unit Patient SSN Procedure
CPT Modifier
CARE MANAGERS SMITH,JOHN G 112-21-1221 99199 15M HOME HEALTH ARRAN
Subtotal for SMITH,JOHN G:
Subtotal for DSS Unit CARE MANAGERS:
Total for Location LOMA LINDA, CA:
Grand Total for Ordering Section NURSING HOME:
Print
Close
Help

Event Capture Reports
Provider (1-3) Summary Report

Before you start

- This report is designed to use a 132-column format.
- With functionality put in place by the Code Set Versioning project, CPT codes, CPT modifiers and their associated descriptions will be reflective of the date the event occurred.

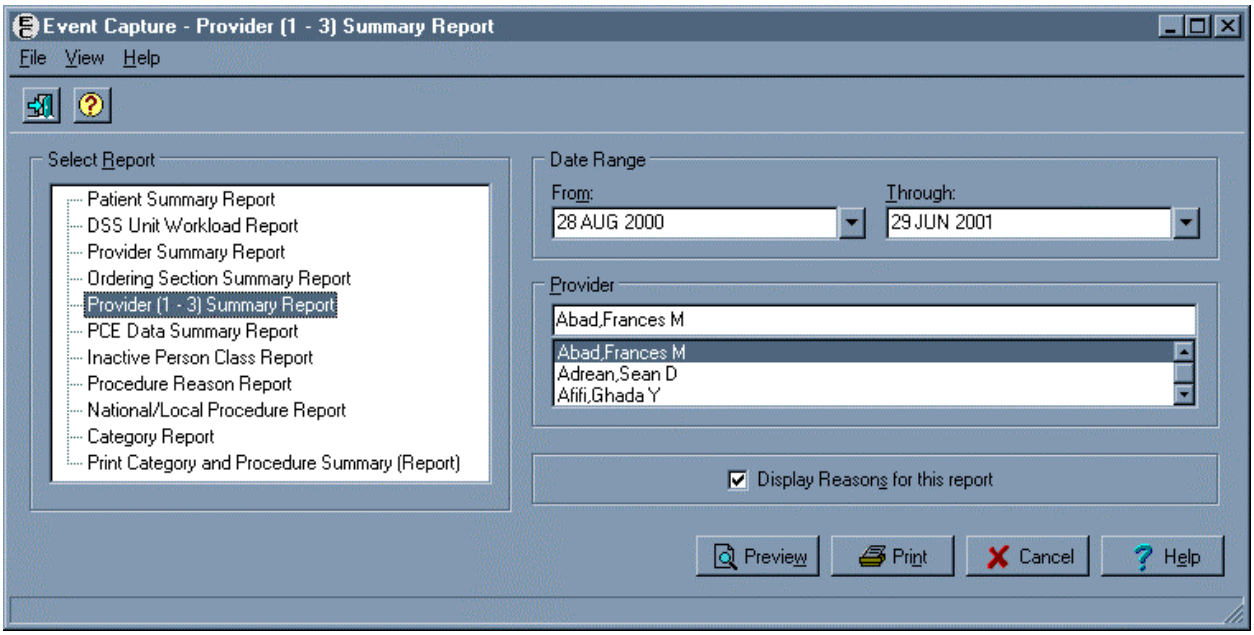
What the User will see

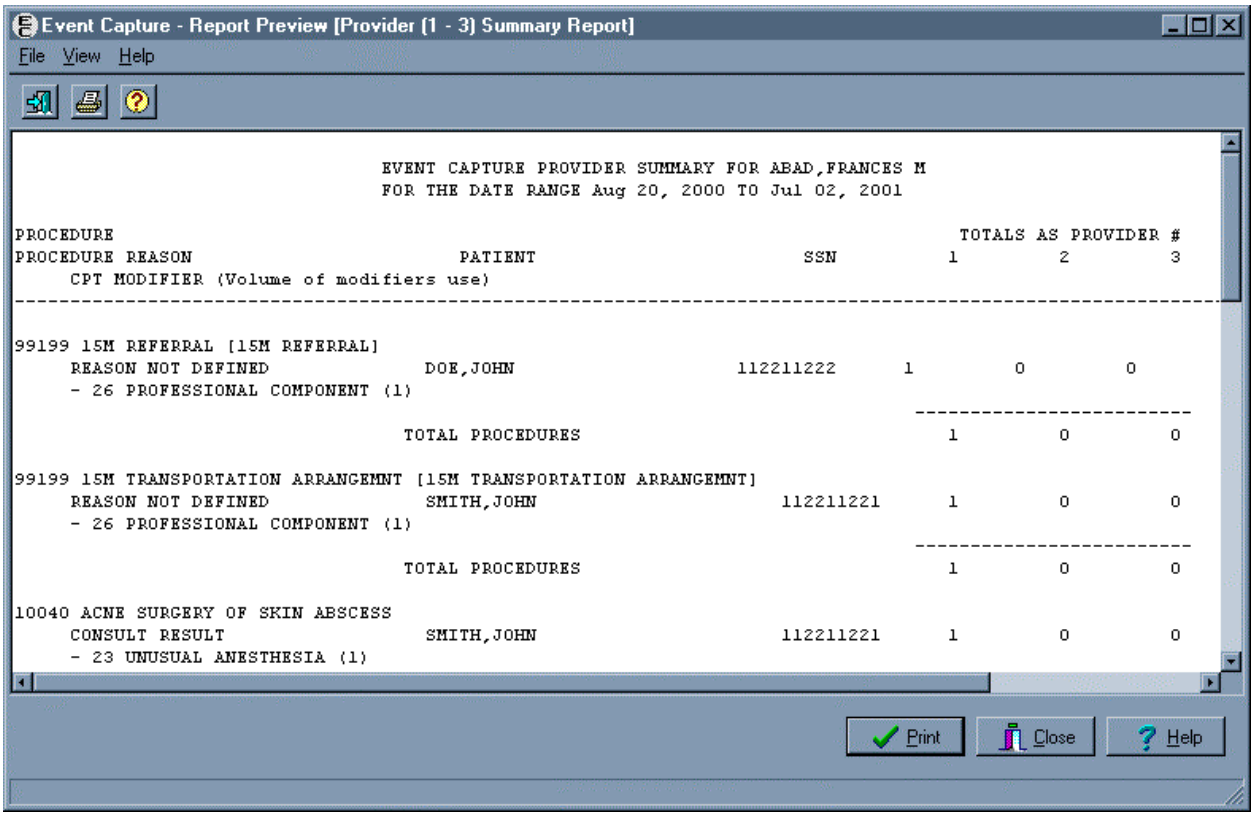
The "What the User will see" notes for Patient Summary reports apply to this report.

Instructions

1. Enter the name of a provider.
2. Choose whether or not to include Procedure Reasons in the output.
3. Enter a date range.

Example






```
                                EVENT CAPTURE PROVIDER SUMMARY FOR ABAD,FRANCES M
                                FOR THE DATE RANGE Aug 20, 2000 TO Jul 02, 2001

PROCEDURE                                                                          TOTALS AS PROVIDER #
PROCEDURE REASON                        PATIENT                        SSN          1         2         3
     CPT MODIFIER (Volume of modifiers use)
-------------------------------------------------------------------------------------------------------------

99199 15M REFERRAL [15M REFERRAL]
     REASON NOT DEFINED              DOE,JOHN                     112211222      1         0         0
     - 26 PROFESSIONAL COMPONENT (1)
                                                                                -------------------------
                                  TOTAL PROCEDURES                                1         0         0

99199 15M TRANSPORTATION ARRANGEMNT [15M TRANSPORTATION ARRANGEMNT]
     REASON NOT DEFINED              SMITH,JOHN                       112211221      1         0         0
     - 26 PROFESSIONAL COMPONENT (1)
                                                                                -------------------------
                                  TOTAL PROCEDURES                                1         0         0

10040 ACNE SURGERY OF SKIN ABSCESS
     CONSULT RESULT                  SMITH,JOHN                       112211221      1         0         0
     - 23 UNUSUAL ANESTHESIA (1)
```

Event Capture Reports
PCE Data Summary

Before you start

- This report is designed to use a 132-column format.
- With functionality put in place by the Code Set Versioning project, CPT codes, CPT modifiers, diagnosis codes and their associated descriptions will be reflective of the date the event occurred.

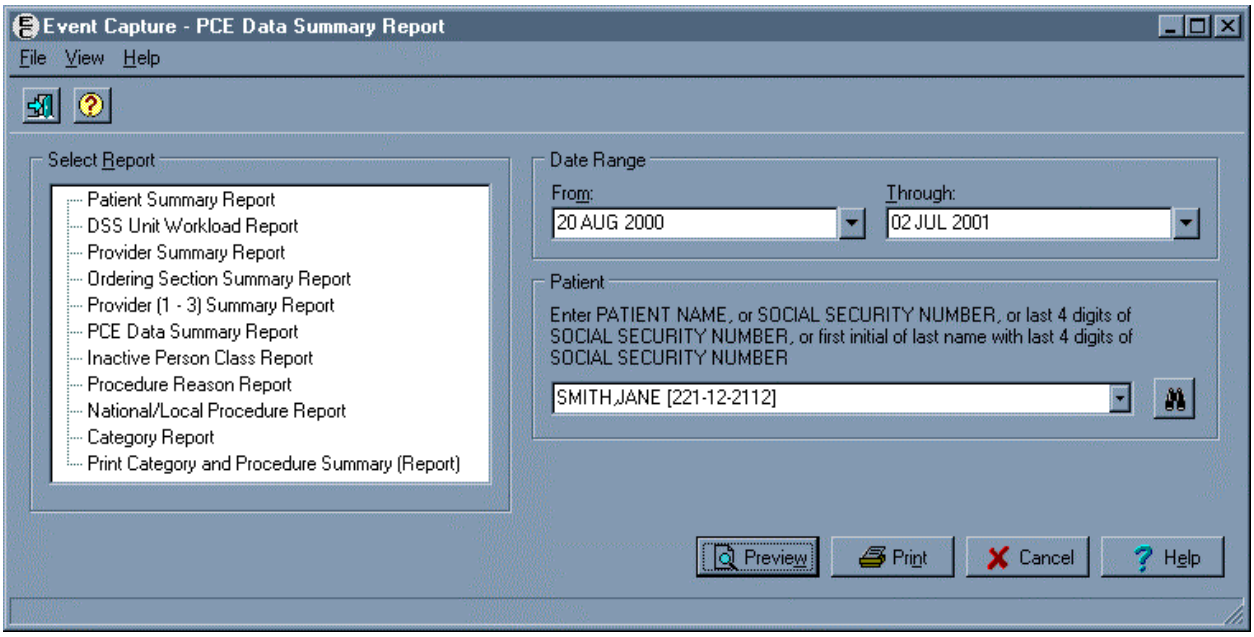
What the User will see

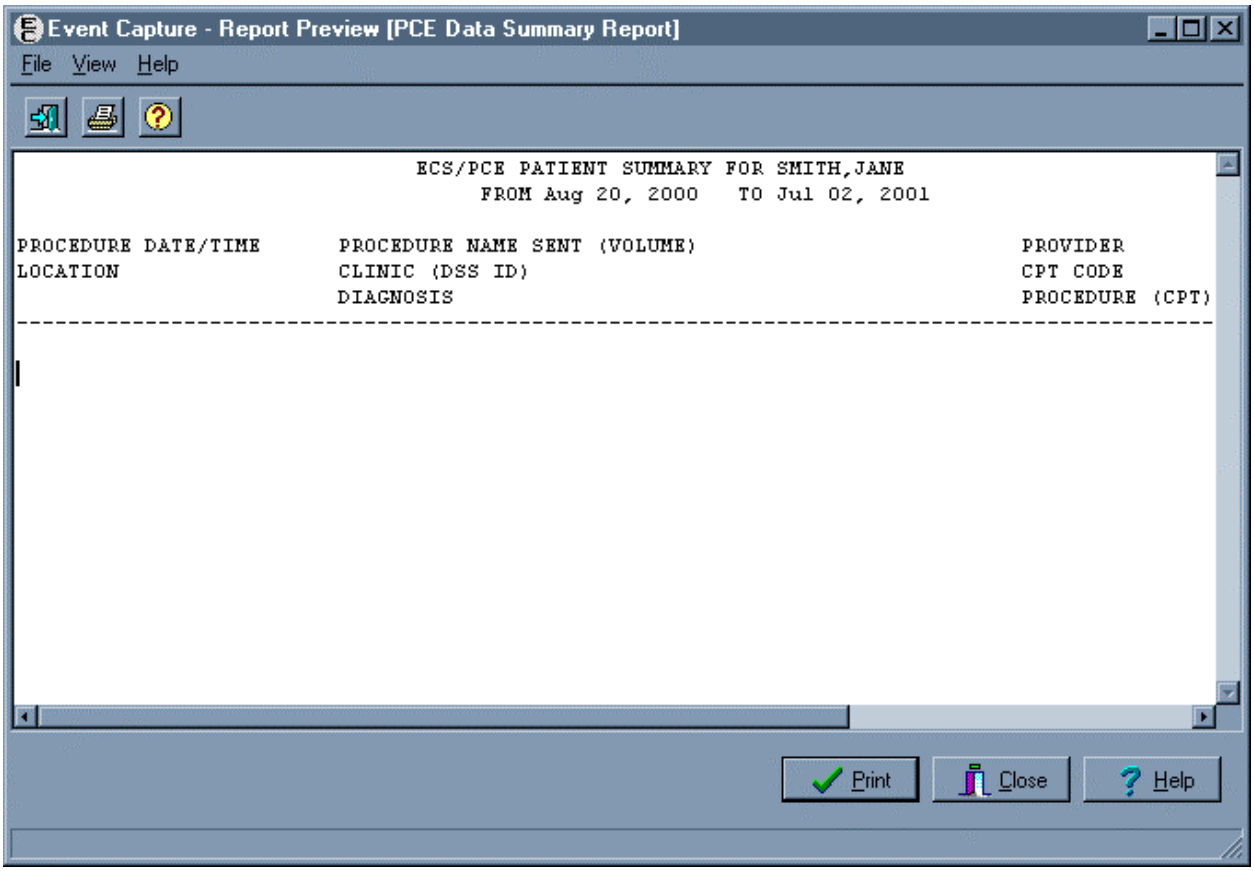
The "What the User will see" notes for Patient Summary reports apply to this report.

Instructions

1. Select a patient.
2. Enter a start date.
3. Enter an end date.

Example




Event Capture - Report Preview [PCE Data Summary Report]
File View Help
ECS/PCE PATIENT SUMMARY FOR SMITH,JANE
FROM Aug 20, 2000 TO Jul 02, 2001
PROCEDURE DATE/TIME
LOCATION
PROCEDURE NAME SENT (VOLUME)
CLINIC (DSS ID)
DIAGNOSIS
PROVIDER
CPT CODE
PROCEDURE (CPT)
Print
Close
Help

Event Capture Reports
Inactive Person Class Report

Before you start

None.

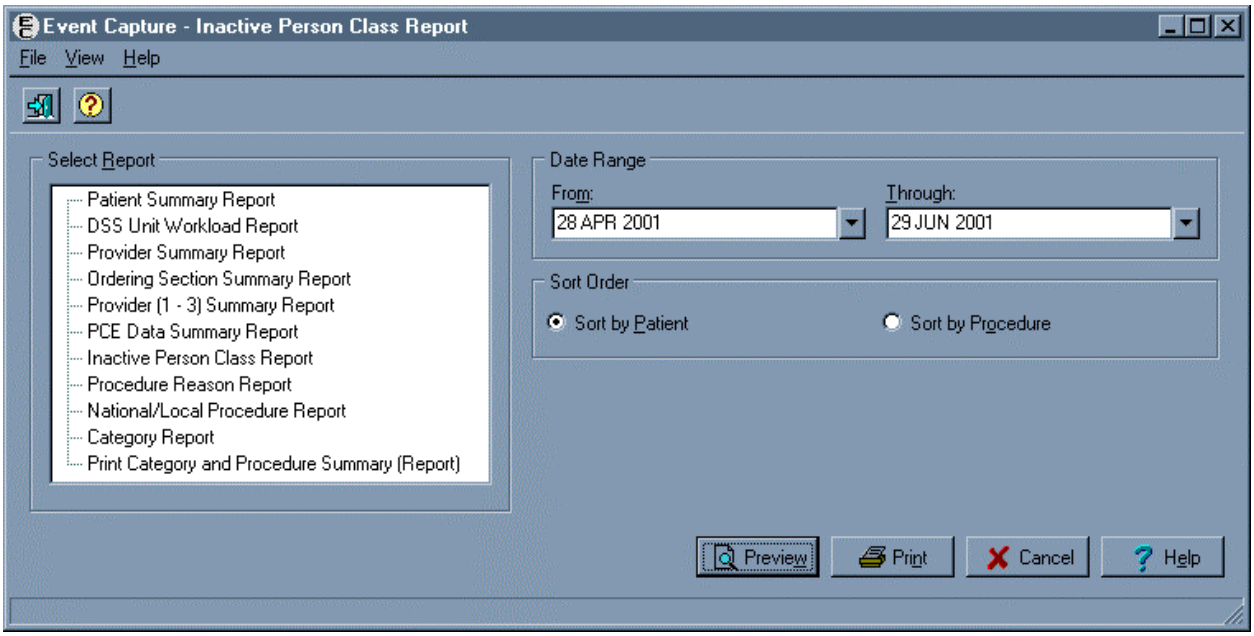
What the User will see

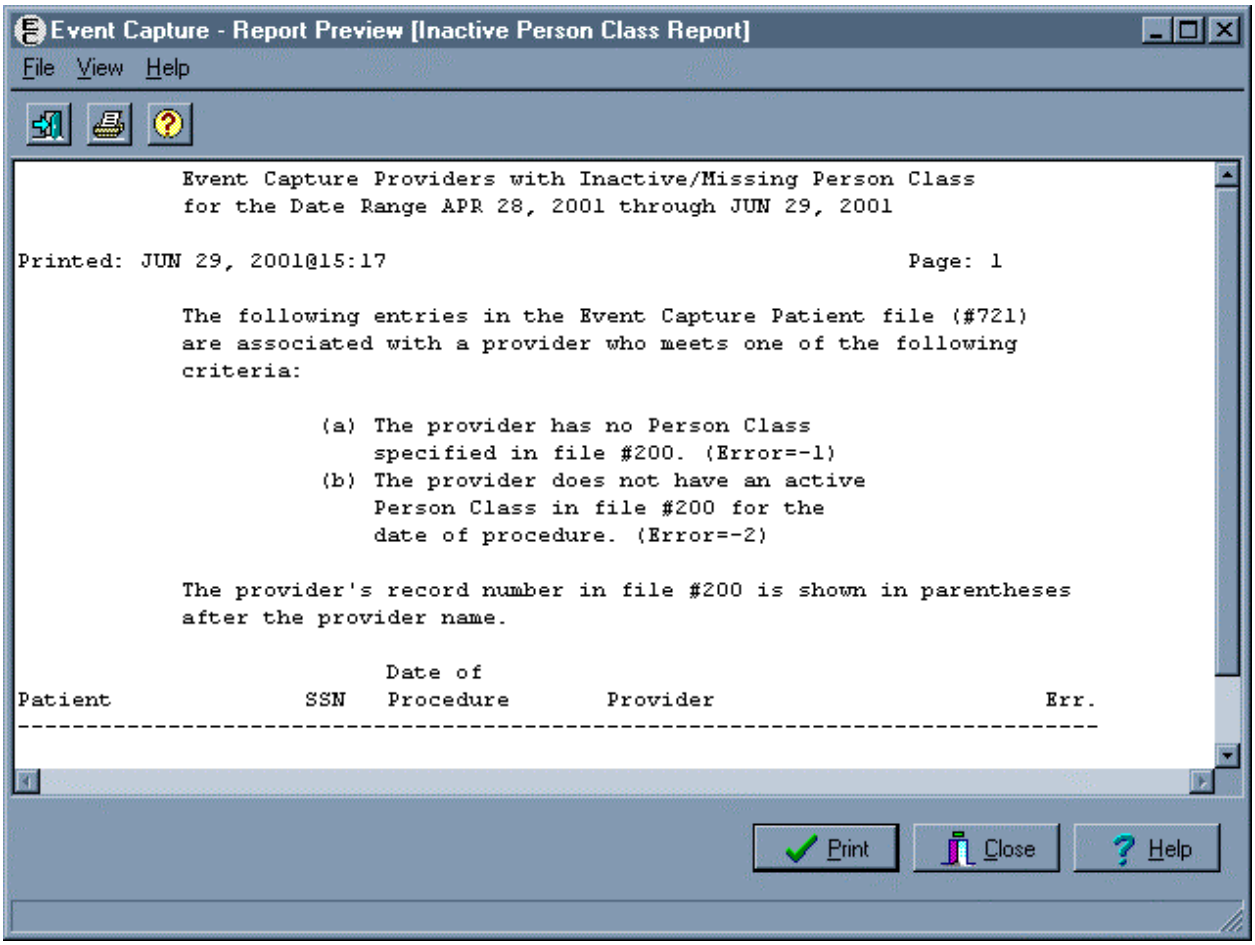
The “What the User will see” notes for Patient Summary apply to this report.

Instructions

1. Enter beginning and ending dates.
2. Select whether you want the report to sort by patient or provider.
3. Select whether to sort the output by patient or provider.

Example




Event Capture - Report Preview [Inactive Person Class Report]
File View Help
Event Capture Providers with Inactive/Missing Person Class
for the Date Range APR 28, 2001 through JUN 29, 2001
Printed: JUN 29, 2001@15:17 Page: 1
The following entries in the Event Capture Patient file (#721)
are associated with a provider who meets one of the following
criteria:
(a) The provider has no Person Class
specified in file #200. (Error=-1)
(b) The provider does not have an active
Person Class in file #200 for the
date of procedure. (Error=-2)
The provider's record number in file #200 is shown in parentheses
after the provider name.
Patient SSN Date of Procedure Provider Err.
Print
Close
Help

Event Capture Reports
Procedure Reason Report

Before you start

- You must have locations, DSS Units, procedures, and procedure reasons defined before using this option.
- With functionality put in place by the Code Set Versioning project, CPT codes, CPT modifiers, diagnosis codes and their associated descriptions will be reflective of the date the event occurred.

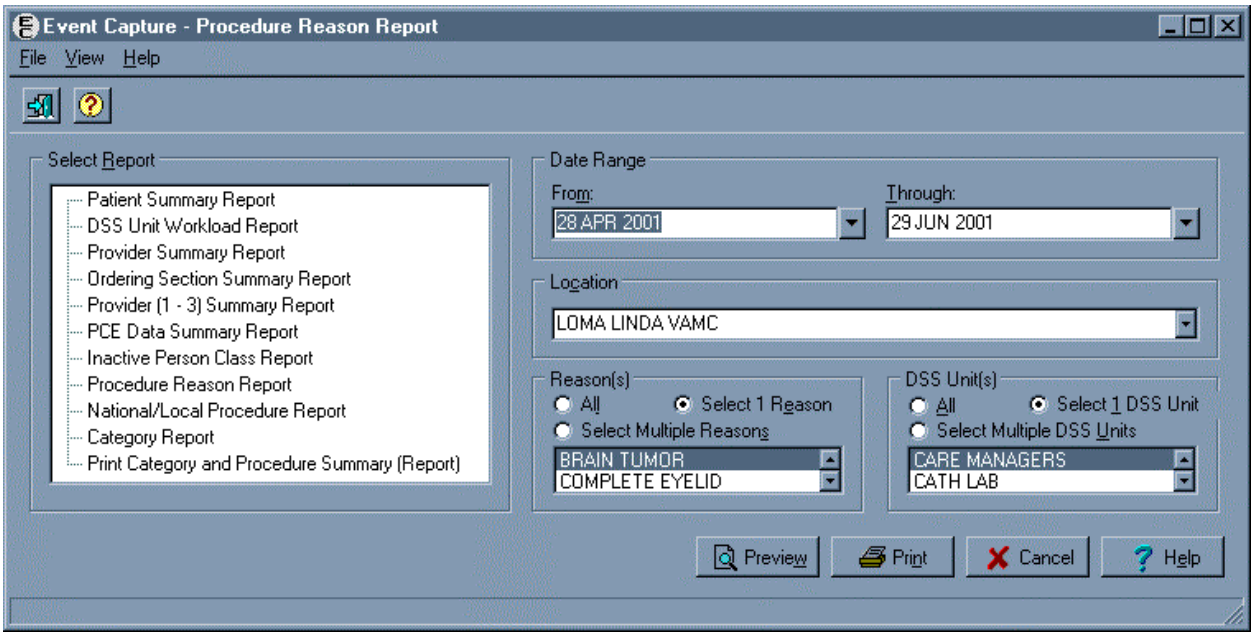
What the User will see

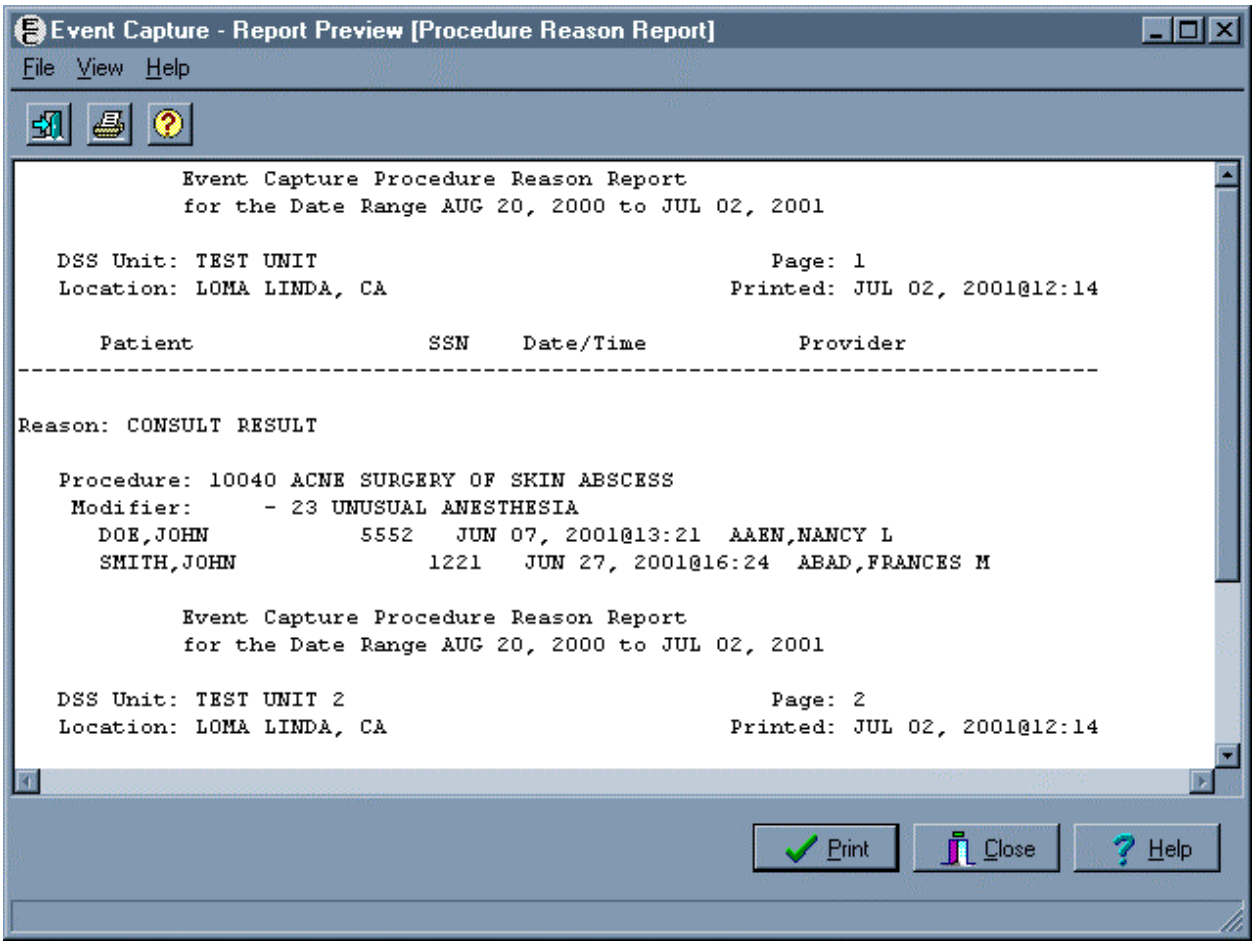
The "What the User will see" notes for Patient Summary reports apply to this report.

Instructions

1. Select one or all locations.
2. Select one or all DSS Units.
3. Select one or all procedure reasons.
4. Enter beginning and ending dates.

Example




Event Capture - Report Preview [Procedure Reason Report]
File View Help
Event Capture Procedure Reason Report
for the Date Range AUG 20, 2000 to JUL 02, 2001
DSS Unit: TEST UNIT
Page: 1
Location: LOMA LINDA, CA
Printed: JUL 02, 2001@12:14
Patient
SSN
Date/Time
Provider
Reason: CONSULT RESULT
Procedure: 10040 ACNE SURGERY OF SKIN ABSCESS
Modifier: - 23 UNUSUAL ANESTHESIA
DOE,JOHN 5552 JUN 07, 2001@13:21 AAEN,NANCY L
SMITH,JOHN 1221 JUN 27, 2001@16:24 ABAD,FRANCES M
Event Capture Procedure Reason Report
for the Date Range AUG 20, 2000 to JUL 02, 2001
DSS Unit: TEST UNIT 2
Page: 2
Location: LOMA LINDA, CA
Printed: JUL 02, 2001@12:14
Print
Close
Help

Event Capture Online Documentation

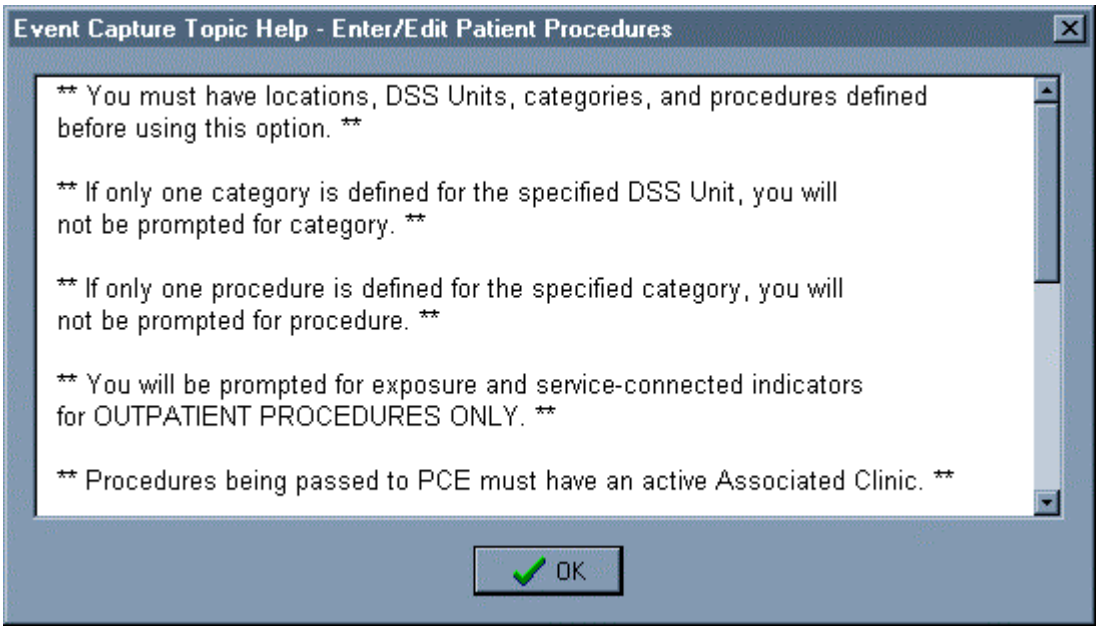
Before you start

None.

Instructions

Throughout the entire ECS package, the user may click on the question mark (?) in the GUI options located at the toolbar or on the bottom right corner of the screen to obtain on-line information for any screen. This help will correspond with what is in the User Manual.

Example



Event Capture GUI Interface with CPRS

The Event Capture GUI system can be accessed via the Computerized Patient Record System (CPRS). This function was created to increase usability of ECS by clinicians currently using CPRS. A link and a single point of entry were created so users can access both systems.

The interface between CPRS and ECS will allow users to:

- Access from within CPRS to ECS through a single sign-on.
- Select Event Capture in the CPRS application menu allowing the user to enter Event Capture patient procedures.

Glossary

Associated Stop Code	The DSS Identifier (stop code) that most closely represents the DSS Unit workload.
Category	Category provides Event Capture a common level to group associated procedures. Multiple procedures can be defined for each category.
Cost Center	Cost Center reveals which service is using this DSS Unit. Cost Centers are defined in detail in MP4-Part V, Appendix B of the Fiscal service cost manuals.
Count Clinic	A clinic for which workload entered is credited.
CPT code	Current Procedural Terminology code
CPT Modifier	CPT modifiers provide the ability to refine CPT procedure codes to better reflect procedures performed.
CSV	Code Set Versioning. The Health Information Portability and Accountability Act (HIPAA) mandated that applications using CPT codes, CPT modifiers and diagnosis codes should allow users to select codes based upon a date that an event occurred.
DSS Unit	A DSS Unit (Decision Support System Unit) defines the lowest level segment used for tracking hospital resources. These units can be a small work unit within a service or a large division within a service. Management at each facility is responsible for tailoring the DSS Units to fit its resource/cost reporting.

DSS Unit Number	This code is used for additional identification of DSS Units.
Event Capture	Software designed to provide management tools necessary in tracking procedures not entered in other **V***ist***A** packages.
Event Code Screen	Event code screens are unique combinations of location, DSS Unit, category, and procedure that define patient procedures.
GUI	Graphical User Interface
ICD-9	International Classification of Diseases (of the World Health Organization) codes
Location	Initializing your site as a location, the Event Capture software will recognize your facility as a valid location to enter Event Capture data.
MAS	Acronym for Medical Administration Service which is now Patient Information Management System (PIMS).
Non-count Clinic	A clinic for which there is no workload credited.
Ordering Section	The medical section actually ordering the patient's procedure.
Parent Service	The controlling service for a DSS Unit.
PCE	Patient Care Encounter
PIMS	Patient Information Management System formerly Medical Administration Service (MAS).
Procedure	A specific function performed on, or service provided to, a patient. Multiple procedures can be associated with a single category.

Procedure Reason	A method of generically grouping patient procedures.
Provider	The actual provider of care performing the procedure. This provider can be a doctor, nurse, technician, or any designated team of medical professionals.
Volume	Volume is associated with the number of procedures performed. This field can also be used to track time actually spent performing the procedures.
V*ist***A**	Veterans Health Information Systems and Technology Architecture

Appendix A - Using PCE at Your Site

If Patient Information Management System (PIMS) (formerly MAS) at your site schedules appointments for the same patients for whom you enter Event Capture data, follow these steps to prevent duplicating data in the Scheduling and PCE files.

1. Create a non-count clinic (one for which there is no workload credited) with the appropriate DSS Stop and Credit pairs using the *Set Up a Clinic* option in the Scheduling software. The clinic name should clearly identify this clinic as non-count; for example, Social Work (NC). PIMS makes appointments in this non-count clinic. PIMS will be able to print pre-appointment letters and appointment lists.

2. Create a count clinic (one for which workload is credited) with the same DSS Stop/Credit pair. Associate this clinic with the Event Code Screen and DSS Unit using the *Event Code Screen (Create)* option in the Event Capture software. Event Capture uses the associated clinic to pass workload data to PCE. By passing data from Event Capture to PCE, you will also be sending the data to Austin where it is filed in the National Patient Care Database (NPCD). The clinic name should clearly differentiate the count clinic from the non-count clinic; for example, Social Work (C).

3. If PIMS does not schedule appointments for Event Capture patients, you can begin with Step 2.

4. Coordinate and review the above with those who use Event Capture as well as with Scheduling and PIMS staff.

Appendix B - Summary of the PCE Filing Process

Follow these steps to define an associated clinic for each event code screen that has DSS Units marked to send data to PCE.

1. Use the *Enter/Edit DSS Units for Event Capture* option to update the SEND TO PCE information for Each DSS Unit.
2. Use the *Event Code Screens (Create)* [ECSCREEN] option to create new event code screens.
3. Use the *Procedure Synonym/Default Volume (Enter/Edit)* [ECDSSYN] option to modify existing event code screens.

The following data entry options ask the required PCE prompts.

- *Enter/Edit Patient Procedures* [ECPAT]
- *Batch Enter Data by Patient* [ECBATCH]
- *Data Entry (Batch) by Procedure* [ECBATCH PROC]
- *Multiple Dates/Multiple Procedures Data Entry* [ECMULT PROC]

The DATE/TIME OF PROCEDURE field (#2) of the EVENT CAPTURE PATIENT file (#721) requires the entry of *both date and time* as part of every procedure date.

Users must provide the following information for each procedure during data entry.

- ICD-9 Diagnosis Code
- If the selected patient has multiple eligibilities, users will be prompted to select the eligibility that applies to the specified procedure. The PRIMARY eligibility is displayed as the default.
- A response to the classification questions for outpatient procedures only if they apply to the patient.
- If a procedure is associated with a CPT code, then users will be prompted to enter CPT modifiers.
- Associated Clinic

After the PCE-related prompts are answered, all appropriate patient records are formatted to file the data with PCE. This formatted data string is stored in the PCE DATA FEED field (#30) of the EVENT CAPTURE PATIENT file (#721). The flag to file this record is then set in the SEND TO PCE field (#31) of the EVENT CAPTURE PATIENT file (#721). The nightly scheduled EC NIGHT option will file the data with PCE and store a pointer to the corresponding visit created in the VISIT file (#9000010). Patient data records that have been filed with PCE, and are later edited or deleted in the Event Capture system, will automatically send an update to PCE. For those records that should be filed to PCE but are not sent due to missing or incorrect data, a reason will be stored in the REASON field (#33).

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