Event Capture V. 2.0

Graphical User Interface (GUI)

User Manual

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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 provides 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 VistA package. The procedures and services tracked through Event Capture are associated with the following:

- 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.

Sensitive Information

To avoid displaying sensitive information regarding our patients and staff, the examples in this manual contain pseudonyms or scrambled data instead of real names. Our patients and staff will be referred to as “ECPATIENT, ONE”, “ECPROVIDER, ONE”, or “USER, ONE.” Scrambled data is a series of random letters that replace a real name like “AAADY, JWHTRE”. Likewise, real social security numbers (SSNs), real addresses, and other personal identifiers are not used.

508 Compliant GUI

Section 508 of the Rehabilitation Act Amendments of 1998 requires that when Federal agencies develop, procure, maintain, or use electronic and information technology, they shall ensure that the electronic and information technology allows persons with disabilities to have access to, and use of, information and data that is comparable to the access to and use of information and data by persons who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

The Section 508 Accessibility Testing and Training Center (T&TC) was consulted and modifications to the GUI have been made to meet the requirements for 508 Compliance. The Event Capture GUI has been modified to allow screen readers, used by the visually impaired, to accurately interpret information on the screens. As a result, some buttons and boxes have been moved, replaced, or renamed and some screen titles have been modified.

For more information on the VA 508 Compliance efforts, please visit the following website http://www.va.gov/oit/ea/section508/ .

Related Manuals

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

- Event Capture Monograph
- Event Capture V 2.0 User Manual
- Event Capture V2.0 Cookbook
- Event Capture V 2.0 Technical Manual
- Event Capture GUI Release Notes

These documents can be found at
http://www.va.gov/vdl/application.asp?appid=39

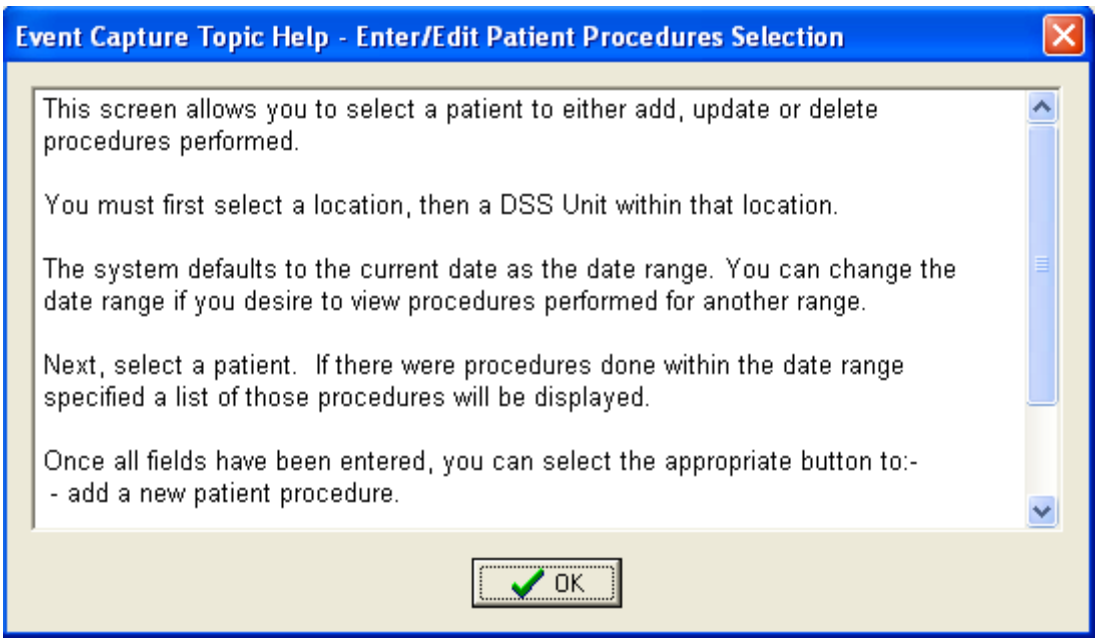
Event Capture Online Documentation

Instructions / Help

Throughout the entire ECS package, you 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 corresponds with what is in the User Manual.

You may also click on a field and then press F1 to obtain on-line information for that field.

Example



Event Capture GUI Interface with CPRS

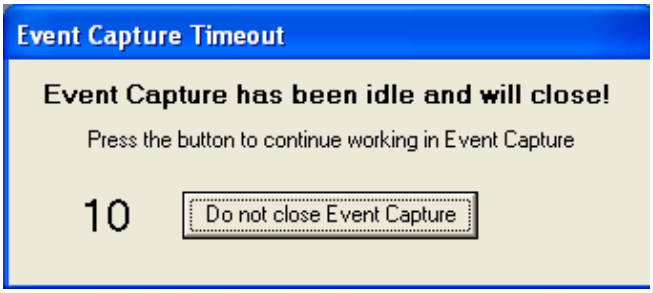
The Event Capture GUI system can be accessed via the Computerized Patient Record System (CPRS). This function was created to increase usability of ECS by clinicians currently using CPRS. A link and a single point of entry were created so users can access both systems.

The interface between CPRS and ECS allows users to:

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

Timeout Feature

The ECS GUI includes a timeout feature consistent with Computerized Patient Record System (CPRS). When the ECS GUI application is left unattended for a user-defined period of time, a countdown screen will be displayed, warning the user of the pending timeout of the application. If the user takes no action, the application will close. The period of time for the timeout and countdown features is user-defined at the application server level. Click on the “Do not close Event Capture” button to stay connected.



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 the 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).

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 the user answer the prompt.

Frequently Asked Questions (FAQ)

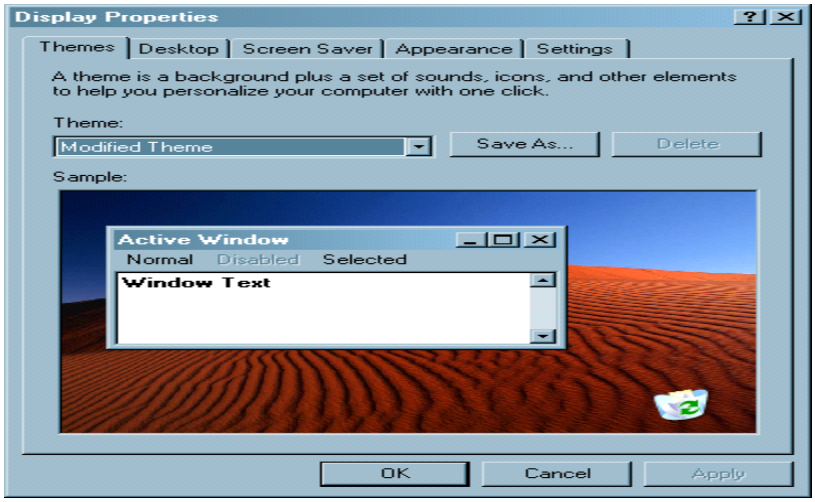
How can I access the Event Capture Graphical User Interface (GUI)?
Users need a username and access code obtained from their local Information Resources Management (IRM) staff to use the Event Capture GUI.

How do I logon to the Event Capture GUI ?
The Event Capture GUI is usually accessed through a desktop shortcut which points to the installation location. Your local support staff can assist you.

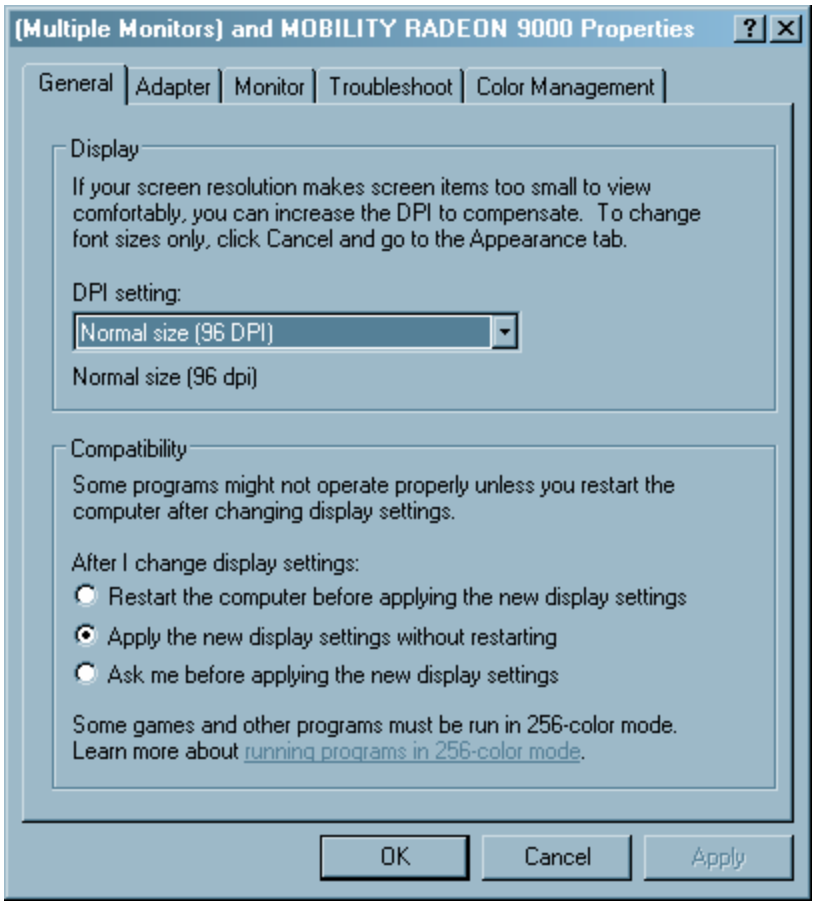
What other logon problems should I anticipate?
If the Event Capture GUI is launched but disappears or is not responding, check your firewall, for example Black Ice. Make sure you list the IP address for the system with which you are communicating. Your local support staff can assist you.

What can cause the GUI to appear distorted? Missing scrollbars? Missing columns or missing rows?
The screen resolution on your computer needs to be set to 96 dots per inch (DPI).
Follow the instructions below.

1) Right click on your desktop and select properties.



2) Then select Settings and Click on the Advance Button.



3) Select Normal Size (96 DPI) from the DPI Setting box, then click OK.

Before 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.

1. Use the *Location - Update Location Information* option to create an Event Capture location.

   Notes
   - No further options are functional until an Event Capture location is created.
   - The selected location must be in the INSTITUTION file (#4).
   - A location must be created with this option before DSS Units can be established.

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 Unit - Add or Update DSS Units* option to establish DSS Units for each service.

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

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.
   - Use the *Access by User – Grant Access to DSS Units by User* 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 the user sets up Event Code screens. Creating local categories is optional.

   Helpful Hint
   - After completion of this step, the *Category Report* option on the *Reports Menu* can be used to print a report of the 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 starting this step, use the *National/Local Procedure Report* option on the *Reports Menu* to print a list of procedures with their associated CPT codes. This report can be quite lengthy if it includes national procedures, so it should be queued to print to a device during non-peak hours.

   Notes
   - You must enter an associated CPT code to pass local procedures to PCE.
   - 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 Screen - 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. If an Associated Clinic has non-conforming stop codes, the clinic will not be selectable.
   - 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.

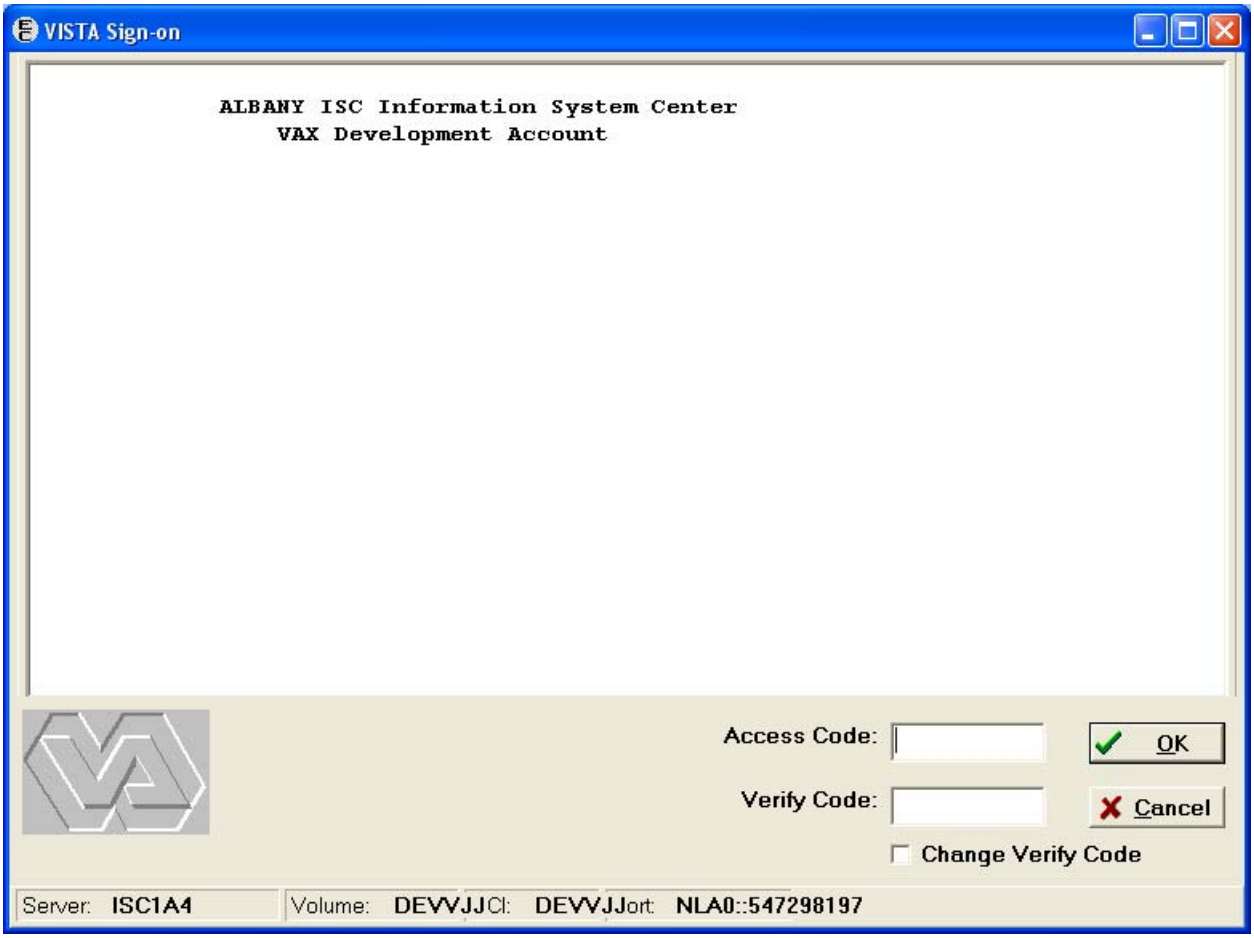
8. Set up of Event Capture V 2.0 GUI is complete. Services can now enter data using the *Data Entry* options and provide summary reports using the *Reports* options.

Logon

The Event Capture GUI is usually accessed through a desktop shortcut which points to the installation location. Your local support staff can assist you.

ECS GUI.lnk

You will then view the VistA Sign-on screen. Enter your VistA Access Code and Verify Code.

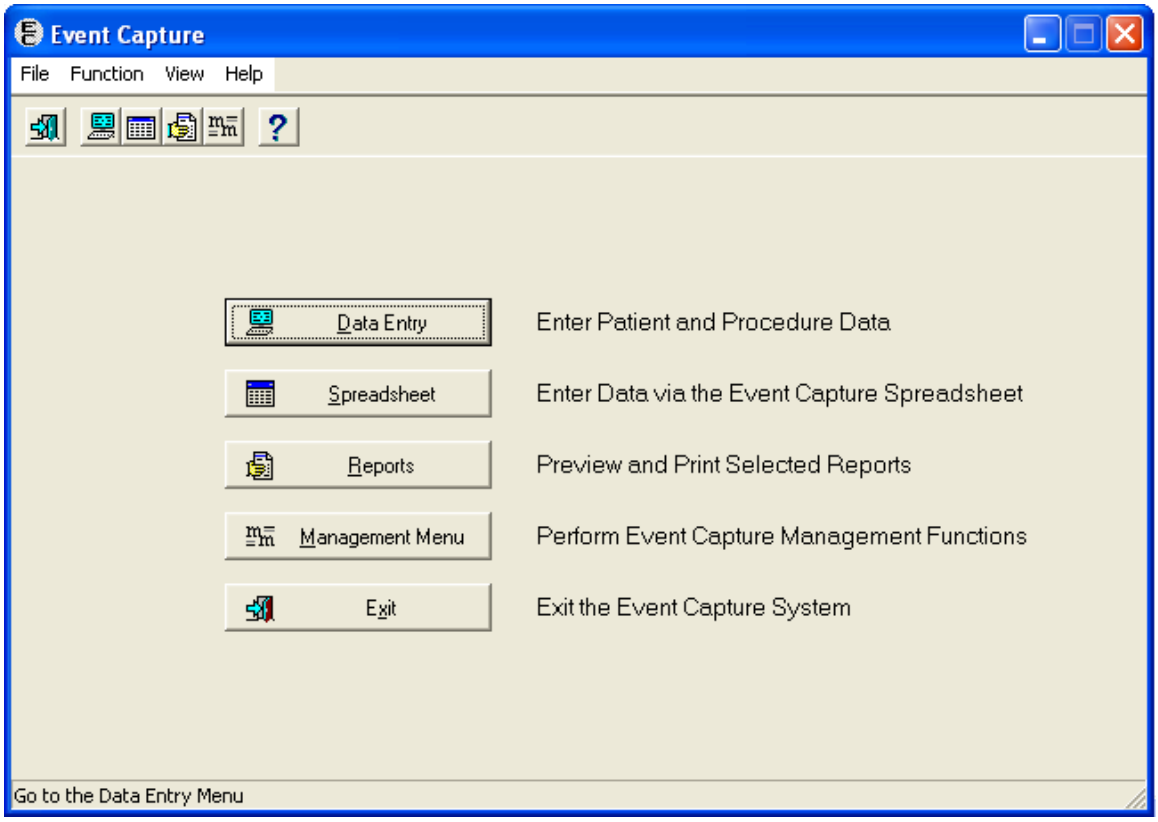


Event Capture Main Menu

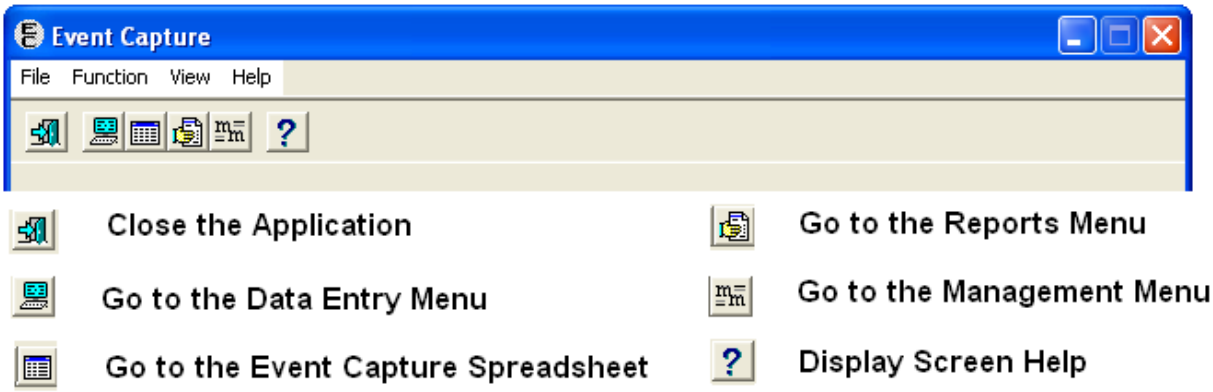
The Event Capture software contains four menus. The user must hold the appropriate security keys to have access to the *Spreadsheet Menu* and to the *Management Menu* and their options.

This manual is organized by options of the software. The name that appears on each option button corresponds with a section in this manual.

You will see the Main Menu options when the Event Capture GUI opens.



ICON shortcuts may also be used to access options.

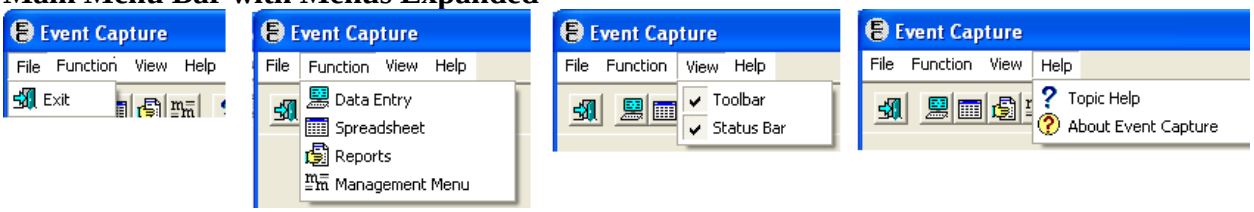


Menu Bar

The Event Capture menu bar allows you to access shortcut commands. The *File* Menu allows you to *Exit* the window. The *View* Menu allows you to show or hide the *Toolbar* and *Status Bar*. The Function Menu on the Main window provides access to *Data Entry, Spreadsheet, Reports,* and *Management Menu* functions. The *Table* Menu on the *Management Menu* Screen gives access to the *Location, DSS Unit, Access by User, Category, Procedure,* and *Event Code Screen* tables.

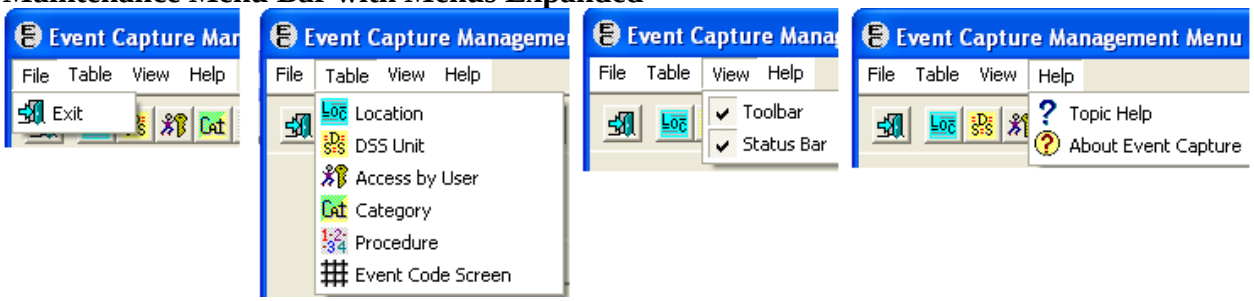
Main Menu Bar

Main Menu Bar with Menus Expanded



Management Menu Bar

Maintenance Menu Bar with Menus Expanded

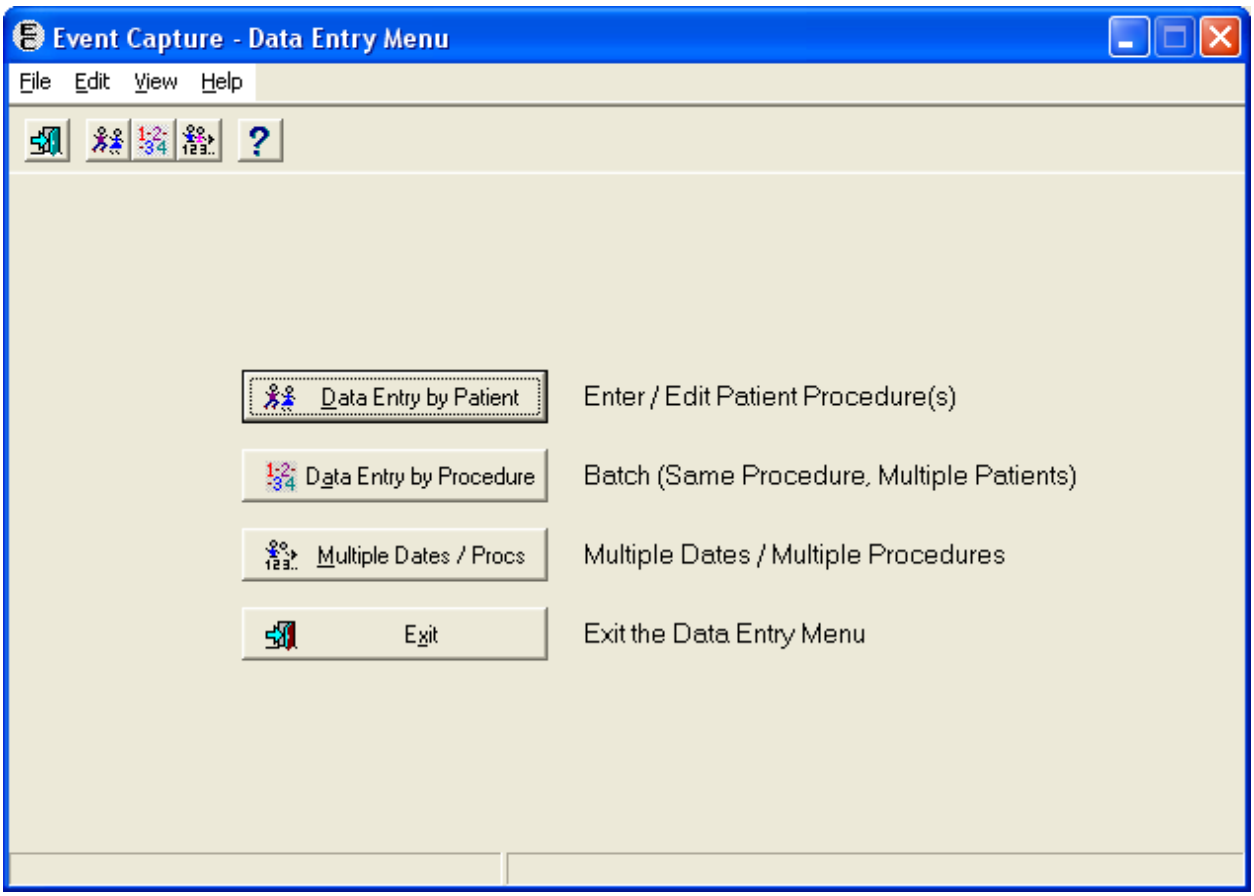


Data Entry Menu

Enter patient and procedure data

The Data Entry Menu offers the following options:

- Data Entry by Patient – Enter/Edit Patient Procedures
- Data Entry by Procedure – Batch (Same Procedure, Multiple Procedures)
- Multiple Dates/Procs – Multiple Dates / Multiple Procedures



Data Entry by Patient

Enter / Edit Patient Procedures for a single patient

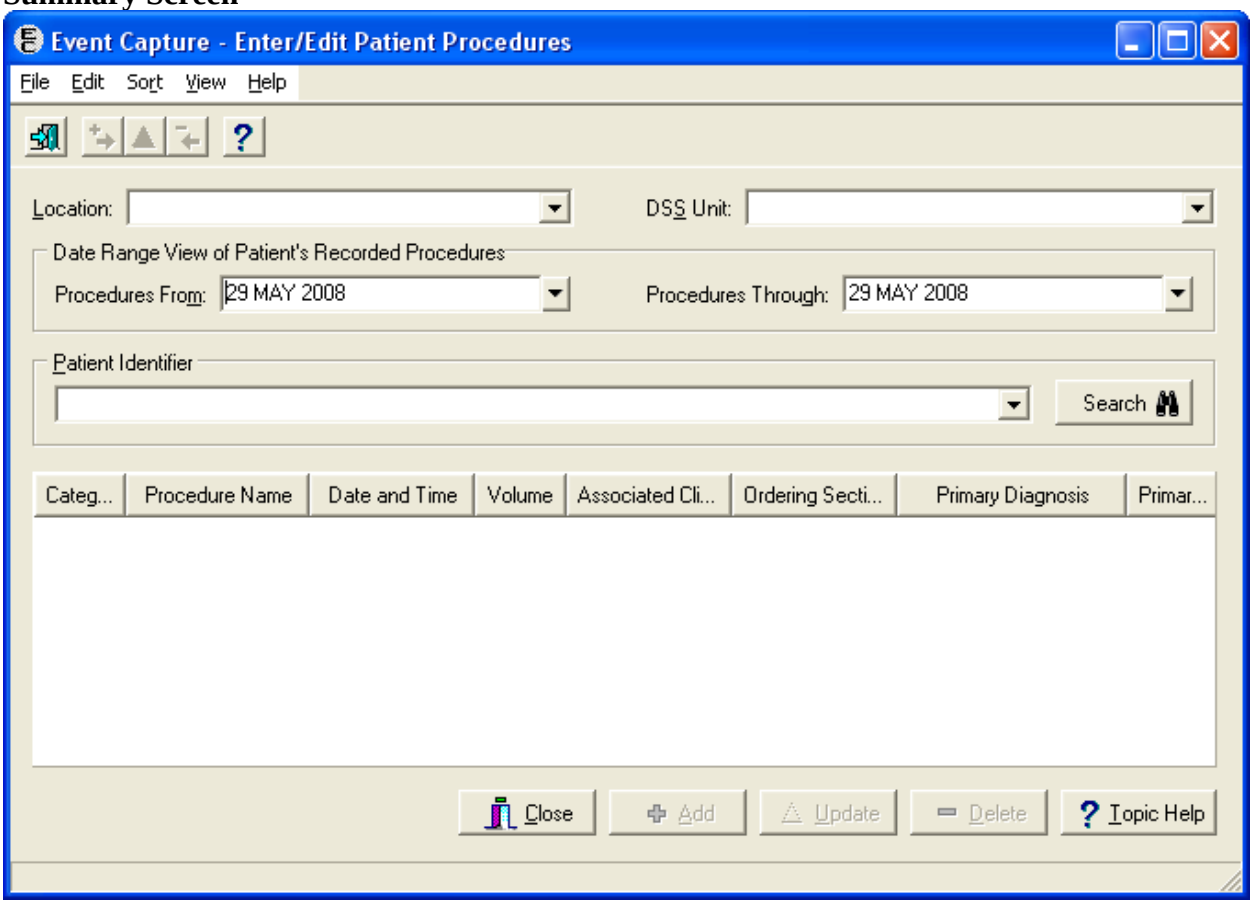
Before the User Starts

- Use this option to:
  - Enter a single procedure for one patient.
  - Enter multiple procedures for one patient.
  - Edit an existing patient procedure.
  - Delete an existing patient procedure.
- Event Code screens must be defined before entering any Event Capture data.

What the User will see

- A Summary screen identifying the Location, DSS Unit, Procedure Date Range, Patient and the Procedures for that Patient.
- A Detail screen showing detailed information about a selected Procedure.

Summary Screen

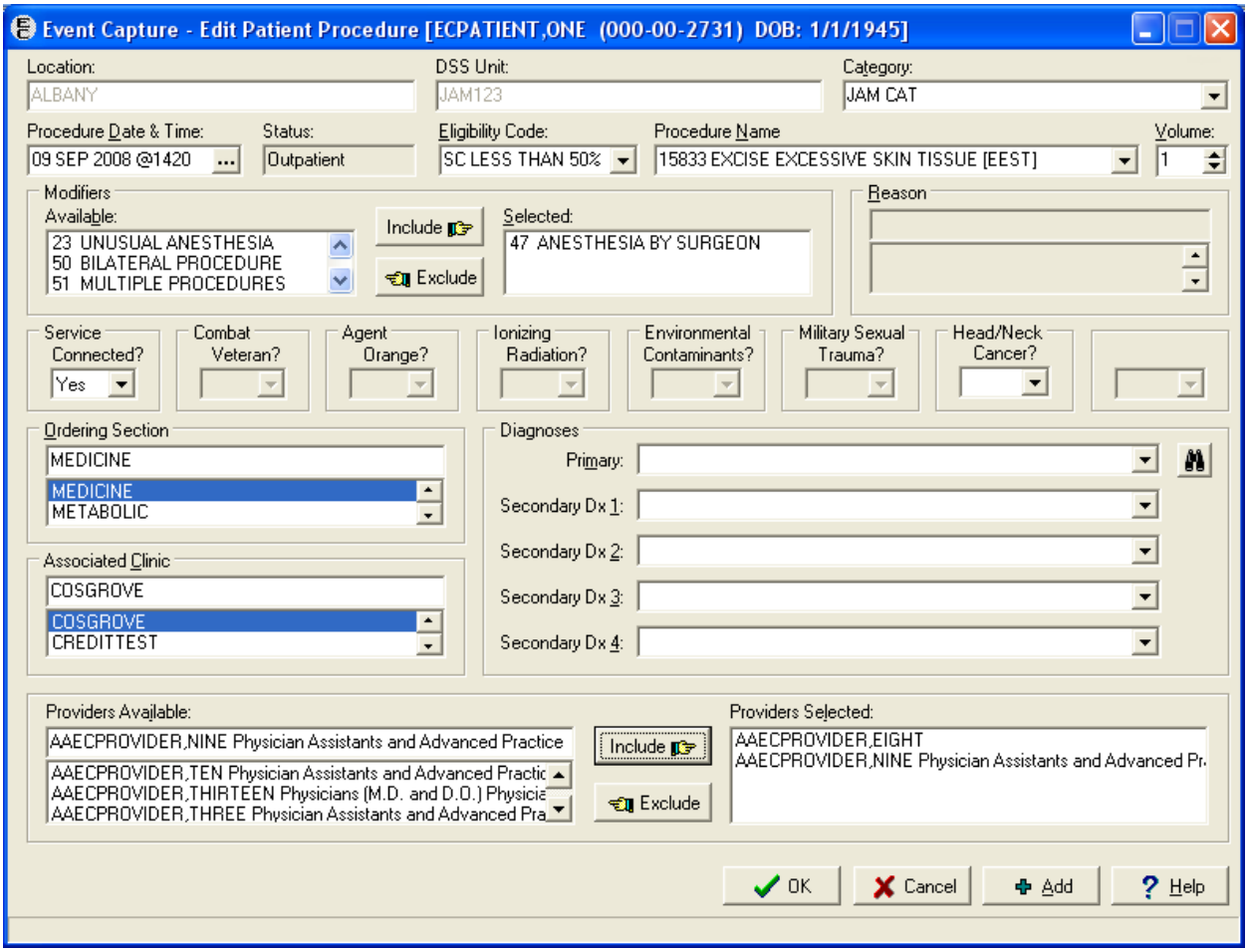


Instructions

1. Select a Location.
   - If one location is defined in the VistA security set-up, Location will default to that value.
   - If more than one location is defined, no default will be assigned. Choose a location from a drop-down list of available locations based on your VistA security sign-on.
2. Select a DSS Unit.
   - If one DSS Unit is defined in the Event Capture Management set-up for DSS Unit, DSS Unit will default to that value.
   - If more than one DSS Unit is defined, no default will be assigned. Choose a DSS Unit from a drop down list of DSS Units to which you have access.
   - You can add, edit, or delete any patient procedure for the selected DSS Unit.
   - To gain access to a DSS Unit, use the Management Menu > DSS Unit - Add or Update DSS Units function to add the unit to the dropdown list.
3. Select a Procedure Date range (from/to).
   - The Procedure Date Range (from/to) will default to the system date. You may edit these fields by typing in a date (dd mmm yyyy) or by using the calendar dropdown. An edit check will prevent selecting a date in the future or selecting a “from” date which is later than the “to” date.

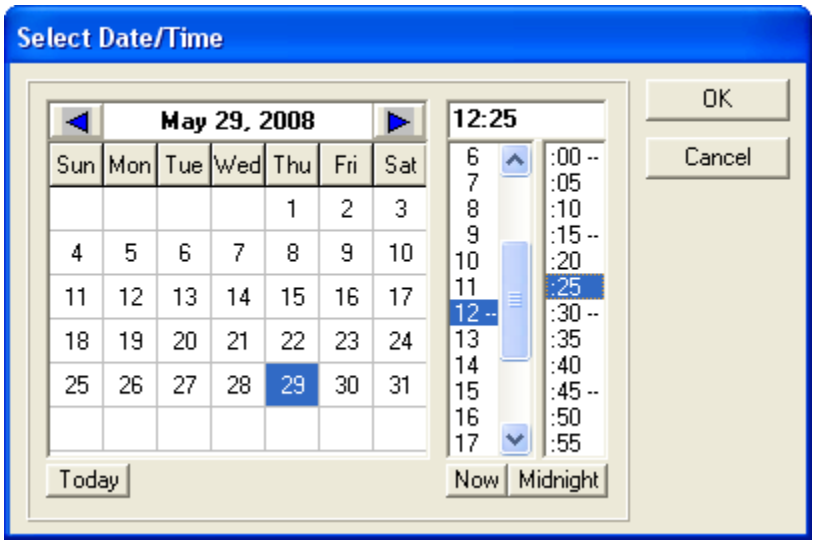
4. Use the Patient Identifier field to select a patient.
   - Enter one of the following:
     Patient Name (whole or partial, last name first)
     Social Security Number
     Last four digits of the Patient Social Security Number
     First character of Last Name plus the last four digits of Social Security Number
   - Click *Search* or the *Ente*r key.
   - Choose from the list of patients displayed.
5. Once you complete the above fields, the bottom section of the window will display (in descending chronological order) the Procedure History for the selected patient at the selected DSS Unit for the date range specified. The Procedure History will display the Category, Procedure, Date/Time, Volume, Associated Clinic, Ordering Section, Primary Diagnosis, and Primary Provider.
6. The *Add* button at the bottom of the screen will now become active.
7. Clicking the *Add* button will bring you to a Detail screen where you will add outpatient procedures for this patient and answer classification questions for the procedures and the patient.
8. Clicking on a Procedure will highlight it and activate the *Update* and *Delete* buttons.
9. Clicking the *Update* button will display the procedure on the Detail screen for editing.
10. Clicking the *Delete* button will delete the procedure from the patient's record.

Detail Screen

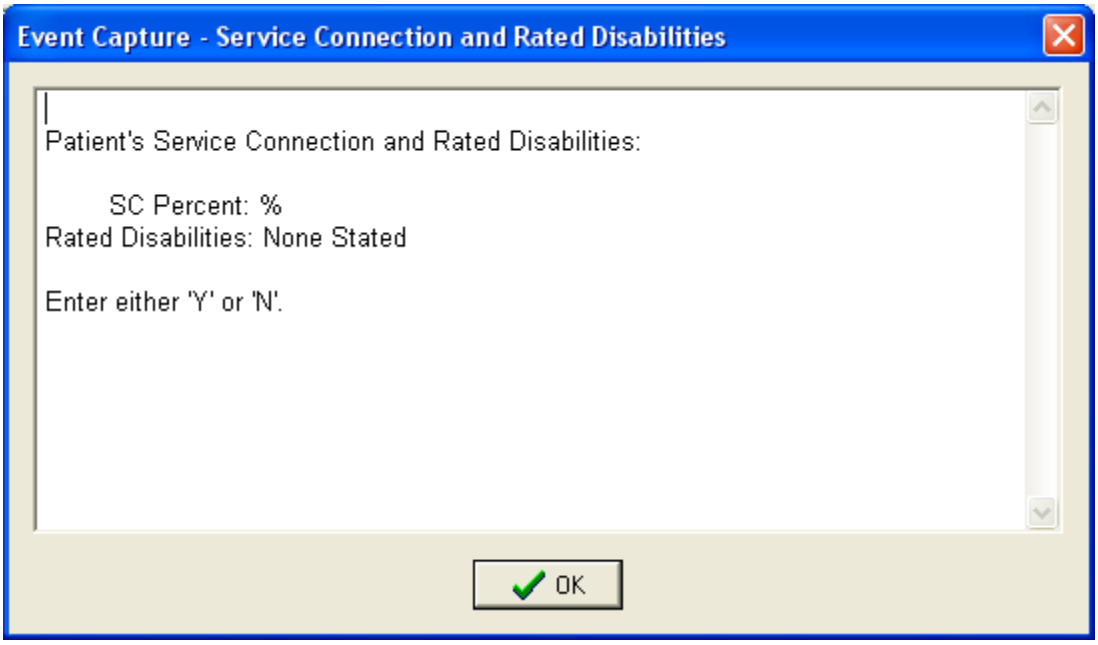


Instructions

1. Select a Category
   - If only one category is defined for the specified DSS Unit, it will default to that value.
   - If the Allow Category field in the *Add DSS Unit Management* set-up is set to “No”, the Category field will be blank and disabled.
2. Select the Procedure Date and Time by using the Select Date/Time popup window.
   - Typing “N” in the field instead of clicking the button will bypass the popup and enter the current system date and time.
   - Clicking “Now” on the popup will enter the current system date and time.



3. Select an Eligibility for this procedure.
   - If the selected patient has only one eligibility, it will default to that value. Otherwise, select the eligibility that applies to this procedure.
   - The primary eligibility is displayed as the default
4. Select a Procedure.
   - Use the Procedure Name field to enter one of the following:
     Procedure name (whole or partial)
     Procedure Number
     CPT or National Number
     Synonym (preceded by the "&" character).
   - Select from the resulting dropdown list.
   - If only one procedure is defined for the specified category, Procedure will default to that value.
5. Enter the Volume for the procedure.
6. If applicable, the CPT Modifiers section will be activated.
   - If you entered a CPT code above or the procedure has an associated CPT code, then this section will display the available modifiers. 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 shown.
   - Choose a Modifier from the Available list and click *Include*. Repeat as needed.
   - To remove a modifier, choose it from the Selected list and click *Exclude*.
   - You can use CTL-Click to select multiple Modifiers at one time.
7. If applicable, the Procedure Reason field will be activated. Choose a Reason from the dropdown list.
8. If applicable, the "Mandatory" classification questions section will be activated.
   - Select YES only if the treatment received is related to that classification.
   - Selecting the F1 key while in the Service-Connected field will open a pop-up window displaying the patient's service connection and any rated disabilities.



9. Select the Ordering Section.
10. Select the associated ICD-9 diagnosis codes for the procedure.
    - Use the Primary field to enter one of the following:
      ICD-9 code (whole or partial)
      Diagnosis Name (whole or partial)
    - Press the Search button.
    - Select from the resulting dropdown list.
    - Repeat as needed to select the Secondary Diagnosis Codes.
11. Select the Associated Clinic.
12. Select the providers of the services.
    - Use the Providers Available text box to enter one of the following:
      Provider name (full or partial, last name first)
    - Select the provider from the resulting dropdown list and click *Include.*
    - To remove a provider, select from the Providers Selected list and click *Remove.*
13. Click the *Add* button to save the edited procedure and display a blank Detail screen ready for another entry.
14. Click the *OK* button to save the edited procedure and return to the Summary screen.
15. Click the *Cancel* button to return to the Summary screen without saving the above entries.

Notes

- 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 setup, then the Associated Clinic and the four Secondary Diagnosis fields will be disabled.
- Selecting F1 while in any field opens a pop-up window displaying a Help message.

Add a Patient Procedure

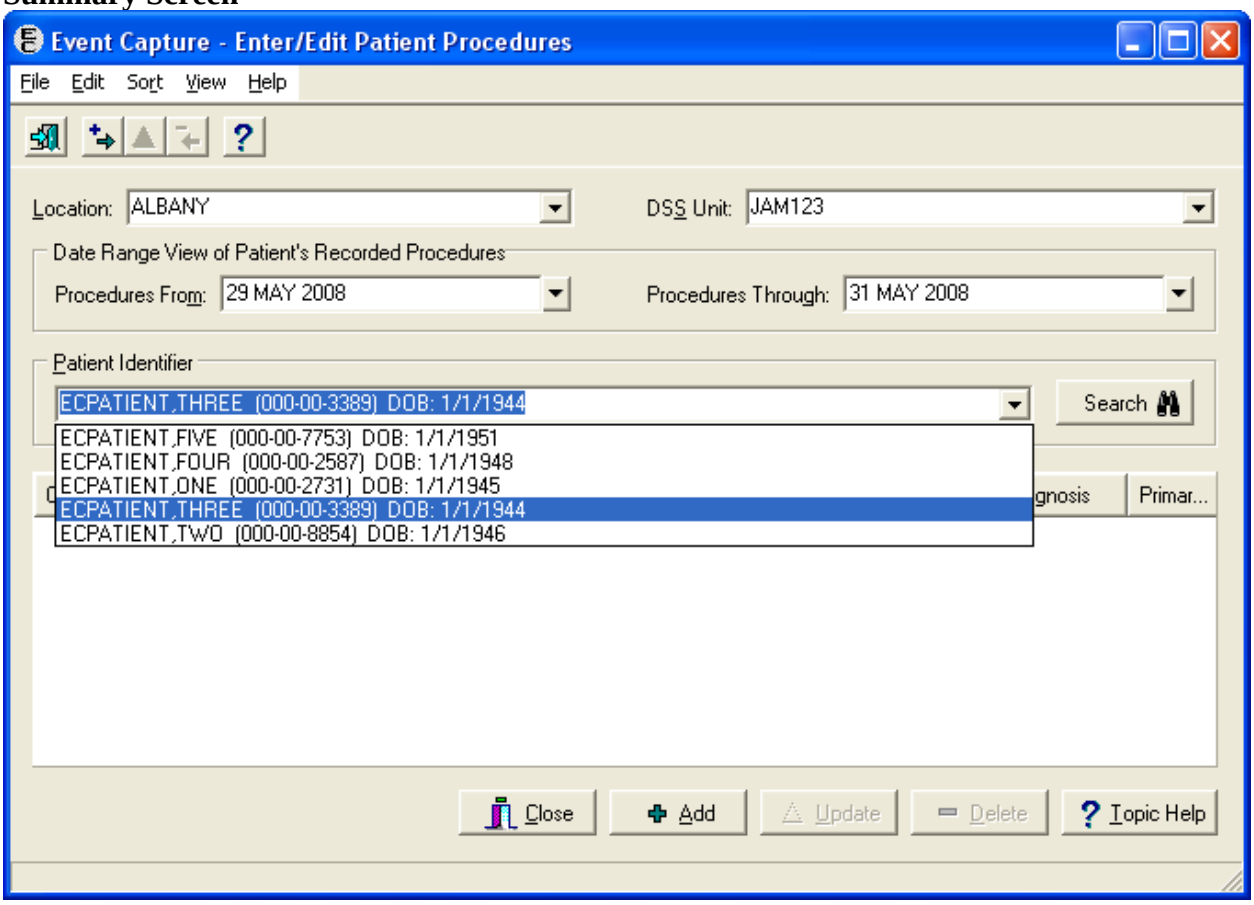
The following instructions and example assume that the user is entering a new procedure for a specified patient and wants the specified DSS Unit to send data to PCE.

Instructions

To Add a Patient Procedure:

1. On the Main Menu, select *Data Entry.*
2. On the Data Entry Menu, select *Entry by Patient.*
3. View the Summary screen.

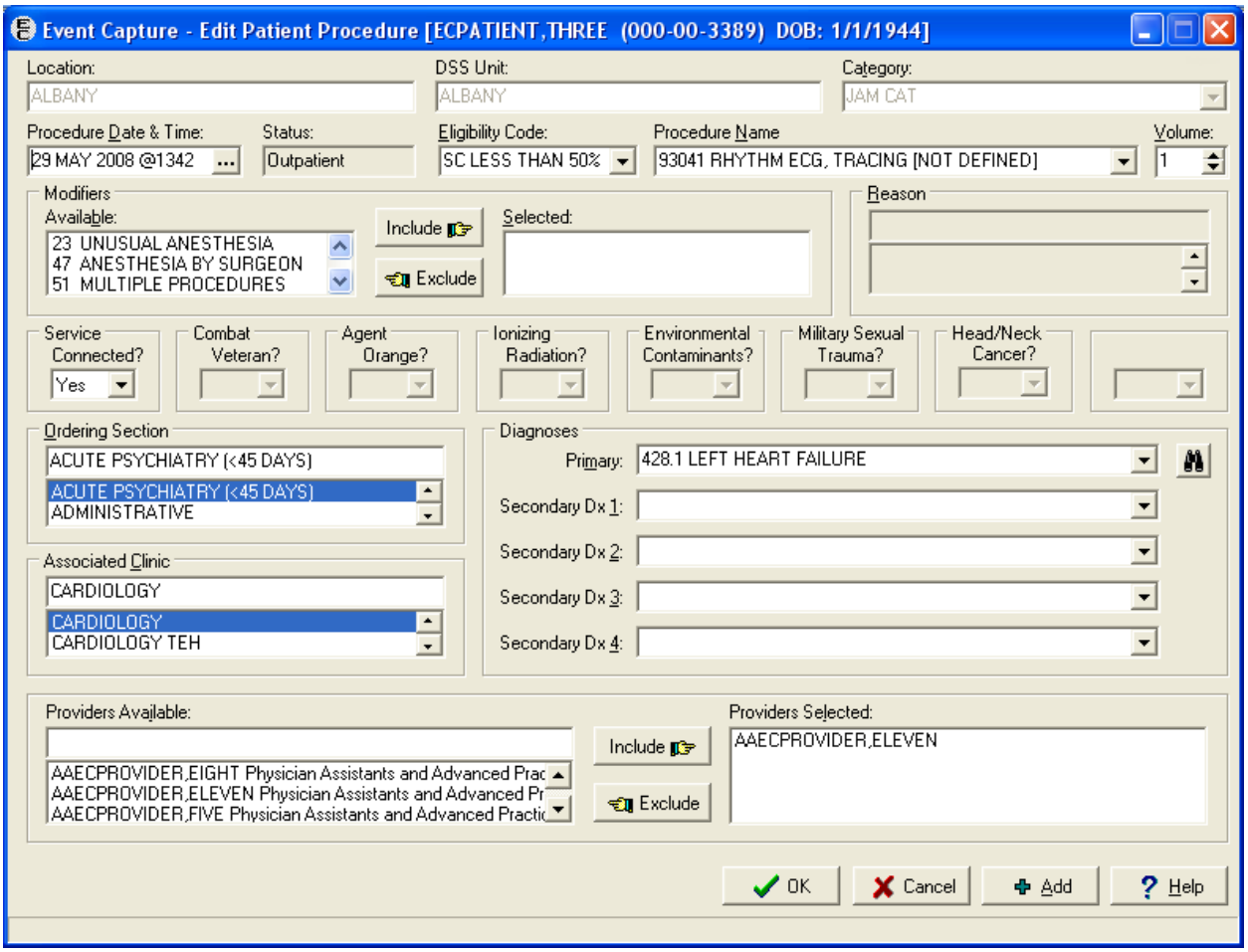
Summary Screen



4. Select the Location and DSS Unit.
5. Allow Procedure Date Range to default to today.
6. Select a patient.
7. Click *Add.*
8. A Detail screen will appear.

Add a Patient Procedure

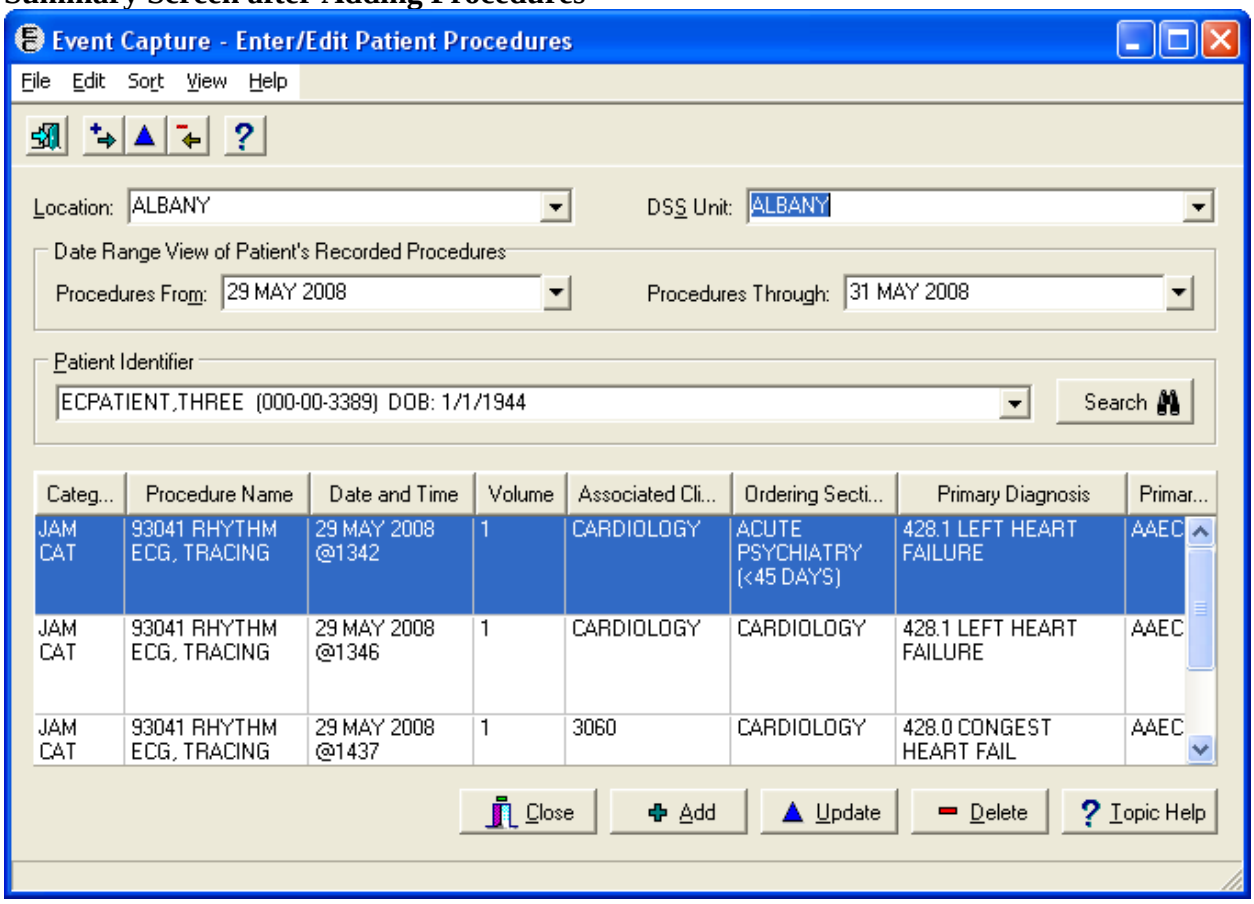
Detail Screen



9. Complete the procedure related fields on the Detail screen according to the field by field instructions given earlier.
10. Click *Add* to save the Detail entries and open another Detail screen for this patient.
11. Click *OK* to save the Detail entries and return to the Summary screen.
12. The Summary screen will now display the procedures entered for this patient.
13. Click *Close* on the Summary screen to save the new patient and return to the Data Entry Menu.

Add a Patient Procedure

Summary Screen after Adding Procedures

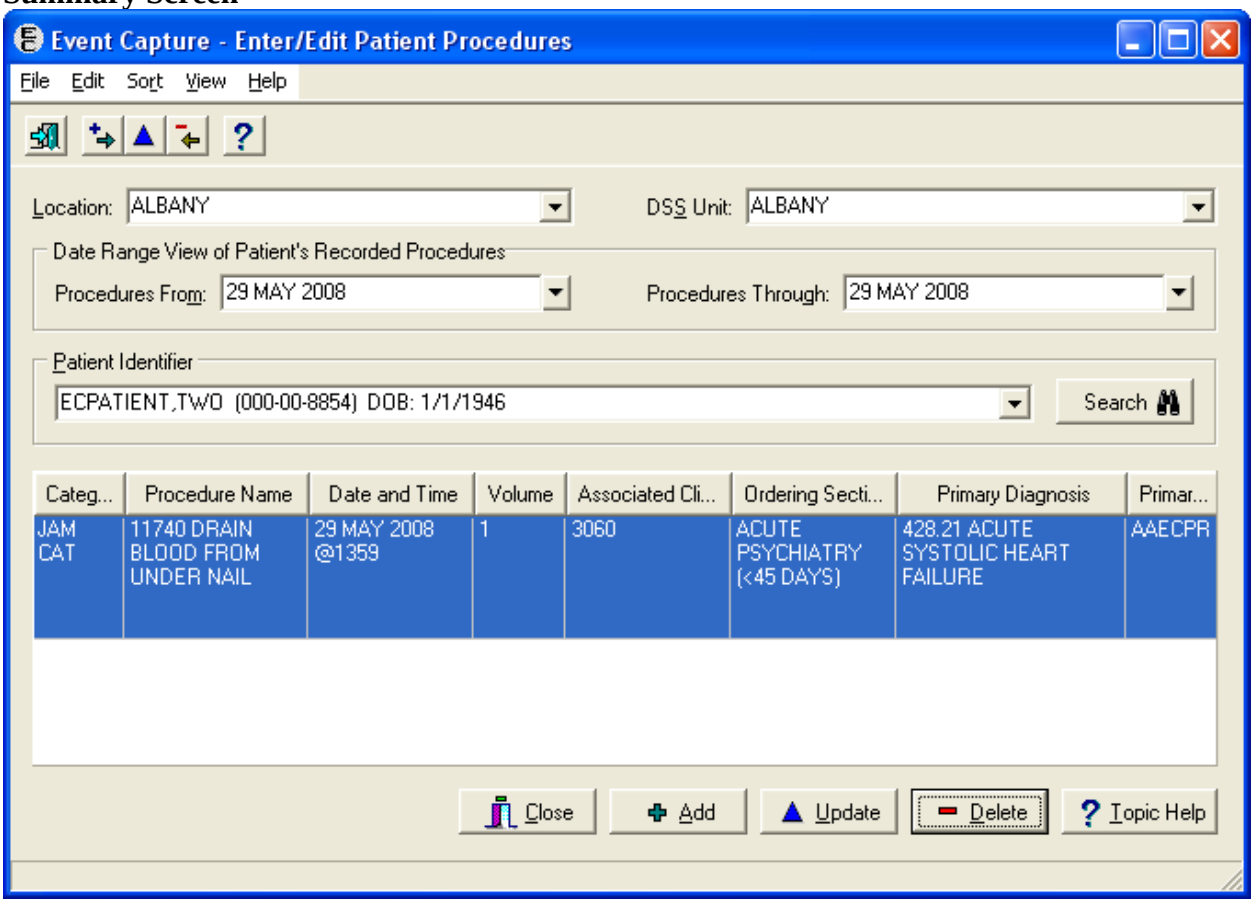


Edit a Patient Procedure

To edit an existing patient procedure

1. On the Main Menu, select *Data Entry.*
2. On the Data Entry Menu, select *Entry by Patient.*
3. View the Summary screen.

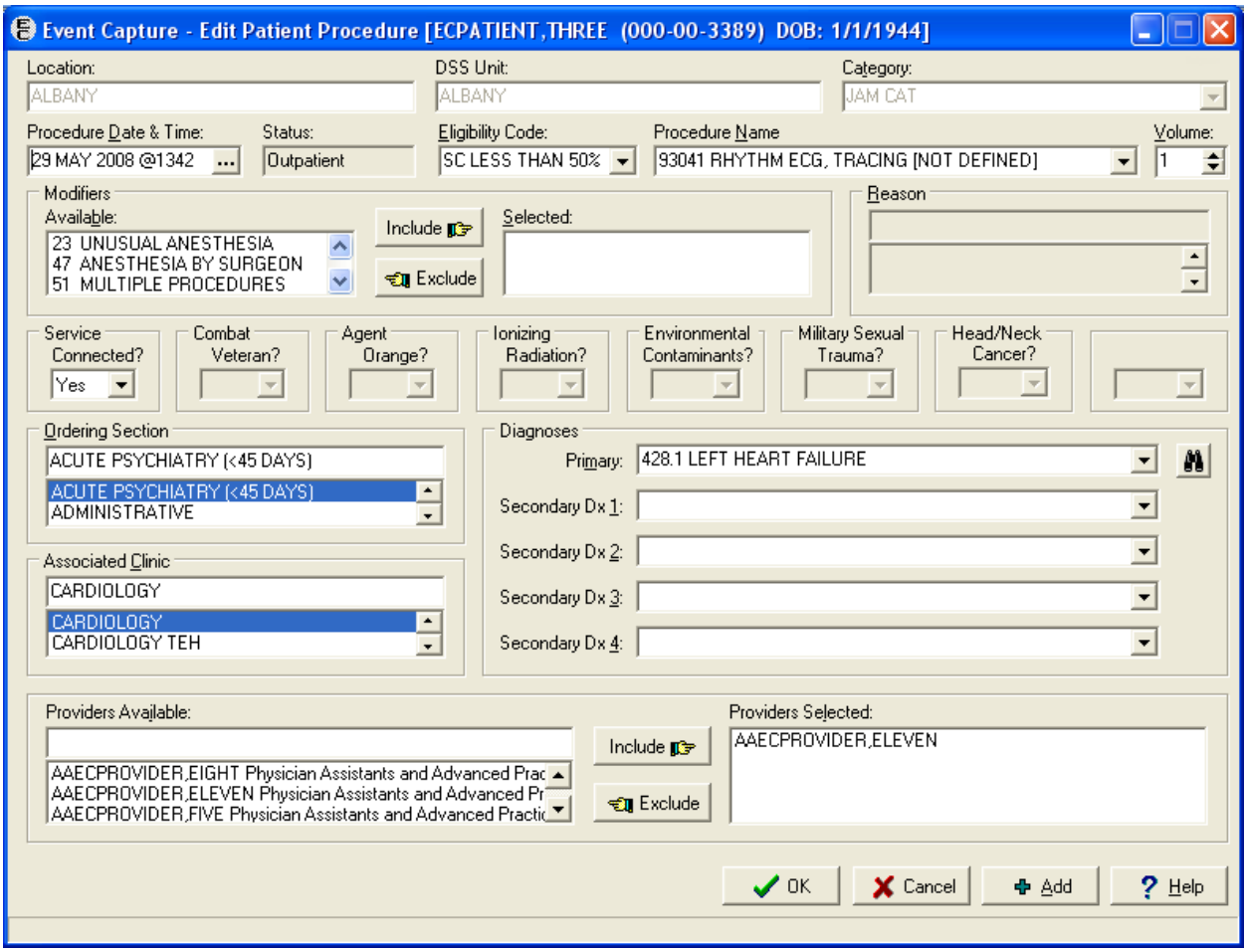
Summary Screen



4. Select the Location and DSS Unit.
5. Enter a Procedure Date Range by using the calendar dropdowns. Default is today.
6. Select a patient.
7. The lower portion of the screen will now display the procedures for this patient and this DSS Unit within this time frame.
8. Choose a procedure and click *Update.*
9. A Detail screen will appear.

Edit a Patient Procedure

Detail Screen

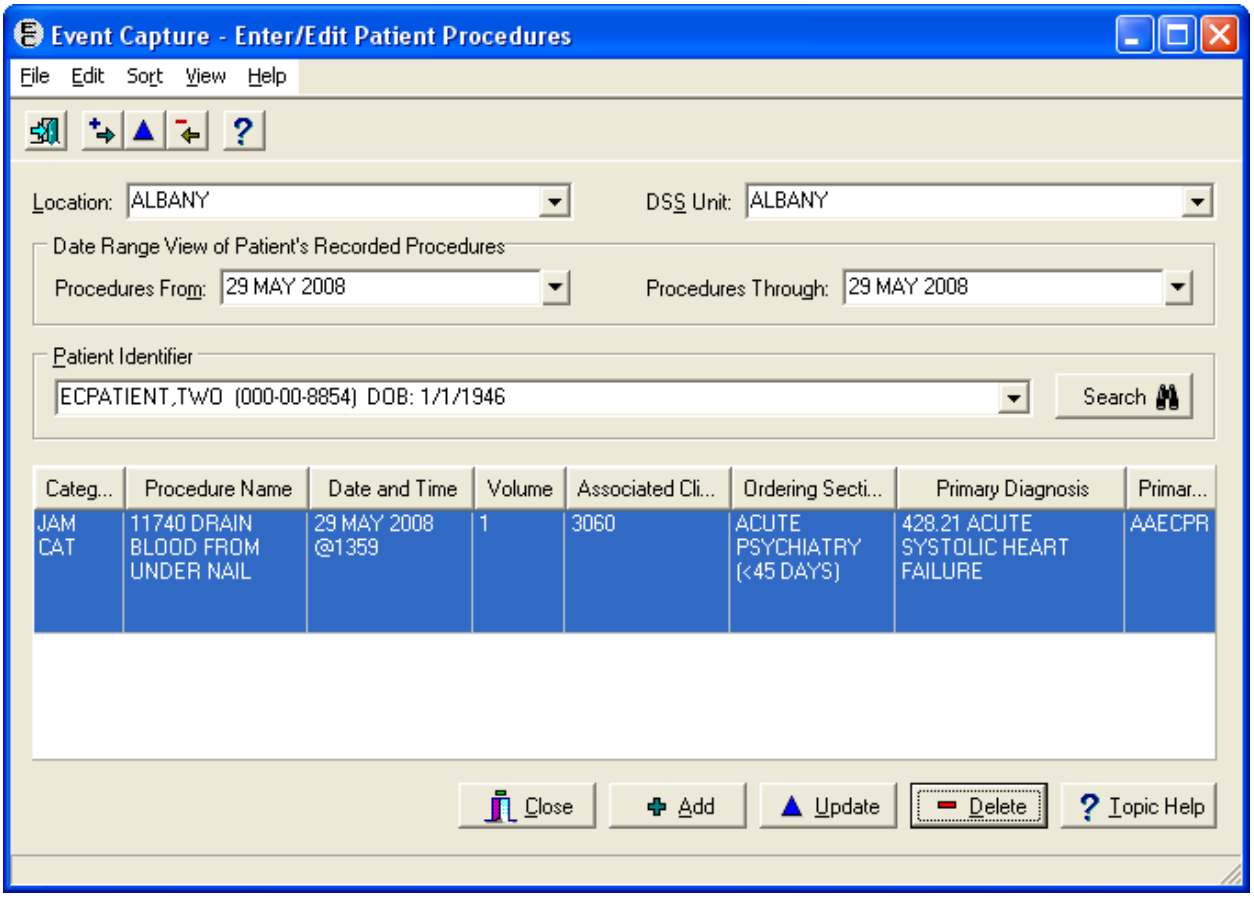


10. Complete the procedure related fields on the Detail screen according to the field by field instructions given earlier.
11. Click *Add* to save the Detail entries and open another Detail screen for this patient.
12. Click *OK* to save the Detail entries and return to the Summary screen.
13. The Summary screen will now display the procedures entered for this patient.
14. Click *Close* on the Summary screen to return to the Data Entry Menu.

Delete a Patient Procedure

To delete an existing patient procedure

1. On the Main Menu, select *Data Entry.*
2. On the Data Entry Menu, select *Entry by Patient.*
3. View the Summary screen.



4. Select the Location and DSS Unit.
5. Enter a Procedure Date Range by using the calendar dropdowns. Default is today.
6. Select a patient.
7. The lower portion of the screen will now display the procedures for this patient and this DSS Unit within this time frame.
8. Choose a procedure and click *Delete.*
9. View a confirmation message and click *Yes* or *No*.
10. The screen will now refresh to show the remaining procedures entered for this patient.
11. Click *Close* to return to the Data Entry Menu.

Data Entry by Procedure

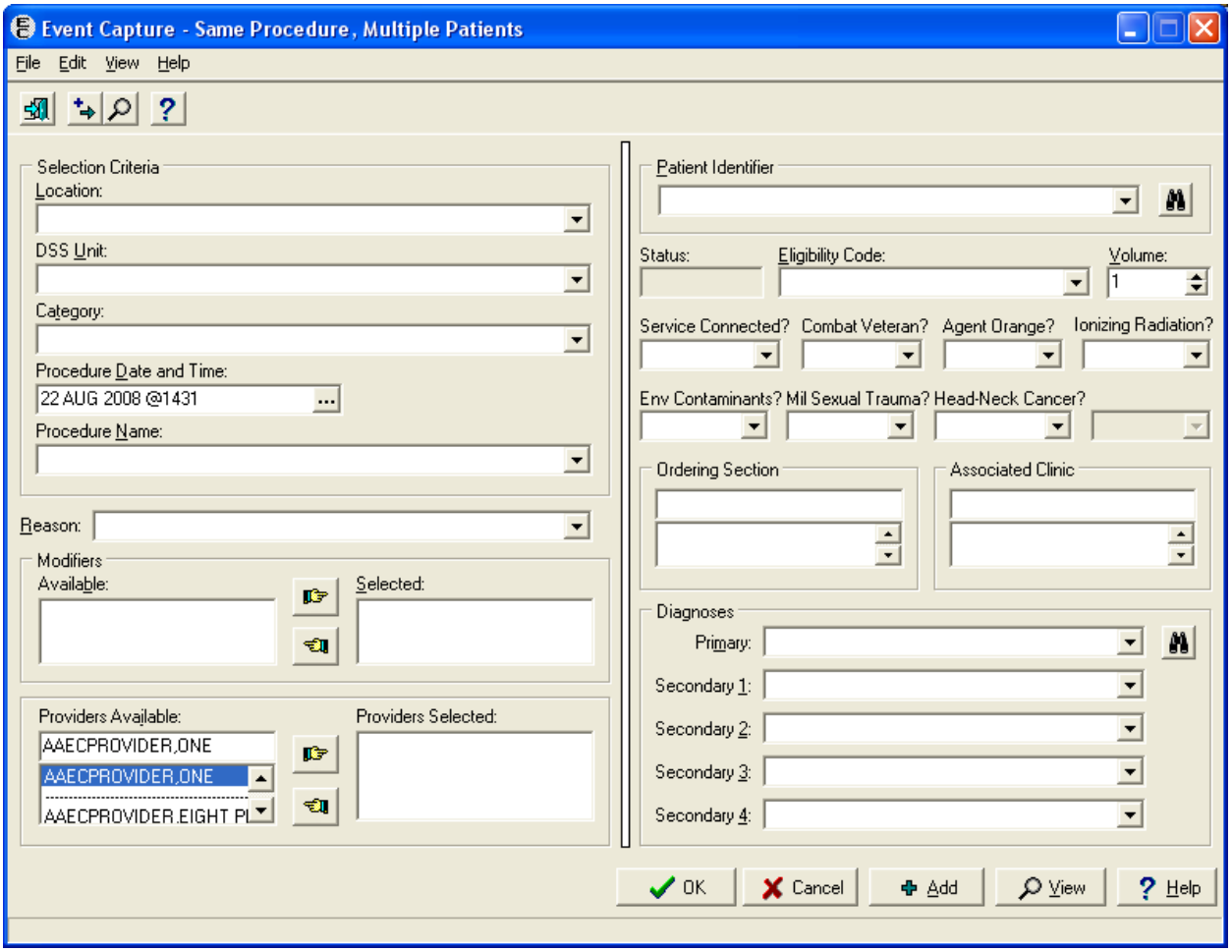
Enter / edit the same procedure for multiple patients

Before the User Starts

- Event Code screens must be defined before entering any Event Capture data.
- Use the *Data Entry by Patient* option to make corrections to erroneous patient data.

What the User will see

- The left half of the screen identifies the procedure to be added to each patient's record. You will complete this section once.
- The right half of the screen identifies each patient. You will complete this section for each patient, pressing *Add* to get a refreshed screen for the next patient.
- The *View* button will display a listing of all patients entered for this procedure in this session.

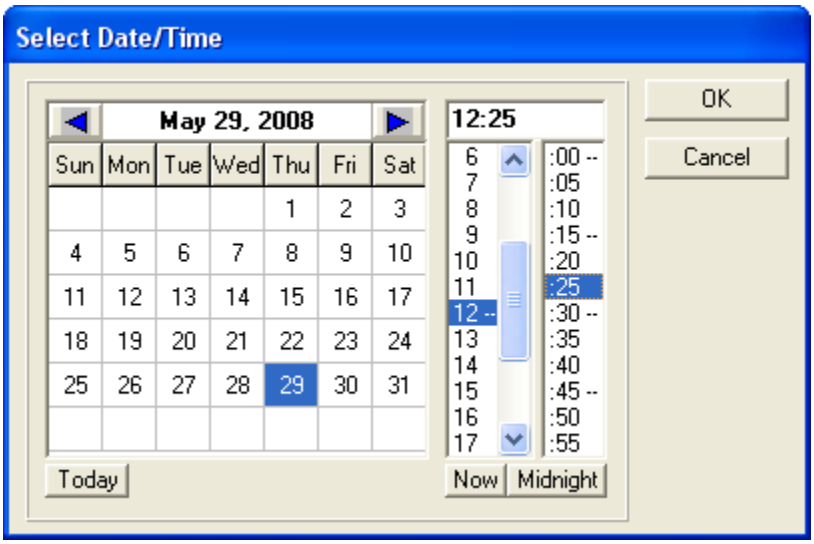


Add a Procedure (Multiple Patients)

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

Instructions

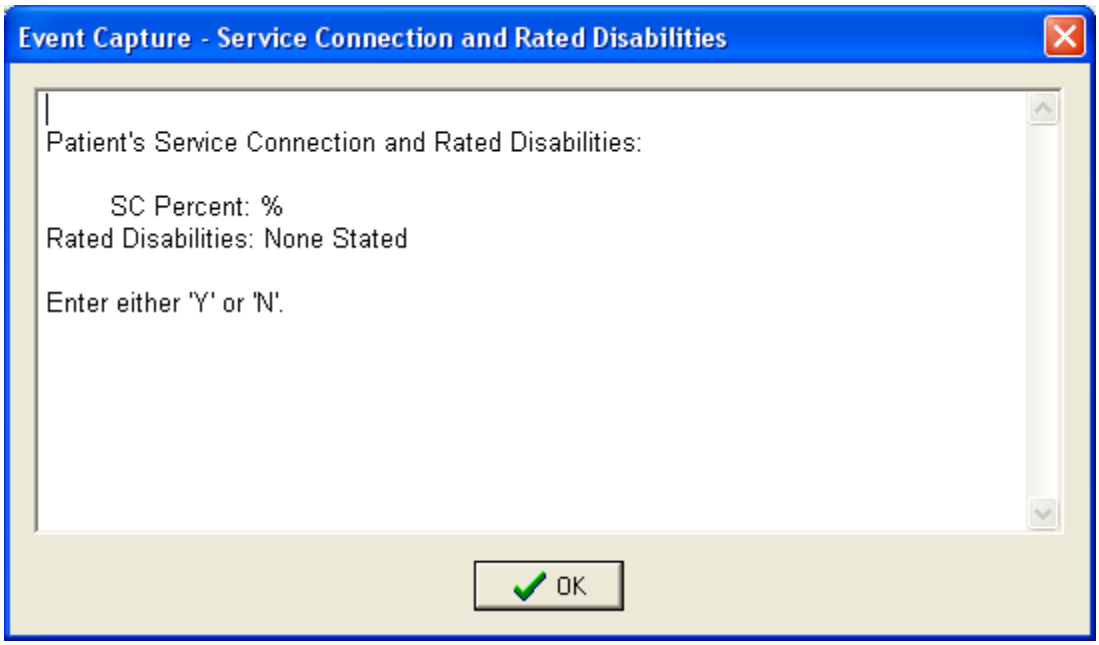
1. Select a Location.
   - If one location is defined in the VistA security set-up, Location will default to that value.
   - If more than one location is defined, no default will be assigned. Choose a location from a drop-down list of available locations based on your VistA security sign-on.
2. Select a DSS Unit.
   - If one DSS Unit is defined in the Event Capture Management set-up for DSS Unit, DSS Unit will default to that value.
   - If more than one DSS Unit is defined, no default will be assigned. Choose a DSS Unit from a drop down list of DSS Units to which you have access.
   - You can add, edit, or delete any patient procedure for the selected DSS Unit.
   - To gain access to a DSS Unit, use the Management Menu > DSS Unit - Add or Update DSS Units function to add the unit to the dropdown list.
3. Select a Category.
   - If only one category is defined for the specified DSS Unit, it will default to that value.
4. Select the Procedure Date and Time by using the Select Date/Time popup window.
   - Typing "N" in the field instead of clicking the button will bypass the popup and enter the current system date and time.
   - Clicking "Now" on the popup will enter the current system date and time.



Add a Procedure (Multiple Patients)

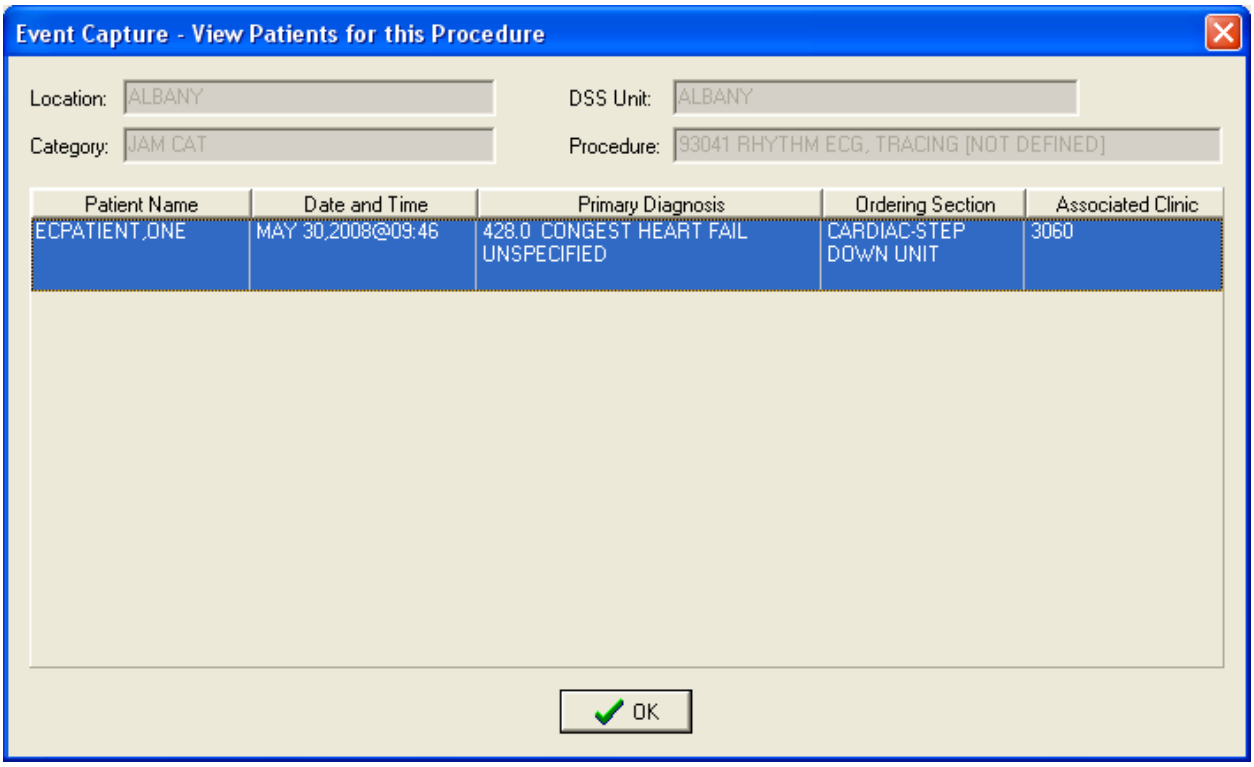
5. Select a Procedure.
   - Use the Procedure Name field to enter one of the following:
     Procedure name (whole or partial)
     Procedure Number
     CPT or National Number
     Synonym (preceded by the "&" character).
   - Select from the resulting dropdown list.
   - If only one procedure is defined for the specified category, Procedure will default to that value.
6. If applicable, the Procedure Reason field will be activated. Choose a Reason from the dropdown list.
7. If applicable, the CPT Modifiers section will be activated.
   - If you entered a CPT code above or the procedure has an associated CPT code, then this section will display the available modifiers. 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 shown.
   - Choose a Modifier from the Available list and click *Include*. Repeat as needed
   - To remove a modifier, choose it from the Selected list and click *Exclude*.
   - You can use CTL-Click to select multiple Modifiers at one time.
8. Select the providers of the services.
   - Use the Providers Available text box to enter one of the following:
     Provider name (full or partial, last name first)
   - Select the provider from the resulting dropdown list and click *Include.*
   - To remove a provider, select from the Providers Selected list and click *Remove.*
9. Use the Patient Identifier field to select the first patient.
   - Enter one of the following:
     Patient Name (whole or partial, last name first)
     Social Security Number
     Last four digits of the Patient Social Security Number
     First character of Last Name plus the last four digits of Social Security Number
   - Click *Search* or the *Ente*r key.
   - Choose from the list of patients displayed.
10. Select this patient's Eligibility for this procedure.
    - If the selected patient has only one eligibility, it will default to that value. Otherwise, select the eligibility that applies to this procedure.
    - The primary eligibility is displayed as the default.
11. Enter this patient's Volume for this procedure.
12. If applicable, the "Mandatory" classification questions section will be activated.
    - Select YES only if the treatment received by this patient is related to that classification.
    - Selecting the F1 key while in the Service-Connected field opens a pop-up window displaying the patient's service connection and any rated disabilities.

Add a Procedure (Multiple Patients)



13. Select this patient's Ordering Section.
14. Select an Associated Clinic for the specified DSS Unit, if applicable.
15. Select this patient's associated ICD-9 diagnosis codes for the procedure.
    - Use the Primary field to enter one of the following:
      ICD-9 code (whole or partial)
      Diagnosis Name (whole or partial)
    - Press the *Search* button.
    - Select from the resulting dropdown list.
    - Repeat as needed to select the Secondary Diagnosis Codes.
16. Click the *Add* button to add this procedure to the above patient's records and redisplay the screen for entry of another patient.
17. Select the next patient for whom you wish to enter this procedure. Repeat the patient related steps above.
18. Click the *OK* button to add this procedure to the above patient's records and return to the menu.
19. Click the *View* button to verify that the list of patients you entered is correct. You will see the following screen.
    - The View Patients screen will list all patients entered for this procedure during this session.

Add a Procedure (Multiple Patients)



20. To correct an entry, return to the Data Entry Menu and select Data Entry by Patient.

Multiple Dates / Procedures

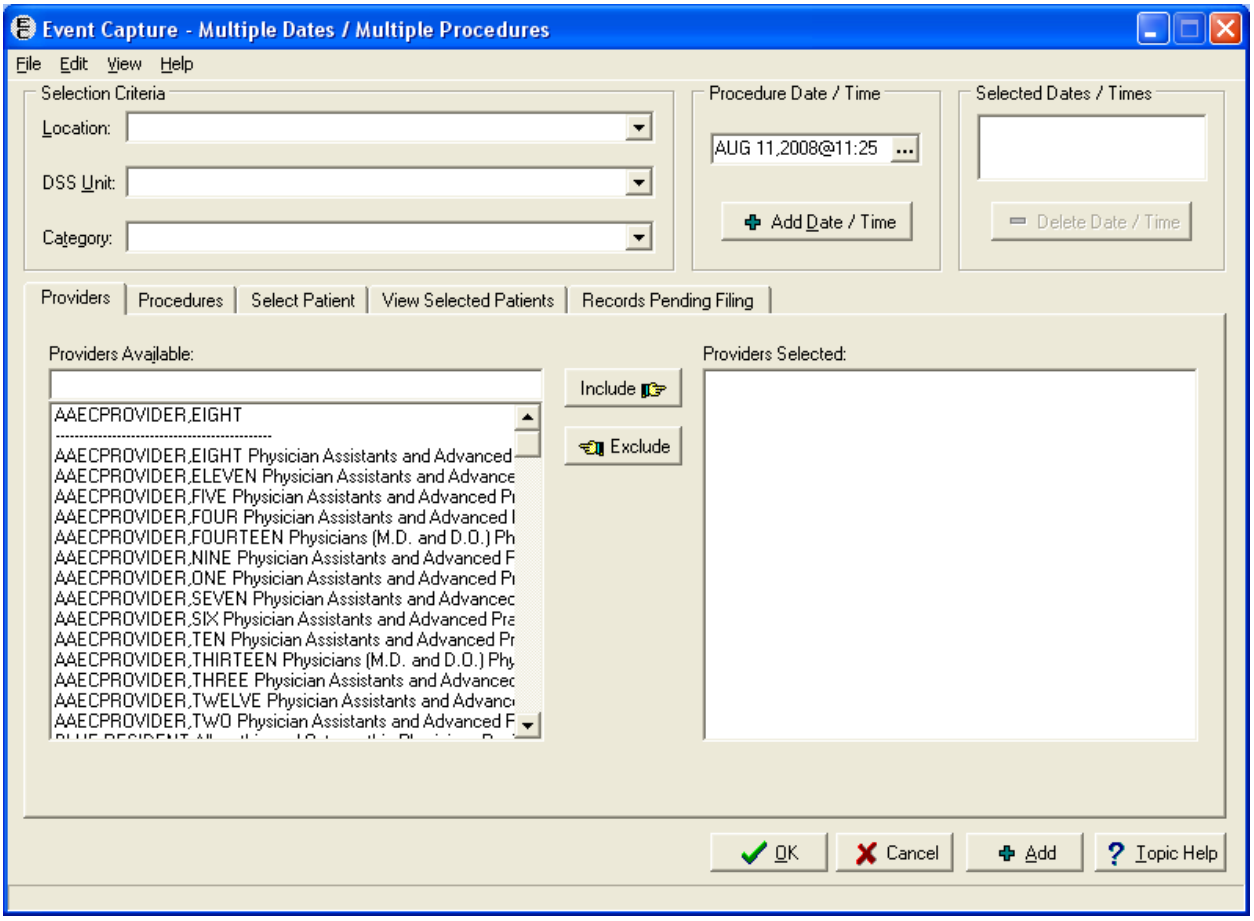
Add multiple dates and multiple patients for multiple procedures

Before the User Starts

- Event Code Screens must be defined before entering any Event Capture data.
- Use the Data Entry by Patient - Enter/Edit Patient Procedure(s) option to make corrections to erroneous patient data.

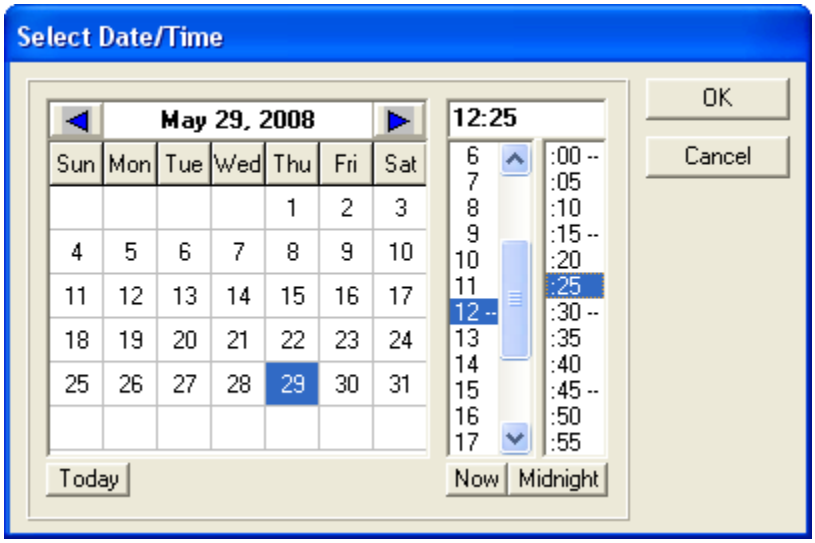
What the User Will See

- A main screen for entering common fields and Procedure Dates.
- Three tabs for entering providers, procedures and patients.
- Two tabs for checking your work before submitting.



Instructions

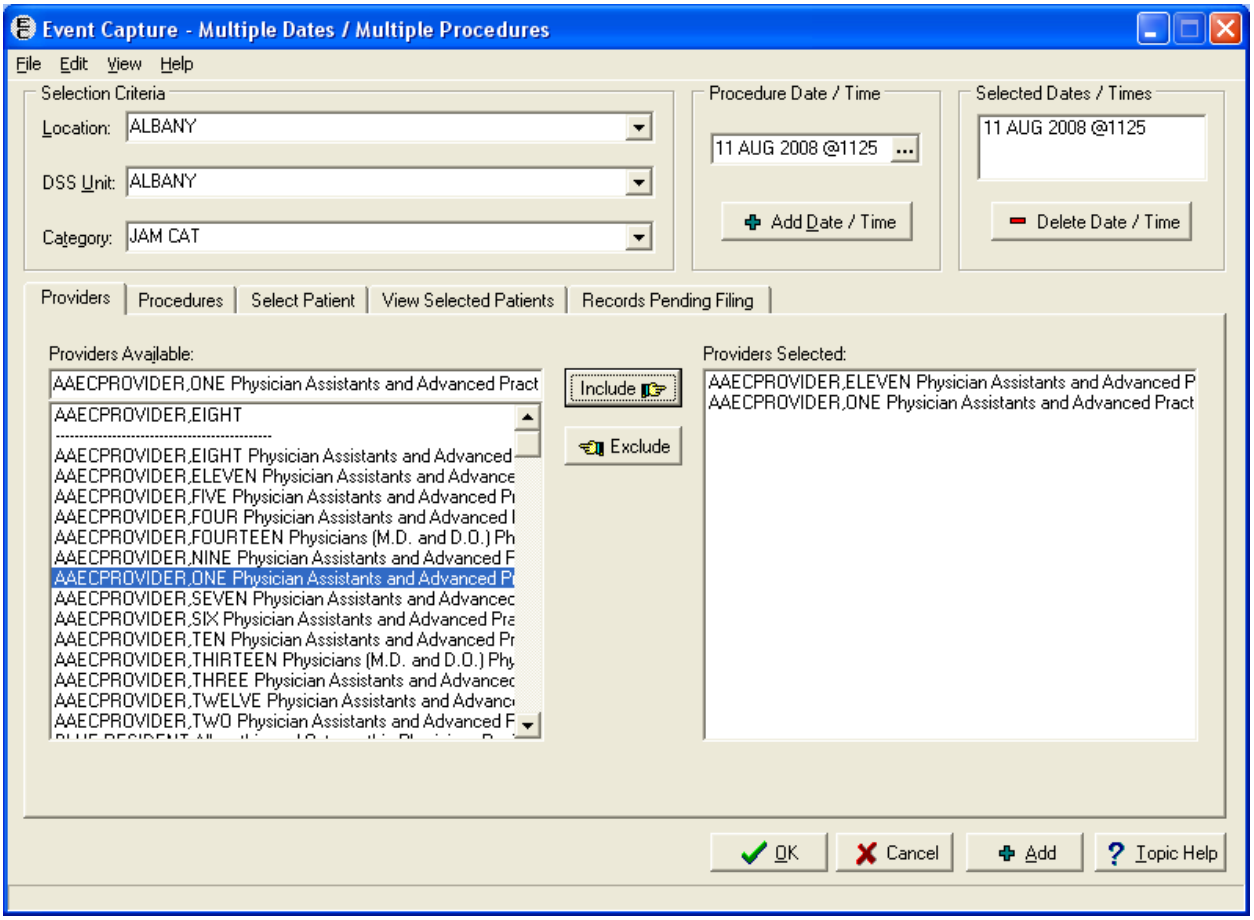
1. Select a Location.
   - If one location is defined in the VistA security set-up, Location will default to that value.
   - If more than one location is defined, no default will be assigned. Choose a location from a drop-down list of available locations based on your VistA security sign-on.
2. Select a DSS Unit.
   - If one DSS Unit is defined in the Event Capture Management set-up for DSS Unit, DSS Unit will default to that value.
   - If more than one DSS Unit is defined, no default will be assigned. Choose a DSS Unit from a drop down list of DSS Units to which you have access.
   - You can add, edit, or delete any patient procedure for the selected DSS Unit.
   - To gain access to a DSS Unit, use the Management Menu > DSS Unit - Add or Update DSS Units function to add the unit to the dropdown list.
3. Select a Category
   - If only one category is defined for the specified DSS Unit, it will default to that value.
4. Select the Procedure Dates and Times by using the Select Date/Time popup window.
   - Typing "N" in the field instead of clicking the button will bypass the popup and enter the current system date and time.
   - Clicking "Now" on the popup will enter the current system date and time.



- Select a date and time and click *OK* to return to the main screen.
- Click the *Add Date/Time* button to add the choice to the Selected Dates list.
- Select and add additional dates as needed.
- To remove a date, choose it from the list and click the *Delete Date/Time* button.

5. Click and complete the tabs for Providers, Procedures and Select Patient as described below.
6. Use the View Selected Patients and Records Pending Filing tabs to check your work as described below.
7. Click the *Add* button at the bottom of the screen to process the transactions shown on the Records Pending Filing tab and then redisplay the screen initialized for a new set of entries.
8. Click the *OK* button at the bottom of the screen to process the transactions shown on the Records Pending Filing tab and then return to the Data Entry Menu.

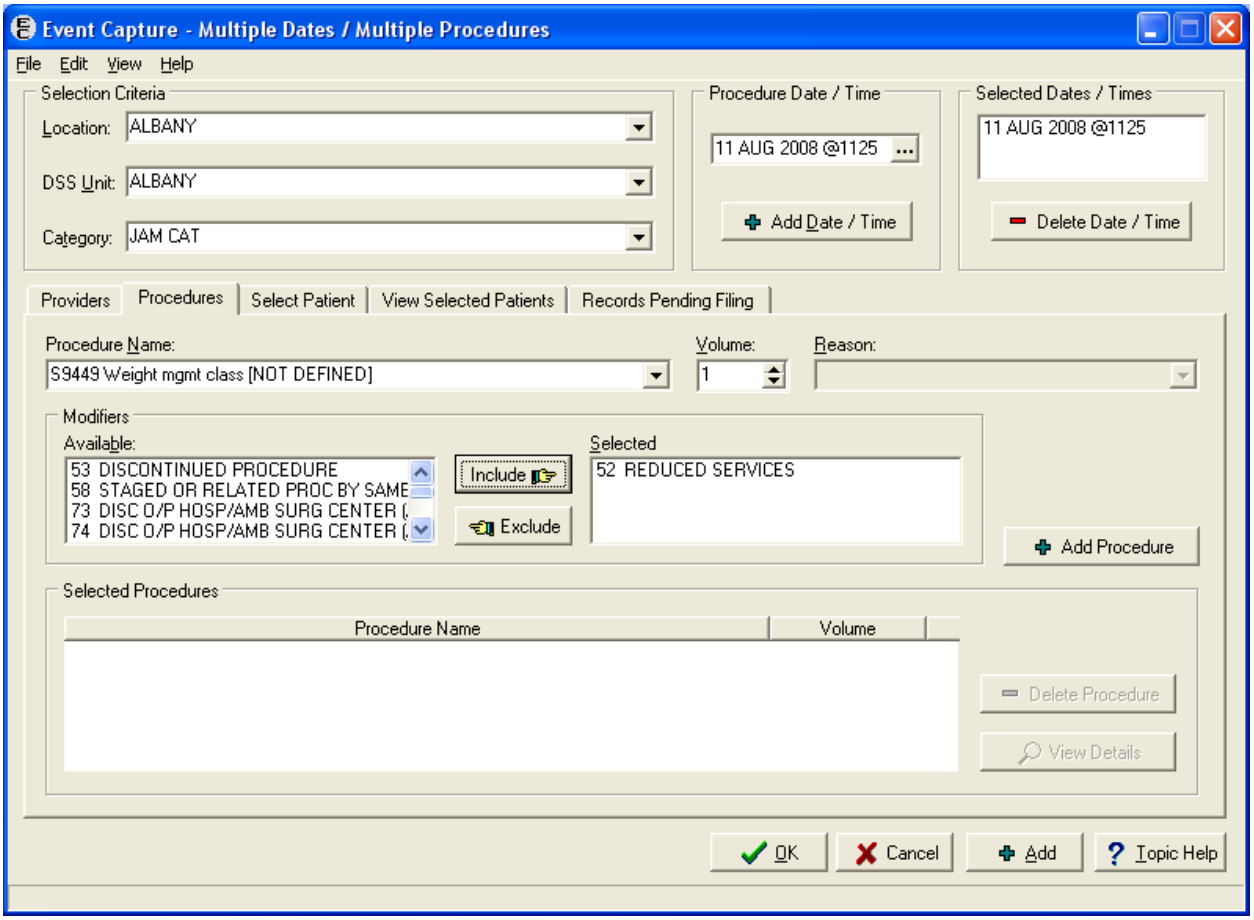
Providers Tab



Instructions

1. Click on the *Providers* tab to select one or more providers.
2. Select a provider.
   - Use the Providers Available text box to enter one of the following:
     Provider name (full or partial, last name first)
   - Select the provider from the resulting dropdown list and click *Include.*
3. To remove a provider, select from the Providers Selected list and click *Remove.*
4. Repeat as needed to add additional providers.

Procedures Tab

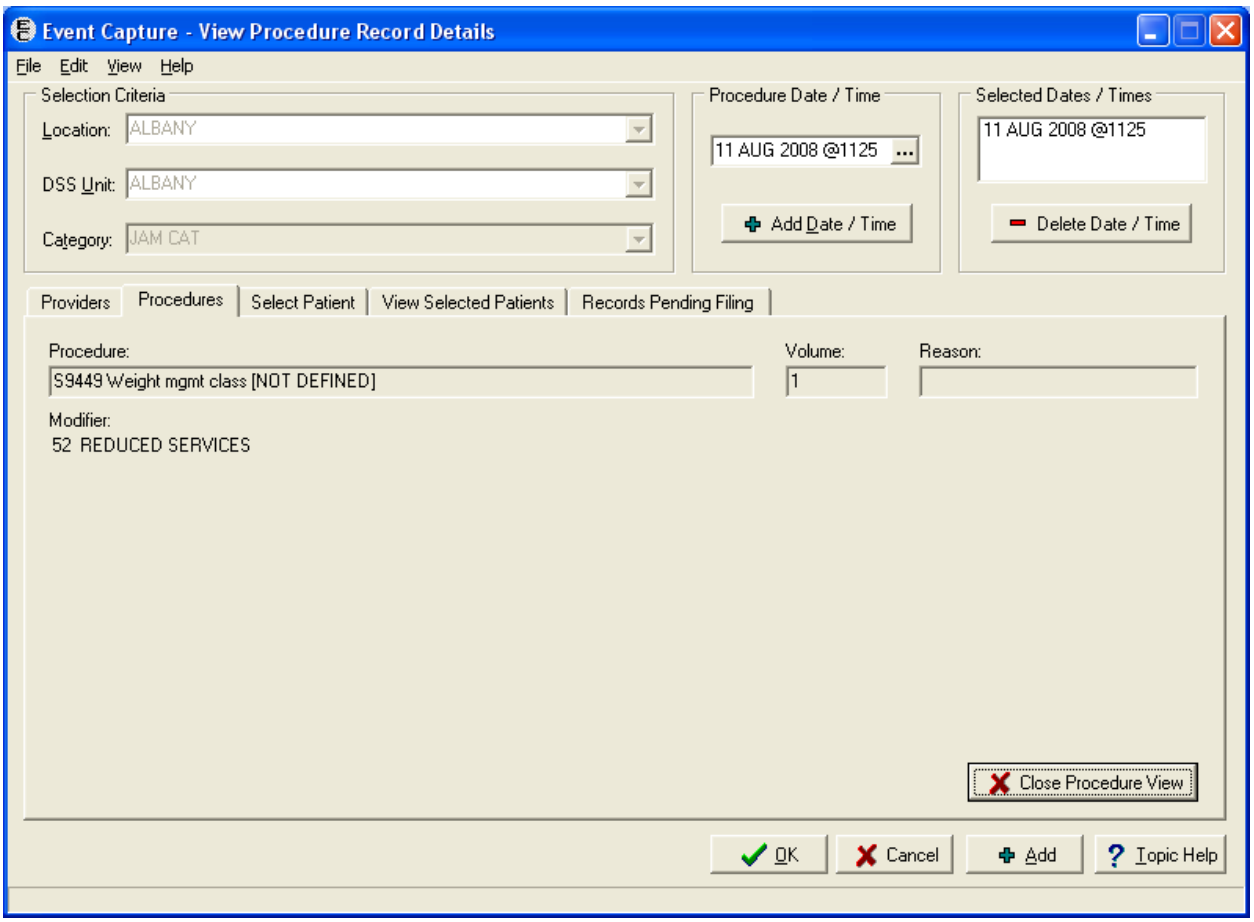


Instructions

1. Click on the *Procedures* tab to select one or more procedures.
2. Select a Procedure.
   - Use the Procedure Name field to enter one of the following:
     Procedure name (whole or partial)
     Procedure Number
     CPT or National Number
     Synonym (preceded by the “&” character).
   - Select from the resulting dropdown list.
   - If only one procedure is defined for the specified category, Procedure will default to that value.

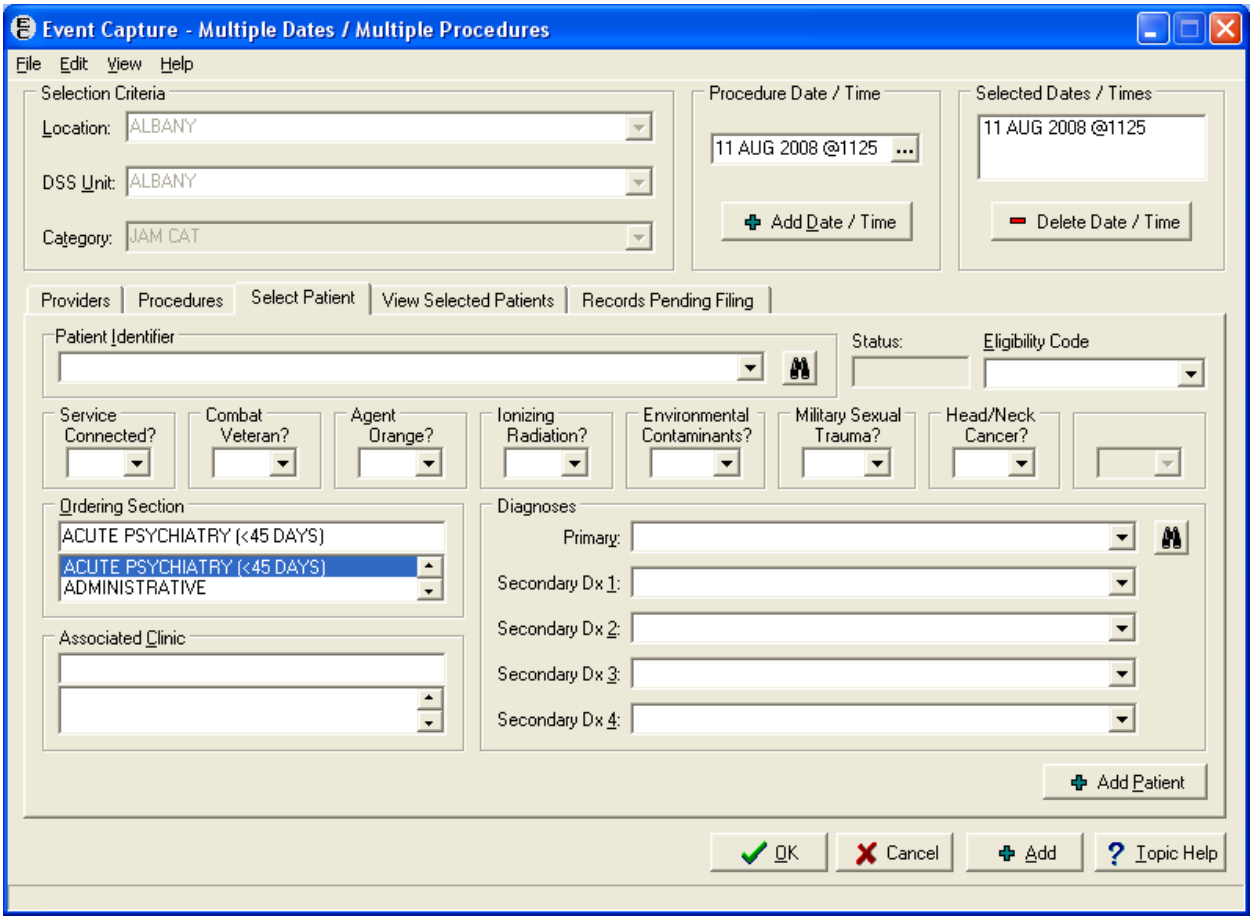
3. If applicable, the CPT Modifiers section will be activated.
   - If you entered a CPT code above or the procedure has an associated CPT code, then this section will display the available modifiers. Modifiers provide additional information about a CPT procedure. With functionality put in place by the Code Set Versioning project, only CPT modifiers that are active for the date and time of the event will be shown.
   - Choose a Modifier from the Available list and click *Include*. Repeat as needed.
   - To remove a modifier, choose it from the Selected list and click *Exclude*.
   - You can use CTL-Click to select multiple Modifiers at one time.
4. Enter the Volume for this procedure.
5. If applicable, the Procedure Reason field will be activated. Choose a Reason from the drop-down list.
6. Click the *Add Procedure* button to add this procedure to the Selected Procedures list and display a blank screen ready for another entry.
7. To add another procedure, repeat the steps above.
8. To delete a procedure, choose it from the Selected Procedures list and click the *Delete Procedure* button.
9. To view a procedure in an expanded format, choose it from the Selected Procedures list and click the *View Details* button. You will see the following screen.

View Details Screen



10. This screen is display only.
11. Click the *Close Procedure View* button to return to the Procedures tab.

Select Patient Tab

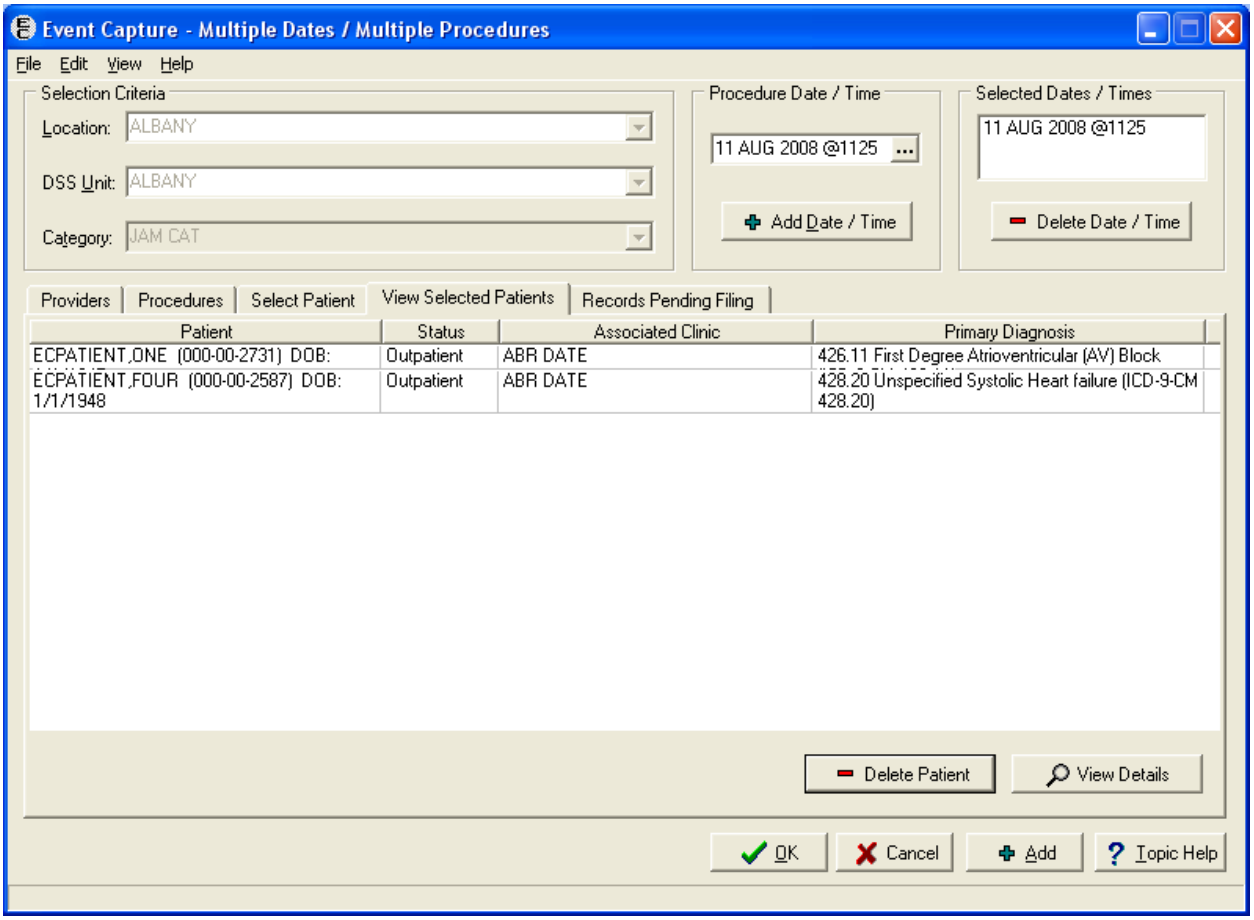


Instructions

1. Click on the *Select Patient* tab to select one or more patients.
2. Use the Patient Identifier field to select a patient.
   - Enter one of the following:
     Patient Name (whole or partial, last name first)
     Social Security Number
     Last four digits of the Patient Social Security Number
     First character of Last Name plus the last four digits of Social Security Number
   - Click *Search* or the *Enter* key.
   - Choose from the list of patients displayed.
3. Select an Eligibility for this procedure.
   - If the selected patient has only one eligibility, it will default to that value. Otherwise, select the eligibility that applies to this procedure.
   - The primary eligibility is displayed as the default.

4. If applicable, the “Mandatory” classification questions section will be activated.
   - Select YES only if the treatment received is related to that classification.
   - Selecting the F1 key while in the Service-Connected field will open a pop-up window displaying the patient’s service connection and any rated disabilities.
5. Select the Ordering Section.
6. Select the Associated Clinic.
7. Select the associated ICD-9 diagnosis codes for the procedure.
   - Use the Primary field to enter one of the following:
     ICD-9 code (whole or partial)
     Diagnosis Name (whole or partial)
   - Press the Search button.
   - Select from the resulting dropdown list.
   - Repeat as needed to select the Secondary Diagnosis Codes.
8. Click the *Add Patient* button to add this patient to the list of Selected Patients and display a blank screen ready for another entry.
9. Use the *View Selected Patients* tab to check your work.

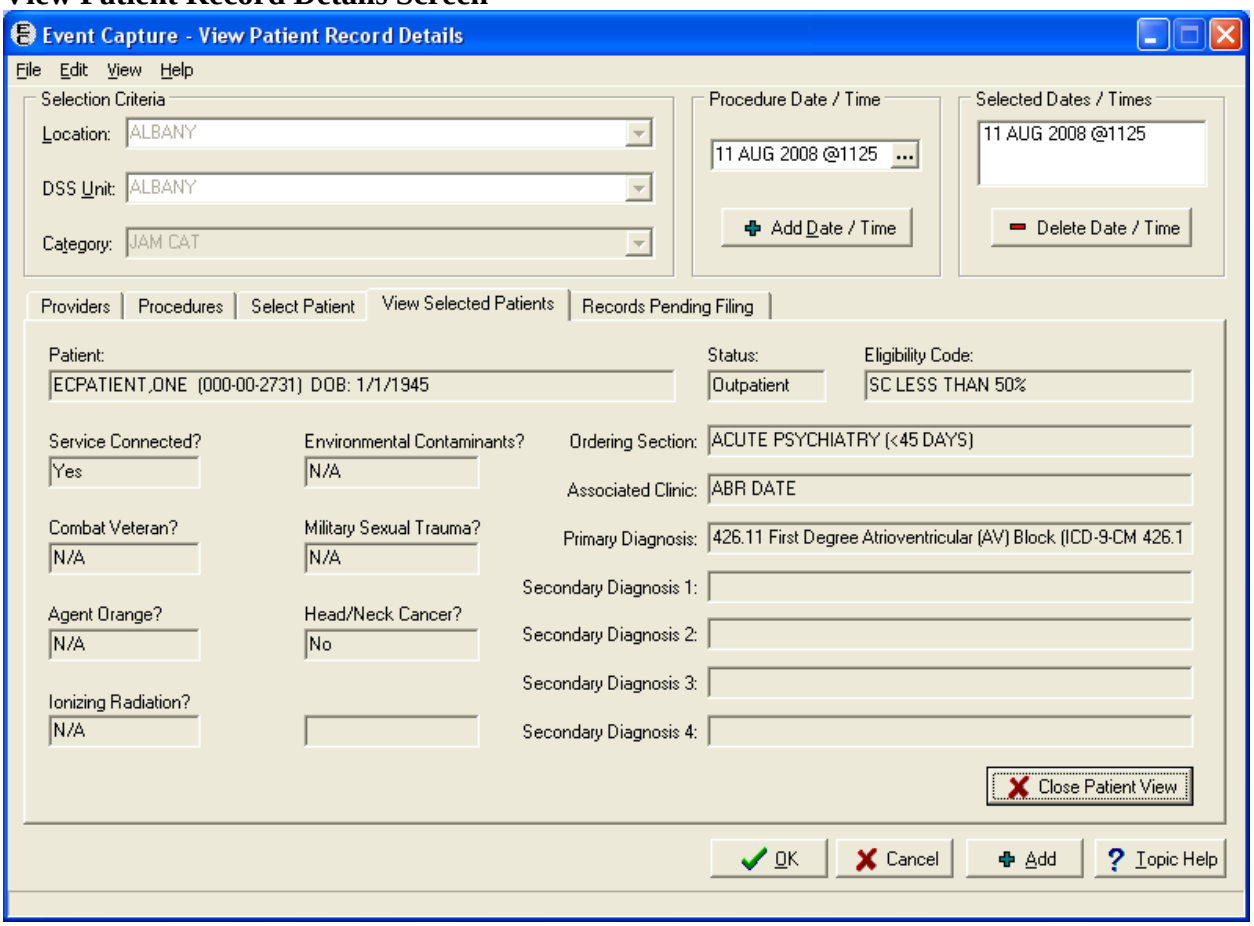
View Selected Patients Tab



Instructions

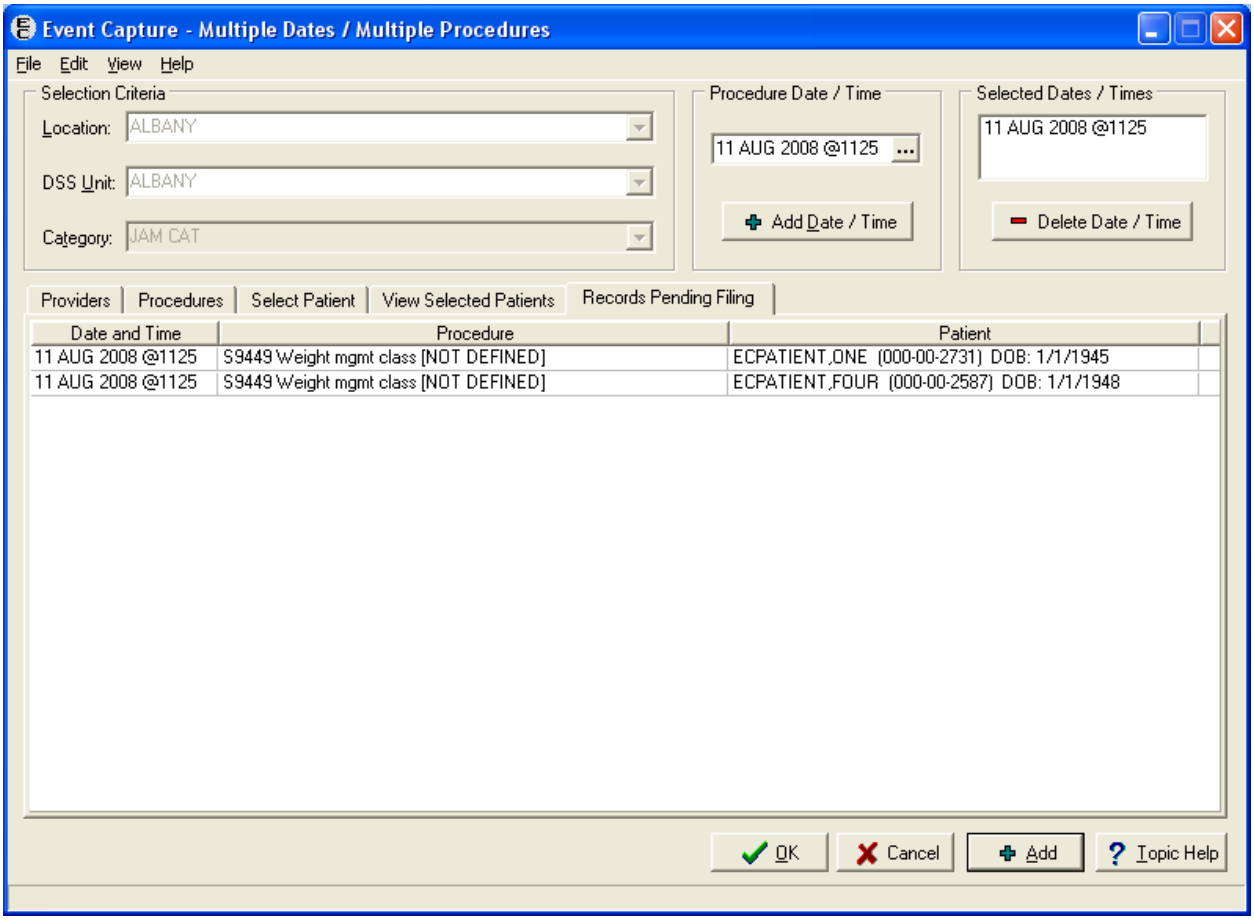
1. Click on the *View Selected Patients* tab to review the list of selected patients.
2. To remove a patient from the list, select it and click the *Delete Patient* button. Click *Yes* on the Confirmation pop-up.
3. To view a patient in an expanded format, choose it and click the *View Details* button. You will see the following screen.

View Patient Record Details Screen



4. This screen is display only.
5. Click the *Close Patient View* button to return to the *View Selected Patients* tab.

Records Pending Filing Tab



Instructions

1. Click on the *Records Pending Filing* tab to view a list of the records to be filed.
2. This screen is display only.
3. This screen lists the individual records (transactions) which will be processed when you click the *Add* button at the bottom of the screen. The records consist of every combination of the dates, procedures, and patients selected on the tabs described above. The providers you selected will be assigned to each record.
4. Click the *Add* button at the bottom of the screen to file the records.
5. To change the list, review and revise your selections on the *Providers*, *Procedure* and *Select Patient* tabs and for the Selected Dates/Times field.
6. To correct an entry, return to the Data Entry Menu and select Data Entry by Patient.

Spreadsheet

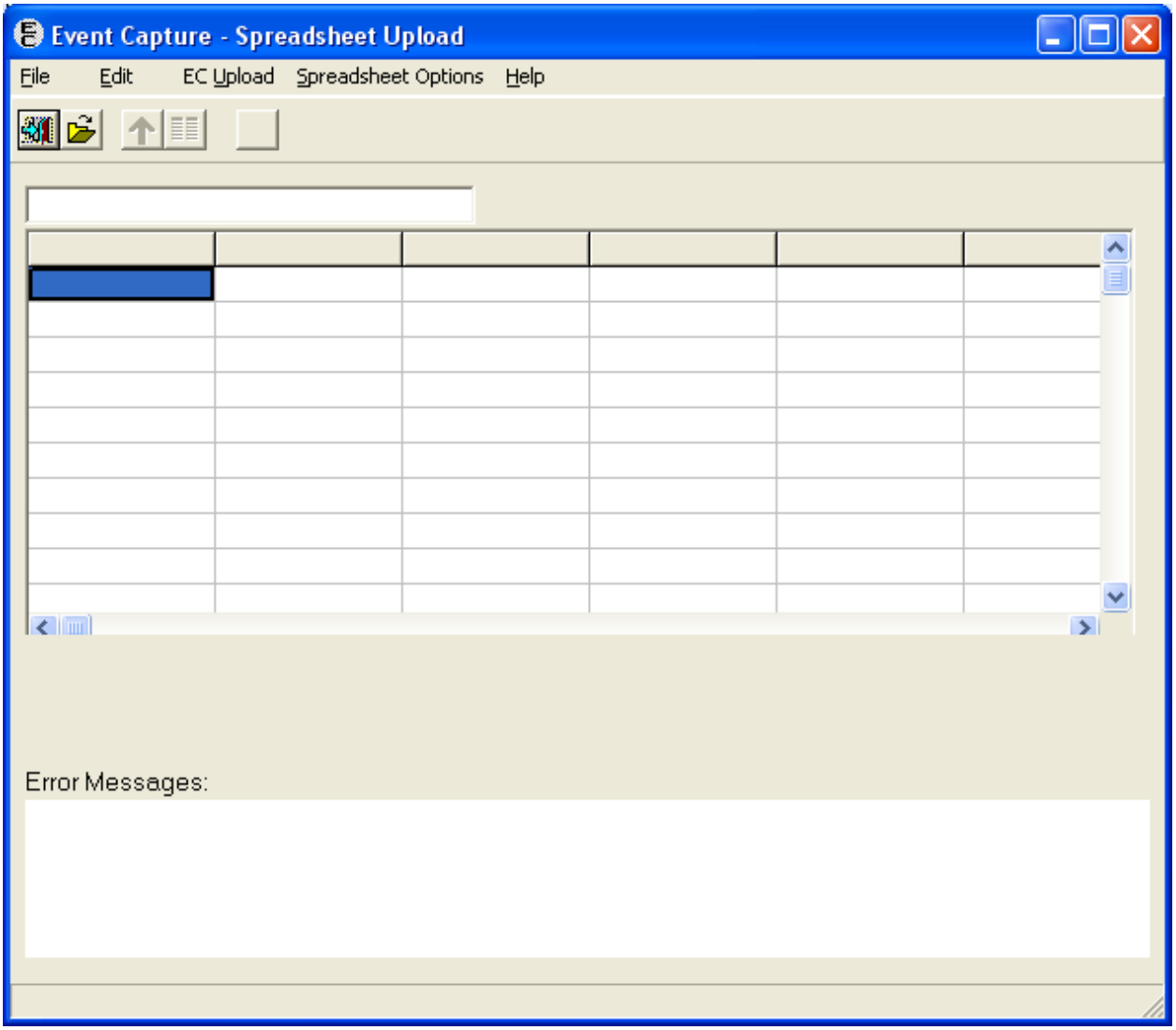
Enter Data via the Event Capture Spreadsheet

Before The User Starts

- The Spreadsheet screen in the ECS GUI application allows users to open an existing file containing their workload data and upload 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). Two levels of validation 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 are 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 you have the opportunity to edit or delete the record(s) before retransmitting.

Enter Data via the Event Capture Spreadsheet

What the User will see



Enter Data via the Event Capture Spreadsheet

Instructions

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 you have a spreadsheet with a different order, 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, 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 you can determine which provider you 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 patient status 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. When uploading the spreadsheet and duplicate records are detected, a 'File Duplicate Record(s)' checkbox appears on the screen. The duplicate records are displayed in the error message box. When all records have been processed, if any duplicates exist, the user is prompted with a 'File Duplicate Record(s)' check box. Selecting the check box and retransmitting, files the duplicate records in the EVENT CAPTURE PATIENT file (#721).
7. Double clicking on a cell in the spreadsheet grid and pressing the delete key will delete the contents of that cell only. Clicking once on a cell and then pressing the delete key will delete the ENTIRE RECORD.

Enter Data via the Event Capture Spreadsheet

8. 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 Num
    DSS Unit IEN
    Proc Code
    Volume
    Ordering Sect
    Prov Name or IEN
    Enc Date/Time
    Category
    Diag Code
    Assoc Clinic

9. 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)

Enter Data via the Event Capture Spreadsheet

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 does not 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 last name doesn't match VistA
Patient first name doesn'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

Enter Data via the Event Capture Spreadsheet

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

Enter Data via the Event Capture Spreadsheet

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. 'ECPROVIDER, SEVEN 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 you 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

Enter Data via the Event Capture Spreadsheet

Category
The Category field can be left blank. If a value is entered, it needs to have a B cross-reference in the EC 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. The Associated Clinic must have conforming stop codes to be selectable.
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

Enter Data via the Event Capture Spreadsheet

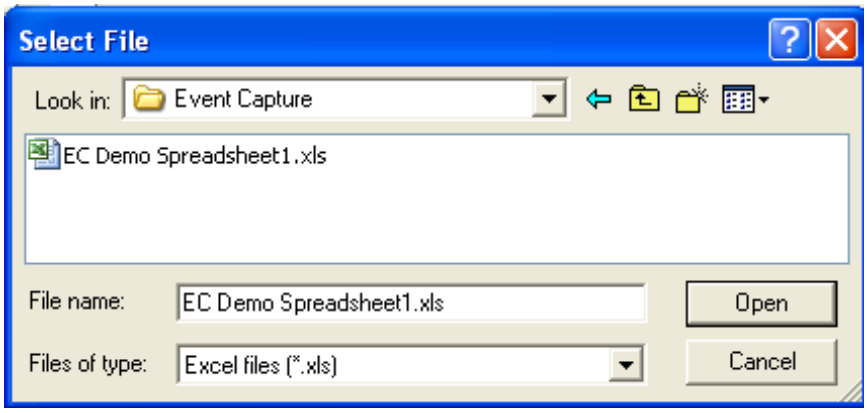
10. Other Logic:

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.

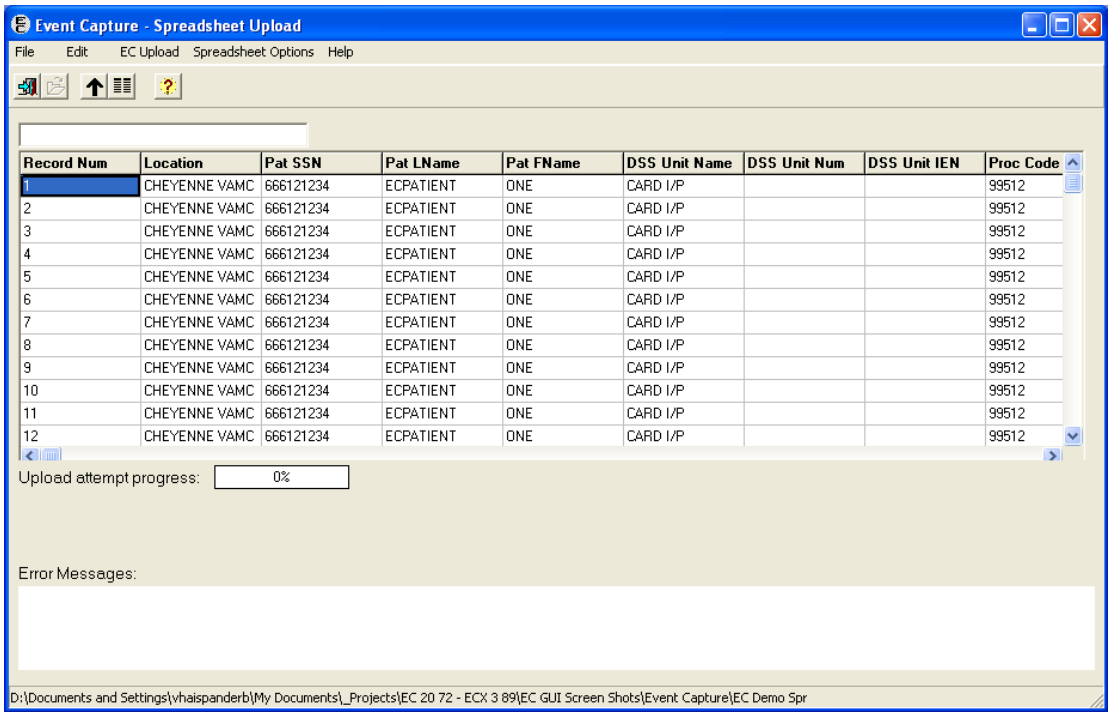
Send to PCE
Using the DSS Unit, the application determines if the record should be sent to PCE. If so, the application then validates the Associated Clinic and Diagnosis Code. If not, then these two columns will be ignored.

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 from which to choose. 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.



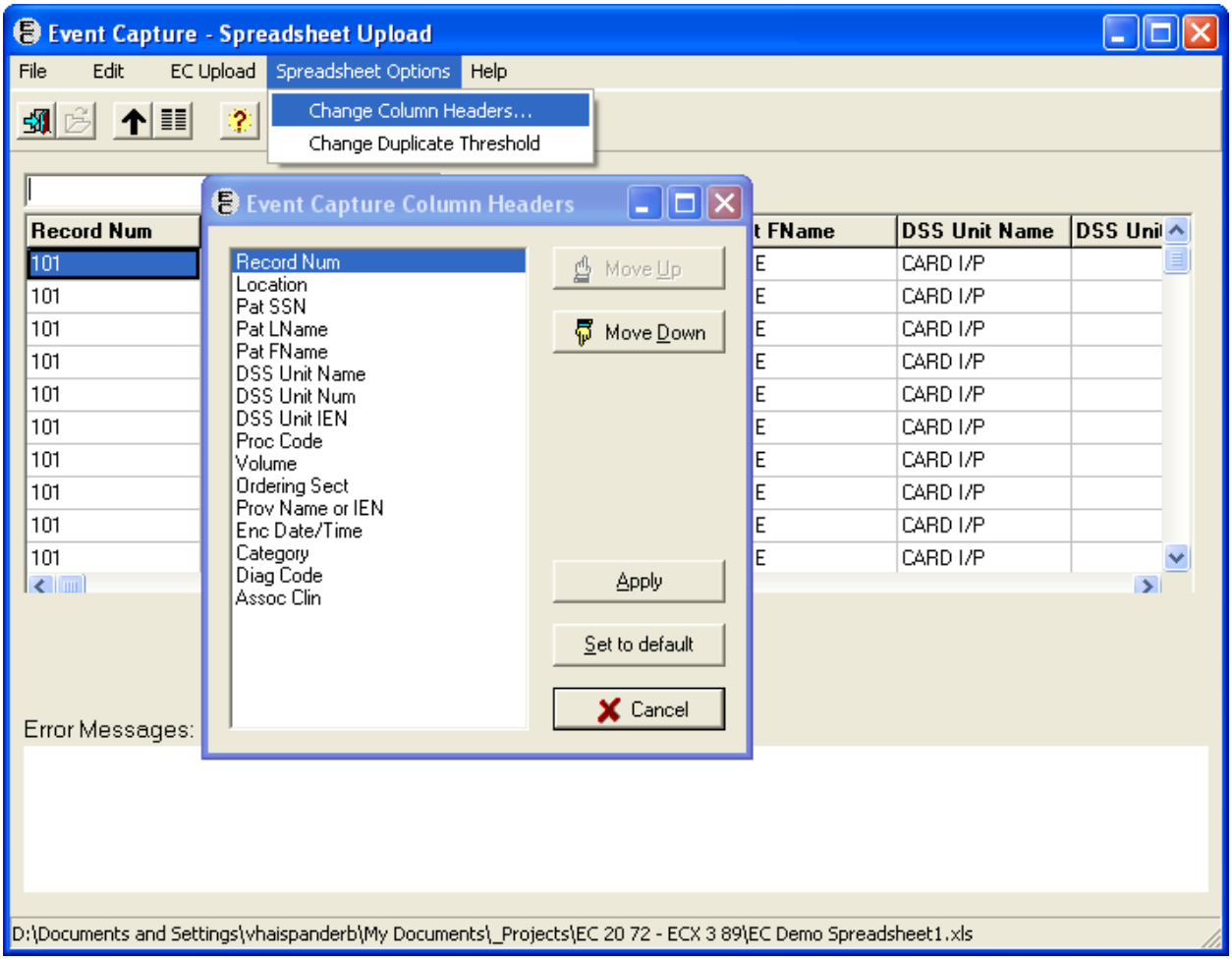
Enter Data via the Event Capture Spreadsheet



Note: The default spreadsheet column order can be changed.

If you have a spreadsheet with a different order, click on the *Column Header* button (or select the *Spreadsheet Options* menu and click on *Change Column Headers*) to change the order as needed.

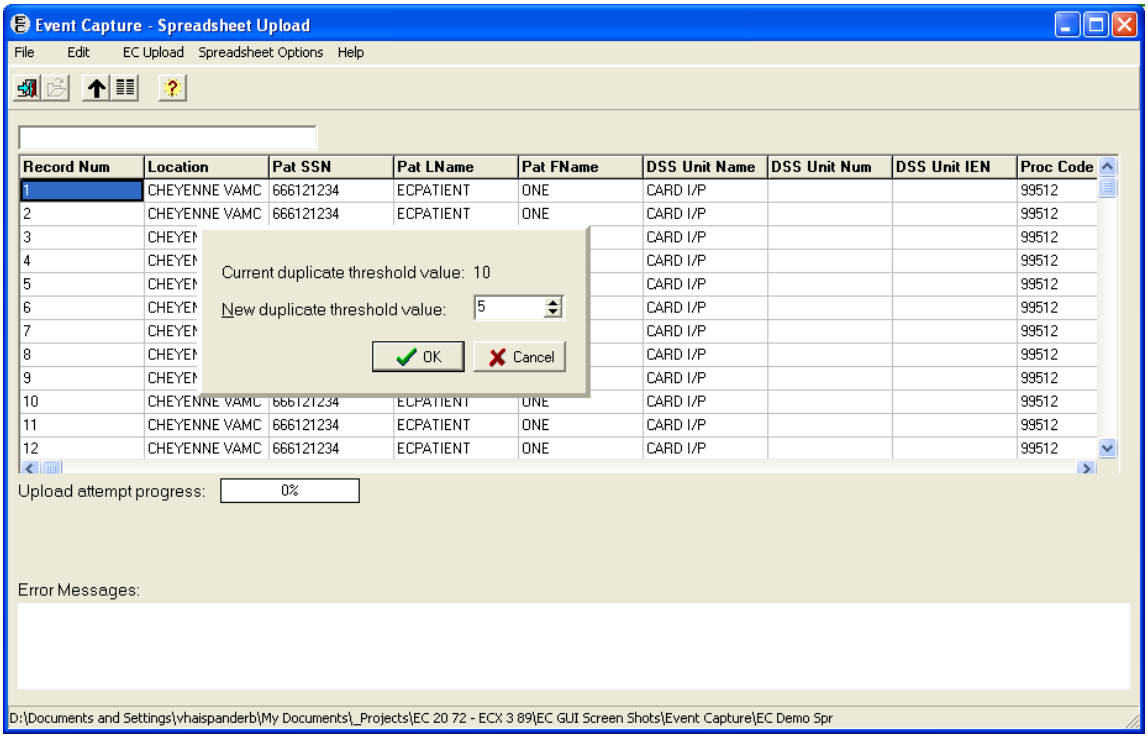
Enter Data via the Event Capture Spreadsheet



You may change the order of the columns by highlighting the column heading in the list and clicking on the Move Up and Move Down Buttons. Continue to change the column heading order until it matches the spreadsheet being used, then upload the spreadsheet.

Enter Data via the Event Capture Spreadsheet

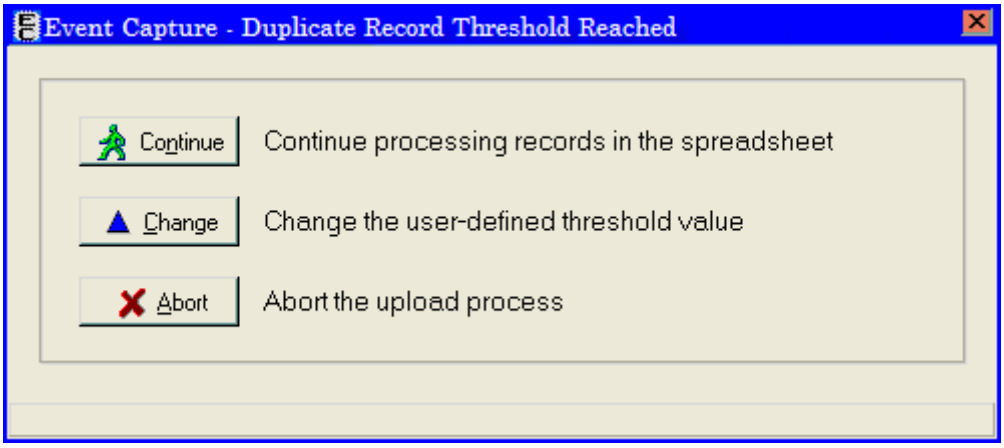
Note: At this point, you may change the Duplicate Threshold value through the *Spreadsheet Options* drop down menu by selecting *Change Duplicate Threshold.*



3. Click on "Transmit EC Data to VistA" in the EC Transmission menu or the *Update Records to VistA* button in the toolbar. The data is validated and uploaded and error messages are returned for those records containing errors.

Enter Data via the Event Capture Spreadsheet

Check for Duplicate Records



The Spreadsheet checks for duplicate records, based on the Location (Station number), Patient SSN, DSS Unit, and Procedure Date/Time. The duplicate records are displayed below the spreadsheet. When the user-defined threshold of duplicate records is reached, a message box will display with the options of *Continue*, *Change***,** and *Abort***.**

- Continue: resets the counter and resumes processing of records.
- Change: You have the option of changing the Duplicate Threshold default value from 10 to a user-defined number. The Duplicate Threshold value can be changed two ways:

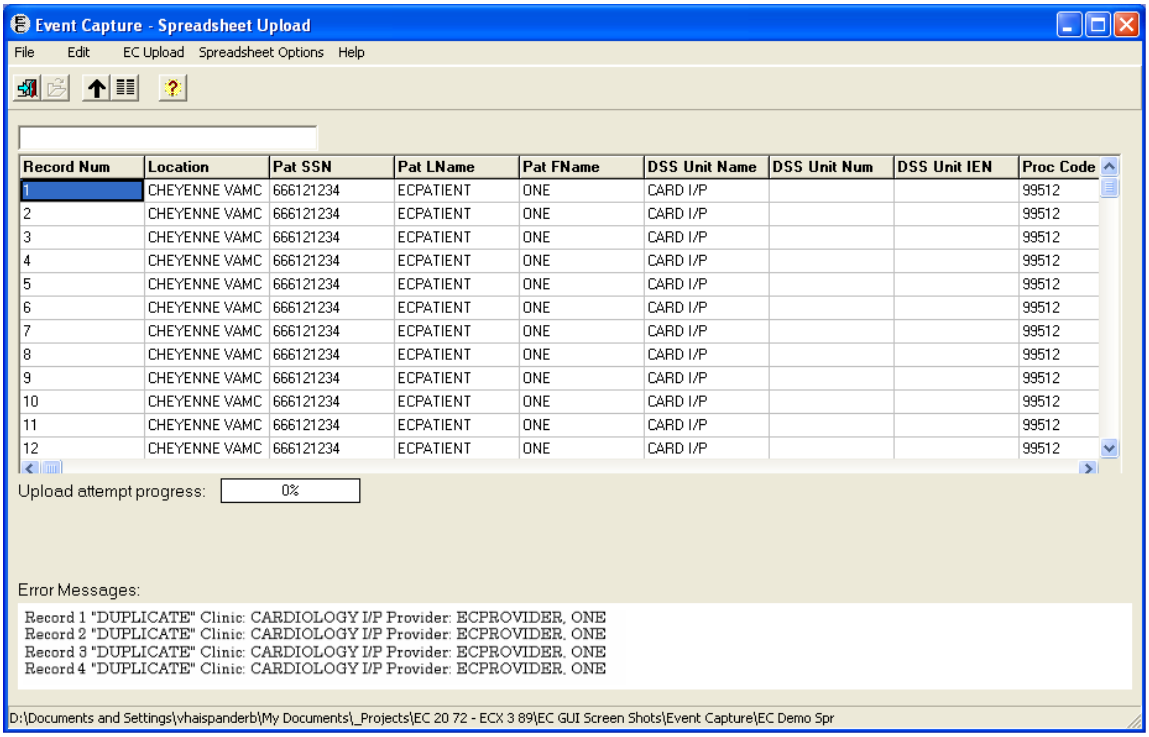
  From the *Spreadsheet* Options drop down menu, select *Change Duplicate Threshold*
  or
  When the threshold is reached and the *Duplicate Record Threshold Reached* window is displayed, click the *Change* button.

- Abort: terminates the upload process.

Message displayed when the upload process is aborted…

Enter Data via the Event Capture Spreadsheet

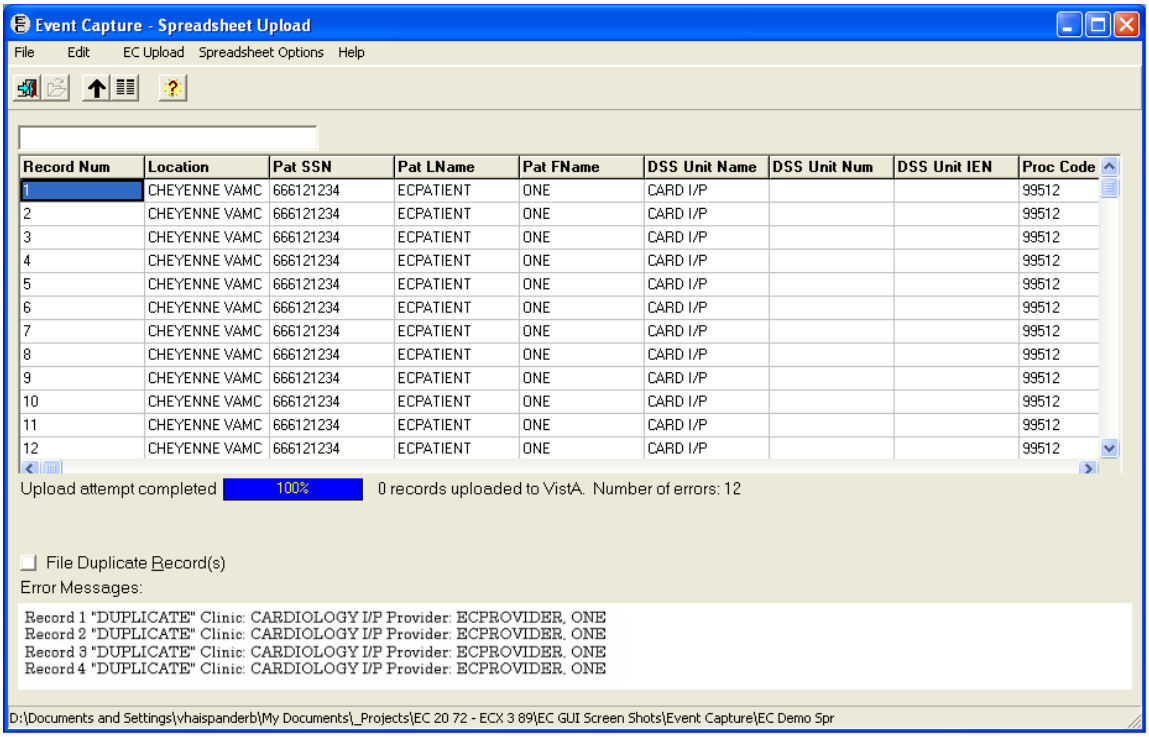
Records with errors can be corrected/deleted and the spreadsheet retransmitted.



Record Num	Location	Pat SSN	Pat LName	Pat FName	DSS Unit Name	DSS Unit Num	DSS Unit IEN	Proc Code
1	CHEYENNE VAMC	666121234	ECPATIENT	ONE	CARD I/P			99512
2	CHEYENNE VAMC	666121234	ECPATIENT	ONE	CARD I/P			99512
3	CHEYENNE VAMC	666121234	ECPATIENT	ONE	CARD I/P			99512
4	CHEYENNE VAMC	666121234	ECPATIENT	ONE	CARD I/P			99512
5	CHEYENNE VAMC	666121234	ECPATIENT	ONE	CARD I/P			99512
6	CHEYENNE VAMC	666121234	ECPATIENT	ONE	CARD I/P			99512
7	CHEYENNE VAMC	666121234	ECPATIENT	ONE	CARD I/P			99512
8	CHEYENNE VAMC	666121234	ECPATIENT	ONE	CARD I/P			99512
9	CHEYENNE VAMC	666121234	ECPATIENT	ONE	CARD I/P			99512
10	CHEYENNE VAMC	666121234	ECPATIENT	ONE	CARD I/P			99512
11	CHEYENNE VAMC	666121234	ECPATIENT	ONE	CARD I/P			99512
12	CHEYENNE VAMC	666121234	ECPATIENT	ONE	CARD I/P			99512

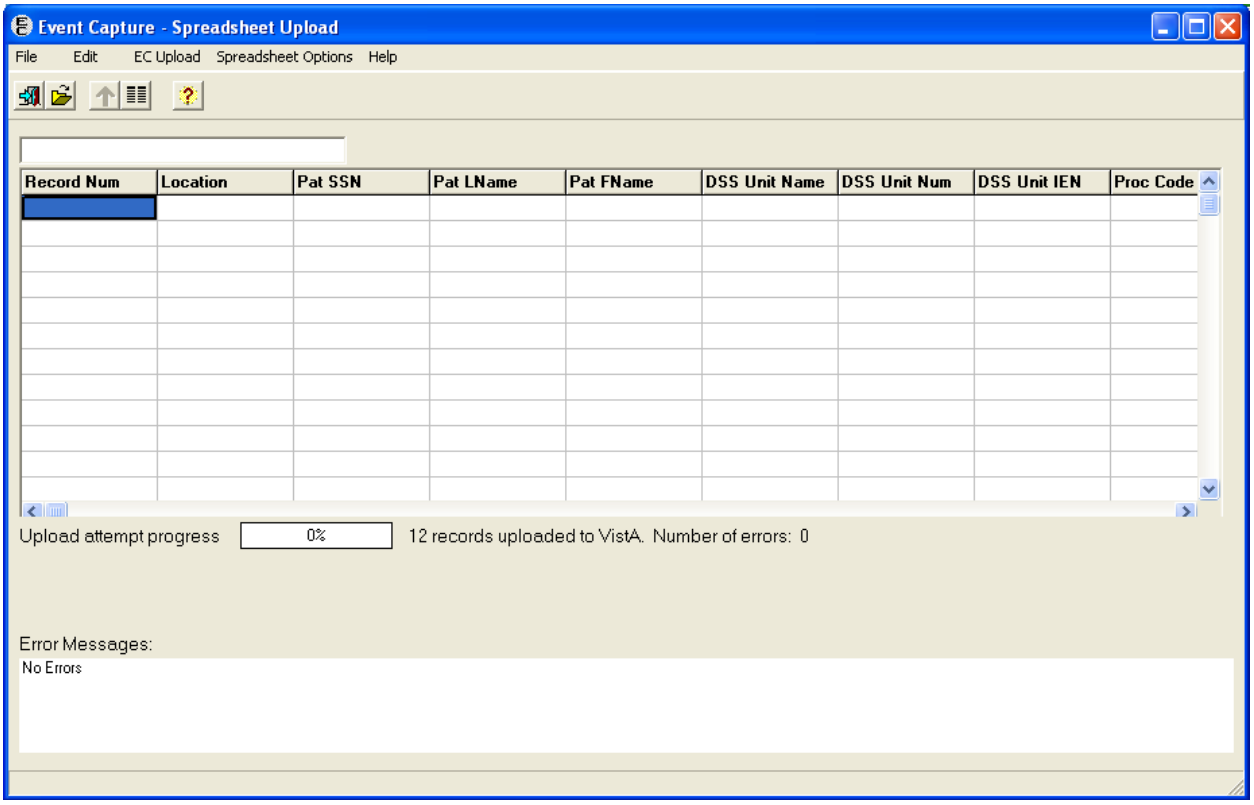
Enter Data via the Event Capture Spreadsheet

When the data is transmitted, only those records with errors will be returned.



Enter Data via the Event Capture Spreadsheet

Any 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.



Reports

Preview and print selected reports

The following reports are available:

Patient Summary Report
DSS Unit Activity Report
DSS Unit Workload Report
Provider Summary Report
Ordering Section Summary Report
Provider (1-7) Summary Report
PCE Data Summary Report
Inactive Person Class Report
Procedure Reason Report
ECS Records Failing Transmission to PCE Report
National / Local Procedure Report
Category Report
Print Category and Procedure Summary (Report)
Event Code Screens with CPT Codes Report
National / Local Procedure Codes with Inactive CPT Codes Report

Patient Summary Report

Before the User Starts

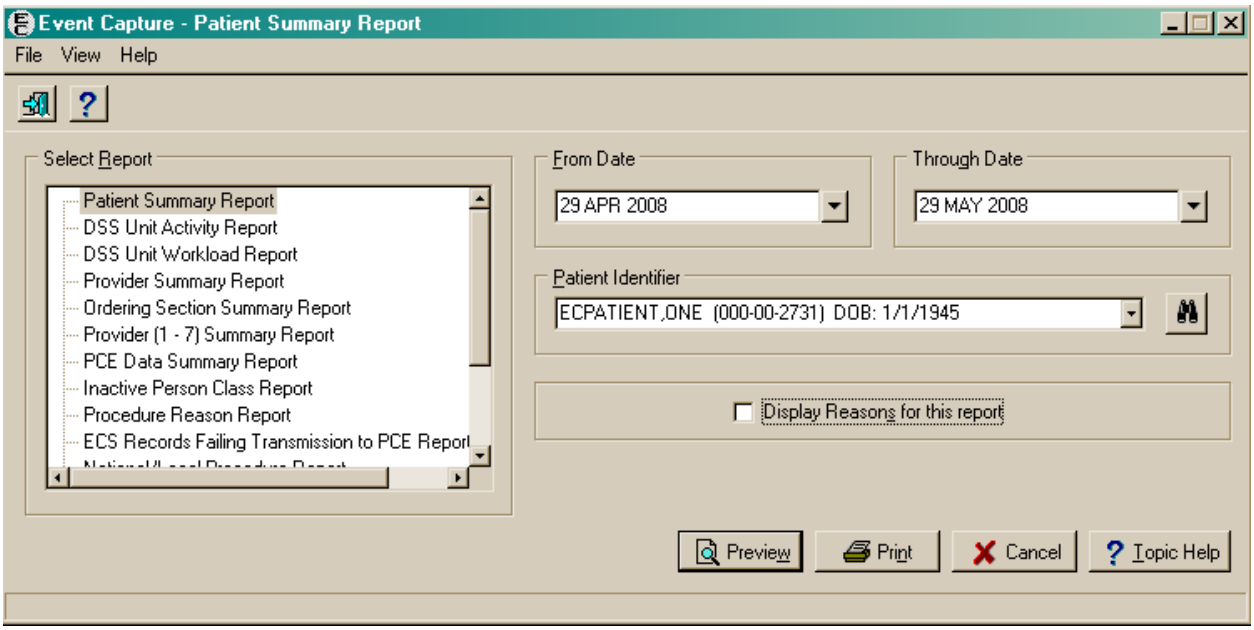
- This report is designed for a 132-column format.
- With functionality put in place by the Code Set Versioning project, CPT codes, five-character EC National Codes (when applicable), CPT modifiers and their associated descriptions are reflective of the date the event occurred.

What the User will see

- After previewing the report, you will have the option to print or cancel the report.

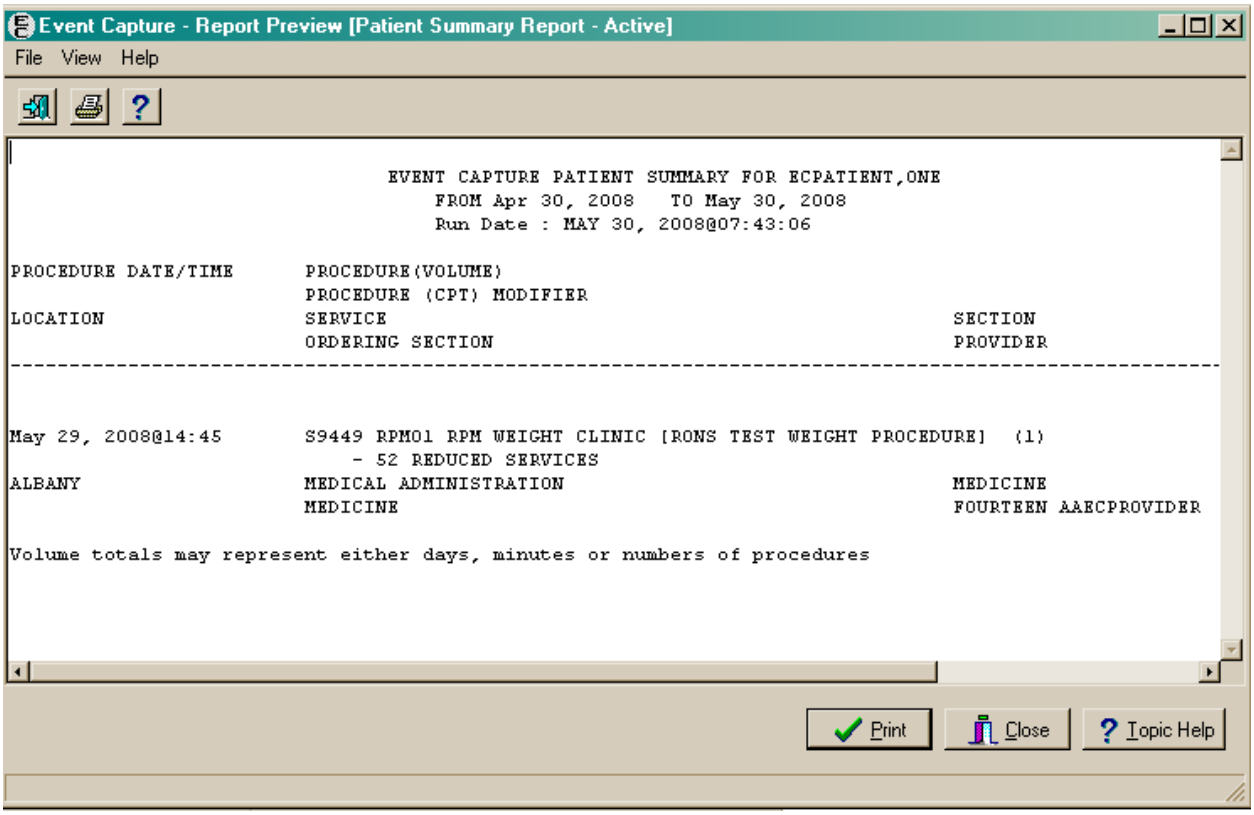
Instructions

1. Select a patient.
2. Enter a date range.
3. Choose whether to include Procedure Reasons in the output.
4. Print or preview the report.



Patient Summary Report

Example



DSS Unit Activity Report

Before the User Starts

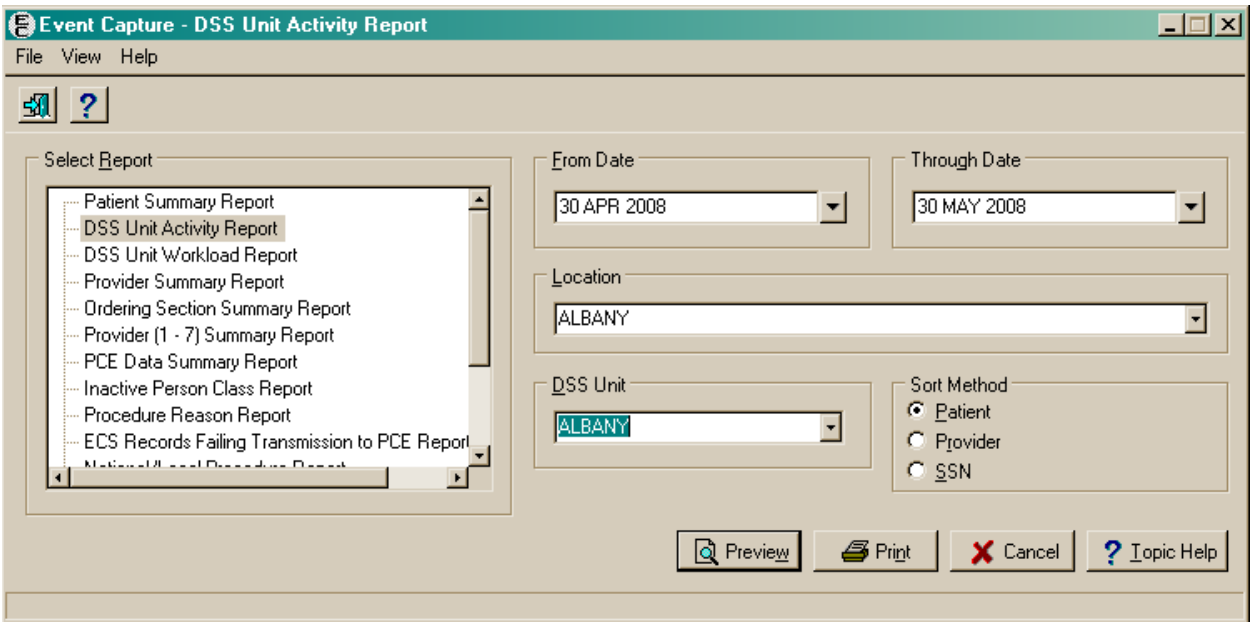
- If more than one location has been set up, you will need to choose one or all locations.

What the User will see

- After previewing the report, you will have the option to print or cancel the report.

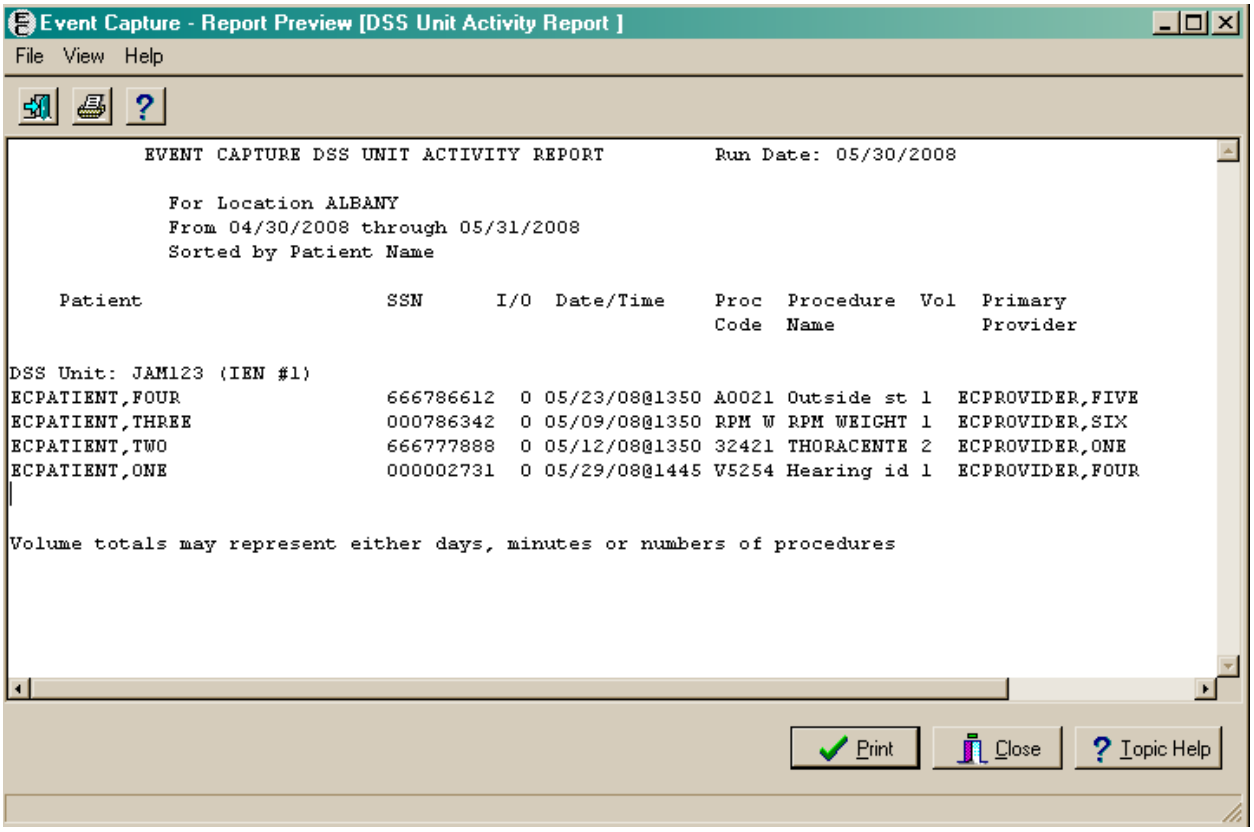
Instructions

1. Select one or all location(s).
2. Select one or all DSS Unit(s).
3. Choose the report sort method.
4. Enter a date range or accept the default dates.
5. Print or preview the report.



DSS Unit Activity Report

Example




```
          EVENT CAPTURE DSS UNIT ACTIVITY REPORT          Run Date: 05/30/2008

            For Location ALBANY
            From 04/30/2008 through 05/31/2008
            Sorted by Patient Name

   Patient                     SSN       I/O  Date/Time     Proc  Procedure  Vol  Primary
                                                            Code  Name            Provider

DSS Unit: JAM123 (IEN #1)
ECPATIENT,FOUR                 666786612  0 05/23/08@1350 A0021 Outside st 1  ECPROVIDER,FIVE
ECPATIENT,THREE                000786342  0 05/09/08@1350 RPM W RPM WEIGHT 1  ECPROVIDER,SIX
ECPATIENT,TWO                  666777888  0 05/12/08@1350 32421 THORACENTE 2  ECPROVIDER,ONE
ECPATIENT,ONE                  000002731  0 05/29/08@1445 V5254 Hearing id 1  ECPROVIDER,FOUR

Volume totals may represent either days, minutes or numbers of procedures
```

DSS Unit Workload Report

Before the User Starts

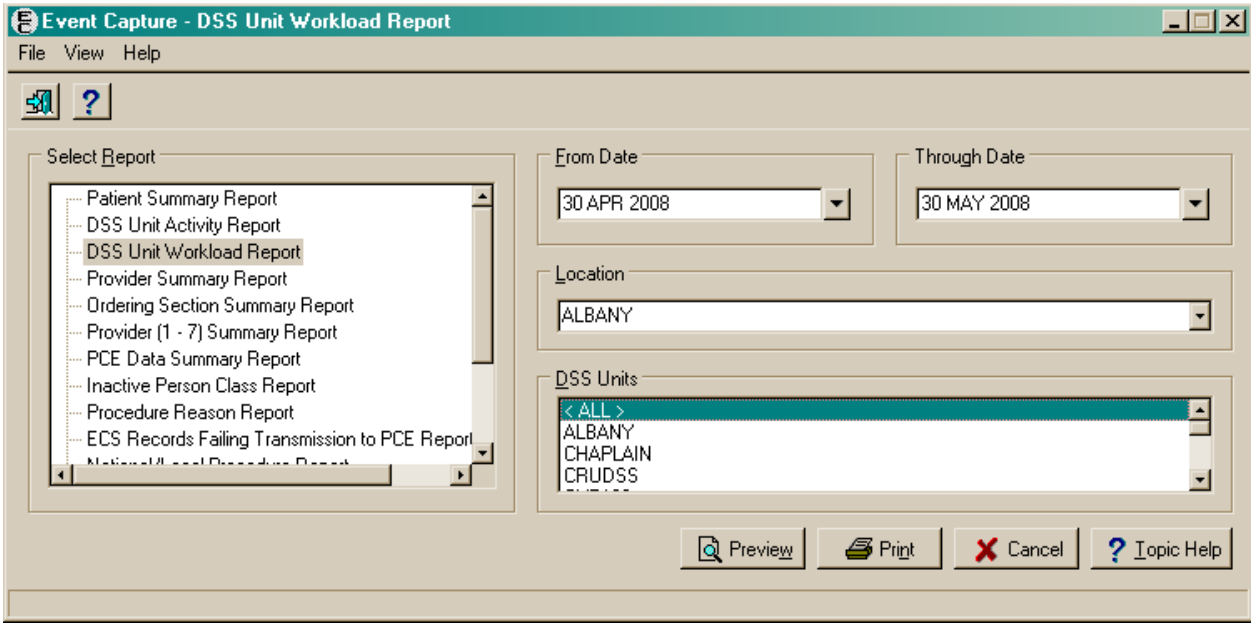
- This option replaces the *AMIS Summary - Event Capture* option.
- With functionality put in place by the Code Set Versioning project, CPT codes, five-character EC National Codes (when applicable), CPT modifiers and their associated descriptions are reflective of the date the event occurred.

What the User will see

- After previewing the report, you will have the option to print or cancel the report.

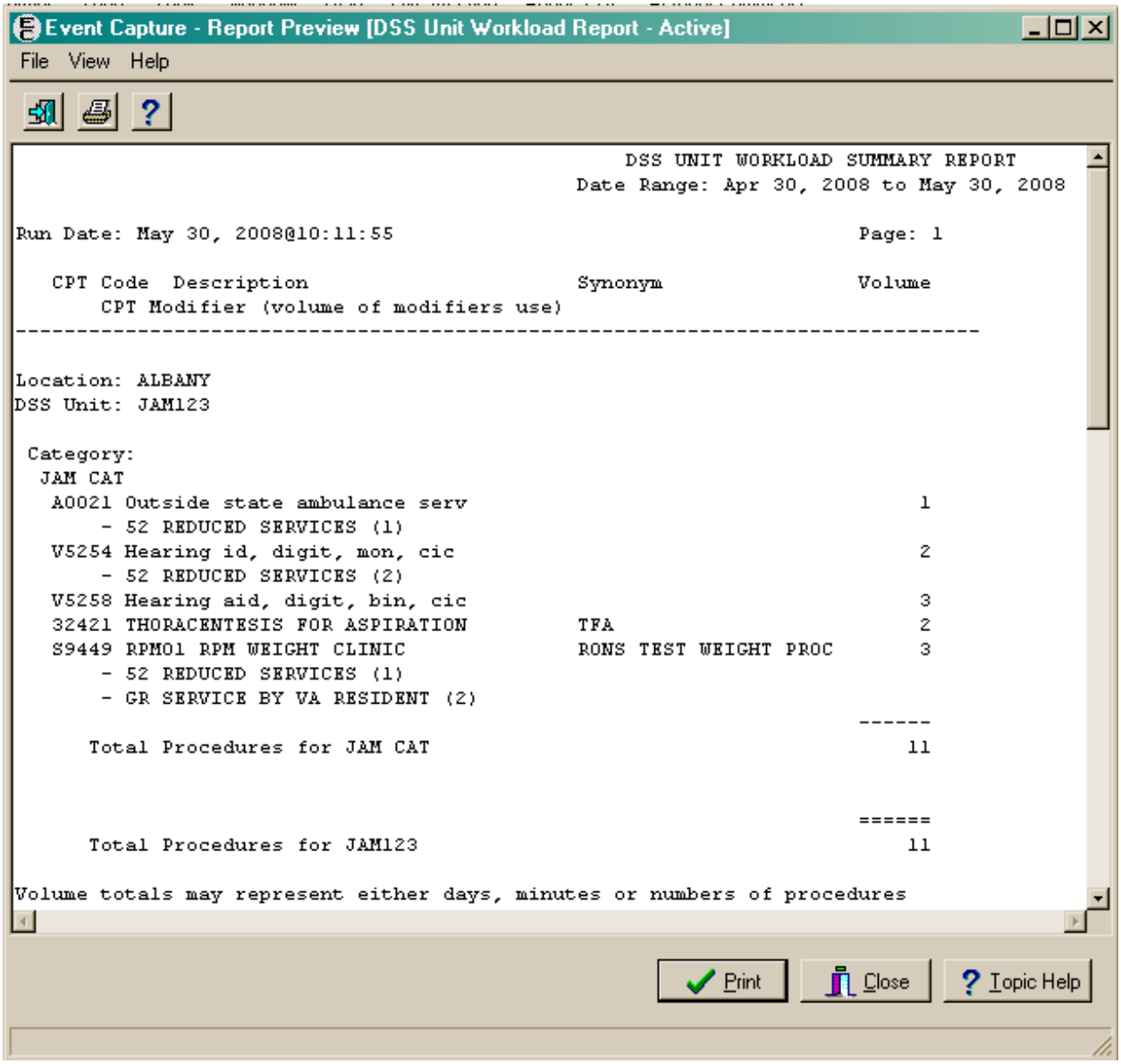
Instructions

1. Select one or all location(s).
2. Select one or all DSS Unit (s).
3. Enter a date range.
4. Print or preview the report.



DSS Unit Workload Report

Example




```
                                        DSS UNIT WORKLOAD SUMMARY REPORT
                                     Date Range: Apr 30, 2008 to May 30, 2008

Run Date: May 30, 2008@10:11:55                                    Page: 1

   CPT Code  Description                     Synonym                Volume
       CPT Modifier (volume of modifiers use)
-------------------------------------------------------------------------------

Location: ALBANY
DSS Unit: JAM123

 Category:
  JAM CAT
   A0021 Outside state ambulance serv                                   1
       - 52 REDUCED SERVICES (1)
   V5254 Hearing id, digit, mon, cic                                    2
       - 52 REDUCED SERVICES (2)
   V5258 Hearing aid, digit, bin, cic                                   3
   32421 THORACENTESIS FOR ASPIRATION        TFA                        2
   S9449 RPM01 RPM WEIGHT CLINIC             RONS TEST WEIGHT PROC      3
       - 52 REDUCED SERVICES (1)
       - GR SERVICE BY VA RESIDENT (2)
                                                                  ------
      Total Procedures for JAM CAT                                     11


                                                                  ======
      Total Procedures for JAM123                                      11

Volume totals may represent either days, minutes or numbers of procedures
```

Provider Summary Report

Before the User Starts

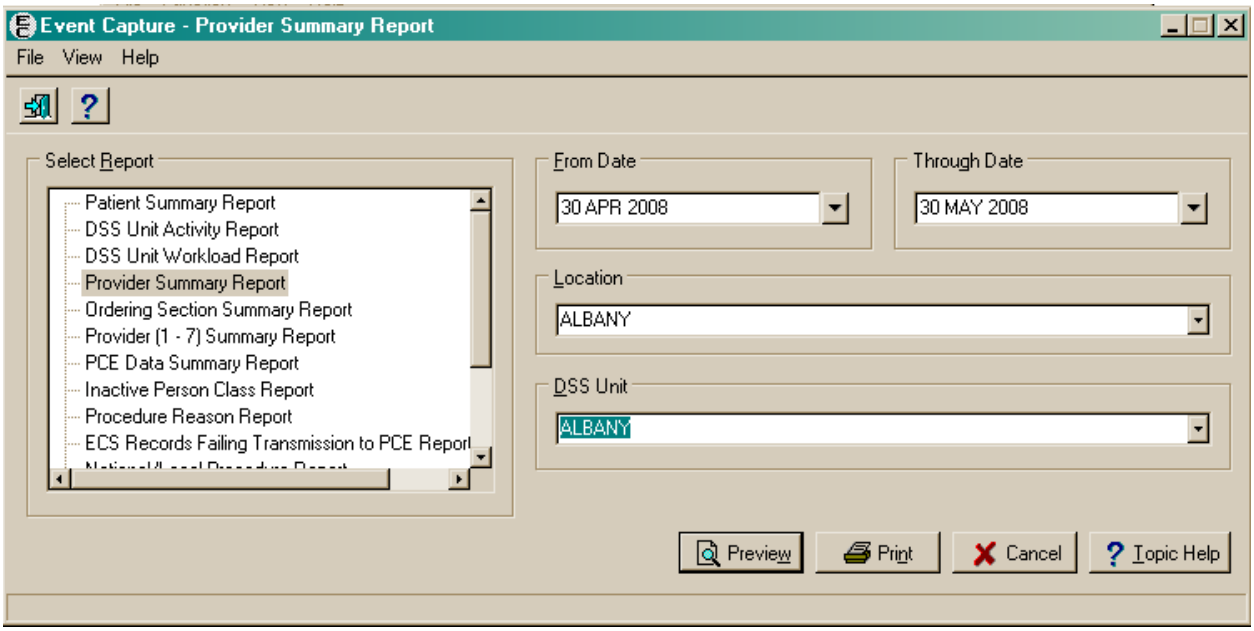
- Locations, DSS Units, categories, procedures, and procedure reasons must be defined before generating this report.
- With functionality put in place by the Code Set Versioning project, CPT codes, five-character EC National Codes (when applicable), CPT modifiers and their associated descriptions are reflective of the date the event occurred .

What the User will see

- After previewing the report, you will have the option to print or cancel the report.

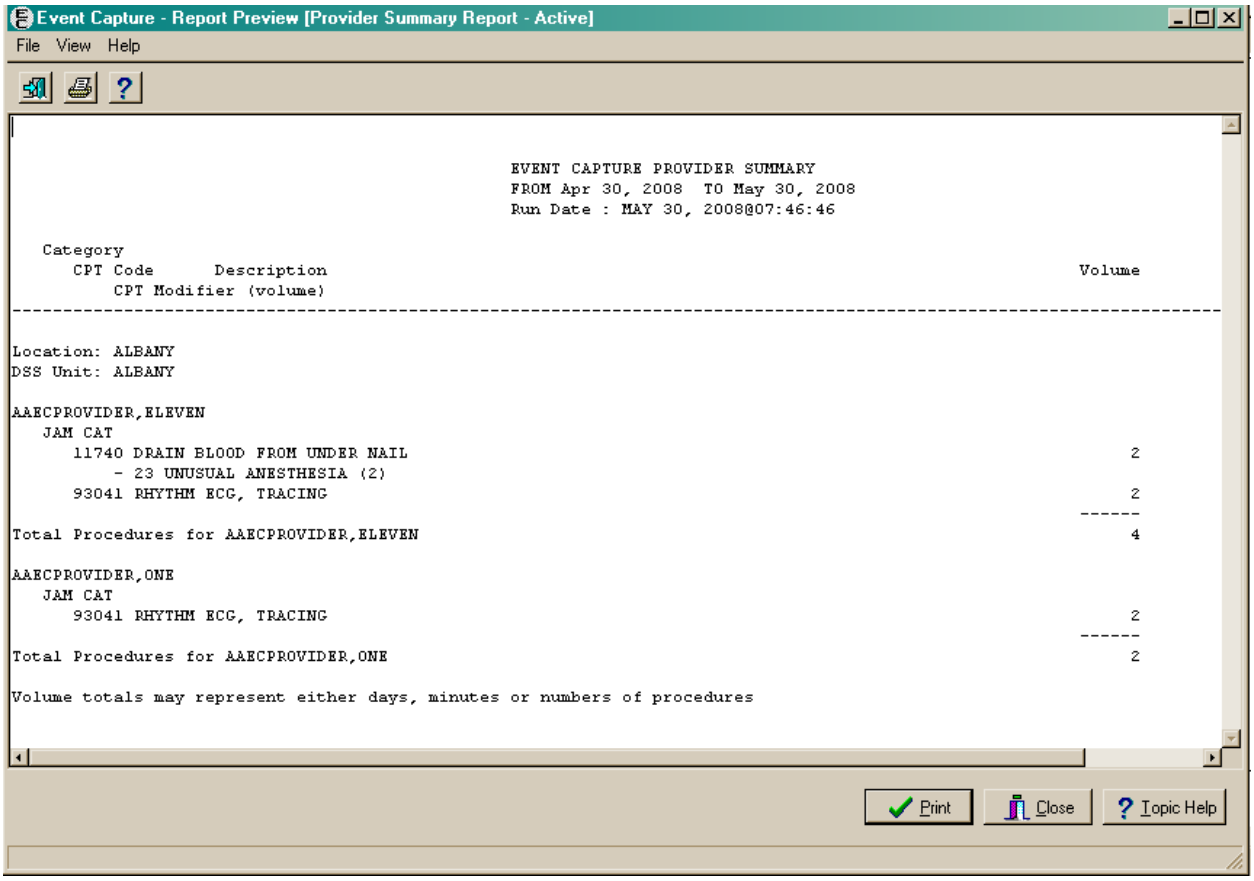
Instructions

1. Select one or all location(s).
2. Select one or all DSS Unit(s).
3. Enter a date range.
4. Print or preview the report.



Provider Summary Report

Example




```
                                        EVENT CAPTURE PROVIDER SUMMARY
                                        FROM Apr 30, 2008  TO May 30, 2008
                                        Run Date : MAY 30, 2008@07:46:46

   Category
      CPT Code      Description                                                          Volume
          CPT Modifier (volume)
-------------------------------------------------------------------------------------------------------

Location: ALBANY
DSS Unit: ALBANY

AAECPROVIDER,ELEVEN
   JAM CAT
      11740 DRAIN BLOOD FROM UNDER NAIL                                                       2
          - 23 UNUSUAL ANESTHESIA (2)
      93041 RHYTHM ECG, TRACING                                                               2
                                                                                         ------
Total Procedures for AAECPROVIDER,ELEVEN                                                      4

AAECPROVIDER,ONE
   JAM CAT
      93041 RHYTHM ECG, TRACING                                                               2
                                                                                         ------
Total Procedures for AAECPROVIDER,ONE                                                         2

Volume totals may represent either days, minutes or numbers of procedures
```

Ordering Section Summary Report

Before the User Starts

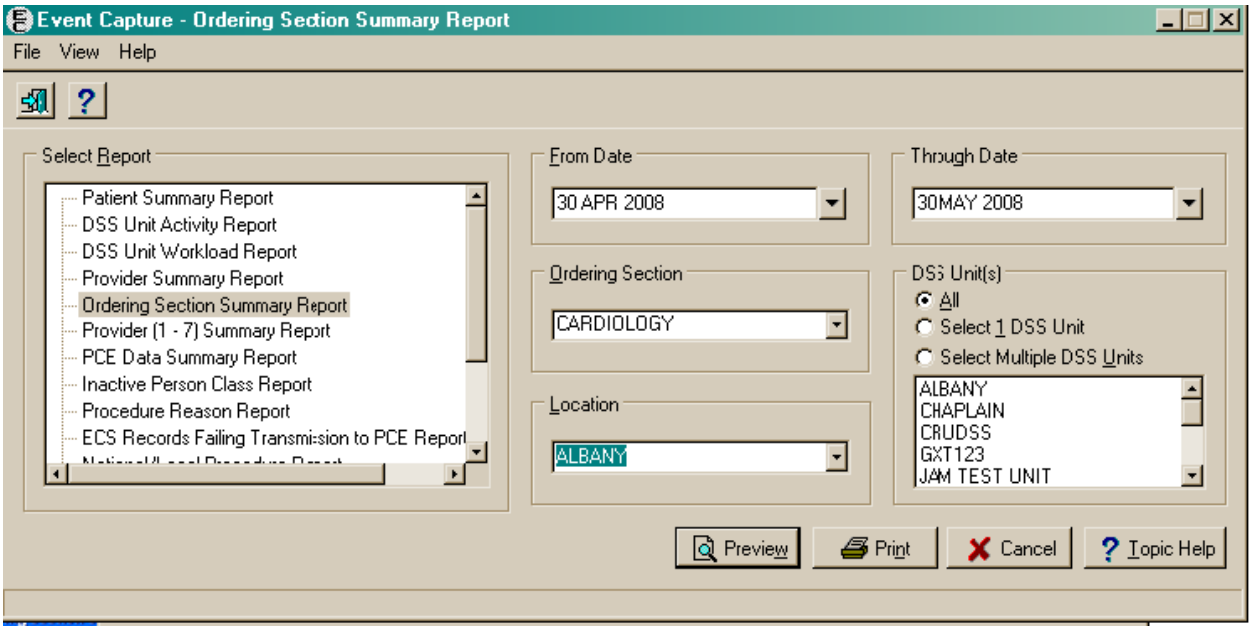
- This report is designed to use a 132-column format.
- With functionality put in place by the Code Set Versioning project, CPT codes, five-character EC National Codes (when applicable), CPT modifiers and their associated descriptions are reflective of the date the event occurred.

What the User will see

- After previewing the report, you will have the option to print or cancel the report.

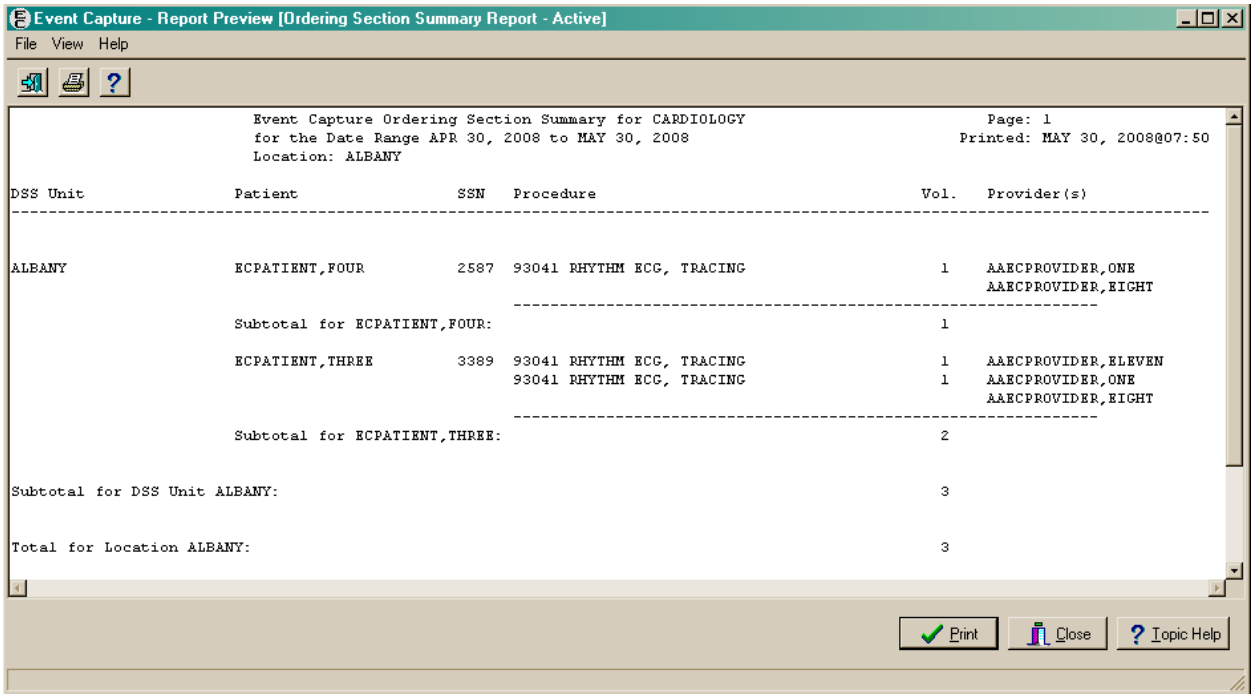
Instructions

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.
5. Print or preview the report.



Ordering Section Summary Report

Example



Event Capture - Report Preview [Ordering Section Summary Report - Active]

File View Help

```
                        Event Capture Ordering Section Summary for CARDIOLOGY                          Page: 1
                        for the Date Range APR 30, 2008 to MAY 30, 2008                            Printed: MAY 30, 2008@07:50
                        Location: ALBANY

DSS Unit                Patient                 SSN   Procedure                                   Vol.   Provider(s)
-------------------------------------------------------------------------------------------------------------------------------


ALBANY                  ECPATIENT,FOUR          2587  93041 RHYTHM ECG, TRACING                    1    AAECPROVIDER,ONE
                                                      ---------------------------------------------------------------
                        Subtotal for ECPATIENT,FOUR:                                               1

                        ECPATIENT,THREE         3389  93041 RHYTHM ECG, TRACING                    1    AAECPROVIDER,ELEVEN
                                                      93041 RHYTHM ECG, TRACING                    1    AAECPROVIDER,ONE
                                                      ---------------------------------------------------------------
                        Subtotal for ECPATIENT,THREE:                                              2


Subtotal for DSS Unit ALBANY:                                                                      3


Total for Location ALBANY:                                                                         3
```

Print Close Topic Help

Provider (1-7) Summary Report

Before the User Starts

- This report is designed to use a 132-column format.
- With functionality put in place by the Code Set Versioning project, CPT codes, five-character EC National Codes (when applicable), CPT modifiers and their associated descriptions are reflective of the date the event occurred.
- Provides the ability to view up to seven provider numbers for providers within a Location/DSS Unit.
- Summarizes the workload of providers for a selected date showing how many times a specific procedure was performed on a patient with the selected provider as Provider 1, Provider 2, through Provider 7.

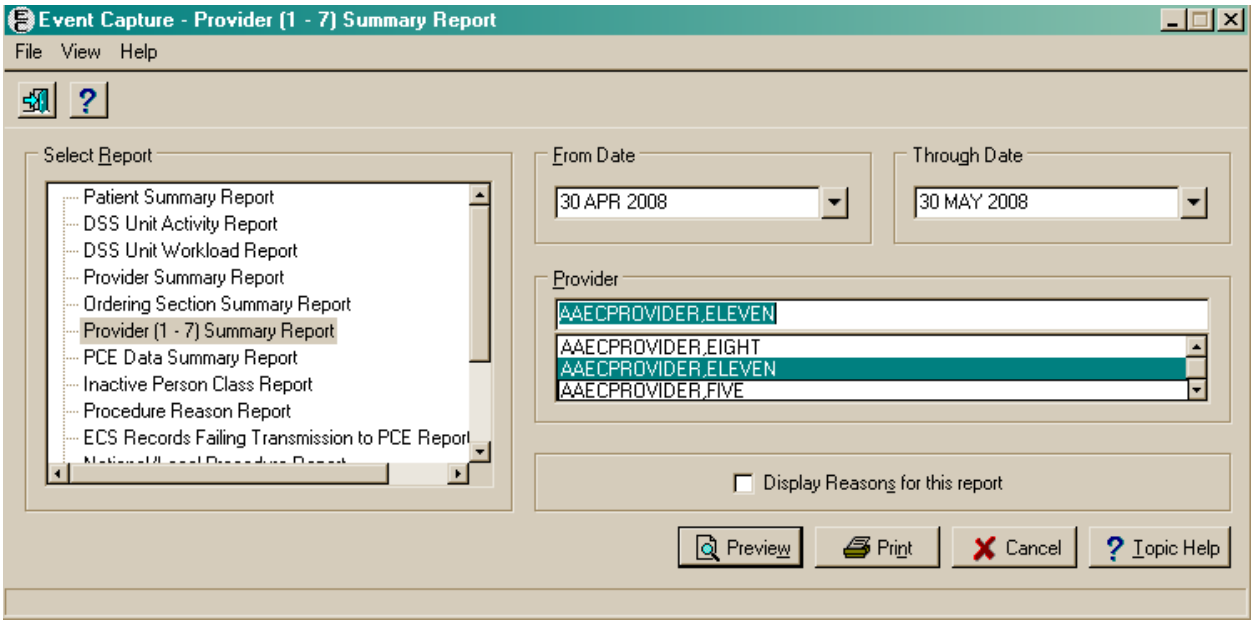
What the User will see

- After previewing the report, you will have the option to print or cancel the report.

Provider (1-7) Summary Report

Instructions

1. Enter the name of a provider.
2. Choose whether to include Procedure Reasons in the output.
3. Enter a date range.
4. Print or preview the report.



Provider (1-7) Summary Report

Example

Event Capture - Report Preview [Provider (1 - 7) Summary Report - Active]

File View Help

```
                              EVENT CAPTURE PROVIDER SUMMARY FOR AAECPROVIDER,ELEVEN                          Page: 1
                              FOR THE DATE RANGE Apr 30, 2008 TO May 30, 2008

PROCEDURE                                                                    TOTALS AS PROVIDER #
                       PATIENT                    SSN         1         2         3         4         5         6         7
     CPT MODIFIER (Volume of modifiers use)
-----------------------------------------------------------------------------------------------------------------------------

11740 DRAIN BLOOD FROM UNDER NAIL
                       ECPATIENT,FOUR           000002587     1         0         0         0         0         0         0
     - 23 UNUSUAL ANESTHESIA (1)
                       ECPATIENT,TWO            000008854     1         0         0         0         0         0         0
     - 23 UNUSUAL ANESTHESIA (1)
                                                            ---------------------------------------------------------------
                                 TOTAL PROCEDURES            2         0         0         0         0         0         0

93041 RHYTHM ECG, TRACING
                       ECPATIENT,THREE          000003389     2         0         0         0         0         0         0
                                                            ---------------------------------------------------------------
                                 TOTAL PROCEDURES            2         0         0         0         0         0         0


                                                            ***************************************************************
                                 GRAND TOTAL - PROCEDURES    4         0         0         0         0         0         0

Volume totals may represent either days, minutes or numbers of procedures
```

Print Close Topic Help

PCE Data Summary Report

Before the User Start

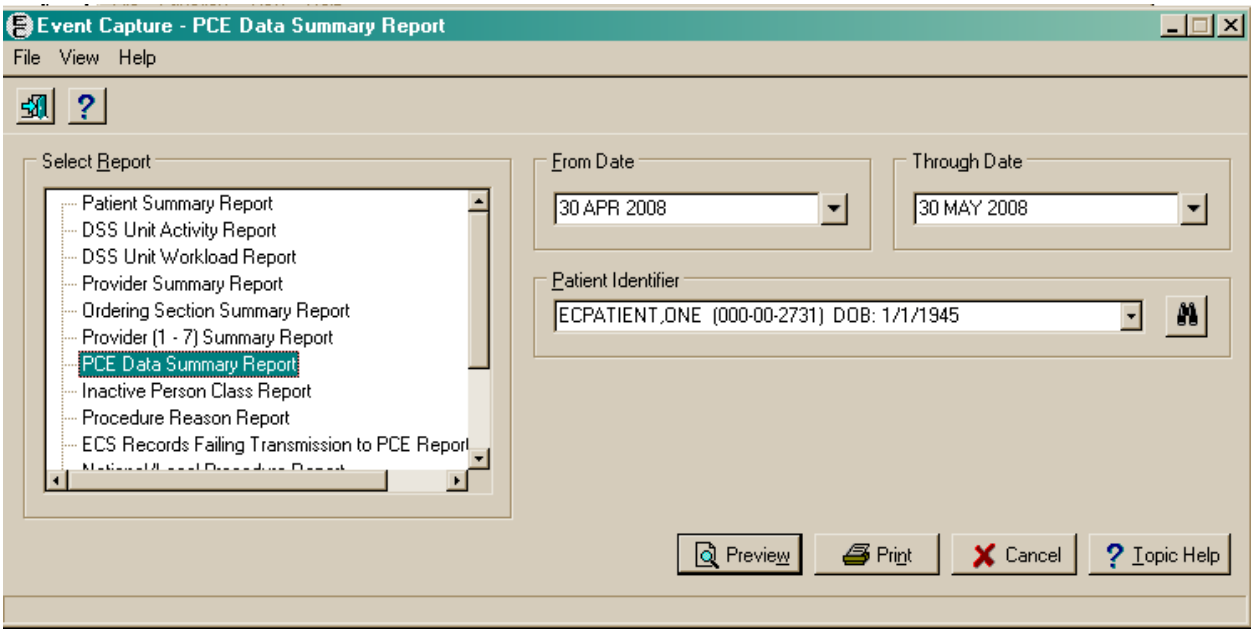
- This report is designed to use a 132-column format.
- With functionality put in place by the Code Set Versioning project, CPT codes, five-character EC National Codes (when applicable), CPT modifiers, diagnosis codes and their associated descriptions are reflective of the date the event occurred.

What the User will see

- After previewing the report, you will have the option to print or cancel the report.

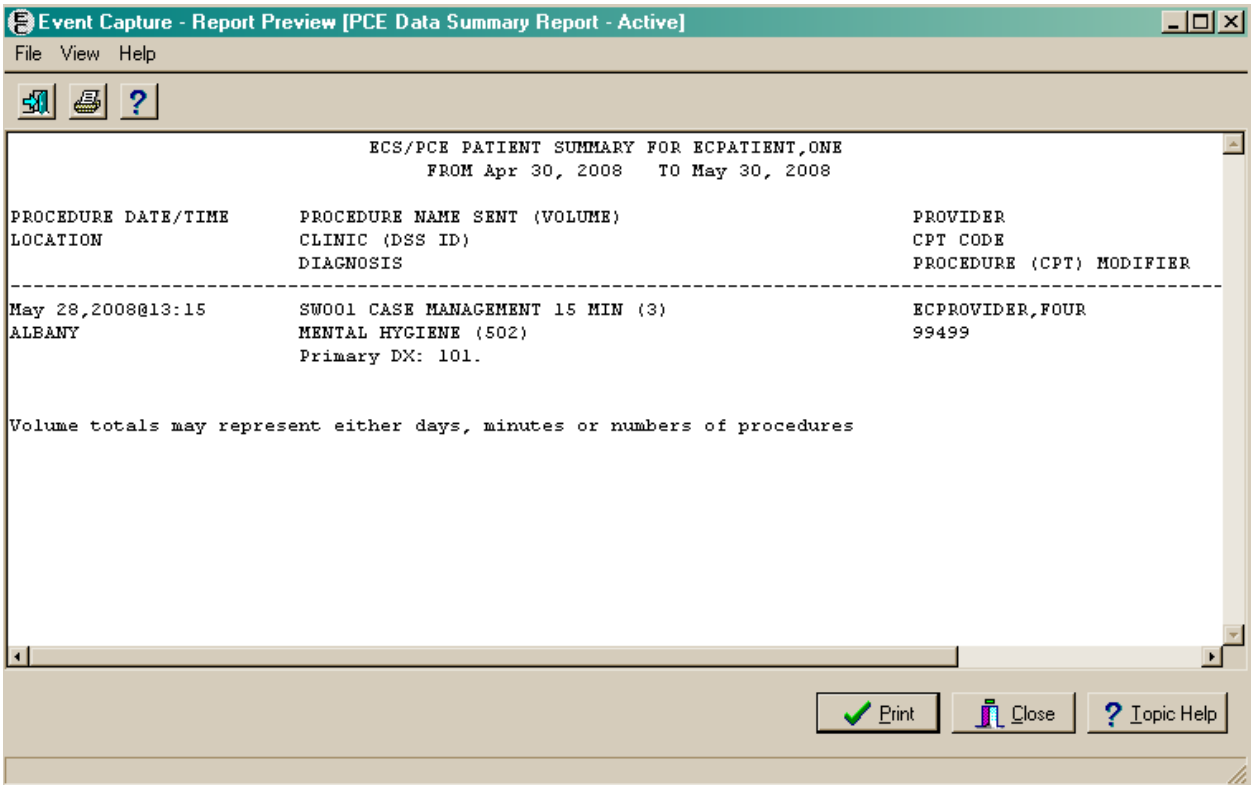
Instructions

1. Select a patient.
2. Enter a start and end date.
3. Print or preview the report.



PCE Data Summary Report

Example



Inactive Person Class Report

Before the User Start

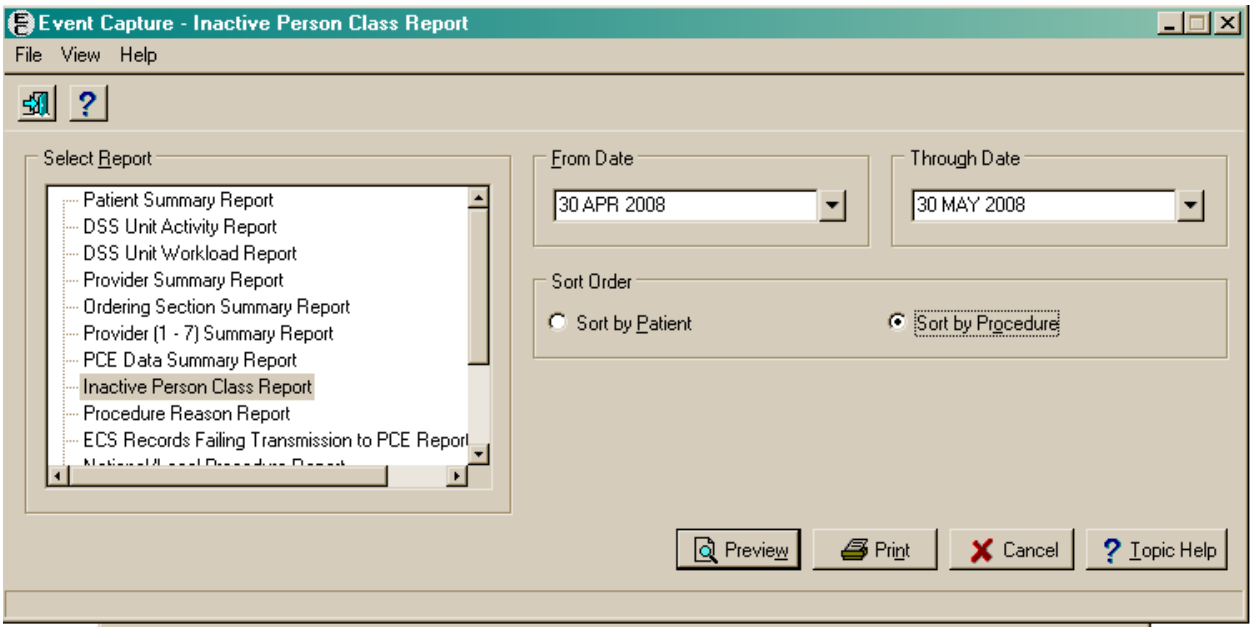
- This report shows providers who do not have a Person Class specified in the NEW PERSON file (#200) or who does not have an active Person Class in the NEW PERSON file (#200) for the date of the procedure.

What the User will see

- After previewing the report, you will have the option to print or cancel the report.

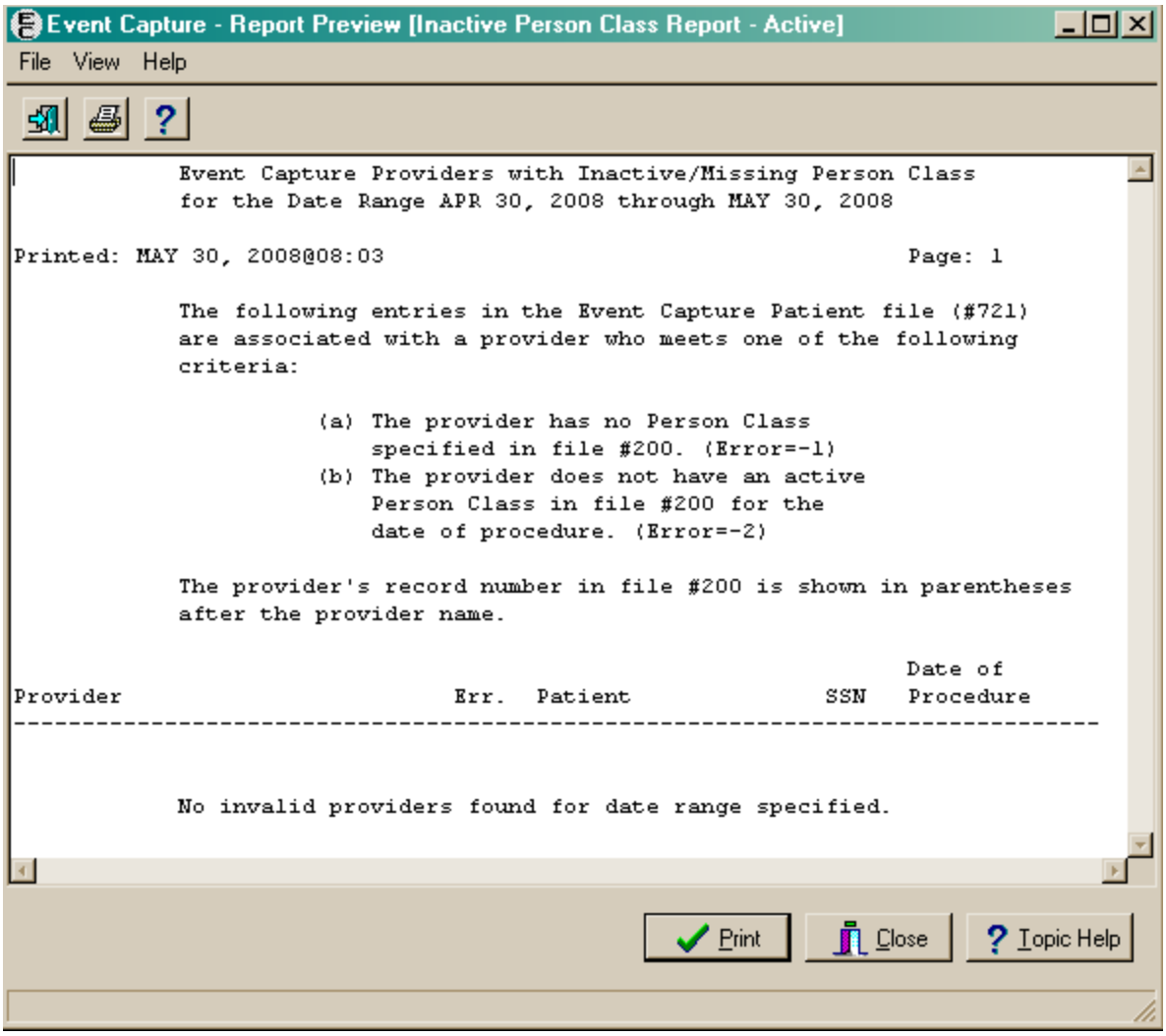
Instructions

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



Inactive Person Class Report

Example



Procedure Reason Report

Before the User Starts

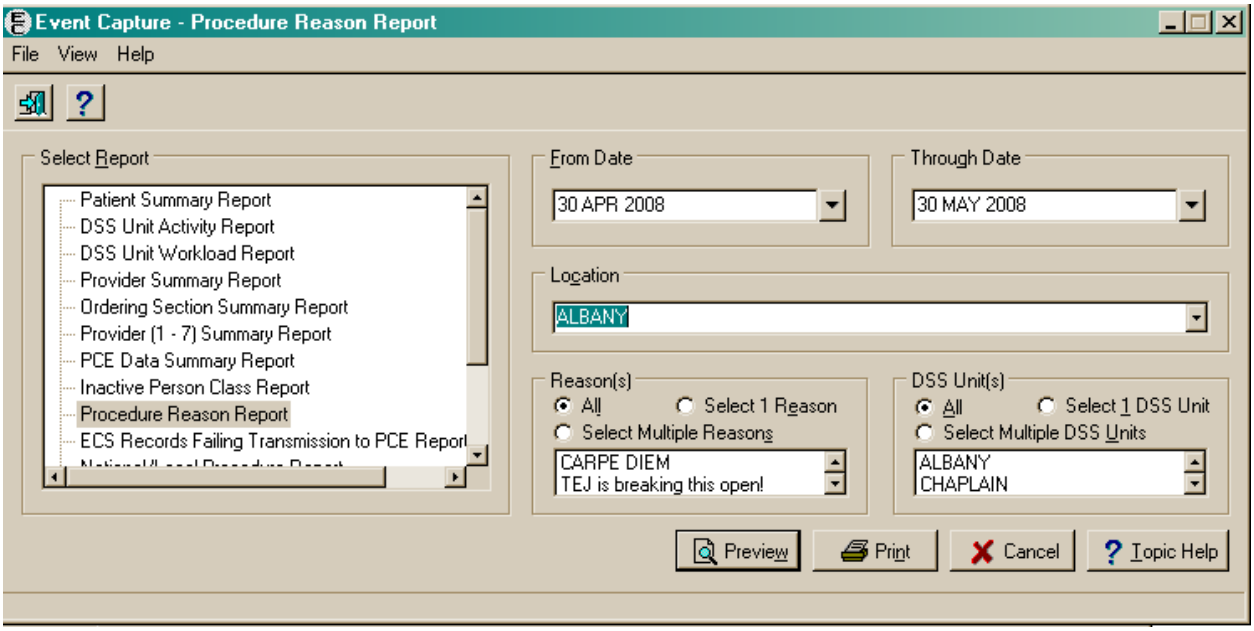
- Locations, DSS Units, procedures, and procedure reasons must be defined before using this option.
- With functionality put in place by the Code Set Versioning project, CPT codes, five-character EC National Codes (when applicable), CPT modifiers, diagnosis codes and their associated descriptions are reflective of the date the event occurred.

What the User will see

- After previewing the report, you will have the option to print or cancel the report.

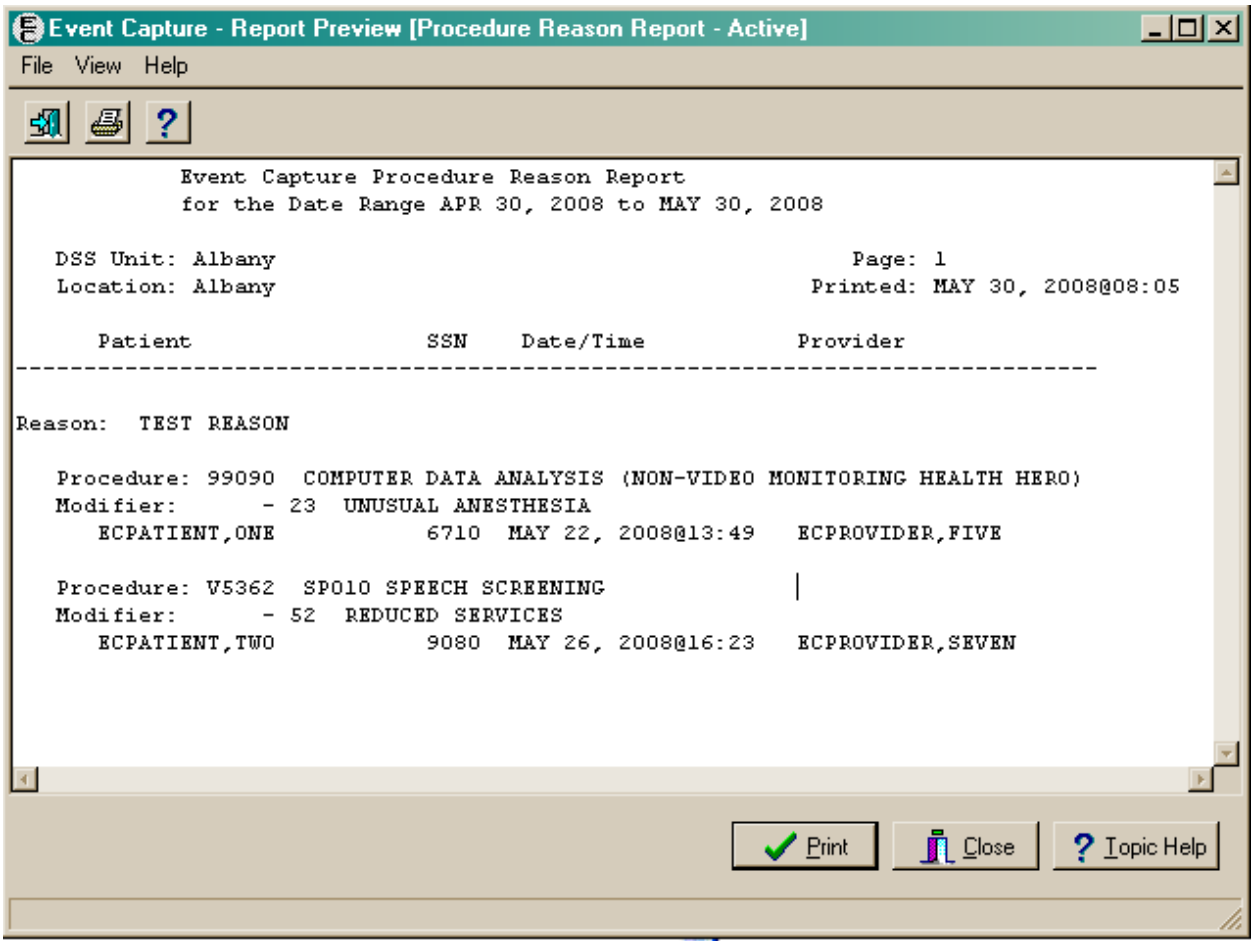
Instructions

1. Select one or all locations.
2. Select one/many/all DSS Units.
3. Select one/many/all procedure reasons.
4. Enter beginning and ending dates.
5. Print or preview the report.



Procedure Reason Report

Example



ECS Records Failing Transmission to PCE Report

Before the User Starts

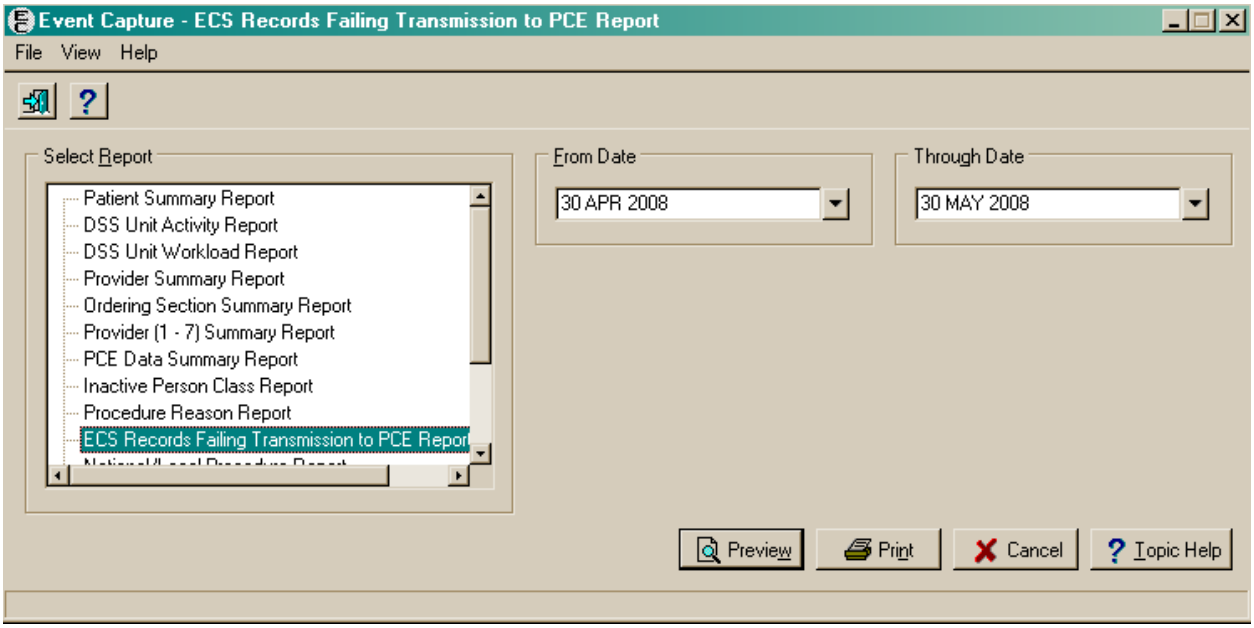
- Locations, DSS Units, procedures, five-character EC National Codes (when applicable), and categories must be defined before using this option.

What the User will see

- After previewing the report, you will have the option to print or cancel the report.

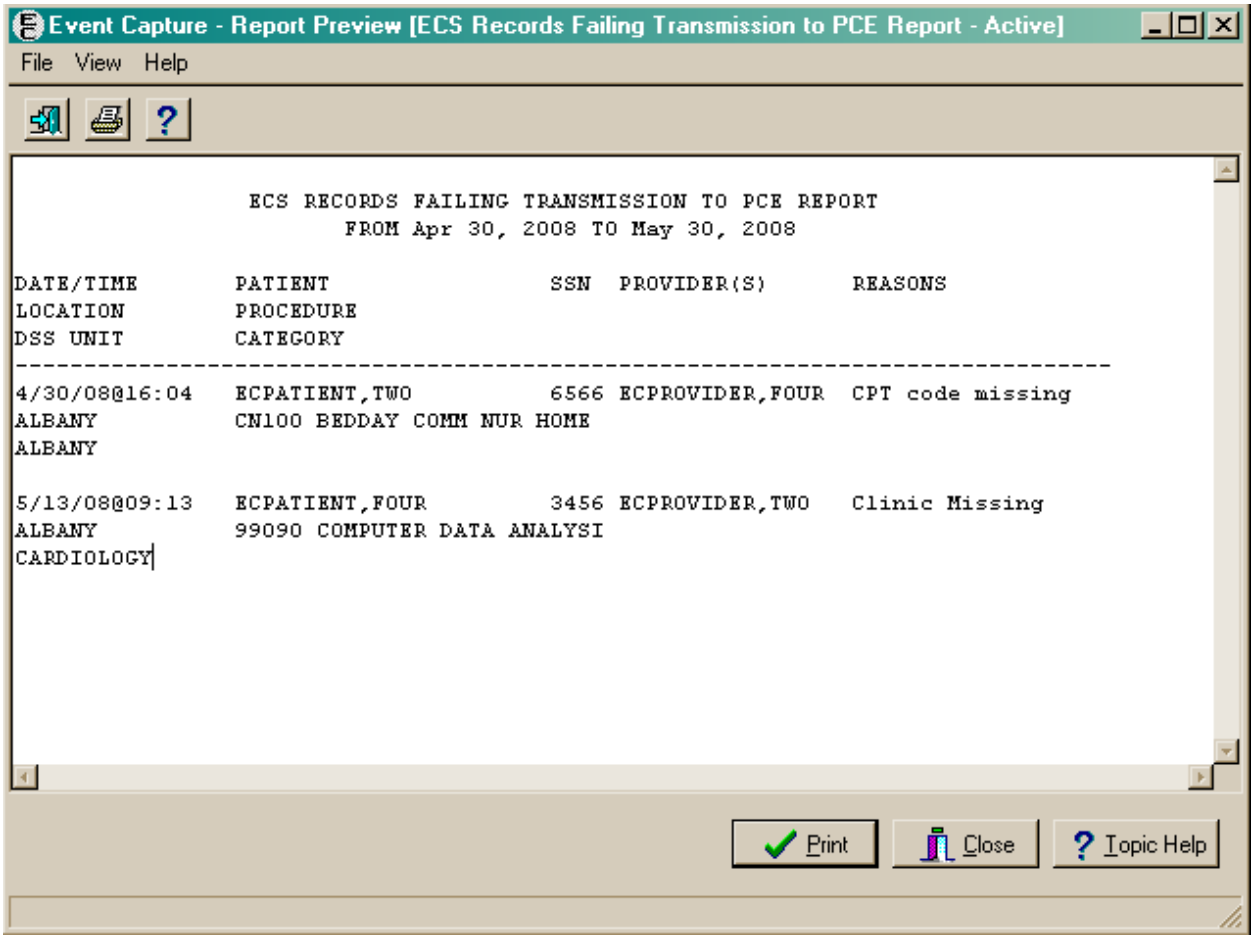
Instructions

1. Select the From and Through dates.
2. Print or preview the report.



ECS Records Failing Transmission to PCE Report

Example




```
                 ECS RECORDS FAILING TRANSMISSION TO PCE REPORT
                        FROM Apr 30, 2008 TO May 30, 2008

DATE/TIME        PATIENT                 SSN  PROVIDER(S)       REASONS
LOCATION         PROCEDURE
DSS UNIT         CATEGORY
-------------------------------------------------------------------------------
4/30/08@16:04    ECPATIENT,TWO           6566 ECPROVIDER,FOUR   CPT code missing
ALBANY           CN100 BEDDAY COMM NUR HOME
ALBANY

5/13/08@09:13    ECPATIENT,FOUR          3456 ECPROVIDER,TWO    Clinic Missing
ALBANY           99090 COMPUTER DATA ANALYSI
CARDIOLOGY
```

National/Local Procedure Report

Before the User Starts

- Use the *Procedure - Add or Update Local Procedures* option to create local procedures before using this option.
- This report is accessible to Management users only. For users without the Management Security key (ECMGR), this report will not appear.

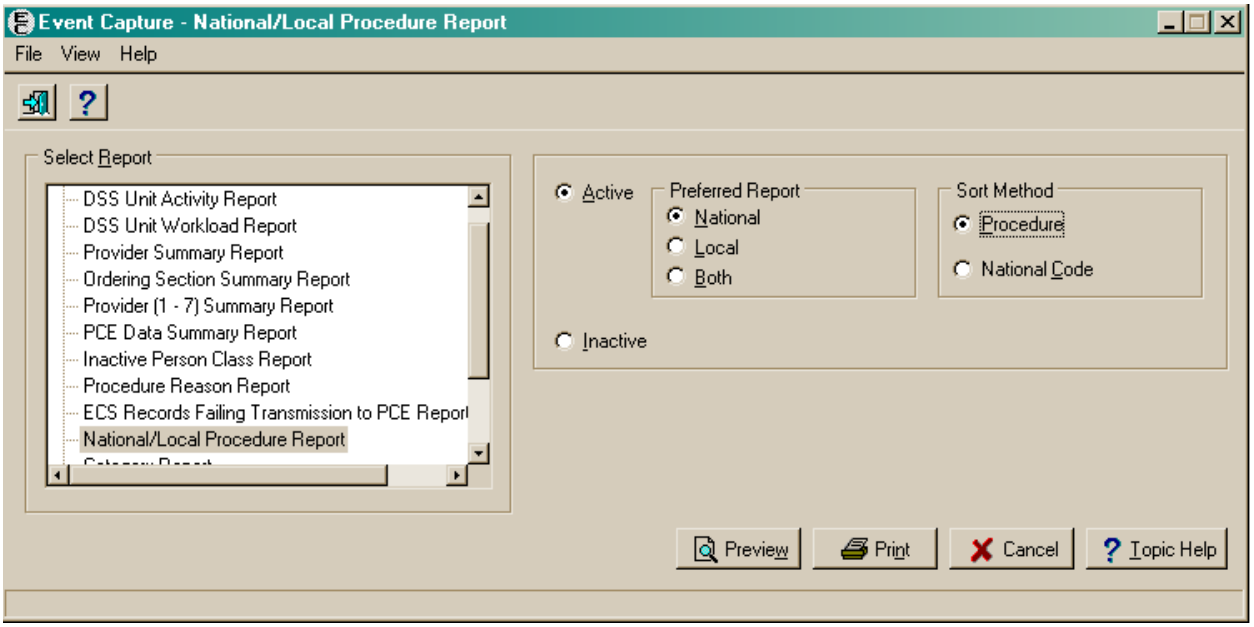
What the User will see

- After previewing the report, you will have the option to print or cancel the report.

Instructions

Active Procedures

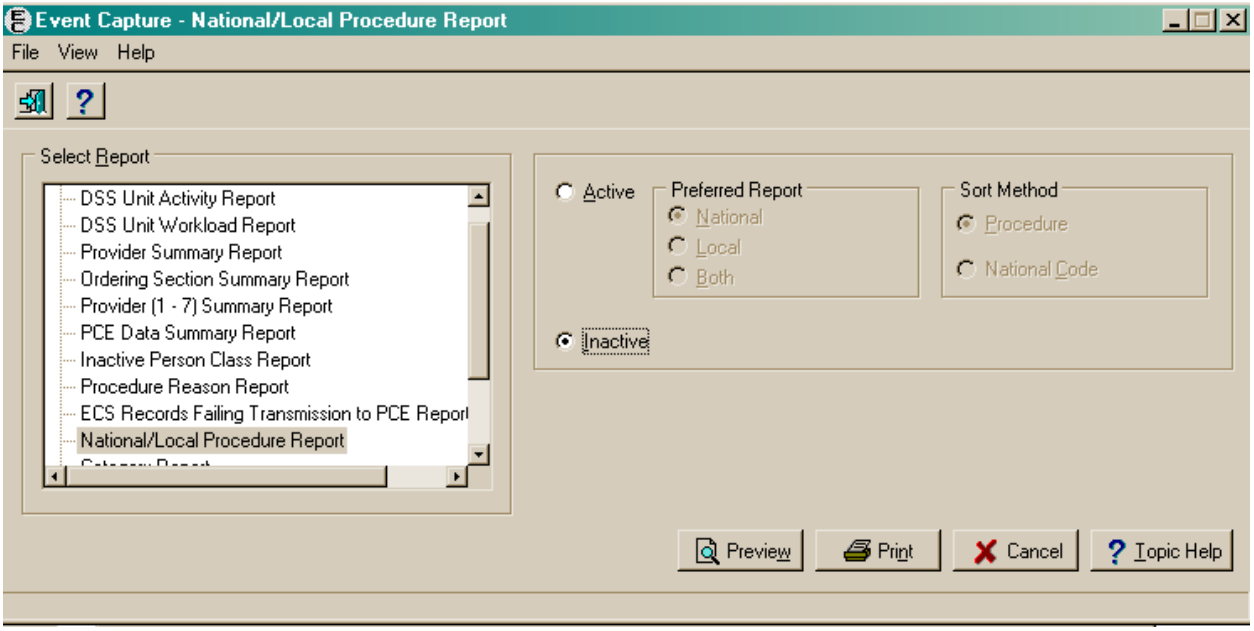
1. Click the *Active* button.
2. Choose preferred report - national, local, or both.
3. Choose the sort method – procedure or national code.
4. Print or preview the report.



National/Local Procedure Report

Inactive Procedures

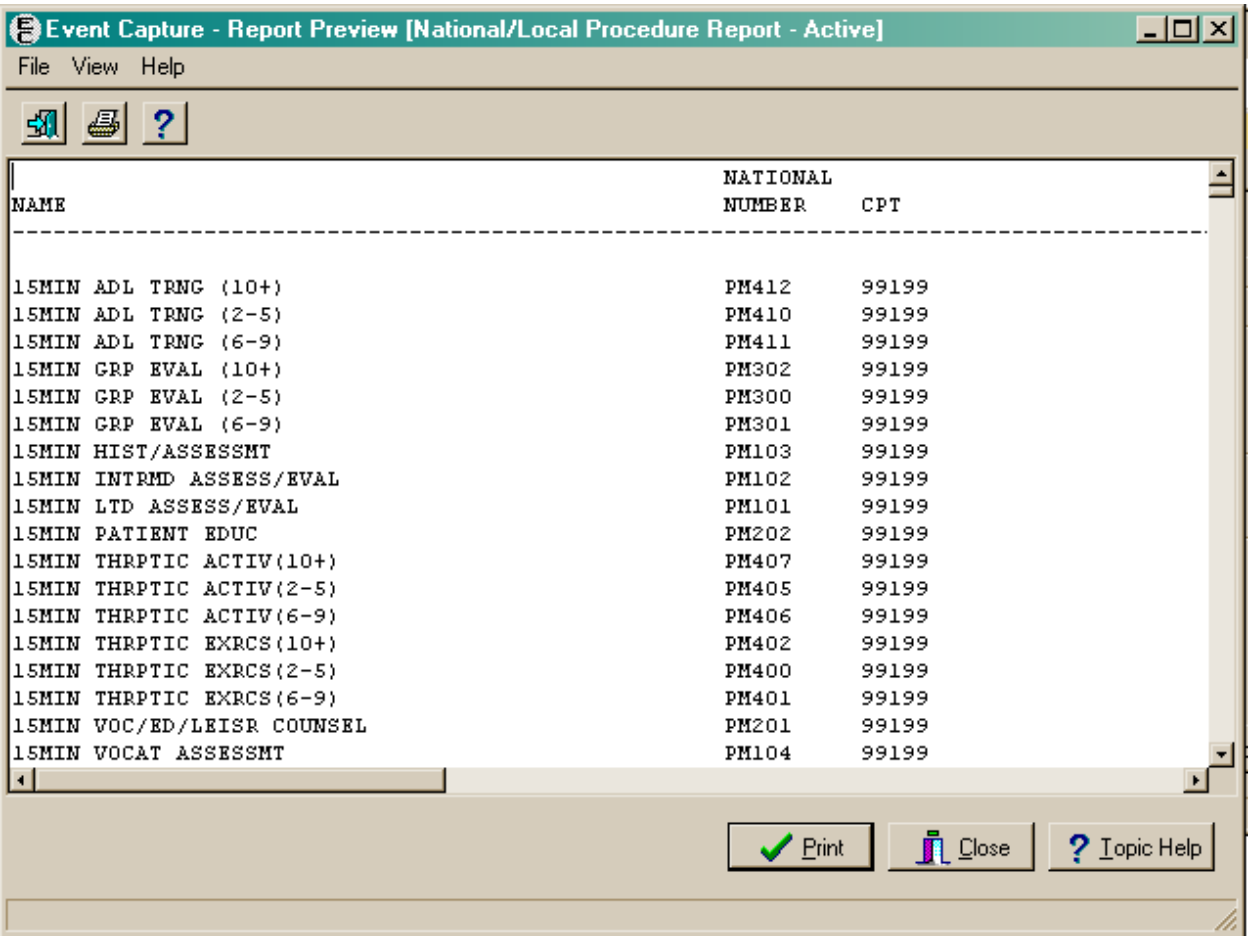
1. Click the *Inactive* button.
2. Print or preview the report.



Note: If the report is marked as Inactive, the preferred report and sort method will be grayed out. The output includes procedure name, national number, and CPT.

National/Local Procedure Report

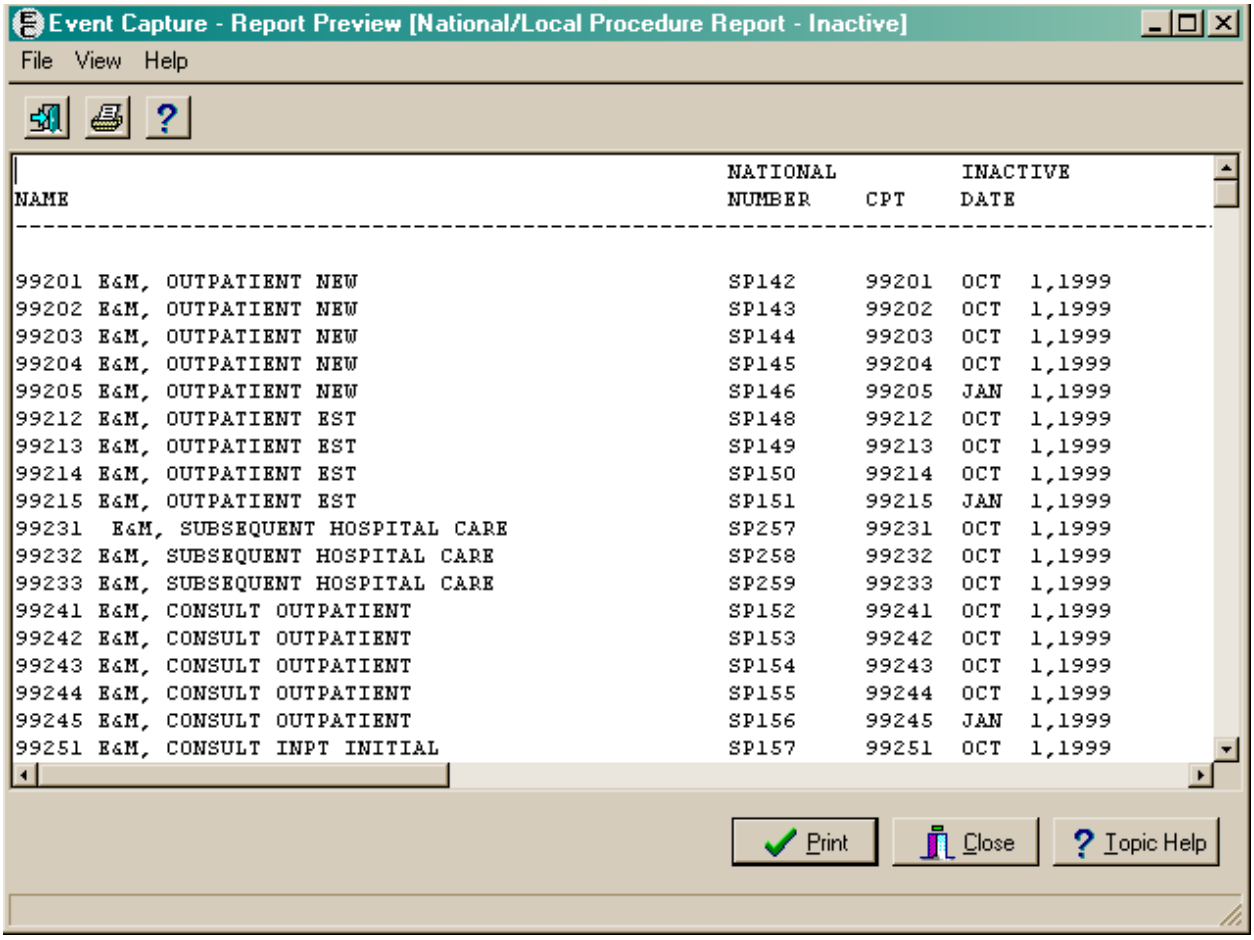
Example - Active



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 GRP EVAL (10+)	PM302	99199
15MIN GRP EVAL (2-5)	PM300	99199
15MIN GRP EVAL (6-9)	PM301	99199
15MIN HIST/ASSESSMT	PM103	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

National/Local Procedure Report

Example - Inactive



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

Category Report

Before the User Starts

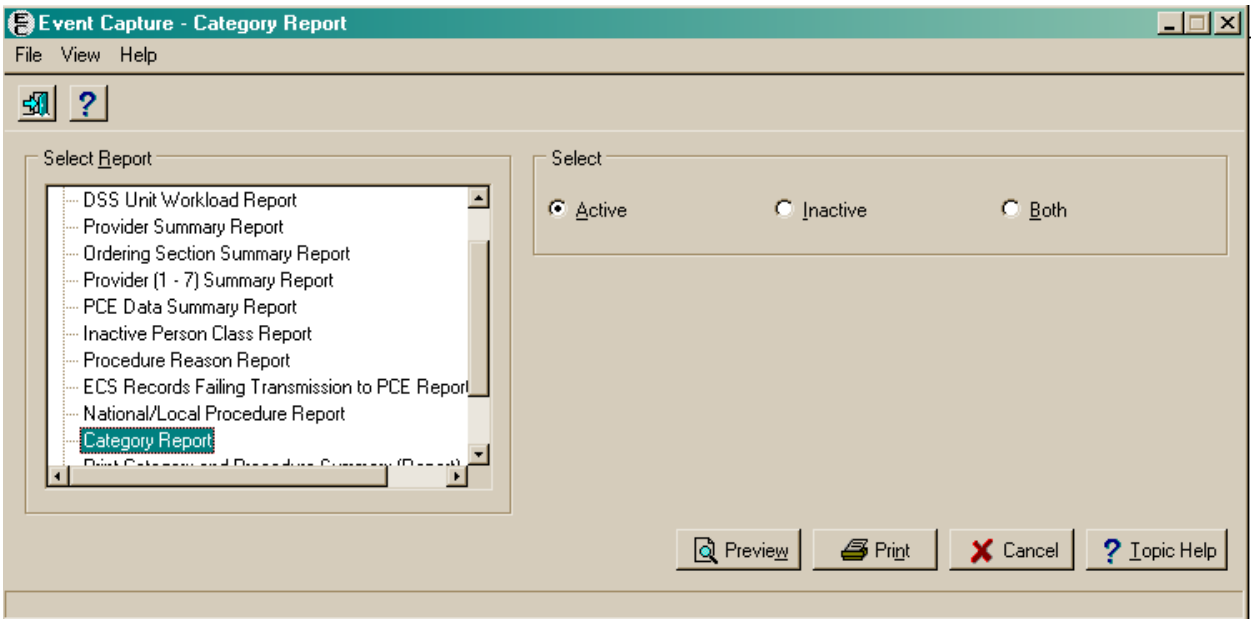
- Use the *Category - Add or Update Categories* option to create categories before using this option.
- This report is accessible to Management users only. For users without the Management Security key (ECMGR), this report will not appear.

What the User will see

- After previewing the report, you will have the option to print or cancel the report

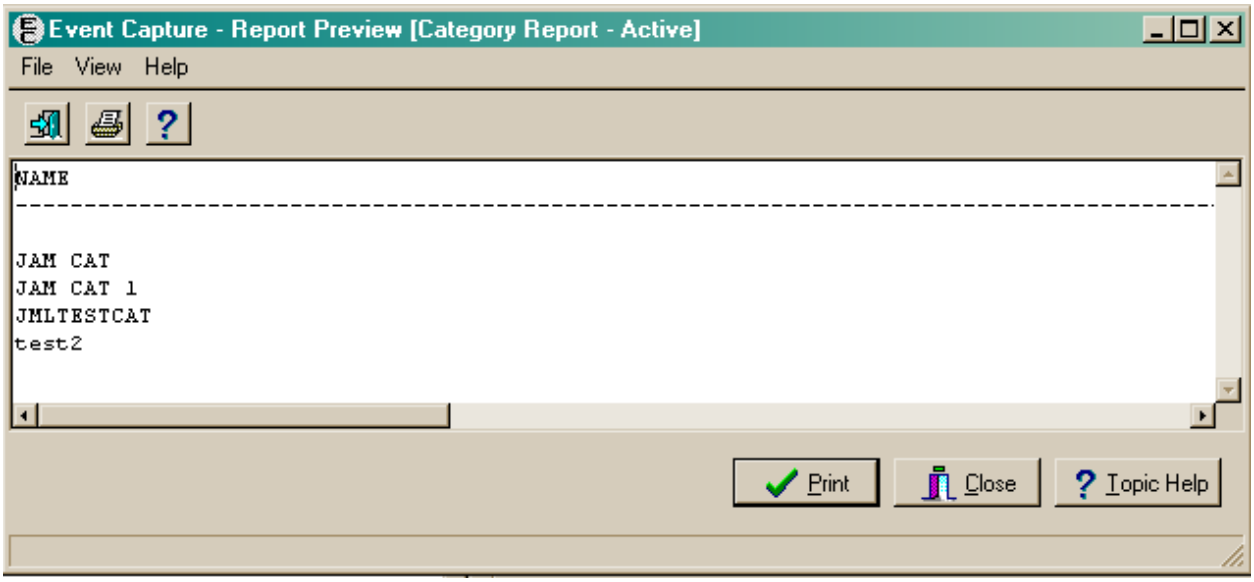
Instructions

1. Choose a status of *Active*, *Inactive*, or *Both*.
2. Print or preview the report.

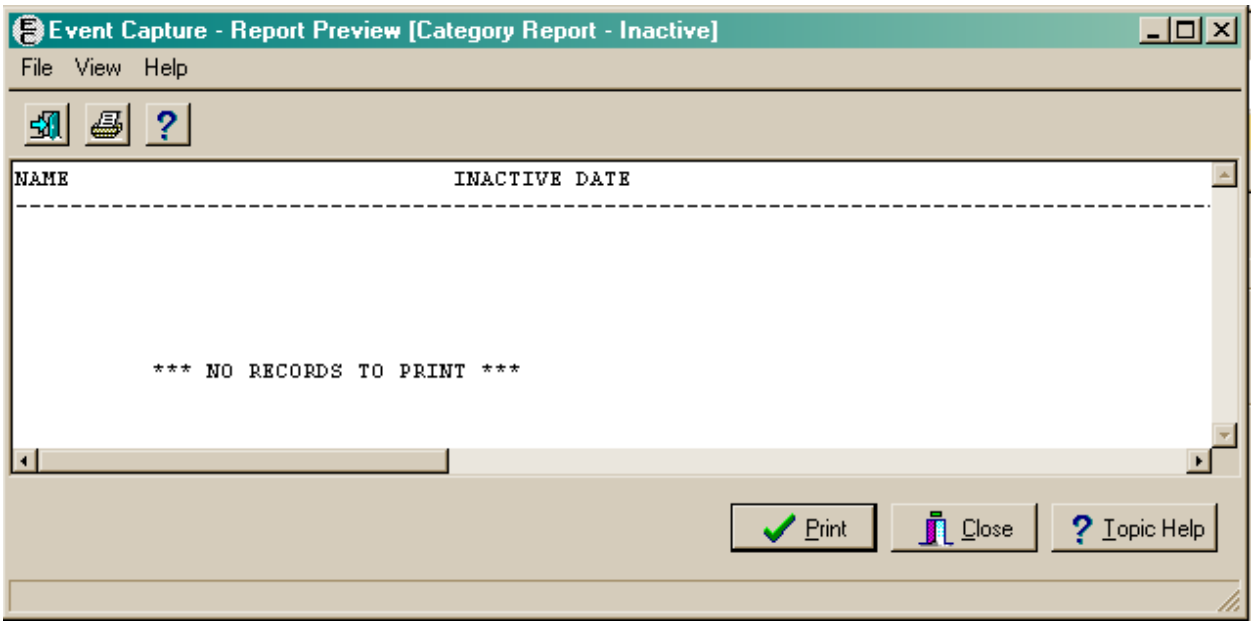


Category Report

Example - Active

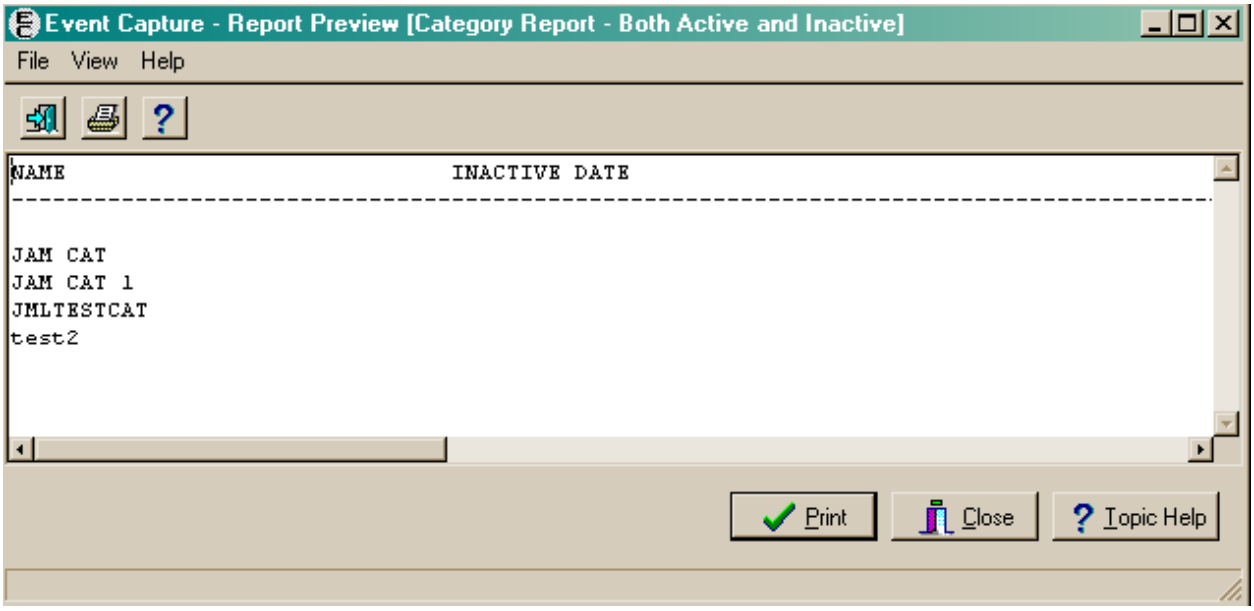


Example - Inactive



Category Report

Example – Both Active and Inactive



Print Category and Procedure Summary (Report)

Before the User Starts

- 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 are prompted for categories only if the Event Code Screen uses categories to group procedures.
- This report is accessible to Management users only. For users without the Management Security key (ECMGR), this report will not appear.

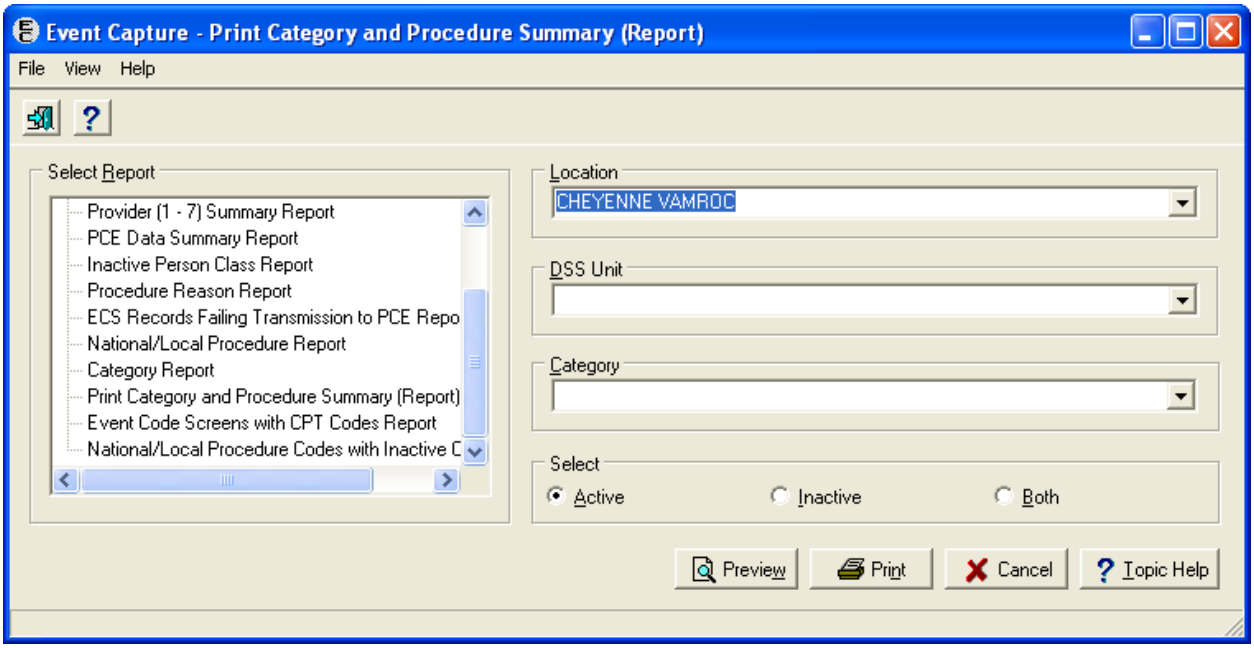
What the User will see

- After previewing the report, you will have the option to print or cancel the report.

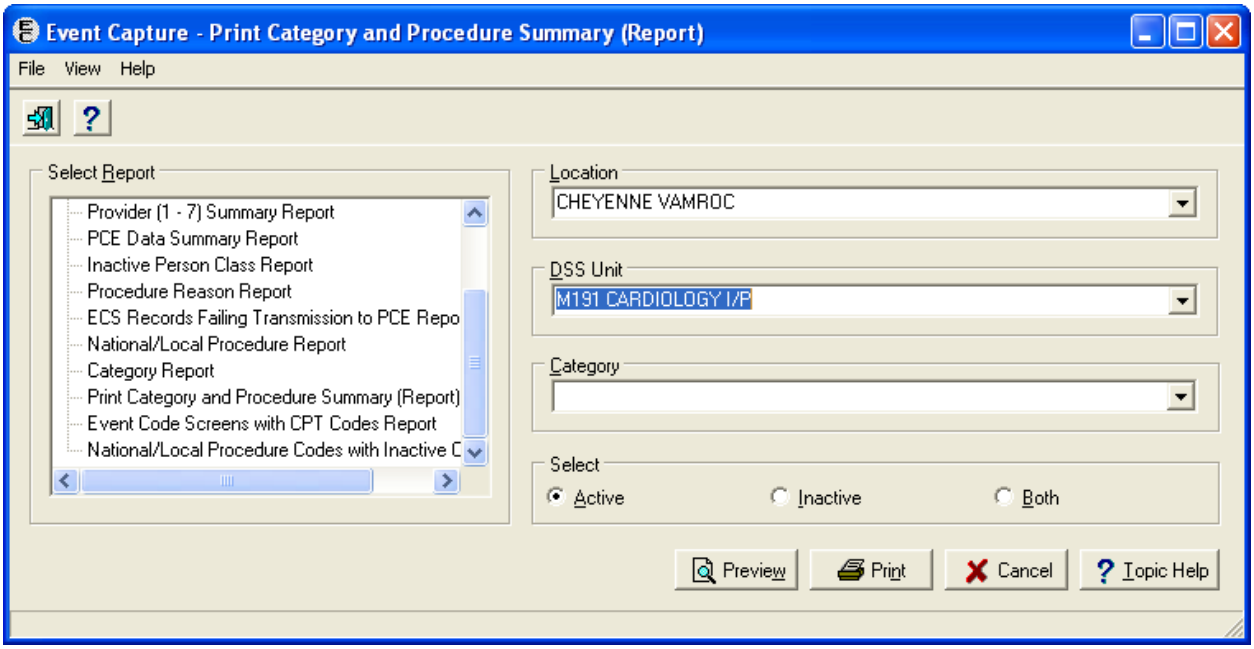
Print Category and Procedure Summary (Report)

Instructions

1. Select one or all locations from the pull down menu. You may choose to print Active, Inactive, or Both (Active and Inactive) Categories and Procedures.

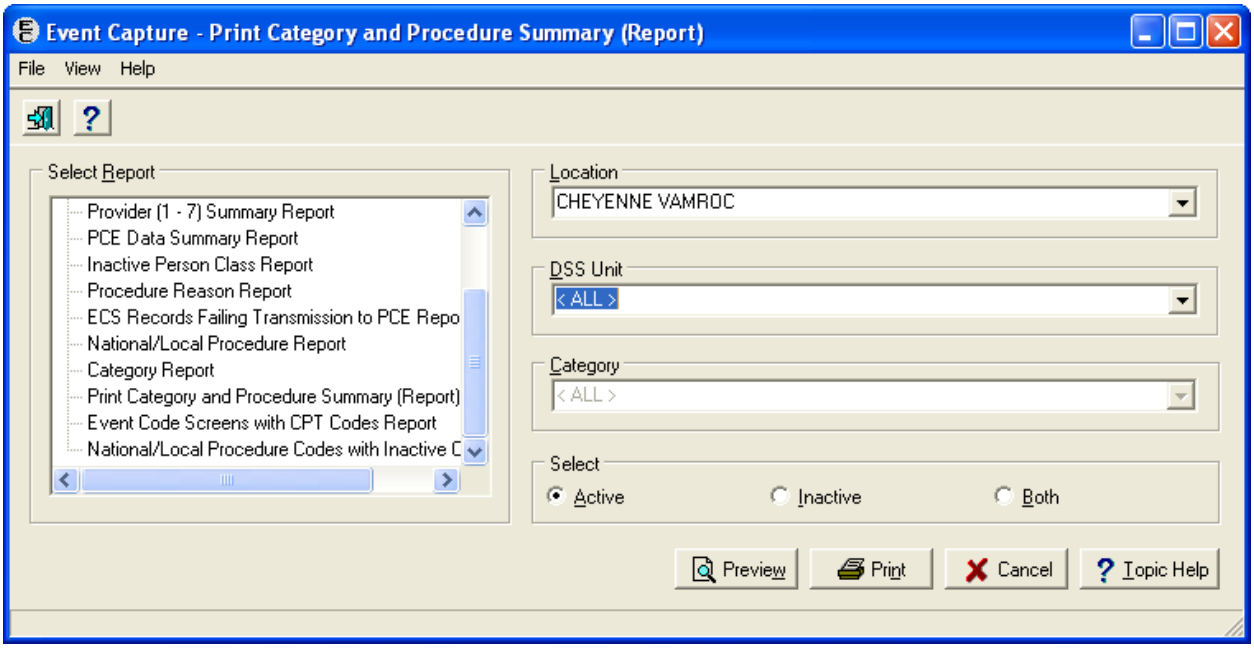


2. Select a DSS Unit or select All from the pull down menu.

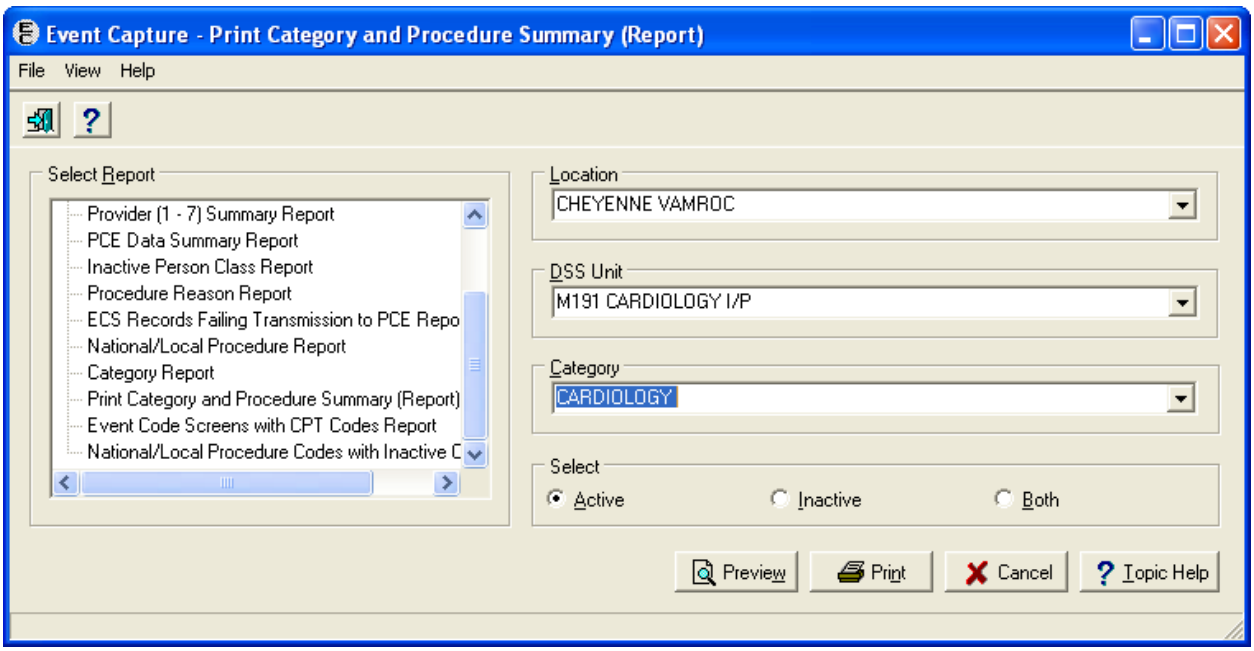


Print Category and Procedure Summary (Report)

If All is selected for the DSS Unit, the Category will also become All.



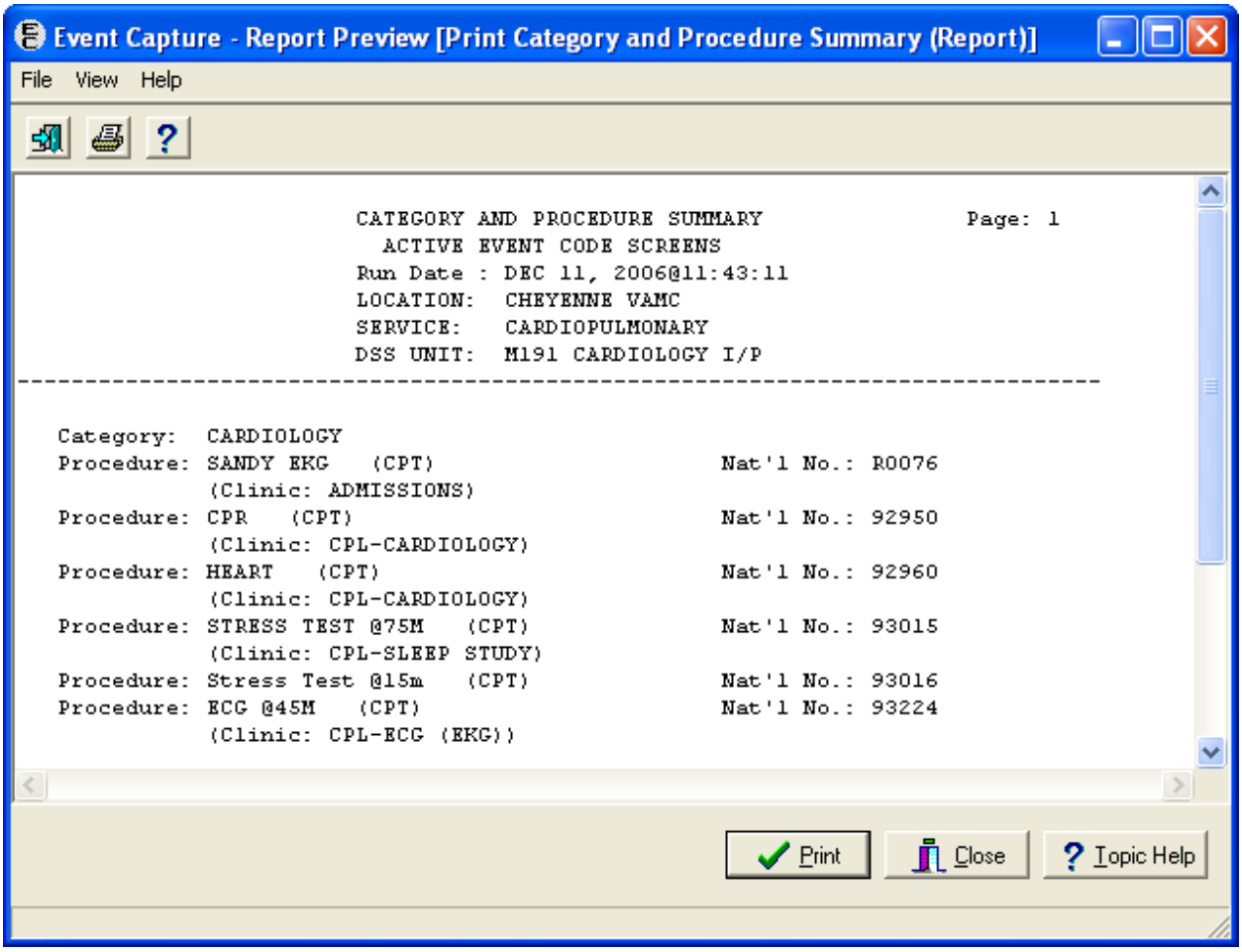
3. Select a Category from the pull down menu if a DSS Unit was selected.



4. Print or preview the report.

Print Category and Procedure Summary (Report)

Example



Event Code Screens with CPT Codes Report

This option allows you to print/display event code screens with active/inactive/both CPT codes for all or a specific DSS Unit.

The output includes the following.

Run Date
Location
Service
DSS Unit
Category (if applicable)
Procedure Name
National Number
CPT Code - Inactive CPT codes are flagged with an *I* when printing both active and inactive codes

Before the User Starts

- Users must have the ECMGR key to access this report.

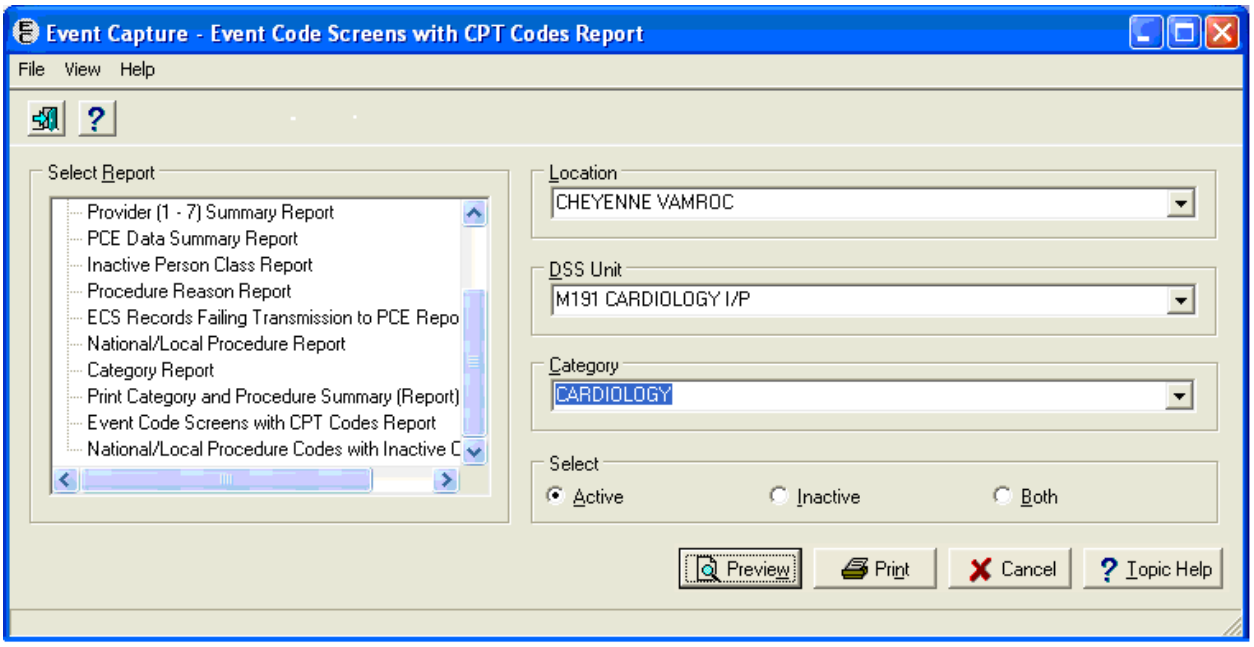
What the User will see

- After previewing the report, you will have the option to print or cancel the report.

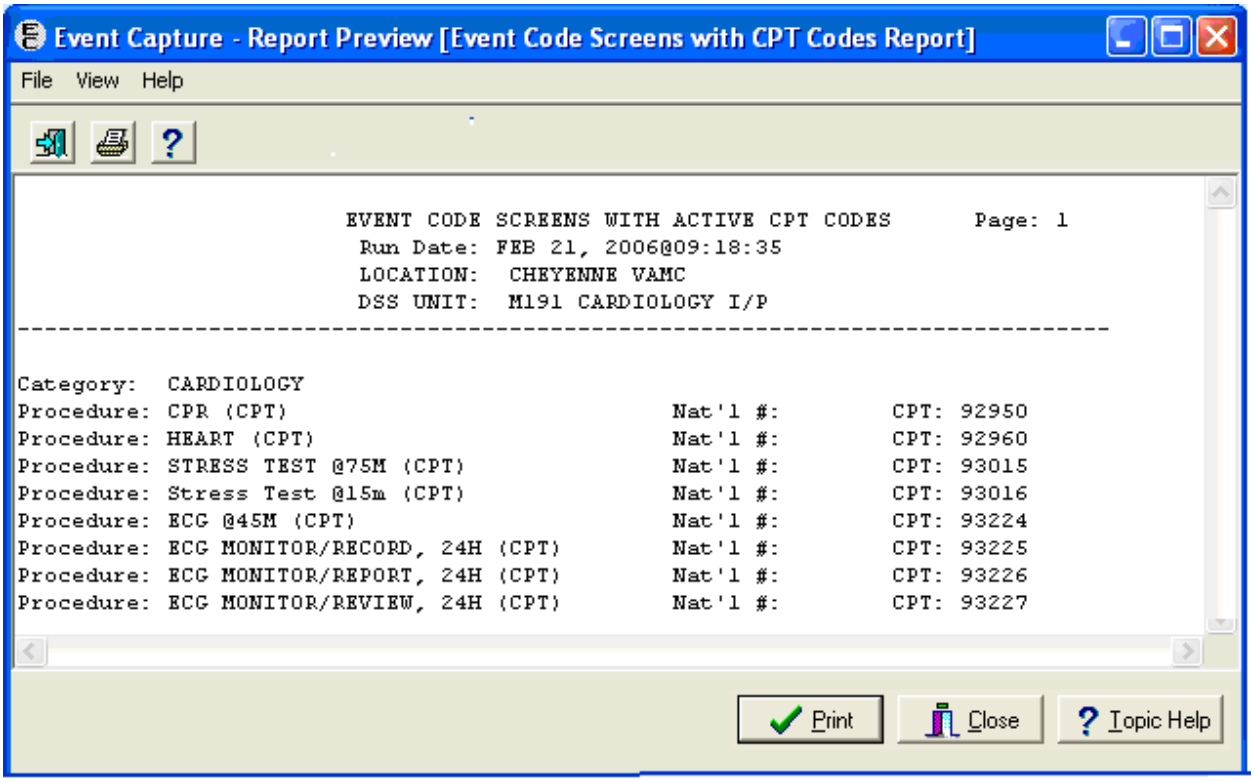
Instructions

1. Select one or all Location(s).
2. Select one or all DSS Unit(s)
3. Select a category, if available. If All DSS Units are selected, Category will be All.
4. Select to view Active, Inactive, or both Active and Inactive CPT codes.
5. Print or preview the report.

Event Code Screens with CPT Codes Report



Example



National/Local Procedure Codes with Inactive CPT Codes Report

This report provides a list of National and Local Procedure Codes with inactive CPT codes from EC NATIONAL PROCEDURE file (#725).

The output includes the following.

Run Date
National Number
National Name
CPT Code
Inactive Date

Before the User Starts

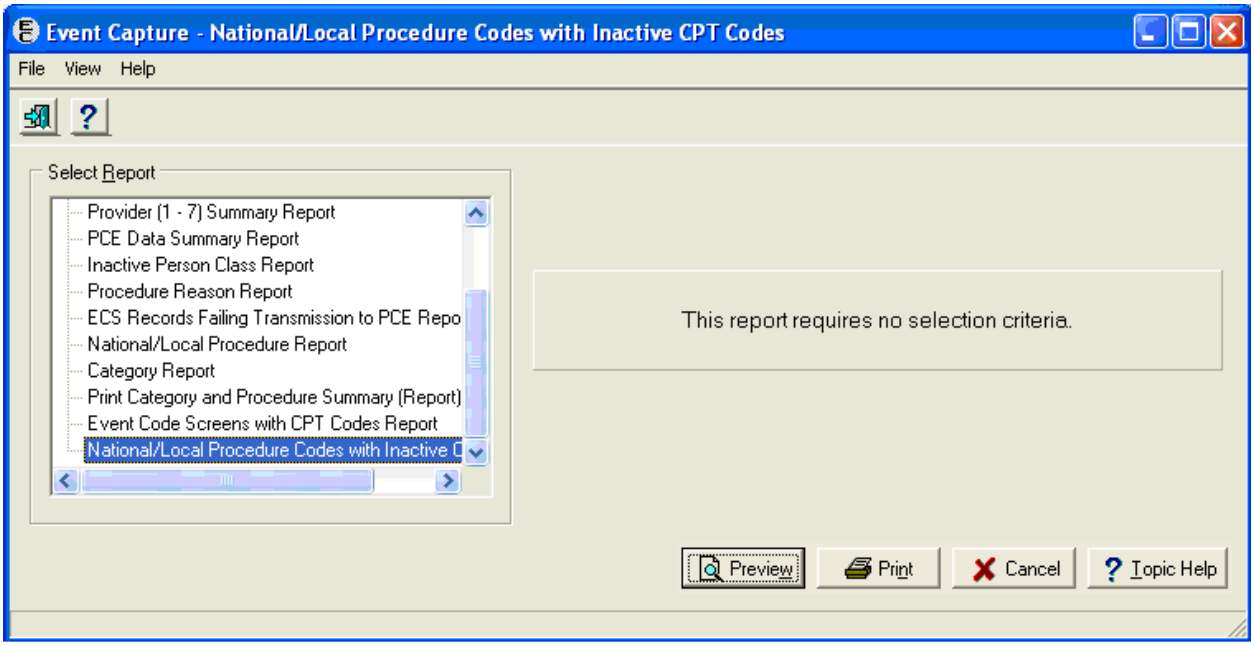
- Users must have the ECMGR key to access this report.

What the User will see

- After previewing the report, you will have the option to print or cancel the report.

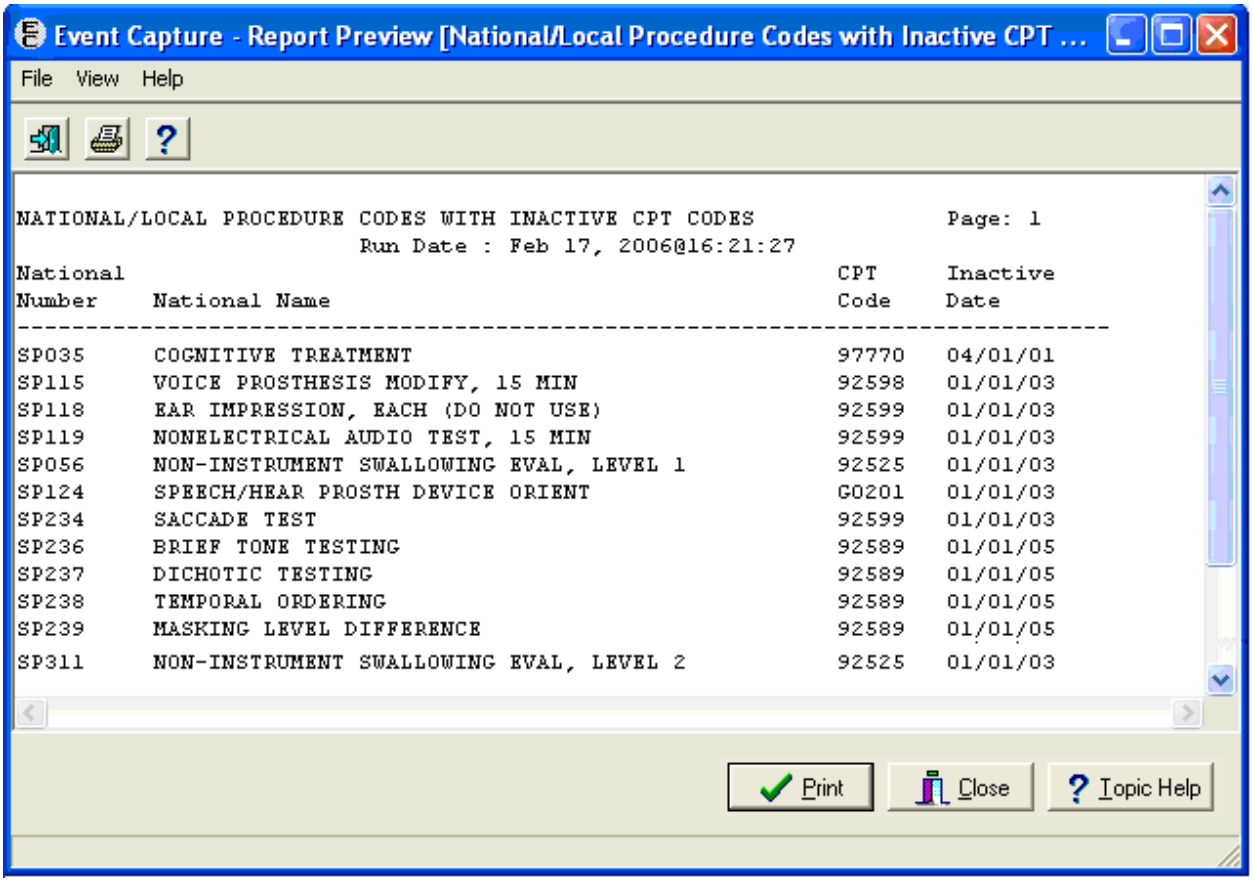
Instructions

1. Select the report - No further selection criteria is required.
2. Print or preview the report.



National/Local Procedure Codes with Inactive CPT Codes Report

Example



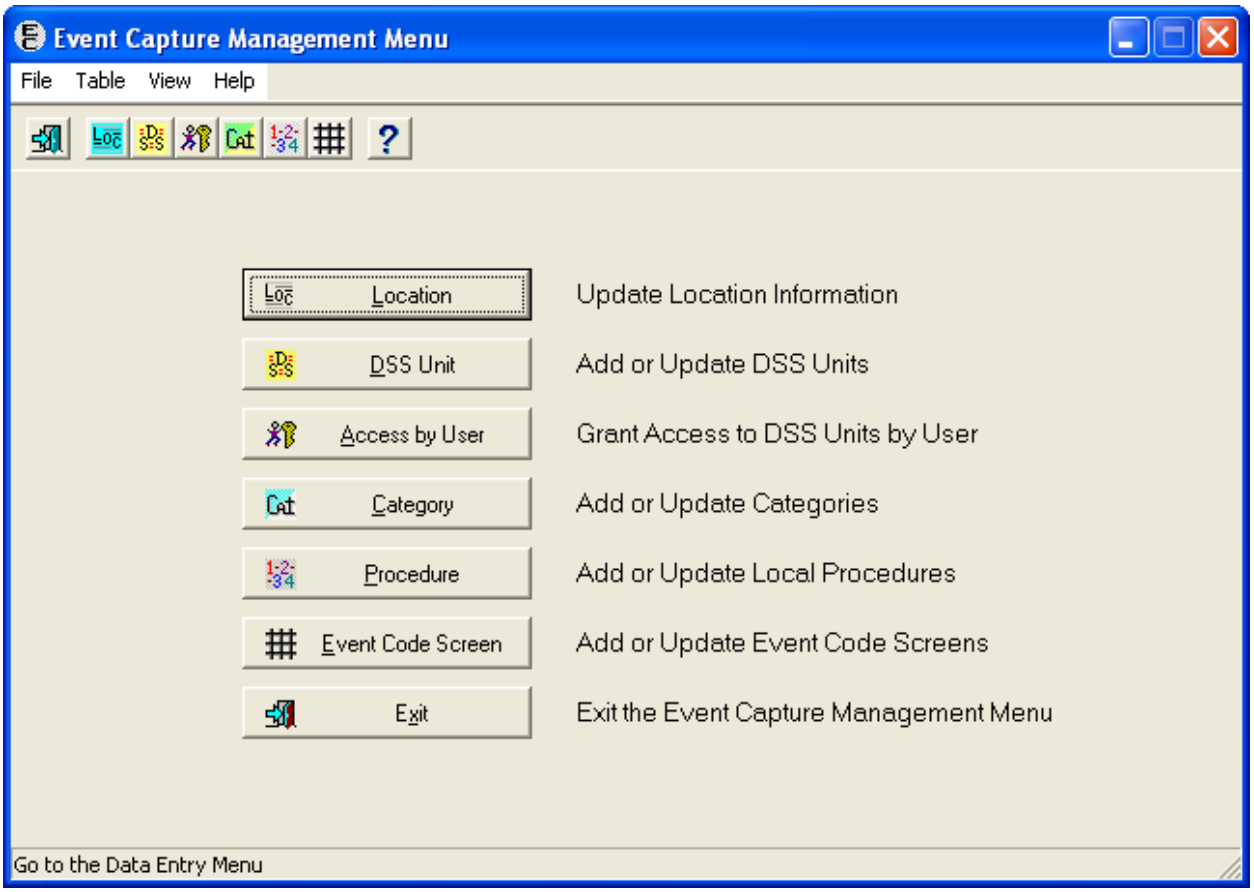
NATIONAL/LOCAL PROCEDURE CODES WITH INACTIVE CPT CODES Page: 1
Run Date : Feb 17, 2006@16:21:27

National Number	National Name	CPT Code	Inactive Date
SP035	COGNITIVE TREATMENT	97770	04/01/01
SP115	VOICE PROSTHESIS MODIFY, 15 MIN	92598	01/01/03
SP118	EAR IMPRESSION, EACH (DO NOT USE)	92599	01/01/03
SP119	NONELECTRICAL AUDIO TEST, 15 MIN	92599	01/01/03
SP056	NON-INSTRUMENT SWALLOWING EVAL, LEVEL 1	92525	01/01/03
SP124	SPEECH/HEAR PROSTH DEVICE ORIENT	G0201	01/01/03
SP234	SACCADE TEST	92599	01/01/03
SP236	BRIEF TONE TESTING	92589	01/01/05
SP237	DICHOTIC TESTING	92589	01/01/05
SP238	TEMPORAL ORDERING	92589	01/01/05
SP239	MASKING LEVEL DIFFERENCE	92589	01/01/05
SP311	NON-INSTRUMENT SWALLOWING EVAL, LEVEL 2	92525	01/01/03

Management Menu

Perform Event Capture Management Functions

Location – Update Location Information
DSS Unit – Add or Update DSS Units
Access by User – Grant Access to DSS Units by User
Category – Add or Update Categories
Procedure – Add or Update Local Procedures
Event Code Screen – Add or Update Event Code Screens



Location - Update Location Information

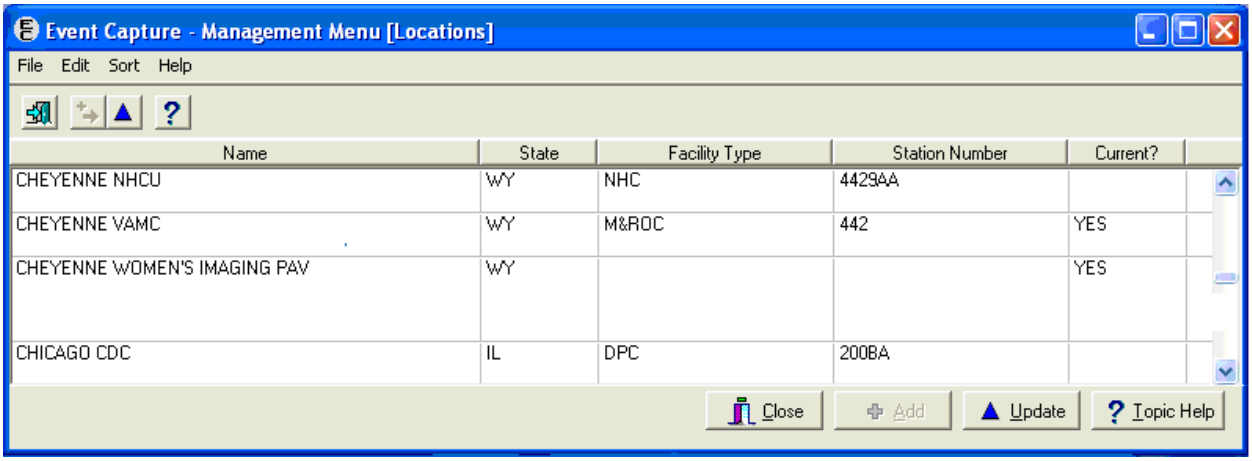
Before the User starts

- Location selected must be in the INSTITUTION file (#4).
- Locations must be created with this option before you can establish DSS Units.
- No further options are functional until you create an Event Capture location.

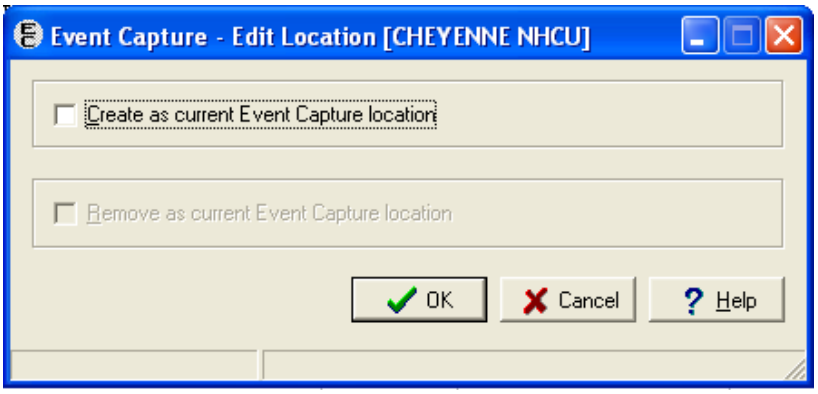
What the user will see

- Selecting the *Location - Update Location Information* option opens a screen that displays all the known location names, their State, Facility Type, Station Number, and Current Status in matrix form. You may adjust the size of the columns of the matrix.

- From the first screen, select a location.



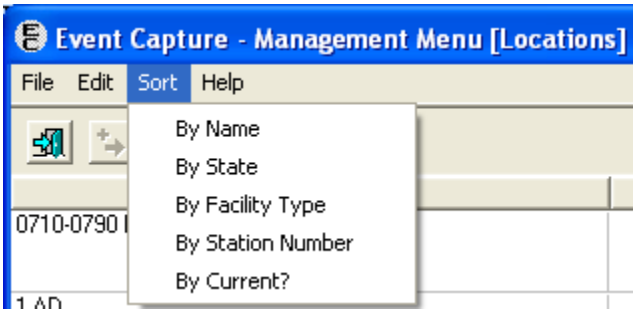
- After selecting a location, a second screen will appear where you may create the location as current or remove the selected location.



Location – Update Location Information

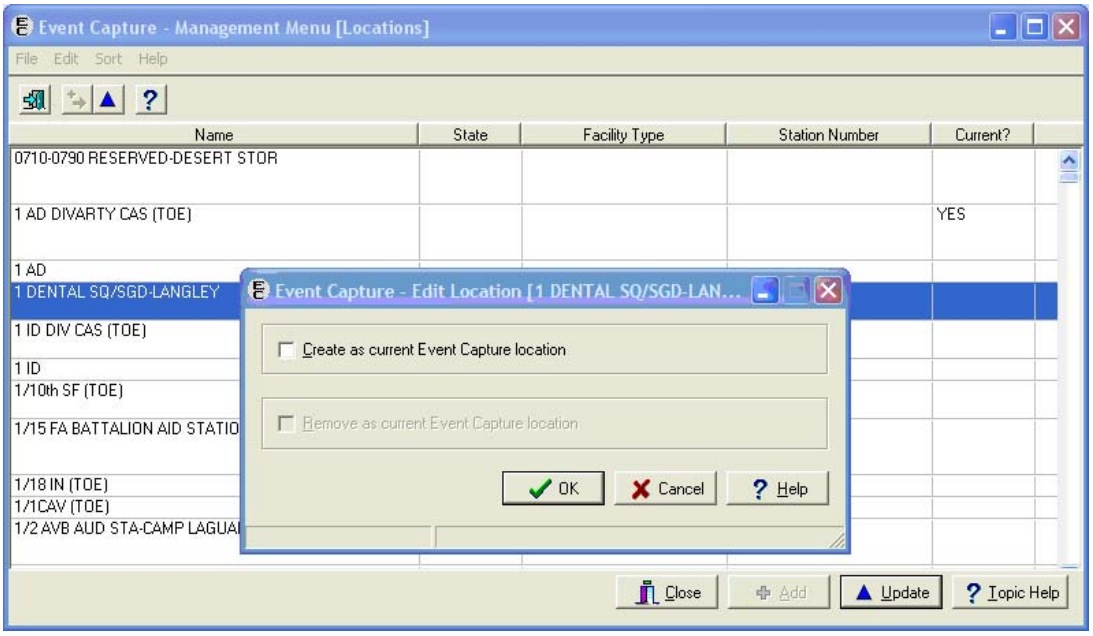
Sort Function

The rows may be sorted by using the Sort Menu or by clicking on the column header.



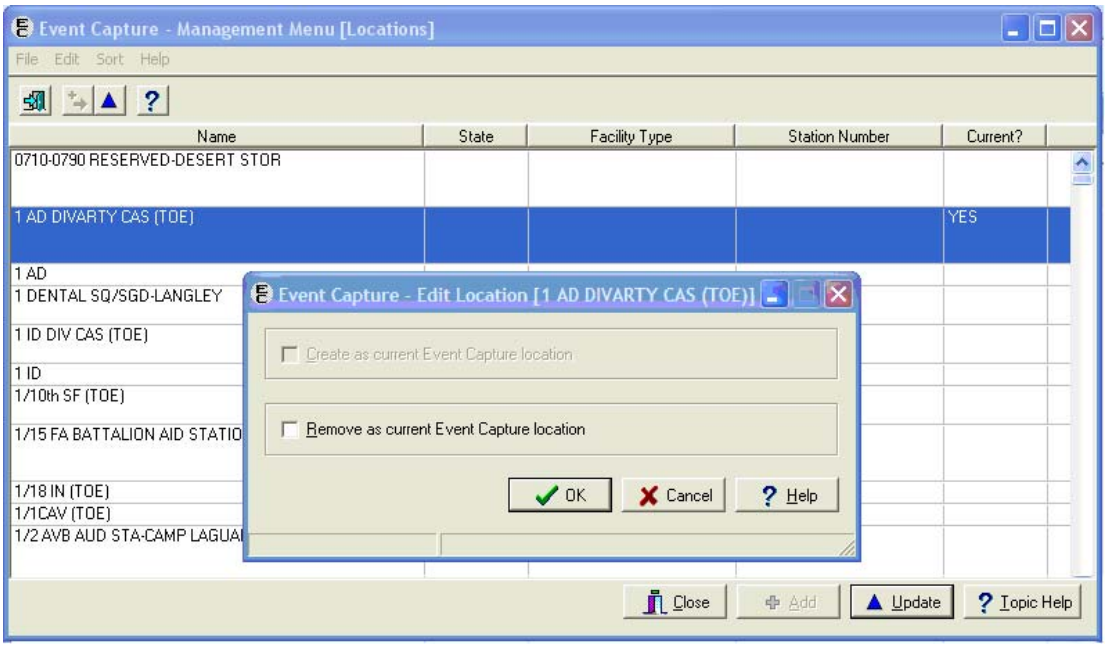
Instructions

1. To **create** a current location, click the checkbox labeled "Create as current Event Capture location" and click the *OK* button. The location is flagged as active for use in the Event Capture software.



2. To **remove** a current location, click the checkbox labeled "Remove as current Event Capture location" and click the *OK* button. The location is flagged as inactive for use in the Event Capture software.

Location – Update Location Information



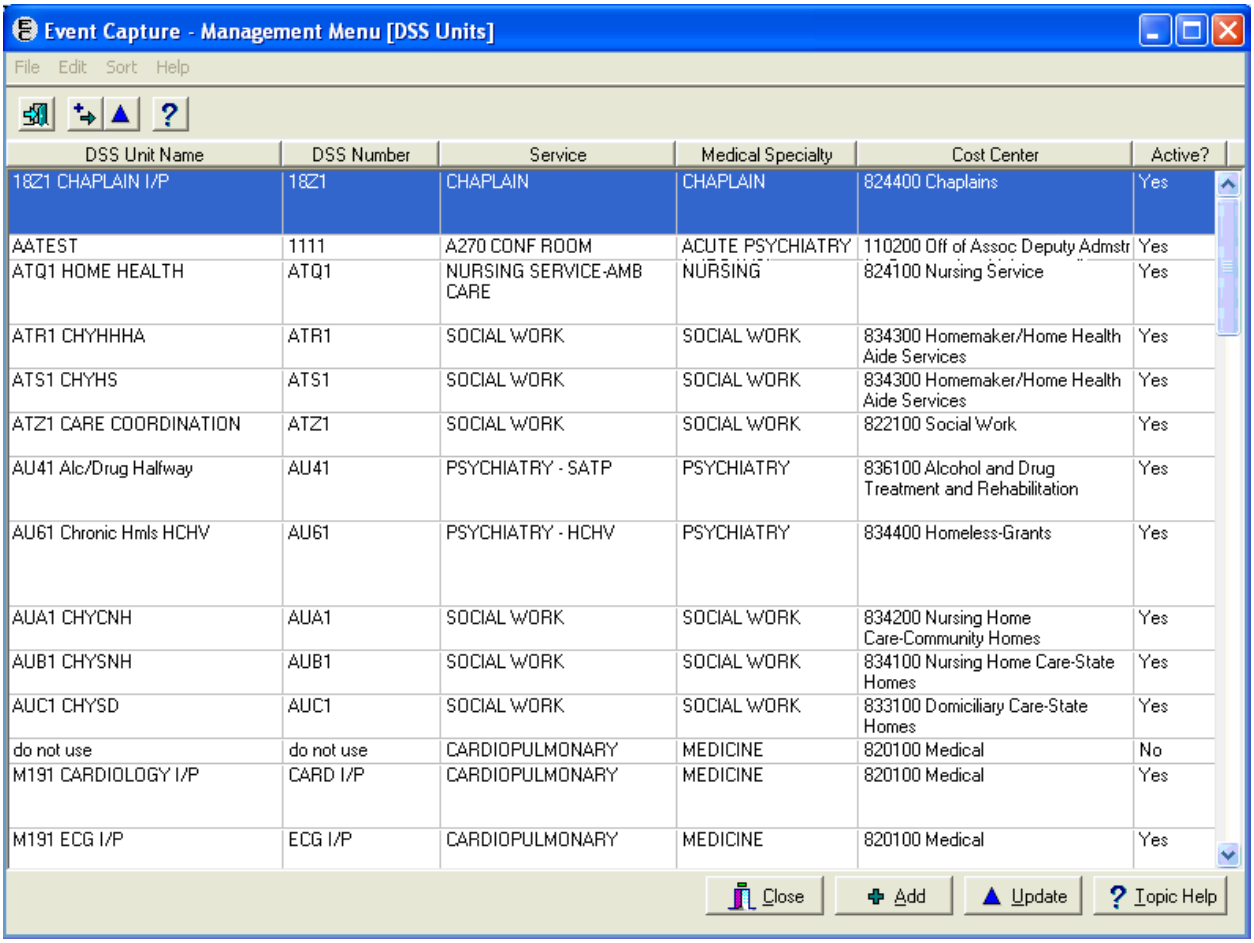
DSS Unit - Add or Update DSS Units

Before the User Starts

- Use the *Location - Update Location Information* option to create an Event Capture location before 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

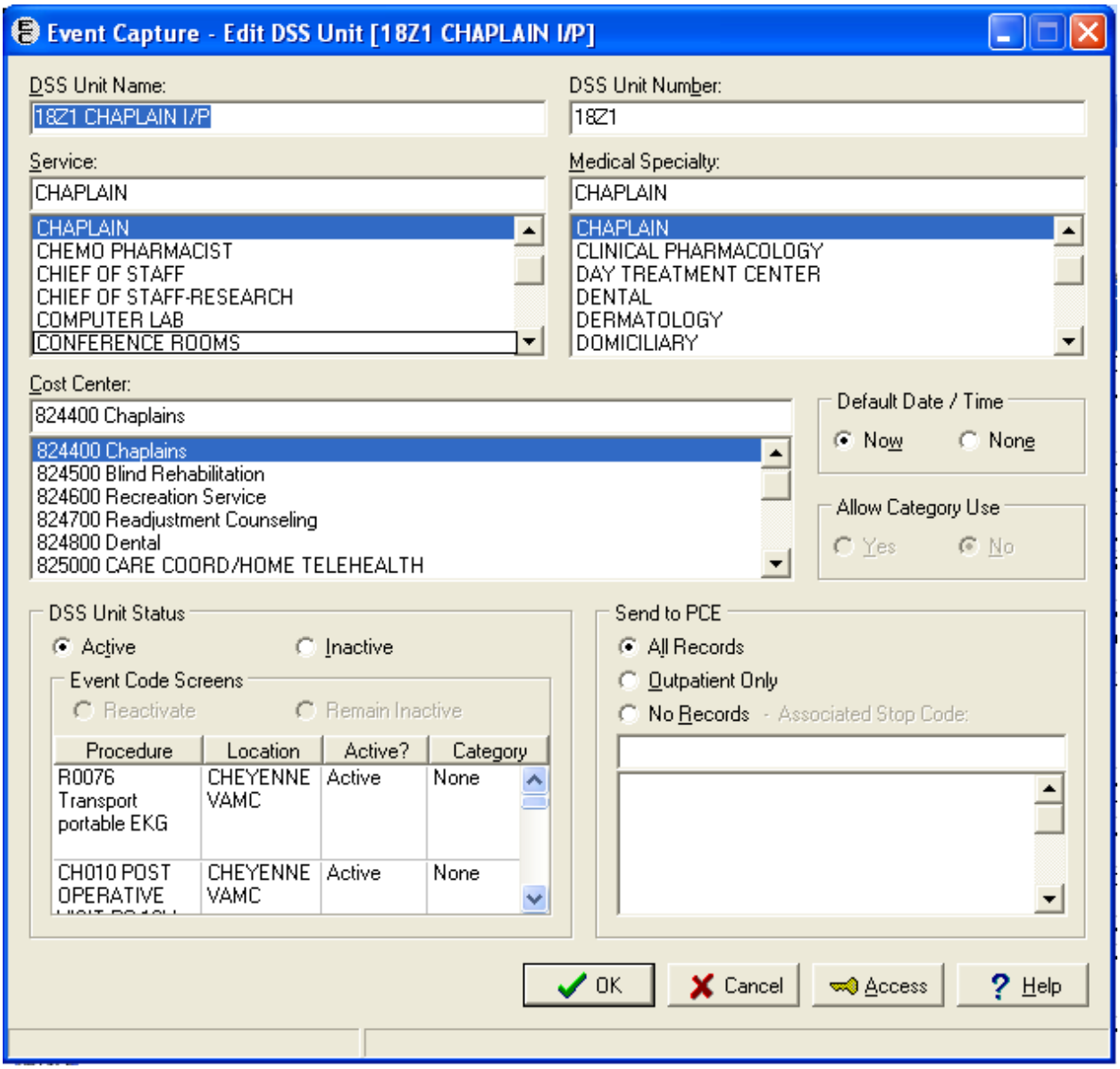
- After selecting DSS Unit from the Management Menu, the first screen will display a list of DSS Units. You may choose to update an existing DSS Unit or add a new one by clicking on the *Update* button or *Add* button.



DSS Unit Name	DSS Number	Service	Medical Specialty	Cost Center	Active?
18Z1 CHAPLAIN I/P	18Z1	CHAPLAIN	CHAPLAIN	824400 Chaplains	Yes
AATEST	1111	A270 CONF ROOM	ACUTE PSYCHIATRY	110200 Off of Assoc Deputy Admstr	Yes
ATQ1 HOME HEALTH	ATQ1	NURSING SERVICE-AMB CARE	NURSING	824100 Nursing Service	Yes
ATR1 CHYHHHA	ATR1	SOCIAL WORK	SOCIAL WORK	834300 Homemaker/Home Health Aide Services	Yes
ATS1 CHYHS	ATS1	SOCIAL WORK	SOCIAL WORK	834300 Homemaker/Home Health Aide Services	Yes
ATZ1 CARE COORDINATION	ATZ1	SOCIAL WORK	SOCIAL WORK	822100 Social Work	Yes
AU41 Alc/Drug Halfway	AU41	PSYCHIATRY - SATP	PSYCHIATRY	836100 Alcohol and Drug Treatment and Rehabilitation	Yes
AU61 Chronic Hmls HCHV	AU61	PSYCHIATRY - HCHV	PSYCHIATRY	834400 Homeless-Grants	Yes
AUA1 CHYCNH	AUA1	SOCIAL WORK	SOCIAL WORK	834200 Nursing Home Care-Community Homes	Yes
AUB1 CHYSNH	AUB1	SOCIAL WORK	SOCIAL WORK	834100 Nursing Home Care-State Homes	Yes
AUC1 CHYSD	AUC1	SOCIAL WORK	SOCIAL WORK	833100 Domiciliary Care-State Homes	Yes
do not use	do not use	CARDIOPULMONARY	MEDICINE	820100 Medical	No
M191 CARDIOLOGY I/P	CARD I/P	CARDIOPULMONARY	MEDICINE	820100 Medical	Yes
M191 ECG I/P	ECG I/P	CARDIOPULMONARY	MEDICINE	820100 Medical	Yes

DSS Unit - Add or Update DSS Units

- The second screen allows you to add a new DSS Unit or update an existing DSS Unit. The second screen will appear as follows.



DSS Unit - Add or Update DSS Units

- Enter the following data for each DSS Unit created.

Element Name	Description
DSS Unit Name	The name of the DSS Unit being created
DSS Unit Number	The number to identify this DSS unit locally at the user's site (1 to 14 characters) - The same DSS Unit number can be used for more than one DSS Unit
Service	The service associated with this DSS Unit - from the SERVICE/SECTION file (#49)
Medical Specialty	The medical specialty associated with this DSS Unit - from the MEDICAL SPECIALTY file (#723)
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.
Default Date/Time	NOW – The current date and time will populate during data entry NONE – The date and time will not be filled in during data entry. The user will be required to enter it.
Allow Category Use (Y/N)	YES – Use categories to group procedures during data entry NO – Do not use categories to group procedures during data entry
DSS Unit Status	Active - Lists Active Event Code Screens Inactive - Lists Inactive Event Code Screens
Event Code Screens	Reactivate Remain Inactive
Send to PCE	Defines the method to be used to send the user's data to PCE for the DSS Unit the user is creating. All Records Send All Records Outpatient Only Send Outpatient Only No Records 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.

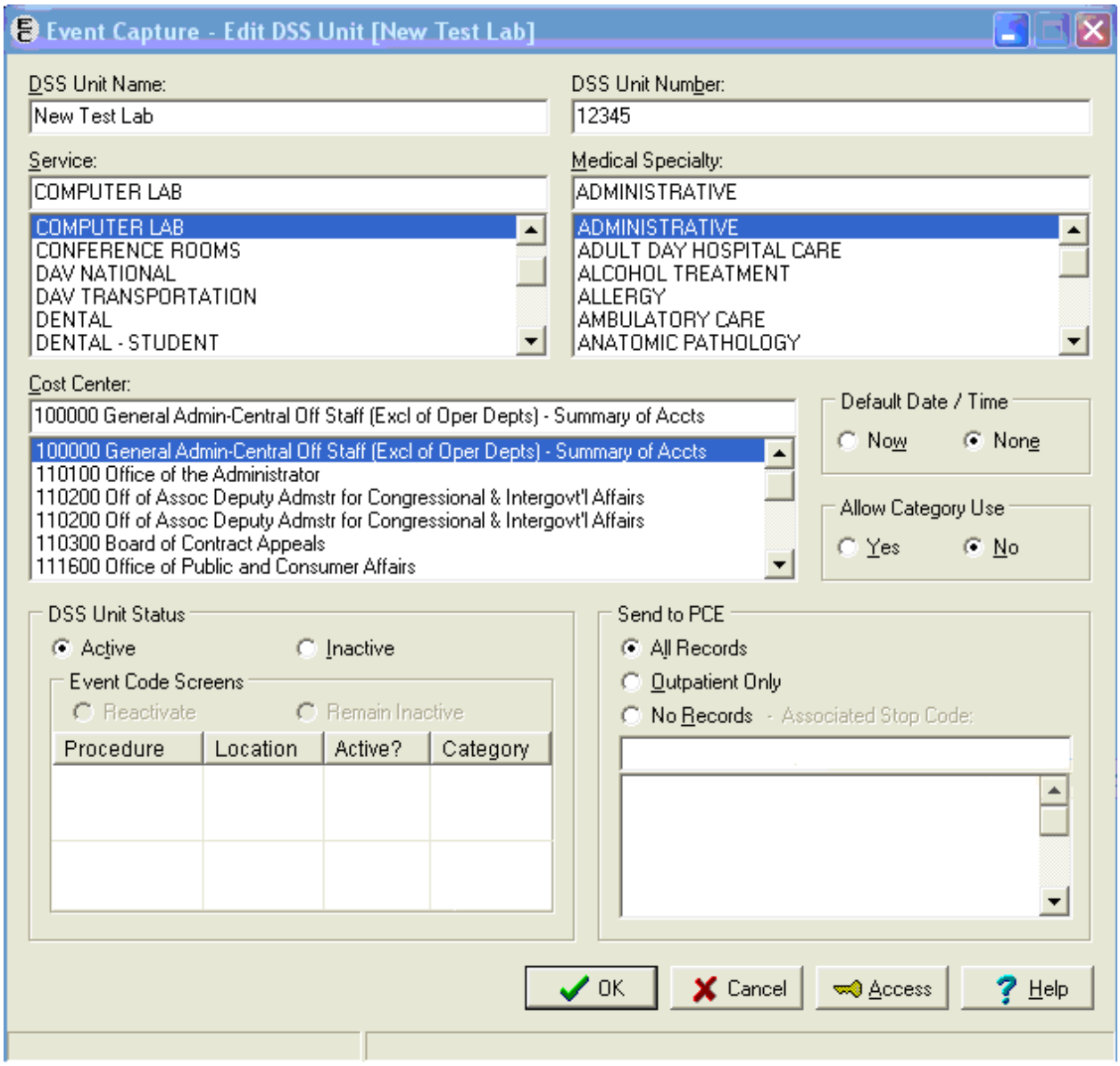
Note: In the second screen, the status defaults to "Active." The Allow Category Use field defaults to "No", but will allow you to select "Yes." If you set the Send to PCE option to "No Records", it will enable the Associated Stop Code field. You may search for Associated Stop Code by description or code.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

Instructions

1 To add a DSS Unit:
- Click on the *Add* button.
- Enter a DSS Unit Name.
- Enter a DSS Unit Number.
- Select a Service from the Service drop down box.

DSS Unit - Add or Update DSS Units

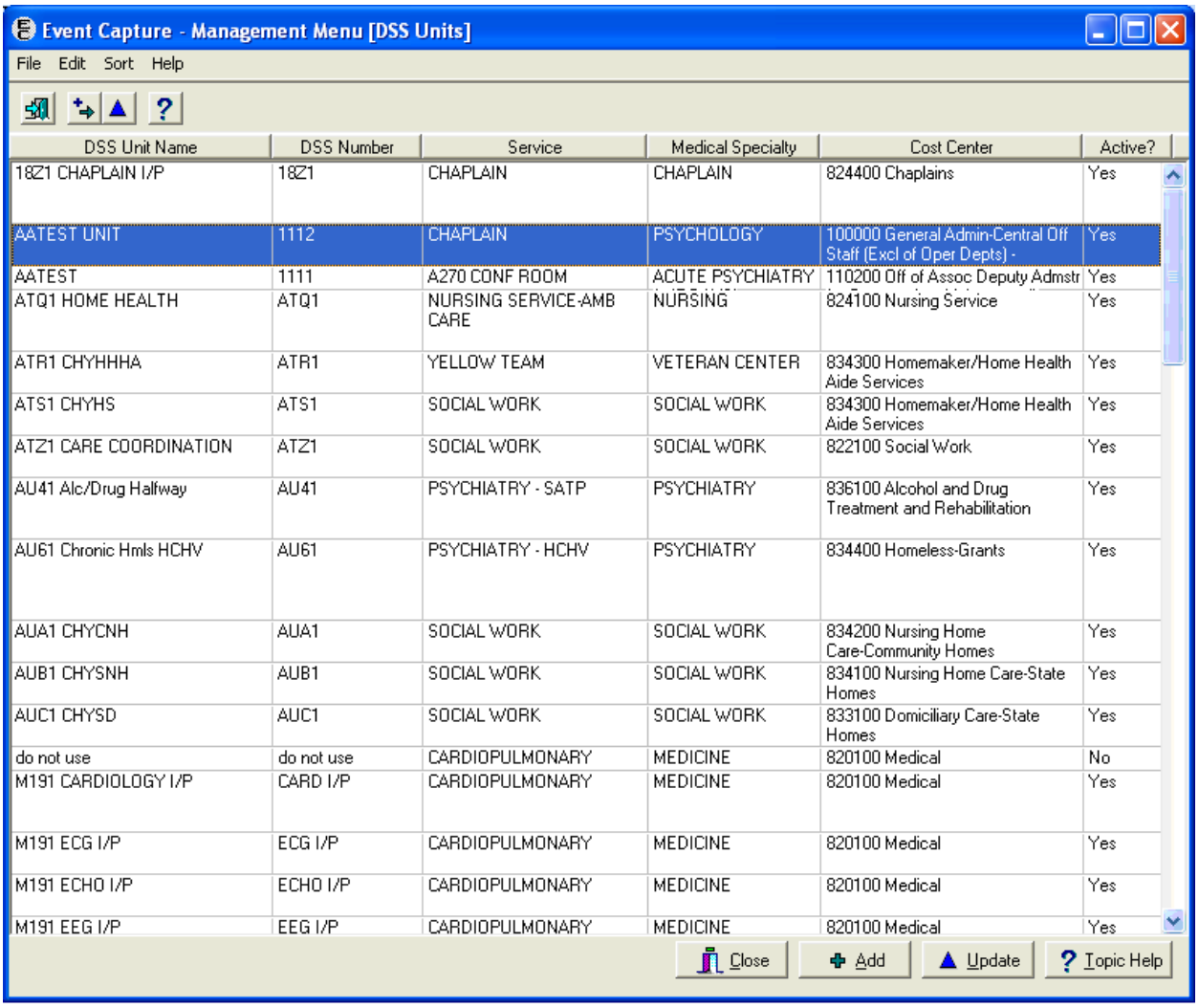
- Select a Medical Specialty from the Medical Specialty drop down box.
- Select a Cost Center from the Cost Center drop down box.
- Choose the Date/Time Default.
- Choose whether or not to Allow Category Use.
- Choose which records will be Sent to PCE.
- When selections are complete, click *OK*.



DSS Unit - Add or Update DSS Units

2. To update a DSS Unit:

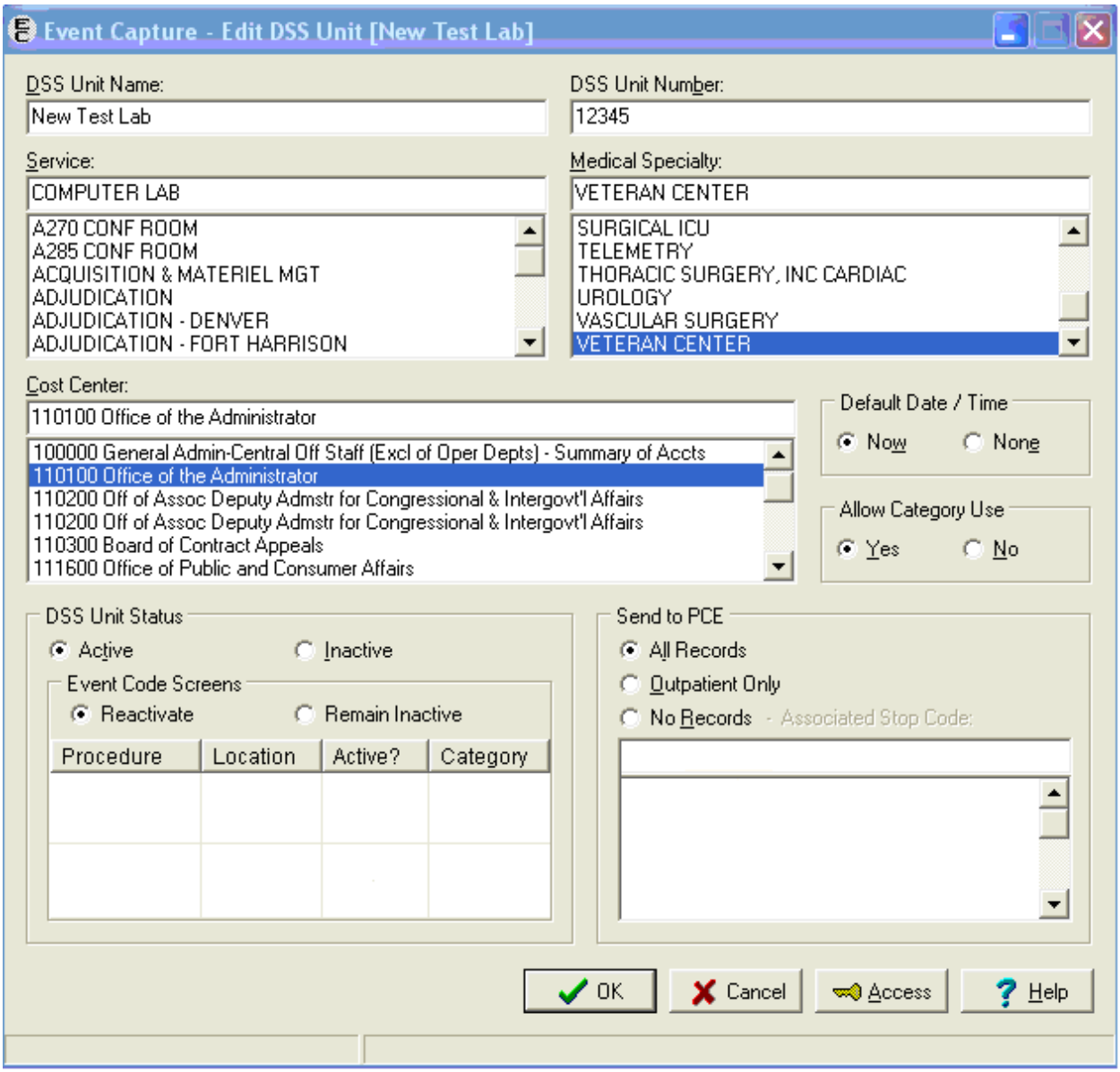
   Select a DSS Unit from the list of DSS Units and click on the *Update* option button.



DSS Unit Name	DSS Number	Service	Medical Specialty	Cost Center	Active?
18Z1 CHAPLAIN I/P	18Z1	CHAPLAIN	CHAPLAIN	824400 Chaplains	Yes
AATEST UNIT	1112	CHAPLAIN	PSYCHOLOGY	100000 General Admin-Central Off Staff (Excl of Oper Depts) -	Yes
AATEST	1111	A270 CONF ROOM	ACUTE PSYCHIATRY	110200 Off of Assoc Deputy Admstr	Yes
ATQ1 HOME HEALTH	ATQ1	NURSING SERVICE-AMB CARE	NURSING	824100 Nursing Service	Yes
ATR1 CHYHHHA	ATR1	YELLOW TEAM	VETERAN CENTER	834300 Homemaker/Home Health Aide Services	Yes
ATS1 CHYHS	ATS1	SOCIAL WORK	SOCIAL WORK	834300 Homemaker/Home Health Aide Services	Yes
ATZ1 CARE COORDINATION	ATZ1	SOCIAL WORK	SOCIAL WORK	822100 Social Work	Yes
AU41 Alc/Drug Halfway	AU41	PSYCHIATRY - SATP	PSYCHIATRY	836100 Alcohol and Drug Treatment and Rehabilitation	Yes
AU61 Chronic Hmls HCHV	AU61	PSYCHIATRY - HCHV	PSYCHIATRY	834400 Homeless-Grants	Yes
AUA1 CHYCNH	AUA1	SOCIAL WORK	SOCIAL WORK	834200 Nursing Home Care-Community Homes	Yes
AUB1 CHYSNH	AUB1	SOCIAL WORK	SOCIAL WORK	834100 Nursing Home Care-State Homes	Yes
AUC1 CHYSD	AUC1	SOCIAL WORK	SOCIAL WORK	833100 Domiciliary Care-State Homes	Yes
do not use	do not use	CARDIOPULMONARY	MEDICINE	820100 Medical	No
M191 CARDIOLOGY I/P	CARD I/P	CARDIOPULMONARY	MEDICINE	820100 Medical	Yes
M191 ECG I/P	ECG I/P	CARDIOPULMONARY	MEDICINE	820100 Medical	Yes
M191 ECHO I/P	ECHO I/P	CARDIOPULMONARY	MEDICINE	820100 Medical	Yes
M191 EEG I/P	EEG I/P	CARDIOPULMONARY	MEDICINE	820100 Medical	Yes

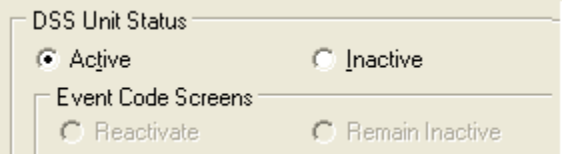
DSS Unit - Add or Update DSS Units

A second screen will appear. This screen allows you to update the DSS Unit name, DSS Unit Number, Service, Medical Specialty, Default Date and Time, Allow Category Use, DSS Status, Event Code Screens status, and Send to PCE.

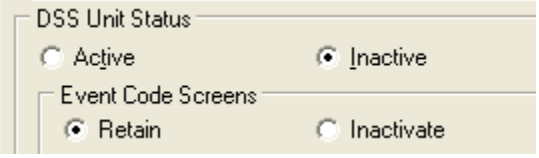


DSS Unit - Add or Update DSS Units

DSS Status may be Active or Inactive. Note that the Event Code Screen Options are different when Inactive is chosen for DSS Status

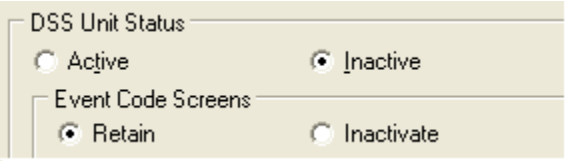


Original Active Status

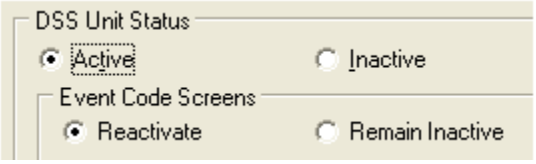


Original Inactive Status

When the DSS Status is changed, the Event Code Screens options also change.



Change from Active to Inactive Status



Change from Inactive to Active Status

User may choose to ***Retain*** (keep active) or ***Inactivate*** a DSS Unit that was active.

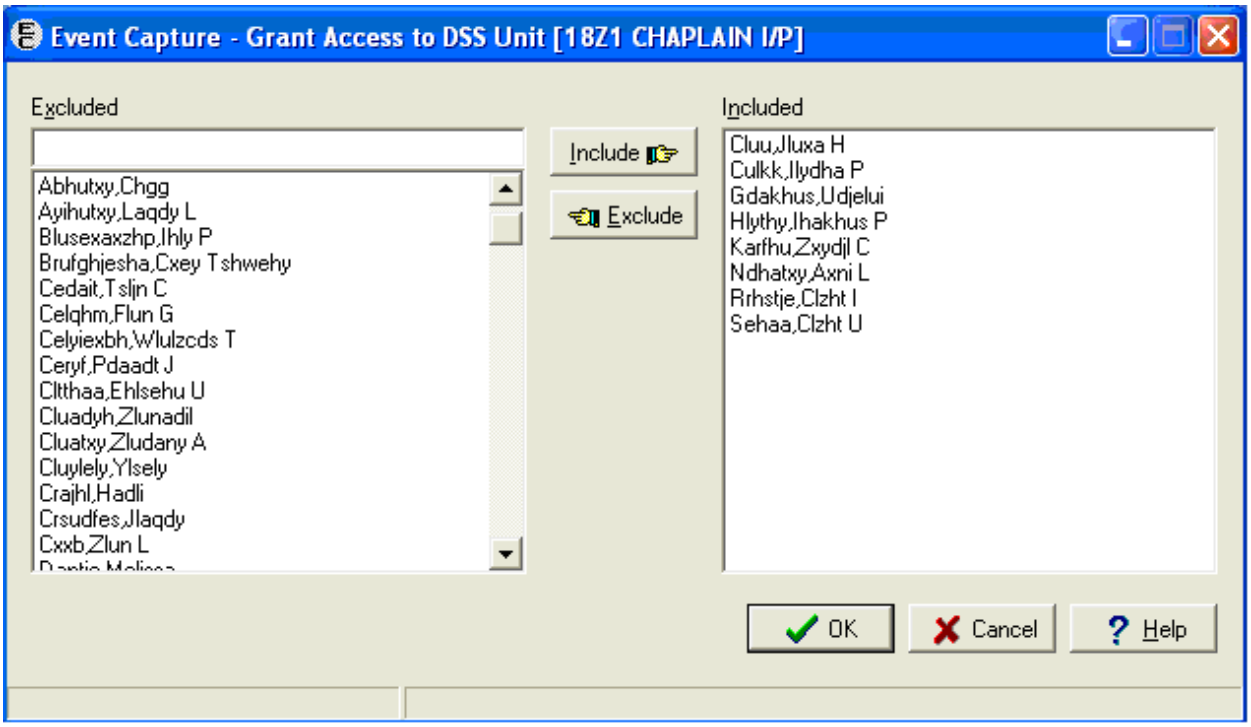
User may choose to ***Reactivate*** a DSS Unit that was inactive or choose to have it ***Remain Inactive.***

When update is complete, click *OK.*

DSS Unit - Add or Update DSS Units

From the second *DSS Unit - Add or Update DSS Units* screen, you have the option to go to a third screen to give specific users access to the DSS Units selected. From the second screen, 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 you to key in beginning characters of the last name. 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 or take away access to a specific DSS unit, the management user must move the user's names from the *Included* and *Excluded* boxes by highlighting the name and pressing the *Include* or *Exclude* button. The name will move into the desired box.



Access by User - Grant Access to DSS Units by User

Before the User starts

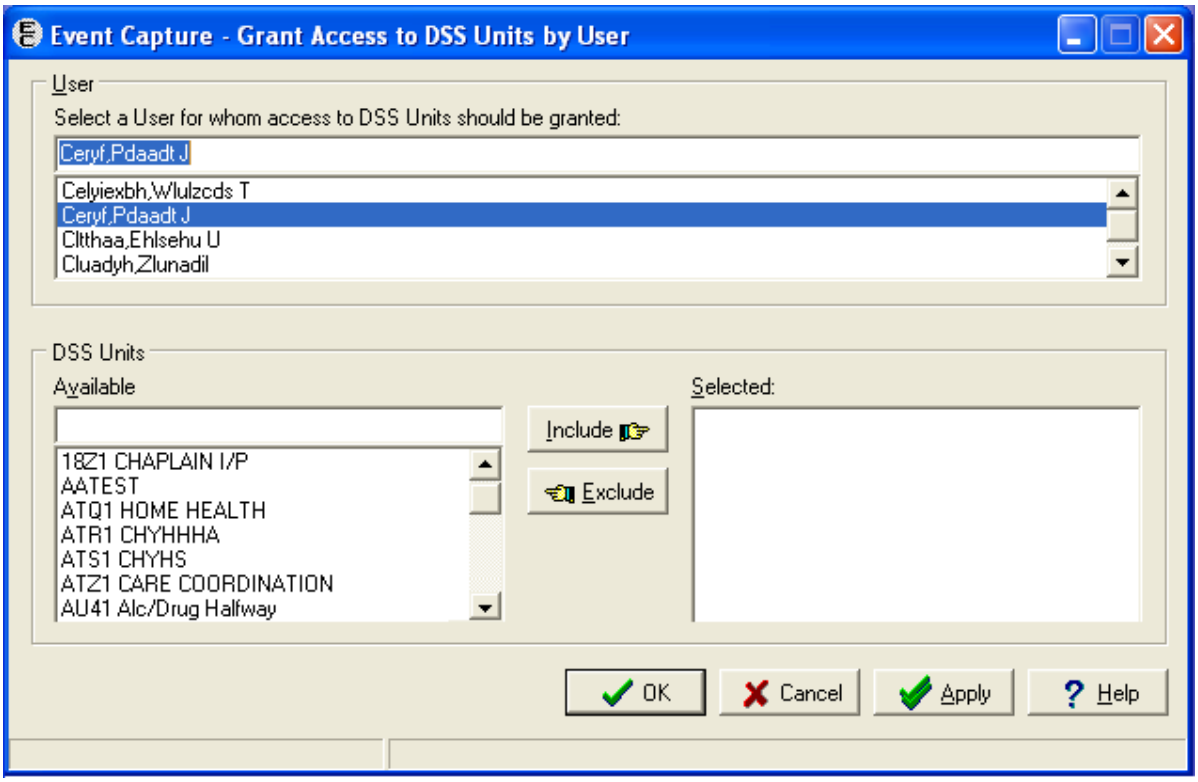
- **NOTE:** Use extreme caution when utilizing this option. Removing access to a specified DSS Unit for all users and inactivating the DSS Unit is not recommended without the permission of the associated service.
- Contact each service for a list of its Event Capture users and the DSS Units for which they enter data.
- You must have access to DSS Units before you can begin entering procedure data.

Access can be provided to *all* DSS Units by assigning the ECALLU security key to a specified user (normally the DSS Manager or designee) using the *Allocation of Security Keys* option in the *Key Management Menu* under the *Menu Management Menu*. This option cannot be used to remove access to DSS Units for users who hold the ECALLU security key.

Instructions

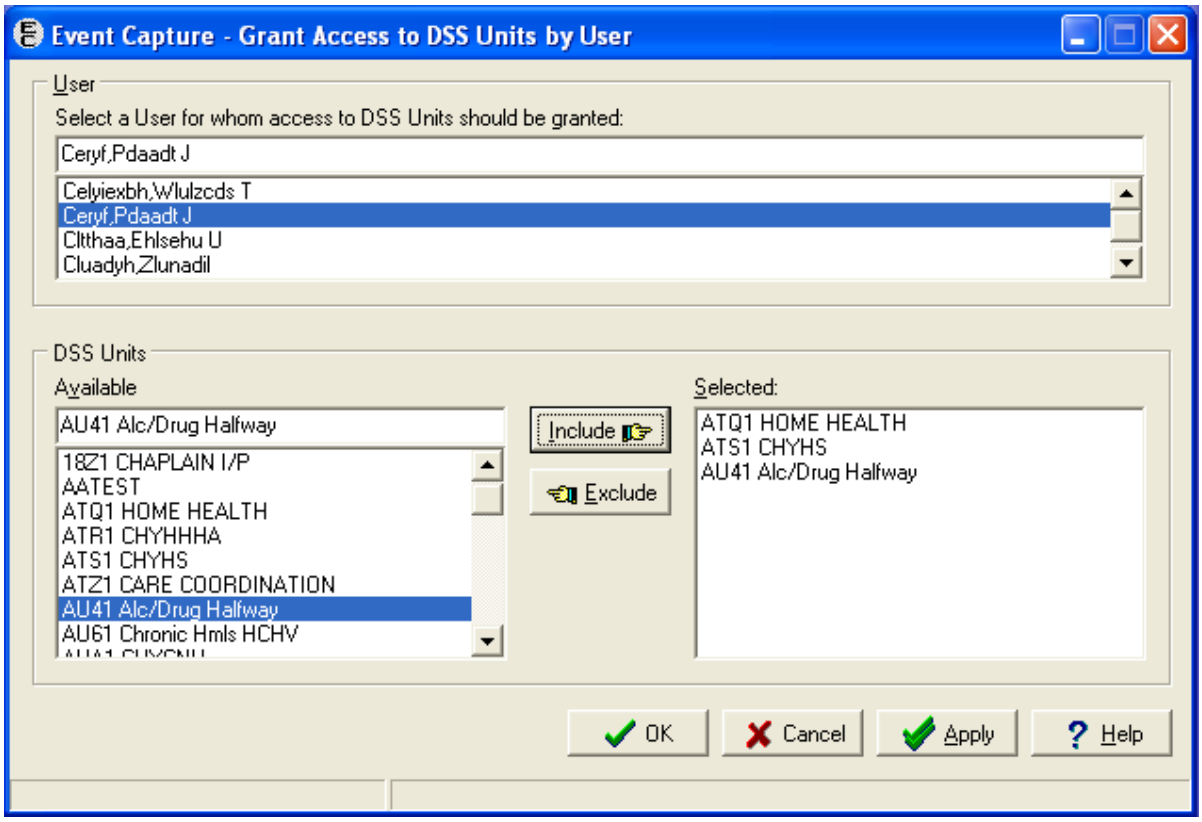
To Assign User Access to DSS Units

1. Click on the *Access by User - Grant Access to DSS Units by User* button.
2. When the screen opens, a list of users appears at the top of the box. Select a user.



Access by User - Grant Access to DSS Units by User

3. Select the names of the DSS Unit(s) to be allocated by highlighting the particular unit and clicking on the *Include* button.



4. Click the *Apply* button to apply the changes and continue working or click the *OK* button to apply the changes the exit the screen.

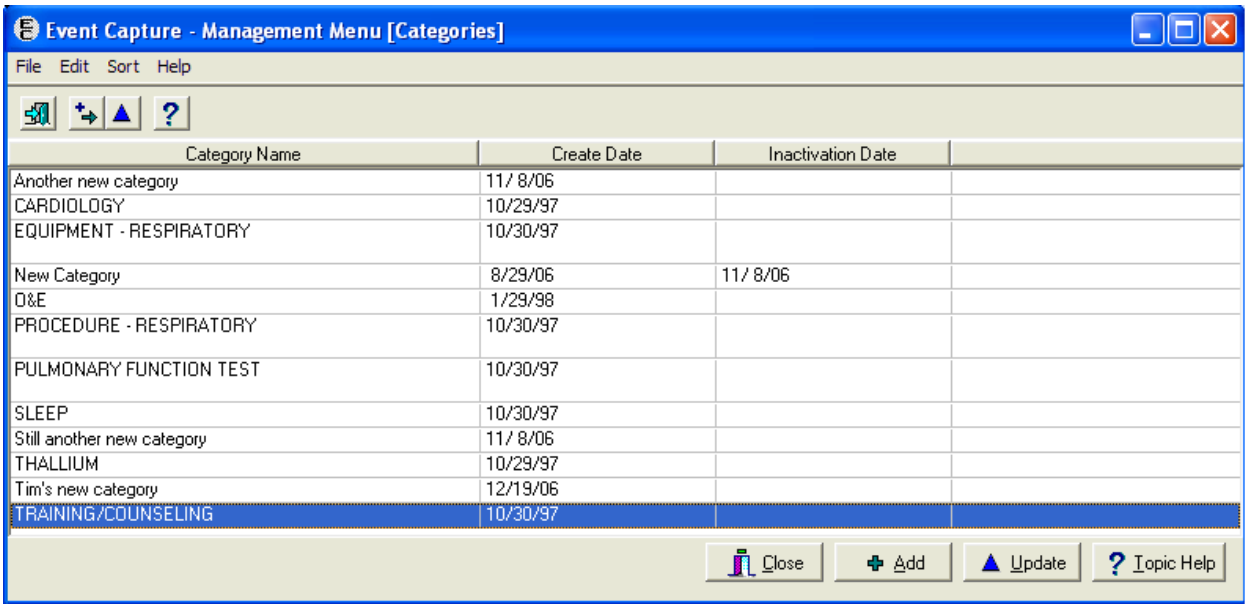
Category - Add or Update Categories

Before the User Starts

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

What the User will see

- After selecting *Category – Add or Update Categories* from the Management Menu, the first window displays a list of Category Names, the Date created, and the Inactivation Date.



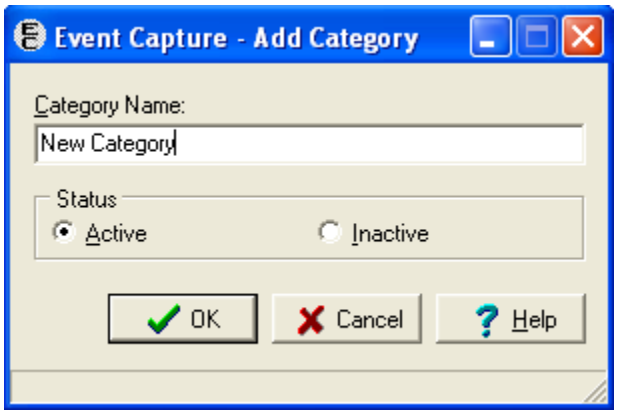
Category Name	Create Date	Inactivation Date
Another new category	11/ 8/06	
CARDIOLOGY	10/29/97	
EQUIPMENT - RESPIRATORY	10/30/97	
New Category	8/29/06	11/ 8/06
O&E	1/29/98	
PROCEDURE - RESPIRATORY	10/30/97	
PULMONARY FUNCTION TEST	10/30/97	
SLEEP	10/30/97	
Still another new category	11/ 8/06	
THALLIUM	10/29/97	
Tim's new category	12/19/06	
TRAINING/COUNSELING	10/30/97	

- The second screen allows you to add a Category or to update a selected Category. The second screen contains fields called Category Name and Status.

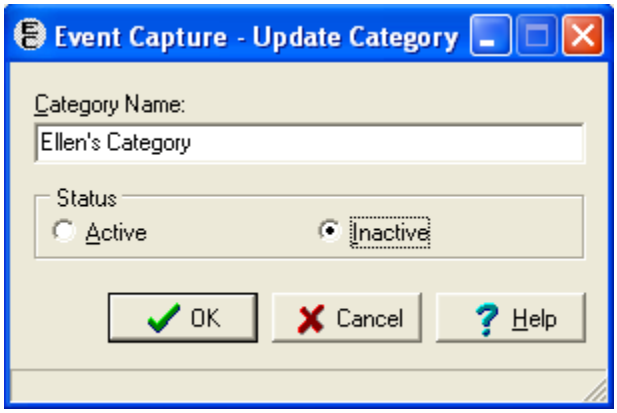
Category - Add or Update Categories

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 defaults to “Active”.
   - Enter the new local category name.
   - Click *OK*.

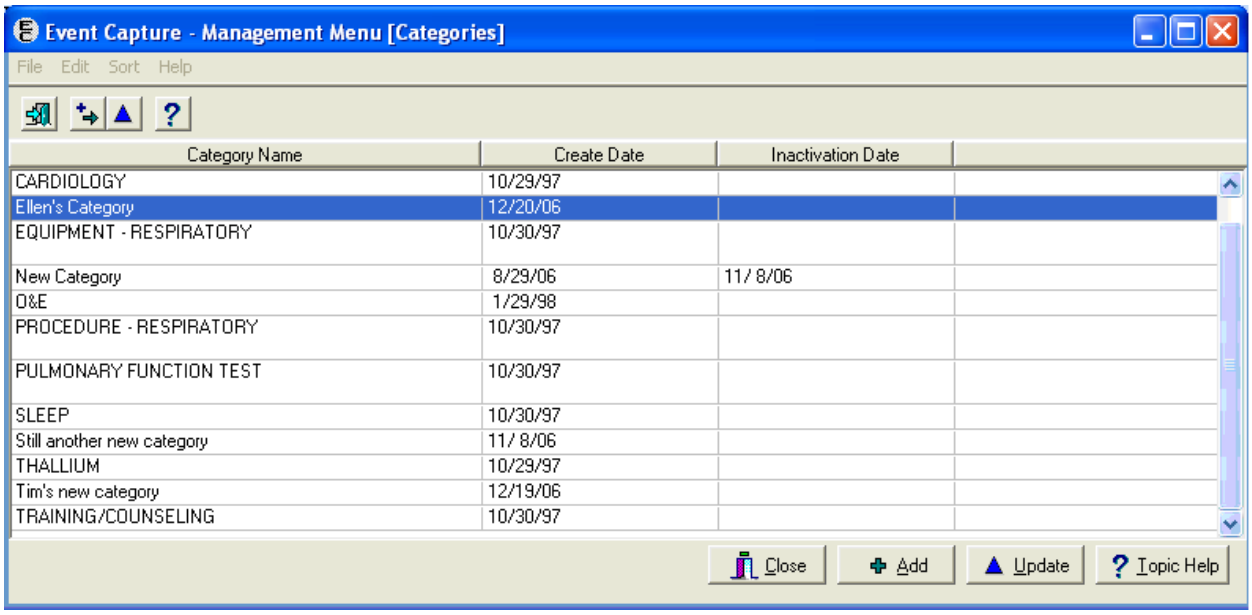


2. To update an existing local category:
   - After clicking on the *Category - Add or Update Categories* button from the Management Menu, highlight a particular category from the list of categories.
   - Click on the category to activate status field. The Status field displays what the current status 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.



Category - Add or Update Categories

This screen shows the New Category name and Create Date. The Inactivation Date for the inactivated category is also shown.



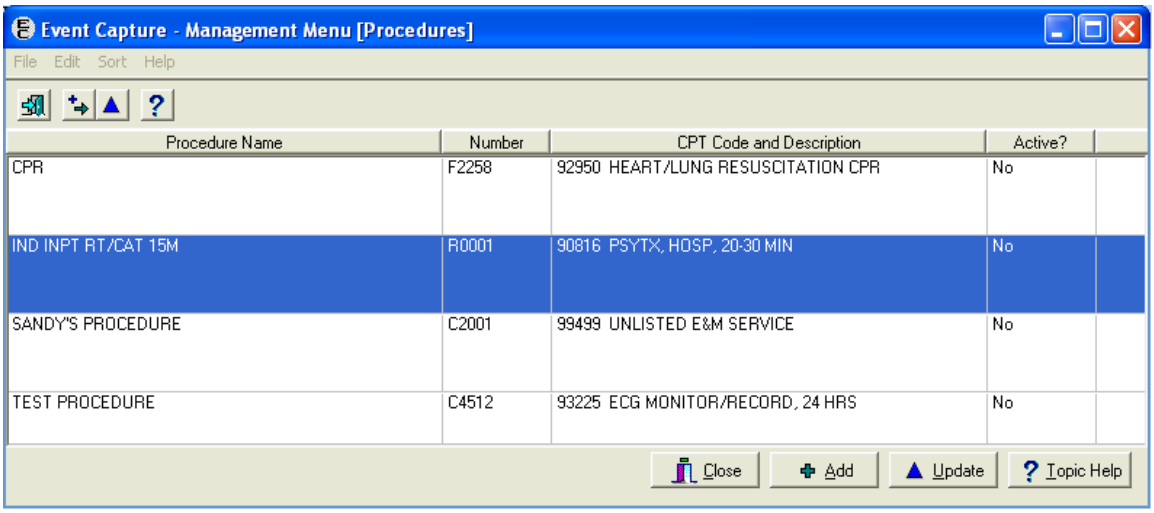
Procedure - Add or Update Local Procedures

Before the User Starts

- You might want to use the *National/Local Procedure Report* option on the *Reports* menu of the *Event Capture Main Menu* to print a list of procedures with their associated CPT codes *before using this option*. This report can be lengthy if it includes 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 five characters in length, starting with an uppercase alpha character, followed by four 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.

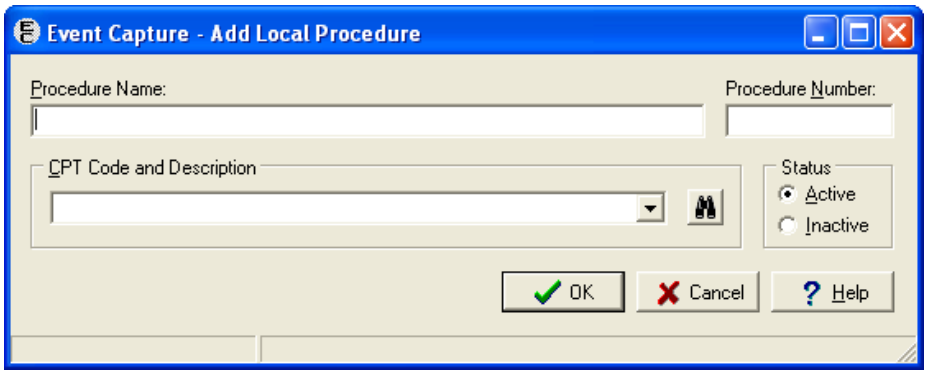
What the User will see

- After selecting *Procedure - Add or Update Local Procedures* from the Management Menu, the first screen displays a list of Local Procedure Names, Procedure Number, CPT Code, and CPT Description and Active Status.



Procedure - Add or Update Local Procedures

- The second screen allows you to add a Local Procedure or update a selected Local Procedure. The second screen contains the following fields: Procedure Name, Procedure Number, CPT Code, and Description and Status.

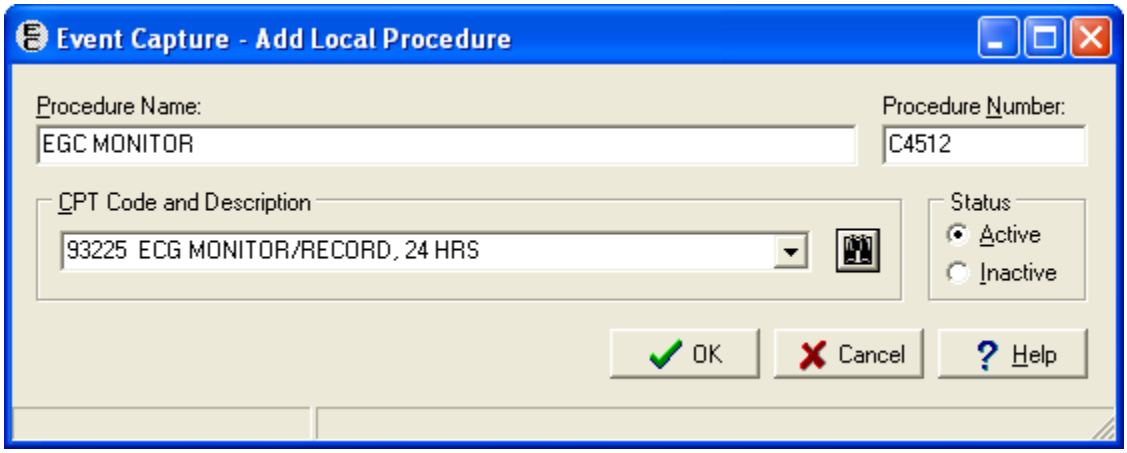


- You *cannot delete* procedures but can use this option to *inactivate* or *reactivate* them.
- The CPT Code and Description field contains CPT Code look-up functionality. This allows you to search for a CPT Code by the code, a part of the code, or a part of the description.
- Choose whether you want to print a list of the user's current local procedures.
- 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 and the Local Code is prevented from being added.

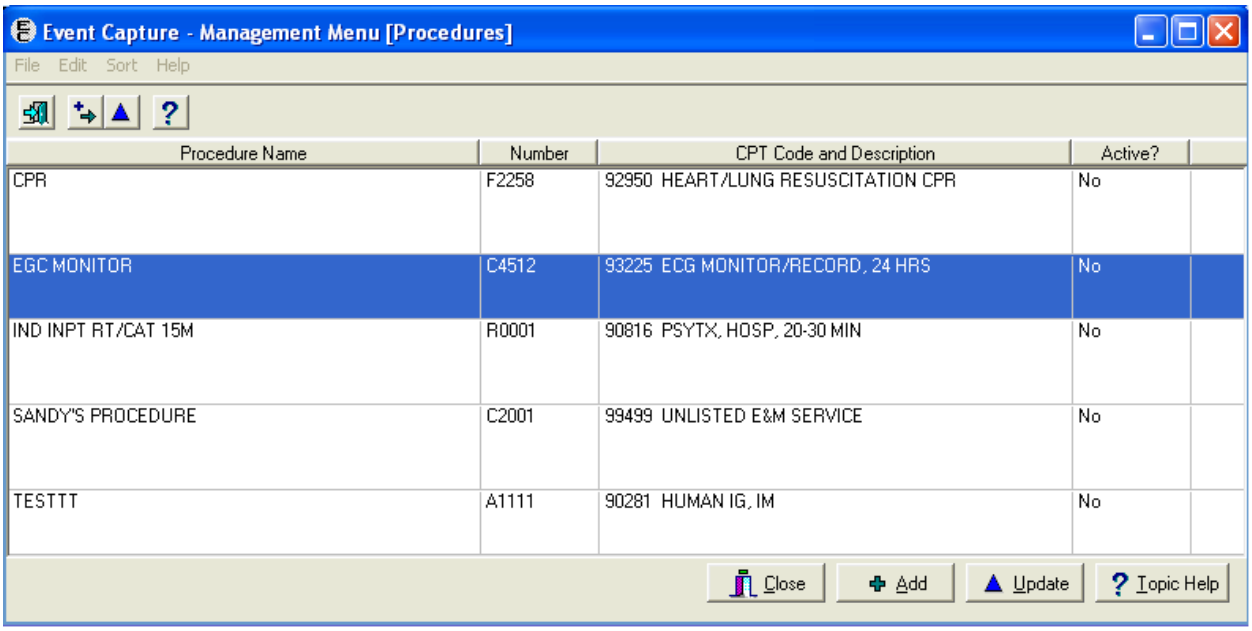
Procedure - Add or Update Local Procedures

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.

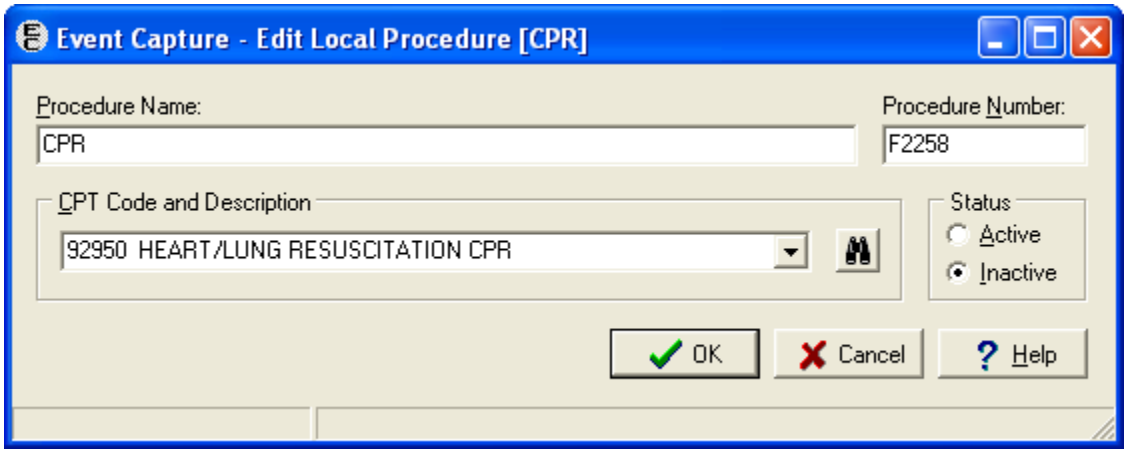


The Procedures list is updated after adding a local procedure.

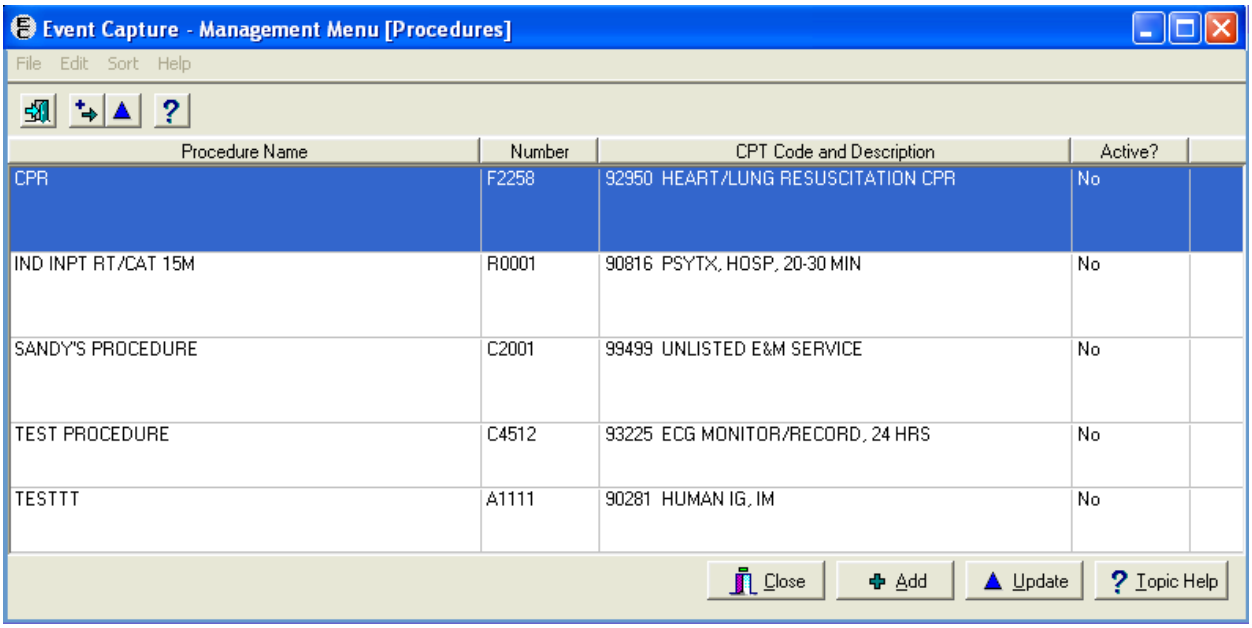


Procedure - Add or Update Local Procedures

2. To update an existing local procedure:
   - Highlight and click the original local procedure name.
   - At the subsequent prompts, edit the procedure name, national number, status, and/or CPT code.



The Procedures list is updated after editing a procedure.



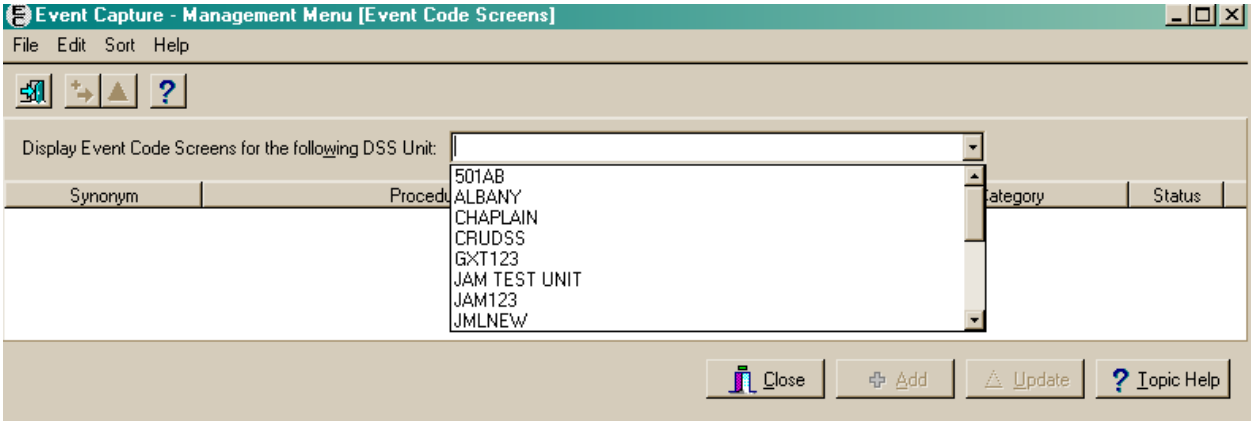
Event Code Screen - Add or Update Event Code Screens

Before the User Starts

- 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.
- Event Code screens must be defined 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.

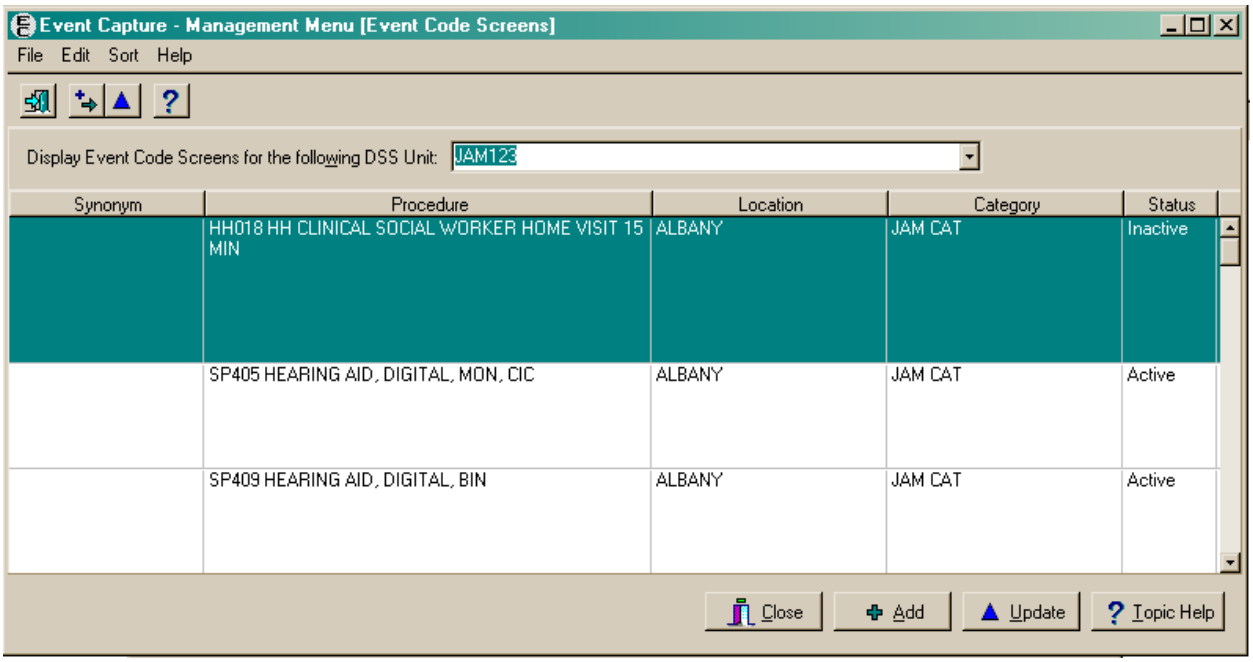
What the User will see

- After selecting *Event Code Screen - Add or Update Event Code Screens* from the Management Menu, the first screen displays a drop down box of DSS Units with their corresponding Categories and Procedures, and Locations.



Event Code Screen – Add or Update Event Code Screens

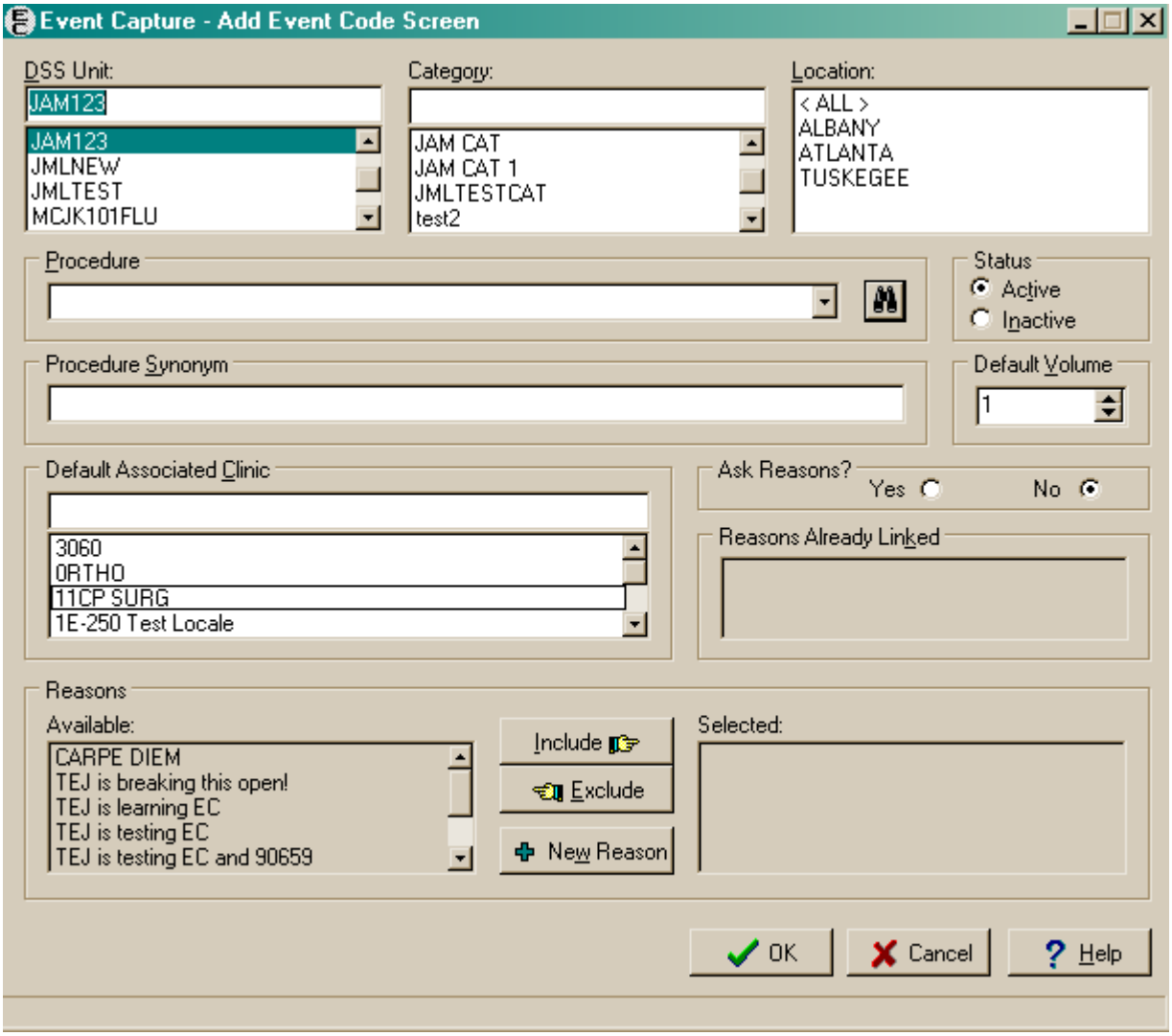
- Select a DSS Unit to display the Event Code Screen data. Columns include Synonym, Procedure, Location, Category, and Status.



Event Code Screen – Add or Update Event Code Screens

- Double click on an event code to open the Update Event Code Screen where you can add an Event Code to update a selected DSS Unit. The Update Event Code Screen contains fields called DSS Unit, Category, Location, Procedure, Status, Procedure Synonym, Default Volume, Default Associated Clinic, Ask Reasons, Reasons Already Linked and Reasons box. The Reason Box includes buttons for *New Reason*, *Exclude*, and *Include*.

  Note: You will not be able to edit the DSS Unit, Category, Procedure, or Location fields from this screen.



Event Code Screen – Add or Update Event Code Screens

- You may find and select an Associated Clinic. The look-up displays only active locations in the HOSPITAL LOCATION file (#44) whose type is “C” (clinic) and is a “count” clinic. In addition, if an Associated Clinic has non-conforming stop codes, the clinic will not be selectable.

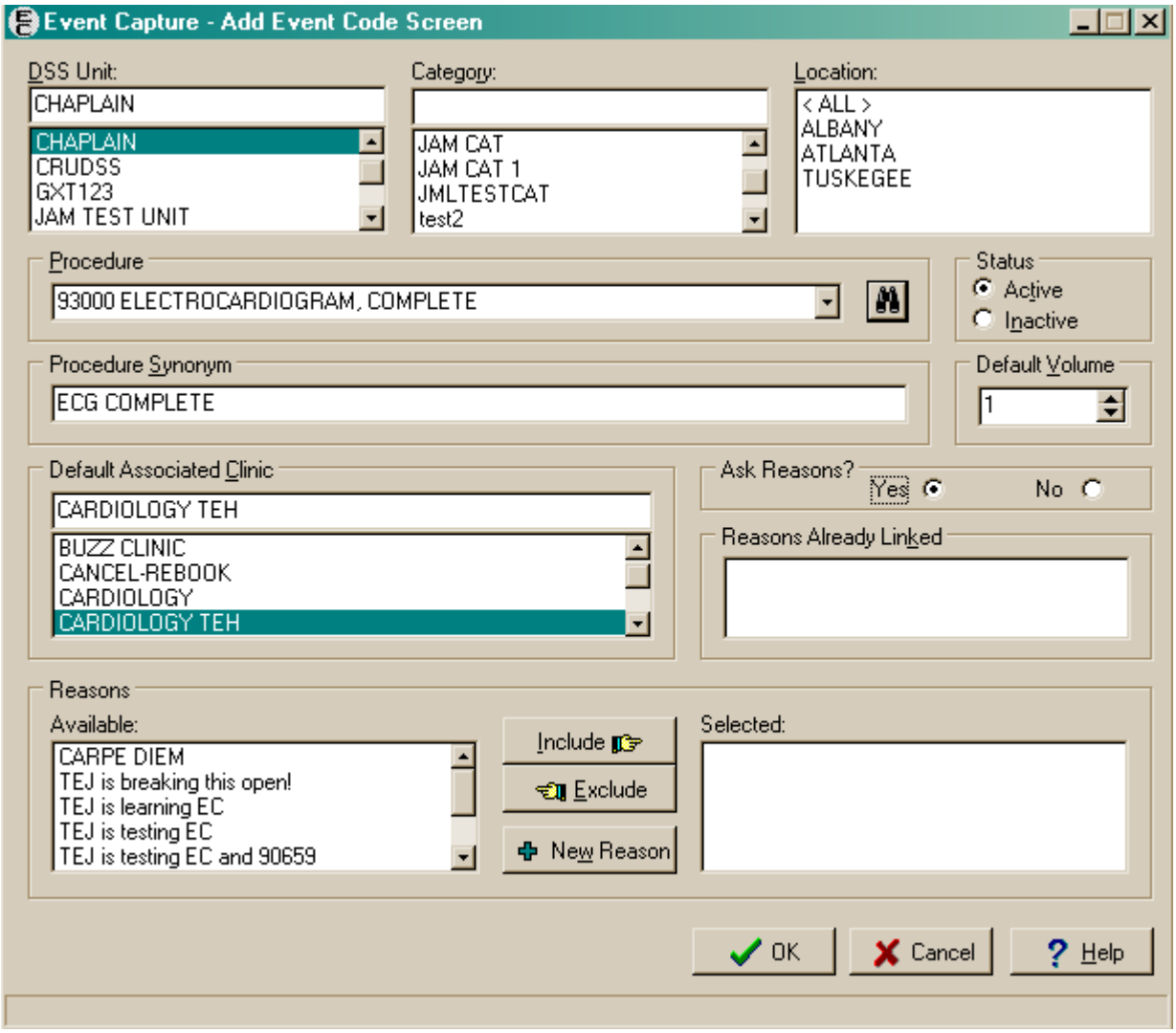
The following instructions and example assume that the user wants the specified DSS Unit to Send Data to PCE.

Instructions

To add an Event Code Screen

1. After selecting a DSS Unit from 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 (one/many/all), 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*.

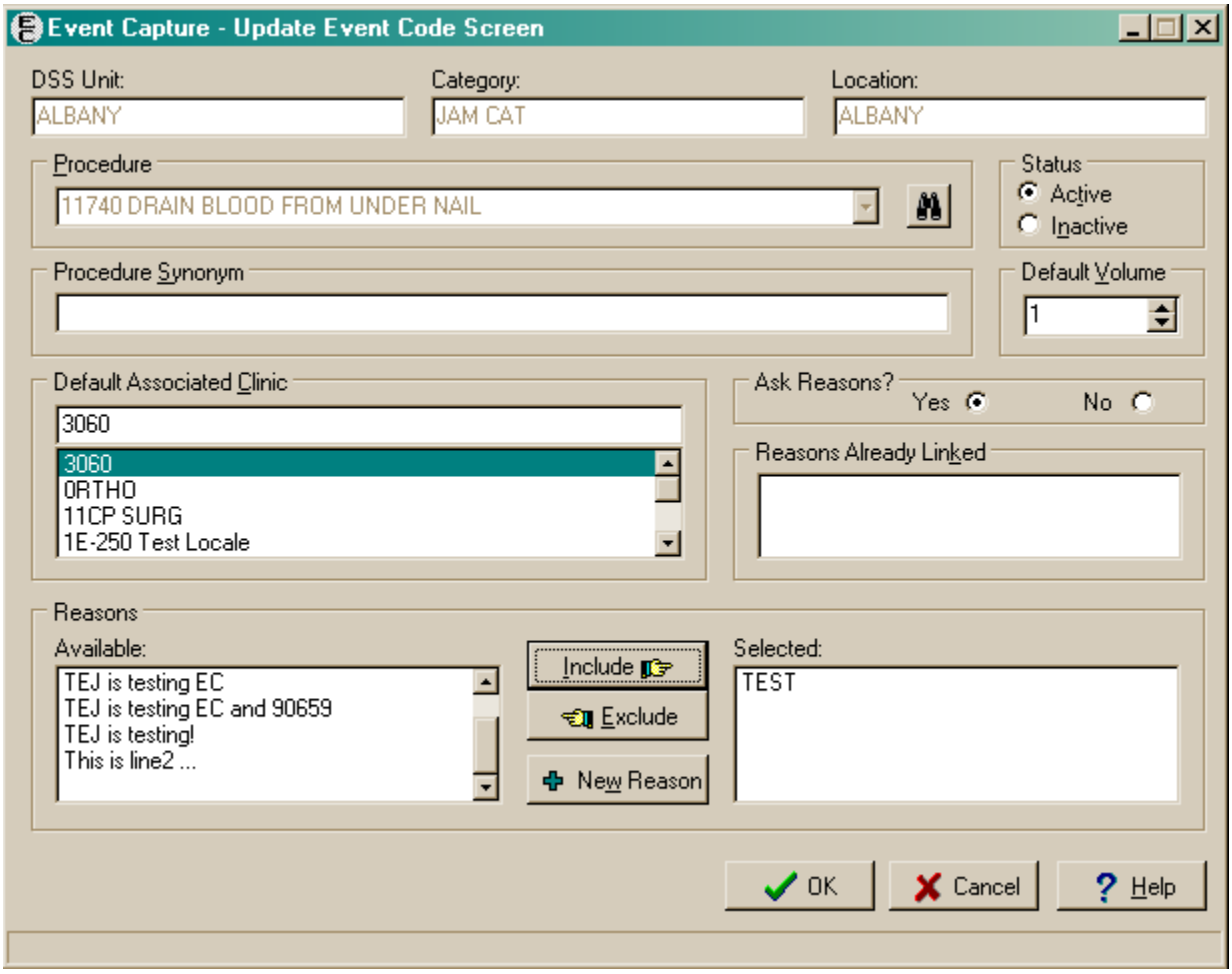
Event Code Screen – Add or Update Event Code Screens



Event Code Screen – Add or Update Event Code Screens

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, update the Status, Procedure Synonym, Default Volume, Default Associated Clinic, Ask Reasons, and Reasons.
4. Click *OK*.



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.
Conforming Clinics	Clinics that have stop codes in compliance with their restriction types. Stop codes are used in accordance to their assigned restriction types. Stops codes with restriction type 'P' can only be used in the primary stop code position. Stop codes with restriction type 'S' can only be used in the secondary stop code position. Stop codes with restriction type 'E' can be used in either the primary or secondary stop code position.
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 VistA 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 the user site as a location, the Event Capture software recognizes the user 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-conforming Clinics	Clinics with stop codes that do not comply with the assigned stop code restriction types of P=Primary, S=Secondary and E=Either.
Non-count Clinic	A clinic for which there is no workload credited.
Ordering Section	The medical section 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 provider of care performing the procedure. This provider can be a doctor, nurse, technician, or any designated team of medical professionals.
T&TC	508 Accessibility Testing and Training Center
Volume	Volume is associated with the number of procedures performed. This field can also be used to track time actually spent performing the procedures.
VistA	Veterans Health Information Systems and Technology Architecture

Appendix A - Using PCE at the User's Site

If Patient Information Management System (PIMS) (formerly MAS) at the user site schedules appointments for the same patients for whom the user 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 – Add or Update Event Code Screens* option in the Management Menu of the Event Capture software. Event Capture uses the associated clinic to pass workload data to PCE. By passing data from Event Capture to PCE, the user 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, 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. The options mentioned can found in the Event Capture Management Menu.

1. Use the *DSS Unit – Add or Update DSS Units* option to update the SEND TO PCE information for each DSS unit.
2. Use the *Event Code Screen – Add or Update Event Code Screens* option to create new event code screens or to modify existing event code screens.

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 *EC Data Feed to PCE* 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, 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 is stored in the REASON field (#33).

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