



# **Disposition of EWL Entries and Transmission of Background Messages to EWL Mail Group**

**SD\*5.3\*327**

Release Notes

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Department of Veterans Affairs  
VISTA Health Systems Design and Development



## Revision History

Date	Description (Patch # if applic.)	Project Manager	Technical Writer
08/10/2005	Patch SD*5.3*327 Disposition of EWL Entries and Transmission of Background Messages to EWL Mail Group	Bonnie Brown	Berry Anderson

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## 1. Introduction

This patch is a part of the Electronic Wait List enhancements as identified through a list of requirements that the EWL User Group has validated and prioritized. Management of the EWL disposition process and its close relation to scheduled appointments has been addressed in this patch. The functionality introduced by this patch applies to the existing EWL package in its current state. The Electronic Wait List sub-system shall be included in the Scheduling Re-hosting project that is in testing right now and the EWL features introduced in this patch are expected to be implemented in this Scheduling Re-hosting project as well.

The main purpose of this project is to speed up the disposition process of open EWL entries if a related appointment is scheduled and to alert the new EWL Mail Group: SD EWL BACKGROUND UPDATE, about the need for editing an EWL entry in response to a change in the status of its EWL type.

A user manual specific to just patch SD\*5.3\*327 has been created and is located at [http://www.va.gov/vdl/VistA\\_Lib/Clinical/Electronic\\_Wait\\_List/SD\\_53\\_P327\\_um.pdf](http://www.va.gov/vdl/VistA_Lib/Clinical/Electronic_Wait_List/SD_53_P327_um.pdf).

**NOTE:** The general online User Manual of Electronic Wait List for Scheduling and Primary Care Management Module (PCMM) is available at

[http://www.va.gov/vdl/VistA\\_Lib/Clinical/Electronic\\_Wait\\_List/SD\\_53\\_P263\\_um.pdf](http://www.va.gov/vdl/VistA_Lib/Clinical/Electronic_Wait_List/SD_53_P263_um.pdf).

## 2. Product Feature Summary

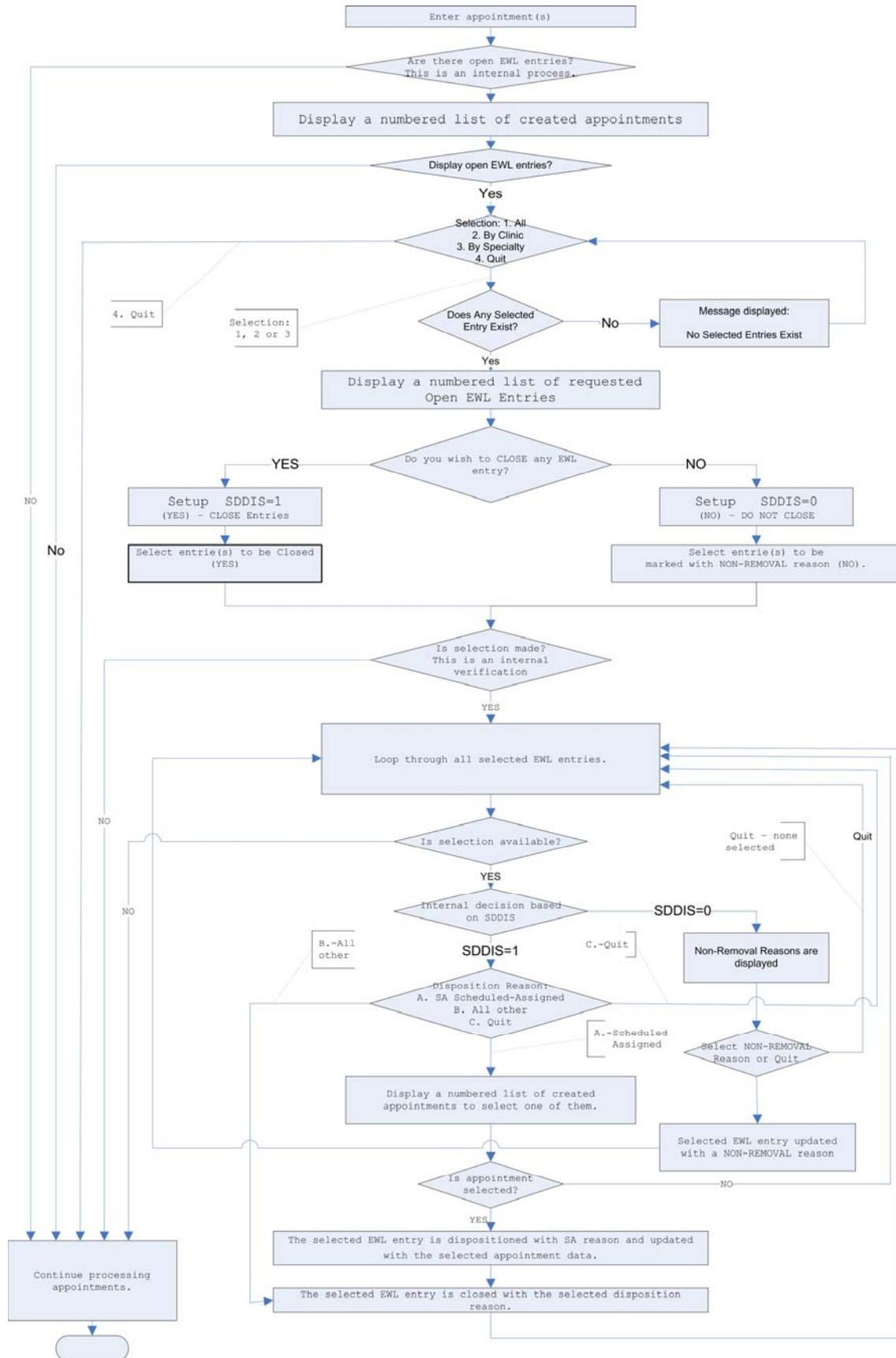
SD\*5.3\*327 will introduce the following enhancements:

- User interface to select open EWL entries by clinic, by specialty or all
- Ability to disposition a selected EWL entry and to update with data of the related appointment
- Optional selection of open EWL entries for marking with a non-removal reason
- Display of selected EWL entries with the Reopen Reason, appointment information, and the related comments if applicable.
- The new EWL background job to include:

- Identification of 'canceled' appointments used previously for disposition of the related EWL entries, and automatic change of the related EWL entry status to 'open'.
- Identification of the Date of Death change and update of the related EWL entry status accordingly.
- Identification of 'inactivated' clinics, teams, and positions used in open EWL entries with follow up notification sent to the EWL Mail Group.
- Generation of appropriate messages (listed above) sent by Mail Man to the designated EWL Mail Group: SD EWL BACKGROUND UPDATE.
- Design of a new report with EWL entries sorted by Reopen Reason.
- Ability to prompt for a new entry to the EWL if no appointment could have been selected from Action: Unscheduled Visit under Appointment Management.

### ***2.1 Flow chart: Optional EWL Entry Disposition driven by Appointment Scheduling***

See chart on next page



### **3. Functional Changes Introduced with Patch SD\*5.3\*327**

#### **3.1 Call to EWL Entries from any Appointment Scheduling Process**

The system shall generate a temporary file containing already-created appointments' data that will be compared with open EWL entries (if any exist). This file will be used to display the created appointments at the end of their appointment entry process and during the optional EWL entry disposition process. If any open EWL entry has been identified by the system, a list of the created appointment(s) is displayed along with the following prompt:

**Do you want to display open Wait list entries (Yes/No)?? YES// NO**

If a user enters 'NO', then the whole process with EWL entries is bypassed and the appointment entry process continues.

If the user enters 'YES', then the potential EWL entry disposition process shall start, see System Feature: 3.2.2

The following Appointment Menu options are used to schedule appointment(s) and are involved in this process:

**Appointment Management:**

**Action: Make appointment**

**Action: Unscheduled Visit**

**Multiple Appointments Booking**

The system shall determine if any open EWL entries exist for a patient. An optional temporary file, ^TMP(\$J, "APPT",SCNT), with appointment(s) characteristic data shall be generated only if at least one open EWL entry exists. (SCNT represents a sequence number used for interactive communication with the system.) A summary of created appointment(s) is displayed only if the patient has an open EWL entry

#### **3.2 Display of open EWL entries with Potentially Matching Appointments**

If the default "YES" is accepted, the following prompt allows for selection of open EWL entries to be displayed:

**Do you want to display open Wait list entries (Yes/No)?? YES//**

**Display Open Wait List entries selection:**

- 'A' for ALL entries
- 'C' for matching Appointment CLINIC
- 'S' for matching Appointment SPECIALTY
- '^' to Quit

**SELECT:**

If a desired selection does not provide any listing, then a message is displayed:

**No selected open EWL entry has been found!**

and another selection may be made. Any time a user may 'quit' to exit from the EWL disposition process.

If a selection exists, the system shall create a temporary file ^TMP(\$J,"SDWLPL",SCN) with all identified open EWL entries listed in sequence order 'SCN' for a potential interactive selection. The created appointment(s) are displayed again for easy matching to the opened EWL entries selected.

Example:

**Appointment(s) for: EWL PATIENT, ONE in Clinic: CECELIA'S CARDIOLOGY**

Specialty: X-RAY

Station: 500GA

	Appt Date/Time	Status	Appt Type	Institution
1	APR 01, 2005@10:00	INPATIENT	REGULAR	ALBANY
2	APR 05, 2005@11:00	SCHEDULED	REGULAR	ALBANY

=====  
All Open Wait List Entries for: EWL PATIENT, ONE 343-43-4343

	EW List Type	P	Waiting for Institution	Orig Date	By	Des. Dat	Reopen
1.	PCMM TEAM	F	ONE	ALBANY	07 Mar 05		
	Comment: test 2						
2.	SERV/SPECIAL A		NEUROLOGY	ALBANY	07 Mar 05	PRO 07 Mar 05	CA
	Comment: this is a regular comment						
	Reopen: Reopen comment						
3.	CLINIC	A	CARDIOLOGY	ALBANY	07 Mar 05	PAT 07 Mar 05	DE
	Comment: Please follow up						
	Reopen:						

The Reopen column represents the following set of codes from the Reopen Reason field (#29).

CC: INACTIVATED CLINIC  
CA: CANCELED APPOINTMENT  
DE: DATE OF DEATH ERROR  
O: OTHER

**Note:** The CC: INACTIVATED CLINIC code is reserved for future functionality that will allow users to manually reopen an EWL entry, i.e., the CC code will not be utilized in this patch (SD\*5.3\*327), but will be utilized in a future patch. To inactivate a clinic, you have to cancel all appointments created for that clinic, and EWL entries related to those appointments closed by the clinic are reopened by the nightly background job and are indicated by code 'CA', please see above.

### ***3.3 Optional Entry of Non-Removal Reasons on Open EWL Entries***

Following the displayed open EWL entries, a user shall make a decision if to disposition any entry. If the default 'NO' is accepted, then an optional non-removal reason may be entered for any selected entry.

**DO YOU WISH TO REMOVE ANY ENTRY FROM LIST (Yes/No)? ? NO//**

**Select entries for entering Non-Removal Reason or '^' to Quit>: (1-3): 1,3**

**Select one of the following:**

- 1 APPOINTMENT CRITERIA NOT MET**
- 2 PATIENT WANTS ANOTHER APPOINTMENT**
- 3 PROVIDER WANTS ANOTHER APPOINTMENT**
- 4 OTHER**
- 5 QUIT**

**Select one of the following reasons for #: 1:**

A prompt for a non-removal reason shall be repeated for each selected entry, in the above example, for #3.

### ***3.4 Closing EWL Entry – Optional Default Update with Appointment Data***

If a user decides to disposition any of the open EWL entries based on comparison of scheduled appointment(s) to the list of 'open' EWL entries, , 'YES' has to be entered in response to the prompt:

**DO YOU WISH TO REMOVE ANY ENTRY FROM LIST (Yes/No)? ? NO//YES**

Select entries for disposition '^ to Quit>: (1-3): // 2,3

Disposition Reason for # 2:

**D DEATH**

**NC REMOVED/NON-VA CARE**

**SA REMOVED/SCHEDULED-ASSIGNED**

**CC REMOVED/VA CONTRACT CARE**

**NN REMOVED/NO LONGER NECESSARY**

**ER ENTERED IN ERROR**

**Q QUIT/DO NOT DISPOSITION**

Enter selection or <CR> to accept 'SA REMOVED/SCHEDULED-ASSIGNED'> : SA//

If a default 'SA' is accepted, then a list of the just-scheduled appointments is displayed again for matching with the EWL entry to be closed.

**REMOVED/SCHEDULED-ASSIGNED**

**Appointment(s) for: EWL PATIENT, ONE in Clinic: CECELIA'S CARDIOLOGY**

**Specialty: X-RAY**

**Station: 500GA**

<b>Appt Date/Time</b>	<b>Status</b>	<b>Appt Type</b>	<b>Institution</b>
-----			
<b>1 APR 01, 2005@10:00</b>	<b>INPATIENT</b>	<b>REGULAR</b>	<b>ALBANY</b>
<b>2 APR 05, 2005@11:00</b>	<b>SCHEDULED</b>	<b>REGULAR</b>	<b>ALBANY</b>

Select appointment entry for Removal Reason or '^ to Quit>: (1-2): //1

The EWL entry is closed with updates from the selected appointment and a message shall be displayed:

**\*\*\* Patient has been removed from Wait List \*\*\***

**3.5 New procedures initiated daily from the EWL Background Job**

One background job was added to patch SD\*5.3\*327:

## SD EWL BACKGROUND JOB

Description: Routine SDWLQSC will run in the background as scheduled daily by the site. This background job will be used to determine if any of the changes described below, have occurred. The appropriate messages will then be sent to the EWL User Group: SD EWL BACKGROUND UPDATE.

### 3.5.1 Appointments Canceled by Clinics

Has any appointment been canceled by an active clinic, where that appointment was used to close an EWL entry? If 'Yes' (closed based on SA **-REMOVED/SCHEDULED-ASSIGNED REASON**) then:

- The EWL entry shall be opened with the Reopen Reason: 'CA' and the Reopen Comment field may be populated by users in the future when a patch to allow editing of an EWL entry's Reopen Comments is implemented.
- The following MailMan message will be generated and sent to members of the EWL Mail Group: SD EWL BACKGROUND UPDATE:

```
Subj: EWL appointment entries with a status of 'CANCELED BY CLINIC'.  
[#174282] 04/25/05@08:48 8 lines  
From: POSTMASTER In 'IN' basket. Page 1 *New*
```

-----  
This message displays any entries in file EWL that have pending appointments with a status of 'CANCELED BY CLINIC', there may be further action required if the patient still needs an appointment.

PATIENT NAME	CLINIC	DATE/TIME of APPT
EWLPATIENT, TWO	STARTEST	APR 27, 2005@13:00

Note: An original appointment may be canceled and another one created the next day (or another day in the future) for the same date and time as the original appointment. Regardless if the clinic on the original appointment and the clinic on the new appointment are the same or not, the corresponding EWL entry that was tied to the original appointment will be open.

### 3.5.2 Inactivated Clinics

Has any Clinic used by an EWL entry been inactivated? To inactivate a clinic, all appointments scheduled for that clinic must be canceled. This is addressed in section 3.5.1.

If 'Yes' and the EWL entry is closed (i.e. has a scheduled appointment), no action is taken.

If 'Yes' and the EWL entry is open (i.e. does not have a scheduled appointment), then the following Mail Man message should be sent to the EWL Mail Group:

Subj: INACTIVE CLINICS with OPEN WAIT LIST entries. [#174315]  
04/25/05@13:35 8 lines

From: POSTMASTER In 'IN' basket. Page 1 \*New\*

---

This message displays the number of open Wait List entries that are tied to an Inactive Clinic. These Wait List entries may require further action, please review.

CLINIC and NUMBER of WAIT LIST entries

PRIMARY CARE	3
AUDIOLOGY	1
STARTEST	1

### 3.5.3 Inactivated Teams

Has any Team used by EWL entry been inactivated? If 'Yes' and the EWL entry with this team is open, a Mail Man message should be generated and sent to the EWL Mail Group, for example:

Subj: Wait List PCMM Inactive Team Report [#174431] 04/26/05@15:23  
5 lines

From: POSTMASTER In 'IN' basket. Page 1 \*New\*

---

This message displays any PCMM Teams that have been inactivated and have patients waiting on the Wait List. The PCMM Teams are displayed along with the number of open Wait List entries.

VASSER'S TEAM 1	10
-----------------	----

### 3.5.4 Inactivated Positions

Has any Position used by EWL entry been inactivated? If 'Yes' and the EWL entry with this position is open, a Mail Man message should be generated and sent to the EWL Mail Group for example:

Subj: Wait List PCMM Inactive Position Report [#176004]  
05/17/05@12:16 7 lines

From: POSTMASTER In 'IN' basket. Page 1 \*New\*

---

This message displays any PCMM Positions that have been inactivated

and have patients waiting on the Wait List. The PCMM Positions are displayed along with the number of open Wait List entries.

Team Position	Team	Open EWL Entries
LPN NURSE	VASSER'S TEAM 1	9

### 3.5.5 Date of Death Entered in Error

Has any Date of Death been entered by error e.g. the EWL entry is closed and marked with D - Disposition Reason while the patient does not have Date of Death in her/his record.

If 'Yes,' the EWL entry shall be open with the Reopen Reason 'DE' – Date of Death Error, a related Mailman message shall be generated:

Subj: Wait List Date of Death Error Report [#174398] 04/26/05@14:29 5 lines

From: POSTMASTER In 'IN' basket. Page 1 \*New\*

-----  
This message displays any patient on the Wait List who had a Date of Death entered in error. The Wait List entry is reopened and may require additional follow-up.

EWLPATIENT, THREE

### 3.5.6 Team and/or Positions available in PCMM - Notifications Sent to EWL Mail Group

If either a Team or a Position becomes open by spots becoming available and they are in open status on the EWL, the following messages shall be sent to the EWL Mail Group:

Subj: PCMM Team Report of Available Slots [#174284] 04/25/05@08:48 10 lines

From: POSTMASTER In 'IN' basket. Page 1 \*New\*

-----  
This message displays any PCMM Teams that have open EWL entries waiting - and now have open slots available. Message displays PCMM Team and number of open slots and number of EWL entries waiting for that PCMM Team.

TEAM	SLOTS AVAILABLE	EWL ENTRIES
VASSER'S TEAM 1	70	19

VASSER'S TEAM 6	10	1
Caring TEAM	200	1

or

Subj: PCMM Positions Report of Available Slots [#174484]  
 04/27/05@07:47 8 lines  
 From: POSTMASTER In 'IN' basket. Page 1 \*New\*

-----  
 This message displays any PCMM Positions that have open EWL entries waiting - and now have open slots available. Message displays PCMM Position and number of open slots and number of EWL entries waiting for that PCMM Position.

POSITION	TEAM	SLOTS AVAL	EWL ENTRIES
LPN NURSE	VASSER'S TEAM 1	200	9

### 3.6 EWL Reopen Reason Report

The following template-driven report, SDWLRO, shall be available from OPTION:

**SD WAIT LIST REOPEN ENTRIES.** This stand-alone option is also available as EWL Reopened Entries from Menu: **SD WAIT LIST REPORTS MENU**

( Wait List (Sch/PCMM) Reports):

- 1 Appointment (Sch/PCMM) Wait List Report
- 2 PCMM Team/Position Wait List (Sch/PCMM) Report
- 3 Overdue Appointment Wait List(Sch/PCMM) Report
- 4 Wait List (Sch/PCMM) Statistic Report
- 5 Enrollment Wait List (Sch/PCMM) Statistic Report
- 6 EWL Reopened Entries**

Select OPTION NAME: SDWL REOPEN EWL ENTRIES                      EWL REOPENED ENTRIES  
 SD WAIT LIST REOPEN ENTRIES                      EWL Reopened Entries

EWL REOPEN REASON    APR 26,2005 09:16                      PAGE 1

-----  
 EWL PATIENT, SIX    REOPEN REASON: CANCELED APPOINTMENT  
 EWL TYPE: SERVICE/SPECIALTY    DESIRED DATE: AUG 21,2003  
 APPT: PRIMARY CARE TEAM 1                      MAY 6,2005 09:00                      Canceled by Clinic  
 REOPEN COMMENTS:

EWLPATIENT, SEVEN  
EWL TYPE: SPECIFIC CLINIC  
APPT:  
REOPEN COMMENTS:

REOPEN REASON: OTHER  
DESIRED DATE: DEC 10,2004

EWLPATIENT, ONE  
EWL TYPE: SPECIFIC CLINIC  
APPT: STARTEST  
REOPEN COMMENTS:

REOPEN REASON: CANCELED APPOINTMENT  
DESIRED DATE: JAN 5,2005  
APR 27,2005 13:00 Canceled by Clinic

### *3.7 EWL Entry Called from the Unscheduled Visit (within Appointment Management option)*

The ability to prompt a user for an entry in the Electronic Wait List existed prior to this patch, but only under the Make Appointment option. The same feature should have existed under the Unscheduled Visit process if it was not possible to enter/schedule an appointment for 'NOW'. The problem shall be addressed with the following functionality:

Select Action: Quit// UN Unscheduled Visit  
Select Clinic: CE  
1 CECELIA'S CARDIOLOGY  
2 CECELIA'S EXTRA CLINIC  
3 CECELIA'S GEN MED  
4 CECELIA'S OPHTHAL  
CHOOSE 1-4: 2 CECELIA'S EXTRA CLINIC

APPOINTMENT TIME: NOW// (MAR 29, 2005@15:51)

- o Clinic does not meet on this date!

APPOINTMENT TIME: NOW// ^

DO YOU WISH TO PLACE THIS PATIENT ON A WAITING LIST ? No// (No)

or

DO YOU WISH TO PLACE THIS PATIENT ON A WAITING LIST ? No// Y (Yes)

Wait List Enter/Edit

EWLPATIENT, SIX 666-44-4056

Patient Currently is on Waiting List for the Following

```

# Wait List Type      P      Waiting For      Institution      Date Entered
1. SPECIFIC CLINI F CECELIA'S EXTRA CLI  ALBANY  032905
Select Wait List (1) or Enter 'N' for New or '^' to Quit ?

```

### 3.8 SD WAIT LIST DISPLAY

The modified display includes appointment information and the Reopen Reason (if any exist). The Wait List Display will include additional information related to an appointment used as a reason for closing the entry, please see below:

```
Do You Want to View Only 'OPEN' Wait Lists? Yes//
```

```
# 1
```

```

WaitList - SERVICE/SPECIALTY                      Date Entered - 09/23/03
           PRIMARY CARE/MEDICINE
Institution - CHEYENNE VAMROC
Entered by - EWLPAIENT, TWO
Requested By - PATIENT                            Date Desired - 12/00/03
Comments - inexact date entered

```

```
*****
```

```
# 2
```

```

Wait List - SPECIFIC CLINIC                      Date Entered - 01/03/05
           STARTEST
Institution - WILMINGTON VAMROC
Entered by - EWLUSER, ONE
Requested By - PATIENT                            Date Desired - 01/05/05
Reopen Reason: CANCELED APPOINTMENT
Disposition -                                Disposition Date -
Dispositioned by -
Appointment scheduled for APR 27, 2005@13:00
Made on: APR 25, 2005      For clinic: STARTEST
Appt Institution: WILMINGTON VAMROC  Appt Specialty: ADMITTING/SCREENING
Appointment Status: Canceled by Clinic
*****

```

## 4. Data Dictionary changes:

### 4.1 SD WAIT LIST (# 409.3) Data Dictionary

REF	NODE;PIECE	FLD NUM	FIELD NAME	
1	0;1	.01	PATIENT	<-Pntr [RP2]
2	0;2	1	ORIGINATING DATE	[D]
3	0;3	2	INSTITUTION	<-Pntr [R*P4']
4	0;4	3	TRANSMISSION STATUS TO ACC	[S]
	ACCDATE;0	3.1	DATE OF TRANSMISSION	<-Mult [409.33D]
5	-0;1	.01	-DATE OF TRANSMISSION	[MD]
6	0;5	4	WAIT LIST TYPE	[RSI]
7	0;6	5	WL SPECIFIC TEAM	<-Pntr [*P404.51']
8	0;7	6	WL SPECIFIC POSITION	<-Pntr [P404.57']
9	0;8	7	WL SERVICE/SPECIALTY	<-Pntr [P409.31']
10	0;9	8	WL SPECIFIC CLINIC	<-Pntr [RP409.32']
11	0;10	9	ORIGINATING USER	<-Pntr [P200']
12	0;11	10	PRIORITY	[RS]
13	0;12	11	REQUEST BY	[RS]
14	0;13	12	PROVIDER	<-Pntr [P200']
15	0;23	13	SCHEDULED DATE OF APPT	[D]
16	SDAPT;1	13.1	DATE APPT MADE	[D]
17	SDAPT;2	13.2	APPT CLINIC	<-Pntr [P44']
18	SDAPT;3	13.3	APPT INSTITUTION	<-Pntr [P4']
19	SDAPT;4	13.4	APPT STOP CODE NUMBER	<-Pntr [P40.7']
20	SDAPT;5	13.5	APPT CREDIT STOP CODE	<-Pntr [P40.7']
21	SDAPT;6	13.6	APPT STATION NUMBER	[F]
22	SDAPT;7	13.7	APPT CLERK	<-Pntr [P200']
23	SDAPT;8	13.8	APPT STATUS	[S]
26	0;14	16	DO NOT REMOVE DATE	[D]
27	0;15	17	USER ENTERING NO REMOVE	<-Pntr [P200']
28	DNR;1	18	DO NOT REMOVE REASON	[S]
29	DNR;2	18.1	DO NOT REMOVE COMMENT	[F]
30	DIS;1	19	DATE DISPOSITIONED	[D]
31	DIS;2	20	DISPOSITIONED BY	<-Pntr [P200']
32	DIS;3	21	DISPOSITION	[S]

33	0;16	22	DESIRED DATE OF APPOINTMENT	[RD]
34	0;17	23	CURRENT STATUS	[S]
	AU;0	24	AUDIT POINTER	<-Mult [409.324]
35	-0;1	.01	-AUDIT POINTER	[NJ11,0]
36	0;18	25	COMMENTS	[F]
37	0;19	26	PACKAGE ORIGINATING	[S]
38	0;20	27	EWL ENROLLEE STATUS	[S]
39	0;21	28	EDITING USER	<-Pntr [P200']
<b>40</b>	<b>1;1</b>	<b>29</b>	<b>REOPEN REASON</b>	<b>[S]</b>
<b>41</b>	<b>1;2</b>	<b>30</b>	<b>REOPEN COMMENT</b>	<b>[F]</b>

New fields introduced with this patch are in **bold**.

## 4.2 SD WAIT LIST - Scheduled Appointment Fields Definition

REF	NODE;PIECE	FLD NUM	FIELD NAME	
=====				
16	SDAPT;1	13.1	DATE APPT MADE	[D]
17	SDAPT;2	13.2	APPT CLINIC	<-Pntr [P44']
18	SDAPT;3	13.3	APPT INSTITUTION	<-Pntr [P4']
19	SDAPT;4	13.4	APPT STOP CODE NUMBER	<-Pntr [P40.7']
20	SDAPT;5	13.5	APPT CREDIT STOP CODE	<-Pntr [P40.7']
21	SDAPT;6	13.6	APPT STATION NUMBER	[F]
22	SDAPT;7	13.7	APPT CLERK	<-Pntr [P200']
23	SDAPT;8	13.8	APPT STATUS	[S]
40	1;1	29	REOPEN REASON	[S]
41	1;2	30	REOPEN COMMENT	[F]

The following field name has been changed and is working now properly

15	0;23	13	SCHEDULED DATE OF APPT	[D]
----	------	----	------------------------	-----