VistA Laboratory Patch

Patch Supplemental: User Guide

Patch: LR*5.2*425

Version 1.0
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Department of Veterans Affairs (VA)
Office of Information and Technology (OIT)
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# Revision History

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<table>
<thead>
<tr>
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<th>Revision</th>
<th>Description</th>
<th>Author</th>
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</table>
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Orientation

How to Use this Manual

This manual provides step-by-step instructions for using and implementing new functionality for the legacy Veterans Health Information Systems and Technology Architecture (VistA) Laboratory Information Management System (LIMS) 5.2.

The new functionality for the legacy VistA Laboratory 5.2 software was released with the VistA Laboratory Patch LR*5.2*425.

NOTE: For patch installation instructions, see the FORUM patch descriptions.

NOTE: For technical and design information, see the Laboratory Patch LR*5.2*425 System Design document (SDD).

For additional legacy VistA Laboratory technical information, see the Laboratory Technical Manual Version 5.2 located on the VA Software Document Library (VDL) at: http://www4.va.gov/vdl/application.asp?appid=71

Intended Audience

The intended audience of this manual includes the following stakeholders:

- Information Resource Management (IRM), system administrators, or other technical staff who are tasked with deploying LSRP-related software in all VistA environments.
- Operations Staff and LIMS/Configuration Staff who are responsible for maintaining and supporting the Laboratory Information Management System (LIMS).
- Laboratory Automated Data Processing Application Coordinators (ADPACS) and Laboratory Information Managers (LIM).
- Authorized Laboratory staff who use the following functions:
  - Obsolete Pending Orders
  - Hospital Location Change Monitoring System (HLCMS) Tool
  - Laboratory Test File 60 Audit Tool
  - Monitor Laboratory Test File Changes Affecting Quick Orders (File 60 Quick Order API)
  - Specimen Inactivation/Activation:
    - Collection Sample Entries
    - Topography Entries
- Product Support (PS).
Legal Requirements

There are no special legal requirements involved in the use of legacy VistA Laboratory software.

The legacy VistA Laboratory software runs within the VistA architecture on the VA's network. The following warning is issued during the log in process:

"This U.S. Government computer system is for official use only. The files on this system include Federal records that contain sensitive information. All activities on this system may be monitored to measure network performance and resource utilization; to detect unauthorized access to or misuse of the system or individual files and utilities on the system, including personal use; and to protect the operational integrity of the system. Further use of this system constitutes your consent to such monitoring. Misuse of or unauthorized access to this system may result in criminal prosecution and disciplinary, adverse, or other appropriate action."

Disclaimers

This manual provides an overall explanation of how to use and maintain the updated functionality for the VistA Laboratory Information Management System (LIMS) 5.2 software; however, no attempt is made to explain how the overall VistA programming system is integrated and maintained. Such methods and procedures are documented elsewhere. We suggest you look at the various VA websites on the Internet and VA Intranet for a general orientation to VistA. For example, go to the Office of Information and Technology (OIT) VistA Development VA Intranet website: http://vista.med.va.gov

! DISCLAIMER: The appearance of any external hyperlink references in this manual does not constitute endorsement by the Department of Veterans Affairs (VA) of this website or the information, products, or services contained therein. The VA does not exercise any editorial control over the information you may find at these locations. Such links are provided and are consistent with the stated purpose of the VA.
**Documentation Conventions**

This manual uses several methods to highlight different aspects of the material:

- Various symbols/terms are used throughout the documentation to alert the reader to special information. The following table gives a description of each of these symbols/terms:

  **Table 2. Documentation symbol/term descriptions**

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
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<tbody>
<tr>
<td><img src="image" alt="Info" /></td>
<td><strong>NOTE/REF:</strong> Used to inform the reader of general information including references to additional reading material. In most cases you will need this information, or at least it will make the installation smoother and more understandable. Please read each note before executing the steps that follow it!</td>
</tr>
<tr>
<td><img src="image" alt="Warning" /></td>
<td><strong>CAUTION, DISCLAIMER, or RECOMMENDATION:</strong> Used to inform the reader to take special notice of critical information.</td>
</tr>
</tbody>
</table>

- Descriptive text is presented in a proportional font (as represented by this font).
- "Snapshots" of computer commands and online displays (i.e., screen captures/dialogues) and computer source code, if any, are shown in a non-proportional font and may be enclosed within a box.
  - User's responses to online prompts will be **bold** typeface and highlighted in yellow (e.g., `<Enter>`).
  - Some software code reserved/key words will be **bold** typeface with alternate color font.
  - Author's comments, if any, are displayed in italics or as "callout" boxes.

![Info](image) **NOTE:** Callout boxes refer to labels or descriptions usually enclosed within a box, which point to specific areas of a displayed image.

- Besides established styles and conventions, the following additional text formatting will be used to further highlight or emphasize specific document content:
  - **Bold Typeface:**
    - All computer keys when referenced with a command (e.g., "press **Enter**" or "click **OK**").
    - All references to computer dialogue tab or menu names (e.g., "go to the **General** tab" or "choose **Properties** from the **Action** menu").
    - All values entered or selected by the user in computer dialogues (e.g., "Enter 'xyz' in the Server Name field" or "Choose the **ABCD** folder entry from the list").
    - All user text (e.g., commands) typed or entered in a Command-Line prompt (e.g., "Enter the following command: **CD xyz**").
Orientation

- **Italicized Typeface:**
  - Emphasis (e.g., do *not* proceed or you *must* do the following steps).
  - All reference to computer dialogue or screen titles (e.g., "in the Add Entries dialogue…”).
  - All document or publication titles and references (e.g., "see the ABC Installation Guide").

- **Step-by-Step Instructions**—For documentation purposes, explicit step-by-step instructions for repetitive tasks (e.g., "Open a Command-Line prompt") are generally only provided once. For subsequent steps that refer to that same procedure or task, please refer back to the initial step where those instructions were first described.

---

**Documentation Navigation**

Document Navigation—This document uses Microsoft® Word's built-in navigation for internal hyperlinks. To add Back and Forward navigation buttons to your toolbar, do the following:

1. Right-click anywhere on the customizable Toolbar in Word 2007 (not the Ribbon section).
2. Select Customize Quick Access Toolbar from the secondary menu.
3. Press the dropdown arrow in the "Choose commands from:" box.
4. Select All Commands from the displayed list.
5. Scroll through the command list in the left column until you see the Back command (green circle with arrow pointing left).
6. Click/Highlight the Back command and press Add to add it to your customized toolbar.
7. Scroll through the command list in the left column until you see the Forward command (green circle with arrow pointing right).
8. Click/Highlight the Forward command and press Add to add it to your customized toolbar.
9. Press OK.

You can now use these Back and Forward command buttons in your Toolbar to navigate back and forth in your Word document when clicking on hyperlinks within the document.

**NOTE:** This is a one-time setup and will automatically be available in any other Word document once you install it on the Toolbar.
## Acronyms and Definitions

**Table 3. Acronyms and Definitions**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>ADPAC</td>
<td>Automated Data Processing Application Coordinator</td>
</tr>
<tr>
<td>ADT</td>
<td>Admission/Discharge/Transfer</td>
</tr>
<tr>
<td>AP</td>
<td>Anatomic Pathology</td>
</tr>
<tr>
<td>API</td>
<td>Application Program Interface</td>
</tr>
<tr>
<td>CAC</td>
<td>Clinical Application Coordinator</td>
</tr>
<tr>
<td>COTS</td>
<td>Commercial-Off-The-Shelf (applications)</td>
</tr>
<tr>
<td>CPRS</td>
<td>Computerized Patient Record System</td>
</tr>
<tr>
<td>FTP</td>
<td>File Transfer Protocol</td>
</tr>
<tr>
<td>GMTS</td>
<td>Health Summary—Identified with the namespace moniker, &quot;GMTS&quot;.</td>
</tr>
<tr>
<td>GUI</td>
<td>Graphical User Interface</td>
</tr>
<tr>
<td>HLCMS</td>
<td>Hospital Location Change Monitoring System (Tool)</td>
</tr>
<tr>
<td>IA</td>
<td>Integration Agreement</td>
</tr>
<tr>
<td>ICR</td>
<td>Integration Control Registration</td>
</tr>
<tr>
<td>iEHR</td>
<td>integrated Electronic Healthcare Record</td>
</tr>
<tr>
<td>IEN</td>
<td>Internal Entry Number</td>
</tr>
<tr>
<td>IRM</td>
<td>Information Resource Management</td>
</tr>
<tr>
<td>KIDS</td>
<td>Kernel Installation &amp; Distribution System</td>
</tr>
<tr>
<td>LDSI</td>
<td>Laboratory Data Sharing and Interoperability</td>
</tr>
<tr>
<td>LEDI</td>
<td>Laboratory Electronic Data Interchange</td>
</tr>
<tr>
<td>LIM</td>
<td>Laboratory Information Manager</td>
</tr>
<tr>
<td>LOINC</td>
<td>Logical Observation Identifiers, Names, and Codes</td>
</tr>
<tr>
<td>LR</td>
<td>Laboratory—Identified with the namespace moniker, &quot;LR&quot;.</td>
</tr>
<tr>
<td>LSRP</td>
<td>Laboratory System Re-Engineering Project</td>
</tr>
<tr>
<td>MT</td>
<td>Medical Technologists</td>
</tr>
<tr>
<td>MUMPS (M)</td>
<td>Massachusetts General Hospital Utility Multi-Programming System. It is the original medical system and computer language upon which VistA was based and enhanced.</td>
</tr>
<tr>
<td>OERR</td>
<td>Order Entry Results Reporting</td>
</tr>
<tr>
<td>OIFO</td>
<td>Office of Information Field Office</td>
</tr>
<tr>
<td>OR</td>
<td>Order Entry/Results Reporting—Identified with the namespace moniker, &quot;OR&quot;.</td>
</tr>
<tr>
<td>RSD</td>
<td>Requirements Specification Document</td>
</tr>
<tr>
<td>SDD</td>
<td>System Design Document</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------------------</td>
</tr>
<tr>
<td>SNOMED</td>
<td>Systematized Nomenclature of Medicine</td>
</tr>
<tr>
<td>STS</td>
<td>Standards and Terminology Services</td>
</tr>
<tr>
<td>TRM</td>
<td>Technical Reference Model</td>
</tr>
<tr>
<td>VAMC</td>
<td>VA Medical Center</td>
</tr>
<tr>
<td>VHA</td>
<td>Veterans Health Administration</td>
</tr>
<tr>
<td>VISTA</td>
<td>Veterans Health Information Systems and Technology Architecture</td>
</tr>
</tbody>
</table>

**Assumptions**

This manual is written with the assumption that the reader is experienced or familiar with the following:

- VistA computing environment:
  - Laboratory—VistA M Server software
  - Kernel—VistA M Server software
  - VA FileMan data structures and terminology—VistA M Server software
- Microsoft Windows
- M programming language

**Reference Materials**

Readers who wish to learn more about LSRP should consult the following:

- Laboratory Installation Guide Version 5.2
- Laboratory Package Security Guide Version 5.2
- Laboratory Planning Implementation Guide (PIG) Version 5.2
- Laboratory Release Notes Version 5.2
- Laboratory Technical Manual Version 5.2
- Laboratory User Manual Version 5.2
- *Legacy VistA Laboratory Vision*
- *Legacy VistA Laboratory Supplementary Specification*
- *Legacy VistA Laboratory VistA Integration System Use Case Model and Use Case Specifications*
- *Legacy VistA Laboratory COTS LIMS Integration System Use Case Model and Use Case Specifications*
- Rational Unified Process
- VHA Health Information Architecture
- VHA Technical Reference Model (TRM)

VistA documentation is made available online in Microsoft Word format and Adobe Acrobat Portable Document Format (PDF). The PDF documents *must* be read using the Adobe Acrobat Reader, which is freely distributed by Adobe Systems Incorporated at the following website: [http://www.adobe.com/](http://www.adobe.com/)

VistA documentation can be downloaded from the VA Software Documentation Library (VDL) website: [http://www.va.gov/vdl/](http://www.va.gov/vdl/)

**i**  **REF:** The legacy VistA Laboratory documentation is located on the VDL at: [http://www4.va.gov/vdl/application.asp?appid=71](http://www4.va.gov/vdl/application.asp?appid=71)

VistA documentation and software can also be downloaded from the Product Support (PS) anonymous directories:

- Preferred Method  download.vista.med.va.gov

**i**  **NOTE:** This method transmits the files from the first available File Transfer Protocol (FTP) server.

- Albany Office of Information Field Office (OIFO)  ftp.fo-albany.med.va.gov
- Hines OIFO  ftp.fo-hines.med.va.gov
- Salt Lake City OIFO  ftp.fo-slc.med.va.gov
1 Introduction

This VistA Laboratory Patch Supplemental: User Guide describes the software functionality extracted from the Laboratory System Re-Engineering Project (LSRP) for use in the legacy Veterans Health Information Systems and Technology Architecture (VistA) Laboratory 5.2 software. Since LSRP is currently in sustainment mode at the Huntington, WV VA Medical Center (VAMC) and will not be released nationally, it was decided that some functionality was useful for the current legacy VistA Laboratory 5.2 software and should be released nationally.

1.1 Purpose

The purpose of this VistA Laboratory Patch Supplemental: User Guide is to describe the use and implementation of the new functionality enhancements for the legacy VistA Laboratory 5.2 Information Management System (LIMS) system.

This added functionality was originally developed to support LSRP and was subsequently identified to provide a significant benefit to the laboratories in the field as well as supporting ongoing VA projects outside the delivery of LSRP.

Supplemental stakeholders that were consulted in the elaboration of the original LSRP software design included:

- Legacy VistA Laboratory LIMS support staff
- LSRP Alpha-site support staff
- Computerized Patient Record System (CPRS) project team
- VA Standards and Terminology Services (STS) project team
- Lab Electronic Data Interchange (LEDI IV) – Lab Data Sharing and Interoperability (LDSI) project team

This section describes the software functionality extracted from LSRP as part of a national release of enhancements (upgrade) to the legacy VistA Laboratory 5.2 software. It describes the components of Patch LR*5.2*425.

1.2 Scope

LSRP primarily focused on development work to provide a foundation for the integration of a new Commercial-off-the-Shelf (COTS) LIMS product into the VistA architecture. Much of the original scoped LSRP work was identified by VA field personnel due to the short-comings of the current, aging VistA LIMS. The LSRP software was only tested and installed in production at the Huntington, WV VAMC (i.e., Alpha site) before the project scope of deploying the COTS LIMS to the field was shifted to a sustainment of the Alpha site only while the VA re-evaluates the delivery model.

With nearly a decade of software development on the legacy VistA LIMS and a necessity to better equip Huntington VAMC for self-support, legacy VistA Laboratory recognized the need to nationally deploy a select set of Laboratory software functionality that is not dependent on the presence of the COTS LIMS.
Laboratory Patch LR*5.2*425 adds/enhances the following functionality in the legacy VistA Laboratory 5.2 software:

- Set the Obsolete Pending Orders Parameter
- Monitor Hospital Location Changes
- Laboratory Test File 60 Audit Tool
- Monitor Laboratory Test File Changes Affecting Quick Orders (File 60 Quick Order API)
- Specimen Inactivation/Activation

The legacy VistA Laboratory application will serve as the database/repository for all lab information. VistA applications will continue to access laboratory information from the legacy VistA Laboratory application via existing Integration Agreements (IAs). This document details all of the new functionality changes added to the legacy VistA Laboratory application to support the LIMS.
2 Set the Obsolete Pending Orders Parameter

2.1 Set the Obsolete Pending Orders Parameter Overview

Laboratories currently establish business rules that define how long a pending order is valid. For example, a lab might decide that an order scheduled for collection more than 90 days in the past is no longer valid. Laboratory Patch LR*5.2*425 automates those business rules by introducing a new LRJ OBSOLETE PENDING ORDERS parameter. This allows the site to define how many days in the past an order is considered valid.

Sites set the LRJ OBSOLETE PENDING ORDERS parameter in the PARAMETER DEFINITION file (#8989.51) to define the period of time before orders are cancelled. If that date passes:

1. A TaskMan job cancels the order in the LAB ORDER ENTRY file (#69).
2. TaskMan sends a status update to the Order Entry/Results Reporting (OERR) 3.0 system
3. The Order Entry/Results Reporting (OERR) 3.0 system changes the order to "Lapsed" in the ORDER file (#100).

The value of the parameter is compared to the GRACE PERIOD FOR ORDERS field (#15) in the LABORATORY SITE file (#69.9). To allow the purging of pending orders, the site needs to verify the following:

- GRACE PERIOD FOR ORDERS field (#15) in the LABORATORY SITE file (#69.9)—Cannot be null; it must have a value.
- LRJ OBSOLETE PENDING ORDERS parameter—Cannot be null and it must be smaller than the value in the GRACE PERIOD FOR ORDERS field (#15) in the LABORATORY SITE file (#69.9).

Once these two field values are set properly, when the Purge old orders & accessions option [LROC] is run by an authorized user that is when the order is purged from the file. If either or both of these values are not set properly, the LROC option displays a message and does not run, and a MailMan message is sent to the G.LMI mail group.

⚠️ CAUTION: Sites should schedule the Obsolete Pending Order job to run daily at a non-peak hour. It cancels pending lab orders in the LAB ORDER ENTRY file (#69) and lapses them in the ORDER file (#100) based on the value set in the parameter.
2.2 Verify/Update Grace Period for Orders

To verify the Grace Period setting and update if necessary, perform the following procedure:

1. From the VA FileMan option [DIUSER], select the Enter or Edit File Entries option [DEDIT].
2. At the "Input to What File: New Person" prompt, enter 69.9 (LABORATORY SITE file).
3. At the "Edit which field" prompt, enter Grace Period for Orders (or enter 15; the GRACE PERIOD FOR ORDERS field number).
4. At the "Then Edit Field" prompt, press Enter.
5. At the "Select Laboratory Site Site Name" prompt, enter ?? to display the single site name, and then enter that name at the prompt.

**NOTE:** There can be only one entry in the LABORATORY SITE file (#69.9). If the site has changed the pre-populated entry (i.e., Hospital), enter that name (e.g., HUNTINGTON VAMC).

6. At the "GRACE PERIOD FOR ORDERS: 730//" prompt, press Enter to accept the default or enter the site-determined number of days.
   - This field must have a value, it cannot be null.
   - For maximum data retention when generating reports, a retention period of 2 years (730 days) is recommended.
   - The Laboratory Planning and Implementation Guide recommends a retention period of 120 days.
   - The maximum retention period is 999 days.

Figure 1. Set the Obsolete Pending Orders Parameter—Verify Grace Period: VA FileMan
2.3 Set Obsolete Pending Orders Parameter Procedure

The LRJ OBSOLETE PENDING ORDERS parameter helps control the number of orders that are available for accessioning.

To set the LRJ OBSOLETE PENDING ORDERS parameter, perform the following procedure:

NOTE: In order to access the CPRS Configuration (IRM) menu [OR PARAM IRM MENU], the user must hold the XUPROG security key.

1. From the CPRS Configuration (IRM) menu [OR PARAM IRM MENU], select the General Parameter Tools option [XPAR MENU TOOLS].
2. At the "Select General Parameter Tools Option:" prompt, select the EP—Edit Parameter Values option [XPAR EDIT PARAMETER].
3. At the "Select PARAMETER DEFINITION NAME:" prompt, enter LRJ OBSOLETE PENDING ORDERS.
4. At the "Enter Number of Days" prompt, enter the site-specific value for lapsed orders. The value entered must be smaller than the GRACE PERIOD FOR ORDERS value (see Section 2.1).
Set the Obsolete Pending Orders Parameter

Figure 2. Set the Obsolete Pending Orders Parameter—Sample user entries

Select Systems Manager Menu Option: *CPRS <Enter> CPRS Configuration (IRM)

| OC | Order Check Expert System Main Menu ... |
| TI | ORMTIME Main Menu ... |
| UT | CPRS Clean-up Utilities ... |
| HD | HealtheVet Desktop Configuration ... |
| RD | Remote Data Order Checking Parameters General Parameter Tools ... |

Select CPRS Configuration (IRM) Option: GENERAL <Enter> Parameter Tools

| LV | List Values for a Selected Parameter |
| LE | List Values for a Selected Entity |
| LP | List Values for a Selected Package |
| LT | List Values for a Selected Template |
| EP | Edit Parameter Values |
| ET | Edit Parameter Values with Template |
| EK | Edit Parameter Definition Keyword |

Select General Parameter Tools Option: EP <Enter> Edit Parameter Values

--- Edit Parameter Values ---

Select PARAMETER DEFINITION NAME: LRJ OBSOLETE PENDING ORDERS <Enter> OBSOLETE PENDING ORDERS DEFAULT

Setting LRJ OBSOLETE PENDING ORDERS for System: HUNT2.FO-BAYPINES.MED.VA.GOV

Enter the site-specific number of days.

NUMBER OF DAYS: nnn

Select PARAMETER DEFINITION NAME:

2.4 Set Obsolete Pending Orders Schedule

⚠️ CAUTION: Sites should schedule the Obsolete Pending Order job to run daily at a non-peak hour.

To verify the Obsolete Pending Orders job is scheduled to run, perform the following procedures

1. From the Systems Manager Menu [EVE], select the Taskman Management menu [XUTM MGR].
2. At the "Select Taskman Management Option" prompt, select the Schedule/Unschedule option [XUTM SCHEDULE].
3. At the "Select Option to schedule or reschedule:" prompt, enter LRJ OBSOLETE PENDING ORDERS.
4. At the "OK? Yes/" prompt, press Enter. The Edit Option Schedule screen displays.
5. The LRJ OBSOLETE PENDING ORDERS option should be queued to run in TASKMAN nightly.

6. If no schedule is showing, at a minimum Edit and Save the QUEUED TO RUN AT WHAT TIME and the RESCHEDULING FREQUENCY fields. The option should be scheduled to run at a non-peak hour.

**Figure 3. Set the Obsolete Pending Orders Parameter—Schedule Obsolete Parameter Job:**

Sample user dialogue and reports

```
Select Systems Manager Menu Option: TASKMAN <Enter> Management

  Schedule/Unschedule Options
  One-time Option Queue
  Taskman Management Utilities ...
  List Tasks
  Dequeue Tasks
  Requeue Tasks
  Delete Tasks
  Print Options that are Scheduled to run
  Cleanup Task List
  Print Options Recommended for Queueing

Select Taskman Management Option: SCHEDULE <Enter> /Unschedule Options

Select OPTION to schedule or reschedule: LRJ OBSOLETE PENDING ORDERS <Enter>

Obsolete Pending Lab Orders
...OK? Yes// <Enter> (Yes)
(R)

Edit Option Schedule
Option Name: LRJ OBSOLETE PENDING ORDERS
Menu Text: Obsolete Pending Lab Orders

QUEUED TO RUN AT WHAT TIME: FEB 2, 2012@21:00
DEVICE FOR QUEUED JOB OUTPUT:
QUEUED TO RUN ON VOLUME SET: 1D
RESCHEDULING FREQUENCY: 1D
TASK PARAMETERS:
SPECIAL QUEUEING:

COMMAND: Press <PF1>H for help Insert
```
Set the Obsolete Pending Orders Parameter
3 Monitor Hospital Location Changes

3.1 Monitor Hospital Location Changes Overview

The Hospital Location Change Monitoring System (HLCMS) Tool monitors changes to hospital location data made in VistA. Hospital locations include clinics, wards, and operating rooms. The HLCMS Tool is the mechanism for notifying staff that configuration changes may be needed within Vista applications that subscribe to hospital location files. Hospital location changes made in the legacy VistA Admission/Discharge/Transfer (ADT) system can be significant to the Laboratory software when locating inpatients for specimen collection.

The following functionality is introduced with the HLCMS Tool:

- Hospital Location Initial Extract—This is a predefined report that will pull the required information from VistA ADT in an extract to verify lab-related locations, beds & rooms. ("Lab-related" locations are Clinic, Ward, or Operating Room type locations.)
- Supports scheduled notifications to designated staff and alerts them of changes to the VistA hospital locations so lab configurations can be adjusted, as necessary.
- Contains tools to define the Lab sub-system that controls monitoring of hospital location changes affecting Lab. The toolset contains viewers for extracted raw data and mail messages.

Verify that the LRJ SYS MAP HL TASKMAN RPT has been scheduled to run periodically to alert laboratory support staff of additional hospital location changes (Section 3.2).

⚠️ CAUTION: Currently, the HLCMS Tool only monitors changes to the inactivation date field on the day the change is made, after the LRJ SYS MAP HL TASKMAN RPT task has run. Note any inactivation changes planned for a future date and make necessary configuration changes on that day.

3.2 Verify/Re-schedule the Hospital Location Change Report

The frequency for running the LRJ SYS MAP HL TASKMAN RPT may vary from site-to-site and should be based on the frequency of the local hospital location changes. If hospital location changes are made daily, the report frequency should be at least daily or even multiple times during the day. If hospital location changes are not made daily, the frequency of the report should be changed to reflect a longer period. Sites should err on the side of scheduling the report to run too often and then adjust the schedule as the frequency of hospital changes is noted.

The frequency of running this report can be changed as needed. For example, when making large changes like adding a new ward/building or re-arranging beds, you might want to run the report more often until all the changes are made.

ℹ️ NOTE: To schedule LRJ SYS MAP HL TASKMAN RPT using the Hospital Location Change Monitoring System (HLCMS) Tool, the user must hold the LRJ HL TOOLS MGR security key.
Monitor Hospital Location Changes

To verify/schedule how often the LRJ SYS MAP HL TASKMAN RPT is run, perform the following procedure:

1. From the **Lab liaison** menu [LRLIAISON], select the **Hospital Location Monitor Tool** option [LRJ HOSPITAL LOCATION MONITOR].

2. Select the **DS—Show LRJ SYS MAP HL TASKMAN RPT sch** option [LRJ SYS MAP HL SCHED AUDIT RPT DISP] to display the current TaskMan schedule for running the LRJ SYS MAP HL TASKMAN RPT.

3. Review the time/frequency the report is scheduled to run.

4. To make changes in the time/frequency: At the "Select Action: Quit/" prompt, select the **ST—Sched LRJ SYS MAP HL TASKMAN RPT** option [LRJ SYS MAP HL SCHED AUDIT RPT TASK] to schedule LRJ SYS MAP HL TASKMAN RPT.

   The user can change the run date/time and the frequency of the option.

5. Upon completion of the schedule entry, the Hospital Location Audit task schedule screen displays with the user applied changes.

---

**Figure 4. Monitor Hospital Location Changes—Show LRJ SYS MAP HL TASKMAN RPT sch and DS—Sched LRJ SYS MAP HL TASKMAN RPT options**

```
Select Laboratory DHCP Menu Option: *LAB LIAISON MENU

ANT   Add a new internal name for an antibiotic
ANTE  Edit an Antibiotic
BCF   Lab Bar Code Label Formatter
BCZ   Lab Zebra Label Utility
DATA  Add a new data name
HDR   Recover/Transmit Lab HDR Result Messages
LNC   LOINC Main Menu ...
MOD   Modify an existing data name
SMGR  Lab Shipping Management Menu ...
       Add a new WKLD code to file
AP Microfiche Archive
Archiving Menu ...
       Check files for inconsistencies
       Check patient and lab data cross pointers
Download Format for Intermec Printer
Edit atomic tests
Edit cosmic tests
Edit Inactive Date - COLLECTION SAMPLE
Edit Inactive Date - TOPOGRAPHY FIELD
File 60 Audit Manager
File list for lab
Hospital Location Monitor Tool
LAB ROUTINE INTEGRITY MENU ...
Lab Tests and CPT Report
LIM workload menu ...
       Manually compile WKLD and workload counts
OE/RR interface parameters ...
       Outline for one or more files
Print AMA CPT Panel Pending List
Re-index Antimicrobial Suscept File (62.06)
Restart processing of instrument data
Turn on site workload statistics
Turn on workload stats for accession area
User selected lab test/patient list edits ...
```
Select Lab liaison menu Option: HOSPITAL <Enter> Location Monitor Tool

[Extract Locations... - ]

Lab Hospital Location Tools May 06, 2013@14:56:52 Page: 1 of 252

Lab Hospital Location Definition Extract
Version: 5.2 Build: 16

Hospital Locations currently defined in legacy VistA:

1: NEW^LOCATION^2^CARDIOLOGY #6^SPEC^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^MAY
+ 05, 1992^MAY 24, 2000^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565
2: NEW^LOCATION^17^PULMONARY^CHEST/SPEC^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^MAY
+^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565
3: NEW^LOCATION^19^SURG^UROLOGY #5^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^MAY 0
+6, 1988^MAR 12, 2001^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565
4: NEW^LOCATION^30^NURSING/SPEC^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^MAY
+MINISTRATOR <UNKNOWN>^3130506.14565
5: NEW^LOCATION^42^ONCOLOGY^TUMOR/SPEC^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^MAY
+^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565
6: NEW^LOCATION^43^LABORATORY^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^MAY
+MINISTRATOR <UNKNOWN>^3130506.14565

Task Rpt May 05, 2013@11:35 - May 06, 2013@11:35

DE Display Extracted (Raw) Data SX Send Extract File
DM Display Mail Message SM Send Mail Message
AQ Hospital Location Audit Query DS Show LRJ SYS MAP HL TASKMAN RPT sch
AE Accept/edit HL config dates ST Sched LRJ SYS MAP HL TASKMAN RPT
Select Action:Next Screen// DS <Enter> Show LRJ SYS MAP HL TASKMAN RPT sch

Lab Hospital Location Tools May 06, 2013@14:56:56 Page: 1 of 1

LAB Hospital Location Change Audit Task Option Schedule
Version: 5.2 Build: 16

Hospital Location Audit task schedule

OPTION: LRJ SYS MAP HL TASKMAN RPT
TASK ID: 278412
QUEUED TO RUN AT WHAT TIME: MAY 07, 2013@11:35
RESSCHEDULING FREQUENCY: 1D

Hospital Location Audit Automated Reporting begin Date: May 06, 2013@11:35

Task Rpt May 05, 2013@11:35 - May 06, 2013@11:35

DE Display Extracted (Raw) Data SX Send Extract File
DM Display Mail Message SM Send Mail Message
AQ Hospital Location Audit Query DS Show LRJ SYS MAP HL TASKMAN RPT sch
AE Accept/edit HL config dates ST Sched LRJ SYS MAP HL TASKMAN RPT
Select Action:Quit// ST <Enter> Sched LRJ SYS MAP HL TASKMAN RPT

This action will schedule the 'LRJ SYS MAP HL Change Management TaskMan
Report' option [LRJ SYS MAP HL TASKMAN RPT] as a background task.

Do you want to do this? NO// Y <Enter> YES
This is the date/time you want this option to be started by TaskMan.

QUEUED TO RUN AT WHAT TIME: May 07, 2013@11:35// T@2030 <Enter> (MAY 06, 2013@20:30)

RESCHEDULING FREQUENCY: 1D// 2D <Enter> (MAY 06, 2013@20:30)

Hospital Location Audit task schedule

OPTION: LRJ SYS MAP HL TASKMAN RPT
TASK ID: 278429
QUEUED TO RUN AT WHAT TIME: MAY 06, 2013@20:30
RESCHEDULING FREQUENCY: 2D

Hospital Location Audit Automated Reporting begin Date: May 06, 2013@11:35

Task Rpt May 05, 2013@11:35 - May 06, 2013@11:35
DE Display Extracted (Raw) Data    SX Send Extract File
DM Display Mail Message            SM Send Mail Message
AQ Hospital Location Audit Query   DS Show LRJ SYS MAP HL TASKMAN RPT sch
AE Accept/edit HL config dates     ST Sched LRJ SYS MAP HL TASKMAN RPT
Select Action:Quit// <Enter> QUIT
3.3 Reviewing the LRJ SYS MAP HL TASK RPT

When hospital location changes occur, two messages are sent to the LRJ SYS MAP HL TASK REPORT mail group. Review the messages for accuracy. If the report is not accurate, make the appropriate changes in VistA and re-run the report.

**NOTE:** Add any users that need to receive messages created by the LRJ SYS MAP HL TASKMAN RPT option to the LRJ SYS MAP HL TASK REPORT mail group (see Table 8).

- The first message contains text file attachments of a caret (^) delimited new and modified hospital location data. An example of the message text follows:

**Figure 5. Monitor Hospital Location Changes—Sample new and edited hospital location (HL) data**
The HLCSM_EXT_NEW_3100224_100553.TXT file contains data such as the following:

**Figure 6. Monitor Hospital Location Changes—Sample HL change extract data—New locations**

```
NEW^LOCATION^435^GTS TEST WARD 2-A^WARD^DEVVLD^TROY^JAN 11, 2010^JAN 14, 2010^LABUSER,ONE^3100115.101104
NEW^ROOM^435^GTS TEST WARD 2-A^WARD^DEVVLD^TROY^GS
NEW^BED^435^GTS TEST WARD 2-A^WARD^DEVVLD^TROY^GS^2
NEW^BED^435^GTS TEST WARD 2-A^WARD^DEVVLD^TROY^GS^A-3
NEW^ROOM^435^GTS TEST WARD 2-A^WARD^DEVVLD^TROY^GS^A1
NEW^BED^435^GTS TEST WARD 2-A^WARD^DEVVLD^TROY^GS^A2
NEW^BED^435^GTS TEST WARD 2-A^WARD^DEVVLD^TROY^GS^A3
NEW^LOCATION^436^TESTER'S ZZ
LOCATION^WARD^TROY^TROY^^^LABUSER,ONE^3091006.143329
NEW^LOCATION^437^ZZ GTS TEST TYPE HL^OPERATING ROOM^1
AD^TROY^^^LABUSER,ONE^3091006.144346
```

The HLCSM_EXT_MOD_3100224_100553.TXT file contains data such as the following:

**Figure 7. Monitor Hospital Location Changes—Sample HL change extract data—Modified locations**

```
CURRENT^LOCATION^426^ONE'S HL TEST WARD^WARD^TROY^DEVVLD^LABUSER,ONE^3091006.143848
PREVIOUS^LOCATION^426^^^^^^
CURRENT^ROOM^426^ ONE'S HL TEST WARD^WARD^TROY^DEVVLD^GTS
PREVIOUS^ROOM^426^^^^^GTS
CURRENT^BED^426^ ONE'S HL TEST WARD^WARD^TROY^DEVVLD^GTS^3
PREVIOUS^BED^426^^^^^^
CURRENT^BED^426^ ONE'S HL TEST WARD^WARD^TROY^DEVVLD^GTS^A2
PREVIOUS^BED^426^^^^^^GS^A-4
```
• The second message contains *new* and *modified* hospital location (HL) data in a *user readable format*. An example of the message text follows:

**Figure 8. Monitor Hospital Location Changes—Sample Hospital Location (HL) change message**

![Message text example](image)
3.4 Additional HLCMS Options

Figure 9. Monitor Hospital Location Changes—Hospital Location Tools option

<table>
<thead>
<tr>
<th>Hospital Location Tools</th>
<th>May 06, 2013@14:56:52</th>
<th>Page: 1 of 252</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Hospital Location Definition Extract</td>
<td>Version: 5.2 Build: 16</td>
<td></td>
</tr>
</tbody>
</table>

Hospital Locations currently defined in legacy VistA:

1: NEW^LOCATION^2^CARDIOLOGY #6/SPEC^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^MAY + 05, 1992^MAY 24, 2000^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565
2: NEW^LOCATION^17^PULMONARY~CHEST/SPEC^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^+^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565
3: NEW^LOCATION^19^SURG~UROLOGY #6^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^MAY 0 +6, 1988^MAR 12, 2001^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565
4: NEW^LOCATION^30^NURSING/SPEC^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^+^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565
5: NEW^LOCATION^42^ONCOLOGY~TUMOR/SPEC^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^+^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565
6: NEW^LOCATION^43^LABORATORY^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^+^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565

<table>
<thead>
<tr>
<th>Task Rpt May 05, 2013@11:35 - May 06, 2013@11:35</th>
</tr>
</thead>
<tbody>
<tr>
<td>DE Display Extracted (Raw) Data</td>
</tr>
<tr>
<td>DM Display Mail Message</td>
</tr>
<tr>
<td>AQ Hospital Location Audit Query</td>
</tr>
<tr>
<td>AE Accept/edit HL config dates</td>
</tr>
</tbody>
</table>

Select Action:Next Screen/

3.4.1 DE—Display Extracted (Raw) Data Option

Use the DE—Display Extracted (Raw) Data option [LRJ SYS MAP HL DISP EXT] to redisplay a user-readable formatted extract (currently displayed) to its "raw" extracted format.

3.4.2 DM—Display Mail Message Option

Use the DM—Display Mail Message option [LRJ SYS MAP HL DISPLAY MESSAGE] to format the currently displayed extract in a user-readable format.

3.4.3 AQ—Hospital Location Audit Query Option

Use the AQ—Hospital Location Audit Query option [LRJ SYS MAP HL AUDIT QUERY] to report hospital location changes for a user-entered date range or to re-generate the original Initialization Extract after an Audit Extract report is generated.

3.4.4 SM—Send Mail Message Option

Use the SM—Send Mail Message option [LRJ SYS MAP HL SEND MSG] to email the extract to a specified mail group notifying staff that configuration changes may be needed within Vista applications
that subscribe to hospital location files. The email message is in a user-readable format and supports configuration and verification of lab-related hospital locations.

3.4.5 SX—Send Extract File Option

Use the SX—Send Extract File option [LRJ SYS MAP HL SEND EXT] to send the currently defined extract in an email message to a specified mail group. The email message contains two attachment files, which are named in the following scheme:

- **HLCMS_EXT_NEW_<date>_<time>.TXT**: Caret-delimited file containing all of the new hospital locations added to VistA during the defined report date range.
- **HLCMS_EXT_MOD_<date>_<time>.TXT**: Caret-delimited file containing all of the modified hospital locations on VistA during the defined report date range.

3.4.5.1 Extract Emails and Outlook

In order to review the text file attachments of the message, perform the following procedure:

1. Make sure that the FLAGS field (#1) in the DOMAIN file (#4.2) is set to S=Send (IRM assistance may be required).
2. If allowed, forward the VistA message to Microsoft® Outlook.

**NOTE:** Some possible restrictions or limitations related to forwarding messages from VistA MailMan to Microsoft® Outlook may include:

- Many sites do not allow messages to be forwarded to Microsoft® Outlook from Test accounts. Sites may only be able to perform this action from Production accounts.
- Some sites do allow messages to be forwarded from the Test account to the Production account. If so, then the message can be forwarded to Production and then to Microsoft® Outlook.
- In addition, if the message is not received in Microsoft® Outlook, the number of lines may need to be increased.

3. Import the extract files into a review tool (e.g., Microsoft® Excel).
3.4.6 Accept/edit HL Config Dates Option

If the dates became corrupted or needed to be reset, use the AE—Accept/edit HL config dates option [LRJ SYS MAP HL ACCEPT CONFIG] to define the following parameters (user must hold the LRJ HL TOOLS MGR key):

- LRJ LSRP HL LAST START DATE
- LRJ LSRP HL LAST END DATE

The AE—Accept/edit HL config dates option [LRJ SYS MAP HL ACCEPT CONFIG] is run prior to scheduling the LRJ SYS MAP HL Change Management TaskMan Report option [LRJ SYS MAP HL TASKMAN RPT].

The LRJ SYS MAP HL Change Management TaskMan Report option [LRJ SYS MAP HL TASKMAN RPT] generates the automated audit report based upon the date defined in the LRJ LSRP HL LAST END DATE parameter. The user defines these dates after verifying that the lab-related hospital locations on VistA match those defined. This serves as the baseline for future changes.
4 Laboratory Test File 60 Audit Tool

4.1 Laboratory Test File 60 Audit Tool Overview

The Laboratory Test File 60 Audit Tool [LRJ SYS MAP AUF60 MANAGER] monitors changes made to the VistA LABORATORY TEST file (#60). If any item is not working the user can identify changes recently made to this file for the purpose of troubleshooting. This benefits the sites for any future lab capability solution and it leverages VistA Lab Test Order Catalog and Computerized Patient Record System (CPRS).

The Laboratory Test File 60 Audit Tool has pre-defined (mandatory) audit fields and is designed to notify authorized users when a change is made to an audited field in the LABORATORY TEST file (#60). Sites can add and remove non-mandatory fields for auditing.

⚠️ CAUTION: Auditing for mandatory fields cannot be turned off using the Laboratory Test File 60 Audit Tool. You can only remove auditing for these mandatory audit fields by direct edits to those entries in the LABORATORY TEST file (#60).

This audit tool has options to automatically (see Section 4.2.1) or manually (see Section 4.2.2) produce reports that display changes that have occurred in the LABORATORY TEST file (#60) for the specified timeframe. These reports are sent to individual users or mail groups.

To access the Laboratory Test File 60 Audit Tool:

1. From the Lab liaison menu [LRLIAISON], at the "Select Lab liaison menu Option:" prompt, select the File 60 Audit Manager option [LRJ SYS MAP AUD MANAGER].
2. The following screen displays:

   ![Figure 10. Laboratory Test File 60 Audit Tool—File 60 Audit Manager option]

   Select Laboratory DHCP Menu Option: ^LAB LIAISON MENU

   - ANT Add a new internal name for an antibiotic
   - ANTE Edit an Antibiotic
   - BCF Lab Bar Code Label Formatter
   - BCZ Lab Zebra Label Utility
   - DATA Add a new data name
   - HDR Recover/Transmit Lab HDR Result Messages
   - LNC LOINC Main Menu ...
   - MOD Modify an existing data name
   - SMGR Lab Shipping Management Menu ...
   - AP Microfiche Archive
   - Archiving Menu ...
   - Check files for inconsistencies
   - Check patient and lab data cross pointers
   - Download Format for Intermec Printer
   - Edit atomic tests
   - Edit cosmic tests
   - Edit Inactive Date - COLLECTION SAMPLE
   - Edit Inactive Date - TOPOGRAPHY FIELD
4.2 **File 60 Audit Reports**

To receive audit file change reports, use the following options:

- Set up reports to run automatically using TaskMan (see Section 4.2.1).
- Run reports manually as needed using the DF—Display File 60 Changes [LRJ SYS MAP AUD DISPLAY FILE 60 CHANGES] (see Section 4.6).

### 4.2.1 Schedule Audit Reports

Use TaskMan to automatically run audit change reports and send the reports in mail messages to designated users (see Section 7, "Mail Group Maintenance"). Set the frequency of the following tasked options to meet site needs:

<table>
<thead>
<tr>
<th>Tasked options</th>
<th>Produces Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>LRJ BACKGROUND F60 AUD FILE</td>
<td>File 60 Audit in delimited file (extract) format</td>
</tr>
<tr>
<td>LRJ BACKGROUND F60 AUDIT</td>
<td>File 60 Audit in display format</td>
</tr>
</tbody>
</table>
To schedule audit reports to run automatically using TaskMan, perform the following procedure:

1. At the "Select Systems Manager Menu Option:" prompt, select the Taskman Management menu [XUTM MGR].
2. At the "Select Taskman Management Option:" prompt, select the Schedule/Unschedule Options option [XUTM SCHEDULE].
3. At the "Select OPTION to schedule or reschedule:" prompt, enter LRJ BACK.
4. At the "CHOOSE 1-3:" prompt, select the appropriate option number:
   - 1—LRJ BACKGROUND F60 AUD FILE [TaskMan file format file 60 audits].
   - 2—LRJ BACKGROUND F60 AUDIT [TaskMan File 60 Audit in Display Format].
5. At the "Are you adding 'LRJ BACKGROUND F60 AUD FILE' as a new OPTION SCHEDULING (the nnXX)? No/" prompt, enter YES.
6. The Edit Option Schedule screen displays. Complete the following fields:
   a. At the "QUEUED TO RUN AT WHAT TIME:" field, enter the date/time you want the option to start.
   b. At the "DEVICE FOR QUEUED JOB OUTPUT:" field, press Enter.
   c. At the "QUEUED TO RUN ON VOLUME SET:" field, press Enter.
   d. At the "RESCHEDULING FREQUENCY:" field, enter how often you want the report to run.
   e. Tab to the "COMMAND" field, enter Save, and then Exit.
7. Repeat Steps 3-6 for the remaining tasked options [LRJ BACKGROUND F60 AUDIT] (choice number 2).
8. Assign users who need to receive the File 60 audit change reports to the appropriate mail groups (see Section 7, "Mail Group Maintenance"):  

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Mail Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>File 60 Audit in list format (AUF60)</td>
<td>LRJ AUF60 AUDIT TASK REPORT (see Table 8)</td>
</tr>
<tr>
<td>File 60 Audit in delimited file (extract) format (AUF60XT)</td>
<td>LRJ AUF60XT AUDIT TASK REPORT (see Table 8)</td>
</tr>
</tbody>
</table>
NOTE: If "Tasked Report has not run!" displays on an Audit tool screen, it means one of the following:

- The site has not scheduled the report to run.
- The site scheduled the report, but it has not run yet.
  - There may be a problem with how the site defined the task in TaskMan—see TaskMan documentation for troubleshooting (e.g., a date/time that the report should run was not specified).
  - It may mean that the report was scheduled correctly in TaskMan, but TaskMan is not running.

4.2.2 Manually Run File 60 Audit Reports

To run reports manually, use the following Audit tools options:

<table>
<thead>
<tr>
<th>Report</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>File 60 Audit in list format (AUF60)</td>
<td>SM—Send Display in Mail</td>
</tr>
<tr>
<td></td>
<td>(Section 4.7.1)</td>
</tr>
<tr>
<td>File 60 Audit in delimited file (extract) format (AUF60XT)</td>
<td>SX—Send Extract File Message</td>
</tr>
<tr>
<td></td>
<td>(Section 4.7.2)</td>
</tr>
</tbody>
</table>

REF: Each section reference (Section xyz) in Table 6 links to the detailed procedure content. Use Microsoft® Word's built-in navigation capabilities to navigate back and forth between the table and detailed information.
4.3 **File 60 Audit Tool Options**

**REF:** Each section reference in the following list links to the detailed procedure content. Use Microsoft® Word's built-in navigation capabilities to navigate back and forth between the list and detailed steps.

The Laboratory Test File 60 Audit Tool sets up fields in the LABORATORY TEST file (#60) that are audited for changes (see the LF—List Audited Fields option in Section 4.5). This audit tool allows the user to do the following:

- **SF—Set Audited Flag for Fields [LRJ SYS MAP AUD SET FILE 60 AUDITED FLAG]:**
  Add or turn off auditing for *non-mandatory* fields (Section 4.4).

  **CAUTION:** Auditing for *mandatory* fields *cannot* be turned off using the Laboratory Test File 60 Audit Tool.

- **LF—List Audited Fields [LRJ SYS MAP AUD LIST AUDITED FIELDS]:**
  Display a list of audited fields (Section 4.5).

- **DF—Display File 60 Changes [LRJ SYS MAP AUD DISPLAY FILE 60 CHANGES]:**
  Display file 60 changes for specific tests, all tests, and date range (Section 4.6).

- **SM—Send Display in Mail [LRJ SYS MAP AUF60 SEND DISPLAY MESSAGE]:**
  Send the file 60 changes (displayed in the DF option) as a VistA mail message (Section 4.7.1).

- **SX—Send File 60 Audit Delimited File option [LRJ SYS MAP AUF60 SEND FILE MESSAGE]:**
  Send the audits (displayed in the DF option) as a delimited file (Section 4.7.2).
4.4 Set Additional File 60 Fields to be Audited

Use the SF—Set Audited Flag for Fields option [LRJ SYS MAP AUD SET FILE 60 AUDITED FLAG] to toggle auditing on or off for non-mandatory (optional) fields in the LABORATORY TEST file (#60).

4.4.1 Set Auditing for Optional Fields

To set additional fields to be audited, perform the following procedure:

1. From the Lab liaison menu [LRLIAISON], at the "Select Lab liaison menu Option:" prompt, select the File 60 Audit Manager option [LRJ SYS MAP AUD MANAGER].
2. At the "Select Action: Quit/" prompt, select the SF—Set Audited Flag for Fields option [LRJ SYS MAP AUD SET FILE 60 AUDITED FLAG].
3. At the "Field" prompt, enter the name or number of the field you want to audit.
4. (Optional) The "Sub-File field" prompt is only displayed if the field entered in Step 3 is a Multiple.

If you entered a Multiple field in Step 3, at the "Sub-File field" prompt, enter the name or number of the sub-field you want to audit.

5. At the "Do you wish to turn auditing ON for this field?? No" prompt, enter YES.

Figure 12. Laboratory Test File 60 Audit Tool—Set Audited Flag option using field number (1 of 2)
Outline for one or more files
- Print AMA CPT Panel Pending List
- Re-index Antimicrobial Suscept File (62.06)
- Restart processing of instrument data
- Turn on site workload statistics
- Turn on workload stats for accession area
- User selected lab test/patient list edits ...

Select Lab liaison menu Option: FILE 60 <Enter> Audit Manager

Lab File 60 Audit Menu

Select Action: Quit // SF <Enter> Set Audited Flag for Fields
Field: 100 <Enter> SITE/SPECIMEN
Sub-File SITE/SPECIMEN Field: ??

Choose from:
.01 SITE/SPECIMEN
1 REFERENCE LOW
2 REFERENCE HIGH
3 CRITICAL LOW
4 CRITICAL HIGH
5.5 INTERPRETATION
6 UNITS
7 TYPE OF DELTA CHECK
8 DELTA VALUE
9 DEFAULT VALUE
9.2 THERAPEUTIC LOW
9.3 THERAPEUTIC HIGH
10 *AMIS/RCS 14-4
13 USE FOR REFERENCE TESTING
20 FOREIGN COMPUTER SYSTEM
95.3 LOINC CODE
96 SPECIMEN CPT

Sub-File SITE/SPECIMEN Field: 3 <Enter> CRITICAL LOW
File 60.01 - Field 3 is not currently audited.
Do you wish to turn auditing ON for this field?? No // Y <Enter> YES

CHANGE MADE: File 60.01 - Field 3 is now audited
The following screen shows how to use the SF—Set Audited Flag for Fields option [LRJ SYS MAP AUD SET FILE 60 AUDITED FLAG] using the field name:

**Figure 13. Laboratory Test File 60 Audit Tool—Set Audited Flag option using field name (2 of 2)**
4.4.2 Delete Auditing from Optional Fields

Use the SF—Set Audited Flag for Fields option [LRJ SYS MAP AUD SET FILE 60 AUDITED FLAG] to turn off auditing for non-mandatory fields in the LABORATORY TEST file (#60).

To turn off the audit flag for non-mandatory fields, perform the following procedure from the File 60 Audit screen:

1. From the File 60 Audit screen [LRJ SYS MAP AUF60 MENU], select the SF—Set Audited Flag for Fields option [LRJ SYS MAP AUD SET FILE 60 AUDITED FLAG].
2. At the "Field" prompt, enter the name or number of the field you want to stop auditing.
3. (Optional) The "Sub-File field" prompt is only displayed if the field entered in Step 2 is a Multiple.

   If you entered a Multiple field in Step 2, at the "Sub-File field" prompt, enter the name or number of the sub-field you want to stop auditing.
4. At the "Do you wish to turn auditing OFF for this field?? No" prompt, enter YES.

Figure 14. Laboratory Test File 60 Audit Tool—Turning off the audit flag for optional fields

<table>
<thead>
<tr>
<th>Lab File 60 Audit Menu</th>
<th>May 07, 2013@10:19:12</th>
<th>Page: 0 of 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF  Set Audited Flag for Fields</td>
<td>SM  Send Display in Mail</td>
<td></td>
</tr>
<tr>
<td>LF  List Audited Fields</td>
<td>SX  Send Extract File in Mail</td>
<td></td>
</tr>
<tr>
<td>DF  Display File 60 Changes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Action: Quit// SF <Enter> Set Audited Flag for Fields
Field: 100 <Enter> SITE/SPECIMEN
Sub-File SITE/SPECIMEN Field: 3 <Enter> CRITICAL LOW
File 60.01 - Field 3 is already audited.
Do you wish to turn auditing OFF for this field?? No// Y <Enter> YES

CHANGE MADE: File 60.01 - Field 3 is now NOT audited

CAUTION: Auditing for mandatory fields cannot be turned off using the Laboratory Test File 60 Audit Tool.
If you try to turn off the audit flag for a required audit field, the following screen displays:

**Figure 15. Laboratory Test File 60 Audit Tool—Turning off the audit flag for required audit fields**

```
Lab File 60 Audit Menu       May 07, 2013@10:21:27       Page:    0 of    0
Lab File 60 Audit Manager
Version: 5.2     Build: 16

Enter ?? for more actions
SF  Set Audited Flag for Fields     SM  Send Display in Mail
LF  List Audited Fields          SX  Send Extract File in Mail
DF  Display File 60 Changes
Select Action: Quit// SF <Enter> Set Audited Flag for Fields
Field: 100 <Enter> SITE/SPECIMEN
Sub-File SITE/SPECIMEN Field: ref
  1   REFERENCE HIGH
  2   REFERENCE LOW
CHOOSE 1-2: 1 <Enter> REFERENCE HIGH
'SF' cannot be used to turn auditing off for any required audit field.
Sub-File SITE/SPECIMEN Field:
```
4.5 Display List of Audited Fields

Use the **LF—List Audited Fields** option [LRJ SYS MAP AUD LIST AUDITED FIELDS] to display the fields that are being audited—mandatory audit fields and optional fields that have been added. Mandatory audit fields are indicated by an asterisk (*) after the field name.

To display fields that are being audited, perform the following procedure:

1. Navigate to the **File 60 Audit Menu** screen.
2. At the "Select Action: Quit//" prompt, select the **LF—List Audited Fields** option [LRJ SYS MAP AUD LIST AUDITED FIELDS].
3. At the "Select Action:Next Screen//" prompt, press **Enter** to display additional audited fields.
4. Review the Audit column. If any mandatory fields (indicated by *) are listed as NOT AUDITED, turn the auditing back on using VA FileMan.

**Figure 16. Laboratory Test File 60 Audit Tool—Display List of Audit Fields option**

<table>
<thead>
<tr>
<th>Field</th>
<th>File Name</th>
<th>Field Name</th>
<th>Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>60.01</td>
<td>LABORATORY TEST</td>
<td>NAME*</td>
<td>YES, ALWAYS</td>
</tr>
<tr>
<td>60.3</td>
<td>LABORATORY TEST</td>
<td>TYPE*</td>
<td>YES, ALWAYS</td>
</tr>
<tr>
<td>60.4</td>
<td>LABORATORY TEST</td>
<td>SUBSCRIPT*</td>
<td>NO</td>
</tr>
<tr>
<td>60.8</td>
<td>LABORATORY TEST</td>
<td>UNIQUE COLLECTION SAMPLE*</td>
<td>YES, ALWAYS</td>
</tr>
<tr>
<td>60.17</td>
<td>LABORATORY TEST</td>
<td>HIGHEST URGENCY ALLOWED*</td>
<td>YES, ALWAYS</td>
</tr>
<tr>
<td>60.18</td>
<td>LABORATORY TEST</td>
<td>FORCED URGENCY*</td>
<td>YES, ALWAYS</td>
</tr>
<tr>
<td>60.64.1</td>
<td>LABORATORY TEST</td>
<td>RESULT NLT CODE*</td>
<td>YES, ALWAYS</td>
</tr>
<tr>
<td>60.60.01.01</td>
<td>SITE/SPECIMEN</td>
<td>SITE/SPECIMEN*</td>
<td>YES, ALWAYS</td>
</tr>
<tr>
<td>60.60.01.1</td>
<td>SITE/SPECIMEN</td>
<td>REFERENCE LOW*</td>
<td>YES, ALWAYS</td>
</tr>
<tr>
<td>60.60.01.2</td>
<td>SITE/SPECIMEN</td>
<td>REFERENCE HIGH*</td>
<td>YES, ALWAYS</td>
</tr>
<tr>
<td>60.60.1.01.95.3</td>
<td>SITE/SPECIMEN</td>
<td>LOINC CODE*</td>
<td>YES, ALWAYS</td>
</tr>
<tr>
<td>60.60.11.01</td>
<td>LAB TEST INCLUDED</td>
<td>LAB TEST*</td>
<td>YES, ALWAYS</td>
</tr>
<tr>
<td>60.60.03.01</td>
<td>COLLECTION SAMPLE</td>
<td>COLLECTION SAMPLE*</td>
<td>YES, ALWAYS</td>
</tr>
<tr>
<td>60.60.1.01</td>
<td>SYNONYM</td>
<td>SYNONYM*</td>
<td>YES, ALWAYS</td>
</tr>
<tr>
<td>60.60.11.01</td>
<td>ACCESSION AREA</td>
<td>INSTITUTION*</td>
<td>YES, ALWAYS</td>
</tr>
</tbody>
</table>

Enter ?? for more actions

- SF  Set Audited Flag for Fields
- SM  Send Display in Mail
- LF  List Audited Fields
- SX  Send Extract File in Mail
- DF  Display File 60 Changes

Select Action:Next Screen//

The **highlighted line** is an example of a field that should be audited and auditing was turned off.
### Display File 60 Changes

Use the **DF—Display File 60 Changes** option [LRJ SYS MAP AUD DISPLAY FILE 60 CHANGES] to display changes made to LABORATORY TEST file (#60). The user can specify certain tests or all tests and the date range to be displayed.

To display changes to the LABORATORY TEST file (#60), perform the following procedure from the **File #60 Audit Menu** screen:

1. From the **File #60 Audit Menu** screen [LRJ SYS MAP AUF60 MENU], select the **DF—Display File 60 Changes** option [LRJ SYS MAP AUD DISPLAY FILE 60 CHANGES].
2. At the "Select LABORATORY TEST NAME:" prompt, enter a specific test name or press **Enter** to display changes to all tests.
3. At the "Select Start date: TODAY//" prompt, enter the appropriate start date (e.g., T-30).
4. At the "Select End date: NOW//" prompt, press **Enter** for the report to end today. New and modified entries display.

**Figure 17. Laboratory Test File 60 Audit Tool—Display File 60 Changes option**

<table>
<thead>
<tr>
<th>Lab File 60 Audit Menu</th>
<th>May 08, 2013@08:34:31</th>
<th>Page: 0 of 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab File 60 Audit Manager</td>
<td>Version: 5.2 Build: 22</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Task Rpt May 07, 2013@07:30 - May 08, 2013@07</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF  Set Audited Flag for Fields</td>
</tr>
<tr>
<td>LF  List Audited Fields</td>
</tr>
<tr>
<td>DF  Display File 60 Changes</td>
</tr>
<tr>
<td>Select Action:Quit// <strong>DF &lt;Enter&gt;</strong> Display File 60 Changes</td>
</tr>
<tr>
<td>Select LABORATORY TEST NAME: &lt;Enter&gt;</td>
</tr>
<tr>
<td>ALL TESTS</td>
</tr>
<tr>
<td>Select Start date: TODAY// <strong>T-90 &lt;Enter&gt;</strong> (FEB 07, 2013)</td>
</tr>
<tr>
<td>Select End date: NOW// &lt;Enter&gt; (May 08, 2013@08:35:16)</td>
</tr>
<tr>
<td>...HMMM, LET ME THINK ABOUT THAT A MOMENT...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lab File 60 Audit Menu</th>
<th>May 08, 2013@08:35:16</th>
<th>Page: 1 of 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Test File (#60) Changes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Range: Feb 07, 2013 to May 08, 2013@08:35:16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>IEN(s)</td>
<td></td>
</tr>
<tr>
<td>File 60 Audit - From Feb 07, 2013 to May 08, 2013@08:35:16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**New Entries**

- **Feb 25, 2013@12:47:34** LABUSER,ONE 6276
  - FIELD NAME: NAME
  - TEST NAME: ZZCULTURE,FEB
  - NEW VALUE: ZZCULTURE,FEB
  - OLD VALUE: <no previous value>
- **Feb 25, 2013@12:47:36** LABUSER,ONE 6276
  - FIELD NAME: SUBSCRIPT
  - TEST NAME: ZZCULTURE,FEB
  - NEW VALUE: MICROBIOLOGY
  - OLD VALUE: <no previous value>
- **Feb 25, 2013@12:47:41** LABUSER,ONE 6276
4.7 **Send File 60 Changes in Mail**

The following report options are available:

- **SM—Send Display as Mail Message** option [LRJ SYS MAP AUF60 SEND DISPLAY MESSAGE]: Send audit information in "display" format as a VistA mail message.

- **SX—Send File 60 Audit Delimited File** option [LRJ SYS MAP AUF60 SEND FILE MESSAGE]: Send audit information in attachments (new entries and modified entries) containing delimited files to an Outlook email account.

### 4.7.1 **Send Display as Mail Message Option**

Use the **SM—Send Display as Mail Message** option [LRJ SYS MAP AUF60 SEND DISPLAY MESSAGE] to send new and modified audit information in "display" format as a mail message.

To send the Display File 60 Changes list in display format in a mail message, perform the following procedure:

1. From the **File #60 Audit** screen [LRJ SYS MAP AUF60 MENU], at the "Select Action: Next Screen//" prompt, select the **SM—Send Display as Mail Message** option [LRJ SYS MAP AUF60 SEND DISPLAY MESSAGE].

2. At the "Send mail to: firstname.lastname/" prompt, press **Enter**.

3. At the "Select basket to send to: IN/" prompt, press **Enter**.

4. At the "And Send to:" prompt, enter **LRJ AUF60 AUDIT TASK REPORT** mail group and any additional recipients.
### 4.7.2 Send Extract File as Mail Message

Use the **SX—Send File 60 Audit Delimited File** option [LRJ SYS MAP AUF60 SEND FILE MESSAGE] to send audit information in attachments to an Outlook email account. One attachment contains *new* entries; the other attachment contains *modified* entries.

To send the Display File 60 Changes list in delimited file attachments in a mail message, perform the following procedure:

1. At the "Select Action: Next Screen//" prompt, select the **SX—Send File 60 Audit Delimited File** option [LRJ SYS MAP AUF60 SEND FILE MESSAGE].
2. At the "Send mail to: firstname.lastname//" (VistA mailman account) prompt, press **Enter**.
3. At the "Select basket to send to: IN//" prompt, press **Enter**.
4. At the "And Send to:" prompt, enter a VA MailMan mail group (e.g., G.LRJ AUF60XT AUDIT TASK REPORT) or user, and any additional recipients. If allowed, sites can also forward the message to Outlook by entering their Outlook account information (e.g., firstname.lastname@va.gov).

**NOTE:** Some sites do *not* allow messages to be sent from the Test account to Outlook. If allowed, sites can forward the message from VistA MailMan to Outlook to view the extract in a readable format (see Section 3.4.5.1). In addition, if the message is *not* received in Outlook, the number of lines may need to be increased.
**Figure 19. Laboratory Test File 60 Audit Tool—Send Extract File in Mail option**

| Date Range: Feb 07, 2013 to May 08, 2013@08:52:37 |
| DT RECORDER: LABUSER,ONE |
| IEN(s): 6276 |
| File 60 Audit - From Feb 07, 2013 to May 08, 2013@08:52:37 |

**New Entries**

<table>
<thead>
<tr>
<th>Date</th>
<th>User</th>
<th>IEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 25, 2013@12:47:34</td>
<td>LABUSER,ONE</td>
<td>6276</td>
</tr>
<tr>
<td>FIELD NAME: NAME</td>
<td>TEST NAME: ZZCULTURE,FEB</td>
<td>OLD VALUE: &lt;no previous value&gt;</td>
</tr>
<tr>
<td>Feb 25, 2013@12:47:36</td>
<td>LABUSER,ONE</td>
<td>6276</td>
</tr>
<tr>
<td>FIELD NAME: SUBSCRIPT</td>
<td>TEST NAME: ZZCULTURE,FEB</td>
<td>OLD VALUE: &lt;no previous value&gt;</td>
</tr>
<tr>
<td>Feb 25, 2013@12:47:41</td>
<td>LABUSER,ONE</td>
<td>6276</td>
</tr>
</tbody>
</table>

DF Display File 60 Changes
Select Action: Next Screen/Send Extract File in Mail
Send mail to: LABUSER,ONE/one.labuser@va.gov

**Figure 20. Laboratory Test File 60 Audit Tool—Send Extract File in Mail: Sample Outlook Email**

Extract Generated......: May 08, 2013@08:52:37

Extract Requested......: File 60 Audit - From Feb 07, 2013 to May 08, 2013@08:52:37

Attached LMOF NEW File 60 Audit Entries: AUF60_EXT_NEW_<date>_<time>.csv

Attached LMOF MODIFIED File 60 Audit Entries: AUF60_EXT_MOD_<date>_<time>.csv

The two .csv files are attached to the Microsoft® Outlook email in Microsoft® Excel spreadsheet format.
5 Monitor Laboratory Test File Changes Affecting Quick Orders (File 60 Quick Order API)

5.1 Monitor Laboratory Test File Changes Affecting Quick Orders Overview

The Laboratory users requested that when certain fields are updated in the LABORATORY TEST (#60) file, it triggers a CPRS call (Application Program Interface [API]) to search for quick orders that contain the test that was updated. If any are found, the appropriate personnel are notified. The trigger fields in the LABORATORY TEST file (#60) are:

- NAME (#.01)
- TYPE (#3)
- HIGHEST URGENCY ALLOWED (#17)
- FORCED URGENCY (#18)
- COLLECTION SAMPLE (#300)

Laboratory Patch LR*5.2*425 supplies the following components:

- LRJ QUICK ORDER CHECK option—Scheduled to search (audit) the LABORATORY TEST file (#60) to see if these fields have been edited.

**NOTE:** This option was primarily intended to notify the Clinical Application Coordinators (CACs) that a laboratory test contained in a quick order was changed. Unless the laboratory staff is added to the OR CACS mail group, they will not get the notifications.

- LRJSAUO routine—Searches for the specified test and notifies the members of the OR CACS mail group. Recipients are notified of the quick order name and whether it is active or inactive.
5.2 Monitor Laboratory Test File Changes Affecting Quick Orders Procedure

The automatic notification process is as follows:

1. User changes one or more of the monitored fields in the LABORATORY TEST file (#60).

2. Software automatically triggers a search through CPRS orderables looking for quick orders that contain the test that was updated.

NOTE: If the site performed audits on the LABORATORY TEST file (#60) prior to the installation of the Laboratory Test File Changes Affecting Quick Orders Monitoring option, these audits shall not be included in the CPRS orderable items search.

3. If any quick orders are found, the system sends a notification to the OR CACS mail group, which contains clinicians and Clinical Application Coordinators (CACs). The notification includes:
   - Name—Quick order name.
   - Status— Whether it is active or inactive.

NOTE: Laboratory staff members are not notified of quick order changes, since they do not order in CPRS.

In the future, owners of personal quick orders that are affected by changes to the LABORATORY TEST file (#60) will be identified in the VistA MailMan message sent to the OR CACS mail group.

<table>
<thead>
<tr>
<th>Options</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option Name</td>
<td>LRJ QUICK ORDER CHECK</td>
</tr>
<tr>
<td>Menu Text Description</td>
<td>LRJ QUICK ORDER SEARCH</td>
</tr>
<tr>
<td>Option Definition</td>
<td>This option should be scheduled. It searches the Lab 60 audit for tests where certain fields have been edited. If a test is found where those fields have been changed, the routine calls a CPRS API to determine if they are included in a quick order.</td>
</tr>
</tbody>
</table>
5.3 Verify/Re-schedule the LRJ QUICK ORDER CHECK Option

The frequency for running the LRJ QUICK ORDER CHECK option may vary from site-to-site and should be based on the frequency of the local LABORATORY TEST file (#60) changes. If laboratory test changes are made daily, the quick order check frequency should be at least daily or even multiple times during the day. If laboratory test changes are not made daily, the frequency of the quick order check should be changed to reflect a longer period. Sites should err on the side of scheduling the quick order check to run too often and then adjust the schedule to accommodate the frequency of changes made to laboratory tests.

The frequency of running the quick order check can be changed as needed. For example, when making large changes like adding an order catalog for a new reference lab, you might want to run the quick order check more often until all the changes are made.

5.3.1 Schedule LRJ QUICK ORDER CHECK

Use TaskMan to automatically run the LRJ QUICK ORDER CHECK option and send the reports in mail messages to designated users (see Section 7). Set the frequency of the following tasked options to meet site needs:

To schedule LRJ QUICK ORDER CHECK to run automatically using TaskMan, perform the following procedure:

1. At the "Select Systems Manager Menu Option:" prompt, select the Taskman Management menu [XUTM MGR].
2. At the "Select Taskman Management Option:" prompt, select the Schedule/Unschedule Options option [XUTM SCHEDULE].
3. At the "Select OPTION to schedule or reschedule:" prompt, enter LRJ QUICK ORDER CHECK.
4. At the "Are you adding 'LRJ QUICK ORDER CHECK' as a new OPTION SCHEDULING (the nnXX)? No/" prompt, enter YES.
5. The Edit Option Schedule screen displays. Complete the following fields:
   a. At the "QUEUED TO RUN AT WHAT TIME:" field, enter the date/time you want the option to start.
   b. At the "DEVICE FOR QUEUED JOB OUTPUT:" field, press Enter.
   c. At the "QUEUED TO RUN ON VOLUME SET:" field, press Enter.
   d. At the "RESCHEDULING FREQUENCY:" field, enter how often you want the report to run.
   e. Tab to the "COMMAND" field, enter Save and Exit.

6. Assign users who need to receive the CPRS Quick Order Check notification to the OR CACS mail group.
6 Specimen Inactivation/Activation

6.1 Specimen Inactivation/Activation Overview

To support order entry transactions in CPRS, entries in the following VistA files can be placed in an inactive state:

- COLLECTION SAMPLE file (#62)—INACTIVE DATE field (#64.9101)
- TOPOGRAPHY FIELD file (#61) —INACTIVE DATE field (#64.9103)

VistA entries for collection samples and topographies can be inactivated/activated using the following options:

- **Edit Inactive Date - COLLECTION SAMPLE** option [LRJ MAINT INACTIVE DT FILE 62]
- **Edit Inactive Date - TOPOGRAPHY FIELD** option [LRJ MAINT INACTIVE DT FILE 61]

**NOTE:** These options use VA FileMan to edit the INACTIVATION DATE field in Files #61 and #62.

Only active VistA entries can be used for:

- Physician order entry.
- CPRS Quick Orders.
- New test configurations in the LABORATORY TEST file (#60).

**NOTE:** Orders containing an inactive entry placed prior to the file entry inactivation can be processed by the lab.

Inactive file entries can still be used when orders are placed by legacy lab order options. This includes Anatomic Pathology (AP) and clinical lab orders.

The following conditions *must* apply to any collection sample that is to be inactivated:

- Inactivated collection samples *must* manually be removed from both the LAB COLLECTION SAMPLE (#9) and COLLECTION SAMPLE (#300) fields for all active tests in the LABORATORY TEST file (#60) that use that collection sample.
- Inactivated collection samples assigned a default specimen from the TOPOGRAPHY FIELD file (#61) need to have the default specimen removed.

The following conditions *must* be met for any topography that is to be inactivated and is a default specimen for an active collection sample:

- Either remove the default specimen from the active collection sample
- Or, replace the default specimen with an active Topography Field file (#61) entry.
6.2 **Collection Sample/Topography Field—Inactivation**

### 6.2.1 Determine if a Collection Sample is Used on an Active Test

To determine if a collection sample is used on an active test, perform the following VA FileMan search:

1. From the VA FileMan Option [DIUSER], at the "Select VA FileMan Option:" prompt, select the Search File Entries option [DISEARCH].
2. At the "OUTPUT FROM WHAT FILE: COLLECTION SAMPLE//" prompt, enter LABORATORY TEST.
3. At the "-A- SEARCH FOR LABORATORY TEST FIELD:" prompt, enter LAB.
4. At the "CHOOSE 1-2:" prompt, enter 1 to select LAB COLLECTION SAMPLE.
5. At the "-A- CONDITION:" prompt, enter EQUALS.
6. At the "-A- EQUALS COLLECTION SAMPLE:" prompt, select the entry in the COLLECTION SAMPLE file (#62) to be inactivated.
7. At the "-B- SEARCH FOR LABORATORY TEST FIELD:" prompt, enter COLLECTION SAMPLE.
8. At the "-B- SEARCH FOR LABORATORY TEST COLLECTION SAMPLE SUB-FIELD:" prompt, enter COLLECTION SAMPLE.
9. At the "-B- CONDITION:" prompt, enter EQUALS.
10. At the "-B- EQUALS COLLECTION SAMPLE:" prompt, select the same entry from Step 7 for the collection sample to be inactivated.
11. At the "-C- SEARCH FOR LABORATORY TEST COLLECTION SAMPLE SUB-FIELD:" prompt, press Enter.
12. At the "-C- SEARCH FOR LABORATORY TEST FIELD:" prompt, press Enter.
13. At the "IF:" prompt, enter A.
14. At the "OR:" prompt, Enter B.
15. At the "DO YOU WANT THIS SEARCH SPECIFICATION TO BE CONSIDERED TRUE FOR CONDITION -B-

1) WHEN AT LEAST ONE OF THE 'COLLECTION SAMPLE' MULTIPLES SATISFIES IT

2) WHEN ALL OF THE 'COLLECTION SAMPLE' MULTIPLES SATISFY IT

Choose 1-2: 1/" prompt, press Enter to accept the default.

16. At the "OR:" prompt, press Enter.
17. At the "STORE RESULTS OF SEARCH IN TEMPLATE:" prompt, press Enter.
18. At the "SORT BY: NAME/" prompt, press Enter to accept the default.
19. At the "START WITH NAME: FIRST/" prompt, press Enter to accept the default.
20. At the "FIRST PRINT FIELD:" prompt, enter NAME.
21. At the "THEN PRINT FIELD:" prompt, enter LAB COLLECTION SAMPLE.
22. At the "THEN PRINT FIELD:" prompt, enter **COLLECTION SAMPLE**.

23. At the "THEN PRINT COLLECTION SAMPLE SUB-FIELD:" prompt, enter **COLLECTION SAMPLE**.

24. At the "THEN PRINT COLLECTION SAMPLE SUB-FIELD:" prompt, press **Enter**.

25. At the "THEN PRINT FIELD:" prompt, press **Enter**.

26. At the "Heading (S/C): LABORATORY TEST SEARCH Replace" prompt, press **Enter**.

27. At the "STORE PRINT LOGIC IN TEMPLATE:" prompt, press **Enter**.

![CAUTION: At the following device-related prompts, make sure your terminal emulator software (e.g., Attachmate® Reflections) display has enough log memory blocks to capture all the data displayed to the screen.]

28. At the "DEVICE:" prompt enter **;;;999999**.

29. At the "Right Margin: 80/"" prompt, press **Enter**.
Figure 22. Specimen Inactivation/Activation—Determine if a collection sample is used on an active test

Enter or Edit File Entries
Print File Entries
Search File Entries
Modify File Attributes
Inquire to File Entries
Utility Functions ...
Data Dictionary Utilities ...
Transfer Entries
Other Options ...

Select VA FileMan Option: SEARCH <Enter> File Entries

OUTPUT FROM WHAT FILE: COLLECTION SAMPLE//LABORATORY TEST (2485 entries)

-A- SEARCH FOR LABORATORY TEST FIELD: LAB COLLECTION SAMPLE
-A- CONDITION: EQUALS
-A- EQUALS COLLECTION SAMPLE: BLOOD
1   BLOOD       BLOOD     GENERAL
2   BLOOD       PLASMA     GRAY
3   BLOOD       BLOOD     LAVENDER
4   BLOOD       PLASMA     BLACK TOP
5   BLOOD       SERUM     SPC BLUE2ML

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 2 <Enter>

-B- SEARCH FOR LABORATORY TEST COLLECTION SAMPLE SUB-FIELD: COLLECTION SAMPLE
-B- CONDITION: EQUALS
-B- EQUALS COLLECTION SAMPLE: BLOOD
1   BLOOD       BLOOD     GENERAL
2   BLOOD       PLASMA     GRAY
3   BLOOD       BLOOD     LAVENDER
4   BLOOD       PLASMA     BLACK TOP
5   BLOOD       SERUM     SPC BLUE2ML

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 2 <Enter>

-C- SEARCH FOR LABORATORY TEST COLLECTION SAMPLE SUB-FIELD:

IF: A <Enter> LAB COLLECTION SAMPLE EQUALS 2 (BLOOD)
OR: B <Enter> Or LABORATORY TEST COLLECTION SAMPLE EQUALS 2 (BLOOD)

DO YOU WANT THIS SEARCH SPECIFICATION TO BE CONSIDERED TRUE FOR CONDITION - B-

1) WHEN AT LEAST ONE OF THE 'COLLECTION SAMPLE' MULTIPLES SATISFIES IT
2) WHEN ALL OF THE 'COLLECTION SAMPLE' MULTIPLES SATISFY IT

CHOOSE 1-2: 1// <Enter>

OR: <Enter>

STORE RESULTS OF SEARCH IN TEMPLATE: <Enter>

SORT BY: NAME// <Enter>
START WITH NAME: FIRST// <Enter>
FIRST PRINT FIELD: NAME
THEN PRINT FIELD: LAB COLLECTION SAMPLE
THEN PRINT FIELD: COLLECTION SAMPLE <Enter> (multiple)
THEN PRINT COLLECTION SAMPLE SUB-FIELD: COLLECTION SAMPLE
THEN PRINT COLLECTION SAMPLE SUB-FIELD: <Enter>
THEN PRINT FIELD: <Enter>
Heading (S/C): LABORATORY TEST SEARCH Replace <Enter>
STORE PRINT LOGIC IN TEMPLATE: <Enter>
DEVICE: ;999999 <Enter> SSH VIRTUAL TERMINAL Right Margin: 80// <Enter>

LABORATORY TEST SEARCH                         JUN 10,2013  13:33    PAGE 1
NAME                                      LAB COLLECTION SAMPLE

-----------------------------------------------
 ZZAPTT
 BLOOD
 COMPLEMENT C6
 BLOOD
 ESTRONE
 BLOOD
 FATTY ACIDS, FREE
 BLOOD
 BLOOD
 FREE HGB
 BLOOD
 BLOOD
 HEPATITIS E ANTIBODY
 BLOOD
 BLOOD
 HEPATITIS E ANTIGEN
 BLOOD
 BLOOD
 Hgb Solubility
 BLOOD
 BLOOD
 METHANOL
 BLOOD
 BLOOD
 PLASMA FREE HGB
 BLOOD
 BLOOD
 BLOOD
 VITAMIN C
 BLOOD
 ZZDHEA THRU 11/4/11
 PLASMA
 BLOOD
 zzC-1Q COMPLEMENT COMPONENT 11/7/11
 BLOOD
 zzCATECHOLAMINES, FRACT. 11/7/11/
 BLOOD

14 MATCHES FOUND.
6.2.2  Determine if a Collection Sample is Assigned a Default Specimen

To determine if a collection sample is assigned a default specimen, perform the following procedure:

1. From the VA FileMan Option [DIUSER], at the "Select VA FileMan Option:" prompt, select the Inquire to File Entries option [DIINQUIRE].
2. At the "OUTPUT FROM WHAT FILE: TOPOGRAPHY FIELD/" prompt, enter COLLECTION SAMPLE.
3. At the "Select COLLECTION SAMPLE NAME:" prompt, enter a collection sample.
4. At the "ANOTHER ONE:" prompt, press Enter.
5. At the "STANDARD CAPTIONED OUTPUT? Yes/" prompt, press Enter.
6. At the "Include COMPUTED fields: (N/Y/R/B): NO/" prompt, press Enter.

Figure 23. Specimen Inactivation/Activation—Determine if a collection sample is assigned a default specimen

<table>
<thead>
<tr>
<th>Enter or Edit File Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print File Entries</td>
</tr>
<tr>
<td>Search File Entries</td>
</tr>
<tr>
<td>Modify File Attributes</td>
</tr>
<tr>
<td>Inquire to File Entries</td>
</tr>
<tr>
<td>Utility Functions ...</td>
</tr>
<tr>
<td>Data Dictionary Utilities</td>
</tr>
<tr>
<td>Transfer Entries</td>
</tr>
<tr>
<td>Other Options ...</td>
</tr>
</tbody>
</table>

Select VA FileMan Option: INQUIRE <Enter> to File Entries

OUTPUT FROM WHAT FILE: LABORATORY TEST// COLLECTION SAMPLE <Enter> (207 entries)

Select COLLECTION SAMPLE NAME: BLOOD

1  BLOOD BLOOD GENERAL
2  BLOOD PLASMA GRAY
3  BLOOD PLASMA LAVENDER
4  BLOOD PLASMA BLACK TOP
5  BLOOD SERUM SPC BLUE2ML

Press <RETURN> to see more, '^' to exit this list, OR

CHOOSE 1-5: 2 <Enter> BLOOD PLASMA GRAY

ANOTHER ONE: <Enter>

STANDARD CAPTIONED OUTPUT? Yes// <Enter> (Yes)
Include COMPUTED fields: (N/Y/R/B): NO// <Enter> - No record number (IEN), no Computed Fields

NAME: BLOOD
DEFAULT SPECIMEN: PLASMA
TUBE TOP COLOR: GRAY
VOLUME LARGE: 5
VOLUME SMALL: 5
LAB SECTION: CHEMISTRY
CAN LAB COLLECT: YES
SYNONYM: PLASMA
SYNONYM: BLUE TOP
SYNONYM: GRAY TOP
SNOMED CT ID: 119297000
SCT CODE STATUS: LOCAL
SCT TOP CONCEPT: SCT Specimen
SCT STATUS DATE: JAN 09, 2012@11:02:40
SCT STATUS USER: LABUSER,ONE
SCT COMMENT TEXT:
6.2.3 Determine if a Topography is a Default Specimen for an Active Collection Sample

To determine if a topography is a default specimen for an active collection sample, perform the following procedure:

1. From the VA FileMan Option [DIUSER], at the "Select VA FileMan Option:" prompt, select the Search File Entries option [DISEARCH].

2. At the "OUTPUT FROM WHAT FILE: COLLECTION SAMPLE//" prompt, enter COLLECTION SAMPLE.

3. At the "-A- SEARCH FOR COLLECTION SAMPLE FIELD:" prompt, enter DEFAULT SPECIMEN.

4. At the "-A- CONDITION:" prompt, enter EQUALS.

5. At the "-A- EQUALS TOPOGRAPHY FIELD:" prompt, enter the name of the TOPOGRAPHY FIELD file (#61) entry.

6. At the "-B- SEARCH FOR COLLECTION SAMPLE FIELD:" prompt, press Enter.

7. At the "IF: A//" prompt, press Enter.

8. At the "STORE RESULTS OF SEARCH IN TEMPLATE:" prompt, enter a name or press Enter.

9. At the "SORT BY: NAME//" prompt, press Enter.

10. At the "START WITH NAME: FIRST//" prompt, press Enter.

11. At the "FIRST PRINT FIELD:" prompt, enter NUMBER;C2

CAUTION: "NUMBER" must be capitalized or it will not be returned in the report. Number is the IEN of the file entry.

12. At the "THEN PRINT FIELD:" prompt, enter NAME;C10;L30

13. At the "THEN PRINT FIELD:" DEFAULT SPECIMEN;C42

14. At the "THEN PRINT FIELD:" prompt, press Enter.

15. At the "Heading (S/C): COLLECTION SAMPLE SEARCH Replace" prompt, press Enter.

16. At the "STORE PRINT LOGIC IN TEMPLATE:" prompt, press Enter.

17. At the "DEVICE:" prompt, enter ;;999999.

18. At the "Right Margin: 80//" prompt, press Enter.
**Figure 24. Specimen Inactivation/Activation—Determine if a topography is a default specimen for an active collection sample**

Enter or Edit File Entries  
Print File Entries  
Search File Entries  
Modify File Attributes  
Inquire to File Entries  
Utility Functions ...  
Data Dictionary Utilities ...  
Transfer Entries  
Other Options ...

Select VA FileMan Option: SEARCH <Enter> File Entries

OUTPUT FROM WHAT FILE: TOPOGRAPHY FIELD// COLLECTION SAMPLE <Enter> (207 entries)

- A- SEARCH FOR COLLECTION SAMPLE FIELD: DEFAULT SPECIMEN  
- A- CONDITION: EQUALS  
- A- EQUALS TOPOGRAPHY FIELD: URINE

- B- SEARCH FOR COLLECTION SAMPLE FIELD: <Enter>

IF: A// <Enter> DEFAULT SPECIMEN EQUALS 71 (URINE)

STORE RESULTS OF SEARCH IN TEMPLATE: <Enter>

SORT BY: NAME// <Enter>  
START WITH NAME: FIRST// <Enter>

FIRST PRINT FIELD: NUMBER;C2  
THEN PRINT FIELD: NAME;C10;L30  
THEN PRINT FIELD: DEFAULT SPECIMEN;C42  
THEN PRINT FIELD: <Enter>

Heading (S/C): COLLECTION SAMPLE SEARCH Replace <Enter>  
STORE PRINT LOGIC IN TEMPLATE: <Enter>

DEVICE: ;;999999 <Enter> SSH VIRTUAL TERMINAL Right Margin: 80// <Enter>

**COLLECTION SAMPLE SEARCH**  JUN 11,2013  09:15  PAGE 1

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>NAME</th>
<th>DEFAULT SPECIMEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>75</td>
<td>CATHETER URINE</td>
<td>URINE</td>
</tr>
<tr>
<td>135</td>
<td>CONDOM CATHETER</td>
<td>URINE</td>
</tr>
<tr>
<td>81</td>
<td>CYSTOSCOPY</td>
<td>URINE</td>
</tr>
<tr>
<td>112</td>
<td>FOLEY CATH URINE</td>
<td>URINE</td>
</tr>
<tr>
<td>15</td>
<td>URINE</td>
<td>URINE</td>
</tr>
<tr>
<td>198</td>
<td>URINE CLEAN CATCH</td>
<td>URINE</td>
</tr>
<tr>
<td>197</td>
<td>URINE INDWELLING CATHETER</td>
<td>URINE</td>
</tr>
<tr>
<td>199</td>
<td>URINE SUPRAPUBIC</td>
<td>URINE</td>
</tr>
<tr>
<td>69</td>
<td>URINE,RANDOM</td>
<td>URINE</td>
</tr>
<tr>
<td>70</td>
<td>URINE,TIME</td>
<td>URINE</td>
</tr>
</tbody>
</table>
6.2.4 *Inactivate* Entries in the Collection Sample and Topography Field Files

To individually *inactivate* entries in the COLLECTION SAMPLE file (#62) and the TOPOGRAPHY FIELD file (#61), perform the following procedure:

1. From the Lab liaison menu [LRLIAISON], enter **EDIT INACTIVE**.
2. At the "CHOOSE 1-2:" prompt, select the appropriate option:
   - 1—Edit Inactive Date - COLLECTION SAMPLE option [LRJ MAINT INACTIVE DT FILE 62] to edit the inactivation date to the INACTIVATION DATE field (#64.9101) in the COLLECTION SAMPLE file (#62).
   - 2—Edit Inactive Date - TOPOGRAPHY FIELD option [LRJ MAINT INACTIVE DT FILE 61] to edit the inactivation date to the INACTIVATION DATE field (#64.9103) in the TOPOGRAPHY FIELD file (#61).
3. At the "Select COLLECTION SAMPLE:" or "Select TOPOGRAPHY FIELD:" prompt, enter the name of the appropriate file entry to be *inactivated*.
4. At the "INACTIVE DATE:" prompt, enter the appropriate inactivate date.
5. Repeat Steps 3-4 for all file entries that need to be *inactivated*.

**Figure 25. Specimen Inactivation/Activation—COLLECTION SAMPLE file entry: Inactivate**

Select Laboratory DHCP Menu Option: ^LAB <Enter> liaison menu

- ANT Add a new internal name for an antibiotic
- ANTE Edit an Antibiotic
- BCF Lab Bar Code Label Formatter
- BCZ Lab Zebra Label Utility
- DATA Add a new data name
- HDR Recover/Transmit Lab HDR Result Messages
- LNC LOINC Main Menu...
- MOD Modify an existing data name
- SMGR Lab Shipping Management Menu...
- Add a new WKLD code to file
- AP Microfiche Archive
- Archiving Menu...
- Check files for inconsistencies
- Check patient and lab data cross pointers
- Download Format for Intermec Printer
- Edit atomic tests
- Edit cosmic tests
- **Edit Inactive Date - COLLECTION SAMPLE**
- **Edit Inactive Date - TOPOGRAPHY FIELD**
- File 60 Audit Manager
- File list for lab
6.3 **Collection Sample/Topography Field—Activation**

To individually *activate* inactive entries in the COLLECTION SAMPLE file (#62) and the TOPOGRAPHY FIELD file (#61), perform the following procedure:

1. From the **Lab liaison** menu [LRLIAISON], enter **EDIT INACTIVE**.
2. At the "CHOOSE 1-2:" prompt, select the appropriate option:
   - **1—Edit Inactive Date - COLLECTION SAMPLE** option [LRJ MAINT INACTIVE DT FILE 62] to edit the inactivation date to the INACTIVATION DATE field (#64.9101) in the COLLECTION SAMPLE file (#62).
   - **2—Edit Inactive Date - TOPOGRAPHY FIELD** option [LRJ MAINT INACTIVE DT FILE 61] to edit the inactivation date to the INACTIVATION DATE field (#64.9103) in the TOPOGRAPHY FIELD file (#61).
3. At the "Select COLLECTION SAMPLE:" or "Select TOPOGRAPHY FIELD:" prompt, enter the name of the appropriate file entry to be activated.
4. At the "INACTIVE DATE: Month DD, YYYY" prompt, enter an at-sign (@) to delete the INACTIVE DATE value.
5. At the "SURE YOU WANT TO DELETE?" prompt", enter **YES** to activate the entry.
6. Repeat Steps 3-5 for all file entries that need to be activated.
Figure 26. Specimen Inactivation/Activation—COLLECTION SAMPLE file entry: Activated

Select Laboratory DHCP Menu Option: ^LAB <Enter> liaison menu

ANT     Add a new internal name for an antibiotic
ANTE    Edit an Antibiotic
BCF     Lab Bar Code Label Formatter
BCZ     Lab Zebra Label Utility
DATA    Add a new data name
HDR     Recover/Transmit Lab HDR Result Messages
LNC     LOINC Main Menu ...
MOD     Modify an existing data name
SMGR    Lab Shipping Management Menu ...
         Add a new WKLD code to file
AP Microfiche Archive
Archiving Menu ...
         Check files for inconsistencies
         Check patient and lab data cross pointers
Download Format for Intermec Printer
Edit atomic tests
Edit cosmic tests
   Edit Inactive Date - COLLECTION SAMPLE
   Edit Inactive Date - TOPOGRAPHY FIELD
File 60 Audit Manager
File list for lab
Hospital Location Monitor Tool
LAB ROUTINE INTEGRITY MENU ...
Lab Tests and CPT Report
LIM workload menu ...
Manually compile WKLD and workload counts
OE/RR interface parameters ...
Outline for one or more files
Print AMA CPT Panel Pending List
Re-index Antimicrobial Suscept File (62.06)
Restart processing of instrument data
Turn on site workload statistics
Turn on workload stats for accession area
User selected lab test/patient list edits ...

Select Lab liaison menu Option: EDIT INACTIVE
   1    Edit Inactive Date - COLLECTION SAMPLE
   2    Edit Inactive Date - TOPOGRAPHY FIELD
CHOOSE 1-2: 1 <Enter> Edit Inactive Date - COLLECTION SAMPLE

Select COLLECTION SAMPLE: URINE <Enter> URINE
INACTIVE DATE: FEB 22, 2012// 8
SURE YOU WANT TO DELETE? Y <Enter> (Yes)

Select COLLECTION SAMPLE:
7 Mail Group Maintenance

7.1 Mail Group Overview

During the installation of Laboratory Patch LR*5.2*425, the mail groups in Table 8 were created and coordinators assigned.

Table 8. Mail Group Maintenance—Mail groups released with LR*5.2*425

<table>
<thead>
<tr>
<th>Mail Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LRJ SYS MAP HL TASK REPORT</td>
<td>This mail group receives the Hospital Location System Change Management extract report generated by the TaskMan option: LRJ SYS MAP HL TASKMAN RPT. Membership: Should include Laboratory Information Management System (LIMS) and Commercial-off-the-Shelf (COTS) Configuration Managers (where applicable) responsible for keeping Hospital Location Rooms and Beds on Vista in synchronization with those defined on a remote Lab configuration run by the VA Medical Center. It should also contain a Microsoft® Outlook mail group or users. Outlook mail groups/users can be entered as Remote Users.</td>
</tr>
<tr>
<td>LRJ AUF60 AUDIT TASK REPORT</td>
<td>This mail group receives the VistA LABORATORY TEST file (#60) audit reports generated by TaskMan.</td>
</tr>
<tr>
<td></td>
<td><strong>REF:</strong> For detailed information on auditing, see the &quot;Laboratory Test File 60 Audit Tool&quot; section.</td>
</tr>
<tr>
<td>LRJ AUF60XT AUDIT TASK REPORT</td>
<td>This mail group receives delimited file extracts from the VistA LABORATORY TEST file (#60) audits.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Not all messages will contain file extracts. In addition, messages <em>cannot</em> be viewed in VistA. Therefore, the messages <em>must</em> be forwarded to a Microsoft® Outlook email group or users. Outlook mail groups/users can be entered as Remote Users.</td>
</tr>
</tbody>
</table>

**REF:** For more information on mail groups and membership enrollment, see Chapter 8 in the *MailMan User Guide*, which is located on the VA Software Document Library (VDL): http://www4.va.gov/vdl/application.asp?appid=15
### 7.2 Assign New Users to Mail Groups

To enroll new members in a mail group, perform the following procedure:

1. From the Manage Mailman menu [XMMGR], select the Group/Distribution Management option [XMMGR-GROUP-MAINTENANCE].
2. At the "Select Group/Distribution Management Option:" prompt, enter **Mail Group Coordinator**.
3. At the "CHOOSE 1-2:" prompt, select **1—Mail Group Coordinator's Edit** option [XMMGR-MAIL-GRP-COORDINATOR].
4. At the "Select MAIL GROUP NAME:" prompt, enter **LRJ** to get a list of all mail groups that begin with "LRJ."
5. From the displayed list of mail groups, select the LRJ mail group to which you wish to add members (e.g., LRJ AUF60 AUDIT TASK REPORT).
6. At the "Select MEMBER:" prompt, enter the name of the member you wish to add to the mail group.
7. At the "Are you adding 'Labuser,One' as a new MEMBER (the nXX for this MAIL GROUP)? No/" prompt, enter **YES**.
8. At the "TYPE:" prompt, enter the appropriate TYPE code for the member added, choose from:
   - **NULL**—Indicates that this recipient is a primary recipient, and may reply.
   - **CC**—Indicates that the recipient is being sent a copy, but is not the primary recipient. The recipient may reply.
   - **INFO**—Indicates that the recipient may not reply to the message; the message is being transmitted to the recipient for information purposes only.
9. Repeat Steps 6-8 until all members have been added. When all entries are complete, at the "Select MEMBER:" prompt, press **Enter**.
10. At the "Select MEMBER GROUP NAME:" prompt, press **Enter**.
11. If you wish to send previous messages to the newly added members, at the "Do you wish to forward past mail group messages to the user(s) you just added to the mail group(s)? No/" prompt, enter **YES**.
12. If you answered **YES** in Step 11, at the "Message sent on or after: (MM/DD/YYYY-MM/DD/YYYY): MM/DD/YYYY/" prompt, enter the "from" date range.
13. If you answered **YES** in Step 11, at the "Message sent on or before: (MM/DD/YYYY-MM/DD/YYYY): MM/DD/YYYY/" prompt, enter the "to" date range.
14. Repeat Steps 4 – 13 until all LRJ mail group member enrollments are complete.
Figure 27. Mail Group Maintenance—Enrolling in a mail group

Mail Group Maintenance

Select Manage Mailman Option: GROUP <Enter> /Distribution Management

Bulletin edit
Edit Distribution List
Enroll in (or Disenroll from) a Mail Group
Mail Group Coordinator's Edit
Mail Group Coordinator's Edit W/Remotes
Mail Group Edit

Select Group/Distribution Management Option: MAIL GROUP COORD
1 Mail Group Coordinator's Edit
2 Mail Group Coordinator's Edit W/Remotes
CHOOSE 1-2: 1 <Enter> Mail Group Coordinator's Edit

Select MAIL GROUP NAME: LRJ
1 LRJ AUF60 AUDIT TASK REPORT
2 LRJ AUF60XT AUDIT TASK REPORT
3 LRJ SYS MAP HL TASK REPORT

CHOOSE 1-5: 1 <Enter> LRJ AUF60 AUDIT TASK REPORT
Select MEMBER: LABUSER,ONE <Enter> OL OIT STAFF
Are you adding 'Labuser,One' as a new MEMBER (the 1ST for this MAIL GROUP)? No// Y <Enter> (Yes)
TYPE: <Enter>
Select MEMBER: LABUSER,TWO <Enter> TL OIT STAFF
Are you adding 'Labuser,Two' as a new MEMBER (the 2ND for this MAIL GROUP)? No/ Y <Enter> (Yes)
TYPE: <Enter>
Select MEMBER: <Enter>
Select MEMBER GROUP NAME: <Enter>

Do you wish to forward past mail group messages
to the user(s) you just added to the mail group(s)? No// YES

MailMan prompts you to enter a date range to send past messages to new members of a mail group.

You will now choose a date range for the messages to be searched and forwarded. The oldest message is from 4/13/2010.


Task #231784 will find and forward past messages.

Select MAIL GROUP NAME:
REF: For more information on mail groups and membership enrollment, see Chapter 8 in the MailMan User Guide, which is located on the VA Software Document Library (VDL): http://www4.va.gov/vdl/application.asp?appid=15