Decision Support System (DSS)

DSS FY21 User's Guide

Software Version 3.0

Patch ECX*3.0*178

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7/02/2020	1.0	Initial Release for FY21	Liberty IT Solutions

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1 Introduction

The Decision Support System (DSS) is the designated Managerial Cost Accounting (MCA) System of the Department of Veterans Affairs (VA) as mandated in *VHA Directive 1750 Veterans Health Administration (VHA) Managerial Cost Accounting System [Decision Support System (DSS)], March 24, 2015*.

DSS is a derived database built from standard VHA data sources. The Managerial Cost Accounting Office (MCAO) uses clinical and financial data to provide state-of-the-art activity-based costing and clinical productivity analyses.

This is a design-to-schedule project with a compulsory patch release date of no later than November 1 of the new Fiscal Year (FY). This project enables the MCAO to accurately accommodate changes to the primary Clinical Transaction Systems made during the preceding year, ensuring the Workload data has been accurately captured and costed to the Product Level.

MCA Cost Data is used at all levels of the VA for important functions such as budgeting and resource allocation. Additionally, the system contains a rich repository of clinical information used to promote a more proactive approach to the care of high-risk (i.e., diabetes and acute coronary patients) and high-cost patients.

1.1 Purpose

The DSS FY21 User's Guide is intended for use as an instructional guide for the DSS application software. Users may use this manual as a supplemental guide to the DSS application Online Help options.

1.2 Document Orientation

The following sub-sections provide general information about how to use this document.

1.2.1 Organization of the Guide

This document is organized into the following major sections:

Introduction – This section provides a brief description of the purpose of the guide and an orientation into the document's structure and use.

System Summary – This section provides a general description of the system written in non-technical terminology, the purpose for which the system is intended, the system configuration, data flows, user access, and continuity of operations.

Getting Started – This section provides a general walkthrough of the system from initiation through exit. The logical arrangement of the information enables functional personnel to understand the sequence and flow of the system.

Using the Software – This section serves as a reference to the user and covers vital aspects of this tool. It is categorized into six components.

- Maintenance
- Pre-Extract Audit Reports
- Package Extracts

- Statistical Analysis System (SAS) Extract Audit Reports
- Extract Audit Reports
- Transmission Management

Troubleshooting – This section provides general troubleshooting advice on commonly encountered issues.

Appendix – The following appendices are included in this guide:

- Appendix A: Abbreviations and Acronyms
- Appendix B: Glossary
- Appendix C: Feeder Key Encoding
- Appendix D: Exporting a Report to a Spreadsheet

Index – Displays major topics of interest

1.2.2 Assumptions

This guide was written with the following assumed experience/skillset of the audience:

- User has basic knowledge of the Veterans Health Information Systems and Technology Architecture (VistA) Kernel operating system. This knowledge includes logging on and off the VistA system, using commands, menu options and navigation tools.
- User has been assigned the appropriate active roles, menus, and security keys required for DSS.
- User is using DSS to perform his/her job.
- User has validated access to DSS.
- User has completed any prerequisite training.

1.2.3 Coordination

The DSS application enables MCA personnel to ensure the healthcare workload is accurately captured and costed to the product level by providing the ability to periodically run extracts and perform analyses without intervention or assistance from other Healthcare staff.

Site teams are responsible for:

- Generating the VistA extracts in a timely manner.
- Auditing all extracts to verify that the correct data was included.
- Transmitting the extracts.
- Verifying that the transmissions were received.
- Purging the extract files once they are no longer needed.

1.2.4 Disclaimers

The following disclaimers apply to all VA user documentation.

1.2.4.1 Software Disclaimer

This software was developed at the VA by employees of the Federal Government in the course of their official duties. Pursuant to Title 17 Section 105 of the United States Code (U.S.C.), this software is not subject to copyright protection and is in the public domain. VA assumes no responsibility whatsoever for its use by other parties, and makes no guarantees, expressed or implied, about its quality, reliability, or any other characteristic. We would appreciate acknowledgement if the software is used. This software can be redistributed and/or modified freely provided that any derivative works bear some notice that they are derived from it, and any modified versions bear some notice that they have been modified.

1.2.4.2 Documentation Disclaimer

The appearance of external hyperlink references in this guide does not constitute endorsement by the VA of the Web site or the information, products, or services contained therein. The VA does not exercise any editorial control over the information found at these locations. Such links are provided and are consistent with the stated purpose of the VA.

1.2.5 Documentation Conventions

To avoid displaying sensitive information regarding our patients and staff, the examples in this guide contain pseudonyms, scrambled data and/or data replaced with Xs. Patients and staff will be referred to as "DSS1", "PAT1", "ECPATIENT, ONE", "ECPROVIDER, ONE", "USER, ONE" etc. Scrambled data is a series of random letters that replace a real name like "AAADY, JWHTRE". Likewise, actual social security numbers (SSNs), actual addresses, and other personal identifiers are not used.

Throughout the document, many of the examples for print and export versions of reports will only include portions of the actual output produced for the purpose of saving space and maintaining clarity.

1.2.6 References and Resources

Listed below are documents that are available for reference on the DSS VA Software Document Library (VDL) intranet site.

Table 1: Reference Documentation on the VDL

File Name	Manual Name	Description
ecx_3_178_ddd	DSS FY21 (ECX*3*178) Data Definitions Document	Provides detailed information on formatting and defines the data terminology.
ecx_3_178_dibrg	DSS FY21 (ECX*3*178) Deployment, Installation, Back-out and Rollback Guide	Provides detailed information for site IT staff for distributing, installing, backing out and rolling back DSS software patches.
ecx_3_178_tm	DSS FY21 (ECX*3*178) Technical Manual	Describes the DSS Extract technical (high- level) terminology.
ecx_3_178_ug	DSS FY21 (ECX*3*178) User's Guide	Provides an overview of the functionality and enhancements of the DSS Extract application.

File Name	Manual Name	Description
ecx_3_178_vdd	DSS FY201 (ECX*3*178) Version Description Document	Provides detailed information on the DSS extracts and DSS reports modified for this Patch Release.

1.3 Enterprise Service Desk and Organizational Contacts

The three tiers of support documented herein are intended to restore normal service operation as quickly as possible and minimize the adverse impact on business operations, ensuring the best possible levels of service quality and availability are maintained.

Table 2 lists organizational contacts needed by site users for troubleshooting purposes. Support contacts are listed by name of service, associated tier level, organization and contact information (email and phone number).

Table 2: Tier Support Contact Information

Name	Role	Org	Contact Information
Local DSS Site Manager	Tier 0 Support	VHA	DSS Site Manager - Site Dependent
Local MCA VISN Coordinator	Tier 0 Support	VHA	Site Dependent
OI&T Enterprise Service Desk (ESD)	Tier 1 Support	OI&T	REDACTED
Health Services Portfolio (HSP)	Tier 2 Support	VHA	REDACTED
VistA Maintenance Management Systems	Tier 3 Application Support	OI&T	REDACTED

2 System Summary

DSS allows users to export data from selected VistA database modules to an MCA database located in the VA Austin Information Technology Center (AITC).

This transfer is accomplished through a set of extract routines, intermediate files, audit reports, transmission routines, and purge routines. Data from VistA packages is stored by the extract routines in the intermediate files where it is temporarily available for local use and auditing. The data extract and derivative files are then transmitted to the AITC where they are formatted and uploaded into commercial software. After the data has been successfully uploaded into the commercial software, it is purged from the intermediate files.

The DSS Extracts software includes the following enhancements for FY21:

- DSS Extract field additions and modifications.
- DSS menu additions, modifications and deletions.
- DSS report additions and modifications.

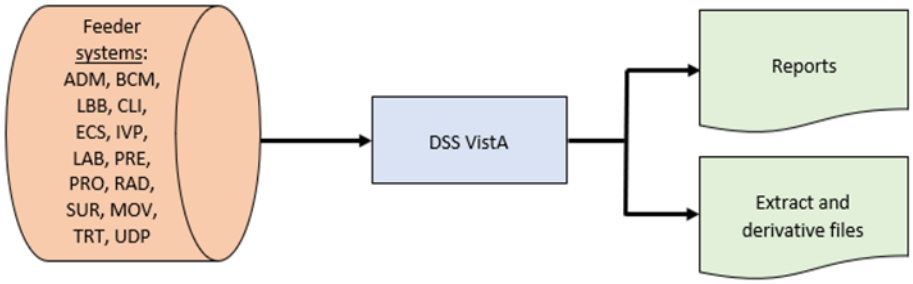
2.1 System Configuration

Information pertaining to system configuration prior to application execution may be found in the DSS Technical Manual. Additional DSS application setup options are also described in this document (Refer to Section 3).

2.2 Data Flows

The major paths of data flow through the DSS application supporting activities conducted by MCA personnel are depicted in Figure 1.

Figure 1: DSS Application Data Flow Diagram



2.3 User Access Levels

User access to DSS application features is controlled through the implementation of Security Keys assigned to users. This key functionality is implemented through the Kernel Key Management functions in VistA. Simple adjustments make it possible to assign the Extract Manager's [ECXMGR] option to a user, enabling the viewing of all DSS reporting functionality with the assignment of a single option. The Security Key controls only options that actually create and/or change data and should not be available to all DSS users.

Table 3 lists the menus to which the ECXMGR key has been assigned.

Table 3: ECXMGR Menu Table

Menu Name	Description
[ECXSCLOAD]	Create DSS Clinic Stop Code File
[ECXSCEDIT]	Enter/Edit Clinic Parameters
[ECXSCAPPROV]	Approve Reviewed DSS Clinic Worksheet
[ECX IV DIV EDIT]	Enter/Edit IV Room Division
[ECXMENU]	Package Extracts
[ECXTRANS]	Transmit Data from Extract Files
[ECX WARD DSSDEPT]	Enter/Edit DSS Ward

Table 4 lists the menus to which the ECXPVE key has been assigned.

Table 4: ECXPVE Menu Table

Menu Name	Description
[ECX PHA VOL EDIT]	Pharmacy Volume Edit

Table 5 lists the option to which the ECX DSS TEST Security Key has been assigned.

Table 5: ECXDSS Test Menu Table

Menu Name	Description
[ECX FISCAL YEAR EXTRACT]	Fiscal Year Logic – DSS Testing Only

3 Getting Started

This section provides an introduction for getting started with the DSS Extracts application.

3.1 Setup Required DSS Information

Section 4 (Using the Software) of this user's guide contains additional information regarding setup of the required DSS information. That information can be found in Sections 4.1.9 (Setup for DSS Clinic Information) and 4.1.10 (Setup for Inpatient Census Information).

3.2 Logging On - Systems Manager Menu

Users logging on to the VistA system are presented a Systems Manager menu. The options displayed are dependent on the user's assigned permissions; those permissions are granted by the site's IT staff when setting up the user's account. Figure 2 shows an example of the Systems Manager menu for a user assigned Systems Administrator privileges.

Figure 2: Systems Manager Menu for System Administrator

```
Select Systems Manager Menu Option: ?

         Core Applications ...
         Device Management ...
   FM    VA FileMan ...
         Manage Mailman ...
         Menu Management ...
         Programmer Options ...
         Operations Management ...
         Spool Management ...
         Information Security Officer Menu ...
         Taskman Management ...
   UM    User Management ...
         AO RECORDS TRACKING MENU ...
         Application Utilities ...
         Capacity Planning ...
         HL7 Main Menu ...
         IRMS PC Technician Menu ...
         Record Tracking Menu (for Clinics) ...

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Systems Manager Menu Option:
```

3.3 Accessing DSS

Once logged on to VistA, depending on setup and permissions, users may have a shortcut to the DSS application options on the Extract Manager's Options screen. If so, the VistA Kernel command **^extract** can be used to access the Extract Manager's Options directly.

To access the Extract Manager's Options from the Systems Manager menu:

Step 3. On the Systems Manager menu, select Core Applications.
Step 4. On the Core Applications menu, select Administrative Services menus.
Step 5. On the Administrative Services menus, select Extract Manager's Options.

- The user can then view the choices in the Extract Manager's Options and select an option.

3.4 Caveats and Exceptions

There are no special actions a user must take to ensure that data is properly saved or that a function executes properly prior to running or exiting the system.

4 Using the Software

The Extract Manager's menu [ECXMGR] is the main menu for the DSS application (Figure 3). The options listed may vary based on the user's Security Keys settings as described in Section 2.3 above.

Each option expands to a sub-menu with detailed options for each area. The remainder of this guide is organized according to the options shown on the menu and its sub-menus.

Figure 3: Extract Manager's Options

```
ECXMGR - Extract Manager's Options:

   M      Maintenance ...
   R      Pre-Extract Audit Reports ...
   P      Package Extracts ...
   S      SAS Extract Audit Reports ...
   E      Extract Audit Reports ...
   T      Transmission Management ...
```

4.1 Maintenance Menu

Choosing the Maintenance option from the Extract Manager's menu displays various options to maintain files and generate reports. Many of these options will also display on subsequent sub-menus and additional options. Figure 4 shows the options available on the Maintenance menu.

Figure 4: Maintenance Menu Options

```
Select Extract Manager's Options Option: M  Maintenance


   CBO    CBOC Activity Report
   INQ    CPT/ICD Inquiry ...
   WRD    Enter/Edit DSS Ward
   PHA    Pharmacy ...
   KEY    Print Feeder Keys
   LOC    Print Feeder Locations
   DIV    Print Stations and Divisions
   PRO    Prosthetics ...
   CLI    Setup for DSS Clinic Information ...
   CEN    Setup for Inpatient Census Information ...
   TST    Test Patient List
   G&L    View G&L Corrections


Select Maintenance Option:
```

4.1.1 CBOC Activity Report

This report provides information from every Clinic (CLI) extract record, by extract number, with a Community Based Outpatient Clinic (CBOC) status of "YES".

When purging a CLI extract, a validation check is performed to determine if the CBOC Activity Report has been generated. If the report has not been generated, the user receives a warning message indicating such and is prompted to confirm that the data should be purged. If the report was generated prior to the purge, no additional prompts are displayed.

To produce the CBOC Activity Report:

Step 1. Select CBO (CBOC Activity Report) from the Maintenance menu, then press <Enter>.

- A list of selectable Clinic extracts is displayed (Figure 5).

Figure 5: List of Selectable Clinic Extracts for CBOC Activity Report

```
Select Maintenance Option: 1 CBOC Activity Report


Selectable Clinic Extracts for CBOC Activity Report                    Page: 1

Extract #      Run Date     Rec Count     Date Range of Extract     Division
-------------------------------------------------------------------------------
    4340      01/07/2017        72337    12/01/2016 - 12/31/2016       552
    4356      02/07/2017        69683    01/01/2017 - 01/31/2017       552
    4372      03/07/2017        71307    02/01/2017 - 02/29/2017       552
    4389      04/07/2017        80288    03/01/2017 - 03/31/2017       552

Create the CBOC Activity Report for extract number: 4389

Do you want the output in exportable format? NO//

This report requires 80-column format.
DEVICE: HOME// 0;132  HOME (CRT)
```

Step 2. Select the desired extract number to run the report, then press <Enter>.

Step 3. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 4. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The report output is grouped by Feeder Key, Division, and Clinic. The detail lines include the Patient Name, SSN, and Visit Date/Time. Also displayed are the total number of unique SSNs for the Division, Feeder Key, and the entire report, as well as the number of visits for each (Figure 6).

Figure 6: CBOC Activity Report

```
CBOC Activity Report                                                    Page: 429
JUL 2007                                              Report Run Date: JUN 06, 2017

Feeder Key: 561125060OOTH0     Division: 660GB     Clinic: ZZOGD MH/SW 39 PCT G

Patient                                  SSN         Visit Date/Time
-------------------------------------------------------------------------------
TEST,PATIENT 1                        XXXXXXXXX      Jul 16, 2007@12:03
TEST,PATIENT 1                        XXXXXXXXX      Jul 16, 2007@16:39
TEST,PATIENT 1                        XXXXXXXXX      Jul 30, 2007@14:39:20

   Total Unique SSNs for Division:         24            47 Division Visits
 Total Unique SSNs for Feeder Key:         24            47 Feeder Key Visits
Total Unique SSNs (entire report):       3387          4914 Total Visits
```

The exportable version of the report output produces the same information in a delimited text format which can then be imported into an Excel spreadsheet (Figure 7).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 7: Exported CBOC Activity Report

A	B	C	D	E	F	G
FEEDER KEY	DIVISION	CLINIC	PATIENT NAME	SSN	VISIT DATE/TIME	
561125060OOTH0	660GB	ZZOGD MH/SW 39 PCT GRPI	TEST, PATIENT 1	XXXXXXXXX	July 16, 2007@12:03	
561125060OOTH0	660GB	ZZOGD MH/SW 39 PCT GRPI	TEST, PATIENT 1	XXXXXXXXX	July 16, 2007@16:39	
561125060OOTH0	660GB	ZZOGD MH/SW 39 PCT GRPI	TEST, PATIENT 1	XXXXXXXXX	July 30, 2007@14:39:20	
			Total Unique SSNs for Clinic	24	Clinic Visits	47
			Total Unique SSNs for Division	24	Division Visits	47
			Total Unique SSNs for Feeder Key	24	Feeder Key Visits	47
			Total Unique SSNs (entire report)	3387	Total Visits	4914

4.1.2 CPT/ICD Inquiry

Choosing the CPT/ICD Inquiry option from the Maintenance menu displays two options, as seen in Figure 8. The sub-sections that follow describe the functionality of each option.

Figure 8: CPT/ICD Inquiry Options

```
Select Maintenance Option: INQ  CPT/ICD Inquiry

Select CPT/ICD Inquiry Option:

   1      CPT Inquiry
   2      ICD Inquiry

Select CPT/ICD Inquiry Option:
```

4.1.2.1 CPT Inquiry

This option allows the user to select a CPT code, then displays the Short Name, Category, and Description for the selected code (Figure 9).

To perform a CPT inquiry:

Step 1. From the CPT/ICD Inquiry options, select CPT Inquiry <1>, then press <Enter>.

- Information about the inquiry appears, followed by a prompt to select the CPT code.

Step 2. At the prompt, type the desired CPT code, then press <Enter>.

- To display a list of selectable CPT codes, type **??** at the prompt, then press **<Enter>.**

Figure 9: CPT Inquiry

```
Select CPT/ICD Inquiry Option: cpt Inquiry


This inquiry allows the user to select a CPT code, then displays
the Short Name, Category, and Description for the selected code.


Select CPT: 10121      REMOVE FOREIGN BODY

CPT Inquiry                                          Date: SEP 12, 2017
------------------------------------------------------------------------------

CPT Code: 10121               Short Name: REMOVE FOREIGN BODY

Category: INTEGUMENTARY SYSTEM

Description: INCISION AND REMOVAL OF FOREIGN BODY, SUBCUTANEOUS TISSUES; COMPLICATED


Type <Enter> to continue or '^' to exit:
```

4.1.2.2 ICD Inquiry

This option allows the user to enter a diagnosis (2 - 245 characters in length) or a diagnosis code, then displays the ICD code and diagnosis of the record(s) that match the entry.

To perform an ICD inquiry:

Step 1. From the CPT/ICD Inquiry options, select ICD Inquiry <2>, then press <Enter>.

Step 2. At the prompt, type the desired ICD diagnosis code, then press <Enter>.

- Enter a diagnosis name, a diagnosis code or code fragment, one or more keywords sufficient to select a diagnosis name, or an accent grave character (`) followed by the Internal Entry Number (IEN) to select a specific entry.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 10.

Figure 10: ICD Inquiry

```
Select CPT/ICD Inquiry Option: 2  ICD Inquiry


 Select ICD Diagnosis:  T17

 150 matches found

    1.  T17.0XXA  Foreign body in nasal sinus, initial encounter
    2.  T17.0XXD  Foreign body in nasal sinus, subsequent encounter
    3.  T17.0XXS  Foreign body in nasal sinus, sequela
    4.  T17.1XXA  Foreign body in nostril, initial encounter
    5.  T17.1XXD  Foreign body in nostril, subsequent encounter

Press <RETURN> for more, '^' to exit, or Select 1-5:  1   T17.0XXA  Foreign body in nasal sinus, initial
encounter

DEVICE: 0;132;9999  HOME  (CRT)
ICD DIAGNOSIS List
                         SEP 12, 2017@10:19   PAGE 1
------------------------------------------------------------------------------


CODE NUMBER: T17.0XXA                   CODING SYSTEM: ICD-10-CM
POA EXEMPT: Not POA Exempt
DRG GROUPER EFFECTIVE DATE: OCT 01, 2015
DRG: DRG154
DRG: DRG155
DRG: DRG156
MDC EFFECTIVE DATE: OCT 01, 2015        MDC: EAR, NOSE, MOUTH & THROAT
STATUS EFFECTIVE DATE: OCT 01, 2015     STATUS: ACTIVE
DIAGNOSIS EFFECTIVE DATE: OCT 01, 2015  DIAGNOSIS: Foreign body in nasal sinus,
initial encounter
DESCRIPTION EFFECTIVE DATE: OCT 01, 2015
  DESCRIPTION: FOREIGN BODY IN NASAL SINUS, INITIAL ENCOUNTER
WORD: FB
CC EFFECTIVE DATE: OCT 01, 2015         COMPLICATION/COMORBIDITY: non-CC
PRIMARY: Primary DX is not own CC/MCC
DRG DIAGNOSIS IDENTIFIER CODE: 121
DRG DIAGNOSIS IDENTIFIER CODE: 282
  EXCLUDE FROM LOOKUP (c): 0
```

4.1.3 Enter/Edit DSS Ward

This option allows the user to select a ward from the DSS WARD file (#727.4), then enter or edit the DSS Department with the selected ward (Figure 11).

Note:

- This option should only be used by the DSS Site Manager to enter or edit the DSS Department associated with each medical center ward.

To add or edit a DSS Ward:

Step 1. Select WRD (Enter/Edit DSS Ward) from the Maintenance menu, then press <Enter>.

Step 2. At the prompt, type the desired ward location name, then press <Enter>.

- If the ward selected exists in the DSS WARD file (#727.4), the DSS Department displays as shown in Figure 11, and the user may edit the value. The DSS Department consists of 4-7 characters.

Figure 11: Enter/Edit DSS Ward – Selection Screen

```
Select WARD LOCATION NAME: 11-B MEDICINE XREF

Ward:              11-B MEDICINE XREF
Ward Bedsection:   GEN MED
Ward Specialty:    GENERAL(ACUTE MEDICINE)
Ward Service:      MEDICINE
Division:          AUGUSTA VAMC, DOWNTOWN DIVISION/524


DSS Department for Ward: UEK1
```

- If the selected ward does not exist in the DSS WARD file (#727.4), the user is prompted to enter a DSS Department for Ward to complete the DSS Department.
- After entering or editing the information, the new DSS Department displays and the system prompts the user to verify its accuracy.

4.1.4 Pharmacy

Choosing the Pharmacy option from the Maintenance menu displays four options (Figure 12). The following sub-sections describe the functionality of each option.

Figure 12: Pharmacy Options Menu

```
Select Maintenance Option: PHA  Pharmacy


   1     Enter/Edit IV Room Division
   2     Print IV Room Worksheet
   3     Pharmacy NDC Lookup
   4     Pharmacy Edit and Edit Log ...

Select Pharmacy Option:
```

4.1.4.1 Enter/Edit IV Room Division

This option allows users to enter or edit entries in the DIVISION field (#.02) of the IV ROOM file (#59.5). The DIVISION field allows users to tie outpatient IV data to a medical center division for MCA purposes (Figure 13).

To enter or edit an IV room division:

Step 1. From the Pharmacy menu, select "Enter/Edit IV Room Division", then press <Enter>.

Step 2. At the prompt, type the desired IV room name, then press <Enter>.

- To display a list of selectable IV rooms, type **??** at the prompt, then press <**Enter**>.

Step 3. At the DIVISION prompt, type the desired division name, then press <Enter>.

- To display a list of selectable divisions, type **??** at the prompt, then press <**Enter**>.

- If a division is already assigned to the selected IV room, that division name will appear after the DIVISION: prompt (e.g., DIVISION: CHEYENNE VAMROC//).
- To delete an assigned division, type @, then press <**Enter**>.

Figure 13: Enter/Edit IV Room Division Menu Options

```
Select Pharmacy Option: 1  Enter/Edit IV Room Division

This option allows editing of the DIVISION field for IV Rooms.


Select IV ROOM NAME: ?
    Answer with IV ROOM NAME:
   CHEYENNE RM#272

Select IV ROOM NAME: cheyenne RM#272
DIVISION: CHEYENNE VAMROC//
```

4.1.4.2 Print IV Room Worksheet

This option creates a worksheet listing of all the entries in the IV ROOM file (#59.5). MCA managers can use this worksheet to define the division for each IV room for MCA purposes.

To print an IV Room Worksheet:

Step 1. From the Pharmacy menu, select "Print IV Room Worksheet", then press <Enter>.

- Information about the option appears, followed by a prompt.

Step 2. Select whether to produce exportable output or to print to a selected device.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 14.

Figure 14: Running the Print IV Room Worksheet

```
Select Pharmacy Option: 2  Print IV Room Worksheet

This option will produce a worksheet listing all entries in the IV Room file
(#59.5).  It should be used to help DSS and Pharmacy services define and
review the DIVISION assignments for each IV Room.



Do you want the output in exportable format? NO// n  NO
DEVICE: HOME//
```

The report output includes IV Room, Division, and Inactive Date (Figure 15).

Figure 15: IV Room Worksheet

```
IV Room Worksheet                                                    Page: 1
Printed May 30, 2017

IV ROOM                          DIVISION                  INACTIVE DATE
--------------------------------------------------------------------------------

CHEYENNE RM#272                  CHEYENNE VAMROC
```

The exportable version of the report output produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 16).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 16: Exported IV Room Worksheet

A	B	C
IV ROOM	DIVISION	INACTIVE DATE
CHEYENNE RM#272	CHEYENNE VAMROC	

4.1.4.3 Pharmacy NDC Lookup

This option allows the user to search the local DRUG file (#50) using National Drug Codes (NDC) from DSS Pharmacy Feeder Keys that have been rejected. This occurs when a pharmacy item has not been matched to the National Drug File (NDF). The output varies slightly, depending on the version of the NDF running at the requestor's site.

Refer to Appendix C: Feeder Key Encoding.

To perform a Pharmacy NDC Lookup:

Step 1. From the Pharmacy menu, select "Pharmacy NDC Lookup", then press <Enter>.

- Information about pharmacy feeder keys appears (Figure 17).

Figure 17: Pharmacy NDC Lookup Feeder Key Information

```
Pharmacy Feeder Keys for DSS are built in the following manner.
PHA Feeder Keys are composed of 17 numeric characters.

     Ex. "12006000003073531"   where characters:
     1-5 (12006)          = pointer to VA PRODUCT NAME file (#50.68)
     6-17 (000003073531) = NDC from the local DRUG file (#50)

This option will allow lookups on the local DRUG file (#50) using
NDCs from DSS Pharmacy Feeder Keys that have been rejected because
the first five characters are zeros in a 17 character Feeder Key.
(Ex. "00000051079014120")

This would occur when a pharmacy item has not been matched to the
the National Drug File (NDF).

Enter the NDC (last twelve characters) from a rejected feeder key
to display information from the local DRUG file for any drug which
has that NDC.


Enter 12 digits or LCL and 9 digits or
LCD and 9 digits at the prompt or <cr> to exit.

Select NDC:
```

Step 2. At the 'Select NDC:' prompt, type the desired 12-digit NDC or 'LCL' followed by 9 digits, or LCD followed by 9 digits at the prompt and then press <Enter>.

- Once an NDC from a rejected feeder key is entered, the output displays the local generic name of the drug, the NDC, the VA Classification, the Dispense Unit, and the Price per Dispense Unit for any drug assigned the specified NDC (Figure 18).

Figure 18: Pharmacy NDC Lookup Results

```
This would occur when a pharmacy item has not been matched to the
the National Drug File (NDF).

Enter the NDC (last twelve characters) from a rejected feeder key
to display information from the local DRUG file for any drug which
has that NDC.


Enter 12 digits or LCL and 9 digits or
LCD and 9 digits at the prompt or <cr> to exit.

Select NDC: lcl000000029  MITHRAMYCIN 2.5MG INJ.         AN200

MITHRAMYCIN 2.5MG INJ.
----------------------
NDC:           26-8161-15              VA Classification:       AN200
Dispense Unit:                         Price per Dispense Unit: 11.4590


Enter 12 digits or LCL and 9 digits or
LCD and 9 digits at the prompt or <cr> to exit.

Select NDC:
```

4.1.4.4 Pharmacy Edit and Edit Log

Choosing the Pharmacy Edit and Edit Log option from the Pharmacy menu displays two options related to editing various fields in the pharmacy files (Figure 19). The sub-sections that follow describe the functionality of each option.

Figure 19: Pharmacy Edit and Edit Log Options

```
Select Pharmacy Option: 4  Pharmacy Edit and Edit Log


   1     Pharmacy Volume Edit
   2     Pharmacy Volume Edit Log

Select Pharmacy Edit and Edit Log Option:
```

4.1.4.4.1 Pharmacy Volume Edit

This option allows authorized users (i.e., holders of the ECXPVE key) to edit the Pharmacy extracts (PRE, IVP, UDP and BCM). Corrections may be made to the following fields:

- Quantity and Unit of Issue fields for PRE extracts.
- Quantity and Total Doses per Day fields for IVP extracts.
- Quantity field for UDP extracts.
- Component Dose Given and Component Units fields for BCM extracts.

Notes:

- The extract must be re-run if changes are made after the extract has been transmitted. Contact the MCAO Customer Service Help Desk (CSHD) for assistance.

To perform a Pharmacy Volume Edit:

Step 1. From the Pharmacy Edit and Edit Log menu, select "Pharmacy Volume Edit", then press <Enter>.

Step 2. Select the desired extract on which to perform the edit (PRE, IVP, UDP or BCM), then press <Enter>.

Step 3. Type the desired extract log number, then press <Enter>.

- Type **?** at the prompt, then press <**Enter**> to see a list of selectable extract log numbers.

Step 4. Type a patient's SSN, if known, then press <Enter>.

- Entering a patient SSN is optional.
- Press <**Enter**> at the prompt to skip the SSN entry.

Step 5. Type the desired extract sequence number.

- Type **?** at the prompt, then press <**Enter**> to see a list of selectable extract sequence numbers.

Note:

- If a patient's SSN is entered and a question mark (?) is entered for the extract sequence number, only records including that patient's SSN will appear in the results.

Step 6. Enter the desired volume edits, then press <Enter>.

- Depending on the extract selected (PRE, IVP, UDP or BCM) the fields available for edit will vary.
  - PRE extracts allow edits to the Quantity and Unit of Issue fields.
  - IVP extracts allow edits to the Quantity and Total Doses per Day fields.
  - UDP extracts allow edits to the Quantity field.
  - BCM extracts allow edits to the Component Dose Given and Component Units fields.
- The currently assigned value appears after the prompt (e.g., QUANTITY: 1//).

The enumerated steps described above display on the screen as shown in Figure 20.

Notes:

- Figure 20 shows an example of performing a pharmacy volume edit for the Prescription extract (PRE).
- The steps to perform pharmacy volume edits are similar for the PRE, IVP, UDP and BCM extracts. The fields available for edit will vary, depending on the extract selected.

Figure 20: Performing a Pharmacy Volume Edit – PRE Extract

```
Select Pharmacy Option: 4  Pharmacy Edit and Edit Log


   1     Pharmacy Volume Edit
   2     Pharmacy Volume Edit Log

Select Pharmacy Edit and Edit Log Option: 1  Pharmacy Volume Edit

     Select one of the following:

          P         PRE
          I         IVP
          U         UDP
          B         BCM

Enter response: pre  PRE
Select PRE EXTRACT NUMBER: ?

Select from one of the following extract numbers:
If no numbers appear then there are no extracts that can
be edited.

5342
5357
5368

Select PRE EXTRACT NUMBER: 5342
Enter patient's SSN, if known, or press ENTER to continue: ??

Enter patient's SSN, if known.  The SSN will be used to find sequence
numbers associated with this patient.  Enter 9 digits or 9 digits and
P, no hyphens or spaces.  Entry is optional.

Enter patient's SSN, if known, or press ENTER to continue:
Select PRE EXTRACT SEQUENCE NUMBER: ?

Select from one of the following sequence numbers:
SEQUENCE #  SSN         FILL DT       QUANTITY  UNIT OF ISSUE
-------------------------------------------------------------
32359066    XXXXXXXXX   MAR 01, 2017  90        TAB

Select PRE EXTRACT SEQUENCE NUMBER: 32359066

QUANTITY: 6// 10
UNIT OF ISSUE: TAB// CAP
```

4.1.4.4.2 Pharmacy Volume Edit Log

This allows authorized users to view changes made to the Pharmacy extracts (PRE, IVP, UDP or BCM) through the Pharmacy Volume Edit option.

To view the Pharmacy Volume Edit Log:

Step 1. **From the Pharmacy Edit and Edit Log menu, select "Pharmacy Volume Edit Log", then press <Enter>.**

Step 2. **Select the desired extract edit log (PRE, IVP, UDP or BCM), then press <Enter>.**

Step 3. **Select the sort order for the edit log.**

- The system can sort by the name of the user that made the edit or by the date the edit was made.

Step 4. Type the desired start date for the edit log, then press <Enter>.
Step 5. Type the desired end date for the edit log, then press <Enter>.
Step 6. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 21.

Notes:

- Figure 21 shows an example of performing a pharmacy volume edit using the prescription extract (PRE).
- The steps to display the pharmacy volume edit logs are similar for PRE, IVP, UDP and BCM extracts. The edited fields displayed in the 'Field Name' column will vary, depending on the extract selected.

Figure 21: Running the Pharmacy Volume Edit Log – PRE Extract

```
Select Pharmacy Edit and Edit Log Option: 2  Pharmacy Volume
Edit Log

This option prints a log of the changes made to the Pharmacy
Extracts: PRE, IVP, UDP or BCM

     Select one of the following:

          P         PRE
          I         IVP
          U         UDP
          B         BCM

Which extract log do you need?: pre  PRE

     Select one of the following:

          1         USER NAME
          2         DATE CHANGED

Select sort for Pharmacy Volume Edit Log: 1//   USER NAME

** REPORT REQUIRES 132 COLUMNS TO PRINT CORRECTLY **
Starting with Date: 2/1/17  (FEB 01, 2017)
Ending with Date: 2/5/17  (FEB 05, 2017)
DEVICE: 0;132;24  HOME (CRT)
```

The edit log output is sorted either by user name or by edit date, depending on the user selection. The edit log includes User Name, Date/Time Changed, Sequence Number, Extract Number, Field Name, Old Value and New Value (Figure 22).

Note:

- Depending on the edit log selected (PRE, IVP, UDP or BCM), the fields displayed in the 'Field Name' column will vary: PRE extracts allow edits to the Quantity and Unit of Issue fields; IVP extracts allow edits to the Quantity and Total Doses per Day fields; UDP extracts allow edits to the Quantity field; and BCM extracts allow edits to the Component Dose Given and Component Units fields.

Figure 22: Pharmacy Volume Edit Log – PRE Extract

```
PHARMACY VOLUME EDIT LOG FOR PRE
                                                                                Page 1
Printed on MAR 06, 2017@12:47:55 for 2/1/17 to 2/5/17
USER NAME     DATE/TIME CHANGED     SEQUENCE #     EXTRACT #   FIELD NAME     OLD VALUE    NEW VALUE
-------------------------------------------------------------------------------------------------------
DSS, USER1    FEB 3,2017@16:33:01   11021196        4562       QUANTITY       240           241
DSS, USER1    FEB 3,2017@16:33:01   11021196        4562       UNIT OF ISSUE  ML            CC
```

4.1.5 Print Feeder Keys

This option prints a list of feeder keys for a selected individual feeder system or a range of feeder systems. For some feeder systems, the user is prompted to select the sort method (old or new).

To run the Print Feeder Keys option:

Step 1. Select KEY (Print Feeder Keys) from the Maintenance menu options.

Step 2. Select whether to produce the output in exportable format.

- At the 'Do you want the output in exportable format? NO//' prompt, press <**Enter**> to accept 'NO' as the default.

Step 3. Select the system(s) for which to print the feeder keys.

- Options are CLI, ECS, LAB, PHA, RAD, SUR or PRO.
- The user may enter a single system, multiple systems, or a range.

Step 4. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 23.

Figure 23: Running the Print Feeder Keys Option

```
Select Maintenance Option: key  Print Feeder Keys

Do you want the output in exportable format? NO//

Print list of Feeder Keys:

Select : 1. CLI
         2. ECS
         3. LAB
         4. PHA
         5. RAD
         6. SUR
         7. PRO

Enter a list or range of numbers (1-7): 7
DEVICE:
```

The output includes a header showing the Feeder System selected, and detail lines containing the Feeder Key and Description (Figure 24).

Notes:

- Figure 24 shows an example of running the Print Feeder Keys option for the Prosthetics (PRO) feeder system.
- The steps to display the feeder keys are similar for the CLI, ECS, LAB, PHA, RAD and SUR feeder systems.
- For PHA feeder keys, the output varies depending on the version of National Drug File (NDF) utilized at the user's site.
- For ECS feeder keys, all CPT code-based feeder keys are displayed before procedure-based feeder keys. Procedure-based feeder keys ending in "N" indicate national procedures. Those ending in "L" represent local procedures. Some keys are comprised of the CPT code appended to the procedure code.

Figure 24: Print Feeder Keys - PRO

```
                    Feeder Key List For Feeder System PRO          Page: 1

     Feeder Key            Description
-------------------------------------------------------------------------

     A4230NC               INFUS INSULIN PUMP NON NEEDL/New/COM
     A4265NC               PARAFFIN/New/COM
     A4301NC               IMPLANTABLE ACCESS SYST PERC/New/COM
     A4364NC               ADHESIVE, LIQUID OR EQUAL/New/COM
     A4465NC               NON-ELASTIC EXTREMITY BINDER/New/COM
     A4466NC               ELASTIC GARMENT/COVERING/New/COM
     A4500NC               BELOW KNEE SURGICAL STOCKING/New/COM
     A4556NC               ELECTRODES, PAIR/New/COM
     A4557NC               LEAD WIRES, PAIR/New/COM
     A4565NC               SLINGS/New/COM
     A4565NV               SLINGS/New/VA
```

The exportable version of the report output produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 25).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 25: Exported Print Feeder Keys - PRO

A	B	C
FEEDER SYSTEM	FEEDER KEY	DESCRIPTION
PRO	A4265NC	PARAFFIN/New/COM
PRO	A4301NC	IMPLANTABLE ACCESS SYST PERC/New/COM
PRO	A4301NCS	IMPLANTABLE ACCESS SYST PERC/New/COM
PRO	A4363NC	OSTOMY CLAMP, REPLACEMENT/New/COM
PRO	A4367NC	OSTOMY BELT/New/COM
PRO	A4465NC	NON-ELASTIC EXTREMITY BINDER/New/COM
PRO	A4466NC	ELASTIC GARMENT/COVERING/New/COM

4.1.6 Print Feeder Locations

This option creates a list of feeder locations for all feeder systems and can be used to identify any rejects that come in during processing. It allows users to identify the location where the product rejection is generated.

Note:

- This report should be generated during non-peak hours due to its length.

To run the Print Feeder Locations option:

Step 1. Select LOC (Print Feeder Locations) from the Maintenance menu.

Step 2. Select one or more extract systems.

Step 3. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press <**Enter**> to accept 'NO' as the default.

Step 4. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 26.

Figure 26: Running the Print Feeder Locations Option

```
   CLI     Setup for DSS Clinic Information ...
   CEN     Setup for Inpatient Census Information ...
   TST     Test Patient List
   G&L     View G&L Corrections


You have PENDING ALERTS
          Enter  "VA to jump to VIEW ALERTS option

Select Maintenance <TEST ACCOUNT> Option: loc  Print Feeder Locations

Print list of feeder locations.

Select : 1. CLI
         2. ECS
         3. IVP
         4. LAB
         5. PRE
         6. PRO
         7. RAD
         8. SUR
         9. UDP

Enter a list or range of numbers (1-9) or hit enter for all: 1-9//
```

The output is sorted by feeder location within each feeder system; each detail line displays the Feeder Location and Description (Figure 27).

Figure 27: Print Feeder Locations

```
                Feeder Location List For Feeder System CLI

FEEDER LOCATION   DIVISION  DESCRIPTION
-------------------------------------------------------------
1                 531       SICU
1                 531       ZMARCIA2
1                 531       11CP SURG
1                 531       NO STOP CODE
1                 531       FILEMAN ENTRY
1                 531       TEST KWP
1                 531       NORM'S ER
1                 531       BEEF
1                 531       NEW IMAGING LOCATION
1                 531       tom
1                 531       TOM'S CARDIO
1                 531       TESTRJV8
6                           222TEST
114               531       TEST ZZZ
178               531       Earl's clinic
185               531       PSYCHOLOGY
185               531       SULLIVAN
185               531       RITA

Type <Enter> to continue or '^' to exit:
```

The exportable version of the output produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 28).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 28: Exported Print Feeder Locations

A	B	C	D
FEEDER SYSTEM	FEEDER LOCATION	DIVISION	DESCRIPTION
CLI	1	531	SICU
CLI	1	531	ZMARCIA2
CLI	1	531	11CP SURG
CLI	1	531	NO STOP CODE
CLI	1	531	FILEMAN ENTRY
CLI	1	531	TEST KWP
CLI	1	531	NORM'S ER
CLI	1	531	BEEF
CLI	1	531	NEW IMAGING LOCATION
CLI	1	531	tom
CLI	1	531	TOM'S CARDIO

4.1.7 Print Stations and Divisions

This option displays the Print Stations and Divisions choices.

To run an Institution file listing or a Medical Center Division file listing:

Step 1. Select DIV (Print Stations and Divisions) from the Maintenance menu.

Step 2. Select either the institution or medical center option.

Step 3. If Institution is chosen, the system will prompt for an institution. If medical center is chosen, everything in the medical center division file will be displayed.

Step 4. Select whether to produce exportable output.

The enumerated steps described above display on the screen as shown in Figure 29.

Figure 29: Print Stations and Divisions Menu Options

```
Select Maintenance Option: DIV  Print Stations and Divisions

     Select one of the following:

          1         Institution/Station (file #4)
          2         Medical Center Division (file #40.8)

Enter response:
```

The output is sorted by stations and divisions; each detail line displays the institution file listing (Figure 30).

Figure 30: Print Stations and Divisions Institution File Listing

```
Institution file listing                                  AUG 28, 2019@12:22   PAGE 1
                                                            INACTIVE
                                                  STATION   FACILITY
NUMBER          NAME                              NUMBER    FLAG
-------------------------------------------------------------------------------

500             ALBANY.VA.GOV                     500
16066           MNTVBB.ISC-ALBANY.VA.GOV          500AB
16432           SIDNEY                            500BY
16433           ALBANY                            500GA
16434           ZZGLENS FALLS                     500GB     INACTIVE
16435           GLENS FALLS                       500GC     INACTIVE
16436           ALBANY CBOC                       500GD     INACTIVE
16437           PLATTSBURG                        500GE
16438           SCHENECTADY                       500GF     INACTIVE
16439           TROY                              500GG     INACTIVE
16440           CLIFTON PARK                      500GH     INACTIVE
16441           KINGSTON                          500GI     INACTIVE
16442           MALONE                            500GJ     INACTIVE
16443           COLUMBIA-GREENE                   500GK     INACTIVE
16444           ELIZABETHTOWN                     500HA     INACTIVE
16445           PLATTSBURGH                       500HB
16446           SIDNEY                            500HC     INACTIVE
```

The output is sorted by stations and divisions; each detail line displays the institution file listing export (Figure 31).

Figure 31: Print Stations and Divisions Institution File Listing Export

NUMBER	NAME	STATION NUMBER	INACTIVE FACILITY FLAG
500	ALBANY.VA.GOV	500	
16066	MNTVBB.ISC-ALBANY.VA.GOV	500AB	
16432	SIDNEY	500BY	
16433	ALBANY	500GA	
16434	ZZGLENS FALLS	500GB	INACTIVE
16435	GLENS FALLS	500GC	INACTIVE

The output is sorted by stations and divisions; each detail line displays the medical center division file listing (Figure 32).

Figure 32: Print Stations and Divisions Medical Center Division File Listing

```
Medical Center Division file listing                    AUG 28, 2019@12:28   PAGE 1
                                                    FACILITY
NUMBER   NAME                                       NUMBER
-------------------------------------------------------------------------------

 890     Jose M                                     123
 891     Tamara A                                   123
 892     Jose division                              123
 505     ALBANY2                                    500
 999     TEST NUMB                                  500
   3     OLD ALBANY                                 501
   8     ALBANY TEST2                               501
   6     AUGUSTA VAMC, DOWNTOWN DIVISION            524
   1     ALBANY                                     531
 539     CINC                                       539
   5     ON THE HUDSON IN HISTORIC TROY             610
 888     JML-OUTPATIENT                             888
 889     JML-IN                                     889
 600     ONE MORE DIVISION                          5009AA
 506     TEST DIVISION                              5009AB
```

The output is sorted by stations and divisions; each detail line displays the medical center division file listing export (Figure 33).

Figure 33: Print Stations and Divisions Medical Center Division File Listing Export

NUMBER	NAME	FACILITY NUMBER
890	Jose M	123
891	Tamara A	123
892	Jose division	123
505	ALBANY2	500
999	TEST NUMB	500

4.1.8 Prosthetics

Selecting the Prosthetics option from the Maintenance menu provides a list of prosthetics-related reports (Figure 34). The following sub-sections describe the functionality of each option.

Figure 34: Prosthetics Menu Options

```
Select Maintenance Option: PRO  Prosthetics


   1     Cost by PSAS HCPC Report
   3     Prosthetics (PRO) YTD HCPCS Report
   4     Prosthetics (PRO) YTD Laboratory Report
   5     Prosthetics Edit and Edit Log ...
   6     Prosthetics Monthly Rental Report
   7     Prosthetics Unit of Issue Report

Select Prosthetics Option:
```

4.1.8.1 Cost by PSAS HCPC Report

This option creates the Cost by Prosthetic and Sensory Aids Service (PSAS) Healthcare Common Procedure Coding (HCPC) Report. This report includes PSAS HCPC coded expenditures for a specified time frame.

To run the Cost by PSAS HCPC Report:

Step 1. From the Prosthetics menu, select "Cost by PSAS HCPC Report", then press <Enter>.

Step 2. Type the desired start date for the report.

Step 3. Type the desired end date for the report.

Step 4. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press <**Enter**> to accept 'NO' as the default.

Step 5. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 35.

Figure 35: Running the Cost by PSAS HCPC Report

```
Select Prosthetics Option: 1  Cost by PSAS HCPC Report
Enter Report Start Date:  01012017  (JAN 01, 2017)
Enter Report Ending Date:  (JAN 01, 2017-MAY 25, 2017):
This is a required response. Enter '^' to exit
Enter Report Ending Date:  (JAN 01, 2017-MAY 25, 2017):
01312017  (JAN 31, 2017)

Do you want the output in exportable format? NO// no  NO

** REPORT REQUIRES 132 COLUMNS TO PRINT CORRECTLY **


DEVICE: HOME//
```

The report output includes detail lines containing the following fields: PSAS HCPC, Feeder Key, Description, Form, Quantity, Unit of Issue, and Cost. The report also contains a Grand Total representing the sum of all costs (Figure 36). At the bottom of each page is a key which describes the forms represented numerically on the detail lines.

Figure 36: Cost by PSAS HCPC Report

```
Prosthetics (PRO) Extract YTD HCPCS Report                                                                    Page 1
FY Date Range: OCT 01, 2018 to MAR 31, 2019
Facility:      GEORGE E. WAHLEN VAMC (660)
Run Date/Time: AUG 28, 2019@12:54

REPORT OF RENTAL PROSTHETICS ACTIVITIES
                                 Qty.    Total $    Ave. $      Qty.   Total $    Ave. $      Qty.   Total $   Ave. $     Ave. $
PSAS HCPCS                      -Comm-   -Comm-     -Comm-      -VA-    -VA-      -VA-      -Lab-   -Lab-     -Lab-      -All-
-------------------------------------------------------------------------------------------------------------------------------

A4570 SPLINT                        2       556     278.00         0       0      0.00         0       0      0.00     278.00
A7038 POS AIRWAY PRESSURE FILTER    1        28      28.00         0       0      0.00         0       0      0.00      28.00
E0236 PUMP FOR WATER CIRCULATING    2      5818    2909.00         0       0      0.00         0       0      0.00    2909.00
E0255 HOSPITAL BED VAR HT W/ MAT   30      2940      98.00         0       0      0.00         0       0      0.00      98.00
E0466 HOME VENT NON-INVASIVE INT    1       976     976.00         0       0      0.00         0       0      0.00     976.00
E0482 COUGH STIMULATING DEVICE      1       450     450.00         0       0      0.00         0       0      0.00     450.00
E0660 PNEUMATIC APPLIANCE FULL L    4       924     231.00         0       0      0.00         0       0      0.00     231.00
E0769 ELECTRIC WOUND TREATMENT D  483     31032      64.25         0       0      0.00         0       0      0.00      64.25
E0770 FUNCTIONAL ELECTRIC STIM N    2      1080     540.00         0       0      0.00         0       0      0.00     540.00
K0743 PORTABLE HOME SUCTION PUMP   62      5440      87.75         0       0      0.00         0       0      0.00      87.75

NOTE: For Vista records with Unit of Issue=MO, the extract Unit of Issue and Quantity have been converted from months to days.

Type <Enter> to continue or '^' to exit:
```

The exportable version of the report output contains similar information in a delimited text format that can be imported into an Excel spreadsheet. The exportable version of the report contains an additional column called 'Form Description' and does not include the 'Grand Total' field (Figure 37).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 37: Exported Cost by PSAS HCPC Report

A	B	C	D	E	F	G	H
PSAS HCPC	FEEDER KEY	DESCRIPTION	FORM	FORM DESCRIPTION	QTY	UNIT OF ISSUE	COST
A7038	A9900NCS	FLTR DISP W/POS ARWY PRSS DEV	11	STOCK ISSUE	2	EACH	12
A7038	A9900NCS	FLTR DISP W/POS ARWY PRSS DEV	11	STOCK ISSUE	1	EACH	8
VA186	A9900NCS	VALVE/TUBING,FIRE SAFE(OXYGEN)	11	STOCK ISSUE	1	EACH	14.89

4.1.8.2 Prosthetics (PRO) YTD HCPCS Report

The Prosthetics Year-to-Date (YTD) Healthcare Common Procedure Coding System (HCPCS) Report displays data from Prosthetics extracts from the beginning of the fiscal year to the ending date of the last extract. Data from the current or previous fiscal year may be selected for the report.

Multi-divisional prosthetics sites must specify the primary prosthetics division for the report. Users may choose to generate a specific report for one division or a combined report for all divisions. The report is sorted by PSAS HCPCS Code. Non-divisional site data is reported under the facility station number.

To run the Prosthetics (PRO) YTD HCPCS Report:

Step 1. From the Prosthetics menu, select "Prosthetics (PRO) YTD HCPCS Report", then press <Enter>.

Step 2. Select a primary division for the report, if prompted.

- For sites and users belonging to more than one division, a primary division must be selected for the report (Figure 38).

Figure 38: Selecting a Primary Division for the Prosthetics YTD HCPCS Report

```
If you belong to more than one Primary Division, you must
select a Primary Division for the report.

Select Prosthetic Division: 674  OLIN E. TEAGUE VET CENTER  TX  VAMC  674

You may select ONE or ALL of the following:

(1)   674     OLIN E. TEAGUE VET CENTER
(2)   674A4   DORIS MILLER VAMC

Select O(ne) or A(ll): ALL// o  ONE

Which one?: 1
```

Step 3. Select whether to run the report for the current or previous fiscal year.

- The default selection is the current fiscal year. Press <**Enter**> to accept the default. Otherwise, type **P**, then press <**Enter**> to select the previous fiscal year.

Step 4. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press <**Enter**> to accept 'NO' as the default.

Step 5. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 39.

Figure 39: Running the Prosthetics (PRO) YTD HCPCS Report

```
Select Prosthetics Option: 3  Prosthetics (PRO) YTD HCPCS Report

Setup for PRO Extract YTD HCPCS Report --

If you belong to more than one Primary Division, you must
select a Primary Division for the report.


Select C(urrent) or P(revious) Fiscal Year: CURRENT//

Do you want the output in exportable format? NO//

Please note: The PRO Extract YTD HCPCS Report requires 132 columns.
             Select an appropriate device for output.

DEVICE: HOME// 0;132  UCX/TELNET
```

The report is sorted by PSAS HCPCS code and is divided into three sections: New (Initial, Replacement, or Spare); Repair, and Rental. Figure 40 is an example of the New activities, Figure 41 shows Repair activities, and Figure 42 shows the Rental activities of the report. Each detail line displays the PSAS HCPCS code and description followed by three sets of Quantity, Total Cost, and Average Cost values. The sets include values representing the commercial sector, the VA, and items produced in the prosthetics laboratory of the facility. The last column is the average cost of the item derived by dividing the sum of all total costs by the sum of all quantities for each PSAS HCPCS line item.

Figure 40: Prosthetics (PRO) YTD HCPCS Report – New

```
Prosthetics (PRO) Extract YTD HCPCS Report                                                                    Page 1
FY Date Range: OCT 01, 2016 to MAR 31, 2017
Facility:      CHEYENNE VA MEDICAL (442)
Run Date/Time: MAY 25, 2017@22:30

REPORT OF NEW PROSTHETICS ACTIVITIES (Initial, Replacement, or Spare)
                              Qty.    Total $    Ave. $      Qty.   Total $    Ave. $      Qty.   Total $   Ave. $     Ave. $
PSAS HCPCS                   -Comm-   -Comm-     -Comm-      -VA-    -VA-      -VA-      -Lab-   -Lab-     -Lab-      -All-
-------------------------------------------------------------------------------------------------------------------------------

A4265 PARAFFIN                   9       214     23.78         0       0      0.00         0       0      0.00     23.78
A4367 OSTOMY BELT                1        16     16.00         0       0      0.00         0       0      0.00     16.00
A4466 ELASTIC GARMENT/COVERING  91      1143     12.56         0       0      0.00         0       0      0.00     12.56
A4483 MOISTURE EXCHANGER         1        24     24.00         0       0      0.00         0       0      0.00     24.00
A4495 THIGH LENGTH SURG STOCKING 12      239     19.96         0       0      0.00         0       0      0.00     19.96
A4500 BELOW KNEE SURGICAL STOCKI 531    5207      9.81         0       0      0.00         0       0      0.00      9.81
A4556 ELECTRODES, PAIR          817     1974      2.42         0       0      0.00         0       0      0.00      2.42
A4565 SLINGS                     77      250      3.25         0       0      0.00         0       0      0.00      3.25
A4570 SPLINT                     27     1137     42.10         0       0      0.00         0       0      0.00     42.10
A4595 TENS SUPPL 2 LEAD PER MONT  4       86     21.43         0       0      0.00         0       0      0.00     21.43
A4600 SLEEVE, INTER LIMB COMP DE 18     1576     87.56         0       0      0.00         0       0      0.00     87.56
A4604 TUBING WITH HEATING ELEMEN 12      570     47.50         0       0      0.00         0       0      0.00     47.50
A4608 TRANSTRACHEAL OXYGEN CATH  18     4711    261.71         0       0      0.00         0       0      0.00    261.71
Type <Enter> to continue or '^' to exit:
```

Figure 41: Prosthetics (PRO) YTD HCPCS Report - Repair

```
Prosthetics (PRO) Extract YTD HCPCS Report                                                                    Page 1
FY Date Range: OCT 01, 2016 to MAR 31, 2017
Facility:      CHEYENNE VA MEDICAL (442)
Run Date/Time: MAY 25, 2017@22:30

REPORT OF REPAIR PROSTHETICS ACTIVITIES
                              Qty.    Total $    Ave. $      Qty.   Total $    Ave. $      Qty.   Total $   Ave. $     Ave. $
PSAS HCPCS                   -Comm-   -Comm-     -Comm-      -VA-    -VA-      -VA-      -Lab-   -Lab-     -Lab-      -All-
-------------------------------------------------------------------------------------------------------------------------------

A5503 DIABETIC SHOE W/ROLLER/ROC 2       63     31.50         0       0      0.00         0       0      0.00     31.50
A5507 MODIFICATION DIABETIC SHOE 9      275     30.56         0       0      0.00         0       0      0.00     30.56
A9280 ALERT DEVICE, NOC          2      474    236.75         0       0      0.00         0       0      0.00    236.75
E0431 PORTABLE GASEOUS 02       23      766     33.29         0       0      0.00         0       0      0.00     33.29
E0433 PORTABLE LIQUID OXYGEN SYS 293    2494      8.51         0       0      0.00         0       0      0.00      8.51
E0434 PORTABLE LIQUID 02        2039    2625      1.29         0       0      0.00         0       0      0.00      1.29
E0435 OXYGEN SYSTEM LIQUID PORTA 5       191     38.20         0       0      0.00         0       0      0.00     38.20
E0439 STATIONARY LIQUID 02       89     18156    204.01         0       0      0.00         0       0      0.00    204.01
E0441 STATIONARY 02 CONTENTS, GA 1       36     36.47         0       0      0.00         0       0      0.00     36.47
E0443 PORTABLE 02 CONTENTS, GAS 28731   229565      7.99         0       0      0.00         0       0      0.00      7.99
E0444 PORTABLE 02 CONTENTS, LIQU 52739   52472      0.99         0       0      0.00         0       0      0.00      0.99
E0470 RAD W/O BACKUP NON-INV INT 5       420     84.00         0       0      0.00         0       0      0.00     84.00
E0565 COMPRESSOR AIR POWER SOURC 10      490     49.00         0       0      0.00         0       0      0.00     49.00
Type <Enter> to continue or '^' to exit:
```

Figure 42: Prosthetics (PRO) YTD HCPCS Report – Rental

```
Prosthetics (PRO) Extract YTD HCPCS Report                                                              Page 1
FY Date Range: OCT 01, 2018 to MAR 31, 2019
Facility:      GEORGE E. WAHLEN VAMC (660)
Run Date/Time: AUG 28, 2019@12:54

REPORT OF RENTAL PROSTHETICS ACTIVITIES
                                    Qty.    Total $    Ave. $     Qty.   Total $    Ave. $     Qty.   Total $   Ave. $     Ave. $
PSAS HCPCS                         -Comm-   -Comm-     -Comm-     -VA-    -VA-      -VA-      -Lab-    -Lab-    -Lab-      -All-
------------------------------------------------------------------------------------------------------------------------------------

A4570 SPLINT                          2      556     278.00        0         0      0.00        0         0      0.00     278.00
A7038 POS AIRWAY PRESSURE FILTER      1       28      28.00        0         0      0.00        0         0      0.00      28.00
E0236 PUMP FOR WATER CIRCULATING      2     5818    2909.00        0         0      0.00        0         0      0.00    2909.00
E0255 HOSPITAL BED VAR HT W/ MAT     30     2940      98.00        0         0      0.00        0         0      0.00      98.00
E0466 HOME VENT NON-INVASIVE INT      1      976     976.00        0         0      0.00        0         0      0.00     976.00
E0482 COUGH STIMULATING DEVICE        1      450     450.00        0         0      0.00        0         0      0.00     450.00
E0660 PNEUMATIC APPLIANCE FULL L      4      924     231.00        0         0      0.00        0         0      0.00     231.00
E0769 ELECTRIC WOUND TREATMENT D    483    31032      64.25        0         0      0.00        0         0      0.00      64.25
E0770 FUNCTIONAL ELECTRIC STIM N      2     1080     540.00        0         0      0.00        0         0      0.00     540.00
K0743 PORTABLE HOME SUCTION PUMP     62     5440      87.75        0         0      0.00        0         0      0.00      87.75

NOTE: For Vista records with Unit of Issue=MO, the extract Unit of Issue and Quantity have been converted from months to days.

Type <Enter> to continue or '^' to exit:
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 43).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 43: Exported Prosthetics (PRO) YTD HCPCS Report

A	B	C	D	E	F	G	H	I	J	K	L
REPORT TYPE	PSAS HCPCS	QTY COM	TOTAL COM	AVE COM	QTY VA	TOTAL VA	AVE VA	QTY LAB	TOTAL LAB	AVE LAB	ALL AVE
NEW	A4265 PARAFFIN	9	214	23.78	0	0	0	0	0	0	23.78
NEW	A4367 OSTOMY BELT	1	16	16	0	0	0	0	0	0	16
NEW	A4466 ELASTIC GARMENT/COVERING	91	1143.34	12.56	0	0	0	0	0	0	12.56
NEW	A4483 MOISTURE EXCHANGER	1	24	24	0	0	0	0	0	0	24
NEW	A4495 THIGH LENGTH SURG STOCKING	12	239.46	19.96	0	0	0	0	0	0	19.96
NEW	A4500 BELOW KNEE SURGICAL STOCKI	531	5207.25	9.81	0	0	0	0	0	0	9.81
NEW	A4556 ELECTRODES, PAIR	817	1973.71	2.42	0	0	0	0	0	0	2.42
NEW	A4565 SLINGS	77	250.25	3.25	0	0	0	0	0	0	3.25
NEW	A4570 SPLINT	27	1136.62	42.1	0	0	0	0	0	0	42.1
NEW	A4595 TENS SUPPL 2 LEAD PER MONT	4	85.7	21.43	0	0	0	0	0	0	21.43
NEW	A4600 SLEEVE, INTER LIMB COMP DE	18	1576.13	87.56	0	0	0	0	0	0	87.56
NEW	A4604 TUBING WITH HEATING ELEMEN	12	570	47.5	0	0	0	0	0	0	47.5
NEW	A4608 TRANSTRACHEAL OXYGEN CATH	18	4710.84	261.71	0	0	0	0	0	0	261.71
NEW	A4611 HEAVY DUTY BATTERY	46	8638.48	187.79	0	0	0	0	0	0	187.79

4.1.8.3 Prosthetics (PRO) YTD Laboratory Report

This report lists prosthetics extract data by HCPCS code for items produced within the prosthetics laboratories of the facility. It is intended for users at sites with on-site prosthetics laboratories. Data is accumulated from all extract records for extracts dated within the beginning and end of a fiscal year. Data from the current or previous fiscal year may be selected for the report.

Multi-divisional prosthetics sites must specify the primary prosthetics division for the report. Users may choose to generate a specific report for one division or a combined report for all divisions. The report is sorted by PSAS HCPCS Code. Non-divisional site data is reported under the facility station number.

To run the Prosthetics (PRO) YTD Laboratory Report:

Step 1. From the Prosthetics menu, select "Prosthetics (PRO) YTD Laboratory Report", then press <Enter>.

Step 2. Select a primary division for the report, if prompted.

- For sites belonging to more than one division, a primary division must be selected for the report (Figure 44).

Figure 44: Selecting a Division for the Prosthetics YTD Laboratory Report

```
If you belong to more than one Primary Division, you must
select a Primary Division for the report.

Select Prosthetic Division: 674  OLIN E. TEAGUE VET CENTER  TX  VAMC  674

You may select ONE or ALL of the following:

(1)   674     OLIN E. TEAGUE VET CENTER
(2)   674A4   DORIS MILLER VAMC

Select O(ne) or A(ll): ALL// o  ONE

Which one?: 1
```

Step 3. Select whether to run the report for the current or previous fiscal year.

- The default selection is the current fiscal year. Press <**Enter**> to accept the default. Otherwise, type **P**, then press <**Enter**> to select the previous fiscal year.

Step 4. Type the desired end date for the report.

Step 5. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press <**Enter**> to accept 'NO' as the default.

Step 6. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 45.

Figure 45: Running the Prosthetics (PRO) YTD Laboratory Report

```
Select Prosthetics Option: 4  Prosthetics (PRO) YTD Laboratory Report

Setup for PRO Extract YTD Laboratory Report --

If you belong to more than one Primary Division, you must
select a Primary Division for the report.


Select C(urrent) or P(revious) Fiscal Year: CURRENT// p  PREVIOUS

Do you want the output in exportable format? NO// n  NO

Please note: The PRO Extract YTD Laboratory Report requires 132 columns.
             Select an appropriate device for output.

DEVICE: HOME// 0;132;24    HOME  (CRT)
```

The report is sorted by PSAS HCPCS code and is divided into two sections: New (Figure 46) and Repairs (Figure 47). Each detail line contains the PSAS HCPCS code and description, followed by two sets of Quantity, Labor Cost, Materials Cost, and Average Cost values. The first set represents items produced for use at the local site; the second set represents items produced for other VA stations.

Figure 46: Prosthetics (PRO) YTD Laboratory Report – New

```
Prosthetics (PRO) Extract YTD Laboratory Report
                                                                                                    Page 1
FY Date Range: OCT 01, 2016 to MAR 31, 2017
Facility:      DAYTON (552)
Run Date/Time: SEP 06, 2017@20:25

REPORT OF NEW PROSTHETICS ACTIVITIES (Initial, Replacement, or Spare)

                                     Produced for Station #552             Produced for all other stations
PSAS HCPCS                          Qty.   Labor $    Mat'l $     Ave. $    Qty.  Labor $  Mat'l $   Ave. $
------------------------------------------------------------------------------------------------------------

L1940 AFO MOLDED TO PATIENT PLAS    4        154         38       47.86        0        0        0     0.00
L1970 AFO PLASTIC MOLDED W/ANKLE    11       478       2155      239.35        0        0        0     0.00
L3020 FOOT LONGITUD/METATARSAL S    1         11         71       82.03        0        0        0     0.00
L3221 ORTHOPEDIC MENS SHOES DPTH    2          0          0        0.00        0        0        0     0.00
L3250 CUSTOM MOLD SHOE REMOV PRO    2        338       1519      928.54        0        0        0     0.00
L4631 AFO, WALK BOOT TYPE, CUS F    2         99       1426      762.59        0        0        0     0.00
L5000 SHO INSERT W ARCH TOE FILL    3          0          0        0.00        0        0        0     0.00
L5020 TIBIAL TUBERCLE HGT W/ TOE    2         77         19       47.86        0        0        0     0.00
L5301 BK MOLD SOCKET SACH FT END    5        462       4273      947.00        0        0        0     0.00
L5321 AK OPEN END SACH              5       1070      48076     9829.29        0        0        0     0.00
```

Figure 47: Prosthetics (PRO) YTD Laboratory Report - Repair

```
Prosthetics (PRO) Extract YTD Laboratory Report
                                                                                    Page 1
FY Date Range: OCT 01, 2016 to MAR 31, 2017
Facility:      DAYTON (552)
Run Date/Time: SEP 06, 2017@20:25

REPORT OF REPAIR PROSTHETICS ACTIVITIES (

                                    Produced for Station #552          Produced for all other stations
PSAS HCPCS                          Qty.   Labor $    Mat'l $     Ave. $    Qty.  Labor $  Mat'l $   Ave. $
-----------------------------------------------------------------------------------------------------------

L5673 SOCKET INSERT W LOCK MECH      5        20        312       66.30     0       0          0      0.00
L5679 SOCKET INSERT W/O LOCK MEC        3      308        216      174.67     0       0          0      0.00
L5685 BELOW KNEE SUS/SEAL SLEEVE        2        0          0        0.00     0       0          0      0.00
L5695 AK SLEEVE SUSP NEOPRENE/EQ        2        0        110       55.00     0       0          0      0.00
L5700 REPLACE SOCKET BELOW KNEE         1      130       1389     1519.00     0       0          0      0.00
L5701 REPLACE SOCKET ABOVE KNEE         3      540       2373      971.00     0       0          0      0.00
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 48).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 48: Exported Prosthetics (PRO) YTD Laboratory Report

A	B	C	D	E	F	G	H	I	J
REPORT TYPE	PSAS HCPCS	LOCAL QTY	LOCAL LABOR COST	LOCAL MATERIAL COST	LOCAL AVE COST	ALL OTHER QTY	ALL OTHER LABOR COST	ALL OTHER MATERIAL COST	ALL OTHER AVE COST
NEW	A5501 DIABETIC CUSTOM MOLDED SHO	1	194.3	628	822.3	0	0	0	0
NEW	A5513 MULTI DEN INSERT CUSTOM MO	8	30.03	823.25	106.66	0	0	0	0
REPAIR	L7510 PROSTHETIC DEVICE REPAIR R	3	90	12.9	34.3	0	0	0	0
REPAIR	L7520 REPAIR PROSTHESIS PER 15 M	3	0	0	0	0	0	0	0

4.1.8.4 Prosthetics Edit and Edit Log

Choosing the Prosthetics Edit and Edit Log option from the Prosthetics menu displays two options related to editing the quantity value in the Prosthetics extract file. The sub-sections that follow describe the functionality of each option (Figure 49).

Figure 49: Prosthetics Edit and Edit Log Options

```
Select Prosthetics Option: 5  Prosthetics Edit and Edit Log


   1      Prosthetics Extract Edit
   2      Prosthetics Extract Edit Log

Select Prosthetics Edit and Edit Log Option: 1  Prosthetics Extract Edit
```

4.1.8.4.1 Prosthetics Extract Edit

This option allows authorized users to edit the quantity field within the prosthetics extract.

Notes:

- The extract must be re-run if changes are made after the extract is transmitted. Contact the MCAO Customer Service Help Desk (CSHD) for assistance.

To perform a Prosthetics Extract Edit:

Step 1. From the Prosthetics Edit and Edit Log menu, select "Prosthetics Extract Edit", then press <Enter>.

Step 2. Type the desired extract log number, then press <Enter>.

- Type **??** at the prompt, then press <**Enter**> to see a list of selectable prosthetics extract log numbers.

Step 3. Type a patient's SSN, if known, then press <Enter>.

- Entering a patient SSN is optional.
- Press <**Enter**> at the prompt to skip SSN entry.

Step 4. Type the desired extract sequence number.

- Type **?** at the prompt, then press **<Enter>** to see a list of selectable extract sequence numbers.

Note:

- If a patient's SSN is entered and a question mark (?) is entered for the extract sequence number, only records containing that patient's SSN will appear in the results.

Step 5. Enter the desired quantity to edit the value, then press <Enter>.

- The currently assigned value appears after the prompt (e.g., QUANTITY: 1//).

The enumerated steps described above display on the screen as shown in Figure 50.

Figure 50: Performing a Prosthetics Extract Edit

```
Select Prosthetics  <PREPROD ACCOUNT> Option: 5  Prosthetics Edit and Edit Log


   1     <PREPROD ACCOUNT> Prosthetics Extract Edit
   2     <PREPROD ACCOUNT> Prosthetics Extract Edit Log

Select Prosthetics Edit and Edit Log  <PREPROD ACCOUNT> Option: 1  Prosthetics E
xtract Edit
Select PRO EXTRACT NUMBER: 5216

NOTE: For Vista records with Unit of Issue=MO, the extract Unit of Issue
and Quantity have been converted from months to days.

Enter patient's SSN, if known, or press ENTER to continue:
```

4.1.8.4.2 Prosthetics Extract Edit Log

This option allows users to view the changes made to the quantity field within the prosthetics extract.

To view the Prosthetics Extract Edit Log:

Step 1. From the Prosthetics Edit and Edit Log menu, select "Prosthetics Extract Edit Log", then press <Enter>.

Step 2. Select the sort order for the edit log.

- The system can sort by the name of the user that made the edit or by the date the edit was made.

Step 3. Type the desired start date for the edit log, then press <Enter>.

Step 4. Type the desired end date for the edit log, then press <Enter>.

Step 5. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 51.

Figure 51: Running the Prosthetics Edit Extract Log

```
Select Prosthetics Edit and Edit Log Option: 2  Prosthetics Extract Edit Log

This option prints a log of the changes made to the Prosthetics
Extracts.


     Select one of the following:

          1         USER NAME
          2         DATE CHANGED

Select sort for Prosthetics Extract Edit Log: 1// 1  USER NAME

** REPORT REQUIRES 132 COLUMNS TO PRINT CORRECTLY **
Starting with Date: 6/1/16  (JUN 01, 2016)
Ending with Date: 6/1/16  (JUN 01, 2016)
DEVICE: 0;132  HOME (CRT)
```

The edit log output is sorted either by user name or by edit date, depending on the user selection. The edit log includes User Name, Date/Time Changed, Sequence Number, Extract Number, Field Name, Old Value, and New Value (Figure 52).

Figure 52: Prosthetics Edit Log

```
PROSTHETICS EXTRACT EDIT LOG                                                                                    Page 1
Printed on Jun 01, 2016@10:45:09 for 6/1/16 to 6/1/16
USER NAME              DATE/TIME CHANGED     SEQUENCE #     EXTRACT #   FIELD NAME      OLD VALUE          NEW VALUE
-------------------------------------------------------------------------------------------------------------------------
DSS1                   JUN  1,2016  10:43    731062         4403        QUANTITY        00000099           00000098
DSS1                   JUN  1,2016  10:44    731062         4403        QUANTITY        00000098           00000099
```

4.1.8.5 Prosthetics Rental Report

This report assists with costing accuracy for the site's prosthetic rental items. The output displays only those items that are rentals (e.g., dialysis machine or electromagnetic wound treatment device).

To run the Prosthetics Rental Report:

Step 1. From the Prosthetics menu, select "Prosthetics Rental Report", then press <Enter>.

Step 2. Type the desired starting delivery date, then press <Enter>.

Step 3. Type the desired ending delivery date, then press <Enter>.

Step 4. If a multi-divisional site, select whether to run the report for all divisions.

- At the 'Do you want to run the report for all divisions? Y//' prompt, press <Enter> to accept 'YES' as the default. Typing 'N' and pressing <Enter> will display the following prompt: 'Select MEDICAL CENTER DIVISION NAME:'.

Step 5. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO// prompt, press <**Enter**> to accept 'NO' as the default.

Step 6. Select the device output format.

- For example, at the prompt, type 0;132;9999. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 53.

Figure 53: Running the Prosthetics Rental Report

```
   1      Cost by PSAS HCPC Report
   3      Prosthetics (PRO) YTD HCPCS Report
   4      Prosthetics (PRO) YTD Laboratory Report
   5      Prosthetics Edit and Edit Log ...
   6      Prosthetics Rental Report
   7      Prosthetics Unit of Issue Report


Select Prosthetics Option: 6  Prosthetics Rental Report

This report will identify all prosthetic rental items over a user
selected time frame.  Enter the delivery start and end dates for the report.

Enter starting delivery date:  11/1/20  (NOV 01, 2020)
Enter ending delivery date: 11/30/20  (NOV 30, 2020)

Do you want to run the report for all divisions? Y// ES

Do you want the output in exportable format? NO//
DEVICE: 0;132;9999  UCX/TELNET
```

The output includes Division Number, Division Name, Patient Name, Unit of Issue, Quantity, PSAS HCPCS, Initiator, Item Description, Date From and Date To (Figure 54).

Figure 54: Prosthetics Rental Report Output

```
Prosthetics rental listing from Nov 01, 2020 through Nov 30, 2020                                    DEC 14, 2020@09:46   PAGE 1
                              UNIT
                              OF          PSAS
PATIENT NAME                  ISSUE  QTY  HCPCS    INITIATOR                  ITEM DESCRIPTION
-------------------------------------------------------------------------------------------------------------------------------

       DIVISION: GEORGE E. WAHLEN VAMC
PATIENT,ONE                   DY     6    E0769    PROVIDER,ELEVEN            ELECTRIC WOUND TREATMENT DEV
PATIENT,FIVE                  MO     1    E1810    PROVIDER,TWENTY            DYNAMIC ADJ KNEE E/F DEVICE
       DIVISION: OGDEN VA CLINIC
PATIENT,THIRTY                DY     14   E0912    PROVIDER,ONE               HD TRAPEZE BAR FREE STANDING
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 55).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 55: Exported Prosthetics Rental Report

DIV #	DIVISION NAME	PATIENT NAME	UNIT OF ISSUE	QUANTITY	PSAS HCPCS	INITIATOR	ITEM DESCRIPTION	DATE FROM	DATE TO
DIVISION: GEORGE E. WAHLEN VAMC									
660	GEORGE E. WAHLEN VAMC	PATIENT,ONE	DY	6	E0769	PROVIDER,ELEVEN	ELECTRIC WOUND TREATMENT DEV	11/1/2020	11/30/2020
660	GEORGE E. WAHLEN VAMC	PATIENT,FIVE	MO	1	E1810	PROVIDER,TWENTY	DYNAMIC ADJ KNEE E/F DEVICE	11/1/2020	11/30/2020
DIVISION: OGDEN VA CLINIC									
660	OGDEN VA CLINIC	PATIENT,THIRTY	DY	14	E0912	PROVIDER,ONE	HD TRAPEZE BAR FREE STANDING	11/1/2020	11/30/2020

4.1.8.6 Prosthetics Unit of Issue Report

This report lists all entries in the UNIT OF ISSUE file (#420.5) that can be used within the prosthetics package.

To run the Prosthetics Unit of Issue Report:

Step 1. From the Prosthetics menu, select "Prosthetics Unit of Issue Report", then press <Enter>.

Step 2. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press <**Enter**> to accept 'NO' as the default.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 56.

Figure 56: Running the Prosthetics Unit of Issue Report

```
Select Prosthetics Option: 7  Prosthetics Unit of Issue Report

This report will list all units of issue that can be used in prosthetics.
The list will include the 2 character name as well as the full name.


Do you want the output in exportable format? NO// no  NO
DEVICE: HOME//   HOME  (CRT)
```

The report output includes the two-character name and the full name for each unit of issue (Figure 57).

Figure 57: Prosthetics Unit of Issue Report

```
Unit of Issue List on May 26, 2017@00:15                        Page: 1

NAME FULL NAME
------------------------------------------------------------------------
AM   AMPOULE
AT   ASSORTMENT
AY   ASSEMBLY
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 58).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 58: Exported Prosthetics Unit of Issue Report

A	B
NAME	FULL NAME
AM	AMPOULE
AT	ASSORTMENT

4.1.9 Setup for DSS Clinic Information

Choosing the Setup for DSS Clinic Information option from the Maintenance menu displays seven options needed to accurately define DSS clinic information (Figure 59). The sub-sections that follow describe the functionality of each option.

Figure 59: DSS Clinic Information Menu Options

```
    1       CHAR4 Codes List
    2       Create DSS Clinic Stop Code File
    3       Clinics and DSS Stop Codes Print
    4       Enter/Edit Clinic Parameters
    5       Approve Reviewed DSS Clinic Worksheet
    7       Clinic & Stop Codes Validity Report
    8       Clinic Edit Log Report

 Select Setup for DSS Clinic Information Option:
```

4.1.9.1 CHAR4 Codes List

This option displays a list of the CHAR4 codes with short descriptions from the NATIONAL CLINIC file (#728.441). The output generated by this option may be used as a reference guide when using the following options:

- Create DSS Clinic Stop Code File
- Clinics and DSS Stop Codes Print
- Enter/Edit Clinic Parameters
- Approve Reviewed DSS Clinic Worksheet

To create the CHAR4 Codes List:

Step 1. From the Setup for DSS Clinic Information menu, select "CHAR4 Codes List", then press <Enter>.

Step 2. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press <**Enter**> to accept 'NO' as the default.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 60.

Figure 60: Running the CHAR4 Codes List

```
Select Setup for DSS Clinic Information Option: 1  CHAR4 Codes List

Do you want the output in exportable format? NO// n  NO
DEVICE:   HOME (CRT)    Right Margin: 80//
```

The output includes the CHAR4 Code and the Short Description for each code (Figure 61).

Figure 61: CHAR4 Code List

```
CHAR4 CODE LIST                                AUG 31,2015  13:02    PAGE 1
CODE  SHORT DESCRIPTION
-------------------------------------------------------------------------------
AETC  Ambulatory Evaluation and Treatment Center
AFCC  AFC Clinic
AGTO  Agent Orange
AOTH  A Other
ASOR  Ambulatory Surgery Performed in an OR
ASOT  Ambulatory Surgery Performed in Area Other than OR
ATEM  A Team
BARA  Bar 203-450 Audio
BOTH  B Other
[This output has been abbreviated to save space.]
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 62).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 62: Exported CHAR4 Codes List

A	B
CHAR4 CODE	SHORT DESCRIPTION
AAAA	General Purpose 1 - assign own use
ABCD	Locally Defined A
ABLU	Blue Team A
ACBC	CBC A
ACPX	C & P clinic profile A
ACUP	Acupuncture
AETC	Ambulatory Evaluation and Treatment Center
AFCC	AFC Clinic
AGRP	A GROUP
AGTO	Agent Orange
AMSM	Antimicrb Stwrdshp MD
AMSP	Antimicrb Stwrdshp Pharmacist
ANUR	RN managed clinic A
AOTH	A Other
APRI	A Primary Care
APSZ	E-Consult NP or CNS

4.1.9.2 Create DSS Clinic Stop Code File

This option allows the authorized users (i.e., holders of the ECXMGR security key) to create local entries in the CLINICS AND STOP CODES file (#728.44) which will contain clinics, the stop codes assigned to those clinics by MAS/HAS, and the stop codes used for those clinics by DSS.

Running this option does not affect existing data in the CLINICS AND STOP CODES file (#728.44). This file includes the RECORD LAST SYNCHED field that identifies the last date the Create DSS Clinic Stop Code File option was run.

Note:

- This option should be run monthly, prior to generating the Clinic extract.

To create a DSS Clinic Stop Code File:

Step 1. From the Setup for DSS Clinic Information menu, select "Create DSS Clinic Stop Code File", then press <Enter>.

Step 2. Select whether to run the option now or to queue the option for a future date/time.

The enumerated steps described above display on the screen as shown in Figure 63.

Figure 63: Running the Create DSS Clinic Stop Code File Option

```
Select Setup for DSS Clinic Information Option: 2  Create DSS Clinic Stop Code File

This option creates local entries in the DSS CLINIC AND STOP CODES
file (#728.44).

The CREATE option last ran on 3/31/17.

Run the CREATE option (N)ow or (Q)ueue for a future date/time: n  NOW
Running CREATE...

The CREATE option has completed on May 26, 2017@01:18:06.

Proceed to DSS Clinic and Stop Code Print menu? NO//yes
```

4.1.9.2.1 New Clinic Entries

The software searches the HOSPITAL LOCATION file (#44) for all clinics. It does not create entries for clinics that are currently inactive.

New clinic entries are added to the CLINICS AND STOP CODES file (#728.44) with the field defaults listed in Table 6.

Table 6: New Clinic Entry Field Defaults

Field #	Field Name	Default value
1	STOP CODE	STOP CODE NUMBER field (#8) in the HOSPITAL LOCATION file (#44)
2	CREDIT STOP CODE	CREDIT STOP CODE field (#2503) in the HOSPITAL LOCATION file (#44)
3	DSS STOP CODE	STOP CODE NUMBER field (#8) in the HOSPITAL LOCATION file (#44)
4	DSS CREDIT STOP CODE	CREDIT STOP CODE field (#2503) in the HOSPITAL LOCATION file (#44)
5	ACTION TO SEND	5: SEND STOP CODE(S) WITHOUT CHAR4 CODE (If Clinic is not a Non-Count Clinic) 6: DO NOT SEND (If Clinic is a Non-Count Clinic)

4.1.9.2.2 Existing Clinic Entries

All preexisting clinics are checked against their counterparts in the HOSPITAL LOCATION file (#44) to ensure the STOP CODE field (#1) in the CLINICS AND STOP CODES file (#728.44) matches the STOP CODE NUMBER field (#8) in the HOSPITAL LOCATION file (#44). The same validation check is performed on the CREDIT STOP CODE field (#2) to ensure it matches the CREDIT STOP CODE field (#2503) in the HOSPITAL LOCATION file (#44).

Any preexisting clinic currently marked as inactive in the HOSPITAL LOCATION file (#44) is flagged as inactive in the CLINICS AND STOP CODES file (#728.44). This inactive indicator is displayed as an

asterisk (*) beside the clinic name on the worksheet generated by the *Clinics and DSS Stop Codes Print* option. Inactive clinics may still have valid historical data for DSS.

Any stop code changes to preexisting clinics delete the "Last Approved" date in the CLINICS AND STOP CODES file (#728.44). This ensures the edited clinics print out as "Unreviewed" the next time the clinic worksheet is generated using the *Clinics and DSS Stop Codes Print* option.

4.1.9.3 Clinics and DSS Stop Codes Print

This option produces a worksheet of all clinics, active clinics, duplicate clinics, inactive clinics, or unreviewed clinics awaiting approval.

Note:

- A clinic is "Unreviewed" if it is newly established, or if there is a change to the Stop Code/Credit Stop, Count/Non-Count clinic status or Active/Inactive clinic status.

To run the Clinics and DSS Stop Codes Print worksheet:

Step 1. From the Setup for DSS Clinic Information menu, select "Clinics and DSS Stop Codes Print", then press <Enter>.

Step 2. Select the desired worksheet, then press <Enter>.

- Options include (A) All Clinics, (C) Active Clinics, (D) Duplicate Clinics, (I) Inactive Clinics, (U) Unreviewed Clinics, or (X) Export to Text File for Spreadsheet Use.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 64.

Figure 64: Running the Clinics and DSS Stop Codes Print Option

```
Select Setup for DSS Clinic Information Option: 3  Clinics and DSS Stop Codes Print

This option produces a worksheet of (A) All Clinics, (C) Active, (D) Duplicate, (I) Inactive,
or only the (U) Unreviewed Clinics that are awaiting approval.

Clinics that were defined as "inactive" by MAS/HAS the last time the
option "Create DSS Clinic Stop Code File" was run will be indicated with an "*".

Choose (X) for exporting the CLINICS AND STOP CODES FILE to a text file for spreadsheet use.

**REMINDER - The CREATE option last ran on 9/6/17.
If the most recent clinic changes from the HOSPITAL LOCATION file #44
are desired, run the CREATE option before running a report.**


     Select one of the following:

          A         ALL CLINICS
          C         ALL ACTIVE CLINICS
          D         DUPLICATE CLINICS
          I         ALL INACTIVE CLINICS
          U         UNREVIEWED CLINICS
          X         EXPORT TO TEXT FILE FOR SPREADSHEET USE

Enter "A", "C", "D", "I", "U", or "X": a  ALL CLINICS

**REPORT REQUIRES 132 COLUMNS TO PRINT CORRECTLY**

DEVICE: HOME// 0;132;9999  HOME (CRT)
```

The report output for the All Clinics option includes Clinic, Stop Code, Credit Stop Code, Action, CHAR4 Code, MCA Labor Code, Count/Non-Count status, DSS Product Department, and Non-OR DSS Identifier (Figure 65).

Figure 65: Clinics and DSS Stop Codes Print - All Clinics

```
WORKSHEET FOR DSS CLINIC STOPS                                                    Page: 1
(last approved on 02/28/2017)
Print Date:09/07/17

CLINIC                STOP    CREDIT    ACTION   CHAR4    MCA     C/N    DSS          NON-OR
                      CODE    STOP               CODE     LABOR          PRODUCT      DSS
                              CODE               CODE     CODE           DEPARTMENT   IDENTIFIER
( * - currently inactive)
-------------------------------------------------------------------------------------------------

DAY CARDIO CARDIOVERS 303                 5       ____             C      MM31         C303

DAY CARDIO FOLLOW-UP  303                 5       ____     11      C      MM31         CARDIOLO

DAY GI INPATIENT      307                 4       INPT             C      MM71         307M

DAY ICU INPATIENT     312     685         4       INPT             C      MMC1         C312

DAY MH SPCM           502     125         4       OTHB     13      C      PP21S        SPCM
```

The report output for the All Active Clinics option includes the same fields: Clinic, Stop Code, Credit Stop Code, Action, CHAR4 Code, MCA Labor Code, Count/Non-Count status, DSS Product Department, and Non-OR DSS Identifier (Figure 66).

Figure 66: Clinics and DSS Stop Codes Print – All Active Clinics

```
WORKSHEET FOR DSS CLINIC STOPS                                                    Page: 1
(last approved on 02/28/2017)                                          Print Date:06/07/17

CLINIC                STOP    CREDIT    ACTION   CHAR4    MCA     C/N    DSS          NON-OR
                      CODE    STOP               CODE     LABOR          PRODUCT      DSS
                              CODE               CODE     CODE           DEPARTMENT   IDENTIFIER
( * - currently inactive)
-------------------------------------------------------------------------------------------------

DAY ICU INPATIENT     312                 4       INPT     11      C      MMC1         C312

DAY OPH H&P           407     186         5       ____     12      C      SS71

DAY OPTOM/LOW VISION  437     408         4       OTHO     11      C      A0S1

DAY ORTHO FOLLOW UP   409                 5       ____             C      SS91         C409

ZZSPR MOVE WT MGMT/PC-X 373   323         5       ____             C      AMM2
```

The report output for the Duplicate Clinics option differs slightly and includes Clinic Name, Clinic IEN, Stop Code, Credit Stop Code, CHAR4 Code, MCA Labor Code, Clinic Appointment Length, and Division (Figure 67).

Figure 67: Clinics and DSS Stop Codes Print - Duplicate Clinics

```
WORKSHEET FOR DSS CLINIC STOPS (DUPLICATE CLINIC LIST)                Page: 1
(last approved on 02/28/2017)                              Print Date:06/07/17

CLINIC NAME                    CLINIC      STOP  CRED CHAR4 MCA   CLINIC   DIV
                               IEN         CODE  STOP CODE  LABOR APPT
                                           CODE       CODE  LENGTH
-------------------------------------------------------------------------------
INPATIENT RADIOLOGY            719         105              12            1

DAY CLINICAL PHARM QUARLES     2808        160        PHRM  11   15       1

DAY GI FELLOW 1 (NEW)          5598        307        OTHA  42   30       1

MID MH TELEHEALTH GRP DS       6792        550   690  TOTH  23   60       3
```

The report output for the All Inactive Clinics option includes Clinic, Stop Code, Credit Stop Code, Action, CHAR4 Code, MCA Labor Code, Count/Non-Count status, DSS Product Department, and Non-OR DSS Identifier (Figure 68).

Figure 68: Clinics and DSS Stop Codes Print – All Inactive Clinics

```
WORKSHEET FOR DSS CLINIC STOPS                                          Page: 1
(last approved on 02/28/2017)
Print Date:09/07/17

CLINIC              STOP    CREDIT   ACTION  CHAR4   MCA    C/N   DSS          NON-OR
                    CODE    STOP             CODE    LABOR        PRODUCT      DSS
                            CODE             CODE    LABOR        DEPARTMENT   IDENTIFIER
( * - currently inactive)
-------------------------------------------------------------------------------------------

ZZ3N OPT-X*         409              6       ____            C                  D409

ZZADMISSIONS (LOC)-X* 301    485     4       NONC            N

ZZBROWN EKG-X*      107              6       ____    99      C

ZZDAY ECONSULT PSYCH* 509    697     4       CNSZ            C       PP21       C&P PSY
```

The report output for the Unreviewed Clinics option includes Clinic, Stop Code, Credit Stop Code, Action, CHAR4 Code, MCA Labor Code, Count/Non-Count status, DSS Product Department, and Non-OR DSS Identifier (Figure 69). A clinic is reported as unreviewed if it is newly established, or if there is a change to the Stop Code/Credit Stop, Count/Non-Count clinic status or Active/Inactive clinic status.

Note:

- For additional information regarding reviewing clinics in order to omit them from the 'Unreviewed Clinics' output of the Clinics and DSS Stop Codes Print report, refer to Section 4.1.9.5).

Figure 69: Clinics and DSS Stop Codes Print – Unreviewed Clinics

```
WORKSHEET FOR DSS CLINIC STOPS                                                    Page: 1
(last approved on 02/28/2017)
Print Date:09/07/17

CLINIC                STOP     CREDIT    ACTION   CHAR4    MCA     C/N     DSS          NON-OR
                      CODE     STOP               CODE     LABOR           PRODUCT      DSS
                               CODE               CODE     CODE            DEPARTMENT   IDENTIFIER
( * - currently inactive)
-------------------------------------------------------------------------------------------------

AUDIOLOGY PRINC CLINIC 203                5        ____              N       ER31

DAY ANTICOAG DOAC SMA  348      317       5        ____              C

DAY SEC MSG AUDIOLOGY  203      719       4        EOTH              C       A0P1

ZZDAY ANESTHESIA*      419                5        ____     11       C       GSJ1          ANES
```

For each of the aforementioned options, the exportable version of the report output includes the same information plus additional information in a delimited text format that can be imported into an Excel spreadsheet. The additional columns included in the exported version of the report are: Clinic IEN, Inactive Date (if the clinic was inactivated), Reactivated Date (if the clinic was inactivated and subsequently reactivated), Clinic Type, Appointment Length (in minutes), Day, Appointment Type, Non-Count Status (yes/no), Occasion of Service (OOS) status, OOS Calling Package, and Variable Length Appointment (Figure 70).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Note:

- The exported versions of the 'All Clinics', 'All Active Clinics', 'All Inactive Clinics', and 'Unreviewed Clinics' options contain the same columns for information. Therefore, only one example screen shot is provided.

Figure 70: Exported Clinics and DSS Stop Codes Print – All Clinics

IEN	Clinic	Stop Code	Credit Stop Code	Action	Last Approved Date	CHAR4 Code	MCA Labor Code	Inact Date	React Date	Clinic Type	App Len	Day	App Type	Non Cnt	OOS	OOS Calling Pkg	Var Length Appt	DSS Prod Dept	Non-OR DSS ID
1	ZZANKENEY,C (PA)	301	117	6	2/28/2017			4/27/1992		CLINIC	10	1	REGULAR	NO					
4	ZZDAY	409		5	2/28/2017			2/1/2016		CLINIC	15	1	REGULAR	NO				SS91	C409
5	HEMATOLOGY	301		4	2/28/2017	NONC		11/19/1998	11/20/1998	CLINIC	10	1	REGULAR	YES			V	A0S1	
286	DAY PULMONARY	104	116	4	2/28/2017	EOTH				CLINIC	30	1	REGULAR	NO				A0S1	C104
292	ZZOPHTHALMOLOGY CAT AMB SURG-X	429	407	6	2/28/2017			1/7/1998		CLINIC	30	1	REGULAR	NO					C407
745	TRANSCRIPTION (RADIOLOGY)	105		5	2/28/2017					CLINIC		1		NO	YES	RADIOLOGY /NUCLEAR MEDICINE			

The exported version of the 'Duplicate Clinics' option differs slightly from the other exported report versions and includes Clinic Name, Clinic IEN, Stop Code, Credit Stop Code, CHAR4 Code, MCA Labor Code, Clinic Appointment Length, and Division (Figure 71). This information is the same as that contained in the print version of the duplicate clinics report.

Figure 71: Exported Clinics and DSS Stop Codes Print – Duplicate Clinics

CLINIC NAME	CLINIC IEN	STOP CODE	CREDIT STOP CODE	CHAR4 CODE	MCA LABOR CODE	CLINIC APPOINTMENT LENGTH	DIVISION
INPATIENT RADIOLOGY	719	105			12		1
DAY CLINICAL PHARM QUARLES	2808	160		PHRM	11	15	1
DAY GI FELLOW 1 (NEW)	5598	307		OTHA	42	30	1
MID MH TELEHEALTH GRP DS	6792	550	690	TOTH	23	60	3

4.1.9.4 Enter/Edit Clinic Parameters

This option allows extract managers to add or edit certain parameters associated with a clinic including the Action to Send Code, MCA Labor Code, Non-OR DSS Identifier, and the DSS Product Department.

Note:

- Modifying the DSS Product Department information for a clinic will not cause it to be placed in an "Unreviewed" status.

To enter or edit clinic parameters:

Step 1. From the Setup for DSS Clinic Information menu, select "Enter/Edit Clinic Parameters", then press <Enter>.

Step 2. Type the desired clinic name to edit, then press <Enter>.

- Existing clinic file data is displayed, followed by the current value for the Action to Send Code.

Step 3. To edit the current value for the Action to Send Code, type the desired code, then press <Enter>.

- Type **??**, then press **<Enter>** to see a list of selectable Action to Send Codes.
- To accept the default value, press **<Enter>** at the prompt without typing anything.

Step 4. Type the desired MCA Labor Code, then press <Enter>.

- Type **??**, then press **<Enter>** to see a list of selectable MCA Labor Codes.
- To accept the current value, press **<Enter>** at the prompt without typing anything.

Step 5. Type the desired Non-OR DSS Identifier, then press <Enter>.

- To accept the current value, press **<Enter>** at the prompt without typing anything.

Step 6. Type the desired DSS Product Department, then press <Enter>.

- To accept the current value, press **<Enter>** at the prompt without typing anything.
- After this field, the system prompts the user to enter the next clinic name.

The enumerated steps described above display on the screen as shown in Figure 72.

Figure 72: Running the Enter/Edit Clinic Parameters Option

```
Select Setup for DSS Clinic Information Option: 4  Enter/Edit Clinic Parameters
Select CLINICS AND STOP CODES CLINIC NAME: Ambulatory Surgery
EXISTING CLINIC FILE DATA:
STOP CODE:        401
CREDIT STOP CODE: 117
ACTION TO SEND: SEND STOP CODE(S) WITH CHAR4 CODE
         //
MCA LABOR CODE: ??
This field further defines the clinic setup by identifying the Managerial Cost Accounting (MCA) labor code
associated with this clinic.
   Choose from:

   11        CLINICAL
   12        TECHNICIAN
   13        RESIDENT/TRAINEE
   21        RN
   22        NURSE TECH/ASSISTANT
   23        ADVANCE PRACTICE NURSE
   24        LPN,LVN
   41        PHYSICIAN/DENTIST
   42        FELLOW
   50        NON-NURSING CONTRACT STAFF
   51        CONTRACT RN
   52        CONTRACT NURSE TECH/ASSISTANT
   53        CONTRACT ADVANCE PRACTICE NURSE
   54        CONTRACT LPN,LVN
   99        MIXED LABOR (MULTIPLE PROVIDERS)
   01        ADMINISTRATIVE LABOR
MCA LABOR CODE : 54
NON-OR DSS IDENTIFIER: AMBU
DSS PRODUCT DEPARTMENT: ??
        The nationally defined DSS Intermediate Department Number designated to the patient
        care product being provided.
DSS PRODUCT DEPARTMENT:
```

4.1.9.5 Approve Reviewed DSS Clinic Worksheet

This option allows users to approve any clinics that are currently in an unreviewed status. A clinic is reported as unreviewed if it is newly established or if there is a change to the Stop Code/Credit Stop, Count/Non-Count clinic status or Active/Inactive clinic status.

To approve a reviewed DSS clinic worksheet:

Step 1. From the Setup for DSS Clinic Information menu, select "Approve Reviewed DSS Clinic Worksheet", then press <Enter>.

- Information about the option appears followed by a prompt asking the reviewer if he/she is ready to approve.

Step 2. At the prompt, type Y to confirm that the information is ready for approval.

Step 3. Type the desired start time for the approval process, then press <Enter>.

- The default value for the requested start time is now. To accept the default value, press **<Enter>** at the prompt.
- To change the requested start date, type a valid date and/or time, then press **<Enter>**.
- Once the desired start time is entered, the system indicates that the approval is queued.

Note:

- The system does not confirm the completion of the approval process. However, if the 'Unreviewed Clinics' option for the Clinics and DSS Stop Codes Print report is run again, the report indicates "No data found for worksheet." The last approved date on the report will also reflect the latest date on which the Approve Reviewed DSS Clinic Worksheet option was run.

The enumerated steps described above display on the screen as shown in Figure 73.

Figure 73: Running the Approve Reviewed DSS Clinic Worksheet Option

```
Select Setup for DSS Clinic Information Option: 5  Approve Reviewed DSS Clinic Worksheet

This option allows you to mark the current clinic entries in the CLINICS AND
STOP CODES file (#728.44) as "reviewed".  Those entries will then be omitted
from the list printed from the "Clinic and DSS Stop Codes Print" when you
choose to print only "unreviewed" clinics.

Are you ready to approve the reviewed information provided by the
"Clinic and DSS Stop Codes Print"? NO// yes  YES

Requested Start Time: NOW//  (MAY 26, 2017@09:39:14)

...approval queued
```

4.1.9.6 Clinic & Stop Codes Validity Report

The Clinic & Stop Codes Validity Report identifies invalid clinic setups due to Stop Codes, Credit Stop Codes and/or CHAR4 codes changes after the initial clinic setup.

Stop Codes are assigned one of three restrictions: primary, secondary or either. Primary restrictions confine the stop code to only the primary stop code position. Secondary restrictions confine the stop code to only the secondary stop code position. Restrictions defined as 'either' mean that the stop code can be used in either the primary or secondary stop code position. Stop Codes assigned a primary or secondary restriction type will also have a restriction date to track when the Stop Code was designated as restricted. Clinics are validated to ensure the Stop Codes comply with restriction types.

The clinic's Stop Code and Credit Stop Code must be active, valid and conform to the restriction types. If any of the following conditions are not met, the offending clinic is listed on the report with a descriptive message explaining what needs to be updated.

- Must be present
- Must be active
- Must not have an inactive date in the future
- Must be three numeric characters in length and valid
- Must be in the correct position for the restriction type
- Must not have identical Stop Code and Credit Stop Code values
- Must not have an inactive CHAR4 Code

Note:

- CHAR4 Codes cannot be added, deleted or modified by users.

This report lists the clinics that do not meet the criteria for validity listed above. Up to three errors and one warning (for Stop Codes or Credit Stop Codes with a pending inactivation date) can be displayed for each clinic.

To run the Clinic & Stop Codes Validity Report:

Step 1. From the Setup for DSS Clinic Information menu, select "Clinic & Stop Codes Validity Report", then press <Enter>.

Step 2. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.
- Any problems are listed in the report. If no problems are found, the report indicates "No problems found."

The enumerated steps described above display on the screen as shown in Figure 74.

Figure 74: Running the Clinic & Stop Codes Validity Report

```
Select Setup for DSS Clinic Information Option: Clinic & Stop Codes Validity Report

This report will display stop code information of the ACTIVE
clinics in the Clinics and Stop Code file (#728.44).  It will
display stop codes that do not conform to the Business Rules for
Valid Stop Codes.

**REMINDER - The CREATE option last ran on 5/20/17.
If the most recent clinic changes from the HOSPITAL LOCATION file #44
are desired, run the CREATE option before running a report.**

Do you want the output in exportable format? NO// n  NO
DEVICE: HOME// 0;132;9999
```

The report output lists any invalid clinics and includes the Clinic IEN, Clinic Name, Stop Code, Credit Stop Code and CHAR4 Code information. A brief description of the error(s) and/or warning is also included on the report (Figure 75).

Figure 75: Clinic & Stop Codes Validity Report

```
CLINIC & STOP CODES VALIDITY REPORT                                Page: 1

IEN#          CLINIC NAME                              STOP       CREDIT    CHAR4
                                                       CODE       STOP      CODE
                                                                  CODE
--------------------------------------------------------------------------------

27            ZZDAY RENAL                              313        313
ERRORS:
      313 Stop Code should not match Credit Stop Code.

758           DAY MH PRP AFTERCARE GRP (PM)            560        595       OTHC
ERRORS:
      595 is an Inactive Credit Stop Code

2356          DAY MH PRP AFTERCARE (AM)                560        595       OTHC
ERRORS:
      595 is an Inactive Credit Stop Code

2703          DAY COMP & PEN WALTERS                   512        450
ERRORS:
      512 is an Inactive Stop Code
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 76).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 76: Exported Clinic and Stop Codes Validity Report

A	B	C	D	E	F	G	H	I
IEN	CLINIC NAME	STOP CODE	CREDIT STOP CODE	CHAR4 CODE	ERROR 1	ERROR 2	ERROR 3	WARNING
3	PSYCHOLOGY	85			85 is an Inactive Stop Code			
10	DEMO	101	117		101 is an Inactive Stop Code	101 This stop code can only be used in the secondary position.		

4.1.9.7 Clinic Edit Log Report

The Clinic Edit Log Report generates a list of changes made to Clinic Locations for a specific time frame. The report can be sorted either by the user name of the person that performed the edit or by the date the change was made.

To run the Clinic Edit Log Report:

Step 1. From the Setup for DSS Clinic Information menu, select "Clinic Edit Log Report", then press <Enter>

Step 2. Select the sort order for the edit log.

- The system can sort by the name of the user that made the edit or by the date the edit was made.

Step 3. Type the desired start date for the edit log, then press <Enter>.

Step 4. Type the desired end date for the edit log, then press <Enter>.

Step 5. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 6. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 77.

Figure 77: Running the Clinic Edit Log Report

```
Select Setup for DSS Clinic Information Option: 8  Clinic Edit Log Report

This option prints a log of the changes made to Clinic Locations

     Select one of the following:

          1         USER NAME
          2         DATE CHANGED

Select sort for Clinic Edit Log: 1//   USER NAME
Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/31/17  (JAN 31, 2017)

Do you want the output in exportable format? NO//

** REPORT REQUIRES 132 COLUMNS TO PRINT CORRECTLY **
DEVICE: 0;132;9999  HOME (CRT)
```

The edit log output is sorted either by user name or by edit date, depending on the user selection. The edit log includes User Name, Date/Time Changed, Clinic IEN, Clinic Name, Field Name, Old Value and New Value (Figure 78).

Figure 78: Clinic Edit Log Report

```
CLINIC EDIT LOG                                                                                                    Page 1
Printed on Jun 01, 2016@14:35:43 for 5/1/16 to 5/30/16
USER NAME              DATE/TIME CHANGED     CLINIC IEN  CLINIC NAME         FIELD NAME OLD VALUE          NEW VALUE
-------------------------------------------------------------------------------------------------------------------------
USER,ONE               MAY  9,2016  14:43    8168        BIG EYE AMB SURG Z  NAME                          BIG EYE AMB SURG Z
USER,ONE               MAY  9,2016  14:43    8168        BIG EYE AMB SURG Z  TYPE                          CLINIC
USER,ONE               MAY  9,2016  14:47    8168        BIG EYE AMB SURG Z  NON-COUNT                     NO
USER,ONE               MAY  9,2016  14:47    8168        BIG EYE AMB SURG Z  DIVISION                      DAYTON
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 79).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 79: Exported Clinic Edit Log Report

A	B	C	D	E	F	G
USER NAME	DATE/TIME CHANGED	CLINIC IEN	CLINIC NAME	FIELD NAME	OLD VALUE	NEW VALUE
USER,ONE	MAY 9,2016 14:43	8168	BIG EYE AMB SURG Z	NAME		BIG EYE AMB SURG Z
USER,ONE	MAY 9,2016 14:43	8168	BIG EYE AMB SURG Z	TYPE		CLINIC
USER,ONE	MAY 9,2016 14:47	8168	BIG EYE AMB SURG Z	NON-COUNT CLINIC? (Y OR N)		NO
USER,ONE	MAY 9,2016 14:47	8168	BIG EYE AMB SURG Z	DIVISION		DAYTON

4.1.10 Setup for Inpatient Census Information

Selecting the Setup for Inpatient Census Information option from the Maintenance menu displays four additional options needed to accurately define and create DSS inpatient census information (Figure 80). The sub-sections that follow describe the functionality of each option.

Figure 80: Setup for Inpatient Census Information Menu Options

```
Select Setup for Patient Census Information Option: ?

1       Trial for Setup Extract
2       Generate the Inpatient Setup Extract
3       Active MAS Wards for Fiscal Year Print
4       Primary Care Team Print
```

Note:

- These reports are resource intensive and should be run during non-peak hours.

4.1.10.1 Trial for Setup Extract

This option allows users to generate a report of the inpatient population for a specified date. The report is sorted by inpatient ward. Within each ward, the data is sorted by patient name, SSN and admission date. This report can be compared to MAS/HAS reports to eliminate any problems in the ADMISSION SETUP EXTRACT file (#727.82).

To run the Trial for Setup Extract option:

Step 1. From the Setup for Inpatient Census Information menu, select "Trial for Setup Extract", then press <Enter>.

Step 2. Type the desired date for the report, then press <Enter>.

- The default selection is the current date. To accept the default date, press **<Enter>**.
- To select a new date, type the desired date at the prompt, then press **<Enter>**.

Note:

- The report is generated for the beginning of the day selected, not the end of the day as MAS/HAS reports do. For example, for this report, if the user selects October 1, 2017, the report will start at midnight on October 1. For the MAS/HAS report the selected date would need to be September 30, 2017. The MAS/HAS report begins at midnight at the end of the day.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

Step 4. Type the desired start time to run the report, then press <Enter>.

- The default value for the requested start time is now. To accept the default value, press **<Enter>** at the prompt.
- To change the requested start date, type a valid date and/or time, then press **<Enter>**.

- Once the desired start time is entered, the system indicates that the approval is queued.

The enumerated steps described above display on the screen as shown in Figure 81.

Figure 81: Running the Trial for Setup Extract Option

```
Select Setup for Inpatient Census Information Option: 1 Trial for Setup
Extract


WARNING.
This is very resource intensive and should be queued to run at slack time.

This option will print the admission data and data for the last
transfer and treating specialty change for all patients who
were in the hospital on the day you select.

NOTE - This will generate a report of your inpatient population on the
BEGINNING of the day you select, not the end of the day as MAS reports do.
For example, for this report, if you choose October 1, 1994, the report will
start at midnight at the beginning of the day.  For the MAS report, you would
choose September 30, 1994.  The MAS report begins at midnight at the end
of the day.

Select the date :  Mar 01, 2017 //
This report must be queued to a 132 column printer.
DEVICE: HOME//
Requested Start Time: NOW//  4/1/17 (APR 01, 2017@15:10:29)
```

Figure 82: Trial for Setup Extract

```
INPATIENT WARD LIST (DSS) FOR Apr 01, 2017    FOR WARD 410 D
PATIENT                                SSN            ADMIT DATE
DSSPATIENT,ONE                         XXXXXXXXX      Feb 04, 2017
DSSPATIENT,TWO                         XXXXXXXXX      Feb 10, 2017
DSSPATIENT,THREE                       XXXXXXXXX      Jan 04, 2017
DSSPATIENT,FOUR                        XXXXXXXXX      Jan 05, 2017
DSSPATIENT,FIVE                        XXXXXXXXX      Jan 05, 2017
```

4.1.10.2 Generate the Inpatient Setup Extract

This option generates the Inpatient Setup Extract which creates the hospital population for the selected start date. This data is stored in the following files until transmitted to the AITC.

- ADMISSION SETUP EXTRACT file (#727.82)
- PHYSICAL MOVEMENT SETUP EXTRACT file (#727.821)
- TREATING SPECIALTY CHANGE SETUP EXTRACT file (#727.822)

Note:

- Once this option has been run, it should not be used again.

To generate the Inpatient Setup Extract:

Step 1. From the Setup for Inpatient Census Information menu, select "Generate the Inpatient Setup Extract", then press <Enter>.

- A warning message appears, followed by information about the option.

Step 2. Type the desired date for the report, then press <Enter>.

- The extract runs. The user receives a confirmation MailMan message when the extract process is completed.

The enumerated steps described above display on the screen as shown in Figure 83.

Figure 83: Running the Generate the Inpatient Setup Extract Option

```
Select Setup for Inpatient Census Information Option: 2 Generate the Inpatient Setup Extract


WARNING.
This is very resource intensive and should be queued to run at slack time.

This option will extract the admission data and data for the last
transfer and treating specialty change for all patients who
were in the hospital on the day you select.

NOTE - This will generate a report of your inpatient population on the
BEGINNING of the day you select, not the end of the day as MAS/HAS reports do.
For example, for this report, if you choose October 1, 1994, the report will
start at midnight at the beginning of the day.  For the MAS report, you would
choose September 30, 1994.  The MAS/HAS report begins at midnight at the end
of the day.


Select the date:  Oct 01, 2017// <RET> (OCT 01, 2017)
Requested Start Time: NOW// <RET> (DEC 17, 2017@09:43:16)
```

4.1.10.3 Active MAS Wards for Fiscal Year Print

This option provides assistance for building wards in the commercial database at the AITC. Use this option to generate a list of all MAS/HAS wards that were active at any time during the current fiscal year.

To generate a list of active wards for the current fiscal year:

Step 1. From the Setup for Inpatient Census Information menu, select "Active MAS Wards for Fiscal Year Print", then press <Enter>.

- Information about the option appears, followed by a prompt.

Step 2. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;24**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 24 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 84.

Figure 84: Running the Active MAS Wards for Fiscal Year Print Option

```
Select Setup for Inpatient Census Information Option: 3  Active MAS Wards for Fiscal Year Print

This option prints a list of all MAS/HAS wards that were active at any time
during FY2019.  The list is sorted by Medical Center Division and displays
the pointer to the Hospital Location file (#44) and DSS Department data
if available.

Do you want the output in exportable format? NO//

This report requires a print width of 132 characters.


DEVICE: HOME// 0;132;24  HOME  (CRT)
```

The report output is sorted by medical center division and includes Ward, DSS Department, Pointer to File #44 (HOSPITAL LOCATION file), Ward Service and Ward Specialty (Figure 85).

Figure 85: Active MAS Wards for Fiscal Year Print

```
Active Wards for FY2019
Printed on OCT 01,2018@13:56

                          DSS           Pointer       Ward              Ward
     WARD                 Department    to File #44   Service           Specialty
-------------------------------------------------------------------------------------------------

DIVISION: SALT LAKE CITY PRRTP
     NS LODGER                          3663          NON-COUNT         SUBSTANCE ABUSE RES TRMT PROG

DIVISION: SALT LAKE CITY VA FACILITY DOM
     SARRDOM                            5111          DOMICILIARY       SUBSTANCE ABUSE RESID PROG

DIVISION: SALT LAKE CITY VAMC
     3-A                                2841          PSYCHIATRY        ACUTE PSYCHIATRY (<45 DAYS)
     3-W LODGER                         2532          NON-COUNT         GENERAL SURGERY
     3-WEST                             4             SURGERY           GENERAL SURGERY
     ACUTE MEDICINE                     2516          MEDICINE          GENERAL(ACUTE MEDICINE)
     REHAB                              1030          REHAB MEDICINE    REHABILITATION MEDICINE
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 86).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 86: Exported Active MAS Wards for Fiscal Year Print

A	B	C	D	E	F
DIVISION	**WARD**	**DSS DEPT**	**POINTER TO FILE 44**	**WARD SERVICE**	**WARD SPECIALTY**
SALT LAKE CITY VA FACILITY DOM	SARRDOM	44H1	5111	DOMICILIARY	DOMICILIARY SUBSTANCE ABUSE
SALT LAKE CITY VAMC	ACUTE MEDICINE	UEK1	2516	MEDICINE	GENERAL (ACUTE MEDICINE)
SALT LAKE CITY VAMC	REHAB	UEK1	1030	REHAB MEDICINE	REHABILITATION MEDICINE

4.1.10.4 Primary Care Team Print

This option generates a list of all primary care teams. The list is sorted alphabetically by team name and displays the pointer to the TEAM file (#404.51). This option allows the user to build primary care teams on the commercial DSS system.

To run the Primary Care Team Print option:

Step 1. From the Setup for Inpatient Census Information menu, select "Primary Care Team Print", then press <Enter>.

- Information about the option appears, followed by a prompt

Step 2. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 87.

Figure 87: Running the Primary Care Team Print Option

```
Select Setup for Inpatient Census Information Option: 4  Primary Care Team Print

This option prints a list of all Primary Care Teams.  The list is sorted
alphabetically by TEAM name and displays the pointer to the TEAM file (#404.51).

Do you want the output in exportable format? NO//

The right margin for this report is 80.


DEVICE:   HOME  (CRT)    Right Margin: 80//
```

The report output includes Team Name and the Team File Pointer (Figure 88).

Figure 88: Primary Care Team Print Report

```
Primary Care Teams                                    MAY 30, 2017@06:33   PAGE 1
                                                 TEAM FILE
TEAM NAME                                          POINTER
-------------------------------------------------------------------------------
MH BHIP TEAM CHY 1                                    43
MH BHIP TEAM CHY 2                                    44
MH SPT V19 442                                        73
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 89).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 89: Exported Primary Care Team Print

A	B
TEAM NAME	TEAM FILE POINTER
MH BHIP TEAM CHY 1	43
MH BHIP TEAM CHY 2	44
MH BHIP TEAM FTC 4	46

4.1.11 Test Patient List

This option identifies any patients that are considered test patients by either VistA or DSS standards.

VistA flags patients as test patients when the SSN contains five leading zeros (e.g., 000-00-1234) or the patient's last name begins with ZZ (e.g., Washington, George).

DSS flags patients as test patients when any of the following is true:

- The SSN starts with the number 9 (e.g., 987-12-3456).
- The SSN contains 3 leading zeroes (e.g., 000-12-3456).
- The SSN contains two middle zeroes (e.g., 123-00-4567).
- The SSN contains consecutive numbers 1 to 9 (e.g., 123-45-6789).
- The SSN contains repeating numbers in all 9 digits (e.g., 111-11-1111).
- The SSN contains three leading sixes (e.g., 666-98-7654).
- The SSN ends in zeros (e.g., 147-66-0000).

The Test Patient List report includes the patient's VistA test patient status as well as the DSS test patient status to help the user determine if the patient identified is indeed a test patient.

To run the Test Patient List report:

Step 1. Select TST (Test Patient List) from the Maintenance menu, then press <Enter>.

- A note appears indicating that the report may take a while to generate.

Step 2. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 90.

Figure 90: Running the Test Patient List Option

```
Select Maintenance  <PREPROD ACCOUNT> Option: tst  Test Patient List

** NOTE: This report can take a while to generate.  If you're not exporting the
report, it's suggested that you queue it to run in the background.


Do you want the output in exportable format? NO//
DEVICE: HOME// 0;132;9999
```

The report output includes the Name, SSN, Test Patient Indicator (VistA), and DSS Test Patient Indicator (Figure 91).

Figure 91: Test Patient List

```
Test Patient List on May 30, 2017@07:57                                Page: 1

NAME                            SSN         TEST PATIENT  DSS TEST PAT
                                            INDICATOR     INDICATOR
------------------------------------------------------------------------------
PATIENT, TEST1                  666000012       N             Y
PATIENT, TEST2                  666666604       N             Y
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 92).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 92: Exported Test Patient List

A	B	C	D
NAME	SSN	TEST PATIENT INDICATOR	DSS TEST PATIENT
PATIENT, TEST1	666000012	N	Y
PATIENT, TEST2	666666604	N	Y

4.1.12 View G&L Corrections

This option is used to view corrections to inpatient activity which have been captured by the system. To select the correction to be viewed, the user may enter either the date of the correction or, if known, the patient (name or SSN) for whom the correction was made.

To view G&L corrections:

Step 1. Select G&L (View G&L Corrections) from the Maintenance menu, then press <Enter>.

Step 2. The user is prompted "Select G&L CORRECTIONS DATE OF CHANGE:".

- Enter the date for which changes want to be viewed, or enter the name or SSN of the patient.
- If multiple records exist, the user will be prompted to select from the list.

Step 3. Select the device output format.

- For example, at the prompt, type **0;80;99**. 0 directs the output to the user's screen, 80 defines the number of characters per line, and 99 defines the number of rows to print.
- Only one record will be displayed. The length of the line can be either 80 or 132.

The enumerated steps described above display on the screen as shown in Figure 93.

Figure 93: Running the View G&L Corrections Option

```
Select Maintenance  <PREPROD ACCOUNT> Option: G&L  View G&L Corrections

Select G&L CORRECTIONS DATE OF CHANGE: ?
 Answer with G&L CORRECTIONS DATE OF CHANGE, or PATIENT
 Do you want the entire 882-Entry G&L CORRECTIONS List? N  (No)
Select G&L CORRECTIONS DATE OF CHANGE: PATIENT,ONE,ONE  PATIENT,ONE
         9-20-70    666001234     YES     SC VETERAN      SL
 Enrollment Priority: GROUP 3    Category: ENROLLED      End Date:

     1   PATIENT,ONE  MAR 13, 2018     ADMISSION DATE EDITED     PATIENT,ONE     03-12-18
     2   PATIENT,ONE  MAR 13, 2018     FACILITY TS DATE EDITED     PATIENT,ONE     03-12-18
CHOOSE 1-2: 1  MAR 13, 2018     ADMISSION DATE EDITED     PATIENT,ONE     03-12-18

DEVICE: 0;80;99  HOME  (CRT)
```

The report output includes the Name, SSN, Test Patient Indicator (VistA), and DSS Test Patient Indicator (Figure 94).

Figure 94: G&L Corrections List

```
G&L CORRECTIONS List                                    AUG 02, 2018@14:33   PAGE 1
-------------------------------------------------------------------------------


DATE OF CHANGE: MAR 13, 2018            TYPE OF CHANGE: ADMISSION DATE EDITED
  OLD VALUE: 03/12/2018@1315            NEW VALUE: 03/12/2018@1315
  PATIENT: PATIENT,ONE
  ADMISSION THIS APPLIES TO: MAR 12, 2018@13:15
  ENTRY PERSON: PROVIDER,ELEVEN         RECALCULATION DATE: MAR 13, 2018
```

4.2 Pre-Extract Audit Reports

Selecting the Pre-Extract Audit Reports option from the Extract Manager's menu provides a list of audit reports that have a significant effect on facility workload as recorded in the NPCD (Figure 95). The reports listed also require more complex review and correction by local subject matter experts (SMEs). The sub-sections that follow describe the functionality of each option.

Figure 95: Pre-Extract Audit Reports Option

```
Select Pre-Extract Audit Reports Option:

   ECS     Event Capture Pre-Extract Unusual Volume Report
   LBB     Laboratory Blood Bank (LBB) Pre-Extract Audit
   PHA     Pharmacy ...
   PRO     Prosthetic Pre-Extract Unusual Cost Report
   SUR     Surgery ...
```

4.2.1 Event Capture Pre-Extract Unusual Volume Report

This report generates a listing of unusual volumes that would be generated by the Event Capture extract (ECS) as determined by a user-defined threshold value. This report should be run prior to the generation of the actual ECS extract to identify and fix, as necessary, any volumes determined to be erroneous. The default threshold value is 20 but can be changed by the user prior to running the report.

To run the Event Capture Pre-Extract Unusual Volume Report:

Step 1. From the Pre-Extract Audit Reports menu, select ECS (Event Capture Pre-Extract Unusual Volume Report), the press <Enter>.

- Information about the report appears.

Step 2. Press <Enter> to continue.

- The user is prompted to either accept the default threshold or change it.
- To change the default threshold, type **YES** at the prompt, and then enter the desired numerical threshold (0-99).
- To accept the default threshold, press <**Enter**> to continue.

Step 3. Select the desired DSS Units for the report.

- The user can either choose to run the report for all DSS Units or select one specific DSS Unit.

Step 4. Enter a Starting Date for the report.

Step 5. Enter an Ending Date for the report.

Step 6. Select whether to produce exportable output for the report or to print to screen.

Step 7. Select the output format.

The enumerated steps described above display on the screen as shown in Figure 96.

Figure 96: Running the Event Capture Pre-Extract Unusual Volume Report

```
Select Pre-Extract Audit Reports Option: ecs  Event Capture Pre-Extract Unusual Volume Report

Event Capture Pre-Extract Unusual Volume Report

   This report prints a listing of unusual volumes that would be
   generated by the Event Capture extract (ECS) as determined by
   a user-defined threshold value. It should be run prior to
   the generation of an actual extract to identify and fix, as
   necessary, any volumes determined to be erroneous.

   Unusual volumes are those in excess of the threshold value
   defined by the user. The threshold value is 20 by default.

   Note: You may set a different threshold if you opt to continue.

   Run times will vary depending upon the size of the EVENT CAPTURE
   PATIENT file (#721) and the date range selected, but may be at
   least several minutes. Queuing to a printer is recommended.

   The running of this report has no effect on the actual extracts
   and can be run as needed.

   You may select one or all DSS Units.  If you select one unit,
   the report is sorted by descending volume. If you select all DSS Units,
   the report is sorted by DSS Unit, then by descending volume.

Type <Enter> to continue or '^' to exit:

The default threshold volume for unusual volumes in Event Capture is 20.
Would you like to change the threshold? NO//

Do you want All DSS Units? YES//

Enter the date range for which you would like to scan the Event Capture records.

Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/31/17  (JAN 31, 2017)

Do you want the output in exportable format? NO//

This report is formatted for 132-column line width.
Enter 'Q' to queue report to TaskManager, then select printer.
DEVICE: HOME// 0;132;9999  HOME (CRT)
```

The report generates and lists any volumes that match or exceed the defined threshold for the defined time frame. The report includes the SSN, Facility, DSS Unit, Procedure Date/Time, Procedure Name, Volume and Provider (Figure 97).

Figure 97: Event Capture Pre-Extract Unusual Volume Report – All DSS Units

```
Event Capture Pre-Extract Unusual Volume Report                                                    Page: 1
Start Date: JAN 01, 2017                                                          Report Run Date: AUG 28, 2017
End Date: JAN 31, 2017                                                            Threshold Value: 20

 SSN         FACILITY   DSS UNIT                      DATE/TIME          PROCEDURE  VOLUME  PROVIDER
-------------------------------------------------------------------------------------------------------------------

 XXXXXXXXX   552        HCHC HOSPICE PALLIATIVE CARE  3/1/2017@08:00     HH101N     31      Provider, One
 XXXXXXXXX   552        HCHC HOSPICE PALLIATIVE CARE  3/1/2017@08:00     HH101N     31      Provider, One
 XXXXXXXXX   552        HCHC HOSPICE PALLIATIVE CARE  3/1/2017@08:00     HH101N     31      Provider, One

-------------------------------------------------------------------------------------------------------------------
 XXXXXXXXX   552        N&FS IND INPATIENT            3/2/2017@14:51     NU016N     20      Provider, Two
 XXXXXXXXX   552        N&FS IND INPATIENT            3/10/2017@13:14    NU016N     20      Provider, Two
 XXXXXXXXX   552        N&FS IND INPATIENT            3/28/2017@12:38    NU016N     20      Provider, Two
 XXXXXXXXX   552        N&FS IND INPATIENT            3/28/2017@14:16    NU016N     20      Provider, Two
-------------------------------------------------------------------------------------------------------------------
 XXXXXXXXX   552        PROSTHETICS STOCK             3/15/2017@08:00    E044301    24      Provider, Three
 XXXXXXXXX   552        PROSTHETICS STOCK             3/15/2017@08:00    E044301    24      Provider, Three
 XXXXXXXXX   552        PROSTHETICS STOCK             3/15/2017@08:00    E044301    24      Provider, Three
 XXXXXXXXX   552        PROSTHETICS STOCK             3/9/2017@08:00     E240201    21      Provider, Three
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 98).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 98: Exported ECS Extract Unusual Volume Report – All DSS Units

SSN	FACILITY	DSS UNIT	DATE/TIME	PROCEDURE	VOLUME	PROVIDER
XXXXXXXXX	552	HCHC HOSPICE PALLIATIVE CARE	3/1/2017@08:00	HH101N	31	Provider, One
XXXXXXXXX	552	HCHC HOSPICE PALLIATIVE CARE	3/1/2017@08:00	HH101N	31	Provider, One
XXXXXXXXX	552	HCHC HOSPICE PALLIATIVE CARE	3/1/2017@08:00	HH101N	31	Provider, One
XXXXXXXXX	552	N&FS IND INPATIENT	3/2/2017@14:51	NU016N	20	Provider, Two
XXXXXXXXX	552	N&FS IND INPATIENT	3/10/2017@13:14	NU016N	20	Provider, Two
XXXXXXXXX	552	N&FS IND INPATIENT	3/28/2017@12:38	NU016N	20	Provider, Two
XXXXXXXXX	552	N&FS IND INPATIENT	3/28/2017@14:16	NU016N	20	Provider, Two
XXXXXXXXX	552	PROSTHETICS STOCK	3/15/2017@08:00	E044301	24	Provider, Three
XXXXXXXXX	552	PROSTHETICS STOCK	3/15/2017@08:00	E044301	24	Provider, Three
XXXXXXXXX	552	PROSTHETICS STOCK	3/15/2017@08:00	E044301	24	Provider, Three
XXXXXXXXX	552	PROSTHETICS STOCK	3/9/2017@08:00	E240201	21	Provider, Three

4.2.2 Laboratory Blood Bank (LBB) Pre-Extract Audit

This report provides MCA staff with a list of unmatched blood products and contains records that do not have a value in either the DSS Product Department or DSS IP number fields. The report enables staff to correct the unmatched blood products prior to running the LBB Extract.

To run the Laboratory Blood Bank Pre-Extract Audit report:

Step 1. From the Pre-Extract Audit Reports menu, select LBB [Laboratory Blood Bank (LBB) Pre-Extract Audit], then press <Enter>.

- Information about the report appears.

Step 2. Select a Starting with Date for the report.

Step 3. Select an Ending with Date for the report.

Step 4. Select whether to produce exportable output or to print to a selected device.

Step 5. Select the device output format.

Step 6. Select the desired queueing option, if necessary.

The enumerated steps described above display on the screen as shown in Figure 99.

Figure 99: Running the Laboratory Blood Bank (LBB) Pre-Extract Audit

```
Select Pre-Extract Audit Reports Option: lbb  Laboratory Blood Bank (LBB) Pre-
Extract Audit

LBB Pre-Extract Audit Report Information for DSS

**NOTE: This audit can only be run prior to the LBB Extract being generated.
If you have already generated your LBB Extract, refer to the Processing
Guide Chapter 4 section on Regenerating.**

Starting with Date: 04012017  (APR 01, 2017)
Ending with Date: 04302017  (APR 30, 2017)

Do you want the output in exportable format? NO// no  NO
QUEUE TO PRINT ON
DEVICE: HOME//   HOME  (CRT)
Queuing NOT ALLOWED on this device

Previously, you have selected queueing.
Do you STILL want your output QUEUED? Yes// no  (No)
DEVICE: HOME//   HOME  (CRT)    Right Margin: 80//

Retrieving records...
```

The report generates for the selected time frame and lists any records that do not have a value in either the DSS Product Department or DSS IP Number fields. The report includes the first four letters of the patient's last name, SSN, Feeder Location, Transfusion Date, Component, and Number of Units (Figure 100).

Figure 100: Laboratory Blood Bank (LBB) Pre-Extract Audit Report

```
Laboratory Blood Bank (LBB) Pre-Extract Audit Report                  Page  1
10 Mar 2018 - 11 Mar 2018                                  Run Date: 25 Jun 2018
                                   Transf                 Number
Name          SSN        FDR LOC     Date         COMP    of Units
================================================================================
TEST       000001234     BB660      3/11/18      CRYO       1
PATO       666001234     BB660      3/11/18      RBC        1
PATT       123456789     BB660      3/10/18      FFP        1
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 101).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 101: Exported Laboratory Blood Bank (LBB) Pre-Extract Audit Report

A	B	C	D	E	F
NAME	SSN	FEEDER LOCATION	TRANSFUSION DATE	COMPONENT	NUMBER OF UNITS
TEST, PATIENT1	XXXXXXXXX	BB660	4/7/2017	RBC	1

4.2.3 Pharmacy

Selecting the Pharmacy option from the Pre-Extract Audit Reports menu displays a list of four options for pharmacy reports (Figure 102). The sub-sections that follow describe the functionality of each option.

Figure 102: Pharmacy Menu Options

```
Select Pre-Extract Audit Reports Option: pha  Pharmacy


   1     Pharmacy Pre-Extract Incomplete Feeder Key Reports
   2     Pharmacy Pre-Extract Unusual Cost Reports
   3     Pharmacy Pre-Extract Unusual Volume Reports
   4     IVP/UDP Source Audit Reports

Select Pharmacy Option:
```

4.2.3.1 Pharmacy Pre-Extract Incomplete Feeder Key Reports

Three separate reports can be generated for the Incomplete Feeder Key Reports (PRE, IVP, and UDP). These pre-extract reports can be used as a tool to identify and fix DRUG file (#50) entries that have incomplete feeder keys. Only drugs that would be included on the extract for the specified date range are listed on the resulting report.

Incomplete feeder keys may exist in the DRUG file (#50) for the following reasons:

- No PSNDF VA Product Name Entry [first 5 digits are zero, but the National Drug Code (NDC) portion is valid].
- No NDC (last 12 digits are zeros, 'N/A', or 'S"). This indicates the PSNDF VA Product Name portion is valid but either the last 12 characters of the feeder key are zero =OR= the NDC portion is prefaced with an 'S' (possibly indicating a supply item number or UPC) =OR= the NDC portion contains "N/A".
- No PSNDF VA Product Name Entry or NDC (all 17 digits are zero). This indicates that both the PSNDF VA Product Name Entry portion =AND= the NDC portion of the feeder key are invalid (as described above).

This report has no effect on the actual extracts and can be generated as needed to use as a tool in identifying and correcting DRUG file (#50) entries that have incomplete feeder keys.

To run a Pharmacy Pre-Extract Incomplete Feeder Key Report:

Step 1. From the Pharmacy menu, select "Pharmacy Pre-Extract Incomplete Feeder Key Reports", then press <Enter>.

- Additional options appear.

Step 2. Select the pharmacy extract for which to run the report (PRE, IVP or UDP), then press <Enter>.

Step 3. Type the desired start date for the report, then press <Enter>.

Step 4. Type the desired end date for the report, then press <Enter>.

Step 5. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default

Step 6. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

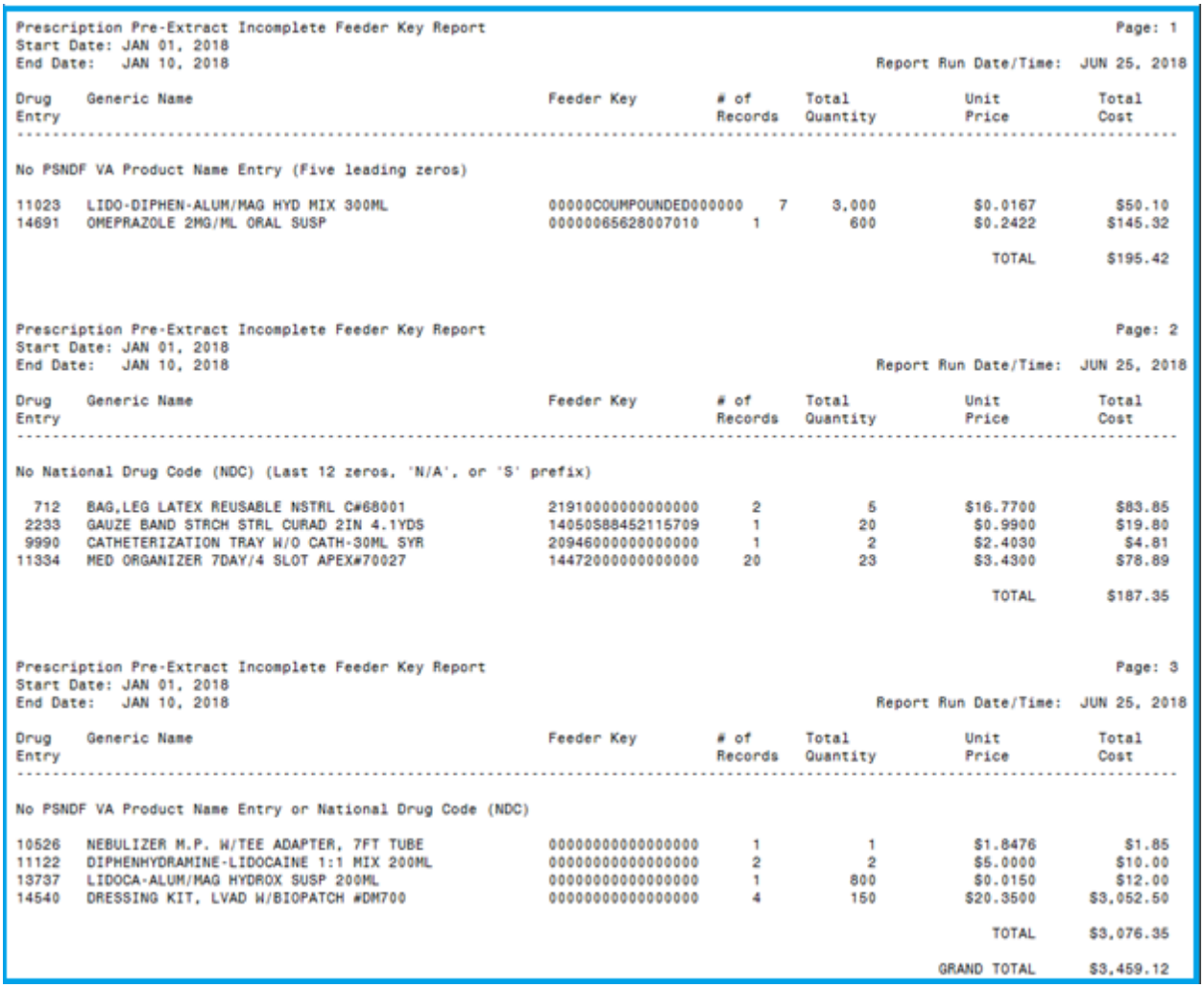
The enumerated steps described above display on the screen as shown in Figure 103.

Figure 103: Running the Pharmacy Pre-Extract Incomplete Feeder Key Reports

```
Select Pharmacy Option: 1  Pharmacy Pre-Extract Incomplete Feeder Key Reports


This report prints a listing of Drug File (#50) entries that will generate
incomplete Feeder keys in the three Pharmacy Extracts.  This listing
can be used to identify and fix Drug File entries.  The number of extract
records, total, quantity, unit price and total cost for each drug are
included to aid in determining the impact of the incomplete Feeder Keys.

This report is broken into 3 sections as follows:

Section 1:  No PSNDF VA Product Name Entry (first 5 digits are zero).

Section 2:  No National Drug Code (NDC) (last 12 digits are zero) or the NDC
            is prefixed with an 'S', indicating possible supply item number
            or UPC.

Section 3:  No PSNDF VA Product Name Entry or NDC.

Run times for this report will vary depending upon the size of the extract and
could take as long as 30 minutes or more to complete.  This report has no effect
on the actual extracts and can be run as needed.

Choose the report you would like to run.

     Select one of the following:

          1         PRE
          2         IVP
          3         UDP

Selection: 1// 1  PRE

Enter the date range for which you would like to scan the Prescription
Extract records.
Starting with Date: 11/1/19  (NOV 01, 2019)
Ending with Date: 11/30/19  (NOV 30, 2019)

Do you want the output in exportable format? NO//

This report requires 132 column format.
DEVICE: HOME// 0;132;24  UCX/TELNET
```

The report generates and lists drugs with incomplete feeder keys that would be included on the specified pharmacy extract for the specified date range. The report includes Drug Entry, Generic Name, Feeder Key, Number of Records, Total Quantity, Unit Price and Total Cost (Figure 104).

Figure 104: Pharmacy Pre-Extract Incomplete Feeder Key Report – PRE



Prescription Pre-Extract Incomplete Feeder Key Report — Page: 1
Start Date: JAN 01, 2018
End Date: JAN 10, 2018 — Report Run Date/Time: JUN 25, 2018

Drug Entry	Generic Name	Feeder Key	# of Records	Total Quantity	Unit Price	Total Cost
No PSNDF VA Product Name Entry (Five leading zeros)						
11023	LIDO-DIPHEN-ALUM/MAG HYD MIX 300ML	00000COUMPOUNDED000000	7	3,000	$0.0167	$50.10
14691	OMEPRAZOLE 2MG/ML ORAL SUSP	00000065628007010	1	600	$0.2422	$145.32
					TOTAL	$195.42

Prescription Pre-Extract Incomplete Feeder Key Report — Page: 2
Start Date: JAN 01, 2018
End Date: JAN 10, 2018 — Report Run Date/Time: JUN 25, 2018

Drug Entry	Generic Name	Feeder Key	# of Records	Total Quantity	Unit Price	Total Cost
No National Drug Code (NDC) (Last 12 zeros, 'N/A', or 'S' prefix)						
712	BAG,LEG LATEX REUSABLE NSTRL C#68001	21910000000000000	2	5	$16.7700	$83.85
2233	GAUZE BAND STRCH STRL CURAD 2IN 4.1YDS	14050S88452115709	1	20	$0.9900	$19.80
9990	CATHETERIZATION TRAY W/O CATH-30ML SYR	20946000000000000	1	2	$2.4030	$4.81
11334	MED ORGANIZER 7DAY/4 SLOT APEX#70027	14472000000000000	20	23	$3.4300	$78.89
					TOTAL	$187.35

Prescription Pre-Extract Incomplete Feeder Key Report — Page: 3
Start Date: JAN 01, 2018
End Date: JAN 10, 2018 — Report Run Date/Time: JUN 25, 2018

Drug Entry	Generic Name	Feeder Key	# of Records	Total Quantity	Unit Price	Total Cost
No PSNDF VA Product Name Entry or National Drug Code (NDC)						
10526	NEBULIZER M.P. W/TEE ADAPTER, 7FT TUBE	00000000000000000	1	1	$1.8476	$1.85
11122	DIPHENHYDRAMINE-LIDOCAINE 1:1 MIX 200ML	00000000000000000	2	2	$5.0000	$10.00
13737	LIDOCA-ALUM/MAG HYDROX SUSP 200ML	00000000000000000	1	800	$0.0150	$12.00
14540	DRESSING KIT, LVAD W/BIOPATCH #DM700	00000000000000000	4	150	$20.3500	$3,052.50
					TOTAL	$3,076.35
					GRAND TOTAL	$3,459.12

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 105).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 105: Exported Pharmacy Pre-Extract Incomplete Feeder Key Reports

A	B	C	D	E	F	G	H	I
TYPE	DRUG ENTRY	GENERIC NAME	FEEDER KEY	NUMBER OF RECORDS	TOTAL QTY	UNIT PRICE	TOTAL COST	ERROR
Prescription	11023	LIDO-DIPHEN-ALUM/MAG HYD MIX 300ML	00000COUMPOUNDED000000	7	3000	0.0167	50.10	No PSNDF VA Product Name Entry (Five leading zeros)
Prescription	14691	OMEPRAZOLE 2MG/ML ORAL SUSP	65628007010	1	600	0.2422	145.32	No PSNDF VA Product Name Entry (Five leading zeros)
Prescription	712	BAG,LEG LATEX REUSABLE NSTRL C#68001	21910000000000000	2	5	16.7700	83.85	No National Drug Code (NDC) (Last 12 zeros, 'N/A', or 'S' prefix)
Prescription	2233	GAUZE BAND STRCH STRL CURAD 2IN 4.1YDS	14050S88452115709	1	20	0.9900	19.80	No National Drug Code (NDC) (Last 12 zeros, 'N/A', or 'S' prefix)
Prescription	9990	CATHETERIZATION TRAY W/O CATH-30ML SYR	20946000000000000	1	2	2.4030	4.81	No National Drug Code (NDC) (Last 12 zeros, 'N/A', or 'S' prefix)
Prescription	11334	MED ORGANIZER 7DAY/4 SLOT APEX#70027	14472000000000000	20	23	3.4300	78.89	No National Drug Code (NDC) (Last 12 zeros, 'N/A', or 'S' prefix)
Prescription	10526	NEBULIZER M.P. W/TEE ADAPTER, 7FT TUBE	00000000000000000	1	1	1.8476	1.85	No PSNDF VA Product Name Entry or National Drug Code (NDC)
Prescription	11122	DIPHENHYDRAMINE-LIDOCAINE 1:1 MIX 200ML	00000000000000000	2	2	5.0000	10.00	No PSNDF VA Product Name Entry or National Drug Code (NDC)
Prescription	13737	LIDOCA-ALUM/MAG HYDROX SUSP 200ML	00000000000000000	1	800	0.0150	12.00	No PSNDF VA Product Name Entry or National Drug Code (NDC)
Prescription	14540	DRESSING KIT, LVAD W/BIOPATCH #DM700	00000000000000000	4	150	20.3500	3052.50	No PSNDF VA Product Name Entry or National Drug Code (NDC)

Note:

- Output is similar for all three pharmacy extracts (PRE, IVP and UDP). Therefore, only one example is provided in this user's guide.

4.2.3.1.1 PRE Extracts Incomplete Feeder Key Report

This report contains a listing of DRUG file (#50) entries that would generate incomplete feeder keys in the PRE extract. This listing can be used to identify and correct DRUG file entries. The number of affected extract records, along with their unit price, total quantity and total cost, are included to aid in determining the impact of the incomplete feeder keys.

Refer to Section 4.2.3.1 for additional information and sample output.

4.2.3.1.2 IVP Extracts Incomplete Feeder Key Report

This report contains a listing of DRUG file (#50) entries that would generate incomplete feeder keys in the IVP extract. This listing can be used to identify and correct DRUG file entries. The number of affected extract records, along with their unit price, total quantity and total cost, are included to aid in determining the impact of the incomplete feeder keys.

Refer to Section 4.2.3.1 for additional information and sample output.

4.2.3.1.3 UDP Extracts Incomplete Feeder Key Report

This report contains a listing of DRUG file (#50) entries that would generate incomplete feeder keys in the UDP extract. This listing can be used to identify and correct DRUG file entries. The number of affected extract records, along with their unit price, total quantity and total cost, are included to aid in determining the impact of the incomplete feeder keys.

Refer to Section 4.2.3.1 for additional information and sample output.

4.2.3.2 Pharmacy Pre-Extract Unusual Cost Reports

This option allows extract managers (i.e., users with the ECXMGR security key) to create a listing of unusual costs that would be generated by the pharmacy extracts (PRE, IVP or UDP). The unusual cost is determined by a user-defined threshold. This pre-extract report has no effect on the actual extracts and can be generated as needed to use as a tool in identifying and correcting erroneous costs.

To run a Pharmacy Pre-Extract Unusual Cost Report:

Step 1. From the Pharmacy menu, select "Pharmacy Pre-Extract Unusual Cost Reports", then press <Enter>.

- Information about the report appears.

Step 2. Press <Enter> to continue to the next prompt.

Step 3. Select the pharmacy extract for which to run the report (PRE, IVP or UDP), then press <Enter>.

Step 4. Select whether to accept or change the default threshold.

- At the 'Would you like to change the threshold? NO//' prompt, press **<Enter>** to accept the default.

Step 5. Type the desired start date for the report, then press <Enter>.

Step 6. Type the desired end date for the report, then press <Enter>.

Step 7. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 8. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 106.

Figure 106: Running the Pharmacy Pre-Extract Unusual Cost Report

```
Select Pharmacy Option: 2  Pharmacy Pre-Extract Unusual Cost Reports


This report prints a listing of unusual costs that would be
generated by the pharmacy extracts (PRE, IVP and UDP) as
determined by a user defined threshold value.  It should be run
prior to the generation of the actual extract(s) to identify and
fix as necessary any costs determined to be erroneous.

Note: The threshold can be set after a report is selected.

Run times for this report will vary depending upon the size of
the extract and could take as long as 30 minutes or more to
complete.  This report has no effect on the actual extracts and
can be run as needed.

The report is sorted by Feeder Key, Descending Cost, and SSN.

Type <Enter> to continue or '^' to exit:



Choose the report you would like to run.

     Select one of the following:

          1         PRE
          2         IVP
          3         UDP

Selection: 1// pre  PRE

The default threshold cost for the Prescription extract is $50.
Would you like to change the threshold? NO//

Enter the date range for which you would like to scan the Prescription
Extract records.
Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/31/17  (JAN 31, 2017)

Do you want the output in exportable format? NO//

This report requires 132-column format.
DEVICE: HOME// 0;132;99999  HOME (CRT)
```

The report generates and lists costs above the defined threshold that would be included on the specified pharmacy extract for the specified date range. The report includes Patient Name, SSN, Day, Generic Name, Feeder Key, Quantity, Total Cost and Days Supply (Figure 107).

Figure 107: Pharmacy Pre-Extract Unusual Cost Report – PRE

```
  Prescription Pre-Extract Unusual Cost Report                                                      Page: 1
  Start Date: JAN 01, 2017                                                Report Run Date/Time:  SEP 08, 2017
  End Date:   JAN 31, 2017                                                Threshold Value = $50

  Name       SSN       Day     Generic Name                          Feeder Key           Quantity     Total Cost Days Supply
  --------------------------------------------------------------------------------------------------------------------------

PATIENT1  XXXXXXXXX  01/17   LIDOCAINE 2.5/PRILOCAINE 2.5% CREAM    10002000168035755     270 GM        $142.1280     90
PATIENT2  XXXXXXXXX  01/24   LIDOCAINE 2.5/PRILOCAINE 2.5% CREAM    10002000168035755     270 GM        $142.1280     90
PATIENT3  XXXXXXXXX  01/20   LIDOCAINE 2.5/PRILOCAINE 2.5% CREAM    10002000168035755     150 GM         $78.9600     90
PATIENT4  XXXXXXXXX  01/18   SODIUM HYPOCHLORITE 0.5% TOP SOLN      10016039328006250    2400 ML         $54.2400     30
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 108).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 108: Exported Pharmacy Pre-Extract Unusual Cost Report

A	B	C	D	E	F	G	H
NAME	SSN	DAY	GENERIC NAME	FEEDER KEY	QUANTITY	TOTAL COST	DAYS SUPPLY
TEST1	XXXXXXXXX	24-Jan	LIDOCAINE 2.5/PRILOCAINE 2.5% CREAM	10002000591207000.00	180 GM	$230.40	90
TEST2	XXXXXXXXX	26-Jan	LIDOCAINE 2.5/PRILOCAINE 2.5% CREAM	10002000591207000.00	90 GM	$115.20	30

Note:

- Output is similar for all three pharmacy extracts (PRE, IVP and UDP). Therefore, only one example is provided in this user's guide.

4.2.3.2.1 PRE Unusual Cost Report

This report produces a listing of unusual costs as defined by a user-specified threshold that would be generated by the PRE extract. This listing can be used to identify and correct erroneous costs.

Refer to Section 4.2.3.2 for additional information and sample output.

4.2.3.2.2 IVP Unusual Cost Report

This report produces a listing of unusual costs as defined by a user-specified threshold that would be generated by the IVP extract. This listing can be used to identify and correct erroneous costs.

4.2.3.2.3 UDP Unusual Cost Report

This report produces a listing of unusual costs as defined by a user-specified threshold that would be generated by the UDP extract. This listing can be used to identify and correct erroneous costs.

Refer to Section 4.2.3.2 for additional information and sample output.

Note:

- Users can choose to add the SIG/Order Directions on the second line of this report. SIG/Order Direction information is produced by combining Prescription Unit Dose and Schedule information. This field assists pharmacists when identifying dispensing errors for auditing purposes.

4.2.3.3 Pharmacy Pre-Extract Unusual Volume Reports

This option allows extract managers (i.e., user with the ECXMGR security key) to create a listing of unusual volumes that would be generated by the pharmacy extracts (PRE, IVP, UDP or BCM). The unusual volume is determined by a user-defined threshold. This pre-extract report has no effect on the actual extracts and can be generated as needed to use as a tool in identifying and correcting erroneous pharmacy volumes.

Unusual volumes are defined as follows:

- PRE Extract: Quantity field is greater than the threshold value.
- IVP Extract: Total Doses Per Day field is greater than the threshold value or less than the negative of the threshold value.
- UDP Extract: Quantity field is greater than the threshold value.
- BCM Extract: Component Dose Given field is greater than the threshold value.

To run a Pharmacy Pre-Extract Unusual Volume Report:

Step 1. From the Pharmacy menu, select "Pharmacy Pre-Extract Unusual Volume Reports", then press <Enter>.

- Information about the report appears.

Step 2. Press <Enter> to continue to the next prompt.

Step 3. Select the pharmacy extract for which to run the report (PRE, IVP, UDP or BCM), then press <Enter>.

The enumerated steps described above display on the screen as shown in Figure 109.

Figure 109: Running a Pharmacy Pre-Extract Unusual Volume Report

```
Select Pharmacy Option: 3  Pharmacy Pre-Extract Unusual Volume Reports


This report prints a listing of unusual volumes that would be
generated by the pharmacy extracts (PRE, IVP, UDP and BCM) as
determined by a user defined threshold value.  It should be run
prior to the generation of the actual extract(s) to identify and
fix as necessary any volumes determined to be erroneous.

Unusual volumes are defined as follows:

PRE Extract:  Quantity field greater than the threshold value.
IVP Extract:  Total Doses Per Day field greater than the threshold
              or less than the negative of the threshold value.
UDP Extract:  Quantity field greater than threshold value.
BCM Extract:  Component Dose Given field greater than threshold value.

Note: The threshold can be set after a report is selected.

Run times for this report will vary depending upon the size of
the extract and could take as long as 30 minutes or more to
complete.  This report has no effect on the actual extracts and
can be run as needed.

The report is sorted by Feeder Key, Descending Volume, and SSN.

Type <Enter> to continue or '^' to exit:


Choose the report you would like to run.

     Select one of the following:

          1         PRE
          2         IVP
          3         UDP
          4         BCM

Selection: 1//
```

Note:

- Depending on which extract is selected, the options differ. Additional details on how to perform each report are contained in the relevant sub-sections that follow.

4.2.3.3.1 PRE-Unusual Volume Report

This report prints a listing of unusual volumes that would be generated by the pharmacy extracts PRE as determined by a user defined threshold value. It should be run prior to the generation of the actual extract(s) to identify and fix as necessary any volumes determined to be erroneous.

Note:

- Users can choose to add the SIG/Order Directions on the second line of this report. SIG/Order Direction information is produced by retrieving information from the Prescription. This field assists pharmacists to identify dispensing errors for auditing purposes.

To run a Pharmacy Pre-Extract Unusual Volume Report for the PRE Extract:

Step 1. From the list of report options, select the PRE option, then press <Enter>.

Step 2. Select whether to accept or change the default threshold.

- At the 'Would you like to change the threshold? NO//' prompt, press **<Enter>** to accept the default.

Step 3. Select whether to include SIG/Order Direction information on the report, then press <Enter>.

- At the 'Include SIG/Order Direction on line 2 of report? NO//' prompt, press **<Enter>** to accept 'NO' as the default. To include the information, type **Y** at the prompt, then press **<Enter>**.

Step 4. Type the desired start date for the report, then press <Enter>.

Step 5. Type the desired end date for the report, then press <Enter>.

Step 6. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 7. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 110.

Figure 110: Running the Unusual Volume Report - PRE

```
Choose the report you would like to run.

     Select one of the following:

          1         PRE
          2         IVP
          3         UDP
          4         BCM

Selection: 1// 1  PRE

The default threshold volume for the Prescription extract is 500.
Would you like to change the threshold? NO//
Include SIG/Order Direction on line 2 of report? NO//

Enter the date range for which you would like to scan the Prescription
Extract records.
Starting with Date: 010117  (JAN 01, 2017)
Ending with Date: 010717  (JAN 07, 2017)

Do you want the output in exportable format? NO// NO

This report requires 132-column format.
DEVICE: HOME// 0;225;9999  HOME  (CRT)
```

The report generates and lists volumes above the defined threshold that would be included in the PRE extract for the specified date range. The report includes Patient Name, SSN, Day, Generic Name, Feeder Key, Quantity, Total Cost and Days Supply (Figure 111 and Figure 112).

Figure 111: Unusual Volume Report (No SIG) - PRE

```
Prescription Pre-Extract Unusual Volume Report                                                                   Page: 1
Start Date: JAN 01, 2017                                                                  Report Run Date/Time:  JUL 01, 2020
End Date:   JAN 07, 2017                                                                  Threshold Value = 500

Name      SSN        Day      Generic Name                             Feeder Key             Quantity      Total Cost Days Supply
------------------------------------------------------------------------------------------------------------------------------------

PAT1    123456789   01/04    NUTRITION SUPL ENSURE VANILLA PWDR        10222070074060750      4764 GRAM        $42.3996      28
PAT2    234567891   01/05    GABAPENTIN 300MG CAP                      11801051407004810      1440 CAP         $40.7520      90
PAT3    345678912   01/05    GABAPENTIN 300MG CAP                      11801051407004810      1080 CAP         $29.4840      90
PAT4    456789123   01/06    GABAPENTIN 300MG CAP                      11801051407004810       900 CAP         $25.4700      90
```

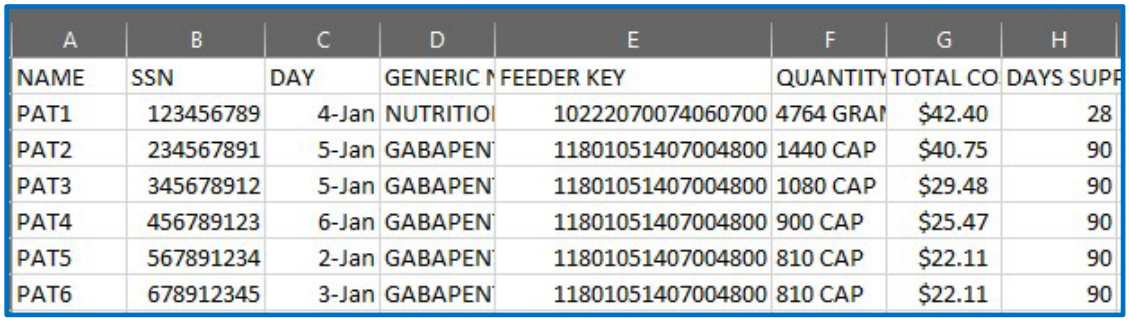
Figure 112: Unusual Volume Report (With SIG) - PRE

```
Prescription Pre-Extract Unusual Volume Report                                                                   Page: 1
Start Date: JAN 01, 2017                                                                  Report Run Date/Time:  JUL 01, 2020
End Date:   JAN 07, 2017                                                                  Threshold Value = 500

Name      SSN        Day      Generic Name                             Feeder Key             Quantity      Total Cost Days Supply
------------------------------------------------------------------------------------------------------------------------------------

PAT1    123456789   01/04    NUTRITION SUPL ENSURE VANILLA PWDR        10222070074060750      4764 GRAM        $42.3996      28
     SIG: TAKE 1/2 CUP THOROUGHLY MIXED WITH 6 OUNCES WATER AND DRINK THREE (3)  TIMES A DAY

PAT2    234567891   01/05    GABAPENTIN 300MG CAP                      11801051407004810      1440 CAP         $40.7520      90
     SIG: TAKE FOUR CAPSULES BY MOUTH FOUR (4) TIMES A DAY FOR MULTIPLE  SCLEROSIS PAIN.

PAT3    345678912   01/05    GABAPENTIN 300MG CAP                      11801051407004810      1080 CAP         $29.4840      90
     SIG: TAKE FOUR CAPSULES BY MOUTH EVERY EIGHT (8) HOURS
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 113 and Figure 114).

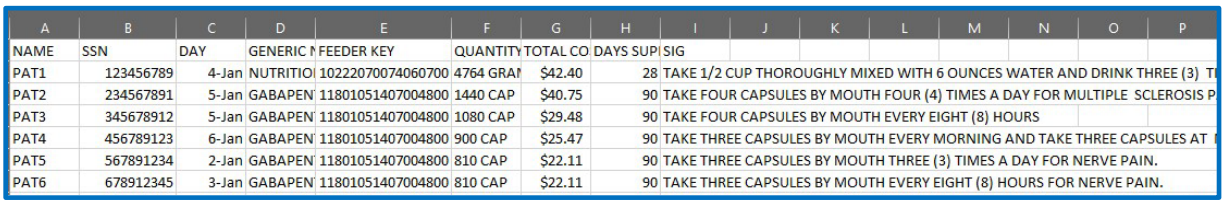
For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 113: Exported Unusual Volume Report (No SIG) - PRE



A	B	C	D	E	F	G	H
NAME	SSN	DAY	GENERIC N	FEEDER KEY	QUANTITY	TOTAL CO	DAYS SUPF
PAT1	123456789	4-Jan	NUTRITIOI	10222070074060700	4764 GRAI	$42.40	28
PAT2	234567891	5-Jan	GABAPEN	11801051407004800	1440 CAP	$40.75	90
PAT3	345678912	5-Jan	GABAPEN	11801051407004800	1080 CAP	$29.48	90
PAT4	456789123	6-Jan	GABAPEN	11801051407004800	900 CAP	$25.47	90
PAT5	567891234	2-Jan	GABAPEN	11801051407004800	810 CAP	$22.11	90
PAT6	678912345	3-Jan	GABAPEN	11801051407004800	810 CAP	$22.11	90

Figure 114: Exported Unusual Volume Report (With SIG) - PRE



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
NAME	SSN	DAY	GENERIC N	FEEDER KEY	QUANTITY	TOTAL CO	DAYS SUP	SIG							
PAT1	123456789	4-Jan	NUTRITIO	10222070074060700	4764 GRAI	$42.40	28	TAKE 1/2 CUP THOROUGHLY MIXED WITH 6 OUNCES WATER AND DRINK THREE (3) TI							
PAT2	234567891	5-Jan	GABAPEN	11801051407004800	1440 CAP	$40.75	90	TAKE FOUR CAPSULES BY MOUTH FOUR (4) TIMES A DAY FOR MULTIPLE SCLEROSIS P							
PAT3	345678912	5-Jan	GABAPEN	11801051407004800	1080 CAP	$29.48	90	TAKE FOUR CAPSULES BY MOUTH EVERY EIGHT (8) HOURS							
PAT4	456789123	6-Jan	GABAPEN	11801051407004800	900 CAP	$25.47	90	TAKE THREE CAPSULES BY MOUTH EVERY MORNING AND TAKE THREE CAPSULES AT I							
PAT5	567891234	2-Jan	GABAPEN	11801051407004800	810 CAP	$22.11	90	TAKE THREE CAPSULES BY MOUTH THREE (3) TIMES A DAY FOR NERVE PAIN.							
PAT6	678912345	3-Jan	GABAPEN	11801051407004800	810 CAP	$22.11	90	TAKE THREE CAPSULES BY MOUTH EVERY EIGHT (8) HOURS FOR NERVE PAIN.							

4.2.3.3.2 IVP Unusual Volume Report

This report prints a listing of unusual volumes that would be generated by the IV Detail (IVP) extract as determined by a user-defined threshold value. It should be run prior to the generation of the actual extract to identify and fix, as necessary, any volumes determined to be erroneous.

Note:

- Users can choose to add the SIG/Order Directions on the second line of this report. SIG/Order Direction information is produced by combining Dosage Ordered and Schedule information. This field assists pharmacists to identify dispensing errors for auditing purposes.

To run a Pharmacy Pre-Extract Unusual Volume Report for the IVP Extract:

Step 1. From the list of report options, select the IVP option, then press <Enter>.

Step 2. Select whether to include SIG/Order Direction information on the report, then press <Enter>.

- At the 'Include SIG/Order Direction on line 2 of report? NO//' prompt, press **<Enter>** to accept 'NO' as the default. To include the information, type **Y** at the prompt, then press **<Enter>**.

Step 3. Select whether to accept or change the default threshold.

- At the 'Would you like to change the threshold? NO//' prompt, press **<Enter>** to accept the default.

Step 4. Type the desired start date for the report, then press <Enter>.

Step 5. Type the desired end date for the report, then press <Enter>.

Step 6. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 7. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 115.

Figure 115: Running the Unusual Volume Report – IVP

```
Choose the report you would like to run.

     Select one of the following:

          1         PRE
          2         IVP
          3         UDP
          4         BCM

Selection: 1// 2  IVP

The default threshold volume for the IV Detail extract is 1000.
Would you like to change the threshold? NO//
Include SIG/Order Direction on line 2 of report? NO//

Enter the date range for which you would like to scan the IV Detail
Extract records.
Starting with Date: 11/04/2016  (NOV 04, 2016)
Ending with Date: 11/04/2016  (NOV 04, 2016)

Do you want the output in exportable format? NO// NO

This report requires 132-column format.
DEVICE: HOME// 0;225;9999  HOME  (CRT)
```

The report generates and lists volumes above the defined threshold that would be included in the IVP extract for the specified date range. The report includes Patient Name, SSN, Day, Generic Name, Feeder Key, Total Doses per Day, and Total Cost (Figure 116 and Figure 117)..

Note:

- The Total Cost column displays 4 decimal places and is calculated by multiplying the Average Drug Cost per Unit by the Total Doses per Day.

Figure 116: Unusual Volume Report (No SIG) – IVP

```
IV Detail Pre-Extract Unusual Volume Report                                                              Page: 1
Start Date: NOV 04, 2016                                                         Report Run Date/Time:  JUL 01, 2020
End Date:   NOV 04, 2016                                                         Threshold Value = 1000

Name      SSN       Day     Generic Name                              Feeder Key          Total Doses          Total Cost
                                                                                            Per Day
----------------------------------------------------------------------------------------------------------------------------

PAT1    123456789   11/04   DEXMEDETOMIDINE HCL 100 MCG/ML 2ML INJ    14377042023014625    2000 MCG            $428.0000
PAT2    234567891   11/04   ACETYLCYSTEINE 200MG/ML INJ SOLN 30ML     17196066220020730    1500 MG              $30.7500
PAT4    345678912   11/04   LEVETIRACETAM 100MG/ML INJ 5ML            18058063323040005    2000 MG              $57.0000
PAT5    456789123   11/04   CYTARABINE  20MG/ML INJ 5ML               26131061703030538    7960 MG             $113.0320
```

Figure 117: Unusual Volume Report (With SIG) - IVP

```
IV Detail Pre-Extract Unusual Volume Report                                                              Page: 1
Start Date: NOV 04, 2016                                                         Report Run Date/Time:  JUN 17, 2020
End Date:   NOV 04, 2016                                                         Threshold Value = 1000

Name      SSN       Day     Generic Name                         |    Feeder Key          Total Doses          Total Cost
                                                                                            Per Day
----------------------------------------------------------------------------------------------------------------------------

PAT1    XXXXXXXXX   11/04   DEXMEDETOMIDINE HCL 100 MCG/ML 2ML INJ    14377042023014625    2000 MCG            $428.0000
     SIG: 400 MCG

PAT2    XXXXXXXXX   11/04   ACETYLCYSTEINE 200MG/ML INJ SOLN 30ML     17196066220020730    1500 MG              $30.7500
     SIG: 500 MG Q8HZ

PAT3    XXXXXXXXX   11/04   LEVETIRACETAM 100MG/ML INJ 5ML            18058063323040005    2000 MG              $57.0000
     SIG: 1000 MG BID
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 115).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 118: Exported Unusual Volume Report (No SIG) - IVP

A	B	C	D	E	F	G
NAME	SSN	DAY	GENERIC NAME	FEEDER KEY	TOTAL DO	TOTAL CO
PAT1	123456789	4-Nov	DEXMEDETOMIDINE HCL 100 MCG/ML	14377042023014600	2000 MCG	$428.00
PAT2	234567891	4-Nov	ACETYLCYSTEINE 200MG/ML INJ SOLN	17196066220020700	1500 MG	$30.75
PAT3	345678912	4-Nov	LEVETIRACETAM 100MG/ML INJ 5ML	18058063323040000	2000 MG	$57.00
PAT4	456789123	4-Nov	CYTARABINE 20MG/ML INJ 5ML	26131061703030500	7960 MG	$113.03
PAT5	567891234	4-Nov	READY TO USE 100ML	00000LCL000010490	1800 ML	$0.00
PAT6	678912345	4-Nov	SODIUM CHLORIDE 0.9% INJ 250ML	451000264780020	1665 ML	$8.82

Figure 119: Exported Unusual Volume Report (With SIG) - IVP

A	B	C	D	E	F	G	H
NAME	SSN	DAY	GENERIC NAME	FEEDER KEY	TOTAL DO	TOTAL CO	SIG
PAT1	123456789	44139	DEXMEDETOMI	14377042023014600	2000 MCG	$428.00	400 MCG
PAT2	234567891	4-Nov	ACETYLCYSTEIN	17196066220020700	1500 MG	$30.75	500 MG Q8HZ
PAT3	345678912	4-Nov	LEVETIRACETAN	18058063323040000	2000 MG	$57.00	1000 MG BID
PAT4	456789123	4-Nov	CYTARABINE 2(	26131061703030500	7960 MG	$113.03	Q12H
PAT5	567891234	4-Nov	READY TO USE :	00000LCL000010490	1800 ML	$0.00	3.375 GM Q4H
PAT6	678912345	4-Nov	SODIUM CHLOR	451000264780020	1665 ML	$8.82	2 GM Q12H

4.2.3.3.3 UDP Unusual Volume Report

This report generates a listing of unusual volumes as defined by a user-specified threshold that would generate in the UDP extract. This listing can be used to identify and correct erroneous pharmacy volumes.

Note:

- Users can choose to add the SIG/Order Directions on the second line of this report. SIG/Order Direction information is produced by combining Prescription Dose, Unit, and Schedule information. This field assists pharmacists to identify dispensing errors for auditing purposes.

To run a Pharmacy Pre-Extract Unusual Volume Report for the UDP Extract:

Step 1. From the list of report options, select the UDP option, then press <Enter>.

Step 2. Select whether to accept or change the default threshold.

- At the 'Would you like to change the threshold? NO//' prompt, press **<Enter>** to accept the default.

Step 3. Select whether to include SIG/Order Direction information on the report, then press <Enter>.

- At the 'Include SIG/Order Direction on line 2 of report? NO//' prompt, press **<Enter>** to accept 'NO' as the default. To include the information, type **Y** at the prompt, then press **<Enter>**.

Step 4. Type the desired start date for the report, then press <Enter>.

Step 5. Type the desired end date for the report, then press <Enter>.

Step 6. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 7. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 120.

Figure 120: Running the Unusual Volume Report – UDP

```
Choose the report you would like to run.

     Select one of the following:

          1         PRE
          2         IVP
          3         UDP
          4         BCM

Selection: 1// 3  UDP

The default threshold volume for the Unit Dose Local extract is 500.
Would you like to change the threshold? NO// YES

Quantity > threshold
Enter the new threshold volume:  (0-100000): 10
Include SIG/Order Direction on line 2 of report? NO//

Enter the date range for which you would like to scan the Unit Dose Local
Extract records.
Starting with Date: 01/01/17  (JAN 01, 2017)
Ending with Date: 01/31/17  (JAN 31, 2017)

Do you want the output in exportable format? NO// NO

This report requires 132-column format.
DEVICE: HOME// 0;225;9999  HOME  (CRT)
```

The report generates and lists volumes above the defined threshold that would be included in the UDP extract for the specified date range. The report includes Patient Name, SSN, Day, Generic Name, Feeder Key, Quantity, and Total Cost (Figure 121). If SIG/Order Directions were selected for inclusion on the report, they would display on the second line for each entry (Figure 122).

Figure 121: Unusual Volume Report (No SIG) - UDP

```
UDP - PREXTRACT no SIG:

Unit Dose Local Pre-Extract Unusual Volume Report                                                        Page: 1
Start Date: JAN 01, 2017                                                       Report Run Date/Time:  JUL 01, 2020
End Date:   JAN 31, 2017                                                       Threshold Value = 10

Name       SSN        Day     Generic Name                         Feeder Key            Quantity            Total Cost
------------------------------------------------------------------------------------------------------------------------

PAT1     123456789   01/05    GABAPENTIN 300MG CAP                 11801051407004810     12 CAP                $0.7368
PAT1     123456789   01/06    GABAPENTIN 300MG CAP                 11801051407004810     12 CAP                $0.7368
PAT1     123456789   01/07    GABAPENTIN 300MG CAP                 11801051407004810     12 CAP                $0.7368
PAT1     123456789   01/08    GABAPENTIN 300MG CAP                 11801051407004810     12 CAP                $0.3276
PAT2     234567891   01/12    TORSEMIDE 20MG TAB                   11933000054007729     12 TAB                $4.4604
PAT2     234567891   01/13    TORSEMIDE 20MG TAB                   11933000054007729     12 TAB                $4.4604
```

Figure 122: Unusual Volume Report (With SIG) - UDP

```
Unit Dose Local Pre-Extract Unusual Volume Report                                                       Page: 1
Start Date: JAN 01, 2017                                                       Report Run Date/Time:  JUL 01, 2020
End Date:   JAN 31, 2017                                                       Threshold Value = 10

Name       SSN       Day     Generic Name                           Feeder Key             Quantity            Total Cost
--------------------------------------------------------------------------------------------------------------------------

PAT1    123456789   01/05    GABAPENTIN 300MG CAP                   11801051407004810       12 CAP               $0.7368
     SIG: 1200 MG TID

PAT1    12345679   01/06    GABAPENTIN 300MG CAP                   11801051407004810       12 CAP               $0.7368
     SIG: 1200 MG TID

PAT1    123456789   01/07    GABAPENTIN 300MG CAP                   11801051407004810       12 CAP               $0.7368
     SIG: 1200 MG TID

PAT1    123456789   01/08    GABAPENTIN 300MG CAP                   11801051407004810       12 CAP               $0.3276
     SIG: 1200 MG TID

PAT2    234567891   01/12    TORSEMIDE 20MG TAB                     11933000054007729       12 TAB               $4.4604
     SIG: 80 MG TID-I

PAT2    234567891   01/13    TORSEMIDE 20MG TAB                     11933000054007729       12 TAB               $4.4604
     SIG: 80 MG TID-I
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 123 and Figure 124).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 123: Exported Unusual Volume Report (No SIG) – UDP

A	B	C	D	E	F	G
NAME	SSN	DAY	GENERIC N	FEEDER KEY	QUANTITY	TOTAL COST
PAT1	123456789	5-Jan	GABAPEN	11801051407004800	12 CAP	$0.74
PAT1	123456789	6-Jan	GABAPEN	11801051407004800	12 CAP	$0.74
PAT1	123456789	7-Jan	GABAPEN	11801051407004800	12 CAP	$0.74
PAT1	123456789	8-Jan	GABAPEN	11801051407004800	12 CAP	$0.33
PAT2	234567891	12-Jan	TORSEMID	11933000054007700	12 TAB	$4.46
PAT2	234567891	13-Jan	TORSEMID	11933000054007700	12 TAB	$4.46

Figure 124: Exported Unusual Volume Report (With SIG) - UDP

A	B	C	D	E	F	G	H
NAME	SSN	DAY	GENERIC N	FEEDER KEY	QUANTITY	TOTAL CO	SIG
PAT1	123456789	5-Jan	GABAPEN	11801051407004800	12 CAP	$0.74	1200 MG TID
PAT1	123456789	6-Jan	GABAPEN	11801051407004800	12 CAP	$0.74	1200 MG TID
PAT1	123456789	7-Jan	GABAPEN	11801051407004800	12 CAP	$0.74	1200 MG TID
PAT1	123456789	8-Jan	GABAPEN	11801051407004800	12 CAP	$0.33	1200 MG TID
PAT2	234567891	12-Jan	TORSEMID	11933000054007700	12 TAB	$4.46	80 MG TID-I
PAT2	234567891	13-Jan	TORSEMID	11933000054007700	12 TAB	$4.46	80 MG TID-I

4.2.3.3.4 BCM Unusual Volume Report

This report prints a listing of unusual component doses generated by the BCM extract determined by a user-defined threshold value. It should be run prior to the generation of the actual extract to identify and fix, as necessary, any quantities determined to be erroneous.

Note:

- The BCM extract contains **both IV and non-IV records**. After selecting BCM from the Pharmacy Pre-Extract Unusual Volume Reports menu options, the system prompts the user to select which records to include on the report (IV or non-IV).

To run a Pharmacy Pre-Extract Unusual Volume Report for the **BCM IV Extract**:

Step 1. From the list of report options, select the BCM option, then press <Enter>.

Step 2. Select 'I' to run the report for IV records, then press <Enter>.

Step 3. Select whether to accept or change the default threshold of 1000.

- At the 'Would you like to change the threshold? NO//YES prompt, enter a new threshold volume; (0-100000): 500

Step 4. To include the Sig/Order Direction information, type Y at the prompt, then press <Enter>.

Note:

- For IV medications, users can choose to add the SIG/Order Directions on the second line of the **IV report**. SIG/Order Direction information is produced by combining Prescription Dose and Schedule information. This field assists pharmacists to identify dispensing errors for auditing purposes.

Step 5. Type the desired start date for the report, then press <Enter>.

Step 6. Type the desired end date for the report, then press <Enter>.

Step 7. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 8. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 125.

Figure 125: Running the Unusual Volume Report – BCM IV

```
Choose the report you would like to run.

     Select one of the following:

          1         PRE
          2         IVP
          3         UDP
          4         BCM

Selection: 1// 4  BCM

     Select one of the following:

          I         IV
          N         NON-IV

Select type of BCM record: IV

The default threshold volume for the BCM-IV Entries extract is 1000.
Would you like to change the threshold? NO// YES

Component Dose Give > Threshold
Enter the new threshold volume:  (0-100000): 500
Include SIG/Order Direction on line 2 of report? NO//

Enter the date range for which you would like to scan the BCM-IV Entries
Extract records.
Starting with Date: 111016  (NOV 10, 2016)
Ending with Date: 111016  (NOV 10, 2016)

Do you want the output in exportable format? NO//

This report requires 132-column format.
DEVICE: HOME// 0;225;9999  HOME  (CRT)
```

The report generates and lists volumes above the defined threshold that would be included in the BCM extract for the specified date range. The report includes Patient Name, SSN, Day, Generic Name, Feeder Key, Component Dose Given, and Total Cost (Figure 126). If SIG/Order Directions were selected for inclusion on the report, they would display on the second line for each entry (Figure 127).

Figure 126: Unusual Volume Report (No SIG)– BCM-IV

```
BCM-IV Entries Pre-Extract Unusual Volume Report                                                   Page: 1
Start Date: NOV 10, 2016                                                Report Run Date/Time:  JUN 10, 2020
End Date:   NOV 10, 2016                                                Threshold Value = 200

Name      SSN        Day     Generic Name                          Feeder Key          Component Dose Given        Total Cost
---------------------------------------------------------------------------------------------------------------------------------


DSS1    123456789   11/10    SODIUM CHLORIDE 0.9% INJ  500ML       00451000264780010      500                      $1.1000
DSS1    123456789   11/10    SODIUM CHLORIDE 0.9% INJ  500ML       00451000264780010      500                      $1.1000
DSS2    234567890   11/10    SODIUM CHLORIDE 0.9% INJ 1000ML       00451000409798309     1000                      $0.4000
DSS3    345678901   11/10    SODIUM CHLORIDE 0.9% INJ 1000ML       00451000409798309     1000                      $0.4000
DSS4    456789012   11/10    DEXTROSE  5% INJ 1000ML               03643000338001704     1000                      $0.6100
DSS5    567890123   11/10    DEXTROSE  5%-NACL 0.45% INJ 1000ML    05402000338008504     1000                      $0.6650
```

Figure 127: Unusual Volume Report (With SIG) – BCM-IV

```
Start Date: NOV 10, 2016                                                Report Run Date/Time:  JUN 17, 2020
End Date:   NOV 10, 2016                                                Threshold Value = 200

Name      SSN        Day     Generic Name                          Feeder Key          Component Dose Given        Total Cost
---------------------------------------------------------------------------------------------------------------------------------

DSS1    123456579   11/10    SODIUM CHLORIDE 0.9% INJ  500ML       00451000264780010      500                      $1.1000
     SIG: N/A

DSS2    123456789   11/10    SODIUM CHLORIDE 0.9% INJ  500ML       00451000264780010      500                      $1.1000
     SIG: 500 ML

DSS2    234567890   11/10    SODIUM CHLORIDE 0.9% INJ 1000ML       00451000409798309     1000                      $0.4000
     SIG: 1000 ML

DSS3    345678901   11/10    SODIUM CHLORIDE 0.9% INJ 1000ML       00451000409798309     1000                      $0.4000
     SIG: 1000 ML

DSS4    456789012   11/10    DEXTROSE  5% INJ 1000ML               03643000338001704     1000                      $0.6100
     SIG: 1000 ML

DSS5    567890123   11/10    DEXTROSE  5%-NACL 0.45% INJ 1000ML    05402000338008504     1000                      $0.6650
     SIG: 1000 ML
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 128 and Figure 129).

Figure 128: Exported Unusual Volume Report (No SIG) – BCM IV

A	B	C	D	E	F	G
NAME	SSN	DAY	GENERIC NAME	FEEDER KEY	COMPONI	TOTAL CO
PAT1	123456789	10-Nov	SODIUM CHLORIDE 0.	451000264780010	500	$1.10
PAT1	123456789	10-Nov	SODIUM CHLORIDE 0.	451000264780010	500	$1.10
PAT2	234567891	10-Nov	SODIUM CHLORIDE 0.	451000409798309	1000	$0.40
PAT3	345678912	10-Nov	SODIUM CHLORIDE 0.	451000409798309	1000	$0.40
PAT4	456789123	10-Nov	DEXTROSE 5% INJ 10	3643000338001700	1000	$0.61
PAT5	567891234	10-Nov	DEXTROSE 5%-NACL	5402000338008500	1000	$0.67
PAT6	678912345	10-Nov	DEXTROSE 5%-NACL	5691000338067100	1000	$0.96

Figure 129: Exported Unusual Volume Report (With SIG) – BCM IV

A	B	C	D	E	F	G	H
NAME	SSN	DAY	GENERIC N	FEEDER KEY	COMPONI	TOTAL CO	SIG
PAT1	123456789	10-Nov	SODIUM C	451000264780010	500	$1.10	N/A
PAT1	123456789	10-Nov	SODIUM C	451000264780010	500	$1.10	500 ML
PAT2	234567891	10-Nov	SODIUM C	451000409798309	1000	$0.40	1000 ML
PAT3	345678912	10-Nov	SODIUM C	451000409798309	1000	$0.40	1000 ML
PAT4	456789123	10-Nov	DEXTROSE	3643000338001700	1000	$0.61	1000 ML
PAT5	567891234	10-Nov	DEXTROSE	5402000338008500	1000	$0.67	1000 ML
PAT6	678912345	10-Nov	DEXTROSE	5691000338067100	1000	$0.96	N/A

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

To run a Pharmacy Pre-Extract Unusual Volume Report for the **BCM Non-IV Extract**:

Note:

- For non-IV medications, users can choose to add the SIG/Order Directions on the second line of the non-IV report. SIG/Order Direction information is produced by combining Prescription Dose, Unit, and Schedule information. This field assists pharmacists when identifying dispensing errors for auditing purposes.

Step 1. From the list of report options, select the BCM option, then press <Enter>.

Step 2. Select whether to run the report for IV or non-IV records, then press <Enter>.

Step 3. Select whether to accept or change the default threshold.

- At the 'Would you like to change the threshold? NO//' prompt, press **<Enter>** to accept the default.

Step 4. Select whether to include SIG/Order Direction information on the report, then press <Enter>.

- At the 'Include SIG/Order Direction on line 2 of report? NO//' prompt, press **<Enter>** to accept 'NO' as the default. To include the information, type **Y** at the prompt, then press **<Enter>**.

Step 5. Type the desired start date for the report, then press <Enter>.

Step 6. Type the desired end date for the report, then press <Enter>.

Step 7. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 8. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 130.

Figure 130: Running the Unusual Volume Report – BCM Non-IV

```
Choose the report you would like to run.

     Select one of the following:

          1         PRE
          2         IVP
          3         UDP
          4         BCM

Selection: 1// 4  BCM

     Select one of the following:

          I         IV
          N         NON-IV

Select type of BCM record: n  NON-IV

The default threshold volume for the BCM-NON IV Entries extract is 5.
Would you like to change the threshold? NO//
Include SIG/Order Direction on line 2 of report? NO// y  YES

Enter the date range for which you would like to scan the BCM-NON IV Entries
Extract records.
Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/31/17  (JAN 31, 2017)

Do you want the output in exportable format? NO//

This report requires 132-column format.
DEVICE: HOME// 0;132;9999  HOME (CRT)
```

The report generates and lists volumes above the defined threshold that would be included in the BCM extract for the specified date range. The report includes Patient Name, SSN, Day, Generic Name, Feeder Key, Component Dose Given, and Total Cost. If SIG/Order Directions were selected for inclusion on the report, they would display on the second line for each entry (Figure 131).

Figure 131: Unusual Volume Report (with SIG) – BCM Non-IV

```
BCM-NON IV Entries Pre-Extract Unusual Volume Report                                                          Page: 1
Start Date: JAN 01, 2017                                                          Report Run Date/Time:  SEP 11, 2017
End Date:   JAN 31, 2017                                                          Threshold Value = 5

Name        SSN      Day     Generic Name                    Feeder Key        Component Dose Given          Total Cost
-------------------------------------------------------------------------------------------------------------------------

DSS1    XXXXXXXXX   01/01   QUETIAPINE FUMARATE 25MG TAB     12750060429041310       6 TAB                   $0.1380
     SIG: 150 MG QHS

DSS1    XXXXXXXXX   01/02   QUETIAPINE FUMARATE 25MG TAB     12750060429041310       6 TAB                   $0.1380
     SIG: 150 MG QHS
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 132).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 132: Exported Unusual Volume Report (With SIG) – BCM Non-IV

A	B	C	D	E	F	G	H
NAME	SSN	DAY	GENERIC NAME	FEEDER KEY	COMPONENT DOSE GIVEN	TOTAL COST	SIG
DSS1	XXXXXXXXX	1-Jan	QUETIAPINE FUMERATE 25MG TAB	12750060429041300	6 TAB	$0.1380	150 MG QHS
DSS1	XXXXXXXXX	2-Jan	QUETIAPINE FUMERATE 25MG TAB	12750060429041300	6 TAB	$0.1380	150 MG QHS

4.2.3.4 IVP/UDP Source Audit Reports

The IVP/UDP Source Audit Reports provide a record count for each division for the specified date range that would generate in either the IVP or UDP extract. The reports extract data from the IVP and UDP intermediate source files IV EXTRACT DATA file (#728.113) and UNIT DOSE EXTRACT DATA file (#728.904).

To run a Pharmacy IVP/UDP Source Audit Report:

Step 1. From the Pharmacy menu, select "IVP/UDP Source Audit Reports", then press <Enter>.

Step 2. Select whether to run the report for IVP or UDP records, then press <Enter>.

Step 3. Select which divisions to use for the report, then press <Enter>.

- The default is set to use all divisions. At the 'Select division:' prompt, press **<Enter>** to accept the default.
- To select a specific division, type the division name or number, then press **<Enter>.**

Step 4. Type the desired start date for the report, then press <Enter>.

Step 5. Type the desired end date for the report, then press <Enter>.

Step 6. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 7. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 133.

Note:

- Output is similar for the IVP and UDP source audit reports. Therefore, only one example is provided in this user's guide. The example provided shows the IVP output.

Figure 133: Running the IVP/UDP Source Audit Report

```
Select Pharmacy Option: 4  IVP/UDP Source Audit Reports

     Select one of the following:

          1         IVP
          2         UDP

Select Source Audit Report: 1  IVP
Select division: ALL//
Enter Report Start Date:  Jun 25, 2018// 3/1/18  (MAR 01, 2018)
Enter Report End Date:  Jun 25, 2018// 3/31/18  (MAR 31, 2018)

Do you want the output in exportable format? NO//
DEVICE: HOME// 0;132;9999  HOME  (CRT)
```

The report generates and lists the record counts for the selected division(s) for the specified date range. The report includes Division, Date, and Record Count (Figure 134).

Figure 134: IVP/UDP Source Audit Report

```
IVP Source Audit Report                                              PAGE: 1

Run Date:   Jun 25, 2018

Start Date: Mar 01, 2018
End Date:   Mar 04, 2018

 Division              Date          Record Count
================================================================================
 552                Mar 01, 2018            345
 552                Mar 02, 2018            353
 552GB              Mar 02, 2018            237
 552                Mar 03, 2018            238
 552                Mar 04, 2018            341
 552GB              Mar 04, 2018            416
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 135).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 135: Exported IVP/UDP Source Audit Report

A	B	C
DIVISION	DATE	RECORD COUNT
552	1/1/2017	106
552	1/2/2017	122
552GB	1/13/2017	2
552	1/14/2017	88
552	1/15/2017	84
552GB	1/15/2017	2

4.2.4 Prosthetic Pre-Extract Unusual Cost Report

This report generates a listing of unusual costs as defined by a user-specified threshold that would generate in the prosthetics (PRO) extract. This listing can be used to identify and correct erroneous prosthetic costs.

To run a Prosthetic Pre-Extract Unusual Cost Report:

Step 1. From the Pre-Extract Audit Reports menu, select "PRO (Prosthetic Pre-Extract Unusual Cost Report", then press <Enter>.

- Information about the report appears.

Step 2. Press <Enter> to continue to the next prompt.

Step 3. Select whether to accept or change the default threshold.

- At the 'Would you like to change the threshold? NO//' prompt, press **<Enter>** to accept the default.

Step 4. Type the desired start date for the report, then press <Enter>.

Step 5. Type the desired end date for the report, then press <Enter>.

Step 6. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 7. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 136.

Figure 136: Running the Prosthetic Pre-Extract Unusual Cost Report

```
Select Pre-Extract Audit Reports option: pro  Prosthetic Pre-Extract Unusual
Cost Report


This report prints a listing of unusual costs that would be
generated by the Prosthetic extract (PRO) as determined by a
user-defined threshold value.  It should be run prior to the
generation of the actual extract(s) to identify and fix, as
necessary, any costs determined to be erroneous.

Unusual costs are those where the Cost of Transaction is
greater than the threshold value.

Note: The threshold can be set after a report is selected.

Run times for this report will vary depending upon the size of
the extract and could take as long as 30 minutes or more to
complete.  This report has no effect on the actual extracts and
can be run as needed.

The report is sorted by Feeder Key, then by descending Cost of
Transaction and SSN.

**NOTE: The feeder key on this report will match what appears in DSS.
However, the feeder key on the report will be different than the feeder
key on the PRO extract.

Type <Enter> to continue or '^' to exit:



The default threshold cost for the Prosthetic extract is $500.00.
Would you like to change the threshold?? NO//

Enter the date range for which you would like to scan the Prosthetic
Extract records.

Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/31/17  (JAN 31, 2017)

Do you want the output in exportable format? NO//

This report requires 132-column format.
DEVICE: HOME// 0;132;9999  HOME  (CRT)
```

The report generates and lists costs above the defined threshold that would be included in the PRO extract for the specified date range. The report includes Patient Name, SSN, Date of Service, Form, PSAS HCPCS Code, Feeder Key, Quantity, Cost of Transaction and Transaction Type (Figure 137).

Figure 137: Prosthetic Pre-Extract Unusual Cost Report

```
Prosthetic Pre-Extract Unusual Cost Report                                                    Page: 1
Start Date: JAN 01, 2017                                        Report Run Date/Time: SEP 11, 2017
End Date: JAN 31, 2017
Threshold Value: 500

                     Date of              PSAS                                      Cost of       Tran
Name        SSN      Service        FORM  HCPCS CODE     Feeder Key    Quantity     Transaction   Type
-----------------------------------------------------------------------------------------------------
DSS1    XXXXXXXXX    01/05/17        14   A4556            A4556NC         1         $1,000.00     I
DSS2    XXXXXXXXX    01/17/17        14   A4556            A4556NC         1         $2,000.00     I
DSS3    XXXXXXXXX    01/09/17        14   A4913            A4913NC        19           $702.00     I
DSS4    XXXXXXXXX    01/09/17        14   A4913            A4913NC        14           $537.00     I
DSS5    XXXXXXXXX    01/31/17         9   E0443            E0443XC        84           $715.00     X

FORM:
1:PSC      2:2421   3:2237          4:2529-3           5:2529-7            6:2472    7:2431          8:2914
9:OTHER   10:2520  11:STOCK ISSUE  12:INVENTORY ISSUE  13:HISTORICAL DATA  14:VISA  15:LAB ISSUE-3  16:DALC

TRAN TYPE:
I:INITIAL ISSUE         R:REPLACE          S:SPARE          X:REPAIR          5:RENTAL
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 138).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 138: Exported Prosthetic Pre-Extract Unusual Cost Report

A	B	C	D	E	F	G	H	I	J	K
NAME	SSN	DATE OF SERVICE	FORM	FORM DESCRIPTION	PSAS HCPCS CODE	FEEDER KEY	QUANTITY	COST OF TRANSACTION	TRANSAC TION TYPE	TRAN TYPE DESC
DSS1	XXXXXXXXX	1/5/2017	14	VISA	A4556	A4556NC	1	$1,000.00	I	INITIAL ISSUE
DSS2	XXXXXXXXX	1/17/2017	14	VISA	A4556	A4556NC	1	$2,000.00	I	INITIAL ISSUE
DSS3	XXXXXXXXX	1/9/2017	14	VISA	A4913	A4913NC	19	$702.00	I	INITIAL ISSUE
DSS4	XXXXXXXXX	1/9/2017	14	VISA	A4913	A4913NC	14	$537.00	I	INITIAL ISSUE
DSS5	XXXXXXXXX	1/31/2017	9	OTHER	E0443	E0443XC	84	$715.00	X	REPAIR

4.2.5 Surgery

Selecting the Surgery option from the Pre-Extract Audit Reports menu displays a list of three options for surgery reports (Figure 139). The sub-sections that follow describe the functionality of each option.

Figure 139: Surgery Menu Options

```
Select Pre-Extract Audit Reports Option: SUR  Surgery


   1      Surgery Pre-Extract Volume Report
   2      Surgery Pre-Extract Unusual Volume Report
   3      Surgery Pre-Extract Observation Report

Select Surgery Option:
```

4.2.5.1 Surgery Pre-Extract Volume Report

This menu option generates a report listing all surgical cases appearing on the Surgery extract for transmission to the AITC for review.

To run the Surgery Pre-Extract Volume Report:

Step 1. From the Surgery menu, select "Surgery Pre-Extract Volume Report", then press <Enter>.

Step 2. Type the desired start date for the report, then press <Enter>.

Step 3. Type the desired end date for the report, then press <Enter>.

Step 4. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 5. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 140.

Figure 140: Running the Surgery Pre-Extract Volume Report

```
Select Surgery Option: 1  Surgery Pre-Extract Volume Report

Enter the date range for which you would like to scan the
Surgery Extract records.

Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/15/17  (JAN 15, 2017)

Do you want the output in exportable format? NO//

This report requires 132-column format.
DEVICE: HOME// 0;132;9999  HOME (CRT)
```

The report generates and lists information for Surgery extract records for the specified date range. The report includes Patient Name, SSN, Day, Case Number, Encounter Number, Patient Holding Time, Anesthesia Time, Patient Time, Operation Time, PACU Time, OR Clean Time, Cancel/Abort, and Principal Procedure (Figure 141).

Figure 141: Surgery Pre-Extract Volume Report

```
 Surgery Pre-Extract Volume Report                                                                          Page: 1
 Start Date: JAN 01, 2017                                                              Report Run Date/Time: SEP 11, 2017
   End Date: JAN 31, 2017

                         Case    Encounter      Pt Holding Anesthesia Patient   Operation PACU       OR Clean  Canc/      Principal
 Name     SSN       Day  Number    Number          Time       Time      Time       Time   Time         Time    Abort      Procedure
 -----------------------------------------------------------------------------------------------------------------------------------

DSS1 XXXXXXXXX 01/26/17 119416 xxxxxxxxx17026430  31.0       19.0       5.0          4    5.0       NO TIMES           TURP
DSS2 XXXXXXXXX 01/23/17 120480 xxxxxxxxx17023429  26.0       17.0      15.0         12    5.0       NO TIMES           LEFT ACHILLES R
DSS3 XXXXXXXXX 01/09/17 120234 xxxxxxxxx170109I   23.0       21.0       1.0         12    NO TIMES  NO TIMES           RIGHT GROIN EXP
DSS4 XXXXXXXXX 01/06/17 120222 xxxxxxxxx17006429  17.0       15.0       7.0          4    4.0       NO TIMES           LEFT DISTAL RAD
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 142).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 142: Exported Surgery Pre-Extract Volume Report

A	B	C	D	E	F	G	H	I	J	K	L	M
NAME	SSN	DAY	CASE#	ENCOUNTER #	PT HOLDING TIME	ANESTHESIA TIME	PATIENT TIME	OPERATION TIME	PACU TIME	OR CLEAN TIME	CANC/ ABORT	PRINCIPAL PROCEDURE
DSS1	XXXXXXXXX	1/26/2017	119416	12345678917026400	31.0	19.0	5.0	4	5.0	NO TIMES		TURP
DSS2	XXXXXXXXX	1/23/2017	120480	12345678917026500	26.0	17.0	15.0	12	5.0	NO TIMES		LEFT ACHILLES R
DSS3	XXXXXXXXX	1/9/2017	120234	12345678917026900	23.0	21.0	1.0	12	NO TIMES	NO TIMES		RIGHT GROIN EXP
DSS4	XXXXXXXXX	1/6/2017	120222	12345678917026800	17.0	15.0	7.0	4	4.0	NO TIMES		LEFT DISTAL RAD

4.2.5.2 Surgery Pre-Extract Unusual Volume Report

The Surgery Extract Unusual Volume Report generates a listing of unusual time duration volumes for surgery cases as defined by a user-specified threshold that would generate in the surgery extract. This listing can be used to identify and correct erroneous surgery time volumes.

Notes:

- The default threshold for this report is 25 which equates to six (6) hours.
- The unusual volumes captured are defined by the Operation Time, Patient Time, Anesthesia Time, Recovery Room Time, OR Clean Time and Patient Holding Time fields.

To run the Surgery Pre-Extract Unusual Volume Report:

Step 1. From the Surgery menu, select "Surgery Pre-Extract Unusual Volume Report", then press <Enter>.

- Information about the report appears.

Step 2. Press <Enter> to continue to the next prompt.

Step 3. Select whether to accept or change the default threshold.

- At the 'Would you like to change the threshold? NO//' prompt, press **<Enter>** to accept the default.

Step 4. Type the desired start date for the report, then press <Enter>.

Step 5. Type the desired end date for the report, then press <Enter>.

Step 6. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 7. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 143.

Figure 143: Running the Surgery Pre-Extract Unusual Volume Report

```
Select Surgery Option: 2  Surgery Pre-Extract Unusual Volume Report

This report prints a listing of unusual volumes that would be
generated by the Surgery extract (SUR) as determined by a
user-defined threshold value.  It should be run prior to the
generation of the actual extract(s) to identify and fix, as
necessary, any volumes determined to be erroneous.

Unusual volumes are those where either the Operation Time,
Patient Time, Anesthesia Time, Recovery Room Time, OR Clean Time
or Pt Holding Time field is greater than the threshold value.

Note: The threshold can be set after a report is selected.

Run times for this report will vary depending upon the size of
the extract and could take as long as 30 minutes or more to
complete.  This report has no effect on the actual extracts and
can be run as needed.

The report is sorted by descending Volume and Case Number.

Type <Enter> to continue or '^' to exit:

The default threshold volume for the Surgery extract is 25.
The default threshold volume (25) equates to 6 hours.
Would you like to change the threshold?? NO// y  YES

Volume > threshold
Enter the new threshold volume:  (0-99): 5

Enter the date range for which you would like to scan the
Surgery Extract records.

Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/15/17  (JAN 15, 2017)

Do you want the output in exportable format? NO//

This report requires 132-column format.
DEVICE: HOME// 0;132;9999  HOME  (CRT)
```

The report generates and lists information for Surgery extract records for the specified date range. The report includes Patient Name, SSN, Day, Case Number, Encounter Number, Patient Holding Time, Anesthesia Time, Patient Time, Operation Time, PACU Time, OR Clean Time, Cancel/Abort, and Principal Procedure (Figure 144).

Figure 144: Surgery Pre-Extract Unusual Volume Report

```
Surgery Pre-Extract Unusual Volume Report                                                    Page: 1
Start Date: MAR 01, 2018                                                  Report Run Date/Time: JUN 25, 2018
  End Date: MAR 10, 2018                                                       Threshold Value: 10

                        Case      Encounter     Pt Holding Anesthesia Patient   Operation PACU      OR Clean  Canc/     Principal
Name    SSN      Day    Number      Number       Time       Time       Time       Time   Time        Time   Abort     Procedure
-------------------------------------------------------------------------------------------------------------------------------

TEST 000001234 03/08/18 125678 XXXXXXXXX18067430 NO BEG TM      9.0       7.0         5   11.0      NO TIMES        RIGHT ROBOTIC P
PATF 000987654 03/07/18 123456 XXXXXXXXX180306I      5.0      18.0      14.0        11   NO TIMES  NO TIMES        LAPAROSCOPIC BI
PATO 666001234 03/07/18 124567 XXXXXXXXX18066429     2.0    NO END TM   12.0         9    5.0      NO TIMES        CABG X2
PATT 123456789 03/09/18 126789 XXXXXXXXX18068429     5.0      18.0      17.0        15    5.0      NO TIMES        LEFT CARTILAGE
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 145).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 145: Exported Surgery Pre-Extract Unusual Volume Report

A	B	C	D	E	F	G	H	I	J	K	L	M
NAME	SSN	DAY	CASE #	ENCOUNTER #	PT HOLDING TIME	ANESTHESIA TIME	PATIENT TIME	OPERATION TIME	PACU TIME	OR CLEAN TIME	CANC/ABORT	PRINCIPAL PROCEDURE
PAT1	XXXXXXXXX	3/5/2014	73319	XXXXXXXXX140304I	1.0	9.0	8.0	7.0	9.0	NO TIMES		ILEOCECECTOMY WITH ANASTOMOSIS
PAT2	XXXXXXXXX	3/3/2014	73064	XXXXXXXXX140303I	4.0	13.0	9.0	7.0	9.0	NO TIMES		LEFT FEMORAL ANGIOGRAM
PAT3	XXXXXXXXX	3/7/2014	73353	XXXXXXXXX14064291	2.0	10.0	9.0	7.0	8.0	NO TIMES		GASTROJEJUNOSTOMY
PAT4	XXXXXXXXX	3/3/2014	73306	XXXXXXXXX140227I	NO BEG TM	10.0	9.0	7.0	8.0	NO TIMES		PARTIAL LEFT COLECTOMY WITH END COLOSTOMY (HARTMANN'S PROCEDURE)
PAT5	XXXXXXXXX	3/3/2014	72909	XXXXXXXXX140303I	3.0	7.0	5.0	3.0	8.0	NO TIMES		LEFT TOTAL KNEE ARTHROPLASTY

4.2.5.3 Surgery Pre-Extract Observation Report

This report prints a listing of patients who had surgery while in observation status. As a pre-extract report, it should be run prior to the generation of the surgery extract to identify and fix as necessary any record determined to be erroneous. This report has no effect on the actual extracts and can be run as needed.

To run the Surgery Pre-Extract Observation Report:

Step 1. From the Surgery menu, select "Surgery Pre-Extract Observation Report", then press <Enter>.

Step 2. Type the desired start date for the report, then press <Enter>.

Step 3. Type the desired end date for the report, then press <Enter>.

Step 4. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 5. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 146.

Figure 146: Running the Surgery Pre-Extract Observation Report

```
Select Surgery <TEST ACCOUNT> Option: 3  Surgery Pre-Extract Observation Report


This report prints a listing of patients who had surgery while in observation
status.  As a pre-extract report, it should be run prior to the generation of
the surgery extract to identify and fix as necessary any record determined to be
erroneous.  This report has no effect on the actual extracts and can be run as
needed.

The report is sorted by Observation Admission Date.

Type <Enter> to continue or '^' to exit:

Starting with Date: 04/01/2020  (APR 01, 2020)
Ending with Date: 04/30/2020  (APR 30, 2020)

Do you want the output in exportable format? NO//

This report requires 132-column format.
DEVICE: HOME// 0;225;9999  UCX/TELNET
```

The report generates and lists information for Surgery Observation extract records for the specified date range. The report includes Patient Name, Principal Procedure, SSN, Observation Admission, Observation Treating Specialty, Observation Admit Entered By, Date/Time Patient in Holding Area, Date/Time Patient in OR, and Surgical Case No. in Figure 147.

Figure 147: Surgery Pre-Extract Observation Report

```
Surgery Pre-Extract Observation Report                                                                                  Page: 1
Start Date: OCT 01, 2020                                                                     Report Run Date/Time: NOV 08, 2020 15:26
End Date:   OCT 31, 2020

Name: PATIENT,ONE                                    Principal Procedure: LEFT KNEE PURPLE

                    OBSERVATION         OBS TS      OBSERVATION          DATE/TIME PATIENT     DATE/TIME PATIENT     SURGICAL
    SSN              ADMISSION          CODE     ADMIT ENTERED BY        IN HOLDING AREA          IN  OR             CASE No.
-----------    ------------------      ------   ------------------    ------------------    ------------------    ---------
123-45-6789    Oct 21, 2020@15:20        1J     CLERK,KENT              Oct 21, 2020@17:10    Oct 21, 2020@17:20    12321

Name: PATIENT,FIVE                                   Principal Procedure: LEFTHAND INDEX FINGER INFECTED

                    OBSERVATION         OBS TS      OBSERVATION          DATE/TIME PATIENT     DATE/TIME PATIENT     SURGICAL
    SSN              ADMISSION          CODE     ADMIT ENTERED BY        IN HOLDING AREA          IN  OR             CASE No.
-----------    ------------------      ------   ------------------    ------------------    ------------------    ---------
987-65-4321    Oct 21, 2020@16:40        65     CLERK,LEWIS N           Oct 21, 2020@17:50    Oct 21, 2020@17:55    12345


Observation                 18 Neurology Observation          24 Medical Observation              41 Rehab Medicine Observation
Treating Specialties        65 Surgical Observation           94 Psychiatric Observation          1J ED Observation
```

The full description of the principal procedure is displayed in the data when the report format is exportable.

The data that are exported can subsequently be imported into a tool (e.g. Microsoft Excel) for further manipulation and analysis (Figure 148).

Figure 148: Exported Surgery Pre-Extract Observation Report

NAME	SSN	OBS ADM DATE/TIME	OBS TREATING SPECIALTY	OBS ENTERED BY	DATE/TIME IN HOLD AREA	DATE/TIME IN OR	CASE#	PRINCIPAL PROCEDURE
PATIENT,ONE	123-45-6780	Oct 21, 2020@15:20	ED OBSERVATION	CLERK,KENT	Oct 21, 2020@17:10	Oct 21, 2020@17:20	12321	LEFT KNEE PURPLE
PATIENT,FIVE	987-65-4321	Oct 21, 2020@16:40	SURGICAL OBSERVATION	CLERK,LEWIS N	Oct 21, 2020@17:50	Oct 21, 2020@17:55	12345	LEFTHAND INDEX FINGER INFECTED

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

4.3 Package Extracts

The Package Extracts option enables users with ECXMGR access to run an extract for a selected package. Additionally, ECXMGR users can reschedule an extract to run, rerun an extract that was previously run, or cancel an extract that is currently running.

Notes:

- Use caution when rerunning an extract; running multiple extracts simultaneously can be resource intensive.
- The DSS application automatically removes tildes (~) from extract data prior to transmitting. The tilde character is used as an end-of-record indicator at the AITC, so tildes within a record could cause unexpected results.

For detailed information regarding extract record layouts, refer to the current DSS FY21 Data Definitions Document available on the VDL.

When the Package Extracts option is selected from the Extract Manager's menu, a list of individual package extracts displays (Figure 149).

Figure 149: Package Extracts Options

```
Select Package Extracts Option:

   ADM    Admissions Extract
   BCM    BCMA Extract
   LBB    Blood Bank Extract
   CLI    Clinic Visit Extract
   ECS    Event Capture Extract
   IVP    IV Extract
   LAB    Lab Extract
   PRE    Prescription Extract
   PRO    Prosthetics Extract
   RAD    Radiology Extract
   SUR    Surgery Extract
   MOV    Transfer and Discharge Extract
   TRT    Treating Specialty Change Extract
   UDP    Unit Dose Extract
          Fiscal Year Logic - DSS Testing Only


Select Package Extracts Option:
```

To run a package extract:

Step 1. From the Package Extracts menu, select the desired extract.
Step 2. Enter a Starting Date for the selected extract.
Step 3. Enter an Ending Date for the selected extract.
Step 4. Enter the requested start time.

- Press **<Enter>** to accept 'NOW' as the default time.
- The request is queued. Depending on the size of the selected extract, it may take a few minutes to a few hours to complete.
- When the extract process has completed, a confirmation message is sent to the user's MailMan account.

The following example (Figure 150) shows sample output when running the Admissions (ADM) extract. Output is similar for every extract.

Figure 150: Running a Package Extract

```
Select Package Extracts Option: ADM  Admissions Extract

Extract Admission Information for DSS

Starting with Date: 4/1/17  (APR 01, 2017)
Ending with Date: 4/30/17  (APR 30, 2017)

Requested Start Time: NOW//  (MAY 12, 2017@122:02:16)

Request queued as Task #5467
```

4.3.1 Admissions Extract (ADM)

This option allows users to extract patient admissions data for a selected date range. This data is stored in the ADMISSION EXTRACT file (#727.802) until it is transmitted to the AITC.

The mail group for this extract is DSS-ADMS. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.2 BCMA Extract (BCM)

This option allows users to extract BCMA data for a selected date range. The medication administration data in the BCMA extract is retrieved from the BCMA MEDICATION LOG file (#53.79) and excludes records that are already included in the UDP extract or the IVP extract. This data is stored in the BCMA EXTRACT file (#727.833) until it is transmitted to the AITC.

The mail group for this extract is DSS-BCM. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.3 Blood Bank Extract (LBB)

This option allows users to extract Blood Bank data for a selected date range. This data is stored in the BLOOD BANK EXTRACT file (#727.829) until the data is transmitted to the AITC. This extract enables MCA staff to view and manage the true economic costs of blood product usage by the VHA.

The mail group for this extract is DSS-LBB. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.4 Clinic Extract (CLI)

This option allows users to extract the clinic visit data for a selected date range. This data is stored in the CLINIC EXTRACT file (#727.827) until it is transmitted to the AITC.

The following records are excluded from the Clinic extract:

- Non-Count Clinics are excluded unless specifically assigned to a DSS Action Code other than 6.
- Cancelled clinic appointments are excluded.
- Clinics with an ACTION TO SEND code of 6 in the CLINICS AND STOP CODES file (#728.44) are also excluded.

The mail group for this extract is DSS-SCX. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.5 Event Capture Extract (ECS)

This option allows users to extract the Event Capture data for a selected date range. The ECS data is retrieved from the EVENT CAPTURE PATIENT file (#721). Once extracted, the data is stored in the EVENT CAPTURE LOCAL EXTRACT file (#727.815) until transmitted to the AITC.

The mail group for this extract is DSS-EC. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.6 IV Extract (IVP)

This option allows users to extract the Pharmacy IV data for a selected date range. The data is retrieved from the IV EXTRACT DATA file (#728.113). Once extracted, the data is stored in the IV DETAIL EXTRACT file (#727.819) until it is transmitted to the AITC.

The mail group for this extract is DSS-IV. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.7 Lab Extract (LAB)

This option allows users to extract the Laboratory data including inpatient, outpatient, referrals and research tests for a selected date range. The data is retrieved from the PATIENT file (#2) or the REFERRAL PATIENT file (#67). The identifying number is the SSN for in-house patients or a selected non-SSN ID constant for referrals and research. This data is stored in the LABORATORY EXTRACT file (#727.813) until it is transmitted to the AITC.

The mail group for this extract is DSS-LAB. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.8 Prescription Extract (PRE)

This option extracts the Prescription (pharmacy outpatient) data for a selected date range. This data is stored in the PRESCRIPTION EXTRACT file (#727.81) until it is transmitted to the AITC.

The mail group for this extract is DSS-PRES. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.9 Prosthetics Extract (PRO)

This option allows users to extract the Prosthetics data for a selected date range. The data is stored in the PROSTHETICS EXTRACT file (#727.826) until transmitted to the AITC.

The following information is required to extract a Prosthetics record:

- Station
- Requesting Station
- Patient Name (in Prosthetics)
- SSN
- Receiving Station
- Name (in PATIENT file [#2])
- Type of Transaction
- Delivery Date
- Source
- HCPS

For any Prosthetics records that could not be extracted, the user will receive a Prosthetics DSS exception message indicating the record's IEN in the RECORD OF PROS APPLIANCE/REPAIR file (#660) and the missing critical information. The exception message of the records identified should be reviewed to determine necessary corrections. Once corrected, the extract should be regenerated to ensure the proper DSS credit is received.

When extracting data for a specific division, only a primary division can be selected. The primary division is defined in the PROSTHETICS SITE PARAMETERS file (#669.9) and the NEW PERSON file (#200).

The mail group for this extract is DSS-PRO. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.10 Radiology Extract (RAD)

This option allows users to extract the Radiology data for a selected date range. This data is stored in the RADIOLOGY EXTRACT file (#727.814) until it is transmitted to the AITC.

The mail group for this extract is DSS-RAD. The purpose of this mail group is to receive messages when extract is complete and the data is transmitted to the AITC.

4.3.11 Surgery Extract (SUR)

This option allows users to extract the Surgery data for a selected date range. This data is stored in the SURGERY EXTRACT file (#727.811) until it is transmitted to the AITC. Secondary procedures and prostheses are also extracted.

The mail group for this extract is DSS-SURG. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.12 Transfer and Discharge Extract (MOV)

This option allows users to extract all Patient Movement (transfers and discharge) data for the selected date range. This data is stored in the PHYSICAL MOVEMENT EXTRACT file (#727.808) until it is transmitted to the AITC.

The mail group for this extract is DSS-MOVS. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.13 Treating Specialty Change Extract (TRT)

This option extracts Treating Specialty Change data for a selected date range. This data is stored in the TREATING SPECIALTY CHANGE EXTRACT file (#727.817) until it is transmitted to the AITC.

The mail group for this extract is DSS-TREAT. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.14 Unit Dose Extract (UDP)

This option extracts all Unit Dose Orders for the selected date range. Data is extracted from the UNIT DOSE EXTRACT DATA file (#728.904), which is populated by the Inpatient Medications package when a pick list is filed. This data is stored in the UNIT DOSE LOCAL EXTRACT file (#727.809) until it is transmitted to the AITC.

The mail group for this extract is DSS-UD. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.15 Fiscal Year Logic – DSS Testing Only

The Fiscal Year Logic - DSS Testing Only option allows users to select a fiscal year that may not have the DSS logic implemented for that year.

Note:

- Users must have the ECX DSS TEST security key assigned to view future fiscal years.

Figure 151 shows sample output when running the Fiscal Year Logic option.

Figure 151: Running the Fiscal Year Logic Option

```
*****************************************************************
*                                                               *
* Use this option with caution since it will allow you to       *
* run any supported DSS extract using specific fiscal year      *
* logic.  By running this option you may negatively impact      *
* your extract data.                                            *
*                                                               *
* DO NOT USE this option unless you are an official test site   *
* for the DSS Fiscal Year Conversion.                           *
*---------------------------------------------------------------*
*                                                               *
* Note that this option does not update the last date used for  *
* the given extraction.  It also does not verify that the time  *
* frame selected is after the last date used for the extract.   *
*                                                               *
*****************************************************************


Type <Enter> to continue or '^' to exit:


Select DSS Extract to queue: ADMISSIONS  (ADM)
Starting with Date: 030116  (MAR 01, 2016)
Ending with Date: 3/31/2016//   (MAR 31, 2016)

     Select one of the following:

          2020      Fiscal Year 2020
          2021      Fiscal Year 2021

Select fiscal year logic to use for extract: 2021  Fiscal Year 2021

WARNING: Logic has not been released for this year.  Do not use unless directed
by MCAO.  Do you want to continue? YES//
```

4.4 SAS Extract Audit Reports

The SAS Extracts Audit Reports menu provides the audit reports for extracts which have additional records created by the SAS programs at the AITC (Figure 152). The following sub-sections contain a brief description followed by sample output for each SAS Extract Audit Report option. To execute any of the SAS Extract Audit Reports options, select SAS Extract Audit Reports from the Extract Manager's Options, then enter the DSS extract log number and a printer device.

For additional information regarding record layouts for extracted fields, refer to the DSS FY21 Data Definitions Document.

Figure 152: SAS Extract Audit Reports Menu Options

```
Select Extract Manager's Options Option: s  SAS Extract Audit Reports


   PRE   SAS Prescription Audit Report
   RAD   SAS Radiology Audit Report
   SUR   SAS Surgery Audit Report

Select SAS Extract Audit Reports Option:
```

4.4.1 SAS Prescription Audit Report

This option emulates the SAS routine at the AITC which creates new records from the Prescription (pharmacy outpatient) extract. With this option, users may print a summary report for all records sorted by Feeder Location and Feeder Key.

Refer to Appendix C: Feeder Key Encoding.

To run the SAS Prescription Audit Report:

Step 1. From the SAS Extract Audit Reports menu, select "SAS Prescription Audit Report", then press <Enter>.

Step 2. Enter the desired DSS extract log record number for the completed Prescription extract.

- Typing **??** at the prompt will list any available extract log numbers that can be used.
- Once selected, information about the selected extract will appear including the start and end dates and the number of records in the extract.

Step 3. Select whether to produce exportable output or to print to a selected device.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default

Step 4. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 153.

Figure 153: Running the SAS Prescription Audit Report

```
Select SAS Extract Audit Reports Option: pre  SAS Prescription Audit Report


Prescription Extract SAS Report


Select DSS EXTRACT LOG RECORD NUMBER: ??

   Choose from:
   5292        01-07-17     Prescription
   5306        02-02-17     Prescription
   5324        03-01-17     Prescription
   5342        04-04-17     Prescription
   5357        07-03-17     Prescription
   5368        07-05-17     Prescription
   5387        07-25-17     Prescription
   5389        07-28-17     Prescription
   5405        08-11-17     Prescription

Select DSS EXTRACT LOG RECORD NUMBER: 5405       08-11-17     Prescription

     Extract:      Prescription #5405

     Start date:   MAR 01, 2017
     End date:     MAR 31, 2017
     # of Records: 188520

Do you want the output in exportable format? NO//

DEVICE: HOME// 0;132;9999  HOME (CRT)
```

The report generates for the selected extract and includes the Feeder Location, Feeder Key, and Quantity of records created (Figure 154).

Figure 154: SAS Prescription (PRE) Audit Report

```
SAS Audit Report for Prescription (PRE) Extract
DSS Extract Log #:    4348
Date Range of Audit:  DEC 01, 2015 to DEC 31, 2015
Report Run Date/Time: JUN 03, 2016@10:42
Division/Site:        DAYTON (1)                              Page: 1

Feeder Location                        Feeder Key             Quantity
-------------------------------------------------------------------------------

   CMOPDIS1                            CMOPDISP               41949

   CMOPDSU1                            10002000168035755        510
                                       10140054629001162       6250
                                       10222070074060750     343008
                                       10252000003183910       1500
                                       10254000003175507          1
                                       10256008380007300          2
                                       10257008380007299          4
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 155).

For guidance on capturing exported data, into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 155: Exported SAS Prescription Audit Report

A	B	C	D	E
EXTRACT LOG #	DIVISION/SITE	FEEDER LOCATION	FEEDER KEY	QUANTITY
4348	DAYTON(1)	CMOPDIS1	CMOPDISP	41949
4348	DAYTON(1)	CMOPDSU1	10002000168035700	510
4348	DAYTON(1)	CMOPDSU1	10140054629001100	6250
4348	DAYTON(1)	CMOPDSU1	10222070074060700	343008
4348	DAYTON(1)	CMOPDSU1	10252000003183900	1500

4.4.2 SAS Radiology Audit Report

This option emulates the SAS routine at the AITC which creates new records from the Radiology extract. This option generates a summary report for all records sorted by Feeder Location and Feeder Key. Bilateral modifiers will increase volumes.

Refer to Appendix C: Feeder Key Encoding.

To run the SAS Radiology Audit Report:

Step 1. From the SAS Extract Audit Reports menu, select "SAS Radiology Audit Report", then press <Enter>.

Step 2. Enter the desired DSS extract log record number for the completed Radiology extract.

Note:

- Typing **??** at the prompt and then pressing <**Enter**> will list any available extract log numbers that can be used.
- Once selected, information about the selected extract will appear including the start and end dates and the number of records in the extract.

Step 3. Select whether to produce exportable output or to print to a selected device.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 4. Select the device output format, then press <Enter>.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 156.

Figure 156: Running the SAS Radiology Audit Report

```
Select SAS Extract Audit Reports  Option: rad  SAS Radiology Audit Report


Radiology Extract SAS Report


Select DSS EXTRACT LOG RECORD NUMBER: ??

   Choose from:

   5338        04-04-17     Radiology
   5362        07-03-17     Radiology
   5380        07-10-17     Radiology
   5402        07-28-17     Radiology
   5412        08-11-17     Radiology

Select DSS EXTRACT LOG RECORD NUMBER: 5338       04-04-17     Radiology

     Extract:      Radiology #5338

     Start date:   MAR 01, 2017
     End date:     MAR 31, 2017
     # of Records: 12114

Do you want the output in exportable format? NO//


DEVICE: HOME// 0;132;9999  HOME (CRT)
```

The report generates for the selected extract and includes the Feeder Location, Feeder Key, and Quantity of records created (Figure 157).

Figure 157: SAS Radiology Audit Report

```
SAS Audit Report for Radiology (RAD) Extract
DSS Extract Log #:    4350
Date Range of Audit:  DEC 01, 2015 to DEC 31, 2015
Report Run Date/Time: JUN 03, 2016@11:46
Division/Site:        DAYTON (552)                                  Page: 20

Feeder Location                          Feeder Key                  Quantity
-------------------------------------------------------------------------------

   552-6                                   7694201                      11
   552-6                                   7700101                       7
   552-6                                   7700201                       2
   552-6                                   7700301                       2
   552-6                                   9914901                      11
   552-6                                   644950150                     1
   552-6                                   G026901                       3
                                          ----------------------------------
Total for Feeder Location 552-ANGIO/NEURO/INTERV (552-6):              482

Grand Total for Division 552:                                         6478
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 158).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 158: Exported SAS Radiology Audit Report

A	B	C	D	E
EXTRACT LOG #	DIVISION/SITE	FEEDER LOCATION	FEEDER KEY	QUANTITY
4350	DAYTON(552)	552-1 (GENERAL RADIOLOGY)	888888	237
4350	DAYTON(552)	552-1 (GENERAL RADIOLOGY)	999999	26
		Total for Feeder Location 552-GENERAL RADIOLOGY (552-1)		3255
4350	DAYTON(552)	552-2 (NUCLEAR MEDICINE)	7708001	38
4350	DAYTON(552)	552-2 (NUCLEAR MEDICINE)	7708101	1
		Total for Feeder Location 552-NUCLEAR MEDICINE (552-2)		1099
4350	DAYTON(552)	552-6 (ANGIO/NEURO/INTERV)	644950150	1
4350	DAYTON(552)	552-6 (ANGIO/NEURO/INTERV)	G026901	3
		Total for Feeder Location 552-ANGIO/NEURO/INTERV (552-6)		482
		Grand Total for Division 552		6478

4.4.3 SAS Surgery Audit Report

This option emulates the SAS routine at the AITC which creates new records from the Surgery extract. Users may print a summary report for all records sorted by Feeder Location and Feeder Key.

Refer to Appendix C: Feeder Key Encoding.

To run the SAS Surgery Audit Report:

Step 1. From the SAS Extract Audit Reports menu, select "SAS Surgery Audit Report", then press <Enter>.

Step 2. Enter the desired DSS extract log record number for the completed Surgery extract.

Note:

- Typing **??** at the prompt and then pressing **<Enter>** will list any available extract log numbers that can be used.
- Once selected, information about the selected extract will appear including the start and end dates and the number of records in the extract.

Step 3. Select whether to produce exportable output or to print to a selected device.

- At the 'Do you want the output in exportable format? NO//' prompt, press < **Enter** > to accept 'NO' as the default.

Step 4. Select the device output format, then press <Enter>.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.
- The output prints according to the user-selected print device.
- The audit printed report includes the Feeder Location, Feeder Key, and Quantity of records created.

The enumerated steps described above display on the screen as shown in Figure 159.

Figure 159: Running the SAS Surgery Audit Report

```
Select SAS Extract Audit Reports Option: sur  SAS Surgery Audit Report


Surgery Extract SAS Report


Select DSS EXTRACT LOG RECORD NUMBER: ??

   Choose from:
   5363        07-03-17     Surgery
   5377        07-10-17     Surgery
   5399        07-28-17     Surgery
   5417        08-11-17     Surgery

Select DSS EXTRACT LOG RECORD NUMBER: 5363       07-03-17     Surgery

     Extract:      Surgery #5363

     Start date:   MAR 01, 2017
     End date:     MAR 31, 2017
     # of Records: 1342


Do you want the output in exportable format? NO//

DEVICE: HOME// 0;132;9999  HOME (CRT)
```

The report generates for the selected extract and includes the Feeder Location, Feeder Location Name, Feeder Key, and Quantity of records created (Figure 160).

Figure 160: SAS Surgery Audit Report

```
SAS Audit Report for Surgery (SUR) Extract
DSS Extract Log #:    4354
Date Range of Audit:  DEC 01, 2015 to DEC 31, 2015
Report Run Date/Time: JUN 03, 2016@13:59
Division/Site:        DAYTON (552)                                  Page: 1

Feeder      Feeder Location
Location    Name                                 Feeder Key          Quantity
-------------------------------------------------------------------------------

552C321     NON-OR                               NON-30                38

552C321A    NON-OR - ANESTHESIA                  NON-21                 8
                                                 NON-27                64

552C321S    NON-OR - SURGERY                     NON-40                49

552ORCA     CARDIAC OR                           050-10                76
                                                 050-30                22
                                                 050-60                50
                                                 054-10                96
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 161).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 161: Exported SAS Audit Report for Surgery (SUR) Extract

A	B	C	D	E	F
EXTRACT LOG #	DIVISION/SITE	FEEDER LOCATION	FDR LOCATION NAME	FEEDER KEY	QUANTITY
4354	DAYTON(1)	552C321	NON-OR	NON-30	38
4354	DAYTON(1)	552C321A	NON-OR - ANESTHESIA	NON-21	8
4354	DAYTON(1)	552C321A	NON-OR - ANESTHESIA	NON-27	64
4354	DAYTON(1)	552C321S	NON-OR - SURGERY	NON-40	49
4354	DAYTON(1)	552ORCA	CARDIAC OR	050-10	76

4.5 Extract Audit Reports

Selecting the Extract Audit Reports option from the Extract Manager's menu displays a list of available extract audit reports (Figure 162). The sub-sections that follow contain a brief description followed by a sample output for each Extract Audit Report option.

Refer to the current DSS FY21 Data Definitions Document available on the VDL for more information about the record layout for the extracted fields.

Figure 162: Extract Audit Reports Menu

```
Select Extract Audit Reports Option:

   ADM    Admission (ADM) Extract Audit
   ECS    Event Capture (ECS) Extract Audit
   LAB    Laboratory (LAB) Extract Audit
   LBB    Laboratory Blood Bank (LBB) Comparative Report
   MOV    Physical Movement (MOV) Extract Audit
   PHA    Pharmacy Extract Cost by Feeder Key
   PRO    Prosthetics (PRO) Extract Audit
   RAD    Radiology (RAD) Extract Audit
   RCP    Radiology (RAD) Extract CPT Code Audit
   SUR    Surgery (SUR) Extract Audit
   TRT    Treating Specialty Change (TRT) Extract Audit
   VSC    Extract Stop Code Validity Report
```

To run an Extract Audit Report:

Note:

- The steps that follow use the Admission Extract Audit as an example.
- All extract audit reports use similar steps to produce the report. Therefore, only one example is provided.

Step 1. From the Extract Audit Reports menu, select the desired extract audit report.

Step 2. Enter the desired DSS extract log record number for the completed extract.

- Type **??** at the prompt to list any available extract log numbers that can be used.
- Once selected, information about the selected extract appears including the start and end dates and the number of records in the extract.

Step 3. Enter the desired start date for the report, then press <Enter>.

- The date range for the selected extract can be narrowed, if desired. For example, if the selected extract contained records for March 1-March 31, the user has the option to narrow that range to March 1-March 15, if desired.
- If no changes to the start date are desired, press **<Enter>** at the prompt to accept the default date.

Step 4. Enter the desired end date for the report, then press <Enter>.

- Press **<Enter>** to accept the extract end date as the default end date for the report.

Step 5. Select whether to run the report for all divisions (ADM Extract Audit Report).

- Press **<Enter>** at the prompt to accept 'NO' as the default answer.
- Type **Y** at the prompt and then press **<Enter>** to run the report for all divisions.

Step 6. If the user does not wish to run the report for all divisions, the next prompt will ask the user to 'Select MEDICAL CENTER DIVISION NAME.'

- At the prompt, type the desired medical center division name, then press **<Enter>**.
- Typing **??** at the prompt will list any available medical center divisions that can be used.

Step 7. Select one or many medical center divisions.

- After selecting all desired medical center divisions, pressing **<Enter>** at the prompt will advance the user to the next prompt.

Step 8. Select whether to produce exportable output or to print to a selected device.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default. The 'No' selection applies to all outputs except the Pharmacy report. The Pharmacy report is export only.

Step 9. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in (Figure 163).

Figure 163: Running an Extract Audit Report

```
Select Extract Audit Reports Option: adm  Admission (ADM) Extract Audit

Setup for ADM Extract Audit Report --


Select DSS EXTRACT LOG RECORD NUMBER: ??

   Choose from:
   4778        01-31-17     Admission
   4795        02-09-17     Admission
   4811        03-09-17     Admission

Select DSS EXTRACT LOG RECORD NUMBER: 4778       01-31-17     Admission

     Extract:      Admission #4778

     Start date:   JAN 01, 2017
     End date:     JAN 31, 2017
     # of Records: 488

     You can narrow the date range, if you wish.

     The Start Date can't be earlier than JAN 01, 2017,
     or later than JAN 31, 2017.

Select Start Date: JAN 01, 2017//  (JAN 01, 2017)

     The End Date can't be earlier than JAN 01, 2017
     (the Start Date you selected), or later than JAN 31, 2017.

Select End Date: JAN 31, 2017//  (JAN 31, 2017)


Do you want the ADM extract audit report for all divisions? NO// y  YES


Do you want the output in exportable format? NO//

DEVICE: HOME// 0;132;9999  HOME  (CRT)
```

All extract audit reports can be exported. The exported version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 164).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 164: Exported Extract Audit Report

A	B	C	D	E
EXTRACT LOG #	DIVISION/SITE	FEEDER LOCATION	FEEDER KEY	QUANTITY
4348	DAYTON(1)	CMOPDIS1	CMOPDISP	41949
4348	DAYTON(1)	CMOPDSU1	10002000168035700	510
4348	DAYTON(1)	CMOPDSU1	10140054629001100	6250
4348	DAYTON(1)	CMOPDSU1	10222070074060700	343008
4348	DAYTON(1)	CMOPDSU1	10252000003183900	1500

4.5.1 Admission (ADM) Extract Audit

This option creates a summary report from the ADMISSION EXTRACT file (#727.802) that displays the number of patient admissions by ward and ward group (Figure 165). The report also identifies missing wards and missing treating specialties.

Figure 165: Admission (ADM) Extract Audit Report

```
Admission (ADM) Extract Audit Report
DSS Extract Log #:       4778
Date Range of Audit:     JAN 01, 2017 to JAN 31, 2017
Report Run Date/Time:    AUG 01, 2017@11:08
Medical Center Division: SALT LAKE CITY VAMC (660) <1>              Page: 1

     Ward <DSS Dept.>                    # of Admissions
-------------------------------------------------------------------------------

     MICU <MICU>                                    8
     TELEMETRY                                     12
     ACUTE MEDICINE                                25
     REHAB                                          1
                                               ----------
Ward group SUBTOTAL MEDICINE subtotal:             46

     SICU                                           4
     3-WEST                                        12
                                               ----------
Ward group SUBTOTAL SURGERY subtotal:              16

     3-A                                            7
                                               ----------
Ward group SUBTOTAL PSYCH subtotal:                 7

     HOPTEL                                         0
     MED LODGER                                     0
     3-W LODGER                                     0

Division SALT LAKE CITY VAMC Grand Total:          69
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 166).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 166: Exported Admission Extract Audit Report

A	B	C	D	E
EXTRACT LOG #	MEDICAL CENTER DIVISION	DATE RANGE OF AUDIT	WARD <DSS DEPT.>	# OF ADMISSIONS
4342	DAYTON (552) <D>	DEC 01, 2015 to DEC 31, 2015	ICU (S)	6
4342	DAYTON (552) <D>	DEC 01, 2015 to DEC 31, 2015	TCU (S)	6
		Ward group SURGERY subtotal:	60	
4342	DAYTON (552) <D>	DEC 01, 2015 to DEC 31, 2015	ICU MO	5
4342	DAYTON (552) <D>	DEC 01, 2015 to DEC 31, 2015	ICU SO	0
		Ward group OBSERVATION subtotal:	89	
		Division DAYTON	Grand Total:	424

4.5.2 Event Capture Local (ECS) Extract Audit

This option creates a summary report from the EVENT CAPTURE LOCAL EXTRACT file (#727.815) that displays the number of procedures performed within each DSS Unit (Figure 167).

Note:

- If the selected ECS extract contains any late state home spreadsheet records, the system prompts the user to select whether to include these records in the audit report.

Figure 167: Event Capture (ECS) Extract Audit Report

```
Event Capture (ECS) Extract Audit Report
DSS Extract Log #:      4895
Date Range of Audit:    MAR 01, 2017 to MAR 31, 2017
Report Run Date/Time:   SEP 14, 2017@12:43
Event Capture Location: GEORGE E. WAHLEN VAMC (660)                  Page: 1

DSS Unit
     Category                      Procedure                          Volume
-------------------------------------------------------------------------------

CHAPLAIN GROUP  (167) (109)

     Unknown                       CH103  CH103                          5
                                   CH104  CH104                          8
                                   CH105  CH105                          3
                                   CH106  CH106                          9

     ---------------------------------------------------------------------
Total Volume for Unit CHAPLAIN GROUP  (167) (109):                       25

HCHC ADULT DAY CENTER (21)

     Unknown                       SN010  BASIC RATE, STATE HOME         5
                                   SN011  SVC-CONNECT(SC) STATE H        36

     ---------------------------------------------------------------------
Total Volume for Unit HCHC ADULT DAY CENTER (21):                        41

STATE NURSING HOME SNH (23)

     Unknown                       SN010  BASIC RATE, STATE HOME      8250
                                   SN011  SVC-CONNECT(SC) STATE H     3744

     ---------------------------------------------------------------------
Total Volume for Unit STATE NURSING HOME SNH (23):                     11994


Grand Total for Location GEORGE E. WAHLEN VAMC (660):                  12060
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 168).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

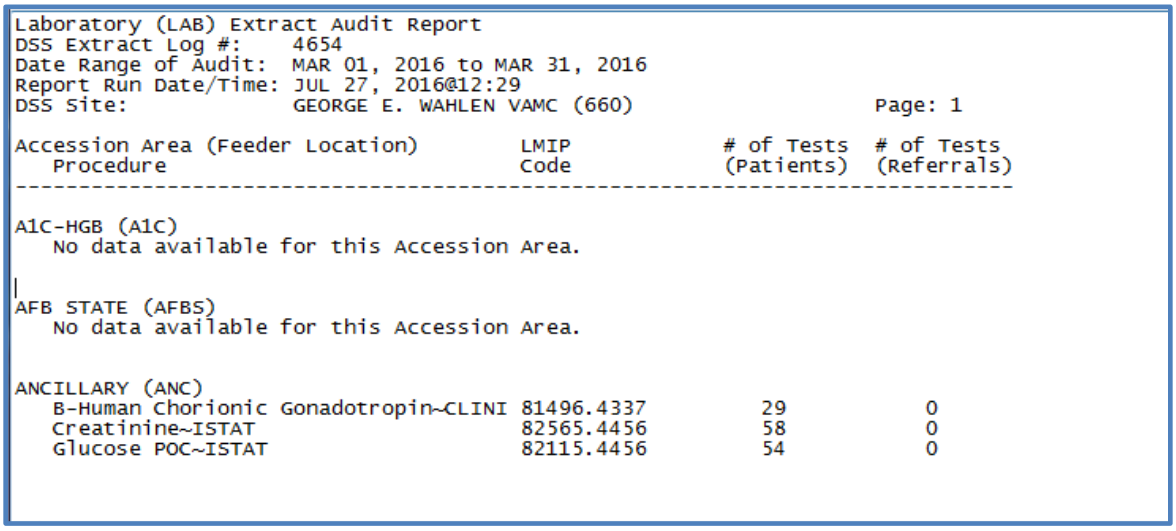
Figure 168: Exported ECS Extract Audit Report

A	B	C	D	E	F
LOCATION	EXTRACT LOG #	DSS UNIT	CATEGORY	PROCEDURE	VOLUME
SPRINGFIELD CBOC (424)	4343	DIABETIC ECS (89)	Unknown	Q3014 Unknown	6
SPRINGFIELD CBOC (424)	4343	N&FS HBPC SPRINGFIELD (44)	Unknown	NU003 STATUS MILD	8
MIDDLETOWN (426)	4343	DIABETIC ECS (89)	Unknown	Q3014 Unknown	5
MIDDLETOWN (426)	4343	MIDDLETOWN ECS AUDIOLOGY (99)	1 Audiology Exam	SP076 COMPREHENSIVE AUDIOMETRY	31
LIMA (456)	4343	DIABETIC ECS (89)	Unknown	Q3014 Unknown	5
LIMA (456)	4343	LIMA OT HBPC (108)	Unknown	G0152 Unknown	161
RICHMOND, OH CBOC (458)	4343	DIABETIC ECS (89)	Unknown	Q3014 Unknown	2
RICHMOND, OH CBOC (458)	4343	N&FS HBPC RICHMOND (67)	Unknown	NU003 STATUS MILD	9

4.5.3 Laboratory (LAB) Extract Audit

This option creates a summary report from the LABORATORY EXTRACT file (#727.813) that displays the volume of tests performed within each laboratory accession area (Figure 169).

Figure 169: Laboratory (LAB) Extract Audit Report



```
Laboratory (LAB) Extract Audit Report
DSS Extract Log #:    4654
Date Range of Audit:  MAR 01, 2016 to MAR 31, 2016
Report Run Date/Time: JUL 27, 2016@12:29
DSS Site:             GEORGE E. WAHLEN VAMC (660)                    Page: 1

Accession Area (Feeder Location)        LMIP            # of Tests  # of Tests
   Procedure                            Code            (Patients)  (Referrals)
-------------------------------------------------------------------------------

A1C-HGB (A1C)
   No data available for this Accession Area.

AFB STATE (AFBS)
   No data available for this Accession Area.


ANCILLARY (ANC)
   B-Human Chorionic Gonadotropin~CLINI 81496.4337         29          0
   Creatinine~ISTAT                     82565.4456         58          0
   Glucose POC~ISTAT                    82115.4456         54          0
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 170).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 170: Exported Laboratory Extract Audit Report

A	B	C	D	E	F	G
EXTRACT LOG #	DSS SITE	ACCESSION AREA (FEEDER LOCATION)	PROCEDURE	LMIP CODE	# OF TESTS (PATIENTS)	# OF TESTS (REFERRALS)
4344	DAYTON (552)	ANCILLARY (ANC)	Activated Clotting Time~DSS ACC	85059.9999	14	0
4344	DAYTON (552)	ANCILLARY (ANC)	Base Excess~DSS ACC	81246.9999	17	0
			Total For ANCILLARY (ANC)		8312	0
4344	DAYTON (552)	AUTOPSY (AU)	Autopsy Complete with Brain	88532	1	0
4344	DAYTON (552)	AUTOPSY (AU)	Autopsy Complete with Brain~PATHOLOGIST AP	88532.5184	1	0
			Total For AUTOPSY (AU)		15	0
4344	DAYTON (552)	BLOOD BANK (BB)	ABO Cell and Serum Typing	86080	82	0
4344	DAYTON (552)	BLOOD BANK (BB)	Ab Detection Type & Scr	86167	81	0
			Total For BLOOD BANK (BB)		508	0
4344	DAYTON (552)	BLOOD GASES (BLGAS)	No data available for this Accession Area			
4344	DAYTON (552)	BONE MARROW (BM)	No data available for this Accession Area			
			Total For CHEMISTRY (CH)		107545	0

4.5.4 Laboratory Blood Bank (LBB) Comparative Report

The Laboratory Blood Bank (LBB) Comparative Report compares the blood bank records identified in the VistA Blood Establishment Computer Software (VBECS) DSS EXTRACT file (#6002.03), which is the source file for blood bank activity reported to DSS, to the extracted records in the BLOOD BANK EXTRACT file (#727.829) for the selected extract log number.

The report shows a side-by-side comparison of the information from the source file to the information in the extract file (Figure 171). This helps verify that the extracted data matches the source data.

Figure 171: LBB Extract Comparative Report

LBB Extract Comparative Report — Page 1
01 Feb 2018 - 28 Feb 2018 — Run Date: 25 Jun 2018

LOCAL BLOOD BANK SOURCE						LBB EXTRACT (#4998)			
Name	SSN	FDR LOC	Transf Date	COMP	Number of Units	SSN	Transf Date	COMP	Number of Units
PATT	123456789	BB660	2/3/18	CRYO	1	123456789	2/3/18	CRYO	1
TEST	000001234	BB660	2/3/18	CRYO	1	000001234	2/3/18	CRYO	1
PATO	666001234	BB660	2/27/18	CRYO	1	666001234	2/27/18	CRYO	1
				CRYO TOTAL	3			CRYO TOTAL	3
PATT	123456789	BB660	2/3/18	RBC	1	123456789	2/3/18	RBC	1
PATO	666001234	BB660	2/27/18	RBC	1	666001234	2/3/18	RBC	1
				RBC TOTAL	2			RBC TOTAL	2
TOTAL					5				5

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 172).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 172: Exported Laboratory Blood Bank (LBB) Comparative Report

A	B	C	D	E	F	G	H	I	J	K
LOCAL NAME	LOCAL SSN	LOCAL FDR LOC	LOCAL TRANSF DATE	LOCAL COMP	LOCAL NUMBER OF UNITS	LBB EXTRACT LOG NUMBER	LBB EXTRACT SSN	LBB EXTRACT TRANSF DATE	LBB EXTRACT COMP	LBB EXTRACT NUMBER OF UNITS
DSS1	XXXXXXXXX	BB552	12/1/2015	RBC	1	4346	XXXXXXXXX	12/1/2015	RBC	1
DSS1	XXXXXXXXX	BB552	12/1/2015	RBC	1	4346	XXXXXXXXX	12/1/2015	RBC	1
DSS1	XXXXXXXXX	BB552	12/10/2015	RBC	1	4346	XXXXXXXXX	12/10/2015	RBC	1
DSS1	XXXXXXXXX	BB552	12/10/2015	RBC	1	4346	XXXXXXXXX	12/10/2015	RBC	1
DSS1	XXXXXXXXX	BB552	12/28/2015	RBC	1	4346	XXXXXXXXX	12/28/2015	RBC	1
DSS1	XXXXXXXXX	BB552	12/28/2015	RBC	1	4346	XXXXXXXXX	12/28/2015	RBC	1
DSS1	XXXXXXXXX	BB552	12/17/2015	RBC	1	4346	XXXXXXXXX	12/17/2015	RBC	1
DSS1	XXXXXXXXX	BB552	12/17/2015	RBC	1	4346	XXXXXXXXX	12/17/2015	RBC	1
TOTAL					124					124

4.5.5 Physical Movement (MOV) Extract Audit

This option creates a summary report from the PHYSICAL MOVEMENT EXTRACT file (#727.808) that displays the total count of each PIMS movement type (transfers and discharges) by ward and ward group (Figure 173).

Figure 173: Movement (MOV) Extract Audit Report

```
Movement (MOV) Extract Audit Report
DSS Extract Log #:       4347
Date Range of Audit:     DEC 01, 2015 to DEC 31, 2015
Report Run Date/Time:    JUN 06, 2016@16:55
Medical Center Division: DAYTON (552) <D>                                                                    Page: 1

Ward <DSS Dept.>            MAS Movement (Transfer) Types
                              1     2     3     4    13    14    22    23    24    25    26    43    44    45   Total
-------------------------------------------------------------------------------------------------------------------------

ICU (S)                       0     0     0     6     0     0     0     0     0     0     0     0     0     0       6
TCU (S)                       0     0     0     7     0     0     0     0     0     0     0     0     0     0       7
SAM (S)                       0     0     0     7     0     1     0     0     0     0     0     0     0     0       8
4 N (S)                       0     0     0     0     0     0     0     0     0     0     0     0     0     0       0
                    -------------------------------------------------------------------------------------------------
Ward group SURGERY subtotals:
                              0     0     0    20     0     1     0     0     0     0     0     0     0     0      21


7 S                           0     0     0     0     0     0     0     0     0     0     0     0     0     0       0
                    -------------------------------------------------------------------------------------------------
Ward group PSYCHIATRY subtotals:
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 174).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 174: Exported Physical Movement (MOV) Extract Audit Report

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
EXTRACT LOG #	DIVISION	WARD <DSS DEPT>	1	2	3	4	13	14	22	23	24	25	26	43	44	45	TRANSFER TOTALS				
4347	DAYTON (552)	ICU (S)	0	0	0	6	0	0	0	0	0	0	0	0	0	0	6				
4347	DAYTON (552)	TCU (S)	0	0	0	7	0	0	0	0	0	0	0	0	0	0	7				
		Ward Group SURGERY transfer subtotals	0	0	0	20	0	1	0	0	0	0	0	0	0	0	21				
4347	DAYTON (552)	7 S	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
		Ward Group PSYCHIATRY transfer subtotals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	Division DAYTON Grand Totals		32	0	4	129	13	11	3	27	0	0	0	1	0	1	221				
**********																					
EXTRACT LOG #	DIVISION	WARD	10	11	12	16	17	21	27	31	32	33	34	35	37	38	41	42	46	47	DISCHARGE TOTALS
4347	DAYTON (552)	ICU (S)	0	4	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5
4347	DAYTON (552)	TCU (S)	1	4	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6
		Ward Group SURGERY discharge subtotals	4	55	0	5	0	0	0	0	0	0	1	0	0	0	1	0	0	0	66
4347	DAYTON (552)	7 S	0	29	0	1	0	1	0	0	2	0	0	0	0	0	0	0	0	0	33

4.5.6 Pharmacy (PHA) Extract Cost by Feeder Key

This option creates the Pharmacy Extract Cost by Feeder Key Report.

To run the Pharmacy Extract Cost by Feeder Key Report:

Step 1. From the Extract Audit Reports menu, select "Pharmacy Extract Cost by Feeder Key," then press <Enter>.

Step 2. Enter the extract type for the report to be run.

Step 3. Type the DSS Extract Log Record Number.

The enumerated steps described above display on the screens as shown in Figure 175.

Figure 175: Extract Audit Reports Menu

```
Select Extract Audit Reports Option:

   ADM    Admission (ADM) Extract Audit
   ECS    Event Capture (ECS) Extract Audit
   LAB    Laboratory (LAB) Extract Audit
   LBB    Laboratory Blood Bank (LBB) Comparative Report
   MOV    Physical Movement (MOV) Extract Audit
   PHA    Pharmacy Extract Cost by Feeder Key
   PRO    Prosthetics (PRO) Extract Audit
   RAD    Radiology (RAD) Extract Audit
   RCP    Radiology (RAD) Extract CPT Code Audit
   SUR    Surgery (SUR) Extract Audit
   TRT    Treating Specialty Change (TRT) Extract Audit
   VSC    Extract Stop Code Validity Report
```

The report has four options but is **export only** (Figure 176).

Figure 176: Pharmacy Extract Cost by Feeder Key Report Menu

```
This report prints costs by feeder key for a selected extract
from PRE, UDP, IVP or BCM.

**This report is export only so after making your selections, the
results will be displayed to the screen for capture.


     Select one of the following:

          1         PRE
          2         IVP
          3         UDP
          4         BCM

Select extract type: 1  PRE
Select DSS EXTRACT LOG RECORD NUMBER:    5252
```

Figures 177, 178, 179 and 180 show examples of reports for the four options. The report contains information that can be imported into an Excel spreadsheet. For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 177: Example of Pharmacy Extract Cost by Feeder Key PRE Exported Report

	A	B	C	D	E	F	G	H	I	J
1	STATION	FY	FP	DESCRIPTION	FEEDER KEY	UNIT	ENCOUNTERS	QUANTITY	TOTAL COST	UNIT COST
2	660	2019	6	CEFPODOXIME PROXETIL 200MG TAB	10157000781543920	TAB	2	56	178.8	3.1929
3	660	2019	6	NUTRITION SUPL ENSURE VANILLA PWDR	10222070074066854	GRAM	17	57962	1,031.73	0.0178
4	660	2019	6	NUTRITION SUPL ENSURE PLUS/CHOC LIQUID	10230070074064910	240ML CAN	2	96	38.84	0.4046
5	660	2019	6	NUTRITION SUPL ENSURE PLUS VAN LIQ	10234070074064904	240ML CAN	74	4704	1,961.90	0.4171
6	660	2019	6	DRESSING,DUODERM X/T 4IN X 4IN C#1879-55	11017076845510691	EACH	5	70	84.28	1.204
7	660	2019	6	DRESSING,DUODERM 4IN X 4IN C#1876-60	11018000003187660	EACH	5	85	453.64	5.3369
8	660	2019	6	TAPE,WATER REPELLENT 1IN F#720-9503	11163001093931144	ROLL	1	1	1.05	1.05
9	660	2019	6	TAPE,PLASTIC 1IN X 10YD TRANSPORE	11179008333152701	ROLL	1	1	0.6	0.6
10	660	2019	6	TAPE,DURAPORE 1IN 3M #1538-1	11183070738700742	ROLL	1	6	3.32	0.5533
11	660	2019	6	TAPE,DURAPORE 2IN 3M #1538-2	11184008333153802	ROLL	6	15	16.5	1.1
12	660	2019	6	TAPE,MICROPORE 1IN 3M #1530-1	11185008333053001	ROLL	1	2	0.64	0.32
13	660	2019	6	TAPE,MICROPORE 2IN 3M #1530-2	11186008333153002	ROLL	5	14	7.71	0.5507
14	660	2019	6	GAUZE BAND STRCH STRL 6-PLY 4.5IN 4.1YDS	11212008080671500	ROLL	9	120	109.2	0.91
15	660	2019	6	DRESSING NON-ADHERE OIL/EMULSION 3INX8IN	11224056091002015	EA	3	39	44.18	1.1328

Figure 178: Example of Pharmacy Extract Cost by Feeder Key IVP Exported Report

	A	B	C	D	E	F	G	H	I	J
1	STATION	FY	FP	DESCRIPTION	FEEDER KEY	UNIT	ENCOUNTERS	TOTAL DOSES	TOTAL COST	UNIT COST
2	660	2019	6	TRANEXAMIC ACID 100MG/ML 10ML INJ	10239000013111421	MG	22	26000	1,180.40	0.0454
3	660	2019	6	PIPERACILLIN-TAZOBACTAM 2.25GM/VI INJ	11793063323030920	GRAM	12	70.5	253.84	3.6006
4	660	2019	6	PIPERACILLIN-TAZOBACTAM 3.375GM/VI INJ	11794063323030030	GRAM	67	718.875	2,132.18	2.966
5	660	2019	6	PIPERACILLIN-TAZOBACTAM 4.5GM/VI INJ	11795064679001201	GRAM	10	166.5	494.84	2.972
6	660	2019	6	DORNASE ALFA 1MG/ML INHL SOLN 2.5ML AMP	11821050242010040	AMP	14	155	3,400.70	21.94
7	660	2019	6	IRINOTECAN HCL 20MG/ML INJ 5ML	12541000009752903	MG	7	1986	2,181.03	1.0982
8	660	2019	6	GEMCITABINE HCL 1GM INJ 50ML	12549000409018201	MG	13	25870	11,856.22	0.4583
9	660	2019	6	LEVOFLOXACIN 500MG-DEXT 5% INJ 100ML	12605025021013282	MG	2	1000	6	0.006
10	660	2019	6	MEROPENEM 500MG INJ 20ML	12612063323050720	MG	16	31002	232.52	0.0075
11	660	2019	6	CEFEPIME HCL 1GM/VI INJ	12621063323032620	GRAM	1	1	6.4	6.395
12	660	2019	6	CEFEPIME HCL 2GM/VI INJ	12623071288000920	GRAM	34	172	922.61	5.364
13	660	2019	6	RITUXIMAB 10MG/ML INJ 50ML	12847050242005121	MG	14	14320	58,445.65	4.0814
14	660	2019	6	SODIUM FERRIC GLUC CMPLX 62.5MG/5ML INJ	13834000024279210	MG	17	3000	820.5	0.2735

Figure 179: Example of Pharmacy Extract Cost by Feeder Key UDP Exported Report

	A	B	C	D	E	F	G	H	I	J
1	STATION	FY	FP	DESCRIPTION	FEEDER KEY	UNIT	ENCOUNTERS	QUANTITY	TOTAL COST	UNIT COST
2	660	2019	6	GABAPENTIN 100MG CAP	11800051407004718	CAP	187	480	9.22	0.0192
3	660	2019	6	GABAPENTIN 300MG CAP	11801051407004890	CAP	415	1070	30.35	0.0284
4	660	2019	6	GABAPENTIN 400MG CAP	11802051407004990	CAP	49	130	4.36	0.0335
5	660	2019	6	RISPERIDONE 2MG TAB UD	11805050458059310	TAB	2	4	0	0.0001
6	660	2019	6	VENLAFAXINE HCL 75MG TAB	11813042291089590	TAB	1	3	0.17	0.0569
7	660	2019	6	TORSEMIDE 10MG TAB	11932042291081790	TAB	8	55	24.41	0.4438
8	660	2019	6	TORSEMIDE 20MG TAB	11933000054007725	TAB	74	241	15.83	0.0657
9	660	2019	6	TORSEMIDE 100MG TAB	11934042291081990	TAB	34	35	17.75	0.5072
10	660	2019	6	CARRA-KLENZ SKIN & WOUND CLEANSER	12038008327080508	ML	1	1	0.04	0.0393
11	660	2019	6	ROCURONIUM BR 10MG/ML INJ 10ML	12116039822420006	MG	2	2	0.09	0.043
12	660	2019	6	TACROLIMUS 1MG CAP UD	12118051079081820	CAP	119	513	572.05	1.1151
13	660	2019	6	TACROLIMUS 5MG CAP	12119060429037901	CAP	10	14	56.67	4.0477
14	660	2019	6	LAMOTRIGINE 100MG TAB	12365042291036701	TAB	11	16	0.75	0.0467

Figure 180: Example of Pharmacy Extract Cost by Feeder Key BCM Exported Report

	A	B	C	D	E	F	G	H	I	J
1	STATION	FY	FP	DESCRIPTION	FEEDER KEY	UNIT	ENCOUNTERS	COMPONENT DOSES GIVEN	TOTAL COST	UNIT COST
2	660	2019	6	GABAPENTIN 100MG CAP	1180051407004718	CAP	1	1	0.02	0.0192
3	660	2019	6	GABAPENTIN 300MG CAP	1180151407004890	CAP	28	29	0.9	0.0311
4	660	2019	6	GABAPENTIN 400MG CAP	1180251407004990	CAP	1	1	0.04	0.0361
5	660	2019	6	RISPERIDONE 3MG TAB UD	1180650458059410	TAB	1	1	0.11	0.1116
6	660	2019	6	TORSEMIDE 10MG TAB	1193242291081790	TAB	1	5	2.22	0.4438
7	660	2019	6	TORSEMIDE 20MG TAB	1193300054007725	TAB	1	4	0.25	0.0633
8	660	2019	6	ROCURONIUM BR 10MG/ML INJ 5ML	1211555150022505	VI	1	1	330.75	330.75
9	660	2019	6	ROCURONIUM BR 10MG/ML INJ 10ML	1211639822420006	MG	3	3	6.06	2.021
10	660	2019	6	METFORMIN HCL 500MG TAB	1236960429011112	TAB	1	2	0.03	0.0168
11	660	2019	6	DORZOLAMIDE HCL 2% OPH SOLN	1237560429011410	ML	5	5	1.76	0.352
12	660	2019	6	LOSARTAN POTASSIUM 25MG TAB	1238265862020199	TAB	1	1	0.04	0.0384
13	660	2019	6	LOSARTAN POTASSIUM 50MG TAB	1238357237020590	TAB	1	1	0.06	0.0551
14	660	2019	6	CETIRIZINE HCL 10MG TAB	1247945802091987	TAB	6	6	0.19	0.0309

4.5.7 Prosthetics (PRO) Extract Audit

This option creates either a detail or summary report based on data found in the PROSTHETICS EXTRACT file (#727.826).

Note:

- Multi-divisional prosthetics sites may choose to generate a specific report for one division or a combined report for all divisions.

When the Prosthetics (PRO) Extract Audit option is selected from the Extract Audit Reports menu, options to create a detailed or summary report are displayed (Figure 181).

Figure 181: PRO Extract Audit Menu

```
     Select one of the following:

          D         DETAIL
          S         SUMMARY

Type of Report: SUMMARY//
```

The summary report displays line items grouped by National Prosthetic Patient Database (NPPD) group. The report includes Line Item, VA quantity, Commercial quantity, Total quantity, Total Cost and Average Commercial Cost. Within each NPPD group, the summary data for each NPPD line item is displayed, followed by the group totals. Summary totals are also broken down for new, rental and repair sections (Figure 182).

Figure 182: Prosthetics (PRO) Extract Audit Report – Summary Version

```
Prosthetics (PRO) Extract Audit Report                          Page 1
DSS Extract Log #:       3897
Date Range of Audit:     FEB 01, 2013 to FEB 28, 2013
Station (#):             552 (DAYTON)
Report Run Date/Time:    AUG 19, 2013@16:25

REPORT OF NEW PROSTHETICS ACTIVITIES
Line  Item                  VA      Com     Total     Cost ($)  Ave Com ($)
-------------------------------------------------------------------------------

WHEELCHAIRS AND ACCESSORIES
100 A                        1       12       13      20912     1743
100 A1                       0        2        2          0        0
100 B                        0       13       13       1804      139
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 183).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 183: Exported Prosthetics (PRO) Extract Audit Report – Summary Version

A	B	C	D	E	F	G	H	I	J
STATION #	EXTRACT LOG #	TYPE	NPPD GROUP	NPPD LINE	VA	COM	TOTAL	COST	AVE COM
552	4349	NEW	WHEELCHAIRS AND ACCESSORIES	100 A	0	9	9	13200	1467
552	4349	NEW	WHEELCHAIRS AND ACCESSORIES	100 A1	0	16	16	17563	1098
552	4349	REPAIR	WHEELCHAIRS AND ACCESSORIES	R10 A	0	104	104	6440	62
552	4349	REPAIR	WHEELCHAIRS AND ACCESSORIES	R10 B	0	10	10	760	76
552	4349	RENTAL	OXYGEN AND RESPIRATORY	800 F	0	1	1	975	975
552	4349	RENTAL	OXYGEN AND RESPIRATORY	800 H	0	3	3	820	273

The detail report displays individual patient data grouped by NPPD line item. The report includes Patient Name (first four characters of patient's last name), SSN (last four digits of patient's SSN), PSAS HCPCS Code, Quantity, Type (i.e., initial or repair), Cost, Date, HCPCS Description, Station Number, and the NPPD Entry Date (Figure 184).

Figure 184: Prosthetics (PRO) Extract Audit Report – Detail Version

```
Prosthetics (PRO) Extract Audit Report Detail                          Page 1
DSS Extract Log #:       4349
Date Range of Audit:     DEC 01, 2015 to DEC 31, 2015
Station:                 552 (DAYTON)
Report Run Date/Time:    JUN 07, 2016@09:47
-------------------------------------------------------------------------------
100 A -- MOTORIZED                                                      NPPD
NAME SSN  HCPCS  QTY      TYP COST   DATE  HCPCS DESC           STN#    ENTRY DT
-------------------------------------------------------------------------------

DSS1 XXXX K0822  1        I C 1200   12/01 PWC,GP2,STD SLNG/SOL 552     20151118
DSS1 XXXX K0848  1        I C 1600.0012/02 PWC,GP3,STD,SLNG/SOL 552     20151118
DSS1 XXXX K0822  1        I C 1200   12/03 PWC,GP2,STD SLNG/SOL 552     20151118
DSS1 XXXX K0848  1        I C 1600.0012/03 PWC,GP3,STD,SLNG/SOL 552     20151120
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 185).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 185: Exported Prosthetics (PRO) Extract Audit Report – Detail Version

A	B	C	D	E	F	G	H	I	J	K	L	M
EXTRACT LOG #	NPPD GROUP	NPPD LINE	NAME	SSN	HCPCS	QTY	TYPE	COST	DATE	HCPCS DESC	STATION #	NPPD ENTRY DATE
4349	100 A	MOTORIZED	DSS1	XXXX	K0822	1	I C	1200	1-Dec	PWC,GP2,STD SLNG/SOL	552	20151118
4349	100 A	MOTORIZED	DSS1	XXXX	K0848	1	I C	1600	2-Dec	PWC,GP3,STD,SLNG/SOL	552	20151118
4349	100 A	MOTORIZED	DSS1	XXXX	K0822	1	I C	1200	3-Dec	PWC,GP2,STD SLNG/SOL	552	20151118
4349	100 A	MOTORIZED	DSS1	XXXX	K0848	1	I C	1600	3-Dec	PWC,GP3,STD,SLNG/SOL	552	20151120
4349	100 A	MOTORIZED	DSS1	XXXX	K0848	1	I C	1600	3-Dec	PWC,GP3,STD,SLNG/SOL	552	20151123

4.5.8 Radiology (RAD) Extract Audit

This option creates a summary report from the RADIOLOGY EXTRACT file (#727.814) that displays the total count of each radiological procedure within a feeder location (Figure 186).

Figure 186: Radiology (RAD) Extract Audit Report

```
Radiology (RAD) Extract Audit Report
DSS Extract Log #:    4350
Date Range of Audit:  DEC 01, 2015 to DEC 31, 2015
Report Run Date/Time: JUN 07, 2016@10:51
Radiology Division:   DAYTON (552)                          Page: 14

Imaging Type (Feeder Location)                              # of Procedures
   CPT Code   Procedure                                     Inpt.     Outpt.
-------------------------------------------------------------------------------
   74000      ABDOMEN 1 VIEW                                  18         9
   74010      ABDOMEN 2 VIEWS                                 11        14
   74022      ABDOMEN MIN 3 VIEWS+CHEST                        3        39
   74220      ESOPHAGUS                                        1        10
   74230      SPEECH PATHOLOGY VIDEO SWALLOW                   4        22
   74246      UPPER GI AIR CONT W/O KUB                        0         3
   74249      UPPER GI AIR CONT W/SMALL BOWEL                  0         1
   74250      SMALL BOWEL MULT IMAGES                          0         2
   76000      FLURO CHEST(SEPARATE PROCEDURE)                 17         8
   77075      BONE SURVEY COMPLETE                             0         2

     -------------------------------------------------------------------------
Sub-totals for GENERAL RADIOLOGY (552-1):                     292      2700
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 187).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 187: Exported Radiology (RAD) Extract Audit Report

A	B	C	D	E	F	G
EXTRACT LOG #	RADIOLOGY DIVISION	IMAGING TYPE (FEEDER LOCATION)	CPT CODE	PROCEDURE	# OF INPT PROCEDURES	# OF OUTPT PROCEDURES
4350	DAYTON (552)	ANGIO/NEURO/INTERVENTIONAL (552-6)	20225	BIOPSY,BONE DEEP PERCUT (ANGIO)	1	0
4350	DAYTON (552)	ANGIO/NEURO/INTERVENTIONAL (552-6)	20552	INJECT TRIGGER POINT, 1 OR 2 MUSCLES	0	21
		Sub-totals for ANGIO/NEURO/INTERVENTIONAL (552-6)			54	405
4350	DAYTON (552)	ULTRASOUND (552-3)	47000	BIOPSY LIVER SEPARATE ULTRASOUND	1	1
4350	DAYTON (552)	ULTRASOUND (552-3)	49180	BIOPSY ABDOMEN RETROPERIOTONEAL ULTRASOUND	0	1
		Sub-totals for ULTRASOUND (552-3)			70	452
		Grand Total for Divsion DAYTON (552)			625	5542

4.5.9 Radiology (RAD) Extract CPT Code Audit

This option produces a report that identifies records in the RADIOLOGY EXTRACT file (#727.814) that have a CPT code that is either missing or was inactive on the date of the procedure.

The user selects a specific extract log number and the report will review all records contained in the extract for CPT code issues. Records listed on this report indicate a problem with the procedure's CPT code in the radiology package and should be resolved prior to transmitting the extract. Once changes are made in the radiology package, the extract for this time frame will need to be run again to ensure that any changes made are captured in the extract. (Figure 188).

Figure 188: Radiology (RAD) Extract CPT Code Audit Report

```
Radiology (RAD) Extract CPT Code Audit
DSS Extract Log #:    4567
Date Range of Audit:  JAN 02, 2018 to JAN 02, 2018
Report Run Date/Time: Jun 25, 2018@14:47
Division/Site:        MY LOCAL VAMC (999)                          Page: 1

Imaging Type (Feeder Location)                          Procedure
   FdrKey  Procedure                                    Date       DFN
-------------------------------------------------------------------------------
GENERAL RADIOLOGY (999-1)
   58      CHEST  PA&LAT                                01/02/18   123456
GENERAL RADIOLOGY (999-1)
   172     ABDOMEN 1 VIEW (KUB)                         01/02/18   234567
GENERAL RADIOLOGY (999-1)
   56      CHEST SINGLE VIEW                            01/02/18   345678
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 189).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 189: Exported Radiology (RAD) Extract CPT Code Audit Report

A	B	C	D	E	F	G
EXTRACT LOG #	DIVISION/SITE	IMAGING TYPE (FEEDER LOCATION)	PROCEDURE DATE	FEEDER KEY	PROCEDURE	PATIENT DFN
4567	MY LOCAL VAMC(999)	GENERAL RADIOLOGY (999-1)	1/2/2018	58	CHEST PA&LAT	123456
4567	MY LOCAL VAMC(999)	GENERAL RADIOLOGY (999-1)	1/2/2018	172	ABDOMEN 1 VIEW (KUB)	234567
4567	MY LOCAL VAMC(999)	GENERAL RADIOLOGY (999-1)	1/2/2018	56	CHEST SINGLE VIEW	345678

4.5.10 Surgery (SUR) Extract Audit

This option generates a summary report from the SURGERY EXTRACT file (#727.811) that displays the number of surgical procedures and surgical cases performed in O.R. and Non-O.R. locations (Figure 190).

Figure 190: Surgery (SUR) Extract Audit Report

```
Surgery (SUR) Extract Audit Report
DSS Extract Log #:    4354
Date Range of Audit:  DEC 01, 2015 to DEC 31, 2015
Report Run Date/Time: JUN 07, 2016@11:03
Surgery Division:     DAYTON (552)                              Page: 1

O.R. Surgical Procedures
   CPT Code   Procedure                                      # of Procedures
-------------------------------------------------------------------------------

   64721      CARPAL TUNNEL SURGERY                              3
   66030      INJECTION TREATMENT OF EYE                         1
   ---------------------------------------------------------------

For Division DAYTON (552)--
   Total O.R. Surgical Procedures:                          225
   Total O.R. Surgical Cases:                               171

Non-O.R. Surgical Procedures
   CPT Code   Procedure                                      # of Procedures
-------------------------------------------------------------------------------

   43235      EGD DIAGNOSTIC BRUSH WASH                          5
   43260      ERCP W/SPECIMEN COLLECTION                         1
   ---------------------------------------------------------------

For Division DAYTON (552)--
   Total Non-O.R. Surgical Procedures:                       22
   Total Non-O.R. Surgical Cases:                            19

Cancelled/Aborted Procedures
   CPT Code   Procedure                                      # of Procedures
-------------------------------------------------------------------------------

   Unknown    Unknown                                            11
   ---------------------------------------------------------------

For Division DAYTON (552)--
   Total Cancelled/Aborted Procedures:                       11
   Total Cancelled/Aborted Cases:                            11
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 191).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 191: Exported Surgery (SUR) Extract Audit Report

A	B	C	D	E	F
EXTRACT LOG #	SURGERY DIVISION	TYPE OF PROCEDURES	CPT CODE	PROCEDURE	# OF PROCEDURES
4354	DAYTON (552)	O.R. Surgical Procedures	10061	DRAINAGE OF SKIN ABSCESS	1
4354	DAYTON (552)	O.R. Surgical Procedures	10140	DRAINAGE OF HEMATOMA/FLUID	1
	For Division DAYTON (552)			Total O.R. Surgical Procedures	225
	For Division DAYTON (552)			Total O.R. Surgical Cases	171
4354	DAYTON (552)	Non-O.R. Surgical Procedures	43235	EGD DIAGNOSTIC BRUSH WASH	5
4354	DAYTON (552)	Non-O.R. Surgical Procedures	43260	ERCP W/SPECIMEN COLLECTION	1
	For Division DAYTON (552)			Total Non-O.R. Surgical Procedures	22
	For Division DAYTON (552)			Total Non-O.R. Surgical Cases	19
4354	DAYTON (552)	Cancelled/Aborted Procedures	Unknown	Unknown	11
	For Division DAYTON (552)			Total Cancelled/Aborted Procedures	11
	For Division DAYTON (552)			Total Cancelled/Aborted Cases	11

4.5.11 Treating Specialty Change (TRT) Extract Audit

This option prints a summary report from the TREATING SPECIALTY CHANGE EXTRACT file (#727.817) that displays the total number of losses within each treating specialty of a medical center service (Figure 192).

Figure 192: Treating Specialty Change (TRT) Extract Audit Report

```
Treating Specialty Change (TRT) Extract Audit Report
DSS Extract Log #:    4352
Date Range of Audit:  DEC 01, 2015 to DEC 31, 2015
Report Run Date/Time: JUN 29, 2016@09:47
DSS Site:             DAYTON (552)                                  Page: 1

Service               Specialty (DSS Code)                          # of Losses
                         Facility Treating Specialty
-------------------------------------------------------------------------------

DOMICILIARY           DOMICILIARY (85)                                 10
                         DOMICILIARY
                         SERIOUSLY MENTALLY ILL
                      DOMICILIARY CHV (37)                              9
                         DOM CHV
                      DOMICILIARY PTSD (88)                             4
                         DOMICILIARY PTSD
                      DOMICILIARY SUBSTANCE ABUSE (86)                 21
                         DOM SUBSTANCE ABUSE
                      PTSD RESID REHAB PROG (110)                       1
                         PTSD RESID REHAB PROG
                      ------------------------------------------------------

Total for DOMICILIARY:                                                 45

Grand Total for all Services:                                         595
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 193).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 193: Exported Treating Specialty Change (TRT) Extract Audit Report

A	B	C	D	E	F
EXTRACT LOG #	DSS SITE	SERVICE	SPECIALTY (DSS CODE)	FACILITY TREATING SPECIALTY	# OF LOSSES
4352	DAYTON (552)	DOMICILIARY	DOMICILIARY (85)	DOMICILIARY	10
4352	DAYTON (552)	DOMICILIARY	DOMICILIARY (85)	SERIOUSLY MENTALLY ILL	
		Total for DOMICILIARY			45
4352	DAYTON (552)	MEDICINE	GENERAL(ACUTE MEDICINE) (15)	GEN MEDICINE	228
4352	DAYTON (552)	MEDICINE	GENERAL(ACUTE MEDICINE) (15)	ZZ4 N (M) - GEN MEDICINE	
		Total for MEDICINE			356
4352	DAYTON (552)	NHCU	NH GEM NURSING HOME CARE (81)	NH GEM NURSING HOME CARE	6
4352	DAYTON (552)	NHCU	NH HOSPICE (96)	NH HOSPICE	15
		Total for NHCU			57
		Grand Total for all Services			595

4.5.12 Extract Stop Code Validity Report

This report allows the user to select an extract from either the CLI, ECS, or RAD systems and will then review the stop code associated with each record in the extract. If the stop code was inactive/invalid at the time of service for the selected extract and record, it will be included on the report.

To run an Extract Stop Code Validity Report:

Step 1. From the Extract Audit Reports menu, select "Extract Stop Code Validity Report", then press <Enter>.

Step 2. Select the extract for which to run the report (Clinic, Event Capture or Radiology), then press <Enter>.

Step 3. Enter the DSS extract log record number, then press <Enter>.

- Information related to the selected extract will be displayed, including the start and end dates of data extracted and the number of records extracted.
- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 4. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.
- The message "This report requires 132 characters to display correctly." is displayed.

The enumerated steps described above display on the screen as shown in Figure 194.

Figure 194: Running the Extract Stop Code Validity Report

```
Select Extract Audit Reports Option: V  Extract Stop Code Validity Report


This option will identify extract records with an invalid or inactive
stop code.

Select one of the following extracts:

        1 Clinic
        2 Event Capture
        3 Radiology

Select Extract Type: 1  Clinic
Select DSS EXTRACT LOG RECORD NUMBER: 5678       06-25-18     Clinic

     Extract:      Clinic #5678

     Start date:   FEB 29, 2018
     End date:     FEB 29, 2018
     # of Records: 4700

Do you want the output in exportable format? NO//

This report requires 132 characters to display correctly.

DEVICE: HOME// 0;132;24  HOME  (CRT)
```

4.5.12.1 Clinic Extract Stop Code Audit

This report reviews the stop code associated with each record in the selected CLI extract. If the stop code was inactive or invalid at the time of service, the record will be included on the report (Figure 195).

Figure 195: Clinic Extract Stop Code Audit

```
Clinic Extract Stop Code Audit
DSS Extract Log #:    5678
Report Run Date/Time: Nov 10, 2018@07:44                                                                    Page: 1

SEQUENCE  FACILITY  SSN  NAME  DAY       FEEDER KEY                    FEEDER  ENCOUNTER          STOP  CLINIC       CLINIC
          NUMBER                                                       LOC     NUMBER             CODE  IEN          STOP CODE
-------------------------------------------------------------------------------------------------------------------------------

11208128  999GA     1234 PATO  20181002  3231880150000N                        99900123417275323  323   1539
11208289  999       1234 TEST  20181016  32311701 5OTHN                        88800123417289323  323   2267
11209647  999GB     6789 PATT  20181020  3231880600000N                        12345678917293323  323   2615
11208337  999GA     1234 PATO  20181002  3231850300000N                        99900123418093323  323   5769
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 196).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 196: Exported Clinic Extract Stop Code Audit

A	B	C	D	E	F	G	H	I	J	K	L	M
EXTRACT TYPE	SEQ #	EXTRACT #	FACILITY	SSN	NAME	DAY	FEEDER KEY	FEEDER LOCATION	ENCOUNTER #	STOP CODE	CLINIC IEN	CLINIC STOP CODE
Clinic	11208128	5678	999GA	1234	PATO	20181002	3231880150000N		99900123417275323	323	1539	
Clinic	11208289	5678	999	1234	TEST	20181016	323117015SOTHN		88800123417289323	323	2267	
Clinic	11209647	5678	999GB	6789	PATT	20181020	3231880600000N		12345678917293323	323	2615	
Clinic	11208337	5678	999GA	1234	PATO	20181002	3231850300000N		99900123418093323	323	5769	

4.5.12.2 Event Capture Extract Stop Code Audit

This report reviews the stop code associated with each record in the selected ECS extract. If the stop code was inactive or invalid at the time of service, the record will be included on the report (Figure 197).

Figure 197: Event Capture Extract Stop Code Audit

```
Event Capture Extract Stop Code Audit
DSS Extract Log #:    4567
Report Run Date/Time: Nov 10, 2018@08:44                                                                    Page: 1

SEQUENCE  FACILITY  SSN  NAME  DAY       FEEDER KEY                    FEEDER  ENCOUNTER          STOP  CLINIC      CLINIC
          NUMBER                                                       LOC     NUMBER             CODE  IEN         STOP CODE
-------------------------------------------------------------------------------------------------------------------------------

781412    999GA     1234 TEST  20181002  SM004N                        172     88800123418060323  323   7285
781413    999       6789 PATT  20181002  SM002N                        56      12345678918060323  323   5530
781414    999GG     1234 PATO  20181002  SM002N                        176     99900123418060323  323   7291
781415    999GJ     1234 TEST  20181002  SM002N                        93      88800123418060323  323   7284
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 198).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 198: Exported Event Capture Extract Stop Code Audit

A	B	C	D	E	F	G	H	I	J	K	L	M
EXTRACT TYPE	SEQ #	EXTRACT #	FACILITY	SSN	NAME	DAY	FEEDER KEY	FEEDER LOCATION	ENCOUNTER #	STOP CODE	CLINIC IEN	CLINIC STOP CODE
Event Capture	781412	4567	999GA	1234	TEST	20181002	SM004N	172	88800123418060323	323	7285	
Event Capture	781413	4567	999	6789	PATT	20181002	SM002N	56	12345678918060323	323	5530	
Event Capture	781414	4567	999GG	1234	PATO	20181002	SM002N	176	99900123418060323	323	7291	
Event Capture	781415	4567	999GJ	1234	TEST	20181002	SM002N	93	88800123418060323	323	7284	

4.5.12.3 Radiology Extract Stop Code Audit

This report reviews the stop code associated with each record in the selected RAD extract. If the stop code was inactive or invalid at the time of service, the record will be included on the report (Figure 199).

Figure 199: Radiology Extract Stop Code Audit

```
Radiology Extract Stop Code Audit
DSS Extract Log #:    6789
Report Run Date/Time: Nov 10, 2018@09:44                                                                    Page: 1

SEQUENCE  FACILITY  SSN  NAME  DAY       FEEDER KEY                    FEEDER  ENCOUNTER          STOP  CLINIC      CLINIC
          NUMBER                                                       LOC     NUMBER             CODE  IEN         STOP CODE
-------------------------------------------------------------------------------------------------------------------------------

955563    999       6789 PATT  20181010  PERCUTANEOUS CHOLEC (1102)    6       1234567891801301   153
955569    999       1234 PATO  20181011  A-Z TUBE REPLACEMEN (1468)    6       99900123418025105  153   7031        153
955622    999       1234 TEST  20181012  ANG INJ PARAVERT F  (1560)    6       88800123418031105  153   5366        337
955628    999       6789 PATT  20181013  EPIDURAL W/IMAGING  (1713)    6       12345678918017105  153   1490        315
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 200).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 200: Exported Radiology Extract Stop Code Audit

A	B	C	D	E	F	G	H	I	J	K	L	M
EXTRACT TYPE	SEQ #	EXTRACT #	FACILITY	SSN	NAME	DAY	FEEDER KEY	FEEDER LOCATION	ENCOUNTER #	STOP CODE	CLINIC IEN	CLINIC STOP CODE
Radiology	955563	6789	999	6789	PATT	20181010	PERCUTANEOUS CHOLEC (1102)	6	123456789180130I	153		
Radiology	955569	6789	999	1234	PATO	20181011	A-Z TUBE REPLACEMEN (1468)	6	99900123418025105	153	7031	153
Radiology	955622	6789	999	1234	TEST	20181012	ANG INJ PARAVERT F (1560)	6	88800123418031105	153	5366	337
Radiology	955628	6789	999	6789	PATT	20181013	EPIDURAL W/IMAGING (1713)	6	12345678918017105	153	1490	315

4.6 Transmission Management

Selecting the Transmission Management option from the Extract Manager's menu provides a list of options to assist with preparing for transmitting data from extract files to the AITC (Figure 201). The sub-sections that follow describe the functionality of each option.

Figure 201: Transmission Management Options Menu

```
Select Extract Manager's Options Option: T  Transmission Management


   R     Review a Particular Extract for Transmission
   T     Transmit Data from Extract Files
   S     Summary Report of Extract Logs
   D     Delete Extract Files
   P     Purge Extract Holding Files
   Q     Recreate Extract Holding Files ...


Select Transmission Management Option:
```

4.6.1 Review a Particular Extract for Transmission

This option allows users to review a particular extract to verify the transmission of messages to the AITC. Once an extract log record number is selected, the output includes:

- the extract abbreviation and log record number;
- the number of records extracted;
- the date the extract was generated;
- the date range for which records were extracted;
- division;
- date purged (if applicable);
- date transmitted;
- transmission messages confirmation status (Figure 202).

Figure 202: Review a Particular Extract for Transmission

```
Select Transmission Management  Option: r  Review a Particular Extract for Transmission
Select DSS EXTRACT LOG RECORD NUMBER: ??

   Choose from:

   366        01-19-95     Movement (setup)
   367        01-19-95     Treating specialty change (setup)
   368        01-31-95     Nursing
   369        02-07-95     IVs (detail)
   370        02-07-95     Laboratory
   371        02-07-95     Admission

Select DSS EXTRACT LOG RECORD NUMBER: 371       02-07-95     Admission

ADM Extract (#371)                        Records:    542
Generated:   FEB 07, 1995                 Start date: OCT 01, 1994
Division:    OLIN E. TEAGUE VET CENTER    End date:   OCT 31, 1994
DEVICE: HOME// 0;132;9999  HOME (CRT)


Status Report for DSS Extract #371 (Admission)
------------------------------------------------------------------------------

ADM Extract (#371)                        Records:    542
Generated:   FEB 07, 1995                 Start date: OCT 01, 1994
Division:    OLIN E. TEAGUE VET CENTER    End date:   OCT 31, 1994
Purged:      JUL 15, 1995
Transmitted: MAY 24, 1995
All transmission messages confirmed.


Select DSS EXTRACT LOG RECORD NUMBER:
```

4.6.2 Transmit Data from Extract Files

This option allows users to transmit a series of mail messages containing data from an individual extract to the AITC. Members of the associated mail group(s) receive confirmation messages indicating that an extract was completed, transmitted, and received in Austin. Users can only transmit extracts for their assigned division.

Note:

- To receive mail messages confirming transmission of extract data, the user must be assigned to the DSS mail group associated with the extract being transmitted.
- For the user to receive the transmission, they must have a division number assigned to their user profile.

To transmit data from an extract file:

Step 1. From the Transmission Management menu, select "Transmit Data from Extract Files", then press <Enter>.

Step 2. Type the desired DSS extract log record number for extract to be transmitted, then press <Enter>.

- Typing **??** at the prompt will list any available extract log numbers that can be used.

- Once selected, information about the selected extract will appear including the start and end dates, the number of records in the extract and the fiscal year logic that was used to generate the extract.

Step 3. Type the desired start time for the transmission, then press <Enter>.

- Press **<Enter>** to accept 'NOW' as the default time.
- The request is queued. Depending on the size of the selected extract, it may take a few minutes for transmission to complete.

The enumerated steps described above display on the screen as shown in Figure 203.

Figure 203: Transmitting Data from an Extract File

```
Select Transmission Management Option: T  Transmit Data from Extract Files

Your user setup will only allow you to transmit extracts from the
following divisions:

   DAYTON

If you can't select an extract, it is probably from another division.


Enter RETURN to continue or '^' to exit:


Transmit which extract: 4501       06-06-16     Treating specialty change

TRT Extract (#4501)                        Records:    977
Generated on: JUN 06, 2016                 Start date: MAR 01, 2016
Division:     DAYTON                       End date:   MAR 31, 2016

The data was extracted using fiscal year 2017 logic.

Request Start Time: NOW//  (JUN 7, 2016@13:09:14)

Request queued as Task #33798
```

When the transmission is complete, a message is sent to the user's MailMan account (Figure 204).

Figure 204: Sample Mail Message – Transmission of Extracted Data

```
Subj: 552 - Admission EXTRACT FOR DSS  [#26145] 06/18/20@16:31  9 lines
From: DSS SYSTEM  In 'IN' basket.   Page 1
-------------------------------------------------------------------------------
The DSS Admission (ADM) extract, #5157,
was transmitted on Jun 18, 2020 at 16:31.

Maximum number of Bytes (characters) per message: 131,000

A total of 373 records were written.
A total of 1 messages were sent.
    Message numbers :
              26144

Subj: 552 - Blood Bank EXTRACT FOR DSS  [#27980] 06/21/20@13:20  9 lines
From: DSS SYSTEM  In 'IN' basket.   Page 1
-------------------------------------------------------------------------------
The DSS Blood Bank (LBB) extract, #5129,
was transmitted on Jun 21, 2020 at 13:20.

Maximum number of Bytes (characters) per message: 131,000

A total of 0 records were written.
A total of 1 messages were sent.
    Message numbers :
              27979

Subj: 552 - BAR CODE MEDICATION ADM EXTRACT FOR DSS  [#26196] 06/18/20@16:31
21 lines
From: DSS SYSTEM  In 'IN' basket.   Page 1
-------------------------------------------------------------------------------
The DSS BAR CODE MEDICATION ADM (BCM) extract, #5158,
was transmitted on Jun 18, 2020 at 16:31.

Maximum number of Bytes (characters) per message: 131,000

A total of 20462 records were written.
A total of 50 messages were sent.
    Message numbers :
              26146             26147             26148             26149
              26150             26151             26152             26153
              26154             26155             26156             26157
              26158             26159             26160             26161
              26162             26163             26164             26165
              26166             26167             26168             26169
              26170             26171             26172             26173
              26174             26175             26176             26177
              26178             26179             26180             26181
              26182             26183             26184             26185

Type <Enter> to continue or '^' to exit:

Subj: 552 - BAR CODE MEDICATION ADM EXTRACT FOR DSS  [#26196]   Page 2
-------------------------------------------------------------------------------
              26186             26187             26188             26189
              26190             26191             26192             26193
              26194             26195

Enter message action (in IN basket): Ignore//
```

Note:

- Extracts that contain zero records cannot be transmitted.
- When attempting to transmit an extract with zero records, the system displays a message that the extract cannot be transmitted (Figure 205).

Figure 205: System Message When Attempting to Transmit an Empty Extract

```
Transmit which extract: 5382

********************************************************************************
* You may not transmit this extract because it has 0 records.                  *
* Please check your selected extract to be sure it has at least one record.    *
********************************************************************************
```

4.6.3 Summary Report of Extract Logs

This option generates a summary report from the EXTRACT LOG file (#727).

To run a summary report of extract logs:

Step 1. From the Transmission Management menu, select "Summary Report of Extract Logs", then press <Enter>.

Step 2. Type the desired start date for the report, then press <Enter>.

Step 3. Type the desired end date for the report, then press <Enter>.

Step 4. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 5. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 206.

Figure 206: Running the Summary Report of Extract Logs Option

```
Select Transmission Management Option: s  Summary Report of Extract Logs
Enter Report Start Date:  3/1/17  (MAR 01, 2017)
Enter Report Ending Date:  (MAR 01, 2017-SEP 13, 2017): 8/31/17  (AUG 31, 2017)

Do you want the output in exportable format? NO//

** REPORT REQUIRES 132 COLUMNS TO PRINT CORRECTLY **

DEVICE: HOME// 0;132;99999  HOME (CRT)
```

The report generates and lists information for extract records within the specified date range. The report includes the Extract Number, VistA Package name of extract, Data Set Dates, Record Count, Date Transmitted, Date Purged, Date Extracted, Data Month, Messages Unconfirmed, and Requestor (Figure 207).

Figure 207: Summary Report of Extract Logs

```
DSS EXTRACT LOG STATISTICS
Page: 1

EXTRACT NUMBER     VISTA PACKAGE      DATA SET DATES      RECORD COUNT    DATE TRANSMITTED      DATE PURGED
   DATE EXTRACTED        DATA MONTH     MSG UNCONF          REQUESTOR
 ---------------------------------------------------------------------------------------------------------

 5356              Admission          170301-170331       918
   Jul 03, 2017          Mar 2017       0                   USER, ONE

 5404              Admission          170301-170331       918             Aug 16, 2017
   Aug 11, 2017          Mar 2017       3                   USER, TWO

 5344              BAR CODE MEDI      170301-170331       20427
   Apr 05, 2017          Mar 2017       0                   USER, THREE
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 208).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

Figure 208: Exported Summary Report of Extract Logs

A	B	C	D	E	F	G	H	I	J
EXTRACT NUMBER	VISTA PACKAGE	DATA SET DATES	RECORD COUNT	DATE TRANSMITTED	DATE PURGED	DATE EXTRACTED	DATA MONTH	MSG UNCONF	REQUESTOR
2398	Admission	060301-060331	579	1-May-06	1-Aug-06	24-Apr-06	Mar-06	0	USER, ONE
2474	Admission	060701-060731	420	30-Aug-06	27-Oct-06	29-Aug-06	Jul-06	0	USER, ONE
2399	Blood Bank	060301-060331	238	1-May-06	1-Aug-06	24-Apr-06	Mar-06	0	USER, ONE
2418	Blood Bank	060401-060430	271	30-May-06	1-Aug-06	26-May-06	Apr-06	0	USER, ONE
2400	Clinic	060301-060331	53882	1-May-06	1-Aug-06	24-Apr-06	Mar-06	0	USER, ONE
2416	Clinic	060401-060430	55538	30-May-06	1-Aug-06	22-May-06	Apr-06	0	USER, ONE

4.6.4 Delete Extract Files

This option allows extract managers (i.e., holders of the ECXMGR security key) to delete individual extracts residing in files #727.802 through #727.833 or a range of extracts.

Authorized users may only delete extracts that are associated with his/her division as assigned in the NEW PERSON file (#200). Any existing complete, incomplete, transmitted or un-transmitted extract may be deleted.

Note:

- Choosing a range of extracts could result in an excessively large number of records being deleted and may be resource intensive.
- Users should queue this process during off-peak hours and limit the number of extracts to be deleted in a single queued session.

To delete extract files:

Step 1. From the Transmission Management menu, select "Delete Extract Files", then press <Enter>.

- Information about the option appears.

Step 2. Select whether to continue to delete extract files.

- At the 'Delete Extract Files?? NO//' prompt, type **Y**, then press **<Enter>** to confirm and continue to the next prompt.
- To cancel the action and return to the Transmission Management menu, press **<Enter>** at the prompt to accept the default.

Step 3. Select whether to print a list of all extracts that can be deleted, then press <Enter>.

- At the 'Do you want to print a list of extracts that can be deleted NO//' prompt, press **<Enter>** to accept the default 'NO' and continue to the next prompt.

Step 4. Select an extract record log number or a range of records to be deleted, then press <Enter>.

- A confirmation message appears indicating which extracts will be deleted.

Step 5. Confirm the deletion, then press <Enter>

- At the 'Is this OK? NO//' prompt, type **Y** to confirm the deletion of the extracts as presented in the confirmation message.
- To accept the default answer of 'NO' and cancel the deletion, press **<Enter>**.

Step 6. Type the desired start time for the deletion process, then press <Enter>.

- The default value for the requested start time is now. To accept the default value, press **<Enter>** at the prompt.
- To change the requested start date, type a valid date and/or time, then press **<Enter>**.
- Once the desired start time is entered, the system indicates that the approval is queued.

The enumerated steps described above display on the screen as shown in Figure 209.

Figure 209: Running the Delete Extract Files Option

```
Select Transmission Management Option: d  Delete Extract Files


This option will allow you to delete an
individual or a range of DSS extracts files.

Care must be taken for several reasons:

-  You can delete ANY existing extract.  This includes transmitted and non-
   transmitted extracts as well as extracts that did not run to completion
   due to errors or system problems.
-  Choosing a range of extracts could mean an excessively large number
   of records and be very CPU intensive.
   Please be sure to queue this deletion for off-hours and
   limit the number of extracts to be deleted per a single queued session.



Delete Extract Files?? NO// y  YES

...one moment please

Do you want to print a list of extracts that can be deleted? NO//
You will not be able to select an extract that is not from your division.


Select extracts to be deleted:  (2862-4894): 4893

I will delete the following extract(s):
     #4893 - BAR CODE MEDICATION ADM           01/01/2017 to 01/31/2017


Is this OK? NO// y  YES

   <<This deletion should be queued to run during non-peak hours.>>

Requested Start Time: NOW//  (AUG 14, 2017@11:53:24)
Request queued as Task #5753.
```

4.6.5 Purge Extract Holding Files

This option allows users to purge data in the holding files for the IVP or UDP extracts or VBECS.

The IVP, UDP and VBECS holding files are intermediate files that are populated in real-time by inpatient pharmacy and VBECS activity. These files are then used to generate the IVP, UDP and VBECS extracts. The IV EXTRACT DATA file (#728.113) and the UNIT DOSE EXTRACT DATA file (#728.904) can become excessively large if purging is not performed. It is recommended that records over two years old be purged from the IV EXTRACT DATA file (#728.113) and the UNIT DOSE EXTRACT DATA file (#728.904).

VBECS holding files can also be purged. Once purged, these files cannot be recreated for any time period.

Purging of any local VistA extract data or VistA source extract data (i.e., lab data, etc.) is not recommended until the facility has successfully created extracts, transmitted them to the AITC, audited the counts, loaded the data into DSS, and validated the results.

Note:

- Choosing a broad range of holding files could result in an excessively large number of records being purged and may be resource intensive.
- Users should queue this process during off-peak hours and limit the number of holding files to be purged in a single queued session.

To purge extract holding files:

Step 1. From the Transmission Management menu, select "Purge Extract Holding Files", then press <Enter>.

- Information about the option appears.

Step 2. Select a holding file to purge (IVP, UDP or VBECS), then press <Enter>.

- Information for the date range of data contained in the selected holding file appears.

Step 3. Type the desired start date for the purge, then press <Enter>.

Step 4. Type the desired end date for the purge, then press <Enter>.

- A confirmation message appears indicating which extracts will be deleted.

Step 5. Confirm the deletion, then press <Enter>

- At the 'Is this OK? NO//' prompt, type **Y** to confirm the deletion of the extracts as presented in the confirmation message.
- To accept the default answer of 'NO' and cancel the deletion, press **<Enter>**.

Step 6. Type the desired start time for the purge process, then press <Enter>.

- The default value for the requested start time is now. To accept the default value, press **<Enter>** at the prompt.
- To change the requested start date, type a valid date and/or time, then press **<Enter>**.
- Once the desired start time is entered, the system indicates that the purge is queued.
- The system sends a confirmation MailMan message to the user when the extract holding file has been successfully purged.

The enumerated steps described above display on the screen as shown in Figure 210.

Figure 210: Running the Purge Extract Holding Files Option

```
Select Transmission Management Option: p  Purge Extract Holding Files


This option will allow you to purge:
1. data that resides in the "holding files" for the IVP and UDP extracts.
2. data that resides in the "holding file" for the VBECS extract

Care must be taken for several reasons:
-  The IVP, UDP and VBECS "holding" files are intermediate files that
   are populated "realtime" by inpatient pharmacy and VBECS activity.
   These files are then used to generate the IVP, UDP and VBECS extracts.
   NOTE:    The VBECS files CANNOT be regenerated.
   Once it is purged for a date range, extracts can no longer be
   generated for that time period.

Purge (I)VP data, (U)DP data or (V)BECS data? i  IVP Holding File


This file currently holds IVP data from <Jul 01, 2005> to <Apr 10, 2017>.

Beginning date for purge: 7/1/05  (JUL 01, 2005)
Ending date for purge: 12/31/05  (DEC 31, 2005)

I will purge the IVP holding file from <Jul 01, 2005> to <Dec 31, 2005>.


Is this OK? NO// y  YES

   <<This deletion should be queued to run during non-peak hours.>>

Requested Start Time: NOW//  (SEP 14, 2017@12:12:48)
Request queued as Task #5756.
```

4.6.6 Recreate Extract Holding Files

This option allows users to recreate an IVP or UDP extract holding file that has been purged at the local site.

To Recreate Extract Holding Files:

Step 1. From the Transmission Management menu, select "Recreate Extract Holding Files", then press <Enter>.

- Additional options appear.

Step 2. Select a holding file to recreate (IVP or UDP), then press <Enter>.

- Information for the date range of data contained in the selected holding file appears.

Step 3. Type the desired start date for the holding file, then press <Enter>.

Step 4. Type the desired end date for the holding file, then press <Enter>.

Step 5. Type the desired start time for the recreation process, then press <Enter>.

- The default value for the requested start time is now. To accept the default value, press <**Enter**> at the prompt.
- To change the requested start date, type a valid date and/or time, then press **<Enter>**.
- Once the desired start time is entered, the system indicates that the approval is queued.

- The system sends a confirmation MailMan message to the user when the extract holding file has been recreated.

The enumerated steps described above display on the screen as shown in Figure 211.

Figure 211: Running the Recreate Extract Holding File Option

```
Select Transmission Management Option: q  Recreate Extract Holding Files


   I     Recreate IVP Extract Holding File (#728.113)
   U     Recreate UDP Extract Holding File (#728.904)


You have PENDING ALERTS
          Enter  "VA to jump to VIEW ALERTS option

Select Recreate Extract Holding Files Option: i  Recreate IVP
 Extract Holding File (#728.113)
Enter Start Date:  7/1/05
Enter Stop Date:  12/31/05
Requested Start Time: NOW//  (SEP 14, 2017@14:18:02)
Request queued as Task #5765.
```

5 Troubleshooting

The following section provides information on error handling and correction.

5.1 Special Instructions for Error Correction

Users are encouraged to contact support staff when encountering errors in application performance. There are no special utilities provided by the application for troubleshooting and error correction. Refer to the National Service Desk and Organizational Contacts section for additional information.

Appendix A Abbreviations and Acronyms

Table 7 provides a list of abbreviations and acronyms used throughout the DSS FY21 User's Guide.

Table 7: Acronyms

Abbreviation/Acronym	Description
ADM	Admissions Extract
AITC	Austin Information Technology Center
BCM	BCMA Extract
BCMA	Bar Code Medication Administration
CBOC	Community Based Outpatient Clinic
CLI	Clinic Extract
CPT	Current Procedural Terminology
CSHD	Customer Service Help Desk
DSS	Decision Support System
ECS	Event Capture Extract
FY	Fiscal Year
HAS	Health Administration Service (formerly MAS)
HCPC	Healthcare Common Procedure Coding
HCPCS	Healthcare Common Procedure Coding System
HSP	Health Services Portfolio
ICD	International Classification of Diseases
IEN	Internal Entry Number
IVP	IV Extract
LAB	Laboratory Extract
LBB	Blood Bank Extract
LMIP	Laboratory Management Index Program
MAS	Medical Administration Service (now known as HAS)
MCA	Managerial Cost Accounting
MCAO	Managerial Cost Accounting Office
MOV	Movement Extract (Transfers & Discharges)
NDC	National Drug Code
NDF	National Drug File
NPPD	National Prosthetic Patient Database
NSD	National Service Desk
OI&T	Office of Information and Technology
OR	Operating Room
PACU	Post Anesthesia Care Unit
PIMS	Patient Information Management System
PRE	Prescription Extract

Abbreviation/Acronym	Description
PRO	Prosthetics Extract
PSAS	Prosthetic and Sensory Aids Service
RAD	Radiology Extract
SAS	Statistical Analysis System
SSN	Social Security Number
SUR	Surgery Extract
TRT	Treating Specialty Change Extract
UDP	Unit Dose Local Extract
U.S.C	United States Code
VA	Department of Veterans Affairs
VBECS	VistA Blood Establishment Computer Software
VDL	VA Software Document Library
VHA	Veterans Health Administration
VISN	Veterans Integrated Service Network
VistA	Veterans Health Information Systems and Technology Architecture
YTD	Year-to-Date

Appendix B Glossary

Table 8 lists terms found in this document that may assist the reader in understanding.

Table 8: Glossary

Term	Definition
Action to Send Code	Indicates which code(s), if any, should be sent to the DSS commercial software (e.g., stop code and credit stop code, with or without CHAR4 code).
Credit Stop Code	The Credit Stop Code (from the HOSPITAL LOCATION file [#44]) as determined by the Health Administration Service (HAS, formerly MAS).
DSS Credit Stop Code	The Credit Stop Code as determined by MCA.
DSS Product Department	A code associated with products or services which assists in the categorization and costing of those products. At this time, only medical center wards are being associated with a DSS Product Department in the DSS WARD file (#727.4). The DSS Product Department consists of a minimum of 4 characters as: ABBCxxx A = DSS CODE in NATIONAL SERVICE file (#730) BB = DSS PRODUCTION UNIT CODE in DSS PRODUCTION UNIT file (#729) C = DSS DIVISION IDENTIFIER in DSS DIVISION IDENTIFIER file (#727.3) xxx = A suffix of not more than three characters which must be numeric digits or uppercase alpha characters. The first character of the string may be "-", but that is not recommended.
DSS Division Identifier	A one-character code, either numeric (but not zero) or an uppercase alpha character. The character used in the DSS DIVISION IDENTIFIER file (#727.3) as a division identifier should exactly match the identifier associated with a medical center division in DSS/Austin.
DSS Production Unit	A two-character code which may contain both numeric and uppercase alphabetic characters. These DSS-compatible codes are based on the FMS sub-cost center scheme to categorize production unit output. The DSS PRODUCTION UNIT file (#729) holds the production unit codes approved for use by DSS.
DSS Stop Code	The Stop Code as determined by MCA.
Extract	Management tool used to track and account for procedures and delivered services which are not handled in any existing VistA package.
Extract Files	The files that hold the data that has been extracted via the DSS Extract software.
Feeder Key	The product for workload extracted.
Feeder Location	The site location of data extracted.
Provider	The actual provider of care performing the procedure. This provider can be a doctor, nurse, technician or any designated team of medical professionals.
Stop Code	The Stop Code (from the HOSPITAL LOCATION file [#44]) as determined by the Health Administration Service (HAS, formerly MAS).
Volume	Volume is associated with the number of procedures performed, or the length of time actually spent performing the procedures.

Appendix C Feeder Key Encoding

The feeder key for the Clinic Extract contains the stop code (SSS), credit stop code (CCC), time length of appointment (TTT), CHAR4 code (4444), no-show code (N) and MCA Labor Code associated with the clinic (LL) with format SSSCCCTTT4444NLL.

These characters are determined by the ACTION TO SEND code as indicated in Table 9.

Table 9: Feeder Key Encoding Table

Action to Send Code	Description
4: SEND STOP CODE(S) WITH CHAR4 CODE	SSS is the Stop Code. CCC is the Credit Stop Code. If no Credit Stop Code assigned then "000". TTT is the length of appointment. 4444 is the CHAR4 Code. N if a no-show, otherwise '0' (zero). LL is the MCA labor code assigned to the clinic (blank if no labor code is assigned).
5: SEND STOP CODE(S) WITHOUT CHAR4 CODE	SSS is the Stop Code. CCC is the Credit Stop Code. TTT is the length of appointment. 4444 = 0000. N if a no-show, otherwise '0' (zero). LL is the MCA labor code assigned to the clinic (blank if no labor code is assigned).
6: DO NOT SEND	SSS = 000. CCC = 000. TTT is the length of appointment or "000" if not present. 4444=0000. N if a no-show, otherwise '0' (zero). LL is the MCA labor code assigned to the clinic (blank if no labor code is assigned).

Appendix D Exporting a Report to a Spreadsheet

Some reports within DSS are available in an exportable format. This format creates a delimited text file that can be imported into an Excel spreadsheet. Instructions are provided to the user for setting up the logging feature (Figure 212). Detailed instructions are provided below.

Figure 212: Selecting an Exportable Format for a Report

```
To ensure all data is captured during the export:

1. In reflections, change the row margin by clicking on one of the change margin
   icons with a value of 225 or higher if you have them.
   You may also set the margin manually by clicking on appearance, expanded
   terminal settings (arrow in lower right corner), set up display settings.
   Scroll to the bottom and change the number of characters per row to 225
   or higher.  Click 'OK' to save your change.
2. Click on 'capture setup' or 'tools, logging (arrow in lower right corner)'
   depending on your setup.  Ensure the logging settings form only has 'to disk'
   selected and enter the path and filename where the output should be stored.
3. Click 'start capture' or 'start logging', depending on your interface.
4. The DEVICE input for the columns should also contain a large enough
   parameter (e.g. 225).  The DEVICE prompt is defaulted to 0;225;99999 for you.
   You may change it if need be.
Example: DEVICE: 0;225;99999 *Where 0 is your screen, 225 is the margin width
                 and 99999 is the screen length.

NOTE:  In order for all number fields, such as SSN and Feeder Key, to be
displayed correctly in the spreadsheet, these fields must be formatted as Text
when importing the data into the spreadsheet.

DEVICE: 0;225;99999//
```

Note:

- The instructions that follow were produced using Micro Focus Reflection Desktop Pro v16.0 SP1 for UNIX and OpenVMS within a Microsoft® Windows environment.

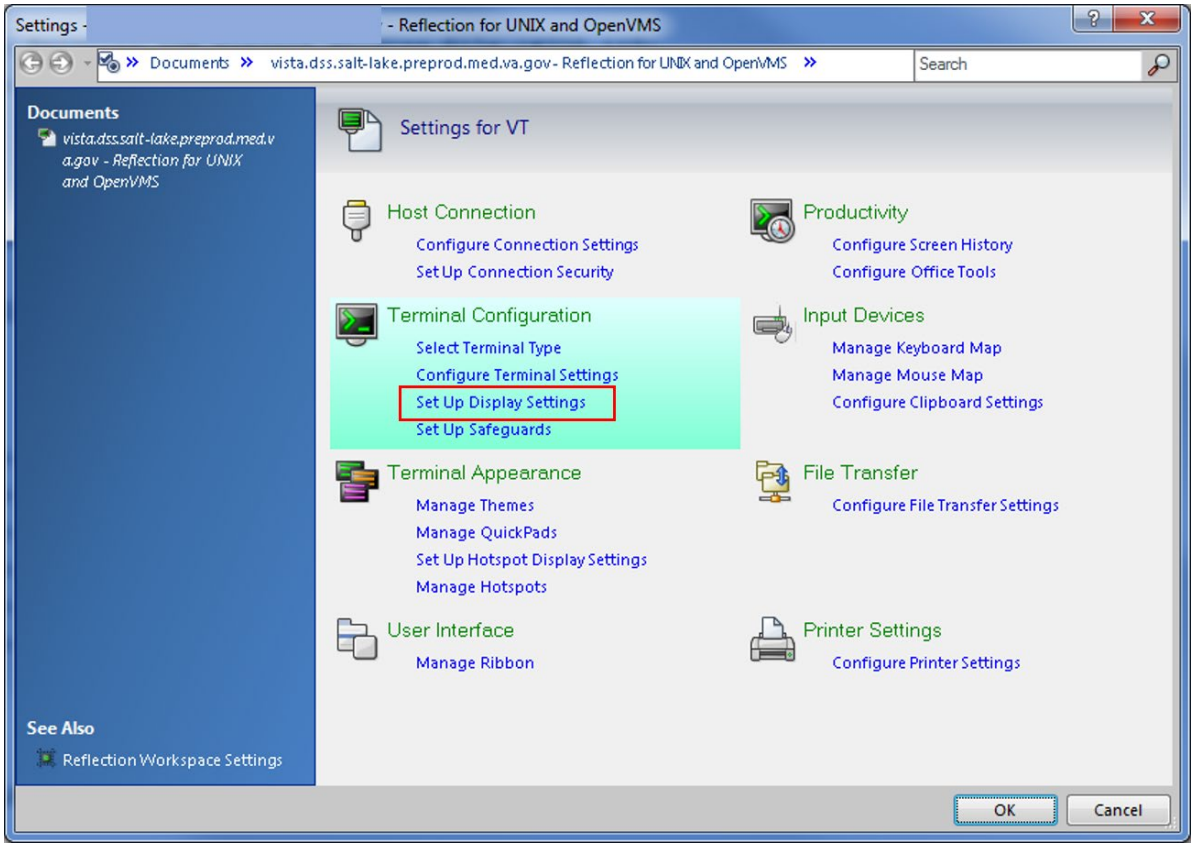
To set up the Reflection Workspace for logging an exportable format:

Step 1. Margins need to be set to at least 255. A pre-existing macro (if using an interface that has one) can be used to do this, or the margin can be set manually by following the steps below.

- **Go into the Reflection Workspace application and set up the margin** manually by clicking Appearance, Expanded Terminal Settings (arrow in lower right corner), the Set Up Display **Settings.**

Step 2. On the Settings screen, under Terminal Configuration, click the "Set Up Display Settings" link (Figure 213).

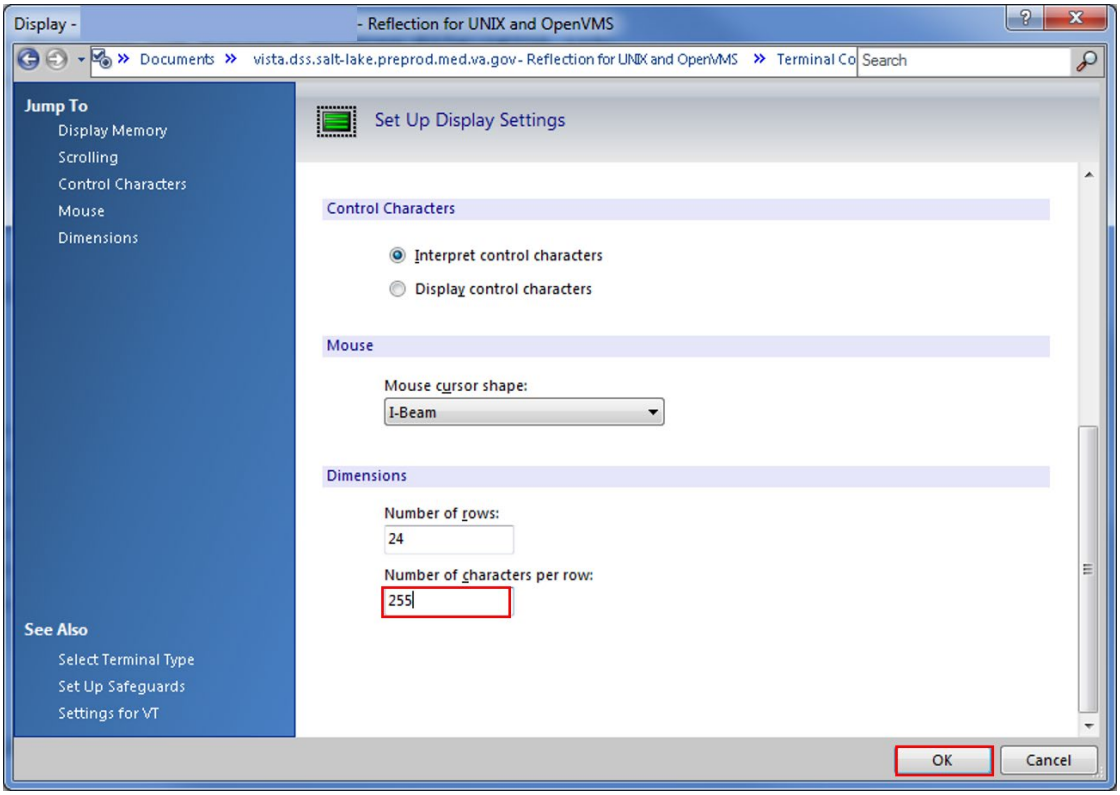
Figure 213: Reflection Workspace Settings Screen



Step 3. On the Display screen, scroll down to the "Dimensions" section and type 255 as the value for the "Number of characters per row" field, then click the OK button (Figure 214).

- Many of the DSS audits are available in exportable formats with character widths of 132 or 225. To make logging format more valuable, the screen display should be adjusted to fit the character width.
- The text displayed on the Reflection Workspace screen adjusts to the user-defined settings.

Figure 214: Changing the Characters per Row in Reflection Workspace

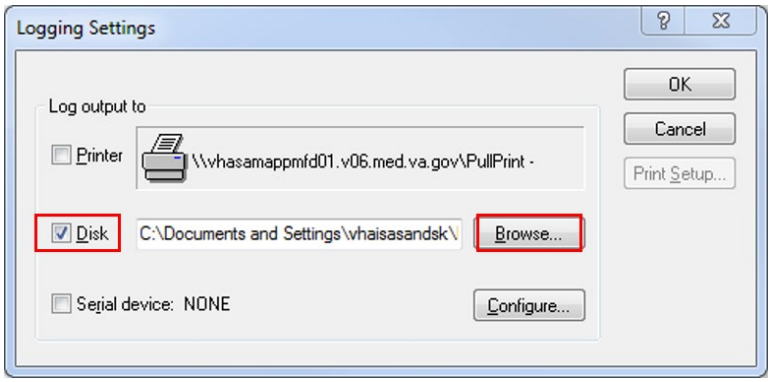


Step 4. If running the classic interface, select "Logging…" from the Reflection Workspace File menu. If running the ribbon interface, select Tools, Logging (arrow in lower right corner). Ensure the logging settings form only has 'to disk' selected and enter the path and filename where the output should be stored.

- The Logging Settings window appears.

Step 5. On the Logging Settings window, check the "Disk" checkbox, then click the Browse button (Figure 215).

Figure 215: Reflection Workspace Logging Settings



Step 6. Select the desired location where the logging text file will be stored, type the desired file name, then click the Save button.

- The logged output that is captured within Reflection Workspace will be stored to the selected location with the specified file name.
- Once the Save button is clicked, the user is returned to the Logging Settings window.

Step 7. Click the OK button on the Logging Settings window.

- The Logging Settings window closes, and the user is returned to the Reflection Workspace.

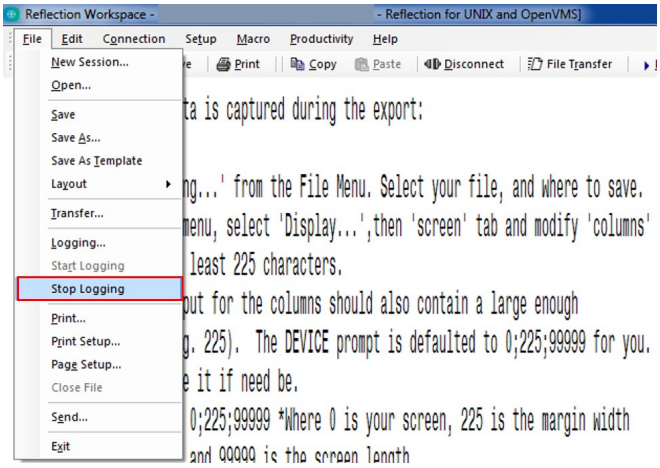
Step 8. Select Start Logging from the File menu.

Step 9. At the 'DEVICE: 0;225;99999//' prompt, press <Enter> to accept the default parameters.

- The report output is displayed on the user's screen in a delimited format.

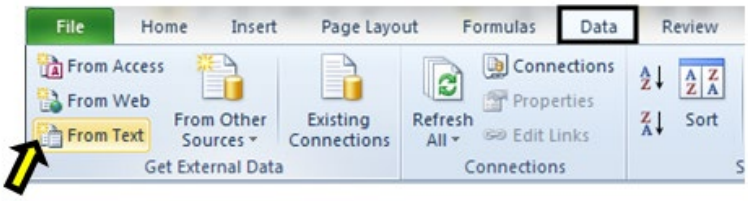
Step 10. Once the report has completed, go to the Reflection Workspace File menu and select "Stop Logging" (Figure 216).

Figure 216: Reflection Workspace File Menu > Stop Logging



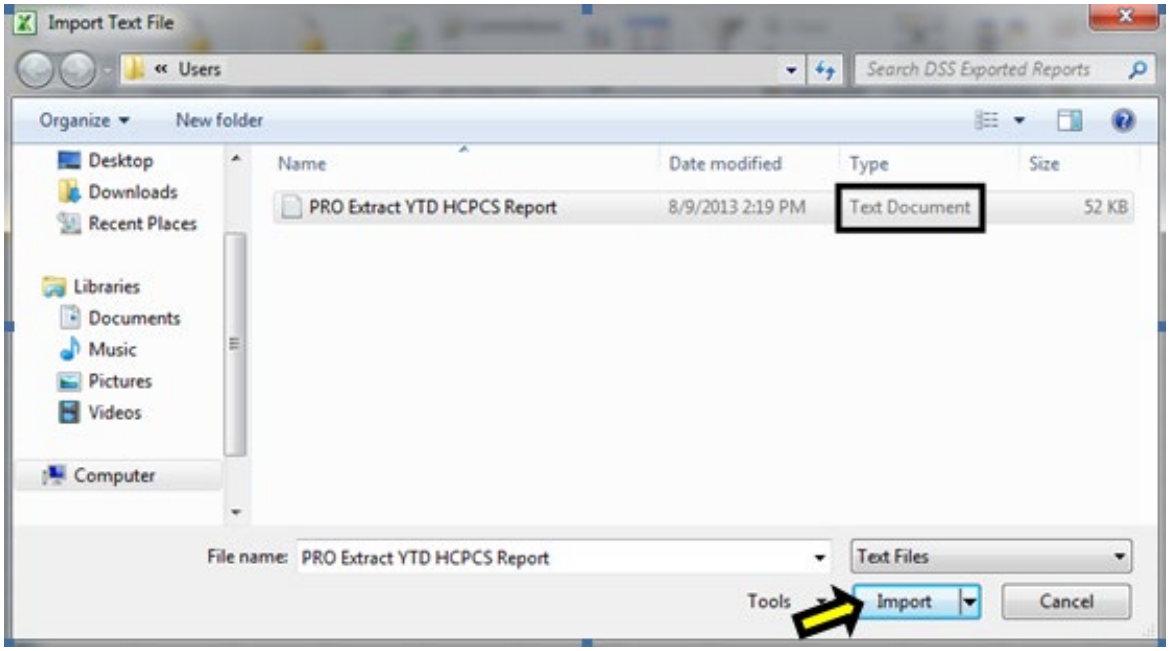
Step 11. Open a new Excel workbook, click the Data tab, then select the "From Text" option (Figure 217).

Figure 217: Excel Import From Text Option



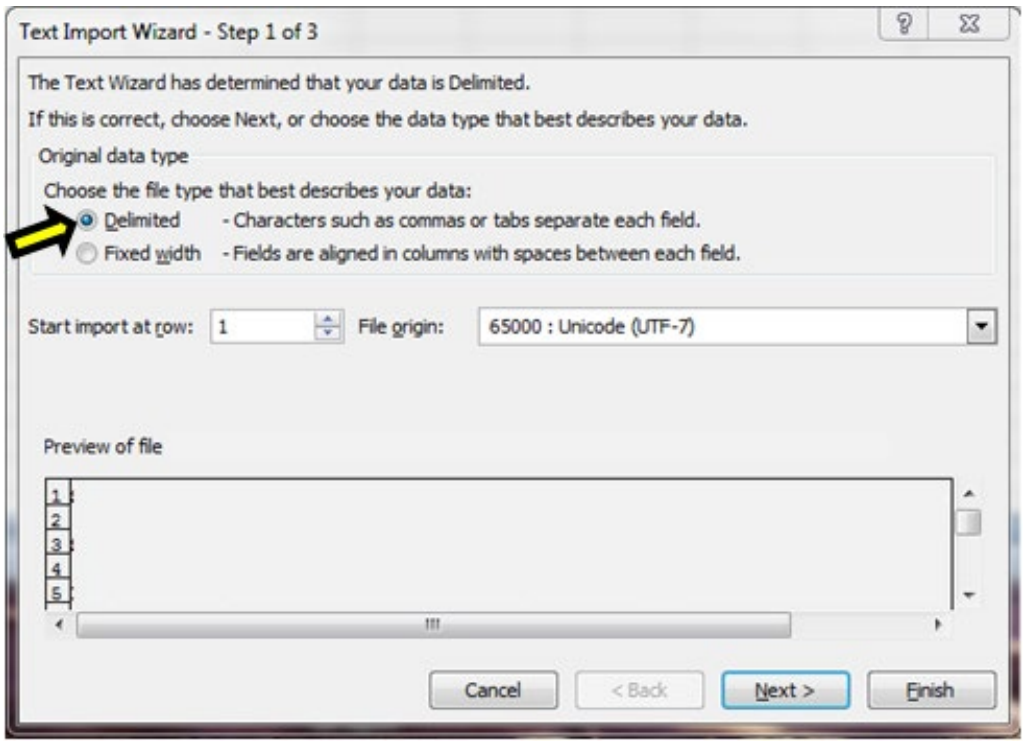
Step 12. Select the text file that was created, then click the "Import" button (Figure 218).

Figure 218: Import Text File Screen



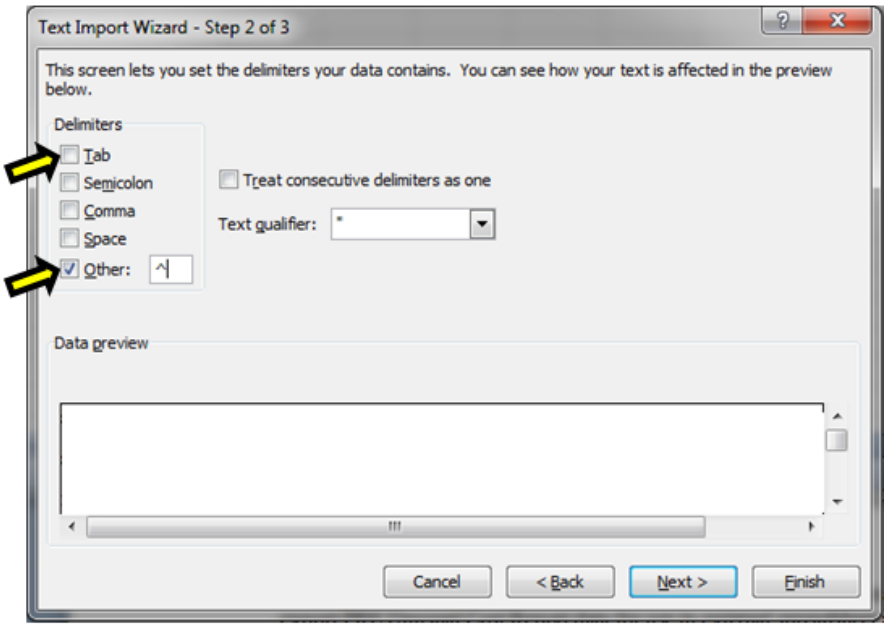
Step 13. Select the Delimited radio button, then, click the Next button (Figure 219).

Figure 219: Text Import Wizard – Step 1 of 3



Step 14. From the list of Delimiters, uncheck the "Tab" checkbox, check the "Other" checkbox and type a caret (^) symbol as the delimiter value, then click the "Next" button (Figure 220).

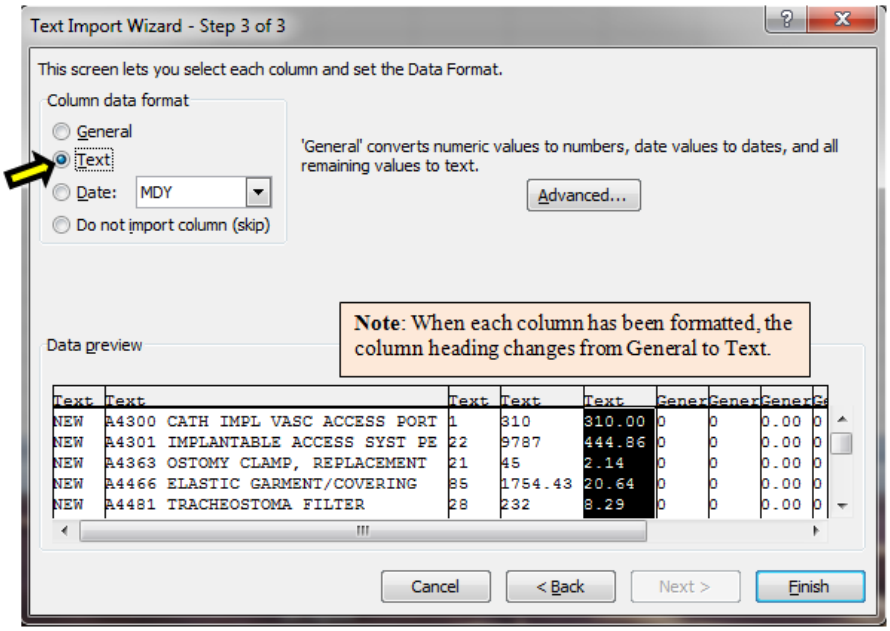
Figure 220: Text Import Wizard – Step 2 of 3



Step 15. In the Data Preview section of the screen, click to highlight the columns, select "Text" as the column data format, then click the "Finish" button (Figure 221).

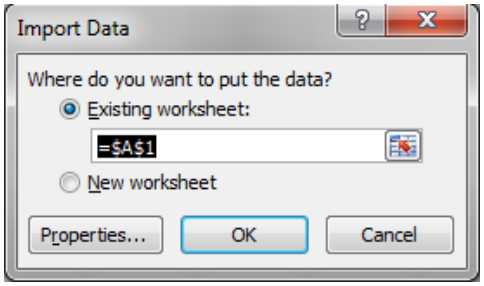
- To format all columns at once, hold the Shift key while clicking columns to select all columns, then select the Text radio button.

Figure 221: Text Import Wizard – Step 3 of 3



Step 16. Click the "OK" button on the Import Data screen (Figure 222).

Figure 222: Import Data Screen



- The report will be created and displayed in an Excel spreadsheet (Figure 223).

Figure 223: Text File Imported in Excel

A	B	C	D	E	F	G	H	I
REPORT TYPE	PSAS HCPCS	QTY COM	TOTAL COM	AVE COM	QTY VA	TOTAL VA	AVE VA	QTY LABE
NEW	A4265 PARAFFIN	68	1455.32	21.40	0	0	0	0
NEW	A4300 CATH IMPL VASC ACCESS PORT	1	310	310.00	0	0	0	0
NEW	A4301 IMPLANTABLE ACCESS SYST PE	22	9787	444.86	0	0	0	0
NEW	A4363 OSTOMY CLAMP, REPLACEMENT	21	45	2.14	0	0	0	0
NEW	A4466 ELASTIC GARMENT/COVERING	85	1754.43	20.64	0	0	0	0
NEW	A4481 TRACHEOSTOMA FILTER	28	232	8.29	0	0	0	0

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