Rural Health Associates

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Maintaining a Database

# GETTING STARTED

* Open the file **SC\_AC19\_EOM3-2\_*FirstLastName*\_1.accdb**, available for download from the SAM website.
* Save the file as **SC\_AC19\_EOM3-2\_*FirstLastName*\_2.accdb** by changing the “1” to a “2”.

If you do not see the .accdb file extension in the Save As dialog box, do not type it. The program will add the file extension for you automatically.

* Open the **\_GradingInfoTable** table and ensure that your first and last name is displayed as the first record in the table. If the table does not contain your name, delete the file and download a new copy from the SAM website.
* PROJECT STEPS

1. Rural Health Associates is a healthcare company that manages rural health clinics in underserved areas of the country. You work in the Patient Services Department as an information specialist.  
   The records in the *AdditionalStaff* table need to be appended to the *ProfessionalStaff* table. Create an append query to append the records. Save the query using **AppendStaff** as the query name, then run and view it.
2. Open the *Family* table in Design View and delete the *County* field. Change the data type for the *Income* field to **Currency** with **0** decimal places. Save the changes to the table.
3. Using a query, delete records in the *Family* table where the *Income* field value is **greater than 55000**. Save the query using **DeleteHighIncome** as the query name, then run and view it.
4. Open the *Clinics* table in Design View. Create a validation rule for the *State* field that ensures only the values **ID**, **MT**, **OR**, or **WA** are entered in the field. Enter **Must be ID, MT, OR, or WA** as the validation text. Save the changes to the table.
5. Create a one-to-many relationship between the *Family* table and the *Patients* table. *FamilyID* is the matching field in each table. Make the relationship enforce referential integrity. Save the relationship.
6. Open the *HealthServices* table in Design View and make the *ServiceCode* field the primary key for the table. Ensure that any letters entered in the *ServiceCode* field display in uppercase. Save the changes to the table.
7. Using an update query, update the field values in the *StateMinInc* field in the *IncomeLevels* table to **16780** for all records where the value in the *County* field is **Twin Falls**. Save the query using **UpdateStateMinInc** as the query name, then run and view it.
8. Open the *IncomeLevels* table in Design View. Add a calculated field named **IncDifference** to the end of the table. The field is the result of subtracting *StateMinInc* from *Income*. Save the changes to the table.
9. Switch the *IncomeLevels* table to Datasheet View. Add the caption **TaxIncome** to the *Income* field. Add a Total row to the table and calculate the maximum for *Income* field and the average for the *StateMinInc* field. Save the changes to the table.

Save and close any open objects in your database. Compact and repair your database, close it, and then exit Access. Follow the directions on the SAM website to submit your completed project.