Primary Care Management Module (PCMM) Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Designate person who will setup PCMM parameters, teams, and positions.			

A. User will require access to the PCMM GUI program and the following keys and secondary menu option that are required to setup parameters
      1) Security key :
         (a) SC PCMM SETUP
         (b) SC PCMM ROLL
      2) Secondary Menu option
         (a) SC PCMM GUI WORKSTATION			

2. A multidisciplinary approach should be utilized for the naming convention to be used for the site's primary care teams and positions			

3. Prior to position setup, a review should be completed for clinicians that will be assigned to positions in PCMM. The Person Class file (#200) should be reviewed for active and accurate Person Class assignments. The following fileman query is provided to assist in this effort:
OUTPUT FROM WHAT FILE: NEW PERSON//
Select NEW PERSON NAME: \<ENTER NAME>
ANOTHER ONE:
STANDARD CAPTIONED OUTPUT? Yes// N (No)
FIRST PRINT FIELD: PERSON CLASS   (multiple)
 FIRST PRINT PERSON CLASS SUB-FIELD: .01:
  THEN PRINT PERSON CLASS FIELD: STATUS
  THEN PRINT PERSON CLASS FIELD: NUMBER
  THEN PRINT PERSON CLASS FIELD: VA CODE
  THEN PRINT PERSON CLASS FIELD:
  THEN PRINT PERSON CLASS SUB-FIELD: .01 Person			

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS

Class
  THEN PRINT PERSON CLASS SUB-FIELD: 2 Effective Date
  THEN PRINT PERSON CLASS SUB-FIELD: 3 Expiration Date
  THEN PRINT PERSON CLASS SUB-FIELD:
THEN PRINT FIELD: .01 NAME
THEN PRINT FIELD: TERMINATION DATE
THEN PRINT FIELD:
Heading (S/C): NEW PERSON LIST//
STORE PRINT LOGIC IN TEMPLATE:
DEVICE:			

4. Determination will be made for clinician's FTEE which will be equivalent to the time the provider spends performing primary care activities. A. Panel size should be determined by the provider**see note at end of worksheet**			
5. Preceptor/Resident determinations will need to be made. Preceptor's must be designated and assigned to resident positions.			
6. Determination will be made for teams that will be setup for possible non-PC purposes, i.e. OIF/OEF			
7. Determine how patients will be assigned to team/positions to the new Medical Center and CBOC's			

8. Security Keys
  A. SC PCMM DELETE
  B. SC PCMM ROLL
  C. SC PCMM SETUP			

9. PCMM Background Jobs
  A. NAME: SCMC PCMM HL7 TRANSMIT
      DESCRIPTION: This menu option should be queued to run nightly. It will go thru the "AACXMIT" xref on the PCMM HL7 EVENT file and send an HL7 message to the NPCD in Austin for			

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
each entry. 1) NAME: SCMC PCMM NIGHTLY DESCRIPTION: This option should be scheduled once a day. It reviews Patient team assignments and inactivates patients who have assignment dates greater than two years old and have not been seen in the last year. NOTE: Postmaster and the person first queuing the job should own the SC PCMM SETUP key or else the job will start, appear to have run, but will not really process anything.			
10. Mail groups - Determine appropriate mailgroup membership for: A. PCMM AUSTIN REPORTS – This mail group will receive PCMM HL7 reject messages from Austin. B. PCMM HL7 MESSAGES - Repository for PCMM Primary Care HL7 messages. Make Austin a member of this mail group so these HL7 messages are transmitted to the NPCD. C. PCMM PATIENT/PROVIDER INACTIVE - Receive information on PCMM patient and provider inactivation D. PCMM TRANSMISSION ERRORS - This mail group is used to notify the local site that PCMM HL7 Transmission errors were received from the Austin Automation Center (AAC). E. PCMM WORKLOAD FTEE MAIL GROUP - Repository for PCMM Primary Care Workload HL7 messages. Make Austin a member of this mail group so these HL7 messages are transmitted to the NPCD.			