

# **Decision Support System (DSS)**

## **DSS FY20 User's Guide**

**Software Version 3.0  
Patch ECX\*3.0\*174**



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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 FY20 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  |
|-----------|---|--|
| DSS_DDD   | DSS FY20 Data Definitions Document                                | Provides detailed information on formatting and defines the data terminology.  |
| DSS_DIBR  | DSS FY20 Distribution, Installation, Back-out, and Rollback Guide | Provides detailed information for site IT staff for distributing, installing, backing out and rolling back DSS software patches. |
| DSS_TM    | DSS FY20 Technical Manual   | Describes the DSS Extract technical (high-level) terminology.  |
| DSS_UG    | DSS FY20 User's Guide   | Provides an overview of the functionality and enhancements of the DSS Extract application.                                       |

| File Name | Manual Name                           | Description  |
|-----------|---------------------------------------|--|
| DSS_VDD   | DSS FY20 Version Description Document | Provides detailed information on the DSS extracts and DSS reports modified for this Patch Release. |

## 1.3 National 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 National Service Desk (NSD)     | Tier 1 Support             | OI&T | <a href="mailto:Nationalservicedesk@va.gov">Nationalservicedesk@va.gov</a><br>1-855-673-4357                     |
| Health Product Support (HPS)         | Tier 2 Support             | VHA  | <a href="mailto:Nationalservicedesk@va.gov">Nationalservicedesk@va.gov</a><br>1-855-673-4357                     |
| VistA Maintenance Management Systems | Tier 3 Application Support | OI&T | <a href="mailto:OITPDVistAMaintenanceManagementSystems@va.gov">OITPDVistAMaintenanceManagementSystems@va.gov</a> |

## 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 FY20:

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

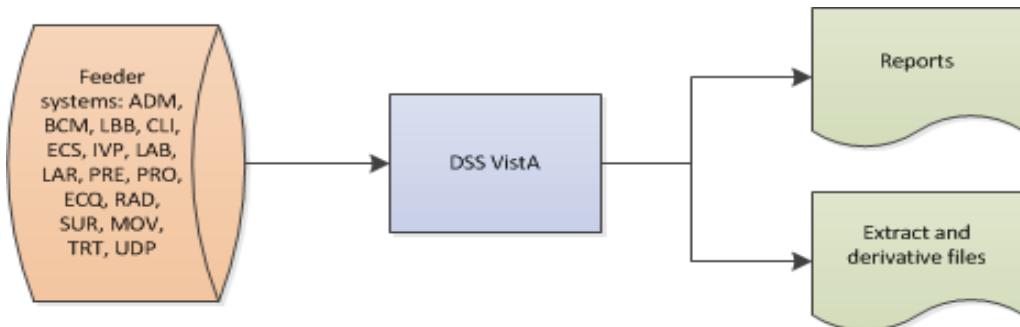
### 2.1 System Configuration

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       |
| [ECXSCEEDIT]                 | Enter/Edit Clinic Parameters           |
| [ECXSCAPPROV]                | Approve Reviewed DSS Clinic Worksheet  |
| [ECX IV DIV EDIT]            | Enter/Edit IV Room Division            |
| [ECX LAB RESULTS TRANS EDIT] | Add/Edit Lab Results Translation Table |
| [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 1. On the Systems Manager menu, select Core Applications.**

**Step 2. On the Core Applications menu, select Administrative Services menus.**

**Step 3. 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**

```
Enter "VA to jump to VIEW ALERTS option  
  
Select Extract Manager's Options <TEST ACCOUNT> Option: m Maintenance  
  
CBO      CBOC Activity Report  
INQ      CPT/ICD Inquiry ...  
WRD      Enter/Edit DSS Ward  
LAB      Lab Results DSS LOINC Code Report  
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  
  
You have PENDING ALERTS  
Enter "VA to jump to VIEW ALERTS option  
  
Select Maintenance <TEST ACCOUNT> 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**

| 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      |         |

Select Maintenance Option: 1 CBOC Activity Report

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<br>JUL 2007   | Page: 429<br>Report Run Date: JUN 06, 2017 |                              |
| Feeder Key: 56112506000TH0         | Division: 660GB                            | Clinic: ZZOGD MH/SW 39 PCT G |
| Patient                            | SSN  | Visit Date/Time              |
| -----                              | -----                                      | -----                        |
| TEST, PATIENT 1                    | XXXXXXXXXX                                 | Jul 16, 2007@12:03           |
| TEST, PATIENT 1                    | XXXXXXXXXX                                 | Jul 16, 2007@16:39           |
| TEST, PATIENT 1                    | XXXXXXXXXX                                 | 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        |      |
| 56112506000TH0 | 660GB    | ZZOGD MH/SW 39 PCT GRPI | TEST, PATIENT 1                   | XXXXXXXXXX | July 16, 2007@12:03    |      |
| 56112506000TH0 | 660GB    | ZZOGD MH/SW 39 PCT GRPI | TEST, PATIENT 1                   | XXXXXXXXXX | July 16, 2007@16:39    |      |
| 56112506000TH0 | 660GB    | ZZOGD MH/SW 39 PCT GRPI | TEST, PATIENT 1                   | XXXXXXXXXX | 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 and suffix to complete the DSS Department code (Figure 11).

**Note:**

- This option should only be used by the DSS Site Manager to enter or edit the DSS Department code 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 code displays as shown in Figure 11, and the user may edit the value. The DSS Department code consists of a minimum of 4 characters in the following format:

ABBCxxx

The code is derived as follows:

- A = DSS CODE in the NATIONAL SERVICE file (#730)
- BB = DSS PRODUCTION UNIT CODE in the DSS PRODUCTION UNIT file (#729)
- C = DSS DIVISION IDENTIFIER in the 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.

**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: ABCD// ABCD

```

- 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 and suffix to complete the DSS Department Code.
- After entering or editing the information, the new DSS Department code displays and the system prompts the user to verify its accuracy.

#### 4.1.4 Lab Results DSS LOINC Code Report

Selecting the Lab Results DSS LOINC Code Report option (Figure 12) from the Maintenance menu displays the report described below.

This report generates a listing of the DSS Logical Observation Identifiers, Names, Codes (LOINC®) file (#727.29), its definitions of the LAR test numbers, and the local tests assigned to them. It also compares the LOINC code assigned by MCAO for a LAR test to the LOINC codes found in the local database. The latter is based on the linking of workload codes to LOINC codes at a particular location. Differences are marked with an asterisk following the Local LOINC Code column and must be resolved. This allows MCAO to guide the location.

The report displays all workload codes associated with the MCA-desired LOINC code. The report displays the values in the appropriate columns of the LABORATORY TEST file (#60), even if a matching workload code is not found. The intent of this action is to identify inexact matches and to display all workload codes associated with an MCA-desired LOINC code.

The system attempts to find a matching LOINC code between the DSS LOINC file (#727.29) and the WKLD CODE file (#64). If a match is not found, an asterisk (\*) displays in the FLG column which indicates "site not using LOINC code that DSS collects". For these records, the 'local' fields (i.e., fields coming from file #64) are not populated.

**Figure 12: Maintenance Menu Options**

```

Enter "VA to jump to VIEW ALERTS option

Select Extract Manager's Options <TEST ACCOUNT> Option: m Maintenance

CBO      CBOC Activity Report
INQ      CPT/ICD Inquiry ...
WRD      Enter/Edit DSS Ward
LAB      Lab Results DSS LOINC Code Report
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

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

Select Maintenance <TEST ACCOUNT> Option: █

```

To run the Lab Results DSS LOINC Code Report:

**Step 1. From the Maintenance menu, select “Lab Results DSS LOINC Code Report”, then press <Enter>.**

**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 13.

**Figure 13: Running the Lab Results DSS LOINC Code Report**

```

Select Maintenance Option: LAB  Lab Results DSS LOINC Code Report

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

This report requires 132-column format.  

DEVICE: HOME// 0;132 |

```

The report generates and includes LAR Test Number, LAR Test Name, LAR Units, LAR LOINC, Flag, Local Test Name, Local Specimen Type, Local Workload IEN, and Local Workload Code information (Figure 14).

**Figure 14: Lab Results DSS LOINC Code Report**

| LAB RESULTS DSS LOINC CODE REPORT  |                          |                     |                     |             |                       |                     | Page: 1                                |
|------------------------------------|--------------------------|---------------------|---------------------|-------------|-----------------------|---------------------|--|
| Report Run Date/Time: MAY 26, 2016 |                          |                     |                     |             |                       |                     |  |
| DSS Site: DAYTON (552)             |                          |                     |                     |             |                       |                     |  |
| LAR TEST# (#727.29)                | LAR TEST NAME (#727.29)  | LAR UNITS (#727.29) | LAR LOINC (#727.29) | F<br>L<br>G | LOCAL TEST NAME (#64) | LOC SPEC TYPE (#64) | LOC WKLD IEN (#64) LOC WKLD CODE (#64) |
| 0001                               | Hemoglobin               | G/DL                | 718-7               |             | I-HEMOGLOBIN          | BLOOD               | 100458 83020.4456                      |
| 0001                               | Hemoglobin               | G/DL                | 718-7               |             | NEW HGB               | BLOOD               | 100727 83020.4452                      |
| 0002                               | Potassium (Serum)        | MEQ/L or MMOL       | 2823-3              |             | POTASSIUM             | PLASMA              | 101862 84140.4505                      |
| 0002                               | Potassium (Serum)        | MEQ/L or MMOL       | 2823-3              |             | POTASSIUM             | SERUM               | 101862 84140.4505                      |
| 0003                               | Sodium (Serum)           | MEQ/L or MMOL       | 2947-0              |             | I-SODIUM              | BLOOD               | 100453 84295.4456                      |
| 0003                               | Sodium (Serum)           | MEQ/L or MMOL       | 2951-2              |             | SODIUM                | PLASMA              | 101973 84295.4505                      |
| 0003                               | Sodium (Serum)           | MEQ/L or MMOL       | 2951-2              |             | SODIUM                | SERUM               | 101973 84295.4505                      |
| 0004                               | Lithium (Serum)          | MMOL/L              | 14334-7             |             | LITHIUM               | SERUM               | 101294 81744.5323                      |
| 0004                               | Lithium (Serum)          | MMOL/L              | 14334-7             |             | ZZLITHIUM             | PLASMA              | 101953 81744.4505                      |
| 0004                               | Lithium (Serum)          | MMOL/L              | 14334-7             | *           | ZZLITHIUM             | SERUM               | 101953 81744.4505                      |
| 0005                               | BUN                      | mg/dl               | 11064-3             | *           |                       |                     |  |
| 0005                               | BUN                      | mg/dl               | 11065-0             | *           |                       |                     |  |
| 0005                               | BUN (Blood Urea Nitrogen | MG/DL               | 3094-0              |             | UREA NITROGEN         | PLASMA              | 643 84520.0000                         |

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 15).

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 15: Exported Lab Results DSS LOINC Code Report**

| A                   | B                       | C                   | D                   | E    | F                     | G                   | H                  | I                   |
|---------------------|-------------------------|---------------------|---------------------|------|-----------------------|---------------------|--------------------|---------------------|
| LAR TEST# (#727.29) | LAR TEST NAME (#727.29) | LAR UNITS (#727.29) | LAR LOINC (#727.29) | FLAG | LOCAL TEST NAME (#64) | LOC SPEC TYPE (#64) | LOC WKLD IEN (#64) | LOC WKLD CODE (#64) |
| 1                   | Hemoglobin              | G/DL                | 718-7               |      | I-HEMOGLOBIN          | BLOOD               | 100458             | 83020.4456          |
| 2                   | Potassium (Serum)       | MEQ/L or MMOL/L     | 2823-3              |      | POTASSIUM             | PLASMA              | 101862             | 84140.4505          |
| 3                   | Sodium (Serum)          | MEQ/L or MMOL/L     | 2947-0              |      | I-SODIUM              | BLOOD               | 100453             | 84295.4456          |
| 4                   | Lithium (Serum)         | MMOL/L              | 14334-7             |      | LITHIUM               | SERUM               | 101294             | 81744.5323          |
| 5                   | BUN                     | mg/dl               | 11064-3             | *    |                       |                     |                    |                     |
| 5                   | BUN                     | mg/dl               | 11065-0             | *    |                       |                     |                    |                     |

## 4.1.5 Pharmacy

Choosing the Pharmacy option from the Maintenance menu displays four options (Figure 16). The following sub-sections describe the functionality of each option.

**Figure 16: 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:

#### 4.1.5.1 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 17).

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 17: 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//
```

#### 4.1.5.2 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 18.

**Figure 18: 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 19).

**Figure 19: IV Room Worksheet**

|   |                 |               |
|---|-----------------|---------------|
| IV Room Worksheet<br>Printed May 30, 2017 | Page: 1         |               |
| 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 20).

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 20: Exported IV Room Worksheet**

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

#### 4.1.5.3 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 21).

**Figure 21: 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 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 22).

**Figure 22: 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: lc1000000029 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: ■

#### 4.1.5.4 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 23). The sub-sections that follow describe the functionality of each option.

**Figure 23: 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:

##### 4.1.5.4.1 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 24.

**Notes:**

- Figure 24 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 24: Performing a Pharmacy Volume Edit – PRE Extract**

|   |
|---|
| Select Pharmacy Option: 4 Pharmacy Edit and Edit Log  |
| 1      Pharmacy Volume Edit<br>2      Pharmacy Volume Edit Log  |
| Select Pharmacy Edit and Edit Log Option: 1 Pharmacy Volume Edit  |
| Select one of the following:  |
| P            PRE<br>I            IVP<br>U            UDP<br>B            BCM  |
| Enter response: pre PRE   |
| Select PRE EXTRACT NUMBER: ?  |
| Select from one of the following extract numbers:<br>If no numbers appear then there are no extracts that can be edited.  |
| 5342<br>5357<br>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:<br>Select PRE EXTRACT SEQUENCE NUMBER: ?   |
| Select from one of the following sequence numbers:<br>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  |

#### **4.1.5.4.2 Pharmacy Volume Edit Log**

This allows authorized users to view changes made to the Pharmacy extracts (BCM, IVP, PRE and UDP) 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 25.

**Notes:**

- Figure 25 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 25: 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 26).

**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 26: Pharmacy Volume Edit Log – PRE Extract**

| PHARMACY VOLUME EDIT LOG FOR PRE |                     |            |           |               |           |           | Page 1 |
|----------------------------------|---------------------|------------|-----------|---------------|-----------|-----------|--------|
| 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        |        |

## 4.1.6 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 27.

**Figure 27: 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 28).

**Notes:**

- Figure 28 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 28: 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 29).

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 29: 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     |

## 4.1.7 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 30.

**Figure 30: 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 31).

**Figure 31: 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 32).

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 32: 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         |

#### 4.1.8 Print Stations and Divisions Report

This option creates the Print Stations and Divisions Report.

To run the Print Stations and Divisions Report:

- 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 you choose institution, it will prompt for an institution. If you choose medical center, it will show everything in the medical center division file.**
- Step 4. Select whether to produce exportable output.**

The enumerated steps described above display on the screen as shown in Figure 33.

**Figure 33: Print Stations and Divisions Menu Options**

|     |  |
|-----|--|
| WRD | Enter/Edit DSS Ward                        |
| LAB | Lab Results DSS LOINC Code Report          |
| 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                       |

You have PENDING ALERTS

Enter "VA to jump to VIEW ALERTS option

Select Maintenance <TEST ACCOUNT> Option: 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 34).

**Figure 34: Print Stations and Divisions Institution File Listing**

| Institution file listing |                          | AUG 28, 2019@12:22 | PAGE 1        |
|--------------------------|--------------------------|--------------------|---------------|
| NUMBER                   | NAME                     | STATION NUMBER     | FACILITY FLAG |
| <hr/>                    |                          |                    |               |
| 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 35).

**Figure 35: 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 36).

**Figure 36: Print Stations and Divisions Medical Center Division File Listing**

| Medical Center Division file listing |                                 | AUG 28, 2019@12:28 | PAGE 1 |
|--------------------------------------|---------------------------------|--------------------|--------|
| NUMBER                               | NAME                            | FACILITY NUMBER    |        |
| <hr/>                                |                                 |                    |        |
| 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 37).

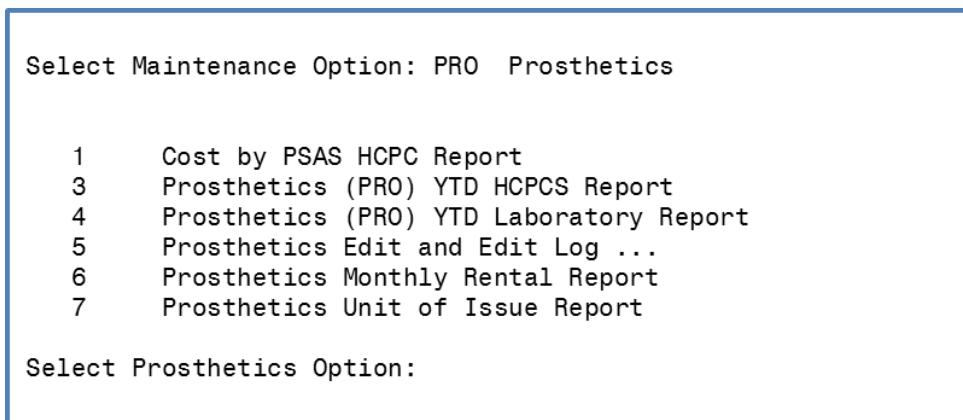
**Figure 37: Print Stations and Divisions Medical Center Division File Listing Export**

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

## 4.1.9 Prosthetics

Selecting the Prosthetics option from the Maintenance menu provides a list of prosthetics-related reports (Figure 38). The following sub-sections describe the functionality of each option.

**Figure 38: Prosthetics Menu Options**



### 4.1.9.1 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 39.

**Figure 39: 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 40). At the bottom of each page is a key which describes the forms represented numerically on the detail lines.

**Figure 40: 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  |     |                |                    |                   |              |                  |                 |               |                   |                  |                  |
| PSAS HCPCS   |     | Qty.<br>-Comm- | Total \$<br>-Comm- | Ave. \$<br>-Comm- | Qty.<br>-VA- | Total \$<br>-VA- | Ave. \$<br>-VA- | Qty.<br>-Lab- | Total \$<br>-Lab- | Ave. \$<br>-Lab- | Ave. \$<br>-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=M0, 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 41).

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 41: Exported Cost by PSAS HCPC Report**

| A     | B          | C                               | D    | E           | F       | G     | H     |
|-------|------------|---------------------------------|------|-------------|---------|-------|-------|
| PSAS  |            |                                 | FORM |             | UNIT OF |       |       |
| HCPC  | FEEDER KEY | DESCRIPTION                     | FORM | DESCRIPTION | QTY     | 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 |

#### 4.1.9.2 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 42).

**Figure 42: 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(l1): 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 43.

**Figure 43: Running the Prosthetics (PRO) YTD HCPCS Report**

```
7 <PREPROD ACCOUNT> Prosthetics Unit of Issue Report

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

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

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

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

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=M0, 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:
```

The report is sorted by PSAS HCPCS code and is divided into three sections: New (Initial, Replacement, or Spare); Repair, and Rental. Figure 44 is an example of the New activities, Figure 45 shows Repair activities, and Figure 46 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 44: 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           |
| <b>REPORT OF NEW PROSTHETICS ACTIVITIES (Initial, Replacement, or Spare)</b> |                |                    |                   |              |                  |                 |               |                   |                  |   |
| PSAS HCPCS   | Qty.<br>-Comm- | Total \$<br>-Comm- | Ave. \$<br>-Comm- | Qty.<br>-VA- | Total \$<br>-VA- | Ave. \$<br>-VA- | Qty.<br>-Lab- | Total \$<br>-Lab- | Ave. \$<br>-Lab- | Ave. \$<br>-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 GARMET/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 45: 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           |
| <b>REPORT OF REPAIR PROSTHETICS ACTIVITIES</b> |                |                    |                   |              |                  |                 |               |                   |                  |   |
| PSAS HCPCS                                     | Qty.<br>-Comm- | Total \$<br>-Comm- | Ave. \$<br>-Comm- | Qty.<br>-VA- | Total \$<br>-VA- | Ave. \$<br>-VA- | Qty.<br>-Lab- | Total \$<br>-Lab- | Ave. \$<br>-Lab- | Ave. \$<br>-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 O2                      | 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 O2                       | 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 O2                     | 89             | 18156              | 204.01            | 0            | 0                | 0.00            | 0             | 0                 | 0.00             | 204.01                                      |
| E0441 STATIONARY O2 CONTENTS, GA               | 1              | 36                 | 36.47             | 0            | 0                | 0.00            | 0             | 0                 | 0.00             | 36.47                                       |
| E0443 PORTABLE O2 CONTENTS, GAS                | 28731          | 229565             | 7.99              | 0            | 0                | 0.00            | 0             | 0                 | 0.00             | 7.99  |
| E0444 PORTABLE O2 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 46: 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  |      |                 |                |      |               |              |      |                |               |               |
| <b>REPORT OF RENTAL PROSTHETICS ACTIVITIES</b>   |      |                 |                |      |               |              |      |                |               |               |
| PSAS HCPCS   | Qty. | Total \$ -Comm- | Ave. \$ -Comm- | Qty. | Total \$ -VA- | Ave. \$ -VA- | Qty. | Total \$ -Lab- | Ave. \$ -Lab- | Ave. \$ -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 47).

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 47: 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 ELEMENT | 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  |

#### 4.1.9.3 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 48).

**Figure 48: 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(l1): 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 49.

**Figure 49: 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 50) and Repairs (Figure 51). 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 50: 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   |                           |                                 |          |         |      |          |          |            |                           |                                 |  |      |          |          |         |      |          |          |         |                                  |   |     |    |       |   |   |   |      |                                  |    |     |      |        |   |   |   |      |                                  |   |    |    |       |   |   |   |      |                                  |   |   |   |      |   |   |   |      |                                  |   |     |      |        |   |   |   |      |                                  |   |    |      |        |   |   |   |      |                                  |   |   |   |      |   |   |   |      |                                  |   |    |    |       |   |   |   |      |                                  |   |     |      |        |   |   |   |      |                        |   |      |       |         |   |   |   |      |  |
| <b>REPORT OF NEW PROSTHETICS ACTIVITIES (Initial, Replacement, or Spare)</b>  |                           |                                 |          |         |      |          |          |            |                           |                                 |  |      |          |          |         |      |          |          |         |                                  |   |     |    |       |   |   |   |      |                                  |    |     |      |        |   |   |   |      |                                  |   |    |    |       |   |   |   |      |                                  |   |   |   |      |   |   |   |      |                                  |   |     |      |        |   |   |   |      |                                  |   |    |      |        |   |   |   |      |                                  |   |   |   |      |   |   |   |      |                                  |   |    |    |       |   |   |   |      |                                  |   |     |      |        |   |   |   |      |                        |   |      |       |         |   |   |   |      |  |
| <table border="0"> <thead> <tr> <th>PSAS HCPCS</th> <th>Produced for Station #552</th> <th>Produced for all other stations</th> </tr> <tr> <th></th> <th>Qty.</th> <th>Labor \$</th> <th>Mat'l \$</th> <th>Ave. \$</th> <th>Qty.</th> <th>Labor \$</th> <th>Mat'l \$</th> <th>Ave. \$</th> </tr> </thead> <tbody> <tr> <td>L1940 AFO MOLDED TO PATIENT PLAS</td> <td>4</td> <td>154</td> <td>38</td> <td>47.86</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>L1970 AFO PLASTIC MOLDED W/ANKLE</td> <td>11</td> <td>478</td> <td>2155</td> <td>239.35</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>L3020 FOOT LONGITUD/METATARSAL S</td> <td>1</td> <td>11</td> <td>71</td> <td>82.03</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>L3221 ORTHOPEDIC MENS SHOES DPTH</td> <td>2</td> <td>0</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>L3250 CUSTOM MOLD SHOE REMOV PRO</td> <td>2</td> <td>338</td> <td>1519</td> <td>928.54</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>L4631 AFO, WALK BOOT TYPE, CUS F</td> <td>2</td> <td>99</td> <td>1426</td> <td>762.59</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>L5000 SHO INSERT W ARCH TOE FILL</td> <td>3</td> <td>0</td> <td>0</td> <td>0.00</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>L5020 TIBIAL TUBERCLE HGT W/ TOE</td> <td>2</td> <td>77</td> <td>19</td> <td>47.86</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>L5301 BK MOLD SOCKET SACH FT END</td> <td>5</td> <td>462</td> <td>4273</td> <td>947.00</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>L5321 AK OPEN END SACH</td> <td>5</td> <td>1070</td> <td>48076</td> <td>9829.29</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> </tbody> </table> |                           |                                 |          |         |      |          |          | PSAS HCPCS | Produced for Station #552 | Produced for all other stations |  | 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 |  |
| PSAS HCPCS  | Produced for Station #552 | Produced for all other stations |          |         |      |          |          |            |                           |                                 |  |      |          |          |         |      |          |          |         |                                  |   |     |    |       |   |   |   |      |                                  |    |     |      |        |   |   |   |      |                                  |   |    |    |       |   |   |   |      |                                  |   |   |   |      |   |   |   |      |                                  |   |     |      |        |   |   |   |      |                                  |   |    |      |        |   |   |   |      |                                  |   |   |   |      |   |   |   |      |                                  |   |    |    |       |   |   |   |      |                                  |   |     |      |        |   |   |   |      |                        |   |      |       |         |   |   |   |      |  |
|   | 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 51: 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 52).

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 52: 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 PROSTHESES PER 15 M | 3         | 0                | 0                   | 0              | 0             | 0                    | 0                       | 0                  |

#### 4.1.9.4 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 53).

**Figure 53: 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
```

##### 4.1.9.4.1 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 54.

**Figure 54: Performing a Prosthetics Extract Edit**

```
7 <PREPROD ACCOUNT> Prosthetics Unit of Issue Report

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

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

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

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

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

NOTE: For Vista records with Unit of Issue=M0, 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:
```

#### 4.1.9.4.2 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 55.

**Figure 55: 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 56).

**Figure 56: 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  |        |

#### 4.1.9.5 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:

- From the Prosthetics menu, select "Prosthetics Rental Report", then press <Enter>.
- Type the desired starting delivery date, then press <Enter>.
- Type the desired ending delivery date, then press <Enter>.
- 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 57.

**Figure 57: Running the Prosthetics Rental Report**

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

You have PENDING ALERTS

Enter "VA to jump to VIEW ALERTS option

Select Prosthetics <PREPROD ACCOUNT> 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: 10/1/18 (OCT 01, 2018)

Enter ending delivery date: 3/31/19 (MAR 31, 2019)

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

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

DEVICE:

The output includes Patient Name, Quantity, PSAS HCPCS, Initiator, and Item Description (Figure 58).

**Figure 58: Prosthetics Rental Report**

```
<PREPROD ACCOUNT> MailMan Menu ... [XMUSER]
<PREPROD ACCOUNT> Restart Session [XURELOG]
<PREPROD ACCOUNT> Survey Data Input Via Terminal [QAP SURVEY TERMINAL]
<PREPROD ACCOUNT> Where am I? [XUSERWHERE]
```

You have PENDING ALERTS

Enter "VA to jump to VIEW ALERTS option

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

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

You have PENDING ALERTS

Enter "VA to jump to VIEW ALERTS option

Select Prosthetics <PREPROD ACCOUNT> Option:

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 59).

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 59: Exported Prosthetics Rental Report**

| PATIENT NAME | QUANTITY | PSAS HCPCS | INITIATOR       | ITEM DESCRIPTION            |
|--------------|----------|------------|-----------------|-----------------------------|
| PATIENT,ONE  | 1        | E1594      | PROVIDER,ELEVEN | CYCLIST DIALYSIS MACHINE    |
| TEST,PATIENT | 1        | E1594      | PROVIDER,TEST   | RECYCLER DIALYSIS MACHINE   |
| PATIENT,TWO  | 1        | E1810      | PROVIDER,EIGHT  | DYNAMIC ADJ KNEE E/F DEVICE |

#### 4.1.9.6 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 60.

**Figure 60: 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 61).

**Figure 61: 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 62).

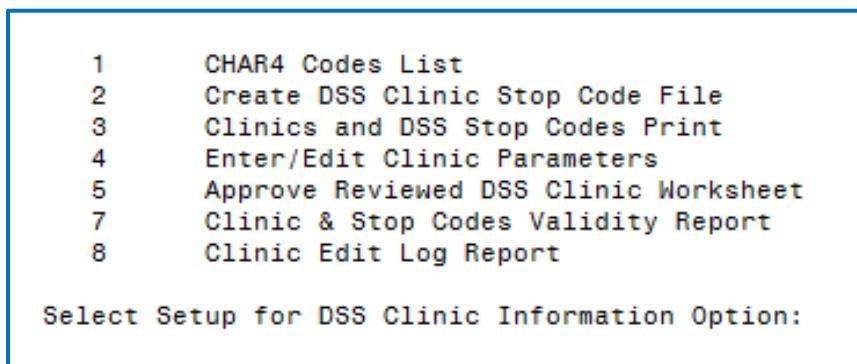
For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix D: Exporting a Report to a Spreadsheet.

**Figure 62: Exported Prosthetics Unit of Issue Report**

| A    | B          |
|------|------------|
| NAME | FULL NAME  |
| AM   | AMPOULE    |
| AT   | ASSORTMENT |

## 4.1.10 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 63). The sub-sections that follow describe the functionality of each option.

**Figure 63: DSS Clinic Information Menu Options**

### 4.1.10.1 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 64.

**Figure 64: 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 65).

**Figure 65: 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 66).

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 66: 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 Stwrdsph MD                      |
| AMSP       | Antimicrb Stwrdsph Pharmacist              |
| ANUR       | RN managed clinic A                        |
| AOTH       | A Other                                    |
| APRI       | A Primary Care                             |
| APSZ       | E-Consult NP or CNS                        |

#### 4.1.10.2 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 SYNCED 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 67.

**Figure 67: 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
```

#### 4.1.10.2.1 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<br>(If Clinic is <u>not</u> a Non-Count Clinic)<br>6: DO NOT SEND (If Clinic is a Non-Count Clinic) |

#### 4.1.10.2.2 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.

#### 4.1.10.3 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 68.

**Figure 68: 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 69).

**Figure 69: Clinics and DSS Stop Codes Print - All Clinics**

| WORKSHEET FOR DSS CLINIC STOPS<br>(last approved on 02/28/2017)<br>Print Date:09/07/17 |           |                  |        |            |                |     |                        | Page: 1               |
|--|-----------|------------------|--------|------------|----------------|-----|------------------------|-----------------------|
| CLINIC   | STOP CODE | CREDIT STOP CODE | ACTION | CHAR4 CODE | MCA LABOR CODE | C/N | DSS PRODUCT DEPARTMENT | NON-OR DSS IDENTIFIER |
| ( * - currently inactive)  |           |                  |        |            |                |     |                        |                       |
| DAY CARDIO CARDIOVERS  | 303       |                  | 5      | _____      |                | C   | MM31                   | C303                  |
| DAY CARDIO FOLLOW-UP   | 303       |                  | 5      | _____      | 11             | C   | MM31                   | CARDIOL0              |
| 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 70).

**Figure 70: Clinics and DSS Stop Codes Print – All Active Clinics**

| WORKSHEET FOR DSS CLINIC STOPS<br>(last approved on 02/28/2017) |           |                  |        |            |                |     |                        | Page: 1               | Print Date: 06/07/17 |
|---|-----------|------------------|--------|------------|----------------|-----|------------------------|-----------------------|----------------------|
| CLINIC  | STOP CODE | CREDIT STOP CODE | ACTION | CHAR4 CODE | MCA LABOR CODE | C/N | DSS PRODUCT DEPARTMENT | NON-OR DSS 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 71).

**Figure 71: Clinics and DSS Stop Codes Print - Duplicate Clinics**

| WORKSHEET FOR DSS CLINIC STOPS (DUPLICATE CLINIC LIST)<br>(last approved on 02/28/2017) |            |           |                |            |                |                  |            | Page: 1 | Print Date: 06/07/17 |
|---|------------|-----------|----------------|------------|----------------|------------------|------------|---------|----------------------|
| CLINIC NAME   | CLINIC IEN | STOP CODE | CRED STOP CODE | CHAR4 CODE | MCA LABOR CODE | CLINIC APPT CODE | DIV 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 72).

**Figure 72: Clinics and DSS Stop Codes Print – All Inactive Clinics**

| WORKSHEET FOR DSS CLINIC STOPS<br>(last approved on 02/28/2017)<br>Print Date:09/07/17 |           |                  |        |            |                |     |                        | Page: 1               |
|--|-----------|------------------|--------|------------|----------------|-----|------------------------|-----------------------|
| CLINIC   | STOP CODE | CREDIT STOP CODE | ACTION | CHAR4 CODE | MCA LABOR CODE | C/N | DSS PRODUCT DEPARTMENT | NON-OR DSS 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 73). 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 73: Clinics and DSS Stop Codes Print – Unreviewed Clinics**

| WORKSHEET FOR DSS CLINIC STOPS<br>(last approved on 02/28/2017)<br>Print Date:09/07/17 |           |                  |        |            |                |     |                        | Page: 1               |
|--|-----------|------------------|--------|------------|----------------|-----|------------------------|-----------------------|
| CLINIC   | STOP CODE | CREDIT STOP CODE | ACTION | CHAR4 CODE | MCA LABOR CODE | C/N | DSS PRODUCT DEPARTMENT | NON-OR DSS 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 74).

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 74: 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               | A051          |               |
| 286 | DAY PULMONARY                     | 104       | 116              | 4      | 2/28/2017          | EOTH       |                |            |            | CLINIC      | 30      | 1   | REGULAR  | NO      |     |                                   |                 | A051          | C104          |
| 292 | ZZOPHTHALMOLOGY<br>CAT AMB SURG-X | 429       | 407              | 6      | 2/28/2017          |            |                |            | 1/7/1998   | CLINIC      | 30      | 1   | REGULAR  | NO      |     |                                   |                 |               | C407          |
| 745 | TRANSCRIPTION<br>(RADIOLOGY)      |           | 105              |        | 5                  | 2/28/2017  |                |            |            | CLINIC      |         | 1   |          | NO      | YES | RADIOLOGY<br>/NUCLEAR<br>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 75). This information is the same as that contained in the print version of the duplicate clinics report.

**Figure 75: 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       |
| DAY GI FELLOW 1 (NEW)      | 5598       | 307       |                  | OTHA       |                | 42                        | 30       |
| MID MH TELEHEALTH GRP DS   | 6792       | 550       |                  | 690 TOTH   |                | 23                        | 60       |

#### 4.1.10.4 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 76.

**Figure 76: 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:
```

#### 4.1.10.5 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>.**

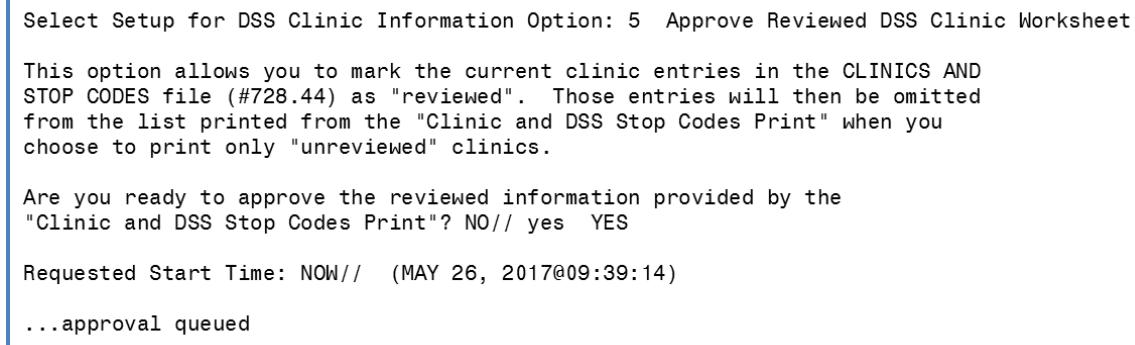
- The default value for the requested start time is now. To accept the default value, press <Enter> at the prompt.
- To change the requested start date, type a valid date and/or time, then press <Enter>.
- Once the desired start time is entered, the system indicates that the approval is queued.

**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 77.

**Figure 77: Running the Approve Reviewed DSS Clinic Worksheet Option**



#### 4.1.10.6 Clinic and 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 78.

**Figure 78: 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 79).

**Figure 79: Clinic & Stop Codes Validity Report**

| CLINIC & STOP CODES VALIDITY REPORT                         |                               |           |                  |            | Page: 1 |
|---|-------------------------------|-----------|------------------|------------|---------|
| IEN#  | CLINIC NAME                   | STOP CODE | CREDIT STOP CODE | CHAR4 CODE |         |
| <hr/>   |                               |           |                  |            |         |
| 27  | ZZDAY RENAL                   | 313       | 313              |            |         |
| ERRORS:<br>313 Stop Code should not match Credit Stop Code. |                               |           |                  |            |         |
| 758   | DAY MH PRP AFTERCARE GRP (PM) | 560       | 595              | OTHC       |         |
| ERRORS:<br>595 is an Inactive Credit Stop Code              |                               |           |                  |            |         |
| 2356  | DAY MH PRP AFTERCARE (AM)     | 560       | 595              | OTHC       |         |
| ERRORS:<br>595 is an Inactive Credit Stop Code              |                               |           |                  |            |         |
| 2703  | DAY COMP & PEN WALTERS        | 512       | 450              |            |         |
| ERRORS:<br>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 80).

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 80: 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. |         |         |

#### 4.1.10.7 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 81.

**Figure 81: 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 82).

**Figure 82: Clinic Edit Log Report**

| CLINIC EDIT LOG<br>Printed on Jun 01, 2016 14:35:43 for 5/1/16 to 5/30/16 |                   |            |                    |            |           | Page 1             |
|---|-------------------|------------|--------------------|------------|-----------|--------------------|
| 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 83).

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 83: 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             |

#### 4.1.11 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 84). The sub-sections that follow describe the functionality of each option.

**Figure 84: 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.

##### 4.1.11.1 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 85.

**Figure 85: 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 86: Trial for Setup Extract**

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

#### 4.1.11.2 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 87.

**Figure 87: 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)
```

#### 4.1.11.3 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 88.

**Figure 88: 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 182 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 (HOSPTIAL LOCATION file), Ward Service and Ward Specialty (Figure 89).

**Figure 89: Active MAS Wards for Fiscal Year Print**

| Active Wards for FY2019<br>Printed on OCT 01,2018@13:56                                 |                                   |  |  |                |
|---|-----------------------------------|--|--|----------------|
| WARD  | DSS Department                    | Pointer to File #44  | Ward Service   | Ward Specialty |
| <hr/>   |                                   |  |  |                |
| DIVISION: SALT LAKE CITY PRRTP<br>NS LODGER   | 3663                              | NON-COUNT  | SUBSTANCE ABUSE RES TRMT PROG  |                |
| DIVISION: SALT LAKE CITY VA FACILITY DOM<br>SARRDOM                                     | 5111                              | DOMICILIARY  | SUBSTANCE ABUSE RESID PROG   |                |
| DIVISION: SALT LAKE CITY VAMC<br>3-A<br>3-W LODGER<br>3-WEST<br>ACUTE MEDICINE<br>REHAB | 2841<br>2532<br>4<br>2516<br>1030 | PSYCHIATRY<br>NON-COUNT<br>SURGERY<br>MEDICINE<br>REHAB MEDICINE | ACUTE PSYCHIATRY (<45 DAYS)<br>GENERAL SURGERY<br>GENERAL SURGERY<br>GENERAL (ACUTE MEDICINE)<br>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 90).

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 90: 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              |
| ALB-PRRT  | 7C MED       | ABCD     |                    | 197 MEDICINE    | GENERAL(ACUTE MEDICINE)     |
| ALB-PRRTP | PRRTP-DOM    |          |                    | 499 DOMICILIARY | PSYCH RESID REHAB TRMT PROG |
| FACNEW    | 8B NEUROSURG | TEST     |                    | 391 SURGERY     | ORTHOPEDIC                  |

#### 4.1.11.4 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 91.

**Figure 91: 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 92).

**Figure 92: Primary Care Team Print Report**

| Primary Care Teams |                      | MAY 30, 2017@06:33 | PAGE 1 |
|--------------------|----------------------|--------------------|--------|
| TEAM NAME          | TEAM FILE<br>POINTER |                    |        |
| <hr/>              |                      |                    |        |
| 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 93).

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 93: 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                |

#### 4.1.12 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., ZZWashington, 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 94.

**Figure 94: 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 95).

**Figure 95: Test Patient List**

| Test Patient List on May 30, 2017@07:57 |           | Page: 1                |                        |
|---|-----------|------------------------|------------------------|
| NAME                                    | SSN       | TEST PATIENT INDICATOR | DSS TEST PAT 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 96).

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 96: 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                |

## 4.1.13 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 97.

**Figure 97: 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 98).

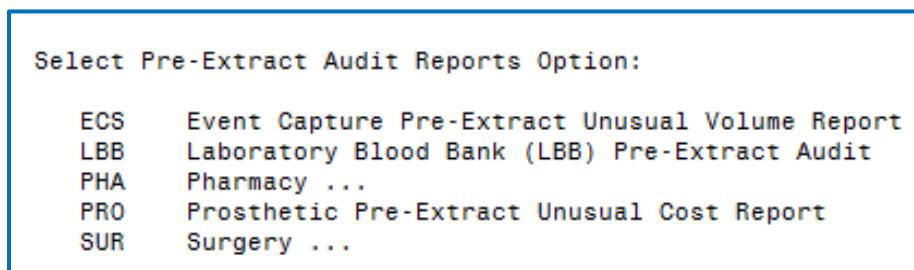
**Figure 98: G&L Corrections List**

| 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 99). The reports listed also require more complex review and correction by local subject matter experts (SMEs). The subsections that follow describe the functionality of each option.

**Figure 99: Pre-Extract Audit Reports Options**



### 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 100.

**Figure 100: 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 101).

**Figure 101: Event Capture Pre-Extract Unusual Volume Report – All DSS Units**

| Event Capture Pre-Extract Unusual Volume Report |          |                              |                 |           |        |                 | Page: 1                       |
|---|----------|------------------------------|-----------------|-----------|--------|-----------------|-------------------------------|
|   |          |                              |                 |           |        |                 | Report Run Date: AUG 28, 2017 |
|   |          |                              |                 |           |        |                 | Threshold Value: 20           |
| SSN   | FACILITY | DSS UNIT                     | DATE/TIME       | PROCEDURE | VOLUME | PROVIDER        |                               |
| XXXXXXX   | 552      | HCHC HOSPICE PALLIATIVE CARE | 3/1/2017@08:00  | HH101N    | 31     | Provider, One   |                               |
| XXXXXXX   | 552      | HCHC HOSPICE PALLIATIVE CARE | 3/1/2017@08:00  | HH101N    | 31     | Provider, One   |                               |
| XXXXXXX   | 552      | HCHC HOSPICE PALLIATIVE CARE | 3/1/2017@08:00  | HH101N    | 31     | Provider, One   |                               |
| XXXXXXX   | 552      | N&FS IND INPATIENT           | 3/2/2017@14:51  | NU016N    | 20     | Provider, Two   |                               |
| XXXXXXX   | 552      | N&FS IND INPATIENT           | 3/10/2017@13:14 | NU016N    | 20     | Provider, Two   |                               |
| XXXXXXX   | 552      | N&FS IND INPATIENT           | 3/28/2017@12:38 | NU016N    | 20     | Provider, Two   |                               |
| XXXXXXX   | 552      | N&FS IND INPATIENT           | 3/28/2017@14:16 | NU016N    | 20     | Provider, Two   |                               |
| XXXXXXX   | 552      | PROSTHETICS STOCK            | 3/15/2017@08:00 | E044301   | 24     | Provider, Three |                               |
| XXXXXXX   | 552      | PROSTHETICS STOCK            | 3/15/2017@08:00 | E044301   | 24     | Provider, Three |                               |
| XXXXXXX   | 552      | PROSTHETICS STOCK            | 3/15/2017@08:00 | E044301   | 24     | Provider, Three |                               |
| XXXXXXX   | 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 102).

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 102: Exported ECS Extract Unusual Volume Report – All DSS Units**

| SSN     | FACILITY | DSS UNIT                     | DATE/TIME       | PROCEDURE | VOLUME | PROVIDER        |
|---------|----------|------------------------------|-----------------|-----------|--------|-----------------|
| XXXXXXX | 552      | HCHC HOSPICE PALLIATIVE CARE | 3/1/2017@08:00  | HH101N    | 31     | Provider, One   |
| XXXXXXX | 552      | HCHC HOSPICE PALLIATIVE CARE | 3/1/2017@08:00  | HH101N    | 31     | Provider, One   |
| XXXXXXX | 552      | HCHC HOSPICE PALLIATIVE CARE | 3/1/2017@08:00  | HH101N    | 31     | Provider, One   |
| XXXXXXX | 552      | N&FS IND INPATIENT           | 3/2/2017@14:51  | NU016N    | 20     | Provider, Two   |
| XXXXXXX | 552      | N&FS IND INPATIENT           | 3/10/2017@13:14 | NU016N    | 20     | Provider, Two   |
| XXXXXXX | 552      | N&FS IND INPATIENT           | 3/28/2017@12:38 | NU016N    | 20     | Provider, Two   |
| XXXXXXX | 552      | N&FS IND INPATIENT           | 3/28/2017@14:16 | NU016N    | 20     | Provider, Two   |
| XXXXXXX | 552      | PROSTHETICS STOCK            | 3/15/2017@08:00 | E044301   | 24     | Provider, Three |
| XXXXXXX | 552      | PROSTHETICS STOCK            | 3/15/2017@08:00 | E044301   | 24     | Provider, Three |
| XXXXXXX | 552      | PROSTHETICS STOCK            | 3/15/2017@08:00 | E044301   | 24     | Provider, Three |
| XXXXXXX | 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 103.

**Figure 103: 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)
Queueing 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 104).

**Figure 104: 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 |
| Name   | SSN       | FDR LOC | Transf Date | COMP | Number 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 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 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 | XXXXXXXXXX | 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 106). The sub-sections that follow describe the functionality of each option.

**Figure 106: 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 107.

**Figure 107: 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, and  
a. no NDC (all 17 digits are zero), or  
b. 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.

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

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;9999 HOME (CRT)

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 108).

**Figure 108: Pharmacy Pre-Extract Incomplete Feeder Key Report – PRE**

| Prescription Pre-Extract Incomplete Feeder Key Report                    |   |                        |                                    |                |             | Page: 1    |
|--|---|------------------------|------------------------------------|----------------|-------------|------------|
| Start Date: JAN 01, 2018   |   |                        | Report Run Date/Time: JUN 25, 2018 |                |             |            |
| Drug Entry   | Generic Name                            | Feeder Key             | # of Records                       | Total Quantity | Unit Price  | Total Cost |
| <b>No PSNDF VA Product Name Entry (Five leading zeros)</b>               |   |                        |                                    |                |             |            |
| 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   |
| <br>Prescription Pre-Extract Incomplete Feeder Key Report                |   |                        |                                    |                |             |            |
| Start Date: JAN 01, 2018   |   |                        | Report Run Date/Time: JUN 25, 2018 |                |             | Page: 2    |
| End Date: JAN 10, 2018   |   |                        |                                    |                |             |            |
| Drug Entry   | Generic Name                            | Feeder Key             | # of Records                       | Total Quantity | Unit Price  | Total Cost |
| <b>No National Drug Code (NDC) (Last 12 zeros, 'N/A', or 'S' prefix)</b> |   |                        |                                    |                |             |            |
| 712  | BAG,LEG LATEX REUSABLE NSTRL C#68001    | 219100000000000000     | 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  | 209460000000000000     | 1                                  | 2              | \$2.4030    | \$4.81     |
| 11334  | MED ORGANIZER 7DAY/4 SLOT APEX#70027    | 144720000000000000     | 20                                 | 23             | \$3.4300    | \$78.89    |
|  |   |                        |                                    |                | TOTAL       | \$187.35   |
| <br>Prescription Pre-Extract Incomplete Feeder Key Report                |   |                        |                                    |                |             |            |
| Start Date: JAN 01, 2018   |   |                        | Report Run Date/Time: JUN 25, 2018 |                |             | Page: 3    |
| End Date: JAN 10, 2018   |   |                        |                                    |                |             |            |
| Drug Entry   | Generic Name                            | Feeder Key             | # of Records                       | Total Quantity | Unit Price  | Total Cost |
| <b>No PSNDF VA Product Name Entry or National Drug Code (NDC)</b>        |   |                        |                                    |                |             |            |
| 10526  | NEBULIZER M.P. W/TEE ADAPTER, 7FT TUBE  | 000000000000000000     | 1                                  | 1              | \$1.8476    | \$1.85     |
| 11122  | DIPHENHYDRAMINE-LIDOCaine 1:1 MIX 200ML | 000000000000000000     | 2                                  | 2              | \$5.0000    | \$10.00    |
| 13737  | LIDOC-A-LUM/MAG HYDROX SUSP 200ML       | 000000000000000000     | 1                                  | 800            | \$0.0150    | \$12.00    |
| 14540  | DRESSING KIT, LVAD W/BIOPATCH #DM700    | 000000000000000000     | 4                                  | 150            | \$20.3500   | \$8052.50  |
|  |   |                        |                                    |                | TOTAL       | \$8,076.35 |
|  |   |                        |                                    |                | GRAND TOTAL | \$8,459.12 |

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 109).

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 109: Exported Pharmacy Pre-Extract Incomplete Feeder Key Reports**

| A<br>TYPE    | B<br>DRUG<br>ENTRY | C<br>GENERIC NAME                       | D<br>FEEDER KEY        | E<br>NUMBER OF<br>RECORDS | F<br>TOTAL<br>QTY | G<br>UNIT<br>PRICE | H<br>TOTAL<br>COST | I<br>ERROR  |
|--------------|--------------------|---|------------------------|---------------------------|-------------------|--------------------|--------------------|---|
| Prescription | 11023              | LIDO-DIPHEN-ALUM/MAG HYD MIX 300ML      | 000000COMPOUNDED000000 | 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    | 21910000000000000000   | 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  | 14050588452115709      | 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  | 20946000000000000000   | 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    | 14472000000000000000   | 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  | 00000000000000000000   | 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 | 00000000000000000000   | 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       | 00000000000000000000   | 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    | 00000000000000000000   | 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 110.

**Figure 110: 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 111).

**Figure 111: Pharmacy Pre-Extract Unusual Cost Report – PRE**

| Prescription Pre-Extract Unusual Cost Report |       |                                     |                   |            |            | Page: 1                            |
|--|-------|-------------------------------------|-------------------|------------|------------|------------------------------------|
|  |       |                                     |                   |            |            | Report Run Date/Time: SEP 08, 2017 |
|  |       |                                     |                   |            |            | Threshold Value = \$50             |
| Name   | SSN   | Day                                 | Generic Name      | Feeder Key | Quantity   | Total Cost Days Supply             |
| PATIENT1 XXXXXXXX                            | 01/17 | LIDOCaine 2.5/PRILOCAINE 2.5% CREAM | 10002000168035755 | 270 GM     | \$142.1280 | 90                                 |
| PATIENT2 XXXXXXXX                            | 01/24 | LIDOCaine 2.5/PRILOCAINE 2.5% CREAM | 10002000168035755 | 270 GM     | \$142.1280 | 90                                 |
| PATIENT3 XXXXXXXX                            | 01/20 | LIDOCaine 2.5/PRILOCAINE 2.5% CREAM | 10002000168035755 | 150 GM     | \$78.9600  | 90                                 |
| PATIENT4 XXXXXXXX                            | 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 112).

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 112: 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 | XXXXXXXX | 24-Jan | LIDOCAINE 2.5/PRILOCAINE 2.5% CREAM | 10002000591207000.00 | 180 GM   | \$230.40   | 90          |
| TEST2 | XXXXXXXX | 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 generates a listing of unusual costs as defined by a user-specified threshold that would generate in 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 generates a listing of unusual costs as defined by a user-specified threshold that would generate in 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 generates a listing of unusual costs as defined by a user-specified threshold that would generate in 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 113.

**Figure 113: 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 generates a listing of unusual volumes as defined by a user-specified threshold that would generate in the PRE extract. This listing can be used to identify and correct erroneous pharmacy volumes.

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. 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 114.

**Figure 114: 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// pre PRE

The default threshold volume for the Prescription extract is 500.
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: 1/7/17 (JAN 07, 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 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 115).

**Figure 115: Unusual Volume Report - PRE**

| Prescription Pre-Extract Unusual Volume Report |           |       |  |                   |            |            | Page: 1                            |
|--|-----------|-------|--|-------------------|------------|------------|------------------------------------|
|  |           |       |  |                   |            |            | Report Run Date/Time: JUN 25, 2018 |
|  |           |       |  |                   |            |            | Threshold Value = 20               |
| Name   | SSN       | Day   | Generic Name                           | Feeder Key        | Quantity   | Total Cost | Days Supply                        |
| TEST   | 000001234 | 03/02 | NONOXYNOL-9 3% VAG GEL                 | 10084034362030213 | 81 GRAM    | \$9.3636   | 30                                 |
| PATO   | 666001234 | 03/05 | NUTRITION SUPL ENSURE VANILLA PWDR     | 10222070074060750 | 4764 GRAM  | \$42.3996  | 28                                 |
| PATT   | 123456789 | 03/01 | NUTRITION SUPL ENSURE PLUS/CHOC LIQUID | 10230070074064910 | 72 240ML C | \$29.2824  | 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 116).

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 116: Exported Unusual Volume Report - PRE**

| A    | B          | C     | D                                    | E                 | F        | G          | H           |
|------|------------|-------|--------------------------------------|-------------------|----------|------------|-------------|
| NAME | SSN        | DAY   | GENERIC NAME                         | FEEDER KEY        | QUANTITY | TOTAL COST | DAYS SUPPLY |
| DSS1 | XXXXXXXXXX | 01/04 | CALCIUM ACETATE 667MG (CA 169MG) TAB | 10093063717091000 | 600 TAB  | \$34.80    | 30          |
| DSS1 | XXXXXXXXXX | 01/23 | CALCIUM ACETATE 667MG (CA 169MG) TAB | 10093063717091000 | 600 TAB  | \$34.80    | 90          |
| DSS1 | XXXXXXXXXX | 01/23 | CALCIUM ACETATE 667MG (CA 169MG) TAB | 10093063717091000 | 600 TAB  | \$34.80    | 90          |
| DSS1 | XXXXXXXXXX | 01/30 | CALCIUM ACETATE 667MG (CA 169MG) TAB | 10093063717091000 | 600 TAB  | \$34.80    | 90          |

#### 4.2.3.3.2 IVP Unusual Volume Report

This report generates a listing of unusual volumes as defined by a user-specified threshold that would generate in the IVP extract. This listing can be used to identify and correct erroneous pharmacy volumes.

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 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. 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 117.

**Figure 117: 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//

Enter the date range for which you would like to scan the IV Detail 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

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 118).

**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 118: Unusual Volume Report - IVP**

| IV Detail Pre-Extract Unusual Volume Report |           |       |                                    |                   |                     | Page: 1                            |
|---|-----------|-------|------------------------------------|-------------------|---------------------|------------------------------------|
|   |           |       |                                    |                   |                     | Report Run Date/Time: JUN 25, 2018 |
|   |           |       |                                    |                   |                     | Threshold Value = 50               |
| Name  | SSN       | Day   | Generic Name                       | Feeder Key        | Total Doses Per Day | Total Cost                         |
| TEST  | 000001234 | 03/02 | CISATRACURIUM BESYL 2MG/ML INJ 5ML | 12518000074438010 | 500 MG              | \$494.8000                         |
| PATO  | 666001234 | 03/03 | DILUENT, STERILE / FLOLAN INJ      | 12522000173051800 | 66.64 ML            | \$21.5247                          |
| PATT  | 123456789 | 03/01 | MEROPENEM 500MG INJ 20ML           | 12612063323050720 | 3000 MG             | \$22.5000                          |

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 119).

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 119: Exported Unusual Volume Report - IVP**

| A     | B          | C      | D                             | E                 | F                   | G          |
|-------|------------|--------|-------------------------------|-------------------|---------------------|------------|
| NAME  | SSN        | DAY    | GENERIC NAME                  | FEEDER KEY        | TOTAL DOSES PER DAY | TOTAL COST |
| TEST1 | XXXXXXXXXX | 28-Jan | MEROPENEM 500MG VIAL          | 12612063323050700 | 2500 MG             | \$26.70    |
| TEST2 | XXXXXXXXXX | 12-Jan | INFILXIMAB 100MG/VIL (PF) INJ | 12920057894003000 | 1100 MG             | \$4,444.00 |

#### 4.2.3.3 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 Unit Dose 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//  
Include SIG/Order Direction on line 2 of report? NO// y YES

Enter the date range for which you would like to scan the Unit Dose Local 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 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 121: Unusual Volume Report with SIG/Order Directions - UDP**

| Unit Dose Local Pre-Extract Unusual Volume Report |           |       |   |                   |          | Page: 1                            |
|---|-----------|-------|---|-------------------|----------|------------------------------------|
|   |           |       |   |                   |          | Report Run Date/Time: JUN 25, 2018 |
|   |           |       |   |                   |          | Threshold Value = 5                |
| Name  | SSN       | Day   | Generic Name  | Feeder Key        | Quantity | Total Cost                         |
| TEST  | 000001234 | 03/13 | LOPERAMIDE HCL 1MG/5ML LIQUID UD<br>SIG: 10 CUP TID     | 12924050383061806 | 8 CUP    | \$11.7064                          |
| PATO  | 666001234 | 03/13 | DIVALPROEX 500MG 24HR (ER) SA TAB UD<br>SIG: 20 TAB OZ. | 14725051079076708 | 7 TAB    | \$15.0608                          |
| PATT  | 123456789 | 03/14 | IRON SUCROSE COMPLEX 20MG/ML 5ML INJ<br>SIG: 900 MG Q6H | 15334000517234010 | 100 MG   | \$22.8800                          |

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 122).

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 122: Exported Unusual Volume Report with SIG/Order Directions – UDP**

| A     | B          | C      | D                    | E                 | F        | G          | H                    |
|-------|------------|--------|----------------------|-------------------|----------|------------|----------------------|
| NAME  | SSN        | DAY    | GENERIC NAME         | FEEDER KEY        | QUANTITY | TOTAL COST | SIG                  |
| TEST1 | XXXXXXXXXX | 7-Jan  | GABAPENTIN 300MG CAP | 11801052343003100 | 12 CAP   | \$0.36     | 600 MG TID-WITH FOOD |
| TEST2 | XXXXXXXXXX | 14-Jan | GABAPENTIN 300MG CAP | 11801052343003100 | 12 CAP   | \$0.36     | 600 MG TID-WITH FOOD |

#### 4.2.3.3.4 BCM Unusual Volume Report

This report generates a listing of unusual component doses as defined by a user-specified threshold that would generate in the BCM extract. This listing can be used to identify and correct erroneous pharmacy volumes.

##### Notes:

- 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).
- For non-IV medications, users can choose to add the SIG/Order Directions on the second line of the 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.

To run a Pharmacy Pre-Extract Unusual Volume Report for the BCM Extract:

**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. [This step applies to the Non-IV report only] 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 123.

**Figure 123: 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 (Figure 124). If SIG/Order Directions were selected for inclusion on the report, they would display on the second line for each entry.

**Figure 124: Unusual Volume Report with SIG/Order Directions – BCM Non-IV**

| BCM-NON IV Entries Pre-Extract Unusual Volume Report |            |       |   |                   |                      | Page: 1                            |
|--|------------|-------|---|-------------------|----------------------|------------------------------------|
|  |            |       |   |                   |                      | Report Run Date/Time: SEP 11, 2017 |
|  |            |       |   |                   |                      | Threshold Value = 5                |
| Name   | SSN        | Day   | Generic Name                                    | Feeder Key        | Component Dose Given | Total Cost                         |
| DSS1   | XXXXXXXXXX | 01/01 | QUETIAPINE FUMARATE 25MG TAB<br>SIG: 150 MG QHS | 12750060429041310 | 6 TAB                | \$0.1380                           |
| DSS1   | XXXXXXXXXX | 01/02 | QUETIAPINE FUMARATE 25MG TAB<br>SIG: 150 MG QHS | 12750060429041310 | 6 TAB                | \$0.1380                           |

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 125).

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 125: Exported Unusual Volume Report with SIG/Order Directions – 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 | XXXXXXXXXX | 1-Jan | QUETIAPINE FUMERATE 25MG TAB | 12750060429041300 | 6 TAB                | \$0.1380   | 150 MG QHS |
| DSS1 | XXXXXXXXXX | 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 126.

**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 126: 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 127).

**Figure 127: 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   |              |              |         |
| <hr/>                    |              |              |         |
| 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 128).

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 128: 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 129.

**Figure 129: 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 130).

**Figure 130: 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                       |         |                 |      |                 |            |          |                                    |
| Name                                       | SSN     | Date of Service | FORM | PSAS HCPGS CODE | Feeder Key | Quantity | Cost of Transaction Tran Type      |
| DSS1                                       | XXXXXXX | 01/05/17        | 14   | A4556           | A4556NC    | 1        | \$1,000.00 I                       |
| DSS2                                       | XXXXXXX | 01/17/17        | 14   | A4556           | A4556NC    | 1        | \$2,000.00 I                       |
| DSS3                                       | XXXXXXX | 01/09/17        | 14   | A4913           | A4913NC    | 19       | \$702.00 I                         |
| DSS4                                       | XXXXXXX | 01/09/17        | 14   | A4913           | A4913NC    | 14       | \$537.00 I                         |
| DSS5                                       | XXXXXXX | 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 131).

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 131: Exported Prosthetic Pre-Extract Unusual Cost Report**

| A    | B       | C               | D    | E                | F          | G          | H        | I                   | J                | K              |
|------|---------|-----------------|------|------------------|------------|------------|----------|---------------------|------------------|----------------|
| NAME | SSN     | DATE OF SERVICE | FORM | PSAS DESCRIPTION | HCPGS CODE | FEEDER KEY | QUANTITY | COST OF TRANSACTION | TRANSACTION TYPE | TRAN TYPE DESC |
| DSS1 | XXXXXXX | 1/5/2017        | 14   | VISA             | A4556      | A4556NC    | 1        | \$1,000.00          | I                | INITIAL ISSUE  |
| DSS2 | XXXXXXX | 1/17/2017       | 14   | VISA             | A4556      | A4556NC    | 1        | \$2,000.00          | I                | INITIAL ISSUE  |
| DSS3 | XXXXXXX | 1/9/2017        | 14   | VISA             | A4913      | A4913NC    | 19       | \$702.00            | I                | INITIAL ISSUE  |
| DSS4 | XXXXXXX | 1/9/2017        | 14   | VISA             | A4913      | A4913NC    | 14       | \$537.00            | I                | INITIAL ISSUE  |
| DSS5 | XXXXXXX | 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 two options for surgery reports (Figure 132). The sub-sections that follow describe the functionality of each option.

**Figure 132: Surgery Menu Options**

```
Select Pre-Extract Audit Reports Option: SUR Surgery
1      Surgery Pre-Extract Volume Report
2      Surgery Pre-Extract Unusual Volume 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 133.

**Figure 133: 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 134).

**Figure 134: Surgery Pre-Extract Volume Report**

| Surgery Pre-Extract Volume Report |            |          |             |                   |                 |                 |              |                |           | Page: 1                            |                 |                     |
|-----------------------------------|------------|----------|-------------|-------------------|-----------------|-----------------|--------------|----------------|-----------|------------------------------------|-----------------|---------------------|
|                                   |            |          |             |                   |                 |                 |              |                |           | Report Run Date/Time: SEP 11, 2017 |                 |                     |
| Name                              | SSN        | Day      | Case Number | Encounter Number  | Pt Holding Time | Anesthesia Time | Patient Time | Operation Time | PACU Time | OR Clean Time                      | Canc/ Abort     | Principal Procedure |
| DSS1                              | XXXXXXXXXX | 01/26/17 | 119416      | 54943332917026430 | 31.0            | 19.0            | 5.0          | 4              | 5.0       | NO TIMES                           | TURP            |                     |
| DSS2                              | XXXXXXXXXX | 01/23/17 | 120480      | 52835848717023429 | 26.0            | 17.0            | 15.0         | 12             | 5.0       | NO TIMES                           | LEFT ACHILLES R |                     |
| DSS3                              | XXXXXXXXXX | 01/09/17 | 120234      | 529684340170109I  | 23.0            | 21.0            | 1.0          | 12             | NO TIMES  | NO TIMES                           | RIGHT GROIN EXP |                     |
| DSS4                              | XXXXXXXXXX | 01/06/17 | 120222      | 52056497917006429 | 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 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 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 | XXXXXXX | 1/26/2017 | 119416 | 12345678917026400 | 31.0            | 19.0            | 5.0          | 4              | 5.0 NO TIMES      |               |            | TURP                |
| DSS2 | XXXXXXX | 1/23/2017 | 120480 | 12345678917026500 | 26.0            | 17.0            | 15.0         | 12             | 5.0 NO TIMES      |               |            | LEFT ACHILLES R     |
| DSS3 | XXXXXXX | 1/9/2017  | 120234 | 12345678917026900 | 23.0            | 21.0            | 1.0          | 12             | NO TIMES NO TIMES |               |            | RIGHT GROIN EXP     |
| DSS4 | XXXXXXX | 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 136.

**Figure 136: 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 137).

**Figure 137: Surgery Pre-Extract Unusual Volume Report**

| Surgery Pre-Extract Unusual Volume Report |           |          |             |                   |                 |                 |              |                |           |               |             | Page: 1                            |
|---|-----------|----------|-------------|-------------------|-----------------|-----------------|--------------|----------------|-----------|---------------|-------------|------------------------------------|
|   |           |          |             |                   |                 |                 |              |                |           |               |             | Report Run Date/Time: JUN 25, 2018 |
|   |           |          |             |                   |                 |                 |              |                |           |               |             | Threshold Value: 10                |
| Name                                      | SSN       | Day      | Case Number | Encounter Number  | Pt Holding Time | Anesthesia Time | Patient Time | Operation Time | PACU Time | OR Clean Time | Canc/ Abort | Principal Procedure                |
| TEST                                      | 000001234 | 03/08/18 | 125678      | 51858151218067430 | NO BEG TM       | 9.0             | 7.0          | 5              | 11.0      | NO TIMES      |             | RIGHT ROBOTIC P                    |
| PATF                                      | 000987654 | 03/07/18 | 123456      | 528780659180306I  | 5.0             | 18.0            | 14.0         | 11             | NO TIMES  | NO TIMES      |             | LAPAROSCOPIC BI                    |
| PATO                                      | 666001234 | 03/07/18 | 124567      | 18838503218066429 | 2.0             | NO END TM       | 12.0         | 9              | 5.0       | NO TIMES      |             | CABG X2                            |
| PATT                                      | 123456789 | 03/09/18 | 126789      | 14244068618068429 | 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 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 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 |               |            | ILEOCECTOMY 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  |
|      | 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) |
| PAT4 |           |          |        |                   |                 |                 |              |                |              |               |            | LEFT TOTAL KNEE ARTHROPLASTY                                     |
| PAT5 | XXXXXXXXX | 3/3/2014 | 72909  | XXXXXXXXX140303I  | 3.0             | 7.0             | 5.0          | 3.0            | 8.0 NO TIMES |               |            |  |

## 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 FY20 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 139).

**Figure 139: Package Extracts Options**

```
Select Extract Manager's Options Option: p  Package Extracts

ADM  Admissions Extract
BCM  BCMA Extract
LBB  Blood Bank Extract
CLI  Clinic Visit Extract
ECS  Event Capture Extract
IVP  IV Extract
LAB  Lab Extract
LAR  Lab Results Extract
PRE  Prescription Extract
PRO  Prosthetics Extract
ECQ  QUASAR 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
```

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 140) shows sample output when running the Admissions (ADM) extract. Output is similar for every extract.

**Figure 140: 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 Lab Results Extract (LAR)**

This option allows users to extract the Laboratory Results data for a selected date range. This data is stored in the LAB RESULTS EXTRACT file (#727.824) 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.

#### **4.3.9 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.

#### **4.3.10 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.

### **4.3.11 QUASAR Extract (ECQ)**

This option allows users to extract Audiology and Speech Pathology clinic visit data for a selected date range. The data is retrieved from the A&SP CLINIC VISIT file (#509850.6) and is stored in the QUASAR EXTRACT file (#727.825) until it is transmitted to the AITC.

The mail group for this extract is DSS-QSR. 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 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.

### **4.3.13 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.

### **4.3.14 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.

### **4.3.15 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.

### **4.3.16 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.

### 4.3.17 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 141 shows sample output when running the Fiscal Year Logic option.

**Figure 141: Running the Fiscal Year Logic Option**

```
Select Package Extracts Option: fiscal Year Logic - DSS Testing Only

*****
* 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: CLINIC I (CLI)
Starting with Date: 3/1/17 (MAR 01, 2017)
Ending with Date: 3/31/2017// (MAR 31, 2017)

Select one of the following:
    2015      Fiscal Year 2015
    2016      Fiscal Year 2016
    2017      Fiscal Year 2017
    2018      Fiscal Year 2018

Select fiscal year logic to use for extract: 2018  Fiscal Year 2018

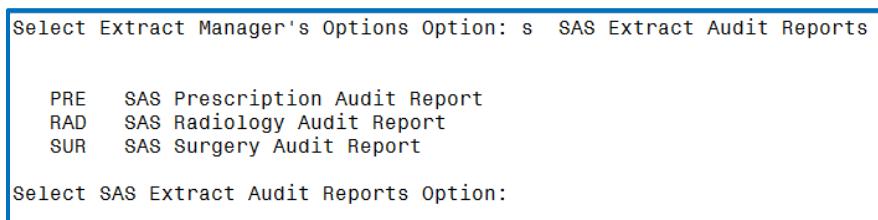
WARNING: Logic has not been released for this year. Do not use unless directed
by MCAO. Do you want to continue? YES//
```

## 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 142). 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 FY20 Data Definitions Document.

**Figure 142: SAS Extract Audit Reports Menu Options**



#### 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 143.

**Figure 143: 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 144).

**Figure 144: 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          |   | Page: 1                                      |
| Division/Site:                                    | DAYTON (1)  | Page: 1                                      |
| Feeder Location                                   | Feeder Key  | Quantity                                     |
| CMOPDIS1  | CMOPDISP  | 41949  |
| CMOPDSU1  | 10002000168035755<br>10140054629001162<br>10222070074060750<br>10252000003183910<br>10254000003175507<br>10256008380007300<br>10257008380007299 | 510<br>6250<br>343008<br>1500<br>1<br>2<br>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 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 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 146.

**Figure 146: 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 147).

**Figure 147: 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 148).

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 148: 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 Surgert 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 149.

**Figure 149: 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 150).

**Figure 150: 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 Location                            | Feeder Location Name         | Feeder Key                           | Quantity             |
| 552C321                                    | NON-OR                       | NON-30                               | 38                   |
| 552C321A                                   | NON-OR - ANESTHESIA          | NON-21<br>NON-27                     | 8<br>64              |
| 552C321S                                   | NON-OR - SURGERY             | NON-40                               | 49                   |
| 5520RCA                                    | CARDIAC OR                   | 050-10<br>050-30<br>050-60<br>054-10 | 76<br>22<br>50<br>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 151).

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 151: 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 152). 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 FY20 Data Definitions Document available on the VDL for more information about the record layout for the extracted fields.

**Figure 152: Extract Audit Reports Menu**

|     |  |
|-----|--|
| ADM | Admission (ADM) Extract Audit                  |
| ECQ | QUASAR (ECQ) Extract Audit                     |
| ECS | Event Capture (ECS) Extract Audit              |
| LAB | Laboratory (LAB) Extract Audit                 |
| LAR | Laboratory Results (LAR) 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 153).

**Figure 153: 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 154).

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 154: 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 155). The report also identifies missing wards and missing treating specialties.

**Figure 155: 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 156).

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 156: 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 QUASAR (ECQ) Audit

This option creates a summary report from the QUASAR EXTRACT file (#727.825) that displays the number of procedures performed for patient visits to Audiology and Speech Pathology (Figure 157).

**Figure 157: QUASAR (ECQ) Extract Audit Report**

| QUASAR (ECQ) Extract Audit Report                     |                                |               |
|---|--------------------------------|---------------|
| DSS Extract Log #:                                    | 3898                           |               |
| Date Range of Audit:                                  | MAY 01, 2010 to MAY 31, 2010   |               |
| Report Run Date/Time:                                 | JUN 06, 2016@10:21             |               |
| QUASAR Site:  | OLIN E. TEAGUE VET CENTER(674) | Page: 9       |
| <b>DSS Unit</b>                                       | <b>Procedure</b>               | <b>Volume</b> |
|   | V5020 CONFORMITY EVALUATION    | 1             |
|   | V5275 EAR IMPRESSION           | 4             |
| Volume for Audiology:                                 |                                | 449           |
| Total Volume for Audiology:                           |                                | 4253          |
| Total Volume for Speech Pathology:                    |                                | 107           |
| Grand Total for Site OLIN E. TEAGUE VET CENTER (674): |                                | 4360          |

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 QUASAR Extract Audit Report**

| A             | B                               | C              | D         | E  | F                                  | G      |
|---------------|---------------------------------|----------------|-----------|--|------------------------------------|--------|
| EXTRACT LOG # | QUASAR SITE                     | DIVISION       | DSS UNIT  | PROCEDURE  | PROCEDURE DESCRIPTION              | VOLUME |
| 3898          | OLIN E. TEAGUE VET CENTER (674) | AUSTIN (674BY) | Audiology |  | 69210 REMOVE IMPACTED EAR WAX      | 50     |
| 3898          | OLIN E. TEAGUE VET CENTER (674) | AUSTIN (674BY) | Audiology |  | 92550 TYMPANOMETRY & REFLEX THRESH | 25     |
|               |                                 |                |           | Volume for Audiology                                 |                                    | 1549   |
| 3898          | OLIN E. TEAGUE VET CENTER (674) | TEMPLE (674)   | Audiology |  | 69200 CLEAR OUTER EAR CANAL        | 1      |
| 3898          | OLIN E. TEAGUE VET CENTER (674) | TEMPLE (674)   | Audiology |  | 69210 REMOVE IMPACTED EAR WAX      | 66     |
|               |                                 |                |           | Volume for Audiology                                 |                                    | 2255   |
| 3898          | OLIN E. TEAGUE VET CENTER (674) | WACO (674A4)   | Audiology |  | 69210 REMOVE IMPACTED EAR WAX      | 10     |
| 3898          | OLIN E. TEAGUE VET CENTER (674) | WACO (674A4)   | Audiology |  | 92550 TYMPANOMETRY & REFLEX THRESH | 11     |
|               |                                 |                |           | Volume for Audiology                                 |                                    | 449    |
|               |                                 |                |           | Total Volume for Audiology                           |                                    | 4253   |
|               |                                 |                |           | Total Volume for Speech Pathology                    |                                    | 107    |
|               |                                 |                |           | Grand Total for Site OLIN E. TEAGUE VET CENTER (674) |                                    | 4360   |

## 4.5.3 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 159).

**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 159: 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                   |
|   |          |           |        | CH104                        | CH104                   |
|   |          |           |        | CH105                        | CH105                   |
|   |          |           |        | CH106                        | CH106                   |
|   |          |           |        |                              | 5                       |
|   |          |           |        |                              | 8                       |
|   |          |           |        |                              | 3                       |
|   |          |           |        |                              | 9                       |
| -----   |          |           |        |                              |                         |
| Total Volume for Unit CHAPLAIN GROUP (167) (109):     |          |           |        | 25                           |                         |
| HCHC ADULT DAY CENTER (21)                            |          |           |        |                              |                         |
| Unknown   |          |           |        | SN010                        | BASIC RATE, STATE HOME  |
|   |          |           |        | SN011                        | SVC-CONNECT(SC) STATE H |
|   |          |           |        |                              | 5                       |
|   |          |           |        |                              | 36                      |
| -----   |          |           |        |                              |                         |
| Total Volume for Unit HCHC ADULT DAY CENTER (21):     |          |           |        | 41                           |                         |
| STATE NURSING HOME SNH (23)                           |          |           |        |                              |                         |
| Unknown   |          |           |        | SN010                        | BASIC RATE, STATE HOME  |
|   |          |           |        | SN011                        | SVC-CONNECT(SC) STATE H |
|   |          |           |        |                              | 8250                    |
|   |          |           |        |                              | 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 160).

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 160: 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      |
| MIDDLETON (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      |

#### 4.5.4 LAB Results DSS LOINC Code Report 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 161).

**Figure 161: Lab Results DSS LOINC Code Report Extract Audit Report**

| Laboratory (LAB) Extract Audit Report                          |                    |                       |                              | Page: 1 |
|--|--------------------|-----------------------|------------------------------|---------|
| 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)  |         |
| Accession Area (Feeder Location)                               | LMIP Code          | # of Tests (Patients) | # of Tests (Referrals)       |         |
| Procedure  |                    |                       |                              |         |
| A1C-HGB (A1C)<br>No data available for this Accession Area.    |                    |                       |                              |         |
| AFB STATE (AFBS)<br>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 162).

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 162: 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                      |

#### 4.5.5 Laboratory Results (LAR) Extract Audit

This option creates a summary report for the LAB RESULTS EXTRACT file (#727.824). For a given LAR extract, the audit report includes the test code, DSS test name, the month and year the test was performed, and the total count for each distinct test (Figure 163).

**Notes:**

- The number of tests will continue to increase in accordance with VistA maintenance updates.
- For a complete list of the tests, users can run the Lab Results DSS LOINC Code report.
- If no workload exists for a DSS test, "Not in extract" displays in the Total Count column.

**Figure 163: Lab Results(LAR) Extract Audit Report**

| Lab Results (LAR) Extract Audit Report            |                             |            |             |  |
|---|-----------------------------|------------|-------------|--|
| DSS Extract Log #: 4071                           |                             |            | Page: 1     |  |
| Date Range of Audit: AUG 01, 2011 to AUG 31, 2011 |                             |            |             |  |
| Report Run Date/Time: JUN 13, 2012@04:57          |                             |            |             |  |
| Division: CHEYENNE VAMC (442)                     |                             |            |             |  |
| Test Code   | DSS TEST NAME               | Month Year | Total Count |  |
| 0001  | Hemoglobin                  | AUG 2011   | 1842        |  |
| 0002  | Potassium (Serum)           | AUG 2011   | 2232        |  |
| 0003  | Sodium (Serum)              | AUG 2011   | 2174        |  |
| 0004  | Lithium (Serum)             | AUG 2011   | 9           |  |
| 0005  | BUN (Blood Urea Nitrogen)   | AUG 2011   | 2125        |  |
| 0006  | WBC (Total WBC Count)       | AUG 2011   | 1751        |  |
| 0007  | Digoxin                     | AUG 2011   | 15          |  |
| 0008  | Theophylline                | AUG 2011   | 5           |  |
| 0009  | AST (Aspartate Transferase) | AUG 2011   | 1494        |  |
| 0010  | Glucose (Serum)             | AUG 2011   | 2214        |  |
| 0011  | Creatinine Clearance        | AUG 2011   | 7           |  |
| 0013  | GGTP (Gamma GT)             | AUG 2011   | 576         |  |
| 0014  | Dilantin (Phenytoin)        | AUG 2011   | 23          |  |
| 0015  | Valproic Acid               | AUG 2011   | 8           |  |
| 0016  | Carbamazepine (Tegretol)    | AUG 2011   | 6           |  |

The exportable 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 Laboratory Results Extract Audit Report**

| A             | B            | C         | D                 | E          | F           |
|---------------|--------------|-----------|-------------------|------------|-------------|
| EXTRACT LOG # | DIVISION     | TEST CODE | DSS TEST NAME     | MONTH YEAR | TOTAL COUNT |
| 4345          | DAYTON (552) | 1         | Hemoglobin        | Dec-15     | 4882        |
| 4345          | DAYTON (552) | 2         | Potassium (Serum) | Dec-15     | 5721        |
| 4345          | DAYTON (552) | 3         | Sodium (Serum)    | Dec-15     | 5737        |
| 4345          | DAYTON (552) | 4         | Lithium (Serum)   | Dec-15     | 33          |

#### 4.5.6 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 165). This helps verify that the extracted data matches the source data.

**Figure 165: LBB Extract Comparative Report**

| LBB Extract Comparative Report<br>01 Feb 2018 - 28 Feb 2018 |           |         |             |             |          |           |             | Page 1<br>Run Date: 25 Jun 2018 |          |  |   |
|---|-----------|---------|-------------|-------------|----------|-----------|-------------|---------------------------------|----------|--|---|
| LOCAL BLOOD BANK SOURCE                                     |           |         |             |             |          |           |             | LBB EXTRACT (#4998)             |          |  |   |
| Name  | SSN       | FDR LOC | Transf Date | Number COMP | of Units | SSN       | Transf Date | Number COMP                     | 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 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 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       | XXXXXXXX BB552 |               | 12/1/2015 RBC     |            | 1                     | 4346 XXXXXXXXX         |                 | 12/1/2015 RBC           |                  | 1                           |
| DSS1       | XXXXXXXX BB552 |               | 12/1/2015 RBC     |            | 1                     | 4346 XXXXXXXXX         |                 | 12/1/2015 RBC           |                  | 1                           |
| DSS1       | XXXXXXXX BB552 |               | 12/10/2015 RBC    |            | 1                     | 4346 XXXXXXXXX         |                 | 12/10/2015 RBC          |                  | 1                           |
| DSS1       | XXXXXXXX BB552 |               | 12/10/2015 RBC    |            | 1                     | 4346 XXXXXXXXX         |                 | 12/10/2015 RBC          |                  | 1                           |
| DSS1       | XXXXXXXX BB552 |               | 12/28/2015 RBC    |            | 1                     | 4346 XXXXXXXXX         |                 | 12/28/2015 RBC          |                  | 1                           |
| DSS1       | XXXXXXXX BB552 |               | 12/28/2015 RBC    |            | 1                     | 4346 XXXXXXXXX         |                 | 12/28/2015 RBC          |                  | 1                           |
| DSS1       | XXXXXXXX BB552 |               | 12/17/2015 RBC    |            | 1                     | 4346 XXXXXXXXX         |                 | 12/17/2015 RBC          |                  | 1                           |
| DSS1       | XXXXXXXX BB552 |               | 12/17/2015 RBC    |            | 1                     | 4346 XXXXXXXXX         |                 | 12/17/2015 RBC          |                  | 1                           |
| TOTAL      |                |               |                   |            | 124                   |                        |                 |                         |                  | 124                         |

#### 4.5.7 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 167).

**Figure 167: 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>             |          |            |       |   |   |   |   |    |    |    |    |    |    |    |    |    |    |       |
| 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  | 0  | 0  | 0  | 0  | 6     |
| TCU (S)                             | 0                            | 0        | 0          | 7     | 0 | 0 | 0 | 0 | 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  | 0  | 0  | 0  | 0  | 8     |
| 4 N (S)                             | 0                            | 0        | 0          | 0     | 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  | 0  | 0  | 0  | 0  | 21    |
| 7 S                                 | 0                            | 0        | 0          | 0     | 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 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 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     | 0     | 0     | 1     | 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               |    |

#### 4.5.8 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 Report menu, select “Pharmacy Extract Cost by Feeder Key” (Figure 169), then press <Enter>.**

**Step 2. Enter the extract type for the report you wish to run (Figure 169).**

**Step 3. Type the DSS Extract Log Record Number.**

The enumerated steps described above display on the screen as shown in Figure 170.

**Figure 169: Extract Report Menu**

|     |  |
|-----|--|
| ADM | Admission (ADM) Extract Audit                  |
| ECQ | QUASAR (ECQ) Extract Audit                     |
| ECS | Event Capture (ECS) Extract Audit              |
| LAB | Laboratory (LAB) Extract Audit                 |
| LAR | Laboratory Results (LAR) 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 170).

**Figure 170: 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 171, 172, 173 and 174 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 171: Example of Pharmacy Extract Cost by Feeder Key PRE Exported Report**

| 1  | A STATION | B FY | C FP | D DESCRIPTION                            | E FEEDER KEY      | F UNIT    | G ENCOUNTERS | H QUANTITY | I TOTAL COST | J 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     | 1101800003187660  | 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 TRANSPRE        | 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 172: Example of Pharmacy Extract Cost by Feeder Key IVP Exported Report**

| 1  | A STATION | B FY | C FP | D DESCRIPTION                           | E FEEDER KEY      | F UNIT | G ENCOUNTERS | H TOTAL DOSES | I TOTAL COST | J 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 173: Example of Pharmacy Extract Cost by Feeder Key UDP Exported Report**

| 1  | A STATION | B FY | C FP | D DESCRIPTION                     | E FEEDER KEY      | F UNIT | G ENCOUNTERS | H QUANTITY | I TOTAL COST | J 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    | VENLAFAKINE 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 174: 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    |

#### 4.5.9 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 175).

**Figure 175: 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 176).

**Figure 176: 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           |     |       |           |              |
| <b>REPORT OF NEW PROSTHETICS ACTIVITIES</b> |                              |     |       |           |              |
| Line Item                                   | VA                           | Com | Total | Cost (\$) | Ave Com (\$) |
| <hr/>                                       |                              |     |       |           |              |
| 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 177).

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: 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 178).

**Figure 178: 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           |                      |                      |          |          |  |        |
| <hr/>   |                              |                      |                      |          |          |  |        |
| 100 A -- MOTORIZED                            |                              |                      |                      |          |          |  | NPPD   |
| NAME SSN HCPCS QTY                            | TYP COST                     | DATE                 | HCPCS DESC           | STN#     | ENTRY DT |  |        |
| <hr/>   |                              |                      |                      |          |          |  |        |
| 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 179).

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 179: 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        |

#### 4.5.10 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 180).

**Figure 180: 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.           |
| 74000   | ABDOMEN 1 VIEW                  | 18              |
| 74010   | ABDOMEN 2 VIEWS                 | 11              |
| 74022   | ABDOMEN MIN 3 VIEWS+CHEST       | 3               |
| 74220   | ESOPHAGUS                       | 1               |
| 74230   | SPEECH PATHOLOGY VIDEO SWALLOW  | 4               |
| 74246   | UPPER GI AIR CONT W/O KUB       | 0               |
| 74249   | UPPER GI AIR CONT W/SMALL BOWEL | 0               |
| 74250   | SMALL BOWEL MULT IMAGES         | 0               |
| 76000   | FLURO CHEST(SEPARATE PROCEDURE) | 17              |
| 77075   | BONE SURVEY COMPLETE            | 0               |
| 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 181).

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 181: 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 RETROPERITONEAL ULTRASOUND | 0                    | 1                     |
|               |                    | Sub-totals for ULTRASOUND (552-3)                 |          |   | 70                   | 452                   |
|               |                    | Grand Total for Division DAYTON (552)             |          |   | 625                  | 5542                  |

#### 4.5.11 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 182).

**Figure 182: 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 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 Radiology (RAD) Extract CPT Code Audit Report**

| A<br>EXTRACT<br>LOG # | B<br>DIVISION/SITE | C<br>IMAGING TYPE<br>(FEEDER LOCATION) | D<br>PROCEDURE<br>DATE | E<br>FEEDER<br>KEY | F<br>PROCEDURE       | G<br>PATIENT<br>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              |

#### 4.5.12 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-OR. locations (Figure 184).

**Figure 184: 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 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 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               |
|               |                  |                              |          | Total O.R. Surgical Procedures     | 225             |
|               |                  |                              |          | 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               |
|               |                  |                              |          | Total Non-O.R. Surgical Procedures | 22              |
|               |                  |                              |          | Total Non-O.R. Surgical Cases      | 19              |
| 4354          | DAYTON (552)     | Cancelled/Aborted Procedures | Unknown  | Unknown                            | 11              |
|               |                  |                              |          | Total Cancelled/Aborted Procedures | 11              |
|               |                  |                              |          | Total Cancelled/Aborted Cases      | 11              |

#### 4.5.13 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 186).

**Figure 186: 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)<br>Facility Treating Specialty  | # of Losses             |
| DOMICILIARY  | DOMICILIARY (85)<br>DOMICILIARY<br>SERIOUSLY MENTALLY ILL<br>DOMICILIARY CHV (37)<br>DOM CHV<br>DOMICILIARY PTSD (88)<br>DOMICILIARY PTSD<br>DOMICILIARY SUBSTANCE ABUSE (86)<br>DOM SUBSTANCE ABUSE<br>PTSD RESID REHAB PROG (110)<br>PTSD RESID REHAB PROG | 10<br>9<br>4<br>21<br>1 |
| 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 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 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         |

#### 4.5.14 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 188.

**Figure 188: 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)
```

#### 4.5.14.1 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 189).

**Figure 189: Clinic Extract Stop Code Audit**

| Clinic Extract Stop Code Audit           |                    |      |      |          |                |               |                     |                   |               | Page: 1             |
|--|--------------------|------|------|----------|----------------|---------------|---------------------|-------------------|---------------|---------------------|
| DSS Extract Log #: 5678                  |                    |      |      |          |                |               |                     |                   |               | Page: 1             |
| Report Run Date/Time: Nov 10, 2018 07:44 |                    |      |      |          |                |               |                     |                   |               |                     |
| SEQUENCE<br>NUMBER                       | FACILITY<br>NUMBER | SSN  | NAME | DAY      | FEEDER KEY     | FEEDER<br>LOC | ENCOUNTER<br>NUMBER | STOP<br>CODE      | CLINIC<br>IEN | CLINIC<br>STOP CODE |
| 11208128                                 | 999GA              | 1234 | PATO | 20181002 | 3231880150000N |               |                     | 99900123417275323 | 323           | 1539                |
| 11208289                                 | 999                | 1234 | TEST | 20181016 | 32311701550THN |               |                     | 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 190).

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 190: Exported Clinic Extract Stop Code Audit**

| A               | B        | C            | D        | E    | F    | G        | H              | I                  | J                 | K            | L             | M                   |
|-----------------|----------|--------------|----------|------|------|----------|----------------|--------------------|-------------------|--------------|---------------|---------------------|
| EXTRACT<br>TYPE | SEQ #    | EXTRACT<br># | FACILITY | SSN  | NAME | DAY      | FEEDER KEY     | FEEDER<br>LOCATION | ENCOUNTER #       | STOP<br>CODE | CLINIC<br>IEN | CLINIC<br>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          |                     |

#### 4.5.14.2 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 191).

**Figure 191: Event Capture Extract Stop Code Audit**

| Event Capture Extract Stop Code Audit                               |          |      |      |          |            |            |                   |           |            | Page: 1          |  |
|---|----------|------|------|----------|------------|------------|-------------------|-----------|------------|------------------|--|
| DSS Extract Log #: 4567<br>Report Run Date/Time: Nov 10, 2018008:44 |          |      |      |          |            |            |                   |           |            |                  |  |
| SEQUENCE  | FACILITY | SSN  | NAME | DAY      | FEEDER KEY | FEEDER LOC | ENCOUNTER NUMBER  | STOP CODE | CLINIC IEN | CLINIC 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 192).

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 192: Exported Event Capture Extract Stop Code Audit**

| A               | B      | C            | D        | E    | F    | G        | H          | I                  | J                 | K            | L             | M                   |
|-----------------|--------|--------------|----------|------|------|----------|------------|--------------------|-------------------|--------------|---------------|---------------------|
| EXTRACT<br>TYPE | SEQ #  | EXTRACT<br># | FACILITY | SSN  | NAME | DAY      | FEEDER KEY | FEEDER<br>LOCATION | ENCOUNTER #       | STOP<br>CODE | CLINIC<br>IEN | CLINIC<br>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          |                     |

#### 4.5.14.3 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 193).

**Figure 193: Radiology Extract Stop Code Audit**

| Radiology Extract Stop Code Audit                                   |          |      |      |          |                             |            |                   |           |            | Page: 1          |     |
|---|----------|------|------|----------|-----------------------------|------------|-------------------|-----------|------------|------------------|-----|
| DSS Extract Log #: 6789<br>Report Run Date/Time: Nov 10, 2018009:44 |          |      |      |          |                             |            |                   |           |            |                  |     |
| SEQUENCE  | FACILITY | SSN  | NAME | DAY      | FEEDER KEY                  | FEEDER LOC | ENCOUNTER NUMBER  | STOP CODE | CLINIC IEN | CLINIC STOP CODE |     |
| 955563  | 999      | 6789 | PATT | 20181010 | PERCUTANEOUS CHOLEC (1102)  | 6          | 123456789180130I  | 153       |            |                  |     |
| 955569  | 999      | 1234 | PATO | 20181011 | A-Z TUBE REPLACEMENT (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 194).

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 194: Exported Radiology Extract Stop Code Audit**

| A               | B      | C            | D        | E    | F        | G        | H                           | I                  | J                 | K            | L             | M                   |
|-----------------|--------|--------------|----------|------|----------|----------|-----------------------------|--------------------|-------------------|--------------|---------------|---------------------|
| EXTRACT<br>TYPE | SEQ #  | EXTRACT<br># | FACILITY | SSN  | NAM<br>E | DAY      | FEEDER<br>KEY               | FEEDER<br>LOCATION | ENCOUNTER #       | STOP<br>CODE | CLINIC<br>IEN | CLINIC<br>STOP CODE |
| Radiology       | 955563 | 6789         | 999      | 6789 | PATT     | 20181010 | PERCUTANEOUS CHOLEC (1102)  | 6                  | 1234567891801301  | 153          |               |                     |
| Radiology       | 955569 | 6789         | 999      | 1234 | PATO     | 20181011 | A-Z TUBE REPLACEMENT (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 195). The sub-sections that follow describe the functionality of each option.

**Figure 195: 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 196).

**Figure 196: 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.

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 197.

**Figure 197: 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.

MailMan transmission of the Treating specialty change extract is set to a
limit of 131,000 bytes per message. Each extract record ends with a ^.

** This extract is being sent from a field office domain. **
** Extract messages(s) will only be delivered to you and    **
** Will be placed into your 'DSSXMIT' mail basket.           **

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 198).

**Figure 198: Sample Mail Message – Transmission of Extracted Data**

```

Subj: ADMS 444 - ADM DSS EXTRACT MESSAGE 1 OF 2 [#7058653] 14 Sep 99 19:03 8 lines
From: DSS SYSTEM In 'IN' basket. Page 1
-----
The DSS-Admission extract (#759) for Jul 01, 1999
through Jul 31, 1999 was begun on Sep 14, 1999 at 19:02
and completed on Sep 14, 1999 at 19:03.

A total of 489 records were written.

Extract time was [HH:MM:SS] 0:00:48

Enter message action (in IN basket): IGNORE//


Sample Mail Message - Transmission of Extracted Data

Subj: QSR 444 - QSR DSS EXTRACT MESSAGE 1 OF 2 [#7058779] 05 Oct 99 03:16 10 lines
From: DSS SYSTEM In 'IN' basket. Page 1
-----
The DSS QUASAR (ECQ) extract, #786,
was transmitted on Oct 05, 1999 at 03:15.

Maximum number of lines (records) per message: 200

A total of 861 records were written.
A total of 5 messages were sent.
Message numbers :
    7058774          7058775          7058776          7058777

Enter message action (in IN basket): IGNORE//


Sample Mail Message - Confirmation of Extracted Data

Subj: DRS1928 DMS Confirmation [#415417] 03 Dec 97 20:10 CST 2 Lines
From: <XXXXXXXX@XXXXXXXX.VA.GOV> in 'IN' basket. Page 1
-----
Ref: Your DMS message #841928 with Austin ID #80378631, is assigned confirmation
number 942512003079972.

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 199).

**Figure 199: 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 200.

**Figure 200: 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 201).

**Figure 201: Summary Report of Extract Logs**

| DSS EXTRACT LOG STATISTICS       |                             |                              |                           |                  |             |  |
|----------------------------------|-----------------------------|------------------------------|---------------------------|------------------|-------------|--|
| Page: 1                          |                             |                              |                           |                  |             |  |
| EXTRACT NUMBER<br>DATE EXTRACTED | VISTA PACKAGE<br>DATA MONTH | DATA SET DATES<br>MSG UNCONF | RECORD COUNT<br>REQUESTOR | DATE TRANSMITTED | DATE PURGED |  |
| 5356<br>Jul 03, 2017             | Admission<br>Mar 2017       | 170301-170331<br>0           | 918<br>USER, ONE          |                  |             |  |
| 5404<br>Aug 11, 2017             | Admission<br>Mar 2017       | 170301-170331<br>3           | 918<br>USER, TWO          | Aug 16, 2017     |             |  |
| 5344<br>Apr 05, 2017             | BAR CODE MEDI<br>Mar 2017   | 170301-170331<br>0           | 20427<br>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 202).

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 202: 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 203.

**Figure 203: 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 204.

**Figure 204: 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 205.

**Figure 205: 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 FY20 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                           |
| ECQ                  | QUASAR Extract                                    |
| ECS                  | Event Capture Extract                             |
| FY                   | Fiscal Year                                       |
| HAS                  | Health Administration Service (formerly MAS)      |
| HCPC                 | Healthcare Common Procedure Coding                |
| HCPCS                | Healthcare Common Procedure Coding System         |
| HPS                  | Health Product Support                            |
| ICD                  | International Classification of Diseases          |
| IEN                  | Internal Entry Number                             |
| IVP                  | IV Extract  |
| LAB                  | Laboratory Extract                                |
| LAR                  | Laboratory Results Extract                        |
| LBB                  | Blood Bank Extract                                |
| LMIP                 | Laboratory Management Index Program               |
| LOINC                | Logical Observation Identifiers, Names, and Codes |
| 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                                    |

| <b>Abbreviation/Acronym</b> | <b>Description</b>  |
|-----------------------------|---|
| PACU                        | Post Anesthesia Care Unit                                       |
| PIMS                        | Patient Information Management System                           |
| PRE                         | Prescription Extract  |
| PRO                         | Prosthetics Extract   |
| PSAS                        | Prosthetic and Sensory Aids Service                             |
| QUASAR                      | Quality: Audiology and Speech Pathology Audit & Review          |
| 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 aid the reader in understanding.

**Table 8: Glossary**

| Term                    | Definition   |
|-------------------------|--|
| Action to Send Code     | Indicates which, if any, code(s) 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:<br><br>ABBCxxx<br><br>A = DSS CODE in NATIONAL SERVICE file (#730)<br>BB = DSS PRODUCTION UNIT CODE in DSS PRODUCTION UNIT file (#729)<br>C = DSS DIVISION IDENTIFIER in DSS DIVISION IDENTIFIER file (#727.3)<br>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.<br>CCC is the Credit Stop Code. If no Credit Stop Code assigned then "000".<br>TTT is the length of appointment.<br>4444 is the CHAR4 Code.<br>N if a no-show, otherwise '0' (zero).<br>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.<br>CCC is the Credit Stop Code.<br>TTT is the length of appointment.<br>4444 = 0000.<br>N if a no-show, otherwise '0' (zero).<br>LL is the MCA labor code assigned to the clinic (blank if no labor code is assigned).  |
| 6: DO NOT SEND                          | SSS = 000.<br>CCC = 000.<br>TTT is the length of appointment or "000" if not present.<br>4444=0000.<br>N if a no-show, otherwise '0' (zero).<br>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 206). Detailed instructions are provided below.

**Figure 206: 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 //

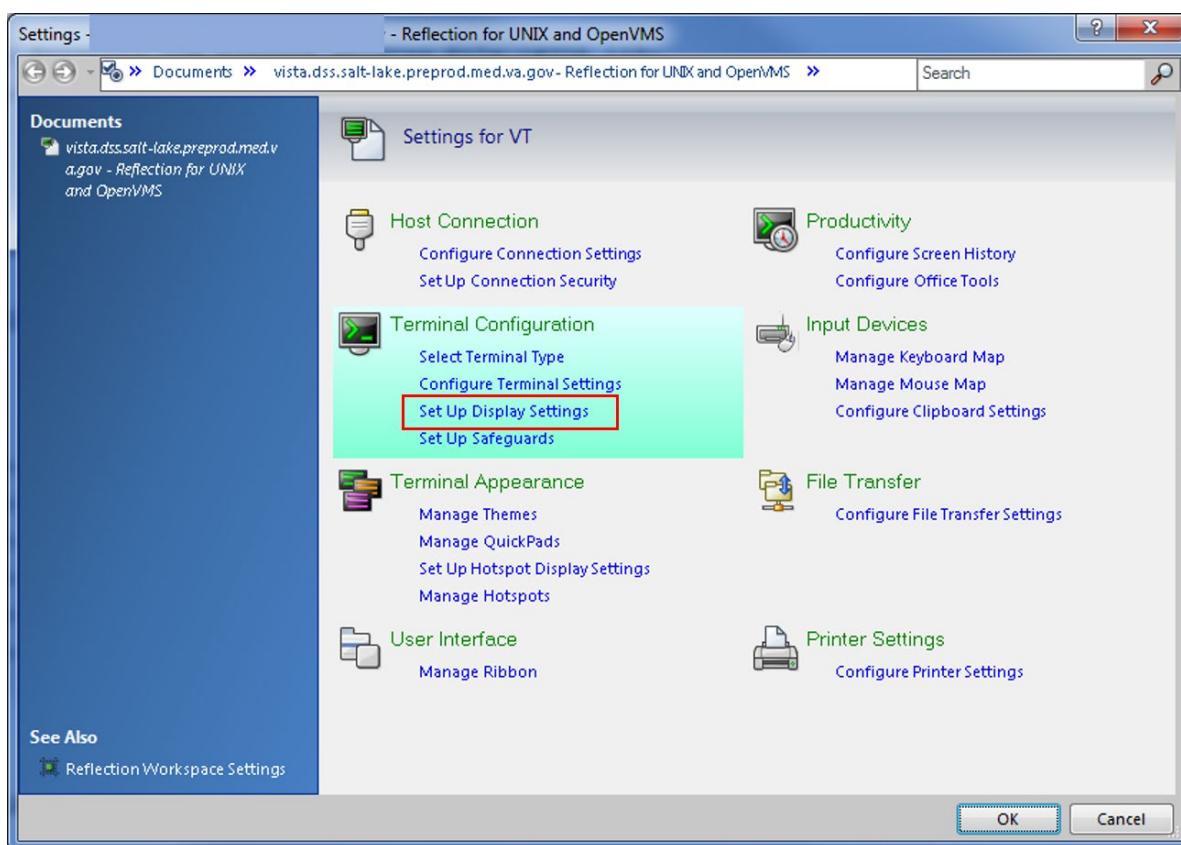
**Note:**

- 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:

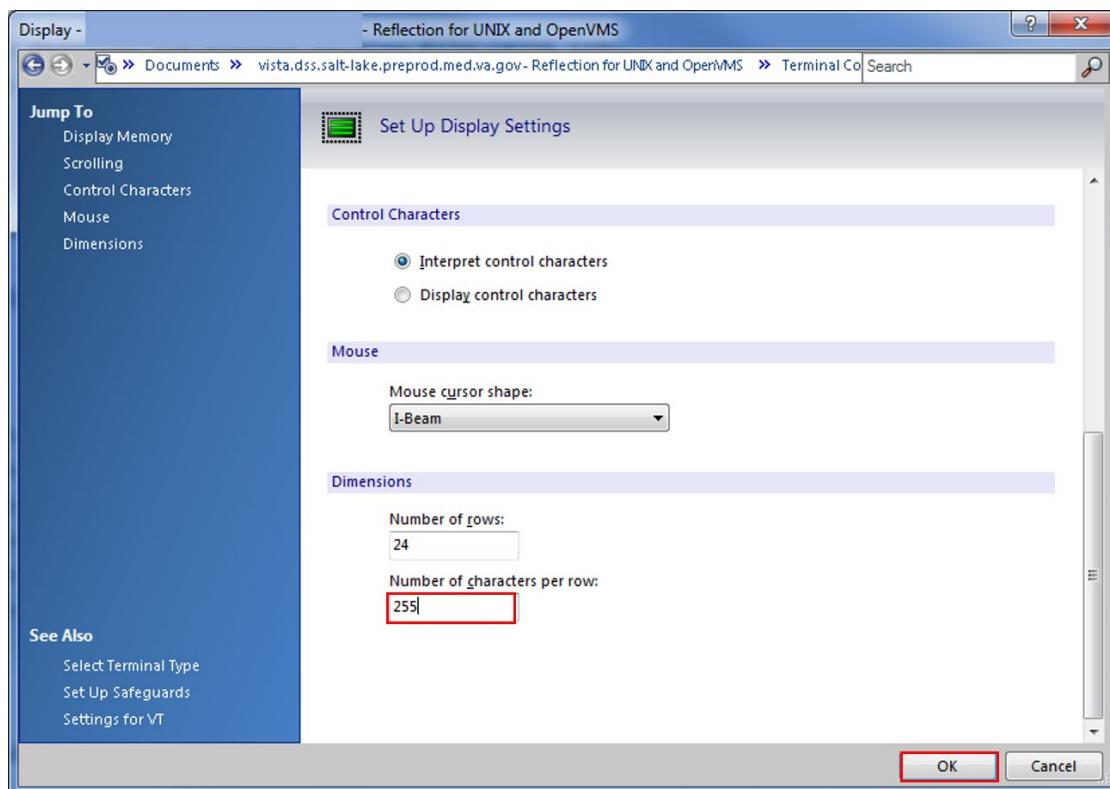
**Step 1. Margins need to be set to at least 255. You can use a pre-existing macro (if your interface has one) to do this, or you can set the margin manually by following the steps below. Go into the Reflection Workspace application and set up the margin manually by clicking appearance, expanded terminal settings (arrow in lower right corner) and set your display settings.**

**Step 2. On the Settings screen, under Terminal Configuration, click the “Set Up Display Settings” link (Figure 207).**

**Figure 207: 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 208).**

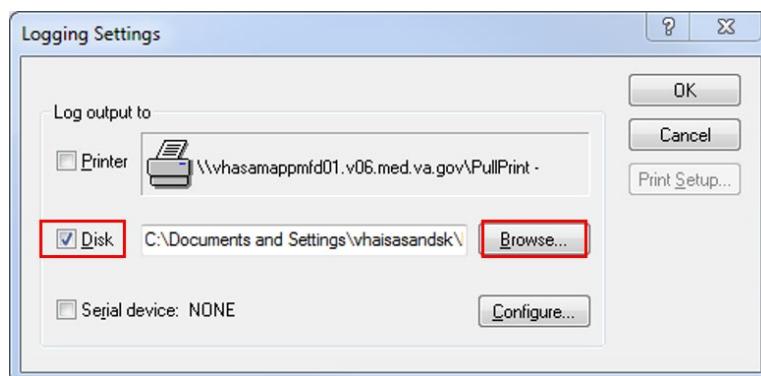
- Many of the DSS audits are available in exportable formats with character widths of 132 or 225. To make logging format more valuable, the screen display should be adjusted to fit the character width.
- The text displayed on the Reflection Workspace screen adjusts to the user-defined settings.

**Figure 208: Changing the Characters per Row in Reflection Workspace**

**Step 4.** If you have the classic interface, on the Reflection Workspace File menu, select “Logging...” If you have 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 209).

**Figure 209: 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.

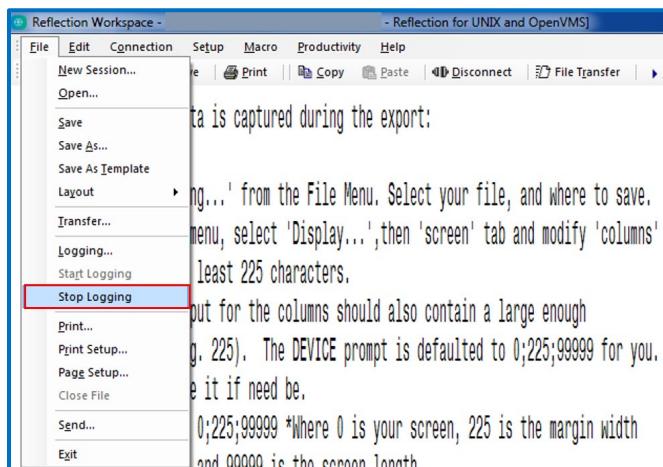
**Step 8. Select Start Logging from the File menu.**

**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.

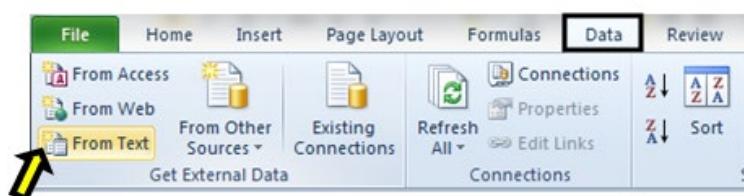
**Step 10. Once the report has completed, go to the Reflection Workspace File menu and select "Stop Logging" (Figure 210).**

**Figure 210: Reflection Workspace File Menu > Stop Logging**

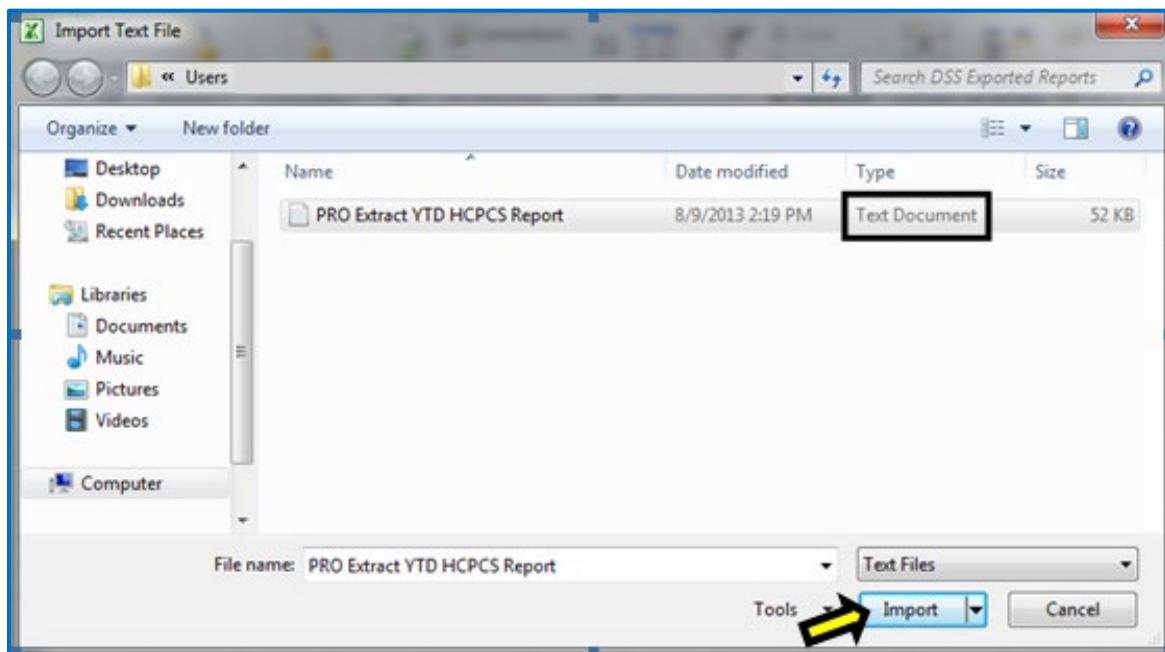


**Step 11. Open a new Excel workbook, click the Data tab, then select the "From Text" option (Figure 211).**

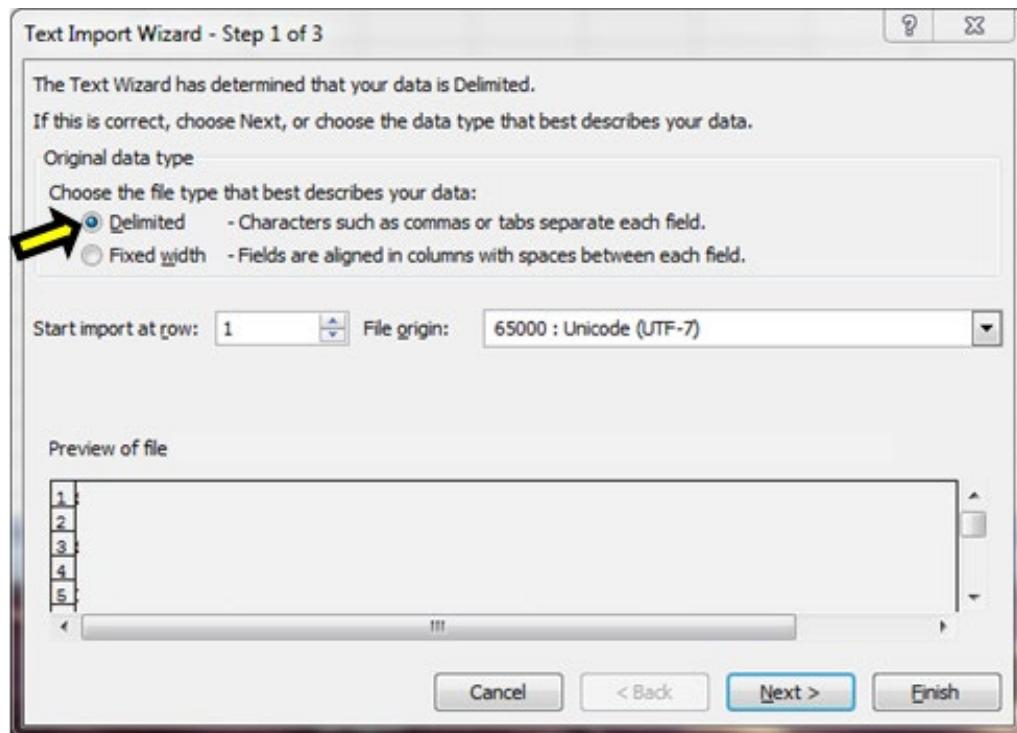
**Figure 211: Excel Import From Text Option**



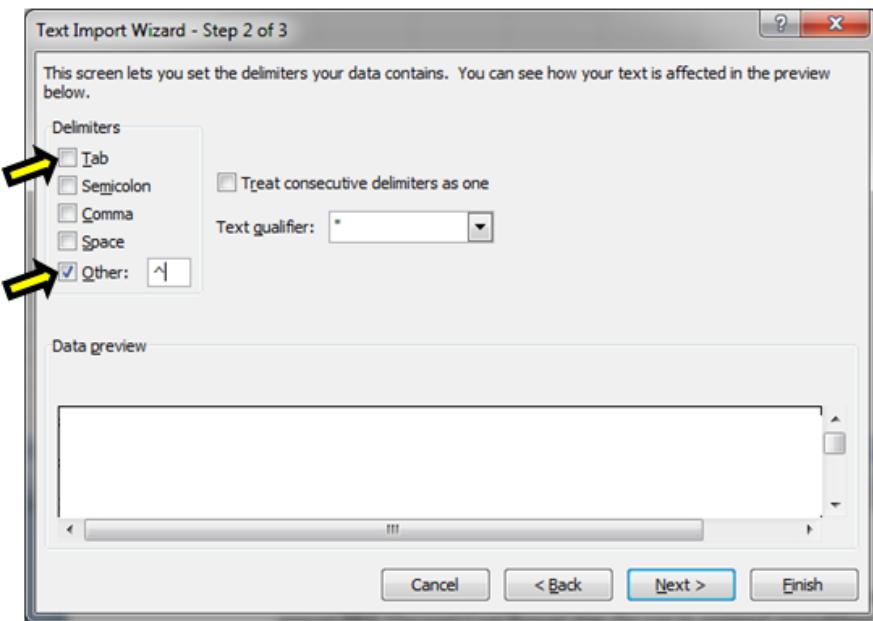
**Step 12. Select the text file that was created, then click the "Import" button (Figure 212).**

**Figure 212: Import Text File Screen**

**Step 13. Select the Delimited radio button, then, click the Next button (Figure 213).**

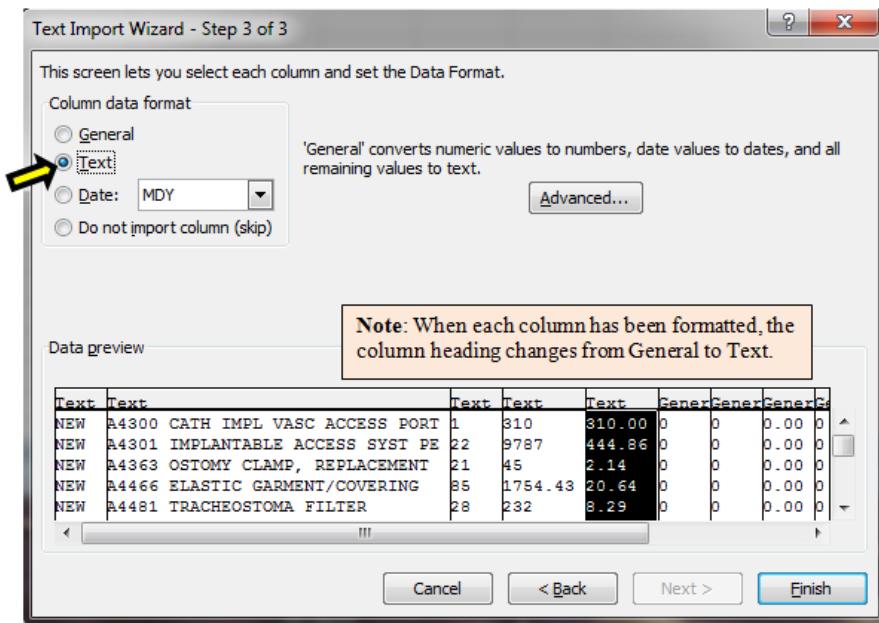
**Figure 213: Text Import Wizard – Step 1 of 3**

**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 214).**

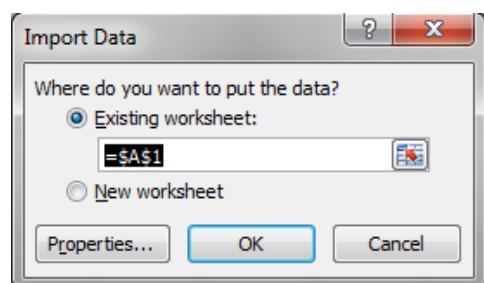
**Figure 214: Text Import Wizard – Step 2 of 3**

**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 215).**

- To format all columns at once, hold the Shift key while clicking columns to select all columns, then select the Text radio button.

**Figure 215: Text Import Wizard – Step 3 of 3**

**Step 16. Click the “OK” button on the Import Data screen (Figure 216).**

**Figure 216: Import Data Screen**

- The report will be created and displayed in an Excel spreadsheet (Figure 217).

**Figure 217: 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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