HOW TO RUN AND ADM COMPLIANCE REPORT
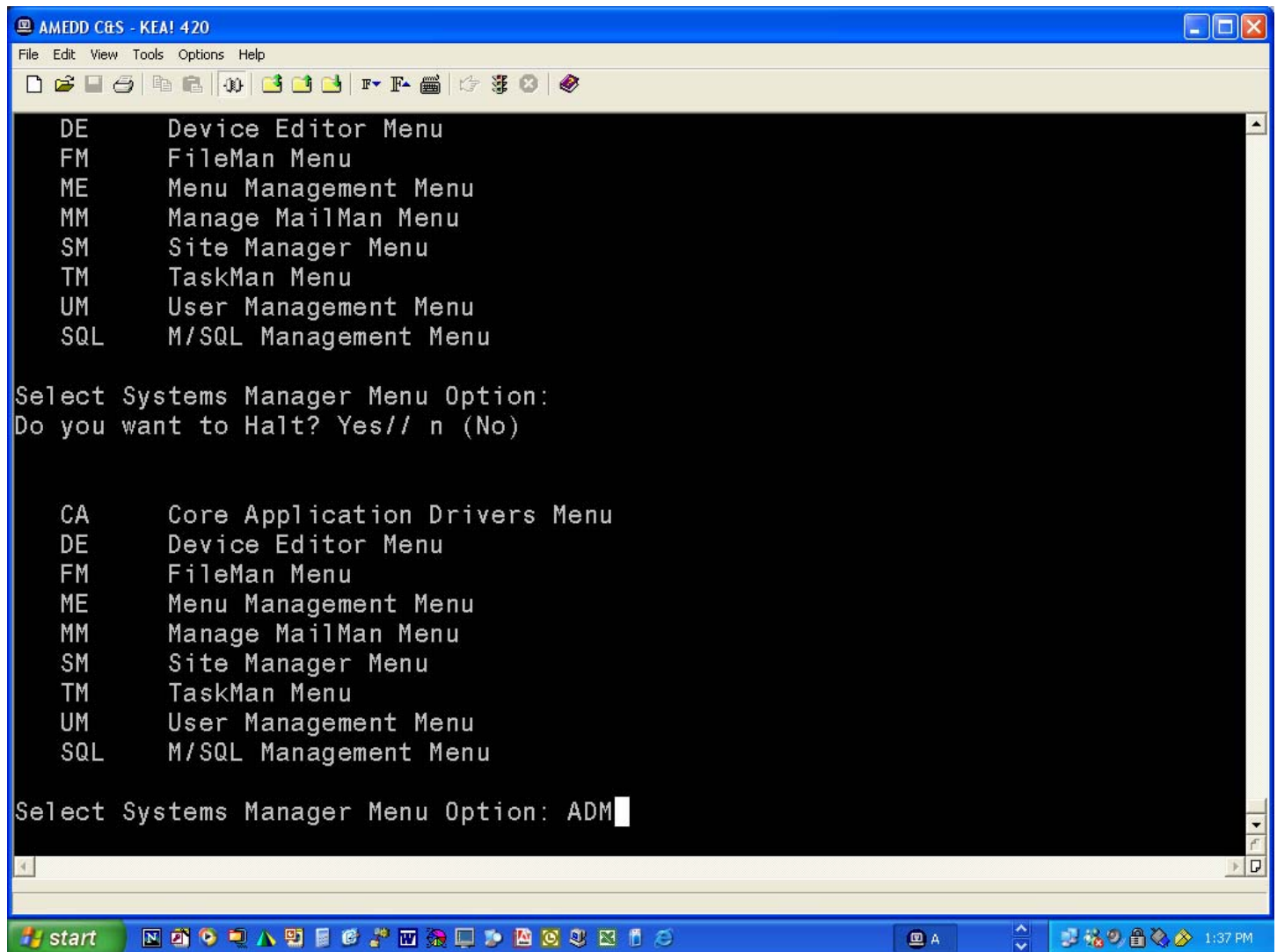
Updated instructions.
The following screens have been modified to standardize the report and to provide clarification as requested by Data Quality Mangers in the field.
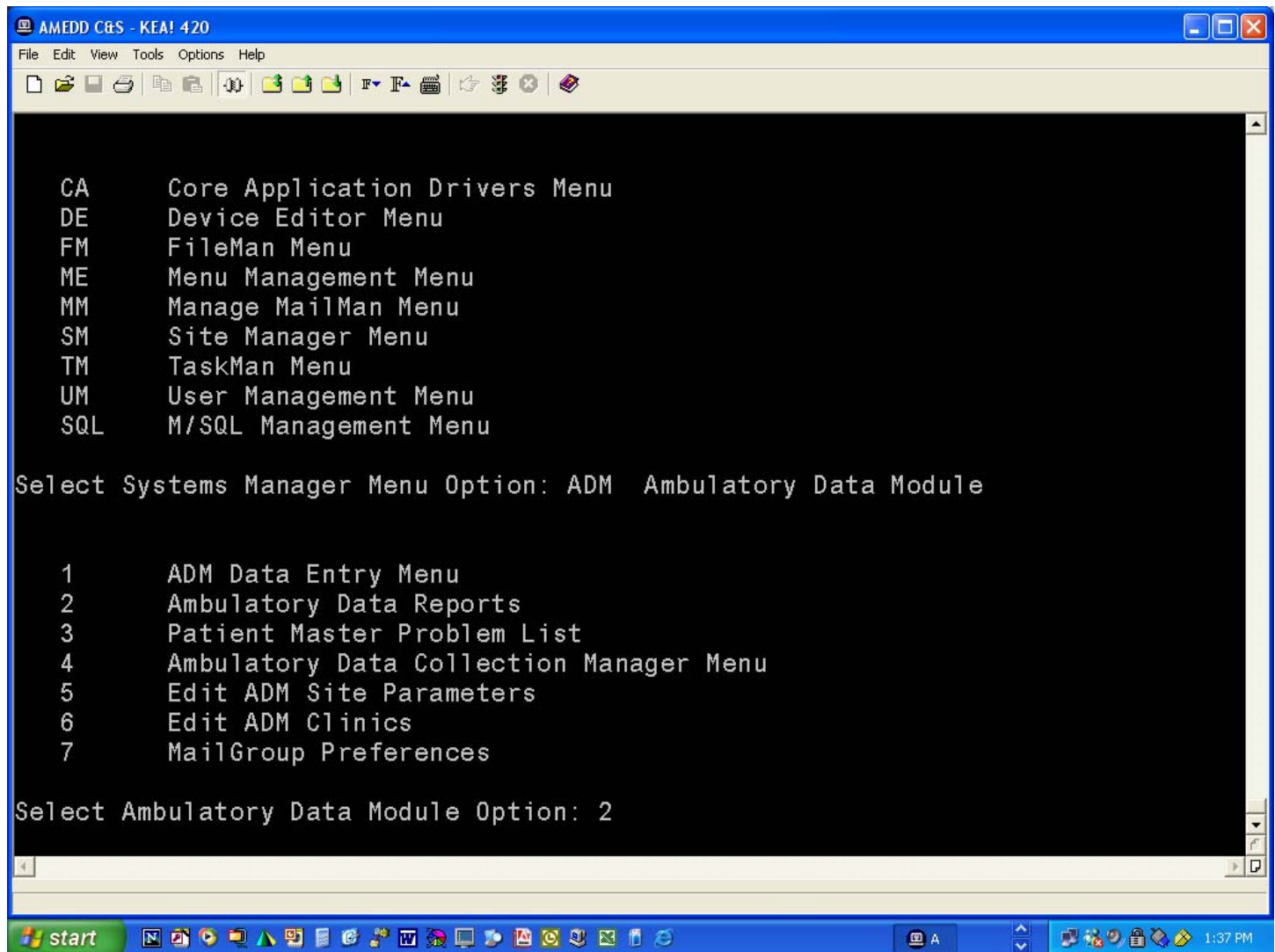
1. It is a summarized report. No physician or patient data is displayed. See sample screen at the end. All completed and pending visits per clinic are displayed and summarized.
2. Facilities with inpatient capability will select **YES** when prompted "**, Include inpatient admitted by another service (Y)es, (N)o, or (Q)uit: Y//**"
3. When prompted "**Select (C)ount, (N)on-Count, (E)rror non-count, (B)oth as workload type**
4. **or (Q)uit: B//**" Accept **(B)** the default
5. Reporting date. For earliest date enter 1 October (Update report Period Monthly)
6. For latest date. Enter 31 October.
7. Spool the report to run **between 2130 and 0600** hours.

The following Screens Capture is a step by step on how to run an ADM Compliance Report by Clinic. This is an example out of the training database. You will need to run this report between 2130 AND 0600 hours. This requires for the report to be spooled (Batch). A sample on how to spool document-captured screens has been included for you to use. This is a "one size fits all" approach. Facilities need to modify as needed to meet their particular needs. The purpose of running this report is to find the number of incomplete records to determine the TMA seventy-two hour compliance for outpatient visits.

The first screen is the CHCS main screen. You may not have access to all the options on this screen, so your screen may only display what options you have security keys for and you may be at the ADM menu. For those that ADM is a secondary menu at this screen Type **ADM** to Start ADM

```
    DE      Device Editor Menu
    FM      FileMan Menu
    ME      Menu Management Menu
    MM      Manage MailMan Menu
    SM      Site Manager Menu
    TM      TaskMan Menu
    UM      User Management Menu
    SQL     M/SQL Management Menu

Select Systems Manager Menu Option:
Do you want to Halt? Yes// n (No)


    CA      Core Application Drivers Menu
    DE      Device Editor Menu
    FM      FileMan Menu
    ME      Menu Management Menu
    MM      Manage MailMan Menu
    SM      Site Manager Menu
    TM      TaskMan Menu
    UM      User Management Menu
    SQL     M/SQL Management Menu

Select Systems Manager Menu Option: ADM
```

For those with ADM as the primary Menu, this maybe the defaults screen. Continue by typing the number **2** to select the Ambulatory Data Report Options

```
   CA        Core Application Drivers Menu
   DE        Device Editor Menu
   FM        FileMan Menu
   ME        Menu Management Menu
   MM        Manage MailMan Menu
   SM        Site Manager Menu
   TM        TaskMan Menu
   UM        User Management Menu
   SQL       M/SQL Management Menu

Select Systems Manager Menu Option: ADM   Ambulatory Data Module


   1         ADM Data Entry Menu
   2         Ambulatory Data Reports
   3         Patient Master Problem List
   4         Ambulatory Data Collection Manager Menu
   5         Edit ADM Site Parameters
   6         Edit ADM Clinics
   7         MailGroup Preferences

Select Ambulatory Data Module Option: 2
```

Now type the number **3** to select the ADM Compliance Report Option

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File  Edit  View  Tools  Options  Help

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     2         Ambulatory Data Reports                                        ▲
     3         Patient Master Problem List
     4         Ambulatory Data Collection Manager Menu
     5         Edit ADM Site Parameters
     6         Edit ADM Clinics
     7         MailGroup Preferences

Select Ambulatory Data Module Option: 2  Ambulatory Data Reports


     STYL    User Prompt Style
     1         Appointments with No ADM Records by Clinic
     2         ADM Patients with 3rd Party Insurance
     3         ADM Compliance Report
     4         ADM Records with Unresolved Coding Issues
     5         Interface Transmission Status of ADM Record
     6         Encounter Summary Report by Clinic/Provider
     7         For Clinic Use Only Report
     8         Encounter Specific Code Report by Clinic/Provider
     9         Top Number Encounter Report
     10        Appointment/Encounter Count Report
     11        Patient Encounter Records Report

Select Ambulatory Data Reports Option: 3                                      ▼

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```
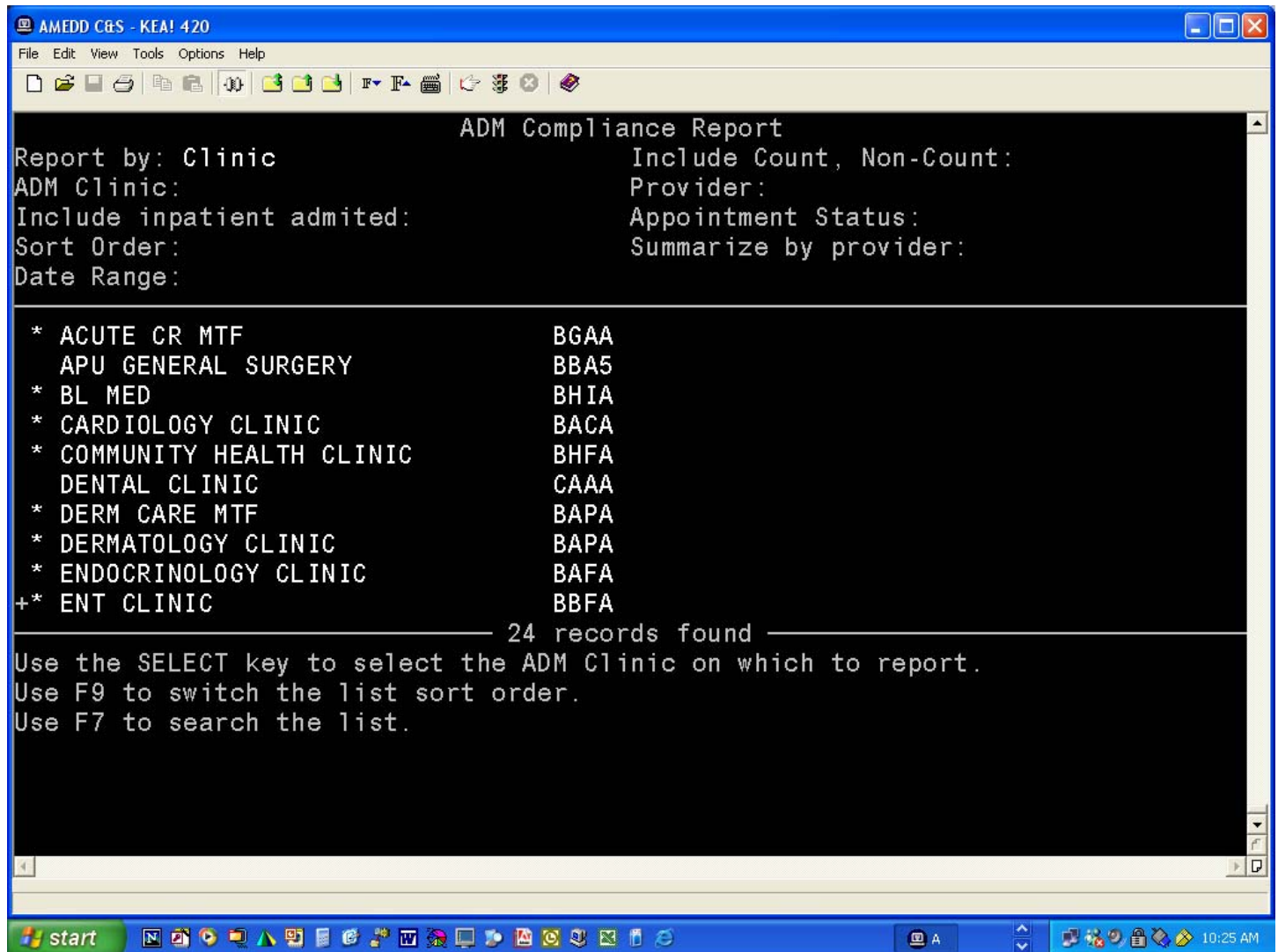
This screen will prompt you select (O) One, (M) Multiple, (A) All ADM Clinics or (Q) Quit. The default is //A for all clinics. If you select the default, the report will include all ADM Clinics at the facility, such as Dental, Ambulatory Procedures Visit, etc. Select (M) for Multiple to choose only those clinics that coding needs to be completed within three business days.
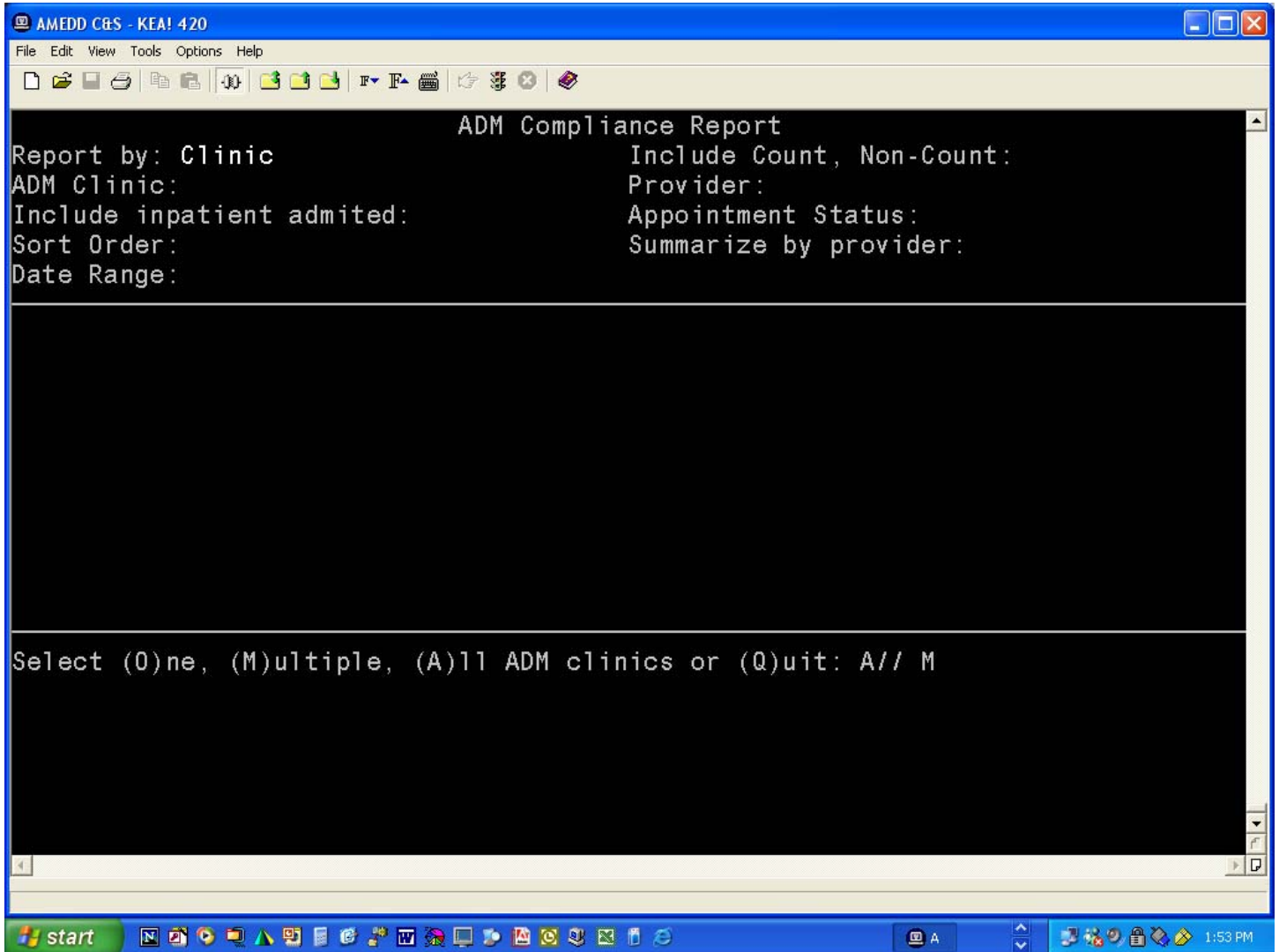
After you press enter the following screen will display. This screen will allow you to select those clinics that the three (3)-business days rule applies. You can exclude APV B**5, B**7 and any other clinic that have a business rule completion greater than 3 business days.

```
                          ADM Compliance Report
Report by: Clinic                        Include Count, Non-Count:
ADM Clinic:                              Provider:
Include inpatient admited:               Appointment Status:
Sort Order:                              Summarize by provider:
Date Range:

     ACUTE CR MTF                   BGAA
     APU GENERAL SURGERY            BBA5
     BL MED                         BHIA
     CARDIOLOGY CLINIC              BACA
     COMMUNITY HEALTH CLINIC        BHFA
     DENTAL CLINIC                  CAAA
     DERM CARE MTF                  BAPA
     DERMATOLOGY CLINIC             BAPA
     ENDOCRINOLOGY CLINIC           BAFA
  +  ENT CLINIC                     BBFA
                          24 records found
Use the SELECT key to select the ADM Clinic on which to report.
Use F9 to switch the list sort order.
Use F7 to search the list.
```

Using the select key (If using a software emulation program, KEA VT, Smarterm) the select key is the **end** key in most instances) select the clinics you want to run the report on. The selected clinics will show an asterisk on the left hand side of the screen. Notice that the APU General Surgery Clinic, BBA5 and the Dental Clinic CAAA have been excluded. After you have selected all the clinics press **enter.**

```
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                          ADM Compliance Report
Report by: Clinic                       Include Count, Non-Count:
ADM Clinic:                             Provider:
Include inpatient admited:              Appointment Status:
Sort Order:                             Summarize by provider:
Date Range:

 * ACUTE CR MTF                   BGAA
   APU GENERAL SURGERY            BBA5
 * BL MED                         BHIA
 * CARDIOLOGY CLINIC              BACA
 * COMMUNITY HEALTH CLINIC        BHFA
   DENTAL CLINIC                  CAAA
 * DERM CARE MTF                  BAPA
 * DERMATOLOGY CLINIC             BAPA
 * ENDOCRINOLOGY CLINIC           BAFA
+* ENT CLINIC                     BBFA
 ──────────────────── 24 records found ────────────────────
Use the SELECT key to select the ADM Clinic on which to report.
Use F9 to switch the list sort order.
Use F7 to search the list.
```
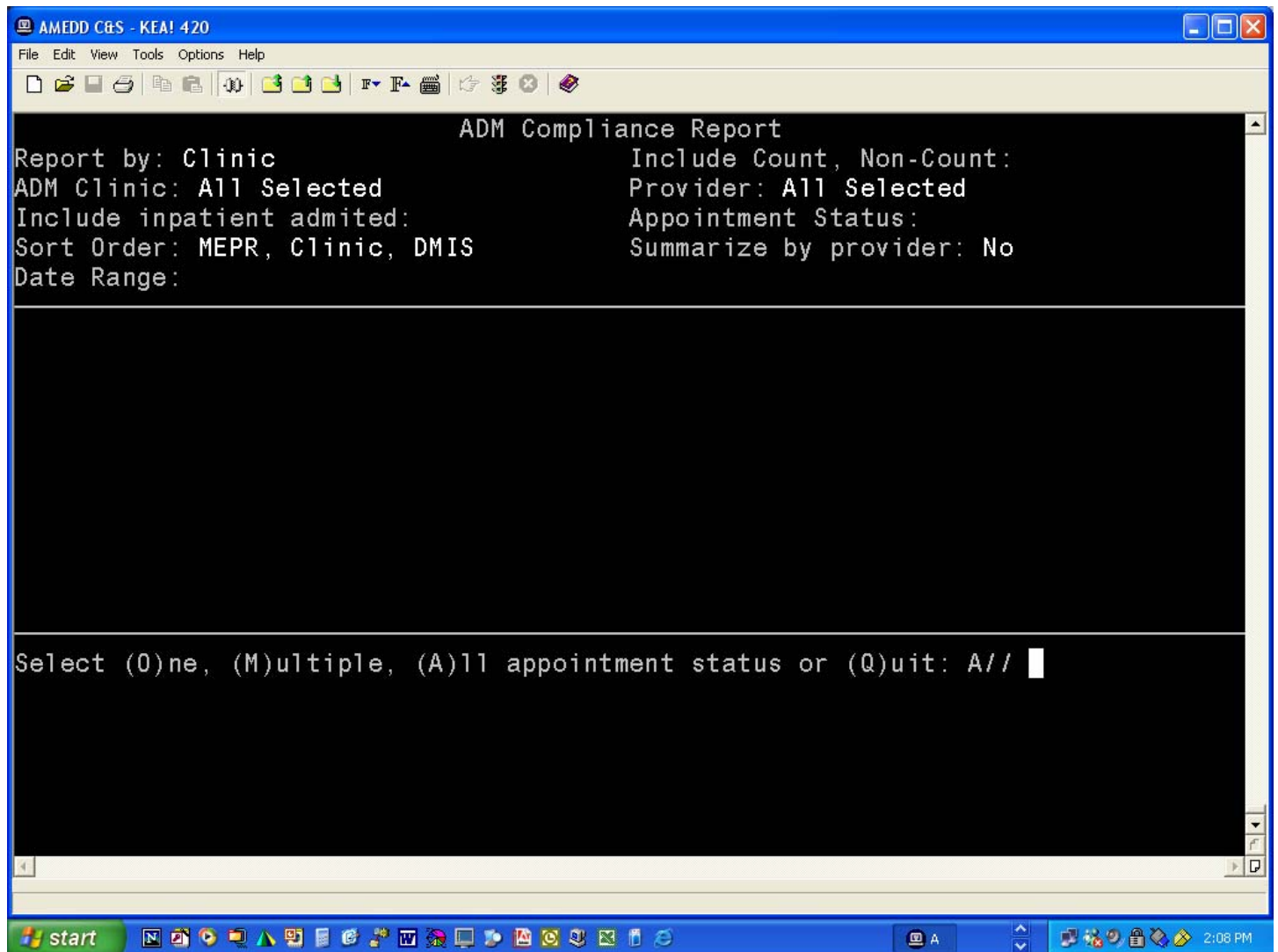
Next you will be prompted if you want to summarize by provider. For the purpose of this report you want to see how many encounters are pending by clinic, so a report by provider is not necessary. Enter **(N)** for no. Press **Return Note: If your facilitywants to track this report by provider then select (Y).**
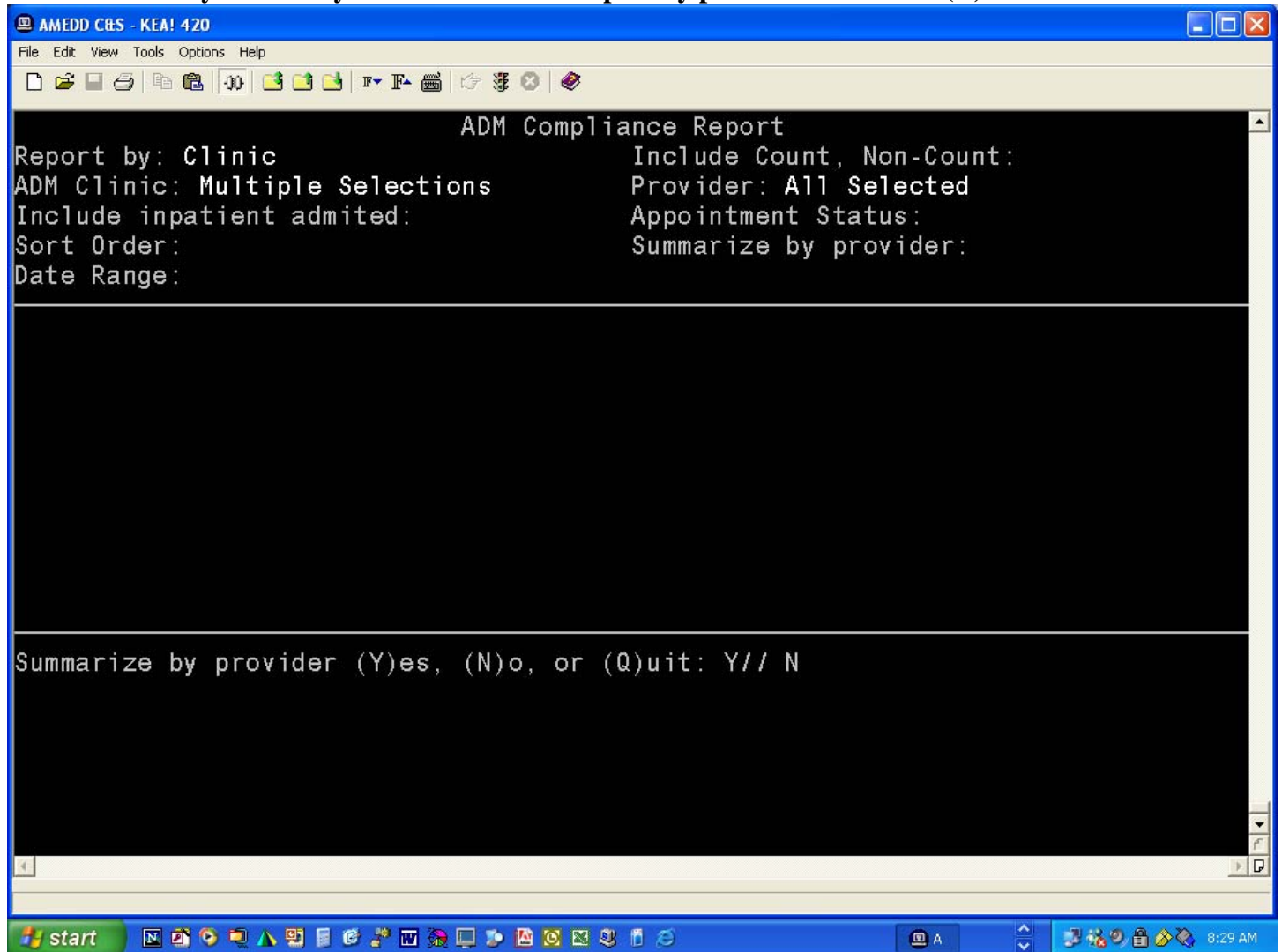
This screen will prompt you to select the Sort Order; you can sort by (D) DMIS, (M) MEPR or by (C) Clinic, in this case by (M) MEPR was selected.
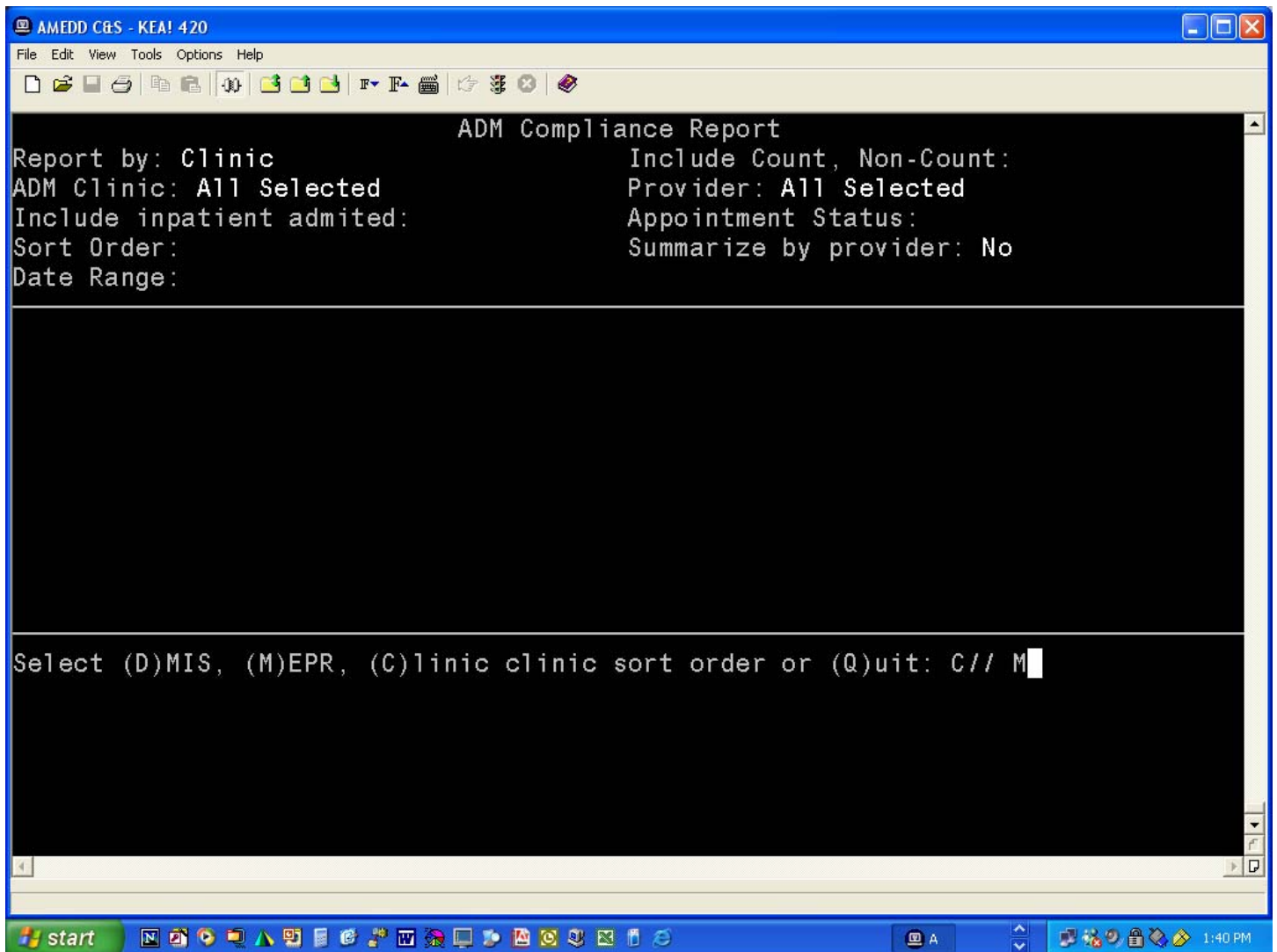
This screen will prompt you to select the appointments (O) for One, (M) for Multiple or (A) for All. (A) All is the default. Because our report only includes KEPT, S-CALL,and WALK-IN select (M) for multiple.Then press **enter.**


```
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File  Edit  View  Tools  Options  Help

                          ADM Compliance Report
Report by: Clinic                        Include Count, Non-Count:
ADM Clinic: All Selected                 Provider: All Selected
Include inpatient admited:               Appointment Status:
Sort Order: MEPR, Clinic, DMIS           Summarize by provider: No
Date Range:




Select (O)ne, (M)ultiple, (A)ll appointment status or (Q)uit: A// █
```

The next screen asks if you want to include inpatient admitted by other services. For MTFs with inpatient capability accept the default **(Y)**.

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                        ADM Compliance Report                              ▲
Report by: Clinic                        Include Count, Non-Count:
ADM Clinic: All Selected                 Provider: All Selected
Include inpatient admited:               Appointment Status: All Selected
Sort Order: MEPR, Clinic, DMIS           Summarize by provider: No
Date Range:






Include inpatient admitted by another service (Y)es, (N)o, or (Q)uit: Y// N▮



                                                                           ▼

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```

```
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```

The next screen prompts to select the type of visits you want to search for. Accept the default **(B)**


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File   Edit   View   Tools   Options   Help

                        ADM Compliance Report
Report by: Clinic                    Include Count, Non-Count:
ADM Clinic: All Selected             Provider: All Selected
Include inpatient admited: No        Appointment Status: All Selected
Sort Order: MEPR, Clinic, DMIS       Summarize by provider: No
Date Range:




Select (C)ount, (N)on-Count, (E)rror non-count, (B)oth as workload type
        or (Q)uit: B// C
```
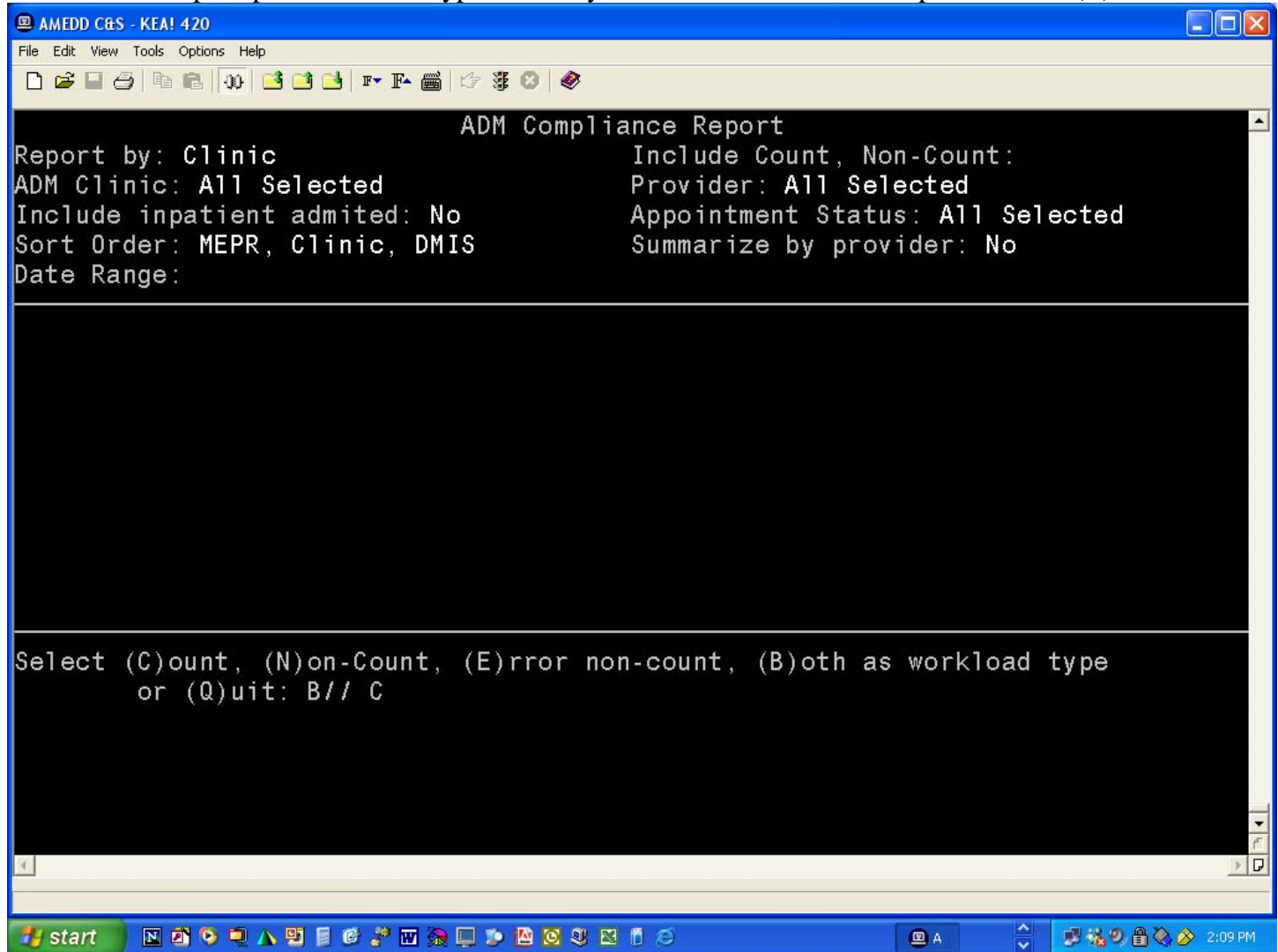
The next screen prompts for the date range. **Press enter** to accept the default (S) Specific data range. You can select (M) for specific month and year. This is the training database, so the default screen needs to be used in order to generate a report.


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                        ADM Compliance Report
Report by: Clinic                    Include Count, Non-Count: Count Only
ADM Clinic: All Selected             Provider: All Selected
Include inpatient admited: No        Appointment Status: All Selected
Sort Order: MEPR, Clinic, DMIS       Summarize by provider: No
Date Range:




















Select (M)onth and year, (S)pecific start and stop as date range or (Q)uit: S//




 start                                                                    A              2:10 PM
```
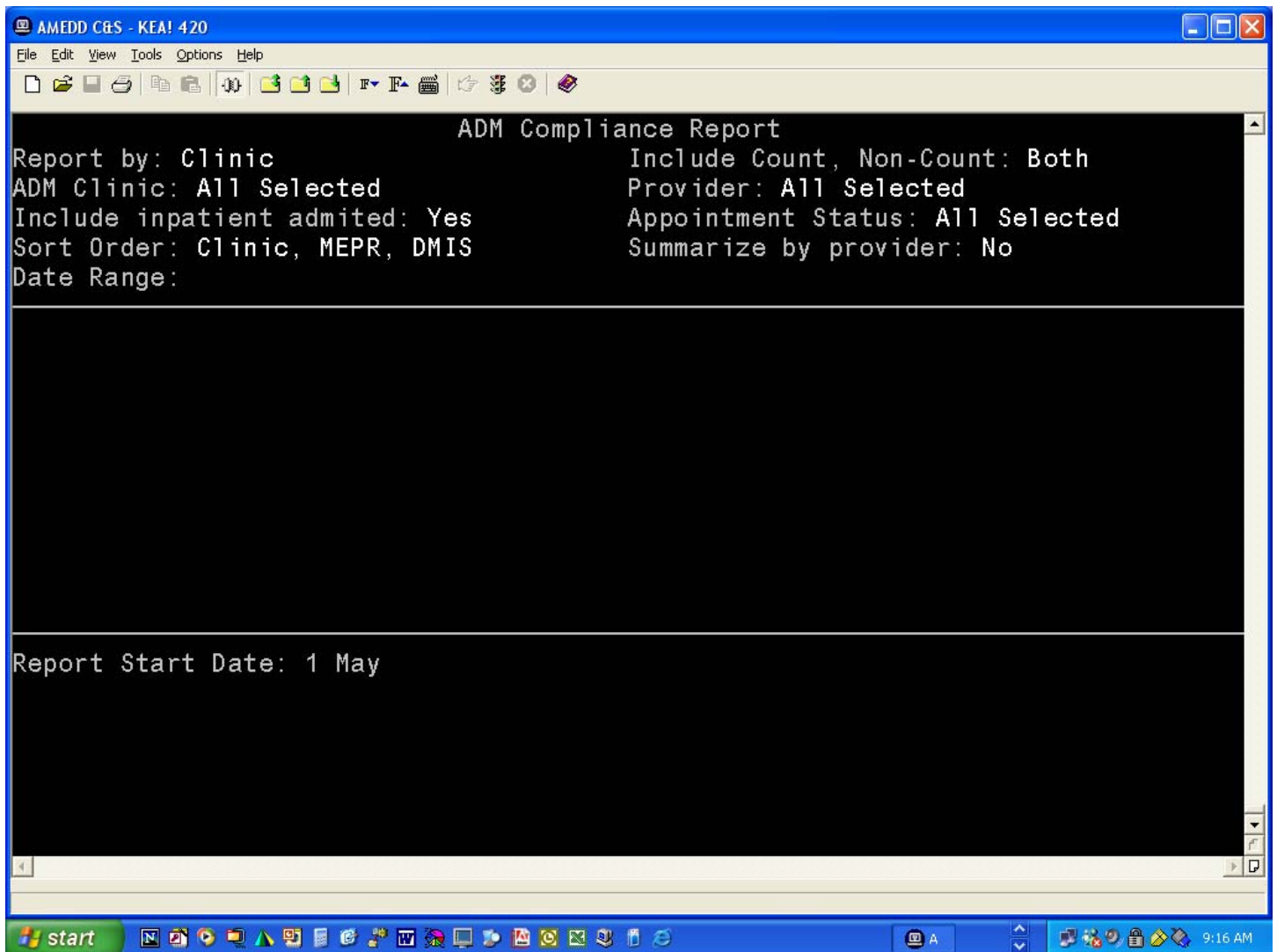
Enter the earliest date: 1 October

Note: The example shows 1 May, because I am using the training database

.
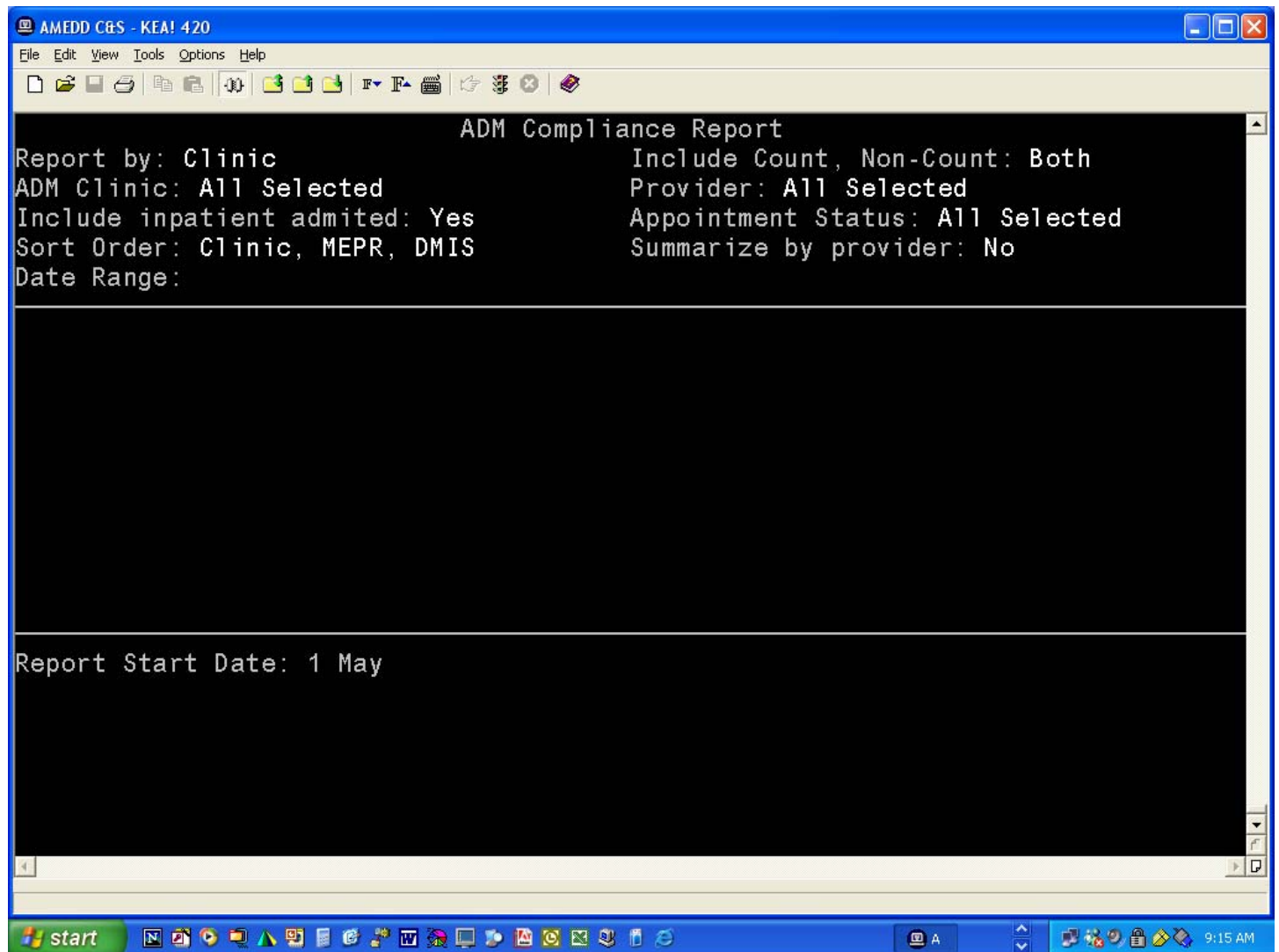
The next prompt is the latest day. Enter 31 October

Once again the example show 30 May

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                           ADM Compliance Report
Report by: Clinic                      Include Count, Non-Count: Both
ADM Clinic: All Selected               Provider: All Selected
Include inpatient admited: Yes         Appointment Status: All Selected
Sort Order: Clinic, MEPR, DMIS         Summarize by provider: No
Date Range:




Report Start Date: 1 May

start                                                          9:16 AM
```

The next screen asks for the report format (B) for Brief or (E) for expanded. (B) is the default option. Some of you may not be able to see this screen. Just continue on.


```
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                         ADM Compliance Report
Report by: Clinic                        Include Count, Non-Count: Count Only
ADM Clinic: All Selected                 Provider: All Selected
Include inpatient admited: No            Appointment Status: All Selected
Sort Order: MEPR, Clinic, DMIS           Summarize by provider: No
Date Range: 22May01 to 21Jun01




Select (B)rief, (E)xpanded, (N)one report legend option or (Q)uit: B//
```

The next screen prompts for a detail format (Y) yes or (N) no. (N) is the default option.
(Y) Yes will give you a detail report by clinic by physician. (N) No will give you a roll up report by clinic totals. Press **enter** to accept (N) the default. Some of you may not see this screen. Continue with the next screen.


```
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File   Edit   View   Tools   Options   Help

                         ADM Compliance Report
Report by: Clinic                    Include Count, Non-Count: Count Only
ADM Clinic: Multiple Selections      Provider: All Selected
Include inpatient admited: No        Appointment Status: All Selected
Sort Order: MEPR, Clinic, DMIS       Summarize by provider: No
Date Range: 24May01 to 23Jun01



              *** PROGRAMMER ONLY DEBUG OPTION ***

This action bar is only available in programmer mode. It is used to test this
report for the accuracy of the count totals. Since this is a summary report
it would not normally show the detail that went into the count. This option
allows the accuracy of the count to be verify.


Show report detail (Y)es, (N)o, or (Q)uit: N//
```

Then you will be asked if you want to proceed with this report, type **Y** for Yes


```
ADM Compliance Report
Report by: Clinic                    Include Count, Non-Count: Count Only
ADM Clinic: All Selected             Provider: All Selected
Include inpatient admited: No        Appointment Status: All Selected
Sort Order: MEPR, Clinic, DMIS       Summarize by provider: No
Date Range: 22May01 to 21Jun01



                    This may be a COMPLEX report.
                     Please queue it to print
                during the night or other non-peak hours.
                Printing it NOW may impact other users on the system.



Do you want to proceed with this report? No//Y
```
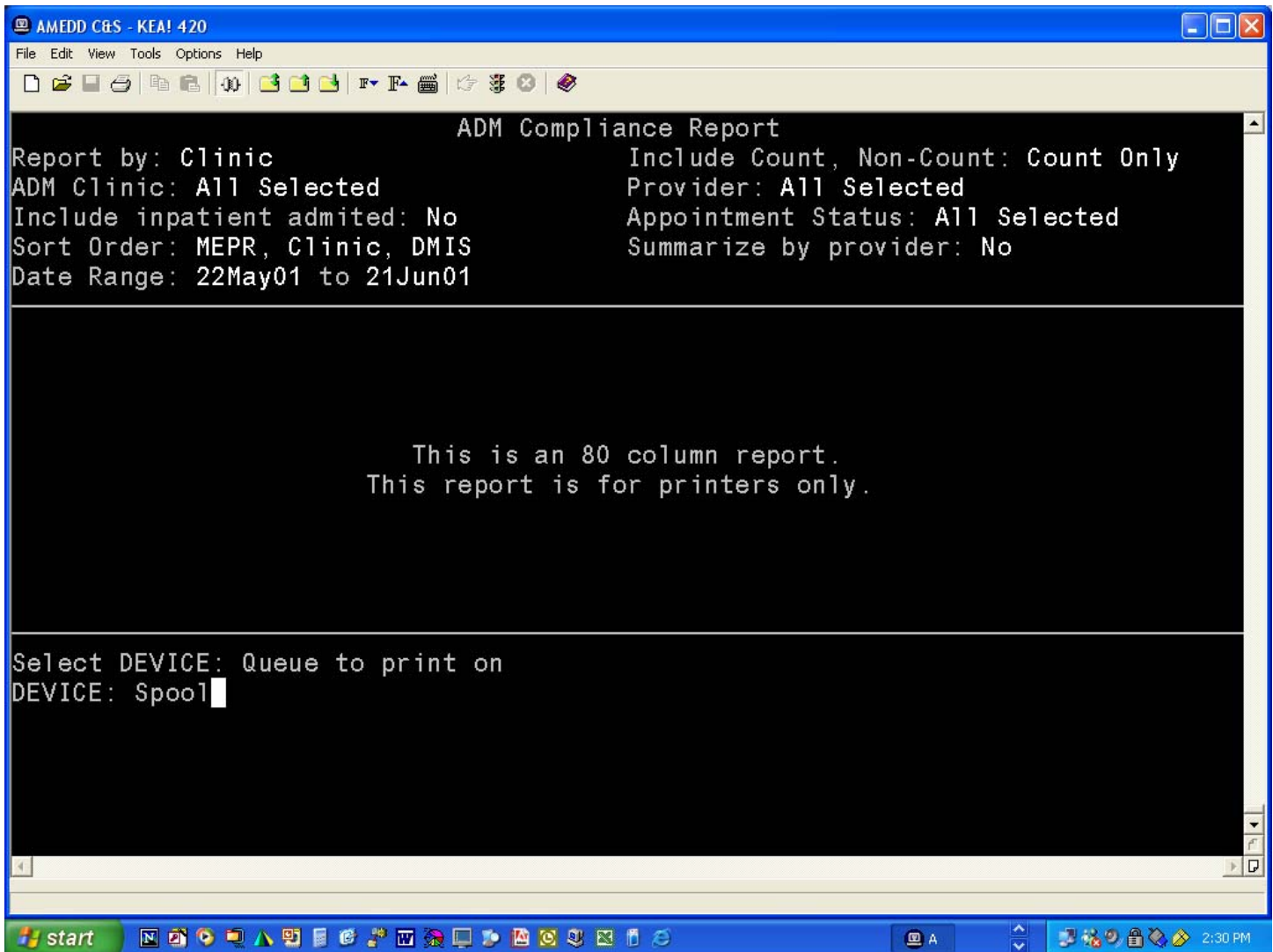
You are required to run this report between 2130 and 0600. Therefore you will need to spool the report.

At the Select device type Q, to Q the report to a spool file and run it at a non-peak time.

ADM Compliance Report

Report by: Clinic   Include Count, Non-Count: Count Only
ADM Clinic: All Selected   Provider: All Selected
Include inpatient admited: No   Appointment Status: All Selected
Sort Order: MEPR, Clinic, DMIS   Summarize by provider: No
Date Range: 22May01 to 21Jun01

This is an 80 column report.
This report is for printers only.

Select DEVICE: Q
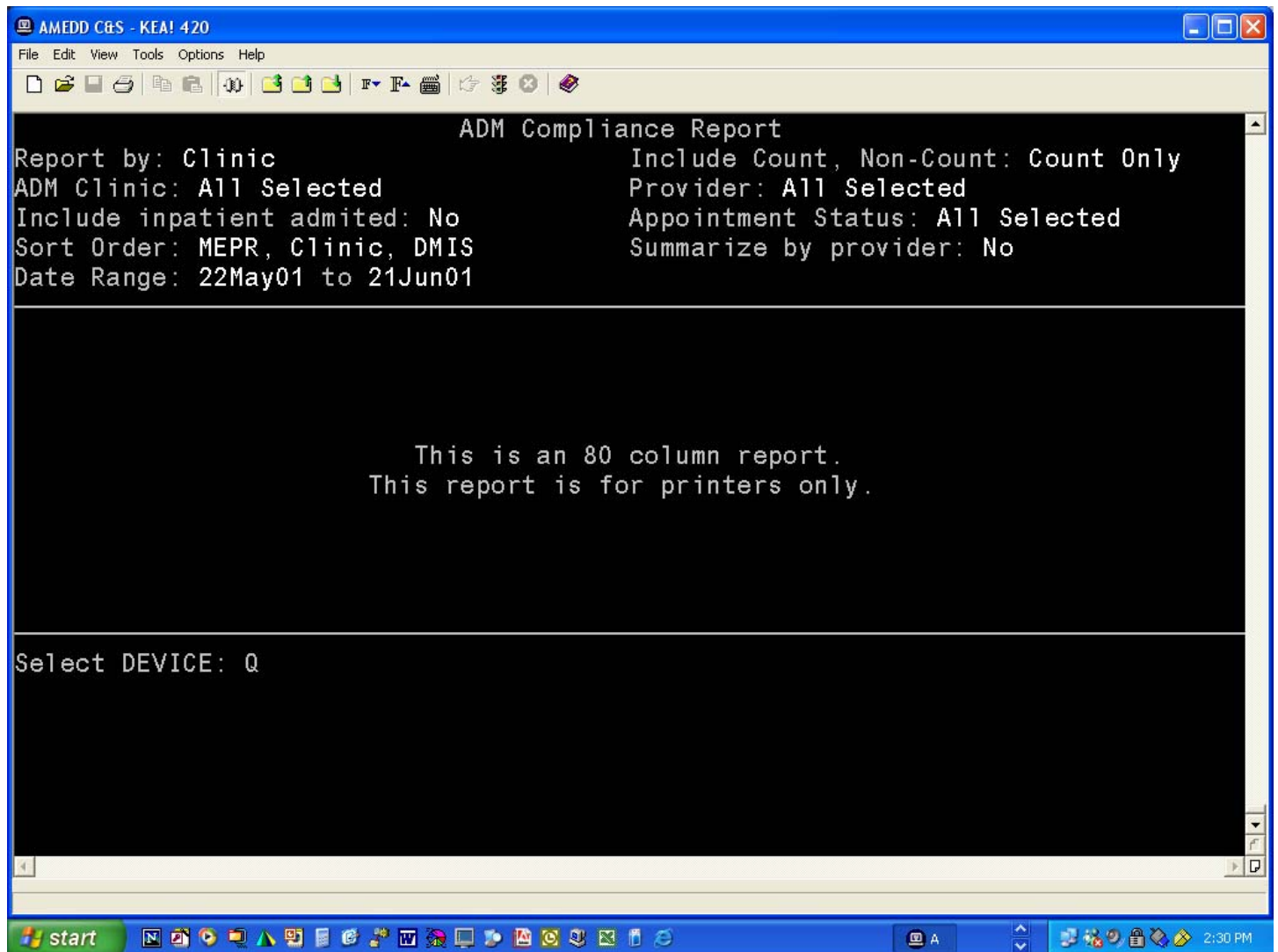
At the next prompt, type the word, spool to run the report to a spool file.

ADM Compliance Report

Report by: Clinic   Include Count, Non-Count: Count Only
ADM Clinic: All Selected   Provider: All Selected
Include inpatient admited: No   Appointment Status: All Selected
Sort Order: MEPR, Clinic, DMIS   Summarize by provider: No
Date Range: 22May01 to 21Jun01

                    This is an 80 column report.
                    This report is for printers only.

Select DEVICE: Queue to print on
DEVICE: Spool

Name the spool document.

ADM Compliance Report

Report by: Clinic   Include Count, Non-Count: Both
ADM Clinic: Multiple Selections   Provider: All Selected
Include inpatient admited: No   Appointment Status: All Selected
Sort Order: MEPR, Clinic, DMIS   Summarize by provider: Yes
Date Range: 23May01 to 22Jun01

This is an 80 column report.
This report is for printers only.

Select DEVICE: queue to print on
DEVICE: spool VMS file
Select SPOOL DOCUMENT NAME: ADM COMPLIANCE REPORT 23 MAY - 22 JUNE
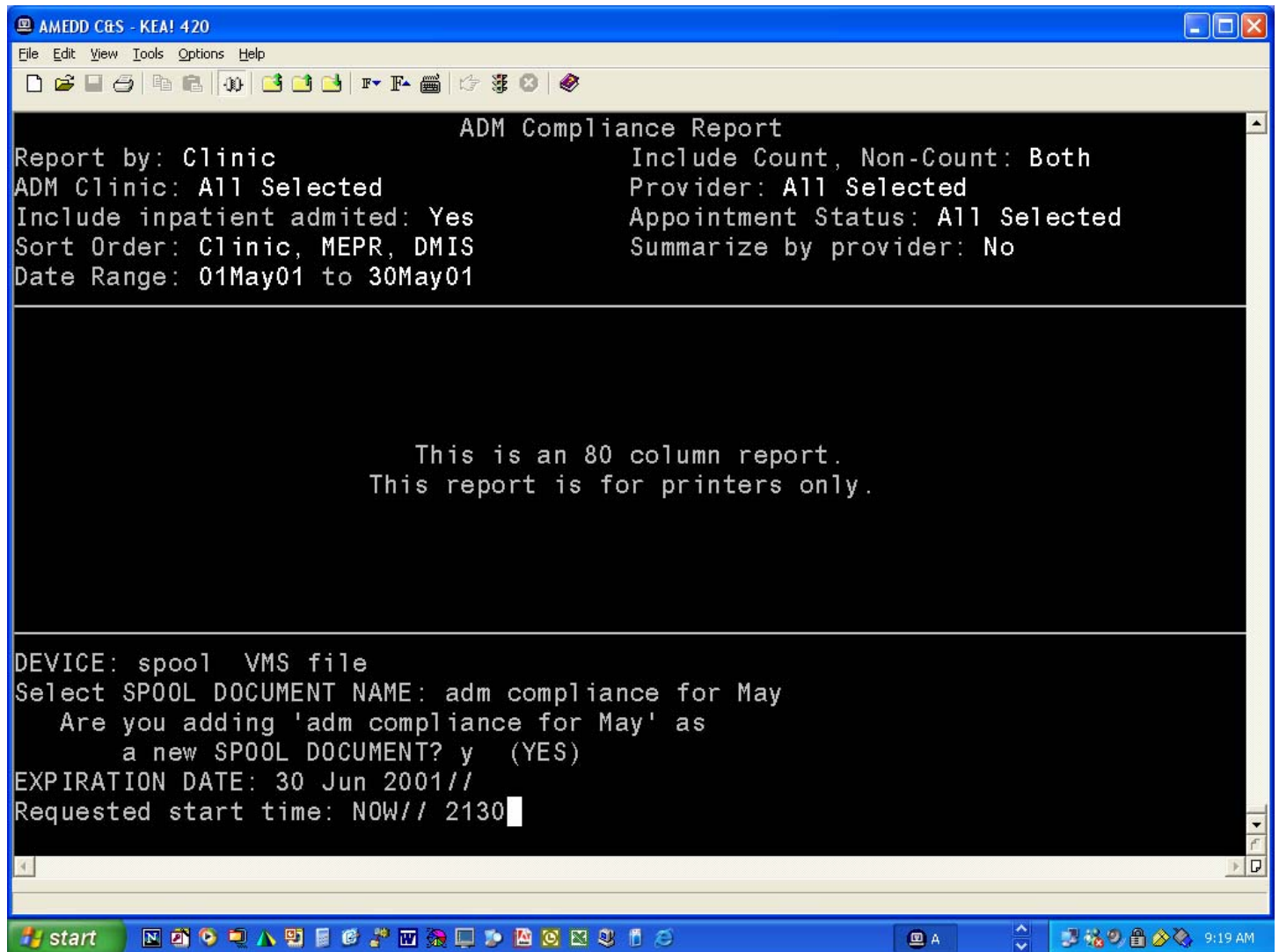
After **pressing return** you will be prompted if you want to add the document as a new spool document Type **Y** for yes.


```
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File  Edit  View  Tools  Options  Help

                           ADM Compliance Report
Report by: Clinic                       Include Count, Non-Count: Count Only
ADM Clinic: All Selected                Provider: All Selected
Include inpatient admited: No           Appointment Status: All Selected
Sort Order: MEPR, Clinic, DMIS          Summarize by provider: No
Date Range: 22May01 to 21Jun01




                        This is an 80 column report.
                      This report is for printers only.



Select DEVICE: Queue to print on
DEVICE: Spool  VMS file
Select SPOOL DOCUMENT NAME: ADM COMPLIANCE REPORT ALL CLINICS
   Are you adding 'ADM COMPLIANCE REPORT ALL CLINICS' as
        a new SPOOL DOCUMENT? Y
```
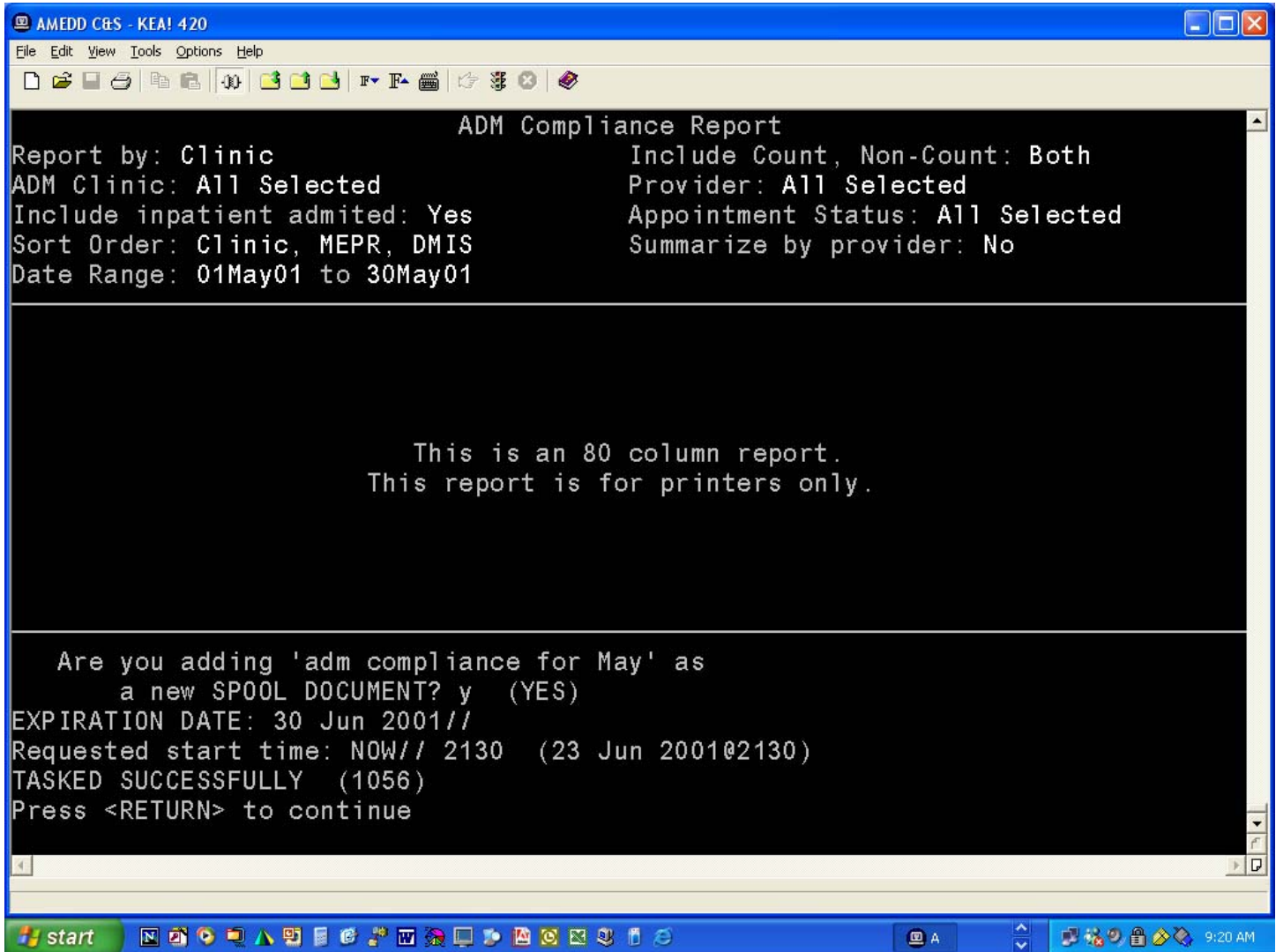
The next screen shows you the expiration date of the document. Normally, the Data Base Administrator sets the Spooled Reports to be deleted after 7 days. The default date of the training database is 21 June; see that the report will be purged on the 28th of June. Review and press **enter.**
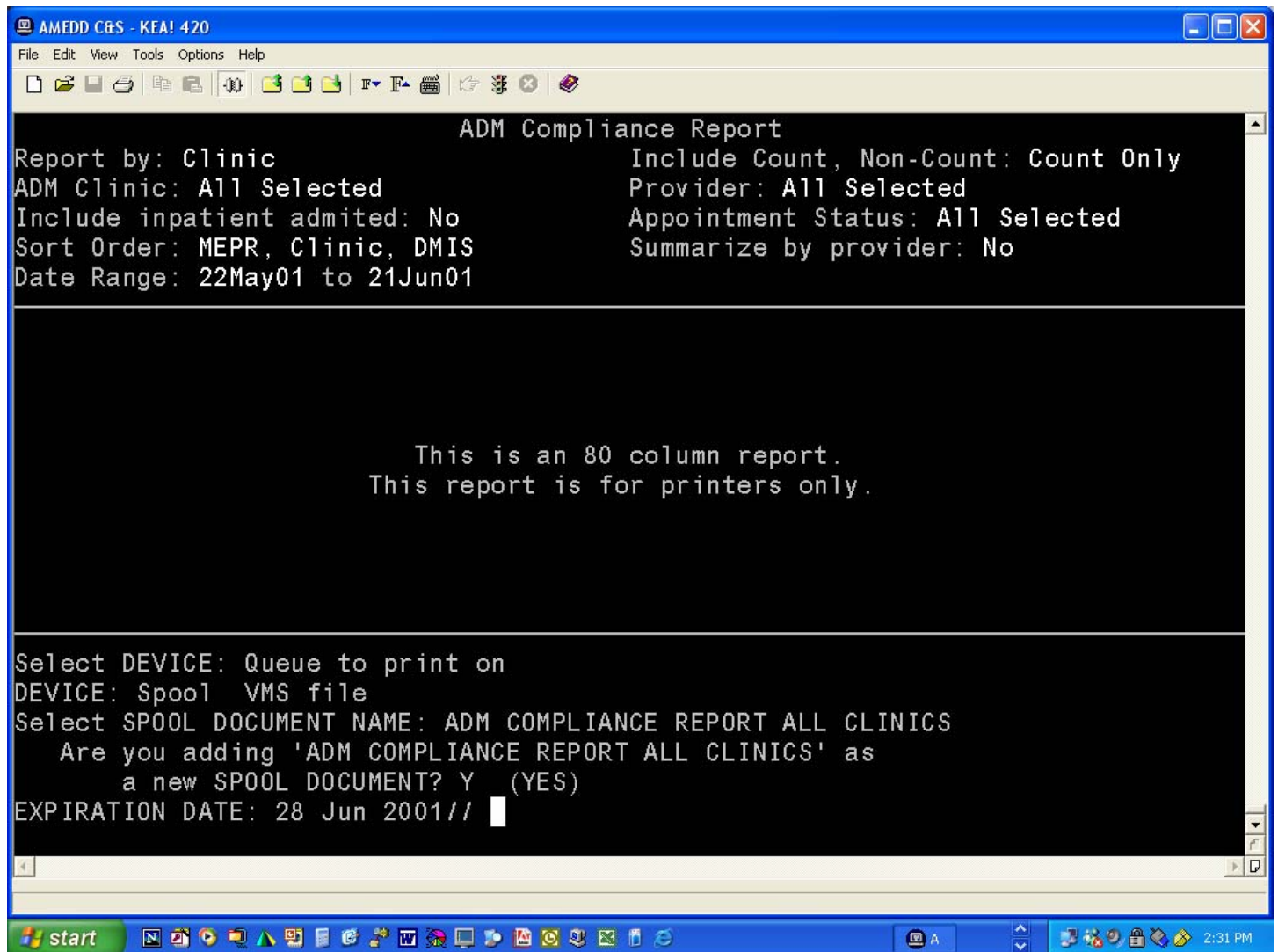
Now you have to enter the time you want the spooled document to run. You are requested to run the report between 2130 and 0600 hours. Enter **2130. Note: Check with ADM or CHCS Administrator for the best time frame.**

This screen confirms that the report will run at 2130.

ADM Compliance Report

Report by: Clinic   Include Count, Non-Count: Both
ADM Clinic: All Selected   Provider: All Selected
Include inpatient admited: Yes   Appointment Status: All Selected
Sort Order: Clinic, MEPR, DMIS   Summarize by provider: No
Date Range: 01May01 to 30May01

                        This is an 80 column report.
                      This report is for printers only.

    Are you adding 'adm compliance for May' as
          a new SPOOL DOCUMENT? y   (YES)
EXPIRATION DATE: 30 Jun 2001//
Requested start time: NOW// 2130 (23 Jun 2001@2130)
TASKED SUCCESSFULLY (1056)
Press <RETURN> to continue

The next screens show the report.   The report shows the clinics sorted by MEPRS Code.

```
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File  Edit  View  Tools  Options  Help

23 Jun 2001@0926            For Official Use Only            Page    1
                           Ambulatory Data Module
                      ADM Compliance Report by Clinic
                   From: 09 May 2001 Thru: 23 Jun 2001

Clinic                          PAS        Complete    Incomplete      %
                                Total      ADM Total   ADM Total   Compliance
================================================================================
0037 BACA CARDIOLOGY CLINIC      99           1           98           1
0037 BAFA ENDOCRINOLOGY CLINIC    2           1            1          50
0037 BAPA DERM CARE MTF           1           1            0         100
0037 BAPA DERMATOLOGY CLINIC      1           0            1           0
0037 BGAA ACUTE CR MTF            1           1            0         100
0037 BHFA COMMUNITY HEALTH CLINIC 1           1            0         100
0037 BHIA BL MED                  1           1            0         100
--------------------------------------------------------------------------------
Grand Total                     106           6          100           6




Press <RETURN> to continue
```