

# STAR 2000™



## STAR RADIOLOGY REFERENCE GUIDE General Information Volume

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# Preface

The *STAR Radiology Reference Guide* is a multivolume document written for all users of the STAR Radiology system. This *General Information Volume* provides detailed information about each function of the base STAR Radiology system. As a supplemental guide to the other volumes of the *STAR Radiology Reference Guide*, it introduces you to the computer environment while explaining the flexibility of information entry and retrieval in this dynamic system.

To provide solutions for the needs of enterprises with multiple clinical business units, the STAR system supports a maximum of 26 facilities in the Radiology applications. A patient can be assigned up to 26 different medical record numbers. In addition, clinical/financial information can be viewed and used across all facilities in the hospital.

The *General Information Volume* is prerequisite reading for all other volumes of the *STAR Radiology Reference Guide*. Successful use of the *Applications Volume*, *Maintenance Volume*, and *Worksheets Volume* depends on your knowledge of the concepts covered in this *General Information Volume*.



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# Documentation Conventions

Documentation for McKesson's STAR 2000™ line of products follows these conventions:

## Revisions

Text revisions are indicated by a change bar in the left margin. Paragraphs that contain grammatical changes that do not affect content are not marked.

## Canadian Documentation

This volume may include documentation for Canadian users of this product. Complete sections of Canadian text are identified by "CN" and "CN Only."

## Key Names

Named keys, such as ENTER, SHIFT, CTRL, and ALT, appear in this document in uppercase (capital) letters. Symbol keys are displayed according to the key name, followed by the symbol on the key in parentheses, such as hyphen (-) and asterisk (\*).

## Key Chords

Key chords are key entries that require you to hold down one or more keys (typically, CTRL, ALT, or SHIFT) before pressing another key. In this document, key chords are displayed as the names of each key in the chord with a hyphen (-) between each (for example, CTRL-ALT-DEL). You should press the keys in the order indicated.

## ENTER

ENTER is a key on a computer keyboard used to complete an entry on a STAR system. (This key may also be referred to as NEW LINE or NL in the STAR System.)

## Data Entries

Letters or words you enter in response to the system are displayed in **boldface** letters in this document. For example: Enter **Y** for Yes or **N** for No.

## Selecting an Entry

This document often instructs you to "select an entry." The method you use to select an entry depends on whether you are using STAR from a terminal or IBM-compatible personal computer. Entry methods include:

- Entering the option number
- Using your arrow keys to highlight the option and pressing ENTER
- Clicking on the option using a mouse or other pointing device (PC only)

For more information about these options, see the "Information Entry Techniques" chapter in the *General Information Volume*.

## Prompts

System prompts are displayed at the bottom of many STAR screens when the system requests an entry or displays a message. In this document, these prompts are indented and the text italicized, as shown in the following example:

*Enter patient name--*

**Field Characteristics**

STAR product documentation provides field explanation codes, in addition to a narrative description for each field on a screen. These codes display the maximum length of your entry in the field, the type of entry you make in the field, and whether the field is required. This information is displayed in the following format:

- DISPLAY ONLY for a field you cannot edit.
- For X-YY-Z field types, where:
  - X is the maximum number of characters permitted in the field:
    - P for a field length determined by a Parameter
    - T for a field length determined by a Table
    - U for a field having an Undefined length
  - YY is the type of entry technique permitted in the field:
    - A for Letters only
    - N for Numerals only
    - C for Characters (including punctuation)
    - AC for Letters and Punctuation only (no numbers)
    - NC for Numerals and Punctuation only (no letters)
    - AN for Numerals and Letters only (no punctuation)
  - Z is the requirement indicator of the field:
    - R if an entry is required to complete the function

**NOTE:** Facilities can designate that certain fields be Required. STAR product documentation does not display R for fields designated as Required by a facility.
    - O if an entry is Optional to complete the function
    - C if an entry is Conditionally required or optional
  - For YY-Z field types, where YY is:
    - TABLE LOOKUP for a field that enables you to select from a displayed table. See the *General Information Volume* for more information regarding this entry technique.
    - SPECIAL FORMAT for a field having data entry requirements not conforming to standard format. The field definition contains the specific data entry requirements for the field.
    - DATE for a field subject to the date entry conventions described in the *General Information Volume*.
    - TIME for a field subject to the time entry conventions described in the *General Information Volume*.

**NOTE:** For use of the Z position in this format, refer to the explanations for Z under X-YY-Z.

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# Table of Contents

<b>Preface</b> .....	<b>iii</b>
<b>Documentation Conventions</b> .....	<b>v</b>
<b>Table of Illustrations</b> .....	<b>xix</b>
<b>Introduction</b> .....	<b>xxi</b>
<b>Chapter 1 - FUNCTIONAL OVERVIEW</b>	
<b>BASE FUNCTIONS</b> .....	<b>1-5</b>
Active Film Tracking .....	1-5
Activity Tracking .....	1-5
Activity Tracking Report .....	1-5
Add Exams to Folder .....	1-5
Add Folder .....	1-5
Add/Edit Copy Log Records .....	1-6
Add/Edit Patient Allergies .....	1-6
Addendum Count Report .....	1-6
Administration .....	1-6
Allergy Summary Report .....	1-6
Alternator Film Tracking .....	1-7
Assign/Edit Workload Units .....	1-7
Batch Print .....	1-7
Billing Report .....	1-7
Bulk Film Movement .....	1-8
Cancel Exam Request .....	1-8
Cancel Film Request .....	1-8
Cancel/Credit Check-In .....	1-8
Cancellation Report .....	1-8
Change Secret Code .....	1-8
Check-In Document Reprint .....	1-8
Check-In Label Reprint .....	1-8
Checked-Out Film Report .....	1-9
Contrast Reaction Report .....	1-9
Copy Log .....	1-9
Copy Log Parameters .....	1-9
Copy Log Report .....	1-9
Create Archive Summary .....	1-9
Create Archive Tape .....	1-9
Create/Edit File Entry .....	1-9
Create/Edit Personnel Records .....	1-10
Create/Edit Prep Instructions .....	1-10
Daily Activity Log .....	1-10
Data Search Report .....	1-10

---

Define Historized Results	1-10
Delete Archived Data	1-10
Delete Prep Instructions	1-10
Delete Workload Data	1-10
Demographic Label Print	1-11
Edit Access Codes	1-11
Edit Department File	1-11
Edit Department Screen	1-11
Edit Employee Demographics	1-11
Edit Employee Parameters	1-11
Edit Other Parameters	1-11
Edit Position File	1-11
Edit Position Screen	1-12
Edit Security Levels	1-12
Edit Shifts	1-12
Edit User Groups	1-12
Employee Bar Code Labels	1-12
Employee Directory	1-12
Employee STAR ID Code Register	1-12
Employee Mailing Labels	1-12
Exam Charge Functions	1-12
Exam Charge List	1-13
Exam Count Report	1-13
Exam Credit	1-13
Exam Data Entry	1-13
Exam Label Print	1-13
Exam Request	1-13
Exam Request Slip Batch/Reprint	1-14
Film Check In	1-14
Film Check Out	1-14
Film History	1-14
Film Inquiry	1-14
Film Number Management	1-14
Film Pull Slip Batch	1-14
Film Pull Slip Reprint	1-14
Film Request	1-15
Film Room Management	1-15
Film Room Transfer	1-15
Film Transfer	1-15
Film Utilization Report	1-15
Films Prepared Entry	1-15
Final Report Batch Status	1-16
Final Report Verification	1-16
Folder Access Functions	1-16
Folder Access Purge	1-16
Folder Access Purge History	1-16
Folder Access Report	1-16
Folder Contents Rearrange	1-16

---



Folder Functions	1-16
Folder ID Label Reprint	1-17
Folder Information Report	1-17
Folder Management Audit Trail	1-17
Form 1500 Exception Report	1-17
Historical Data Add/Edit	1-17
Historical Data Delete	1-17
Historical Patient Inquiry	1-17
Historical Patient Management	1-17
Historical Patient Notice	1-18
Historical Patient Report	1-18
Inactive Account Exam Check-in	1-18
Inactive Account Exam Report	1-18
Limit Folder Access	1-18
Lost Film Management	1-18
Mailing Label Print	1-18
Maintenance Functions	1-19
Mammography Audit Trail Report	1-19
Management Location	1-19
Management Reports	1-19
Master Exam List	1-19
Nonprocedural Charge	1-19
Nonprocedural Charge Report	1-19
Order Management	1-19
Order Processing	1-20
Order Revision	1-20
Order Revision Report	1-20
Other Names Inquiry	1-20
Outside Film Management	1-20
Outside Film Movement/Inquiry	1-20
Outside Film Parameters	1-21
Outside Film Purge	1-21
Outside Film Reports	1-21
Outside Institution Add/Edit	1-21
Outside Transcription	1-21
Outside Transcription Print/View	1-21
Outside Transcription Purge	1-21
Outside Transcription Purge Archive	1-22
Outside Transcription Reports	1-22
Overdue List Print	1-22
Overdue Notice Print	1-22
Patient Cancellation Summary	1-22
Patient Check-In	1-22
Patient/Exam Count Report	1-22
Patient Inquiry	1-22
Patient File Archiving	1-23
Patient Film Merge	1-23
Patient Folder Management	1-23

Patient Merge Report	1-23
Patient Preparation Instructions	1-23
Patient Release Entry	1-23
Patient Waiting Inquiry	1-24
Patient Waiting Monitor	1-24
Pending Request List	1-24
Pending Work Report	1-24
Personal User Options	1-24
Personnel Management	1-24
Personnel Print Functions	1-25
Physician Activity Report	1-25
Physician Mailing Labels	1-25
Physician Utilization Reports	1-25
Print Folder Contents	1-25
Print Functions	1-25
Print Prep Instructions	1-25
Productivity Reports	1-25
Pull Functions	1-26
Purge Copy Log	1-26
Purge File	1-26
Purge Folder	1-26
Quality Control	1-26
Quality Control Parameters	1-26
Quality Control Print	1-26
Quality Control Purge	1-26
Quality Control Update	1-26
Radiologist Productivity Report	1-27
Remove Report from Batch	1-27
Report Review	1-27
Review File Content	1-27
Review Queue Monitor	1-27
Room Utilization Report	1-27
Secret ID Authorization Check/Verify	1-28
System Coordinator Functions	1-28
Teaching/Legal/Interesting Case (TELIC)	1-28
Technologist Productivity Report	1-28
Transcriptionist Productivity Report	1-28
Transportation Census	1-28
Unprocessed Charges Error Log	1-28
View Archive Statistics	1-28
View Prep Instructions	1-29
View/Edit Archive Status	1-29
Workload Productivity	1-29
Workload Summary Report	1-29

## Chapter 2 - STARTING PROCEDURES

THE CRT AND KEYBOARD	2-3
Important Keys	2-4

SIGN ON .....	2-5
STAR ID Code .....	2-5
Secret Code .....	2-5
Update Your Secret Code .....	2-6
HELP Text - Character-Based .....	2-6
Messages .....	2-8
SIGN OFF .....	2-10

## Chapter 3 - MENUS

SCREEN LAYOUT .....	3-3
Menu-Driven System .....	3-3
Sign-On Menu .....	3-4
Organizational Menu Types .....	3-4
Initial Menu .....	3-4
Submenus .....	3-5
Result Menus .....	3-5
System Menu Utilities .....	3-6
Add .....	3-7
Blanks .....	3-8
Color .....	3-9
Delete .....	3-9
Edit .....	3-10
Headings .....	3-10
Insert .....	3-11
Move .....	3-12
Parameters .....	3-12
Sort .....	3-13
Text .....	3-13
MOVE WITHIN MENUS .....	3-17

## Chapter 4 - INFORMATION ENTRY TECHNIQUES

ENTRY TECHNIQUES .....	4-3
Screen Layout .....	4-3
Prompt .....	4-4
Cursor .....	4-4
Enter/Press .....	4-4
Default Values .....	4-4
Invalid Format Message .....	4-5
Free-Text Fields .....	4-5
Period Key .....	4-5
Required Fields .....	4-5
Table Lookup .....	4-6
Verification Prompt .....	4-6
Patient Identification Process .....	4-7
Film Room Patient Identification .....	4-12
Table Selection Screens .....	4-13

---

City, State and ZIP Code Entry Techniques .....	4-14
Date Entry Techniques .....	4-15
Time Entry Techniques .....	4-16
Remove or Replace Results in Exam Data Entry .....	4-16
Produce Documentation .....	4-16
Printer Selection Screen .....	4-17
Help Text .....	4-17
PERFORMING MULTIPLE PROCESSES .....	4-19
 <b>Chapter 5 - USER PREFERENCES</b>	
INTRODUCTION .....	5-3
Using Menus .....	5-4
Using Mnemonics .....	5-6
Using a Known Mnemonic .....	5-7
Looking Up and Using a Mnemonic .....	5-8
Creating a New Mnemonic .....	5-8
MENUS AND MNEMONICS FUNCTIONS .....	5-12
Accessing the Menu and Mnemonic Functions Processor .....	5-12
Menu and Mnemonic Parameters .....	5-15
Mnemonic Assignment .....	5-16
If No User Types Have Been Assigned .....	5-18
If User Types Have Been Assigned .....	5-18
If No Security Level Has Been Assigned .....	5-19
If A Security Level Has Been Assigned .....	5-21
Mnemonic Maintenance .....	5-22
Deleting A Mnemonic .....	5-23
View Boxed Menus .....	5-24
Mnemonics Report .....	5-25
MNEMONICS WORKSHEETS .....	5-28
MENU AND MNEMONICS CONSIDERATIONS .....	5-30
STAR Radiology Mnemonic Considerations .....	5-30
FUNCTION KEY DEFINITION .....	5-31
MENU TYPE SELECTION .....	5-33
CRT COLOR SELECTION .....	5-34
CRT Color Selection - Color DG Terminals .....	5-34
D430C Terminals .....	5-35
Editing Processor Colors .....	5-35
Testing Processor Colors .....	5-37
Test Menu Colors .....	5-37
Test Screen Colors .....	5-38
Resetting Color Settings .....	5-38
D220 and D230C Terminals .....	5-40
Editing color settings .....	5-40
Testing color settings .....	5-42

---

Resetting color defaults .....	5-43
<b>Chapter 6 - SYSTEM SECURITY</b>	
DEPARTMENT SECURITY .....	6-3
Hospital Employee Security Flow Chart .....	6-4
ACCESS THE SYSTEM .....	6-5
MULTIPLE PRODUCTS .....	6-6
RECOMMENDED SECURITY LEVELS .....	6-8
Radiology .....	6-8
Pharmacy .....	6-9
Nursing .....	6-9
Patient Care .....	6-10
Consolidated Positions/Levels .....	6-11
GUIDELINES .....	6-13
<b>Chapter 7 - MULTIFACILITY/MULTIDEPARTMENT</b>	
MULTIFACILITY/MULTIDEPARTMENT .....	7-3
STAR Patient Care Service Item Master (SIM) .....	7-4
STAR Radiology .....	7-4
The Process .....	7-5
Enter Another Department .....	7-5
Key Points .....	7-5
<b>Chapter 8 - MASTER PATIENT INDEX</b>	
MASTER PATIENT INDEX .....	8-3
<b>Chapter 9 - BATCHING</b>	
BATCH .....	9-3
Requests / Film Pull Slips .....	9-3
Final Reports .....	9-3
SYSTEM IMPLICATIONS .....	9-5
ADDITIONAL INFORMATION .....	9-6
<b>Chapter 10 - LABELS/DOCUMENTS</b>	
TYPES OF LABELS .....	10-3
Label Generation .....	10-3
Label Uses .....	10-4
TYPES OF DOCUMENTS .....	10-5
Documentation Generation .....	10-5
<b>Chapter 11 - BAR CODE</b>	
BAR CODE .....	11-3

Input Devices . . . . .	11-3
Wand . . . . .	11-3
Laser Scanner . . . . .	11-4
Readers . . . . .	11-4
In-line Reader . . . . .	11-4
Wedge Reader . . . . .	11-4
Stand-alone Reader . . . . .	11-4
Printers . . . . .	11-5
Thermal Printer . . . . .	11-5
Thermal Transfer Printer . . . . .	11-5
Printing Materials . . . . .	11-5
Folder Labels . . . . .	11-5
Check-in Labels . . . . .	11-5
Result Menu Labels/Response Barboards . . . . .	11-6
How Is Information Retrieved? . . . . .	11-6
Scan With Wands . . . . .	11-6
Scan With A Scanning Reader . . . . .	11-6
Result on the Stand-alone Reader . . . . .	11-6
Finish Result . . . . .	11-7
Time Result . . . . .	11-7
Skip A Result . . . . .	11-7
Quit Result Entry . . . . .	11-7
Installation . . . . .	11-7
System Coordinator Responsibilities . . . . .	11-8
Points to Remember . . . . .	11-9

## Chapter 12 - ARCHIVE/PURGE

ARCHIVE/PURGE . . . . .	12-3
-------------------------	------

## Chapter 13 - SOFTKEY EDITOR

TEXT EDITOR . . . . .	13-3
SOFTKEY EDITOR . . . . .	13-4
Valid Keys . . . . .	13-4
Undefined Keys . . . . .	13-4
CURSOR MOVEMENT . . . . .	13-6
ENTER And Carriage Return (CR) keys . . . . .	13-6
Up Arrow . . . . .	13-6
Down Arrow . . . . .	13-6
Right Arrow . . . . .	13-6
Left Arrow . . . . .	13-6
One HOME Key Plus Cursor Control Key . . . . .	13-6
Two HOME Keys Plus Cursor Control Key . . . . .	13-7
TEXT MANIPULATION . . . . .	13-8
Function Keys . . . . .	13-8
TAB Key . . . . .	13-9
DEL Key . . . . .	13-9

C1 Key .....	13-9
ERASE EOL Key .....	13-10
Data General (DG) Function Keys .....	13-10
Insert/Overwrite .....	13-10
Line Functions .....	13-10
Insert Document .....	13-10
Screen Forward .....	13-11
Screen Backward .....	13-11
Insert Text/End Insert .....	13-11
Insert Line .....	13-12
Center Line .....	13-12
Delete Line .....	13-12
Delete Word .....	13-12
Mark Line .....	13-13
Mark Page .....	13-13
Format Screen .....	13-13
Patient Inquiry .....	13-14
End Edit .....	13-14
Line Functions .....	13-15
Screen Forward .....	13-15
Screen Backward .....	13-16
Set Start Mark .....	13-16
Set End Mark .....	13-16
Copy Text .....	13-16
Move Text .....	13-17
Delete Text .....	13-17
Clear Mark .....	13-18
Main Menu .....	13-18
End Edit .....	13-18
ERROR MESSAGES .....	13-19

## Chapter 14 - REPORT VIEW

REPORT VIEW .....	14-3
Page Up .....	14-3
Page Dn .....	14-3
Go To .....	14-3
Skip 10% .....	14-3
Print .....	14-3
Nxt Rpt .....	14-4
Exit .....	14-4
REPORT MANIPULATION .....	14-5
Up Arrow .....	14-5
Down Arrow .....	14-5
Right Arrow .....	14-5
Left Arrow .....	14-5
Enter .....	14-5
Shift Up Arrow .....	14-5

Shift Down Arrow .....	14-5
Shift Right Arrow .....	14-5
Shift Left Arrow .....	14-5
Tab .....	14-5

## Chapter 15 - STAR COMMON CLINICALS ALLERGY PROCESSING TOOL

GUIDELINES FOR USE OF THE ALLERGY PROCESSING TOOL .....	15-3
ALLERGY SUMMARY SCREEN .....	15-4
Screen Information .....	15-4
Screen Header Information .....	15-4
Screen Item Information .....	15-4
Screen Sort .....	15-5
Prompt Options .....	15-6
View Only or Undefined Privileges .....	15-6
Add, Add/Modify, or Add/Modify/Verify Privileges .....	15-7
Allergy Summary Screen Example: Patient with No Allergies .....	15-9
Allergy Summary Screen Example: Patient with No Known Allergy Entry .....	15-9
Allergy Summary Screen Example: Patient with Unknown Allergy Entry .....	15-10
Allergy Summary Screen Example: Patient with Allergy Entries .....	15-11
ALLERGY DETAIL SCREEN .....	15-12
No Known Allergies Entry .....	15-16
Unknown Allergies Entry .....	15-20
Add a New Allergy .....	15-20
Add a New Allergy from the Allergy Table .....	15-21
Add a New Free-form Allergy .....	15-26
Add an Allergy by Formulary Item (/F) .....	15-27
Add an Allergy by Ingredient (/I) .....	15-28
Add an Allergy from the Product File (/N) .....	15-29
Edit an Allergy .....	15-30
Inactivate an Allergy .....	15-31
Activate a Currently Inactive Allergy .....	15-32
Verify an Active Allergy .....	15-32
Verify an Allergy Inactivation .....	15-33
View the Detail Screen for FDB-Inactivated Allergen .....	15-34
View an Allergy Audit Trail .....	15-35
Print an Allergy List .....	15-37
TABLES AND SCREEN PARAMETERS .....	15-40
Clinical Parameters Screen .....	15-40
Position File .....	15-43
Create/Edit Personnel Records .....	15-49
Allergy Classes Table .....	15-51
Allergy Reactions Table .....	15-56
Allergy Severity Table .....	15-57

## Appendix A - HIPAA SECURITY AUDIT

HIPAA SECURITY AUDIT AND STAR RADIOLOGY .....	A-3
---	-----



<b>Glossary</b> .....	<b>Glossary-1</b>
<b>Index</b> .....	<b>Index-1</b>



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# Table of Illustrations

Figure 5.1	Mnemonics Report .....	5-27
------------	------------------------	------



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# Introduction

This manual serves as the first level of instruction for using the STAR Radiology system. It addresses the basic concepts that are prerequisite to accessing the system and manipulating data.

## **Chapter 1 - Functional Overview**

This chapter serves as a functional overview of the basic modules and components of the system.

## **Chapter 2 - Starting Procedures**

This chapter describes the CRT and keyboard, and the keystrokes required for signing on and off the system.

## **Chapter 3 - Menus**

This chapter describes the menu-driven organization of STAR Radiology and the different menu types that are encountered in the system.

## **Chapter 4 - Information Entry Techniques**

This chapter describes the various techniques used to enter data and to respond to the prompts displayed throughout the system.

## **Chapter 5 - User Preferences**

The chapter describes menu and mnemonic functions common to all McKesson STAR products.

## **Chapter 6 - System Security**

This chapter addresses system security and the options associated with the security levels available to hospital personnel.

## **Chapter 7 - MultiFacility/MultiDepartment**

This chapter describes processing involving more than one facility (or hospital) or more than one department within a facility.

## **Chapter 8 - Master Patient Index Data**

This chapter describes patient level data maintained in the STAR Radiology master patient index file.

## **Chapter 9 - Batching**

This chapter describes various procedures used when batching the generation of order documents, reports, and labels in STAR Radiology.

## **Chapter 10 - Labels/Documents**

This chapter describes the different labels and documents that can be generated through the STAR Radiology system.

## **Chapter 11 - Bar code**

This chapter describes the use of bar code as an input device, as well as the bar code printing capabilities of the system.

## **Chapter 12 - Archive/Purge**

This chapter outlines the processes of archiving and purging information from the STAR Radiology system.

## **Chapter 13 - Softkey Editor**

This chapter describes the functionality of the STAR Radiology Softkey Editor.

## **Chapter 14 - Report View**

This chapter describes the Report View, including instructions on manipulating this utility.

## **Chapter 15 - STAR Common Clinicals Allergy Processing Tool**

This chapter describes the functionality related to the STAR Common Clinicals Allergy Processing Tool.

## **Appendix A - HIPAA Security Audit**

This appendix describes the functionality related to the HIPAA Security Audit.

## **Glossary**

This area of the General Information Volume contains words common to the STAR environment.

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# Chapter 1 - FUNCTIONAL OVERVIEW

BASE FUNCTIONS.....	1-5
Active Film Tracking.....	1-5
Activity Tracking.....	1-5
Activity Tracking Report.....	1-5
Add Exams to Folder.....	1-5
Add Folder.....	1-5
Add/Edit Copy Log Records.....	1-6
Add/Edit Patient Allergies.....	1-6
Addendum Count Report.....	1-6
Administration.....	1-6
Allergy Summary Report.....	1-6
Alternator Film Tracking.....	1-7
Assign/Edit Workload Units.....	1-7
Batch Print.....	1-7
Billing Report.....	1-7
Bulk Film Movement.....	1-8
Cancel Exam Request.....	1-8
Cancel Film Request.....	1-8
Cancel/Credit Check-In.....	1-8
Cancellation Report.....	1-8
Change Secret Code.....	1-8
Check-In Document Reprint.....	1-8
Check-In Label Reprint.....	1-8
Checked-Out Film Report.....	1-9
Contrast Reaction Report.....	1-9
Copy Log.....	1-9
Copy Log Parameters.....	1-9
Copy Log Report.....	1-9
Create Archive Summary.....	1-9
Create Archive Tape.....	1-9
Create/Edit File Entry.....	1-9
Create/Edit Personnel Records.....	1-10
Create/Edit Prep Instructions.....	1-10
Daily Activity Log.....	1-10
Data Search Report.....	1-10
Define Historized Results.....	1-10
Delete Archived Data.....	1-10
Delete Prep Instructions.....	1-10
Delete Workload Data.....	1-10
Demographic Label Print.....	1-11
Edit Access Codes.....	1-11
Edit Department File.....	1-11
Edit Department Screen.....	1-11
Edit Employee Demographics.....	1-11

Edit Employee Parameters.....	1-11
Edit Other Parameters.....	1-11
Edit Position File.....	1-11
Edit Position Screen.....	1-12
Edit Security Levels.....	1-12
Edit Shifts.....	1-12
Edit User Groups.....	1-12
Employee Bar Code Labels.....	1-12
Employee Directory.....	1-12
Employee STAR ID Code Register.....	1-12
Employee Mailing Labels.....	1-12
Exam Charge Functions.....	1-12
Exam Charge List.....	1-13
Exam Count Report.....	1-13
Exam Credit.....	1-13
Exam Data Entry.....	1-13
Exam Label Print.....	1-13
Exam Request.....	1-13
Exam Request Slip Batch/Reprint.....	1-14
Film Check In.....	1-14
Film Check Out.....	1-14
Film History.....	1-14
Film Inquiry.....	1-14
Film Number Management.....	1-14
Film Pull Slip Batch.....	1-14
Film Pull Slip Reprint.....	1-14
Film Request.....	1-15
Film Room Management.....	1-15
Film Room Transfer.....	1-15
Film Transfer.....	1-15
Film Utilization Report.....	1-15
Films Prepared Entry.....	1-15
Final Report Batch Status.....	1-16
Final Report Verification.....	1-16
Folder Access Functions.....	1-16
Folder Access Purge.....	1-16
Folder Access Purge History.....	1-16
Folder Access Report.....	1-16
Folder Contents Rearrange.....	1-16
Folder Functions.....	1-16
Folder ID Label Reprint.....	1-17
Folder Information Report.....	1-17
Folder Management Audit Trail.....	1-17
Form 1500 Exception Report.....	1-17
Historical Data Add/Edit.....	1-17
Historical Data Delete.....	1-17
Historical Patient Inquiry.....	1-17
Historical Patient Management.....	1-17



Historical Patient Notice .....	1-18
Historical Patient Report.....	1-18
Inactive Account Exam Check-in.....	1-18
Inactive Account Exam Report .....	1-18
Limit Folder Access .....	1-18
Lost Film Management.....	1-18
Mailing Label Print.....	1-18
Maintenance Functions .....	1-19
Mammography Audit Trail Report .....	1-19
Management Location.....	1-19
Management Reports.....	1-19
Master Exam List.....	1-19
Nonprocedural Charge .....	1-19
Nonprocedural Charge Report .....	1-19
Order Management .....	1-19
Order Processing .....	1-20
Order Revision .....	1-20
Order Revision Report.....	1-20
Other Names Inquiry .....	1-20
Outside Film Management .....	1-20
Outside Film Movement/Inquiry.....	1-20
Outside Film Parameters.....	1-21
Outside Film Purge.....	1-21
Outside Film Reports.....	1-21
Outside Institution Add/Edit .....	1-21
Outside Transcription .....	1-21
Outside Transcription Print/View .....	1-21
Outside Transcription Purge.....	1-21
Outside Transcription Purge Archive.....	1-22
Outside Transcription Reports.....	1-22
Overdue List Print.....	1-22
Overdue Notice Print .....	1-22
Patient Cancellation Summary .....	1-22
Patient Check-In.....	1-22
Patient/Exam Count Report.....	1-22
Patient Inquiry .....	1-22
Patient File Archiving.....	1-23
Patient Film Merge .....	1-23
Patient Folder Management .....	1-23
Patient Merge Report .....	1-23
Patient Preparation Instructions .....	1-23
Patient Release Entry.....	1-23
Patient Waiting Inquiry .....	1-24
Patient Waiting Monitor .....	1-24
Pending Request List .....	1-24
Pending Work Report.....	1-24
Personal User Options .....	1-24
Personnel Management .....	1-24

Personnel Print Functions .....	1-25
Physician Activity Report.....	1-25
Physician Mailing Labels .....	1-25
Physician Utilization Reports.....	1-25
Print Folder Contents .....	1-25
Print Functions .....	1-25
Print Prep Instructions .....	1-25
Productivity Reports .....	1-25
Pull Functions.....	1-26
Purge Copy Log .....	1-26
Purge File .....	1-26
Purge Folder.....	1-26
Quality Control.....	1-26
Quality Control Parameters .....	1-26
Quality Control Print .....	1-26
Quality Control Purge .....	1-26
Quality Control Update .....	1-26
Radiologist Productivity Report .....	1-27
Remove Report from Batch.....	1-27
Report Review.....	1-27
Review File Content .....	1-27
Review Queue Monitor.....	1-27
Room Utilization Report .....	1-27
Secret ID Authorization Check/Verify .....	1-28
System Coordinator Functions .....	1-28
Teaching/Legal/Interesting Case (TELIC).....	1-28
Technologist Productivity Report.....	1-28
Transcriptionist Productivity Report.....	1-28
Transportation Census .....	1-28
Unprocessed Charges Error Log.....	1-28
View Archive Statistics .....	1-28
View Prep Instructions.....	1-29
View/Edit Archive Status .....	1-29
Workload Productivity.....	1-29
Workload Summary Report.....	1-29

## BASE FUNCTIONS

STAR Radiology functionality includes a specific set of base functions and features. For more detailed information on these functions, refer to the appropriate chapter of the *Applications* or *Maintenance* volumes of the *STAR Radiology Reference Guide*. A summary of each base function follows.

### Active Film Tracking

The purpose of the Active Film Tracking function is to expedite internal film tracking by enabling you to manually update the current location of a folder or exam that is currently being tracked by the system. The location of requested, pulled, or checked out folders and exams can be updated. Changing the location of a requested folder also marks the folder as pulled and removes it from the pull list. All Last Exam Date information is available for viewing.

### Activity Tracking

This feature monitors patient movement throughout the Radiology department enabling you to generate a Management Report based on exam time intervals. Activity Tracking provides immediate accessibility of exam, film, and report status information. The system records the following information to complete the Activity Tracking Function: exam name and room, exam start and stop time, requested date and time for exam, check-in and departure times, dictation time (when the STAR Radiology Dictation Interface is installed), transcription start and stop times, and the times that the films were prepared. This feature is generally available to most system users since the security level is low.

### Activity Tracking Report

This function offers you the opportunity to compile a report of the detailed system activity regarding patient exams for a specified period of time. You can print a Summary report having the average and longest elapsed times between activities or a Detail report listing the exams checked-in by the department and their corresponding turnaround times.

### Add Exams to Folder

The Add Exams to Folder function enables you to “unpurge” exams that were purged in error.

### Add Folder

Through this function, folders, subfolders and additional volumes can be created for those patients not having hadradiology activity since the STAR Radiology system went live. Creating a patient folder also generates the appropriate folder labels for the

patient thus enabling bar code equipment to be used for film check-out and in the Patient Check-in function.

## Add/Edit Copy Log Records

Via this Film Room Management function, you can create or edit a log of film copies and duplicates. You can also record the amount of money collected for the creation of the films copied.

## Add/Edit Patient Allergies

This Order Processing function enables you to enter and/or edit allergy information for a patient, whether the patient has an active account or not. The allergy information is accessed via the STAR Common Clinicals Allergy Processing Tool that resides in the STAR Patient Care hub of applications. For more information about this common tool, see "Chapter 15 - STAR Common Clinicals Allergy Processing Tool" in the *General Information Volume* of the *STAR Radiology Reference Guide*.

## Addendum Count Report

The Addendum Count Report displays Addendum statistics. The report is organized by radiologist and is sorted by Addendum Reason and Exam Code. The inclusion parameters for this report are the report Start/Stop Dates, Addendum Reason and Exam Code. The Addendum Count Report allows input in the form of an exam code range. You can set the report to display or print the calculations in Summary or Detail format. The report output is total number of addenda and the turnaround time. At the end of the report, you are offered an option to display a full report summary.

## Administration

You can perform multiple personnel and managerial functions using this feature.

Administration functions include Exam Charge Functions, Management Reports and Maintenance functions. As with other system processors, security levels control the Administration functions.

## Allergy Summary Report

This report contains all of the patient's allergies which you can then use to verify the existing allergies. The report prints to the selected printer and is sorted in the same order as displayed on the screen:

- First DataBank® coded Drug allergies
- Food allergies
- Environmental allergies

- Miscellaneous allergies

The free-form allergies with the asterisk (\*) before the description are sorted beneath the coded allergies. A date and time sort moves the most recent charted allergies to the first of the list. Any allergies that have been inactivated sort to the end of the report and a status of “Ina” (Inactive) is displayed.

**NOTE:** The sort and selection criteria are defined in STAR Patient Care.

## Alternator Film Tracking

This function allows you to track films that are hung on alternators (also called multiviewers). Using this function, you can load and unload a virtual alternator and create a list of patients whose films are hung on that alternator. You can manage this list in various ways by adding, deleting, or moving data as needed. You may also print or display the list to use as a quick reference for locating specific panels on which patients' films are hung.

This function also allows you to search the alternators for a specific patient's films on all alternators within the facility. The system displays the alternator name and the panel numbers where the patient's films are hung.

## Assign/Edit Workload Units

This function enables you to assign and edit workload units to Radiology procedures. You can assign non-Canadian workload units by individual exams, all exams associated with a specific section, or by exams for which no workload units exist.

## Batch Print

To print a batch of Final Reports, select this function from the Final Report Processor menu located in Order Management. Similar to other STAR Radiology Management Reports, batching Final Reports allows multiple sort criteria such as location or physician. This reduces the manual sorting for distribution of the Final Report.

You can set up Final Report batches to run automatically based on user-defined parameters. There is no limit to the number and type of batches you can define. Each batch can be set up to run with different parameters and run at the prescribed hour to a designated printer. Batches can also be set up to run for the previous day(s).

## Billing Report

You can compile a report on all procedural and nonprocedural charge activities for a department for a specific period of time. This report can be downloaded in the comma-delimited format.

## Bulk Film Movement

In order to allow you to better manage the movement of films between the Film Room areas, the STAR Radiology system offers you the opportunity to create a Bulk Move List to determine the films meeting the move criteria; you can then check films out of the Film Room in defined groups rather than individually. As the system updates the Bulk Film List, the system updates the film location.

## Cancel Exam Request

You can cancel an examination prior to completing the Patient Check-in process. Through this function, you can also cancel all or part of the exams corresponding to a particular exam request number. The system requires a cancel reason each time you select an exam to cancel. This reason is displayed with your name in the exam's audit trail in Patient Inquiry. The system automatically credits a patient's account if charges for the exam request exist.

## Cancel Film Request

You can cancel any pending requests for a patient's film through this function.

## Cancel/Credit Check-In

Through this Order Management function, you can cancel all or part of an exam order that has been checked-in for Radiology. You can cancel an exam without crediting it, or cancel and credit the exam. The system requires a cancel reason which then becomes the default credit reason for each exam that you opt to cancel. The system then displays the cancel reason along with your name in the Patient Inquiry function.

## Cancellation Report

Via this function you can view or print a report of all cancellations and cancellation requests for a patient within a specified time period.

## Change Secret Code

This function provides you with the ability to modify your own secret code on demand.

## Check-In Document Reprint

This function enables you to reprint all documents and labels related to a patient's order after the individual is checked into the Radiology department (flashcard, requisition, release slip, check-in label).

## Check-In Label Reprint

Through this function you can reprint check-in labels for individual check-ins.

## Checked-Out Film Report

Through this function, you can view or print a report containing all films that have been checked-out to a borrower; this report information includes patient number/folder, patient name, location, borrower, check-out date, due date, and the name of the individual who performed the check-out. You can compile the Checked-out Film Report to include current and/or overdue film by due date.

## Contrast Reaction Report

This Administration function enables you to compile a report of all the contrast reactions for a specific time period and the contrast media to which the reaction was associated.

## Copy Log

This feature enables you to log copy information. Through the Copy Log feature, two reports are available: one report displays the patient and film information including the money collected for the copied films, and the other is a Film Utilization Report.

## Copy Log Parameters

Through this function, you can control the operation of the Copy Log feature. These parameters include the retention days for the Copy Log and whether non-patient entries are included.

## Copy Log Report

You can view or print a Copy Log Report listing all entries for a specified time period. You can also view or print a report on the number of films used during a specific period of time.

## Create Archive Summary

You can create archive data from the system for specified dates through this function. The system then enables you to print a summary of the information that is to be archived.

## Create Archive Tape

This function enables you to create a tape of archived information to be transferred to microfiche.

## Create/Edit File Entry

This TELIC file function enables you to create and edit a Teaching/Legal/Interesting Case file.

## Create/Edit Personnel Records

Through this function you can add and maintain employee records and enter personnel information that can then be used for exam audit trails, result entry fields and for reference purposes.

## Create/Edit Prep Instructions

This function enables you to create and maintain Patient Preparation Instructions that outline the procedures to be performed before a Radiology exam.

## Daily Activity Log

Through this function, you can produce a report having the overall department productivity listed. This report summarizes departmental activity for all checked-in Radiology patients within a 24-hour period.

## Data Search Report

Through this function, you can create reports from system-captured information. The Data Search Report is a valuable tool for scanning the exam check-in and result information to determine which patients match the specified search criteria.

## Define Historized Results

Through this function, you can select those exam results to be historized during the Patient File Archiving process. The system accepts up to five results per exam master providing versatility during the archive process for each section in the Radiology department.

## Delete Archived Data

This function gives you the capability to remove archived data from your system once the patient file archive run has been microfiched and verified; you can do this on demand through this function.

## Delete Prep Instructions

Via this function, you can remove Patient Preparation Instructions for Radiology exams.

## Delete Workload Data

This function gives you the ability to delete workload information from the system. The system purges the accumulated workload information while maintaining the workload units in the exam file.



## **Demographic Label Print**

You can reprint a demographic label for a particular patient. Through this function, you also have the option to specify a label corresponding to a specific check-in.

## **Edit Access Codes**

Through this function you can add, edit or delete access codes enabling the system to differentiate between individuals at the same security level.

## **Edit Department File**

Through this function you can build, edit and delete different departments of Radiology. Examples of these departments include Administration, Clerical, Data Processing and the different sections defined in a Radiology department.

## **Edit Department Screen**

This function gives you the ability to edit the screen containing the list of Radiology departments.

## **Edit Employee Demographics**

Through this function, you can enter individual personnel demographic information for reference purposes, such as ID code, employee number, name, and other employment information. This function is also used to assign physician (doctor) codes for interpreting physicians.

## **Edit Employee Parameters**

Through this function you can define the tables, parameters, and screens used throughout the Personnel Management feature.

## **Edit Other Parameters**

Through this function, you can edit miscellaneous parameters used in the Personnel Management feature.

## **Edit Position File**

Through this function you can build and edit the different positions of the Radiology department personnel and their corresponding default security levels and allergy functions. Examples of positions include director, system coordinator, technologist and radiologist.

## **Edit Position Screen**

This function gives you the opportunity to edit the screen containing the list of Radiology personnel positions defined for the Radiology department.

## **Edit Security Levels**

This function gives you the capability to create and modify the Security Levels screen.

## **Edit Shifts**

Through this function you can modify the department shifts. You can also edit the time periods and rename each shift.

## **Edit User Groups**

This function enables you to add, edit, or delete user group assignments.

## **Employee Bar Code Labels**

With this function, you can print bar code labels from the Employee file to be used for system sign-on unless your sign-on contains lowercase characters.

## **Employee Directory**

This function enables you to print a list of all employees in the Radiology department. This listing contains the name of the employee, STAR ID code, department, position and telephone number.

## **Employee STAR ID Code Register**

Through this function you can print a list of all STAR identification codes (Radiology and beyond), along with their associated employees.

## **Employee Mailing Labels**

This function gives you the capability to print mailing labels for each employee of the Radiology department.

## **Exam Charge Functions**

Patient exam charges accumulate daily. If your facility has the STAR Patient Care system, charge notification is initiated during one of the following three activities as defined by your Radiology department:

- Placing an order

- Checking in an exam
- Entering a specific exam result through Exam Data Entry or upon exam completion

While crediting exams or nonprocedural charges through the Exam Charge function, additional administrative information is also compiled by the system. The Exam Charge feature includes a master exam charge list and the opportunity to initiate exam credit notification without cancelling the exam.

## Exam Charge List

Through this function you can print a list of all Radiology exams and their associated charges. The list contains the exam code and description, HCPCS and/or billing code, and hospital and/or radiologist charges. This report can be downloaded in the comma-delimited format.

## Exam Count Report

Access this function if you want a report tabulating the number of procedures performed in a specific period of time.

## Exam Credit

You can initiate exam credit notification for a Radiology exam without cancelling the exam.

## Exam Data Entry

You can capture the results for each performed exam through this function; exam masters may have different result fields because of the need to capture different information. Technologists enter exam information which is stored by the system for future and managerial purposes. Transcriptionists use dictation and precanned summary codes to create the Final Reports; precanned summaries are department-defined and use standardized text to describe normal findings.

## Exam Label Print

Use this function to print an exam label for a particular patient; you can also reprint the patient's exam labels if desired.

## Exam Request

This function, usually used in stand-alone environments, enables you to order a Radiology procedure for a registered patient prior to patient check-in.

## Exam Request Slip Batch/Reprint

You can print a batch of exam request slips or print single exam request slips through this function. The slips may be sorted according to location, date and time, patient, section, exam number, or request number(s).

## Film Check In

This function enables you to return films which have been checked out to the Film Room. The system then updates the films' current location to the appropriate Film Room. You can manually check in multiple folders or use bar code equipment to make the Film Check In activity quick and simple.

## Film Check Out

This function enables you to check out films located in the Film Room to a specific borrower and film location. Once checked out, the film's location is updated in the Film Inquiry and Film History functions and is printed on the pull slip. Also, you can process multiple folders together or use bar code equipment to make the film check-out quicker and simpler.

## Film History

Through this function, you can find historical borrower information; the folder name, borrower's name, borrow reason, and loan and return dates displayed in reverse chronological order. For multiple active Film Rooms, the name of the Film Room borrowed from and returned to is displayed through this function.

## Film Inquiry

This function initiates the system display of current master folder locations, and checked-out films and folders along with their location and return date. You can also view all pending requests for a film and access film history information.

## Film Number Management

This function enables you to assign a film number to a patient file that is unique to that patient's radiology films. You can also access this function to add, delete and edit a previous film number.

## Film Pull Slip Batch

You can print pull slips in batches according to a specified start and stop date and time.

## Film Pull Slip Reprint

Through this function you can generate a single Film Pull Slip.

## Film Request

A generated pull slip notifies the department to pull and prepare jackets for an exam request. The Film Request function enables you to manually request films each time a physician needs to borrow films for consultation or teaching purposes. The system accomplishes this by generating a Film Pull Slip and by displaying the request in the folder information display.

## Film Room Management

The STAR Radiology system supports a full film management process. The Film Room Management feature follows the movement of patient files and provides you with data concerning film locations and borrowing activity. The system permits the movement of master jackets, subfolders and individual exams in multiple active Film Rooms, and offers you control in consultative, interesting, or legal cases. Administrative functions help you maintain and print borrowed films information such as overdue notices, checked out film lists, and labels.

## Film Room Transfer

Through this function, you can transfer a patient's film from one Film Room to another thus changing the location of that patient's films. This process can be done without going through the Film Check-out and Film Check-in functions.

## Film Transfer

This function enables you to transfer film jackets from one borrower to another. The Film Transfer function also updates the film jacket's location, thus when a pull slip prints after the transfer, it would reflect the new folder location.

## Film Utilization Report

This function gives you a means to track the amount of film used by your department. This report contains the name of the procedure, number of original films, number of repeat films, and the repeat reasons.

## Films Prepared Entry

After an exam is completed, its films are marked as *prepared* thereby linking the films to the exam performed; now, corresponding action can be taken in the Film Room. For example, the film may be checked-out. The initial films prepared time can be entered here or a previous entry edited. You can access this function in both the Activity Tracking and Exam Data Entry functions although edits cannot be made to this information through the Exam Data Entry function.

## Final Report Batch Status

To view all available batches, identified by date, within the STAR Radiology system, select this function. Included within this function are unit number, patient name, check-in number, exam code, the print status (printed or not printed), and when feasible, the batch sort selected for the last Final Report batch.

## Final Report Verification

This function offers you the opportunity to inquire whether a report printed. You can view or print the information including the check-in number, patient name, exam code, exam status, and batch status. This function works with batching.

## Folder Access Functions

Through this feature, you can limit access to patient folders by restricting film movement or copying. A Folder Access Report allows you to view those folders having restrictions. The restrictions can be eliminated through the Access Purge function.

## Folder Access Purge

Through this function, you can print and delete information from the Folder Access Report.

## Folder Access Purge History

Through this function, you can view or print the Folder Access Purge Audit to maintain logs of purged information for departmental use.

## Folder Access Report

Via this report, you can view or print a list of all patient's folders that have movement or copy restrictions.

## Folder Contents Rearrange

The Folder Contents Rearrangement function allows exams to be moved from one folder to another.

## Folder Functions

This function enables you to perform folder management functions. These functions include transfer folders to another Film Room, log lost films, purge folders, and manage patient folders.

## Folder ID Label Reprint

When you select this function, you can initiate the reprinting of folder ID bar code labels for individual patients.

## Folder Information Report

Through this function, you can sort the corresponding report by section or exam range to identify which folders are associated with a particular exam code. For each examination contained within the report is the master (and if specified, the subfolder) used for film placement for a newly created exam. The Folder Information Report also contains the folder to be pulled when the exam is ordered.

## Folder Management Audit Trail

The Folder Management Audit Trail displays all changes made to an individual patient's folder through the other functions. You cannot purge the audit.

## Form 1500 Exception Report

This report can be used by the Billing department to edit 1500 claims.

## Historical Data Add/Edit

This function enables you to add a new Historical Patient Index patient record or edit an existing historical patient record. It also updates the LED if information is more current than the last exam.

## Historical Data Delete

Through this function, you can remove an entire patient record or just their historical exams from the Historical Patient Index.

## Historical Patient Inquiry

This function enables you to view historical patient and exam information, including Last Exam Dates for locating patient films.

## Historical Patient Management

Use this module to access historical information about Radiology patients. It is independent of the Hospital Information System (HIS) and contains the patient's name, date of birth, age and former film file number. This information is a valuable cross-index for locating patient files merged into the STAR Radiology system. The Historical Patient Index functions also give you the capacity to add, edit and delete patient information.

## Historical Patient Notice

This function enables you to print all historical patient demographic and exam information for an individual patient.

## Historical Patient Report

This printed report can contain all or part of your hospital's Historical Patient Index. You can sort this report by absolute Last Exam Date, Patient Name, or Unit Number.

## Inactive Account Exam Check-in

This Order Processing function enables you to check-in and result exams on inactive accounts, with the understanding that no additional billing is involved. You can check-in exams on the appropriate visit/account number. There is no limitation to backdating; however, exams must be attached to a valid account within the correct time frame. The system verifies an exam's performed date and time against the admission and discharge dates and times.

## Inactive Account Exam Report

This report enables you to track and monitor the number of inactive account exams entered, as well as determine patterns or trends in the amount of activity. The report includes the identities of the ordering physician, radiologic technologist who performed the exam, and the user who entered the new information in the Inactive Account Check-In Processor, as well as the reasons for the entries.

## Limit Folder Access

You can restrict a patient's folder from being checked-out or copied for any reason. During the Film Check-out and Copy Log functions, the system alerts you to the restriction along with the reason for it.

## Lost Film Management

Once a film or folder is classified as *lost*, this information can be placed into the system for audit purposes. The Lost Film Management function enables you to keep a list of all lost films. Once a lost film is found or replaced, the status should be updated to reflect the change. This function is also available if you are using Info Windows.

## Mailing Label Print

This function offers you opportunity to generate mailing labels from the Film Room borrower file. You can use these labels for sending Overdue Film Notices.



## Maintenance Functions

Through Maintenance Functions, you can perform a variety of functions which tailor the Radiology system to individual department needs. Maintenance functions include building menus and tables, loading and editing exams and their codes, defining sections and departments, loading precanned summaries, and controlling document and bar code label printing.

## Mammography Audit Trail Report

This function is used to display or print error conditions if you are interfaced to a mammography system.

## Management Location

This function supplies an on-screen daily calendar at which you enter appointments or vacations for employees.

## Management Reports

These reports include information such as activity tracking, cancellations, contrast reactions, daily activity, exam count, film utilization, pending work report, master exam list, patient merge, patient/exam count, physician utilization, personnel productivity, room utilization, and data search function.

## Master Exam List

Access this function to view or print a list of codes and descriptions of every examination on the STAR Radiology system.

## Nonprocedural Charge

This function enables you to credit, add charges and examine additional charge items logged in association with a specific check-in number.

## Nonprocedural Charge Report

This function gives you the capability to access the nonprocedural charges assigned on a particular day. The generated report contains the account number, patient name, unit number, check-in number, charge code and associated description, service date on which the item was charged, and the quantity of items used.

## Order Management

This system function offers you opportunity to review ordered procedures for accurate staffing projections and to improve department efficiency. By accessing this function, you can create, edit or print patient preparations, print management reports and

perform cancellations. You can also reprint patient check-in documents, folder labels, and exam request, pull slip and Final Report batches.

## Order Processing

This feature enables all order activity to take place. The Order Processing functions also enable you to register patients in stand-alone environments without the benefit of networked Admissions, Discharges, Transfers, (ADTs) and Hospital Information Systems (HIS).

## Order Revision

This function gives you the opportunity to revise the exam code, HCPCS modifiers, ordering diagnosis, ordering physician, priority, or check-in date and time for an exam ordered prior to the charge being placed. The information that you are able to modify varies with the exam's status.

**NOTE:** HCPCS modifiers apply only to outpatients with CMS compliant insurance.

## Order Revision Report

This function enables you to compile a report of order revisions and the revision reasons for a specific period of time.

## Other Names Inquiry

This function enables you to view all names by which a patient was identified on the STAR Radiology system prior to a name revision, for example, a patient's maiden name.

## Outside Film Management

The Outside Film Management processor tracks outside institutions' films which have been loaned to your department for comparison readings. The Outside Film Management functions use patient records that are completely separate from the patient records used throughout the STAR Radiology system. At these functions, you may use Soundex to display all of this file's patient name entries along with their lending institutions.

## Outside Film Movement/Inquiry

Via this function, you can check outside films into the Outside Film Management processor. When your hospital initiates sending the lending institutions' films back, you then have the option to print mailing labels.

## Outside Film Parameters

The Outside Film Parameters function enables you to set three parameters which regulate the length of time for keeping outside film information. These parameters include purge period, retention period and past due.

## Outside Film Purge

You can purge outside film records using the Outside Film Purge function. This function activates at a time period selected by your Radiology department, usually every 120 days, enabling you to delete films previously returned to a lending institution.

## Outside Film Reports

You can generate reports about active, purged or overdue films through the Outside Film Reports option. After you sort these reports by institution or physician, you can then print a report of the films sent back to a lending institution and can easily delete the films.

## Outside Institution Add/Edit

You can add information about new lending institutions and edit information about other lending institutions through the Outside Institution Add/Edit function.

## Outside Transcription

This function encourages the creation and maintenance of Final Reports for patient exams not performed in your institution. This separate processor maintains a patient index file of its own. You can transcribe reports for outside films that have been brought to your hospital for interpretation. Through this function, you can print a list of current reports which include the date and time on which the report was transcribed.

## Outside Transcription Print/View

This function enables you the opportunity to review and print existing outside transcription reports and to release them from the transcription area.

## Outside Transcription Purge

Through this function you can eliminate outside transcription reports without deleting the patient information. You can also review previously defined purges and add new purges to the current purge history.

## Outside Transcription Purge Archive

Once information is purged from the Outside Transcription processor, a list of the performed purges can be generated through this function. The reports show the total number of reports removed by the purge and the type of purge performed.

## Outside Transcription Reports

This function enables you to view and print a list of Outside Transcription Reports for an active outside transcription patient.

## Overdue List Print

This report contains a list of all films that have been checked out of the Film Room and are *overdue* according to the criterion set by the Radiology department.

## Overdue Notice Print

Through this function, you generate the notices sent to borrowers that have overdue films checked out of the Film Room. You can also print mailing labels to correspond to the notices.

## Patient Cancellation Summary

The system displays a summary of cancelled exams for a particular patient through this function. The Patient Cancellation Summary includes request number, patient name, cancel time and the name of the person responsible for the cancellation.

## Patient Check-In

Via this function, you can enter the date and time at which a patient is checked-in to the Radiology department. This function starts the system's activity clock enabling you to track patients throughout their Radiology department visit. At this point, you can create new orders and edit existing exam request information.

## Patient/Exam Count Report

Access this function to create a report listing all exams checked in to the department during a specified period of time.

## Patient Inquiry

This function provides quick access to current information regarding patient demographics, ordered exams and exam results. Appropriate Radiology personnel can access the Final Reports of radiology work through this function. All patient exams are listed in reverse chronological order and include information such as the check-in number, order reason and exam status. For a cancelled exam, the system displays the

cancellation reason and the initials of the individual responsible for the cancellation. The Patient Inquiry function also gives you the ability to examine an exam's history, or audit trail, and to determine if the Hospital Information System or STAR Radiology system requested the exam.

## **Patient File Archiving**

Available system disk space can be increased through this archiving function. This process involves identification of patient files eligible to be removed from disk, compilation of a report listing these files, creation of a magnetic tape, translation of the tape contents into microfiche medium, and purging the archived files from disk. The microfiche cards contain an image of all result values for each archived exam as well as an image of the Final Report for the exam.

## **Patient Film Merge**

This function enables you to maintain information on patient folders that were checked-out or restricted prior to a patient merge on the STAR Patient Care system.

## **Patient Folder Management**

Through this function, folders, subfolders and additional volumes can be created for those patients not having hadradiology activity since the STAR Radiology system went live. Creating a patient folder also generates the appropriate folder labels for the patient thus enabling bar code equipment to be used for film check-out and in the Patient Check-in function.

## **Patient Merge Report**

This report function enables you to view or print a list of patient files that have been merged. The Patient Merge Report contains the previous name and unit number as well as the new name and unit number and the Last Exam Date (LED) for each.

## **Patient Preparation Instructions**

You can edit, create, view, delete, or print the Patient Preparation Instructions (PPIs) through this feature; certain exams have preparatory instructions that the patient must follow before a procedure can be performed. The PPIs that were entered through this module can be viewed when an exam is scheduled and a single or batch of exam preparation instructions printed.

## **Patient Release Entry**

Through this function, you can enter the time that a patient was released from an examination room for a specific procedure. You can enter the initial departure time or edit a previous entry. You can access this information through the Activity Tracking and

Exam Data Entry functions although edits cannot be made through the Exam Data Entry function.

## Patient Waiting Inquiry

Through this function, you can determine those patients waiting for radiology procedures. The system displays the amount of time that has elapsed since the patient checked-in to the Radiology department. Once the elapsed time bypasses your department-established threshold time, the system displays the name of the patient in reverse video. To keep the screen uncluttered, the system erases the displayed patient names every 24-hours thereby eliminating the names of those patients not having had their scheduled exams.

## Patient Waiting Monitor

Through this function you can view those patients who have either been checked in to the department but their exam has not started, or their exam has stopped but they have not been released from the department. The monitor can be dedicated as a patient waiting monitor or can be used as a dual purpose monitor, which allows the patient waiting information to be displayed when the monitor is not in use. When the patient waiting information is on the monitor, two asterisks (\*\*) are displayed by the elapsed time if that time exceeds the system threshold defined by you. For more information on defining the threshold time parameter, refer to the Patient Waiting Monitor Parameters section in the *Maintenance Volume* of the *STAR Radiology Reference Guide*.

## Pending Request List

This function allows you to view and print pending film requests yet to be serviced. The system displays the patient number and name, check-in number, exam description, and requested date and time. The films on this list represent those that have been requested but not checked out.

## Pending Work Report

Via this function, you can create a report listing all incomplete exams for patients checked in to the department.

## Personal User Options

This option contains functions where you can define mnemonic codes for function keys, select your menu type, and PC colors if you are using PC Director software.

## Personnel Management

This feature effectively controls access to the system and simplifies the management of Radiology personnel. Through Personnel Management, you can create and edit personnel records, check, verify and change secret codes, assign access codes and

security levels, edit shifts, and print both mailing labels and employee directories. Security levels defined by your department control the viewing and editing of this employee information.

## **Personnel Print Functions**

Through Personnel Print Functions, you can print various employee lists as well as employee mailing labels.

## **Physician Activity Report**

The Physician Activity Report provides the Radiology department with the ability to review procedures which have been performed during a specified period of time either by the ordering physician or the reading radiologist.

## **Physician Mailing Labels**

You can print mailing labels for all physicians in the Physicians table.

## **Physician Utilization Reports**

Through this function you can create seven physician utilization reports that help management determine the physicians' ordering patterns.

## **Print Folder Contents**

The Print Folder Contents function prints a list of all folders and the exams within them for a patient. Before you rearrange or purge anything, use this function to get a hardcopy of the patient's folder contents.

## **Print Functions**

These functions give you the capability to print all documents and labels associated with the management of film including mailing labels, overdue notices, the Checked-Out Film List, and the pending request list.

## **Print Prep Instructions**

This function enables you to print an individual or batch of patient preparation instructions.

## **Productivity Reports**

Access this function to create reports for analyzing the workload productivity of the radiologists, technologists, and transcriptionists in your Radiology department.

## **Pull Functions**

Through this function, you can view, print or update the Film Pull List. You should update the Film Pull List each time a film is pulled from the Film Room.

## **Purge Copy Log**

Access this function to delete unnecessary Copy Log records.

## **Purge File**

This function enables you to purge TELIC files from the STAR Radiology system.

## **Purge Folder**

After a folder reaches the valid criterion for the department standard and is destroyed, you may purge its information from the system by utilizing the Purge Folder function.

## **Quality Control**

The Quality Control module offers you a variety of functions. Through quality control parameters, you can input information about equipment, stock, preventive maintenance checks, room locations, service status, and vendors.

## **Quality Control Parameters**

When the Quality Control module is built, all information is entered via this function. After the building is complete, all deletions and edits are made through the Quality Control Parameters function.

## **Quality Control Print**

You can generate reports about quality control data through the Quality Control Print function.

## **Quality Control Purge**

Through this function, you can delete quality control information such as service logs, preventive maintenance checks and outdated xerography plate information.

## **Quality Control Update**

The daily updates to the Quality Control module are made through this function. Update information for reporting purposes includes maintenance, inventory control and preventive maintenance areas.



## Radiologist Productivity Report

This report has a per section breakdown of read exams and used precanned responses for each radiologist listed on the report. You designate the radiologists and dates included in the report.

## Remove Report from Batch

Final reports can be manually printed from the Review Queue or Exam Data Entry by selecting the "Print" option. Currently, in the Batch Print Status function, the system identifies the status of these reports as "printed." Even though these reports have printed, the reports are queued to the batch and print a second time when the batch is run.

To provide greater flexibility, this function enables you to remove a report(s) from a particular day's batch. When a report is removed through this function, the report does not reappear in the batch unless it has been re-released through the Exam Data Entry or the Review Queue functions.

## Report Review

This function facilitates the review, edit and release of the radiologists' reports. When a radiologist enters this function, the system displays a list of examinations requiring release. You can create the exam results by using the Softkey Editor utility or scanning labels representing precanned summary text with bar code readers. The radiologist's electronic signature prints on the Final Report to signal the radiologists review and acceptance. The Report Review function gives residents opportunity to review and release reports from their queue while leaving the reports in the queue of the radiologist with whom they are working.

## Review File Content

Through this TELIC function, you can review any files created on specific dates. The system displays all information for the selected file(s).

## Review Queue Monitor

The Review Queue Monitor enables you to view the names of the radiologists who have reports in their Review Queue, the number of reports in each queue, and the date the oldest report was submitted to each queue. One or more CRTs or PCs can be used to display all or selected radiologists' queues. This feature helps ensure that reports are reviewed in a timely manner.

## Room Utilization Report

Through this function you can create a report, by room, that lists the total number of exams performed during a specified time period.

## **Secret ID Authorization Check/Verify**

STAR Radiology gives management personnel the ability to check an employee's secret code in the event the code is miskeyed or forgotten. You can only view the secret code for employees having a security level lower than your own.

## **System Coordinator Functions**

This feature enables the System Coordinator to perform system functions such as backups and set the system date and time. Data Processing often completes the System Coordinator functions.

## **Teaching/Legal/Interesting Case (TELIC)**

Through this feature, you can maintain a file that contains teaching/legal/interesting case information. You can edit the TELIC file entries, review the content of the file, or purge the entire file. The system can compile the reports by radiologist or filing type.

## **Technologist Productivity Report**

Through this function you can create a report showing a per exam room breakdown of performed exams and an analysis of the time required to perform the exams. You designate the technologists and dates included on the report.

## **Transcriptionist Productivity Report**

This report contains a per transcription analysis of exam volume and transcription time. You designate the transcriptionists and dates included on the report. This report also contains the total number of lines types. By setting new parameters associated with this function, you can assign weighted values for tallying a precanned summary report.

## **Transportation Census**

This function enables you to compile a report on all Radiology transports in a specific period of time.

## **Unprocessed Charges Error Log**

This report lists all exams and nonprocedural charges that cannot pass to the Hospital Information System because they do not have an order number, as in the case of the system interface/network being down.

## **View Archive Statistics**

You can view each archived report, or run, along with the turnaround times associated with each process of the archiving procedure by accessing this function.

## **View Prep Instructions**

Access this function to view existing Patient Preparation Instructions for select Radiology exams.

## **View/Edit Archive Status**

Through this function, you can view information for each archived procedure as well as mark a run for deletion. This process enables the archived information to be loaded on to a tape.

## **Workload Productivity**

Through this function, you can assign, edit or delete workload units. You can also print workload assignments and reports.

## **Workload Summary Report**

This function generates a report which includes total procedures performed for a specified period of time and a tabulation of the non-Canadian workload units for the exams.



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## Chapter 2 - STARTING PROCEDURES

THE CRT AND KEYBOARD .....	2-3
Important Keys .....	2-4
SIGN ON .....	2-5
STAR ID Code.....	2-5
Secret Code .....	2-5
Update Your Secret Code .....	2-6
HELP Text - Character-Based.....	2-6
Messages .....	2-8
SIGN OFF .....	2-10



## THE CRT AND KEYBOARD

Using the STAR Radiology system is somewhat like having a conversation. The mechanism for this *man/machine* dialogue is the Cathode Ray Tube (CRT) terminal. The CRT (sometimes called a video display terminal, a VDT, or a VDU) has two components: a display unit with a television-like screen and a keyboard similar to that of a traditional typewriter. The CRT keyboard has four major segments: the main keypad, the screen management pad, the numeric keypad, and a group of special function keys.

The main keypad looks and works much like a traditional typewriter except that it contains several special keys for controlling system functions.

To the right of the main keypad are the screen management keys, which are used to manipulate the cursor, a flashing symbol that marks the space on the screen where the next typed character is displayed. These keys are also used to edit and erase text.

While you communicate your portion of the dialogue by using the keyboard keys in conjunction with the ENTER key, the system's voice for the conversation is the prompt, a reverse-video band at the bottom of each screen. The system displays instructions in this prompt (to select an option from a menu, for example), followed by a blank field in which you can then enter a response. Using simple English instructions, the system leads you in this interactive manner through a logical progression of steps to complete each function or transaction.

This interaction is simple even to a novice user because the system prompts each step on the prompt. In addition, it frequently displays entered information for verification before sending the information to the computer. This verification process is not only reassuring to new users who are initially intimidated by the possibility of making mistakes, but is also an excellent control mechanism during the result entry process for ensuring that accurate result values are reported.

## Important Keys

Key	Description
ENTER	Located just above the right-hand SHIFT key on the main keypad, the ENTER key is used more frequently than any other key on the keyboard. It must be pressed after most entries in order to transmit the typed information to the computer system. An ENTER key is also located on the numeric keypad and functions in the same way. (This key may also be referred to as NEW LINE or NL in the STAR system.)
CR	CARRIAGE RETURN (CR) is identical in function to the ENTER key. You can use the keys interchangeably.
ON-LINE	This key is located to the left of the space bar. When activated, the On-Line light at the top of the keyboard is illuminated. This means that the terminal is actively connected to the computer system.
ALPHA LOCK	This key is located to the right of the space bar. When pressed, an Alpha Lock light at the top of the keyboard is illuminated. This means that all alphabetic characters are displayed in upper case. Pressing the key again makes the light go out allowing you to type the characters in upper and lowercase. The ALPHA LOCK light must be illuminated before you can sign on to the system.
DELETE	This key erases (in a backward direction) the numbers and characters typed with the other keys. To continuously delete consecutive characters, hold down the key.



## SIGN ON

STARBASE users sign on using the procedure described below. ALLSTAR SignOn is an optional procedure that streamlines signon for systems with MultiSTAR. The facility chooses whether or not to implement ALLSTAR SignOn. If you are not sure whether you are a MultiSTAR or STARBASE user, or whether your facility uses ALLSTAR SignOn, ask your system administrator. Refer to the *ALLSTAR SignOn User's Guide* for the signon procedure when your system has ALLSTAR SignOn implemented. The user guide also contains the procedure for changing your passwords.

The first step in using the STAR Radiology system is pressing the sign-on key on the main keypad to access the system. Usually, no other keys on the keyboard activate the system. Other keys, however, might be activated based on site-specific needs. When the sign-on key is pressed, the system displays a screen prompting you to enter your identification code. This prompt signals that you must sign on to the system before using its functions.

The sign-on procedure identifies an individual so that the system can search its files and determine whether the person is included in its defined records of authorized users. Two codes must always be entered in order to sign on to the system -- an identification (ID) code and a personal password (secret code).

## STAR ID Code

The STAR ID code may be a set of numbers, letters, or a combination of both. During the installation of the Radiology system, STAR ID codes and corresponding user descriptions are established for all Radiology employees and are permanently stored in the Employee Data portion of the Maintenance Processors functions. Codes for new employees hired thereafter are usually added to the system files on the date of hire.

The STAR ID code is a permanent, unique number that stays with an individual for the duration of employment. If employment is terminated, the code is *retired*; it should not be used by another individual since a record of all data-generating transactions is permanently stored in the system. Part of that permanent record is the STAR ID code of the person who performed the transaction. Hence, an STAR ID code is actually an *electronic signature* of a single individual and should not be used by another.

**NOTE:** This code is only used for actual sign-on in STARBASE environment. In the ALLSTAR environment, use the O.S. ID Code. For more information, see the sections on creating and editing employee parameters in the *Applications Volume* of the *STAR Radiology Reference Guide*.

## Secret Code

After you enter your STAR ID code and press ENTER, the system displays a screen prompting you for your secret code. Enter your personal secret code. Keep in mind that the secret code is selected by each user individually. The secret code, known only by

the individual user and system, may be a number, alphabetic code, or any combination of alphanumeric characters.

For added security, the code is NOT displayed on the screen as you type it; the personal code is designed to prevent the unauthorized use of an individual's electronic signature. If you incorrectly enter the secret code, the system displays the message *Invalid Code!* and displays the previous identification prompt.

**NOTE:** The Secret Code is only used in the STARBASE environment. You need a UNIX password in the ALLSTAR environment. See the *ALLSTAR Signon User's Guide* for more information.

## UPDATE YOUR SECRET CODE

To keep an effective secret code, McKesson recommends that you change it periodically. When you update the secret code, the system drops the previous code from memory and recognizes only the newer code as a valid sign-on identification. The maximum length of time the secret code remains valid is determined during the building of the system.

Updating a password is a simple procedure taking only a few seconds. It can be done at any time but must be performed immediately once the valid period has expired; otherwise, you are not able to sign on to the system. Attempts to use an outdated password causes the system to display a message prompting you to enter the NEW secret code. New users must quickly learn this procedure since all users are automatically assigned the initial code 123 and this code must be updated the first time they use the system.

Refer to the Personnel Management section in the *Applications Volume* of the *STAR Radiology Reference Guide* for details to change your STARBASE secret code.

## HELP Text - Character-Based

A sign-on HELP screen is available if you forget the procedure. To access this screen, enter a question mark (?). Remember that you can only access the HELP screen once. If you try again, the system displays the following message: *Sorry, No Help!* In this situation, simply press ENTER and then reenter R.

**NOTE:** This form of help is not the same as the help files attached to STAR GUI applications.

Use one of the following ID's and Secret Code:		
<b>Example:</b>		
ID	SECRET CODE	SECURITY LEVEL
--	-----	-----
100	123	System Manager
100	XYZ	Clerk
NL or "."		(Default to sign off)
"/./"		(To sign off)
If you enter the secret code incorrectly, the system will sign you off. Just try again.		

This is the base sign-on HELP screen. Each Radiology department can change this screen to suit its needs.

Once the STAR ID code and secret password are entered correctly, the screen displays the name and position of the user signed-on. See the sample screen above.

The menu that is displayed upon sign-on depends upon how your radiology files are set-up within the system. Possibilities include:

- A table of sections
- A department or section menu
- The main menu

The menu that is displayed can be set up for each individual employee, or all employees can sign on to the same menu. The ability to *back-out* to the main menu (from the initial menu displayed at sign-on) also depends upon the set-up of system files and can be specific to individual employees.

Because menus are always tailored to the needs of the individual institution, the Initial Menu looks different in every Radiology department. The screen below illustrates a typical Initial Menu:

```

                                General Hospital Radiology Processor
                                Tue Sep 07, 2004 09:00 am
(A) Radiology Input Options
Option No. Option
-----
      1 Scheduler
      2 Order Processing
      3 Exam Data Entry
      4 Report Review
      5 Film Room Management
      6 Outside Film Management
      7 Administration
      8 Activity Tracking
      9 Historical Patient Management
     10 Patient Inquiry
     11 STAR Patient Care Functions
     12 SQL User Menu
     13 Physician Activity Report
     14 Monitors
     15 Log Non-Service Recipient Workload
     16 Clinical Details Audit

Enter option number--
```

The Initial Menu is designed to contain possible Radiology sections, locations and functions that you may elect to use. Such menus are characteristic of the screens you encounter when interacting with the STAR Radiology system.

## Messages

While using STAR Radiology, you frequently encounter messages from the system concerning processing conditions or errors. Whenever information is entered into the system using the keyboard, the format and composition of what has been typed is carefully checked. If you enter information in a format which does not conform to requirements, the system displays an error message accompanied by an audible beep. The message, dependent upon the situation and processor, appears in contrasting medium (usually green letters on the white background of the prompt). The most common error messages, along with a brief explanation of their meanings and the appropriate responses, are listed in the following table.

Besides error messages, other kinds of messages can be placed in the system by authorized individuals using special management processors. These messages include system messages which can be sent to one or all terminals throughout the Radiology department, and sign-on and sign-off messages which can appear as

bulletins. Bulletins are usually preceded by the phrase *ATTENTION ALL USERS!* and are displayed when you activate a terminal by pressing the sign-on key.

Message	Meaning and Response
INVALID SIGN-ON	A key other than the sign-on key has been pressed to activate the terminal. Press the correct activation character.
INVALID ENTRY FORMAT	Entry does not conform to the format the system expected (for example, an alphabetic response in a numeric field). Reenter using the correct format.
THIS FIELD REQUIRED	You cannot leave this field blank. Enter an appropriate response or, if you want to exit the field, enter either <i>./</i> to sign off or period (.) to return to the previous menu.
ENTRY OUT OF RANGE	You have selected an option that is not on the menu (a 6 is entered when only five choices are listed, for example).
ENTRY TOO LONG	Too many data elements have been keyed into the field. Enter a shorter response.
INVALID MNEMONIC	Entry does not match a mnemonic menu option. Enter the first characters of the function followed by a hyphen (-) to select from the Mnemonic Menu Options table.

## SIGN OFF

When you finish using the Radiology system, enter slash-period-slash (/./); this exit code signs you off of the terminal. To exit from a prompt, enter a period (.). To exit to the Sign-On Menu, enter a pound sign (#). To exit/back out from one processor to the previous menu level (for example, to return to the next highest level on the *tree* of menus), enter a period (.) without the slashes.

Another method of signing-off the Radiology system involves a unique security feature called automatic time-out. This mechanism was designed to further protect electronic signatures from use by unauthorized individuals. It automatically invokes a sign-off when you do not use the exit code. This feature, which is activated every time you sign on to the system, works as follows:

When the system requests information, it waits for a specific user-defined period of time. If no response is entered within that time, the system reverts to the previous screen display and again wait for a response. If none is given, it displays the previous screen, and so on. Eventually, if no activity takes place, the system reaches the location option screen and simply signs you off. The time-out period may range from a few seconds to several minutes depending on the processor being used.

Use of the exit code is preferable to relying on the time-out feature for two very important reasons. First, any signed-on terminal attaches a user STAR ID code to all data-generating transactions performed on it. Left unattended, an unauthorized individual could use the system under another person's code. Second, maintaining a terminal in an activated state requires the use of significant system resources; the system reserves a portion of computer memory for every signed-on terminal and constantly monitors each terminal for input. If the terminal is not being used but is still activated, a system resource is wasted. When activity levels are low, this is not a significant problem, but in larger systems having many signed-on terminals (particularly during peak activity), a slight degradation in the computer's response time could result.

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## Chapter 3 - MENUS

SCREEN LAYOUT .....	3-3
Menu-Driven System .....	3-3
Sign-On Menu .....	3-4
Organizational Menu Types .....	3-4
Initial Menu .....	3-4
Submenus .....	3-5
Result Menus .....	3-5
System Menu Utilities .....	3-6
Add .....	3-7
Blanks .....	3-8
Color .....	3-9
Delete .....	3-9
Edit .....	3-10
Headings .....	3-10
Insert .....	3-11
Move .....	3-12
Parameters .....	3-12
Sort .....	3-13
Text .....	3-13
MOVE WITHIN MENUS .....	3-17





## SCREEN LAYOUT

The terminal, or screen, enables you to communicate with the system. It may contain a menu, table, message or processor.

### Menu-Driven System

To access the processors of the STAR Radiology system, select the appropriate menu options until the desired function is displayed. To select a function, enter the corresponding option. Usually, another menu containing more options relating specifically to the selected function or Radiology section is displayed. After you access and complete a function, the system usually displays the last-level menu for further action within the function. This multilevel, menu-within-menu structure is often compared to a tree with the beginning location options as the main branches, the individual locations or functions within those options as the smaller branches, and the options offered within each location or function as still smaller branches.

All STAR Radiology screens follow the same basic format. The *Facility Name* and *Function Name* are centered across the top line. The *Current Date and Time* are displayed in the right corner of the second line. If you are performing a transaction on a particular patient, the third and fourth lines contain *Patient Demographics* name of the Attending Physician, service and status. The *Prompt* is displayed on the last three lines of the screen. The prompt, tells you what information to enter and how to enter it. The system also displays *System Messages* such as HELP and error messages at the bottom of the screen.

**NOTE:** If you identify a patient by entering account-specific information such as Check-in number at the Patient Identification Prompt, the system displays all demographic information associated with the specified account number in the demographic header; however, if you enter information not directly pertaining to a patient account such as a Unit number, the system displays the demographic information associated with the most recent account number. (The system first searches for the most recent active account number than the most recent inactive account number.) This distinction within the demographic header is uniform regardless of the account status.

Keep in mind the system always displays the list of active account numbers for your selection when you do not enter an account number when placing a new order in the Patient Check-in function and accessing the Exam Request function. Also, in functions that process exams such as the Exam Data Entry function, the system displays the demographic information pertaining to the account number of the exam being processed.

Two distinct menu types exist within the STAR Radiology system -- organizational menus and result menus. *Organizational menus*, which include main menus, function menus and section menus, are the actual structures the system uses to carry

out a single process. During system installation, your Radiology department determines the menu hierarchy and the functions available on each menu. Unique menus may be defined for different Radiology sections and/or positions (such as System Coordinator) according to the actions performed.

*Result menus* contain a list of possible results for a specific examination. Selection of an option or combination of options from a result menu simplifies result entry.

## Sign-On Menu

When you sign on to the system, the initial menu that is displayed may be determined by the setup of your individual employee file or may be the result of a default to the system's Initial Menu. System security also controls menus since the Radiology department maintains it, much like the employee files. Some menu options that are displayed cannot be accessed by anyone with a security level lower than a System Manager (such as a technologist). An example would be the System Coordinator Functions option. Please refer to "[Chapter 2 - STARTING PROCEDURES](#)", for additional sign-on information.

## Organizational Menu Types

### INITIAL MENU

The Initial Menu enables you to progress to the various sections and functions of the system. Usually, all Radiology functions list as options within the Initial Menu.

General Hospital Radiology Processor	
Tue Sep 07, 2004 09:00 am	
(A) Radiology	Input Options
Option No.	Option
-----	
1	Scheduler
2	Order Processing
3	Exam Data Entry
4	Report Review
5	Film Room Management
6	Outside Film Management
7	Administration
8	Activity Tracking
9	Historical Patient Management
10	Patient Inquiry
11	STAR Patient Care Functions
12	SQL User Menu
13	Physician Activity Report
14	Monitors
15	Log Non-Service Recipient Workload
16	Clinical Details Audit
Enter option number--	

## SUBMENUS

A submenu contains those functions relating to an option on the Initial Menu. Oftentimes, selecting a function from this menu leads to another submenu. The number of submenus increases as the activities of the function become more specialized. To view a submenu, select the option representing the function on the Initial Menu. Here is a sample submenu:

General Hospital Order Processing Processor	
Tue Sep 07, 2004 11:43 am	
Order Processing Input Options	
Option No.	Option
1	Patient Check-In
2	Order Management
3	Order Revision
4	Exam Request
5	Outside Transcription
6	Ordering Clinician Result Review Audit
7	Clinical Details Audit
8	Inactive Account Exam Check-In
9	Add/Edit Patient Allergies

Enter option number--

You can access a function from a submenu in the same manner as selecting an option from the Initial Menu. For example, if you select the option representing Order Management, then the system displays another submenu.

**NOTE:** You can also flow through menus by entering the desired options of the menus in the number-comma(,)-number format. For example, if you enter 2,2,2 at the base Initial Menu, then the system displays the first screen of the Cancel Exam Request function.

## Result Menu

Many functions use a result menu that has standardized information available. An entry through a result menu is put into the corresponding result screen. Keep in mind a result menu may contain less text than that contained within the file, as the screen may not be able to hold all the information. When building these screens, McKesson recommends that you do not build more than 28 results. If the file size is exceeded, you may notice unusual responses in Exam Data Entry when you access that menu.

See the following sample result menu.

```

General Hospital Exam Data Entry Processor
CI#: 67          CHEST          Tue May 12, 2009 02:51 pm
  No          Name          Sex  Birthdate  Room  Doctor          SRV  ICD  Status
012-2900001    DIEGO,DAN    M    01/01/60  ICU-01  JERDEN,ROY  SURGICA  10  IP 305

Diagnosis: 015.25-TB OF KNEE-HISTO DX
Reason   : R/O MASS          Result: ^Films Used

      FILM SIZE                      MAMM FILM SIZE

1) None                      13) 18 x 24 Mammo
2) 14 x 17                   14) 24 x 30 Mammo
3) 11 x 14
4) 10 x 12
5) 8 x 10
6) 9 x 9
7) 14 x 14
8) 7 x 17
9) 14 x 36
10) 18 x 24 Extremity
11) 24 x 30 Extremity
12) 105 Photospot

Enter film type option (`~~` to delete result) --

```

## System Menu Utilities

Following is a description of all system utilities, and not just those associated with the Edit Department Screen. Read carefully the function's prompt to become familiar with its options.

```

General Hospital Build Screen Processor
Screen:  xgrn4          Screen is NOT auto sorted Tue Sep 07, 2004 02:56 pm
      1      2      3      4      5      6      7
012345678901234567890123456789012345678901234567890123456789012345678
FILM SIZE                                MAMM FILM SIZE                                0
1) None                                13) 18 x 24 Mammo                                3
2) 14 x 17                            14) 24 x 30 Mammo                                4
3) 11 x 14                                5
4) 10 x 12                                6
5) 8 x 10                                7
6) 9 x 9                                8
7) 14 x 14                                9
8) 7 x 17                                0
9) 14 x 36                                1
10) 18 x 24 Extremity                    2
11) 24 x 30 Extremity                    3
12) 105 Photospot                        4
                                           5
                                           6
Enter (Blanks/Color/Delete/Edit/Headings/Insert/Move/Parms/Sort/Text)--

```

## ADD

To add a department to the list, enter **A**. The system displays a screen where you can add the department and screen names. See the following sample screen.

```
Screen is auto sorted      Tue Sep 07, 2004 10:31 am

( 1)Department Name:  CT Scanning
( 2)Screen Name      :  CT SCAN

Accept this screen? (Y/N)-- [Y]
```

## Field Explanations

### 1. DEPARTMENT NAME

This field contains the name of the department. Enter a partial spelling of the desired department, or enter an equal sign (=) to view all of the department names. If you want to view the entire listing, the system displays a screen similar to this:

```
Screen is auto sorted      Tue Sep 07, 2004 10:31 am

Department options:

( 1) Administration
( 2) Clerical
( 3) CT Scanning
( 4) Data Processing
( 5) Neurologist
( 6) Nuclear Medicine
( 7) Radiologist
( 8) Radiology
( 9) Special Procedures
(10) Ultrasound

Enter option number--
```

At the prompt, select the option representing the desired department. The system fills the following field with the screen name associated with the selected department name.

## 2. SCREEN NAME

This field contains the name that is displayed on the screen for this department. When you edit the Department Name, the system fills this field with the corresponding Screen Name entered during the build of the file. Enter the name to display on the screen.

After you add to or edit the department screen, the system displays the Verification Prompt. To accept the screen, press ENTER or enter **Y** for Yes; otherwise, enter **N** for No, and select the option corresponding to the field you want to edit.

Next, you have opportunity to add another department entry. To add another entry, enter **Y** for Yes; otherwise, enter **N** for No and return to the initial screen of this function.

## BLANKS

To insert or delete blank lines between the names displayed on the screen, enter **B**, then select the option representing the line before which a spacing change is to occur. For example, if you want to insert a blank between lines 1 and 2, press the **2** key. When you select the area in which a spacing change occurs, the system displays a screen similar to this:

Screen is auto sorted		Tue Sep 07, 2004 10:33 am	
1	2	3	4
012345678901234567890123456789012345678901234567890123456789012345678			
( 1) CT SCAN			0
( 2) DATA PROCESSING			1
			2
			3
			4
			5
			6
			7
			8
			9
			0
			1
			2
			3
			4
			5
			6

*There are 0 blank lines before number 2. Enter new number of blank lines--*

At this point, the system displays the number of blank lines separating the two pieces of text. Enter the number of blanks to be inserted within the screen, or enter a negative number representing the number of blanks to be eliminated. After making your edits, press the ENTER key twice to return to the first screen of the Edit Department Screen function.

## COLOR

To vary the display intensity, enter **C**. The system then displays a prompt regarding visual enhancements. See the following example.

*Enter color(s) to set (^D'im/^B'link/^R'everse/^U'nderline/^N'ormal) --*

At this point, you can do one of the following:

- To use dim lettering, enter **D**
- To use blinking characters, enter **B**
- To use reverse video characters, enter **R**
- To use underlining, enter **U**
- To eliminate an enhancement, enter **N**

Once you select the desired visual enhancement, the system displays a prompt similar to the following regarding the enhancement area:

*Enter column numbers for setting color (start[0] ',' stop[78])--*

At the above prompt, enter the number representing the column where the enhancement is to start followed by a comma (,) and the number of the column where the enhancement is to stop. Notice that the start and stop parameters have the corresponding minimum and maximum values, respectively. If you only enter one value, the system uses the default value for the missing parameter.

After you enter the columns, the system prompts you to enter the number of the line after which the enhancement is to begin. Entering a numeral causes the system to display the updated screen.

## DELETE

To delete a department from the screen, enter **D**. The system then prompts you for the department(s) to be eliminated:

*Enter number at which to begin delete [, ' number at which to end delete]--*

Enter the option number representing the beginning department. If you want to stop the deletion at a certain point, enter a comma (,) followed by the option representing the last department to be included within the deletion. For example, enter **5,7** to delete options 5, 6, and 7.

The system asks you to verify your intentions:

*Are you sure you want to delete from number 5 to number 7? (Y/N) --*

To delete the lines, enter **Y** for Yes. The system then displays the updated Department screen. Continue deleting, or press the ENTER key to exit the deletion mode; otherwise, enter **N** for No, and the system displays the previous prompt.

## EDIT

To edit the Department screen, enter **E**. The system then displays the Department screen. At this point, select the option representing the department you want to edit.

After you select the desired department, the system displays a screen containing the Department and Screen names. (The content of the screen varies according to function. When appropriate, see the Edit Security Levels function.) Now you can select the option representing the field you want to edit (see above for further information).

After you edit the information, the system prompts you to accept the screen. To accept the information, press ENTER or enter **Y** for Yes. To further edit the information, enter **N** for No.

Once you accept the edits, you can continue the editing process. To edit another department, enter the corresponding option. To exit the edit mode, press ENTER.

## HEADINGS

To insert, delete and modify the heading of a screen, enter **H**. The system then displays this screen:

Screen is auto sorted				Tue Sep 07, 2004 10:38 am	
#	Hor	Ver	Heading		
( 1)	10	5	DEPARTMENTS:		
( 2)	45	16	GENERAL		
Enter number to edit or 'A' to Add or 'D' to Delete--					

This sample screen contains the number of lines having text along with the number of the column (Horizontal) and the line (Vertical) on which the text is displayed. At this point, you can edit, add to or delete the text on the screen.



To edit the content of the screen, enter **E** followed by the option representing the line of text desired. To add to the screen, enter **A**. To delete a department from the screen, enter **D**.

*When you want to create or edit a department, the system prompts you to enter a column number. Enter the number of the column at which the text is to begin. You can enter text up to column 78; otherwise, press ENTER.*

Next the system prompts you to enter the line on which the heading begins. Enter text up to line 16, or press ENTER.

The system now prompts you to enter the heading to display on the Department screen. Enter up to 35 characters. Note the system does not erase old heading information from the screen during the edit mode but rather types over it. For example, if your old header was "Departments," and you add "Rooms" at the same column and line, the screen displays "Roomstments". You also have the ability to press ENTER to retain the original entry.

*When you want to delete a header from the screen, the system prompts you to select the option representing the heading to be deleted. After you select the heading, the system prompts you to confirm your choice for deletion:*

*Are you sure you want to delete heading 3? (Y/N) --*

In the sample prompt above, heading number three had been chosen for deletion. To delete the heading, enter **Y** for Yes; otherwise, enter **N** for No to select another heading.

After you edit, create or delete a header, the system prompts you with the updated Department screen. Press ENTER to exit the Headings mode.

## INSERT

To insert a security level into the displayed list, enter **I**. The system then prompts you to select the option before which the entry is displayed. For example, to insert a security level between options 2 and 3, enter **3**. To insert the entry at the end of the list, enter the word **END**.

After you enter the appropriate number or word, the system prompts you for the Screen Name, Security Name and Security Level (See the appropriate Field Explanations for further information). The system also displays the Verification Prompt. To edit the screen further, enter **N** for No. To accept the screen, press ENTER or enter **Y** for Yes.

Once you accept the screen, the system gives you opportunity to insert another entry. To continue in the Insert mode, enter **Y** for Yes; otherwise, enter **N** for No. Then press ENTER to exit the Insert mode.

## MOVE

To move a security level(s) to a different place(s) on the list, enter **M**. The system prompts you to enter the number(s) you want to move. To move definite sequential security levels, use the following format: First Level-comma(,)-Last Level.

The system then prompts you for the location where you want to move the level(s). Enter the number that follows the moved level. For example, to move a level before option 13, enter **13**. To move a level to the end of the list, enter **END**.

The system displays the updated screen of security levels. To continue in the Move mode, enter another option. To exit the Move mode, press ENTER, then the system displays the Security Level screen and its initial prompt.

## PARAMETERS

To edit the Department screen parameters, enter **P**. The system displays a screen similar to this containing the parameter information:

Screen is auto sorted		Tue Sep 07, 2004 10:40 am
( 1)Auto Sort	:	Yes
( 2)Number Format	:	(##)
( 3)Lines/Column	:	maximum available
( 4)# Heading Lines:	:	0
( 5) Column Posit:	:	
column #	label	text
1	0	1
Accept this screen? (Y/N) -- [Y]		

## Field Explanations

### 1. AUTO SORT

This field identifies whether the department entries sort alphabetically. To sort them alphabetically, enter **Y** for Yes; otherwise, enter **N** for No. Note this parameter is displayed at the top of the Department screen.

### 2. NUMBER FORMAT

This field displays the format in which the menu options' numbers appear on the screen. The system automatically displays the Number Format Options table. Select the option representing the desired format.

**3. LINES/COLUMN**

This field identifies the number of lines per column. To enter the maximum number of lines available for each column, press ENTER.

**4. NUMBER OF HEADING LINES**

This field identifies the number of lines available for the heading on each Department screen. You can enter up to 10 lines of text for each header.

**5. COLUMN POSITION**

This field shows the first column at which the screen begins. You can start the screen up to column 74 or press ENTER to accept the maximum. After you enter the column number, the system displays it under the word Label. Next, enter the spacing between the label and text or ENTER. The system then displays your entry under the word Text.

Now, the system prompts you to accept the parameters. To accept the information, press ENTER or enter Y for Yes. Otherwise, enter N for No to re-edit the fields.

Once you accept the content of the screen, the system displays the updated screen.

**SORT**

To place select security levels on the list in alphabetic order, or add a new screen description, enter **S**. Note this utility is not available for an auto-sorted screen.

The system prompts you to select the option(s) corresponding to the security levels to sort. To enter select sequential levels from the screen, use the First Number-comma(,)-Last Number format. To sort the entire list, enter ALL.

Once you enter your intention, the system displays the updated screen. To exit the Sort mode, press ENTER.

**TEXT**

To enter or modify descriptive text concerning the Department screen, or change the screen description that displays when this screen is printed, enter **T**.

The system displays the following prompt concerning the text for this screen:

*Enter (Edit/New/Delete) text or (Modify) description --*

To edit the text, enter **E**. To create the text, enter **A**. To delete the text, enter **D**. To modify the description, enter **M**.

When you want to add/edit text, the system displays a screen similar to this:

Description:		Screen is auto sorted	Tue Sep 07, 2004 10:42 am
	1	2	3
01	12345678901234567890123456789012345678901234567890123456789012345		
02	This is the Department Screen. It shows all of the departments in the		
03	Radiology department.		
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			
17			
F1	F2	F3	F4
Delete Line	Insert Line	Center	Exit
F5	F6	F7	F10
Store Line	Restore Line	Pack	Help

On this screen, you have the following utilities that use these function keys:

#### DELETE LINE

Using this key, you can delete a line of text. Keep in mind that the system erases the line, not a sentence. Place the cursor on the first word of the line to be erased. After the deletion, the text that had followed the line moves to the previous line.

#### INSERT LINE

Using this key, you can insert a blank line. Place the cursor on the line which follows the space.

#### CENTER

Using this key, you can center a line of text. Place the cursor on the first word to be centered.

#### EXIT

Using this key, you can exit the Text mode.

#### STORE LINE

Using this key, you can store a line within the system's memory. Use this key in connection with the RESTORE key. Place the cursor on the first word of the line to be copied.

#### RESTORE LINE

Through this utility, you can restore a line which has been stored in system memory. Used in conjunction with the STORE LINE key, with this key you can copy lines. Place the cursor where the line should be inserted. Note the restored line overwrites the information on the line at which it is being restored.

**PACK**

Using this key, you can eliminate the extra spaces between text. By placing the cursor on the line, the system squeezes or packs the words into bundles having one separating space between each word.

**SHIFT**

To shift the text in the same direction as the displayed arrow, place the prompt on the text to be moved. Press SHIFT and the respective arrow simultaneously. Doing so causes the text to move one space in the appropriate direction. Note the system eliminates the letters at the first and last columns of the line when you shift up to that point.

**DEL**

To delete the character to the left of the cursor, press the DELETE key. All characters to the right of the cursor shift one space to the left when you use this key.

**ERASE EOL**

To erase characters up to the end of the line, press the ERASE EOL key after positioning the cursor.

**HELP**

To gain access to other HELP keys, press the HELP key. The system then displays more function keys.

**TAB**

To tab along a line in ten-character groups, press the TAB key.

**HOME**

To move the cursor to the first column of the screen, to a few spaces past the last character on a line, to the first line of the column, or to the last line of the column, press the HOME key and the respective arrow key simultaneously.

**HOME HOME**

To place the cursor at the top left-hand corner of the screen, press the HOME key twice.

**ARROWS**

To move the cursor one space in a certain direction, press the appropriate arrow key.

**ENTER**

To move the cursor to the beginning of the next line, press the ENTER key.

**REPEAT**

To display the same character three times, press the REPT key and the appropriate character key simultaneously.

**ERASE PAGE**

To delete all lines on the screen, press the ERASE Page key.

After you exit the Textmode, the system prompts you to verify your changes. To accept the content of the screen, enter **Y** for Yes. Otherwise, enter **N** for No, and the system displays the Text prompt.

*When you want to modify the description displayed at the top of the screen, the system prompts you to enter the desired description. Enter up to 30 characters. The system then displays the Text prompt. To exit this prompt, press ENTER.*

After the system stores the Text prompt, it displays the Edit Department Screen. Continue with this function, or press ENTER to return to the Edit Employee Parameters menu.

Next the system builds the menu. Afterwards, it displays the following message concerning its activity:

*Filed!*

The message above designates the system has filed the newest form of the Security Levels screen.

---

## MOVE WITHIN MENUS

Use the following techniques to move within menus:

- Enter a period (.) to back out of the system menu by menu.
- Enter a pound sign (#) to return to the original sign-on menu from your current location.
- Enter a slash-period-slash (/./) to sign-off the system.

**NOTE:** If you are at the verification point within a results entry processor, the system backs you out of that activity and displays the Patient Identification Prompt.

- Enter a slash-period-option number (/.#) to leave the current processor and go into the processor corresponding to the option number (#).
- Enter a sequence of menu options separated by commas (#,#,#,n) to go directly to the last menu option (n) indicated in the path. This technique is useful once you become familiar with the system and know the desired sequence for it enables you to move through the system without stopping at the individual menus passed along the way.
- Enter a mnemonic equivalent of a function at a menu to go directly into that function. Note this is dependant on whether the mnemonic is defined within the Mnemonic Menu Options table.
- Enter a hyphen (-) at a menu to cause the system to display the Mnemonic Menu Options table from which you can select the function that you want to access. You can enter the first letter of the corresponding function followed by a hyphen (-) to see a partial list of corresponding mnemonic options.





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## Chapter 4 - INFORMATION ENTRY TECHNIQUES

ENTRY TECHNIQUES .....	4-3
Screen Layout .....	4-3
Prompt .....	4-4
Cursor .....	4-4
Enter/Press .....	4-4
Default Values .....	4-4
Invalid Format Message .....	4-5
Free-Text Fields .....	4-5
Period Key .....	4-5
Required Fields .....	4-5
Table Lookup .....	4-6
Verification Prompt .....	4-6
Patient Identification Process .....	4-7
Film Room Patient Identification .....	4-12
Table Selection Screens .....	4-13
City, State and ZIP Code Entry Techniques .....	4-14
Date Entry Techniques .....	4-15
Time Entry Techniques .....	4-16
Remove or Replace Results in Exam Data Entry .....	4-16
Produce Documentation .....	4-16
Printer Selection Screen .....	4-17
Help Text .....	4-17
PERFORMING MULTIPLE PROCESSES .....	4-19



## ENTRY TECHNIQUES

### Screen Layout

The CRT screen is the means by which you communicate with the STAR Radiology system. A screen may contain a menu, table, message, or a processor in which fields are required.

The top line of each screen contains the name of the processor currently in use. With the exception of the LIVE ID, the ID name and number is also on this top line. The second line contains the current date and time. If a menu is displayed, the third line usually contains the menu name. If you are performing a transaction on a particular patient, the third and fourth lines contain patient demographic information including:

- Unit #
- Name (patient name)
- Sex
- Birthdate
- Room (room/bed)
- Physician (attending physician)
- Svc (service)
- ICD (ICD indicator of 9, 10, or B, as explained in the table below)
- Status

The following table provides more information about the ICD indicator:

ICD Indicator	Information
9	Indicates the patient requires ICD-9 coding only. This applies to patients whose admission date is prior to the ICD-10 effective date for the United States. ICD-9 diagnosis processing, prompts, and diagnosis lists apply for these patients. ABN processing occurs on ICD-9 diagnoses.
10	Indicates the patient requires ICD-10 coding. The patient's date of admission was past the USA ICD-10 effective date. ABN processing occurs on ICD-10 diagnoses only.
B	Indicates the patient requires both ICD-9 and ICD-10 coding methods due to insurance plan, insurance carrier or financial class exceptions. ABN processing occurs on ICD-10 diagnoses only.

## Prompt

The prompt is the text in the reverse video band which appears at the bottom of each screen to assist you in performing system functions and indicates the information you should enter as well as the proper format in which the data should be entered.

The system displays prompts which reflect the function or field that you are currently accessing. For example, the system displays a prompt on the Initial Menu which is similar to the one below:

*Enter option number --*

## Cursor

The cursor on the screen identifies your current position on the screen. It signals the location where information you enter is displayed. Your cursor may be a flashing or non-flashing line or block which is displayed in reverse video. When appropriate, you can change your cursor type by pressing the Cursor Type key located in the upper-right corner of the keyboard. Continue to press the Cursor Type key until the desired cursor type is displayed.

## Enter/Press

Current documentation uses the words enter and press interchangeably to refer to the *pushing down* of the ENTER key. As you enter characters into the system, they are immediately displayed to the right of the prompt. When you press ENTER once, the system accepts the information entered at the prompt or, when appropriate, the content of the screen. The system then displays a prompt corresponding to the next step of the process.

## Default Values

Many prompts have associated default values. These values, usually appearing in brackets ([ ]), reduce the entry process by enabling you to press ENTER to accept the value rather than having to key-in a response.

In the following sample prompt, G is the default value:

*Print general(G) or detail(D) report? [G] --*

If you desire a general report, you have the option to enter **G** or press ENTER to accept the default value. By pressing ENTER, you are telling the system to accept, or default to, this value. Using default values reduces the amount of data you need to enter.

## Invalid Format Message

If you enter the characters at a prompt in an incorrect format, the system flashes an invalid format message below the prompt. See the sample message below:

*Invalid format for this field!*

When this message is displayed, the system erases your entry from its files. Reenter the characters using the proper format.

## Free-Text Fields

A free-text field is one in which you can enter any response. For example, the system accepts any entry made into the Comment field. At a prompt of this type, the system displays a vertical bar to signal the amount of characters that you can enter. Keep in mind that if you enter characters up to the vertical bar, you need not press ENTER; the system accepts your entry automatically.

Often times, the system cannot adequately fit all of your characters on the screen display, although it can store all of them in its memory. In this case, the system displays only the first few characters of your entry. When an entry may be truncated, the system displays a message to inform you of this possibility.

To edit a previous entry, enter two consecutive slashes (/). The system then moves the old information to the prompt for your edits. The right (->) and left (<-) arrow keys located to the left of the numeric pad move the cursor in the appropriate direction. The up arrow key enables you to insert spaces within the existing text while the down arrow key enables you to delete spaces. If you do not want to keep the existing response, press the ERASE EOL key; the system deletes the old entry enabling you to enter a new response.

## Period Key

If you decide NOT to enter information or select an option while in a screen, enter a period (.). The system then prompts you with the field selection prompt. If you are NOT located in a screen when you enter a period (.), the system displays the previous prompt which, in this case, enables you to back-out of the function step by step.

## Required Fields

Often times, the system requires that you enter a response for select fields. Throughout the Radiology documentation, these fields are referred to as required fields.

If you do not want to make an entry in a field of this nature and press ENTER, the system displays a message similar to the following:

*Error: Field Required!*

In addition, if you bypass a required field and attempt to accept the content of the screen (verification prompt), the system displays a message similar to the following:

*Field 4 is required! Continue editing? [Y] --*

In the previous example in which a response to a field is required, you can continue within the function by pressing ENTER or entering **Y** for Yes when appropriate. The system then displays the prompt for the required field. In the above example, the prompt assigned to field 4 is displayed. To exit the function **WITHOUT** keeping the entered information, enter **N** for No. The system erases the information before returning you to the appropriate menu.

## Table Lookup

Many system prompts include the table lookup feature, which displays a table of items after you enter a hyphen (-). Then you can select an item from the list. Whenever you enter a hyphen (-) to select from a list and the list is more than one screen in length, the system displays the following prompt:

*Enter choice-- next pg (/ or PG DN) Search (TAB)*

To page through the information, enter a slash (/) and press ENTER, or press the PAGE DOWN key.

To perform a search, press the TAB key to enter into Search mode. Enter a string of characters on which to search. The search always matches letter for letter starting in column one of the table display. Precede the search string with an asterisk (\*) to cause the search to look for the string anywhere in the display. The table driver finds the first entry that matches the string of characters.

To return to Select mode, press the TAB key again. Then you can enter the number of the entry you want to select.

## Verification Prompt

The system usually displays the verification prompt when you finish responding to the various prompts of a function. It also displays this common prompt after table entries and screen completion. The purpose of this prompt is to determine if your entries are complete and accurate or need further edits. The following is the verification prompt:

*Accept this screen? (Y/N/D) [Y] --*

To accept the content of the screen, press ENTER or enter **Y** for Yes. To delete the content from the screen, enter **D**. To edit the screen further, enter **N** for No, and the system displays the field selection prompt as shown below:

*Enter field number or '/' starting field number --*

At this point, you can chose to edit one field by entering the option corresponding to the desired field, or chose to move through each blank result field sequentially by entering a slash (/) immediately followed by the option corresponding to the first blank field.

**NOTE:** When you select an option from a table and do not change any of the screen information, the system displays the verification prompt in this manner:

*Delete? [N] --*

The system default is No but if you elect to delete the screen's content by entering **Y** for Yes, the system displays another verification prompt to confirm your choice to delete the information. If you enter **N** at the second verification prompt, the system saves the information; otherwise, as you enter **Y** at the previous prompt, the system deletes the data.

**WARNING:** It is vital that you enter a response at the verification prompt. If you enter a slash (/) to move on to the next page or action, the system does NOT store the entered information. You then have to reenter the information.

## Patient Identification Process

A variety of mechanisms exists for looking up a patient in the Master Patient Index (MPI). Usually, the system displays a prompt similar to the following patient lookup prompt:

*Enter `&`unit #, ``\*`account #, check-in or request # --  
name, `-'SS#, `%`name for soundex or '=' for [Lastname,Firstname M]*

When you enter a name to search for or use Soundex in Patient Inquiry or if you enter a partial or complete name in Exam Data Entry, a second prompt is displayed:

*Search entire MPI(M) or only Active(A) patients? [M] --*

You can search for active patients only by entering **A** or search the entire MPI by pressing ENTER.

**NOTE:** The Unit Number is permanently assigned to this patient.

At this point, you can identify the individual by one of the following methods. The method you select determines the screen sequence which follows. The less specific the method, such as patient name ALPHA SEARCH and Soundex, the more keystrokes required before the actual patient record is obtained.

- Enter an ampersand (&) followed by the unit number assigned to the patient. The Unit # is a permanently assigned number when the patient is firstadmitted to this facility. This number represents a record (can represent a Medical Records Unit Number) and is used for information reference only. The facility

identifier displays if the patient has been to an associated facility and the one being searched. The patient has a unique Unit # for each facility.

- Enter an asterisk (\*) followed by the account number assigned to the patient. The system then lists all accounts for this number from which you can select. The default is the most current account for that patient.
- Although the carat (^) is not displayed as an option in the Patient Identification prompt, you may access the patient by entering the carat followed directly by a valid exam request number.
- Enter the check-in number or exam request number assigned to the patient. The Check-In # is specific to Radiology patients. If the exam request or check-in number is not in the system for any facility or department, the system may display the following error messages:

*Request (number) not on file!*

*Check-in (number) not on file!*

*Request (number) canceled!*

- If the exam request or check-in number is in the system and the patient can be identified, but does not have a medical record number in the current facility, the system displays the following prompt:

*(patient name) has no unit number at (facility name)!*

- In a multi department environment, if you enter a Check-in number that does not apply to the current department, the system identifies the correct department to which the Check-in number belongs with the following error message:

*Check-in # [check-in number] is for [department name]!*

- Enter the patient's name in a Last,First (Space) Middle Initial format Complete as much of the patient's name as possible to ensure a more accurate search. You can enter only the last name or partial spelling of the last name followed by a hyphen (-). The system then searches for a match and displays the individuals having the same or similar name(s).

This screen contains the demographics associated with the patient: Facility code, unit number, complete patient name, date of birth, and age. At this point, select the option representing the desired patient.

The Name field on a search screen includes all names, even previously used names, that meet the search criteria. The Current Name field represents the name of record for that MPI entry and is displayed when the MPI search finds



a qualifying entry from a name previously used. A qualifying entry can include a woman's maiden name, if she has since married. For example, you might find SMITH,MARY, G whose current name is JONES,MARY G. If you were to select this entry, the MPI record selected would show JONES,MARY G.

If a nickname has previously been used and later corrected with the patient's complete name, you have the option to keep the nickname (or any previous name) on file. For example, if Mike Jones was the nickname originally entered, and then changed to Michael T. Jones, you could still search for Mike Jones and find his entry; however, the MPI search would show the current name as Michael T. Jones.

- Enter a hyphen (-) followed by the Social Security number of the patient. This is an optional MPI access method which is parameterized and may not be implemented at your hospital. The parameter is set during your hospital's initial installation. If this access method is turned off at your facility, the Social Security Number search option is not displayed in the patient lookup prompt.

If your facility is set up to allow a Social Security Number search, enter a hyphen (-) followed by the patient's Social Security Number. When you use this option, you must enter all nine digits of the number; however, hyphens (-) are not required. If hyphens are entered, the Social Security number must be formatted correctly, for example, 999-99-9999; otherwise, the following error occurs:

*Error: Invalid Format for this field*

When the Social Security Number entered is not in the MPI, the following message is displayed:

*Error: Patient's SS# is not on file! Please search by name.*

This message indicates that the patient's Social Security Number is not in the MPI, but the patient may have been entered without the correct Social Security Number. Use the name access method to determine this.

If the Social Security Number exists for just one patient, the patient is accessed immediately.

When more than one patient exists for the number entered, the system displays the Social Security Number entered next to the SS# Search prompt at the top of the screen. The system displays all patients with a matching Social Security Number using the same display format as the exact name and Soundex search.

**NOTE:** Display of the social security number may be masked or partially masked, depending on your facility's settings.

Do one of the following:

- Select a patient from this screen.
- To exit this screen and return to the patient lookup prompt, enter period (.) ENTER.
- Enter an exclamation point followed by the radiology-issued film number assigned to the patient. This option is not displayed in the patient lookup prompt. It is available only for hospitals having the Film Number Management feature active.
- Initiate a Soundex search if the correct spelling is unknown. This patient identification option only exists if designated in a parameter set during the initial installation of your system. Enter a percent sign (%) followed by an approximate spelling of the last name of the individual. For example, Meriwether is a patient's last name but several possible spellings exist. Enter a percent sign (%) followed by Merriweather, then indicate the sex of the patient. The system lists those patients having similar-sounding names (possibly of the same sex if one was specified). All associated people names spelled exactly like the name entered are displayed in bright reverse video.

The Soundex system used in the STAR Radiology system is a phonetic filing system which uses a code of letters and numbers to identify names. It is most useful for locating names in which there are numerous consonants. Soundex facilitates name searches by displaying similar sounding names together. A Soundex search reduces the risk of not finding a record and consequently duplicating an MPI entry because of misspelling since all like-sounding names are displayed in one group.

When you initiate a Soundex search, the database is searched, and all patients whose last names have the same Soundex code are displayed.

Since the STAR Radiology system does not allow any spaces or other punctuation in the last name field, names must be searched for in the same format in which they were entered into the system. For example, if a patient's last name is Von Der Lippe, it would have been condensed into Vonderlippe when entered; therefore, the Soundex search must be for the entire name in order to find a match.

Treatment of multiple names is the same. For example, Red Stone Face would become Redstoneface and Sun Yat So would become Sunyatso in the system; however, if the name were entered into the system differently, the search would be made accordingly. For example, if So were entered as the last name and Sunyat as the middle name.

Likewise, any hyphenated names would have been condensed by the system to remove the hyphens (-). For instance, if a name is Johnson-Mathis, the

system has recorded it as Johnsonmathis, and must search on the entire name to find a match. If the search is on Johnson or Mathis only, a match is not found.

For names beginning with St. (abbreviation for Saint), the STAR Radiology System removes the punctuation. For example, the name St. James becomes Stjames. The N sound in Saint is not known to the system.

Similarly spelled names are displayed in dim reverse video. Similar spelling is based on first letter and equal number of syllables. The patient lookup screen displays the facility to which the patient was admitted, the patient's unit number, name, birth date, age, and absolute last exam date (LED). If the patient has not had any radiology exams, the LED field is blank. You can set the LED Update parameter to update the LED field after every check-in or after both check-ins and folder activity.

- Enter an equal sign (=) for the current patient. Use this method when a patient has been selected and needs to be accessed consecutively for another purpose.

Here is a sample Patient lookup screen:

General Hospital Patient Inquiry Processor						
Tue Sep 07, 2004 01:49 pm						
Searching for: %SMIT						
Opt #	Fac	Unit #	Patient Name	Birthdate	Age	LED
( 1)	A	000102185	SMITH,JOHN F	01/31/86	18Y	02/14/04
( 2)	A	000102154	SCHMIDT,MIKE J	10/20/30	73Y	
Enter option number --						

Select the option representing the appropriate patient.

**NOTE:** Entering the name of the patient (partial or full) enables you to designate the sex of the patient for the search. The system displays all patient names beginning with the entered letters and of the indicated sex.

- At certain prompts which are set-up to accept bar code labels, simply wand the bar code on the label whenever the system requires the entry of accessible information. You need not enter a preceding symbol.

## Film Room Patient Identification

Most of the mechanisms that exist for looking up a patient in the Master Patient Index (MPI) also exist for patient identification in Film Room Management. The following patient lookup prompt is displayed for many Film Room functions:

*Enter chk-in #, '&'unit #, '\*'acct #, wand folder --  
name, '-'SS#, '%`name for soundex or '=' for [Lastname,Firstname M]*

If you enter a number without a prefix, the system treats it as a request or a check-in number. If a folder is wanded, only the patient is identified and not a folder for the following functions:

Cancel Film Request  
Exam Label Print  
Film Inquiry  
Film Number Management  
Film Request  
Folder ID Label Reprint  
Limit Folder Access  
Lost Film Management  
Overdue Notice Print, single notice, single patient  
Patient Folder Management  
Purge Folder

The following notes apply to entering request or check-in numbers and to wanding folder labels at the patient lookup prompt for patient identification in Film Room Management.

- If the exam request or check-in number is in the system and the patient can be identified, but does not have a medical record number in the current facility, the system displays the following message:  
  
*(patient name) has no unit number at (facility name)!*
- If the patient can be identified from the exam request or check-in number and has a medical record number in the current facility, the demographic header is displayed. Processing continues as though a valid medical record number were entered at the prompt.
- If the unit number is not in the MPI when the folder label is wanded:

*Patient not on file!*

- If the unit number is in the MPI when the folder label is wanded, but is not for the current facility:

*(Unit number) is for (facility name)!*

- For Film Transfer, Film Check In, Film Check Out, and Film Room Transfer, if a check in/exam label is wanded the patient is identified and further processing occurs based on the wanded input. The following error messages may appear:

*Request (number) not on file!*

*Request (number) is for (facility name)!*

*Check-in number is for (facility name)!*

*Patient not on file!*

*(Patient name) has no unit number at (current facility name)!*

- If the requested number was not checked in before it was canceled:

*Request (number) canceled!*

- If the requested number was checked in and then canceled:

*Check-in (number) canceled!*

- If the check-in number is valid, but the exam code is not:

*Invalid exam! Check-in has been revised!*

## Table Selection Screens

The system contains many table listings. These listings were constructed during the file building stage of system implementation. For tables, an unlimited number of screens can be displayed for a complete table. They can contain up to 999 options.

When the cursor is at a field associated with a table, the system displays a prompt similar to the one below although variations do exist:

*Enter table code --*

Enter the exact code or access the corresponding table. To view the table, enter a partial name followed by a hyphen (-) for an alpha lookup, or enter just a hyphen for a complete table lookup. Since many new users are not familiar with the description codes, it is more advantageous to perform an alpha lookup. Depending upon how the exam file is set up, tables are displayed automatically when a result field is accessed.

On a table prompt, the system prompts you to select the option(s) of the desired entry. See the following sample Exams table.

General Hospital Exam Request Processor								
Tue May 12, 2009 02:51 pm								
No	Name	Sex	Birthdate	Room	Doctor	SRV	ICD	Status
012-2900001	DIEGO,DAN	M	01/01/60	ICU-01	JERDEN,ROY	SURGICA	10	IP 305
1 Opt Code		Description		Ordering				Diagnosis
-> (1) 2204		FEET-AP		100.222				ANGINA
Page:01								
Exams								
( 1) ABDOMEN DECUBITUS ONLY				(10) ABDOMEN SCAN WITH CONTRAST-CT				
( 2) ABDOMEN FLAT KUB				(11) ABDOMEN SCAN WITHOUT CONT-CT				
( 3) ABDOMEN PORTABLE				(12) ABDOMINAL AORTA-SONOGARM-US				
( 4) ABDOMEN FLAT AND UPRIGHT-R				(13) ABDOMINAL-AORTA-SONOGRAM-US				
( 5) ABDOMEN FLAT PLATE-R				(14) ACROMIO-CLAVICULAR JOINTS-R				
( 6) ABDOMEN GENERAL				(15) ADDITIONAL EXAM FILMS-R				
( 7) ABDOMEN REGULAR				(16) ADDITIONAL FILMS HIP NAIL-R				
( 8) ABDOMEN SCAN PARTIAL-CT				(17) ADRENAL BILATERAL SELECTIVE-SP				
( 9) ABDOMEN SCAN W/WO CONTRAST-CT				(18) ADRENAL UNILATERAL SELECTIVE-SP				
Enter exam option --								
next page(/)								

At the Exams screen above, select the option representing the desired exam.

Frequently, a listing contains numerous pages. Enter a slash (/) to view the next page of listings. To view the previous page of information, you can enter a slash (/) immediately following by **P**.

If the system gives you opportunity to select multiple items from a table, the system displays the current choice options in reverse video for easy reference. To eliminate a current option from your entry, press the hyphen (-) key followed by the option of the undesirable entry. The system then displays the corresponding option in regular type.

To select multiple options from a table, use the number-comma(,)-number format. For example, to select options 1 and 6, enter **1,6**. To enter a range of options, use the number-hyphen(-)-number format. For example, to enter options 2 to 8, enter **2-8**.

In some cases, the desired code or description may not be found in the table. Some functions offer you the capacity to enter a hyphen (-) to enter a free-text entry. When you press ENTER, the system displays the override description. If overrides occur frequently, you may choose to extend the existing table entries. Keep in mind that if you attempt to enter an override where one is not allowed, the system displays a corresponding error message. Note that free-text entries often limit the accuracy of reports as noted in the appropriate applications.

## City, State and ZIP Code Entry Techniques

When the system displays a prompt requiring a city, state or ZIP code entry, you can usually enter a free-text response following the standard entry method or a hyphen (-)

to select from the corresponding table. Note that if you select the desired city from a table, the system automatically fills in the State and ZIP code fields. Keep in mind that you can edit the two fields if desired.

The STAR Radiology System accepts three ZIP code formats. At the appropriate prompt, you can enter a five or nine-digit ZIP code, or enter a six-character Canadian postal code such as M5Q 4R5.

## Date Entry Techniques

You can enter a date using one of the following methods:

<b>February 2, 2004</b>	Enter complete month, day, and year.
<b>Feb 2, 2004</b>	Abbreviate the month.
<b>2/2/2004</b>	Use a number to represent the month.
<b>2/2/04</b>	Abbreviate the year. The system assumes the current century.
<b>2/2</b>	Specify the month and day. The system assumes the current year.
<b>020204</b>	Without slash marks, use two digits to enter each part of the date.
<b>T, T+1, T-1</b>	Enter T, and the system assumes the current date (Today). When adding a Plus (+) or Minus (-) sign followed by the number of days, the system assumes the current date plus/minus that number of days.

**NOTE:** Some date entry fields in STAR allow entry of a 2-digit year. When dates are entered for a 2-digit year, STAR uses the following logic for determining the century:

- for years 00 through 30 inclusive, the system defaults to the 21st century (20XX).
- for years 31 through 99 inclusive, the system defaults to the 20th century (19XX).

For example, the system interprets a year date of 55 as 1955 and a date of 04 as 2004.

## Time Entry Techniques

You can enter a time using one of the following methods:

<b>1:24P</b>	Enter the hour-colon:-minutes then specify AM or PM.
<b>1A or 1P</b>	Enter the hour then specify AM or PM.
<b>1300</b>	Enter hour and minute in military time. With this format, you must enter both hours and minutes.
<b>N, N+1, N-1</b>	Enter N, and the system assumes the current time (Now). When you add a Plus (+) or Minus (-) sign followed by a number of minutes, the system assumes the current time plus/minus that number of minutes.

**NOTE:** When entering both the date and time in the same entry, proceed with the date first, followed by a blank space, then the time. For example, 2/14/ 5P.

If you want to enter both the current date and time at a prompt, you can enter **N** for Now; the system assumes **T** for Today.

## Remove or Replace Results in Exam Data Entry

If you need to remove or replace current data, enter two tilde characters (~) and accept the screen. Otherwise, the current data is not removed properly from the system.

## Produce Documentation

In some cases, the STAR Radiology System gives you the chance to create printed output. In this situation, the system displays a prompt similar to the one below:

*Hardcopy? [N] --*

At this point, you can observe the information from a screen display or print a copy on paper. To view the information, press ENTER or enter **N** for No. The system immediately displays the information on the screen; no paper is used.

To print the information on paper, enter **Y** for Yes. The system does one of two things:

- The system prints the documentation at a default printer assigned to the function; a printer matrix is not displayed.
- The system displays a Printer Selection screen similar to this screen.



## PRINTER SELECTION SCREEN

This screen may appear at the end of those functions that contain printed output:

```
General Hospital Mailing Label Print Processor

Default FILM ROOM MAILING LABELS printer
3RD FLR PRTR RM (EAST) (port # 2)

Alternate Printers
( 1) Port # 200 - 3RD FLR PRTR RM (EAST) (4433)

Enter option number of alternate printer [Default printer] --
```

In this situation, you can select any of the listed printers for the documentation. A default printer is assigned to the function; it is shown on the screen without a corresponding option. To print the information at the designated location, press the ENTER key. To select an alternate printer assigned to the function, enter the corresponding option.

## Help Text

Another user-friendly feature of the STAR Radiology System is the HELP Text utility. HELP Text is on-the-screen documentation consisting of explanations and instructions on how to complete various system transactions. Building and maintaining HELP Text is entirely the responsibility of your Radiology department. Once built, HELP Text is accessed by entry of a question mark (?) at any menu, submenu, screen or field.

HELP Text assists in rapidly educating users in addition to increasing the productivity of personnel interacting with the STAR Radiology System. By modifying the text to reflect changes in department-specific procedures, HELP Text provides Radiology departments with a dynamic training and on-line reference tool.

Except for the sign-on HELP Text screen, the Radiology system is not equipped with any on-line HELP Text. This is because the menus, functions and screens are adequately explained by the prompt. However, your Radiology department can add HELP Text to provide additional information to the technologist or to specify radiology policies and procedures in completing the functions.

You can maintain HELP Text at any time via the Maintenance Functions. HELP Text modification is usually restricted to the System Manager or section coordinator security level as are other Maintenance Functions.

The sign-on HELP Text screen, accessed by entry of a question mark (?) at the sign-on prompt, is provided as part of the base system. This screen can be edited by the Radiology department through the Employee Data Maintenance processors. To exit any HELP Text screen, press ENTER, and the system displays the previous prompt.

If no HELP Text exists for the particular option or function, the system displays the following message:

*No Help Exists!!!*

In the situation just described, press ENTER to return to the previous prompt.

## PERFORMING MULTIPLE PROCESSES

If you are using STAR on an IBM-compatible personal computer running McKesson's WEM product, version 2.01 or later, and are running on a UNIX platform, you can simultaneously run an additional process from your workstation using the *function branching* feature.

Using this feature, you can *branch* from one system process, even from the middle of an entry to a system prompt in that process, to another system process. The system freezes everything in the function from which you initiated the branch, so that when you exit the branched function the system returns you to the initial process. Any field entries you had made before the branch are still in place. In fact, if you were in the process of typing an entry to a field, the portion of the entry you had typed remains; you can finish typing the entry and press ENTER as usual.

**NOTE:** Function branching is not available during the following processes:

- Menus
- Tables, such as STAR Radiology Maintenance Functions
- Help and print screens
- Up/downloads
- File/report WEMGraph
- External programs such as MultiSTAR backups and STAR Pharmacy MICROMEDEX Interface

To branch to another process from a STAR system screen, press CTRL-G. If you attempt to branch to another level, the following error message is displayed:

*Number of branch levels (Max n) has been exceeded.*

If there are not enough jobs available for this function branch, the following error message is displayed:

*Insufficient job resources for this function branch. Please retry later.*

If you have function keys set up for mnemonics on your system, the system displays a menu of function keys for mnemonics on your system. If you do not have function keys set up for mnemonics on your system, this menu is not displayed.

The system displays the following prompt:

*Enter mnemonic, `` to list or press function key--*

From this prompt, you can branch to any function or menu for which you have created a mnemonic by:

- entering the mnemonic code
- entering a hyphen (-) to display and select from a list of mnemonics
- pressing the function key assigned to the desired mnemonic

When you identify the mnemonic for the process to which you want to branch, the system displays the first screen of the function or menu, as appropriate. The system continues to display the function branch level number, 1.

When you exit level 1, the system removes the function branch level number display and returns to the originating function.

---

# Chapter 5 - USER PREFERENCES

INTRODUCTION.....	5-3
Using Menus .....	5-4
Using Mnemonics.....	5-6
Using a Known Mnemonic.....	5-7
Looking Up and Using a Mnemonic .....	5-8
Creating a New Mnemonic .....	5-8
MENUS AND MNEMONICS FUNCTIONS .....	5-12
Accessing the Menu and Mnemonic Functions Processor.....	5-12
Menu and Mnemonic Parameters .....	5-15
Mnemonic Assignment .....	5-16
If No User Types Have Been Assigned .....	5-18
If User Types Have Been Assigned .....	5-18
If No Security Level Has Been Assigned.....	5-19
If A Security Level Has Been Assigned .....	5-21
Mnemonic Maintenance .....	5-22
Deleting A Mnemonic .....	5-23
View Boxed Menus.....	5-24
Mnemonics Report .....	5-25
MNEMONICS WORKSHEETS .....	5-28
MENU AND MNEMONICS CONSIDERATIONS .....	5-30
STAR Radiology Mnemonic Considerations .....	5-30
FUNCTION KEY DEFINITION .....	5-31
MENU TYPE SELECTION .....	5-33
CRT COLOR SELECTION.....	5-34
CRT Color Selection - Color DG Terminals.....	5-34
D430C Terminals .....	5-35
Editing Processor Colors .....	5-35
Testing Processor Colors .....	5-37
Test Menu Colors .....	5-37
Test Screen Colors.....	5-38
Resetting Color Settings.....	5-38
D220 and D230C Terminals.....	5-40
Editing color settings .....	5-40
Testing color settings.....	5-42
Resetting color defaults .....	5-43

**Illustrations**

Figure 5.1 Mnemonics Report.....5-27

## INTRODUCTION

This chapter contains information about user preferences such as setting up and maintaining menus and mnemonics, assigning function keys, selecting menu types, and selecting CRT colors.

When you access the User Preferences option, the system displays the following screen:

General Hospital User Preferences Processor	
Mon May 24, 2004 08:20 am	
User Preferences Input Options	
Option No.	Option
1	Menu and Mnemonic Functions
2	Function Key Definition
3	Menu Type Selection
4	CRT Color Selection
5	Windows Word Processing User Preferences
6	Download Windows Word Processor Macros
7	Information Windows Administration
8	Information Windows Preference
9	Select Alternate STAR Environment
10	STAR ONLINE Support Access Administration

Enter option number--

On the User Preferences menu you can access the following functions for setting up user preferences:

- **Menu and Mnemonic Functions**, which you use to set up and maintain menus and mnemonics. For more information, see [“MENUS AND MNEMONICS FUNCTIONS” on page 5-12.](#)
- **Function Key Definition**, which you use to assign and change the function key assignments for your mnemonics. For more information, see [“FUNCTION KEY DEFINITION” on page 5-31.](#)
- **Menu Type Selection**, which you use to select the menu type you want displayed on your STAR terminal. For more information, see [“MENU TYPE SELECTION” on page 5-33.](#)
- **CRT Color Selection**, which you use to maintain the colors and attributes displayed on your color terminal. For more information, see [“CRT COLOR SELECTION” on page 5-34.](#)

**NOTE:** For information about the Microsoft® Windows® Word Processing functions available on the User Preferences menu, see the *STAR Navigator User's Guide*.

For information about the Select Alternate STAR Environment function, see the *ALLSTAR Signon User's Guide*.

STAR Radiology does not use Information Windows nor STAR ONLINE Support Access functions.

## Using Menus

McKesson's STAR line of computer products is a menu-driven system, meaning that you navigate to functions by selecting options from menu screens. Menu screens are system displays consisting of a list of functions and submenus that you can access. Many menu screens display a prompt at the bottom of the screen that you use to identify the menu option you want. When you select an option from the menu, the system either displays the first prompt or screen of a function or an additional menu of selections.

You can bypass menus and go directly to a STAR function or menu by using a mnemonic. When you enter a mnemonic code in a menu screen, the system displays the first prompt or screen of the function or the menu linked to that mnemonic. By linking the mnemonics you use most often to the function keys on your keyboard, you can navigate directly to a function with just a keystroke. When you exit the function, the system returns you to your initial menu (the first menu you see when you sign on to the system).

The system enables you to select from two different types of menus, depending on the terminal you typically use to access STAR functions. Set this menu type according to your system ID, so that the same menu type is displayed for you on any STAR terminal. The two menu types are host-based menus and boxed menus.



- **Host-based menus** (also called Original Menus), which display only the text elements of the menu, without any graphic element other than a line under the menu header. The following is an example of a host-based menu:

```

      General Hospital Initial STAR Patient Care Menu Processor
                                Tue Sep 07, 2004 11:58 am
Initial STAR Patient Care Menu Input Options

      Option No.  Option
      -----
          1      System Management
          2      Tables
          3      Service Item Maintenance
          4      Location File Maintenance
          5      Print Labels
          6      Charge/Credit/Inquiry/Auto
          7      Name Inquiry
          8      Census
          9      Bulletin Board
         10      Load Patient
         11      Send Message
         12      Revise Patient Nursing
         13      Statistical Reports

Enter option number--

```

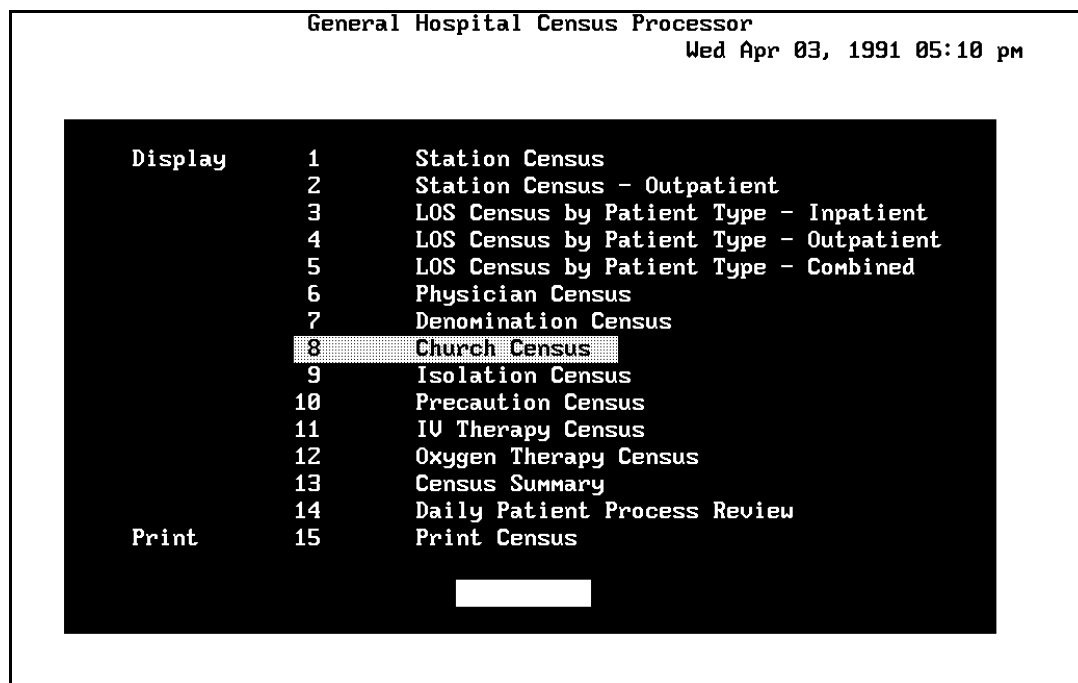
If you are using host-based menus (original menus), you select an option from the menu by entering the option number at the prompt at the bottom of the menu and pressing the ENTER key. The system then displays the first prompt or screen of the selected function or a submenu.

To exit from a menu and return to the preceding menu or prompt, press ENTER or press period (.) and the ENTER key.

- **Boxed menus** display the menu options enclosed in a box. If you are using boxed menus, select an option from the menu using one of the following methods:

Method	Result
Option Number Entry	As with host-based menus, you can enter the number of the desired option in response to the prompt at the bottom of the menu and press ENTER. The system then displays the first prompt or screen of the selected function or a submenu.
Highlight And Select Entry	When the system displays a boxed menu, the first option on the menu is displayed in a reverse (darkened letters on a lit background) bar. This reverse bar indicates that this option is highlighted. You can move this bar up and down on the menu, changing the highlighted option, using the up arrow and down arrow keys on your keyboard. Once you highlight the desired option, you can select it by pressing the ENTER key.

The following is an example of a boxed menu:



To exit from a boxed menu and return to the preceding menu or prompt, press the period (.) key followed by the ENTER key. Note that you cannot exit from a boxed menu by pressing only the ENTER key, as you can with host-based menus, since this selects the currently highlighted menu option.

## Using Mnemonics

The mnemonics feature offers you a fast, easy way to access the functions you use most often. By entering a mnemonic code to a menu screen, you command the system to directly access the function linked to that mnemonic code. The system then either displays the first screen, prompt or menu of that function, or prompts you for any information the system needs to have before the function can be processed. You can also assign mnemonic codes to each of the first 10 function keys on your keyboard, enabling you to navigate directly to the functions you use most with just a keystroke.

The system stores mnemonics by the type of system user, so that similar users have access to the same mnemonics. In this way, admitting clerks would use a mnemonic to access the Admit Patient function in the STAR Patient Care system, while laboratory department secretaries would be more likely to use a mnemonic to access the Patient Inquiry function in the STAR Laboratory system. Authorized personnel can add mnemonics as needed, using the procedures discussed in the Creating a New Mnemonic subsection.

The system enables each user to define the links between their function keys and mnemonics. This allows one admitting clerk to use the F1 key to access the Admit

Patient function, while another uses the F10 key to access the same function. The procedure used to define this link is discussed in Function Key Definition. For more information, see [“FUNCTION KEY DEFINITION” on page 5-31](#).

When you exit from a function you accessed using a mnemonic, the system returns you to your initial menu. This is the menu that is displayed when you first sign on.

**NOTE:** In the STAR Laboratory product, when you exit a mnemonic the system returns you to the main menu if you have main menu return.

## USING A KNOWN MNEMONIC

To use a mnemonic to access a function, enter the mnemonic code or press the function key linked to the mnemonic. Remember that you can only use a mnemonic from a menu screen.

When you press ENTER after typing the mnemonic, or when you press the appropriate function key, the system begins to access the function linked to the mnemonic. If this function needs pre-processing information that you would typically define in accessing it using menus, the system displays any prompt(s) needed to identify this information. Otherwise, the system displays the first screen, prompt or menu of the function. If the mnemonic does not exist, the system displays the following prompt:

*Invalid mnemonic!*

If a security level is required to access the mnemonic, the system displays the following prompt:

*Enter ID code --*

To access the mnemonic, enter the authorizing ID code. The system then prompts you to enter the authorizing secret code. If the ID code does not meet or exceed the minimum security level required for the function, the system displays the following prompt:

*Not authorized for this function!*

The system then returns you to the menu where you originally entered the mnemonic code.

Mnemonic authorization is established using the Mnemonic Assignment function: for more information, see [“Mnemonic Assignment” on page 5-16](#). Functions for which mnemonics cannot be assigned are listed in the Menu and Mnemonics Considerations subsection.

## LOOKING UP AND USING A MNEMONIC

If you do not know the mnemonic code you want to use, you can display a list of mnemonic codes available to you and select one to use. To display the mnemonic list, enter a hyphen (-) in response to the prompt at the bottom of the menu.

The mnemonic list displays the mnemonic code and the name of the function accessed by it. This list includes all mnemonic codes available for your user type. An asterisk (\*) precedes all mnemonics that you cannot use due to security level. Select the desired mnemonic using the technique appropriate to the menu type you are using, as discussed in the Using Menus subsection.

If there are more mnemonics than can be displayed on the screen, the system displays one of the following messages, depending on the menu type you are using:

- **If you are using boxed menus**, the system displays *...more* in the bottom right corner of the mnemonic list. This message is displayed on all but the last screen of mnemonics.
- **If you are using host-based menus**, the system displays *next page (/)* centered at the bottom of the first screen of the mnemonic list. On subsequent screens, the message *next page (/) previous page (/P)* is displayed. On the last screen of the list, the message *previous page (/P)* is displayed.

To view the next screen of mnemonics, enter a slash (/). Enter a slash (/) followed by P to display the preceding screen of options.

If you know the first letter(s) of the mnemonic description, you can display and select from a partial list of mnemonics. To do this, enter one or more of the first letters of the mnemonic description, followed by a hyphen (-). The system displays the mnemonic list, which now shows only those mnemonics whose descriptions start with the letter(s) entered. You can select from this list and display multiple pages of the list using the techniques explained above.

## CREATING A NEW MNEMONIC

In order to create a new mnemonic and make it available in the system, you must perform the following steps:

1. Create the mnemonic. An appropriate user can create a mnemonic from any system menu. Only system users identified in the Employee Mnemonic Build Access field of the Menu and Mnemonic Parameters function can create new mnemonics. For more information on this parameter, see the definition of the Employee Mnemonic Build Access field in the Menu and Mnemonic Parameters subsection.
2. Assign the mnemonic. A mnemonic is not available for use by any user type until it has been assigned to that user type. You do this using the Mnemonic Assignment

function: for more information, see [“Mnemonic Assignment” on page 5-16](#). Note that you cannot access this function unless you have been assigned access in the Employee Mnemonic Assignment Access field of the Menu and Mnemonic Parameters Processor: for more information, see the Employee Mnemonic Assignment Access field in the Menu and Mnemonic Parameters subsection.

3. Optionally, you may want to link the new mnemonic to a function key. You can do this during the mnemonic creation process, as explained below, or by using the Function Key Definitions function ([“FUNCTION KEY DEFINITION” on page 5-31](#)).

This section discusses only the first step of this process, creating the mnemonic. For information on the other steps, see the cross-references above.

If you are a user to whom mnemonic build access has been granted, you can create or edit a mnemonic from any menu in a STAR product. These steps differ slightly depending upon which menu type you use at your terminal.

**If you are using host-based or boxed menus you can:**

1. Display on your terminal the menu containing the function that you want to access using a mnemonic.
2. Enter an asterisk (\*), followed by the option number of the function on the menu.

**If you are using boxed menus you can also:**

1. Display on your terminal the menu containing the function that you want to access using a mnemonic.
2. Move the highlight bar down to highlight the desired function.
3. Enter an asterisk (\*).

**NOTE:** If the highlight bar is not over the desired function, you can also enter an asterisk (\*) followed by the option number of the function for which you want to create a mnemonic. This is similar to the method used to define mnemonics for host-based and boxed menus.

The system then displays the following screen:

General Hospital Mnemonic Build Processor	
Tue Sep 07, 2004 10:15 am	
( 1)Option Number	: 1
( 2)Option Description	: Financial Item Master
Mnemonic Definition	
( 3)Mnemonic Code	:
( 4)Mnemonic Description	:
( 5)Default Security Level	:
( 6)Edit ID	:
( 7)Edit Date	:
Enter mnemonic code--	

## Field Explanations

### 1. OPTION NUMBER (DISPLAY ONLY)

This field displays the option number of the function or menu accessed using this mnemonic. This is the number you would enter to the menu to access this function or menu manually.

### 2. OPTION DESCRIPTION (DISPLAY ONLY)

This field displays the name of the function or menu accessed using this mnemonic.

## Mnemonic Definition

### 3. MNEMONIC CODE (10-C-R)

This field contains the code used to invoke this mnemonic at a STAR menu. This code should be long enough to allow the user to easily recognize the function it accesses, yet short enough to minimize keystrokes.

### 4. MNEMONIC DESCRIPTION (40-C-R)

This field contains a description of the mnemonic. The system defaults to the function name as it is displayed on the menu. Press ENTER to use the function name, or enter another name if desired.

### 5. DEFAULT SECURITY LEVEL (TABLE LOOKUP)

This field contains the minimum security level required for the type of user to access the mnemonic.

The security level displayed in this field is used as a default security level for this mnemonic for all user types. You can override this security level by establishing a specific security level for a user type, as explained in the Mnemonic Assignment subsection.

**NOTE:** If an asterisk (\*) is displayed next to this field, the minimum security level has been set by McKesson and cannot be changed.

#### 6. EDIT ID (DISPLAY ONLY)

This field contains the name of the user who last modified the mnemonic.

#### 7. EDIT DATE (DISPLAY ONLY)

This field contains the date on which the mnemonic was last modified.

If you have been granted mnemonic assignment access (i.e., you have been identified in the Employee Mnemonic Assignment Access field of the Menu and Mnemonic Parameters processor), when you complete and accept the mnemonic, the system displays the following prompt:

*Update user type assignments? (Y/N) [Y]--*

Enter **Y** or press ENTER to access the Mnemonic Assignment Processor and assign the mnemonic to one or more user types. See [“Mnemonic Assignment” on page 5-16](#) for more information on this function. Enter **N** in response to this prompt if you do not want to assign user types to this mnemonic at this time.

When you finish assigning user types, or if you enter **N**, the system displays the following prompt:

*Update function keys? (Y/N) [N]--*

Enter **Y** to access the Function Key Definition processor and edit your function key assignments. For more information on the Function Key Definition processor, see [“FUNCTION KEY DEFINITION” on page 5-31](#). Enter **N** or press ENTER to maintain the current function key definitions.

When you exit this function, the system returns you to the menu from which you accessed the Mnemonic Build Processor.

## MENUS AND MNEMONICS FUNCTIONS

You establish and maintain guidelines for both menus and mnemonics using the options on the Menu and Mnemonic Functions menu, shown below:

General Hospital Menu and Mnemonic Functions Processor	
Tue Sep 07, 2004 11:18 am	
Menu and Mnemonic Functions Input Options	
Option No.	Option
1	Menu and Mnemonic Parameters
2	Mnemonic Assignment
3	Mnemonic Maintenance
4	View Boxed Menus
5	Mnemonics Report

Enter option number--

### Accessing the Menu and Mnemonic Functions Processor

You access the Menu and Mnemonic Functions processor differently according to the STAR system you are using. The steps below show how a system administrator can access the Menu and Mnemonics Functions processor for each STAR system.

#### STAR Laboratory:

1. Choose Maintenance Functions.
2. From the Maintenance Functions processor, choose Maintenance - User Preferences.
3. From the Maintenance - User Preferences processor, choose Menu and Mnemonic Functions.
4. The system displays the Menu and Mnemonic Functions processor.

#### STAR Patient Care:

1. Choose System Management.
2. From the System Management processor, choose User Preferences Functions.
3. From the User Preferences processor, choose Menu and Mnemonic Functions.



4. The system displays the Menu and Mnemonic Functions processor.

**STAR Pharmacy:**

1. Choose System Management.
2. From the System Management processor, choose System Management - Pharmacy.
3. From the System Management processor, choose User Preferences Functions.
4. From the User Preferences processor, choose Menu and Mnemonic Functions.
5. The system displays the Menu and Mnemonic Functions processor.

**STAR Radiology:**

1. Choose Maintenance Functions.
2. From the Maintenance Functions processor, choose User Preferences.
3. From the User Preferences processor, choose Menu and Mnemonic Functions.
4. The system displays the Menu and Mnemonic Functions processor.

**STAR General Accounting:**

1. Choose System Management.
2. From the System Management processor, choose User Preferences Functions.
3. From the User Preferences processor, choose Menu and Mnemonic Functions.
4. The system displays the Menu and Mnemonic Functions processor.

**STAR Patient Accounting:**

1. Choose Financial System Management.
2. From the Financial System Management processor, choose User Preferences Functions.
3. From the User Preferences processor, choose Menu and Mnemonic Functions.
4. The system displays the Menu and Mnemonic Functions processor.

You use the Menu and Mnemonic Functions processor to access the following functions:

- **Menu and Mnemonic Parameters**, which you use to set and change access and availability parameters for menu types and mnemonics. This function is only available to system managers. For more information, see [“Menu and Mnemonic Parameters” on page 5-15](#).
- **Mnemonic Assignment**, which you use to maintain the availability of selected mnemonics by user type. This function is only available to system managers. For more information, see [“Mnemonic Assignment” on page 5-16](#).
- **Mnemonic Maintenance**, which you use to edit mnemonic codes, descriptions and security levels. This function is only available to system managers. For more information, see [“Mnemonic Maintenance” on page 5-22](#).
- **View Boxed Menus**, which you use to display selected boxed menus. This function is only available to system managers. For more information, see [“View Boxed Menus” on page 5-24](#).
- **Mnemonics Report**, which you use to create a report about your mnemonics. This function is only available to system managers. For more information, see [“Mnemonics Report” on page 5-25](#).

## Menu and Mnemonic Parameters

You use the Menu and Mnemonic Parameters processor to establish and maintain access and availability parameters for menu types and mnemonics. This function determines whether boxed and PC-based menu types are available for use, identifies the applications with which mnemonics are available and determines to whom mnemonic build and mnemonic assignment access is permitted.

When you select the Menus and Mnemonics Parameters processor, the system displays the following screen:

```

                                General Hospital Menu and Mnemonic Parameters Processor
                                Tue Sep 07, 2004 09:56 am

1 Boxed Menus                      2 PC Based Menus
  Available                        Available
3 Applications With Mnemonic Build Access
  See Table
4 Employee Mnemonic Build Access    5 Employee Mnemonic Assignment Access
  System Managers Only              System Managers Only

Enter field number or '/' starting field number--
```

**NOTE:** The first three fields of this screen are controlled by McKesson.

### Field Explanations

#### 4. MNEMONIC BUILD ACCESS (1-A-Y)

This field determines the employees that can create mnemonics. The field initially displays either System Managers Only or See Table.

If mnemonic build access is limited to system managers, when you access this field the system displays the following prompt:

*Add employees who may build mnemonics? (Y/N) --*

Enter **N** if you do not want to enable additional employees to build mnemonics. Enter **Y** to give additional employees the ability to build mnemonics, and the system prompts you to identify the individual employee(s) being granted mnemonic build access. After you finish identifying the employee(s) being granted access, this field displays See

Table. The system displays this table when you access this field, allowing you to maintain this employee list as desired.

#### **5. SECURITY FOR MNEMONIC ASSIGNMENTS (1-A-Y)**

This field determines the employees who can access the Mnemonic Assignment function, which is used to assign mnemonics to other types of users. The field initially displays either System Managers Only or See Table.

If Mnemonic Assignment access is limited to system managers, when you access this field the system displays the following prompt:

*Add employees who may assign mnemonics? (Y/N) --*

Enter **N** if you do not want to enable additional employees to assign mnemonics. Enter **Y** to give additional employees the ability to assign mnemonics, and the system prompts you to identify the individual employee(s) being granted mnemonic assignment access. After you finish identifying the employee(s) being granted access, this field displays See Table. The system displays this table when you access this field, allowing you to maintain this employee list as desired.

## **Mnemonic Assignment**

You use the Mnemonic Assignment processor to create and maintain assignment of mnemonics to users. Whether you have access to a mnemonic depends on two factors:

- The type of user you are classified as on the system
- Your security level

This function determines the type of user that can access a particular mnemonic, first by assigning the types of users that can use the mnemonic then, if desired, by setting a minimum security level for access to the mnemonic. In this way, only appropriate types of users with the minimum security level or above can access the mnemonic.

**NOTE:** For information on creating a mnemonic, see [“Creating a New Mnemonic” on page 5-8](#).

When you access the Mnemonic Assignment function, the system displays the following prompt:

*Enter the mnemonic code or partial name '-' --*

Enter the code for the mnemonic that you want to enable or disable access for a type of user or security level. Use a hyphen (-) to display and select from a list of mnemonics for the STAR system.

When you identify the mnemonic, the system displays the following screen:

General Hospital Mnemonic Assignment Processor			
Tue Sep 07, 2004 09:59 am			
<b>Mnemonic Definition</b>			
( 1)Mnemonic Code	:	AMF	
( 2)Mnemonic Description	:	Abstracting Maintenance Functions	
( 3)Default Security Level	:		
( 4)Edit ID	:	Andersen, Michael L	
( 5)Edit Date	:	03/08/04 01:23pm	
Page:01		Current Assignments	##=Current Choices
	User Type		Security Level
( 1)	ADMITTING		None
( 2)	MEDICAL RECORDS (I)		None
Enter the option number(s) to edit or (A)dd--			
end select(NL)			

## Field Explanations

### 1. MNEMONIC CODE (DISPLAY ONLY)

This field contains the mnemonic code. This is the code you enter on a STAR menu to use this mnemonic.

### 2. MNEMONIC DESCRIPTION (DISPLAY ONLY)

This field contains the description for this mnemonic. This is typically the name of the function accessed using this mnemonic.

### 3. DEFAULT SECURITY LEVEL (DISPLAY ONLY)

This field determines the security level displayed as a default when assigning this mnemonic to user types. This information is maintained using the Default Security Level field in the Mnemonic Maintenance function; for more information, see the explanation of the Default Security Level field in the Mnemonic Maintenance subsection.

The security level displayed in this field is used as a default security level for this mnemonic for all user types. You can override this security level by establishing a specific security level for a user type, as explained below.

**NOTE:** If an asterisk (\*) is displayed next to this field, the minimum security level has been set by McKesson and cannot be changed.

### 4. EDIT ID (DISPLAY ONLY)

This field contains the name of the user who last edited this mnemonic.

**5. EDIT DATE (DISPLAY ONLY)**

This field contains the date on which this mnemonic was last edited.

The information displayed at the bottom of the screen differs, depending on whether types of users and security levels have been assigned for the mnemonic.

**IF NO USER TYPES HAVE BEEN ASSIGNED**

If no user types have been assigned to this mnemonic, the screen is displayed as shown in the Mnemonic Assignment subsection. At the bottom of the screen, the system displays the following:

*Select the user types to be assigned--  
end selection(NL) next page(/)*

Enter the option number(s) of the type(s) of users to which you want to grant access to this mnemonic. The system highlights the option number(s) to indicate your choice. After you have selected all of the desired types of users, press ENTER. The system then begins the process used to identify minimum security levels for access to the mnemonic. For information on this process, see the discussion in [“If No Security Level Has Been Assigned” on page 5-19](#).

**NOTE:** The system displays a greater than sign (>) next to your user type in the tables. To add or remove access to this mnemonic for you and other users with your initial menu code, select the user type with the greater than sign (>) next to it.

**IF USER TYPES HAVE BEEN ASSIGNED**

If user types have been assigned to this mnemonic, the system displays a table of the user type assignments in the lower portion of the screen. At the bottom of the screen, the system displays the following:

*Enter the option number(s) to edit or (A)dd--  
end selection(NL)*

You can add or delete access for the types of users assigned to the mnemonic. If security has been assigned, you can also edit the minimum security level required to access the mnemonic. For information on editing minimum security levels, see [“If A Security Level Has Been Assigned” on page 5-21](#).

**NOTE:** The system displays a greater than sign (>) next to your user type in the tables. To add or remove access to this mnemonic for you and other users with your initial menu code, select the user type with the greater than sign (>) next to it.

**To delete access for a type of user,** enter the option number(s) of the type(s) of users whose access you want to remove. The system highlights the option number(s) to

indicate your choice. After you have selected all of the desired types of users, press ENTER. The system then displays the table used to edit security level access, with the following prompt at the bottom of the screen:

*Enter option number--*

Press ENTER, and the system displays the following:

*Enter field number of '/' starting field number--*

Press ENTER, and the system displays the following:

*Delete? (N)--*

Enter **Y**, and the system displays the following:

*Remove the assignment of this user type? (Y/N) [N]--*

Enter **Y** to delete access for the selected type of user. The system then displays the following:

*Assignment removed!*

**To add access for a type of user**, enter the option number(s) of the type(s) of users to which you want to grant access to the mnemonic. The system highlights the option number(s) to indicate your choice. After you have selected all of the desired types of users, press ENTER. The system then displays the table used to edit security level access, with the following prompt at the bottom of the screen:

*Enter option number--*

The process used to add security level restrictions to a type of user is discussed below.

## **IF NO SECURITY LEVEL HAS BEEN ASSIGNED**

If a user type has been granted access to the mnemonic, but no security level has been set for the user type, the system displays a table of the user type assignments in the lower portion of the screen. At the bottom of the screen, the system displays the following:

*Enter the option number(s) to edit or (A)dd--  
end selection(NL)*

To add a minimum security level for one or more type(s) of users, enter the option number(s) of the type(s) of users. The system highlights the option number(s) to indicate your choice. After you have selected all of the desired types of users, press ENTER. The system then displays two additional fields under the heading Assignment Information, as in the following screen:

```

                                General Hospital Mnemonic Assignment Processor
                                Tue Sep 07, 2004 10:07 am

      Mnemonic Definition
( 1)Mnemonic Code       : AMF
( 2)Mnemonic Description : Abstracting Maintenance Functions
( 3)Default Security Level :

( 4)Edit ID             : Andersen,Michael L
( 5)Edit Date           : 03/08/04 01:23pm

Assignment Information
( 1)User Type           : ADMISSIONS-MGR
( 2)Security Level :

Accept this screen? (Y/N) [Y]--
```

## Field Explanations

### Assignment Information

#### 1. USER TYPE (DISPLAY ONLY)

This field displays the selected type of user.

#### 2. SECURITY LEVEL (TABLE LOOKUP)

This field contains the minimum security level required for the type of user to access the mnemonic. The default for this field is the contents of the Default Security Level field from the Mnemonic Definition section of the screen.

**NOTE:** If an asterisk (\*) is displayed next to this field, the minimum security level has been set by McKesson and cannot be changed.

At the bottom of the screen, a table of the security levels available within the system is displayed, followed by this prompt:

*Enter option number --*

Enter the option number of the minimum security level that this type of user must have in order to access this mnemonic. The system displays your entry in the Security Level



field. To use the default security level, press ENTER. At the bottom of the screen, the system displays the following:

*Accept this screen? (Y/N/D'elele) [Y]--*

Enter **Y** or press ENTER to assign the security level to the type of user. Enter **N** to edit the security level assignment for the type of user. Enter **D** to exit from this prompt without assigning the minimum security level to the type of user.

## IF A SECURITY LEVEL HAS BEEN ASSIGNED

If a security level has been assigned to one or more of the types of users who have access to the mnemonic, the system displays a table of the user type and security level assignments in the lower portion of the screen. At the bottom of the screen, the system displays the following:

*Enter the option number(s) to edit or (A)dd--  
end selection(NL)*

**NOTE:** You cannot edit security for a mnemonic if that mnemonic is used to access a function on a menu for which security has been defined.

To edit the minimum security level for one or more type(s) of users, enter the option number(s) of the type(s) of users. The system highlights the option number(s) to indicate your choice. After you have selected all of the desired types of users press ENTER. The system then displays the Assignment Information fields, as explained in If No Security Level Has Been Assigned above. At the bottom of the screen, the system displays the following:

*Enter field number or '/' starting field number--*

To edit the minimum security level required for this type of user to access the mnemonic, access the Security Level field from the Mnemonic Assignment portion of the screen. The system displays a table of security levels available within the system, followed by the following prompt:

*Enter option number --*

Enter the option number of the minimum security level that this type of user must have in order to access this mnemonic. The system displays your entry in the Security Level field and redisplay the Enter field number or '/' starting field number prompt. Press ENTER, and the system displays the following:

*Accept this screen? (Y/N/D'elele) [Y]--*

Enter **Y** or press ENTER to assign the minimum security level to the type of user. Enter **N** to edit the security level assignment for the type of user. Enter **D** to exit from this prompt without assigning the minimum security level to the type of user.

## Mnemonic Maintenance

You use the Mnemonic Maintenance processor to maintain mnemonic codes, descriptions, and minimum security levels.

When you access the Mnemonic Maintenance function, the system prompts you for the mnemonic you want to maintain:

*Enter the mnemonic code or partial name '-' --*

Enter the code or enter a hyphen (-) to display and select from a list of mnemonic codes. After you identify the mnemonic you want to maintain, the system displays the following screen:

General Hospital Mnemonic Maintenance Processor	
Tue Sep 07, 2004 10:15 am	
Mnemonic Definition	
( 1)Mnemonic Code	: AMF
( 2)Mnemonic Description	: Abstracting Maintenance Function
( 3)Default Security Level	:
( 4)Edit ID	: Andersen,Michael L
( 5)Edit Date	: 03/08/04 01:23pm
Enter field number or '/' starting field number--	

## Field Explanations

### 1. MNEMONIC CODE (10-C-R)

This field contains the code used to invoke this mnemonic at a STAR menu. This code should be long enough to allow the user to easily recognize the function it accesses, yet short enough to minimize keystrokes.

### 2. MNEMONIC DESCRIPTION (40-C-R)

This field contains a description of the mnemonic. The system defaults to the function name as it appears on the menu. Press ENTER to use the function name, or enter another name if desired.

### 3. DEFAULT SECURITY LEVEL (TABLE LOOKUP-R)

This field determines the security level displayed as a default when assigning this mnemonic to user types. If this field is blank there are no default security limitations for accessing the function using a mnemonic.

**NOTE:** If an asterisk (\*) is displayed next to this field the minimum security level has been set by McKesson and cannot be changed.

When you access this field, the system displays a table at the bottom of the screen listing the security levels available within this STAR application.

If a security level has been defined for this mnemonic, the system shades the option number with a reverse blinking area and displays the following below the table:

*Enter option number or (R)remove security level [Current Level]--*

To set a new minimum security level needed to access this mnemonic, enter the option number of the security level from the table. To remove a security level restriction for this mnemonic, enter **R**. Press ENTER to keep the current minimum security level.

#### **4. EDIT ID (DISPLAY ONLY)**

This field contains the name of the user who last modified the mnemonic.

#### **5. EDIT DATE (DISPLAY ONLY)**

This field contains the date on which the mnemonic was last modified.

If you change the security level assignment for a mnemonic, when you accept your changes to this processor the system displays the following:

*Update security level for all user types assigned? (Y/N) [N]--*

Enter **N** or press ENTER to maintain current security levels for user types. Enter **Y** to add the security level you defined to the user types, and the system displays the following:

*Updating the mnemonic security! Please Wait!*

When the system finishes updating the mnemonic security, it displays the following:

*Filed!*

### **DELETING A MNEMONIC**

You can also use this processor to delete a mnemonic from the system. If you edit information about a mnemonic using this processor, when you exit the processor the system displays the following:

*Accept this screen? (Y/N/D'etele) [Y]--*

To delete the mnemonic, enter **D**.

Similarly, if you exit this processor without editing any of the fields of information, the system displays the following:

*Delete? (N)--*

To delete the mnemonic, enter **Y**.

After you begin the process of deleting the mnemonic from the system, the system displays the following:

*(D)delete this mnemonic, (F)ile as deleted or (R)emove from your list?--*

To delete this mnemonic from the system, enter **D**. To deactivate the mnemonic, but leave it in the system for later reactivation, enter **F**. Note that filing a mnemonic as deleted does not remove user type assignments for the mnemonic, but only makes the mnemonic inactive. The mnemonic is not displayed on mnemonic lists for the user. To remove the mnemonic from the list available to your user type, enter **R**.

**NOTE:** Only users granted build and assign access to a mnemonic can delete mnemonics or remove them from the user type list.

## View Boxed Menus

You use the View Boxed Menus function to display one or more boxed menus. This enables you to identify menus to which you need to make changes, such as menus with headers on the right side of the menu that must be moved to the left or menus with special characters. In this manner, this function is primarily an installation tool used to identify potential problems caused by a change from host-based (original) menus to boxed menus.

**NOTE:** You must be using the boxed menu type to use this function. If you are using host-based menus, the system displays the following error message when you attempt to access this function:

*You are not set up for boxed menus!*

Since this processor is primarily an installation tool, the options available to users from it vary depending on whether you are a McKesson employee.

**If you are not a McKesson employee**, the system displays all menus in your ID, in alphabetic and numeric order. To quit displaying menus, press period (.) then the ENTER key. The system then displays the following:

*Press NL to continue*

Press ENTER to return to the Menus and Mnemonics Parameters menu. If you display all of the menus, the system displays the following after the last menu:

*All menus selected have been displayed! Press NL--*

Press ENTER to return to the Menus and Mnemonics Parameters menu.

**If you are a McKesson employee**, when you select the View Boxed Menus function, the system displays the following prompt:

*Enter the ID to display menus from [9]--*

The system defaults to the ID you are currently using, as with 9 in the example above. To view boxed menus for the current ID, press ENTER. To view boxed menus for another ID, enter the number of the ID.

The system then displays the following prompt:

*Enter initial characters of menu name to begin with [All Menus]--*

Enter one or more of the initial characters of the menu's system name (for example, lsmf) to display only selected boxed menus. Press ENTER to display all menus for the ID in alphabetic order.

The system then displays the first boxed menu. The menu header includes the menu's system name. After viewing the first menu, press ENTER to display each subsequent menu. To stop viewing the menus, enter a period (.) and press ENTER. The system then returns you to the ID prompt.

After the system has displayed all menus, the following message is displayed:

*All menus selected have been displayed! Press NL--*

To exit from the processor, press ENTER.

## Mnemonics Report

You use the Mnemonics Report function to create a report containing the following information about each mnemonic in your system:

- Code you enter at a menu to invoke the mnemonic
- Description of the mnemonic, typically the function it accesses
- Status (Active or Inactive) of the mnemonic
- Security level required to use the mnemonic

**NOTE:** The system displays an asterisk (\*) next to security levels that have been set by McKesson. These security levels cannot be changed.

When you select the Mnemonics Report function, the system displays the following prompt:

*Print list of mnemonics? (Y/N) [Y]--*

To exit from the function without creating the Mnemonics Report, enter **N**. To create the mnemonics report, enter **Y** or press ENTER. The system then displays the following prompt:

*Sort by mnemonic (C)ode or (D)escription? [D]--*

To list the mnemonics on the report in order of their code, enter **C**. To list the mnemonics on the report in order of their description, enter **D** or press ENTER. After you make your selection, the system displays the following:

*Enter report name of first letters '-' --*

Enter the name of the output device for the report. Use a hyphen (-) to display and select from a list of output devices. After you complete this field, the system displays the following:

*Report compiling!*

The system then returns you to the Menu and Mnemonic Parameters Processor.

The following is an example of a Mnemonics Report.

Figure 5.1 Mnemonics Report

General Hospital Mnemonics Report For STAR Laboratory			Page: 1 Date: 06/27/04 Time: 10:01am
Code	Mnemonic Description Security Level	Status	
( 1 ) CIW	Chemistry Incomplete Work * Technologist	Active	
( 2 ) CPI	Chemistry Patient Inquiry * Clerical/Phlebotomist	Active	
( 3 ) CRR	Chemistry Result Reporting * Technologist	Active	
( 4 ) CWP	Chemistry Workload Peak Analysis Technologist	Active	
( 5 ) LO	LAB ORDER * Clerical/Phlebotomist	Active	
( 6 ) MCF	Menu type/Color/Function Keys * Clerical/Phlebotomist	Active	
( 7 ) MRR	Microbiology *Adv. Micro Result Reportin * Technologist	Active	
( 8 ) OI	Order Inquiry No Security Defined	Active	
( 9 ) PI	Patient Inquiry - All * Clerical/Phlebotomist	Active	
(10) SO	Send Out * Clerical/Phlebotomist	Active	
(11) SER	SEROLOGY MENU * Clerical/Phlebotomist	Active	
(12) MAGSQCLA	SQL Activity Log Summary No Security Defined	Active	
(13) SPRR	Surgical Pathology Result Reporting * Transcriptionist	Active	
(14) URI	Urinalysis * Technologist	Active	
(15) WKL	Workload No Security Defined	Active	
(16) WSS	Workload Summary by Section Clerical/Phlebotomist	Active	
End of Report			

## MNEMONICS WORKSHEETS

This section contains worksheets to help you create and maintain your mnemonics. These worksheets are:

- Mnemonic Function Key Definitions
- Mnemonic Build and Assignment

These worksheets are below. You can make copies of these worksheets as needed.

### MNEMONIC FUNCTION KEY DEFINITIONS

User Name: \_\_\_\_\_ Type: \_\_\_\_\_

F Key	Function Accessed	Mnemonic Code
F1		
F2		
F3		
F4		
F5		
F6		
F7		
F9		
F10		



## MNEMONIC BUILD AND ASSIGNMENT

System:\_\_\_\_\_ Type of User:\_\_\_\_\_ Security Level:\_\_\_\_\_

[illegible]

## MENU AND MNEMONICS CONSIDERATIONS

For each STAR product there are considerations for menu and mnemonic use that must be taken into account. This section discusses the considerations for STAR Radiology.

### STAR Radiology Mnemonic Considerations

You can build mnemonics to access all menu options in STAR Radiology except Maintenance Functions, the menus inside the exam builder, and the department selection menus.

The system maintains a master table of mnemonics for each product. Therefore, if you share an ID with another product you can use the same mnemonic code to access a function. You cannot have duplicate mnemonics within the system.

The system uses the user group definition to determine the mnemonics available to an employee. The initial menu is also defined per user group. McKesson recommends that user groups be defined by security levels.

When you exit a function that you accessed using a mnemonic, the system returns you to your initial sign-on screen. In a multidepartment environment, if you have access to multiple departments when you exit a function that you accessed using a mnemonic, the system returns you to the department selection screen. The system uses the department you last accessed as a default on this screen.

## FUNCTION KEY DEFINITION

You use the Function Key Definition Processor to maintain the assignment of mnemonic codes to function keys on your keyboard. Mnemonics enable you to access a system function from a menu by typing the mnemonic code and pressing the ENTER key. By linking the mnemonic to a function key, you can access the function from a menu by merely pressing the assigned function key. Since many terminals have only 10 function keys, the system only allows you to use the first 10 function keys on a keyboard.

Function key definitions are user-specific. This means you can define your own function key assignments.

**NOTE:** You can access this function from any menu in the system by pressing C1 on your Data General keyboard or pressing ALT-1 on the keyboard of your IBM-compatible personal computer.

**NOTE:** If you are using STAR Navigator's WEM 2.1 or higher, once function keys have been assigned to you, you see a new option on the menu bar called Function Branching. Please see the *WEM User's Guide* for more information.

When you access this function, the system displays the following screen:

```

                                General Hospital Function Key Assignment Processor
                                Thu Sep 02, 2004 11:37 am

( 1)Function Key One   (F1): BR           - Billing Report
( 2)Function Key Two   (F2): CRR          - Contrast Reaction Report
( 3)Function Key Three (F3):
( 4)Function Key Four   (F4):
( 5)Function Key Five   (F5):
( 6)Function Key Six    (F6):
( 7)Function Key Seven  (F7):
( 8)Function Key Eight  (F8):
( 9)Function Key Nine   (F9):
(10)Function Key Ten    (F10):

Page:02
      Mnemonic      Menu Option      Security Level
( 1) EDE            Exam Data Entry  Technologist
( 2) FCI            Film Check In     Clerical/Reception
( 3) FCO            Film Check Out    Clerical/Reception
( 4) FI             Film Inquiry      Clerical/Reception

Enter choice--
      next pg(/ or PG DN)  previous pg(/P or PG UP)  Search(TAB)

```

The fields on this screen display, respectively, the code and description of the mnemonic assigned to the function key.

### To add or edit a function key assignment:

1. Enter the field number of the function key you want to assign. The system highlights the field and displays the following prompt:

*Enter mnemonic code or partial name '-' for list --*

2. Enter the mnemonic code you want to assign to the function key. If you do not know the code, entering a hyphen (-) displays a list of mnemonic codes available for your user type and security level.

When you identify the mnemonic, either by entering it or by selecting it from the list, the system displays the mnemonic code and the function it accesses in the field.

For more information on using mnemonics, see [“Using Mnemonics” on page 5-6](#).

## MENU TYPE SELECTION

You use the Menu Type Selection Processor to select the menu type you want displayed on your STAR terminal. You can choose between host-based or boxed, depending on your STAR terminal.

When you access the Menu Type Selection option, the system displays the following screen:

```

                                General Hospital Menu Type Selection Processor
                                Tue Sep 07, 2004 04:56 pm
Menu Type Input Options

      Option No.  Option
      -----
           1      Original Menus
           2      Boxed Menus

Enter option number [Original Menus]--
```

This screen displays the menu types available to you from your STAR terminal.

To change the menu type displayed on your STAR terminal, select the desired menu type. The system files your selection and returns you to the Menu and Mnemonic Parameters menu, using the menu type you selected.

## CRT COLOR SELECTION

You use the CRT Color Selection options to modify the colors displayed on your color CRT. You can only access this function from a color Data General terminal. If you attempt to access this function from any other type of terminal, the system displays the following:

*Color settings not available for this CRT!*

When you select CRT Color Selection from the Menus and Mnemonics Parameters processor, the system displays the CRT Color Selection processor.

### CRT Color Selection - Color DG Terminals

The STAR system enables you to use a variety of methods to highlight information on a processor screen. Depending on the CRT with which you sign-on, these methods can include reverse (dark letters on a bright background), dim, underline, and blinking. You can also combine these methods, so that information is displayed in blinking reverse, or even blinking reverse underline dim.

The CRT Color Selection processor enables you to additionally modify colors for these highlight methods, so that the reverse dim information mentioned above could be displayed as red letters on a blue background. This function also enables you to select the colors for regular text and background on a screen.

The Data General D430C terminal offers different color options from that of the Data General D220 and D230C terminals. Therefore, this function operates differently depending upon which of these Data General color terminals you are using. Each of these terminal types is discussed separately below.

## D430C TERMINALS

When you select the CRT Color Selection function from a Data General D430C color terminal, the system displays the following screen:

General Hospital Change Emulation Colors Processor				
Tue Sep 24, 1991 01:35 pm				
#	Function Description	Foreground	Background	
( 1)	Regular	Yellow	on Dim Blue	Test Line
( 2)	Dim	Dim Blue	on Light Grey	Test Line
( 3)	Reverse	Cyan	on Dim Blue	Test Line
( 4)	Reverse Dim	Black	on Cyan	Test Line
( 5)	Underline	Yellow	on Dim Magenta	Test Line
( 6)	Underline Dim	Black	on Yellow	Test Line
( 7)	Underline Reverse	Black	on Cyan	Test Line
( 8)	Underline Reverse Dim	Black	on Magenta	Test Line
( 9)	Blink	Red	on Black	Test Line
(10)	Blink Dim	Black	on Red	Test Line
(11)	Blink Reverse	White	on Black	Test Line
(12)	Blink Reverse Dim	Black	on Light Grey	Test Line
(13)	Blink Underline	Yellow	on Dim Blue	Test Line
(14)	Blink Underline Dim	Dim Blue	on Light Grey	Test Line
(15)	Blink Underline Reverse	Green	on Dim Magenta	Test Line
(16)	Blink Underline Reverse Dim	White	on Dim Blue	Test Line

Enter the color option to edit, (T)est display or (R)eset to defaults--

**NOTE:** The system displays this screen in color. In the Test Line column at the right of the screen, the system displays each highlighting method using the colors currently selected. Thus, the example above under Test Line for Reverse could be displayed as cyan letters on a dim blue background.

## EDITING PROCESSOR COLORS

You can change the text and background color for any of the 16 displayed highlighting methods. To change the text and background colors for a highlighting method:

1. Enter the number of the method for which you want to change colors.

The system highlights your selection and displays at the bottom of the screen the color options available on your CRT, as in the following example:

General Hospital Change Emulation Colors Processor				
Tue Sep 24, 1991 01:35 pm				
#	Function Description	Foreground	Background	
< 1)	Regular	Yellow	on Dim Blue	Test Line
< 2)	Dim	Dim Blue	on Light Grey	<b>Test Line</b>
< 3)	Reverse	Cyan	on Dim Blue	Test Line
< 4)	Reverse Dim	Black	on Cyan	Test Line
< 5)	Underline	Yellow	on Dim Magenta	Test Line
< 6)	Underline Dim	Black	on Yellow	Test Line
< 7)	Underline Reverse	Black	on Cyan	Test Line
< 8)	Underline Reverse Dim	Black	on Magenta	Test Line
< 9)	Blink	Red	on Black	Test Line
<10)	Blink Dim	Black	on Red	Test Line
<11)	Blink Reverse	White	on Black	Test Line
<12)	Blink Reverse Dim	Black	on Light Grey	<b>Test Line</b>
<13)	Blink Underline	Yellow	on Dim Blue	Test Line
<14)	Blink Underline Dim	Dim Blue	on Light Grey	<b>Test Line</b>
<15)	Blink Underline Reverse	Green	on Dim Magenta	Test Line
<16)	Blink Underline Reverse Dim	White	on Dim Blue	Test Line
<div> <div>Black</div> <div>Red</div> <div>Green</div> <div>Yellow</div> <div>Blue</div> <div>Magenta</div> <div>Cyan</div> <div>White</div> </div> <div> <div>D_Grey</div> <div>D_Red</div> <div>D_Green</div> <div>D_Yellow</div> <div>D_Blue</div> <div>D_Magenta</div> <div>D_Cyan</div> <div>L_Grey</div> </div>				
Enter foreground color number, color name or '-' for list [Black]--				

2. Select the color in which you want the text to be displayed using one of the following techniques:
  - Enter the name of the color exactly as it appears on the screen (including underlines, where applicable).
  - Enter a hyphen (-) to display and select from a list of available colors.
  - press ENTER to accept the default color. This is the color in which the text is currently displayed.

After you enter the new color the system displays your selection below the following prompt:

*Enter background color number, color name or '-' for list [Current]--*

Where *Current* is the name of the background color currently used for the selected option.

3. Select the color for the text background display. You can identify this color to the system using any of the methods you used to identify the foreground color.

After you enter the new color, or press ENTER to retain the current color, the system displays an example of what the style looks like using the colors you selected. It then asks if you want to change the style to the new colors. The optional responses are:



**N** - No, leave the colors as they existed before.

**Y** - Yes, change the colors as displayed.

The default is Y.

## TESTING PROCESSOR COLORS

To display examples of current color settings for menus and screens on your CRT, enter **T** to the *Enter the color option to edit...* prompt. The system displays the following prompt:

*Enter test for a (M)enu or a (S)creen--*

### Test Menu Colors

To display an example of how menus are displayed on your CRT according to the current settings for colors and menu type, enter **M**. The system displays a screen similar to the following:

General Hospital Color Test Display Processor						
Color Settings Test (Reverse Video)				Tue Sep 24, 1991 01:35 pm		
(Dim Video)	Name	Sex	BD	Room	Doctor	Service Status
123456-789011	PATIENT, TEST	M	7/6/60	1102-1	ADAMS	MED I/P 3
Opt	Test Description (Dim/Underline)		Header 1		Header 2	Header 3
1	TEST DESCRIPTION (Normal Video)		Reverse/Dim		Underlined	Rev/Underline
<div><div>Heading One</div><div>1Test Option One Description</div><div>2Test Option Two Description</div><div>3Test Option Three Description</div><div>Heading Two</div><div>4Test Option Four Description</div><div>5Test Option Five Description</div><div>6Test Option Six Description</div></div>						

**NOTE:** The type of menu displayed on this screen depends on the current menu type selected. For more information on setting menu types, see [“MENU TYPE SELECTION” on page 5-33](#).

This screen displays the current settings for methods used to highlight information on STAR application menus. You cannot edit these settings from this screen.

Press ENTER to return to the *Enter test for a...* prompt.

## Test Screen Colors

To display an example of how processor screens are displayed on your PC according to the current settings for colors, enter **S**. The system displays a screen similar to the following:

```

General Hospital Color Test Display Processor
                        Tue Sep 24, 1991 01:36 pm

Test Screen Header (Reverse Video)
1 (Reverse/Dim Video)      2 Test Description One      3 Test Description Two
   09/24/91 01:36pm        Dim Video                Test Description Two
4 Test Description Three    5 Test Description Four    6 Test Description Five
->                          Normal Video              Description Five

Page:01                    Test Table Display (Underlined/Dim)  [F10]=Current Choices
< 1> Table option 1 description      <11> Table option 11 description
< 2> Table option 2 description      <12> Table option 12 description
< 3> Table option 3 description      <13> Table option 13 description
< 4> Table option 4 description      <14> Table option 14 description
< 5> Table option 5 description      <15> Table option 15 description
< 6> Table option 6 description      <16> Table option 16 description
< 7> Table option 7 description      <17> Table option 17 description
< 8> Table option 8 description      <18> Table option 18 description
< 9> Table option 9 description      <19> Table option 19 description
<10> Table option 10 description     <20> Table option 20 description

Enter option numbers (This is reverse video)--
                                end selection(NL)  next page(/)

```

This screen displays the current settings for highlighting methods used by STAR applications. You cannot edit these settings from this screen.

The fields and table on this screen operate like a normal processor screen, even though your entries to this screen have no impact on color settings or other operations of the system. Thus, to view how the system highlights a table selection, enter the number of an option on the table. In this example, after you finish selecting options from the table, the system places your entries in the Test Description Three field and displays the following prompt:

*Enter field number or '/' starting field number--*

To view how the system highlights a field, enter the number of one of the fields on the screen. If you press ENTER to this prompt, the system asks if you want to accept the screen. Enter **Y** or press ENTER to exit the example screen and return to the *Enter test for a ...* prompt.

## RESETTING COLOR SETTINGS

The system enables you to select from two sets of default colors, one using the Data General factory settings for D430C terminals and one using the settings originally supplied by McKesson. The Data General default color set for the D430C uses the

following color settings:

<b>Text Type</b>	<b>Foreground Color</b>	<b>Background Color</b>
Regular	Green	Black
Reverse	Black	Green
Dim	Dim Green	Black
Reverse Dim	Black	Dim Green
Underline	Green	Black
Underline Dim	Dim Green	Black
Underline Reverse	Black	Green
Underline Dim Reverse	Black	Dim Green
Blink	Red	Black
Blink Dim	Dim Green	Black
Blink Reverse	Black	Green
Blink Dim Reverse	Black	Dim Green
Blink Underline	Green	Black
Blink Underline Dim	Dim Green	Black
Blink Underline Reverse	Black	Green
Blink Underline Reverse Dim	Black	Dim Green

The McKesson default color set uses the following color settings:

<b>Text Type</b>	<b>Foreground Color</b>	<b>Background Color</b>
Regular	Yellow	Dim Blue
Reverse	Cyan	Dim Blue
Dim	Dim Blue	Light Gray
Reverse Dim	Black	Cyan
Underline	Yellow	Dim Magenta
Underline Dim	Black	Yellow
Underline Reverse	Black	Cyan
Underline Dim Reverse	Black	Magenta
Blink	Red	Black
Blink Dim	Black	Red
Blink Reverse	White	Black
Blink Dim Reverse	Black	Light Grey

---

Blink Underline	Yellow	Dim Blue
Blink Underline Dim	Dim Blue	Light Gray
Blink Underline Reverse	Green	Dim Magenta
Blink Underline Reverse Dim	White	Dim Blue

To reset screen colors to one of the default color sets:

1. From the *Enter the color option ...* prompt displayed when you first access the function, enter **R**.

The system displays the following prompt:

*Reset to (F)actory or (H)BO defaults [H] --*

2. Enter **F** to use the default set for Data General D430C terminals. Enter **H** or press ENTER to use the McKesson default set for these terminals.

The system redisplay the screen using the selected default color set.

## D220 AND D230C TERMINALS

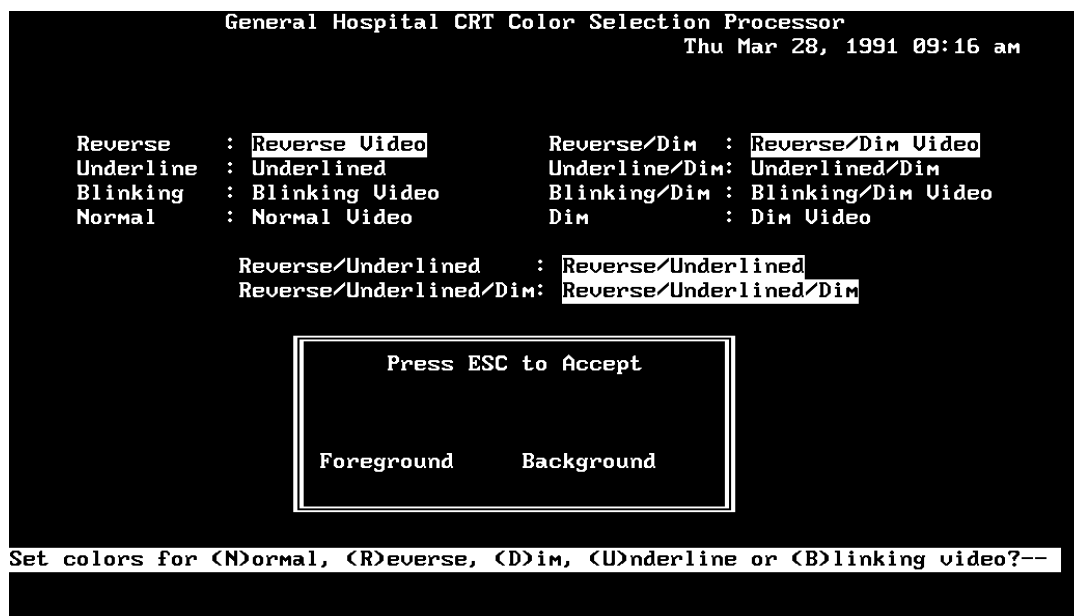
When you select the CRT Color Selection function from a Data General D220 or D230C color terminal, the system displays the following prompt:

*Enter (E)dit color settings, (T)est display or (R)eset to defaults--*

To edit the color settings for your DG color terminal, enter **E**. To view the color settings for your DG color terminal, enter **T**. The test option is discussed following the edit option in this section. To reset your color settings to either the factory or McKesson original settings, enter **R**. The reset option is discussed following the test option in this section.

## Editing color settings

When you enter **E** to access the edit option, the system displays the following screen:



**NOTE:** The system displays this screen in color. For each highlighting method (such as Reverse, Underline), the screen displays the current settings for the highlighting method colors. For example, the text *Reverse Video* next to Reverse could be displayed as red letters on a black background.

At the bottom of the screen the system displays the following:

Set colors for (N)ormal, (R)everse, (D)im, (U)nderline or (B)linking video?--

To change the text and background color for any of the 10 displayed highlighting methods:

1. Enter the first letter of the highlighting method (N for normal, R for reverse, etc.) you want to change and press ENTER. The system displays a small window on the screen. In this window, the system displays the name of the highlighting method you are changing (for example, Normal Color Display) in the colors currently defined. At the bottom of the window, the current foreground and background settings for this method are displayed. The cursor is in the Foreground color selection.
2. To change the current color setting for the Foreground text in the window, cycle through the available colors by pressing:
  - The SPACE BAR or right arrow key to display the text in the next available color
  - The left arrow key to display the text in the preceding available color

When the system displays the Foreground text in the desired color, press ENTER or TAB. The cursor then moves to the Background color selection.

3. Repeat step 2 to change the color setting for the background. You can switch between the foreground and background fields by pressing the ENTER key or TAB.
4. To accept the color settings for the foreground and background, press ESC. The system returns to the highlighting method prompt at the bottom of the screen.

### Testing color settings

When you enter T in response to the *Enter (E)dit color settings, (T)est display or (R)eset to defaults--* prompt, the system displays the following prompt:

*Enter test for a (M)enu or a (S)creen--*

To view the current color settings for a menu on your DG color terminal, enter **M**. To view the current color settings for a processor screen on your DG color terminal, enter **S**.

The test menu and screen display each of the highlighting method settings available on a DG color terminal, including:

- Normal text
- Reverse
- Underlined
- Blinking
- Dim
- Dim Reverse
- Dim Underlined
- Dim Blinking
- Reverse Underlined
- Reverse Underlined Dim

The test menu and screen are example screens only. You cannot edit any of the color settings or make any other impact on the STAR system from these screens.

## Resetting color defaults

When you enter **R** in response to the *Enter (E)dit color settings, (T)est display or (R)eset to defaults--* prompt, the system displays the following prompt:

*Reset to (F)actory or (H)BOC defaults? [H]--*

To reset your color display to the Data General defaults, enter **F**. To view a table of default color settings, see [“Resetting Color Settings” on page 5-38](#). To reset your color display to the McKesson defaults, enter **H** or press ENTER. The following table displays the colors used in the McKesson default settings:

Text Type	Foreground Color	Background Color
Regular	White	Blue
Reverse	White	Red
Dim	Black	Blue
Reverse Dim	Red	Magenta
Underline	Green	Blue
Underline Reverse	Light Magenta	Magenta
Underline Dim	Blue	Black
Underline Dim Reverse	Yellow	Brown
Blink	Red	Black
Blink Reverse	Light Blue	Brown
Blink Dim	White	Blue
Blink Dim Reverse	Black	Magenta
Blink Underline	Yellow	Blue
Blink Underline Reverse	Blue	Magenta
Blink Underline Dim	Magenta	Black
Blink Underline Reverse Dim	Green	Brown





---

## Chapter 6 - SYSTEM SECURITY

DEPARTMENT SECURITY .....	6-3
Hospital Employee Security Flow Chart .....	6-4
ACCESS THE SYSTEM .....	6-5
MULTIPLE PRODUCTS .....	6-6
RECOMMENDED SECURITY LEVELS .....	6-8
Radiology .....	6-8
Pharmacy .....	6-9
Nursing .....	6-9
Patient Care .....	6-10
Consolidated Positions/Levels .....	6-11
GUIDELINES .....	6-13



## DEPARTMENT SECURITY

For security purposes, the STAR Radiology system is designed so that it can only be accessed by individuals who were previously identified in the system's files. Thus, the Radiology department must provide unique identification codes and other descriptive information regarding every individual it wants to designate as a valid user of the system. This information not only secures the system and prevents use by unauthorized individuals, but it also enables management to generate various reports and lists on employees for a variety of purposes.

Many different options can be used to establish security on the Radiology system. Although security is extremely beneficial, keep in mind that the goal of installing STAR Radiology is to facilitate patient resulting, reporting, and information flow between hospital departments. A security system that is too elaborate may hinder the user's ability to report results and communicate patient information.

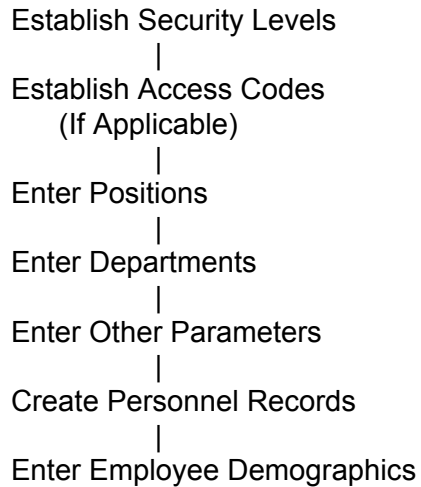
Security on the system is set up by both employee and function to control the options that employees can access and the types of transactions they can perform. Regardless of the method, security is based on the definition of security levels which permit access to functions. Each institution may define security levels differently, based on their unique circumstances although standard security levels for hospital employees usually range from 0 to 80.

Specific security levels are usually defined at intervals of 10 leaving the levels in-between for later assignments that may become necessary as the Radiology department's size and structure change.

Each security level is associated with a position. Level 2, for example, might be designated for office personnel and allow access to certain clerical functions but not to data-generating transactions. An employee can be assigned a higher security level for a specific period of time (for example, to fill-in during vacations, illness, and so forth). An expiration date must be established for this *temporary security*. Note that Level 80 is usually reserved for the System Coordinator while levels above 90 are saved for McKesson personnel.

The following diagram represents the order in which security and employee data is implemented in the Radiology department:

## Hospital Employee Security Flow Chart



As mentioned previously, security levels are associated with employee positions however, they can be increased or decreased independent of an employee's position. Therefore, it is important that this processor be properly secured.

Security may be imposed at the employee level in many different ways. For example, in multifacility/multidepartment environments, employee access to a facility or department can be controlled; within a department, an employee's actions can be limited to the sections that are accessible. For example, a transcriptionist may only be able to sign-on directly into the department to which they are employed; the transcriptionist's access to the other departmental functionalities is denied.

---

## ACCESS THE SYSTEM

To access the Radiology system, an employee must use a combination of an identification (ID) code and a secret code. The STAR ID code may be an externally derived number such as a license or registry number, or it may be a unique number automatically assigned by the system. The Radiology department may set the secret code to *expire* every so many days thus requiring updating by the employee based on the parameters set in the initial file build.

STAR Radiology provides the ability to secure any function on the system at the discretion of the department. Function-level security works hand-in-hand with the security levels assigned to employees. Unless a security level is specified for a function, the employee's security level is meaningless. Exam results may also be secured by use of security cross links.

Additional security clearance for selected employees may be provided through access codes specified for functions that the department wants to restrict (rather than allowing access by all individuals at one security level); in other words, an employee at one level can use certain higher-level functions.

Access codes are attached to the functions and employee records in the system files. Users must have an access code matching or higher than that of a particular function in order to perform that activity. For example, if a technologist's security level is 40 and the quality control processor has the same security level, this individual can access the quality control functions. To restrict access of the quality control functions to only certain technologists, an access code called QC could be created and attached to the employee's and functions' files. Keep in mind that access codes are not visible on the screen and do not have to be entered before you can access a function.

An access code called *Special Office Access* is already defined within the system. Special Office Access enables users of lower security levels to access a function normally reserved for those individuals having a higher security level. For example, if a clerical employee having a security level of 10 needs to access the Administration section which may have a security level of 50, a Special Office Access code could be assigned to both the employee and the Administrative functions.

**NOTE:** Access codes restrict users NOT assigned access codes from a function regardless of their security level. Special Office Access codes, on the other hand, allow users having LOWER security levels to access functions normally reserved for those individuals having a higher security level.

## MULTIPLE PRODUCTS

As McKesson installs multiple products at a site networked with the STAR Patient Care system or any other McKesson clinical system, it takes into account the security levels for the various products. In order for integrated products to have accessibility to the proper functions, the levels must be staggered. For example, if Radiology uses levels 10, 20, 30, and so forth, then Patient Care can use levels 11, 21, 31, and so forth.

Here is an example of a multiproduct security level matrix:

<b>Radiology</b>	<b>Patient Care</b>	<b>Pharmacy</b>	<b>Nursing</b>
	Sys Manager 86		
		Rx Coord 83	
			Nsg Coord 82
	Pat Care Coord 81		
Sys Spc/Dir 80			
		Rx Dir 73	
			(Open) 72
	DP Operator 71		
(Open) 70			
		Rx Asst Dir 63	
			Nsg Sup/Adm 62
	Dept Sup/Head 61		
Super/Chf Tech 60			
		Reg Pharm 53	
			Head Nurse 52
	(Open) 51		
Radiologist 50			
		Rx Student 43	
			RN/LPN 42
	(Open) 41		
Transcript 40			
		Rx Tech 33	
			(Open) 32
	(Open) 31		
Technologist 30			
		Rx Clerical 23	

<b>Radiology</b>	<b>Patient Care</b>	<b>Pharmacy</b>	<b>Nursing</b>
			Unit Sec 22
	Clerical 21		
Clerical 20			
Limited Access 10			

Consider the security levels of all products when planning the security matrix for a site having multiple products. The following shows the recommended security levels to ensure proper access by all products in an integrated environment.

## RECOMMENDED SECURITY LEVELS

### Radiology

#### *Security Levels*

10 Limited Access

20 Clerical

30 Technologist

40 Transcriptionist

50 Radiologist

60 Supervisor/Chief Tech

70 System Specialist/Director

80 Radiology System Specialist/Director

Position	Level
Temporary File Clerk	Limited Access (10)
Darkroom Technician	Limited Access (10)
Clerk/Receptionist	Clerical (20)
Fill-in Technologist	Technologist (30)
Student	Technologist (30)
Radiology Technologist	Technologist (30)
Senior Radiology Technologist	Technologist (30)
Fill-in Transcriber/Rad	Transcriptionist (40)
Lead Transcriber	Transcriptionist (40)
Radiologist	Radiologist (50)
Radiology Supervisor	Supervisor/Chief Tech (60)
Chief CT Technologist	Supervisor/Chief Tech (60)
Chief Mammography Technologist	Supervisor/Chief Tech (60)
Chief Ultrasound Technologist	Supervisor/Chief Tech (60)
Chief Nuclear Medicine Technologist	Supervisor/Chief Tech (60)
Chief Special Procedures Technologist	Supervisor/Chief Tech (60)
Director	System Specialist/Director (70)
Systems Specialist	System Specialist/Director (80)



## Pharmacy

### *Security Levels*

- 0 Default Menu
- 23 Pharmacy Clerical
- 33 Pharmacy Technician
- 43 Pharmacy Student
- 53 Registered Pharmacist
- 63 Pharmacy Assistant Director
- 73 Pharmacy Director
- 83 Pharmacy Coordinator

Position	Level
Pharmacy Clerk	Pharmacy Clerical (23)
Pharmacy Tech	Pharmacy Technician (33)
Pharmacy Student	Pharmacy Student (43)
Registered Pharmacist	Registered Pharmacist (53)
Pharmacy Assistant Director	Pharmacy Assistant Director (63)
Pharmacy Director	Pharmacy Director (73)
Pharmacy Coordinator	Pharmacy Coordinator (83)

## Nursing

### *Security Levels*

- 0 Default Menu
- 22 Nursing Unit Secretary
- 42 Nursing RN/LPN
- 52 Head Nurse
- 62 Nursing Supervisor/Administrator
- 82 Nursing Coordinator

Position	Level
Nursing Unit Secretary	Nursing Unit Secretary (22)
Nursing RN/LPN	Nursing RN/LPN (42)
Head Nurse	Head Nurse (52)
Nursing Supervisor/Administrator	Nursing Sup/Admin (62)
Nursing Coordinator	Nursing Coordinator (82)

## Patient Care

### *Security Levels*

21 Administrative Staff

61 Dept. Director/Supervisor

71 DP Operator

81 Patient Care Coordinator

86 System Manager

Position	Level
Administrative Staff	Clerical (21)
Staff Technician	Clerical (21)
Dept. Supervisor/Director	Dept. Sup/Head (61)
DP Operator	DP Operator (71)
Patient Care Coordinator	Patient Care Coordinator (81)
Systems Manager	Systems Manager (86)

## Consolidated Positions/Levels

Position	Level
Temporary File Clerk	Limited Access (10)
Darkroom Technician	Limited Access (10)
Clerk/Receptionist	Clerical (20)
Patient Care Clerical	Patient Care Clerical (21)
Nursing Unit Secretary	Nursing Unit Secretary (22)
Patient Care Dept. Technician	Patient Care Dept. Technician (21)
Pharmacy Clerk	Clerical (23)
Fill-in Technologist	Technologist (30)
Student	Technologist (30)
Radiology Technologist	Technologist (30)
Senior Radiology Technologist	Technologist (30)
Pharmacy Technician	Pharmacy Technician (33)
Fill-in Transcriber/Rad	Transcriptionist (40)
Lead Transcriber	Transcriptionist (40)
Nursing RN/LPN	Nursing RN/LPN (42)
Pharmacy Student	Pharmacy Student (43)
Radiologist	Radiologist (50)
Head Nurse	Head Nurse (52)
Registered Pharmacist	Registered Pharmacist (53)
Radiology Supervisor	Supervisor/Chief Tech (60)
Chief CT Technologist	Supervisor/Chief Tech (60)
Chief Mammography Technologist	Supervisor/Chief Tech (60)
Chief Ultrasound Technologist	Supervisor/Chief Tech (60)
Chief Nuclear Medicine Technologist	Supervisor/Chief Tech (60)
Chief Special Procedures Technologist	Supervisor/Chief Tech (60)
Pat. Care Dept. Supervisor/Director	Patient Care Dept. Supervisor (61)
Nursing Supervisor/Admin	Nursing Supervisor/Admin (62)
Pharmacy Assistant Director	Pharmacy Asst. Director (63)
Patient Care Dept. Asst. Director	Patient Care Dept. Asst. Director (69)
DP Operator	DP Operator (71)
Pharmacy Director	Pharmacy Director (73)

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Position	Level
Radiology Director	Radiology System Specialist/Dir (70)
Radiology Systems Specialist	Radiology System Specialist/Dir (80)
Patient Care Coordinator	Patient Care Coordinator (81)
Nursing Coordinator	Nursing Coordinator (82)
Pharmacy Coordinator	Pharmacy Coordinator (83)
System Manager	System Manager (86)

## GUIDELINES

- Try to match the authority and responsibility of the position across all departments and products.
- Offset product values by one. Two products should not use the same security level.
- Keep STAR Patient Care security level values the lower of corresponding positions; Patient Care employees can access any function secured at this level. The lower security level also gives the Radiology personnel having similar positions access to these functions because of their higher security levels.



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## Chapter 7 - MULTIFACILITY/MULTIDEPARTMENT

MULTIFACILITY/MULTIDEPARTMENT .....	7-3
STAR Patient Care Service Item Master (SIM) .....	7-4
STAR Radiology .....	7-4
The Process .....	7-5
Enter Another Department .....	7-5
Key Points .....	7-5





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## MULTIFACILITY/MULTIDEPARTMENT

In today's environment, most health care facilities do not attempt to provide all health-related services offered by technology. Instead, hospitals are diversifying services based on market demand, and arriving at alternative delivery systems. These alternatives include performing certain procedures and transferring others to neighboring facilities.

The STAR Radiology system's multifacility/multidepartment concept addresses this need by encouraging order placement at one facility and result entry at a performing department. The system tracks radiology visits with audit information captured at each step. Result entry is made by the performing department and results reported to the originating facility.

This multidepartment concept is defined as two or more Radiology departments operating within a single STAR Radiology system. Although these departments may use the same central processing unit (CPU) and share common files, each Radiology department designs system tables and menu options to reflect their own operational needs.

Departments may be adjacent or remotely located to each other. Various locations can be linked by phone lines, direct cabling, microwaves or infrared communication; the method is determined by proximity of the terminals to the CPU. From a user perspective, the CPU could be in the next room or the next city for performance is not affected by its location. Hardware configuration (size and number of CPUs) is based upon the sum of the operational requirements of the individual facilities and/or departments.

Advantages of multifacility/multidepartment include a shared data base for patient consultations, and direct access to the data base by authorized users from any system department or facility. This shared data base is useful in compiling statistics for marketing and strategic planning.

A variety of configurations can exist for multidepartment design. Check with your System Coordinator for details on your system configuration.

Configurations supported by STAR Radiology include:

- One facility - one department
- One facility - multiple Radiology departments
- Multiple facilities - one Radiology department
- Multiple facilities - multiple Radiology departments

The hierarchy of multifacilities and multidepartments is as follows:

Facility refers to a hospital. The information system which services the facility, such as the STAR Patient Care system, controls the Service Item Master (SIM). The SIM is a master file of all services and procedures at the facility able to be ordered.

## STAR Patient Care Service Item Master (SIM)

More than one SIM file can exist within the STAR Patient Care system when multiple facilities exist (multifacility).

### **SIM Facility A**

### **SIM Facility B**

Each Service Item Master is subdivided into ancillary departments such as Radiology and Laboratory.

### **Radiology**

### **Laboratory**

Ancillary departments, such as STAR Radiology, have systems which contain software applications pertinent to their department; in this case, functions for Radiology.

## STAR Radiology

STAR Radiology can be further divided to service more than one Radiology department (multidepartment).

### **Radiology A**

### **Radiology B**

Areas of the Radiology department affected by a multidepartment environment are:

- Order Entry
- Patient Check-In
- Result Entry
- Workload Recording
- Activity Tracking
- Management Reporting

Files and tables are categorized as either:

- System-wide (e.g., Employee File)
- Facility-specific (e.g., Film Room Locations)
- Department-specific (e.g., Priorities)

## The Process

You are first prompted to sign-on to the system. Do this and the system then displays the Initial Menu. Note that the department that you are currently signed-on to is displayed in the upper left-hand corner of the screen.

At the Initial Menu, you have the ability to:

- Proceed within the same department that you are currently signed-on to by selecting an option on the menu
- Enter a different department by pressing the ENTER key

## Enter Another Department

After the ENTER key is pressed, the system displays a list of departments available for your entry. For example, any combination of the following may be listed:

- Radiology
- Diagnostic Center
- Routine

Keep in mind that you can proceed into yet another department once activity is completed by pressing the ENTER key again at the Initial Menu. The system then displays the list of departments.

## Key Points

- Keep in mind that you do not have to physically be in the selected department to use the various functions available under that department.
- The Patient Inquiry function is not department-specific but has defined parameters which limit access by facility or department. Therefore, this function includes information which pertains to all patients admitted/registered to the hospital regardless of the building.
- Each department prints all management reports such as the Activity Tracking Report, Pending Work Report and, Patient/Exam Count Report.
- The Film Management functionality is facility-specific. Therefore, McKesson recommends that you do not use the same SIM (exam) codes in more than one department within the same facility.



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## Chapter 8 - MASTER PATIENT INDEX

MASTER PATIENT INDEX .....	8-3
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## MASTER PATIENT INDEX

The hospital is required to define a patient type for each visit category of patients being admitted or registered in the system. Patients admitted to the hospital are considered to be in-house patient visits since they are assigned to a room and bed. Registered patients include outpatients, contract patients, emergency room patients, series patients, and preadmission patients; these patient visit types do not involve room and bed assignment.

Admission and registration can be done directly on the STAR Radiology system (stand-alone environment), or be passed across the interface from the Hospital Information System (HIS). When the Radiology system is networked to the STAR Patient Care system, the latter system controls admissions and registrations.

In a networked environment, patient types, as well as other common/shared tables, are controlled by only one of the networked systems (products). Networking provides automatic updates to these common tables within the network environment (for example, connected STAR systems); when an edit is made to a table, it must be made on the controlling (master) system in order for the update to automatically be recorded in the other systems. The STAR Patient Care system is the recommended controlling product for patient types.

Upon first-time admission/registration to the hospital, a patient is assigned an unique unit number (per facility) and corporate number (across facilities). The system automatically increments both numbers to ensure that no two patients are assigned the same number. A patient retains a single unit number per facility and a corporate number (which is the same for all facilities) for every admission/registration at that facility. A patient is also assigned an account number when admitted/registered to the hospital. A new account number, based on the patient type, is assigned with each visit.

The account number is considered active upon assignment and orders/charges can be placed against it. Regular outpatients are considered discharged on the day of registration although no discharge transaction is performed. After the patient is discharged, the account remains active for a specified number of days according to the hospital-defined suspense days. Active accounts can still have charges, cancels, and credits applied after discharge up until the suspense period is reached; at that time, the account becomes inactive.

Series or recurring patients can be automatically or manually discharged. Accounts for these patients use the hold method of determining discharge dates; the hospital defines a hold day value for each patient type. *Hold* is used in conjunction with the registration date and account activity to determine when the account is automatically discharged. For example, an outpatient is registered on June 1, and charges are placed against the new account on that date.

Assuming the number of hold days is ten for this patient type, if no additional charge activity (charges, cancels, credits) has been applied to this account by June 11, the account is automatically discharged at midnight on June 11. If a charge is applied

sometime within that period, the number of hold days is added to the charge date and used as the new date for auto-discharge.

*Hold days plus suspense days* determine how long the patient account is active in the system. Once the account becomes inactive or historized, no orders, cancels, credits and/or manual charges can be applied to the account. Once an account has been historized, the system allows clinical data to be archived as a means of minimizing growth of the database.

Clinical Data Archiving is considered account-based in that an account is not archived until it is inactive and all radiology work completed. Once all work is complete, the account is archived in the next archive run or after the calculated archive date for the account. Only result information is removed from disk during the archiving process; you still have access to patient demographic and account information. In the Historical Patient Management function, exams ordered for a particular account are listed with an Archived status.

You may remove patients and/or their accounts using the GUI Master Patient Index (MPI) maintenance function. A patient's accounts must be inactive to be removed. To remove a patient, all accounts must be removed. In STAR Radiology, you cannot delete an account if a Check-in Number exists. You cannot remove a patient if Film Information or Historical Patient Information exists.



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## Chapter 9 - BATCHING

BATCH .....	9-3
Requests / Film Pull Slips.....	9-3
Final Reports .....	9-3
SYSTEM IMPLICATIONS .....	9-5
ADDITIONAL INFORMATION .....	9-6



## BATCH

The provision for batching the generation of order documents, reports and labels provides the radiology department with a more efficient means of handling the distribution of printed documentation.

### Requests / Film Pull Slips

Once an order is received, instead of the document printing immediately upon order, all requests in the batchfile print when manually designated. Keep in mind that you can sort the requests in the order desired.

Note that if a request printed in a batch contains multiple exams from different sections, the system allows you to include/exclude exams from different sections when you sort by section or exam code; the Transport Slip Batch Parameters function and printer matrix must be set so that each section receives a copy of the batched document containing only those exams specific to it for the same request.

The Film Pull Slip Batch function works in a manner similar to that of the Request Slip Batch function. Sort methods include location, date and time, patient name, section, exam code, and request number.

### Final Reports

Instead of the document printing immediately upon completion, it is placed in a batch file; all reports in the batch file print when manually designated. Through this mechanism, you can sort the documents in the order desired; therefore, keep in mind that it is most efficient to sort reports just prior to planned distribution. This reduces the need for manual sorting.

Possible sorting methods for Final Reports include patient name, location, unit number, terminal digit, and physician. Further distinction of physician sorts are based on roles. The following roles are supported through the physician sort:

- Admitting
- Antenatal
- Attending
- Consulting
- Discharge
- ER
- Primary Care
- Referring
- Shared Care
- Ordering

You can set up Final Report batches to run automatically based on user-defined parameters. There is no limit to the number and type of batches you can define. Each batch can be set up to run with different parameters and run at the prescribed hour to a designated printer. Batches can also be set up to run for the previous day(s).

To reprint a previous batch, select View/Select Parameters, and then **V** to view previous runs. Once these are displayed, you see a selection of function keys, which include the options to *print* and *download*. You may select the entire batch or just a few pages to print.

If a batch was previously printed using the selected criteria, the system offers the option to reprint the most recent batch. The batch criteria cannot be used to selectively reprint portions of an aborted batch. The new batch may include reports already printed or may not include reports which should be printed because the system selects reports from the entire day's batch file rather than just the most recently printed batch.

A point to remember is that reports are stored in the batches by the date when the procedures were originally completed. Also, the maximum number of days previous for which the batch is stored is determined by the setting of the batch retention flag found in Maintenance functions.

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## SYSTEM IMPLICATIONS

Through batching, you have the ability to control the generation of the Final Report and manage the departmental workload to two or three peaks per day. This feature of the radiology system also gives you control over the distribution of the reports; it encourages consistent, available reports to desired areas within and without the hospital. The generation of batched reports as opposed to continuous printing also allows the departmental personnel to deal with a more closely defined workload in regard to paper handling.

**NOTE:** One consideration of batching reports is the timing of the batch generation; this function requires system overhead and should be timed to coincide with periods of minimal or low system use. If you must print a batch during peak usage periods, be prepared for potential impacts on response time during that period.

**NOTE:** You may only run one batch at a time. If you request a second batch, it is not compiled until the first batch is completed.

## ADDITIONAL INFORMATION

- When an exam is clinically completed in the system, printed in the batch, and then amended, the system can place the report in the batch again if designated by a parameter setting.
- If power to the printer is interrupted during a batch print, a portion of the batch may be lost. In this case, use the View function in field 2 of the Final Report Batch to selectively reprint those reports that have not yet printed.
- If a printer fault such as paper out occurs during the printing of a batch, the batch continues to print from where it left off once the fault is corrected. This occurs ONLY when the power to the printer remains on.
- Since report batches are stored by date and the report goes into the batch for the day on which it is originally completed, to assure that all reports for a given day are printed, run a batch print sometime the following day (after midnight).
- If an exam is cancelled but yet the decision to transcribe the report is made, the system includes this report in the batch.
- If two or more batches having different sort criteria are directed to the same printer at the same time, the batches become intermingled. In this situation, wait for one batch to complete printing before requesting another on the same printer.

**NOTE:** Automatically selected report batches do not intermingle, even though all are scheduled for the same time as hourly jobs. An index of the reports in the batch may be included with each batch, if needed.

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## Chapter 10 - LABELS/DOCUMENTS

TYPES OF LABELS.....	10-3
Label Generation.....	10-3
Label Uses .....	10-4
TYPES OF DOCUMENTS .....	10-5
Documentation Generation .....	10-5





## TYPES OF LABELS

The STAR Radiology System gives you the opportunity to generate numerous labels with each one having its own purpose. In this clinical system you have a vast amount of flexibility in the use and generation of each type of label. Some of the labels in the radiology system are:

- Check-in Labels
- Demographic Labels
- Exam Labels
- Folder ID Labels

### Label Generation

The labels generate at the times specified in the parameters. For example, the following labels generate as specified:

Label	Possible Generation Times
Check-in Label	Time of request, check-in, or suppressed
Demographic Label	Time of request or check-in
Exam label	Request, check-in, film preparation, exam completion, or demand only
Folder ID Label	Request, check-in, film preparation, or demand only

## Label Uses

The labels are used to perform various activities within the radiology department. Some examples of label usage is as follows:

Label	This Label...
<b>Check-in Label</b>	Contains patient and examination information for each procedure ordered. It usually contains a bar code to simplify information entry on the stand-alone or in-line readers.
<b>Demographic Label</b>	Contains patient demographics such as name and age. Its uses include film identification, patient identification of a film canister, and film identification for hard copies of films.
<b>Exam Label</b>	Identifies a patient and exam and is found on the front of a patient's film jacket. It is used in conjunction with the bar code equipment when tracking specific exam films.
<b>Folder ID Label</b>	Contains patient information such as name and number. It is generated the first time a patient is seen in the Radiology department since system implementation. Its uses include identifying a master jacket and subfolder when being tracked with the bar code equipment.

## TYPES OF DOCUMENTS

The STAR Radiology System gives you the opportunity to generate various documents. In this clinical system, you have a vast amount of flexibility in the use and generation of each type of document; you define the documents which are dependent upon department-defined criteria. Some of the documents in the radiology system are:

- Transportation/Request Slip
- Check-in Document (May include flashcard, requisition and release slip)
- Final Report

### Documentation Generation

The documents may be generated at any time during the patient's interaction with the radiology department as defined in the system parameters; you have a lot of flexibility with these dynamic labels. For example, the following documents generate as specified:

Document	Possible Generation Times
<b>Transportation/ Request Slip</b>	Time of request or not printed. The generation of this document can be further defined as to print immediately or go into a batch to print closer to the <i>order for</i> date and time.
<b>Film Pull Slip</b>	Time of request or check-in. The generation of this document can be further defined as to print immediately or go into a batch to print closer to the <i>order for</i> date and time.
<b>Check-in Document</b>	Time of request or check-in. The generation of this document can be further defined as to print immediately or go into a batch to print closer to the <i>order for</i> date and time.
<b>Final Reports</b>	Time of completion or batch printed. Through batching you can print and sort the reports various ways. Rather than having the reports print throughout the day, the batch can run at designated times with various sort criteria.



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# Chapter 11 - BAR CODE

BAR CODE .....	11-3
Input Devices.....	11-3
Wand .....	11-3
Laser Scanner .....	11-4
Readers.....	11-4
In-line Reader.....	11-4
Wedge Reader .....	11-4
Stand-alone Reader .....	11-4
Printers .....	11-5
Thermal Printer.....	11-5
Thermal Transfer Printer .....	11-5
Printing Materials.....	11-5
Folder Labels.....	11-5
Check-in Labels.....	11-5
Result Menu Labels/Response Barboards .....	11-6
How Is Information Retrieved? .....	11-6
Scan With Wands .....	11-6
Scan With A Scanning Reader .....	11-6
Result on the Stand-alone Reader .....	11-6
Finish Result.....	11-7
Time Result .....	11-7
Skip A Result.....	11-7
Quit Result Entry .....	11-7
Installation .....	11-7
System Coordinator Responsibilities.....	11-8
Points to Remember.....	11-9



## BAR CODE

Bar coding is a fast, consistent method of entering information into a computer system. Instead of manually entering each character of a response a keystroke at a time, simply pass a wand or scanner over a bar code symbol. The bar code symbol is a visual representation of a sequence of characters consisting of lines of various widths and varying degrees of dark. Each unique pattern has a specific response; moving a scanning device across the black and white lines, or bars, causes a distinctive reflection. In turn, this reflection is interpreted by a reader which recreates the original characters for the computer system.

This data entry technique is often used in the functions of the Radiology system which are repeatedly accessed to capture minimal amounts of information. Bar code implementation originated from the needs of the film room but soon became incorporated into other areas of the system as the technology improved. System use of bar coding now includes processing date, time and ID, logging-on to the system, indicating film and material usage, tracking film, and accessing the film room library functions along with result entry by technologist and report creation by radiologist or transcriptionist. With a sweep of the wand or scanner, you can perform any of the mentioned functions.

You have the option to use bar coding extensively throughout the system or limit it to certain areas. Although bar code simplifies entering very short pieces of information, it is not recommended for more complicated data.

The STAR Radiology system can use many different formats of bar code although McKesson selected the format of Code 39. This particular code has two notable characteristics:

- Its *vocabulary* consists of ten digits, alphabetic characters, and selected symbols.
- Its format of five bars and four spaces stores a considerable amount of information in a compressed space.

The horizontal line represents the possible trace of a scanning beam through a bar code symbol.

## Input Devices

### WAND

Simplifies entering data such as date, time, number of films, and patient contrast media and response information; the wand transmits the bar code pattern to inline or stand-alone readers. The bar code wand is inexpensive and easy to use; most people become proficient at bar code scanning after a few minutes of practice.

## **LASER SCANNER**

Translates the bar code label for the reader. You can use the laser reader slightly more easily than the wand. Laser scanners sweep the beam in a single scan line; its coherent and intense laser beam enables you to casually place the bar code symbol near the scanner. The rapid, repetitive sweep of the beam along its scan line provides many looks at each bar code symbol thereby producing a high first-read rate.

## **Readers**

### **IN-LINE READER**

Translates the bar code pattern from the wand into a message. This message is then transmitted to the Radiology system. This type of reader attaches to a Cathode Ray Tubes' (CRT) side and is used with the Radiology system terminal; even though the reader may be attached to the terminal, all terminal functions can still be carried out without interruption. This device simplifies film tracking, system log-on, and radiologist's canned results entry. Each in-line reader is configured according to terminal and bar code label requirements.

### **WEDGE READER**

This bar code reader wedges between the keyboard and the computer. You can plug your keyboard into the wedge reader and the wedge reader into the computer. Scanning or wand information transmits data more accurately than keying data in via the keyboard. Each wedge reader is configured according to terminal and bar code label requirements.

**NOTE:** Some newer laser scanners no longer require a wedge reader.

### **STAND-ALONE READER**

Translates the wand's bar code pattern into a message which is then transmitted to the Radiology system. The stand-alone reader is a prompting device not an interacting device like a terminal; it is independent of a CRT and requires a separate port and power outlet. The stand-alone reader, which must be configured prior to use, has a 32-character LCD (Liquid Crystal Display). This device is used for stand-alone purposes such as technologist resulting.

With a wand, and an in-line or stand-alone reader, you can sign onto the STAR Radiology system. You are prompted to respond with the bar coding device while verifying your entries; the prompt notifies you of when to use the in-line reader wand to enter data. Just as other printers print specific forms and reports, the bar code printer prints specific labels.



## Printers

You can print labels with the pre-formatted bar code patterns read by the bar code wands. Each of these printers requires a separate port and power outlet and must be loaded with the label formats prior to use. A newer version of the Thermal Printer is the Thermal Transfer Printer.

### THERMAL PRINTER

Bar code label printers generate characters as a result of thermal action produced when this printer heats sensitive paper. You can usually find this small printer in an area which uses labels extensively. Although inexpensive, this printer prints good quality bar codes.

Consider climate conditions with this type of printer/label combination. The label darkens with prolonged heat exposure and fades with age.

### THERMAL TRANSFER PRINTER

The Thermal Transfer Printer produces a very durable label by heating a ribbon with the print heads; it then presses the characters upon a standard paper label. When you print the Thermal Transfer Printer's 20-year label, consider the cost of ribbon in addition to stock.

## Printing Materials

The equipment that you are using can scan and decode the printed bar code symbol within a matter of milliseconds. A newly generated bar code symbol is crisp and precise, very legible to the reader; over time, however, the clearness of the bar code image is reduced by friction or the bending of the surface upon which it rests. Although readers can interpret a bar code of questionable clarity, the effectiveness of the intelligent scanning device is reduced. Consider the following information for alleviating the problem of illegible bar code symbols

### FOLDER LABELS

The Folder Label, which attaches to the patient film folder, has the highest degree of wear; use it to move a folder in and out of the film and department areas.

### CHECK-IN LABELS

These temporary labels are attached to a document that is usually discarded once the procedure is complete and the results entered.

## RESULT MENU LABELS/RESPONSE BARBOARDS

These bar codes, constituting the multitude of responses a Technologist can enter for the Quality Assurance results, are exposed to a high frequency of use. The bar code information includes exam start time, exam stop time, film utilization, and contrast media. When these bar code symbol images are at a substandard level, using bar code to capture the results becomes increasingly difficult.

## How Is Information Retrieved?

Pass a scanner across the bar code in either direction to obtain the film folder or check-in information. The scanner then interprets the bar code by the proximity of the bars and spaces and acts like a *middle man* between the stored information and the computer system.

## SCAN WITH WANDS

If you use a wand to scan a bar code, the following rules apply:

- Start scanning the bar code before the first vertical bar of the bar code symbol; this action provides the reader with the correct balance for determining what is a bar and what is a space.
- Scan beyond the last bar of the bar code symbol; this action provides the reader with the correct balance for determining what is a bar and what is a space.
- Move the wand across the bar code symbol. The speed of the scan, the angle at which you hold the wand, and the area of contact with the printed label should remain constant. The consistency of the scan determines the level of accuracy at which the reader can interpret the bar code symbol.
- Scan the entire bar code symbol from end to end; the reader cannot properly decode the bar code symbol when the wand is moved above or below the printed bar code symbol.

## SCAN WITH A SCANNING READER

If you use a scanning reader for bar coding, a consistent rate of scan is achieved when the target line passes across the entire bar code (from end to end). The rapid, repetitive sweep of the laser beam from side to side creates this target line providing you with an aiming point.

## Result on the Stand-alone Reader

The first step is to scan your employee identification badge; this action acts as though you manually pressed the sign-on key on the keyboard. Next, identify the exam to be resulted by scanning the check-in label of the desired procedure. The reader then

displays the first result which can be entered with the bar code equipment. Now, scan the appropriate result from the bar code menu.

If you scan the wrong label when entering your employee identification badge, the following system message is displayed:

*Invalid Code Entered!*

In the event that the message above is displayed, scan the identification badge again.

You can enter results from the appropriate result menu. The reader displays the first result which can be entered with the bar code equipment. After you scan the appropriate response(s) from the bar code menu, the response(s) is displayed on the bar code reader screen for nearly three seconds. Then, the next response at which you can use the bar code equipment is displayed. When you enter a particular result, for example, quantity or size of films, scan the label titled Finished.

## **FINISH RESULT**

Scan the Finish label after selecting the desired options from a multi-selection menu or table.

## **TIME RESULT**

Scan the Now label to save the current date and time in the result or scan the appropriate N Plus (N+) or N Minus (N-) label.

## **SKIP A RESULT**

To skip a result entry, scan the Skip label; the next result to be filled is displayed.

## **QUIT RESULT ENTRY**

You can end result entry by entering all necessary results or by scanning the label titled Quit. In either case, the appreciation message is displayed and all entries up to that point are saved in the system.

Keep in mind that if an exam is completed or cancelled, the system displays a message citing the error along with the reason that the exam cannot be resulted.

## **Installation**

Throughout the installation cycle, bar code related activities take place. Prior to or during the Preliminary Phase, order the INTERMEC® bar code hardware. The Radiology department's environment should be reviewed for considerations which can affect the bar code printer labels. For example, the constant room temperature should be determined.

During the File Specification Phase, determine which items to bar code and which labels to print on each printer.

While the equipment is installed during the System Installation Phase, develop and document the procedures for working with the bar code equipment. Bar code installation involves:

- Installing and configuring the bar code equipment
- Loading label stock into the printers
- Defining label formats for each printer and downloading label formats to printers
- Testing the equipment for both the generation and reading of labels during system and independent-operation

Make charts of responses, or barboards, for each bar coded item and place them at each stand-alone and in-line reader location. The McKesson InstallationTeam teaches basic care, maintenance and bar code equipment usage. Obtain additional preventative maintenance and equipment operation information from the operator guides included with each piece of hardware delivery; learn to use and maintain the bar code equipment during the Training and Implementation Phase.

## **System Coordinator Responsibilities**

The System Coordinator has the following responsibilities regarding bar code equipment:

- Review bar code configuration with the installation leader and verify that the placed equipment order meets your department's needs.
- Order the bar code labels from the INTERMEC Corporation. McKesson recommends the bar code label size and format based upon your department's requirements; this activity is conducted through the account manager by a resource at McKesson's corporate office simplifying the contact between INTERMEC Corporation and the hospital.
- Inform all Radiology personnel of how your department uses the bar coding equipment.
- Learn how to care for and maintain each piece of bar code equipment; refer to the operator guides.
- Ensure all Radiology employees are trained on the proper care and use of the bar code equipment.
- Keep clean, updated bar code label sheets at all bar code reader locations.

The success of bar code implementation is determined during the design phase. The equipment must be properly positioned and the exams properly designed so that they work well with the bar code technology. A major determining factor of the success of bar code is that all personnel understand the equipment's benefits. Technologists' use, or lack of use, greatly impacts the success or failure of the bar code equipment.

## Points to Remember

- The stand-alone reader and thermal printer require their own port.
- The stand-alone reader, in-line reader, and thermal printer each require their own power outlet and may require additional power. (Specifically stand-alone units in hallways.)
- Have the bar code labels delivered before the hardware installation begins.
- The bar code reader enters information faster than manual entry, however benefits are reduced if too many results are bar coded; you may spend more time looking for the correct label to bar code than manually entering the information. Also, always be concise with your bar coding answers.
- It is good practice to have extra wands on hand at all times.
- Using INTERMEC Corporation's Duratherm label stock improves the equipment's warranty by free print head replacement.
- The printers must generate a clear, concise, original label which is accurately registered and of consistent contrast. To do this, they must be properly configured and maintained. Follow the preventative maintenance steps outlined in the printer manuals to create original labels of optimum quality.
- Order a manual for each type of equipment that is being used in your Radiology department; order one manual for each ten pieces of ordered equipment. For example, if your Radiology department is installing 17 in-line bar code readers, your department should purchase at least two manuals. The catalog displays the prices of the manuals.



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# Chapter 12 - ARCHIVE/PURGE

ARCHIVE/PURGE .....	12-3
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## ARCHIVE/PURGE

All performed archives are in a format that can be sent to any micrographic service for translation to a microfiche or microfilm medium that is compatible with the hospital's current viewing hardware. This process eliminates permanent storage on magnetic tape and provides immediate access to archived data. Also, the Patient Inquiry function maintains an entry for archived check-ins thereby providing a cross-reference by archive date to the microfiche card on which the check-in is found.

Points to remember regarding the Archive/Purge process:

- The system archives by check-in number range or Last Exam Date.
- The system archives across all facilities and departments.
- The system places exams in to the Historical Exam Archives.
- The system removes archived data from disc only upon your approval.
- Archived data is readily accessible once transferred from the magnetic tape to microfiche cards (by an outside service).
- Archived data is NOT available for restoration to online access; the microfiche cards serve this purpose.
- The system prints a summary of all patients/check-ins included in the archive file.
- The system historizes exams at time of file deletion rather than file creation.
- Archived exams are displayed in the Patient Inquiry function with a direct cross-reference into the Exam Archive.
- Archive file creation and tape creation are separate steps to allow an archive process to begin even if the tape drive is unavailable. This way, archiving can be controlled from within the radiology department if you desire.
- The spool file created for the archive is maintained on disc for a limited time for a readily available remake of the tape if the microfiche generation was unsuccessful.

**NOTE:** Although tapes that were archived prior to the 9.1 release are not convertible to microfiche display, all exams historized by the previous process are compatible with the archive/purge process.

Archiving is the process of copying data to other media. In the case of STAR Radiology, you can archive data to microfiche or, if you prefer, microfilm.

Purging is the process of removing data from the system.

Here is a sample of the Patient File Archiving menu through which you can access the archive/purge feature of the STAR Radiology system:

General Hospital Patient File Archiving Processor	
Tue Sep 07, 2004 01:51 pm	
Patient File Archiving Input Options	
Option No.	Option
1	Create Archive Summary
2	Create Archive Tape
3	Delete Archived Data
4	View/Edit Archive Status
5	View Archive Statistics
6	Define Historized Results

Enter option number--

For more information about the Patient File Archiving feature of the system, see the corresponding Administration functions in the *Applications Volume* of the *STAR Radiology Reference Guide*.

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## Chapter 13 - SOFTKEY EDITOR

TEXT EDITOR .....	13-3
SOFTKEY EDITOR.....	13-4
Valid Keys .....	13-4
Undefined Keys .....	13-4
CURSOR MOVEMENT .....	13-6
ENTER And Carriage Return (CR) keys .....	13-6
Up Arrow .....	13-6
Down Arrow .....	13-6
Right Arrow.....	13-6
Left Arrow .....	13-6
One HOME Key Plus Cursor Control Key .....	13-6
Two HOME Keys Plus Cursor Control Key .....	13-7
TEXT MANIPULATION .....	13-8
Function Keys.....	13-8
TAB Key .....	13-9
DEL Key .....	13-9
C1 Key.....	13-9
ERASE EOL Key.....	13-10
Data General (DG) Function Keys .....	13-10
Insert/Overwrite .....	13-10
Line Functions .....	13-10
Insert Document .....	13-10
Screen Forward .....	13-11
Screen Backward .....	13-11
Insert Text/End Insert .....	13-11
Insert Line.....	13-12
Center Line .....	13-12
Delete Line .....	13-12
Delete Word .....	13-12
Mark Line.....	13-13
Mark Page .....	13-13
Format Screen.....	13-13
Patient Inquiry .....	13-14
End Edit.....	13-14
Line Functions .....	13-15
Screen Forward .....	13-15
Screen Backward .....	13-16
Set Start Mark .....	13-16
Set End Mark.....	13-16
Copy Text .....	13-16
Move Text.....	13-17
Delete Text.....	13-17

Clear Mark.....	13-18
Main Menu.....	13-18
End Edit.....	13-18
ERROR MESSAGES .....	13-19

## TEXT EDITOR

Various applications and utilities use the text editor to enable you to enter and edit free form information. The text editor screen limits data entry to a maximum of 75 characters across and 17 lines down:

	1	2	3	4	5	6	7
01	1	2	3	4	5	6	7
02	1	2	3	4	5	6	7
03	1	2	3	4	5	6	7
04	1	2	3	4	5	6	7
05	1	2	3	4	5	6	7
06	1	2	3	4	5	6	7
07	1	2	3	4	5	6	7
08	1	2	3	4	5	6	7
09	1	2	3	4	5	6	7
10	1	2	3	4	5	6	7
11	1	2	3	4	5	6	7
12	1	2	3	4	5	6	7
13	1	2	3	4	5	6	7
14	1	2	3	4	5	6	7
15	1	2	3	4	5	6	7
16	1	2	3	4	5	6	7
17	1	2	3	4	5	6	7

F1	F2	F3	F4	F5	F6	F7	F10
Delete Line	Insert Line	Center	Exit	Store Line	Restore Line	Pack	Help

Even though this example shows the maximum of 75 columns across and 17 lines down, a particular utility or application may use less than this.

The text area is outlined by the line numbers on the left and each line ends in a vertical bar (|) on the right. Each vertical bar serves as an end-of-text marker for the line of text. Column headings are displayed across the top of the text edit area and certain function keys and their use are displayed across the bottom of the edit area. The cursor is initially located at the HOME position (the top left corner of the edit area).

## SOFTKEY EDITOR

The Softkey Editor enables you to create, edit, and format results with several functional aids. Each of these aids is shown at the bottom of the screen in highlighted blocks of reverse video.

Along the top of each terminal keyboard are 15 function keys numbered F1 to F15. These function keys correspond to the 15 blocks along the bottom of the screen; in effect, they provide a map to the function keys.

**NOTE:** Standard PC keyboards have only 12 function keys (F1 through F12). In order to access the functions F13 to F15, you must use the ALT key plus the function keys F3 to F5. Think of the ALT key as equaling "10." The key combinations are as follows:

- ALT-F3 = F13
- ALT-F4 = F14
- ALT-F5 = F15

The Softkey Editor utility is comprised of four basic components:

- Text entry via the main keyboard and numeric key pad
- Cursor movement via cursor control keys
- Text manipulation via function keys and other special keys
- Error messages

### Valid Keys

The Softkey Editor supports entry of characters and numbers via the keyboard and numeric key pad. The following are valid text characters:

Letters a-z and A-Z

Numbers 0-9

Punctuation !@#\$%^&\*()-`~\•[]{};:",".<>/?

### Undefined Keys

Softkey Editor does not use the following keys:

BREAK/ESC

all CTRL character keys

SPCL

all CMD keys

ERASE PAGE

PRINT

C2

C3

C4

If you press an invalid key, the system displays the following error message:

*Invalid key*

## CURSOR MOVEMENT

The Softkey Editor utility supports rapid and efficient cursor movement via five cursor control keys: up arrow, down arrow, right arrow, left arrow, and HOME. These keys are located next to the main key pad on most terminals.

### ENTER And Carriage Return (CR) keys

When you press the ENTER (or CR) key, the cursor advances to the first column of the next line. If you are on the last line of the screen, the cursor moves to the first line of the next screen.

### Up Arrow

When you press the up arrow key, the cursor moves to the same column in the line above, or to the last character in the line above, whichever is shorter. If you are at the top line of the screen display and press the up arrow key, the system displays the Top Line error message.

### Down Arrow

When you press the down arrow key, the cursor moves to the same column in the line below, or to the last character in the line below, whichever is shorter. If you are at the bottom line of the screen display or at the last line in your document and press the down arrow key, the system displays the Bottom Line error message.

### Right Arrow

When you press the right arrow key (->), the cursor moves one column to the right in the current line provided it is not at the last character of the line. If you are at the last character of the line and press the right arrow key, the system displays the End of Line error message. The maximum length of a line is 72 characters; This does not include the blank space following the last word in a line.

### Left Arrow

When you press the left arrow key (<-), the cursor moves one character to the left in the same line. If you press the left arrow key while at the first character of the line, the system displays the Left Margin error message.

### One HOME Key Plus Cursor Control Key

The HOME key is used in conjunction with the four cursor movement keys previously described to alter their basic functions and to expand the range of cursor



movement. If you press the HOME key, release it, then press the up arrow key, the cursor moves up five lines on the screen; the same restrictions and error message as described for the Up Arrow apply.

The down arrow used with the HOME key moves the cursor down five lines on the screen; the same restrictions and error message as described for the Down Arrow apply.

The right arrow used with the HOME key advances the cursor to the next word in the line. If the cursor is on a blank space in the line, the system moves it one character to the right. The same restrictions and error message apply as described for the right arrow.

The left arrow used with the HOME key moves the cursor one word to the left, with the same restrictions with respect to word position and left arrow usage.

## Two HOME Keys Plus Cursor Control Key

If you press the HOME key twice then the up arrow, the cursor moves to the top line of the display. If you are at the top line, the corresponding restrictions and error message apply.

Pressing the HOME key twice then the down arrow, moves the cursor to the last line of the screen display or the last line of your document; The same restrictions apply.

Pressing the HOME key twice then the right arrow, moves the cursor to the end of the current line.

Pressing the HOME key twice then the left arrow, moves the cursor to the first character in the current line.

**NOTE:** You have approximately 5 seconds after pressing each HOME key to complete your cursor move; When the time-out length is exceeded, the system disregards your entry and returns the arrow keys to their normal functionalities.

## TEXT MANIPULATION

### Function Keys

The following table defines the differences between the use of function keys with a Data General (DG) terminal and ANSI/DEC terminals:

The following keys perform special functions within this text editor:

ANSI or DEC VT Terminal Keys	Data General Terminal Keys	Function
F6	F1	Delete the current line (indicated by the cursor location).
F7	F2	Insert a line at the cursor location and move all listing lines down by one.
F8	F3	Center the current line of text on the screen.
F9	F4	Exit the editor function.
F10	F5	Copy the current line into a save buffer to be used for later retrieval into another location in the editor. (See F6.)
F11	F6	Place the line in the save buffer into the editor area at the line containing the cursor. (See F5.)
F12	F7	Pack text beginning at the cursor to the end of the text area, terminating at the first blank line encountered. The text is packed by placing one space between each word.
F13	F10	Display help screens for the supported functions keys. Move the cursor up one line, maintaining the current column.
Down Arrow	Down Arrow	Move the cursor down one line, maintaining the current column.
Right Arrow	Right Arrow	Move the cursor one column to the right.
Left Arrow	Left Arrow	Move the cursor one column to the left.
DEL	DEL	Delete the current character, closing the line to the left (destructive backspace).
N/A	ERASE EOL	Erase from the cursor to the end of the current line.
N/A	ERASE PAGE	Erase the entire text area.
TAB	TAB	Move to the next tab position (every 10 characters).
N/A	SHIFT/Right Arrow	Insert one character.

ANSI or DEC VT Terminal Keys	Data General Terminal Keys	Function
N/A	SHIFT/Left Arrow	Delete one character.
N/A	HOME/ Right Arrow	Move the cursor to the last character on the line.
N/A	HOME/Left Arrow	Move the cursor to the first character on the line.
N/A	HOME/Up Arrow	Move the cursor to top line, maintaining the current column.
N/A	HOME/Down Arrow	Move the cursor to bottom line, maintaining the current column
N/A	HOME/HOME	Move the cursor to the HOME position (top left corner.)

**NOTE:** There are two ways to exit the text editor:

- Press the appropriate key to exit. On Data General keyboards, press the F4 key. On ANSI or DEC VT keyboards, press the F9 key.
- Enter data in the bottom right position of the screen. This means that if you begin entering text at the HOME position and continue until the entire text area is full, the editor function stops once you reach the bottom right corner of the screen.

## TAB Key

The TAB key allows you to insert or overwrite five blanks into your document. By pressing the TAB key in Insert mode where each entered character is inserted into the document, (moving all following text to the right), the system inserts five blank spaces at the cursor position. (See F1--Insert/Overwrite). Then, if the length of the text in the line exceeds the maximum, the system automatically places you into Insert Text mode. (See F6--Insert Text)

If you are in the Overwrite mode where each entered character replaces existing characters, pressing the TAB key overwrites five existing characters with blank spaces.

## DEL Key

The DEL key deletes (removes) the character to the immediate left of the cursor position, provided you are not already at the first character in the line. If you are, the system displays the Invalid Key error message.

## C1 Key

The C1 key deletes the character at the cursor, provided you are not at the end of the line. If you are, the system displays the Invalid Key error message.

## ERASE EOL Key

If you press the ERASE EOL key, the system deletes all characters from the right of the cursor to the end of the current line.

## Data General (DG) Function Keys

The following function key definitions are specific to Data General terminals. These function keys perform insert, delete, copy, move, and reformat functions. All of the appropriate function keys are displayed along the bottom of the Softkey Editor screen.

Since the display screen is limited in width, function key identification is normally shortened into meaningful abbreviations. The Softkey Editor design provides considerable functionality by grouping all aids controlling lines of text under one key labelled Line Functions.

### INSERT/OVERWRITE

- F1** This key is a toggle switch at which you can shift back and forth between Overwrite and Insert modes. Insert mode is the default mode you are in when entering Softkey Editor. Through this key, you can enter (Insert) additional text at the cursor location by moving existing text to the right. When the line lacks free space, the system automatically takes you into Insert Text mode unless you are at the end of the document (See the **F6** key). In Overwrite mode, you can type over existing text in the line. When you reach the end of the line, the system automatically takes you into Insert Text mode unless you are typing at the end of the document.

Note that the TAB key functionality varies according to the mode; In Insert mode, by pressing the TAB key, you can insert five blank spaces at the cursor position pushing all text to the right of the cursor further to the right. If the line does not have enough room for the inserted five blanks plus the remaining text, the system automatically takes you into Insert Text mode. Upon your exit from Insert Text mode, the system reformats the text. In Overwrite mode, when you press the TAB key, the system overwrites five characters with blank spaces beginning at the cursor position.

### LINE FUNCTIONS

- F2** You can access the second level function keys by pressing this key.

### INSERT DOCUMENT

- F3** You can select one or more precanned summaries to copy into your document. The system inserts the precanned summaries one line below the cursor. The system prompts you to identify the summary

code to copy. At this point, enter a precanned summary code, a partial summary code followed by a hyphen (-), or a hyphen (-) to select from the available summaries.

The system continues to maintain all of the lines before and after the point of insertion and does not automatically reformat the resulting text. Upon completion of the copy, the system moves the cursor to the left margin of the line above the inserted precanned summary or summaries. As with other areas of system functionality, when you enter a period (.), the system returns to the point you left off with no changes accepted.

## SCREEN FORWARD

- F4** You can advance the display of your document by a number of lines; the number of lines varies by the function from which you access the Softkey Editor utility. The last line of the screen text is displayed in dim reverse above the first line of the new text for easy position location when appropriate. When you edit a multi-screen document and are not on its last page, the system displays the number of remaining pages in dim reverse at the bottom right corner of the document. Also in a multi-screen document, if you are on a screen other than the first, the system displays the number of previous screens in the document in dim reverse video at the top right corner. When you are on the last screen of your document, the system displays a message stating that no next screen exists.

## SCREEN BACKWARD

- F5** You can move back one screen of text at a time. The last line of the screen text is displayed in dim reverse above the first line of the new screen text for easy position location. When you are on the first screen of your document and attempt to *screen back*, the system displays a message stating that no next screen exists.

## INSERT TEXT/END INSERT

- F6** You can open the document at the cursor's location and insert several lines of text. The End Text function enables you to format the screen into an organized display. While in this mode, the system removes all the text following the cursor enabling you to type lines into an empty window. The system displays the *removed* text in dim video on the line below the last line of text within the window for easy position location. Note the following keys are inactive while in the Insert Text mode: **F2**, **F3**, **F14**, and **F15**. If you press one of these four keys, the system displays a message stating that you must first exit the Insert Text mode. While in the Insert Text mode, you can type past the end of the screen. The system advances the

screen while displaying a blank window on which you can continue inserting text. While inserting text, you cannot place the cursor on lines not part of the inserted material preventing problems associated with modifying non-inserted text. When you finish inserting the text, press the **F6** or **F13** key to exit the Insert Text mode.

You can back up on the same line before your previous location and insert more text. If the line has no extra space, the system displays an error message stating you must first finish the insert; Note you cannot enter *double* Insert Text Mode or the text to follow. When the appropriate error message is displayed, exit the Insert Text mode to complete your second insert then re-position the cursor and resume entering data. Keep in mind the Insert Text mode and Insert mode have differing functionality.

### INSERT LINE

- F7** You can open the text to insert text one line at a time; the system inserts a blank line at the cursor in your document. The text that occupied the line (and all following lines) is moved down one line.

### CENTER LINE

- F8** The line of text with the cursor, if shorter than the line length, is centered within the margins.

### DELETE LINE

- F9** You can delete the entire line on which the cursor is located. If you attempt to delete the only line of text in a document, the system displays a message stating this line is the last one; The Softkey Editor utility cannot process a blank document - at least one line must exist.

### DELETE WORD

- F10** If you position the cursor on a non-blank space within the document, the system deletes the word at that position along with the blank space following it. All text following the deleted text is moved to the left. The system does not automatically reformat the screen. If you want to reconstruct the paragraph, press the **F13** key. If the cursor is not positioned on a word, the system displays a message stating it cannot find a word to delete.

---

## MARK LINE

- F11** When you press this function key, the cursor line is *line marked*. Only the cursor line is prevented from being concatenated to the line above it in a reformat operation (See the **F13**--Reformat Screen). To ensure that this line is kept exactly as-is, the line following the cursor line may also require marking. A letter *L* in dim reverse is displayed in the margin to the right of the line indicating the line is marked. Press this key again to remove the mark.

## MARK PAGE

- F12** When you press this function key, the cursor line is *page marked*. It functions similarly to the Mark Line insofar as the Reformat Screen function is concerned; however, when the system prints the document, a page-marked line is at its top. The system performs a page advance just prior to printing the page-marked line in the document. Keep in mind you should not page-mark the first line in a document for it is always located, by default, at the top of the page. A dim reverse letter *P* is displayed in the margin to the left of the line indicating the line is page-marked. Press this function key again to remove the mark. Note a line can be both line- and page-marked although page-marking performs all functions of the line-marking feature.

## FORMAT SCREEN

- F13** You can format the screen into an organized display for a later printing. When you press this function key, also when you exit Insert Text mode, the system reformats the document in the region of the current screen display. The system scans backwards the lines in the document past the top of the current screen until the start of a paragraph (or the start of the document), and forwards past the end of the current screen until the end of a paragraph (or the end of the document). The system processes the range of lines and forms paragraphs using the following rules:
- A paragraph begins with a line that:
    - Has line or page marks
    - Contains one or more blanks in the first position(s)
    - Follows a blank line
    - Is the first line of the document
  - A paragraph ends with a line that:

- Is followed by a blank line
- Is the last line of the document
- Is followed by a line- or page-marked line
- Text is placed on the 72-character line without trailing blank spaces. When lines are joined, if they lack a single space between them, the system inserts one.
- Blank lines are preserved.

During the reformat process, lines can be joined to reduce the total number of lines. The system maintains the relative cursor line position, when possible, if displaying the screen. If the only line of the current screen display is moved upwards and lost, the system automatically moves to the previous screen and places the cursor on the last line.

As described previously, the process of exiting the Insert Text mode involves using the Reformat Screen function to ensure the inserted text is properly reformed into paragraphs. Just prior to initiating the reformat, the system joins the text following the point of insertion at the cursor position, possibly at the start of a blank line. To ensure a blank line, the line above the cursor line must be blank.

## PATIENT INQUIRY

**F14** You can save Softkey Editor edits and access the Patient Inquiry screen to easily retrieve pertinent patient data without requiring the transcriptionist to sign-off the Softkey Editor utility. When you exit the Patient Inquiry screen, the system allows you to begin editing and places the cursor on the first screen of the document. The system does not necessarily return you to the same screen you were on prior to accessing the Patient Inquiry function. This key is temporarily disabled while in Insert Text mode.

**NOTE:** This key's functionality is dependent on the STAR system accessed. In STAR Radiology, the key permits entry in to the Patient Inquiry function. In STAR Laboratory, the key permits entry in to the Patient Inquiry function. In STAR Pharmacy, this key is not functional.

## END EDIT

**F15** You can leave Softkey Editor and retain all documentation changes through this last key on both Softkey Editor screens. In the Insert Text mode, this key is temporarily disabled.



## Line Functions

All line functions operate on complete lines of text regardless of paragraph positions and line or page-marks. The system clears the marks placed on text lines. Function keys F4, F5 and F15 (Screen Forward, Screen Backward and Exit Softkey Editor) function as previously described.

You cannot type text into the document in the Line Functions mode. If you attempt to enter text, the system displays an error message saying to exit the line functions mode. If you press an undefined function key while in Line Functions mode, the system displays the Invalid Key error message. Press the F2 key, and these Line Functions become operational:

Key Abbreviation	Function	On Screen
F1	Blank	--
F2	Blank	--
F3	Blank	--
F4	Screen Forward	SCN FWD
F5	Screen Back	SCN BCK
F6	Set Start Mark	STR MRK
F7	Set End Mark	END MRK
F8	Copy Text	CPY TXT
F9	Move Text	MV TXT
F10	Delete Text	DEL TXT
F11	Clear Mark	CLR MRK
F12	Blank	--
F13	Blank	--
F14	Main Menu	MN MNU
F15	End Edit	END EDT

## SCREEN FORWARD

- F4** You can advance the display of your document by a number of lines; the number of lines varies according to the function from which you access the Softkey Editor utility. The last line of the screen text is displayed in dim reverse above the first line of the new screen text for easy position location when appropriate. When you edit a multi-screen document while on a page other than its last, the system displays the number of remaining pages in dim reverse at the bottom right corner of the document. Also if you are on a screen other than the first in a multi-screen document, the system displays the number of previous screens in the document in dim reverse

video number at the top right corner. When you are on the last screen of your document, the system displays a message stating that no next screen exists.

## SCREEN BACKWARD

- F5** You can move back one screen of text at a time. The last line of the text is displayed in dim reverse above the first line of the new text for easy position location. When you are on the first screen of your document and attempt to *screen back*, the system displays a message stating that no next screen exists.

## SET START MARK

- F6** Identify a point in which a future copy, move or deletion should be made by using both this key and the End Mark key. If a start mark was set on another line, the system moves the start mark to the cursor line; Note the marked line is displayed in reverse video along with a dim reverse letter S in the left margin. If you attempt to set a start mark on a line that comes after the one containing the end mark, the system displays the Start Mark After End Mark message indicating you need to re-position the cursor. If you attempt to copy, move or delete without setting a start mark, the system displays the Missing Start Mark message indicating you must place a start mark before continuing. If you attempt to copy, move or delete text without setting marks, the system displays the Must Define Block First message indicating you need to mark the text line(s) before continuing.

## SET END MARK

- F7** You can identify the ending line of text being copied, moved or deleted when using this key. Note the mark is not required for copying, moving or deleting a single line of text. To remove an end mark, press the Clear Mark key. If an end mark was previously set on another line, the system places the end mark at the cursor line. Note the cursor line and all lines between the start and end marks are displayed in reverse video unless just an end mark is set. Also, a dim reverse letter E is displayed just to the right of the right margin. If you attempt to set an end mark on a line that is displayed before the one containing the start mark, the system displays the End Mark Before Start Mark message. At this point, re-position the cursor.

## COPY TEXT

- F8** You can copy typed text to other locations through this function. The system copies the lines indicated by the start and end marks to the

ones following the current cursor line. Place the cursor in front of the text to be copied then press the Start Mark (**F6**). Move the cursor to the end of this information and press the End Mark (**F7**). Now, move to the text's destination point using the Screen Forward (**F4**) and Screen Backward (**F5**) functions, then press Copy Text (**F8**). The system displays the text at both the source and destination locations, while moving the cursor to the line above the copied text lines. Note the total number of lines in the document is increased by the number of lines copied.

After performing a copy, the system clears the marks. If you attempt to copy text to an area within the marked text lines, the system displays the Within Marked Text message indicating a copy function into the middle of text to be copied cannot be performed. At this point, move the cursor to a line outside of the marked area to try again.

## MOVE TEXT

- F9** Use this key with Start and End marks. Once you identify starting and ending points, move the cursor to the desired location, then press the Move Text key. The system moves the lines between the start and end marks to the lines following the current cursor line. It then deletes the original marked line(s) from the document leaving the total number of lines unaffected. Next, the system places the cursor on the same line prior to the move unless you perform a move from a point in the document before the cursor line; in the latter case, the system moves the cursor down (forward) by the number of moved lines in the document thus displaying it on the last moved line. After the move, the system automatically clears the start and end marks. If the cursor is on a line within the marked text lines, the system displays the Within Marked Text message indicating a move function into the middle of text to be copied cannot be performed. At this point, move the cursor to a line outside of the marked area to make another attempt.

## DELETE TEXT

- F10** This key is equivalent to the **F9--Delete** key on the main menu; the lines indicated by the start and end marks are deleted from the document. You can delete large portions of text by placing the cursor at the beginning of the text which is to be deleted. Press Start Mark (**F6**). Then move the cursor to the end of the text which is to be deleted and press End Mark (**F7**). The system deletes the text within the marked lines, then clears the marks. Note the start and end marks must be on the current screen; you cannot delete lines not currently displayed. If you attempt to delete lines not on the current screen display, the system displays the Start Or End Mark

Off Screen message. At this point, you must construct a marked area entirely on the current screen before a deletion can be performed.

### **CLEAR MARK**

- F11** After completing a Copy or Move Text operation, you can remove beginning or ending marks from the screen to ensure future copy and move operations within the text.

### **MAIN MENU**

- F14** Exit the second level of keys by pressing this key. The system clears any start or end marks placed but not acted upon.

### **END EDIT**

- F14** You can leave the Softkey Editor utility. Press this key on both screens when editing is complete.

## ERROR MESSAGES

The Softkey Editor utility notifies you of an invalid entry by displaying error messages on the line below the first line of the next screen display; the system automatically removes them when you press a key.

Here is a summary of all error messages:

Error Message	Explanation
<i>Invalid key</i>	The pressed key is not defined for use in the Softkey Editor utility in the current mode.
<i>Top line</i>	You are currently at the top line of the display.
<i>End of line</i>	You are currently on the last character of the line.
<i>Bottom line</i>	You are currently at the last line of the display or document.
<i>Left margin</i>	You are currently on the first position of the line.
<i>Finish insert first</i>	While in the Text Insert mode, you typed text using the Insert mode and now no room exists on the current line to continue insertion.
<i>Exit insert text mode first</i>	You have attempted a function that is temporarily disabled in the Insert Text mode.
<i>No next screen</i>	You are currently positioned at the last screen of the document.
<i>No previous screen</i>	You are currently at the first screen of the document.
<i>Last line</i>	You are on the last line in your document and you cannot delete it.
<i>Can't find a word</i>	The cursor is on a blank space rather than a word.
<i>Missing start mark</i>	You have a defined end mark but no start mark. Text copy/move/delete requires a start mark.
<i>Start or end mark off screen</i>	The Delete Text Lines function requires both marks on the current screen display.
<i>Must define block first</i>	You cannot move/copy/delete since no marks are defined.
<i>Within marked text</i>	You cannot copy or move to a destination within your marked text.
<i>Must exit line functions mode</i>	You cannot type text while in the Line Functions mode.
<i>Start mark after end mark</i>	You cannot place a start mark on a line following an end mark.
<i>End mark before start mark</i>	You cannot place an end mark on a line previous to the start mark.

The system displays the following messages during the editing process within the Softkey Editor utility:

Error Message	Explanation
<i>Formatting screen</i>	You have pressed the F13 key and a screen format is in progress
<i>Completed</i>	The format is finished, and you can resume editing.

---

## Chapter 14 - REPORT VIEW

REPORT VIEW .....	14-3
Page Up .....	14-3
Page Dn .....	14-3
Go To .....	14-3
Skip 10% .....	14-3
Print .....	14-3
Nxt Rpt .....	14-4
Exit .....	14-4
REPORT MANIPULATION .....	14-5
Up Arrow .....	14-5
Down Arrow .....	14-5
Right Arrow .....	14-5
Left Arrow .....	14-5
Enter .....	14-5
Shift Up Arrow .....	14-5
Shift Down Arrow .....	14-5
Shift Right Arrow .....	14-5
Shift Left Arrow .....	14-5
Tab .....	14-5





## REPORT VIEW

Through this utility, you can view all hard copy runs for a report. The following information is included on the screen: run date and time, a graph indicating your approximate position in the report text, name of the individual who ran the report, date and time the report run was completed, page number of the report, number of columns available on the display, and the maximum number of columns for the report.

The Report View utility supports rapid and efficient screen movement via the following keys located next to the main key pad on most terminals.

**NOTE:** These are not the key assignments when viewing a report in STAR Radiology. For details, see the *Applications Volume* of the *STAR Radiology Reference Guide*.

### Page Up

**F1** This key moves the cursor to the top of the previous page of the report.

### Page Dn

**F2** This key moves the cursor to the top of the next page of the report.

### Go To

**F3** This key enables you to *go to* specific areas of a page of the report. Through this key, the following areas of a page are accessible:

T Top of page (This is the default)

B Bottom of page

M Middle of page

You can also enter a specific page number.

### Skip 10%

**F4** This key enables you to *skip* forward approximately 10% of the report text provided the system is currently displaying less than 10% of the report on the screen.

### Print

**F5** This key gives you opportunity to print a range of pages of the report at the report's usual printer(s).

**Nxt Rpt**

- F6** Through this key, you can view other versions of the report that were spooled today.

**Exit**

- F7** This key allows you to exit the Report View utility.

## REPORT MANIPULATION

### Up Arrow

By pressing this key, you move the report display up one line.

### Down Arrow

By pressing this key, you move the report display down one line.

### Right Arrow

By pressing this key, you move the report display one column to the right.

### Left Arrow

By pressing this key, you move the report display one column to the left.

### Enter

By pressing this key, you move the screen display upward by 15 lines, or one screen.

### Shift Up Arrow

By pressing this key, you move the screen display upward by 15 lines.

### Shift Down Arrow

By pressing this key, you move the screen display downward by 15 lines.

### Shift Right Arrow

By pressing this key, you move the screen display to the right by 15 columns.

### Shift Left Arrow

By pressing this key, you move the screen display to the left by 15 columns.

### Tab

By pressing this key, you change the margins of a landscaped report to fit into the 132 column screen.



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# Chapter 15 - STAR COMMON CLINICALS

## ALLERGY PROCESSING TOOL

GUIDELINES FOR USE OF THE ALLERGY PROCESSING TOOL .....	15-3
ALLERGY SUMMARY SCREEN .....	15-4
Screen Information .....	15-4
Screen Header Information .....	15-4
Screen Item Information .....	15-4
Screen Sort .....	15-5
Prompt Options .....	15-6
View Only or Undefined Privileges .....	15-6
Add, Add/Modify, or Add/Modify/Verify Privileges .....	15-7
Allergy Summary Screen Example: Patient with No Allergies .....	15-9
Allergy Summary Screen Example: Patient with No Known Allergy Entry .....	15-9
Allergy Summary Screen Example: Patient with Unknown Allergy Entry .....	15-10
Allergy Summary Screen Example: Patient with Allergy Entries .....	15-11
ALLERGY DETAIL SCREEN .....	15-12
No Known Allergies Entry .....	15-16
Unknown Allergies Entry .....	15-20
Add a New Allergy .....	15-20
Add a New Allergy from the Allergy Table .....	15-21
Add a New Free-form Allergy .....	15-26
Add an Allergy by Formulary Item (/F) .....	15-27
Add an Allergy by Ingredient (/I) .....	15-28
Add an Allergy from the Product File (/N) .....	15-29
Edit an Allergy .....	15-30
Inactivate an Allergy .....	15-31
Activate a Currently Inactive Allergy .....	15-32
Verify an Active Allergy .....	15-32
Verify an Allergy Inactivation .....	15-33
View the Detail Screen for FDB-Inactivated Allergen .....	15-34
View an Allergy Audit Trail .....	15-35
Print an Allergy List .....	15-37
TABLES AND SCREEN PARAMETERS .....	15-40
Clinical Parameters Screen .....	15-40
Position File .....	15-43
Create/Edit Personnel Records .....	15-49
Allergy Classes Table .....	15-51
Allergy Reactions Table .....	15-56
Allergy Severity Table .....	15-57



## GUIDELINES FOR USE OF THE ALLERGY PROCESSING TOOL

You can enter coded allergies through the STAR Common Clinicals Allergy Processing Tool if your organization is using either STAR Pharmacy or Horizon Meds Manager as its pharmacy system.

If you are running:

- STAR Pharmacy in any of your facilities, the Allergy Processing Tool accesses the Allergy Classes table, and you enter Product Information File (PIF) code allergy information on the patient.
- Horizon Meds Manager in all of your facilities, the Allergy Processing Tool accesses the Allergen Picklist (FDB DAM) table, and you enter Drug Allergy Module (DAM) code allergy information on the patient.

This section contains general information about the Allergy Processing Tool for STAR Pharmacy and Horizon Meds Manager, as well as specific information if you are using STAR Pharmacy and PIF codes.

If you are using Horizon Meds Manager and need detailed information about how the Allergy Processing Tool differs from this section, access the Horizon Meds Manager section of McKesson's Download Central Web site and download the *STAR Common Clinicals Allergy Processing Tool with Horizon Meds Manager Pharmacy System - Reference Guide*.

---

## ALLERGY SUMMARY SCREEN

When the Allergy Processing Tool is accessed, the Allergy Summary screen provides a quick overview of all allergies (both coded and free-form) that have been entered for a patient.

The system displays the following information in the allergy section of the screen, based on the following scenarios for a patient:

- no allergies entered in the system
- an allergy entry of NO KNOWN allergies entered in the system
- an allergy entry of UNKNOWN allergies entered in the system
- allergies that have been entered in the system

### Screen Information

The screen header, screen item and prompts are the same for each of the four scenarios listed above. Screen examples for the scenarios follow this section.

#### SCREEN HEADER INFORMATION

The screen header varies, based upon which STAR application (STAR Order Management, STAR Patient Processing, STAR Pharmacy or STAR Radiology) accessed the Allergy Processing Tool.

#### SCREEN ITEM INFORMATION

Below the screen header, the following screen items are listed regarding each allergy:

- No. - the option number to select to display or edit the item in detail. Up to 15 allergies at a time are displayed. If more than 15 allergies have been defined for the patient, the prompt includes the *next pg (/)* and *prev pg (/P)* options as needed.
- Allergy - the name of the item (coded or free-form) to which the patient is allergic
- Type - the description of the item (drug, food, environmental or miscellaneous if not known)
- Reaction - the patient's reaction to the allergen
- Severity - the severity of the reaction to the allergen



- **Sts** - the status of the allergy (verified, unverified, inactive or erroneous/inactive). The ability to verify allergies is based on privileges granted in the Create/Edit Personnel Records screen and the setting of the Verify Allergen Type parameter on the Clinical Parameters screen. If an employee is allowed to verify allergens, and does, the status is displayed as Ver. If an employee is not allowed to verify allergens, the status is displayed as Unv. An employee with the Verify Allergy Type parameter set to Yes must confirm the entry before its status can be displayed as Ver. If the clinical status received inbound from the sending application is E, the status is displayed as E/I.

**NOTE:** Within STAR Pharmacy, active/unverified allergies are included in the automated allergy screening process (the same as an active/verified allergy). Inactive/unverified allergies are NOT included in the automated allergy screening process (the same as an inactive/verified allergy).

Special characters are displayed in this section of the screen to indicate the following conditions:

- **Shaded number** - Unverified allergy. (Unv is also displayed in the Sts column for active allergies.)
- \* before Allergy description - STAR Rx comments are defined on the detail screen.
- + after Allergy description - Multi-item ingredients exist and can be viewed on the detail screen.
- ! after Type - This item is not screened automatically within the STAR Pharmacy module (applies to non-FDB coded and free-form entries). The exclamation point (!) is displayed in reverse video to make it more visible.
- & after Type - This item on the patient was inactivated by FDB in the Allergy Class Table. The ampersand (&) displays in reverse video to make it more visible.

## SCREEN SORT

The primary sort is by Type in the following order: Drug, Environmental, Food, Miscellaneous. The secondary sort is the date/time of the entry (with the most recent entries at the top of each type's list). Inactive entries sort to the bottom of the screen.

**NOTE:** If two or more allergies are added within the same minute, the system then sorts by the system-assigned Universal ID number, which is reflected in the Source System field of the Allergy Detail Screen. This sort may differ from the sort utilized by the Allergy Audit Trail.

## PROMPT OPTIONS

The options available in the prompt vary depending upon the privileges granted to the employee logged in. In the Position File, the position type can be granted the following access options:

- View only
- Add
- Add/Modify
- Add/Modify/Verify

**NOTE:** Up to 15 allergies at a time are displayed. If more than 15 allergies have been defined for the patient, the prompt includes the *next pg (/)* and *prev pg (/P)* options as needed.

## View Only or Undefined Privileges

If the employee has View Only or undefined privileges, the following prompt is displayed from the Allergy Summary Screen:

*Enter number to display/edit--  
(V)iew audit, (P)rint List*

With the View Only privilege, the employee can select an option to view the detail screen. The following prompt is displayed:

*Press NL--*

If the employee has View Only and no allergies have been defined for the patient, the following prompt is displayed from the Allergy Summary Screen:

*Press NL--  
(V)iew audit*

The employee cannot enter allergy information. If you press ENTER, the previous screen is displayed again.

Enter **V** to view the allergy audit trail. For more information, see [“View an Allergy Audit Trail” on page 15-35](#).

Enter **P** to print the list of allergies for this patient. For more information, see [“Print an Allergy List” on page 15-37](#). Please note that STAR Radiology users do not see the P option in the prompt. They are presented with a print option when they exit the Allergy Summary screen.

**NOTE:** If allergy information has not been defined and you enter **V** to view the audit trail, the system displays an *Unavailable* error message.

Up to 15 allergies at a time are displayed. If more than 15 allergies have been defined for the patient, the prompt includes the *next pg (/)* and *prev pg (/P)* options as needed.

### Add, Add/Modify, or Add/Modify/Verify Privileges

- If the patient has no allergy entries or No Known allergies specified or Unknown allergies specified when accessed, and if the employee has Add, Add/Modify or Add/Modify/Verify privileges, the following prompt is displayed:

*Enter (N)o Known/NKA,(U)nknown/UNK, or (A)dd new allergy (N/U/A/V/P)--  
(V)iew audit, (P)rint List*

If the patient does not have any allergy information, the employee is required to enter (N)o Known Allergies, (U)nknown Allergies, or (A)dd an allergy.

For No Known Allergies (NKA) and Unknown Allergies (No Allergy Info), the system displays the entry as the first line of the summary screen. These two entries are treated as free-form allergies, and only one or the other may exist on the screen at a time, and neither may exist if allergies are added.

For No Known (NKA) and Unknown (No Allergy Info) entries, the employee has access to the detailed screen to record basic information, such as who reported the information and miscellaneous comments. The following fields are inaccessible: Reaction, Severity, Sensitivity Type, and Onset.

Enter **N** to designate No Known Allergies. For more information, see [“No Known Allergies Entry” on page 15-16](#).

Enter **U** to designate Unknown Allergies. For more information, see [“Unknown Allergies Entry” on page 15-20](#).

Enter **A** to add a new allergy. For more information, see [“Add a New Allergy” on page 15-20](#).

Enter **V** to view the allergy audit trail. For more information, see [“View an Allergy Audit Trail” on page 15-35](#).

Enter **P** to print the list of allergies for this patient. For more information, see [“Print an Allergy List” on page 15-37](#). Please note that STAR Radiology users do not see the P option in the prompt. They are presented with a print option when they exit the Allergy Summary screen.

**NOTE:** Up to 15 allergies at a time are displayed. If more than 15 allergies have been defined for the patient, the prompt includes the *next pg (/)* and *prev pg (/P)* options as needed.

**NOTE:** The codes that are actually sent Outbound from STAR for NKA (N) and NAI (U) depends on the FDB Coding System and the Additional Allergy Settings fields that are defined in the System Wide Parameters screen. Also, the prompt that is displayed depends on the codes defined in the FDB Coding System field and the options available at the user signon level.

- If the patient has allergy entries, and you have Add, Add/Modify or Add/Modify/Verify privileges, the following prompt is displayed:

*Enter number to display/edit, or (A)dd new allergy--  
(V)iew audit, (P)rint*

Enter the line number (No.) of the allergy to display or edit. For more information, see [“Edit an Allergy” on page 15-30](#).

Enter **A** to add a new allergy. For more information, see [“Add a New Allergy” on page 15-20](#).

Enter **V** to view the allergy audit trail. For more information, see [“View an Allergy Audit Trail” on page 15-35](#).

Enter **P** to print the list of allergies for this patient. For more information, see [“Print an Allergy List” on page 15-37](#). Please note that STAR Radiology users do not see the P option in the prompt. They are presented with a print option when they exit the Allergy Summary screen.

**NOTE:** Up to 15 allergies at a time are displayed. If more than 15 allergies have been defined for the patient, the prompt includes the *next pg (/)* and *prev pg (/P)* options as needed.

**ALLERGY SUMMARY SCREEN EXAMPLE: PATIENT WITH NO ALLERGIES**

The following is an example of the Allergy Summary Screen for a patient with no allergies entered in the system:

General Hospital Profile Maintenance Processor																			
Maintenance Options		Tue May 12, 2009 02:51 pm																	
No	Name	Sex	Birthdate	Room	Doctor	SRV	ICD	Status											
012-2900001	DIEGO,DAN	M	01/01/60	ICU-01	JERDEN,ROY	SURGICA	10	IP 305											
<table border="1"> <thead> <tr> <th>No. Allergy</th> <th>Type</th> <th>Reaction</th> <th>Severity</th> <th>Sts</th> </tr> </thead> <tbody> <tr> <td colspan="5"> </td> </tr> </tbody> </table>										No. Allergy	Type	Reaction	Severity	Sts					
No. Allergy	Type	Reaction	Severity	Sts															
Enter (N)o Known/NKA, (U)nknown/UNK, or (A)dd new allergy (N/U/A/V/P)-- (V)iew audit, (P)rint list																			

**NOTE:** For an explanation, see [“Screen Information” on page 15-4](#).

**ALLERGY SUMMARY SCREEN EXAMPLE: PATIENT WITH NO KNOWN ALLERGY ENTRY**

The following is an example of the Allergy Summary Screen for a patient with an allergy status of NO KNOWN allergies:

General Hospital Profile Maintenance Processor																			
Maintenance Options		Tue May 12, 2009 02:51 pm																	
No	Name	Sex	Birthdate	Room	Doctor	SRV	ICD	Status											
012-2900001	DIEGO,DAN	M	01/01/60	ICU-01	JERDEN,ROY	SURGICA	10	IP 305											
<table border="1"> <thead> <tr> <th>No. Allergy</th> <th>Type</th> <th>Reaction</th> <th>Severity</th> <th>Sts</th> </tr> </thead> <tbody> <tr> <td>( 1) *NKA</td> <td>Drug</td> <td></td> <td></td> <td>Unv</td> </tr> </tbody> </table>										No. Allergy	Type	Reaction	Severity	Sts	( 1) *NKA	Drug			Unv
No. Allergy	Type	Reaction	Severity	Sts															
( 1) *NKA	Drug			Unv															
Enter (N)o Known/NKA, (U)nknown/UNK, or (A)dd new allergy (N/U/A/V/P)-- (V)iew audit, (P)rint List																			

The system uses the following code from the Allergy Classes table for No Known Allergies: 30801,00: No Known Patient Allergies.

It is suggested that, in the Allergy Classes table, you set the Abbreviation field for this allergy to NKA and the Allergen Type field to Miscellaneous. (Remember that the Verify Allergen Types parameter controls whether or not an allergen type, such as drug, food, environmental or miscellaneous, requires verification.)

For No Known Allergies (NKA) and Unknown Allergies (No Allergy Info), the system displays the entry as the first line of the summary screen. These two entries are treated as free-form allergies, and only one or the other may exist on the screen at a time, and neither may exist if allergies are added.

For No Known (NKA) and Unknown (No Allergy Info) entries, an employee with Add, Add/Modify or Add/Modify/Verify privileges has access to the detailed screen to record basic information, such as who reported the information and miscellaneous comments. The following fields are inaccessible: Reaction, Severity, Sensitivity Type, and Onset.

**NOTE:** For an explanation, see “Screen Information” on page 15-4.

### ALLERGY SUMMARY SCREEN EXAMPLE: PATIENT WITH UNKNOWN ALLERGY ENTRY

The following is an example of the Allergy Summary Screen for a patient with an allergy status of UNKNOWN (No Allergy Info) allergies:

General Hospital Profile Maintenance Processor									
Maintenance Options					Tue May 12, 2009 02:51 pm				
No	Name	Sex	Birthdate	Room	Doctor	SRV	ICD	Status	
012-2900001	DIEGO, DAN	M	01/01/60	ICU-01	JERDEN, ROY	SURGICA	10	IP 305	
No. Allergy		Type		Reaction		Severity		Sts	
( 1) *No Allergy Info		Drug						Unv	
<p>Enter (N)o Known/NKA, (U)known/UNK, or (A)dd new allergy (N/U/A/V/P) --            (V)iew audit, (P)rint List</p>									

The system uses the following code from the Allergy Classes table for Unknown Allergies: 30473,00: Unknown Patient Allergies.

It is suggested that, in the Allergy Classes table, you set the Abbreviation field for this allergy to UNK and the Allergen Type field to Miscellaneous. (Remember that the Verify Allergen Types parameter controls whether or not an allergen type, such as drug, food, environmental or miscellaneous, requires verification.)

For No Known Allergies (NKA) and Unknown Allergies (No Allergy Info), the system displays the entry as the first line of the summary screen. These two entries are treated as free-form allergies, and only one or the other may exist on the screen at a time, and neither may exist if allergies are added. Also, the Allergies line in the patient header displays the same literal description.

For No Known (NKA) and Unknown (No Allergy Info) entries, an employee with Add, Add/Modify or Add/Modify/Verify privileges has access to the detailed screen to record basic information, such as who reported the information and miscellaneous comments. The following fields are inaccessible: Reaction, Severity, Sensitivity Type, and Onset.

**NOTE:** For an explanation, see “Screen Information” on page 15-4.

### ALLERGY SUMMARY SCREEN EXAMPLE: PATIENT WITH ALLERGY ENTRIES

The following is an example of the Allergy Summary Screen for a patient with allergies entered in the system:

General Hospital Profile Maintenance Processor								
Maintenance Options			Tue May 12, 2009 02:51 pm					
No	Name	Sex	Birthdate	Room	Doctor	SRV	ICD	Status
012-2900001	DIEGO,DAN	M	01/01/60	ICU-01	JERDEN,ROY	SURGICA	10	IP 305
No.	Allergy	Type	Reaction	Severity	Sts			
( 1 )	MORPHINE	Drug	Anaphylaxis	Severe	Ver			
( 2 )	IBUPROFEN+	Drug	Anaphylaxis	Severe	Ver			
( 3 )	ACETAMINOPHEN-CODEINE PHOS	Drug	Anaphylaxis	Severe	Ver			
( 4 )	*CODEINE	Drug	Anaphylaxis	Severe	Ver			
( 5 )	SHRIMP	Food!	Skin Rash	Moderate	Unv			
( 6 )	PENICILLIN AND DERIVATIVES	Drug	Blurred Vision	Moderate	Ina			
( 7 )	NKA	Misc			Ina			
Enter number to display/edit, or (A)dd new allergy--								
(V)iew audit, (P)rint List								

**NOTE:** For an explanation, see “Screen Information” on page 15-4.

If Unknown (No Allergy Info) or No Known (NKA) was entered on the patient prior to the addition of a coded or free-form allergy, the system automatically inactivates the No Allergy Info or NKA entry. Inactive entries are grayed out, sorted to the bottom of the screen and have a status of Ina.

## ALLERGY DETAIL SCREEN

This screen is accessed from most of the options listed in the prompt on the Allergy Summary screen. Detailed information about allergy entry follows this section. The following is an example of the screen:

General Hospital Profile Maintenance Processor									
Maintenance Options					Tue May 12, 2009 02:51 pm				
No	Name	Sex	Birthdate	Room	Doctor	SRV	ICD	Status	
012-2900001	DIEGO,DAN	M	01/01/60	ICU-01	JERDEN,ROY	SURGICA	10	IP 305	
1 Allergy Description					2 Created By/Date				
PROPOXYPHENE-ASA-PHENACET-CAFF					Long,Joe 08/15/02 09:34am				
3 Reaction					4 Severity				
Abscess At Injection Site					5 Moderate				
5 Sensitivity Type					6 Allergen Type		7 Reported By		
ADVERSE REACTION					Drug		DIEGO,DAN		
8 Relationship					9 Onset		10 Abbreviation		
SELF							PROPOXYPHE		
11 Ingredient					12 Edit Date		13 Edit By		
See Table					10/26/07 02:21am				
14 STAR RX Comments					15 Source System				
					2158;ST09				
Enter field number or '/' starting field number--									

### Field Explanations

#### 1. ALLERGY DESCRIPTION (DISPLAY ONLY) or (30-C-O if free-form)

This field contains the allergy description. If a free-form allergy is entered, you cannot edit the description once the allergy has been saved. This field is populated differently, based on the method by which the allergy is added to the system. For more information, see each individual entry method under [“Add a New Allergy” on page 15-20](#).

**NOTE:** If No Known Allergies is entered from the prompt, the description is displayed as NKA. If Unknown Allergies is entered from the prompt, the description is displayed as No Allergy Info.

#### 2. CREATED BY/DATE (DISPLAY ONLY)

This field displays the name of the employee who initially entered the allergy, along with the date and time. The field is not updated by edits. If the record is edited, the Edit Date and Edit By fields reflect the changes.

#### 3. REACTION (50-AN-C) or (TABLE LOOKUP)

This field identifies the patient's reaction when exposed to the allergen. Allergy reactions are defined in the Allergy Reactions table. The Severity/Reaction field of the Clinical Parameters screen (in STAR Patient Care) determines if this field is required. Enter the code of a specific allergy reaction, or enter a hyphen (-) and select the appropriate reaction from the displayed list.



**4. SEVERITY (16-AN-C) or (TABLE LOOKUP)**

This field identifies the severity of the patient's reaction. Allergy severities are defined in the Allergy Severities table. The Severity/Reaction field of the Clinical Parameters screen (in STAR Patient Care) determines if this field is required. Enter the code of a specific severity, or enter a hyphen (-) and select the appropriate severity from the displayed list. If the Severity field is defined in the Allergy Reaction table for the reaction assigned in field 3, it defaults into this field.

**NOTE:** The Screening - Allergies parameter determines which potential adverse drug reactions are displayed in STAR Pharmacy during order/prescription entry using the potential severity of the reaction. If you do not define a severity for the adverse drug (allergy) class, the system always displays the potential adverse drug reaction unless the Display Level field of the Screening - Allergies parameter is set to Never.

**5. SENSITIVITY TYPE (25-C-O) or (TABLE LOOKUP)**

This field identifies the sensitivity type, such as adverse reaction, allergy, contraindication or intolerance. The following prompt is associated with this field:

*Enter first letters '-' or sensitivity type code--*

Enter the code of a specific sensitivity type, or enter a hyphen (-) and select the appropriate choice from the displayed list.

If the Reaction used in Field 2 has a Sensitivity Type defined in the Allergy Reactions table, that Sensitivity Type auto-populates this field. (All entries in the Allergy Reaction table are initially loaded with a Sensitivity Type of Adverse Reaction.)

**6. ALLERGEN TYPE (25-C-R) or (TABLE LOOKUP)**

This field identifies the type of allergy, such as drug, food, miscellaneous or environmental. The following prompt is associated with this field:

*Enter first letters '-' or allergen type code--*

Enter the code of a specific allergen type, or enter a hyphen (-) and select the appropriate choice from the displayed list. After you enter a valid code, the system displays the description in this field.

If the Allergy Classes table is used to enter the allergy, and the Allergen Type field is defined, that Allergen Type auto-populates this field. (All entries in the Allergy Classes table are initially loaded with an Allergen Type of Drug.)

**7. REPORTED BY (25-C-O) or (SPECIAL CHARACTER)**

This field identifies the person who reported the allergy: the patient, a relative, or some other person. The following prompt is associated with this field:

*Enter last name, first name [patient name]--*

Enter a free-form name of the person reporting the allergy, or press ENTER to insert the patient's name. If the default [patient name] is selected, the next field (Relationship) is automatically populated with "Self."

**8. RELATIONSHIP (25-C-O) or (TABLE LOOKUP)**

This field identifies the relationship to the patient of the person reporting the allergy. Examples include Self, Brother, Spouse, etc. Relationships are defined in the Patient Processing Relationship table. The following prompt is associated with this field:

*Enter table code--*

Enter the code of a specific relationship, or enter a hyphen (-) and select the appropriate choice from the displayed list. After you enter a valid code, the system displays the description in this field. This field is automatically populated with "Self" if the default [patient name] is selected in the Reported By field.

**NOTE:** The Relationship field is blank if the relationship defined in IAM:15 does not match the STAR table entries. STAR accepts the allergy information for the patient.

**9. ONSET (30-C-O)**

This is an optional free-form field. Enter the date, time or circumstance when the patient first experienced the allergy. The following prompt is associated with this field:

*Enter when the allergy was first experienced--*

You may enter a specific date (such as 01/01/2000, 01/2000, or 2000), or a text description of when the allergy was first experienced (such as "January of 2000," "early childhood," or "when 16 years old"). Since this is not a date-specific field, Date Entry Techniques described in the *General Information Volume* (such as "T" for today) cannot be used.

**10. ABBREVIATION (10-C-RO) or (DISPLAY ONLY)**

This field displays the abbreviation from the Allergy Classes table. This field cannot be edited if the allergy is coded from the Allergy Classes table. If a change to the Allergy table Abbreviation field is needed, the change must be made in the Allergy Classes table itself. For free-form allergies, as well as entries made from the formulary or product file, the system automatically populates the field with the first ten characters of the description.

If the allergy is not coded from the Allergy Classes table, when the field is accessed, the system displays the following prompt:

*Enter new abbreviation--*

Enter the appropriate abbreviation (up to 10 characters).

**11. INGREDIENTS (DISPLAY ONLY)**

This field contains the name of the specific ingredient(s) to which the patient may be allergic. This field is blank if the allergy is defined using the Allergy Classes table.

If the allergy is defined with the /I (ingredient) option, the system displays the selected ingredient name in the field.

If the allergy is defined with either the /F (formulary), or /N (product file) options, and more than one active ingredient exists (an active ingredient is one that has one or more allergy codes associated with it), the system automatically fills this field with the literal "See Table." If the field is selected, a table listing the ingredient(s) associated with the allergy is displayed at the bottom of the screen.

**12. EDIT DATE (DISPLAY ONLY)**

The system displays the date and time the screen was last edited.

**13. EDIT BY (DISPLAY ONLY)**

The system displays the name of the person who last edited the screen.

**14. STAR RX COMMENTS (256-C-O)**

This field is used to document additional information about the patient-specific allergy. This information is STAR-specific (hence the name "STAR Rx Comments") and is not interfaced to other interested systems. This information is displayed when an allergy alert occurs during STAR Pharmacy order entry/clinical screening. When the field is accessed, the system displays the following prompt:

*Enter comments? (Y/N)-*

The prompt does not have a default. Entering **N** or pressing the ENTER key bypasses the field. Entering **Y** displays the text editor.

<b>F1</b>	<b>F2</b>	<b>F3</b>	<b>F4</b>	<b>F5</b>	<b>F6</b>	<b>F7</b>	<b>F10</b>
Delete Line	Insert Line	Center	Exit	Store Line	Restore Line	Pack	Help

The cursor is located in the first character on the first line. Up to 4 lines of 64 characters each can be entered.

The system displays 8 text entry keys at the bottom of the grid. The following defines each of the text entry keys:

**F1** This key deletes the line of text upon which the cursor rests. Any text below the deleted line moves up one line.

**F2** This key inserts a blank line before the line upon which the cursor rests. Any text below the added line moves down one line.

**F3** This key centers the text in the middle of the line upon which the cursor rests.

**F4** This key exits the text edit mode. The system returns you to the field selection prompt.

**F5** This key stores in memory the line of text upon which the cursor rests. Only one line of text can be stored at a time; therefore, immediately restore the saved text on the appropriate line by using the F6 key.

**F6** This key restores text saved in memory back onto the screen. The system erases any text on the line on which saved text is restored; therefore, always restore text on a blank line unless you want to replace the existing text.

**F7** This key removes any unnecessary blank spaces between words and sentences. The system always places one blank space between words and two blank spaces after periods.

**F10** This key provides additional information about using these text entry function keys and other cursor control keys.

**15. SOURCE SYSTEM (DISPLAY ONLY)**

The system displays the unique identifier for the allergy. This field cannot be revised and is not updated if a user from a different system revises any other fields on the screen.

## No Known Allergies Entry

**NOTE:** For detailed information about each field, see [“Field Explanations” on page 15-12.](#)

If you enter **N** at the prompt on the Allergy Summary screen, the Allergy Detail screen is displayed:

```

General Hospital Profile Maintenance Processor
Maintenance Options                               Tue May 12, 2009 02:51 pm
  No      Name      Sex  Birthdate Room  Doctor  SRV  ICD  Status
012-2900001  DIEGO,DAN  M   01/01/60  ICU-01  JERDEN,ROY SURGICA 10  IP 305

  1 Allergy Description                2 Created By/Date
    NKA                               Rush,Bill 12/04/07 12:58pm
  3 Reaction                          4 Severity

  5 Sensitivity Type      6 Allergen Type  7 Reported By
                             Drug          ->
  8 Relationship          9 Onset                10 Abbreviation
                                           NKA
11 Ingredient              12 Edit Date          13 Edit By
14 STAR RX Comments              15 Source System

Enter last name,first name [patient name] --

```

The cursor is located at the Reported By field. Enter the last name, first name of the person reporting the allergy (which may be the patient) and press ENTER. The updated screen is displayed:

```

General Hospital Profile Maintenance Processor
Maintenance Options                               Tue May 12, 2009 02:51 pm
  No      Name      Sex  Birthdate Room  Doctor  SRV  ICD  Status
012-2900001  DIEGO,DAN  M   01/01/60  ICU-01  JERDEN,ROY SURGICA 10  IP 305

  1 Allergy Description                2 Created By/Date
    NKA                               Rush,Bill 12/04/07 01:02pm
  3 Reaction                          4 Severity

  5 Sensitivity Type      6 Allergen Type  7 Reported By
                             Drug          CASE,PETER
  8 Relationship          9 Onset                10 Abbreviation
->                                           NKA
11 Ingredient              12 Edit Date          13 Edit By
14 STAR RX Comments              15 Source System

Enter table code-- |

```

The cursor is located at the Relationship field. Enter the relationship of the person reporting the allergy to the patient. You can enter a hyphen (-) to display a lookup of the table options. The following is an example of the screen with the table displayed:

```

General Hospital Profile Maintenance Processor
Maintenance Options                               Tue May 12, 2009 02:51 pm
  No      Name      Sex  Birthdate Room  Doctor  SRV  ICD  Status
012-2900001  DIEGO,DAN  M   01/01/60  ICU-01  JERDEN,ROY SURGICA 10  IP 305

 1 Allergy Description                2 Created By/Date
   NKA                               Rush,Bill 12/04/07 01:02pm
 3 Reaction                          4 Severity

 5 Sensitivity Type                  6 Allergen Type  7 Reported By
                                     Drug              CASE,PETER
 8 Relationship                      9 Onset          10 Abbreviation
->                                     NKA
11 Ingredient                       12 Edit Date     13 Edit By

14 STAR RX Comments                 15 Source System

Page:01                               Relationships
( 1) A-AUNT                        ( 4) K-DAUGHTER   ( 7) F-FATHER
( 2) B-BROTHER                     ( 5) D-DIVORCED SPOUSE ( 8) C-FOSTER PARENT
( 3) Q-COUSIN                      ( 6) E-EMPLOYER   ( 9) G-GRANDSOMEBODY

Enter choice--
next pg(/ or PG DN) Search(TAB)

```

Enter your choice from the table. You can also search using TAB or view the next page by entering slash (/) or pressing the PG DN key. After entering your choice, press ENTER. The updated screen is displayed:

```

General Hospital Profile Maintenance Processor
Maintenance Options                               Tue May 12, 2009 02:51 pm
  No      Name      Sex  Birthdate Room  Doctor  SRV  ICD  Status
012-2900001  DIEGO,DAN  M   01/01/60  ICU-01  JERDEN,ROY SURGICA 10  IP 305

 1 Allergy Description                2 Created By/Date
   NKA                               Rush,Bill 12/04/07 01:02pm
 3 Reaction                          4 Severity

 5 Sensitivity Type                  6 Allergen Type  7 Reported By
                                     Drug              CASE,PETER
 8 Relationship                      9 Onset          10 Abbreviation
   COUSIN                          NKA
11 Ingredient                       12 Edit Date     13 Edit By

14 STAR RX Comments                 15 Source System
->

Enter comments (Y/N)?--

```

Enter **N** to bypass entry of comments and proceed to the prompt that enables you to accept the screen.

Enter **Y** to key comments regarding the allergy entry. If you enter **Y**, the following screen is displayed:

General Hospital Profile Maintenance Processor																									
Maintenance Options					Tue May 12, 2009 02:51 pm																				
No	Name	Sex	Birthdate	Room	Doctor	SRV	ICD	Status																	
012-2900001	DIEGO,DAN	M	01/01/60	ICU-01	JERDEN,ROY	SURGICA	10	IP 305																	
1 Allergy Description					2 Created By/Date																				
NKA					Rush,Bill 12/04/07 01:02pm																				
3 Reaction					4 Severity																				
5 Sensitivity Type			6 Allergen Type		7 Reported By																				
			Drug		CASE,PETER																				
8 Relationship			9 Onset		10 Abbreviation																				
COUSIN					NKA																				
11 Ingredient			12 Edit Date			13 Edit By																			
14 STAR RX Comments					15 Source System																				
-> This is a comment added when no known allergies was entered.																									
<table border="0"> <tr> <td>F1</td> <td>F2</td> <td>F3</td> <td>F4</td> <td>F5</td> <td>F6</td> <td>F7</td> <td>F10</td> </tr> <tr> <td>Delete Line</td> <td>Insert Line</td> <td>Center</td> <td>Exit</td> <td>Store Line</td> <td>Restore Line</td> <td>Pack</td> <td>Help</td> </tr> </table>										F1	F2	F3	F4	F5	F6	F7	F10	Delete Line	Insert Line	Center	Exit	Store Line	Restore Line	Pack	Help
F1	F2	F3	F4	F5	F6	F7	F10																		
Delete Line	Insert Line	Center	Exit	Store Line	Restore Line	Pack	Help																		

Enter comments and press the **F4** key to update the comments field. The following screen is displayed:

General Hospital Profile Maintenance Processor									
Maintenance Options					Tue May 12, 2009 02:51 pm				
No	Name	Sex	Birthdate	Room	Doctor	SRV	ICD	Status	
012-2900001	DIEGO,DAN	M	01/01/60	ICU-01	JERDEN,ROY	SURGICA	10	IP 305	
1 Allergy Description					2 Created By/Date				
NKA					Rush,Bill 12/04/07 01:02pm				
3 Reaction					4 Severity				
5 Sensitivity Type			6 Allergen Type		7 Reported By				
			Drug		CASE,PETER				
8 Relationship			9 Onset		10 Abbreviation				
COUSIN					NKA				
11 Ingredient			12 Edit Date			13 Edit By			
14 STAR RX Comments					15 Source System				
This is a comment added when no known allergies was entered.									
Accept this screen? (Y/N) [Y]--									

Enter **N** to return to the Allergy Summary screen without saving changes.

Enter **Y** to accept the screen and return to the Allergy Summary screen. If you accept the screen, the Allergy Summary screen reflects the change:

General Hospital Profile Maintenance Processor									
Maintenance Options		Tue May 12, 2009 02:51 pm							
No	Name	Sex	Birthdate	Room	Doctor	SRV	ICD	Status	
012-2900001	DIEGO,DAN	M	01/01/60	ICU-01	JERDEN,ROY	SURGICA	10	IP 305	

No. Allergy	Type	Reaction	Severity	Sts
( 1) *NKA	Drug			Ver

Enter (N)o Known/NKA, (U)known/UNK, or (A)dd new allergen (N/U/A/V/P)--  
(V)iew audit, (P)rint List

If circumstances warrant that No Known Allergies is no longer valid, you can designate the Unknown Allergies (No Allergy Info) entry or Add a new allergy. If you designate the Unknown Allergies (No Allergy Info) entry or Add a new allergy, the original No Known Allergies entry is changed to a Status of Inactive.

## Unknown Allergies Entry

**NOTE:** For detailed information about each field, see [“Field Explanations” on page 15-12.](#)

If you enter **U** at the prompt on the Allergy Summary screen, the Allergy Detail screen is displayed. The process of entry for an unknown allergy is identical to that of No Known Allergies except the Allergy Description field (1) contains No Allergy Info and the Abbreviation field (11) contains UNK. For a detailed explanation of the process of entry, see [“No Known Allergies Entry” on page 15-16.](#)

If circumstances warrant that Unknown Allergies (No Allergy Info) is no longer valid, you can designate the No Known Allergies entry or Add a new allergy. If you designate the No Known Allergies entry or Add a new allergy, the original Unknown Allergies (No Allergy info) entry is changed to a Status of Inactive.

## Add a New Allergy

**NOTE:** For detailed information about each field, see [“Field Explanations” on page 15-12.](#)

If you enter **A** at the prompt on the Allergy Summary screen, meaning you have Add privileges on the Create/Edit Personnel Records screen, the system then checks the



Coding Options parameter for your position type to determine which allergy add options are available. The following are possible Add options:

- Allergy Table
- Free Form
- Formulary
- Ingredients Table
- Product File

If Coding Options is set to:

- Allergy Table only, the following prompt is displayed:

*Enter first letters`-` or Allergy code--*

- Free Form only, the following prompt is displayed:

*Enter '\*' to add free form allergy--*

- Allergy Table and Free Form only, the following prompt is displayed:

*Enter first letters`-` or Allergy code, or '\*' to add free form allergy--*

- Allergy Table, Free Form and Formulary, the following prompt is displayed:

*Enter first letters`-` or Allergy code, or '\*' to add free form allergy--  
/F for formulary item*

- All, the following prompt is displayed:

*Enter first letters`-` or Allergy code, or '\*' to add free form allergy--  
/F for formulary, /I for ingredient table, /N product file*

## **ADD A NEW ALLERGY FROM THE ALLERGY TABLE**

For the Allergy Table, the options are:

- Enter first letters of item - If the first letters of the item are known, enter the letters followed by a hyphen to search the Allergy Classes table for items matching your entry (for example, PEN-). The screen displays both class and subclass levels from which to choose.

- Enter a hyphen (-) to access the Allergy Classes table - To access the table and make a selection by paging through the items, enter a hyphen at the prompt. The screen displays both class and subclass levels from which to choose.
- Enter the actual Allergy Class code (nnnnn,nn) - If actual Allergy Class code is known, it may be entered directly at the prompt. Codes must be entered in the following format:

NNNNN,NN

The first five digits represent the major adverse drug (allergy) class. A comma separates the 5-digit class code from the 2-digit subclass code. For example, if you knew the Allergy Class code for Amoxicillin, you could enter 30802,02 directly at the prompt.

- Enter the Alternate Code from the Allergy Classes table - If an Alternate Code is assigned in the Allergy Classes table, it may be entered directly at the prompt. For example, the Alternate Code for Amoxicillin may be "AMOX."

**NOTE:** For all of the above Allergy Classes table selection options, selection of an allergy class code that is already assigned to the patient results in the following error message:

*Error: "ALLERGY NAME" already selected!*

If you enter the code for either Unknown (No Allergy Info) or NKA at the transaction line for the Allergy Class table, a message similar to the following is displayed:

*Adverse Drug Class xxxxx,xx is inactive!*

(In the actual message, the code for UNK or NKA is displayed in place of "xxxxx,xx.")

This error is displayed because Unknown (No Allergy Info) and NKA should only be entered by typing either **N** or **U** at the following prompt:

*Enter (N)o Known/NKA, (U)nknown/UNK or (A)dd new allergy (N/U/A/V/P)--  
(V)iew audit, (P)rint list*

If Unknown (No Allergy Info) or NKA existed prior to the addition of a coded or free-form allergy, the system automatically inactivates the NKA or Unknown (No Allergy Info) entry and no longer offers these options in the prompt. Inactive allergies are noted by a Status of Ina, dim display, and sorting to the bottom of the screen.

To display the option again to enter Unknown (No Allergy Info) or NKA, all existing allergies must be inactivated.

Once you enter one of the choices above, and a drug is selected from a list (if applicable to the choice), the Allergy Detail screen is displayed.

**NOTE:** For detailed information about each field, see “Field Explanations” on page 15-12.

```

General Hospital Profile Maintenance Processor
Maintenance Options                               Tue May 12, 2009 02:51 pm
No      Name      Sex  Birthdate Room  Doctor  SRV  ICD  Status
012-2900001  DIEGO,DAN  M    01/01/60  ICU-01  JERDEN,ROY SURGICA 10  IP 305

1 Allergy Description                2 Created By/Date
CALAMINE                            Rush,Bill 12/04/07 11:27am
3 Reaction                          4 Severity
->
5 Sensitivity Type                  6 Allergen Type  7 Reported By
Drug
8 Relationship                      9 Onset                10 Abbreviation
CALAMINE
11 Ingredient                      12 Edit Date          13 Edit By
14 STAR RX Comments                15 Source System

Enter first letters`-` or reaction code--

```

You can enter the first letters of the Reaction, or a hyphen (-) to display a lookup table of all the reactions available. If you enter a hyphen, the following is displayed:

```

General Hospital Profile Maintenance Processor
                                           Tue May 12, 2009 02:51 pm
No      Name      Sex  Birthdate Room  Doctor  SRV  ICD  Status
012-2900001  DIEGO,DAN  M    01/01/60  ICU-01  JERDEN,ROY SURGICA 10  IP 305

1 Allergy Description                2 Created By/Date
CALAMINE                            Rush,Bill 12/04/07 11:27am
3 Reaction                          4 Severity
->
5 Sensitivity Type                  6 Allergen Type  7 Reported By
Drug
8 Relationship                      9 Onset                10 Abbreviation
CALAMINE
11 Ingredient                      12 Edit Date          13 Edit By
14 STAR RX Comments                15 Source System

Page:01                                Allergy Reactions
( 1) *UNKNOWN                        ( 3) ABNORMAL          ( 5) Acute Tubular Necro
( 2) 1234567891123456789          ( 4) Acneform Exanthema ( 6) Agranulocytosis

Enter choice--

next pg(/ or PG DN) Search(TAB)

```

Enter your choice from the table. You can also search using TAB or view the next page by entering a slash (/) or pressing the PG DN key. After entering your choice, press ENTER. The updated screen is displayed:

```

General Hospital Profile Maintenance Processor
Maintenance Options      Tue May 12, 2009 02:51 pm
  No      Name      Sex      Birthdate      Room      Doctor      SRV      ICD      Status
012-2900001      DIEGO,DAN      M      01/01/60      ICU-01      JERDEN,ROY      SURGICA      10      IP 305

1 Allergy Description      2 Created By/Date
  CALAMINE      Rush,Bill      12/04/07 12:47pm
3 Reaction      4 Severity
  Alopecia      1 Mild
5 Sensitivity Type      6 Allergen Type      7 Reported By
  ADVERSE REACTION      Drug      ->
8 Relationship      9 Onset      10 Abbreviation
      CALAMINE
11 Ingredient      12 Edit Date      13 Edit By
14 STAR RX Comments      15 Source System

Enter last name,first name [patient name] --

```

If the allergy selected from the Allergy Classes table has been assigned an Allergen Type, that value auto-populates the Allergen Type field on the Allergy Detail screen. Otherwise, you are prompted to enter an Allergen Type. The field has a lookup table available by entering a hyphen (-). The Allergen Type options are: Drug, Food, Environmental and Miscellaneous.

**NOTE:** All entries in the Allergy Classes table are initially loaded with an Allergen Type of Drug.

If the reaction selected in the Reaction field has been assigned a Severity and Sensitivity Type already, those fields are auto-populated. Otherwise, you are prompted to enter the Severity and Allergen Type, both of which have lookup tables available by entering a hyphen (-).

The Severity options are Mild, Moderate, Severe and Unknown.

The Sensitivity Type options are Adverse Reaction, Allergy, Contraindication and Intolerance.

**NOTE:** All entries in the Allergy Reaction table are initially loaded with a Sensitivity Type of Adverse Reaction.

After those fields are populated, the following prompt is displayed at the Reported By field:

*Enter last name, first name [patient name] --*

Enter the name of the person reporting the allergy. If the default [patient name] is selected, the Relationship field is auto-populated with "Self." The following prompt is displayed at the Relationship field:

Enter table code--

This field is auto-populated with "Self" if the default [patient name] is selected from the Reported By field. Enter a table code option, or enter a hyphen (-) to display a lookup table with options. After entering the relationship (of the person reporting the allergy to the patient), the cursor moves to the Onset field and the following prompt is displayed:

*Enter when the allergy was first experienced --*

This field is a free-form entry (for example, "As a child").

After entering the Onset information, the cursor moves to the STAR Rx Comments field and the following prompt is displayed:

Enter comments (Y/N)?--

Enter **N** to bypass entry of comments and proceed to the prompt that enables you to accept the screen.

Enter **Y** to key comments regarding the allergy entry. If you enter **Y**, the following screen is displayed:

```

General Hospital Profile Maintenance Processor
Maintenance Options                               Tue May 12, 2009 02:51 pm
No      Name      Sex      Birthdate Room      Doctor      SRV      ICD      Status
012-2900001  DIEGO,DAN      M      01/01/60  ICU-01  JERDEN,ROY  SURGICA  10      IP 305

1 Allergy Description                               2 Created By/Date
CALAMINE                                           Rush,Bill  12/04/07 12:47pm
3 Reaction                                         4 Severity
Alopecia                                           1 Mild
5 Sensitivity Type                               6 Allergen Type  7 Reported By
ADVERSE REACTION                                Drug
8 Relationship                                   9 Onset                                           10 Abbreviation
                                           CALAMINE
11 Ingredient                                   12 Edit Date                               13 Edit By
14 STAR RX Comments                               15 Source System
->
|
|
|
F1      F2      F3      F4      F5      F6      F7      F10
Delete Line  Insert Line  Center  Exit  Store Line  Restore Line  Pack  Help

```

Enter comments and press F4 to continue. The following prompt is displayed:

Accept this screen? (Y/N) [Y]--

Enter **N** to return to the Allergy Summary screen without saving changes.

Enter **Y** to accept the screen and return to the Allergy Summary screen. If you accept the screen, the Allergy Summary screen reflects the allergy that has been added.

## ADD A NEW FREE-FORM ALLERGY

**NOTE:** For detailed information about each field, see “Field Explanations” on page 15-12.

At the following prompt, enter an asterisk (\*) to add a free-form allergy:

*Enter first letters '-' or Allergy code, or '\*' to add free form allergy--  
/F for formulary, /I for ingredient table, /N product file*

A screen similar to the following is displayed:

General Hospital Profile Maintenance Processor									
Maintenance Options					Tue May 12, 2009 02:51 pm				
No	Name	Sex	Birthdate	Room	Doctor	SRV	ICD	Status	
012-2900001	DIEGO,DAN	M	01/01/60	ICU-01	JERDEN,ROY	SURGICA	10	IP 305	
1 Allergy Description					2 Created By/Date				
->					Rush,Bill 12/04/07 12:51pm				
3 Reaction					4 Severity				
5 Sensitivity Type			6 Allergen Type		7 Reported By				
8 Relationship			9 Onset			10 Abbreviation			
11 Ingredient			12 Edit Date			13 Edit By			
14 STAR RX Comments					15 Source System				
Enter free form allergy description--									

After entering a free-form allergy description, the remainder of the process is identical to entering a coded allergy, except the Abbreviation field can be accessed and updated.

**NOTE:** While free-form allergies are available for use, it is recommended that they be used only if necessary. The use of free-form allergies inhibits the ability to standardize allergy entry with other systems, such as Horizon Clinical Documentation™. Also, automated clinical screening in STAR Pharmacy does not occur with free-form allergies.

When you select a free-form allergy (or an allergy that does not have an allergy class code) from the Allergy Summary screen, a screen similar to the following is displayed:

General Hospital Profile Maintenance Processor									
Maintenance Options					Tue May 12, 2009 02:51 pm				
No	Name	Sex	Birthdate	Room	Doctor	SRV	ICD	Status	
012-2900001	DIEGO,DAN	M	01/01/60	ICU-01	JERDEN,ROY	SURGICA	10	IP 305	
*** This allergy will not be included in automatic screening! ***									
1 Allergy Description					2 Created By/Date				
->					Rush,Bill 12/04/07 12:51pm				
3 Reaction					4 Severity				
5 Sensitivity Type			6 Allergen Type		7 Reported By				
8 Relationship			9 Onset		10 Abbreviation				
11 Ingredient			12 Edit Date			13 Edit By			
14 STAR RX Comments			15 Source System						
Enter free form allergy description--									

The following message is displayed above the field information on the Allergy Detail Screen:

\*\*\*This allergy will not be included in automatic screening!\*\*\*

## ADD AN ALLERGY BY FORMULARY ITEM (/F)

**NOTE:** For detailed information about each field, see “Field Explanations” on page 15-12.

If a patient indicates an allergy to a medication rather than a specific allergy class, you can select the medication from the Formulary. (This only applies to facilities that utilize the STAR Pharmacy module.) It is recommended that this option be used sparingly, as the formulary is large and may consume extensive time and system resources to search for the item in question.

At the following prompt:

Enter first letters '-' or Allergy code, or '\*' to add free form allergy--  
/F for formulary, /I for ingredient table, /N product file

Enter /F to enter a formulary allergy. The following prompt is displayed:

Enter drug name, '-'mnemonic, formulary code or '\*'product # --

You can enter a hyphen (-) to display a lookup table of formulary items from which to choose. Once the formulary item is selected, the Allergy Detail Screen is displayed. The formulary item name is displayed in the Allergy Description field, and the item's ingredients are displayed in the Ingredients field. The remainder of the process is

identical to entering a coded allergy, except the Abbreviation field can be accessed and updated.

**NOTE:** The name (brand name, generic name or alternate name) selected for the formulary item from the lookup table is inserted into the Allergy Description field by the system. However, if either the formulary code or a mnemonic is used to look up the formulary item, the system assigns the generic name as the allergy description.

If the NDC number associated with the formulary item is obsolete, the allergy cannot be entered using the /F option. A screen similar to the following is displayed:

General Hospital Profile Maintenance Processor									
Maintenance Options		Tue May 12, 2009 02:51 pm							
No	Name	Sex	Birthdate	Room	Doctor	SRV	ICD	Status	
012-2900001	DIEGO,DAN	M	01/01/60	ICU-01	JERDEN,ROY	SURGICA	10	IP 305	
469 AMIKACIN SULFATE 500MG SOLUTION 100ML									
Error: Currently Dispensed Item is obsolete!									

## ADD AN ALLERGY BY INGREDIENT (/I)

**NOTE:** For detailed information about each field, see [“Field Explanations” on page 15-12](#).

This applies to facilities that utilize the STAR Pharmacy module. It is recommended that this option be used sparingly, as the ingredient file is extremely large and may consume extensive time and system resources to search for the item in question.

At the following prompt:

*Enter first letters`-` or Allergy code, or '\*' to add free form allergy--  
/F for formulary, /I for ingredient table, /N product file*

Enter **/I** to enter a formulary allergy. The following prompt is displayed:

*Enter first letters`-` or ingredient code --*



Enter a code of a specific ingredient, or a hyphen (-) to display a lookup table of ingredients from which to choose. If you select an ingredient that is not included in any allergy classes, the following error message is displayed:

*Error: Allergy class not assigned for INGREDIENT*

If you select an ingredient that has already been identified as an allergy for the patient, the following error message is displayed:

*Error: INGREDIENT already selected!*

After a specific ingredient is selected, the system displays the Detail Allergy screen. The ingredient's allergy class description displays in the Description field and the ingredient name displays in the Ingredient field. The process for completing the ingredient entry is the same as for coded allergies.

If you select more than one ingredient at a time, accept the first ingredient, and the next is displayed on the Allergy Detail screen. Enter the detail for each ingredient and accept the screen for that ingredient. After all the ingredients have been accepted, the Allergy Summary screen is displayed again.

## **ADD AN ALLERGY FROM THE PRODUCT FILE (/N)**

**NOTE:** For detailed information about each field, see [“Field Explanations” on page 15-12](#).

This applies to facilities that utilize the STAR Pharmacy module. If a patient indicates an allergy to a medication not on the hospital formulary, you can select the medication from the Product Information File (PIF). It is recommended that this option be used quite sparingly, as the PIF may be extremely large and may consume extensive time and system resources to search for the item in question.

At the following prompt:

*Enter first letters`-` or Allergy code, or '\*' to add free form allergy--  
/F for formulary, /I for ingredient table, /N product file*

Enter **/N** to enter a product file allergy. The following prompt is displayed:

*Enter drug name (i.e. name or name,dosage form) or product number--*

If you enter a drug name, a list of possible Brand/Generic Name matches is displayed from which you can choose.

You can also enter the product (NDC) number of the drug to locate the item.

If you enter a hyphen (-), a lookup table is displayed from which you can choose the appropriate medication.

Once selected, the Allergy Detail screen is displayed and the remainder of the process is identical to entering a coded allergy, except the Abbreviation field can be accessed and updated.

**NOTE:** The name (brand name or generic name) selected for the formulary item from the lookup table is inserted into the Allergy Description field by the system. However, if the NDC number is used to look up the formulary item, the system assigns the brand name as the allergy description, if one is available. Otherwise, the generic name is assigned as the allergy description.

**NOTE:** When you edit the Contrast Media and/or the Reaction fields in Exam Data Entry to add, revise, or update an allergy for the patient, the system also adds, revises or updates the allergy for the patient in the STAR Common Clinical Allergy Processing tool.

For coded drug allergies, only one entry for each allergy is displayed in the STAR Common Clinical Allergy Processing tool. Duplicate entries for the same allergy are not displayed.

## Edit an Allergy

If the user has Modify privileges, and allergies exist on the patient, the Allergy Summary screen is displayed:

General Hospital Profile Maintenance Processor									
Maintenance Options		Tue May 12, 2009 02:51 pm							
No	Name	Sex	Birthdate	Room	Doctor	SRV	ICD	Status	
012-2900001	DIEGO,DAN	M	01/01/60	ICU-01	JERDEN,ROY	SURGICA	10	IP	305

No.	Allergy	Type	Reaction	Severity	Sts
( 1 )	MORPHINE	Drug	Anaphylaxis	Severe	Ver
( 2 )	IBUPROFEN+	Drug	Anaphylaxis	Severe	Ver
( 3 )	ACETAMINOPHEN-CODEINE PHOS	Drug	Anaphylaxis	Severe	Ver
( 4 )	*CODEINE	Drug	Anaphylaxis	Severe	Ver
( 5 )	SHRIMP	Food!	Skin Rash	Moderate	Unv
( 6 )	PENICILLIN AND DERIVATIVES	Drug	Blurred Vision	Moderate	Ina
( 7 )	NKA	Misc			Ina

Enter number to display/edit, or (A)dd new allergy--  
(V)iew audit, (P)rint List

Enter the number of the allergy you wish to display or edit and press ENTER. The Allergy Detail screen is displayed. Enter the modifications and accept the changes.

**NOTE:** For detailed information about each field, see [“Field Explanations” on page 15-12.](#)

## Inactivate an Allergy

**NOTE:** For detailed information about each field, see “Field Explanations” on page 15-12.

This procedure replaces the obsolete function of deleting an allergy. If you have been granted Modify privileges, you can inactivate an existing allergy. From the Allergy Summary screen, the following prompt is displayed:

*Enter number to display/edit or (A)dd new allergy--  
(V)iew audit, (P)rint list*

Enter the number of the allergy you wish to inactivate. The Allergy Detail screen is displayed. Press ENTER without making any changes. The following prompt is displayed:

*Inactivate? (Y/N) [N]-*

Enter **Y** and press ENTER to change the status of the allergy to Ina (inactive). The Allergy Summary screen is displayed again, and the change is displayed.

If you do NOT have Verify privileges, the allergy is still inactivated, but the number is highlighted, indicating the allergy is unverified. It must be verified by a user having that privilege.

If you have Verify privileges, the allergy is inactivated, but the number is not highlighted, indicating the allergy is verified.

**NOTE:** When a coded drug allergy is deleted in the Contrast Media and/or the Reaction fields in Exam Data Entry, the allergy is not automatically inactivated in this tool. You must still follow the above procedures to inactivate the allergy.

**NOTE:** Once allergy information is added to a patient, you are not allowed to inactivate all allergies on a patient. If you inactivate all allergies, and then attempt to exit the AllergySummary screen, the system displays the following error message:

*Error: Allergies must be entered!*

To bypass the error message, you must complete one of the following actions:

- Select **(N)o Known/NKA** at the prompt
- Select **(U)nknown/UNK** at the prompt
- Add a new allergy

- Reactivate an inactive allergy

## Activate a Currently Inactive Allergy

**NOTE:** For detailed information about each field, see “Field Explanations” on page 15-12.

If you have been granted Modify privileges, you can reactivate a currently inactive allergy. From the Allergy Summary screen, the following prompt is displayed:

*Enter number to display/edit or (A)dd new allergy--  
(V)iew audit, (P)rint list*

Enter the number of the inactive allergy you wish to activate. The Allergy Detail screen is displayed. Press ENTER without making any changes. The following prompt is displayed:

*Activate? (Y/N) [N]-*

Enter **Y** and press ENTER to change the status of the allergy to active. The Allergy Summary screen is displayed again. Either Ver or Unv is displayed based on the following:

- If you do NOT have Verify privileges, the allergy is still activated, but is flagged as Unv (unverified). It must be verified by a user having that privilege.
- If you have Verify privileges, the allergy is activated and is flagged as Ver (verified).

**NOTE:** When a coded drug allergy is added in the Contrast Media and/or the Reaction fields in Exam Data Entry, it is automatically reactivated in this tool.

## Verify an Active Allergy

**NOTE:** For detailed information about each field, see “Field Explanations” on page 15-12.

If you have Add/Modify (but not Verify) privileges, and you enter an allergy, it has a status of Unv (unverified) as indicated by the highlighted number.

To verify the allergy, a user with Verify privileges must:

- Select the number of the allergy from the Allergy Summary screen. The numbers of all unverified allergies are highlighted.
- When the Allergy Detail screen is displayed:
  - If field updates are necessary, complete any updates to the fields on the screen, and proceed to the following prompt:

*Accept? (Y/N) [N]-*

Enter **Y** to accept the screen. The following prompt is displayed:

*Verify this allergy? (Y/N) [N] -*

Enter **N** or press ENTER to leave the allergy unverified and return to the Allergy Summary screen.

Enter **Y** to verify the allergy. The Allergy Summary screen is displayed again, the status of the allergy is Ver (verified), and the number is no longer highlighted.

- If field updates are not necessary, press ENTER. The following prompt is displayed:

*Inactivate (Y/N)? [N]-*

You can inactivate the allergy by entering **Y** and pressing ENTER. However, to proceed with the verification of the active allergy, press ENTER and the following prompt is displayed:

*Verify this allergy? (Y/N) [Y]*

To leave the allergy unverified, enter **N** and press ENTER to return to the Allergy Summary screen.

To verify the allergy, press ENTER. The Allergy Summary screen is displayed again, the status of the allergy is Ver (verified), and the number is no longer highlighted.

## Verify an Allergy Inactivation

**NOTE:** For detailed information about each field, see “[Field Explanations](#)” on page 15-12.

If you have Add/Modify (but not Verify) privileges, and you inactivate an allergy, it has a status of Ina (inactive) but Unv (unverified), and the number is highlighted.

To verify the inactivation, a user with Verify privileges must:

- Select the number of the allergy from the Allergy Summary screen. The numbers of all unverified allergies are highlighted.
- When the Allergy Detail screen is displayed, press ENTER. The following prompt is displayed:

*Activate? (Y/N) [N]-*

- To reactivate the allergy, enter **Y** and press ENTER to return to the Allergy Summary screen.
- To verify the inactivation, enter **N**. The following prompt is displayed:

*Verify this allergy? (Y/N) [N]-*

- To leave the allergy with a status of inactive and unverified, enter **N** and press ENTER to return to the Allergy Summary screen.
- To verify the inactivation, enter **Y** and press ENTER. The Allergy Summary screen is displayed again; the allergy is verified (the number is not highlighted) and it has a status of Ina (inactive).

## View the Detail Screen for FDB-Inactivated Allergen

The following detail screen example shows an allergen that has an ampersand (&) on the summary screen after the Type:

General Hospital Allergy Information Processor							
							Mon Oct 13, 2008 03:37 pm
No	Name	Sex	Birthdate	Room	Physician	SVC	Status
0720600002	RUSH, BARB	F	08/08/40	2105-01	DOCTOR, ADMITT	CAR I/P 447	
*** Inactive allergy class! ***							
1 Allergy Description	2 Created By/Date						
ACETARSOL	Slade, Krista L			04/23/08 09:28am			
3 Reaction	4 Severity						
Acneform Exanthema	5 Moderate						
5 Sensitivity Type	6 Allergen Type		7 Reported By				
ADVERSE REACTION	Drug		RUSH, BARB				
8 Relationship	9 Onset		10 Abbreviation				
SELF			ACETARSOL				
11 Ingredient	12 Edit Date		13 Edit By				
14 STAR RX Comments			15 Source System				
			32;ST233				
Enter field number or '/' starting field number--							

In the detail screen, the **\*\*\*Inactive allergy class!\*\*\*** message is displayed above the Allergy Description field to indicate this allergen was inactivated by FDB after the allergen was filed on the specific patient's list of allergies.

## View an Allergy Audit Trail

The following is an example of the Allergy Audit Trail screen:

General Hospital Allergy Information Processor							
					Thu Nov 29, 2007 02:08 am		
No	Name	Sex	Birthdate	Room	Physician	SVC	Status
07068-00005	SAMUELS,JAMIE	M	07/18/54	104-01	CASPER,DAVID	MED	OPO 268
ALLERGY AUDIT TRAIL							PT@RV
Date/Time	Act	User	Adverse Drug/Class			Reaction	Severity
10/23/07 06:09am	RVD	Sharp,Timmy					I/P
10/18/07 03:29am	RVD	Sharp,Timmy					I/P
08/03/07 08:05pm	RVD	Greene,Jane				VERY LONG REAC>	I/P
06/04/07 01:17pm	Add	Greene,Jane	ALLOPURINOL		Anaphylaxis		Severe
05/29/07 03:18pm	DEF	Jones, Linda					I/P
05/29/07 02:36pm	RVD	Jones, Linda					I/P
05/29/07 01:10pm	RVD	Sharp,Timmy					I/P
05/29/07 12:32pm	RVD	Sharp,Timmy					I/P
05/24/07 02:44pm	DEF	Sharp,Timmy	PENICILLIN G		Allergic to Tr>		Severe
05/24/07 02:44pm	Ver	Greene,Jane	MILK PRODUCTS		Diarrhea		Mild
05/24/07 12:45pm	RVD	Greene,Jane					I/P
05/24/07 12:40pm	Ina						
Press NL, or (V)iew old Pharmacy audit--							

## Field Explanations

### SCREEN HEADER INFORMATION

The screen header varies, based upon which STAR application (STAR Order Management, STAR Patient Processing, STAR Pharmacy or STAR Radiology) accessed the Allergy Processing Tool.

### SCREEN ITEM INFORMATION

Below the screen header, the following screen items are listed regarding each allergy:

- Date/Time - the date and time the allergy was entered
- Act - The activity column indicates the function performed.
  - When an allergy is verified, the system adds an entry with a status of "Ver" to indicate the allergy was verified.
  - When a person with Add/Modify allergy privileges revises a verified allergen, the action listed in the Act column is Rev (Revise) and the status is changed to Unv (Unverified). When a person with verify allergy privileges revises an unverified allergy, the system automatically changes the status to Verified (Ver). In this case, the Act column in the audit displays "Rev." When a person with verify allergy privileges revises a verified allergen, the action listed is Rev in the Act column with no change to the status.
  - If a patient has an entry of NKA or UNK and the user adds an allergy, the system automatically inactivates the NKA or UNK entry. When this occurs, the audit reflects "Ina" in the Type column, but the User column is blank.

- When an allergy is added, the audit trail displays "Add."
- When an allergy is reactivated, the audit trail displays "Rea."
- When an allergy is reviewed, the audit trail displays "RVD."
- When an allergy review is deferred, the audit trail displays "DEF."
- User - the user who performed the function
- Allergy - the name of the drug (coded or free-form) to which the patient is allergic
- Reaction - the patient's reaction to the allergen is displayed. Fourteen characters of the reaction are displayed followed by the > character to indicate this reaction is truncated. The reaction field may have up to fifty characters and the entire fifty characters of the reaction is displayed on the Allergy detail screen.
- PT@RV - the patient type at the time of the review or defer action. (The patient type at the time of review display utilizes the same column as the Severity column because the patient type is displayed for reviews (RVD) or defers (DEF) only.)
- Severity - the severity of the reaction to the allergen

**NOTE:** The information in the IAM:18 field, which includes the code, description, and coding system, is sent outbound regardless of the action code associated with the patient allergen. For inbound A60 messages, STAR displays the information from the sending application (MSH.3). The employee name is displayed if the data is received in the format of code, description (employee name), and a coding system, which is optional. This code is not added to the STAR employee table, and the information is stored only at the patient allergen level. If the information in the IAM:18 field is not in this format, STAR checks the MSH.3 field of the sending application.

#### PROMPT

The information in the prompt may vary, depending upon the length of the report and whether or not a previous audit trail exists in your system.

Prompt	Description
<i>Press NL, or (V)iew old Pharmacy audit--</i>	<ul style="list-style-type: none"> <li>• Your current audit contains additional pages. Press ENTER to view each page.</li> <li>• An older audit exists in your system. Enter <b>V</b> to access the old Pharmacy audit.</li> </ul>
<i>Press NL--</i>	The audit contains additional pages. Press ENTER to view each page.



Prompt	Description
<i>Last page--</i>	<p>You have reached the last page of the audit.</p> <ul style="list-style-type: none"><li>• If you are viewing the current audit, press ENTER to return to a list of the patient's allergies.</li><li>• If you are viewing the old Pharmacy audit, press ENTER to return to the current audit trail.</li></ul>

## Print an Allergy List

On the Allergy Summary screen, the following prompt is displayed:

*Enter (N)o Known/NKA, (U)nknown/UNK, or (A)dd new allergy (N/U/A/V/P)--  
(V)iew audit, (P)rint List*

**NOTE:** STAR Radiology users do not see the "P" option in the prompt. They are presented with a print option when they exit the Allergy Summary screen.

To print a list of allergies for the patient, enter **P** and press ENTER. The following prompt is displayed:

*Print allergy list? (Y/N) [N]-*

Enter **N** or press ENTER to accept the default, which returns you to the previous prompt.

Enter **Y** to print a list of allergies. The system displays the following message briefly:

*"Compiling and Printing"*

The original prompt is displayed again and a list of the allergies is sent to the default printer for the CRT from which the request was made. Parameters in STAR Order Management define the detail of the printout.

The following is a sample of a printed list of patient allergies:

Model Hospital A		Model Hospital A			Page:	1
		STAR Patient Allergy Summary Report			Date:	06/27/04
					Time:	12:32
Account#	Patient Name	Sex	Birthdate	Room	Physician	
01256-0003	SMITH,DANA	F	09/07/61	902-1	Adams, Harold	
-----						
Allergy	Type	Reaction	Severity Status			
-----						
( 1) *IOHEXOL	Drug	Diarrhea	Severe		Unv	
( 2) *COD LIVER OIL	Drug	Depression	Moderate		Ver	
( 3) *MILK PRODUCTS	Drug	Abnormal Behavior	Mild		Ver	
( 4) COD LIVER OIL	Drug	Depression	Moderate		Unv	
( 5) *ORANGE	Drug	Delirium	Severe		Unv	
( 6) IODINE DERIVATIVES	Drug	Apnea	Moderate		Unv	
( 7) MARSHMALLOW	Drug	Diabetes, Exacerbation	Moderate		Unv	
( 8) PENICILLIN G	Drug	Blurred Vision	Severe		Unv	
( 9) SALTWATER	Envi!	Skin Rash	Moderate		Unv	
(10) SHRIMP	Food!	Skin Rash	Moderate		Unv	
(11) SEA SHELLS	Misc!	Nausea/Vomiting	Moderate		Unv	
(12) *ORANGE	Drug	Abnormal Behavior	Mild		Ina	
(13) *LOHEXOL	Drug!	Delirium	Severe		Ina	
(14) *MARSHMALLOW	Drug&	Diabetes, Exacerbation	Moderate		Ina	
End of Report						

## Field Explanations

### SCREEN HEADER

The screen header varies, based upon which STAR application (STAR Order Management, STAR Patient Processing, STAR Pharmacy or STAR Radiology) accessed the Allergy Processing Tool.

### SCREEN ITEM INFORMATION

Below the screen header, the following screen items are listed regarding each allergy:

- Allergy - the name of the drug (coded or free-form) to which the patient is allergic
- Type - the description of the item (drug, food, environmental or miscellaneous if not known)
- Reaction - the patient's reaction to the allergen. Twenty three characters of the patient's reaction to the allergen are printed on the report. The reaction field may have up to fifty characters and the entire fifty characters of reaction is displayed on the Allergy detail screen.
- Severity - the severity of the reaction to the allergen
- Status - the status of the allergy (verified, unverified or inactive). The ability to verify allergies is based on privileges granted in the Create/Edit Personnel Records screen, the Verify Allergen Type parameter. If the user is allowed to

verify allergens, and does, the status is displayed as Ver. If the user is not allowed to verify allergens, the status is displayed as Unv and a user with the Verify Allergy Type parameter set to Yes must confirm the entry before its status can be displayed as Ver.

Special characters printed on the report:

- **+** after Allergy description - Multi-item ingredients exist and can be viewed on the detail screen.
- **\*** before Allergy description - STAR Rx comments are defined and viewable on the detail screen.
- **!** after Type - This item is not screened automatically within the STAR Pharmacy module (applies to non-FDB coded and free-form entries).
- **&** after Type - This item on the patient was inactivated by FDB in the Allergy Class Table after the allergen was filed to the patient's list of allergens.

## TABLES AND SCREEN PARAMETERS

This section contains information regarding settings that ensure proper functionality of the Allergy Processing Tool.

### Clinical Parameters Screen

Three parameters associated with the Allergy Processing functionality in the Common Allergy Tool are located on the STAR Patient Care - Clinical Parameters screen.

- The Allergy Review Req'd parameter is associated with implementing the Allergy Review process in the STAR Patient Care - Order Management module only.
- A separate parameter to implement the Required Allergy Review functionality exists in STAR Radiology. For implementation and functional details, see the Miscellaneous Parameters chapter in the *Maintenance Volume* of the *STAR Radiology Reference Guide*.
- In STAR Pharmacy, a parameter exists to implement tracking the review or defer action for unverified allergies. For details pertaining to the STAR Pharmacy parameter, refer to the information on Screening -ADR Levels in the Hospital-Maintained Parameters chapter of the *Tables and Parameters Volume* of the *STAR Pharmacy Reference Guide*.

The path to access the Clinical Parameters screen is as follows:

**STAR Patient Care Initial Menu > Tables > Hospital Facility Options > Clinical Parameters**

The screen is displayed below:

General Hospital Clinical Parameters Processor		
Thu Aug 09, 2007 02:58 am		
Model Hospital A	Last Edit by: Hardersen, Michael L 08/02/07 1528	
STAR Scheduling	1 Visit Check-In Link	
	Yes	
Physician	2 2nd Office Address	3 HPP Ord Request Active
	Yes	Yes
Care Manager	4 Live on Care Mgr	
	No	
Discharge Summary	5 # of Appointments	6 Insurance Plans
	5	Primary only
Allergy Tool	7 Severity/Reaction	8 Verify Allergen Types
	No	DA
	9 Allergy Review Req'd	
	Yes/2/ER, ER1, ER2, ER3, ERQ	
Enter field number or '/' starting field number--		

The three parameters that are associated with the Allergy Processing Tool are detailed below. The other fields on this screen are detailed in *Tables Volume* of the *STAR Patient Care Reference Guide*.

## Field Explanations

### 7. SEVERITY REACTION (1-A-R)

This parameter has been moved from the STAR Pharmacy-specific Screening-ADR Levels parameter. Its previous name was Reaction/Severity Required. This field determines if the system requires entry of an allergy reaction and allergy severity when a patient allergy is added or revised. The following prompt is associated with this field:

*Is Allergy Reaction and Severity required? [N] -*

The default for the prompt is No. To require entry of a reaction and severity, enter **Y**. If the reaction and severity should be optional, enter **N**. If this field is not defined, the system does not require entry of the reaction and severity.

### 8. VERIFY ALLERGEN TYPES (TABLE LOOKUP-O)

This field is used to determine which allergen types require verification. When an allergy is entered or revised, the system checks the user's allergy privileges setting. If the user does not have verify privileges, the system then checks the Allergen Type of the allergy against this parameter. If they match, the system sets the allergy as needing verification. In some cases, a facility may only want drug allergens to be flagged as needing verification. Others may want all allergen types to require verification. Still others may not want any entries to be flagged as needing verification. When the field is selected, the following table is displayed:

General Hospital Clinical Parameters Processor		
Wed Oct 17, 2007 12:00 pm		
Model Hospital A	Last Edit by:	
STAR Scheduling	1 Visit Check-In Link	
	Yes	
Physician	2 2nd Office Address	3 HPP Ord Request Active
	Yes	Yes
Care Manager	4 Live on Care Mgr	
	No	
Discharge Summary	5 # of Appointments	6 Insurance Plans
	5	Primary only
Allergy Tool	7 Severity/Reaction	8 Verify Allergen Types
	No	-> DA,EA,FA
9 Allergy Review Req'd		
Page:01	Allergen Type	##=Current Choices
( 1) DA-DRUG ALLERGY		
( 2) EA-ENVIRONMENT ALLERG		
( 3) FA-FOOD ALLERGY		
( 4) MA-MISC ALLERGY		
Enter choices (e.g. 1,7,5-9) or '-'choices to remove--		
end select(NL)		

Allergen types are presented in a table format. Enter the choice(s) from the table by selecting the appropriate number(s). The selections are highlighted. To remove a choice, type a hyphen (-) and the number. To end selection, press ENTER. If an allergen type is highlighted, it is treated by the system as requiring verification. If no allergen types are highlighted, then no allergies require verification. For highlighted entries, the two-letter code for each selection is displayed in the field.

#### **9. ALLERGY REVIEW REQD (SPECIAL FORMAT-O)**

This field defines whether allergy review is required for new admits, a change in patient type, and allergy add/updates. If allergy review is required, the system displays parameters that allow you to define the number of defers allowed for the review process and to exempt up to five patient types from the allergy review functionality.

When you access this field, the following prompt is displayed:

*Require Allergy rev for new admits/allergy updates(Y)es/(N)o-- '*

Enter **Y** for Yes to make the allergy review check mandatory, or enter **N** for No to prevent allergy review checks.

When you enter Y, the following prompt is displayed:

*Enter # of Allergy Review Defers allowed (0-3)--*

If a zero (0) is entered, you are not permitted to defer the allergy review during any of the order entry processes.

Enter a number from 1 to 3 to define the number of allergy review defers permitted for each new admit, new or updated allergen, or a change in patient type.

The system displays the following prompt:

*Enter patient type code-- |*

You can enter a hyphen (-) and select from the table of patient type codes to define the patient types to exempt from the required allergy review check:

General Hospital Clinical Parameters Processor			
Wed Oct 17, 2007 04:58 am			
Patient Type Codes	Last Edit by: Slade, Krista L 09/12/07 1015		
STAR Scheduling	1 Visit Check-In Link		
	Yes		
Physician	2 2nd Office Address	3 HPP Ord Request Active	
	Yes	Yes	
Care Manager	4 Live on Care Mgr		
	No		
Discharge Summary	5 # of Appointments	6 Insurance Plans	
	5	Primary only	
Allergy Tool	7 Severity/Reaction	8 Verify Allergen Types	
		DA	
Page:01	Patient Type Codes      ##=Current Choices		
( 1) ADV-Advance Admission Inpatient	( 8) CBP-CONTRACT BILL PATIENT		
( 2) ARI-ALICE'S I/P	( 9) CE-CONTRACT ENVIRONMENTAL		
( 3) BED-BED RESERVATION w/FOLDER	(10) CP-CONTRACT PROFICIENCY		
( 4) CNA-Cancel Admission with Orders-	(11) PS2-CONTRACT PSEUDO UNIT# 2		
( 5) PSE-CON - PSEUDO UNIT #	(12) CR-CONTRACT RESEARCH		
( 6) CON-Contract Account	(13) CSO-CONTRACT SINGLE OCCURRENCE		
( 7) CBC-CONTRACT BILL CLIENT	(14) CV-CONTRACT VETERINARY		
Enter choices (e.g. 1,7,5-9) or '-'choices to remove--			
end select(NL) next pg(/ or PG DN) Search(TAB)			

The selection of patient types is optional and the number of patient types which can be exempted from allergy review is limited to five. You have the option to either select none, one or multiples of up to a total of five from the table.

After the selection of patient types for exemption, press ENTER to accept the screen and return to the Clinical Parameters screen. The Allergy Review Req'd field displays the selections in the following format: Yes/2/ER,ER1,ER2,ER3,ERQ.

If you select more than five patient types from the list, the following error message is displayed:

*Error: Limit is 5!*

If you decide not to include any patient types for exemption, press ENTER or (.) period ENTER to return to the Clinical Parameters screen.

**NOTE:** The Allergy Review Req'd field in the Clinical Parameters Processor controls only the allergy review alert prompts for Patient Care and does not affect either the Radiology or the Pharmacy modules.

## Position File

Security fields and settings at the employee level or the employee's position level are required for the Allergy Processing Tool to function appropriately. Two fields in the Position File are associated with this tool. By defining allergy privileges and coding options by employee position type, the process of setting parameters at the individual employee level in the Create/Edit Personnel Records screen can be lessened, thus saving time.

**NOTE:** If a facility has multiple CPU's, these PositionFile settings should be made on the CPU that is appropriate for the employee. For example, if STAR Pharmacy resides on a different CPU from STAR Order Management, then the pharmacy employees should be defined on the pharmacy CPU.

The paths to access the Position File are as follows:

- **STAR Patient Care Initial Menu > System Management > Hospital Employee File > Employee Master Table Maintenance > Edit Position File**
- **STAR Pharmacy Initial Menu > Formulary/Pharmacy Tables > Rx Table Maintenance > Pharmacy Employees > Employee Master Table Maintenance > Edit Position File**
- **STAR Radiology Initial Menu > Administration > Personnel Management > Edit Employee Parameters > Edit Position File**

A typical screen is displayed below:

```
General Hospital Edit Position File Processor
                                Tue Oct 14, 2008 04:03 pm

( 1)Position Name      : Radiologist
( 2)Allergy Privileges: Add/Modify
( 3)Coding Options     : **
( 4)Default Sec.      : Radiologist

Enter field number or '/' starting field number--
```

## Field Explanations

The fields which relate to the Allergy Processing Tool are as follows:

### 2. ALLERGY PRIVILEGES (1-N-O)

This field is a shortcut tod used to define the Allergy Privileges field on the Create/Edit Personnel Records screen. Options include View only, Add, Add/Modify and Add/Modify/Verify. The default is Add/Modify.

The Modify privilege enables an employee to inactivate an allergy; you may want to limit this access.



The Verify privilege should be given to pharmacists and perhaps other select employees only. This should be governed by hospital policy.

**NOTE:** During allergy coding, the system does not use this field to determine the allergy privileges of the employee. Instead, the system uses the Allergy Privileges setting on the Create/Edit Personnel Records screen.

When the field is accessed, the following prompt is displayed:

*Enter highest level allowed for allergy processing [2]--  
0=View, 1=Add, 2=Add/Modify, 3=Add/Modify/Verify*

Upon entry of a valid choice, the system displays the associated literal (for example, View) in the field. If this field is set to View, Field 4 (Coding Options) is blanked out and is not accessible.

If specific position types or employees never engage in allergy entry processes, then the allergy privileges and coding options do not need to be set for these types or employees, as they are automatically limited to view-only capability.

### 3. CODING OPTIONS (9-C-CR)

The following information is applicable when the STAR Pharmacy module is used by the organization as the pharmacy system.

**NOTE:** If a facility uses the Horizon Meds Manager system as the pharmacy system and the FDB Coding System field on the System Wide Parameters screen is set to DAM, this field cannot be accessed. For more information about allergy privileges and coding options when using Horizon Meds Manager, see [“Facilities using Horizon Meds Manager” on page 15-48](#).

This field is used to define the coding options that are presented when adding a patient's allergy. This setting applies to all employees with this assigned position type and cannot be overridden at the employee level. When this field is accessed, the following prompt is displayed:

*Enter options allowed for allergy coding (e.g. 1,2,3) or (A) [1]--  
1=Allergy Table, 2=Freeform, 3=Formulary, 4=Ingredients, 5=Product File*

This field is conditionally required. The default is the Allergy Table option (1).

This field is blank and not accessible if Field 4 (Allergy Privileges) is set to View. If the user attempts to access the field under this condition, the system displays the following message:

*Allergy Privileges must allow edits for Coding Options.*

A null value is treated as "1," with access only to the Allergy Table.

If multiple options are selected, a comma with no spaces should separate the numbers. For example, if non-pharmacy personnel were only allowed to use the allergy table, formulary, and free-form options, the entry would be **1,2,3**. Based on selections made, the field displays the following (with multiple selections separated by commas):

All = All options; displays 'All' in the field  
1=Allergy Table; displays 'Table' in the field  
2=Free-form; displays 'FF' in the field  
3=Formulary; displays 'F' in the field  
4=Ingredients; displays 'I' in the field  
5=Product File; displays 'N' in the field

If specific position types or employees never engage in allergy entry processes, then the allergy privileges and coding options do not need to be set for these types or employees, as they are automatically limited to view-only capability.

At a minimum, it is recommended that you grant access to the Allergy Table and the Free-form options to all position types allowed to enter allergies. The Allergy Table is the most desirable method of entering an allergy, but if you cannot determine what the coded allergy should be based on the patient's input (such as, "I'm allergic to that little white water pill."), the information can be collected as free-form and updated later.

Access to the STAR Pharmacy Formulary file may be necessary for times when a patient states an allergy to a specific drug, such as Tylenol #3. However, pharmacy formularies are typically limited to 2,000 to 3,000 items, so the possibility exists that a stated allergy to a specific drug cannot be found in the formulary file. In this case, you might need to select the STAR Pharmacy Product File option to locate the drug. This file contains over 60,000 entries (all the various drugs by generic availability and package size) and can be daunting to someone not familiar with its structure. It is generally recommended that non-pharmacy personnel be restricted from using the Product File option.

The STAR Pharmacy Ingredient File option accesses a table of ingredients that can be found in drugs, which is even more granular than the product file. For example, an Advil tablet has 23 different ingredients. It is generally recommended that non-pharmacy personnel be restricted from using the Ingredient File option.

**NOTE:** If a facility does not have the STAR Pharmacy module and uses a non-STAR pharmacy system, the Formulary, Product File, and Ingredient File coding options are not applicable.

After completing this field, the following prompt is displayed:

*Accept this screen? (Y/N) [Y]--*

Enter **N** to exit the screen without saving the changes.

Enter **Y** to accept the screen. The following prompt is displayed:

*Update allergy privileges on the Employee Edit screen? (Y/N) [N]-*

Enter **N** or press ENTER to continue the acceptance of the screen. The previous screen is displayed again. The Allergy Privileges field on the Create/Edit Personnel Records screen is NOT updated.

Enter **Y** to continue the acceptance of the screen. The following prompt is displayed:

*Update (A)ll or only (U)ndefined allergy privileges? [U]-*

Enter **U** to only update the Allergy Privileges field in the Create/Edit Personnel Records screen for the selected position type if the Allergy Privileges field is undefined (blank or null). Any employees that already have the Allergy Privileges field defined are not updated. The “Undefined” option would be used if Allergy Privileges have been assigned individually in the Create/Edit Personnel Records screen, and you do not want the system to replace these assignments.

Enter **A** to update the Allergy Privileges field for all employees with the selected position type. The “All” option would be used to make a global change for a given position type. For example, the facility initially set all Registered Nurses with an Allergy Privileges level of 3, but later decided to change the level to 2. In this case, the quickest way to update the Employee file would be to update the Allergy Privileges setting in the Position file, and then answer Yes to update All privileges in the Create/Edit Personnel Records screen.

The following examples show how settings in Create/Edit Personnel Records are affected by the Allergy Privileges options selected in the Position File.

### **Example 1:**

#### **ACTION**

- Access the Position File, and select Radiologist.
- Define Allergy Privileges to be “Add/Modify/Verify.”
- Answer “Yes” to update allergy privileges in the Create/Edit Personnel Records screen.
- Request to only update “Undefined” allergy privileges in the Create/Edit Personnel Records screen.

#### **RESULT**

- System accesses Create/Edit Personnel Records screen.
- System locates all employees assigned position of Radiologist.

- System updates the Allergy Privileges field with the above setting if it has not yet been defined.

**Example 2:****ACTION**

- Access Position File, and select Radiologist.
- Define Allergy Privileges to be “Add/Modify/Verify.”
- Answer “Yes” to update allergy privileges in the Create/Edit Personnel Records screen.
- Request to update “All” allergy privileges in the Create/Edit Personnel Records screen.

**RESULT**

- System accesses Create/Edit Personnel Records screen.
- System locates all employees assigned position of Radiologist.
- System updates the Allergy Privileges field with the above setting for all employees of this position type.

**Facilities using Horizon Meds Manager**

In facilities using Horizon Meds Manager as the pharmacy system, the FDB Coding System field on the System Wide Parameters screen must be defined as DAM. When the FDB Coding system field is set to DAM, the Coding Options field is defaulted to two asterisks (\*\*), as displayed in the screen below. The Coding Options field cannot be accessed when the FDB Coding System is set to DAM.

In facilities using Horizon Meds Manager as the pharmacy system, if the Allergy Privileges field is defined with any option other than View Only, the user is provided the options to select allergens from the Allergen Picklist (FDB DAM) and to enter free-text descriptions of allergens.

```
General Hospital Edit Position File Processor
                                Fri Oct 10, 2008 02:05 pm

( 1)Position Name      : SYSTEM MANAGER
( 2)Allergy Privileges: Add/Modify/Verify
( 3)Coding Options     : **
( 4)Default Sec.      : SYSTEM MANAGER (86)

Enter field number or '/' starting field number--
```

## Create/Edit Personnel Records

Whereas the Position File detailed above is used to define allergy security and coding options for an employee position type, the Create/Edit Personnel Records screen is used to define allergy privileges for each employee individually.

**NOTE:** If a facility has multiple CPU's, these personnel record settings should be made on the CPU that is appropriate for the employee. For example, if STAR Pharmacy resides on a different CPU from STAR Order Management, then the pharmacy employees should be defined on the pharmacy CPU.

Three of the various paths to access the Create/Edit Personnel Records are as follows:

- **STAR Patient Care Initial Menu > System Management > Hospital Employee File > Create/Edit Personnel Records**
- **STAR Pharmacy Initial Menu > Formulary/Pharmacy Tables > Rx Table Maintenance > Pharmacy Employees > Create/Edit Personnel Records**
- **STAR Radiology Initial Menu > Administration > Personnel Management > Create/Edit Personnel Records**

The STAR Radiology screen displayed below is slightly different for STAR Pharmacy and STAR Patient Care:

```

General Hospital Create/Edit Personnel Records Processor
                                Tue Jul 13, 2004 11:21 am

ALLSTAR  1 ID Code  2 Name                      3 Init      4 Employee Number
          1234      SMITH,JOHN R                JRS        01234
5 STAR Environments                      6 Default STAR Environment

7 Termination Date  8 O.S. ID Code      9 Edit By      10 Edit Date

PRODUCT  11 Position                      12 Title      13 Home Phone
          2 Director/Asst. Direct    DOCTOR      (404)555-1234
14 Beeper Number  15 Department      16 Work Ext.  17 NPIIR
                  17 Data Processing
18 Facilities 19 Departments      20 Initial Dept  21 User Group
  A,B,C,D      CTB,MRB,NMB,RAD,RRD  RAD          RAD-Director/Assistant
22 Security Level 23 Temporary Security
  System Coordinator
24 CRT Name  25 Allergy Privileges  26 Edit By      27 Edit Date
  1E          Add/Modify            Jones,Mary K    06/26/04

Enter field number or '/' starting field number--

```

## Field Explanations

The field which relates to the Allergy Processing Tool is as follows:

### 24. ALLERGY PRIVILEGES (1-N-R)

This field is used to define allergy privileges at the employee level. Options include View only, Add, Add/Modify and Add/Modify/Verify. When this field is accessed, the following prompt is displayed:

*Enter highest level allowed for allergy processing--*  
*0=View Only, 1=Add, 2=Add/Modify, 3=Add/Modify/Verify*

The field is required. A null value is treated as 0 (view only). Valid options include 0,1,2,3. If the Allergy Privileges field in the Position Types table is defined for the Position type assigned to Field 11, the system displays the default value in the prompt. For example:

*Enter highest level allowed for allergy processing-- [2]*  
*0=View Only, 1=Add, 2=Add/Modify, 3=Add/Modify/Verify*

**NOTE:** The setting in this field overrides (if it is different) the setting for the Allergy Privileges field for this employee's position type in the Position File. The exception is the View Only option. If an attempt is made to override a View Only option, the following message is displayed:

*Coding Options not defined for position! Override not allowed!*

## Allergy Classes Table

When the Allergy Classes table (formerly named the Adverse Drug Classes table) is accessed, the following prompt is displayed:

*Enter allergy code or alternate code-*

Either FDB-provided codes or user-defined codes can be entered in this field.

- For an FDB-provided code, FDB uses this code to link the adverse drug (allergy) class to specific drug products. This enables the system to automatically screen for potential adverse drug reactions as orders/prescriptions are entered. The code format is NNNNN,NN.

Enter the code and subcode, separated by a comma, for example, 30822,01.

The first five digits represent the class code, and a comma separates the class code from the 2-digit subclass code.

**NOTE:** A sweep occurs when the Allergy Processing Tool is being implemented for the first time that inserts a "3" at the front of all FDB allergy codes. For example, 0644,03 becomes 30644,03. This change is necessary to properly communicate STAR allergies to other McKesson interested systems.

If you do not know the numeric FDB code, you may also enter the Alternate Code from the table. For example, if "COD" is defined as the alternate code for Codeine, the employee can enter **COD** at the prompt.

Per table standards, entering part of the name followed by a hyphen (-), displays all table entries that match the partial name lookup. For example, typing **COD-** displays a list of all table entries that begin with the letters COD. You can then select the appropriate item.

The following is an example of a coded allergy:

```
General Hospital Table Maintenance Processor
Tue Sep 07, 2004 08:22 am

Allergy Classes
( 1)Code       : 30644,03
( 2)Description : CODEINE
( 3)Alternate Code: COD
( 4)Allergen Type: DRUG
( 5)Abbreviation : COD
( 6)Allergy Info :

( 7)Edit by      : DAN JOHNSON
( 8)Edit date    : 03/05/04 02:03pm

Enter field number or '/' starting field number--
```

- To enter a user-defined code, enter a code of up to 7 characters (NOT in the NNNNN,NN FDB format). Check the table before entering any user-defined allergies, as First DataBank provides many non-drug allergens in the table. McKesson does not recommend entering ANY additional drug-related allergies to the table.

When a new entry is made, the system checks both the code, description and alternate code fields to ensure there is no duplication before allowing the user to proceed.

To avoid confusing user-defined table entries with First DataBank coded entries (which are strictly numeric), user-defined codes must NOT be in the NNNNN,NN FDB format. For example, if the code 39999,99 does not exist in the table as a First DataBank coded allergy, and the user attempts to enter this code, the system displays the following error message:

*Invalid Format!*

**NOTE: Allergy screening in STAR Pharmacy does not occur with user-defined allergy entries.** For example, if you enter "TYLENOL" in the table, the system does NOT use this entry when a Tylenol order is added to the patient profile. **Only First DataBank allergy codes are used for active allergy screening.**



The following is an example of a user-defined allergy entered in the Allergy Classes table:

General Hospital Table Maintenance Processor	
Tue Sep 07, 2004 08:22 am	
<b>Allergy Classes</b>	
( 1)Code	: CATS
( 2)Description	: CATS AND OTHER FELINES
( 3)Alternate Code	: FELINES
( 4)Allergen Type	: ENVIRONMENTAL
( 5)Abbreviation	: CATS
( 6)Allergy Info	: USER-DEFINED ALLERGY INFORMATION
( 7)Edit by	: DAN JOHNSON
( 8)Edit date	: 03/05/04 02:03pm
Enter field number or '/' starting field number--	

When the FDB Coding System field in the System Wide Parameters screen is set to either "D" (D)AM NKA/NAI or "B" (B)oth [the outbound 2.2b interface support both the E/I statuses and the DAM NKA/NAI codes], the coding system received inbound for No Allergy Info and No Known Allergies is sent outbound from STAR regardless of the coding system (PIF or DAM).

When FDB Coding System is set to either "S" E/I (S)tatuses (erroneous/inactive) or "N" (N)either, the selections from the Common Allergy tool transaction line continues to send the PIF values for patients defined in the Allergy Classes table if present. If this table does not include FDB codes, there is a code currently on the Common Allergy screen that always sends the following two codes with either "N" or "U" selected from the transaction line.

## Field Explanations

### 1. CODE (DISPLAY ONLY)

This field contains the code assigned to the adverse drug (allergy) class. It was entered when the Allergy Classes table was first accessed.

### 2. DESCRIPTION (33-C-R)

This field specifies the description of the adverse drug (allergy) class and is provided and updated by FDB for coded allergies, or is defined by the user for non-FDB allergies. The system displays this description in the table lookups and the clinical information screens.

**3. ALTERNATE CODE (5-C-O)**

This field is used to permit the assignment of an alpha or alphanumeric mnemonic (or short code) to the Allergy Classes table. An example is "COD" for Codeine. This is necessary because the table code (Field 1), which is defined by First DataBank, is numeric and cannot be changed. If your site used STAR Patient Care (Nursing) allergies information prior to Release 8.0, you may want to enter that information in this field. A standard table prompt is used with this field:

*Enter (new) allergy alternate code--*

The system allows entry of up to five characters (alpha, numeric, or a combination) and checks for uniqueness against both the (1) Code and the (3) Alternate Code fields. If the entry is already in use by either of these two fields, the system displays the following message:

*Error: Code already exists!*

**4. ALLERGEN TYPE (2-AN-O) or (TABLE LOOKUP)**

This field is used to assign an allergen type to the Allergy Classes table entries. This field accesses the new Allergen Type table. The following prompt is displayed:

*Enter first letters or allergen type code--*

You may enter a valid code from the Allergen Type table, or type part of the description, followed by a hyphen (-) to display the table. If an invalid code is entered, the system displays the following message:

*Error: Not on file!*

**NOTE:** A sweep occurs when the Allergy Processing Tool is being implemented for the first time that sets this field to Drug Allergy (DA) for all existing entries. This expedites the build process, as most of the entries in this table are drug allergies. You can then review the table for entries that need to be modified.

The information in this field is automatically displayed on the Allergy Processing Tool Detail screen.

**5. ABBREVIATION (10-C-CR)**

This field is used by the system to display a short description of the allergy on the patient profile header and on reports. When the field is accessed, the following prompt (allowing up to 10 characters) is displayed:

*Enter allergy class abbreviation--*

**6. ALLERGY INFO (180-C-O)**

This field (formerly named ADR Info) indicates additional information about the adverse drug (allergy) class. As this information is displayed when an adverse drug reaction is noted during clinical screening, you may want to include information on

other formulary products which would not cause this adverse reaction. After you access this field, the system displays the following grid near the bottom of the screen:

```
01| |
02| |
03| |
F1 Del Line F2 Ins Line F3 Center F4 to Exit F5 Str Line F6 Rst Line
```

The cursor appears in the first character on the first line. The system displays six text entry keys at the bottom of the grid. The following paragraphs identify each of the text entry keys and provide a description of what the key does:

**F1** This key deletes the line of text upon which the cursor rests. Any text below the deleted line moves up one line.

**F2** This key inserts a blank line before the line upon which the cursor rests. Any text below the added line moves down one line.

**F3** This key centers the text in the middle of the line upon which the cursor rests.

**F4** This key exits the text edit mode. The system returns you to the field selection prompt.

**F5** This key stores the line of text upon which the cursor rests. Only one line of text can be stored at a time; therefore, immediately restore the saved text on the appropriate line by using the F6 key.

**F6** This key restores saved text back onto the screen. The system erases any text on the line on which saved text is restored; therefore, always restore text on a blank line unless you want to replace the existing text.

Press the F4 key to exit the field.

#### **5. EDIT BY (DISPLAY ONLY)**

This field contains the name of the employee who was signed on at the CRT last used to enter/edit the table entry. The system automatically fills this field with the employee's last and first name. This field contains *First DataBank* if the table entry was last updated by an FDB tape.

#### **6. EDIT DATE (DISPLAY ONLY)**

This field contains the date and time when the table entry was last edited. The system automatically fills the field with the appropriate date and time.

## Allergy Reactions Table

The Allergy Reactions table (formerly named the Adverse Reactions table) is displayed below:

General Hospital Table Maintenance Processor	
Wed Oct 31, 2007 12:35 pm	
<b>Allergy Reactions</b>	
( 1)Code	: BC
( 2)Description	: Bradycardia
( 3)Severity	:
( 4)Sensitivity Type	: ADVERSE REACTION
( 5)Edit by	: HBO,EMPLOYEE
( 6)Edit date	: 04/09/86 11:30am
Enter first letters`-` or severity code--	

## Field Explanations

### 1. CODE (DISPLAY ONLY)

This field contains the code assigned to the adverse reaction. The system displays this code on table lookups and screens.

### 2. DESCRIPTION (50-C-R)

This field identifies a description of the adverse reaction. The system displays this description on table lookups and screens.

### 3. SEVERITY (TABLE LOOKUP-R)

This field identifies the potential level of reaction severity the system offers as a default when an ADR class with this reaction is assigned to a patient. Severities are defined in the Adverse Reaction Severity table.

### 4. SENSITIVITY TYPE (5-C-O)

This field is used to link an Allergy Sensitivity Type to an allergy reaction. The category is also referred to, in HL7<sup>®</sup> standards, as the Sensitivity to Causative Agent. A standard table prompt is displayed when this field is accessed:

*Enter first letters`-` or Allergy Sensitivity Type code--*

You must enter a valid entry from the Allergy Sensitivity Type table. Otherwise, you can invoke a partial name search by typing part of the name, followed by a hyphen (-). Standard field processing, including error messaging, applies.

**5. EDIT BY (DISPLAY ONLY)**

This field contains the name of the employee who was signed on at the CRT last used to enter/edit the table entry. The system automatically fills this field with the employee's last and first name.

**6. EDIT DATE (DISPLAY ONLY)**

This field contains the date and time when the table entry was last edited. The system automatically fills this field with the appropriate date and time.

## Allergy Severity Table

The Allergy Reaction Severity table (formerly named the Adverse Reaction Severity table) is a McKesson-maintained table (unavailable to users) that defines severity of allergies when coding a patient allergy. It contains the HL7 severity types that are used in communications with external systems (for example, Horizon Clinical Documentation).

The following is a list of the allergy severity options available:

McKesson Value	HL7 Value	Description
9	SV	Severe
5	MO	Moderate
1	MI	Mild
U	U	Unknown

The STAR, Horizon Clinical Documentation and the Horizon Meds Manager™ product lines use only the above entries. During the implementation of the Allergy Processing Tool, conversion of existing severity codes is performed.



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# Appendix A - HIPAA SECURITY AUDIT

HIPAA SECURITY AUDIT AND STAR RADIOLOGY .....	A-3
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## HIPAA SECURITY AUDIT AND STAR RADIOLOGY

Audit transactions are generated from patient-specific functions and/or all menu selections made by each user (depending on the parameter set on the system).

Audit transactions are sent to an external secured audit server.

**NOTE:** While the programming changes associated with this enhancement (STI X5358) can be loaded at any time, no auditing can take place until MSE is upgraded to the 9.0 version and additional hardware configuration and implementation is performed. (For more information, refer to STI M19910.)



---

# Glossary

## - A -

### **ACCOUNT NUMBER**

A unique number assigned for each patient visit; this number is used for billing purposes and for identifying activities associated with that visit such as exam orders. This is also called the patient account number or admission number.

### **AD HOC REPORTING**

A term that refers to the retrieval of application data using various tools, such as STAR SQL.

### **ADMISSION**

Refers to inpatient and outpatient admissions to the facility.

### **ADT**

Abbreviation for the admission, discharge, and transfer capabilities of the system.

### **ADT NOTICES**

Notices which print automatically on selected printers when admissions, transfers or discharges occur.

### **ALPHA LOCK KEY**

A key located to the right of the space bar which, when depressed, illuminates a light at the top of the keyboard to signify that all alphabetic characters are typed in upper case. Pressing the key again causes the light to go out, and characters can then be typed in upper and lower case. The alpha lock must be illuminated in order to sign on.

### **ALPHA LOOKUP**

An alphabetic search is possible by entering an alpha character(s) followed by a hyphen (-); this causes an alphabetic table listing to display. This functionality is available throughout the STAR Patient Care system.

### **ALPHABETIC**

Data consisting of the letters A-Z only.

### **ALPHANUMERIC**

Data consisting of the letters A-Z and digits 0-9.

### **ARCHIVING**

A means of managing disk utilization by removing clinical and patient demographic data from the system and storing it on another medium (usually microfiche). Data is archived once an inactive account has been retained for a user-defined period of time.

### **ARROWS**

Four keys which reside on the screen management keypad. In edit mode, the right and left arrows move the cursor to the right and left respectively without changing the

characters. This allows you to position the cursor as needed. The up and down arrows allow the insertion and deletion of spaces at the cursor position. In multi-line text editing, like messages, the up and down arrows allow you to move the cursor up and down a line.

**AUDIT TRAIL**

Continuous documentation of important transactions related to a patient's account (for example, all orders, revisions, charges, credits, etc.), that can be viewed through the audit trail function before the orders are historized.

**AUTOMATIC TIME OUT**

An automatic "sign off" mechanism designed to protect the use of the system by unauthorized individuals; it occurs when the keyboard is not used within a specified period of time.

**- B -****BACKUP**

A copy of the system on tape or disk to provide a backup in case the storage medium is damaged or destroyed.

**BAR CODE**

A pattern of parallel bars and spaces which represent numeric or alphanumeric information in machine-readable form.

**BASE**

Refers to the non-customized STAR systems which are demonstrated to the departments in the hospital as a basis for the Product Workshops.

**BATCH**

Nightly processing of types of data collected by STAR Patient Care throughout the day. Also referred to as midnight processing.

**BED CODE**

A three-digit number typically designed by combining the last two digits of the room number and the last digit of the bed number. The bed code can be used to access a patient in the Name Inquiry function.

**BIT**

The smallest unit of data handled by a computer; derived from Binary Digit.

**BLOCKS**

Data is stored on disk in groups of information called data blocks. Each disk drive can store only a defined number of data blocks. When blocks are "full," data must either be archived or a new drive must be added to the system.

**BULLETIN BOARD**

The Bulletin Board is a free-text screen of information usually maintained by data processing personnel. The screen may contain announcements, schedules of

meetings, or other information. The Bulletin Board is automatically displayed on an inactive terminal after the user signs off.

**BYTE**

Connected "bits" of data.

**- C -**

**CANCEL**

A function used to inactivate an order or prescription that was entered by mistake. For each cancellation transaction, the Audit Trail displays the date and time and the name of the user signed on when the cancellation was entered. The Cancel function credits all charges for the order. Cancelled orders remain on the patient profile.

**CARDHOLDER**

In a third party plan, this is the person who is the "named insured" of the plan.

**CART CHECK LIST**

A listing or display screen of orders used to check that the appropriate number of doses/units of each order have been placed in the cart.

**CART FILL LIST**

A listing of orders to be dispensed for each patient on the nurse station over a predefined time period. User-defined options may be specified in the Cart Fill List Parameter.

**CART UPDATE LIST**

A listing of only new orders and order changes started since the last cart fill list.

**CENSUS**

Current patient occupancy. Census displays and lists are available by station, physician, isolation, church, denomination, precaution, IV therapy, oxygen therapy, length of stay, Daily Patient Process Review (this cannot be printed), or summary form.

**CHARACTER**

Letter, number, or special symbol which can be entered from the keyboard onto the screen.

**CHARGE**

The amount logged against a patient's account for orders dispensed or items used by the department in caring for the patient. Based on your hospital billing procedures, charges for orders are automatically captured at a designated time as determined by a system parameter.

**CHARGE DATE**

The charge date indicates the date the charge result was entered in the system. The charge is sent on the day it is entered, but it files on Financials with the service date.

**NOTE:** The charge date is equal to the date of service which is equal to the check-in date. If charging on resulting, the date on the Billing Report is not the date the charge result was entered but the date the exam was checked in.

**CHECK LIST**

See Cart Check List

**CHECK-IN DATE**

See Date of Service

**COMPONENT**

A part of the total computer system.

**CONSOLE PRINTER**

A printer connected directly to the Central Processing Unit used for error message prints and operations/applications control.

**CONVERSION**

A set of programs run by McKesson to modify the way data is stored on disk internally. Conversion processes are typically run with new releases.

**CORPORATE NUMBER**

A system-assigned number unique to each patient. The corporate number remains with the patient regardless of the facility.

**CORRECTION MODE**

To access the correction mode enter two slashes (//) after the field number to be edited. Display of the data in that field subsequently appears on the prompt line. The arrow keys function to make the proper insertion or deletion. Correction mode eliminates retyping an entire field and is available only when keyed data is not modified by the system for display purposes; for example, if the Y key is pressed and Yes displays on the screen, the system has modified it and the correction mode can not be used.

**CPU**

Central Processing Unit is the computer component containing the circuits which control and perform the execution of instructions (programs). It's usually located in the Data Processing room of your hospital.

**CR KEY**

The cursor return key located directly above the ENTER key. This key functions identically to the ENTER key.

**CREDIT**

This enables you with the ability to credit a patient's account for an order that has been charged.

**CRT**

Cathode Ray Tube. This television-like device, also referred to as terminal or VDU (Video Display Unit), enables you to view the information being entered into the computer.

**CRT KEYBOARD**

The typewriter-like device used to enter information into the system. The CRT keyboard has four major sections: the main keypad, the screen management keypad, the numeric keypad and a set of special function keys.

**CURSOR**

A symbol on the screen, either flashing or solid, that indicates your position on the screen. The cursor can be an underline or a block, or it may not be visible on the screen. This depends on how you set your cursor type key on the keyboard.

**- D -**

**DATA BASE**

Refers to a systematic method of storage which allows efficient access of data.

**DATA RETENTION**

Length of time that specified data is retained in the system.

**DATE OF SERVICE**

The date of service (also known as Check-in date) indicates the date the patient arrived in the Radiology department.

**NOTE:** The charge date is equal to the date of service which is equal to the check-in date. If charging on resulting, the date on the Billing Report is not the date the charge result was entered but the date the exam was checked in.

**DEFAULT**

To save time, common prompt responses appear in brackets ([]). You can enter this response by pressing ENTER, or bypass it by entering an alternate response.

**DEL**

Delete key. Holding this key moves the cursor to the left so corrections can be made to the data being entered; only functions when not in edit mode.

**DEMOGRAPHICS**

Characteristic information used to identify each patient in the system. Name, sex, date of birth, unit number, and race are examples of patient demographic data.

**DIM REVERSE**

A type of video display in which the background surrounding a field is darker than the rest of the screen and the print within the field is black.

**DISK SPACE**

The capacity of a data storage device or the amount of space on a data storage device that is not currently storing data. When you run out of disk space, data must either be archived or a new drive must be added to the system. See *also* Blocks.

**DISPLAY**

The CRT's visual representation of data.

**DOWNTIME**

The period of time when the computer is unavailable for use.

- E -

**EDIT**

1. The process of entering or modifying the information in a field. 2. Internal process of the computer which only allows specific characters or formats to be entered for certain data.

**EDIT MODE**

The process of entering a slash (/) followed by a field number to change the information in a field.

**EMPLOYEE FILE**

The system has various levels of security options which are implemented by entering hospital employees and certain demographic and security information in to the Hospital Employee File. This file contains demographic and security information that controls access to certain system functions. For more information, refer to "[Chapter 6 - SYSTEM SECURITY](#)" in the *General Information Volume* of the *STAR Radiology Reference Guide*.

**ENTER**

Located just above the right-hand SHIFT key on the main keypad, the ENTER key is used more frequently than any other key on the keyboard. It must be pressed after most entries in order to transmit the typed information to the computer system. An ENTER key is also located on the numeric keypad and functions in the same way. (This key may also be referred to as NEW LINE or NL in the STAR system.)

**EOL**

End of line. Erases a field to the end of the line. The cursor moves to the beginning of the field erasing any previously typed information.

**ERROR MESSAGE**

A message (usually associated with an audible "beep") that displays on the screen when an incorrect format or unacceptable response is entered.



**- F -**

**FACILITY**

Refers to a hospital as a separate entity. For more information, refer to “[Chapter 7 - MULTIFACILITY/MULTIDEPARTMENT](#)” in the *General Information Volume* of the *STAR Radiology Reference Guide*.

**FIELD**

Data entry areas provided on each screen in the system.

**FIELD ARROW**

Arrow that rests on the current field. Identifies the field which the prompt is currently referencing.

**FILL MODE**

When in this mode, the field arrow moves to the next empty field when ENTER is pressed.

**FIM**

Financial Item Master. Specific codes assigned to items for financial system use.

**FORMAT**

The arrangement of data elements or characters comprising any field.

**FREE-FORM ENTRY**

Entering a field by typing a description rather than a code.

**FUNCTION**

A descriptive title associated with certain actions which can be accessed when chosen from a menu.

**FUNCTION KEYS**

Top row of keys on the keyboard commonly referred to by "F" followed by a number. An example is the F2 key which is the second function key on the keyboard's left side. These keys are used for editing purposes by the Softkey Editor.

**- H -**

**HARD COPY**

Implies a printed version of a report as opposed to a screen display.

**HARDWARE**

Refers to the computer system's physical elements such as Central Processing Unit, printers, and storage media.

**HELP TEXT**

A special aid which displays additional instructions relating to a field or menu function. This can be accessed when needed by entering a question mark (?). This option, both

user-defined and controlled, may contain portions of procedure manuals or instructions on data entry techniques.

**HISTORIZED**

The process of summarizing inpatient orders when patients become inactive and placing data in a history file.

**HISTORY FILE**

Long-term database maintained on each admitted patient. History files include the Master Patient Index (MPI) or Previous Visit Orders file.

**HOLD KEY**

Key in the upper right corner of the keyboard. When it is illuminated, the current screen "freezes" and data entry is not permitted. This light should always be off.

**HOME**

Left-most position in the field.

- I -

**ID CODE**

A permanent, unique number assigned to an individual employee for the duration of employment. If employment is terminated, the code is "retired" and not reused by another individual. The ID code is recorded for each data-generating transaction made by the employee and is permanently stored in the system.

**INPUT**

Any data entered into the computer system.

**INS**

Insert key. This key places a blank at the cursor's position and all characters to the right move one space to the right when editing text.

**INTERFACE**

A communication link between two computer systems that allows the transfer of data from one to the other. This may be done on-line or via tape.

**INVALID SIGN-ON**

An error message indicating that a sign-on key that is not valid has been pressed to activate the terminal. For example, entering "L" on a Patient Care CRT.

- J -

**JOB STATUS**

A screen displaying current system activity.

**JOBSTART**

This operation is called by the system to ensure the appropriate update of system files between two separate processors. A jobstart is queued when network communication

is impossible. The queue review process enables you to examine the reason for the failure and the various queued jobstarts.

**- K -**

**KEYBOARD**

The device, designed like a typewriter, that is used to enter information into the system. It is attached to the Cathode Ray Tube (CRT) by a small cable.

**- L -**

**LINE PRINTER**

A device that prints a complete line of type in one operation. Line printers are fast printers that are commonly used for printing lengthy reports.

**LOA**

Leave of Absence. A period of time when an Inpatient is not in the hospital; for example, a psychiatric patient on a weekend pass. Medications for a patient on leave of absence are not dispensed.

**LOS**

Length of Stay. The period of time an inpatient or an outpatient in a bed have been in the hospital.

**- M -**

**MAIN KEYPAD**

The portion of the keyboard that works like a regular typewriter with letters and numbers.

**MEMORY**

The storage of data and programs in the computer.

**MENU**

A numbered listing of available functions from which the user may select to complete a desired task.

**MERGE PATIENTS**

This function provides the ability to consolidate duplicate Master Patient Index (MPI) entries for one patient via unit number, corporate number, name, social security/[health card](#) number, or Soundex. The system requires that you identify both MPI entries, then select one unit number to retain and one set of patient demographics; the visit information is a combination of both entries.

**MESSAGE**

Capability to communicate information to any hospital department having a printer designated to receive messages.

**MIDNIGHT PROCESSING**

Nightly processing of specific data. The computer is unavailable for use during a portion of this time.

**MNEMONIC**

A short "code name" that uniquely identifies a formulary item or predefined order. Mnemonics are used during order/prescription entry to access commonly ordered items quickly.

**MODEM**

Device used to send or receive data over telephone circuits.

**MODULE**

A set of applications which perform a set of functions within the total software package, for example, the Scheduling module is a module of STAR Patient Care.

**MPI**

Master Patient Index. Refers to patient/insurance/demographic information retained in the system for an indefinite length of time. Eliminates the rekeying of certain data when a patient is readmitted.

**MPI LOAD**

The process of adding a patient to the Master Patient Index.

**- N -**

**NAME INQUIRY**

Capability of the system to locate any active patient in the system by entering a few letters of the patient's last name (See *also* Alpha Lookup).

**NETWORK**

This software provides integration of all STAR products and associated data bases. It allows transferring information between separate processors.

**NEW LINE KEY (Data General Terminal Only)**

See ENTER.

**NUMERIC**

Data consisting of the digits 0-9 only. Occasionally a decimal point (.) is also allowed.

**NUMERIC KEYPAD**

Number keys located to the right of the main keypad. These keys can be defined for use in specialized counting procedures such as differentials.

**- O -**

**ON-LINE**

This term signals that your device is communicating with the Central Processing Unit.

**ON-LINE KEY**

Located to the left of the space bar, the OnLine key can be used to activate/deactivate the terminal's connection to STAR Patient Care. When activated, a red light labeled "On-Line" is illuminated at the top of the keyboard.

**ON-LINE LIGHT**

The On-Line light, appearing at the top of the keyboard, must always be illuminated. Illumination occurs by pressing the CMD key and the On-Line key. This allows you to enter the On-line mode (See On-line definition.)

**OUTPUT**

Any information generated through computer calculations or processing. Output is either printed or displayed.

- P -

**PAC**

Product Advisory Committee.

**PAGE FORWARD/BACKWARD**

The ability to return to the previously displayed screen or go forward to the next screen. In many screens, entering a slash (/) moves you forward to the next screen, and entering slash-P (/P) moves you backward to the previous screen.

**PARAMETER**

An indicator used to tell the system how to perform a certain function. Many functions are designed so that they can perform differently based on the way the parameter is set. Parameters allow hospitals to tailor these functions.

**PATIENT ACCOUNT NUMBER**

See Account Number.

**PATIENT DEMOGRAPHICS**

See Demographics.

**PATIENT TYPE**

STAR Patient Care's way of distinguishing the various types of patients is hospital-defined. Common patient types used include inpatient, outpatient, preadmit patient, and emergency patient.

**PATIENT UNIT NUMBER**

See Unit Number

**PERSONAL PASSWORD**

Also called the secret code, the "personal password" is chosen by each user and can be updated periodically. This password must be entered directly after entry of the employee number before you can sign-on to the system.

**PIF**

Product Information File. This field is provided and maintained by PDS.

**PREVENTIVE MAINTENANCE**

The time for routine maintenance and service of the STAR Patient Care System.

**PRINTER**

An output device for the computer which produces a typewritten copy of processed information. Character Printers print one character at a time while Line Printers print one line at a time.

**PROCESSOR**

1. A part of the system used to perform a group of related tasks, including receiving, manipulating and generating data. An example is the order entry processor. 2. The part of a computer system that operates on data. Also referred to as the CPU.

**PROGRAMS**

A set of instructions or steps which tell the computer exactly how to perform a task.

**PROMPTS**

Instructions appearing on the screen that explain what to do next or what specific information must be entered.

**PURGE**

The process of permanently removing data from the system.

**- Q -**

**QUEUE**

A waiting line. Refers to programs or information waiting to be processed by the computer or printed by the printer.

**- R -**

**READER**

A device for reading bar code.

**REAL TIME**

Instantaneous; concurrent with processing. Real-time processing changes are filed immediately upon data entry as opposed to batch processing where the information is accumulated and files are changed in the future (for example, during Midnight Processing).

**REPORT TRANSFER**

This network function is built into the spooler. By defining network printers in the spooler file, printers having assigned reports can pass the report to a remote Central Processing Unit.

**REPT**

Repeat key. Holding this key and certain cursor control keys simultaneously can eliminate repeated use of one key. For example, holding the arrow key and the Rept key causes the cursor to move to the right or left more than one space.

**REQUIRED FIELD**

A field which requires an entry before permitting you to accept the screen.

**RESPONSE TIME**

The time that it takes a computer to respond to your request for information or to file your input.

**- S -**

**SCREEN**

The video portion of the Cathode Ray Tube (CRT) which displays the information to be completed or viewed by the user.

**SECRET CODE**

Also called password, the secret code is chosen by each user and should be updated periodically as defined by the department. This password must be entered directly after entry of the employee number in order to sign-on to the system.

**SCROLL**

To move text across a display screen as if unrolling a scroll.

**SECURITY**

The ability of the system to limit access of information based on an employee's identification code and secret password.

**SECURITY LEVELS**

A mechanism used by the STAR Patient Care System to control system access and the type of transactions that users are authorized to perform.

**SEND MESSAGE**

This function allows free-text messages to be sent to an appropriate printer(s).

**SIGN ON**

Action of accessing the computer applications.

**SIGN-ON KEYS**

Sign-on keys, which are defined by the user, initiate access to the system, making available appropriate functions and programs. In the STAR Radiology system, the letter R is used.

**SIGN OFF**

Exiting the system. When you finish using the STAR Radiology system, you can enter a slash-period-slash (/.) at the prompt resulting in system sign off at that terminal. The Bulletin Board is then displayed on the screen.

**SCANNER**

An optical and electronic device which scans bar code symbols and translates the information.

**SIM**

Service Item Master. The SIM contains all entries of each department for which a coded order or charge might be placed.

**SLASH**

A key used to indicate move forward and backward through screens. See Page Forward/Backward.

**SOFTWARE**

Refers to the computer programs used to process data.

**SOUNDEX**

The computer's ability to search for a name if the spelling is unknown. An approximate spelling along with the correct consonants and first letter of the last name must be entered in order to initiate a Soundex search in the STAR Radiology system.

**SPOOLER**

A system utility used to store formatted data on disk prior to routing to the appropriate devices (printers, interfaces, disk).

**SPOOLER QUEUE**

The utility used to distribute spooled data to the appropriate devices.

**STAR PATIENT CARE**

McKesson's medical information system.

**STI**

Software Tracking Item. An item, whether enhancement or defect, that is reported by the customer and submitted to McKesson. The STI is given a unique number and contains a brief description and steps to duplicate when necessary.

**- T -**

**TABLE**

Contains a group of related codes and their descriptions used by the system. When you key in a code from a table, the computer displays the associated description stored in the associated table.

**TRACKING SYSTEM**

A software system used by McKesson to record and track defect reports and enhancement requests submitted by users.

**TRANSACTION**

Refers to the interaction between the user and the system.



**TRANSFER**

This function allows you to transfer an inpatient to an unoccupied bed after identifying the reason. At this time, the accommodation code and service may be changed. Transfer notices may automatically print in designated areas.

**TRUNCATE**

To shorten or abbreviate a display. For example, a lengthy patient address may be shortened in order to print on a report.

**- U -**

**UNIT NUMBER**

Refers to medical records number/history number. It is unique to each patient within a facility and assigned to a patient on their first visit to the facility. The system permanently retains that patient information for each subsequent visit.

**UPDATE LIST**

See Cart Update List

**UPDATE LABEL PERIOD**

The time period prior to cart exchange when the system prints cart labels for the upcoming cart when orders are entered or revised.

**USER-DEFINED**

Refers to any system parameter completed by the hospital's departments. The parameters are usually defined during installation of the system. However, most can be edited using the maintenance functions processors.

**- V -**

**VDU**

Video Display Unit. Same as CRT.

**VIRTUAL TERMINAL**

The ability to access a remote processor to perform a function that is not normally available to a user within a specified system.



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# Index

## A

- Access Radiology system 6-3
- Access the Radiology system 6-5
- Active Film Tracking 1-5
- Activity Log, daily 1-10
- Activity Tracking 1-5
- Activity Tracking Report 1-5
- Add a department 3-7
- Add/Edit Copy Log Records 1-6
- Addendum Count Report 1-6
- Administration 1-6
- Allergy
  - Activate Inactive 15-32
  - Add by Formulary Item 15-27
  - Add by Ingredient 15-28
  - Add Free-form 15-26
  - Add from Product File 15-29
  - Add from Table 15-21
  - Edit 15-30
  - Inactivate 15-31
  - Print List 15-37
  - Verify 15-32
  - Verify Inactivation 15-33
  - View Audit Trail 15-35
- Allergy Classes Table 15-51
- Allergy Detail Screen
  - Activate Inactive Allergy 15-32
  - Add Allergy 15-20
  - Edit Allergy 15-30
  - FDB-inactivated allergen 15-34
  - Field Explanations 15-12
  - Inactivate Allergy 15-31
  - No Known Allergies Entry 15-16
  - Print Allergy List 15-37
  - Unknown Allergies Entry 15-20
  - Verify Allergy 15-32
  - Verify Allergy Inactivation 15-33
  - View Allergy Audit Trail 15-35
- Allergy Processing Tool
  - Allergy Summary Screen 15-4
  - Guidelines for Use 15-3
  - Horizon Meds Manager 15-48
  - Tables and Screen Parameters 15-40

- Allergy Reactions Table 15-56
- Allergy Severity Table 15-57
- Allergy Summary Report 1-6
- Allergy Summary Screen
  - Allergy Detail Screen 15-12
  - Patient with Allergy Entries 15-11
  - Patient with No Allergies 15-9
  - Patient with No Known Allergy Entry 15-9
  - Patient with Unknown Allergy Entry 15-10
  - Screen Information 15-4
- Allergy Tables and Screen Parameters
  - Allergy Classes Table 15-51
  - Allergy Reactions Table 15-56
  - Allergy Severity Table 15-57
  - Clinical Parameters Screen 15-40
  - Create/Edit Personnel Records 15-49
  - Position File 15-43
- Alpha Lock key 2-4
- Alternator Film Tracking 1-7
- Archive 12-3
- Archive Summary, create 1-9
- Archive Tape, create 1-9
- Archived data, delete 1-10
- Assign/Edit Workload Units 1-7

## B

- Bar code 11-3
- Bar code installation 11-7
- Bar code, system coordinator responsibilities 11-8
- Bar codes, information retrieval 11-6
- Batching, system implications 9-3
- Billing Report 1-7
- Blanks, insert or delete lines 3-8
- Boxed menus 5-5
- Bulk Film Movement 1-8

## C

- Cancel Exam Request 1-8
- Cancel Film Request 1-8
- Cancel/Credit Check-In 1-8
- Cancellation Report 1-8
- Change Secret Code 1-8
- Checked-Out Film Report 1-9

Check-in Document 10-5  
Check-In Document Reprint 1-8  
Check-In Label Reprint 1-8  
Check-in labels, for bar code 11-5  
City entry 4-14  
Clinical Parameters Screen 15-40  
Code, secret 2-5  
Code, STAR ID 2-5  
Codes, enter city, state, zip 4-14  
Coding options 15-21, 15-45, 15-50  
Color, vary display intensity 3-9  
Contrast Reaction Report 1-9  
Copy Log 1-9  
Copy Log Parameters 1-9  
Copy Log Report 1-9  
CR key 2-4  
Create  
    Archive Summary 1-9  
    Archive Tape 1-9  
Create Archive Summary 1-9  
Create/Edit  
    File Entry 1-9  
    Personnel Records 1-10  
    Prep Instructions 1-10  
Create/Edit Personnel Records 15-49  
CRT 2-3  
CRT Color Selection, Data General terminal 5-34  
Cursor 4-4

## D

D220 and D230C terminals 5-40  
D430C terminals 5-35  
Daily Activity Log 1-10  
Data Search Report 1-10  
Date entry techniques 4-15  
Default values 4-4  
Define Historized Results 1-10  
Delete Archived Data 1-10  
Delete blank lines 3-8  
Delete department from screen 3-9  
Delete key 2-4  
Delete Prep Instructions 1-10  
Delete screen heading 3-10  
Department screen, edit 3-10  
Department screen, edit parameters 3-12  
Department security 6-3  
Department, add 3-7  
Department, delete from screen 3-9

Display color, vary intensity 3-9  
Document types in Radiology 10-5  
Documentation, produce 4-16

## E

Edit department screen parameters 3-12  
Edit the Department screen 3-10  
Edit/Assign Workload Units 1-7  
Editor, softkey 13-4  
Editor, text 13-3  
Enter city, state, and zip code 4-14  
ENTER explanation 4-4  
Enter Key 2-4  
Enter prompt information 4-4  
Enter text 3-13  
Enter vs. Press 4-4  
Entry Out of Range message 2-9  
Entry Too Long message 2-9  
Exam Request, cancel 1-8

## F

FDB 15-5  
Fields, required 4-5  
File Entry, create/edit 1-9  
Film Pull Slip 10-5  
Film Request, cancel 1-8  
Film Room Patient ID 4-12  
Final Reports 9-3, 10-5  
First DataBank 1-6  
Flow chart showing hospital employee security levels 6-4  
Folder Contents Rearrange 1-27  
Folder labels, for bar code 11-5  
Folder Management Audit Trail 1-17  
Format messages, invalid 4-5  
Formulary Item 15-27  
Free-form Allergy 15-26  
Free-text fields 4-5  
Function keys 5-31  
Functions  
    Function Key Definition 5-31  
    Menu and Mnemonic Parameters 5-12, 5-15  
    Menu Type Selection 5-33  
    Mnemonic Maintenance 5-22  
    View Boxed Menus 5-24

## G

Generate documents 10-5  
Generate labels 10-3

## Guidelines for security 6-13

**H**

Headings, insert, delete, and modify screen 3-10  
Help text 4-17  
Help text, character-based 2-6  
HIPAA Security Audit A-3  
Historical Patient Management 1-17  
Historical Patient Notice 1-18  
Historical Patient Report 1-18  
Historized Results, define 1-10  
Host-based menus 5-5  
How to move within menus 3-17  
How to update your secret code 2-6

**I**

ICD Indicator 4-3  
ID Code, STAR 2-5  
ID, patient process 4-7  
Important keys 2-4  
Inactive Account Exam Check-in 1-18  
Inactive Account Exam Report 1-18  
Index, Master Patient 8-3  
Information retrieval through bar codes 11-6  
Information Windows 5-4  
Ingredient 15-28  
Initial Menu 3-4  
Input devices for bar code 11-3  
Insert blank lines 3-8  
Insert screen heading 3-10  
Insert security level 3-11  
Install bar code 11-7  
Intensity of display color, vary 3-9  
Invalid Entry Format message 2-9  
Invalid format messages 4-5  
Invalid Mnemonic message 2-9  
Invalid Sign-on message 2-9

**K**

Keyboard 2-3  
Keys  
    Alpha lock 2-4  
    CR 2-4  
    Delete 2-4  
    Enter (or NL) 2-4  
    On-Line 2-4  
Keys, important 2-4

**L**

## Labels

    Check-in 10-4  
    Demographic 10-4  
    Exam 10-4  
    Folder ID 10-4  
    Generate 10-3  
    Types 10-3  
    Uses 10-4  
Layout of Screen 3-3  
Limit Folder Access 1-18  
Lines, insert or delete blanks 3-8  
Log, Daily Activity 1-10  
Lookup, Table 4-6  
Lost Film Management 1-18

**M**

Mailing Label Print 1-18  
Maintenance Functions 1-19  
Mammography Audit Trail Report 1-19  
Management Location 1-19  
Management Reports 1-19  
Master Exam List 1-19  
Master Patient Index 8-3  
Menu and Mnemonic Parameters function 5-15  
Menu Type Selection function 5-33  
Menu types, organizational 3-4  
Menu, sign-on 3-4  
Menu-driven system 3-3  
Menus  
    Boxed 5-5  
    boxed 5-5  
    Host-based 5-5  
    host-based 5-5  
    Initial 3-4  
    Result 3-5  
    Submenus 3-5  
    System Utilities 3-6  
    Using 5-4  
Menus and Mnemonic Functions 5-12  
Menus, move within 3-17  
Messages  
    Entry Out of Range 2-9  
    Entry Too Long 2-9  
    Invalid Entry Format 2-9  
    Invalid Mnemonic 2-9  
    Invalid Sign-on 2-9  
    Overview 2-8

This Field Required 2-9  
Messages, format invalid 4-5  
Mnemonic Invalid message 2-9  
Mnemonic Maintenance function 5-22  
Mnemonics  
    Assignment 5-16  
    Creating 5-8  
    Deleting 5-23  
    Looking up 5-8  
    Maintenance 5-22  
    Report 5-25  
    Report example 5-27  
    Using 5-6  
    Using known 5-7  
    Worksheets 5-28  
Modify screen heading 3-10  
Modify text 3-13  
Move a security level 3-12  
Move within menus 3-17  
Multifacility 7-3  
Multiple processes, performing 4-19  
Multiproduct security level matrix example 6-6

**N**

NKA - No Known Allergies Entry 15-16  
No Allergy Info 15-20  
Nonprocedural Charge 1-19  
Nonprocedural Charge Report 1-19

**O**

On-Line key 2-4  
Order Management 1-19  
Order Processing 1-20  
Order Revision 1-20  
Order Revision Report 1-20  
Organizational Menu Types 3-4  
Other Names Inquiry 1-20  
Outside Film Management 1-20  
Outside Film Movement/Inquiry 1-20  
Outside Film Parameters 1-21  
Outside Film Purge 1-21  
Outside Film Reports 1-21  
Outside Institution Add/Edit 1-21  
Outside Transcription 1-21  
Outside Transcription Print/View 1-21  
Outside Transcription Purge 1-21  
Outside Transcription Purge Archive 1-22  
Outside Transcription Reports 1-22  
Overdue List Print 1-22

Overdue Notice Print 1-22

**P**

Parameters, edit department screen 3-12  
Patient Cancellation Summary 1-22  
Patient Care recommended security 6-10  
Patient Check-In 1-22  
Patient File Archiving 1-23  
Patient Film Merge 1-23  
Patient Folder Management 1-23  
Patient ID process 4-7  
Patient ID, Film Room 4-12  
Patient Inquiry 1-22  
Patient Merge Report 1-23  
Patient Preparation Instructions 1-23  
Patient Release Entry 1-23  
Patient Waiting Inquiry 1-24  
Patient Waiting Monitor 1-24  
Patient, Master Index 8-3  
Patient/Exam Count Report 1-22  
Pending Request List 1-24  
Pending Work Report 1-24  
Performing multiple processes 4-19  
Period key 4-5  
Personal User Options 1-24  
Personnel Management 1-24  
Personnel Print Functions 1-25  
Personnel Records, create/edit 1-10  
Pharmacy recommended security 6-9  
Physician Activity Report 1-25  
Physician Mailing Labels 1-25  
Physician Utilization Reports 1-25  
Place security levels on sort 3-13  
Position File 15-43  
Prep Instructions, create/edit 1-10  
Prep instructions, delete 1-10  
Press vs. Enter 4-4  
Print Folder Functions 1-25  
Print Functions 1-25  
Print Prep Instructions 1-25  
Printer selection screen 4-17  
Printers 11-5  
Printing materials, for bar code 11-5  
Process to identify patient 4-7  
Produce documentation 4-16  
Product File 15-29  
Productivity Reports 1-25  
Prompt information, enter 4-4  
Prompt, verification 4-6

Pull Functions 1-26  
Purge 12-3  
Purge Copy Log 1-26  
Purge File 1-26  
Purge Folder 1-26

## Q

Quality Control 1-26  
Quality Control Parameters 1-26  
Quality Control Print 1-26  
Quality Control Purge 1-26  
Quality Control Update 1-26

## R

Radiologist Productivity Report 1-27  
Radiology Mnemonic Considerations 5-30  
Radiology recommended security 6-8  
Recommended security levels 6-8  
Report  
    Checked-Out Film 1-9  
    Data Search 1-10  
Report manipulation 14-5  
Report Review 1-27  
Reports, Management 1-19  
Reprint  
    Check-in Document 1-8  
    Check-in Label 1-8  
Requests / Film Pull Slips 9-3  
Required fields 4-5  
Response barboards, for bar code 11-6  
Result menu labels, for bar code 11-6  
Result menus 3-5  
Results, defined historized 1-10  
Review File Content 1-27  
Review Queue Monitor 1-27  
Room Utilization Report 1-27

## S

Scan with a scanning reader, for bar codes 11-6  
Scan with wands, for bar codes 11-6  
Screen layout 3-3, 4-3  
Secret Code  
    Entering 2-5  
    Update 2-6  
Secret Code, change 1-8  
Secret ID Authorization Check/Verify 1-28  
Security 6-3  
Security guidelines 6-13  
Security level matrix example 6-6

Security level, insert 3-11  
Security level, move 3-12  
Security levels recommended for  
    Patient Care 6-10  
    Pharmacy 6-9  
    Various positions 6-11  
Security levels, place on sort 3-13  
Security levels, recommended 6-8  
Security recommended for  
    Radiology 6-8  
Security, hospital employee flow chart 6-4  
Sign Off 2-10  
Sign on 2-5  
Sign-on menu 3-4  
Softkey editor 13-4  
Sort, security levels placed on 3-13  
STAR ID Code 2-5  
STAR ONLINE Support Access 5-4  
State entry 4-14  
Submenus 3-5  
System Coordinator Functions 1-28  
System Implications of Batching 9-3  
System Menu Utilities 3-6

## T

Table Lookup 4-6  
Table selections screens 4-13  
Teaching/Legal/Interesting Case (TELIC) 1-28  
Technologist Productivity Report 1-28  
Terminology 4-4  
Text editor 13-3  
Text, enter or modify 3-13  
Text, free-form fields 4-5  
Thermal printers, for bar code 11-5  
Thermal transfer printer, for bar code 11-5  
This Field Required message 2-9  
Time entry techniques 4-16  
Transcriptionist Productivity Report 1-28  
Transportation Census 1-28  
Transportation/Request Slip 10-5

## U

UNK - Unknown Allergies Entry 15-20  
Unprocessed Charges Error Log 1-28  
Update Your Secret Code 2-6  
User Preferences 5-3  
User Preferences screen 5-3  
Utilities, system menu 3-6

**V**

Values, default 4-4  
Verification prompt 4-6  
View Archive Statistics 1-28  
View Boxed Menus functions 5-24  
View Prep Instructions 1-29  
View/Edit Archive Status 1-29

**W**

Workload Productivity 1-29  
Workload Summary Report 1-29  
Workload units, assign/edit 1-7  
Worksheets, Mnemonics 5-28

**Y**

Your Secret Code, Update 2-6

**Z**

Zip code entry 4-14



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