VistA Laboratory Patch

Patch Supplemental: User Guide

Patch: LR*5.2*425

Version 1.0

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Revision History

Table 1. Document Revision History

Date	Revision	Description	Author
09/11/2013	1.0	Initial document. Created a Supplemental Patch: User Guide for the release of Laboratory Patch LR*5.2*425.	Project Development Team: • <mark>redacted</mark>

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Orientation

How to Use this Manual

This manual provides step-by-step instructions for using and implementing new functionality for the legacy Veterans Health Information Systems and Technology Architecture (VistA) Laboratory Information Management System (LIMS) 5.2.

The new functionality for the legacy VistA Laboratory 5.2 software was released with the VistA Laboratory Patch LR*5.2*425.

NOTE: For patch installation instructions, see the FORUM patch descriptions.

NOTE: For technical and design information, see the *Laboratory Patch LR*5.2*425 System Design document (SDD)*.

For additional legacy VistA Laboratory technical information, see the *Laboratory Technical Manual Version 5.2* located on the VA Software Document Library (VDL) at: http://www4.va.gov/vdl/application.asp?appid=71

Intended Audience

The intended audience of this manual includes the following stakeholders:

- Information Resource Management (IRM), system administrators, or other technical staff who are tasked with deploying LSRP-related software in all VistA environments.

- Operations Staff and LIMS/Configuration Staff who are responsible for maintaining and supporting the Laboratory Information Management System (LIMS).

- Laboratory Automated Data Processing Application Coordinators (ADPACS) and Laboratory Information Managers (LIM).

- Authorized Laboratory staff who use the following functions:
  - Obsolete Pending Orders
  - Hospital Location Change Monitoring System (HLCMS) Tool
  - Laboratory Test File 60 Audit Tool
  - Monitor Laboratory Test File Changes Affecting Quick Orders (File 60 Quick Order API)
  - Specimen Inactivation/Activation:
    - Collection Sample Entries
    - Topography Entries

- Product Support (PS).

Legal Requirements

There are no special legal requirements involved in the use of legacy VistA Laboratory software.

The legacy VistA Laboratory software runs within the VistA architecture on the VA's network. The following warning is issued during the log in process:

"This U.S. Government computer system is for official use only. The files on this system include Federal records that contain sensitive information. All activities on this system may be monitored to measure network performance and resource utilization; to detect unauthorized access to or misuse of the system or individual files and utilities on the system, including personal use; and to protect the operational integrity of the system. Further use of this system constitutes your consent to such monitoring. Misuse of or unauthorized access to this system may result in criminal prosecution and disciplinary, adverse, or other appropriate action."

Disclaimers

This manual provides an overall explanation of how to use and maintain the updated functionality for the VistA Laboratory Information Management System (LIMS) 5.2 software; however, no attempt is made to explain how the overall VistA programming system is integrated and maintained. Such methods and procedures are documented elsewhere. We suggest you look at the various VA websites on the Internet and VA Intranet for a general orientation to VistA. For example, go to the Office of Information and Technology (OIT) VistA Development VA Intranet website: http://vista.med.va.gov

DISCLAIMER: The appearance of any external hyperlink references in this manual does not constitute endorsement by the Department of Veterans Affairs (VA) of this website or the information, products, or services contained therein. The VA does not exercise any editorial control over the information you may find at these locations. Such links are provided and are consistent with the stated purpose of the VA.

Documentation Conventions

This manual uses several methods to highlight different aspects of the material:

- Various symbols/terms are used throughout the documentation to alert the reader to special information. The following table gives a description of each of these symbols/terms:

Table 2. Documentation symbol/term descriptions

Symbol	Description
	NOTE/REF: Used to inform the reader of general information including references to additional reading material. In most cases you will need this information, or at least it will make the installation smoother and more understandable. Please read each note *before* executing the steps that follow it!
	CAUTION, DISCLAIMER, or RECOMMENDATION: Used to inform the reader to take special notice of critical information.

- Descriptive text is presented in a proportional font (as represented by this font).

- "Snapshots" of computer commands and online displays (i.e., screen captures/dialogues) and computer source code, if any, are shown in a *non*-proportional font and may be enclosed within a box.

    o User's responses to online prompts will be **bold** typeface and highlighted in yellow (e.g., **<Enter>**).

    o Some software code reserved/key words will be **bold** typeface with alternate color font.

    o Author's comments, if any, are displayed in italics or as "callout" boxes.

 NOTE: Callout boxes refer to labels or descriptions usually enclosed within a box, which point to specific areas of a displayed image.

- Besides established styles and conventions, the following additional text formatting will be used to further highlight or emphasize specific document content:

    o Bold Typeface:

    – All computer keys when referenced with a command (e.g., "press **Enter**" or "click **OK**").

    – All references to computer dialogue tab or menu names (e.g., "go to the **General** tab" or "choose **Properties** from the **Action** menu").

    – All values entered or selected by the user in computer dialogues (e.g., "Enter '**xyz**' in the Server Name field" or "Choose the **ABCD** folder entry from the list").

    – All user text (e.g., commands) typed or entered in a Command-Line prompt (e.g., "Enter the following command: `CD xyz`").

- o Italicized Typeface:

  – Emphasis (e.g., do *not* proceed or you *must* do the following steps).

  – All reference to computer dialogue or screen titles (e.g., "in the *Add Entries* dialogue…").

  – All document or publication titles and references (e.g., "see the *ABC Installation Guide*").

- Step-by-Step Instructions—For documentation purposes, explicit step-by-step instructions for repetitive tasks (e.g., "Open a Command-Line prompt") are generally only provided once. For subsequent steps that refer to that same procedure or task, please refer back to the initial step where those instructions were first described.

Documentation Navigation

Document Navigation—This document uses Microsoft® Word's built-in navigation for internal hyperlinks. To add **Back** and **Forward** navigation buttons to your toolbar, do the following:

1. Right-click anywhere on the customizable Toolbar in Word 2007 (not the Ribbon section).

2. Select **Customize Quick Access Toolbar** from the secondary menu.

3. Press the dropdown arrow in the "Choose commands from:" box.

4. Select **All Commands** from the displayed list.

5. Scroll through the command list in the left column until you see the **Back** command (green circle with arrow pointing left).

6. Click/Highlight the **Back** command and press **Add** to add it to your customized toolbar.

7. Scroll through the command list in the left column until you see the Forward command (green circle with arrow pointing right).

8. Click/Highlight the Forward command and press **Add** to add it to your customized toolbar.

9. Press **OK**.

You can now use these **Back** and **Forward** command buttons in your Toolbar to navigate back and forth in your Word document when clicking on hyperlinks within the document.

NOTE: This is a one-time setup and will automatically be available in any other Word document once you install it on the Toolbar.

Acronyms and Definitions

Table 3. Acronyms and Definitions

Term	Definition
ADPAC	Automated Data Processing Application Coordinator
ADT	Admission/Discharge/Transfer
AP	Anatomic Pathology
API	Application Program Interface
CAC	Clinical Application Coordinator
COTS	Commercial-Off-The-Shelf (applications)
CPRS	Computerized Patient Record System
FTP	File Transfer Protocol
GMTS	Health Summary—Identified with the namespace moniker, "GMTS".
GUI	Graphical User Interface
HLCMS	Hospital Location Change Monitoring System (Tool)
IA	Integration Agreement
ICR	Integration Control Registration
iEHR	integrated Electronic Healthcare Record
IEN	Internal Entry Number
IRM	Information Resource Management
KIDS	Kernel Installation & Distribution System
LDSI	Laboratory Data Sharing and Interoperability
LEDI	Laboratory Electronic Data Interchange
LIM	Laboratory Information Manager
LOINC	Logical Observation Identifiers, Names, and Codes
LR	Laboratory—Identified with the namespace moniker, "LR".
LSRP	Laboratory System Re-Engineering Project
MT	Medical Technologists
MUMPS (M)	Massachusetts General Hospital Utility Multi-Programming System. It is the original medical system and computer language upon which VistA was based and enhanced.
OERR	Order Entry Results Reporting
OIFO	Office of Information Field Office
OR	Order Entry/Results Reporting—Identified with the namespace moniker, "OR".
RSD	Requirements Specification Document
SDD	System Design Document

Term	Definition
SNOMED	Systematized Nomenclature of Medicine
STS	Standards and Terminology Services
TRM	Technical Reference Model
VAMC	VA Medical Center
VHA	Veterans Health Administration
VISTA	Veterans Health Information Systems and Technology Architecture

REF: For a list of commonly used terms and definitions, see the OIT Master Glossary VA Intranet Website: http://vaww.oed.wss.va.gov/process/OIT%20Master%20Glossary/Home.aspx

For a list of commonly used acronyms, see the VA Acronym Lookup Intranet Website: http://vaww1.va.gov/Acronyms/index.cfm

Assumptions

This manual is written with the assumption that the reader is experienced or familiar with the following:

- VistA computing environment:
    - Laboratory—VistA M Server software
    - Kernel—VistA M Server software
    - VA FileMan data structures and terminology—VistA M Server software
- Microsoft Windows
- M programming language

Reference Materials

Readers who wish to learn more about LSRP should consult the following:

- *Laboratory Installation Guide Version 5.2*
- *Laboratory Package Security Guide Version 5.2*
- *Laboratory Planning Implementation Guide (PIG) Version 5.2*
- *Laboratory Release Notes Version 5.2*
- *Laboratory Technical Manual Version 5.2*
- *Laboratory User Manual Version 5.2*
- *Software Design Document (SDD)*: Patch LR*5.2*425
- *Requirements Specification Document (RSD)*: Patch LR*5.2*425

- *Legacy VistA Laboratory Vision*

- *Legacy VistA Laboratory Supplementary Specification*

- *Legacy VistA Laboratory VistA Integration System Use Case Model and Use Case Specifications*

- *Legacy VistA Laboratory COTS LIMS Integration System Use Case Model and Use Case Specifications*

- Rational Unified Process

- VHA Health Information Architecture

- VHA Technical Reference Model (TRM)

VistA documentation is made available online in Microsoft Word format and Adobe Acrobat Portable Document Format (PDF). The PDF documents *must* be read using the Adobe Acrobat Reader, which is freely distributed by Adobe Systems Incorporated at the following website: http://www.adobe.com/

VistA documentation can be downloaded from the VA Software Documentation Library (VDL) website: http://www.va.gov/vdl/

REF: The legacy VistA Laboratory documentation is located on the VDL at: http://www.va.gov/vdl/application.asp?appid=71

VistA documentation and software can also be downloaded from the Product Support (PS) anonymous directories:

- Preferred Method   download.vista.med.va.gov

NOTE: This method transmits the files from the first available File Transfer Protocol (FTP) server.

- Albany Office of Information Field Office (OIFO)   ftp.fo-albany.med.va.gov

- Hines OIFO   ftp.fo-hines.med.va.gov

- Salt Lake City OIFO   ftp.fo-slc.med.va.gov

1 Introduction

This *VistA Laboratory Patch Supplemental: User Guide* describes the software functionality extracted from the Laboratory System Re-Engineering Project (LSRP) for use in the legacy Veterans Health Information Systems and Technology Architecture (VistA) Laboratory 5.2 software. Since LSRP is currently in sustainment mode at the Huntington, WV VA Medical Center (VAMC) and will *not* be released nationally, it was decided that some functionality was useful for the current legacy VistA Laboratory 5.2 software and should be released nationally.

1.1 Purpose

The purpose of this *VistA Laboratory Patch Supplemental: User Guide* is to describe the use and implementation of the new functionality enhancements for the legacy VistA Laboratory 5.2 Information Management System (LIMS) system.

This added functionality was originally developed to support LSRP and was subsequently identified to provide a significant benefit to the laboratories in the field as well as supporting ongoing VA projects outside the delivery of LSRP.

Supplemental stakeholders that were consulted in the elaboration of the original LSRP software design included:

- Legacy VistA Laboratory LIMS support staff
- LSRP Alpha-site support staff
- Computerized Patient Record System (CPRS) project team
- VA Standards and Terminology Services (STS) project team
- Lab Electronic Data Interchange (LEDI IV) – Lab Data Sharing and Interoperability (LDSI) project team

This section describes the software functionality extracted from LSRP as part of a national release of enhancements (upgrade) to the legacy VistA Laboratory 5.2 software. It describes the components of Patch LR*5.2*425.

1.2 Scope

LSRP primarily focused on development work to provide a foundation for the integration of a new Commercial-off-the-Shelf (COTS) LIMS product into the VistA architecture. Much of the original scoped LSRP work was identified by VA field personnel due to the short-comings of the current, aging VistA LIMS. The LSRP software was only tested and installed in production at the Huntington, WV VAMC (i.e., Alpha site) before the project scope of deploying the COTS LIMS to the field was shifted to a sustainment of the Alpha site only while the VA re-evaluates the delivery model.

With nearly a decade of software development on the legacy VistA LIMS and a necessity to better equip Huntington VAMC for self-support, legacy VistA Laboratory recognized the need to nationally deploy a select set of Laboratory software functionality that is *not* dependent on the presence of the COTS LIMS.

Laboratory Patch LR*5.2*425 adds/enhances the following functionality in the legacy VistA Laboratory 5.2 software:

- Set the Obsolete Pending Orders Parameter

- Monitor Hospital Location Changes

- Laboratory Test File 60 Audit Tool

- Monitor Laboratory Test File Changes Affecting Quick Orders (File 60 Quick Order API)

- Specimen Inactivation/Activation

The legacy VistA Laboratory application will serve as the database/repository for all lab information. VistA applications will continue to access laboratory information from the legacy VistA Laboratory application via existing Integration Agreements (IAs). This document details all of the new functionality changes added to the legacy VistA Laboratory application to support the LIMS.

2 Set the Obsolete Pending Orders Parameter

2.1 Set the Obsolete Pending Orders Parameter Overview

Laboratories currently establish business rules that define how long a pending order is valid. For example, a lab might decide that an order scheduled for collection more than 90 days in the past is no longer valid. Laboratory Patch LR*5.2*425 automates those business rules by introducing a new LRJ OBSOLETE PENDING ORDERS parameter. This allows the site to define how many days in the past an order is considered valid.

Sites set the LRJ OBSOLETE PENDING ORDERS parameter in the PARAMETER DEFINITION file (#8989.51) to define the period of time before orders are cancelled. If that date passes:

1. A TaskMan job cancels the order in the LAB ORDER ENTRY file (#69).

2. TaskMan sends a status update to the Order Entry/Results Reporting (OERR) 3.0 system

3. The Order Entry/Results Reporting (OERR) 3.0 system changes the order to "Lapsed" in the ORDER file (#100).

The value of the parameter is compared to the GRACE PERIOD FOR ORDERS field (#15) in the LABORATORY SITE file (#69.9). To allow the purging of pending orders, the site needs to verify the following:

- GRACE PERIOD FOR ORDERS field (#15) in the LABORATORY SITE file (#69.9)—*Cannot* be null; it *must* have a value.

- LRJ OBSOLETE PENDING ORDERS parameter—*Cannot* be null and it *must* be *smaller* than the value in the GRACE PERIOD FOR ORDERS field (#15) in the LABORATORY SITE file (#69.9).

Once these two field values are set properly, when the Purge old orders & accessions option [LROC] is run by an authorized user that is when the order is purged from the file. If either or both of these values are *not* set properly, the LROC option displays a message and does *not* run, and a MailMan message is sent to the G.LMI mail group.

CAUTION: Sites should schedule the Obsolete Pending Order job to run daily at a non-peak hour. It cancels pending lab orders in the LAB ORDER ENTRY file (#69) and lapses them in the ORDER file (#100) based on the value set in the parameter.

2.2   Verify/Update Grace Period for Orders

To verify the Grace Period setting and update if necessary, perform the following procedure:

1. From the **VA FileMan** option [DIUSER], select the **Enter or Edit File Entries** option [DIEDIT].

2. At the "Input to What File: New Person" prompt, enter **69.9** (LABORATORY SITE file).

3. At the "Edit which field" prompt, enter **Grace Period for Orders** (or enter **15**; the GRACE PERIOD FOR ORDERS field number).

4. At the "Then Edit Field" prompt, press **Enter.**

5. At the "Select Laboratory Site Name" prompt, enter **??** to display the *single* site name, and then enter that name at the prompt.

> **NOTE:** There can be only one entry in the LABORATORY SITE file (#69.9). If the site has changed the pre-populated entry (i.e., Hospital), enter that name (e.g., HUNTINGTON VAMC).

6. At the "GRACE PERIOD FOR ORDERS: *730*//" prompt, press **Enter** to accept the default or enter the site-determined number of days.

   - This field *must* have a value, it *cannot* be null.

   - For maximum data retention when generating reports, a retention period of 2 years (730 days) is recommended.

   - The *Laboratory Planning and Implementation Guide* recommends a retention period of 120 days.

   - The *maximum* retention period is **999** days.

Figure 1. Set the Obsolete Pending Orders Parameter—Verify Grace Period: VA FileMan

```
Select Supervisor menu Option: ^VA FILEMAN

          VA FileMan Version 22.0

          Enter or Edit File Entries
          Print File Entries
          Search File Entries
          Modify File Attributes
          Inquire to File Entries
          Utility Functions ...
          Data Dictionary Utilities ...
          Transfer Entries
          Other Options ...

Select VA FileMan Option: ENTER <Enter> or Edit File Entries

INPUT TO WHAT FILE: NEW PERSON// 69.9 <Enter> LABORATORY SITE
                                         (1 entry)

EDIT WHICH FIELD: ALL// GRACE PERIOD FOR ORDERS
THEN EDIT FIELD: <Enter>
```

> **The default entry for this field is "Hospital". Enter two question marks to get a list of the current values.**

```
Select LABORATORY SITE SITE NAME: ??
   VAMC

        You may enter a new LABORATORY SITE, if you wish
        There can be only one entry in this file.

Select LABORATORY SITE SITE NAME: VAMC
GRACE PERIOD FOR ORDERS: 730// <Enter>
Select LABORATORY SITE SITE NAME:
```

2.3   Set Obsolete Pending Orders Parameter Procedure

The LRJ OBSOLETE PENDING ORDERS parameter helps control the number of orders that are available for accessioning.

To set the LRJ OBSOLETE PENDING ORDERS parameter, perform the following procedure:

NOTE: In order to access the **CPRS Configuration (IRM)** menu [OR PARAM IRM MENU], the user *must* hold the **XUPROG** security key.

1. From the **CPRS Configuration (IRM)** menu [OR PARAM IRM MENU], select the **General Parameter Tools** option [XPAR MENU TOOLS].

2. At the "Select General Parameter Tools Option:" prompt, select the **EP—Edit Parameter Values** option [XPAR EDIT PARAMETER].

3. At the "Select PARAMETER DEFINITION NAME:" prompt, enter **LRJ OBSOLETE PENDING ORDERS**.

4. At the "Enter Number of Days" prompt, enter the site-specific value for lapsed orders. The value entered *must be smaller* than the GRACE PERIOD FOR ORDERS value (see Section 2.1).

Figure 2. Set the Obsolete Pending Orders Parameter—Sample user entries

```
Select Systems Manager Menu Option: ^CPRS <Enter> CPRS Configuration (IRM)

   OC      Order Check Expert System Main Menu ...
   TI      ORMTIME Main Menu ...
   UT      CPRS Clean-up Utilities ...
   HD      HealtheVet Desktop Configuration ...
   RD      Remote Data Order Checking Parameters
           General Parameter Tools ...

Select CPRS Configuration (IRM) Option: GENERAL <Enter> Parameter Tools

   LV      List Values for a Selected Parameter
   LE      List Values for a Selected Entity
   LP      List Values for a Selected Package
   LT      List Values for a Selected Template
   EP      Edit Parameter Values
   ET      Edit Parameter Values with Template
   EK      Edit Parameter Definition Keyword

Select General Parameter Tools Option: EP <Enter> Edit Parameter Values
                        --- Edit Parameter Values ---

Select PARAMETER DEFINITION NAME: LRJ OBSOLETE PENDING ORDERS <Enter> OBSOLETE
PENDING ORDERS DEFAULT

Setting LRJ OBSOLETE PENDING ORDERS  for System: HUNT2.FO-BAYPINES.MED.VA.GOV
```

> **Enter the site-specific number of days.**

```
NUMBER OF DAYS: nnn

_____
Select PARAMETER DEFINITION NAME:
```

2.4   Set Obsolete Pending Orders Schedule

⚠️ **CAUTION: Sites should schedule the Obsolete Pending Order job to run daily at a non-peak hour.**

To verify the Obsolete Pending Orders job is scheduled to run, perform the following procedures

1. From the **Systems Manager Menu** [EVE], select the **Taskman Management** menu [XUTM MGR].

2. At the "Select Taskman Management Option" prompt, select the **Schedule/Unschedule** option [XUTM SCHEDULE].

3. At the "Select Option to schedule or reschedule:" prompt, enter **LRJ OBSOLETE PENDING ORDERS**.

4. At the "OK? Yes//" prompt, press **Enter**. The Edit Option Schedule screen displays.

5. The LRJ OBSOLETE PENDING ORDERS option should be queued to run in TASKMAN nightly.

6. If no schedule is showing, at a minimum **Edit** and **Save** the QUEUED TO RUN AT WHAT TIME and the RESCHEDULING FREQUENCY fields. The option should be scheduled to run at a non-peak hour.

Figure 3. Set the Obsolete Pending Orders Parameter—Schedule Obsolete Parameter Job: Sample user dialogue and reports

```
Select Systems Manager Menu Option: TASKMAN <Enter> Management

          Schedule/Unschedule Options
          One-time Option Queue
          Taskman Management Utilities ...
          List Tasks
          Dequeue Tasks
          Requeue Tasks
          Delete Tasks
          Print Options that are Scheduled to run
          Cleanup Task List
          Print Options Recommended for Queueing

Select Taskman Management Option: SCHEDULE <Enter> /Unschedule Options

Select OPTION to schedule or reschedule: LRJ OBSOLETE PENDING ORDERS <Enter>
Obsolete Pending Lab Orders
          ...OK? Yes// <Enter> (Yes)
      (R)
                      Edit Option Schedule
    Option Name: LRJ OBSOLETE PENDING ORDERS
    Menu Text: Obsolete Pending Lab Orders                TASK ID:
_____

  QUEUED TO RUN AT WHAT TIME: FEB 2,2012@21:00
DEVICE FOR QUEUED JOB OUTPUT:
 QUEUED TO RUN ON VOLUME SET:
     RESCHEDULING FREQUENCY: 1D
            TASK PARAMETERS:
           SPECIAL QUEUEING:
_____
COMMAND:                                Press <PF1>H for help      Insert
```

3 Monitor Hospital Location Changes

3.1 Monitor Hospital Location Changes Overview

The Hospital Location Change Monitoring System (HLCMS) Tool monitors changes to hospital location data made in VistA. Hospital locations include clinics, wards, and operating rooms. The HLCMS Tool is the mechanism for notifying staff that configuration changes may be needed within Vista applications that subscribe to hospital location files. Hospital location changes made in the legacy VistA Admission/Discharge/Transfer (ADT) system can be significant to the Laboratory software when locating inpatients for specimen collection.

The following functionality is introduced with the HLCMS Tool:

- Hospital Location Initial Extract—This is a predefined report that will pull the required information from VistA ADT in an extract to verify lab-related locations, beds & rooms. ("Lab-related" locations are Clinic, Ward, or Operating Room type locations.)

- Supports scheduled notifications to designated staff and alerts them of changes to the VistA hospital locations so lab configurations can be adjusted, as necessary.

- Contains tools to define the Lab sub-system that controls monitoring of hospital location changes affecting Lab. The toolset contains viewers for extracted raw data and mail messages.

Verify that the LRJ SYS MAP HL TASKMAN RPT has been scheduled to run periodically to alert laboratory support staff of additional hospital location changes (Section 3.2).

> **CAUTION: Currently, the HLCMS Tool only monitors changes to the inactivation date field on the day the change is made, after the LRJ SYS MAP HL TASKMAN RPT task has run. Note any inactivation changes planned for a future date and make necessary configuration changes on that day.**

3.2 Verify/Re-schedule the Hospital Location Change Report

The frequency for running the LRJ SYS MAP HL TASKMAN RPT may vary from site-to-site and should be based on the frequency of the local hospital location changes. If hospital location changes are made daily, the report frequency should be at least daily or even multiple times during the day. If hospital location changes are not made daily, the frequency of the report should be changed to reflect a longer period. Sites should err on the side of scheduling the report to run too often and then adjust the schedule as the frequency of hospital changes is noted.

The frequency of running this report can be changed as needed. For example, when making large changes like adding a new ward/building or re-arranging beds, you might want to run the report more often until all the changes are made.

> **NOTE:** To schedule LRJ SYS MAP HL TASKMAN RPT using the Hospital Location Change Monitoring System (HLCMS) Tool, the user *must* hold the LRJ HL TOOLS MGR security key.

To verify/schedule how often the LRJ SYS MAP HL TASKMAN RPT is run, perform the following procedure:

1. From the **Lab liaison** menu [LRLIAISON], select the **Hospital Location Monitor Tool** option [LRJ HOSPITAL LOCATION MONITOR].

2. Select the **DS—Show LRJ SYS MAP HL TASKMAN RPT sch** option [LRJ SYS MAP HL SCHED AUDIT RPT DISP] to display the current TaskMan schedule for running the LRJ SYS MAP HL TASKMAN RPT.

3. Review the time/frequency the report is scheduled to run.

4. To make changes in the time/frequency: At the "Select Action: Quit//" prompt, select the **ST—Sched LRJ SYS MAP HL TASKMAN RPT** option [LRJ SYS MAP HL SCHED AUDIT RPT TASK] to schedule LRJ SYS MAP HL TASKMAN RPT.

   The user can change the run date/time and the frequency of the option.

5. Upon completion of the schedule entry, the Hospital Location Audit task schedule screen displays with the user applied changes.

Figure 4. Monitor Hospital Location Changes—Show LRJ SYS MAP HL TASKMAN RPT sch and DS—Sched LRJ SYS MAP HL TASKMAN RPT options

```
Select Laboratory DHCP Menu Option: ^LAB LIAISON MENU

   ANT    Add a new internal name for an antibiotic
   ANTE   Edit an Antibiotic
   BCF    Lab Bar Code Label Formatter
   BCZ    Lab Zebra Label Utility
   DATA   Add a new data name
   HDR    Recover/Transmit Lab HDR Result Messages
   LNC    LOINC Main Menu ...
   MOD    Modify an existing data name
   SMGR   Lab Shipping Management Menu ...
          Add a new WKLD code to file
          AP Microfiche Archive
          Archiving Menu ...
          Check files for inconsistencies
          Check patient and lab data cross pointers
          Download Format for Intermec Printer
          Edit atomic tests
          Edit cosmic tests
          Edit Inactive Date - COLLECTION SAMPLE
          Edit Inactive Date - TOPOGRAPHY FIELD
          File 60 Audit Manager
          File list for lab
          Hospital Location Monitor Tool
          LAB ROUTINE INTEGRITY MENU ...
          Lab Tests and CPT Report
          LIM workload menu ...
          Manually compile WKLD and workload counts
          OE/RR interface parameters ...
          Outline for one or more files
          Print AMA CPT Panel Pending List
          Re-index Antimicrobial Suscept File (62.06)
          Restart processing of instrument data
          Turn on site workload statistics
          Turn on workload stats for accession area
          User selected lab test/patient list edits ...
```

```
Select Lab liaison menu Option: HOSPITAL <Enter> Location Monitor Tool
                                                 [Extract Locations... - ]

Lab Hospital Location Tools   May 06, 2013@14:56:52      Page:   1 of  252
                   Lab Hospital Location Definition Extract
                          Version: 5.2    Build: 16

 Hospital Locations currently defined in legacy VistA:

1 : NEW^LOCATION^2^CARDIOLOGY #6/SPEC^CLINIC^HUNTINGTON VAMC^HUNTINGTON
VAMC^MAY
+ 05, 1992^MAY 24, 2000^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565
2 : NEW^LOCATION^17^PULMONARY-CHEST/SPEC^CLINIC^HUNTINGTON VAMC^HUNTINGTON
VAMC^
+^^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565
3 : NEW^LOCATION^19^SURG-UROLOGY #5^CLINIC^HUNTINGTON VAMC^HUNTINGTON
VAMC^MAY 0
+6, 1988^MAR 12, 2001^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565
4 : NEW^LOCATION^30^NURSING/SPEC^CLINIC^HUNTINGTON VAMC^HUNTINGTON
VAMC^^^ADT AD
+MINISTRATOR <UNKNOWN>^3130506.14565
5 : NEW^LOCATION^42^ONCOLOGY-TUMOR/SPEC^CLINIC^HUNTINGTON VAMC^HUNTINGTON
VAMC^^
+^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565
6 : NEW^LOCATION^43^LABORATORY^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^^^ADT
ADMI
+NISTRATOR <UNKNOWN>^3130506.14565
+         Task Rpt May 05, 2013@11:35 - May 06, 2013@11:35
DE  Display Extracted (Raw) Data    SX  Send Extract File
DM  Display Mail Message            SM  Send Mail Message
AQ  Hospital Location Audit Query   DS  Show LRJ SYS MAP HL TASKMAN RPT sch
AE  Accept/edit HL config dates     ST  Sched LRJ SYS MAP HL TASKMAN RPT
Select Action:Next Screen// DS <Enter> Show LRJ SYS MAP HL TASKMAN RPT sch



Lab Hospital Location Tools   May 06, 2013@14:56:56      Page:   1 of    1
             LAB Hospital Location Change Audit Task Option Schedule
                          Version: 5.2    Build: 16

 Hospital Location Audit task schedule

                     OPTION: LRJ SYS MAP HL TASKMAN RPT
                    TASK ID: 278412
QUEUED TO RUN AT WHAT TIME: MAY 07, 2013@11:35
    RESCHEDULING FREQUENCY: 1D




Hospital Location Audit Automated Reporting begin Date: May 06, 2013@11:35


          Task Rpt May 05, 2013@11:35 - May 06, 2013@11:35
DE  Display Extracted (Raw) Data    SX  Send Extract File
DM  Display Mail Message            SM  Send Mail Message
AQ  Hospital Location Audit Query   DS  Show LRJ SYS MAP HL TASKMAN RPT sch
AE  Accept/edit HL config dates     ST  Sched LRJ SYS MAP HL TASKMAN RPT
Select Action:Quit// ST <Enter> Sched LRJ SYS MAP HL TASKMAN RPT

This action will schedule the 'LRJ SYS MAP HL Change Management TaskMan
Report' option [LRJ SYS MAP HL TASKMAN RPT] as a background task.

Do you want to do this? NO// Y <Enter> YES
```

```
This is the date/time you want this option to be started by TaskMan.

QUEUED TO RUN AT WHAT TIME: May 07, 2013@11:35// T@2030 <Enter> (MAY 06,
2013@20:30)

RESCHEDULING FREQUENCY: 1D// 2D <Enter> (MAY 06, 2013@20:30)

Lab Hospital Location Tools   May 06, 2013@14:58:31       Page:    1 of    1
          LAB Hospital Location Change Audit Task Option Schedule
                    Version: 5.2    Build: 16

 Hospital Location Audit task schedule

                  OPTION: LRJ SYS MAP HL TASKMAN RPT
              TASK ID: 278429
QUEUED TO RUN AT WHAT TIME: MAY 06, 2013@20:30
   RESCHEDULING FREQUENCY: 2D




Hospital Location Audit Automated Reporting begin Date: May 06, 2013@11:35


          Task Rpt May 05, 2013@11:35 - May 06, 2013@11:35
DE  Display Extracted (Raw) Data   SX  Send Extract File
DM  Display Mail Message           SM  Send Mail Message
AQ  Hospital Location Audit Query  DS  Show LRJ SYS MAP HL TASKMAN RPT sch
AE  Accept/edit HL config dates    ST  Sched LRJ SYS MAP HL TASKMAN RPT
Select Action:Quit// <Enter> QUIT
```

3.3   Reviewing the LRJ SYS MAP HL TASK RPT

When hospital location changes occur, two messages are sent to the LRJ SYS MAP HL TASK REPORT mail group. Review the messages for accuracy. If the report is not accurate, make the appropriate changes in VistA and re-run the report.

> **NOTE:** Add any users that need to receive messages created by the LRJ SYS MAP HL TASKMAN RPT option to the LRJ SYS MAP HL TASK REPORT mail group (see Table 8).

- The first message contains text file attachments of a caret ("^") delimited *new* and *modified* hospital location data. An example of the message text follows:

Figure 5. Monitor Hospital Location Changes—Sample new and edited hospital location (HL) data
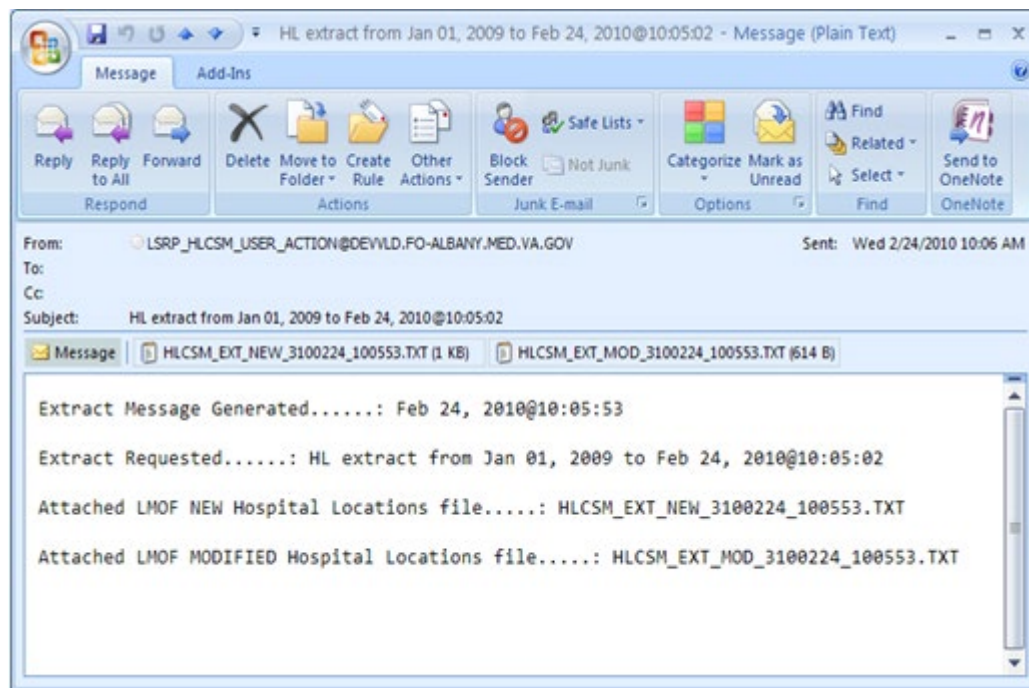
The HLCSM_EXT_NEW_3100224_100553.TXT file contains data such as the following:

Figure 6. Monitor Hospital Location Changes—Sample HL change extract data—New locations

```
NEW^LOCATION^435^GTS TEST WARD 2-A^WARD^DEVVLD^TROY^JAN 11, 2010^JAN 14,
2010^LABUSER,ONE^3100115.101104
NEW^ROOM^435^GTS TEST WARD 2-A^WARD^DEVVLD^TROY^GS^
NEW^BED^435^GTS TEST WARD 2-A^WARD^DEVVLD^TROY^GS^2
NEW^BED^435^GTS TEST WARD 2-A^WARD^DEVVLD^TROY^GS^A-3
NEW^ROOM^435^GTS TEST WARD 2-A^WARD^DEVVLD^TROY^GTS^
NEW^BED^435^GTS TEST WARD 2-A^WARD^DEVVLD^TROY^GTS^3
NEW^BED^435^GTS TEST WARD 2-A^WARD^DEVVLD^TROY^GTS^A-3
NEW^BED^435^GTS TEST WARD 2-A^WARD^DEVVLD^TROY^GTS^A1
NEW^BED^435^GTS TEST WARD 2-A^WARD^DEVVLD^TROY^GTS^A2
NEW^BED^435^GTS TEST WARD 2-A^WARD^DEVVLD^TROY^GTS^A3
NEW^LOCATION^436^TESTER'S ZZ
LOCATION^WARD^TROY^TROY^^^LABUSER,ONE^3091006.143329
NEW^LOCATION^437^ZZ GTS TEST TYPE HL^OPERATING ROOM^1
AD^TROY^^^LABUSER,ONE^3091006.144346
```

The HLCSM_EXT_MOD_3100224_100553.TXT file contains data such as the following:

Figure 7. Monitor Hospital Location Changes—Sample HL change extract data—Modified locations

```
CURRENT^LOCATION^426^ONE'S HL TEST WARD^WARD^TROY^DEVVLD^^^ LABUSER,ONE
^3091006.143848
PREVIOUS^LOCATION^426^^^^^^
CURRENT^ROOM^426^ ONE'S HL TEST WARD^WARD^TROY^DEVVLD^GTS^
PREVIOUS^ROOM^426^^^^^GTS^
CURRENT^BED^426^ ONE'S HL TEST WARD^WARD^TROY^DEVVLD^GTS^3
PREVIOUS^BED^426^^^^^^
CURRENT^BED^426^ ONE'S HL TEST WARD^WARD^TROY^DEVVLD^GTS^A2
PREVIOUS^BED^426^^^^^GS^A-4
```

- The second message contains *new* and *modified* hospital location (HL) data in a *user readable format*. An example of the message text follows:

Figure 8. Monitor Hospital Location Changes—Sample Hospital Location (HL) change message
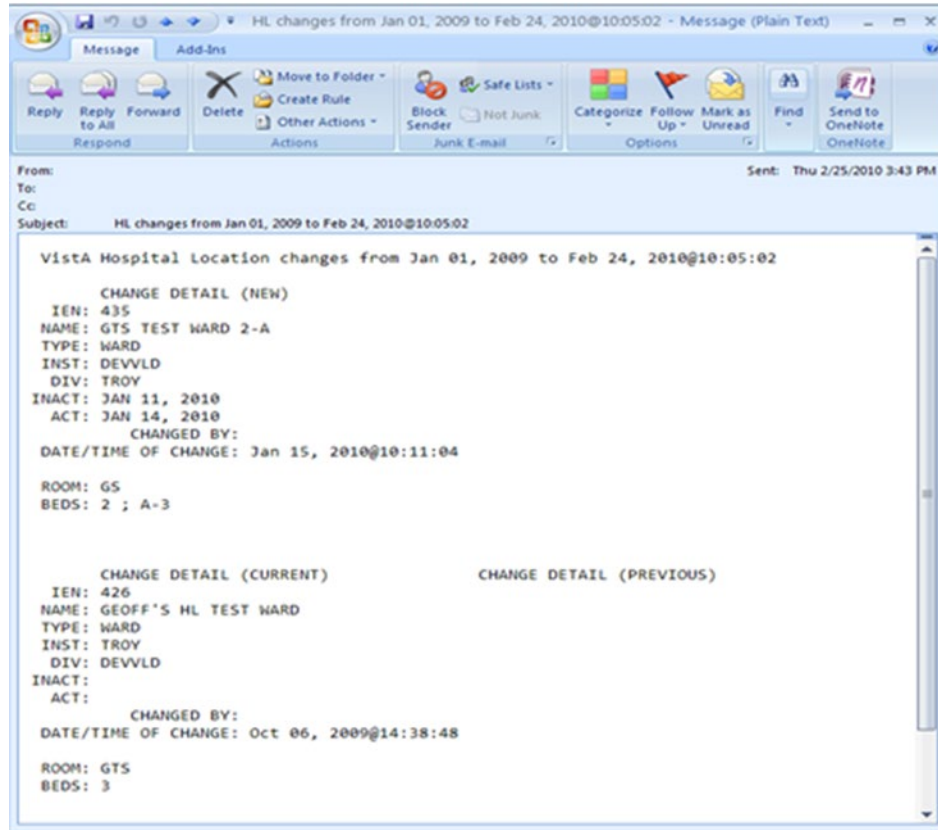
3.4 Additional HLCMS Options

Figure 9. Monitor Hospital Location Changes—Hospital Location Tools option

```
Lab Hospital Location Tools   May 06, 2013@14:56:52     Page:   1 of  252
                   Lab Hospital Location Definition Extract
                      Version: 5.2     Build: 16


 Hospital Locations currently defined in legacy VistA:

1 : NEW^LOCATION^2^CARDIOLOGY #6/SPEC^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^MAY
+ 05, 1992^MAY 24, 2000^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565
2 : NEW^LOCATION^17^PULMONARY-CHEST/SPEC^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^
+^^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565
3 : NEW^LOCATION^19^SURG-UROLOGY #5^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^MAY 0
+6, 1988^MAR 12, 2001^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565
4 : NEW^LOCATION^30^NURSING/SPEC^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^^^ADT AD
+MINISTRATOR <UNKNOWN>^3130506.14565
5 : NEW^LOCATION^42^ONCOLOGY-TUMOR/SPEC^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^^
+^ADT ADMINISTRATOR <UNKNOWN>^3130506.14565
6 : NEW^LOCATION^43^LABORATORY^CLINIC^HUNTINGTON VAMC^HUNTINGTON VAMC^^^ADT ADMI
+NISTRATOR <UNKNOWN>^3130506.14565
+       Task Rpt May 05, 2013@11:35 - May 06, 2013@11:35
DE  Display Extracted (Raw) Data      SX  Send Extract File
DM  Display Mail Message              SM  Send Mail Message
AQ  Hospital Location Audit Query     DS  Show LRJ SYS MAP HL TASKMAN RPT sch
AE  Accept/edit HL config dates       ST  Sched LRJ SYS MAP HL TASKMAN RPT
Select Action:Next Screen//
```

3.4.1   DE—Display Extracted (Raw) Data Option

Use the **DE—Display Extracted (Raw) Data** option [LRJ SYS MAP HL DISP EXT] to redisplay a user-readable formatted extract (currently displayed) to its' "raw" extracted format.

3.4.2   DM—Display Mail Message Option

Use the **DM—Display Mail Message** option [LRJ SYS MAP HL DISPLAY MESSAGE] to format the currently displayed extract in a user-readable format.

3.4.3   AQ—Hospital Location Audit Query Option

Use the **AQ—Hospital Location Audit Query** option [LRJ SYS MAP HL AUDIT QUERY] to report hospital location changes for a user-entered date range or to re-generate the original Initialization Extract after an Audit Extract report is generated.

3.4.4   SM—Send Mail Message Option

Use the **SM—Send Mail Message** option [LRJ SYS MAP HL SEND MSG] to email the extract to a specified mail group notifying staff that configuration changes may be needed within Vista applications

that subscribe to hospital location files. The email message is in a user-readable format and supports configuration and verification of lab-related hospital locations.

3.4.5   SX—Send Extract File Option

Use the **SX—Send Extract File** option [LRJ SYS MAP HL SEND EXT] to send the currently defined extract in an email message to a specified mail group. The email message contains two attachment files, which are named in the following scheme:

- **HLCMS_EXT_NEW_<*date*>_<*time*>.TXT**: Caret-delimited file containing all of the *new* hospital locations added to VistA during the defined report date range.

- **HLCMS_EXT_MOD_<*date*>_<*time*>.TXT**: Caret-delimited file containing all of the *modified* hospital locations on VistA during the defined report date range.

3.4.5.1   Extract Emails and Outlook

In order to review the text file attachments of the message, perform the following procedure:

1. Make sure that the FLAGS field (#1) in the DOMAIN file (#4.2) is set to **S=Send** (IRM assistance may be required).

2. If allowed, forward the VistA message to Microsoft® Outlook.

> **NOTE:** Some possible restrictions or limitations related to forwarding messages from VistA MailMan to Microsoft® Outlook may include:
>
> - Many sites *do not allow* messages to be forwarded to Microsoft® Outlook from Test accounts. Sites may only be able to perform this action from Production accounts.
>
> - Some sites *do allow* messages to be forwarded from the Test account to the Production account. If so, then the message can be forwarded to Production and then to Microsoft® Outlook.
>
> - In addition, if the message is not received in Microsoft® Outlook, the number of lines may need to be increased.

3. Import the extract files into a review tool (e.g., Microsoft® Excel).

3.4.6   Accept/edit HL Config Dates Option

If the dates became corrupted or needed to be reset, use the **AE—Accept/edit HL config dates** option [LRJ SYS MAP HL ACCEPT CONFIG] to define the following parameters (user *must* hold the LRJ HL TOOLS MGR key):

- **LRJ LSRP HL LAST START DAT**E

- **LRJ LSRP HL LAST END DATE**

The **AE—Accept/edit HL config dates** option [LRJ SYS MAP HL ACCEPT CONFIG] is run prior to scheduling the LRJ SYS MAP HL Change Management TaskMan Report option [LRJ SYS MAP HL TASKMAN RPT].

The **LRJ SYS MAP HL Change Management TaskMan Report** option [LRJ SYS MAP HL TASKMAN RPT] generates the automated audit report based upon the date defined in the LRJ LSRP HL LAST END DATE parameter. The user defines these dates after verifying that the lab-related hospital locations on VistA match those defined. This serves as the baseline for future changes.

4 Laboratory Test File 60 Audit Tool

4.1 Laboratory Test File 60 Audit Tool Overview

The Laboratory Test File 60 Audit Tool [LRJ SYS MAP AUF60 MANAGER] monitors changes made to the VistA LABORATORY TEST file (#60). If any item is not working the user can identify changes recently made to this file for the purpose of troubleshooting. This benefits the sites for any future lab capability solution and it leverages VistA Lab Test Order Catalog and Computerized Patient Record System (CPRS).

The Laboratory Test File 60 Audit Tool has pre-defined (mandatory) audit fields and is designed to notify authorized users when a change is made to an audited field in the LABORATORY TEST file (#60). Sites can add and remove *non-mandatory* fields for auditing.

> ⚠️ **CAUTION: Auditing for *mandatory* fields *cannot* be turned off using the Laboratory Test File 60 Audit Tool. You can only remove auditing for these mandatory audit fields by direct edits to those entries in the LABORATORY TEST file (#60).**

This audit tool has options to automatically (see Section 4.2.1) or manually (see Section 4.2.2) produce reports that display changes that have occurred in the LABORATORY TEST file (#60) for the specified timeframe. These reports are sent to individual users or mail groups.

To access the Laboratory Test File 60 Audit Tool:

1. From the **Lab liaison** menu [LRLIAISON], at the "Select Lab liaison menu Option:" prompt, select the **File 60 Audit Manager** option [LRJ SYS MAP AUD MANAGER].

2. The following screen displays:

Figure 10. Laboratory Test File 60 Audit Tool—File 60 Audit Manager option

```
Select Laboratory DHCP Menu Option: ^LAB LIAISON MENU

    ANT    Add a new internal name for an antibiotic
    ANTE   Edit an Antibiotic
    BCF    Lab Bar Code Label Formatter
    BCZ    Lab Zebra Label Utility
    DATA   Add a new data name
    HDR    Recover/Transmit Lab HDR Result Messages
    LNC    LOINC Main Menu ...
    MOD    Modify an existing data name
    SMGR   Lab Shipping Management Menu ...
           Add a new WKLD code to file
           AP Microfiche Archive
           Archiving Menu ...
           Check files for inconsistencies
           Check patient and lab data cross pointers
           Download Format for Intermec Printer
           Edit atomic tests
           Edit cosmic tests
           Edit Inactive Date - COLLECTION SAMPLE
           Edit Inactive Date - TOPOGRAPHY FIELD
```

```
                    File 60 Audit Manager
                    File list for lab
                    Hospital Location Monitor Tool
                    LAB ROUTINE INTEGRITY MENU ...
                    Lab Tests and CPT Report
                    LIM workload menu ...
                    Manually compile WKLD and workload counts
                    OE/RR interface parameters ...
                    Outline for one or more files
                    Print AMA CPT Panel Pending List
                    Re-index Antimicrobial Suscept File (62.06)
                    Restart processing of instrument data
                    Turn on site workload statistics
                    Turn on workload stats for accession area
                    User selected lab test/patient list edits ...

Select Lab liaison menu Option: FILE 60 <Enter> Audit Manager


Lab File 60 Audit Menu         May 09, 2013@08:00:40      Page:    0 of    0
                          Lab File 60 Audit Manager
                          Version: 5.2      Build: 22




          Last Task Rpt May 08, 2013@07:30 - May 09, 2013@07
 SF  Set Audited Flag for Fields        SM  Send Display in Mail
 LF  List Audited Fields                SX  Send Extract File in Mail
 DF  Display File 60 Changes
```

4.2 File 60 Audit Reports

To receive audit file change reports, use the following options:

- Set up reports to *run automatically* using TaskMan (see Section 4.2.1).

- Run reports *manually* as needed using the **DF—Display File 60 Changes** [LRJ SYS MAP AUD DISPLAY FILE 60 CHANGES] (see Section 4.6).

4.2.1   Schedule Audit Reports

Use TaskMan to automatically run audit change reports and send the reports in mail messages to designated users (see Section 7, "Mail Group Maintenance"). Set the frequency of the following tasked options to meet site needs:

Table 4. Laboratory Test File 60 Audit Tool—Schedule Audit Reports

Tasked options	Produces Report
LRJ BACKGROUND F60 AUD FILE	File 60 Audit in delimited file (extract) format
LRJ BACKGROUND F60 AUDIT	File 60 Audit in display format

To schedule audit reports to run automatically using TaskMan, perform the following procedure:

1. At the "Select Systems Manager Menu Option:" prompt, select the **Taskman Management** menu [XUTM MGR].

2. At the "Select Taskman Management Option:" prompt, select the **Schedule/Unschedule Options** option [XUTM SCHEDULE].

3. At the "Select OPTION to schedule or reschedule:" prompt, enter **LRJ BACK**.

4. At the "CHOOSE 1-3:" prompt, select the appropriate option number:

   • **1—LRJ BACKGROUND F60 AUD FILE** [TaskMan file format file 60 audits].

   • **2—LRJ BACKGROUND F60 AUDIT** [TaskMan File 60 Audit in Display Format].

5. At the "Are you adding 'LRJ BACKGROUND F60 AUD FILE' as a new OPTION SCHEDULING (the *nnXX*)? No//" prompt, enter **YES**.

6. The Edit Option Schedule screen displays. Complete the following fields:

   a. At the "QUEUED TO RUN AT WHAT TIME:" field, enter the date/time you want the option to start.

   b. At the "DEVICE FOR QUEUED JOB OUTPUT:" field, press **Enter**.

   c. At the "QUEUED TO RUN ON VOLUME SET:" field, press **Enter**.

   d. At the "RESCHEDULING FREQUENCY:" field, enter how often you want the report to run.

   e. Tab to the "COMMAND" field, enter **Save,** and then **Exit**.

7. Repeat Steps 3-6 for the remaining tasked options [LRJ BACKGROUND F60 AUDIT] (choice number **2**).

Figure 11. Laboratory Test File 60 Audit Tool—Using TASKMAN to schedule audit reports to run

```
Select Systems Manager Menu Option: TASK <Enter> man Management
          Schedule/Unschedule Options
          One-time Option Queue
          Taskman Management Utilities ...
          List Tasks
          Dequeue Tasks
          Requeue Tasks
          Delete Tasks
          Print Options that are Scheduled to run
          Cleanup Task List
          Print Options Recommended for Queueing
Select Taskman Management Option: SCHEDULE <Enter> /Unschedule Options

Select OPTION to schedule or reschedule: LRJ BACK
     1   LRJ BACKGROUND F60 AUD FILE       TaskMan file format file 60 audits
     2   LRJ BACKGROUND F60 AUDIT   TaskMan File 60 Audit in Display Format
CHOOSE 1-2: 1 <Enter> LRJ BACKGROUND F60 AUD FILE      TaskMan file format
file 60 audits
  Are you adding 'LRJ BACKGROUND F60 AUD FILE' as
    a new OPTION SCHEDULING (the nnnXX)? No// YES <Enter> (Yes)
                    Edit Option Schedule
    Option Name: LRJ BACKGROUND F60 AUD FILE
    Menu Text: TaskMan file format file 60 audit        TASK ID:
_____
  QUEUED TO RUN AT WHAT TIME:
DEVICE FOR QUEUED JOB OUTPUT:
QUEUED TO RUN ON VOLUME SET:
     RESCHEDULING FREQUENCY:
            TASK PARAMETERS:
            SPECIAL QUEUEING:
_____
  COMMAND:                                Press <PF1>H for help       Insert
```

8. Assign users who need to receive the File 60 audit change reports to the appropriate mail groups (see Section 7, "Mail Group Maintenance"):

Table 5. Laboratory Test File 60 Audit Tool—Mail Groups

Report Name	Mail Group
File 60 Audit in list format (AUF60)	LRJ AUF60 AUDIT TASK REPORT (see Table 8)
File 60 Audit in delimited file (extract) format (AUF60XT)	LRJ AUF60XT AUDIT TASK REPORT (see Table 8)

NOTE: If "**Tasked Report has not run!**" displays on an Audit tool screen, it means one of the following:

- The site has not scheduled the report to run.
- The site scheduled the report, but it has not run yet.
    - There may be a problem with how the site defined the task in TaskMan—see TaskMan documentation for troubleshooting (e.g., a date/time that the report should run was not specified).
    - It may mean that the report was scheduled correctly in TaskMan, but TaskMan is not running.

4.2.2   Manually Run File 60 Audit Reports

To run reports manually, use the following Audit tools options:

Table 6. Laboratory Test File 60 Audit Tool—Options and reports

Report	Option
File 60 Audit in list format (AUF60)	**SM—Send Display in Mail** (Section 4.7.1)
File 60 Audit in delimited file (extract) format (AUF60XT)	**SX—Send Extract File Message** (Section 4.7.2)

REF: Each section reference (Section xyz) in Table 6 links to the detailed procedure content. Use Microsoft® Word's built-in navigation capabilities to navigate back and forth between the table and detailed information.

4.3   File 60 Audit Tool Options

 REF: Each section reference in the following list links to the detailed procedure content. Use Microsoft® Word's built-in navigation capabilities to navigate back and forth between the list and detailed step.

The Laboratory Test File 60 Audit Tool sets up fields in the LABORATORY TEST file (#60) that are audited for changes (see the LF—List Audited Fields option in Section 4.5). This audit tool allows the user to do the following:

- **SF—Set Audited Flag for Fields [LRJ SYS MAP AUD SET FILE 60 AUDITED FLAG]:** Add or turn off auditing for *non-mandatory* fields (Section 4.4).

 CAUTION: Auditing for *mandatory* fields *cannot* be turned off using the Laboratory Test File 60 Audit Tool.

- **LF—List Audited Fields [LRJ SYS MAP AUD LIST AUDITED FIELDS]:** Display a list of audited fields (Section 4.5).

- **DF—Display File 60 Changes [LRJ SYS MAP AUD DISPLAY FILE 60 CHANGES]:** Display file 60 changes for specific tests, all tests, and date range (Section 4.6).

- **SM—Send Display in Mail [LRJ SYS MAP AUF60 SEND DISPLAY MESSAGE]:** Send the file 60 changes (displayed in the DF option) as a VistA mail message (Section 4.7.1).

- **SX—Send File 60 Audit Delimited File** option **[LRJ SYS MAP AUF60 SEND FILE MESSAGE]:** Send the audits (displayed in the DF option) as a delimited file (Section 4.7.2).

4.4 Set Additional File 60 Fields to be Audited

Use the **SF—Set Audited Flag for Fields** option [LRJ SYS MAP AUD SET FILE 60 AUDITED FLAG] to toggle auditing on or off for non-mandatory (optional) fields in the LABORATORY TEST file (#60).

4.4.1 Set Auditing for Optional Fields

To set additional fields to be audited, perform the following procedure:

1. From the **Lab liaison** menu [LRLIAISON], at the "Select Lab liaison menu Option:" prompt, select the **File 60 Audit Manager** option [LRJ SYS MAP AUD MANAGER].

2. At the "Select Action: Quit//" prompt, select the **SF—Set Audited Flag for Fields** option [LRJ SYS MAP AUD SET FILE 60 AUDITED FLAG].

3. At the "Field" prompt, enter the name or number of the field you want to audit.

4. (Optional) The "Sub-File field" prompt is only displayed if the field entered in Step 3 is a Multiple.

    If you entered a Multiple field in Step 3, at the "Sub-File field" prompt, enter the name or number of the sub-field you want to audit.

5. At the "Do you wish to turn auditing ON for this field?? No" prompt, enter **YES**.

Figure 12. Laboratory Test File 60 Audit Tool—Set Audited Flag option using field number (1 of 2)

```
Select Supervisor menu Option: ^LAB LIAISON MENU


   ANT    Add a new internal name for an antibiotic
   ANTE   Edit an Antibiotic
   BCF    Lab Bar Code Label Formatter
   BCZ    Lab Zebra Label Utility
   DATA   Add a new data name
   HDR    Recover/Transmit Lab HDR Result Messages
   LNC    LOINC Main Menu ...
   MOD    Modify an existing data name
   SMGR   Lab Shipping Management Menu ...
          Add a new WKLD code to file
          AP Microfiche Archive
          Archiving Menu ...
          Check files for inconsistencies
          Check patient and lab data cross pointers
          Download Format for Intermec Printer
          Edit atomic tests
          Edit cosmic tests
          Edit Inactive Date - COLLECTION SAMPLE
          Edit Inactive Date - TOPOGRAPHY FIELD
          File 60 Audit Manager
          File list for lab
          Hospital Location Monitor Tool
          LAB ROUTINE INTEGRITY MENU ...
          Lab Tests and CPT Report
          LIM workload menu ...
          Manually compile WKLD and workload counts
          OE/RR interface parameters ...
```

```
                 Outline for one or more files
                 Print AMA CPT Panel Pending List
                 Re-index Antimicrobial Suscept File (62.06)
                 Restart processing of instrument data
                 Turn on site workload statistics
                 Turn on workload stats for accession area
                 User selected lab test/patient list edits ...

Select Lab liaison menu Option: FILE 60 <Enter> Audit Manager


Lab File 60 Audit Menu        May 07, 2013@08:55:01       Page:    0 of    0
                         Lab File 60 Audit Manager
                           Version: 5.2     Build: 16




             Last Task Rpt May 06, 2013@07:30 - May 07, 2013@07
SF  Set Audited Flag for Fields        SM  Send Display in Mail
LF  List Audited Fields                SX  Send Extract File in Mail
DF  Display File 60 Changes
Select Action:Quit// SF <Enter> Set Audited Flag for Fields
Field: 100 <Enter>   SITE/SPECIMEN
Sub-File SITE/SPECIMEN Field: ??

   Choose from:
   .01         SITE/SPECIMEN
   1           REFERENCE LOW
   2           REFERENCE HIGH
   3           CRITICAL LOW
   4           CRITICAL HIGH
   5.5         INTERPRETATION
   6           UNITS
   7           TYPE OF DELTA CHECK
   8           DELTA VALUE
   9           DEFAULT VALUE
   9.2         THERAPEUTIC LOW
   9.3         THERAPEUTIC HIGH
   10          *AMIS/RCS 14-4
   13          USE FOR REFERENCE TESTING
   20          FOREIGN COMPUTER SYSTEM
   95.3        LOINC CODE
   96          SPECIMEN CPT

Sub-File SITE/SPECIMEN Field: 3 <Enter> CRITICAL LOW
  File 60.01 - Field 3 is not currently audited.
Do you wish to turn auditing ON for this field?? No// Y <Enter>  YES


     CHANGE MADE: File 60.01 - Field 3 is now audited
```

The following screen shows how to use the **SF—Set Audited Flag for Fields** option [LRJ SYS MAP AUD SET FILE 60 AUDITED FLAG] using the field name:

Figure 13. Laboratory Test File 60 Audit Tool—Set Audited Flag option using field name (2 of 2)

```
Lab File 60 Audit Menu          May 07, 2013@09:05:47      Page:    0 of    0
                          Lab File 60 Audit Manager
                          Version: 5.2     Build: 16



             Enter ?? for more actions
SF  Set Audited Flag for Fields        SM  Send Display in Mail
LF  List Audited Fields                SX  Send Extract File in Mail
DF  Display File 60 Changes
Select Action:Quit// SF <Enter> Set Audited Flag for Fields
Field: SITE
      1   SITE NOTES DATE
      2   SITE/SPECIMEN
CHOOSE 1-2: 2 <Enter> SITE/SPECIMEN
Sub-File SITE/SPECIMEN Field: ?
 Answer with SITE/SPECIMEN SUB-FIELD NUMBER, or LABEL, or INDEX, or
     GROUP
 Do you want the entire 17-Entry SITE/SPECIMEN SUB-FIELD List? Y <Enter>
(Yes)
   Choose from:
   .01        SITE/SPECIMEN
   1          REFERENCE LOW
   2          REFERENCE HIGH
   3          CRITICAL LOW
   4          CRITICAL HIGH
   5.5        INTERPRETATION
   6          UNITS
   7          TYPE OF DELTA CHECK
   8          DELTA VALUE
   9          DEFAULT VALUE
   9.2        THERAPEUTIC LOW
   9.3        THERAPEUTIC HIGH
   10         *AMIS/RCS 14-4
   13         USE FOR REFERENCE TESTING
   20         FOREIGN COMPUTER SYSTEM
   95.3       LOINC CODE
   96         SPECIMEN CPT

Sub-File SITE/SPECIMEN Field: CRITICAL HIGH
   File 60.01 - Field 4 is not currently audited.
Do you wish to turn auditing ON for this field?? No// Y <Enter> YES


     CHANGE MADE: File 60.01 - Field 4 is now audited
```

4.4.2   Delete Auditing from Optional Fields

Use the **SF—Set Audited Flag for Fields** option [LRJ SYS MAP AUD SET FILE 60 AUDITED FLAG] to turn off auditing for non-mandatory fields in the LABORATORY TEST file (#60).

To turn off the audit flag for *non-mandatory* fields, perform the following procedure from the **File 60 Audit** screen:

1. From the **File 60 Audit** screen [LRJ SYS MAP AUF60 MENU], select the **SF—Set Audited Flag for Fields** option [LRJ SYS MAP AUD SET FILE 60 AUDITED FLAG].

2. At the "Field" prompt, enter the name or number of the field you want to stop auditing.

3. (Optional) The "Sub-File field" prompt is only displayed if the field entered in Step 2 is a Multiple.

   If you entered a Multiple field in Step 2, at the "Sub-File field" prompt, enter the name or number of the sub-field you want to stop auditing.

4. At the "Do you wish to turn auditing OFF for this field?? No" prompt, enter **YES**.

Figure 14. Laboratory Test File 60 Audit Tool—Turning off the audit flag for optional fields

```
Lab File 60 Audit Menu          May 07, 2013@10:19:12        Page:    0 of    0
                             Lab File 60 Audit Manager
                             Version: 5.2     Build: 16



              Last Task Rpt May 06, 2013@07:30 - May 07, 2013@07
SF   Set Audited Flag for Fields          SM   Send Display in Mail
LF   List Audited Fields                  SX   Send Extract File in Mail
DF   Display File 60 Changes
Select Action:Quit// SF <Enter> Set Audited Flag for Fields
Field: 100 <Enter> SITE/SPECIMEN
Sub-File SITE/SPECIMEN Field: 3 <Enter> CRITICAL LOW
   File 60.01 - Field 3 is already audited.
Do you wish to turn auditing OFF for this field?? No// Y <Enter> YES


     CHANGE MADE: File 60.01 - Field 3 is now NOT audited
```

⚠️   **CAUTION: Auditing for *mandatory* fields *cannot* be turned off using the Laboratory Test File 60 Audit Tool.**

If you try to turn off the audit flag for a required audit field, the following screen displays:

Figure 15. Laboratory Test File 60 Audit Tool—Turning off the audit flag for required audit fields

```
Lab File 60 Audit Menu        May 07, 2013@10:21:27       Page:    0 of    0
                         Lab File 60 Audit Manager
                         Version: 5.2     Build: 16




              Enter ?? for more actions
SF  Set Audited Flag for Fields        SM  Send Display in Mail
LF  List Audited Fields                SX  Send Extract File in Mail
DF  Display File 60 Changes
Select Action:Quit// SF <Enter> Set Audited Flag for Fields
Field: 100 <Enter> SITE/SPECIMEN
Sub-File SITE/SPECIMEN Field: ref
     1   REFERENCE HIGH
     2   REFERENCE LOW
CHOOSE 1-2: 1 <Enter> REFERENCE HIGH
'SF' cannot be used to turn auditing off for any required audit field.
Sub-File SITE/SPECIMEN Field:
```

4.5 Display List of Audited Fields

Use the **LF—List Audited Fields** option [LRJ SYS MAP AUD LIST AUDITED FIELDS] to display the fields that are being audited—mandatory audit fields and optional fields that have been added. Mandatory audit fields are indicated by an asterisk (*****) after the field name.

To display fields that are being audited, perform the following procedure:

1. Navigate to the **File 60 Audit Menu** screen.

2. At the "Select Action: Quit//" prompt, select the **LF—List Audited Fields** option [LRJ SYS MAP AUD LIST AUDITED FIELDS].

3. At the "Select Action:Next Screen//" prompt, press **Enter** to display additional audited fields.

4. Review the Audit column. If any mandatory fields (indicated by *****) are listed as NOT AUDITED, turn the auditing back on using VA FileMan.

Figure 16. Laboratory Test File 60 Audit Tool—Display List of Audit Fields option

```
Lab File 60 Audit Menu        May 07, 2013@13:54:16      Page:   1 of    2
                           List of Audited Fields
  Asterisk (*) beside field name denotes required field for audit
 Field            File Name          Field Name                Audit
 60.01            LABORATORY TEST    NAME*                     YES, ALWAYS
 60.3             LABORATORY TEST    TYPE*                     YES, ALWAYS
 60.4             LABORATORY TEST    SUBSCRIPT*                NO
 60.8             LABORATORY TEST    UNIQUE COLLECTION SAMPLE*  YES, ALWAYS
 60.17            LABORATORY TEST    HIGHEST URGENCY ALLOWED*  YES, ALWAYS
 60.18            LABORATORY TEST    FORCED URGENCY*           YES, ALWAYS
 60.64.1          LABORATORY TEST    RESULT NLT CODE*          YES, ALWAYS
 60.60.01.01      SITE/SPECIMEN      SITE/SPECIMEN*            YES, ALWAYS
 60.60.01.1       SITE/SPECIMEN      REFERENCE LOW*            YES, ALWAYS
 60.60.01.2       SITE/SPECIMEN      REFERENCE HIGH*           YES, ALWAYS
 60.60.01.95.3    SITE/SPECIMEN      LOINC CODE*               YES, ALWAYS
 60.60.02.01      LAB TEST INCLUDED I LAB TEST*                YES, ALWAYS
 60.60.03.01      COLLECTION SAMPLE  COLLECTION SAMPLE*        YES, ALWAYS
 60.60.1.01       SYNONYM            SYNONYM*                  YES, ALWAYS
 60.60.11.01      ACCESSION AREA     INSTITUTION*              YES, ALWAYS
+          Enter ?? for more actions
SF   Set Audited Flag for Fields        SM   Send Display in Mail
LF   List Audited Fields                SX   Send Extract File in Mail
DF   Display File 60 Changes
Select Action:Next Screen//
```

The highlighted line is an example of a field that should be audited and auditing was turned off.

4.6   Display File 60 Changes

Use the **DF—Display File 60 Changes** option [LRJ SYS MAP AUD DISPLAY FILE 60 CHANGES] to display changes made to LABORATORY TEST file (#60). The user can specify certain tests or all tests and the date range to be displayed.

To display changes to the LABORATORY TEST file (#60), perform the following procedure from the **File #60 Audit Menu** screen:

1. From the **File #60 Audit Menu** screen [LRJ SYS MAP AUF60 MENU], select the **DF—Display File 60 Changes** option [LRJ SYS MAP AUD DISPLAY FILE 60 CHANGES].

2. At the "Select LABORATORY TEST NAME:" prompt, enter a specific test name or press **Enter** to display changes to all tests.

3. At the "Select Start date: TODAY//" prompt, enter the appropriate start date (e.g., T-30).

4. At the "Select End date: NOW//" prompt, press **Enter** for the report to end today. New and modified entries display.

Figure 17. Laboratory Test File 60 Audit Tool—Display File 60 Changes option

```
Lab File 60 Audit Menu          May 08, 2013@08:34:31        Page:    0 of    0
                         Lab File 60 Audit Manager
                         Version: 5.2      Build: 22




              Last Task Rpt May 07, 2013@07:30 - May 08, 2013@07
SF  Set Audited Flag for Fields          SM  Send Display in Mail
LF  List Audited Fields                  SX  Send Extract File in Mail
DF  Display File 60 Changes
Select Action:Quit// DF <Enter> Display File 60 Changes
Select LABORATORY TEST NAME: <Enter>
  ALL TESTS
Select Start date: TODAY//T-90 <Enter> (FEB 07, 2013)
  Select End date: NOW// <Enter> (MAY 08, 2013@08:35:16)
...HMMM, LET ME THINK ABOUT THAT A MOMENT...

Lab File 60 Audit Menu          May 08, 2013@08:35:16        Page:    1 of    4
                    Laboratory Test File (#60) Changes
        Date Range: Feb 07, 2013 to May 08, 2013@08:35:16
 DT RECORDED                 USER                               IEN(s)
File 60 Audit - From Feb 07, 2013 to May 08, 2013@08:35:16


New Entries

 Feb 25, 2013@12:47:34    LABUSER,ONE                           6276
     FIELD NAME: NAME
      TEST NAME: ZZCULTURE,FEB
      NEW VALUE: ZZCULTURE,FEB
      OLD VALUE: <no previous value>
 Feb 25, 2013@12:47:36    LABUSER,ONE                           6276
     FIELD NAME: SUBSCRIPT
      TEST NAME: ZZCULTURE,FEB
      NEW VALUE: MICROBIOLOGY
      OLD VALUE: <no previous value>
 Feb 25, 2013@12:47:41    LABUSER,ONE                           6276
```

```
+          Last Task Rpt May 07, 2013@07:30 - May 08, 2013@07
SF  Set Audited Flag for Fields       SM  Send Display in Mail
LF  List Audited Fields               SX  Send Extract File in Mail
DF  Display File 60 Changes
Select Action:Next Screen//
```

4.7 Send File 60 Changes in Mail

The following report options are available:

- **SM—Send Display as Mail Message** option [LRJ SYS MAP AUF60 SEND DISPLAY MESSAGE]**:** Send audit information in "display" format as a VistA mail message.

- **SX—Send File 60 Audit Delimited File** option [LRJ SYS MAP AUF60 SEND FILE MESSAGE]**:** Send audit information in attachments (new entries and modified entries) containing delimited files to an Outlook email account.

4.7.1 Send Display as Mail Message Option

Use the **SM—Send Display as Mail Message** option [LRJ SYS MAP AUF60 SEND DISPLAY MESSAGE] to send new and modified audit information in "display" format as a mail message.

To send the Display File 60 Changes list in display format in a mail message, perform the following procedure:

1. From the **File #60 Audit** screen [LRJ SYS MAP AUF60 MENU], at the "Select Action: Next Screen//" prompt, select the **SM—Send Display as Mail Message** option [LRJ SYS MAP AUF60 SEND DISPLAY MESSAGE].

2. At the "Send mail to: *firstname.lastname*//" prompt, press **Enter**.

3. At the "Select basket to send to: IN//" prompt, press **Enter**.

4. At the "And Send to:" prompt, enter **LRJ AUF60 AUDIT TASK REPORT** mail group and any additional recipients.

Figure 18. Laboratory Test File 60 Audit Tool—Send Display in Mail option

```
File 60 Audit Audit Message   May 08, 2013@08:37:22      Page:   1 of    4
                         Laboratory Test File (#60) Changes
          Date Range: Feb 07, 2013 to May 08, 2013@08:35:16
 DT RECORDED              USER                                     IEN(s)
File 60 Audit - From Feb 07, 2013 to May 08, 2013@08:35:16


New Entries

 Feb 25, 2013@12:47:34    LABUSER,ONE                          6276
      FIELD NAME: NAME
       TEST NAME: ZZCULTURE,FEB
       NEW VALUE: ZZCULTURE,FEB
       OLD VALUE: <no previous value>
 Feb 25, 2013@12:47:36    LABUSER,ONE                          6276
      FIELD NAME: SUBSCRIPT
       TEST NAME: ZZCULTURE,FEB
       NEW VALUE: MICROBIOLOGY
       OLD VALUE: <no previous value>
 Feb 25, 2013@12:47:41    LABUSER,ONE                          6276
+         Enter ?? for more actions
LF  List Audited Fields                  SX  Send Extract File in Mail
DF  Display File 60 Changes
Select Action:Next Screen// SM <Enter> Send Display in Mail
Send mail to: LABUSER,ONE// <Enter> LABUSER,ONE
Select basket to send to: IN// <Enter>
And Send to: <Enter>
```

4.7.2   Send Extract File as Mail Message

Use the **SX—Send File 60 Audit Delimited File** option [LRJ SYS MAP AUF60 SEND FILE MESSAGE] to send audit information in attachments to an Outlook email account. One attachment contains *new* entries; the other attachment contains *modified* entries.

To send the Display File 60 Changes list in delimited file attachments in a mail message, perform the following procedure:

1. At the "Select Action: Next Screen//" prompt, select the **SX—Send File 60 Audit Delimited File** option [LRJ SYS MAP AUF60 SEND FILE MESSAGE].

2. At the "Send mail to: *firstname.lastname*//" (VistA mailman account) prompt, press **Enter**.

3. At the "Select basket to send to: IN//" prompt, press **Enter**.

4. At the "And Send to:" prompt, enter a VA MailMan mail group (e.g., **G.LRJ AUF60XT AUDIT TASK REPORT**) or user, and any additional recipients. If allowed, sites can also forward the message to Outlook by entering their Outlook account information (e.g., firstname.lastname@va.gov).

> **ⓘ** **NOTE:** Some sites do *not* allow messages to be sent from the Test account to Outlook. If allowed, sites can forward the message from VistA MailMan to Outlook to view the extract in a readable format (see Section 3.4.5.1). In addition, if the message is *not* received in Outlook, the number of lines may need to be increased.

Figure 19. Laboratory Test File 60 Audit Tool—Send Extract File in Mail option

```
Lab File 60 Audit Menu         May 08, 2013@08:52:37      Page:   1 of    4
                     Laboratory Test File (#60) Changes
          Date Range: Feb 07, 2013 to May 08, 2013@08:52:37
 DT RECORDED               USER                                    IEN(s)
File 60 Audit - From Feb 07, 2013 to May 08, 2013@08:52:37


New Entries

 Feb 25, 2013@12:47:34    LABUSER,ONE                        6276
      FIELD NAME: NAME
       TEST NAME: ZZCULTURE,FEB
       NEW VALUE: ZZCULTURE,FEB
       OLD VALUE: <no previous value>
 Feb 25, 2013@12:47:36    LABUSER,ONE                        6276
      FIELD NAME: SUBSCRIPT
       TEST NAME: ZZCULTURE,FEB
       NEW VALUE: MICROBIOLOGY
       OLD VALUE: <no previous value>
 Feb 25, 2013@12:47:41    LABUSER,ONE                        6276
+          Last Task Rpt May 07, 2013@07:30 - May 08, 2013@07
DF  Display File 60 Changes
Select Action:Next Screen// SX <Enter> Send Extract File in Mail
Send mail to: LABUSER,ONE// one.labuser@va.gov <Enter> GK.VA.GOV via FO-
BAYPINES.MV
And Send to:
```

Figure 20. Laboratory Test File 60 Audit Tool—Send Extract File in Mail: Sample Outlook Email

```
Extract Generated......: May 08, 2013@08:52:37

Extract Requested......: File 60 Audit - From Feb 07, 2013 to May 08,
2013@08:52:37

Attached LMOF NEW File 60 Audit Entries: AUF60_EXT_NEW_<date>_<time>.csv

Attached LMOF MODIFIED File 60 Audit Entries:
AUF60_EXT_MOD_<date>_<time>.csv
```

The two .csv files are attached to the Microsoft®
Outlook email in Microsoft® Excel spreadsheet format.

5 Monitor Laboratory Test File Changes Affecting Quick Orders (File 60 Quick Order API)

5.1 Monitor Laboratory Test File Changes Affecting Quick Orders Overview

The Laboratory users requested that when certain fields are updated in the LABORATORY TEST (#60) file, it triggers a CPRS call (Application Program Interface [API]) to search for quick orders that contain the test that was updated. If any are found, the appropriate personnel are notified. The trigger fields in the LABORATORY TEST file (#60) are:

- NAME (#.01)

- TYPE (#3)

- HIGHEST URGENCY ALLOWED (#17)

- FORCED URGENCY (#18)

- COLLECTION SAMPLE (#300)

Laboratory Patch LR*5.2*425 supplies the following components:

- LRJ QUICK ORDER CHECK option—Scheduled to search (audit) the LABORATORY TEST file (#60) to see if these fields have been edited.

  NOTE: This option was primarily intended to notify the Clinical Application Coordinators (CACs) that a laboratory test contained in a quick order was changed. Unless the laboratory staff is added to the OR CACS mail group, they will not get the notifications.

- LRJSAUO routine—Searches for the specified test and notifies the members of the OR CACS mail group. Recipients are notified of the quick order name and whether it is active or inactive.

5.2 Monitor Laboratory Test File Changes Affecting Quick Orders Procedure

The automatic notification process is as follows:

1. User changes one or more of the monitored fields in the LABORATORY TEST file (#60).

2. Software automatically triggers a search through CPRS orderables looking for quick orders that contain the test that was updated.

NOTE: If the site performed audits on the LABORATORY TEST file (#60) *prior* to the installation of the Laboratory Test File Changes Affecting Quick Orders Monitoring option, these audits shall *not* be included in the CPRS orderable items search.

3. If any quick orders are found, the system sends a notification to the OR CACS mail group, which contains clinicians and Clinical Application Coordinators (CACs). The notification includes:

   - Name—Quick order name.

   - Status—Whether it is active or inactive.

NOTE: Laboratory staff members are not notified of quick order changes, since they do not order in CPRS.

In the future, owners of *personal* quick orders that are affected by changes to the LABORATORY TEST file (#60) will be identified in the VistA MailMan message sent to the OR CACS mail group.

Table 7. Monitor Laboratory Test File Changes Affecting Quick Orders—LRJ QUICK ORDER CHECK option

Options	Activities
Option Name	**LRJ QUICK ORDER CHECK**
Menu Text Description	LRJ QUICK ORDER SEARCH
Option Definition	This option should be scheduled. It searches the Lab 60 audit for tests where certain fields have been edited. If a test is found where those fields have been changed, the routine calls a CPRS API to determine if they are included in a quick order.

5.3   Verify/Re-schedule the LRJ QUICK ORDER CHECK Option

The frequency for running the LRJ QUICK ORDER CHECK option may vary from site-to-site and should be based on the frequency of the local LABORATORY TEST file (#60) changes. If laboratory test changes are made daily, the quick order check frequency should be at least daily or even multiple times during the day. If laboratory test changes are not made daily, the frequency of the quick order check should be changed to reflect a longer period. Sites should err on the side of scheduling the quick order check to run too often and then adjust the schedule to accommodate the frequency of changes made to laboratory tests.

The frequency of running the quick order check can be changed as needed. For example, when making large changes like adding an order catalog for a new reference lab, you might want to run the quick order check more often until all the changes are made.

5.3.1   Schedule LRJ QUICK ORDER CHECK

Use TaskMan to automatically run the LRJ QUICK ORDER CHECK option and send the reports in mail messages to designated users (see Section 7). Set the frequency of the following tasked options to meet site needs:

To schedule LRJ QUICK ORDER CHECK to run automatically using TaskMan, perform the following procedure:

1. At the "Select Systems Manager Menu Option:" prompt, select the **Taskman Management** menu [XUTM MGR].

2. At the "Select Taskman Management Option:" prompt, select the **Schedule/Unschedule Options** option [XUTM SCHEDULE].

3. At the "Select OPTION to schedule or reschedule:" prompt, enter **LRJ QUICK ORDER CHECK**.

4. At the "Are you adding 'LRJ QUICK ORDER CHECK' as a new OPTION SCHEDULING (the *nnXX*)? No//" prompt, enter **YES**.

5. The Edit Option Schedule screen displays. Complete the following fields:

   a. At the "QUEUED TO RUN AT WHAT TIME:" field, enter the date/time you want the option to start.

   b. At the "DEVICE FOR QUEUED JOB OUTPUT:" field, press **Enter**.

   c. At the "QUEUED TO RUN ON VOLUME SET:" field, press **Enter**.

   d. At the "RESCHEDULING FREQUENCY:" field, enter how often you want the report to run.

   e. Tab to the "COMMAND" field, enter **Save** and **Exit**.

Figure 21. Monitor Laboratory Test File Changes Affecting Quick Orders—Using TASKMAN to schedule CPRS Quick Order Check option to run

```
Select Systems Manager Menu Option: TASK <Enter> man Management

          Schedule/Unschedule Options
          One-time Option Queue
          Taskman Management Utilities ...
          List Tasks
          Dequeue Tasks
          Requeue Tasks
          Delete Tasks
          Print Options that are Scheduled to run
          Cleanup Task List
          Print Options Recommended for Queueing

Select Taskman Management Option: SCHEDULE <Enter>  /Unschedule Options

Select OPTION to schedule or reschedule: LRJ QUICK ORDER CHECK
  Are you adding 'LRJ QUICK ORDER CHECK' as
    a new OPTION SCHEDULING (the 226TH)? No// YES <Enter> (Yes)


                      Edit Option Schedule
    Option Name: LRJ QUICK ORDER CHECK
    Menu Text: TaskMan file format file 60 audit        TASK ID:
 _____
   QUEUED TO RUN AT WHAT TIME:
DEVICE FOR QUEUED JOB OUTPUT:
QUEUED TO RUN ON VOLUME SET:
      RESCHEDULING FREQUENCY:
            TASK PARAMETERS:
            SPECIAL QUEUEING:
 _____
 COMMAND:                                  Press <PF1>H for help      Insert
```

6. Assign users who need to receive the CPRS Quick Order Check notification to the OR CACS mail group.

6 Specimen Inactivation/Activation

6.1 Specimen Inactivation/Activation Overview

To support order entry transactions in CPRS, entries in the following VistA files can be placed in an inactive state:

- COLLECTION SAMPLE file (#62)—INACTIVE DATE field (#64.9101)

- TOPOGRAPHY FIELD file (#61) —INACTIVE DATE field (#64.9103)

VistA entries for collection samples and topographies can be inactivated/activated using the following options:

- **Edit Inactive Date - COLLECTION SAMPLE** option [LRJ MAINT INACTIVE DT FILE 62]

- **Edit Inactive Date - TOPOGRAPHY FIELD** option [LRJ MAINT INACTIVE DT FILE 61]

NOTE: These options use VA FileMan to edit the INACTIVATION DATE field in Files #61 and #62.

Only active VistA entries can be used for:

- Physician order entry.

- CPRS Quick Orders.

- New test configurations in the LABORATORY TEST file (#60).

NOTE: Orders containing an inactive entry placed *prior* to the file entry inactivation can be processed by the lab.

Inactive file entries can still be used when orders are placed by legacy lab order options. This includes Anatomic Pathology (AP) and clinical lab orders.

The following conditions *must* apply to any collection sample that is to be inactivated:

- Inactivated collection samples *must* manually be removed from both the LAB COLLECTION SAMPLE (#9) and COLLECTION SAMPLE (#300) fields for all active tests in the LABORATORY TEST file (#60) that use that collection sample.

- Inactivated collection samples assigned a default specimen from the TOPOGRAPHY FIELD file (#61) need to have the default specimen removed.

The following conditions *must* be met for any topography that is to be inactivated and is a default specimen for an active collection sample:

- Either remove the default specimen from the active collection sample

- Or, replace the default specimen with an active Topography Field file (#61) entry.

6.2 Collection Sample/Topography Field—Inactivation

6.2.1 Determine if a Collection Sample is Used on an Active Test

To determine if a collection sample is used on an active test, perform the following VA FileMan search:

1. From the **VA FileMan Option** [DIUSER], at the "Select VA FileMan Option:" prompt, select the **Search File Entries** option [DISEARCH].

2. At the "OUTPUT FROM WHAT FILE: COLLECTION SAMPLE//" prompt, enter **LABORATORY TEST**.

3. At the "-A- SEARCH FOR LABORATORY TEST FIELD:" prompt, enter **LAB**.

4. At the "CHOOSE 1-2:" prompt, enter **1** to select **LAB COLLECTION SAMPLE**.

5. At the "-A- CONDITION:" prompt, enter **EQUALS**.

6. At the "-A- EQUALS COLLECTION SAMPLE:" prompt, select the entry in the COLLECTION SAMPLE file (#62) to be inactivated.

7. At the "-B- SEARCH FOR LABORATORY TEST FIELD:" prompt, enter **COLLECTION SAMPLE**.

8. At the "-B- SEARCH FOR LABORATORY TEST COLLECTION SAMPLE SUB-FIELD:" prompt, enter **COLLECTION SAMPLE**.

9. At the "-B- CONDITION:" prompt, enter **EQUALS**.

10. At the "-B- EQUALS COLLECTION SAMPLE:" prompt, select the same entry from Step 7 for the collection sample to be inactivated.

11. At the "-C- SEARCH FOR LABORATORY TEST COLLECTION SAMPLE SUB-FIELD:" prompt, press **Enter**.

12. At the "-C- SEARCH FOR LABORATORY TEST FIELD:" prompt, press **Enter**.

13. At the "IF:" prompt, enter **A**.

14. At the "OR:" prompt, Enter **B**.

15. At the "DO YOU WANT THIS SEARCH SPECIFICATION TO BE CONSIDERED TRUE FOR CONDITION -B-

    1) WHEN AT LEAST ONE OF THE 'COLLECTION SAMPLE' MULTIPLES SATISFIES IT

    2) WHEN ALL OF THE 'COLLECTION SAMPLE' MULTIPLES SATISFY IT
       CHOOSE 1-2: 1//" prompt, press **Enter** to accept the default.

16. At the "OR:" prompt, press **Enter**.

17. At the "STORE RESULTS OF SEARCH IN TEMPLATE:" prompt, press Enter.

18. At the "SORT BY: NAME//" prompt, press **Enter** to accept the default.

19. At the "START WITH NAME: FIRST//" prompt, press **Enter** to accept the default.

20. At the "FIRST PRINT FIELD:" prompt, enter **NAME**.

21. At the "THEN PRINT FIELD:" prompt, enter **LAB COLLECTION SAMPLE**.

22. At the "THEN PRINT FIELD:" prompt, enter **COLLECTION SAMPLE**.

23. At the "THEN PRINT COLLECTION SAMPLE SUB-FIELD:" prompt, enter **COLLECTION SAMPLE**.

24. At the "THEN PRINT COLLECTION SAMPLE SUB-FIELD:" prompt, press **Enter**.

25. At the "THEN PRINT FIELD:" prompt, press **Enter**.

26. At the "Heading (S/C): LABORATORY TEST SEARCH Replace" prompt, press **Enter**.

27. At the "STORE PRINT LOGIC IN TEMPLATE:" prompt, press **Enter**.

CAUTION: At the following device-related prompts, make sure your terminal emulator software (e.g., Attachmate® Reflections) display has enough log memory blocks to capture all the data displayed to the screen.

28. At the "DEVICE:" prompt enter **;;999999**.

29. At the "Right Margin: 80//" prompt, press **Enter**.

Figure 22. Specimen Inactivation/Activation—Determine if a collection sample is used on an active test

```
              Enter or Edit File Entries
              Print File Entries
              Search File Entries
              Modify File Attributes
              Inquire to File Entries
              Utility Functions ...
              Data Dictionary Utilities ...
              Transfer Entries
              Other Options ...

Select VA FileMan Option: SEARCH <Enter> File Entries

OUTPUT FROM WHAT FILE: COLLECTION SAMPLE// LABORATORY TEST  (2485 entries)

  -A- SEARCH FOR LABORATORY TEST FIELD: LAB COLLECTION SAMPLE
  -A- CONDITION: EQUALS
  -A- EQUALS COLLECTION SAMPLE: BLOOD
     1   BLOOD         BLOOD     GENERAL
     2   BLOOD         PLASMA     GRAY
     3   BLOOD         BLOOD     LAVENDER
     4   BLOOD         PLASMA      BLACK TOP
     5   BLOOD         SERUM     SPC BLUE2ML
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 2 <Enter> BLOOD     PLASMA     GRAY

  -B- SEARCH FOR LABORATORY TEST FIELD: COLLECTION SAMPLE <Enter> (multiple)

    -B- SEARCH FOR LABORATORY TEST COLLECTION SAMPLE SUB-FIELD: COLLECTION
SAMPLE
    -B- CONDITION: EQUALS
    -B- EQUALS COLLECTION SAMPLE: BLOOD
     1   BLOOD         BLOOD     GENERAL
     2   BLOOD         PLASMA     GRAY
     3   BLOOD         BLOOD     LAVENDER
     4   BLOOD         PLASMA      BLACK TOP
     5   BLOOD         SERUM     SPC BLUE2ML
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 2 <Enter> BLOOD     PLASMA     GRAY

    -C- SEARCH FOR LABORATORY TEST COLLECTION SAMPLE SUB-FIELD: <Enter>

  -C- SEARCH FOR LABORATORY TEST FIELD: <Enter>

IF: A <Enter> LAB COLLECTION SAMPLE EQUALS 2 (BLOOD)
OR: B <Enter> Or LABORATORY TEST COLLECTION SAMPLE EQUALS 2 (BLOOD)

DO YOU WANT THIS SEARCH SPECIFICATION TO BE CONSIDERED TRUE FOR CONDITION -
B-
        1) WHEN AT LEAST ONE OF THE 'COLLECTION SAMPLE' MULTIPLES SATISFIES
IT
        2) WHEN ALL OF THE 'COLLECTION SAMPLE' MULTIPLES SATISFY IT
    CHOOSE 1-2: 1// <Enter>

OR: <Enter>

STORE RESULTS OF SEARCH IN TEMPLATE: <Enter>

SORT BY: NAME// <Enter>
START WITH NAME: FIRST// <Enter>
FIRST PRINT FIELD: NAME
```

```
THEN PRINT FIELD: LAB COLLECTION SAMPLE
THEN PRINT FIELD: COLLECTION SAMPLE <Enter> (multiple)
  THEN PRINT COLLECTION SAMPLE SUB-FIELD: COLLECTION SAMPLE
  THEN PRINT COLLECTION SAMPLE SUB-FIELD: <Enter>
THEN PRINT FIELD: <Enter>
Heading (S/C): LABORATORY TEST SEARCH  Replace <Enter>
STORE PRINT LOGIC IN TEMPLATE: <Enter>
DEVICE: ;;999999 <Enter> SSH VIRTUAL TERMINAL  Right Margin: 80// <Enter>


LABORATORY TEST SEARCH                        JUN 10,2013  13:33    PAGE 1
NAME                                     LAB COLLECTION SAMPLE
    COLLECTION SAMPLE
----------------------------------------------------------------------------

  ZZAPTT
    BLOOD
COMPLEMENT C6
    BLOOD
ESTRONE
    BLOOD
FATTY ACIDS, FREE
    BLOOD
    BLOOD
FREE HGB
    BLOOD
    BLOOD
HEPATITIS E ANTIBODY                     BLOOD
    BLOOD
    BLOOD
HEPATITIS E ANTIGEN                      BLOOD
    BLOOD
    BLOOD
Hgb Solubility                           BLOOD
    BLOOD
METHANOL                                 BLOOD
    BLOOD
PLASMA FREE HGB
    BLOOD
    BLOOD
VITAMIN C
    BLOOD
ZZDHEA THRU 11/4/11                      PLASMA
    BLOOD
zzC-1Q COMPLEMENT COMPONENT 11/7/11
    BLOOD
zzCATECHOLAMINES, FRACT. 11/7/11/
    BLOOD


                    14 MATCHES FOUND.
```

6.2.2 Determine if a Collection Sample is Assigned a Default Specimen

To determine if a collection sample is assigned a default specimen, perform the following procedure:

1. From the **VA FileMan Option** [DIUSER], at the "Select VA FileMan Option:" prompt, select the **Inquire to File Entries** option [DIINQUIRE].

2. At the "OUTPUT FROM WHAT FILE: TOPOGRAPHY FIELD//" prompt, enter **COLLECTION SAMPLE**.

3. At the "Select COLLECTION SAMPLE NAME:" prompt, enter a collection sample.

4. At the "ANOTHER ONE:" prompt, press **Enter**.

5. At the "STANDARD CAPTIONED OUTPUT? Yes//" prompt, press **Enter**.

6. At the "Include COMPUTED fields: (N/Y/R/B): NO//" prompt, press **Enter**.

Figure 23. Specimen Inactivation/Activation—Determine if a collection sample is assigned a default specimen

```
            Enter or Edit File Entries
            Print File Entries
            Search File Entries
            Modify File Attributes
            Inquire to File Entries
            Utility Functions ...
            Data Dictionary Utilities ...
            Transfer Entries
            Other Options ...

Select VA FileMan Option: INQUIRE <Enter> to File Entries


OUTPUT FROM WHAT FILE: LABORATORY TEST// COLLECTION SAMPLE <Enter>  (207
entries)
Select COLLECTION SAMPLE NAME: BLOOD
     1   BLOOD        BLOOD     GENERAL
     2   BLOOD        PLASMA     GRAY
     3   BLOOD        BLOOD     LAVENDER
     4   BLOOD        PLASMA      BLACK TOP
     5   BLOOD        SERUM     SPC BLUE2ML
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 2 <Enter> BLOOD     PLASMA     GRAY
ANOTHER ONE: <Enter>
STANDARD CAPTIONED OUTPUT? Yes// <Enter> (Yes)
Include COMPUTED fields:  (N/Y/R/B): NO// <Enter> - No record number (IEN),
no Computed Fields

NAME: BLOOD                          DEFAULT SPECIMEN: PLASMA
  TUBE TOP COLOR: GRAY               VOLUME LARGE: 5
  VOLUME SMALL: 5                    LAB SECTION: CHEMISTRY
  CAN LAB COLLECT: YES
SYNONYM: PLASMA
SYNONYM: BLUE TOP
SYNONYM: GRAY TOP
  SNOMED CT ID: 119297000           SCT CODE STATUS: LOCAL
  SCT TOP CONCEPT: SCT Specimen
SCT STATUS DATE: JAN 09, 2012@11:02:40  SCT STATUS CHANGED TO: LOCAL
  SCT STATUS USER: LABUSER,ONE
  SCT COMMENT TEXT:
```

```
 File used to apply mapping and/or disposition: HUNTINGTON_SCT_12-14-
10.TXT;2
```

6.2.3 Determine if a Topography is a Default Specimen for an Active Collection Sample

To determine if a topography is a default specimen for an active collection sample, perform the following procedure:

1. From the **VA FileMan Option** [DIUSER], at the "Select VA FileMan Option:" prompt, select the **Search File Entries** option [DISEARCH].

2. At the "OUTPUT FROM WHAT FILE: COLLECTION SAMPLE//" prompt, enter **COLLECTION SAMPLE**.

3. At the "-A- SEARCH FOR COLLECTION SAMPLE FIELD:" prompt, enter **DEFAULT SPECIMEN**.

4. At the "-A- CONDITION:" prompt, enter **EQUALS**.

5. At the "-A- EQUALS TOPOGRAPHY FIELD:" prompt, enter the name of the TOPOGRAPHY FIELD file (#61) entry.

6. At the "-B- SEARCH FOR COLLECTION SAMPLE FIELD:" prompt, press **Enter**.

7. At the "IF: A//" prompt, press **Enter**.

8. At the "STORE RESULTS OF SEARCH IN TEMPLATE:" prompt, enter a name or press **Enter**.

9. At the "SORT BY: NAME//" prompt, press **Enter**.

10. At the "START WITH NAME: FIRST//" prompt, press **Enter**.

11. At the "FIRST PRINT FIELD:" prompt, enter **NUMBER;C2**

⚠ **CAUTION: "NUMBER"** *must be capitalized* **or it will not be returned in the report. Number is the IEN of the file entry.**

12. At the "THEN PRINT FIELD:" prompt, enter **NAME;C10;L30**

13. At the "THEN PRINT FIELD:" **DEFAULT SPECIMEN;C42**

14. At the "THEN PRINT FIELD:" prompt, press **Enter**.

15. At the "Heading (S/C): COLLECTION SAMPLE SEARCH Replace" prompt, press **Enter**.

16. At the "STORE PRINT LOGIC IN TEMPLATE:" prompt, press **Enter**.

17. At the "DEVICE:" prompt, enter **;;999999**.

18. At the "Right Margin: 80//" prompt, press **Enter**.

Figure 24. Specimen Inactivation/Activation—Determine if a topography is a default specimen for an active collection sample

```
                Enter or Edit File Entries
                Print File Entries
                Search File Entries
                Modify File Attributes
                Inquire to File Entries
                Utility Functions ...
                Data Dictionary Utilities ...
                Transfer Entries
                Other Options ...

Select VA FileMan Option: SEARCH <Enter> File Entries

OUTPUT FROM WHAT FILE: TOPOGRAPHY FIELD// COLLECTION SAMPLE <Enter>  (207
entries)

  -A- SEARCH FOR COLLECTION SAMPLE FIELD: DEFAULT SPECIMEN
  -A- CONDITION: EQUALS
  -A- EQUALS TOPOGRAPHY FIELD: URINE

  -B- SEARCH FOR COLLECTION SAMPLE FIELD: <Enter>

IF: A// <Enter> DEFAULT SPECIMEN EQUALS 71 (URINE)

STORE RESULTS OF SEARCH IN TEMPLATE: <Enter>

SORT BY: NAME// <Enter>
START WITH NAME: FIRST// <Enter>
FIRST PRINT FIELD: NUMBER;C2
THEN PRINT FIELD: NAME;C10;L30
THEN PRINT FIELD: DEFAULT SPECIMEN;C42
THEN PRINT FIELD: <Enter>
Heading (S/C): COLLECTION SAMPLE SEARCH  Replace <Enter>
STORE PRINT LOGIC IN TEMPLATE: <Enter>
DEVICE: ;;999999 <Enter> SSH VIRTUAL TERMINAL   Right Margin: 80// <Enter>

COLLECTION SAMPLE SEARCH                    JUN 11,2013  09:15    PAGE 1
 NUMBER
        NAME
                                          DEFAULT SPECIMEN
--------------------------------------------------------------------------

 75     CATHETER URINE
                                          URINE
 135    CONDOM CATHETER
                                          URINE
 81     CYSTOSCOPY
                                          URINE
 112    FOLEY CATH URINE
                                          URINE
 15     URINE
                                          URINE
 198    URINE CLEAN CATCH
                                          URINE
 197    URINE INDWELLING CATHETER
                                          URINE
 199    URINE SUPRAPUBIC
                                          URINE
 69     URINE,RANDOM
                                          URINE
 70     URINE,TIME
```

```
                                        URINE
  211     ZZFEB

                                        URINE


                        11 MATCHES FOUND.
```

6.2.4 *Inactivate* Entries in the Collection Sample and Topography Field Files

To individually *inactivate* entries in the COLLECTION SAMPLE file (#62) and the TOPOGRAPHY FIELD file (#61), perform the following procedure:

1. From the **Lab liaison** menu [LRLIAISON], enter **EDIT INACTIVE**.

2. At the "CHOOSE 1-2:" prompt, select the appropriate option:

   - **1—Edit Inactive Date - COLLECTION SAMPLE** option [LRJ MAINT INACTIVE DT FILE 62] to edit the inactivation date to the INACTIVATION DATE field (#64.9101) in the COLLECTION SAMPLE file (#62).

   - **2—Edit Inactive Date - TOPOGRAPHY FIELD** option [LRJ MAINT INACTIVE DT FILE 61] to edit the inactivation date to the INACTIVATION DATE field (#64.9103) in the TOPOGRAPHY FIELD file (#61).

3. At the "Select COLLECTION SAMPLE:" or "Select TOPOGRAPHY FIELD:" prompt, enter the name of the appropriate file entry to be *inactivated*.

4. At the "INACTIVE DATE:" prompt, enter the appropriate inactivate date.

5. Repeat Steps 3-4 for all file entries that need to be *inactivated*.

Figure 25. Specimen Inactivation/Activation—COLLECTION SAMPLE file entry: *Inactivate*

```
Select Laboratory DHCP Menu Option: ^LAB <Enter> liaison menu

   ANT    Add a new internal name for an antibiotic
   ANTE   Edit an Antibiotic
   BCF    Lab Bar Code Label Formatter
   BCZ    Lab Zebra Label Utility
   DATA   Add a new data name
   HDR    Recover/Transmit Lab HDR Result Messages
   LNC    LOINC Main Menu ...
   MOD    Modify an existing data name
   SMGR   Lab Shipping Management Menu ...
          Add a new WKLD code to file
          AP Microfiche Archive
          Archiving Menu ...
          Check files for inconsistencies
          Check patient and lab data cross pointers
          Download Format for Intermec Printer
          Edit atomic tests
          Edit cosmic tests
          Edit Inactive Date - COLLECTION SAMPLE
          Edit Inactive Date - TOPOGRAPHY FIELD
          File 60 Audit Manager
          File list for lab
```

```
                  Hospital Location Monitor Tool
                  LAB ROUTINE INTEGRITY MENU ...
                  Lab Tests and CPT Report
                  LIM workload menu ...
                  Manually compile WKLD and workload counts
                  OE/RR interface parameters ...
                  Outline for one or more files
                  Print AMA CPT Panel Pending List
                  Re-index Antimicrobial Suscept File (62.06)
                  Restart processing of instrument data
                  Turn on site workload statistics
                  Turn on workload stats for accession area
                  User selected lab test/patient list edits ...

Select Lab liaison menu Option: EDIT INACTIVE
     1    Edit Inactive Date - COLLECTION SAMPLE
     2    Edit Inactive Date - TOPOGRAPHY FIELD
CHOOSE 1-2: 1 <Enter> Edit Inactive Date - COLLECTION SAMPLE

Select COLLECTION SAMPLE: URINE <Enter>        URINE
INACTIVE DATE: T <Enter> (FEB 22, 2012)

Select COLLECTION SAMPLE: <Enter>

Select Lab liaison menu Option: EDIT INACTIVE
     1    Edit Inactive Date - COLLECTION SAMPLE
     2    Edit Inactive Date - TOPOGRAPHY FIELD
CHOOSE 1-2: 2 <Enter> Edit Inactive Date - TOPOGRAPHY FIELD

Select TOPOGRAPHY FIELD: ARM, ANTERIOR SURFACE
INACTIVE DATE: T <Enter> (FEB 22, 2012)
```

6.3 Collection Sample/Topography Field—Activation

To individually *activate* inactive entries in the COLLECTION SAMPLE file (#62) and the TOPOGRAPHY FIELD file (#61), perform the following procedure:

1. From the **Lab liaison** menu [LRLIAISON], enter **EDIT INACTIVE**.

2. At the "CHOOSE 1-2:" prompt, select the appropriate option:

    - **1—Edit Inactive Date - COLLECTION SAMPLE** option [LRJ MAINT INACTIVE DT FILE 62] to edit the inactivation date to the INACTIVATION DATE field (#64.9101) in the COLLECTION SAMPLE file (#62).

    - **2—Edit Inactive Date - TOPOGRAPHY FIELD** option [LRJ MAINT INACTIVE DT FILE 61] to edit the inactivation date to the INACTIVATION DATE field (#64.9103) in the TOPOGRAPHY FIELD file (#61).

3. At the "Select COLLECTION SAMPLE:" or "Select TOPOGRAPHY FIELD:" prompt, enter the name of the appropriate file entry to be *activated*.

4. At the "INACTIVE DATE: *Month DD, YYYY*" prompt, enter an **at-sign** ("**@**") to delete the INACTIVE DATE value.

5. At the "SURE YOU WANT TO DELETE?" prompt", enter **YES** to *activate* the entry.

6. Repeat Steps 3-5 for all file entries that need to be *activated*.

Figure 26. Specimen Inactivation/Activation—COLLECTION SAMPLE file entry: *Activated*

```
Select Laboratory DHCP Menu Option: ^LAB <Enter> liaison menu

    ANT    Add a new internal name for an antibiotic
    ANTE   Edit an Antibiotic
    BCF    Lab Bar Code Label Formatter
    BCZ    Lab Zebra Label Utility
    DATA   Add a new data name
    HDR    Recover/Transmit Lab HDR Result Messages
    LNC    LOINC Main Menu ...
    MOD    Modify an existing data name
    SMGR   Lab Shipping Management Menu ...
           Add a new WKLD code to file
           AP Microfiche Archive
           Archiving Menu ...
           Check files for inconsistencies
           Check patient and lab data cross pointers
           Download Format for Intermec Printer
           Edit atomic tests
           Edit cosmic tests
           Edit Inactive Date - COLLECTION SAMPLE
           Edit Inactive Date - TOPOGRAPHY FIELD
           File 60 Audit Manager
           File list for lab
           Hospital Location Monitor Tool
           LAB ROUTINE INTEGRITY MENU ...
           Lab Tests and CPT Report
           LIM workload menu ...
           Manually compile WKLD and workload counts
           OE/RR interface parameters ...
           Outline for one or more files
           Print AMA CPT Panel Pending List
           Re-index Antimicrobial Suscept File (62.06)
           Restart processing of instrument data
           Turn on site workload statistics
           Turn on workload stats for accession area
           User selected lab test/patient list edits ...

Select Lab liaison menu Option: EDIT INACTIVE
     1     Edit Inactive Date - COLLECTION SAMPLE
     2     Edit Inactive Date - TOPOGRAPHY FIELD
CHOOSE 1-2: 1 <Enter> Edit Inactive Date - COLLECTION SAMPLE

Select COLLECTION SAMPLE: URINE <Enter>  URINE
INACTIVE DATE: FEB 22, 2012// @
    SURE YOU WANT TO DELETE? Y <Enter> (Yes)

Select COLLECTION SAMPLE:
```

7   Mail Group Maintenance

7.1   Mail Group Overview

During the installation of Laboratory Patch LR*5.2*425, the mail groups in Table 8 were created and coordinators assigned.

Table 8. Mail Group Maintenance—Mail groups released with LR*5.2*425

Mail Group	Description
LRJ SYS MAP HL TASK REPORT	This mail group receives the Hospital Location System Change Management extract report generated by the TaskMan option: LRJ SYS MAP HL TASKMAN RPT.
	Membership: Should include Laboratory Information Management System (LIMS) and Commercial-off-the-Shelf (COTS) Configuration Managers (where applicable) responsible for keeping Hospital Location Rooms and Beds on Vista in synchronization with those defined on a remote Lab configuration run by the VA Medical Center.
	It should also contain a Microsoft® Outlook mail group or users. Outlook mail groups/users can be entered as Remote Users.
LRJ AUF60 AUDIT TASK REPORT	This mail group receives the VistA LABORATORY TEST file (#60) audit reports generated by TaskMan.
	REF: For detailed information on auditing, see the "Laboratory Test File 60 Audit Tool" section.
LRJ AUF60XT AUDIT TASK REPORT	This mail group receives delimited file extracts from the VistA LABORATORY TEST file (#60) audits.
	NOTE: Not all messages will contain file extracts. In addition, messages *cannot* be viewed in VistA. Therefore, the messages *must* be forwarded to a Microsoft® Outlook email group or users. Outlook mail groups/users can be entered as Remote Users.
	REF: For detailed information on auditing, see the "Laboratory Test File 60 Audit Tool" section.

REF: For more information on mail groups and membership enrollment, see Chapter 8 in the *MailMan User Guide*, which is located on the VA Software Document Library (VDL): http://www4.va.gov/vdl/application.asp?appid=15

7.2 Assign New Users to Mail Groups

To enroll new members in a mail group, perform the following procedure:

1. From the **Manage Mailman** menu [XMMGR], select the **Group/Distribution Management** option [XMMGR-GROUP-MAINTENANCE].

2. At the "Select Group/Distribution Management Option:" prompt, enter **Mail Group Coordinator**.

3. At the "CHOOSE 1-2:" prompt, select **1—Mail Group Coordinator's Edit** option [XMMGR-MAIL-GRP-COORDINATOR].

4. At the " Select MAIL GROUP NAME:" prompt, enter **LRJ** to get a list of all mail groups that begin with "LRJ."

5. From the displayed list of mail groups, select the LRJ mail group to which you wish to add members (e.g., LRJ AUF60 AUDIT TASK REPORT).

6. At the "Select MEMBER:" prompt, enter the name of the member you wish to add to the mail group.

7. At the "Are you adding ' *Labuser,One* ' as a new MEMBER (the *nXX* for this MAIL GROUP)? No//" prompt, enter **YES**.

8. At the "TYPE:" prompt, enter the appropriate TYPE code for the member added, choose from:

   - **NULL**—Indicates that this recipient is a primary recipient, and may reply.

   - **CC**—Indicates that the recipient is being sent a copy, but is not the primary recipient. The recipient may reply.

   - **INFO**—Indicates that the recipient may not reply to the message; the message is being transmitted to the recipient for information purposes only.

9. Repeat Steps 6-8 until all members have been added. When all entries are complete, at the "Select MEMBER:" prompt, press **Enter**.

10. At the "Select MEMBER GROUP NAME:" prompt, press **Enter**.

11. If you wish to send previous messages to the newly added members, at the "Do you wish to forward past mail group messages to the user(s) you just added to the mail group(s)? No//" prompt, enter **YES**.

12. If you answered **YES** in Step 11, at the "Message sent on or after: (MM/DD/YYYY - MM/DD/YYYY): MM/DD/YYYY//" prompt, enter the "**from**" date range.

13. If you answered **YES** in Step 11, at the "Message sent on or before: (MM/DD/YYYY - MM/DD/YYYY): MM/DD/YYYY//" prompt, enter the "**to**" date range.

14. Repeat Steps 4 – 13 until all LRJ mail group member enrollments are complete.

Figure 27. Mail Group Maintenance—Enrolling in a mail group

```
Select Manage Mailman Option: GROUP <Enter> /Distribution Management

          Bulletin edit
          Edit Distribution List
          Enroll in (or Disenroll from) a Mail Group
          Mail Group Coordinator's Edit
          Mail Group Coordinator's Edit W/Remotes
          Mail Group Edit

Select Group/Distribution Management Option: MAIL GROUP COORD
    1    Mail Group Coordinator's Edit
    2    Mail Group Coordinator's Edit W/Remotes
CHOOSE 1-2: 1 <Enter> Mail Group Coordinator's Edit

Select MAIL GROUP NAME: LRJ
     1    LRJ AUF60 AUDIT TASK REPORT
     2    LRJ AUF60XT AUDIT TASK REPORT
     3    LRJ SYS MAP HL TASK REPORT
```

> **MailMan lists all mail groups that begin with "LRJ".**

```
CHOOSE 1-5: 1 <Enter> LRJ AUF60 AUDIT TASK REPORT
Select MEMBER: LABUSER,ONE <Enter>          OL          OIT STAFF
  Are you adding ' Labuser,One ' as a new MEMBER (the 1ST for this MAIL
GROUP)? No// Y <Enter> (Yes)
   TYPE: <Enter>
Select MEMBER: LABUSER,TWO <Enter>          TL          OIT STAFF
  Are you adding ' Labuser,Two ' as a new MEMBER (the 2ND for this MAIL
GROUP)? No// Y <Enter> (Yes)
   TYPE: <Enter>
Select MEMBER: <Enter>
Select MEMBER GROUP NAME: <Enter>

Do you wish to forward past mail group messages
to the user(s) you just added to the mail group(s)? No// YES
```

> **MailMan prompts you to enter a date range to send past messages to new members of a mail group.**

```
You will now choose a date range for the messages to be searched
and forwarded.  The oldest message is from 4/13/2010.

Message sent on or after:  (4/13/2010 - 8/8/2011): 8/8/2010// <Enter> (AUG
08, 2010)
Message sent on or before:  (8/8/2010 - 8/8/2011): 8/8/2011// <Enter> (AUG
08, 2011)

Task #231784 will find and forward past messages.

Select MAIL GROUP NAME:
```

REF: For more information on mail groups and membership enrollment, see Chapter 8 in the *MailMan User Guide*, which is located on the VA Software Document Library (VDL): http://www.va.gov/vdl/application.asp?appid=15