

**Patient Administration Systems and  
Biostatistics Activity (PASBA)  
Ft. Sam Houston, TX**



**Patient Administration Division Tool (PAD TOOL)**

**User's Manual (UM)**

**Version 2.3.2**

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**Department of the Army  
U.S. Army Medical Command (MEDCOM)**

**FOR OFFICIAL USE ONLY**



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## Revision History

<i>Version</i>	<i>Date</i>	<i>Author (software)</i>	<i>Change Description</i>
1.0	June, 2003	PASBA Development	Baseline System
2.0	September, 2003	PASBA Development	TRAINING and LIVE database
2.1	December, 2003	PASBA Development	Inpatients by Register Number Outpatients by Treatment Date
2.2	May, 2004	PASBA Development	
2.3	July, 2004	PASBA Development	Added the transmission file checking Added the vitals to the SF 600.
2.3.1	August, 2004	PASBA Development	Corrected PSR
2.3.2	August, 2004	PASBA Development	Added a check to prevent the application from looking for a disposition code. In version 2.3.1, if the user did not complete the record, the application looked for a disposition code when run for the second time; at that point the user was forced to enter a disposition code whether the inpatient was discharged or not. Now, when the application runs for the second time, the query adds a code (MEPRS) of AAA for inpatients and BAA for outpatients if the field is blank.

## Points of Contact

<i>Name</i>	<i>Email</i>	<i>Phone</i>
Chief, Data Management Branch Patient Administration Systems and Biostatistics Activity (PASBA) 1216 Stanley Road, Fort Sam Houston Building 126 Texas, 78234-5053	<a href="mailto:Pasba.data@us.army.mil">Pasba.data@us.army.mil</a>	(210) 295-9289 DSN 421-9289

## Document Revision History

<i>Date</i>	<i>App Version</i>	<i>Doc Edition</i>	<i>Revisions</i>
15 April 2004	2.2	2.2	Initial release
05 July 2004	2.3	2.3	Added the transmission file checking Added the vitals to the SF 600. Changed In/Out Patient Reports “All Patients” to “Current Patients.”
04 August 2004	2.3.1	2.3.1	Incremented version number.



# 1. Welcome to the Patient Administration Division Tool

This User's manual is designed and structured to highlight important topics and concepts as well as providing you with a solid base to understand the tool and its functionality. Use this manual to support your task needs. This manual takes you through the **Patient Administration Division Tool (PAD Tool)**. You may find it beneficial to use it as your initial setup and configuration guide.

## Overview

The **PAD Tool** was developed for deployed units that do not have access to the **Composite Health Care System (CHCS)**. The **PAD Tool** facilitates the entry, storage, and retrieval of patient records. The **PAD Tool** uses the gathered information to generate several locally required patient and statistical recap reports, and also assists you in retiring medical records before going on another mission. It is a powerful, yet easy to use database editor with which you can gather information that satisfies the **Patient Administration Reporting Realtime Tracking System (PARRTS)**, and the **Standard Inpatient Data Record (SIDR)** systems.



Any specific hardware/software names used in this document are trademarks of specific manufacturers. Use of a term in this manual should not be regarded as affecting the validity of any trademark or service mark. Microsoft, MS Windows, MS Query, MS SQL Server, and MS Access are trademarks or registered trademarks of Microsoft Corporation.

**All the information displayed in the forms that appear in the various graphical user interfaces of this user guide is fictitious and for training purposes only.**

## 1.1 Terminology

Within this user's guide you will find various formatting ranging from words in boldface type, capital letters, *Italic*, and even in color. The general style used for documents written in Microsoft Style (such as this user's guide) is covered in the Manual of Style for Technical Publications (Second Edition). The following table shows an excerpt of the conventions and terminology used in the user's guide.

<i>Style and convention</i>	<i>Used for...</i>
<b>All Caps</b>	Some acronyms, names of certain commands, and keys on the keyboard.
<b>Bold</b>	Buttons, tab names, menu items, and options in procedural steps. Headings are gray, numbered, and bolded for emphasis.
<b>Italics</b>	Information that you type exactly into a particular field.
<b>Bold Italics</b>	Information stressed for importance.
<a href="#">Hyperlinks</a>	The link goes to another topic, either within the same chapter or to another chapter.
	A note within a procedure or paragraph to give you a tip
	A note within a procedure or paragraph to give you a warning.
<b>Click</b>	Clicking a button or a menu, for commands or options, to open it rather than choose or select, since it is a mouse procedure; for example, click    <b>Programs   Accessories   Windows Explorer</b> , or click  to quit <b>Windows Explorer</b> , or click to open the <b>PAD Tool</b> menu.
<b>Double-click</b>	When <b>Double-click</b> is used, press twice and quickly release the left mouse button.
<b>Browse</b>	Browsing to a file in Windows Explorer; for example, browse to <b>C:\Program Files\PADTool</b> .
<b>Clear</b>	Clearing, basically unselecting, for example, "clear the <b>MEB/PEB</b> check box if the patient is a candidate for the <b>Medical Evaluation Board or Physical Evaluation Board</b> ".
<b>Enter</b>	Entering information in a combo box where you can type and select from a list. A combo box is the combination of a text box with an attached list box. Because in a combo box you can do two things, type and select from the list, we use the word <b>Enter</b> . Now, we do not use the word <b>Enter</b> when we talk about passwords because you cannot select a password from a list, you can only type a password in the text box; for example, type your password, then press the <b>Enter</b> key.

## 1.2 References

The following documents are applicable to the extent referenced in this specification:

- (1) AR 40-66, Medical Record Administration and Health Care Documentation, 10 March 2003
- (2) AR 40-400, Patient Administration, 12 March 2001
- (3) DOD 5400.11-R Department of Defense Privacy Program August 1983
- (4) DOD 5400.7-R Department of Defense Freedom of Information Act (FOIA) Program September 1998
- (5) Health Insurance Portability and Accountability Act (HIPAA) of 1996
- (6) Privacy Act of 1974.

## 1.3 Minimum Required Configuration

For PAD to run properly, we recommend the following hardware/software configuration:

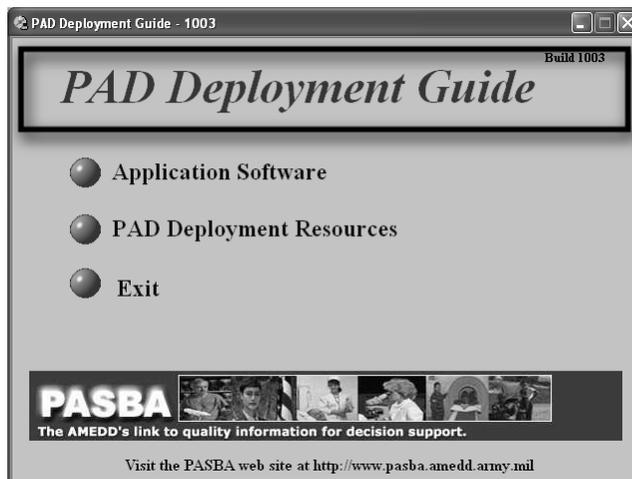
- ✓ IBM PC-compatible computer, 266 MHz CPU or higher
- ✓ 800 x 600 display
- ✓ 16-bit color
- ✓ 128 MB RAM
- ✓ 20 MB Hard Disk space
- ✓ **Microsoft Office 2000 Professional or higher.**

## 1.4 Installation

Insert the CD in your computer's CD-ROM; the interface should run automatically. If it does not, click



| **Run** | **Browse**; to your CD drive in the **Look In**: list box; then click **autorun.exe**; the **PAD Deployment Guide** window appears.



<i>In this window...</i>	<i>Description...</i>
<b>Application Software</b>	Installs the <b>PAD Tool</b> and various other software tools. Click <b>Next</b> to view more software to install.
<b>PAD Deployment Resources</b>	Points you to the <b>PAD</b> related regulations, user's guides, and so on.
<b>Exit</b>	Quits the <b>PAD Deployment Guide</b> installation.

- ✓ Click the **Application Software** link to install the **PAD Tool** application; the **Application Software I** window appears.
- ✓ Click the **PAD Tool Installation** link.
- ✓ Click **Next**; a message appears with **PAD Tool** installed successfully



- ✓ Click **PAD Tool** on your desktop to start using the application. You can also click  | **Programs** | **PAD Tool**. The **Reporting Facility Update** window only appears the first time you start the **PAD Tool** application. After that you can access this window through the **Maintenance** tab. If you are operating as part of a **SPLIT** facility, you can access, the **Reporting Facility Update** window, and update this kind of information in the **Maintenance** tab.



Instructions are included with any updates to the **PAD Tool** program or data structures.

## 1.4.1 Reporting Facility Update

Click to select the database you want to use; you can practice with the **TRAINING** database or use the real database by selecting **LIVE**. Each tab displays a header with the database you are using

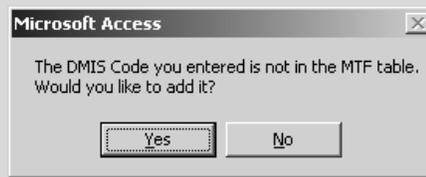


**When you are working with a Live database (as opposed to a Training database); DO NOT change your DMIS ID once you have entered some records; it will overwrite your database. A warning message appears to give you one last opportunity.**



<i>In this window...</i>	<i>Description...</i>
--------------------------	-----------------------

<b>MTF DMIS- ID/Narrative</b>	Click to select a <b>DMIS ID</b> code. The <b>DMIS</b> code appears in the list box, and the (Medical Treatment Facility) <b>MTF</b> label appears in the text box next to it. If the <b>DMIS</b> code and (MTF) name do not appear in the list, type your <b>DMIS</b> code in the list box. The following message window appears.
-------------------------------	--



- ✓ Click **Yes**. Now, type your **MTF** name in the text box.



Click **OK** to quit the message window, and add this information to the list.



For more information, contact your Patient Administration Systems and Biostatistics Activity (PASBA) point of contact (POC) at (210) 295-9289, or DSN 421-9289.

<b>Installation</b>	Type the name of the facility (base) where the <b>MTF</b> is located.
<b>Default Event</b>	Click to select the MTF operation; for example, 77 for Iraqi Freedom.
<b>MTF City</b>	Type the name of the city where the base is located.
<b>Facility Location</b>	Click to select the <b>State</b> or <b>Country</b> code where your facility is located.
<b>Split Facility Designation</b>	Type a one character code that identifies the facility if you are on a split mission; for example, if your facility is operating both a north and south location, type 'N' or 'S' respectively to designate which unit is entering the data. You can also type a numerical code. Leave this field blank if you are not a split facility.
<b>Current Xmit File Sequence</b>	You cannot change this field because it is system generated.
<b>C, PAD</b>	Type the name of the Officer or NCO in charge of your PAD.

<i>In this window...</i>	<i>Description...</i>
<b>Transmit File</b>	Type the drive letter or drive letter and name of the directory where you want to store the file(s) you send to <b>PASBA</b> . <b>A:\</b> is set as the default drive.
<b>Database</b>	Click to select the database you want to use; you can practice with the <b>TRAINING</b> database or use the real database by selecting <b>LIVE</b> . Each tab displays a header with the database you are using.
<b>TRAC2ESFAX Telephone</b>	Type the telephone number to the <b>TRANSCOM Regulating Command and Control, Evacuation System</b> .
<b>TRAC2ES E-mail</b>	Type the e-mail number to the <b>TRANSCOM Regulating Command and Control, Evacuation System</b> .
<i>Buttons...</i>	
<b>Delete Database</b>	 <p>By clicking this button, you are purging the data from the database. <b>Make sure you have retired all your data first, and then send a copy of your database (mdb) file to PASBA</b>. When you have received confirmation from PASBA, you can click the <b>Delete</b> button.</p> <p>Make sure, before going on another mission, that all your patients are discharged, that the <b>Record-Index</b> and <b>Shipment-Index</b> files are generated and forwarded to <b>PASBA</b>, and that you have deleted the database.</p> <p><b>ONLY delete</b> the database after having closed out the records for the current inpatients and transmitted the records to <b>PASBA</b>; then begin the record retirement process.</p> <p>When you need to close out your records, print an Admission and Coding (<b>A&amp;C</b>) report for each current patient. The <b>A&amp;C</b> forms are used by the incoming unit and provide the necessary data to create a new record. The incoming unit enters the transferred inpatients from the outgoing unit in their database.</p> <p>Enter a type disposition code such as “<b>Transfer to Army Hospital</b>”; then, enter the <b>DMIS ID code</b> of the incoming hospital, which is where the patient is transferred to.</p> <p>Finally, you should bring back, to your home station, with you the physical records in boxes, and then send them to <b>PASBA</b> where they will validate and forward them to the <b>NPRC</b>.</p>
<b>OK</b>	Click <b>OK</b> once you have updated the <b>Reporting Facility Update</b> window. To access this window and update your information in the <b>Maintenance</b> tab, just click the <b>Facility Demographics</b> button.

- ✓ Click **Next**; the **PAD Tool** window appears in the **General** tab.

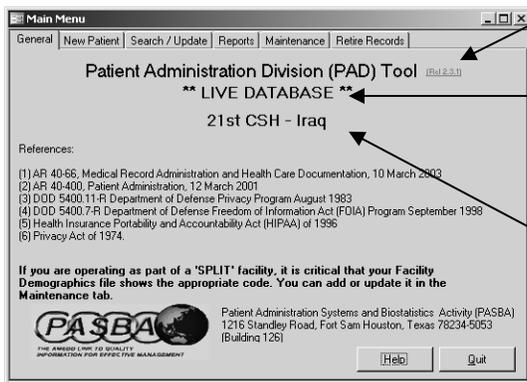
## 1.5 PAD Tool

The **PAD Tool** is a tabbed menu driven application with which you can gather, store, and build reports about patients. There are two databases, the database that holds the field data and the training database. This tool satisfies the **Patient Administration Reporting Real Time Tracking System** (PARRTS) and the **Standard Inpatient Data Record** (SIDR) reporting requirements. With this tool you can also retire medical records upon re-deployment.



If you are a split facility, you must designate a one character (unique) code to identify it.

## 1.5.1 General Tab

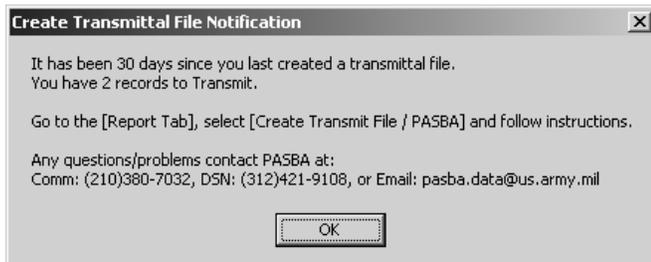


Double-click to see the program release's history

This label identifies the type of database you are using

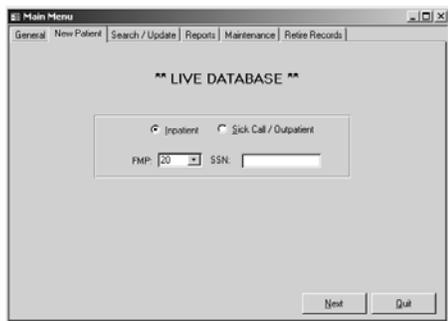
This label identifies the reporting facility name you entered, at the beginning, in the Reporting Facility Update window

At the beginning of your session, the **PAD Tool** scans for the date of the last file transmission. If the last transmission occurred a week or more ago, and there are new or updated patient records on file; a warning appears letting you know whether there are records to transmit.



- ✓ Click the **Help** button to find out general guidance about the use of the **PAD Tool** (this User's manual).
- ✓ Click the **Quit** button to quit the application.

## 1.5.2 New Patient Tab



- ✓ Click either the **Inpatient** or the **Sick Call/Outpatient** option button depending on the type of patient you are processing.

- ✓ Click to select the **Family Member Prefix** in the **FMP** list box. Enter **K91** for the **Patient/Beneficiary Category**, and enter **99** for **FMP** when dealing with local civilians (Afghanistan, Iraq, and so on); then type a social security number in the **SSN** text box to the right of the **FMP** list box.
  - ✓ Type a **SSN** (when it is collected by **CHCS**, it is the patient's sponsor).
  - ✓ When a **SSN** is not available; for example, civilian emergency, foreign military, and so on), you can type a pseudo-**SSN** as follows:
    - ✓ **In the first two positions, type 80**
    - ✓ **In the third position, type 0-9 (this is to allow for multiple pseudo SSNs with the same birth date)**
    - ✓ **In the fourth through the ninth position, type the Date of Birth in YYMMDD format**
    - ✓ **If the Date of Birth is unknown, you can type the admission date (YYMMDD) instead.**
- ✓ Type the patient's **SSN** (Active Duty, retired member, deceased member, member of the reserve components, or other prime beneficiary).
- ✓ This text box should be completed using the person's identification card.
- ✓ Click **Next** to access the **DA 2985 A&C form**.

### 1.5.3 DA Form 2985 A&C Info

This form is similar to the conventional form, **DA Form 2985 A&C Info**, except that it has additional fields for reporting purposes. Required fields are highlighted in blue. Use this form to enter new record/admission and update existing records.



Required fields, in the following table, appear gray.

<i>In this window...</i>	<i>Description...</i>
<b>Reporting MTF</b>	This code is system generated; it is the <b>DMIS-ID</b> code entered in the Reporting Demographics window.
<b>MTF Location</b>	Click to select the appropriate code for the <b>Medical Treatment Facility</b> (MTF); it can be the state location if the <b>MTF</b> is in the US, or country for overseas locations. For Table of Organization and Equipment (TOE) units, this is the deployment site, not the garrison location.
<b>Event</b>	Click to select an event.

<i>In this window...</i>	<i>Description...</i>
<b>Register Number</b>	Type a unique numerical value; this number is unique within the reporting <b>MTF</b> , and is used to identify a hospital admission. The number is unique within the reporting medical treatment facility.  Enter the appropriate register number for each admission to include absent, sick, live-born infant, and carded for record only (CRO) cases. For <b>Table of Organization and Equipment</b> (TOE) units, contact the <b>Data Input Section</b> for verification of the starting <b>Register Number</b> .
<b>Name Last</b>	Use the patient's identification card to type his or her last name.   You can enter the patient demographic ( <b>Name, Sex, DOB, Race, Ethnic Background, and so on</b> ) only if the patient is not found in the patient table, based on a <b>FMP/SSN</b> . If the patient data is found, it can only be updated or changed in the <b>Maintenance</b> tab/ <b>Patient Demographic</b> button.
<b>Name First Middle Initial</b>	Use the patient's identification card to type his or her last, first name, and middle initial if it exists.
<b>Pay Grade</b>	Click to select a grade, leave blank for non-military patients; otherwise, type the patient's pay grade (including retirees of U.S. services and foreign military members) held on the day of admission to your <b>MTF</b> .
<b>Sex</b>	Type an appropriate code for the patient's gender.
<b>DOB</b>	Type a date with a four-digit number for the year, two for the month, and two for the date of birth.
<b>Age at Admission</b>	This field is system generated, and is calculated based on the date of birth and Admission date.
<b>Race</b>	Click to select a race code for patient. <b>Do not use unknown "Z" for U.S. active duty (AD) personnel, Reserve and National Guard, or Service Academy Cadets.</b>
<b>Ethnic Background</b>	Click to select an Ethnic Background code. The "Z" (unknown) is acceptable for nonmilitary persons. <b>Do not use unknown "Z" for U.S. active duty (AD) personnel, Reserve and National Guard, or Service Academy Cadets.</b>
<b>Religion</b>	Click to select the appropriate abbreviation for the patient's religious preference. This table is built as new religion codes are entered.
<b>Length of Service</b>	Type a number of days, months, or years of service for the patient. If the patient is not <b>Active Duty</b> (AD), leave this text box blank. Do not use unknown "ZZZ" for AD Army, Navy, Marine Corps, or Air Force, Reserve and National Guard personnel or for Service Academy Cadets For U.S. Uniformed Services personnel, foreign military personnel, and cadets of the U.S. For the Uniformed Services academies, type the total length of all AD service as of this admission. Include all AD service during previous tours or enlistments, even if the tours were interrupted.
<b>ETS</b>	Type a date, with a four-digit number for the year, two for the month, and two for the day. The <b>Expiration of Term of Service</b> (ETS) is for military patients. You can also type the expiration date of Department of Defense (DD) Form 1173 (Uniformed Services Identification and Privilege Card) for dependents. For all other patients, leave this text box

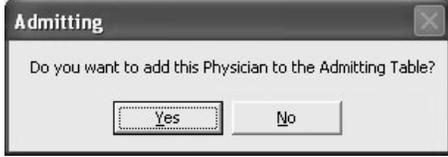
<i>In this window...</i>	<i>Description...</i>
	blank.
<b>FMP</b>	This text box is filled with the information entered in the <a href="#">New Patient Tab</a> . Enter <b>K91</b> for the <b>Patient/Beneficiary Category</b> , and enter <b>99</b> for <b>FMP</b> when dealing with local civilians (Afghanistan, Iraq, and so on).
<b>SSN</b>	This text box is filled with the information entered in the <a href="#">New Patient Tab</a> , and can only be updated or changed in the Maintenance tab/Patient Demographic button.
<b>Organization</b>	Click to select the name of the patient's unit of assignment at the time of initial admission or CRO. Type the unit and country for foreign military patients (this table is built as new units are entered).
<b>Marital Status</b>	Click to select the appropriate marital status data code.
<b>Hour of Adm/Trtmt</b>	Type the time of the patient's admission using the 2400-hour format. Type the time of birth for newborn infants.
<b>Branch</b>	Click to select the service branch name for <b>AD</b> or <b>Ret personnel</b> . Leave this list box blank for all other patients.
<b>Flying Status</b>	Click to select an appropriate code for military patients. Leave this list box blank for all other patients.
<b>Beneficiary Category</b>	Click to select the code used to indicate the beneficiary group to which an individual belongs. Enter <b>K91</b> for the <b>Patient/Beneficiary Category</b> , and enter <b>99</b> for <b>FMP</b> when dealing with local civilians. Do not enter K76 because it is a code for foreigners; the civilians you are treating are locals, (Afghanistan, Iraq, and so on).
<b>Unit Zip</b>	Type a nine-digit patient's residence ZIP code for the continental United States (CONUS), Alaska and Hawaii. If the last four digits of the zip code are unknown, type zeros in the remaining positions, or leave blank. For outside continental United States (OCONUS), the Army post office (APO), or fleet post office (FPO) should be used. If the zip code for the residence is unknown, use the MTF zip code. This is a required field for all inpatients, CRO, and absent sick records.
<b>Unit Location</b>	Click to select the state and country code for active duty patient's unit of assignment. For units operating outside of their home station, this is the deployed location of operation. For soldiers not deployed with their unit, use the home base location. For patients undergoing a permanent change of station (PCS), use the last unit of assignment code. This field requires completion for AD, Reserve, and National Guard personnel, and Service Academy Cadets.
<b>Primary MOS (Army Only)</b>	Click to select a code indicating a person's primary occupation in the military. Use the code provided by the patient.
<b>Trauma (Injuries Only)</b>	Click to select a trauma code, a cause of injury must be coded, and the diagnosis narrative should indicate an injury. Leave this list box blank for non-injury cases.

<i>In this window...</i>	<i>Description...</i>
<b>PrevAdm</b>	Type the year of previous admission if the patient was admitted to your <b>MTF</b> regardless of the condition. If the patient has not been admitted before, leave this text box blank.  This entry is made for local administrative purposes only. It shows the existence of a record of previous treatment in your facility.
<b>Source Admission</b>	Type the appropriate Source of Admission (See the <a href="#">code list</a> ) or Authority code.
<b>Ward</b>	Type the ward/nursing name (up to 50 characters) of the unit to which the patient is admitted. Leave this text box blank for <b>CRO</b> cases. This table is built as new wards are created, and can only be updated or changed in the Maintenance tab/Patient <b>Demographic</b> button.
<b>Name/Relationship</b>	Type the full name and address of the emergency contact.
<b>Emergency Address</b>	Type the street, city and zip code for the emergency contact.
<b>Telephone Nbr Emergency address</b>	Type the telephone number with the area code for the emergency contact.
<b>Civilian Hosp Name</b>	Type the name of the civilian hospital where the patient is physically located (because the patient is away from the MTF, the patient is declared absent sick).
<b>Type of disposition</b>	Click to select the appropriate disposition data code relating to the patient disposition. (See the <a href="#">code list</a> ).
<b>MTF Transferred to</b>	This field is system generated; it is identifying the <b>MTF</b> code of the medical treatment facility where the patient is transferred /Moved to ( <b>Disposition Type</b> is transfer).
<b>Evac Type</b>	Click to select the appropriate evacuation, Ground, Tactical, or strategic. The <b>Evac Type</b> list box appears when you add a transfer <b>Type of Disposition</b> code from the <b>Type of Disposition</b> list box.
<b>Date of Disposition</b>	Type the date at which the patient was released (disposed) from your <b>MTF</b> .
<b>Clinic Svc Admitting</b>	Click to select the initial clinic service assigned to the patient upon admission.
<b>MTF Transferred From</b>	Click to select the appropriate code for the <b>Medical Treatment Facility</b> where the patient was transferred from.
<b>Date This Adm/Trtmt</b>	Type a date with a four-digit number for the year, two for the month, and two for the day of admission for the reporting ( <b>MTF</b> ). Type the date at which the patient was admitted to the reporting <b>MTF</b> . Leave blanks for total absent sick cases (source of admission 3).
<b>Loc of Occurrence</b>	Click to select the location where the injury occurred or where the disease incurred. The <b>Loc of Occurrence</b> list box appears when you add a <b>Trauma</b> code from the <b>Trauma (Inquiries Only)</b> text box.
<b>MTF of initial Admission</b>	Type the <b>MTF DMIS</b> code of the first <b>MTF</b> that this patient was admitted to (for his/her medical problem during this episode of care). If it is a military hospital (army/navy/air force), you must use the facility's <b>DMIS ID</b> . If it is another type of hospital, you must construct the code they use (not a <b>DMIS</b> code).

<i>In this window...</i>	<i>Description...</i>
	<p>If it is a civilian hospital: the first character is <b>C</b>, the next 2 characters identify the location (Country or State if in the U.S); for example, <b>KU</b> for Kuwait.</p> <p>The next 2 is just a sequence number assigned and used by the facility.</p> <p>To identify the hospital, for example, <b>01</b>, so... the <b>Kuwait General Hospital</b> in Kuwait City <b>*COULD*</b> be coded: <b>CKU01</b>.</p>
<b>Date Initial Admission</b>	Type the date of initial admission during hospitalization or determined absent (sick).
<b>Admission Diagnosis Narrative</b>	Type a maximum of <b>100</b> characters to indicate the cause of admission).
<b>Procedure Narrative</b>	Type a maximum of <b>100</b> characters to indicate any procedures that have been performed.
<b>Cause of Injury</b>	Type a maximum of <b>100</b> characters to indicate the cause of injury. The <b>Cause of Injury narrative</b> text box appears when you add a <b>Trauma</b> code from the <b>Trauma (Inquiries Only)</b> text box.
<b>Admitting Officer</b>	<p>Click to select the name of the physician or other care provider authorizing admission. If the <b>A &amp;C Form</b> is used as the admission authorization, the admitting officer signs this item. You can also type a name if it does not already exist; the following message window appears:</p> <div data-bbox="646 919 1096 1081" data-label="Image"> </div> <p>✓ Click <b>Yes</b> to add the physician.</p> <p>The <b>More</b> tab automatically appears.</p>

- ✓ Click the **Cancel W/O Saving** button at any time if you do not want to save any of your changes.
- ✓ Click the **Next** button to complete the remainder of the information needed to finish form **DA Form 2985 A&C**.



<i>In this window...</i>	<i>Description...</i>
<b>Attending Medical Officer</b>	<p>Click to select the name of the physician or other care provider authorizing admission. If the A &amp;C Form is used as the admission authorization, the admitting officer signs this item. You can also type a name if it does not already exist; a message window appears as follows:</p>  <p>✓ Click <b>Yes</b> to add the physician.</p>
<b>Disposition Diagnosis Narrative</b>	Type a detailed description of the disposition diagnosis.
<b>Diagnosis and Procedure Codes</b>	You can type up to 4 diagnosis and/or procedures ICD-9 codes for this patient. This field is required for all dispositioned patients.
<b>MEB/PEB</b>	Select the <b>MEB/PEB</b> check box if the patient is a candidate for the Medical Evaluation Board or Physical Evaluation Board. Usually, it is an initial step to determine the patient's fitness for continued duty or retirement.
<b>SI/SVI</b>	Select the <b>SI/VI</b> check box.
<b>Enabling Care Amputation Cause VIP Information</b>	Click all the check boxes that apply.

✓ See the [toggle buttons](#) below for more information.

**Patient Movement Request (PMR) Information**

1. Name: STEPEPPER, PATDOC    2. Grade: FGN    3. Service: ARMY    4. SSN / ID: 000-02-9876    5. Date of Birth: 1970-01-12

6. Precedence:    7. Class:    8. Weight:    9. Age: 33Y    10. MTF Origin: 7442    11. Ready Date: 2004-02-13    12. MTF Destination:

13. Med Spect:    14. Diagnosis: LOWER LEG INJ NOS

15. History:

1) What brought the patient into the MTF:

2) What treatment / medications were given:

3) What treatment is being requested at the next Level:

4) Vital signs to include pulse ox on RA:

16. Equipment/Supplemental Info:

Medications: Required during movement

Equipment: Some examples are - splints/crutches/cardiac monitors/IV pumps/back boards/C-Collars/Oxygen/restraints

Attendant required: Name / SSN / Unit information/MOS or AFSC:

17. Attending Physician: ORCHOWSKI    18. Phone No.:    19. Reported by:    20. Phone No.:

21. Notes:

Military Patients: Unit Assigned / Home Base Location:

\*\*\* NOTE: This data is NOT SAVED.  
It is used ONLY to prepare this PMR

Print PMR    Exit without Printing



The Sick/Call Patient Information form (below) uses the same toggles as the DA Form 2985 A&C Info form.

✓ See the [toggle buttons](#) below for more information.

### 1.5.4 Sick Call (Outpatient)

**Outpatient / SickCall Patient Information**

Reporting MTF: 0001    MTF Location: 02    Event: 77 Iraq Freedom    \*\* Required Fields \*\*

FMP: 20    SSN: 333-33-3333    Name: (Last, First)    Sex:    Pay Grade:

Organization:    DoB: (\*\*\*\*-\*\*-\*\*)    Beneficiary Category:

Treatment Date: / Time    Primary MOS:    MEPR Code:    Trauma (Injuries Only):

Type of Disposition:

Chief Complaint:

Procedure Narrative(s):

Add PARRTS Comment    SF 600    Sick Slip

Delete    Comment Report    PMR    Main Menu



The rows that reflect a required field, in the following table, appear gray.

<i>In this window...</i>	<i>Description...</i>
<b>Reporting MTF</b>	This code is system generated; it is the <b>DMIS-ID</b> code entered in the <b>Reporting Demographics</b> window.
<b>MTF Location</b>	Click to select the appropriate code for the <b>Medical Treatment Facility</b> (MTF); it is the country for overseas locations. For Table of Organization and Equipment (TOE) units, this is the deployment site, not the garrison location.
<b>Event</b>	Click to select an event.
<b>FMP</b>	This text box is filled with the information entered in the <a href="#">New Patient Tab</a> . Enter <b>K91</b> for the <b>Patient/Beneficiary Category</b> , and enter <b>99</b> for <b>FMP</b> when dealing with local civilians (Afghanistan, Iraq, and so on).
<b>SSN</b>	This text box is filled with the information entered in the <a href="#">New Patient Tab</a> , and can only be updated or changed in the <b>Maintenance tab/Patient Demographic</b> button.
<b>Name Last</b>	Use the patient's identification card to type his or her last name.  You can enter the patient demographic (Name, Sex, DOB, Race, and Ethnic Background) only if the patient is not found in the patient table, based on a <b>FMP/SSN</b> . If the patient data is found, it can only be updated or changed in the Maintenance tab/Patient Demographic button
<b>Name First Middle Initial</b>	Use the patient's identification card to type his or her last first name and middle initial if it exists.
<b>Sex</b>	Type an appropriate code for the patient's gender.
<b>Pay Grade</b>	Click to select a grade, leave blank for non-military patients; otherwise, type the patient's pay grade (including retirees of U.S. services and foreign military members) held on the day of admission to your <b>MTF</b> .
<b>Organization</b>	Click to select the name of the patient's unit of assignment at the time of initial admission or <b>CRO</b> . Type the unit and country for foreign military patients.
<b>DOB</b>	Type a date with a four-digit number for the year, two for the month, and two for the date of birth.
<b>Beneficiary Category</b>	Click to select the code used to indicate the beneficiary group to which an individual belongs. Enter <b>K91</b> for the <b>Patient/Beneficiary Category</b> , and enter <b>99</b> for <b>FMP</b> when dealing with local civilians. Do not enter <b>K76</b> because it is a code for foreigners; the civilians you are treating are locals, (Afghanistan, Iraq, and so on).
<b>Treatment Date</b>	Type a date with a four-digit number for the year, two for the month, and two for the treatment day.
<b>Primary MOS (Army Only)</b>	Click to select a code indicating a person's primary occupation in the military. Use the code provided by the patient.
<b>MEPR Code</b>	Click to select a code indicating a person's required type of medical attention.
<b>Trauma (Injuries Only)</b>	Click to select a trauma code, a cause of injury must be coded, and the chief complaint should indicate an injury. Leave this text box blank for non-injury cases.

<i>In this window...</i>	<i>Description...</i>
<b>Type of disposition</b>	Click to select the appropriate disposition data code relating to the patient disposition.
<b>Chief Complaint</b>	Type a maximum of <b>100</b> characters to indicate why the patient came to sick/call.
<b>Procedure Narrative(s)</b>	Type a maximum of <b>100</b> characters to indicate any procedures that may have been performed.
<b>Command Buttons...</b>	
Those buttons have the same functionality as the command buttons on the <b>DA Form 2985</b> (More window).	
<b>Sick Slip</b>	Click to view the outpatient sick slip, which is primarily used to report back to the patient's unit. It is also used to relay the patient status (Return to Duty, Limited Duty, Quarters, and so on) and/or provide any other information to the commander.

### 1.5.5 Buttons DA Form 2985 A&C Info and Sick Call forms

<b>Buttons...</b>	
<b>A+C Form</b>	Click the <b>A+C Form</b> button to show the <b>Admission and Coding Information</b> report.
<b>ITRCS</b>	Click the <b>ITRCS</b> button to show the <b>Inpatient Treatment Record Cover Sheet</b> (DA Form 3647) report.
<b>PMR</b>	Click the <b>PMR</b> button; the <b>Patient Movement Request (PMR) information</b> form appears. It has the basic information about the patient imported from the <b>DA Form 2985 A&amp;C Info</b> window. The <b>PMR</b> form is used for the movement of patients; you cannot save it. You can print and forward (fax) the application to the <b>Medical Regulating Office</b> . When you click the <b>Exit Without Printing</b> button, a message window appears with “ <b>You are exiting without printing your PMR. Is this what you really want to do?</b> ”
<b>Add PARRTS Comments</b>	To update the patient condition. Type a meaningful comment in the <b>Comment (MAX 255 characters)</b> text box. These comments are used to update the patient information contained in the <b>PARRTS</b> database.
<b>SF 600</b>	Click the <b>SF 600</b> button to show (only for outpatients, otherwise it is grayed out) the <b>Chronological Record of Medical Care</b> form with the patient's information.
<b>Abbrev Med Rec</b>	Click the <b>Abbrev Med Rec</b> button to print the Abbreviated Medical Record (DD2770).
<b>Comment Report</b>	Click the <b>Comment Report</b> button to show a list of all comments entered for the patients.

#### 1.5.5.1 DA Form 2985 A&C Info

- ✓ Click the **Add PARRTS Comments** button to update the patient condition. Type a meaningful comment in the **Comment (MAX 255 characters)** text box. These comments are used to update the patient information contained in the **PARRTS** database.

- ✓ Click the **Save/Update Comment** button to save the remarks in the **Comment** text box.
- ✓ Click the **Main Menu** button to quit this window and return to the **DA Form 2985 A&C Info** window.

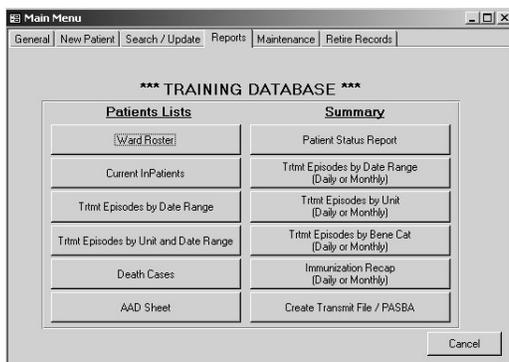
### 1.5.6 Search/Update Tab

With the **Search/Update** you can search for a patient name, and you can edit his/her **DA Form 2985 A&C Info** form. By entering one or more letters of the last and/or first names a search list appears matching the letters you entered.

- ✓ Click to highlight the patient name that you want to update, and then double-click it to access the corresponding **DA Form 2895 A&C Info** form or **Sick/Call** patient and update it. See [DA Form 2985 A&C Info](#) and/or **Sick/Call** patient for more information.

### 1.5.7 Reports Tab

With the **PAD Tool** you can generate two basic types of reports, **Patients Lists** and **Summary** reports. You can generate reports for a single date or date range; for example, if you want to generate a report for a single date, but the form requires a beginning and end date, simply type the same date in both fields. For all reports, the date(s) entered refer(s) to the date of admission to this **MTF** (except the Death Cases Report). You can generate a death case report with the date of admission or the date of disposition.



### 1.5.7.1 Patients Lists

- ✓ Click the [Ward Roster](#) button to list current inpatient(s) by ward. This report lets you communicate with your wards. With this report, you can view the registration number, grade, date admitted to this MTF, the type case (Injury or Disease), and remarks.
- ✓ Click the [Current InPatients](#) button to list the patients that **have not** been discharged yet.
- ✓ Click the [Trtmt Episodes by Date Range](#) to view a list of patients that have been seen/admitted, and their particulars, for the specific date range that you have entered.
- ✓ Click the [Trtmt Episodes by Unit and Date Range](#) button to enter the date range and unit that you are looking for. If you did not select a unit, it defaults to all units. Click the **Display Report** button to view a list of seen/admitted patients, for a specified date range, and the unit that you have entered.
- ✓ Click the [Death Cases](#) button and type the range of admission or disposition dates you want included in the report. Type the same date for beginning and end dates if you want a report for one day only. This report lists all the in/outpatients, and **CRO** who have expired.
- ✓ Click the [AAD Sheet](#) button to specify a date for which you want a report of gains and losses.

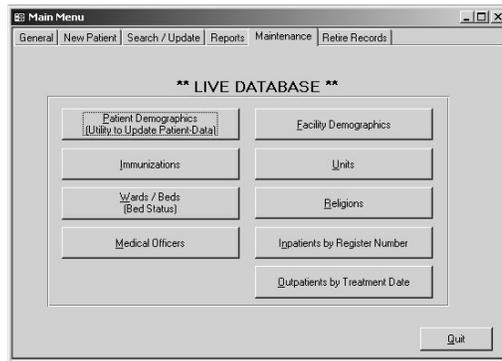
### 1.5.7.2 Summary

- ✓ Click the [Patient Status Report](#) button, then type the date and click the **Display Report** button to view a report of descriptive statistics for bed status, admissions, dispositions, surgeries, sick call visits, dental visits, and evacuations for the date specified. An Excel spreadsheet of this report is created and stored in your root directory; for example, C:\PSRExport.xls. You can customize this spreadsheet and forward it to your higher headquarters.
- ✓ Click the [Trtmt Episodes by Date Range \(Daily or Monthly\)](#) button, and then type the date range you are looking for. Click the **Display Report** button to view the total number of inpatient admissions and outpatient encounters that occurred during the specified date range and subtotals by day or month (default). If you want the report to include daily subtotals, clear the **Monthly Recap** check box next to the date range.
- ✓ Click the [Trtmt Episodes by Unit \(Daily or Monthly\)](#) button, and then type the date range you are looking for. Click the **Display Report** button to view the total number of inpatient admissions and outpatient encounters that occurred during the specified date range (grouped by beneficiary category) and subtotals by day or month (default). If you want the report to include daily subtotals, clear the **Monthly Recap** check box next to the date range.
- ✓ Click the [Trtmt Episodes by Bene Cat \(Daily or Monthly\)](#) button, and then type the date range you are looking for. Click the **Display Report** button to view the total number of inpatient admissions and outpatient encounters that occurred during the specified date range (grouped by beneficiary category) and subtotals by day or month (default). If you want the report to include daily subtotals, clear the **Monthly Recap** check box next to the date range.
- ✓ Click the [Immunization Recap \(Daily or Monthly\)](#) button, and then type the date range you are looking for. Click the **Display Report** button to view a list of the total number of immunizations (by type) for the date range given.

- ✓ Click the **Create Transmit File / PASBA** button when you are ready to transfer data to **PASBA**. The **PARRTS Transmittal** window appears with instructions about creating and sending the transmittal file.

## 1.5.8 Maintenance Tab

With the **Maintenance** tab you can update data for selected tables, as well as facility information entered during the initial set-up of the **PAD Tool**.



- ✓ Click the **Patient Demographics (Utility to Update Patient-Data)** button to edit/update any patient information. You can edit the content of any field; however, you cannot delete a patient's name because there may be more than one treatment associated per patient.
- ✓ Click the **Immunizations** button to add immunization types to the database table and to enter the date, type of immunization. Click to select the type of immunization in the **Immunization Type** list box, or type an immunization that is not in the database; for example Asian flue. You can also edit the date, type, and number of counts given for that immunization. If you typed a new immunization type, a warning message appears with "**This Immunization-Type is not on file... Add this Immunization to the Immunization-Type table?**" Click **Yes**, then type a date and count for the type.
- ✓ Click the **Wards / Beds (Bed Status)** tab to edit your ward list with fields for Beds on hand and Beds Operational. This data is used in the **Beds Status Report**.
- ✓ Click the **Medical Officers** button to edit the admitting or attending officer name.
- ✓ Click the **Facility Demographics** button to edit your [reporting facility information](#).
- ✓ Click the **Units** button to edit your units being reported.
- ✓ Click the **Religion** button to edit the **Religion** table.
- ✓ Click the [Inpatients by Register Number](#) button; the report appears with the current inpatients entered into the system and sorted by register number.
- ✓ Click the [Outpatients by Treatment Date](#) button; the report appears with the current outpatients entered into the system and sorted by treatment date.

## 1.5.9 Retire Records Tab

Click the **Retire Records** tab to retire all your medical records when rotation ends. All **In** and **Outpatient** records processed through the **PAD Tool** must be discharged and their files transmitted to **PASBA**. If you do not discharge and create a transmittal file for **PASBA**, the following warning message appears:



- ✓ Click **OK**.



Before closing out and deleting your database at the end of your rotation, print an **A&C** report for each current patient. Enter a type disposition code such as “**Transfer to Army Hospital**”; then, enter the **DMIS ID code** of the incoming hospital, which is where the patient is transferred to. If you do not know the **DMIS ID** or the name of the incoming unit, or if the **DMIS ID** is not in the database, contact [PASBA](#)

### 1.5.9.1 Discharge your patients

- ✓ Click the **Report** tab.
- ✓ Click the **Current Inpatients** button (below the Ward Roster button) to list and print the report so you will have a list of names and admission dates of the patients that **have not** been discharged yet.
- ✓ Click the **Search/Update** tab to search for a patient name; type a portion or the whole name in the **Patient’s name** text box, and double-click the name of the patient you want to discharge. See [DA Form 2985 A&C Info](#) for more information.
- ✓ Click to select a discharge code in the **Type of Disposition** list box. For patients that remain in bed through the rotation, select **Type of Disposition** code 21 (**TRF TO ARMY MTF**); then enter the **DMIS ID** code of the incoming unit and the date of disposition (the application does not let you enter a date greater than the current date).
- ✓ Type a date in the **Date of Disposition** text box.
- ✓ Click the **Next**.
- ✓ Type a comment in the **Disposition Diagnosis Narrative** text box.
- ✓ Click the **Main Menu** button; a message window appears with “**Save Changes to this Record**”.

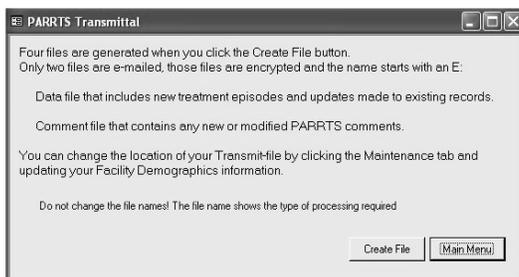


If the record is for a patient remaining in bed, click the **A&C Form** button (near the bottom of the window). Print the **A&C** form and transfer it to the incoming unit to use when “admitting” the patient as a transfer in from your unit. Quit the **A&C** form.

- ✓ Click **Yes**. **The patient is now discharged and the record saved. A list of the discharged patient appears in the Retirement window.**

### 1.5.9.2 Create Transmit File/PASBA

- ✓ Click the **Reports** tab.
- ✓ Click the **Create Transmit File / PASBA** button (at the bottom right of the **Main Menu**).



- ✓ Click the **Create File** button; a warning message appears with **Create file... are you sure?**
- ✓ Click **Yes**; see the [Summary](#) heading for more information.



When you click the **Create File**, a **Data** file and a **Comment** file are generated; those files are encrypted. The files that begin with an **E** are encrypted and must be forwarded to **PASBA**. The other files are not encrypted. The **Data** file includes new treatment episodes and updates made to the existing records. The **Comment** file contains any new or modified **PARRTS** comments. You can edit your facility information in the **Maintenance** tab. Do not change the generated file names because they determine the type of file and processing required. **A duplicate of the Data and Comment files is also generated in the following directory: C:\PADToolDataArchive\.**

- ✓ Click the **Create File** button to send all the data and comments for the patients that you have entered or updated since the last transmittal was created. A message window appears with “**Create transmit file... are you sure?**”
- ✓ Click **Yes**; a message appears with the transmit file name for the data and comments that have been created; for example, **C:\E7442\_20040126\_0001.txt**, and **E7442\_20040126\_0001COMMENTS.txt**, or, **C:\E7442\_\_TRAINING\_0001.txt**, and **E7442\_\_ TRAINING\_0001COMMENTS.txt** if you are using the **TRAINING** database.
- ✓ Browse to those files on your computer by right-clicking  | **Explore** | *in this example*, click **Local Disk C:\** to locate your files, and then point your mouse cursor + press the **Ctrl** key to highlight both files.

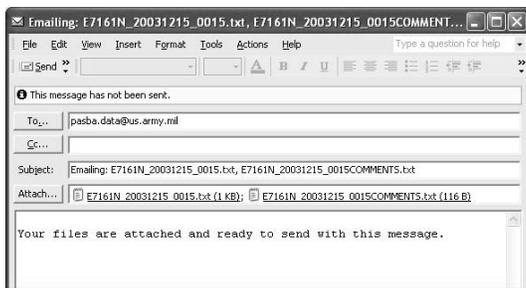
This is what the file convention looks like when you are using the field data database...



OR like this when you use the Training database...



- ✓ Right-click (the highlighted files in **Explorer**) | **Send To** | **mail recipient**. Type the following e-mail in the **To** address bar: [pasba.data@us.army.mil](mailto:pasba.data@us.army.mil).



- ✓ Click **Send**. The **Reports** tab appears.

### 1.5.9.3 Retire Your Patient's Records

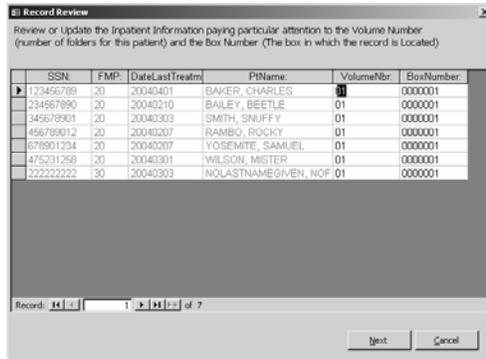
- ✓ Click the **Retire Records** tab.

<i><b>In this window...</b></i>	<i><b>Description...</b></i>
<b>MTF PoC Name</b>	Type the name of the Point of Contact (PoC) for the Medical Treatment Facility (MTF)
<b>PoC Phone</b>	Type the commercial phone number for the PoC
<b>DSN</b>	Type the Defense System Network (DSN) number for the PoC
<b>FAX</b>	Type the fax number for the PoC
<b>E-mail</b>	Type the e-mail for the PoC (AKO e-mail only)
<b>User Authorizing Transfer</b>	Type the name of the Approving Authority, authorizing the Transfer of files
<b>Transfer Authorization Date</b>	Type the date that the transfer was authorized (YYYYMMDD)
<b>Nbr. Boxes This Shipment Inpatient</b>	Type the number of Inpatient's shipment boxes
<b>File Remarks Inpatient</b>	Type a comment about the shipped Inpatient files
<b>Nbr. Boxes This Shipment Outpatient</b>	Type the number of outpatient's shipment boxes
<b>File Remarks Outpatient</b>	Type a comment about the shipped outpatient files.

- ✓ Click the **Create File(s)** button to begin the retirement process.



- ✓ Click **Yes**; the **Record-Retirement** window appears showing you where your files are stored and so on.



For both, the inpatient and outpatient retirement files indicate the number of volumes (folders) for each patient and which physically numbered box where the record is stored.

- ✓ Click **Next**.
- ✓ Click **Next**.



- ✓ Click **OK**; a message window appears with “**Print this Page?**”.
- ✓ Edit the volume number and the box number, which is the total number of boxes being shipped with this lot of medical records, if necessary.
- ✓ Click the **Next** button. A printable report appears. This report identifies the type of retired records (inpatient or outpatient), the **DMIS ID** of the reporting facility, the division (MTF) name and location, the **Record Index file** name, the **Create Date**, and a list of information about the retired records. Also included are, the record number (a sequence for the report only), sponsor SSN, FMP, date of last treatment, patient name, patient date of birth, branch of service, beneficiary category, number of folders, and the box number in which the folder(s) are shipped.

<b>7161</b>	<b>00000000</b>	<b>IN</b>	<b>2003</b>	<b>12</b>	<b>16</b>	<b>15</b>	<b>38</b>	<b>.R01</b>
<b>DMIS id</b>	<b>CHCS (file room)</b>	<b>Inpatient</b> (could also be OP for Outpatient, Mental Health, and so on)	<b>Year</b>	<b>Month</b>	<b>Day</b>	<b>HH</b>	<b>mm</b>	<b>File extension</b> <b>T = type</b> <b>R = record index</b> <b>S = shipment</b>

## 1.6 Shut Down

Once you have finished retiring your files, **you must send a copy of your database file to PASBA.**

- ✓ Browse to **C:\Program Files\PADTool\**
- ✓ Right-click the **PADData.mdb** file.
- ✓ Click **Send To/Mail Recipient**. The e-mail appears.
- ✓ Type the following e-mail in the **To** address box: [Pasba.data@us.army.mil](mailto:Pasba.data@us.army.mil)

**PASBA** will notify you of the **PADData.mdb** file receipt. At that point you can delete the database.

## 2. Reports Index

### 2.1.1 Ward Roster

This report lists in alphabetical order current inpatients by ward with page breaks for each ward. **Selection criterion:** *Disposition Type* is blank.

Prepared: 1/22/2004 @ 09:35

1St  
No Installation Provided  
Ward Roster

Page 1 of 5

PATIENT	REGISTER NUMBER	GRADE	DATE ADMITTED THIS FACILITY	TYPE CASE	CHANGE / REMARKS
<b>Ward: ICU1</b>					
AHpepper, RAdoctor	0015395	FGN	2003-11-28	DIS	
AHpepper, SAdoctor	0015326	FGN	2003-11-19	BC	
ALpepper, Sodoctor	0015540	FGN	2003-12-14	DIS	
AMpepper, HAdoctor	0015040	FGN	2003-10-26	DIS	
DWpepper, STdoctor	0015549	E3	2003-12-15	DIS	
MIpepper, MAdoctor	0015512	FGN	2003-12-11	BC	

Number of Patients: 6

### 2.1.2 Inpatients by Register Number

35th MED GRP-MISAWA  
Sustainer Army Airfield  
Alphabetic List of Inpatients -- Register Number Order

Prepared: 4/9/2004 @ 10:10  
Page 1 of 1

REGISTER NUMBER	PATIENT	SSN / FMP	BEN CAT	SRC ADM	ADM DATE	DISP DATE
*** Negative Report ***						

### 2.1.3 Outpatients by Treatment Date

35th MED GRP-MISAWA  
Sustainer Army Airfield  
Alphabetic List of OutPatients -- Treatment Date Order

Prepared: 4/9/2004 @ 10:04  
Page 1 of 1

PATIENT COUNT FOR DATE	PATIENT	SSN / FMP	BEN CAT	TREATMENT DATE	PATIENT COUNT OVERALL
1	TATE, TIM	203-45-6789 / 20	K51	2004-03-01	1
1	TATE, TT	123-45-6789 / 20	K52	2004-03-30	2

## 2.1.4 Current Inpatients

This report lists in alphabetical order all patients currently on hospital roles. **Selection criterion:** *Disposition Type* is blank

Prepared: 12/22/04 @ 09:37

1st  
No Installation Provided  
Alphabetical List of Current Inpatients

Page 1 of 4

PATIENT / DIAG	REGISTER NUMBER	BEN CAT	SSN / FMP	GRADE	ADM DATE	TYPE CASE	RELIGION	CLINIC SVC	WARD
ABpepper, HAdoctor GSW BILAT LEGS	0015399	K78	877-77-7770 /99	FGN	2003-11-28	BC			ICU2
ABpepper, RAdoctor GSW R THIGH	0015368	K78	577-77-7770 /99	FGN	2003-11-24	DIS			ICW1
ACpepper, RAdoctor CO LOSTOMY	0015379	K78	577-77-7770 /99	FGN	2003-11-25	DIS			ICW1
ADpepper, ALdoctor S/P EXP LORATORY LAB SHRAP ABD	0015406	A11	777-77-7770 /98	FGN	2003-11-29	BC			ICW2
AHpepper, MAdoctor EX FIX R TIBULA, R FEMUR	0015244	K78	977-77-7770 /99	FGN	2003-11-12	DIS			ICW1
AHpepper, RAdoctor HEART DEFECT	0015395	K78	477-77-7770 /99	FGN	2003-11-28	DIS			ICU1
AHpepper, SAdoctor GSW L SHOULDER R HUMEROUS FX	0015326	K78	977-77-7770 /99	FGN	2003-11-19	BC		AAA-INTERNAL MEDICINE	ICU1
ALpepper, DHdoctor R QUAD PAIN	0015321	K78	477-77-7770 /99	FGN	2003-11-19	DIS			ICW2
ALpepper, SODOctor BLUNT TRAMA ABD, CHEST	0015540	K76	077-77-7770 /98	FGN	2003-12-14	DIS			ICU1
AMpepper, HAdoctor R LEG INJ/GSW R TRUNK	0015040	K76	877-77-7770 /99	FGN	2003-10-25	DIS			ICU1
AMpepper, MAdoctor CO LOSTOMY	0015505	A11	977-77-7770 /99	FGN	1978-07-19	DIS			ICW1
AMpepper, RAdoctor GSW CHEST AND ABDOMIN	0015547	K76	977-77-7770 /98	FGN	2003-12-15	DIS			ICU2
AUpepper, JUdoctor CO LOSTOMY	0015449	K78	377-77-7770 /99	FGN	2003-12-04	DIS			ICW1
BUpepper, JEdoctor KIDNEY STONES	0015521	A11	177-77-7775 /20	FGN	2003-12-12	DIS			ICW2
DWpepper, STrdoctor NECK INJ	0015549	A11	977-77-7774 /20	E3	2003-12-15	DIS			ICU1

## 2.1.5 Treatment Episodes by Date Range

This report lists all patients seen at the facility, inpatient and outpatient, during a specified date range. The specified dates are inclusive. **Selection criterion:** *Date This Admission* between begin and end date of specified date range.

Prepared: 1/7/2004 @ 14:03

31st CSH (TOE)  
No Installation Provided  
Treatment Episodes by Date Range  
2003-01-01 thru 2004-01-07

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PATIENT	Organization	SSN / FMP	BEN-CAT Disp Date	DoB Disp Type	RegNbr Adm Diagnosis	Grade Narrative	TYPE CASE	Src Adm	Ip / Op	Adm Date	Clinic Svc
ABpepper, A	Bdoctor	977-77-7772 / 20	K51 2003-11-12	1934-04-15 TRF-A	0015230 R LEG CELLULITIS	CIV BC	DIS	Dir ER	I	2003-11-10	AAA
ABpepper, A	Bdoctor	877-77-7770 / 99	K76 2003-10-13	1965-07-01 HOME	0014818 S/P RESECTION C-SPINE MASS	FG	DIS	Dir	I	2003-10-06	ABD
ABpepper, A	Hdoctor	877-77-7770 / 99	K76 2003-10-29	1993-01-01 TRF-OTH	0014843 S/P EX-LAP R EXTENDED HEMICOLECTOMY/ DEBRIDEMENT R	FG	DIS	Dir ER	I	2003-10-08	ABA
ABpepper, A	Ldoctor	277-77-7770 / 99	K78 2003-10-27	1974-04-09 TRF-OTH	0015021 FEVER/HA	FG	DIS	Dir ER	I	2003-10-24	AAA
ABpepper, A	Mdoctor	577-77-7770 / 99	K76 2003-11-03	1973-01-01 TRF-OTH	0014852 ABD WALL CLOSURE	FG	BC	Dir ER	I	2003-10-09	ABA
ABpepper, A	Mdoctor MINISRY OF AGRICULTURE	577-77-7770 / 99	A11 2003-10-28	1936-01-01 HOME	0015068 CHEST PAIN	FG	DIS	Dir ER	I	2003-10-27	AAA
ABpepper, D	Adoctor	177-77-7770 / 99	K78 2003-10-30	1993-01-01 TRF-OTH	0014844 GSW ABDOMIN	FG	DIS	Dir ER	I	2003-10-08	
ABpepper, F	Adoctor 2/325 AIR	377-77-7770 / 99	K78 2003-12-06	1953-07-01 TRF-OTH	0015423 ACUTE MI	FG	DIS	Dir ER	I	2003-12-01	AAE
ABpepper, H	Adoctor	877-77-7770 / 99	K78	1988-07-01	0015399 GSW BILAT LEGS	FG	BC	Dir ER	I	2003-11-28	
ABpepper, I	Bdoctor	577-77-7770 / 99	K78 2003-12-10	1980-01-22 EXPIRED	0015359 PHLEBITIS R CALF, POOR WND HEALING OF R FOOT, DM,HTN,	FG	DIS	Dir ER	I	2003-11-23	AAB
ABpepper, K	Adoctor	477-77-7770 / 99	K78 2003-10-23	1962-01-01 CROVER	0015007 GSW TO BRAIN	FG	BC	Dir ER	I	2003-10-22	AAJ

## 2.1.6 Treatment Episodes by Unit and Date Range

This report lists all patients seen at the facility, inpatient and outpatient, for a specified *Unit/Organization* during a specified date range. The specified dates are inclusive. You can optionally list for all units.

**Selection criterion:** *Date* This Admission between begin and end date of specified date range and *Unit* = that provided in the combo box, or all units if the value passed from combo box is blank.

Prepared: 1/7/2004 @ 14:04

31st CSH (TOE)  
No Installation Provided  
Treatment Episodes by Organization by Date Range  
2003-01-01 thru 2004-01-07

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PATIENT	Disp Date	SSN / FMP Disp Type	BEN-CAT Adm	DoB Diagnosis Narrative	RegNbr	Grade	TYPE CASE	Src Adm	Ip / Op	Adm Date	Clinic Svc
<b>ORGANIZATION / 1 1/16 INF</b>											
Rlpepper, JUdoctor	2003-10-26	977-77-7772 / 20 DUTY	A11	1980-12-30 PAC SINUS ARITHMIA	0015037	E4	DIS	Dir ER	I	2003-10-25	AAA
1 1/16 INF Count: 1											
<b>ORGANIZATION / 1 2/6 INF</b>											
DApepper, ERdoctor	2003-12-08	677-77-7775 / 20 TRF-A	A11	1976-01-07 PTSD; PANIC D/O	0015460	E6	DIS	Dir ER	I	2003-12-06	AFA
1 2/6 INF Count: 1											
<b>ORGANIZATION / 1 505TH PIR</b>											
FEpepper, DWdoctor	2003-11-01	477-77-7772 / 20 TRF-A	A11	1976-01-07 SHRAP R CALF	0015129	E4	BC	Dir ER	I	2003-11-01	ABA
1 505TH PIR Count: 1											
<b>ORGANIZATION / 1 MAINT</b>											
COpepper, EDdoctor	2003-10-20	877-77-7775 / 20 TRF-A	A11	1981-09-28 MAJOR DEPRESSIVE ORDER	0014921	E3	DIS	Dir ER	I	2003-10-16	
1 MAINT Count: 1											
<b>ORGANIZATION / 1/1 CAV</b>											
WOpepper, ROdoctor	2003-10-14	377-77-7772 / 20 DUTY	A11	1972-03-01 KIDNEY STONES	0014845	E3	DIS	Dir ER	I	2003-10-08	
1/1 CAV Count: 1											

## 2.1.7 Death Cases

This report lists all deaths recorded during a specified date range. **Admission Date or Disposition Date** between begin and end date of specified date range with a *disposition code* reflecting a *death case* (30, 41,42 ,51 or O8).

Prepared: 1/7/2004 @ 14:04

31st CSH (TOE)  
No Installation Provided  
Death Cases by Date Range  
2003-01-01 thru 2004-01-07

Page 1 of 2

PATIENT Organization	SSN / FMP Disp Date	BEN-CAT Disp Type	DoB Disp Type	RegNbr Adm Diagnosis	Grade Narrative	TYPE CASE	Src Adm	lp / Op	Adm Date	Clinic Svc
ABpepper, KAdoctor	477-77-7770 / 99 2003-10-23	K78 CRO/ER	1962-01-01 CRO/ER	0015007	FG GSW TO BRAIN	BC	Dir ER	I	2003-10-22	AAJ
ALpepper, M doctor	177-77-7770 / 99 2003-11-04	K76 CRO/DOA	1959-01-01 CRO/DOA	0015168	CIV SUCKING CHEST WND	BC	Dir ER	I	2003-11-04	AAA
Blpepper, AUdoctor 214TH MP	277-77-7774 / 20 2003-10-27	A11 CRO/DOA		0015066		DIS SUCKING CHEST WND	Dir ER	I	2003-10-27	
BRpepper, TDoctor C 1/34	277-77-7774 / 20 2003-10-31	A11 CRO/DOA	1980-01-14 CRO/DOA	0150105	O3 TRAMATIC BLAST INJ, B FEMUR AMP	BC	Dir ER	I	2003-10-31	
Clpepper, DDoctor	777-77-7770 / 99 2003-10-26	K76 CRO/DOA		0015039	FG GSW ABD L LEG INJ	DIS	Dir ER	I	2003-10-26	
Clpepper, DDoctor	377-77-7770 / 99 2003-11-08	K76 CRO/DOA		0015215	FG GSW R SIDE OF HEAD	BC	CRO	I	2003-11-08	EJA
COpepper, GAdoctor 1/16 INF	177-77-7774 / 20 2003-11-08	A11 CRO/DOA	1971-05-18 CRO/DOA	0015204	E6 BLAST INJ TO FACE/ARMS/HEAD	BC	Dir ER	I	2003-11-08	
FRpepper, KUdoctor HHC 2/6 INF	477-77-7774 / 20 2003-11-08	A11 CRO/DOA	1981-07-10 CRO/DOA	0015211	E1 FRAG WNDNS TO BRAIN	BC	Dir ER	I	2003-11-08	XXX
HApepper, Tldoctor HHC 1/37TH	577-77-7771 / 20 2003-11-15	A11 CRO/DOA		0015279	E5 MULTIPLE TRAUMA	BC	Dir ER	I	2003-11-15	XXX
JApepper, AHdoctor	477-77-7770 / 99 2003-11-03	K78 CRO/DOA	1955-01-01 CRO/DOA	0015156	FG CARDIAC ARREST	DIS	Dir ER	I	2003-11-03	
JOpepper, JOdoctor A CO 2/6 INF	677-77-7774 / 20 2003-10-22	A11 CRO/ER		0015006	E3 CARDIAC ARREST	DIS	Dir ER	I	2003-10-22	AAB

## 2.1.8 AAD Sheet

This report lists gains *Admissions* and losses *Dispositions* to the hospital roles for a specified date. The report breaks on type of admission and type of disposition. **Selection criteria:** For gains: *Admission date = the specified date*. For losses: *Disposition date = the specified date*.

### Admissions and Dispositions Report

PATIENT ORGANIZATION	SSN / FMP	BEN-CAT ADM DIAGNOSIS	REG-NBR NARRATIVE	GRADE	TYPE CASE	ADM DATE MTF TRF TO	DISP DATE	CLINIC SVC	WARD
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Patient

## 2.1.9 Patient Status Report

This report lists a series of recap/summary reports pertaining to a specified report date. A corresponding Excel Spreadsheet is generated and stored on the users C:\ drive.

Patient Status Report

UNIT: 1180 - 31st CSH (TO  
DATE: 20040107

Bed Status	Operational	Occupied	Available	% Fill Not Avail	Status Not Avail
KU1	25	6	20	23%	GREEN
KU2	15	8	7	53%	AMBER
KU3	0	4	-4	Not Avail	Not Avail
KW1	5	16	-11	320%	RED
KW2		14		Not Avail	Not Avail
<b>Total</b>	<b>46</b>	<b>48</b>	<b>-2</b>	<b>104%</b>	<b>RED</b>

Occupied Beds	
US Mil	11
NATO Mil	0
Non-NATO Mil	0
Fgt Natl	6
CONTRACTOR	0
EPW/Detainee	30
Other	1

Admissions:	WIA	WIA	NBI	NBI	DIS	DIS	TOTAL	TOTAL
	TO DAY	CUMULATIVE	TODAY	CUMULATIVE	TO DAY	CUMULATIVE	TODAY	CUMULATIVE
US Mil	0	197	0	22	0	230	0	449
NATO Mil	0	7	0	1	0	17	0	25
Non-NATO Mil	0	0	0	0	0	2	0	2
Fgt Natl	0	27	0	4	0	81	0	112
CONTRACTOR	0	0	0	0	0	1	0	1
EPW/Detainee	0	46	0	1	0	106	0	153
Other	0	6	0	1	0	25	0	32
<b>Total</b>	<b>0</b>	<b>283</b>	<b>0</b>	<b>29</b>	<b>0</b>	<b>462</b>	<b>0</b>	<b>774</b>

Dispositions:	RTD	RTD	EVAC	EVAC	DEATH	DEATH	OTHER	OTHER	TOTAL	TOTAL
	TO DAY	CUMULATIVE	TODAY	CUMULATIVE	TO DAY	CUMULATIVE	TODAY	CUMULATIVE	TODAY	CUMULATIVE
US Mil	0	122	0	289	0	21	0	6	0	438
NATO Mil	0	14	0	9	0	1	0	1	0	25
Non-NATO Mil	0	1	0	1	0	0	0	0	0	2
Fgt Natl	0	1	0	50	0	4	0	51	0	106
CONTRACTOR	0	0	0	1	0	0	0	0	0	1
EPW/Detainee	0	2	0	96	0	16	0	9	0	123
Other	0	1	0	16	0	1	0	13	0	31

- ✓ **Bed Status:** Lists the number of *Occupied Beds by Ward* for the specified report date. A patient counts as an occupied bed if he/she was in the hospital on the specified report date. If the number of *Operational Beds* are recorded in the *Wards/Beds* table, the percentage filled and status is calculated (status is Green, Amber, Red based on a 0-33, 34-66, 67+ fill factor)
- ✓ **Occupied Beds:** Lists the number of *Occupied Beds by Beneficiary Category* for the specified report date. A patient counts as an occupied bed if he/she was in the hospital on the specified report date.
- ✓ **Admissions:** Lists the number of admissions by *Beneficiary Category* for the specified report date by type of case (*Wounded in Action – WIA, NonBattle Injury – NBI, and Diseases*) as well as a cumulative total for each. **Selection criteria:** *Admission Date* <= the specified report date.
- ✓ **Dispositions:** Lists the number of inpatient dispositions by *Beneficiary Category* for the specified report date by disposition type groupings (*Return to Duty – RTD, Evacuations, Deaths, and Other Disposition Types*) as well as a cumulative total for each. **Selection criteria:** *Disposition Date* <= the specified report date. *Dispositions* are grouped as follows: *RTD: 01; Evacs: 21, 22, 23, 24, 26, 27, 28; Deaths: 30, 41, 42, 51; Other:* all other dispositions.
- ✓ **Surgeries:** Provides headings only. The system does not track surgeries. The user may enter surgery numbers on the spreadsheet.
- ✓ **Sick Call:** Same as the *Admissions* report but for *Sick Call / Outpatient* workload.
- ✓ **Dental:** Lists the number of dental visits recorded today and cumulatively based on the specified report date. **Selection criteria:** *Dental Clinic Service code (CAA) and Admission Date* <= specified report date.

- ✓ **Evacuations:** Counts the number of patients evacuated / transferred from the facility today and cumulatively. **Selection criteria:** *Disposition Date* <= specified report date and *Disposition Code:* 21, 22, 23, 24, 26, 27, 28
- ✓ **Clinic Service:** Counts the number of patients admitted by patient status (Inpatient or Outpatient) and Clinic Service based on the specified report date.  
**Selection criteria:** *Admission Date* <= specified report date

### 2.1.10 Trtmt Episodes by Date Range (Daily or Monthly)

This query lists the number of patients seen by *Type Patient (Inpatient or Sick Call/Outpatient)* based on the selected report date range. You can view the query on a daily or monthly basis. **Selection Criterion:** *Date this Admission / Treatment Date* between the begin and end date of the report range

TypePatient	Total Patients	2003-09	2003-10	2003-11	2003-12
Inpatient	771	2	348	292	129
Sick Call	6		4	1	1

### 2.1.11 Trtmt Episodes by Unit (Daily or Monthly)

This query lists the number of patients seen for a particular unit by *Type Patient (Inpatient or Sick Call/Outpatient)* based on the selected report date. You can view the query on a daily or monthly basis. **Selection Criterion:** “*Date this Admission / Treatment Date*” between the “*begin and end*” date of the report range and the patient’s unit = that provided in the combo box, or all units if value passed from combo box is blank.

Organization	TypePatient	Total Patients	2003-09	2003-10	2003-11
1/16 INF	Inpatient	1		1	
1/26 INF	Inpatient	1			
1/505TH PIR	Inpatient	1			1
1/MAINT	Inpatient	1		1	
1/1 CAV	Inpatient	1		1	
1/124TH INF	Inpatient	1			
1/13 ARMOR	Inpatient	3		3	
1/16 INF	Inpatient	1			1
1/16TH INF	Inpatient	3		1	2
1/187 INF	Inpatient	3			
1/2 ACR	Inpatient	5		4	1
1/3 ACR	Inpatient	5			4
1/325	Inpatient	1			
1/325 AIR	Inpatient	1			

### 2.1.12 Trtmt Episodes by Bene Cat (Daily or Monthly)

This query lists the number of patients seen by *Beneficiary Category* and by *Type Patient (Inpatient or Sick Call/Outpatient)* based on the selected report date. You can view the query on a daily or monthly basis.

**Selection Criterion:** *Date this Admission / Treatment Date* between the “begin” and “end” date of the report range.

PatCat	TypePatient	Total Patients	2003-09
A11 - ARMY ACTIVE DUTY	Inpatient	436	
A11 - ARMY ACTIVE DUTY	Sick Call	3	
A12 - ARMY ACTIVE DUTY RESERVE	Inpatient	3	
A15 - ARMY ACTIVE DUTY NATIONAL GUARD	Inpatient	5	
F11 - AIR FORCE ACTIVE DUTY	Inpatient	3	
K51 - STATE DEPT EMPLOYEE-OVERSEAS	Inpatient	22	
K53 - OTH FEDERAL AGENCIES/DEPTS. EMPL	Sick Call	1	
K54 - OTH FEDERAL AGENCIES/DEPTS. DEP	Inpatient	2	
K55 - DOD REMOTE AREA EMPLOYEE-CONUS	Inpatient	1	
K57 - DOD OCCUPATIONAL HEALTH	Inpatient	1	
K58 - US CIVILIAN EMPL DIS RETIRE EXAM	Inpatient	1	
K65 - CONTRACT EMPLOYEE	Inpatient	1	
K72 - NATO MILITARY	Inpatient	25	

### 2.1.13 Immunization Recap (Daily or Monthly)

This query lists the number of immunizations given by type of immunization based on the specified report date range. You can view the query on a daily or monthly basis. **Selection Criterion:** *Immunization Date* between *the-begin-and-end-date* of the report range.

Type	Total	2003-12
Anthrax	250	250

### 2.1.14 Source of Admission

<i>Disposition...</i>		
0	Direct from ER	Dir ER
1	Direct	Dir
3	Direct Absent Sick	AbSk
4	Absent Sick - Trf In	AbSk-In
5	Transfer from Civ Facility	Trf Civ
6	Transfer Army MTF	Trf-A
7	Transfer Navy MTF	Trf-N
8	Transfer Air Force MTF	Trf-AF
C	Carded for Record Only (CRO)	CRO
L	Live Born	LB

## 2.1.15 Type of Disposition

<i>Disposition...</i>		
<b>01</b>	Return to duty	Duty
<b>04</b>	Dropped awol	Awol
<b>05</b>	Disch home	Home
<b>06</b>	Left ama	Left ama
<b>21</b>	Trf to army mtf	Trf-a
<b>22</b>	Trf to navy mtf	Trf-n
<b>23</b>	Trf to usaf mtf	Trf-af
<b>24</b>	Trf to other fed facility	Trf-oth
<b>26</b>	Trf to civ acute care facility	Trf c-acf
<b>27</b>	Trf civ lt psych facility	Trf-c-psyc
<b>28</b>	Trf civ res/int care or	Trf-c-icu
<b>30</b>	Expired	Expired
<b>41</b>	Cro/doa	Cro/doa
<b>42</b>	Cro/er death	Cro/er
<b>50</b>	Cro/other	Cro/oth
<b>51</b>	Cro/kia	Cro/kia
<b>O1</b>	Released without limitations	Relwolim
<b>O2</b>	Released with work/duty	Relwldlim
<b>O3</b>	Sick at home/quarters	Sckqtr
<b>O4</b>	Immediate referral	Immref
<b>O5</b>	Left without being seen	Lwobs
<b>O6</b>	Left against medical advice	Lagma
<b>O7</b>	Admitted	Admit
<b>O8</b>	Expired	Expired
<b>O9</b>	Observation < 24 hrs	Obs < 24
<b>OA</b>	Trf to army mtf	Trf-a
<b>OB</b>	Trf to navy mtf	Trf-n
<b>OC</b>	Trf to usaf mtf	Trf-af
<b>OD</b>	Trf to other fed facility	Trf-oth

### 3. Acronym Glossary

<i>Acronym...</i>	<i>Description...</i>
<b>AD</b>	Active Duty
<b>AMEDD</b>	Army Medical Department
<b>APV</b>	Ambulatory Procedure Visit
<b>AQCESS</b>	Automated Quality of Care Evaluation Support System
<b>ASD</b>	Assistant Secretary of Defense
<b>ASCI</b>	American Standard Code for Information Interchange
<b>CBT</b>	Computer-Based Training
<b>CFE</b>	Contractor Furnished Equipment.
<b>CHCS</b>	COMPOSITE HEALTH CARE SYSTEM
<b>CPGR</b>	Clinical Practice Guidelines Report
<b>CIPS</b>	Centers Information Processing System
<b>CITPO</b>	Clinical Information Technology Program Office
<b>CPR</b>	Civilian Personnel Records
<b>Database</b>	A set of related files that is created and managed by a database management system (DBMS).
<b>DBM</b>	Database Manager FI.
<b>DBMS</b>	Database Management System.
<b>DCE</b>	Distributed Computing Environment.
<b>DEERS</b>	Defense Eligibility Enrollment Reporting System
<b>DES</b>	Data Encryption Standard
<b>DMIS</b>	Defense Medical Information System
<b>DoD</b>	Department of Defense
<b>DOWR</b>	Daily Outpatient Workload Report
<b>DSN</b>	Defense Switched Network (DoD telephone system)
<b>EAR</b>	Extended Ambulatory Record
<b>ER</b>	Emergency Room
<b>FMS</b>	Fetal Monitor Strips
<b>FMP</b>	Family Member Prefix
<b>FTP</b>	File Transfer Protocol
<b>IAW</b>	In Accordance With
<b>IPT</b>	Integrated Program Team
<b>IT</b>	Information Technology
<b>MHS</b>	Military Health System
<b>MPR</b>	Military Personnel Records
<b>MRS</b>	Medical Registry System - a NPRC system run by the VA
<b>MTF</b>	Military Treatment Facility
<b>MRRT</b>	Medical Record Retirement Tool
<b>MRT</b>	Medical Records Tracking
<b>MRRRE</b>	Medical Records Retirement and Retrieval Enhancements
<b>NATO</b>	North Atlantic Treaty Organization
<b>NPRC</b>	National Personnel Records Center
<b>PAD Tool</b>	Patient Administration Division Tool
<b>PARRTS</b>	Patient Accounting and Reporting Real-Time Tracking System
<b>PASBA</b>	Patient Administration Systems and Biostatistics Activity

<b>PM</b>	Program Manager
<b>PO</b>	Program Office
<b>POC</b>	Point of Contact
<b>RMC</b>	Department of Veterans Affairs Records Management Center
<b>SADR</b>	Standard Ambulatory Data Record
<b>SIDR</b>	Standard Inpatient Data Record
<b>SSN</b>	Social Security Number
<b>SY-ETU</b>	System Electronic Transfer Utility (a CHCS Utility)
<b>TBD</b>	To Be Determined
<b>TCON</b>	Telephone Consult Fixed Appointment Type
<b>TMA</b>	TRICARE Management Activity
<b>TOC</b>	TRICARE Operations Center
<b>TRICARE</b>	Tri-Service Health Care
<b>WWR</b>	Worldwide Workload Report