

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



**Patient Accounting and Reporting Real-Time Tracking  
System (PARRTS)**

**User's Guide**

**Version 2.5**

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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		
2.1	January, 2004		

## 1. Points of Contact

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## Document Revision History

<i>Date</i>	<i>App Version</i>	<i>Doc Edition</i>	<i>Revisions</i>
12 Dec 2001	2.3	1.0	Initial release
11 Oct 2001			Corrected a few typos and mislabeled figure reference
15 Oct 2001	2.3	1.2	<ol style="list-style-type: none"> <li>Added contact information where applicable and in section 6.</li> <li>Rewrote section of adding comments to match software changes</li> <li>Removed text describing default date on Adm Date and Injury Date fields</li> <li>Added description for using the Print button. Added new screens</li> <li>Added note about the 128-bit encryption requirement</li> <li>Removed MS Excel as an application requirement</li> <li>Modified log in process to include Reports button.</li> </ol>
16 Oct 2001	2.3	1.3	<ol style="list-style-type: none"> <li>Added descriptions and procedures on reports</li> <li>Added description of mouse-over effect.</li> </ol>
23 Oct 2001	2.3	1.4	<ol style="list-style-type: none"> <li>Updated comment procedures to match software changes</li> <li>Added description and procedures for Episode Report.</li> </ol>
05 Nov 2001	2.3	1.5	<ol style="list-style-type: none"> <li>Added description and procedure for the Patient Search Menu and Patient History Report</li> <li>Removed all references to the Procedure Code and Diagnosis Code entry functions</li> <li>Removed references to the following fields: Pat Cat, Adm Diag, Adm Date, Source of Admission, Type Case, Race, Citizenship, Navy, Air Force</li> <li>Added Enabling Care categories.</li> </ol>

<i>Date</i>	<i>App Version</i>	<i>Doc Edition</i>	<i>Revisions</i>
14 Jan 2002	2.3	1.6	<ol style="list-style-type: none"> <li>1. Added reference to high encryption pack for Win2000</li> <li>2. Replaced all images of modified screens</li> <li>3. Added SSN or FMP update procedure and screen</li> <li>4. Updated description of the action buttons</li> <li>5. Added description of the Unit field</li> <li>6. Added descriptions for the outpatient Administrative form</li> <li>7. Modified instructions for printing comments on the Episode Report. You can now specify the number of comments to print on the Episode Report</li> <li>8. Updated the description of the multi-functional reporting module and enabling care reporting</li> <li>9. Added PARRTS contingency procedures.</li> </ol>
25 Apr 2002	2.3	1.7	<ol style="list-style-type: none"> <li>1. Added separate unit fields to Inpatient and Outpatient Administrative form (CO, BN, BDE, DIV, and BASE)</li> <li>2. Added MOS field to Inpatient and Outpatient Administrative form</li> <li>3. Added dispositions for convalescence leave to Inpatient Administrative form.</li> </ol>
06 Aug 2003	2.3	1.10	<p>Complete revision  Added new Data Management documentation.</p>
22 Sep 2003	2.5	1.0	Version 2.5 document.
22 Oct 2003	2.5	1.1	Added business cases and reworded reports descriptions.
28 Jan 2004	2.5	1.2	Complete rewrite with a new introduction.





## 2. Welcome to the Patient Accounting and Reporting Real-time Tracking System (PARRTS)

We hope your experience with the **Patient Accounting and Reporting Real-time Tracking System (PARRTS)** is productive and enjoyable. We prepared this User's Guide especially to meet your needs. This User's guide is designed and structured to highlight important topics and concepts as well as providing you with a solid base to understanding the tool and its functionality. Use this guide to support your task needs. This User's guide takes you through **PARRTS**.

### Overview

Prior to the deployment of troops in Bosnia, the Army's field medical information system, also known as the **Theatre Army Medical Management Information System (TAMMIS)**, provided some tracking and reporting functions at level 3 **Medical Treatment Facilities (MTF)**, during contingency operations. The tools to collect outpatient data for all levels of care provided during a war or **Operations Other Than War (OOTW)** were nonexistent. The closest system to meeting the tracking requirement of inpatients, in the theatre, was the **Defense Medical Regulating Information System (DMRIS)**, which only tracked evacuated patients. For example, using Desert Storm data, only 40.5% of the hospitalized patients would have been tracked; the remaining 59.5% of patients were not evacuated and were not in a central database. The **Global Patient Movement Requirements Center (GPMRC)** maintained the data generated by the **Defense Medical Regulating Information System (DMRIS)**; however, the **Army Medical Department (AMEDD)** needed to account for patients currently admitted to a deployed hospital. Because there were no central systems tracking a current list of hospitalized patients, the manual tracking effort was not always successful.

A solution was needed. The major turning point came about when a decision was made to develop a system that provided a centralized database to track—maintain (not older than six hours) reports—and allow inquiries on all hospitalized patients, all the time, regardless of their status.

The **Patient Accounting and Reporting Realtime Tracking System (PARRTS)** was developed in 1995. It was developed to collect data on special interest people. Special interest patients include those patients identified as **Very Important Persons (VIPs)**, **Enabling Care (EC)**, **Mass Casualty (MASCAL)** patients, and patients hospitalized as a result of **OOTW**. **PARRTS** is an easy to use interface, for viewing data and generating reports, that rests on top of a consolidated repository. It was developed and is maintained at the **Patient Administration Systems and Biostatistics Activity (PASBA)**, Fort Sam Houston, Texas where the information remains in the active database.

In 2001, **PARRTS** became a web-driven application to support the **Army Knowledge Management (AKM)** strategic goal to make all Army systems accessible through the **Army Knowledge Online (AKO)** web portal. It provides you with an interactive access to the database via the existing communications infrastructure. The **PASBA** restricted web site is a component of the **PASBA** public web site where **PARRTS** resides. This web-driven application was designed to facilitate data delivery, easier reporting from the web site—a vast improvement over the daily shuffling of reports back and forth—and to meet the current requirements for all web Army applications.

This user's guide is a reference manual. You may find it beneficial to use it as your initial setup and configuration guide.



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.**

## 2.1.1 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.
<b><u>Hyperlinks</u></b>	The link goes to another topic, either within the same chapter or to another chapter.
	An envelope within a procedure or paragraph to show the use of e-mail; for example, the form data is sent in an  along with attachments to the web server.
	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>All Programs</b>   <b>Internet Explorer</b> , type <a href="http://www.pasba.amedd.army.mil/">http://www.pasba.amedd.army.mil/</a> in the address bar. Click <b>Login</b> (in the left menu of the <b>PASBA</b> website), or click  to quit <b>Internet Explorer</b> ...
<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 <b>Windows Explorer</b> ; for example, browse to <b>C:\Program Files\Whatever...</b>
<i>Data Entry, Button terminology</i>	
Type a value or text in a field; for example, position the cursor in the <b>Last Name</b> text box of the <b>Patient Information</b> window, and type the patient's last name. Press the <b>Tab</b> key, or click the mouse button to move or reposition the cursor in the next field.	

<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.
<b>List box</b>	List boxes (sometimes called a pull down list) allow you to select a value from a list of valid values. To select a value from the list box, click once in the field and use the mouse to highlight (select) your choice; for example, the Operation field is a list box.
<b>Check boxes</b>	Select a check box to activate or clear an option. When the check mark appears in the box, the option is active. When the box is not checked, the option is clear (or inactive). To toggle the option, simply select the check box by clicking it.
<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</b> or <b>Physical Evaluation Board</b> ”.
<b>Print</b>	A print button is included on all of the <b>PARRTS</b> screens except for the Operations/Event selection screen. The <b>Print</b> button allows you to create a printout of the screen content. The printout is sent to the Windows default printer. To print the screen: <ul style="list-style-type: none"> <li>✓ Click the <b>Print</b> button. The Windows print window appears.</li> <li>✓ Click <b>OK</b> to send to the printout to the printer listed in the window.</li> </ul>
<b>Mouse Over</b>	Most of the data fields and buttons in the <b>PARRTS</b> application show help text when you place the mouse pointer in a field or on the button. The help text provides a brief description of the object. To view the help text, simply position your mouse pointer in a field or on the button.

## 2.1.2 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.

## 2.1.3 Levels of Security in PARRTS

To comply with the U.S. Privacy Act, the **PARRTS** web-based application provides the following levels of data security:

- Network – Only users originating from .mil Domain websites can access the **PARRTS** website
- Protocol – All communications are encrypted through the Secure Sockets Layer (SSL) protocol
- Users – Users must have an account within the **PASBA** Domain to logon to the system
- Policy – Each authorized user is allocated tokens that govern their allowed usage/access within the system
- Audit – The activities of each authorized user is audited within the token security system.

## 2.2 Minimum Required Configuration

**For PARRTS to run properly we recommend the following hardware/software configuration; the PARRTS application resides on the PASBA restricted website. Security controls prevent unauthorized personnel from accessing the PARRTS application and data.**

- ✓ 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.**
- ✓ Microsoft Internet Explorer, version 5.0 or later. The browser must have 128-bit encryption. Without 128-bit encryption you cannot access the **PASBA** restricted website. You can download Internet Explorer High Encryption (128-bit) pack from the Microsoft website; for Windows 95, 98, and NT 4 platforms, click  | **All Programs | Internet Explorer |** [www.microsoft.com/windows/ie/downloads/recommended/128bit/default.asp](http://www.microsoft.com/windows/ie/downloads/recommended/128bit/default.asp)  
  
For Windows 2000, browse to... [www.microsoft.com/windows2000/downloads/recommended/encryption/](http://www.microsoft.com/windows2000/downloads/recommended/encryption/). You can also search the Microsoft website at [www.microsoft.com](http://www.microsoft.com) for the IE high encryption pack, or you can browse to <http://v4.windowsupdate.microsoft.com/en/default.asp> for the latest security
- ✓ A user account on the **Patient Administration Systems and Biostatistics Activity (PASBA)** restricted website.

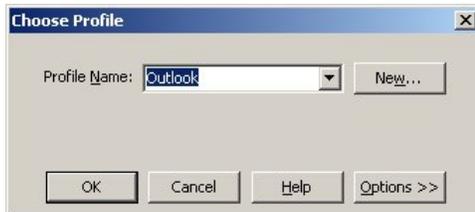
## 2.3 Account Installation

Before accessing **PARRTS** you must obtain an account.

- ✓ Click  | **All Programs** | **Internet Explorer**, then type <http://www.pasba.amedd.army.mil/> in the **Internet Explorer** address bar. The **PASBA** public web site appears.
- ✓ Click [Product Documents](#) at the top right corner of the **PASBA** web page.
- ✓ Click the **Application - Request for Access** hyperlink.
- ✓ Type the appropriate information in the **Application - Request for Access and Access Types**
- ✓ Select the **I have read and agree to the above Security Acknowledgement** check box
- ✓ Click the **Submit Access Request** button; the **Application - Request for Access** form appears. You can e-mail, or print, sign, and fax it.
- ✓ The form data is sent in an  along with attachments to the web server [PASBAacctReq@pasba2.amedd.army.mil](mailto:PASBAacctReq@pasba2.amedd.army.mil). You receive one of the copies. Your default e-mail client, for example, Outlook is used to send out e-mails. You can change it if you want.



- ✓ Click **OK**; then click to select the browser you want to use.



- ✓ Click **OK**. The form is also located at the back of this document ([Application - Request for Access](#)). **Your account cannot be activated until it is faxed, and a signed copy is received and approved by PASBA.** You can access the account as soon as you receive your **User ID** and **Password**.

### 2.3.1 Once you have an account

- ✓ Click  | **All Programs** | **Internet Explorer**, then type <http://www.pasba.amedd.army.mil/> in the **Internet Explorer** address bar. The **PASBA** public web site appears.
- ✓ Click **Login (in the left menu)**. A warning window appears with “**In case of any Technical Problems (during or after duty hours) e-mail [PARRTS@pasba2.amedd.army.mil](mailto:PARRTS@pasba2.amedd.army.mil) or call (210) 380-7032**”; click **OK**; the **Security Alert** window appears.



**If you have installed the “Popup blocker” on your Browser’s links bar, it will prevent you from logging on the PASBA Web site. Just press the Ctrl key while you click the OK in the warning window.**

- ✓ Click **Yes**. The **Security** window appears asking you if you want to accept the security certificate.
- ✓ Click **Yes**. The **login** window appears. Type your user name, preceded by #, and then type your password.
- ✓ Click **OK**. The **PASBA** restricted web page appears.



- ✓ Click the **PARRTS** hyperlink (**Home** menu) in the left-most part of the page. A new **AMEDD** stand-alone web-page appears.



If you cannot access the **PASBA** restricted website or if the **PARRTS** hyperlink does not appear in the left menu, you may not have authorization, and you must request your level of access. Your **PARRTS** level of access depends on the authorization level you were granted on your application. Not all users have access to both **PARRTS** modules. Should you need assistance, please see [Point of Contact](#) at the beginning of this document for more information.

- ✓ Click the [PARRTS Coding](#) hyperlink to assign **ICD-9-CM** codes.
- ✓ Click the [PARRTS Data Management](#) hyperlink to [create, view, and update patient records](#). The **Operation/Event** form appears.
- ✓ Click the [PARRTS Reports](#) hyperlink to view and print **PARRTS** reports. The **Reports** menu appears.

## 2.3.2 PASBA Home Menu

The **PASBA** restricted web page appears.

- ✓ Click the **PARRTS** hyperlink to open the **AMEDD** stand-alone **Welcome to the PASBA Restricted Web Site** web page. The name of the database appears; for example, **You are using the Trainee database**. The following menus are accessible from this page.
  - ✓ Click the [PARRTS Reports](#) hyperlink to generate reports based upon the **PARRTS** data.
  - ✓ Click the [PARRTS Data Management](#) hyperlink to access the **Patient Accounting and Reporting Realtime Tracking System**.
- ✓ Click the **Main Menu** hyperlink to access the **PARRTS** menu.

### 2.3.2.1 Change Your Password

- ✓ Click **Login**.
- ✓ Click the **Change Pwd** hyperlink in the left side menu of the web page. The **Change Password** web page appears. Your user name appears in the **Change Password** form.
- ✓ Type your new password in the text box; then re-type it again for security. You should create a **strong** password. A **strong** password is one that contains eight characters or more and includes characters from, at least, three of the following groups:

- ✓ Capital letters (**ABCDEFGHIJKLMNOPQRSTUVWXYZ**)
- ✓ Lower-case letters (**abcdefghijklmnopqrstuvwxyz**)
- ✓ Numbers (1234567890) Symbols (**~!@#%&^&\*([]\_+?><'":.,)**)

### 2.3.2.2 Logging Out From PARRTS

- ✓ Click the **Logout** hyperlink in the left side menu of the web page to quit **PARRTS**.
- ✓ Quit your browser by clicking the **Close** button. You can also click the  in the upper right corner of the web page. The following message appears: **Your session with the PASBA Secure Site has been terminated. To ensure the privacy of your account information, please close this browser window by clicking the button below.**

### 2.3.3 Browsing

On this web-site, bread crumbs are used. Bread crumbs are links at the upper-left corner of each page. These links keep track of where you were, and where you are. You can navigate the entire **Data Management** application by using these links.

The analogy here refers to leaving hyperlinks as markers, bread crumbs, to make it easier to browse through the site.

- ✓ Click a link preceding the current title to go backwards in your path.



## 2.4 Coding (PASBA Data Coding Personnel)

With the **Coding Tool**, you can code records that are inserted into the **PARRTS** database from various resources.



The **PASBA** internet web site offers help and guidelines under the hyperlinked title of **Coding Guidelines** in the left side menu. You can also access the **UBU Coding Guidelines**, which are not an **AMEDD** document, but it is your current tri-service guidance. Look for this reference on the **UBU** web site at: <http://www.tricare.osd.mil/org/pae/ubu/default.htm>

- ✓ Click the **PARRTS Coding** hyperlink (in the left side menu). The **Coding** form appears.

#	Admitting Diagnosis	Sex	Age	Disposition Date	Register nbr	Codcd	SIDBR
1	bilateral gas to the legs	M		12/20/2003	0014459	N	N
2	blast trauma to head & thorax	M	27	12/24/2003	0014567	N	N
3	blast trauma/TUP MVA	M	44	12/19/2003	0014551	N	N
4	both amputation legs, bleeding to mouth	M	24	12/26/2003	0014578	N	N
5	BROKEN RING FINGER	M	25	1/25/2004	0024192	N	N
6	Bronchitis	M		1/5/2004	0014592	N	N
7	burns 4% tbsa	M	30	12/10/2003	0014508	N	N
8	C-Spine/Facial Trauma	M	39	12/19/2003	0014550	N	N
9	C.H.I./ CLAVICLE FRACTURE	M	25	1/3/2004	0024162	N	N
10	C6 Spinal Fx	M		12/19/2003	0014540	N	N
11	cellulitis left hand and arm	M		10/23/2003	0014443	N	N

- ✓ Click the **PARRTS Coding** hyperlink (in the left side menu). The **Coding** form appears.
- ✓ Click to select a **DMIS** code. The **DMIS** code appears in the list box and includes the **MTF**. You can manage the **DMIS** list that appears in your list box by clicking the **Edit DMIS List** and adding or deleting an item.
- ✓ Click to select the sorting criteria, and whether you want to sort in ascending or descending order.
- ✓ Select **Y** for coded episodes or **N** for non-coded episodes.
- ✓ Click the **View Episodes** button.



- ✓ Click to edit and add **ICD-9** codes. The form for that **Episode** appears so that you can add/edit appropriate codes.
- ✓ Click the **Add** hyperlink in the **Diagnosis code** grid. Do not include decimal points when adding **ICD-9** or **Procedure Codes**.
- ✓ Click the **Save** button.

## 2.5 Reports

With the **PARRTS Reports** module you can generate four basic types of reports, Patient **Multi-Functional**, **Search**, **Statistics**, **Comments**, **Amputee**, and **ICD-9** Reports. You can use the **Multi-Functional Report** to generate a set of reports that provide detailed information on inpatient, outpatient, and both, for a specific operation and event, or for all operations and all events. You can use the **Multi-Functional Report** to report on:

- ✓ Current inpatients or outpatients
- ✓ Discharged patients
- ✓ Seriously ill and very seriously ill patients
- ✓ Deaths
- ✓ VIPs, VSI, and SI
- ✓ Enabling care patients
- ✓ Patients' current location
- ✓ Disposition Types
- ✓ Type Case (BC, DIS, INJ)
- ✓ AMEDD Personnel

When you create a **Multi-Functional report**, you can specify the operation, the event, the beginning and ending date, the **DMIS** code to report on, and the patient type (in or outpatient, or both). For each reporting category, you can obtain a count of the patients that match the specified criteria for each facility.

- ✓ With the **Patient Search** report you can search for a patient based on last name, first name, **SSN**, and so on.
- ✓ With the **Patient Statistic** report you can generate a count of in and outpatients. You can also generate statistics for a single operation and event, or for all operations and all events.
- ✓ With the **Comments** report you can check for the last seven days comments filtering by operation.
- ✓ With the **Current Amputee** report you can list all current amputee patients for selected operation and events.

You can view the **PARRTS** reports in soft or hard copy.

### 2.5.1 Generating Reports

To view a report, click to select the type of report, such as **Multi-Function**

- ✓ Click the **Print** button at the bottom of the page to print the report
- ✓ Click the **back** button to return to the **Report** menu.

### 2.5.2 Using the Reporting Module

Click the **PARRTS Reports** hyperlink to generate reports based upon the **PARRTS** data. There are several ways to view **PARRTS** data, using different kinds of reports. The main **Reports** screen has links to these different reporting options.

<i>Report</i>	<i>Description...</i>
<b>Multi-Function</b>	Shows patients based on several criteria, such as operation, event, status, and so on.
<b>Patient Search</b>	Shows a list for a patient based on last name, first name, <b>SSN</b> , and so on.
<b>Patient Statistics</b>	Shows a report based on operation, event and <b>AMEDD</b> personnel staff only.
<b>Comments</b>	Shows the most recent episode comments, filtered by operation.

<i>Report</i>	<i>Description...</i>
<b>Current Amputee Patient</b>	Shows list of all current amputee patients for selected operation and event.
<b>Search by ICD-9</b>	Search for episodes that contain a specified <b>ICD-9</b> (diagnosis) code.

## 2.5.3 Multi-Function

With the **Multi-Function Report**, you can query the **PARRTS** database using several different criteria.

Patient Accounting and Reporting Real-time Tracking System  
**PARRTS Reports**  
back

**Multi-Functional Report**

Operation:  Patient Type:   
DMIS:

**All Enabling Care Patients**

All Traumas    Head Trauma    Eye Trauma    Burns    Spinal Cord Injury  
 Amputee    Post Traumatic Stress Disorder

**SI/VSI, Type Case, etc.**

VSI    SI    DIS    INJ    BC    VIPs    Deaths    AMEDD Personnel

Admitting Diagnosis Narrative:

Inpatient Status:  Military Service:

Adm Date - From:   To:

Disposition Type:   
23 - TRF TO USAF MTF  
24 - TRF TO OTHER FED FACILITY  
Ctrl+click to select more than one

**Options**

Show Comments:  Order by:

- ✓ Click the **Run Multi-function Report** button.

When the number of records in the report exceeds **1000**, the report is automatically broken up into pages of **1000** records each. At the bottom of the page, click another page number or the **'next page >>'** hyperlink to see the next page. A counter shows at the bottom of the list the total number of records for that particular report; for example, **Total Number of Patients: 1189 · Total Number of Patient Episodes: 1410**.

- ✓ Click **Exportable View** (located at the top of the report form) to open the entire report in Microsoft Excel. It will not be broken up in chunks like the conventional reports. Be patient if your report has thousands of rows, because it will take a while to generate.
- ✓ Click **Printable View** (located at the top of the report form) to display the report as it will appear when you print it. The report will not be broken up into chunks; in other words, be patient if you have a report of more than a thousand rows because it will take a few minutes to generate.

<i>In this form...</i>	<i>Description...</i>
<b>Operation</b>	Click to select the name of an operation; for example, Enduring Freedom. This is the umbrella operation for associated events. The primary Event for any operation is named after the operation. For example, the primary Event for Operation Enduring Freedom is Enduring Freedom. You may have multiple events under an operation.
<b>Events</b>	Click to select an event. You must have selected an Operation first. In the case of a mass casualty ( <b>MASCAL</b> ), notify the <b>MEDCOM PAD</b> . The <b>MEDCOM PAD</b> adds an event code to the system.
<b>Patient Type</b>	Select the patient type in the <b>Patient Type</b> list box. Select between inpatient, outpatient, or both.

<i>In this form...</i>	<i>Description...</i>
<b>DMIS Code</b>	Click the <b>DMIS Code</b> button to select the facility. The default is all facilities.
<b>Enabling Care</b>	Select the category of <b>Enabling Care</b> you want to report or select <b>All Enabling Care Patients</b> to report on all Enabling Care patients. If you select <b>Amputee</b> , additional options appear to let you select the cause of the Amputation.
<b>VSI</b>	Select the <b>VSI (Very Seriously Ill)</b> check box when illness is of such severity that life is imminently endangered.
<b>SI</b>	Select <b>SI (Seriously Ill)</b> when a patient is seriously ill. This is when the patient's illness is of such severity that there is cause for immediate concern but there is no imminent danger to life.
<b>DIS</b>	Select <b>DIS (Disease)</b> the type case you want reported (disease, injury or battle casualty). A disease is a recognized etiologic agent (or agents), an identifiable group of signs and symptoms, or consistent anatomical alterations.
<b>INJ</b>	Select <b>INJ (Injury)</b> when a patient has a condition caused by trauma, such as a fracture, wound, sprain, dislocation, or concussion. An injury also includes conditions resulting from extremes of or prolonged exposure to temperature and acute poisoning resulting from exposure to a toxic substance. <i>Poisoning due to contaminated food is not considered an injury.</i>
<b>BC</b>	Select <b>BC (Battle Casualty)</b> when any person lost to an organization because of death, wound, missing, capture, or internment provided such loss is incurred in action. "In action" characterizes the casualty status as having been the direct result of hostile action; sustained in combat and related thereto; or sustained going to or returning from a combat mission provided that the occurrence was directly related to hostile action. Injuries due to self-inflicted wounds are not considered as sustained in action and are not interpreted as sustained in action and are not interpreted as battle casualties.
<b>VIPs</b>	Select this option to report <b>VIPs</b> .
<b>Deaths</b>	Select this option to report deaths.
<b>AMEDD Personnel</b>	Select this check box only for <b>AMEDD</b> personnel (based on the patient's <b>MOS</b> )
<b>Inpatient Status</b>	Select the patient category for the report. Select from All Patients, Current Patients Only, or Discharged Patients Only.
<b>Military Service</b>	Select the branch of military service you want reported from the list box.
<b>Adm Date</b>	Select the admission date for the report. The date range is an optional field.

## 2.5.4 Patient Search

With this form you can search for contingency operations patients using one or more criteria; for instance, you can use the first few letters of the first or last name to run a **Patient Search Report** on patients whose names start with "smi". You can also search using the **DMIS** code by selecting it from the **DMIS** list box.

Patient Search Report			
<b>DMIS</b>	<input type="text"/>		
<b>Register Nbr</b>	<input type="text"/>	<b>SSN</b>	<input type="text"/>
<b>First Name</b>	<input type="text"/>	<b>Last Name</b>	<input type="text"/>

- ✓ Click the **Run Patient Search Report** button. A list of matching patients appears.

Patient Accounting and Reporting Real-time Tracking System  
Patient Search Results

You are using the Trainee database

Back

Patient History	Episode List	SSN	FMP	Last Name	First Name
Hx	EL	000000000	20	TUESDAYWELLS	MONDAY
1 Row(s) Found					

Back

Patient Administration Systems and Biostatistics Activity (PASBA), AMEDD, 2002/2003

- ✓ Click the green **Hx** link to show the patient’s history. (**Hx** is short for history).
- ✓ Click the green **EL** link to show the patient’s episode. (**EL** stands for Episode’s list).
  - ✓ Click the green **ER** link to show the patient’s episode report (**ER** stands for Episode’s report).
- You can also limit the amount of comments to display (per page) by clicking to select an operator (+ -) and a number (amount of comments), and then clicking the Re-display button.**
- ✓ Click the **Print** button when you need to have a hard copy of the report.
- ✓ Click the **back** button to go back to the previous form.

### 2.5.5 Patient Statistics

Patient Statistics Report	
Operation:	ALL
Event:	
AMEDD Personnel Only	<input type="checkbox"/> (only affects Patient Report)
Run Statistics Report	

- ✓ Click the **Run Statistics Report** button. A list of matching patients appears.

<i>In this form...</i>	<i>Description...</i>
<b>Operation</b>	Click to select the name of an operation; for example, Enduring Freedom. That operation is the umbrella for associated events. The primary Event for any operation is named after the operation. For example, the primary Event for Operation Enduring Freedom is Enduring Freedom. You may have multiple events under an operation.
<b>Events</b>	Click to select an event. You must have selected an Operation first. In the case of a mass casualty ( <b>MASCAL</b> ), notify the <b>MEDCOM PAD</b> . The <b>MEDCOM PAD</b> adds an event code to the system.
<b>AMEDD Personnel Only</b>	Select this check box to limit the report to only those patients who are listed as being <b>AMEDD</b> personnel.

- ✓ Click the **Run Statistics Report** button to run a statistics report based on the criteria provided.

### Summary Report for Iraqi Freedom

Current Patient Data								
VSI	SI	BC	INJ	Dis	CurPat			
8	7	96	651	447	1235			
Last 24 hours Data								
Rtd	Transfer	Deaths	Admitted					
0	0	0	4					
Total Inpatient Seen Data								
BC	INJ	Dis	Rtd	Deaths	OthDisp	TotalEpis		
762	2096	2844	1471	26	3022	5752		
Type InPatients Seen Data								
Army	AirForce	Navy	Marines	CoastGuard	Contractor	Civilian	Nato	NonNato
4352	74	72	459	0	91	681	18	5
Total OutPatients Seen Data								
BC	INJ	Dis	Rtd	Deaths	OthDisp	TotalEpis		
413	3602	6452	0	0	6917	10525		
Type OutPatients Seen Data								
Army	AirForce	Navy	Marines	CoastGuard	Contractor	Civilian	Nato	NonNato
9671	147	69	312	1	27	286	11	1

## 2.5.6 Comments Report

This report shows comments entered about patient episodes, and starts with the most recent comments.

- ✓ Click to select the **Operation** list box to select an operation; for example, **Pentagon Terrorist Attack**.
- ✓ Click to select a comment or **SSN** of the **Episode Report** for that patient to show a report in ascending, or descending order.



- ✓ Click **Show Excel** to show the last 7 days of comments in Microsoft Excel.

Patient Accounting and Reporting Real-time Tracking System  
Comments Report for Iraqi Freedom

You are using the Trainee database

Operation:  Sort by:

NOTE: This report only shows last 7 days of comments Excel Version

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SSN	FMP	Comment Date	Comments
587499099	20	2/20/2004	jkikjtdkjdisio
1 Row(s) Found			

## 2.5.7 Current Amputee Patient Report

This report lists, in alphabetic order all the patients that have had a coded **Amputee** episode. You can filter by using the **Operation** and **Event** list boxes at the top of the report. This report shows the current inpatient



only. Click **Show Excel** to show an **Excel** version of the report, and save it on your local drive.

Patient Accounting and Reporting Real-time Tracking System  
**Amputee Report**

You are using the Trainee database

back

Operation:  Event:  View  Excel Version

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Last Name	First Name	Grade	SSN	Unit & Installation	Treating MTF	Status	Diagnosis	Clinical Update	MEB/PEB
<b>Iraqi Freedom/Iraqi Freedom</b>									
Jones	David	E8	F14A30704		WOMACK AMC	Inpatient	866.0 - TRAUMATIC AMPUTATION OF FINGERS	12/10/2003 - Pt. is feeling better today.	
ROGER	ABSAP	E5	784894949	235th, 12th	BLANCHFIELD ACH	Inpatient	887.2 - TRAUMATIC AMPUTATION OF ARM, AT OR ABOVE ELBOW	12/17/2003 - Still pending discharge.	
<b>Number of Patients: 2</b>					<b>Total Record count: 2</b>				

Patient Administration Systems and Biostatistics Activity (PASBA), AMEDD, 2002/2003

## 2.5.8 Search by ICD-9 Report

This report lists episodes that have been assigned to a particular **ICD-9** code.

Patient Accounting and Reporting Real-time Tracking System  
**List of Patients Sorted by**

You are using the Trainee database

Back · Printable View · Exportable View

Operation: ALL		Event: ALL	
List of Patients Sorted by			
<b>Record 1</b>	<b>Episode 97197</b>		
<b>Patient</b>	TUESDAYWELLS, Hospital MONDAY	BASSETT ACH-FT. WAINWRIGHT	<b>Operation</b> Iraqi Freedom <b>Event</b> Iraqi Freedom
<b>Admit Date</b>	12/9/2003	<b>SI/VSI</b> Not Seriously Ill	<b>PatCat</b> ARMY ACTIVE DUTY
<b>Sex</b>	M	<b>VIP</b> N	<b>SSN</b> 000000000 <b>RegNo</b> 0000001
<b>DOB</b>	7/16/1977	<b>IP/OP</b> INPATIENT	<b>SRC ADM</b> Transfer Navy MTF <b>Disp Date</b> 12/9/2003
<b>Grade</b>	E8	<b>Type Case</b> DIS	<b>AOC/MOS</b> O2F <b>Disp Type</b> DUTY
<b>Unit</b>	Co pasba pasba Bn pasba Bde pasba Div frog team	<b>MEB/PEB:</b>	<b>Diagnosis</b> 133.8 - ACARIASIS NEC
<b>ICD9 Codes</b>	133.8		
<b>Total Number of Patients: 1</b>		<b>Total Number of Patient Episodes: 1</b>	

Print Previous

## 2.6 Data Management

The **PARRTS Data Management** module is particularly suited to assist you in the collection, entry, storage, and retrieval of demographic and medical data information about individual patients and administration. The **PARRTS** module uses the gathered information for tracking the movement of those patients transferred from one medical facility to another. In addition, this data management module stores information for the following: **Very Important Persons (VIP)**, **Enabling Care (EC)**, **Mass Casualties (MASCAL)**, **Operations Other Than War (OOTW)**, and **Contingency Operations**.



Enabling Care is the US Army Surgeon General's program for tracking the clinical path of active duty patients falling under one of the following diagnostic categories:

- ✓ Traumatic head injury
- ✓ Spinal cord injury
- ✓ Eye injury
- ✓ Burns
- ✓ Amputations (including parts of digits)
- ✓ Post traumatic stress disorder.

### 2.6.1 Using the Data Management Module

The data management module contains four sections:

- ✓ Operation, Event, and Facility (MTF) selection
- ✓ Patient Information
- ✓ Administrative Information
- ✓ Comments.

### 2.6.2 Searching and Retrieving a New Patient Record

Click the **PARRTS Data Management** hyperlink in the left top menu. The **Patient Search Criteria** form appears. You can type information to retrieve a patient's episode.

**You are using the Trainee database**

Enter search criteria and click 'Find Patient' , or [add a new patient](#)

Patient Search Criteria	
SSN	654-22315
Last Name	Martin
First Name	Larry
Register Number	66
Operation	Iraqi Freedom
Event	Iraqi Freedom
MTF	1194 - 21st CSH (TOE)

- ✓ Click the **Find Patient** button. The **Patient Search Results** form appears, and you can browse through the list of patients.
- ✓ Click the name of the patient to see his/her episode list.

## 2.6.3 Create a New Patient Record

1. Log on to the **PASBA** restricted web site; then click the **PARRTS Data Management** hyperlink.
2. Click **Add new patient**.
3. Type the **SSN**; then click **Continue**, if the **SSN** already exists, the patient information appears in the **Edit Patient** form.
4. Edit the information.
5. Click the **Save Changes** button; the patient search result form appears. You can click the **Admit Date** to see the **episode detail**. You can edit the episode, edit the patient demographics or add a new episode.

<i>In this form...</i>	<i>Description...</i>
<b>SSN</b>	Type a <b>Social Security Number</b> , the <b>SSN</b> collected by <b>Composite Health Care System (CHCS)</b> is that of the patient's sponsor; if you do not have one, you can create a <b>pseudo SSN</b> by clicking the <b>add a new patient</b> hyperlink; then clicking the <a href="#">Pseudo SSN</a> button.
<b>Last Name</b>	Use the patient's identification card to type his or her last name. Fill this text box using the person's identification card or by interviewing the patient if there is no identification card.
<b>First Name</b>	Use the patient's identification card to type his or her first name. Fill this text box using the person's identification card or by interviewing the patient if there is no identification card.
<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 range is <b>0000001-9999999</b> . The <b>Register Number</b> does not apply to outpatients.
<b>Operation</b>	Click to select the name of an operation; for example, Enduring Freedom. That operation is the umbrella for associated events. The primary Event for any operation is named after the operation. For example, the primary Event for Operation Enduring Freedom is Enduring Freedom. You may have multiple events under an operation.
<b>Events</b>	Click to select an event. You must have selected an Operation first. In the case of a <b>Mass Casualty (MASCAL)</b> , notify the <b>MEDCOM PAD</b> . The <b>MEDCOM PAD</b> adds an event code to the system.
<b>MTF</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.

- ✓ Click the **Find Patient** button. The result appears on a secured web page. You can search again or you can click the **add a new patient** hyperlink. The **PARRTS** database is searched for a match. If a match is found (the **SSN** already exists) a list of matches appears. You can either click one of the existing patients, or **Create a new patient using this SSN**. If the database cannot retrieve a match when you click the **Continue** button, you are automatically redirected to the **Add New Patient** form.
- ✓ Click the hyperlinked name of the patient you just retrieved to view his or her episodes.

- ✓ Click the **Search** again hyperlink to find a new patient.
- ✓ Click the **Admit Date** hyperlink to view the episode details.
- ✓ Click  to edit the episode for that particular patient, or click the **edit Patient Demographics** hyperlink.
- ✓ Click the [Add New Episode](#) hyperlink to enter information about this patient's episode.

OR

You can add a new patient in the **PARRTS** database by clicking the **Add a new patient** hyperlink.

- ✓ Make sure that the **SSN** for the patient you are about to enter does not already exist in the **PARRTS** database.
- ✓ Type the **SSN**; then click **Continue**, if the **SSN** already exists, a list appears below; otherwise, it is stored in the **PARRTS** database.

Enter SSN, or click 'Psuedo SSN' to create psuedo SSN, then click 'Continue'

SSN  -  -

SSN	FMP	Name	DOB
<u>123456789</u>	20	Doe, John	8/20/1970
<u>123456789</u>	01	DO, JO	11/15/2001
<u>123456789</u>	45	Sc, He	3/15/1969
<u>123456789</u>	30	Testing, Lisa	2/26/1976
<u>123456789</u>	01	Franke, Don	4/20/1970

[Create new patient using this SSN](#)

- ✓ Click the **Pseudo SSN** button for **PARRTS** to randomly generate and assign a temporary **SSN** when one is not available. “P” identifies the **SSN** as a pseudo number.
- ✓ Click the **Continue** button; the **General Info** form appears.
- ✓ Type your information.

You are using the Trainee database

Fill in fields then click 'Add Patient', or [search again](#).

General Info			
First Name	<input type="text" value="Saturday"/>	Last Name	<input type="text" value="Hoff"/>
SSN	<input type="text" value="65344444"/>	FMP Level	<input type="text" value="20 - Sponsor"/>
Gender	<input type="text" value="Male"/>	Date of Birth	<input type="text" value="07/29/1957"/> (mm/dd/yyyy)

- ✓ Click the **Save Changes** button.

## 2.7 Adding or Editing an Episode

### 1.7.1. Add an Episode Record

1. Search for the patient and his or her associated episode.
2. Select a patient from the list, and then click the name. Add the patient if he or she is not found (see **Creating a New Patient Record**); otherwise, a list of episodes, (if there are any) for the selected patient appears.
3. Click the **Add New Episode** link at the top of the page.

To return to the previous screen without saving changes, click the **Cancel** button on the **Episode Edit** page.

Editing episode for DUCK, DON (123456789)

[Back](#) · Grayed-out items are not required

<b>Admission Type</b>			
<input type="radio"/> In-Patient <input checked="" type="radio"/> Out-Patient			
<b>Event</b>			
Operation	Iraqi Freedom		
Event	Iraqi Freedom		
Admitting MTF	- Unknown		
DMIS			
<b>Patient Information</b>			
Pat Cat:	ARMY ACTIVE DUTY		
Grade:	MARINE (E6) - Staff Sergeant		
Co:	a	Bn:	b
Bde:	c	Div:	d
Unit:	xyz		
NEB/PEB	<input type="checkbox"/>		
<b>Injury</b>			
SI/VSI <input type="checkbox"/>			
<b>Enabling Care</b>			
<input checked="" type="checkbox"/> Amputee	<input type="checkbox"/> Head Trauma	<input type="checkbox"/> Eye Trauma	
<input type="checkbox"/> Burns	<input type="checkbox"/> Spinal Cord Injury	<input type="checkbox"/> Post Traumatic Stress Disorder	
<b>Amputation Cause</b>			
<input type="checkbox"/> Explosion	<input type="checkbox"/> Land Mine	<input checked="" type="checkbox"/> Grenade	
<input type="checkbox"/> GSW	<input type="checkbox"/> MVA	<input checked="" type="checkbox"/> Other	
N			
<b>VIP Information</b>			
VIP <input type="checkbox"/>	VIP Title		
POC Name/Phone			
<b>Admission/Gain</b>			
Admit Date	8/11/2003 (mm/dd/yyyy)		
Hosp Registration No	1234567		
Admitting Diagnosis	akdj#aj#lkdf		
ICD9			
Civ Hosp Name (Absent Sick)			
Type Case	Battle Casualty		
MDS			
MOS			
Source of Admission	Direct		
Injury Date	8/11/2003 (mm/dd/yyyy)		
Conv. Leave Return Date	1/1/1900 (mm/dd/yyyy)		
<b>Disposition/Transfer/Loss</b>			
Disposition Date	1/1/1900 (mm/dd/yyyy)		
Disposition Type	TRF TO OTHER FED FACILITY		
- Unknown			
MTF Transferred To	DMIS		
<b>Comments</b> <span style="float: right;">Add New Comment</span>			
8/29/2003 - Broken femur - NOS			

Patient Administration Systems and Biostatistics Activity (PASBA), AMEDD, 2002/2003

### 1.7.2. Edit an Episode Record

1. Type information in the **Patient Search Criteria** form.
2. Click to select a patient's name from the list.

3. Click the hyperlinked name of the patient you just retrieved to view his or her episodes; then click the **Episode Date** for the episode you want to edit.
4. Type the same information as when you are adding a New Episode.

### 1.7.3. Search Patient

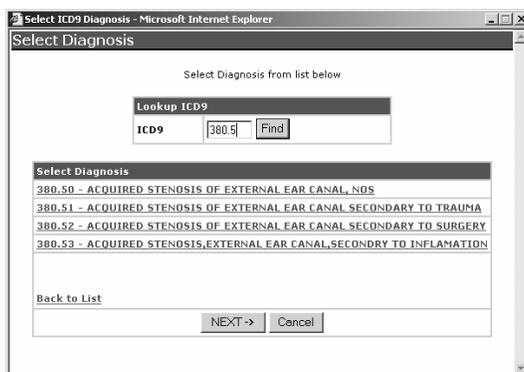
The starting point for all your activities is the **Patient Search** form on the first page in the **Data Management Module**. This is the starting point for all activities. Here is what you can use for a patient search: Social Security Number (SSN), Last Name, First Name, Register number, Operation, Event, and Admitting DMIS/MTF.

<i>In this form...</i>	<i>Description...</i>
<b>Admission Type</b>	
<b>In and Outpatient</b>	Click to select the <b>In</b> or <b>Outpatient</b> option button to describe your patient.
<b>Event</b>	
<b>Operation</b>	Click to select the name of an operation; for example, Enduring Freedom. That operation is the umbrella for associated events. The primary Event for any operation is named after the operation. For example, the primary Event for Operation Enduring Freedom is Enduring Freedom. <u>You may have multiple events under an operation.</u>
<b>Events</b>	Click to select an event. You must have selected an Operation first. In the case of a mass casualty (MASCAL), notify the MEDCOM PAD. The MEDCOM PAD adds an event code to the system.
<b>Admitting MTF</b>	Click the <b>DMIS ID</b> code button. 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 <b>MTF</b> name do not appear in the list, type your <b>DMIS</b> code in the list box.
<b>Pat Category</b>	The category to which the patient belongs. Select the patient category from the <b>Pat Category</b> list box.
<b>Grade</b>	The patient's current military pay grade. The patient's current military pay level. Select the grade from the Grade list box. For non-military personnel, leave this field blank.
<b>Co, Bde, Bn, and Div</b>	Type the Company, Brigade, Battalion, and or Division from which the patient belongs to.
<b>Unit</b>	Type the name of the unit to which the patient is assigned
<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/VSI</b>	Select the <b>SI/VSI</b> check box.
<b>Enabling Care Amputation Cause</b>	Select to indicate whether enabling care is required by clicking the boxes that define the type of enabling care. If you select Amputee, you must select the option(s) that identify the cause of the amputation: Explosion, Land Mine, Grenade, <b>Gunshot Wound (GSW)</b> , <b>Motor Vehicle Accident (MVA)</b> , or Other. Refer to MEDCOM Regulation 40-7.

<i>In this form...</i>	<i>Description...</i>
<b>VIP Information</b>	Select the <b>VIP</b> check box if the patient is considered a very important person, type the patient's title. For example, Senator or General Officer.
<b>POC Name/Phone</b>	Type the name of a point of contact.
<b>Admission/Gain</b>	
<b>Admit Date</b>	Type a date in the following format (mm/dd/yyyy); or click  to select the month and year from the list box; then click a number to select the day of the patient's admission at the facility.



<b>Hosp Registration No</b>	
<b>Admitting Diagnosis</b>	<p>Type the physician's diagnosis as the basis for admission. Complete using diagnoses as described in the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM). Click the <b>ICD-9</b> button to select a diagnosis from the list.</p> <p>If you know the diagnosis code, or even the first few numbers, type them, and click the <b>Find</b> button; a list of matching diagnoses and their codes appear. You can browse through the list by clicking the <b>Next</b> button.</p> <p>Click the relevant code from the list. The <b>ICD-9</b> now appears on your form.</p> <p>You can add multiple diagnoses.</p>



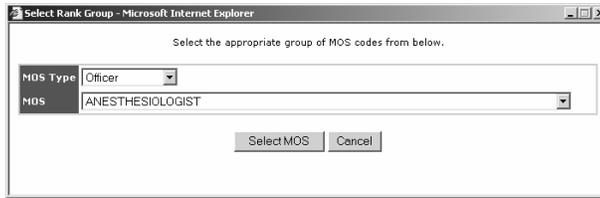
<b>Civ Hosp Name (Absent Sick)</b>	The name of the civilian hospital to which the patient is transferred or moved (if applicable). Armed Forces personnel in a civilian hospital are considered absent sick from the transferring Army facility.
<b>Type Case</b>	Click to select the patient's type case from the <b>Type Case</b> list box. The options are INJ – Injury, DIS – Disease, BC – Battle Casualty. The default is INJ – Injury.

---

**MOS**

Type the patient's primary **MOS** in the **MOS** text box. Click the **MOS** button to select the **MOS** type, and then the **MOS** itself; for example, the **MOS Type** is **Officer**, and the **MOS** is **Anesthesiologist**. If you don't know, you can select **Unknown**.

---



---

**Source of Admission**

Click to select the source of admission for this patient; for example, **Transfer Army MTF**.

---

**Injury Date**

The date at which the patient's injury occurred. Enter the date by typing the two-digit day of the month in the month, the two digits for the day and finally type the four-digit year in the last field.

---

**Convalescent Leave Return Date**

Enter the date at which the patient is expected to return from **Convalescent Leave**.

---

**Disposition/Transfer/Loss****Disposition Date**

Type a date in the following format (mm/dd/yyyy) for the patient disposition date; or click  to select the month and year from the list box; then click a number to select the day for the patient's disposition. The **Disposition Date** does not appear for outpatients.

---

**Disposition Type**

Type a date in the following format (mm/dd/yyyy). A description of the disposition for patient released from the facility. Select the **Disposition Type** from the list box.

---

**MTF Transferred To**

The medical treatment facility to which the patient is transferred or moved. Optionally, you can type the **DMIS ID** or facility name in the field or click the **Get DMIS** button to select the **DMIS ID** from a list.

---

**Comments**

*Add New Comment*

Once you've entered all the required information, you can add a comment to an episode when you are editing it, or you can read comments already entered. Type a comment date in the following format (mm/dd/yyyy); or click  to select the month and year from the calendar' list box; then click a number to select the day.

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## 3. Business Continuity Plan

The **PARRTS** business continuity plan provides a method for collecting data should the **PASBA** restricted website fail for 48 hours or longer. An instruction sheet/form is available to all users for manually collecting data. After that you can send to **PASBA** the completed forms via fax or **AKO** e-mail.

The Chief, **PASBA Development Section**, determines when to implement the business continuity plan for **PARRTS**.

### 3.1 Business Rules

You must follow the business rules, listed below, that are established by **MEDCOM**, when you enter patients in the **PARRTS** database. Both in and outpatients of all services that meet the appropriate criteria are entered in the **PARRTS** database.

#### Inpatient

- ✓ All Army inpatient personnel need to be entered into **PARRTS** within 5 hours after admission.
- ✓ It is extremely important that you initiate your clinical updates (comments field) using your facility as the primary **MTF** and selecting the correct operation. This will facilitate your updates and the running of queries by facility in the future. Any patients(s) in your geographical areas of responsibility must be included in your **PARRTS** update. Use the clinical information from the **PMR** (Patient Movement Request) from **TRAC2ES** as the initial clinical update. Any subsequent clinical update is based on the information received from your medical staff and must be inserted in the comments field. At a minimum, your patient update must include:
  - Diagnosis/condition of the patient (**SI/VSI**)
  - Any changes in patient location (change of facility)
- ✓ Attending physician or monitoring physician in the case of patients located at a civilian **MTF** or **VA** facilities and corresponding telephone numbers
  - Treatment plan for the soldier/patient
  - Will the soldier be pending **MEB/PEB** processing
  - Projected disposition date
- ✓ Clinical updates must be updated, on each inpatient, once a day prior to 10:30 Eastern Standard Time including weekends and holidays. If **PARRTS** is not available, send an email with your daily updates to **OTSG PAD**.
- ✓ The patient's **MOS/AOC** and unit must be included in the administrative section.
- ✓ Disposition information must include the date, type of discharge or transfer, and the location of transfer once a patient is removed inpatient status at the reporting **MTF**. Information must be annotated within 5 hours of discharge.

#### Outpatient

- ✓ All Army outpatient personnel need to be entered into **PARRTS** within 5 hours after arrival.
- ✓ It is extremely important that you initiate your clinical updates (comments field) using your facility as the primary **MTF** and selecting the correct operation. This will facilitate your updates and the running of queries by facility in the future. Any patients(s) in your geographical areas of responsibility must be included in your **PARRTS** update. Use the clinical information from the **PMR** (Patient Movement Request) from **TRAC2ES** as the initial clinical update. Any subsequent clinical update is based on the information received from your medical staff and must be inserted in the comments field. At a minimum, your patient update must include:
  - Diagnosis/condition of the patient (**SI/VSI**)
  - Any changes in patient location (change of facility)

- Attending physician or monitoring physician in the case of patients located in civilian **MTF** or VA facilities and corresponding telephone numbers
  - Treatment plan for the soldier/patient
  - Mention of next appointment(s)
  - Will the soldier be pending **MEB/PEB** processing
- ✓ Clinical updates must be updated, on each outpatient, twice a week by close of business on Tuesdays and Thursday during the period of hostilities. Normally, during a non-hostilities period, clinical updates must be updated, on each outpatient, once a week by close of business on Wednesdays. If **PARRTS** is not available, send an email with your daily updates to **OTSG PAD**.
  - ✓ The patient's **MOS/AOC** and unit must be included in the administrative section..

### **Non-Army Patients**

- ✓ Patients from services other than Army must be entered into **PARRTS** within 24 hours of arrival at your facility; however, subsequent clinical updates are not required.
- ✓ All patients from another service that are transferred to an Army facility must be entered in the **PARRTS** database at the new facility.

### **Special Incidents**

- ✓ **Special patient incidents** that are not listed in the available **Operations** list box must be classified as **Unaffiliated Events** or **Training**. **Operations** classified as Unaffiliated Events are characterized as incidents/accidents, VIPs, or **Enabling care patients** unassociated with a given Operation (Non-training related). **Operations** classified as Training are characterized as **Operations** associated with a training exercise. Contact **PASBA** to add a new event associated with the **Unaffiliated Event** or **Training Operation**.

### **Comments**

- ✓ The basic level of clinical information; for example, **Is the patient improving, moving from ICU to the ward, surgeries scheduled** and so on.
- ✓ Any information regarding a patient's discharge status; particularly what type and frequency of follow-on care is planned, and where they are discharged to unit, home, and so on...
- ✓ **MEB/PEB** process (what stage of completion, if initiated).

### **Amputee Reporting**

- ✓ Active duty member of any service admitted to an Army **MTF** and Army active duty under administrative control of an Army **MTF** in an absent sick status is entered in the **PARRTS** database under enabling care amputee.
- ✓ Service members must be tracked while they are in or outpatients. Patients must be tracked until such time as rehabilitation is completed and the patient is fitted for his/her prosthetics.
- ✓ Clinical update of the patient condition (whether inpatient/outpatient) must occur once a week (by close of business on Wednesdays).

### **Data Quality**

- ✓ If a data field has not been completed, make sure that the field is completed prior to the patient's disposition.
- ✓ At a minimum, a weekly reconciliation must be done at each **MTF** (**CHCS, CIS**, and so on) that have soldiers tracked in **PARRTS**.



# 4. Application - Request for Access

## PATIENT ADMINISTRATION SYSTEMS AND BIostatISTICS ACTIVITY

### RESTRICTED WEB SITE

#### Request for Access (Print this form)

Return by mail or fax to:

Patient Administration Systems and Biostatistics Activity  
1216 Stanley Road Ste 25  
Fort Sam Houston, TX 78234-5053

FAX : (210) 221-2046 / DSN 471  
CUSTOMER ASSISTANCE: (210) 221-0532 / DSN 471

**USER NEEDING ACCESS:**

NAME/RANK	
TITLE	
E-MAIL ADDRESS	
ORGANIZATION	
MAILING ADDRESS	

TELEPHONE NUMBER Commercial:  DSN:

FAX NUMBER Commercial:  DSN:

**TYPE ACCESS REQUESTED:**

- Patient Accounting and Realtime Reporting System (PARRTS - Requires Security Acknowledgement Form)
- OTHER \_\_\_\_\_

*I understand the data in these systems may be "Sensitive But Unclassified" or FOUO and that I am not authorized to further disclose this information.*

\_\_\_\_\_  
USER SIGNATURE DATE

\_\_\_\_\_  
PRINTED APPROVAL AUTHORITY NAME (MSC/MTF Commander or Commander representative) TELEPHONE

\_\_\_\_\_  
APPROVAL AUTHORITY SIGNATURE (Or Electronic Signature) DATE

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The **PASBA** Restricted Web Site provides authorized users with browsing access through a limited amount of patient-level data. To prevent an unauthorized disclosure of confidential information, you must exercise caution when you access, save, display, and dispose of data and media. Before access can be granted, you must review the necessary protocols to maintain positive control of all data. Because there is no perfect information security approach, you must make every effort to prevent compromise and protect patient information.

1. References:
  - a. AR 25-2 Information Assurance, November 2003
  - b. AR 380-5 Department of the Army Information Security Program, September 2000
  - c. DODI 5400.11 DoD Privacy Program, February 1999
2. The Privacy Act of 1974 and the Health Insurance Portability and Accountability Act of 1996 show the proper disposition of patient identifiable data.
3. All media containing or displaying these data must be marked **For Official Use Only** or **FOUO**.
4. All media containing or displaying these data must be properly disposed of when no longer needed. Documents should be shredded and electronic media should be magnetically wiped (see your IMO for details).
5. PARRTS' data is accessed through a web browser. It is imperative that you understand that web browsers store copies of every file displayed on the personal computer's hard drive. Therefore, if the system (PC accessing web via modem or LAN) has not been certified as C2 compliant by the local IMO or Information Assurance Security Officer (IASO), you are responsible for deleting these **offline** files immediately after viewing or downloading protected information.
  - ✓ **Internet Explorer:** Click to select the **Tools** menu item | **Internet Options** | **Delete Files**. Select the **Delete All Offline Content** check box | **OK**.

I will not share my password with anyone and will immediately change my password if I suspect it has been compromised.

I, the undersigned, understand that individually identifiable information is protected by the Privacy Act of 1974 and the Health Insurance Portability and Accountability Act of 1996 and must be handled accordingly. I understand that all media in which this information is stored or on which it is displayed must be controlled, marked **For Official Use Only** and properly disposed (shredding, magnetic wipe of disk, and so on,) when no longer needed. I understand that my web browser saves all viewed information to files stored on the personal computer and that it is my responsibility to delete these files after logging off from the PASBA public web site.

Printed Name: \_\_\_\_\_

Electronic or Written Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If electronically signed, email to [Pasba.data@us.army.mil](mailto:Pasba.data@us.army.mil). If manually signed, please fax to 210.221.2046. Mail to PASBA, 1216 Stanley Rd Ste 25, Attention PARRTS Manager, Fort Sam Houston, TX 78234-5053.

## 5. Data Dictionary

This section provides a detailed description of the data elements in **PARRTS**. If **PARRTS** cannot be accessed or is not functioning, this manual (and the accompanying **PARRTS** datasheet) can be used to manually record patient data for **PARRTS**.

### 5.1.1 Summary of the PARRTS Data Elements

#### Operation/Event Data

<i>Data Element...</i>	<i>Type</i>	<i>Length</i>	<i>Description</i>
Operation	char	255	The military mission or action.
Event	char	255	An event significant to the operation.
Facility (DMIS ID)	char	4	The DMIS ID of the admitting MTF

### 5.1.2 Patient Demographic Data

<i>Data Element...</i>	<i>Type</i>	<i>Length</i>	<i>Description</i>
Social Security Number (SSN)	char	9	The Social Security Number (or pseudo SSN) of the patient's sponsor.
Family Member Prefix (FMP)	char	2	The Family Member Prefix identifies the relationship of the patient to the military sponsor.
Last Name	char	25	The patient's surname.
First Name	char	25	The patient's first name.
Date of Birth	datetime		The patient's date of birth.
Sex	char	1	The patient's gender.
Inpatient/Outpatient	bit	1	Identifies a patient as an inpatient or outpatient.

### 5.1.3 Administrative Data

<i>Data Element...</i>	<i>Type</i>	<i>Length</i>	<i>Description</i>
Patient Category (Pat Cat)	char	3	Patient category
Pay Grade	char	2	The patient's current military pay grade.
Seriously Ill/Very Seriously Ill (SI / VSI)	char	1	Indicates if the patient is Seriously Ill or Very Seriously Ill.
Enabling Care Head Trauma Burns Post Traumatic Stress Disorder Eye Trauma Spinal Cord Injury Amputee (Land Mine, Grenade, Gunshot Wound, Motor Vehicle Accident, Other)	Char	1	Options that describe the type of enabling care for the patient.  There is a separate field for each Enabling Care type. The value of each field can be a <b>Y</b> for <b>yes</b> , or an <b>N</b> for <b>no</b> . These Enabling Care flags are recorded in a separate table called <b>tbl_EnCareFlag</b>

<i>Data Element...</i>	<i>Type</i>	<i>Length</i>	<i>Description</i>
Amputation Cause Explosion Land Mine Grenade GSW MVA Other Other Description	Char	1	Options that describe the external cause for the amputation. This is used only if the Enabling Care flag <b>Amputee</b> is checked.  There is a separate field for each Amputee cause. The value of each field can be a <b>Y</b> for <b>yes</b> , or an <b>N</b> for <b>no</b> . These Amputee flags are recorded in a separate table called <b>tbl_Amputee</b> .

VIP	char	1	Indicates if the patient is VIP.
VIP Title	char	255	Identifies if the patient is considered a very important person or special interest person as defined by MEDCOM Regulation 40-7.
VIP POC Name/Phone	char	255	For VIPs, the name and telephone number of the patient's point of contact.
Hosp. Register Number	char	7	The patient's hospital register number.
Admission/Treatment Date (Adm Date)	datetime		The month, day and year the patient is admitted to or treated at the MTF.
Admitting Diagnosis (Adm Diag)	char	255	The description of the patient's principal diagnosis at the time of admission. This can be free text or the ICD9 code/description.
Civilian Hospital Name	char	255	The name of the civilian hospital to which a patient is transferred or moved.
Unit-Co	char	5	The name of the Company to which the patient is assigned.
Unit-Bn	char	7	The name of the Battalion to which the patient is assigned.
Unit-Bde	char	7	The name of the Brigade to which the patient is assigned.
Unit-Div	char	12	The name of the Division to which the patient is assigned.
Unit Base	char	255	The name of the unit to which the patient is assigned.
Type Case	char	3	The patient's type case.
MOS	char	6	Military occupation code
Source of Admission	char	1	The patient's source of admission.
Injury Date	datetime		The month, day and year on which the patient's injury occurred.

<i>Data Element...</i>	<i>Type</i>	<i>Length</i>	<i>Description</i>
Convalescent Leave Return Date	datetime		The month, day and year on which the patient's is to return from Convalescent Leave.
Disposition Type (Disp Type)	char	2	A description of the disposition for the patient.
Disposition Date (Disp Date)	datetime		The disposition date for this patient.
MTF Transferred To (MTF Trf To)	char	4	The DMIS ID of the MTF to which the patient is transferred or moved.

#### 5.1.4 Comments Data

<i>Data Element...</i>	<i>Type</i>	<i>Length</i>	<i>Description</i>
Comment Date	datetime		Date on which the comments are entered.
Comments	char	255+	Brief summary of the patient's condition.

## 5.2 Detailed Description of the PARRTS Data Elements

### 5.2.1 Operation/Event Data

<b>Data Element</b>	Operation
Type:	character
Length:	255
<b>Definition</b>	An operation is a military action or a strategic, tactical, service, training, or administrative military mission; for example, Allied Force, Noble Eagle, and Enduring Freedom are examples of Operations. In <b>PARRTS</b> , all patient records are associated with a specific operation and event.

<b>Data Element</b>	Event
Type:	character
Length:	255
<b>Definition</b>	Every operation has one or more events. When an operation is initiated, the PASBA personnel enter the operation name into the <b>PARRTS</b> database and also enter an event of the same name for the normal stream of patients. If there is a mass casualty, you must create a new event for that operation. If you are using the datasheet, make a new copy of the datasheet for patients involved in the new event (the mass casualty). Continue to use the original datasheet for the normal stream of patients.

<b>Data Element</b>	Facility (DMIS ID)
Type:	character
Length:	4
<b>Definition</b>	The DMIS ID of the medical treatment facility providing care for the patient. For a list of DMIS IDs, see page 20.

### 5.2.2 Patient Demographic Data

<b>Data Element</b>	Social Security Number (SSN)
Type:	character
Length:	9
<b>Definition</b>	<p>A unique number assigned to a person by the United States Social Security Administration. The SSN collected by CHCS is that of the patient's sponsor.</p> <p>The range is 001000001-809991231. This field should be completed using the person's identification card.</p> <p>The range is 001000001-809991231. This field should be completed using the person's identification card.</p> <p>When an SSN is not available; for example, civilian emergency, foreign military, a pseudo-SSN is made up as follows:</p> <p>First two positions: the digits 80</p> <p>The third position: 0-9 (to allow for multiple pseudo SSNs with the same birth date)</p> <p>Fourth through ninth position: Date of Birth in YYMMDD format</p> <p>If the Date of Birth is unknown, use the admission date in the same format of YYMMDD</p>

<b>Data Element</b>	Family Member Prefix (FMP)
Type:	character
Length:	2
<b>Definition</b>	A two-digit code used to describe the patient's relationship to their sponsor. Use the following values to identify the FMP for this patient:
01	1st child
02	2nd child
03	3rd child
04	4th child
05	5th child
06	6th child
07	7th child
08	8th child
09	9th child
10	10th child
11	11th child
12	12th child
13	13th child
14	14th child
15	15th child
16	16th child
17	17th child
18	18th child
19	19th child
20	Sponsor
30	Spouse of sponsor
31	Former spouse 1 of sponsor
32	Former spouse 2 of sponsor
33	Former spouse 3 of sponsor
34	Former spouse 4 of sponsor
35	Former spouse 5 of sponsor
36	Former spouse 6 of sponsor
37	Former spouse 7 of sponsor
38	Former spouse 8 of sponsor
39	Former spouse 9 of sponsor
40	Mother/stepmother-sponsor
45	Father/stepfather-sponsor
50	Mother-in-law of sponsor
55	Father-in-law of sponsor
60	Other authorized dependents
61	Other authorized dependents
62	Other authorized dependents
63	Other authorized dependents
64	Other authorized dependents
65	Other authorized dependents
66	Other authorized dependents
67	Other authorized dependents

68	Other authorized dependents
69	Other authorized dependents
90	Benefi authorized-statute
91	Benefi authorized-statute
92	Benefi authorized-statute
93	Benefi authorized-statute
94	Benefi authorized-statute
95	Benefi authorized-statute
98	Civilian emergencies
99	All others, NEC



Additional clarification for Patient Category/Family Member Prefix combinations:

According to currently established guidelines, which **FMP** codes are to be used with the following patient category codes? If more than one **FMP** code may be appropriate, please describe the criteria for choosing which one is correct.

- K65 All contract workers (DYNA CORP, B&R, and so on.) - **20**
- K78 Civilian in detention - **20**
- K91 Local national - **99**
- K92 Other emergency civilian - **98**
- K53 Federal civilian employee o/s - **20**

**20 - The prime beneficiary -- a person who derives his or her eligibility based on individual status rather than dependency on another person**

**98 - If the patient is -- a person brought to the MTF in an emergency**

**99 - If the patient is -- all others, not elsewhere classified.**

<b>Data Element</b>	Last Name
Type:	character
Length:	25
<b>Definition</b>	This is a free text field that should be completed using the person's identification card or it can be obtained from interview with the patient if the patient has no identification card.

<b>Data Element</b>	First Name
Type:	character
Length:	25
<b>Definition</b>	This is a free text field that should be completed using the person's identification card or it can be obtained from interview with the patient if the patient has no identification card.

<b>Data Element</b>	Date of Birth
Type:	Date/Time
Length:	mmmddyyyy
<b>Definition</b>	The patient's date of birth. The date of birth is entered as: <b>mmmddyyyy</b> , where <b>dd</b> is the day of the month, <b>mmm</b> is the three-character abbreviation of the month of the year, and <b>yyyy</b> is the year; for example, <b>JAN 17 2002</b> identifies <b>17 January 2002</b> .

<b>Data Element</b>	Sex
Type:	Date/Time
Length:	1
<b>Definition</b>	A one-character code that indicates the patient's gender as shown in the following table.

<i>Code...</i>	<i>Gender</i>
F	Female
M	Male
Z	Unknown

<b>Data Element</b>	Inpatient/Outpatient
Type:	bit
Length:	1
<b>Definition</b>	A code used to designate whether the episode of care was inpatient or outpatient as shown in the following table.

<i>If episode of care is ...</i>	<i>Use this code</i>
Inpatient	I
Outpatient	O

### 5.2.3 Administrative Data

<b>Data Element</b>	Patient Category
Type:	Text
Length:	3
<b>Definition</b>	A two-part code used to indicate the beneficiary group to which an individual belongs. A beneficiary is an individual who has been determined to be eligible for benefits.

<i>Code...</i>	<i>Name</i>
A	Army
N	Navy
M	Marine Corps
F	Air Force
C	Coast Guard
B	National Oceanic & Atmospheric Administration
P	Public Health Service
K	Not U.S. Uniformed Services

The first part is a one-character code (as listed above) that indicates the major category to which the beneficiary belongs. The second part is a two-digit code used to indicate a more detailed category.

#### ACTIVE DUTY

A11 N11 M11 F11 C11 B11 P11  
A12 N12 M12 F12 C12 P12  
A13 N13 M13 F13 C13  
A14 N14 F14 C14  
A15 F15

Active Duty (Extended AD)  
Reserve  
AD Recruit  
Service Academy Cadet/Midshipman  
National Guard

MILITARY, NOT AD	
A21 N21 F21 C21	Reserve Officer Training Corps (ROTC)
A22 N22 M22 F22 C22 P22	Reserve On Inactive Duty Training (IADT)
A23 F23	National Guard On Inactive Duty Training
OTHER	
A26 N26 M26 F26 C26	Applicant/Registrant
A27 N27 M27 F27 C27	Former Service Member-Maternity Care Only
A28 N28 M28 F28 C28	Newborns of Former Service Member
RETIREES	
A31 N31 M31 F31 C31 B31 P31	Length of Service
A32 N32 M32 F32 C32 B32 P32	Permanent Disability Retired List (PDRL)
A33 N33 M33 F33 C33 B33 P33	Temporary Disability Retired List (TDRL)
DEPENDENTS	
A41 N41 M41 F41 C41 B41 P41	Active Duty, Excludes Former Spouse
A43 N43 M43 F43 C43 B43 P43	Living Retired, Excludes Former Spouse
A45 N45 M45 F45 C45 B45 P45	Deceased AD, Excludes Former Spouse
A47 N47 M47 F47 C47 B47 P47	Deceased Retired, Excludes Former Spouse
A48 N48 M48 F48 C48 B48 P48	Unremarried Former Spouse
A49 N49 M49 F49 C49 B49 P49	Dependent of Unremarried Former Spouse
U.S. CIVILIAN EMPLOYEES/DEPENDENTS	
K51	State Department Employee-Overseas
K52	State Department Dependent-Overseas
K53	Other Federal Agencies/Departments Employee
K54	Other Federal Agencies/Departments Dependent
K55	DOD Remote Area Employee-CONUS
K56	DOD Remote Area Dependent-CONUS
K57	DOD Occupational Health
K58	Disability Retirement Exam
K59	Other
OTHER BENEFICIARIES OF U.S. GOVERNMENT	
K61	Veterans Administration (VA)
K62	Office of Worker's Compensation (OWCP)
K63	Service Home - Other Than Military Retiree
K64	Other Federal Agencies/Departments
K65	Contract Employee
K66	Federal Prisoner
K67	American Indian, Aleutian, Eskimo
K68	Micronesian, Samoan, Trust Territories
K69	Other (Includes High School ROTC)
FOREIGN NATIONALS/FAMILY MEMBERS	
K71	International Military Enlisted Trainee
(IMET)/SALES	
K72	NATO Military Personnel
K73	NATO Dependent
K74	Non-NATO Military Personnel
K75	Non-NATO Dependent
K76	Foreign Civilian
K77	Foreign Civilian Dependent
K78	Prisoner of War/Internees
K79	Other

DESIGNEES OF THE SECRETARIES OF THE UNIFORMED SERVICES

K81 Defense  
 K82 Army  
 K83 Navy  
 K84 Air Force

CIVILIAN, NO GOVERNMENT CONNECTION

K91 Humanitarian  
 K92 Emergency

PATIENTS NOT ELSEWHERE CLASSIFIED

K99 Other (Includes newborn of dependent daughter)

<b>Data Element</b>	Pay Grade
Type:	Text
Length:	2
<b>Definition</b>	A code used to indicate a person's monetary compensation based on his/her position in the military hierarchy. Blanks are valid for a nonmilitary person.

Blanks are valid for a nonmilitary person.

Pay Grades

<u>Grade</u>	<u>Army</u>	<u>Marines</u>	<u>Navy</u>	<u>Air Force</u>
CD	Cadet	Cadet	Cadet	Cadet
E1	PVT	PVT	SR	AB
E2	PVT2	PFC	SA	AMN
E3	PFC	LCpl	Seaman	A1C
E4	CPL,SPC	Cpl	PO3	Sgt/SrA
E5	SGT	Sgt	PO2	SSgt
E6	SSG	SSgt	PO1	TSgt
E7	PSG,SFC	GySgt	CPO	MSgt
E8	1SG,MSG	1st Sgt,MSgt	SCPO	SMSgt
E9	SMA,CSM,SGM	SgtMaj,MGySgt	MCPON,MCPO	CMSgtAF,CMSgt
W1	WO1	WO	WO	WO
W2	CWO2	CWO2	CWO2	CWO2
W3	CWO3	CWO3	CWO3	CWO3
W4	CWO4	CWO4	CWO4	CWO4
W5	CWO5			
O1	2LT	2LT	ENS	2LT
O2	1LT	1LT	LTJG	1LT
O3	CPT	CPT	LT	CPT
O4	MAJ	Maj	LCDR	MAJ
O5	LTC	LtCol	CDR	LTC
O6	COL	Col	CAPT	Col
O7	BG	BG	COMO	BG

O8	MG	Maj Gen	RADM	MG
O9	LTG	LTG	VADM	LTG
10	GEN	GEN	ADM	GEN
11	GA	GA	FADM	GenAF

<b>Data Element</b>	VIP
Type:	bit
Length:	1
<b>Definition</b>	A code that indicates whether or not the patient is a VIP. A code of X indicates the patient belongs to VIP status. A blank is valid for all other types of patients that are not VIPs.

VIP patients include the following personnel:

The President of the United States and family members
The Vice President of the United States and family members
Former Presidents of the United States and family members
Cabinet members
United States Supreme Court Justices
members of the United States Congress
Secretaries of Defense, Army, Navy, and Air Force
Any former service secretary (authorized care as a retired soldier)
Former Chairmen, Joint Chiefs of Staff and former Chiefs of Staff of Services
Retired AMEDD general officers
USAMEDCOM major subordinate commanders
Foreign heads of states. Foreign dignitaries. Retired general or flag officers when place on SI/VSI roster or upon death in the MTF.
Nationally known figures or celebrities and their family members who, in the opinion of the MTF commander, could be expected to be of particular interest to the Commanding General, USAMEDCOM or the news media.
Any military member assigned to a USAMEDCOM activity upon notification of his/her death.

<b>Data Element</b>	Seriously Ill/Very Seriously Ill
Type:	character
Length:	1
<b>Definition</b>	A one-character code that indicates of the seriousness of the patient's condition.

<i>Code...</i>	<i>Name</i>
S	Seriously Ill
V	Very Seriously Ill

The Seriously Ill/Very Seriously Ill code is not needed for outpatients.

<b>Data Element</b>	Enabling Care
Type:	character
Length:	1
<b>Definition</b>	Enabling Care identifies and tracks soldiers with categories of injuries and illnesses to include burns, amputations, spinal cord injuries, traumatic head injuries, traumatic eye injuries, and post

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traumatic stress disorders.

To complete the field for Enabling Care patients, enter an X on the datasheet in one or more of the following categories:

- Head Trauma
- Burns
- Post Traumatic Stress Disorder
- Eye Trauma
- Spinal Cord Injury
- Amputee (Land Mine, Grenade, Gunshot Wound, Motor Vehicle Accident, Explosion Other)

**NOTE:** If Amputee is specified, the cause of amputation must be specified also. For Amputees, specify one or more of the following: Land Mine, Grenade, Gunshot Wound (GSW), Motor Vehicle Accident (MVA), Explosion, or Other.

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<b>Data Element</b>	Amputation Cause
Type:	character
Length:	1
<b>Definition</b>	Amputee identifies the cause of amputation for those patients who have had Amputee checked as the reason for being categorized as an Enabling Care patient. To complete the field for Amputee patients, enter an X on the datasheet for Amputee under Enabling Care, then enter an X on the datasheet for <u>one or more</u> of the following Amputee categories: <ul style="list-style-type: none"><li>• Explosion</li><li>• Land Mine</li><li>• Grenade</li><li>• GSW</li><li>• MVA</li><li>• Other</li><li>• Other Description</li></ul>

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<b>Data Element</b>	VIP
Type:	character
Length:	1
<b>Definition</b>	Specifies whether or not the patient is a Very Important Person (VIP) or special interest Person as defined by MEDCOM Regulation 40-7

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<b>Data Element</b>	VIP Title
Type:	character
Length:	255
<b>Definition</b>	Identifying title belonging to the VIP patient; the formal appellation attached to a patient's name by virtue of office, rank, hereditary privilege, attainment, or as a mark of respect. This is a free text field that should be completed using the person's identification card or obtained from interview with the patient if the

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patient has no identification card; for example: Senator, Representative, President of U.S., Secretary of the Army, Major General, Prime Minister, U.S Supreme Court Justice, Prince, Grand Duchess, Ambassador, and others.

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<b>Data Element</b>	VIP POC Name/Phone
Type:	character
Length:	255
<b>Definition</b>	The person at the hospital or other medical facility who is the point of contact and/or responsible for releasing information concerning the patient's condition or medical status. This is a free text field that should be completed using information designated at your facility.

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<b>Data Element</b>	Register Number
Type:	character
Length:	7
<b>Definition</b>	A number used to identify a hospital admission. The number is unique within the reporting medical treatment facility. The range is 0000001-9999999. The Register Number does not apply to outpatients.

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<b>Data Element</b>	Admission/Treatment Date
Type:	Date/Time
Length:	mmmddyyy
<b>Definition</b>	The year, month, and day that a patient is admitted to or treated at the reporting medical treatment facility (MTF) or non-U.S. military facility. The date of Admission/Treatment is entered as: mmmddyyy, where dd is the day of the month, mmm is the three-character abbreviation of the month of the year, and yyyy is the year. For example, JAN 17 2002. Absent sick cases (source of admission 3) must have this element completed with the date the patient was admitted to the civilian or other non U.S. military facility. If the patient is transferred to an MTF after admission and discharge from the non-U.S. military facility, the admission to the MTF is treated as a separate admission of care with the admission date starting when the patient is admitted to the MTF.

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<b>Data Element</b>	Admitting Diagnosis Text
Type:	character
Length:	255
<b>Definition</b>	The diagnosis provided by the physician as the basis for admission. This is a free text field to be completed using diagnoses as described in the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM).

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<b>Data Element</b>	Civilian Hospital Name
Type:	character
Length:	255
<b>Definition</b>	The name of the civilian hospital that a patient was admitted to for care.

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This is a free text field that should be completed using information from civilian hospitals providing care in the geographic area. The Civilian Hospital Name does not apply to outpatients.

<b>Data Element</b>	Unit-Co
Type:	character
Length:	5
<b>Definition</b>	The name of the Company to which the patient is assigned.

<b>Data Element</b>	Unit-Bn
Type:	character
Length:	7
<b>Definition</b>	The name of the Battalion to which the patient is assigned.

<b>Data Element</b>	Unit-Bde
Type:	character
Length:	7
<b>Definition</b>	The name of the Brigade to which the patient is assigned.

<b>Data Element</b>	Unit-Div
Type:	character
Length:	12
<b>Definition</b>	The name of the Division to which the patient is assigned.

<b>Data Element</b>	Unit-Base
Type:	character
Length:	255
<b>Definition</b>	The name of the unit to which the patient is assigned.

<b>Data Element</b>	Type Case
Type:	character
Length:	3
<b>Definition</b>	An abbreviation that indicates the patient's reason for admission. Refer to the following table for valid values.

<i>Abbreviation...</i>	<i>Name</i>
BC	Battle Casualty
DIS	Disease
INJ	Non-Battle Injury

<b>Data Element</b>	Source of Admission
Type:	character
Length:	1
<b>Definition</b>	A one-character code that indicates the type of admission to the reporting medical treatment facility. The following table identifies the valid codes

<i>Code...</i>	<i>Name</i>
0	Direct to reporting MTF from ER
1	Direct to reporting MTF from other than ER

3	Active Duty direct to non-U.S. Armed Services hospital, never moved to a military hospital (Total Absent sick, MTF of initial admission must be coded)
4	Initial admission to non-U.S. Armed Services hospital, transferred to military hospital (AD only)
5	Initial admission to non-U.S. Armed Services hospital, transferred to military hospital (non-AD only)
6	Transferred from U.S. Army hospital (MTF of Initial Admission and MTF Transferred From must be coded)
7	Transferred from U.S. Navy hospital (MTF of Initial Admission and MTF Transferred From must be coded)
8	Transferred from U.S. Air Force hospital (MTF of Initial Admission and MTF Transferred From must be coded)
L	Live Birth in this hospital
C	Carded for Record Only (CRO)

The Source of Admission does not apply to outpatients.

<b>Data Element</b>	Injury Date
Type:	character
Length:	1
<b>Definition</b>	The year, month, and day that a patient was injured. The date of injury is entered as: mmmddyyyy, where dd is the day of the month, mmm is the three-character abbreviation of the month of the year, and yyyy is the year. For example, JAN 17, 2002 identifies 17 January 2002.

<b>Data Element</b>	Disposition Type
Type:	character
Length:	2
<b>Definition</b>	An indicator of the patient's status upon departure from the hospital. Note that the Dispositions Codes for inpatients and outpatients are different. The codes for inpatients are shown below. The codes for outpatients are shown on page 5-15.

For *inpatients*, use one of the following values:

<i>Active Duty Patients and Separations...</i>	
<i>Code...</i>	<i>Name</i>
01	Returned to duty
02	To duty from TDRL (includes CRO)
03	To PDRL from TDRL (includes CRO)
04	AWOL (Dropped from Rolls)
10	Separation/Retired--PDRL (Including CRO)
11	Separation/Retired--TDRL (Including CRO)
12	Separation W/Severance pay (Including CRO)
13	Separation WO/Severance pay (Including CRO)
14	Non-disability separation for drug/alcohol abuse at or after transfer or referral to non-U.S. Armed Services MTF
15	Separation for failure to meet medical procurement standards (Including CRO)
51	CRO-Killed in action (KIA)

54	Convalescence Leave from Unit
55	Convalescence Leave from Hospital

<i>Active Duty and Non-active Duty Patients...</i>	
<i>Code...</i>	<i>Name</i>
21	Transferred to Army MTF
22	Transferred to Navy MTF
23	Transferred to Air Force MTF
24	Discharged to other federal facility (VA, IHS) excluding Army, Navy, Air Force MTF
26	Discharged to civilian acute care facility
27	Discharged to civilian skilled nursing facility or long term care fac.
28	Discharged to civilian residential intensive care treatment fac or substance abuse.
30	Died during inpatient stay
41	CRO-Dead On Arrival (DOA)
42	CRO-Emergency Room (ER) Death
50	CRO-Other
	NOTE: Disposition code "50" used for selected conditions of medical, legal, or other significance for which inpatient treatment is not required.

For *outpatients*, use one of the following values:

<i>Code...</i>	<i>Name</i>
1	Returned to duty
2	Released with work/duty limitations
3	Sick at home/quarters
4	Immediate referral
5	Left without being seen
6	Left against medical advice
7	Admitted
8	Expired

<b>Data Element</b>	Disposition Date
Type:	Date/Time
Format:	mmddyyyy
<b>Definition:</b>	The year, month, and day that a patient was dispositioned/discharged from the reporting medical treatment facility (or, for total absent sick cases, from the facility in which the patient was admitted). The date of discharge is entered as: <b>mmddyyyy</b> , where dd is the day of the month, mmm is the three-character abbreviation of the month of the year, and yyyy is the year. For example, <b>JAN 17 2002</b> identifies <b>17 January 2002</b> . The <b>Disposition Date</b> does not apply to outpatients.

<b>Data Element</b>	MTF Transferred To
Type:	character
Length:	4
<b>Definition</b>	The DMIS ID that identifies the medical treatment facility the patient is being transferred to (Disposition Type is transfer) in order to continue this episode of care. For a list of DMIS IDs, see page 5-16.

## 5.2.4 Comments Data

<b>Data Element</b>	Comment Date
Type:	Date/Time
Format:	mmmdyyyy
<b>Definition</b>	The year, month, and day the comment is recorded on the patient record. The date is entered as: mmmddyyyy, where dd is the day of the month, mmm is the three-character abbreviation of the month of the year, and yyyy is the year. For example, JAN 17 2002 identifies 17 January 2002.

<b>Data Element</b>	Comments
Type:	character
Length:	As needed
<b>Definition</b>	Any comments needed to clarify the other data provided. This is a free-text field

## 5.3 Reference: DMIS IDs

The following table lists the **DMIS ID** for each facility. Use the **DMIS ID** in the **Facility** field and the **MTF Transferred To (MTF Trf To)** field.

MTF Code (DCW ID)	DMIS ID	MEPRS Unit ID	Facility Type	DMIS Facility Name	Installation Name
A09B1	1217		HOSP	109th EVAC HOSP (TOE)	
A12F1	1191		HOSP	10th MASH (TOE)	
A00Q1	1212		HOSP	114th EVAC HOSP (TOE)	
A14F1	1623		HOSP	115th CSH (TOE)	FT. POLK
A09A1	1216		HOSP	115th MASH (TOE)	
A0611	0612	WH3SAA	HOSP	121st GEN HOSP-SEOUL	SEOUL
A00N1	1209		HOSP	129th EVAC HOSP (TOE)	
A09H1	1223		HOSP	13th EVAC HOSP (TOE)	
A09E1	1220		HOSP	144th EVAC HOSP (TOE)	
A09J1	1225		HOSP	148th EVAC HOSP (TOE)	
A	7208	WBJTAA	HOSP	14TH FIELD HOSPITAL TOE	FORT BENNING
A09K1	1226		HOSP	159th MASH (TOE)	
A12A1	1189		HOSP	16th MASH (TOE)	FT. RILEY
A09C1	1218		HOSP	201st EVAC HOSP (TOE)	
A09I1	1224		HOSP	207th EVAC HOSP (TOE)	
A03K1	1182		HOSP	212th MASH (TOE)	HEIDELBERG
A09L1	1227		HOSP	217th EVAC HOSP (TOE)	
A14A1	1194		HOSP	21st EVAC HOSP (TOE)	
A11N1	1449		HOSP	249th CSH (TOE)	FT GORDON

A09F1	1221		HOSP	251st EVAC HOSP (TOE)	
A11D1	0580		HOSP	28TH CSH (TOE)	GERMANY
A00I1	1204		HOSP	300th FIELD HOSP (TOE)	
A09D1	1219		HOSP	300th MASH (TOE)	
A00M1	1208		HOSP	311th EVAC HOSP (TOE)	
A08J1	1184		HOSP	312th EVAC HOSP (TOE)	
A00A1	1196		HOSP	316th STATION HOSP (TOE)	
A00V1	7212	WSB4T2	HOSP	324TH COMBAT SUP. HOSP- HUNGARY	PERRINE- FL
A12C1	1190		HOSP	328th GEN HOSP (TOE)	
A00D1	1199		HOSP	330th GEN HOSP (TOE)	
A00T1	1215		HOSP	345th CSH (TOE)	
A00C1	1198		HOSP	350th EVAC HOSP (TOE)	
A00B1	1197		HOSP	365th EVAC HOSP (TOE)	
A00E1	1200		HOSP	377th CSH (TOE)	
A00H1	1203		HOSP	382nd FIELD HOSP (TOE)	
A00W1	7244	WZHRTO	HOSP	396TH CSH - VANCOUVER WA	VANCOUVER BARRACKS
A00Y1	0502		HOSP	399TH CSH (TOE)	
A00O1	1210		HOSP	403rd CSH (TOE)	
A00U1	7211	WRV8A2	HOSP	405TH COMBAT SUP. HOSP- BOSNIA	WEST HARTFORD- CT
A00P1	1211		HOSP	410th EVAC HOSP (TOE)	
A14B1	1938		HOSP	41st CSH (TOE)	
A00J1	1205		HOSP	45th STATION HOSP (TOE)	
A11F1	1186		HOSP	46th CSH (TOE)	
A09G1	1222		HOSP	475th MASH (TOE)	
A17A1	1942		HOSP	47th CSH (TOE)	
A00K1	1206		HOSP	50th GEN HOSP (TOE)	
A11A1	1236		HOSP	5th MASH (TOE)	FT. BRAGG
A03P1	7161		HOSP	67th CSH (TOE) - WUERZBURG	WUERZBURG
A00G1	1202		HOSP	807th MASH (TOE)	
A13C1	1193		HOSP	86th CSH (TOE)	
A16A1	1195		HOSP	8th EVAC HOSP (TOE)	
A00F1	1201		HOSP	912th MASH (TOE)	
A12B1	1517		HOSP	93rd EVAC HOSP (TOE)	
A00R1	1213		HOSP	94th GEN HOSP (TOE)	
A00X1	7243	WSBWAA	HOSP	94TH GENERAL HOSP- SEAGOVILLE	SEAGOVILLE TEXAS
A	7303		HOSP	BALKAN THEATER	LANDSTUHL RGNL MEDCEN
A0111	0005	W0EEAA	HOSP	BASSETT ACH-FT. WAINWRIGHT	FT. WAINWRIGHT
A1421	0064	W2NKAA	HOSP	BAYNE-JONES ACH-FT. POLK	FT. POLK
A1321	0060	W2L8AA	HOSP	BLANCHFIELD ACH-FT. CAMPBELL	FT. CAMPBELL
A1401	0109	W2DNAA	HOSP	BROOKE AMC-FT. SAM HOUSTON	FT. SAM HOUSTON
A1411	0110	W2M5AA	HOSP	DARNALL ACH-FT. HOOD	FT. HOOD

A1021	0123	W2DH78	HOSP	DEWITT ACH-FT. BELVOIR	FT. BELVOIR
A1301	0047	W3QMAA	HOSP	EISENHOWER AMC-FT. GORDON	FT. GORDON
A1211	0032	W2P1AA	HOSP	EVANS ACH-FT. CARSON	FT. CARSON
A0341	0606	W1HJAA	HOSP	HEIDELBERG MEDDAC	HEIDELBERG
A1071	0061	W2LAAA	HOSP	IRELAND ACH-FT. KNOX	FT. KNOX
A1241	0057	W2P0AA	HOSP	IRWIN ACH-FT. RILEY	FT. RILEY
A1121	0086	W2H8AA	HOSP	KELLER ACH-WEST POINT	WEST POINT
A1231	0075	W1MLAA	HOSP	L. WOOD ACH-FT. LEONARD WOOD	FT. LEONARD WOOD
A0351	0607	W1HHAA	HOSP	LANDSTUHL REGIONAL MEDCEN	LANDSTUHL
A1361	0003	W2MQAA	HOSP	LYSTER ACH-FT. RUCKER	FT. RUCKER
A1701	0125	W0Q1AA	HOSP	MADIGAN AMC-FT. LEWIS	FT. LEWIS
A1311	0048	W2L3AA	HOSP	MARTIN ACH-FT. BENNING	FT. BENNING
A1061	0121	W2K1AA	HOSP	MCDONALD ACH-FT. EUSTIS	FT. EUSTIS
A1331	0105	W2MJAA	HOSP	MONCRIEF ACH-FT. JACKSON	FT. JACKSON
A1431	0098	W2NVAA	HOSP	REYNOLDS ACH-FT. SILL	FT. SILL
A06A1	1183		HOSP	SEOUL TOE HOSP (43rd MASH)	SEOUL
A0101	0052	W07CAA	HOSP	TRIPLER AMC-FT SHAFTER	FT. SHAFTER
A1001	0037	W2DHAA	HOSP	WALTER REED AMC- WASHINGTON DC	WASHINGTON DC
A1631	0131	W4FFAA	HOSP	WEED ACH-FT. IRWIN	FT. IRWIN
A1501	0108	W0Q3AA	HOSP	WILLIAM BEAUMONT AMC-FT. BLISS	FT. BLISS
A1371	0049	W2MSAA	HOSP	WINN ACH-FT. STEWART	FT. STEWART
A1031	0089	W2L6AA	HOSP	WOMACK AMC-FT. BRAGG	FT. BRAGG
A0381	0609	W383AA	HOSP	WUERZBURG MEDDAC	WUERZBURG
F0857	0033	FFBCD0	HOSP	10th MED GROUP-USAF ACADEMY CO	USAF ACADEMY
F5151	0120	FFD5Z0	HOSP	1st MED GRP-LANGLEY	LANGLEY AFB
F4552	0101	FFH7S0	HOSP	20th MED GRP-SHAW	SHAW AFB
FIT52	0808	FFBV30	HOSP	31st MED GRP-AVIANO	AVIANO AB
FJA56	0639	FFC3L0	HOSP	35th MED GRP-MISAWA	MISAWA
F1651	0053	FFH710	HOSP	366th MED GRP-MOUNTAIN HOME	MOUNTAIN HOME AFB
FJA63	0640	FFHY40	HOSP	374th MED GRP-YOKOTA AB	YOKOTA AB
F1756	0055	FFCRG0	HOSP	375th MED GRP-SCOTT	SCOTT AFB
FTU51	0635	FFBVO0	HOSP	39th MED GRP-INCIRLIK	INCIRLIK AB
F0252	0006	FFBBV0	HOSP	3rd MED GRP-ELMENDORF	ELMENDORF AFB
FUK59	0633	FFV8J0	HOSP	48th MED GRP-LAKENHEATH	RAF LAKENHEATH
FKS55	0638	FFC3N0	HOSP	51st MED GRP-OSAN AB	OSAN AB
FGM62	0805	FFBGO0	HOSP	52nd MED GROUP- SPANGDAHLEM	SPANGDAHLEM AB
F3151	0078	FFDP10	HOSP	55th MED GRP-OFFUTT	OFFUTT AFB
F0452	0009	FFFWP0	HOSP	56th MED GRP-LUKE	LUKE AFB
F4865	0117	FFGTS0	HOSP	59th MED WING-LACKLAND	LACKLAND AFB
F0664	0014	FFCRH0	HOSP	60th MED GRP-TRAVIS	TRAVIS AFB
F1253	0045	FFH7Z0	HOSP	6th MED GRP-MACDILL	MACDILL AFB

F3954	0095	FFGM20	HOSP	74th MED GRP-WRIGHT-PATTERSON	WRIGHT-PATTERSON AFB
F2853	0073	FFCB60	HOSP	81st MED GRP-KEESLER	KEESLER AFB
F4871	0113	FFCB70	HOSP	82nd MED GRP-SHEPPARD	SHEPPARD AFB
FGM75	0835		HOSP	86TH ATH-RAMSTEIN	RAMSTEIN
F2451	0066	FFCMW0	HOSP	89th MED GRP-ANDREWS	ANDREWS AFB
F1252	0042	FFB6L0	HOSP	96th MED GRP-EGLIN	EGLIN AFB
F3251	0079	FFD500	HOSP	99th MED GRP- O'CALLAGHAN HOSP	NELLIS AFB
N68086	0100	N68086	HOSP	NAVAMBCARECEN NEWPORT	NEWPORT
N	5401		HOSP	NEWPORT HOSPITAL (CIVILIAN)	NEWPORT HOSP
N61337	0104	N61337	HOSP	NH BEAUFORT	BEAUFORT
N68095	0126	N68095	HOSP	NH BREMERTON	BREMERTON
N68093	0091	N68093	HOSP	NH CAMP LEJEUNE	CAMP LEJEUNE
N68094	0024	N68094	HOSP	NH CAMP PENDLETON	CAMP PENDLETON
N68084	0103	N68084	HOSP	NH CHARLESTON	CHARLESTON
N66094	0092	N66094	HOSP	NH CHERRY POINT	CHERRY POINT
N00285	0118	N00285	HOSP	NH CORPUS CHRISTI	CORPUS CHRISTI
N00211	0056	N00211	HOSP	NH GREAT LAKES	GREAT LAKES
N68096	0620	N68096	HOSP	NH GUAM-AGANA	AGANA
N61564	0615	N61564	HOSP	NH GUANTANAMO BAY	GUANTANAMO BAY
N00232	0039	N00232	HOSP	NH JACKSONVILLE	JACKSONVILLE
N68875	0623	N68875	HOSP	NH KEFLAVIK	KEFLAVIK
N66095	0028	N66095	HOSP	NH LEMOORE	LEMOORE
N66096	0617	N66096	HOSP	NH NAPLES	NAPLES
N66097	0127	N66097	HOSP	NH OAK HARBOR	OAK HARBOR
N68470	0621	N68470	HOSP	NH OKINAWA	OKINAWA
N00203	0038	N00203	HOSP	NH PENSACOLA	PENSACOLA
N65428	0616	N65428	HOSP	NH ROOSEVELT ROADS-CEIBA	CEIBA
N66101	0618	N66101	HOSP	NH ROTA	ROTA
N39163	0624	N39163	HOSP	NH SIGONELLA	NAS SIGONELLA
N35949	0030	N35949	HOSP	NH TWENTYNINE PALMS	TWENTYNINE PALMS
N68292	0622	N68292	HOSP	NH YOKOSUKA	YOKOSUKA
N00183	0124	N00183	HOSP	NMC PORTSMOUTH	PORTSMOUTH
N00259	0029	N00259	HOSP	NMC SAN DIEGO	SAN DIEGO
N00168	0067	N00168	HOSP	NNMC BETHESDA	BETHESDA
N	5402		HOSP	TRIDENT RGNL MED CTR (CIVILIAN)	TRIDENT RGNL MED CTR
N46246	3002		SHIP	USN SHIP COMFORT 1-AH20	BALTIMORE
N46245	3003		SHIP	USN SHIP MERCY 1-AH19	SAN DIEGO
N	3035		SHIP	USS ABRAHAM LINCOLN (CVN72)	
N21907	3020		SHIP	USS ARCTIC (AOE8)	
N21531	3067		SHIP	USS ASHLAND (LSD48)	
N07175	3047		SHIP	USS AUSTIN (LPD4)	
N21879	3046		SHIP	USS BATAAN (LHD5)	
N20633	3008		SHIP	USS BELLEAU WOOD (LHA 3)	COMNAVSURFPAC-

				CINCPACFLEET
N05840	3007	SHIP	USS BLUE RIDGE (LCC 19)	COMNAVSURFPAC- CINCPACFLEET
N21808	3045	SHIP	USS BOXER (LHD4)	
N05833	3015	SHIP	USS CAMDEN (AOE2)	
N20993	3005	SHIP	USS CARL VINSON CVN-70	SEATTLE
N21880	3068	SHIP	USS CARTER HALL (LSD50)	
N07181	3050	SHIP	USS CLEVELAND (LPD7)	
N21452	3064	SHIP	USS COMSTOCK (LSD45)	
N03364	3029	SHIP	USS CONSTELLATION (CV64)	
N07194	3013	SHIP	USS CORONADO (AGF11)	
N07183	3052	SHIP	USS DENVER (LPD9)	
N20120	3017	SHIP	USS DETROIT (AOE4)	
N07182	3051	SHIP	USS DUBUQUE (LPD8)	
N07177	3049	SHIP	USS DULUTH (LPD6)	
N03369	3033	SHIP	USS EISENHOWER (CVN69)	
N20635	3024	SHIP	USS EMORY A LAND (AS39)	
N03365	3006	SHIP	USS ENTERPRISE (CVN65)	COMNAVAVIRLANT- CINCLANTFLEET
N21533	3043	SHIP	USS ESSEX (LHD2)	
N21400	3062	SHIP	USS FORT MCHENRY (LSD43)	
N20865	3025	SHIP	USS FRANK CABLE (AS40)	
N21412	3004	SHIP	USS GEORGE WASHINGTON CVN-73	NORFOLK
N21639	3061	SHIP	USS GERMANTOWN (LSD42)	
N21422	3063	SHIP	USS GUNSTON HALL (LSD44)	
N20009	3069	SHIP	USS INCHON (MCS12)	
N03367	3031	SHIP	USS JOHN F KENNEDY (CV67)	
N21847	3036	SHIP	USS JOHN STENNIS (CVN74)	
N07184	3053	SHIP	USS JUNEAU (LPD10)	
N21700	3044	SHIP	USS KEARSARGE (LHD3)	
N03363	3028	SHIP	USS KITTY HAWK (CV93)	
N07172	3012	SHIP	USS LA SALLE (AGF3)	
N21118	3026	SHIP	USS MCKEE (AS41)	
N	3037	SHIP	USS MT WHITNEY (LCC20)	
N07196	3055	SHIP	USS NASHVILLE (LPD13)	
N20725	3040	SHIP	USS NASSAU (LHA4)	
N03368	3032	SHIP	USS NIMITZ (CVN68)	
N07176	3048	SHIP	USS OGDEN (LPD5)	
N20748	3041	SHIP	USS PELELIU (LHA5)	
N07201	3057	SHIP	USS PONCE (LPD15)	
N21872	3019	SHIP	USS RAINIER (AOE7)	
N21530	3066	SHIP	USS RUSHMORE (LSD47)	
N05832	3014	SHIP	USS SACRAMENTO (AOE1)	
N20632	3039	SHIP	USS SAIPAN (LHA2)	
N05848	3016	SHIP	USS SEATTLE (AOE3)	
N07195	3054	SHIP	USS SHREVEPORT (LPD12)	
N04697	3022	SHIP	USS SIMON LAKE (AS33)	
N21839	3018	SHIP	USS SUPPLY (AOE5)	
N21247	3034	SHIP	USS T ROOSEVELT (CVN71)	

N20550	3038	SHIP	USS TARAWA (LHA1)	
N21562	3065	SHIP	USS TORTUGA (LSD46)	
N07200	3056	SHIP	USS TREMTOM (LPD14)	
N21560	3042	SHIP	USS WASP (LHD1)	
N21218	3060	SHIP	USS WHIDBEY ISLAND (LSD41)	
N	5404	HOSP	WILLIAM W BACKUS HOSPITAL (CIVILIAN)	WILLIAM W BACKUS HOSPITAL
T	0191	HOSP	BRIGHTON MARINE	USFHP BOSTON
T	0192	HOSP	CHRISTUS HEALTH/ST JOHN'S	USFHP NASSAU BAY
T	0196	HOSP	CHRISTUS HEALTH/ST JOSEPH'S	USFHP HOUSTON
T	0197	HOSP	CHRISTUS HEALTH/ST MARY'S	USFHP PORT ARTHUR
T	0190	HOSP	JOHNS HOPKINS MED SVCS CORP	USFHP BALTIMORE
T	0194	HOSP	PACIFIC MEDICAL CLINICS	USFHP SEATTLE
T	0193	HOSP	ST VINCENTS CATHLC MED CTRS NY	USFHP STATEN ISLAND
V	5601	HOSP	VA MEDICAL CENTER-NELLIS	NELLIS AFB
V	6513	HOSP	VETERANS MED CENTER-FT SHAFTER	FT SHAFTER
	7001	HOSP	SOLDIER'S HOME - WASHINGTON DC	WASHINGTON DC



## 6. Acronym Glossary

<b>Acronym...</b>	<b>Description...</b>
<b>AD</b>	Active Duty
<b>APV</b>	Ambulatory Procedure Visit
<b>AQCESS</b>	Automated Quality of Care Evaluation Support System
<b>ASD</b>	Assistant Secretary of Defense
<b>ASCII</b>	American Standard Code for Information Interchange
<b>CBT</b>	Computer-Based Training
<b>CHCS</b>	COMPOSITE HEALTH CARE SYSTEM
<b>CIPS</b>	Centers Information Processing System
<b>CITPO</b>	Clinical Information Technology Program Office
<b>CPR</b>	Civilian Personnel Records
<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>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>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>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>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

