

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



**Medical Record Retirement Tool (MRRT)**

**User's Guide**

**Version 2.00\_AKO**

**June 29, 2004**

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

**FOR OFFICIAL USE ONLY**



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## Revision History

Version	Date	Author (software)	Change Description
1.0	December 1, 2003	PASBA Development	Initial release
2.0	May 10, 2004	PASBA Development	FTP, and Re-Print

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## Document Revision History

Date	App Version	Doc Edition	Revisions
12 Dec 2003	1.0	1.0	Initial release
10 May 2004	2.0	2.0	Streamline and update of application



## 1. Welcome to the Medical Record Retirement Tool

We hope your experience with the **Patient Administration Division Medical Record Retirement Tool** (MRRT) is productive and enjoyable. We prepared this User's Guide especially to meet your needs. The manual 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 manual to support your task needs. This manual takes you through the MRRT.

### Overview

Over the years a partnership between the U.S. Army, U.S. Air Force, U.S Navy, and the **National Personnel Record Center** (NPRC) in St Louis Missouri was created to improve medical records retirement and retrieval procedures. As a result, there were enhancements to the **Medical Records Tracking** (MRT) functionality between the **Medical Record Retirement and Retrieval** (MRRRE) and the **Composite Health Care System** (CHCS). Other improvements include changes in business process and file disposition instructions.

The **MRRT** is an automated retirement system tool that supports the physical storage and retrieval of patient records from the **NPRC**. This application lets you process eligible in and outpatient records that are too old or otherwise ineligible to be retired through the **Composite Health Care System** (CHCS). Once the patient's information is entered, you can ship it to the **NPRC** in St. Louis, MO.

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



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

## 1.1 Terminology

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

<b>Style and convention</b>	<b>Used for...</b>
<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>Hyperlinks</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 <b>within</b> a procedure or paragraph to give you a warning.
<b>Click</b>	Clicking a button or a menu, for commands or options, to open it rather than choose or select, since it is a mouse procedure; for example, click    <b>Programs   Accessories   Windows Explorer</b> , or click  to quit <b>Windows Explorer</b> , or click to open the <b>Retirement Tool</b> menu.
<b>Double-click</b>	When <b>Double-click</b> is used, press twice and quickly release the left mouse button.
<b>Browse</b>	Browsing to a file in <b>Windows Explorer</b> ; for example, browse to <b>C:\FTP-Hold\FTP-Archive</b> .
<b>Clear</b>	Clearing, basically unselecting, for example, "clear the <b>MEB/PEB</b> check box if the patient is a candidate for the <b>Medical Evaluation Board or Physical Evaluation Board</b> ".
<b>Enter</b>	Entering information in a combo box where you can type and select from a list. A combo box is the combination of a text box with an attached list box. Because in a combo box you can do two things, type and select from the list, we use the word <b>Enter</b> . Now, we do not use the word <b>Enter</b> when we talk about passwords because you cannot select a password from a list, you can only type a password in the text box; for example, type your password, then press the <b>Enter</b> key.

## 1.2 References

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

- ✓ Privacy Act of 1974 and Department of Defense Privacy Program, DOD 5400.11-R.
- ✓ Department of Defense Freedom of Information Act (FOIA) Program, DOD 5400.7-R.

## 1.3 Minimum Required Configuration

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

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

## 1.4 Installation



If the release notes are not available, do the following:

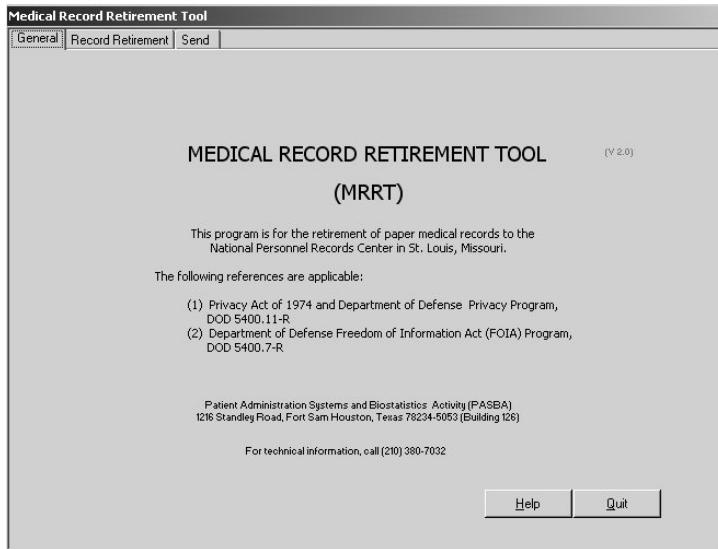
- ✓ Double click the ftp hyperlink; for example, ([ftp://mrr-tool:\\$hinjuku871@143.83.134.81/MRRT-Install.exe](ftp://mrr-tool:$hinjuku871@143.83.134.81/MRRT-Install.exe)); The **File Download** window appears.
- ✓ Click the **Open** button, and follow the installation procedure. Accept all the defaults.

See **Installation\_Instructions.doc** for more information on how to install this application.

## 1.5 General Tab



Double-click **MRRT** on your desktop to start the **Retirement Tool**. The **Medical Records Retirement Tool** window appears, showing the **General**, **Record Retirement**, and **Send** tabs to let you create your retirement files. The **General** tab is the main menu; it shows the regulations that are applicable to the extent referenced in this specification, the help desk phone number, and the **Help** and **Quit** buttons and of course the tabs.



<i>In this window...</i>	<i>Description...</i>
<b>Record Retirement tab</b>	Start the process of retiring records using this utility.
<b>Send</b>	Send the retirement files to <b>NPRC</b> ; in this tab you can validate, create, <b>FTP</b> , resend, and view the logs of previously transmitted files to <b>NPRC</b> .
<i>Buttons...</i>	<i>Description...</i>
<b>Help</b>	View a Word copy of the Retirement Tool User Guide.
<b>Quit</b>	Exit the Retirement Tool.

## 1.6 Record Retirement

### 1.6.1 Patient Data

- ✓ Click the **Record Retirement** tab (in **MRRT**). Create a record index file identifying records for shipping by entering the appropriate information to build the patient's record. Type the patient's information in the Patient Data form; enter the shipping data, and finally the shipping authorization data.



When NRPC requests a corrected file, you can update records previously submitted by clicking the **Send** tab; then click the [ReSend](#) button.

**The Retirement Tool is not case sensitive; don't worry about formatting the information as you type it; all the information you enter is automatically capitalized**

**You are required to enter data for all the fields on this form**

Once you have entered a DMIS ID, you cannot change it, the DMIS ID list box and the Division text box are grayed out, until you validate and create a transmission file

The following message may appear if you have flagged but not shipped your records during your previous session.

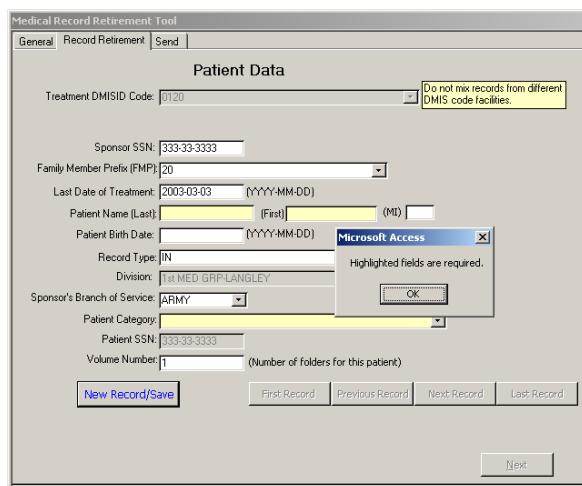


- ✓ Click **Yes**.

<i>In this window...</i>	<i>Description...</i>
<b>Treatment DMISID Code</b>	Click to select a <b>DMISID</b> index code, which is the same for all shipment of records. <b>Do not mix records from different DMIS code facilities.</b> Make sure you have sent all records from previous facilities before entering new data <b>for a Different DMIS</b> .

<i>In this window...</i>	<i>Description...</i>
<b>Sponsor SSN</b>	Type the social security for the active duty soldier sponsoring the patient. The patient's SSN automatically defaults to the Sponsor's SSN if the FMP code is set to <b>20</b> .
<b>Family Member Prefix (FMP)</b>	Click to select a <b>FMP</b> index that characterizes the patient such as spouse, child and so on.
<b>Last Date of Treatment</b>	Type a date (when the patient was last treated) that starts with the whole year; for example, (1978), the month (12), and the day (04).
<b>Patient Name</b>	Type the patient's Last name.
<b>Last, First &amp; Middle Initial</b>	Type the patient's First name. Type the patient's Middle initial.
<b>Record Type</b>	Click to select a type of record in the <b>Record Type</b> list box. The type of record is as follows: <b>Extended Ambulatory (EA)</b> , <b>Fetal Monitoring Strips (FM)</b> , <b>Inpatient (IN)</b> , <b>Outpatient OP</b> . <b>Outpatient</b> records must be retired in a separate shipment. <b>Inpatient</b> records that include <b>Fetal Monitoring Strips</b> and <b>Extended Ambulatory Records</b> must be retired together in a separate shipment; however, if a patient has all three categories of inpatient records eligible for retirement, the records must be added to the inpatient index in the following order: <i>Inpatient</i> <i>Fetal Monitoring Strips</i> <i>Extended Ambulatory records</i>
<b>Division</b>	Because the <b>Treatment DMISID Code</b> and <b>Division</b> are linked, the <b>Division</b> information appears automatically when you select the <b>DMISID</b> code.
<b>Sponsor's Branch of Service</b>	Click to select the patient's branch of service if applicable; for example, Navy, Army, and so on. If not, select the sponsor's branch of service.
<b>Patient Category</b>	Click to select the code for the Patient Category; for example, <b>Recruit</b> , <b>Active Duty</b> , and so on.
<b>Patient SSN</b>	Type the patient's social security number.

Volume Number		
<b>Determining the Volume number</b> <b>Type the volume number that corresponds to the record type</b>		
Record Type	Volume N° is the...	Description...
<b>Outpatient</b>	Folder Number (each folder is numbered)	Label each folder. See label requirements below. Add an entry to the index for each folder and key the related folder number to the Volume No. field.
<b>Inpatient</b> [including fetal monitoring strips (FMS) and extended ambulatory records (EAR)]	Episode Number (each episode is numbered)	Whenever possible, file inpatient episodes in separate folders. Label each folder. Identify each episode with a separate label if multiple episodes are in one folder. See label requirements below. Add an entry to the index for each episode and key the related episode number to the Volume No. field.
		If a patient has inpatient, fetal monitor strips, and extended ambulatory records, do not file them into one folder. Instead, file each one in a separate folder and box them in the following order: Inpatient, FMS, and EAR.
<b>LABELS:</b> Every record retired to NPRC must contain an identification label(s) on the right front of the folder. The label must contain the following information:  <i>Sponsor's SSN</i> <i>Patient's full name (Last, First and if applicable, Middle Initial)</i> <i>Patient's DOB</i> <i>Family Member Prefix</i> <i>Volume Number</i>		
The label information must match the related index entry exactly. NPRC rejects improperly labeled/indexed records or may reject the entire index if there are many errors.		





A message window appears if you click the **New Record\Save** button and you have not entered all the information. You must enter all the requested/highlighted fields; for example, the patient first and last name, and the patient category.



You must enter the data in the Patient Data form before adding the record to the database.

- ✓ Click **New Record/Save** to save the record you have just entered prior to entering another record.
- ✓ Click **New Record/Save** to begin a new record. Do not add a new record over an existing record because the existing record will be overwritten and changed.

<b>New Record/Save</b>	<b>First Record</b>	<b>Previous Record</b>	<b>Next Record</b>	<b>Last Record</b>
------------------------	---------------------	------------------------	--------------------	--------------------

- ✓ Click the **Next** button to enter the **Shipment Data** and ship the records.

## 1.6.2 Shipment

<b>In this window...</b>	<b>Description...</b>
<b>Name of Shipping Facility</b>	Type the name of the facility shipping the records. Now, if the name of the shipping facility is different from the treating facility; in other words, if the name corresponding to the <b>DMIS ID</b> code in the <b>Patient</b> data form differs from the shipping facility name, then type a note in the <b>Comment</b> text box of the <b>Authorization</b> form to mention it.
<b>Address</b>	Type the address of your treatment facility (in the two text boxes).
<b>Shipping Facility City</b>	Type the name of the city.
<b>Location (State or Country)</b>	Click to select a <b>State or Country</b> code.
<b>Postal Code/Zip</b>	Type the zip code from the shipping address.
<b>PoC Name</b>	Type the name of the point of contact for this shipment.
<b>PoC Phone (Comm)</b>	Type the commercial phone number for the point of contact.

<i>In this window...</i>	<i>Description...</i>
<b>DSN</b>	Type the military phone number (Defense Service Network) for the point of contact.
<b>Fax</b>	Type the fax number for the point of contact name.
<b>PoC Email</b>	Type the e-mail address for the point of contact. It has to be a government email address.

- ✓ Click **Next** to enter the shipping authorization.

### 1.6.3 Authorization Data

The screenshot shows the 'Authorization' window. It contains the following fields:

- User Authorizing Transfer: LTC INCHARGE
- Authorizing Transfer Date: 20040312 (YYYYMMDD)
- Shipment Volume (cu. ft.): [ ] (Number of boxes (1 Box = 1 cu ft))
- Comment: NONE

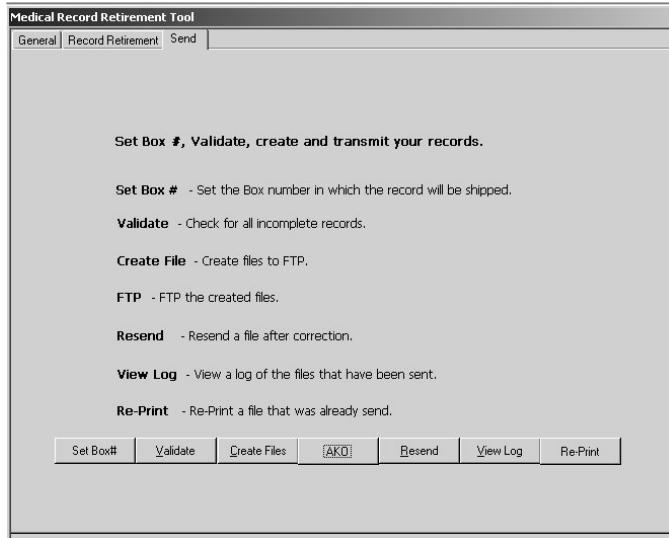
A note at the bottom left states: "If the Treatment DMIS Code in the Patient Data window is different from the shipping facility's name, explain in the Comment text box." An example given is: "Records are shipped from Bensheim, Germany". A 'Main Menu' button is located at the bottom right.

<i>In this window...</i>	<i>Description...</i>
<b>User Authorizing Transfer</b>	Type the name of the person who is authorizing the shipment.
<b>Authorizing Transfer Date</b>	Type date of the transfer record.
<b>Shipment Volume (cu. Ft.):</b>	Type the cubic foot volume of records you want to ship. One box is equivalent to one cubic foot.
<b>Comment</b>	Type whatever relevant information (as applicable) you may have about the shipping; it is very important to let the recipient know in this text box if the <b>DMIS identification</b> code from the <b>Patient Data</b> form is different from the name of the shipping facility.

- ✓ Click the **Main Menu** button; the **General** tab appears.
- ✓ Click the **Send** tab to validate the index entries and send the file.

## 1.7 Send

In the **Send** tab you can validate the index, create, mail via **AKO**, resend corrected files, and view the log of transmitted files.



- ✓ Click **Set Box #** to view the index entries as you prepare the file. This is the window where you can add a shipment number to the patient's record box; specify the box number that contains the patient record. Use the patient, shipment, and authorization form to make all of your changes. The spreadsheet shows all the records that have been prepared for shipment.
- ✓ Click the **OK** button.

	SponSSN	FMP	Name	VolumeNbr	RecordType	BoxNbr
▶	553-33-3555	20	VAN BURREN, ALPHONSO T	1	IN	
	555-55-5555	20	VAN BURRO, ADJACENT T	1	IN	
	333-33-3333	20	VAN HELSING, RED T	1	IN	

- ✓ Type a **Box** number to box the records in index order. For each record, you must type the related sequential box number in which the record is boxed. For example, if the first **40** records in the index are contained in box number **1**, then type **1** for each related record entry. If the next **35** records in the index are contained in box **2**, then type **2** for each related record entry, and so on. Box numbers always run in sequence beginning with box **1**. **If additional records are identified for retirement before the files are transmitted, then add them to the end of the index and to the end of the shipment.** Do not “interfile” the records.

### 1.7.1 Validate

You must validate your records by clicking the **Validate** button before creating a file that you can send using **FTP**. When you are validating files, you are evaluating all the records against existing business rules to make sure they are complete. In essence you are validating folders in the boxes against the corrected record code. The **Create File** button is disabled until the records are validated.

If the records are valid, the following message appears.



If the records are not valid, the following message appears. Click **OK**



- ✓ Click **OK**; a message window appears with **Would you like to view the selected records?**
- ✓ Click **Yes** if you have to make some changes. You can edit the information in the spreadsheet. The application lets you change existing data only. **You cannot add new records in this table.**  
Just click **X** to close the spreadsheet when you are finished.

qry_VReport : Select Query										
	DMIScODE	SponSSN	FMP	DateLastTreatment	Name	DoB	RecoR	Division	BranchSv	PatCat
▶	0808	553-33-3555	20	2003-03-03	VAN BURREN, ALPHONSO T	1947-04-05	IN	31st MED GRP-AVI ARMY	USA ACTIVE DUTY	
	0808	555-55-5555	20	2003-04-05	VAN BURRO, ADJACENT T	1947-04-04	IN	31st MED GRP-AVI ARMY	USA ACTIVE DUTY	
	0808	333-33-3333	20	2002-04-05	VAN HELSING, RED T	1948-03-03	IN	31st MED GRP-AVI ARMY	USA AD RES	
*										

## 1.7.2 Create Files

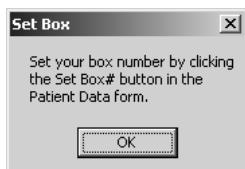
Before shipping your files, you must set your box number by clicking **Set Box #**. After validating your records, the **Create Files** button activates.

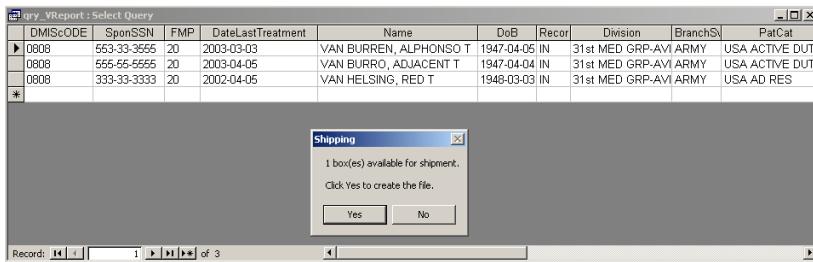
- ✓ Click the **Create Files** button; the following message window appears.



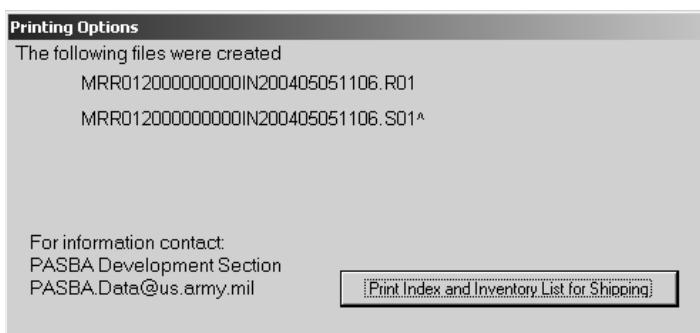
At this stage, there is a second “single-**DMIS ID**” check (in case the **DMIS ID** code was inadvertently changed). If it is found, you must make appropriate corrections.

- ✓ Click **OK**. The **Set box** window appears if you have not set the number of boxes yet.





- ✓ Click **Yes** to create the file with your validated records, the following window appears and shows the name of the two files created. It also shows the point of contact for information about the file transmission. For each **In** or **Outpatient** shipment, as well as printing, you electronically send a set of two files (**Record Index**) to **NPRC** prior to sending the shipment's hard copy (**Shipment Data File**).



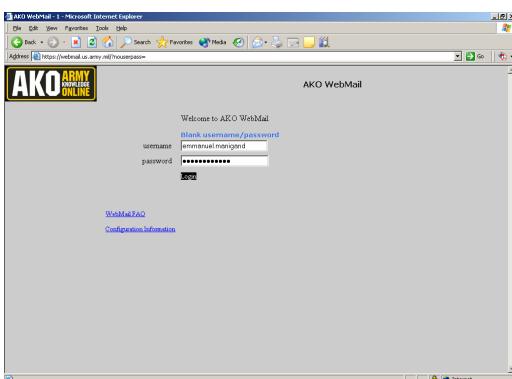
- ✓ Click the **Print Index and Inventory List for Shipping** button to print the list and the **MRRT Shipping Files Information Report**.

### 1.7.3 File Transmission

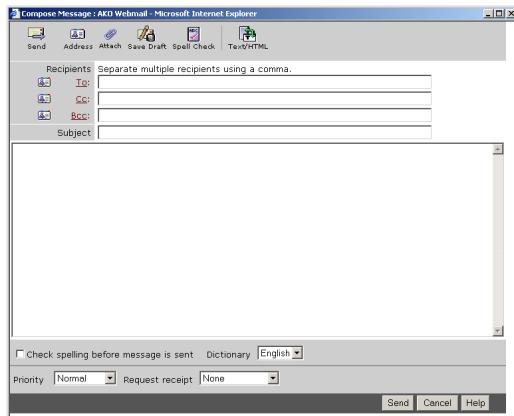
There are three versions of the **MRRT**; a full version that transmits files using **FTP**, a stripped version that does not use a file transfer mode, and a stripped version that uses **AKO** only.

#### 1.7.3.1 AKO

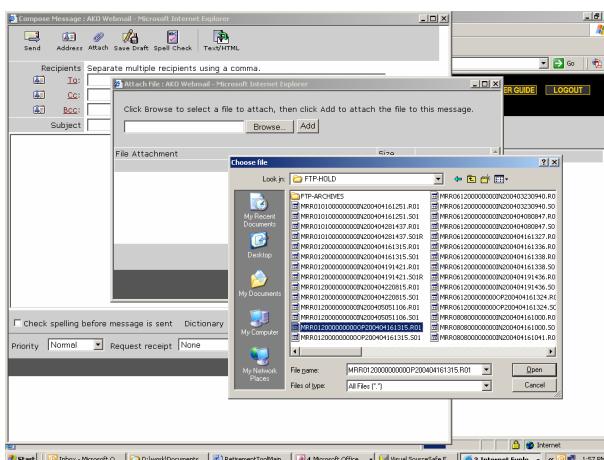
- ✓ Click the **AKO** button, in the **Send** tab, to ship your file(s) to the **NPRC in St. Louis, MO**. By clicking this button you create two files per record type (inpatient or outpatient) that are located in the following directory: **C:\FTP-Hold\FTP-Archive**. The **AKO WebMail** appears.
- ✓ Type your username and password. If you do not have an account with **AKO**, or you are having difficulty registering, please call the **AKO helpdesk at (877) 256-8737**.



- ✓ Click the **Login** hyperlink under the password text box.
- ✓ Click to select **Inbox** in the **Select Folder** list box; then click **Compose** to the right of the **Get Mail** button.



- ✓ Type [Pasba.data@us.army.mil](mailto:Pasba.data@us.army.mil) in the **To** box.
- ✓ Type **Medical Records Retirement** in the **Subject** box (under bcc).
- ✓ Click the **Attach** button; the **Attach File: AKO Webmail - Microsoft Internet** Window appears.
- ✓ Click the **Browse** button; the Choose File window appears.
- ✓ Browse to **C:\FTP-Hold\FTP-Archive**. The **FTP-Hold** folder stores the files until they are sent, and the **FTP-Archive** folder stores your files for archiving.

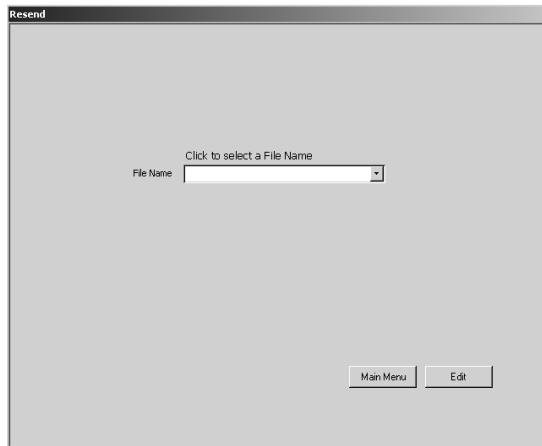


- ✓ Click to select a file.
- ✓ Click **Open**. The path and name of the record file appear in the Browse text box of the **Attach File: AKO Webmail - Microsoft Internet** Window.
- ✓ Click the **Attach** button.
- ✓ Click **Send**.

## 1.7.4 Resend



If NRPC wants you to make some corrections, you can send your records again by clicking **Resend** in the **Send** tab. When the following form appears, click to select the record in the **File Name** list box.



- ✓ Click the **Main** menu button. The **Medical Retirement Tool** window appears.
  - ✓ Click the **Edit** button; the **Resend** form appears; the form appears showing you the record; you can click the **Back** button.
- OR—
- ✓ Click the **Ship Records** button; the **Shipping** message window appears.



- ✓ Click **Yes** to print and ship the files; if you click **No**, the files ship and do not print. The following is the **MRRT Shipping Files Information Report**: Once the electronic files have been accepted, NRPC provides an accession number.

This "Shipping Files Information Report" is your receipt. NPRC reviews the record and e-mails an Accession Number to the Point of Contact entered on your Shipping form. The Accession Number is confirmation that NPRC reviewed and accepted your records. You can now ship your physical records. Write the Accession Number on this sheet in the space provided above, and at the top right hand corner of the Record Index Listing page accompanying your physical records to NPRC. In addition, you must document the Accession Number on the outside front upper left corner of each record shipping box.

You will receive the Shipping Acknowledgement Postcard as soon as NPPC receives the record shipment. Each record box must include the Record Index Listing page along with its Accession Number and a Shipping Acknowledgement Postcard, which is a self-addressed postcard.

The postcard must show the MTF's mailing address, point of contact (POC) information, and the following:

The NPPC Accession # \_\_\_\_\_ consisting of \_\_\_\_\_ boxes has been received.

Every outpatient shipment has a set of two related files with the same filenames except for the extension.

<b>Outpatient Filename Samples</b>								
MRR0005	00000022	OP	2003	12	03	17	09	.R01
MRR0005	00000022	OP	2003	12	03	17	09	.S01
DMIS id	CHCS (file room #)	Type of records	Year	Month	Day	HH	mm	File extension .R = record index .S = shipment

Every inpatient shipment has a set of two related files with the same filenames except for the extension.

<b>Inpatient Filename Samples</b>								
MRR0005	00000022	IN	2003	12	03	17	09	.R01
MRR0005	00000022	IN	2003	12	03	17	09	.S01
DMIS id	CHCS (file room #)	Type of records IN is used for IN, FM & EA retirements	Year	Month	Day	HH	mm	File extension .R = record index .S = shipment

See [File Transmission](#) for more information.

## 1.7.5 View Log

- ✓ Click the **View Log** button to view the log file. The log (**Transmit Report**) appears showing the files that have been transmitted.

Name of File	Date of Transmission
MRR1194000000000N200402131403.R01-des	2/13/2004 2:45:13 PM
-des	2/13/2004 2:45:13 PM
MRR1194000000000N200402131404.S01-des	2/13/2004 2:04:51 PM
MRR1194000000000N200402131404.R01-des	2/13/2004 2:04:51 PM
MRR1194000000000N200402131403.S01-des	2/13/2004 2:04:03 PM
MRR1194000000000N200402131403.R01-des	2/13/2004 2:04:03 PM
MRR1194000000000N200402131357.S01-des	2/13/2004 2:02:00 PM
MRR1194000000000N200402131357.R01-des	2/13/2004 2:02:00 PM
MRR1194000000000N200402131338.S01-des	2/13/2004 1:39:11 PM
MRR1194000000000N200402131338.R01-des	2/13/2004 1:39:11 PM

## 1.7.6 Re-Print

Click the **Reprint** button to print the index and inventory list for shipping log file again. The **Re-Print** window appears letting you select from the **File Name** list box the files that you want to ship.

SponSSN:	DateLastTreatment:	FMP:	Name:	DoB:	RecordTy
762-41-7847	2003-12-12	31	JHFSJFS, UIREUYIR N	9999-99-99	IN
429-87-2418	2003-12-12	20	JKDSJ, F	9999-99-99	IN
423-56-3246	2003-12-12	20	FDKJF,	9999-99-99	IN



You cannot make any changes to the information in this window.

## 2. Acronym Glossary

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

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