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

Version 2.5

User Guide

22 October 2003

Patient Administration Systems and Biostatistics Activity (PASBA)

1216 Stanley Road

Fort Sam Houston, Texas 78234-6053

DISCLAIMER: Screen shots contain fictitious patient names and social security numbers.

Table of Contents

Table of Contents 2
Document Overview 4
Document Revision History 4
Introduction 6
Description 6
Application Overview 6
Levels of Security in PARRTS 6
Audit – The activities of each authorized user is audited within the token security system 6
Data Management Module 6
Reports Module 7
Application Requirements 8
Logging onto PARRTS 8
Data Entry Fields 9
Pull Down Lists 9
Command Buttons 9
Check Boxes 9
Print Button 9
Mouse-Over Help Text 9
About Operations and Events 9
Using the Reporting Module 10
Multi-Function 11
Exportable View 13
Printable View 13
Patient Search 13
Patient Statistics Report 17
Operation 18
Event 18
AMEDD Personnel Only 18

Comments Report 19
Current Amputee Patient Report 20
Using the Data Management Module 21
Navigating the Data Management Module 21
Patient Search 22
Patient Search Results 23
Searching for an episode 25
Episode List 25
Viewing Episode Detail 26
Editing an Episode 27
Popups on Edit Episode Form 30
DMIS Popup Dialog Box 30
Calendar Popup Dialog Box 31
ICD9 Diagnosis Popup Dialog Box 31
MOS Popup Dialog Box 34
Add Comments to Episode 35
Create a New Episode 36
Adding a New Patient 36
Logging Out from PARRTS 38
Business Continuity Plan 39
Business Rules 39
Contacting PASBA 41

Document Overview

PARRTS Version	2.5
Document Edition	1.1
Document Name	PARRTS_R2-5UserGuideEd1-1

Document Revision History

Date	App Version	Doc Edition	Revisions
10 Oct 2001	2.3	1.0	Initial release
11 Oct 2001	2.3	1.1	Corrected a few typos and mis-labeled figure reference
15 Oct 2001	2.3	1.2	1. Added contact information where applicable and in section 6. 2. Rewrote section of adding comments to match software changes. 3. Removed text describing default date on Adm Date and Injury Date fields. 4. Added description for using the Print button. Added new screens, too. 5. Added note about the 128-bit encryption requirement. 6. Removed MS Excel as an application requirement. 7. Modified log in process to include Reports button.
16 Oct 2001	2.3	1.3	1. Added descriptions and procedures on reports. 2. Added description of mouse-over effect.
23 Oct 2001	2.3	1.4	1. Updated comment procedures to match software changes. 2. Added description and procedures for Episode Report.
05 Nov 2001	2.3	1.5	1. Added description and procedure for the Patient Search Menu and Patient History Report. 2. Removed all references to the Procedure Code and Diagnosis Code entry functions. 3. Removed references to the following fields: Pat Cat, Adm Diag, Adm Date, Source of Admission, Type Case, Race, Citizenship, Navy, Air Force. 4. Added Enabling Care categories.

Date	App Version	Doc Edition	Revisions
14 Jan 2002	2.3	1.6	1. Added reference to high encryption pack for Win2000. 2. Replaced all images of modified screens. 3. Added SSN or FMP update procedure and screen. 4. Updated description of the action buttons. 5. Added description of the Unit field. 6. Added descriptions for the outpatient Administrative window. 7. Modified instructions for printing comments on the Episode Report. You can now specify the number of comments to print on the Episode Report. 8. Updated the description of the multi-functional reporting module and enabling care reporting. 9. Added PARRTS contingency procedures.
25 Apr 2002	2.3	1.7	1. Added separate unit fields to Inpatient and Outpatient Administrative window (CO, BN, BDE, DIV, BASE). 2. Added MOS field to Inpatient and Outpatient Administrative window. 3. Added dispositions for convalescence leave to Inpatient Administrative window.
06 Aug 2003	2.3	1.10	1. Complete revision 2. Added new Data Management documentation
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

Introduction

This document provides step-by-step instructions and reference information on the Patient Accounting and Reporting Real-Time Tracking System (PARRTS) software application. Intended for users of the PARRTS software application, this guide can be used as a training guide and as a reference manual.

Description

PARRTS is a secured web-based software application for logging and tracking medical information on US Armed Forces and government employees that require medical treatment as a result of a military operation or unplanned incident. Designed as a tracking system for special category and special interest patients such as VIPs, enabling care or MASCAL patients, PARRTS facilitates the distribution of pertinent medical and administrative information to senior MEDCOM leadership. The application consists of a data management module and a reports module.

Application Overview

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 websites can access the PARRTS website
- Protocol – All communications are encrypted through the Secure Sockets Layer (SSL) protocol
- Users – Users must have an NT account within the PASBA Domain to logon to the system
- Policy – Each authorized user is allocated tokens that govern their allowed usage within the system

Audit – The activities of each authorized user is audited within the token security system

Data Management Module

The PARRTS data management module allows administrative staff in medical treatment facilities (MTFs) to collect demographic and medical data on individuals involved in an operation. The data consists of patient information, Administrative information, and comments.

The patient and Administrative information, which includes the patient name, gender, date of birth, admitting treatment facility name and other demographic data, is useful for tracking the movement of those patients transferred from one medical facility to another. Other fields in the data management module capture details for the following categories or events:

- Very Important Persons (VIP)
- Enabling Care (EC)
- Mass Casualties (MASCAL)
- Operations Other Than War (OOTW)
- Contingency operations

Note: Enabling Care is the US Army Surgeon General's program for tracking the clinical path of active duty patients that fall 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

Reports Module

The PARRTS reports module consists of the Multi-Functional Report, Statistic Report, Patient History Report, and Patient Episode Report. The Multi-Functional Report allows you to generate a set of reports that provide detailed information on both inpatients and outpatients for a specific operation and event or for all operations and all events. Specifically, 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 (inpatient, outpatient, or both). For each reporting category, you can obtain a count of the patients that match the specified criteria for each facility.

The Patient Search report allows you to search for a patient based on last name, first name, ssn, etc.

The Patient Statistic report provides a summary count of inpatients and outpatients. Statistics can be generated for a single operation and event, or for all operations and all events.

The Comments report shows the most recent episode comments, filtered by operation.

The Current Amputee Report shows list of all current amputee patients for selected operation and event.

The PARRTS reports can be viewed on the screen or printed on 8-1/2- x 11-inch paper.

Application Requirements

To use PARRTS, you need the following components:

- PC or workstation with color monitor and mouse. The computer must be capable of running a 5th generation web browser.
- communications link to the Internet
- Microsoft Internet Explorer, version 5.0 or later. The browser must have 128-bit encryption. Without 128-bit encryption you will not be able to access the PASBA restricted website. You can download the Internet Explorer High Encryption (128-bit) pack from the Microsoft website:
    - For Windows 95, 98, and NT 4 platforms, go to www.microsoft.com/windows/ie/downloads/recommended/128bit/default.asp
    - For Windows 2000, go to www.microsoft.com/windows2000/downloads/recommended/encryption/

    Note: Alternatively, you can search the Microsoft site (www.microsoft.com) for the IE high encryption pack.
- user account on the Patient Administration Systems and Biostatistics Activity (PASBA) restricted website

The PARRTS application resides on the PASBA restricted website. Security controls prevent unauthorized personnel from accessing the PARRTS application and data.

Logging onto PARRTS

Once you receive an account, perform the following procedure to logon to PARRTS:

1. Open your web browser and go to www.pasba.amedd.army.mil.
2. From the PASBA website home page, click the Login button located on the top horizontal text menu. If a Security Alert message box displays, click Yes to proceed. The system prompts for your login ID and password (see Figure 1).

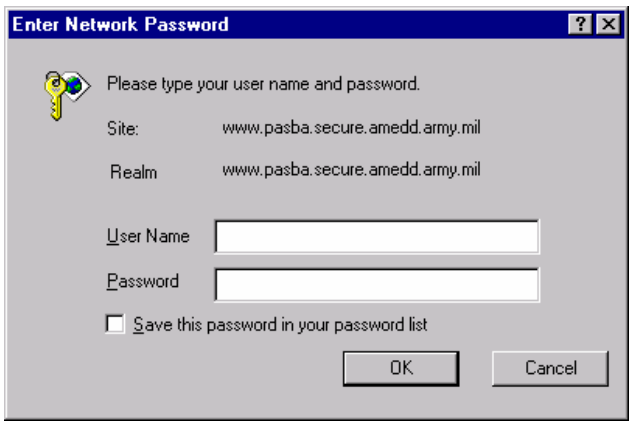


Figure 1. Login Dialog Box

3. Type your login ID in the User Name field. Press the Tab key. Do not press Enter yet.

4. Type your password in the Password field. For security purposes, asterisks display in the Password field.

5. Click the OK button or press Enter. The PASBA restricted website home page displays with a set of menu buttons on the left-most section of the screen.

6. From the PASBA restricted website home page, click the PARRTS button on the left-most section of the window. A second-level menu page displays.

Note: If you are unable to access the PASBA restricted website, review the Application Requirements section. If the PARRTS button does not appear, then you do not have authorization to the application. Also, the display of the PARRTS buttons depends on your level of authorization. Not all users have access to both PARRTS modules. Contact PASBA for assistance (see contact information at the end of this document).

Data Entry Fields

The data entry fields allow you to type a value or text into a field. For example, in the Last Name field on the Patient Information window, position the cursor in the field and type the patient's last name. To move the cursor to the next field, press the Tab key or use the mouse to reposition the cursor.

Pull Down Lists

The fields that contain a pull down list allow you to select a value from a list of valid values. To select a value from the pull down list, click the mouse button once in the field and use the mouse to highlight (select) your choice. The Operation field is an example of a pull down list.

Command Buttons

Command buttons allow you to execute a command (such as Enter) or advance to the next screen. To execute the button, click the mouse once on the button.

Check Boxes

Check boxes allow you to activate or clear an option. When the check mark appears in the box, the option is active. When the box does not contain a check mark, the option is clear (or inactive). To toggle the option, simply click in the check box.

Print Button

A print button is included on all of the PARRTS screens except for the Operations/Event selection screen. The Print button allows you to create a printout of the screen content. The printout is sent to the Windows default printer. To print the screen:

1. Click the Print button. The Windows print dialog box displays.

2. Click OK to send to the printout to the printer listed in the dialog box.

Mouse-Over Help Text

Most of the data fields and buttons in the PARRTS application display 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.

About Operations and Events

In PARRTS, all patient records are associated with a specific operation and event. An operation is defined as a military action or a strategic, tactical, service, training, or administrative military mission. An event is an occurrence or happening, usually significant to the performance of an operation. For example, a bus accident during the Desert Storm operation may be considered an event.

In PARRTS, an operation may contain multiple events. Contact PASBA to create a new operation or event.

Using the Reporting Module

There are several ways to view PARRTS data, using different kinds of reports. The main Reports screen has links to these different reporting options.

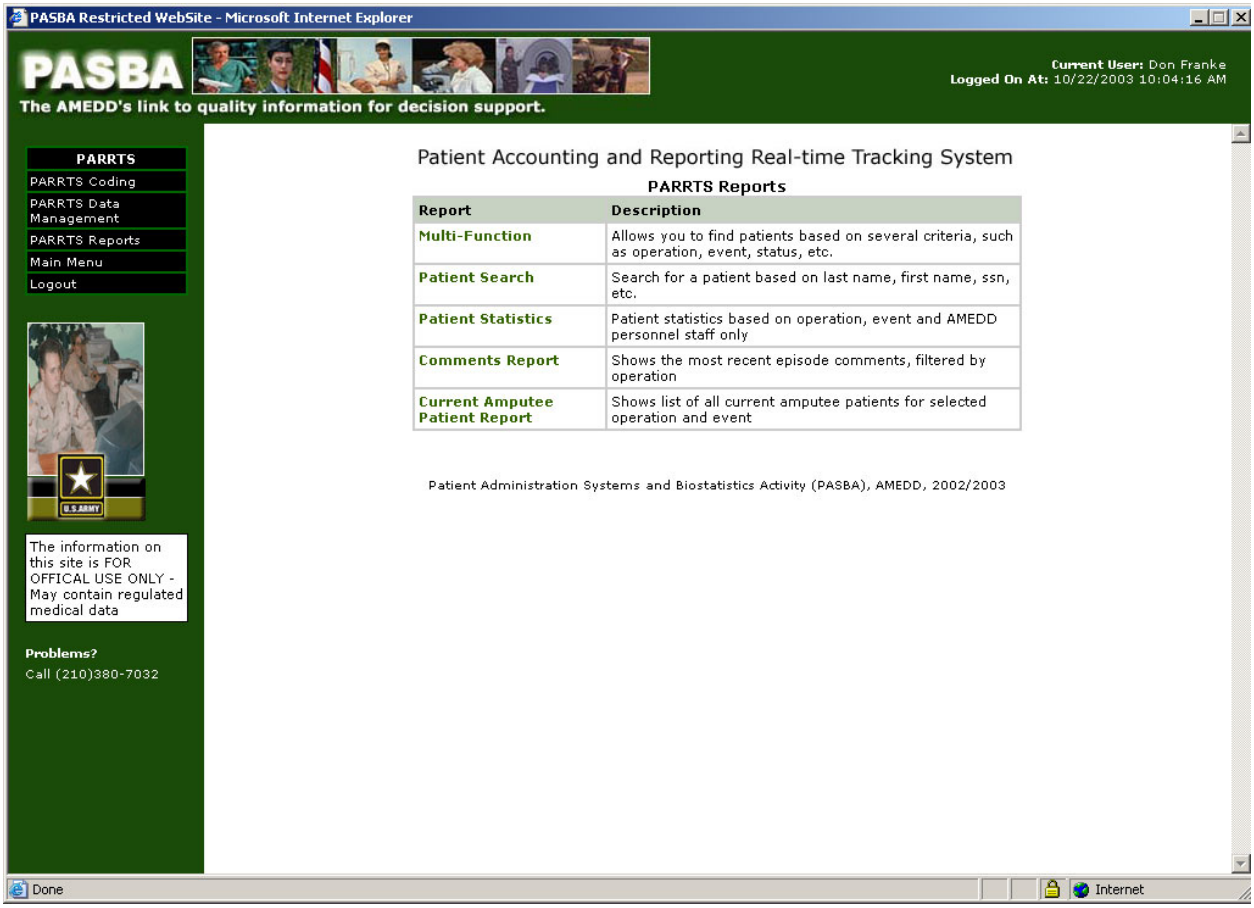


Figure 2. Reports Main Screen

Report	Description
Multi-Function	Allows you to find patients based on several criteria, such as operation, event, status, etc.
Patient Search	Search for a patient based on last name, first name, ssn, etc.
Patient Statistics	Patient statistics report based on operation, event and AMEDD personnel staff only
Comments Report	Shows the most recent episode comments, filtered by

	operation
Current Amputee Patient Report	Shows list of all current amputee patients for selected operation and event

Multi-Function

Use this report to query the PARRTS database using several different criteria.

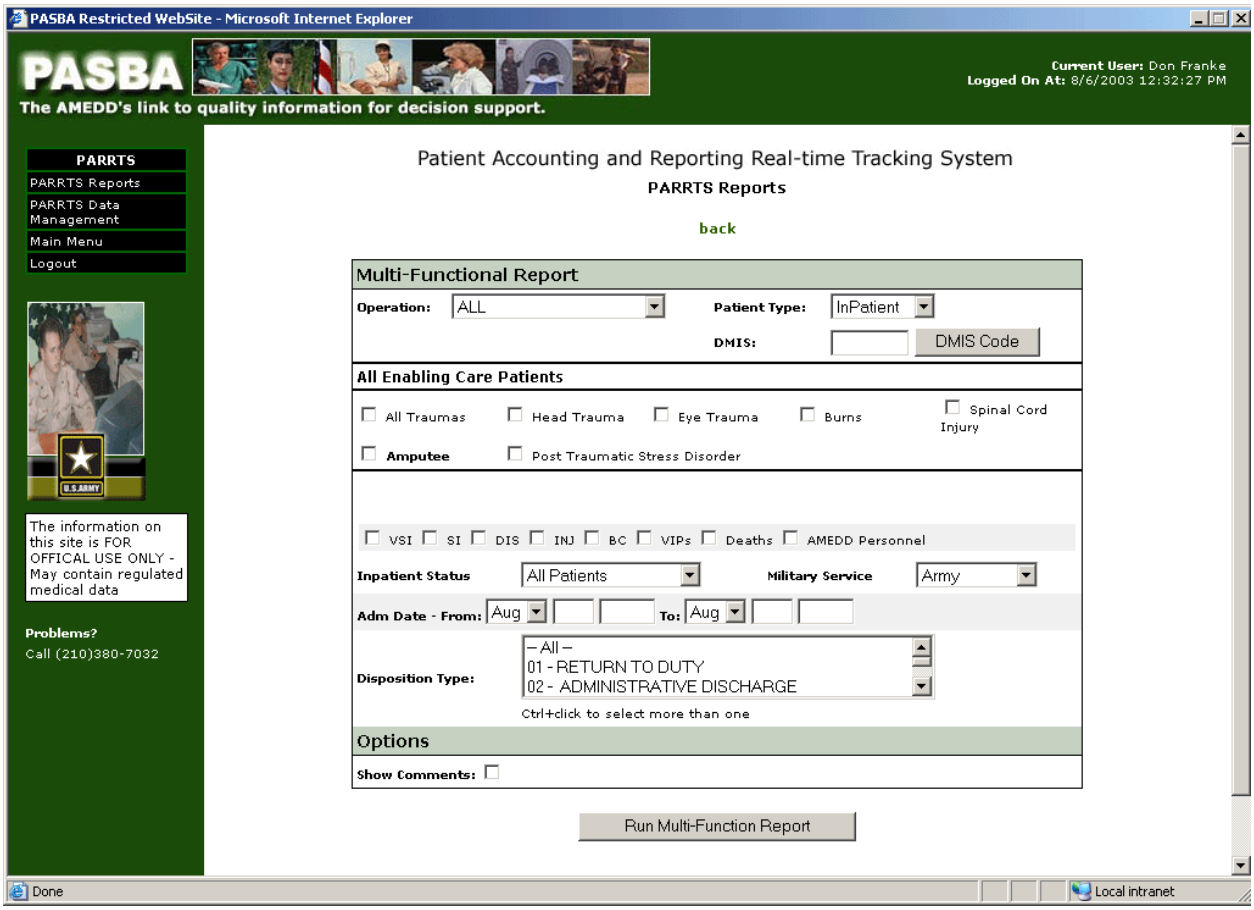


Figure 3. Multi-Function Report

An example of a resulting report is as follows:

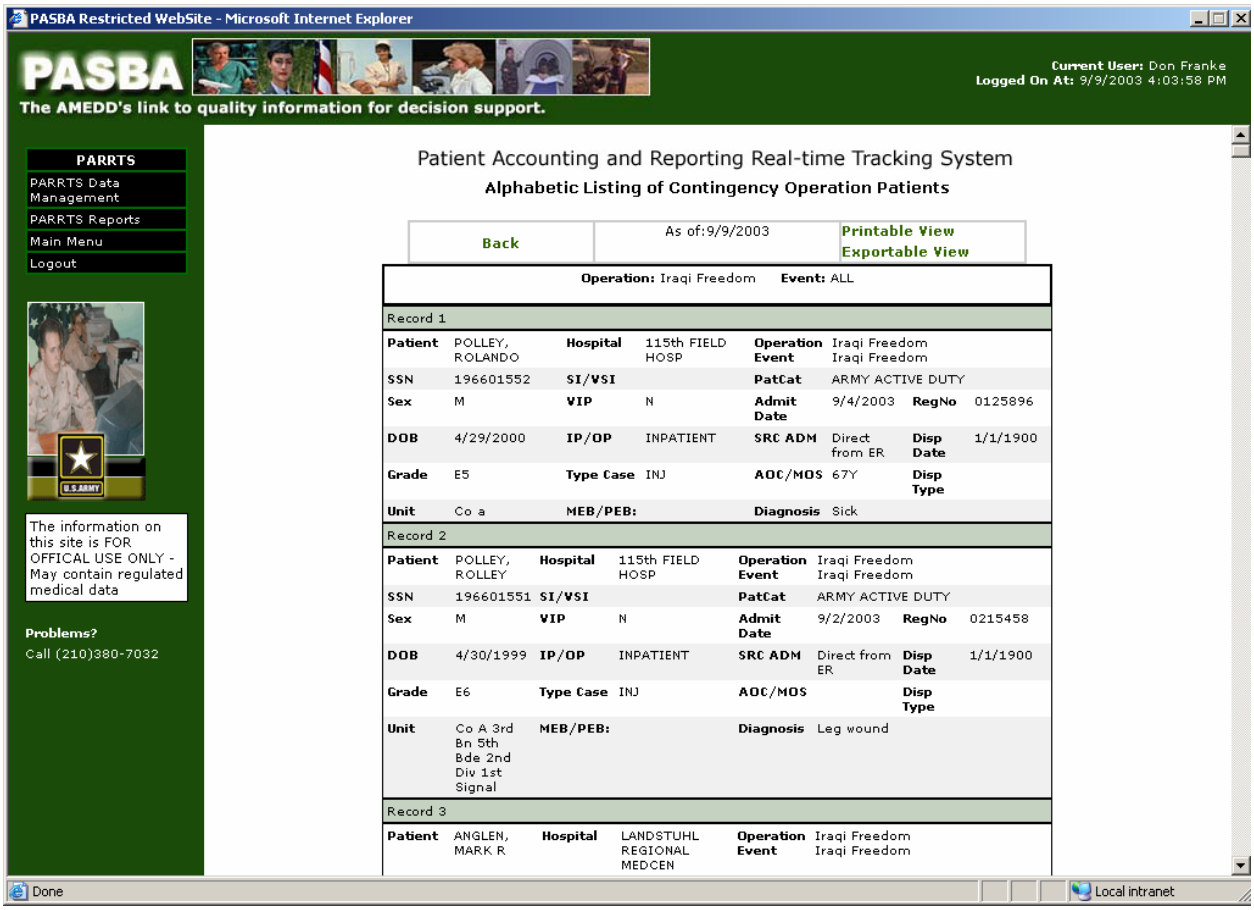


Figure 4. Multi-Function Report Run (1 of 2)

If the number of records in the report exceeds 1000, the report is automatically broken up into pages of 1000 records. At the bottom of the list is a navigation bar which shows the number of pages. Click on a different page number, or 'next page >>' to advances to the next page. Beneath this navigation utility is the total number of records in the report.

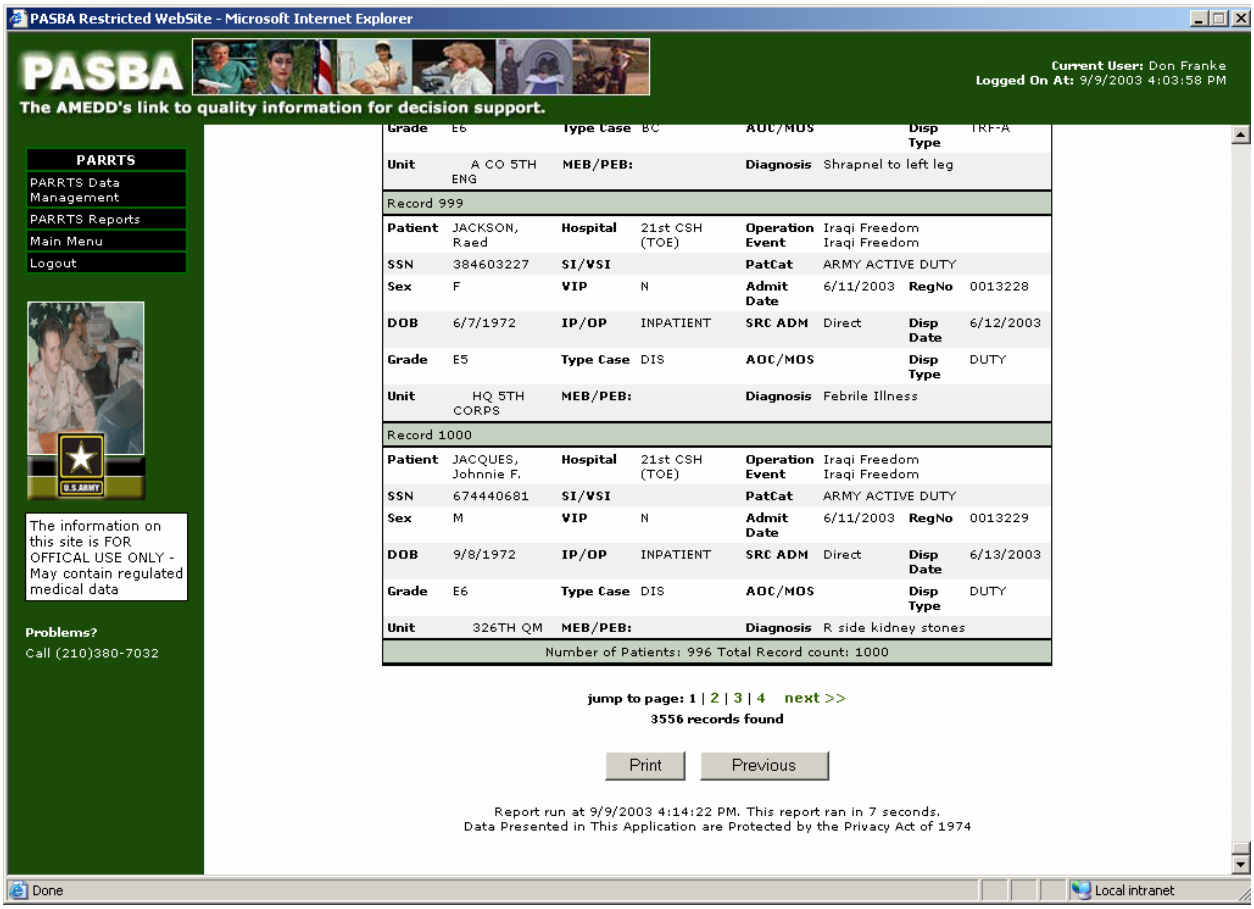


Figure 5. Multi-Function Report Run (2 of 2)

Other links are 'Exportable View' and 'Printable View.'

Exportable View

This displays the report in an Excel format. It will display the entire report, and will not be broken up into chunks of 1000 as necessary, so if the report has thousands of rows it will take a few minutes to generate this view.

Printable View

This displays the report in a separate browser window in a print-ready format. It will display the entire report, and will not be broken up into chunks of 1000 as necessary, so if the report has thousands of rows it will take a few minutes to generate this view.

Patient Search

The search form for the Patient Search report has 5 fields. Enter search criteria in any or all of the fields and click 'Run Patient Search Report.' For DMIS, select the DMIS from the drop-down. For first and last name, the report will search for matches based on the first few letters of the name. Example: Enter 'smi' into the Last Name field, and any patients with a last name that starts with 'smi' (case-insensitive) will be returned in the report.

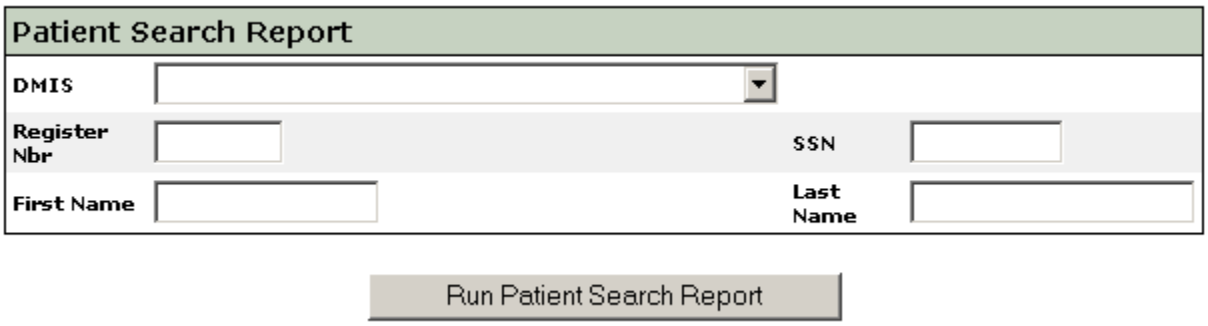


Figure 6. Patient Search Report

An example of a resulting report is as follows:

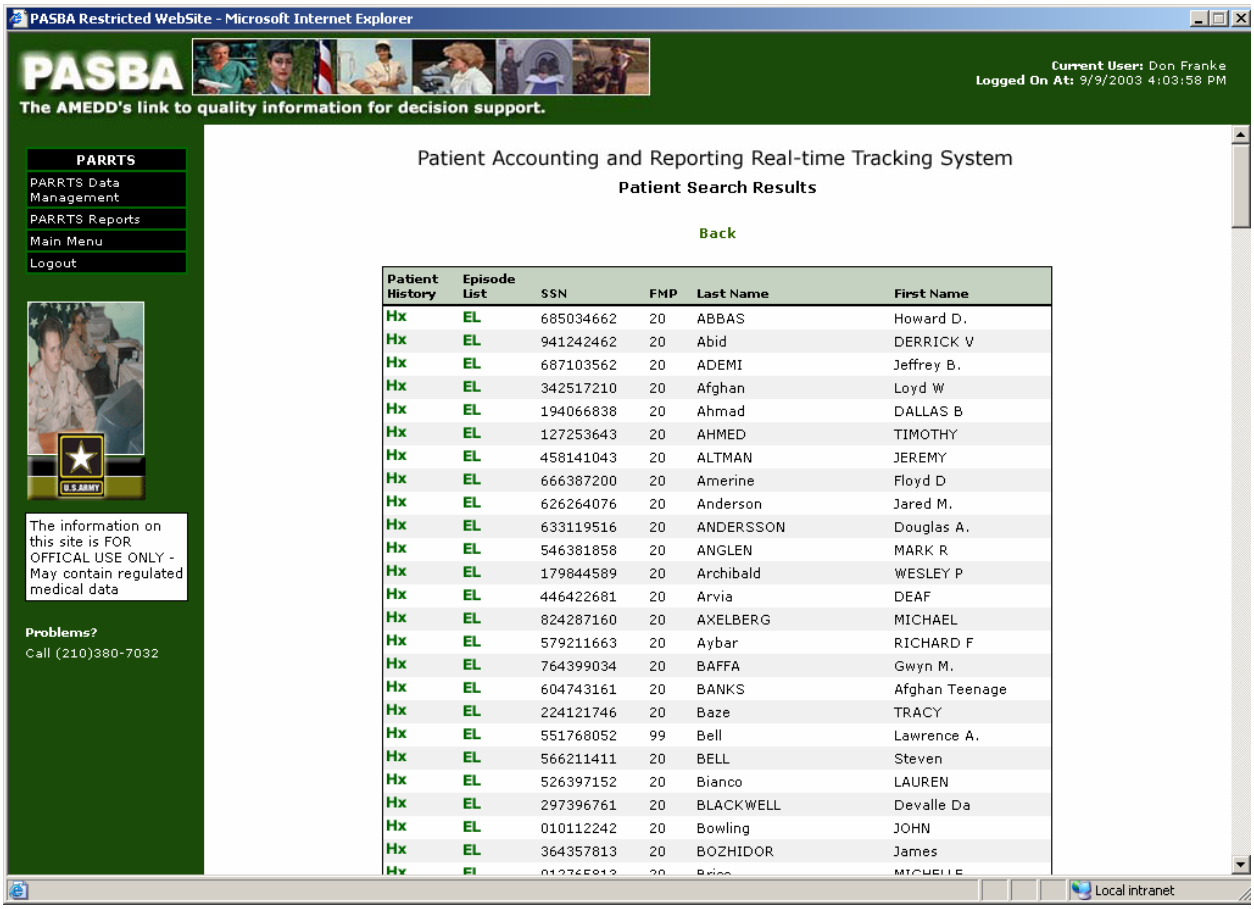


Figure 7. Patient Search Report Run

The list of matching patients are returned. To the left of each patient name are two link icons: Hx and EL

Clicking on **Hx** will display the patient History (Hx is short for history.)

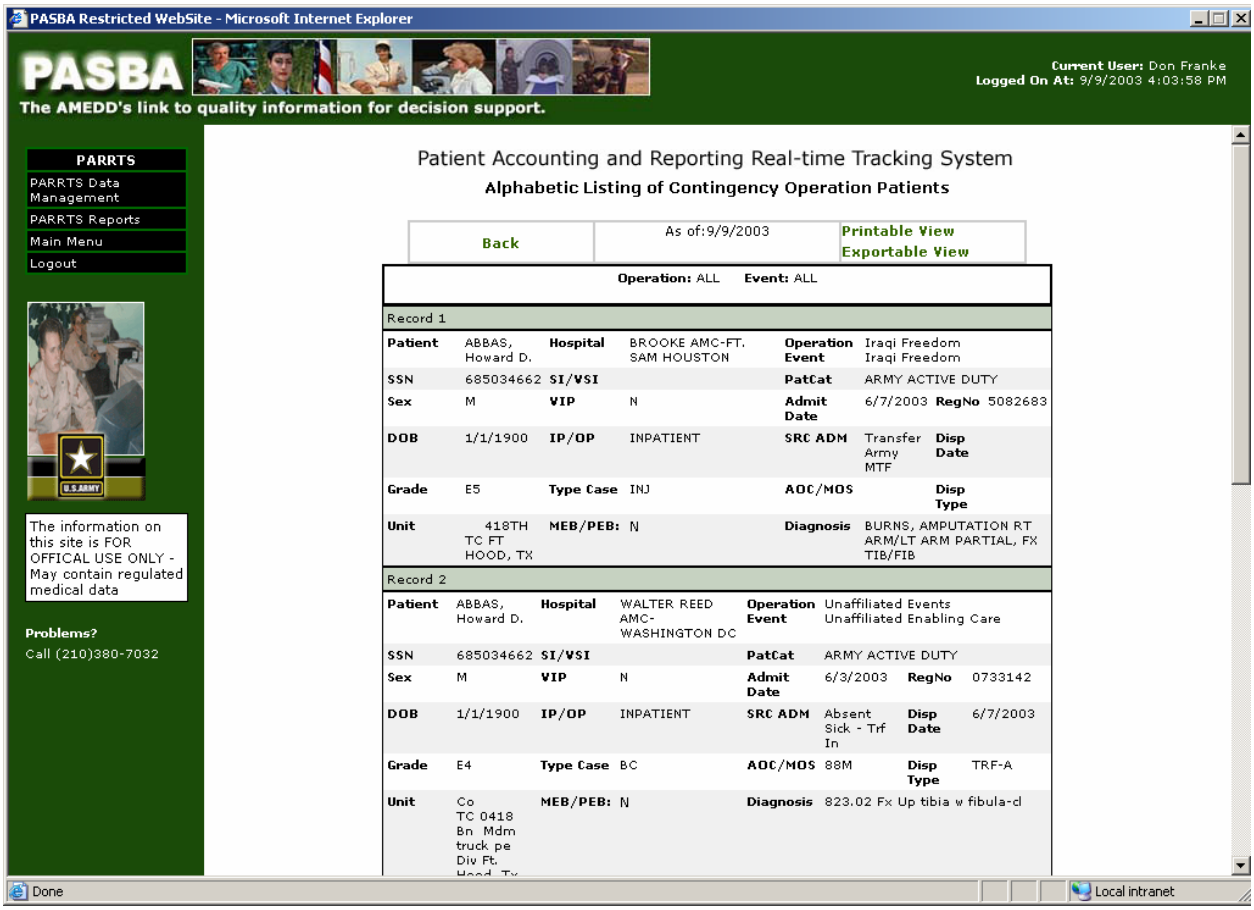


Figure 8. Patient History

Clicking on **EL** will display the patient Episode List:

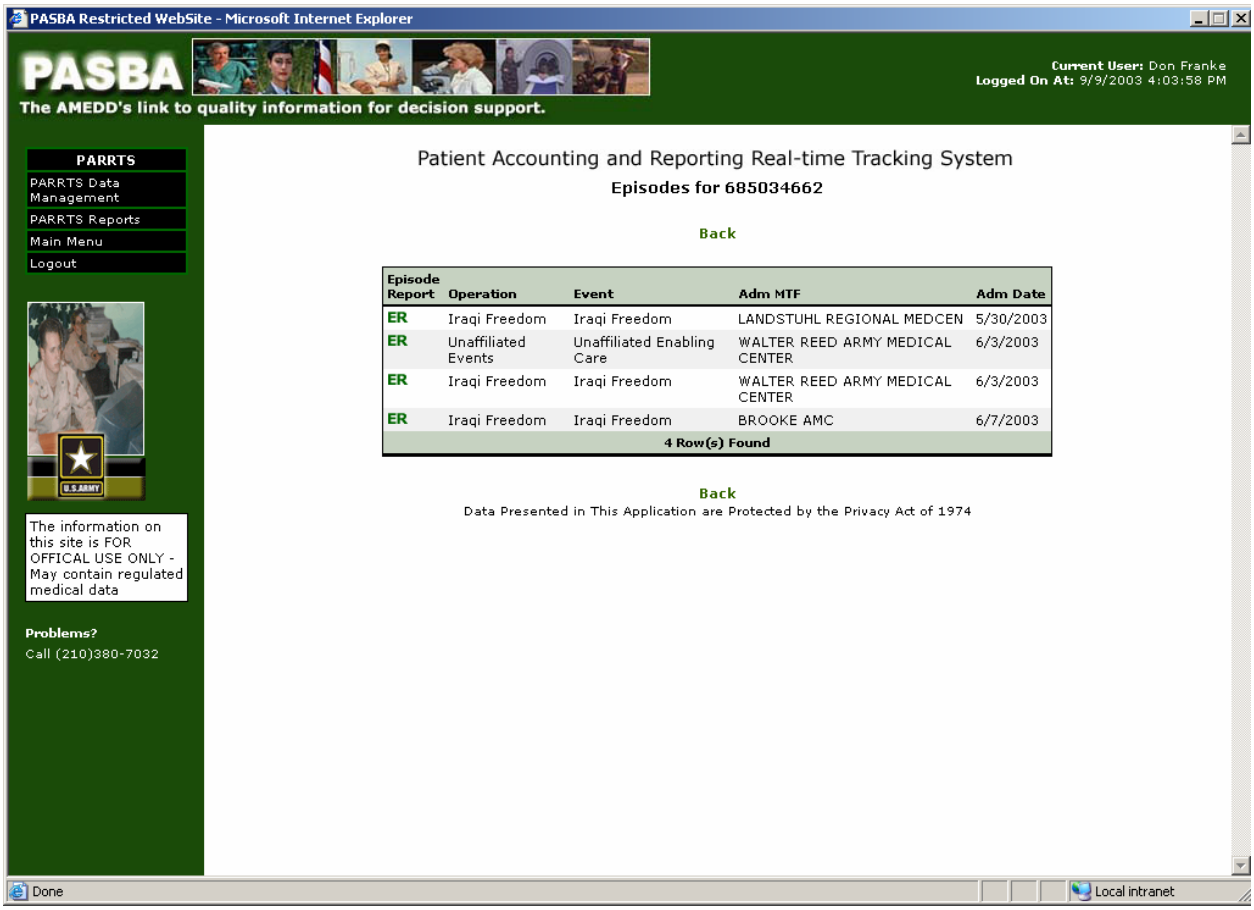


Figure 9. Patient Episode List

The Episode List has an ER link icon. Clicking this displays the Episode Report for that particular episode.

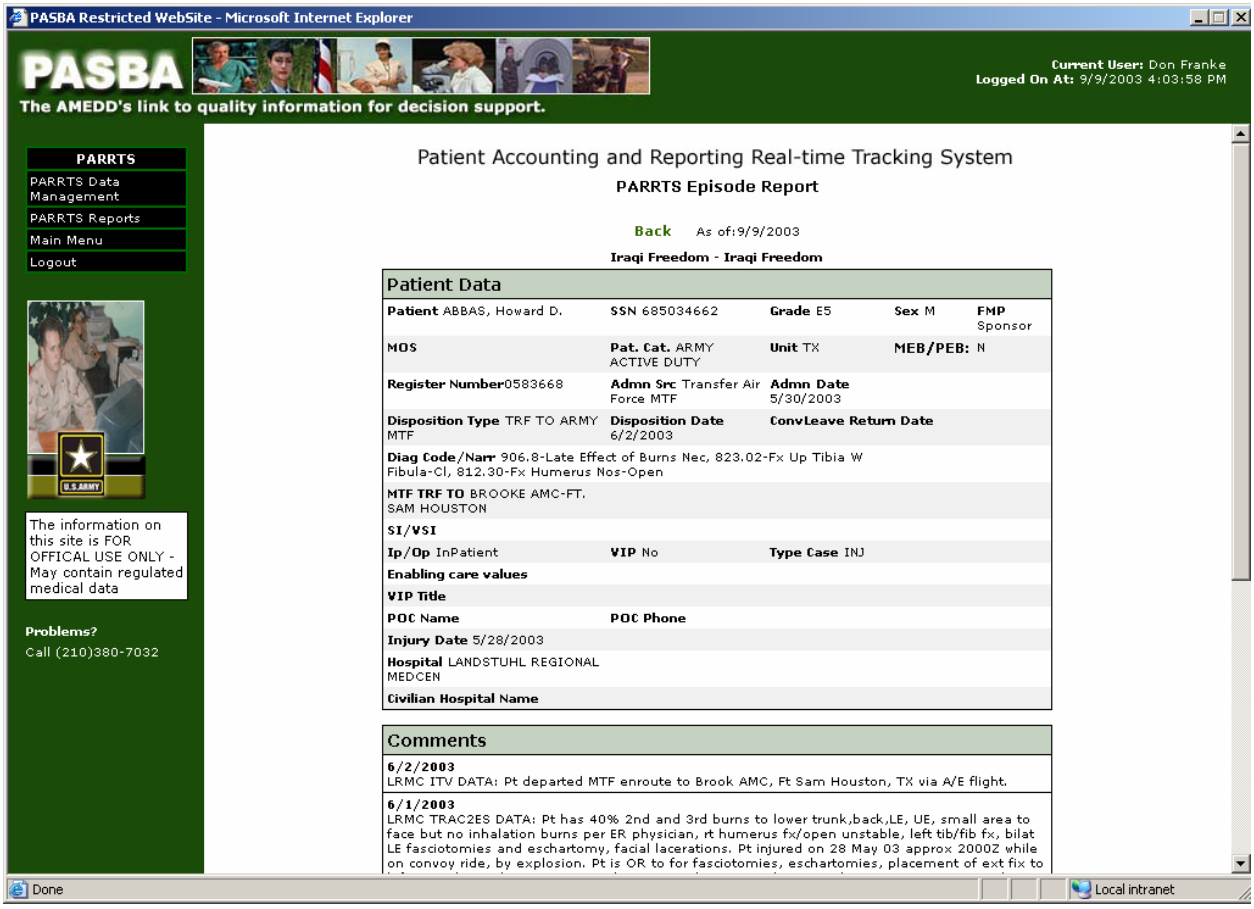


Figure 10. Patient Episode Report

Patient Statistics Report

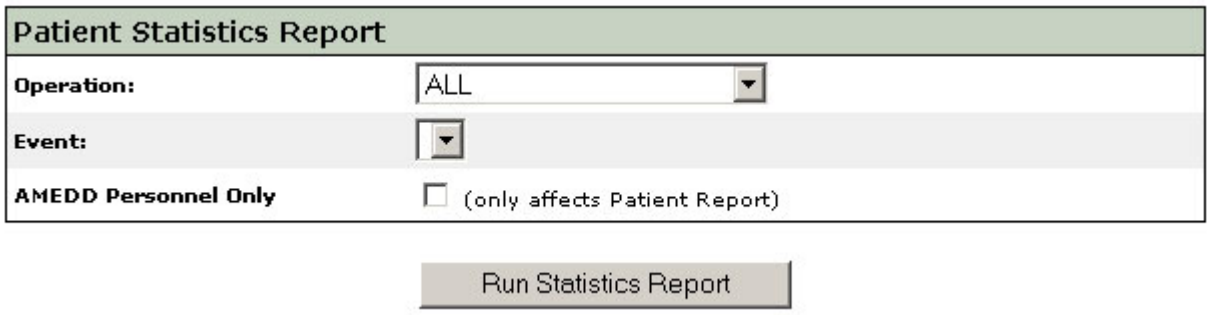


Figure 11. Patient Statistics Report Form

You have 3 different options to select from.

Operation

Select a particular Operation. Selecting this will automatically populate the Event drop-down with related events.

Event

This drop-down is unavailable until an Operation is selected. This is will narrow the resulting report to those patients only associated with the event selected.

AMEDD Personnel Only

Checking this will limit the report to only those patients who are listed as being AMEDD personnel.

Click the 'Run Statistics Report' button to run the report. This will run a statistics report based on the criteria provided.

An example of a resulting report is as follows:

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

Figure 12. Patient Statistics Report Results

See Episode Field Descriptions for definitions on the different elements in the Patient Statistics report.

Comments Report

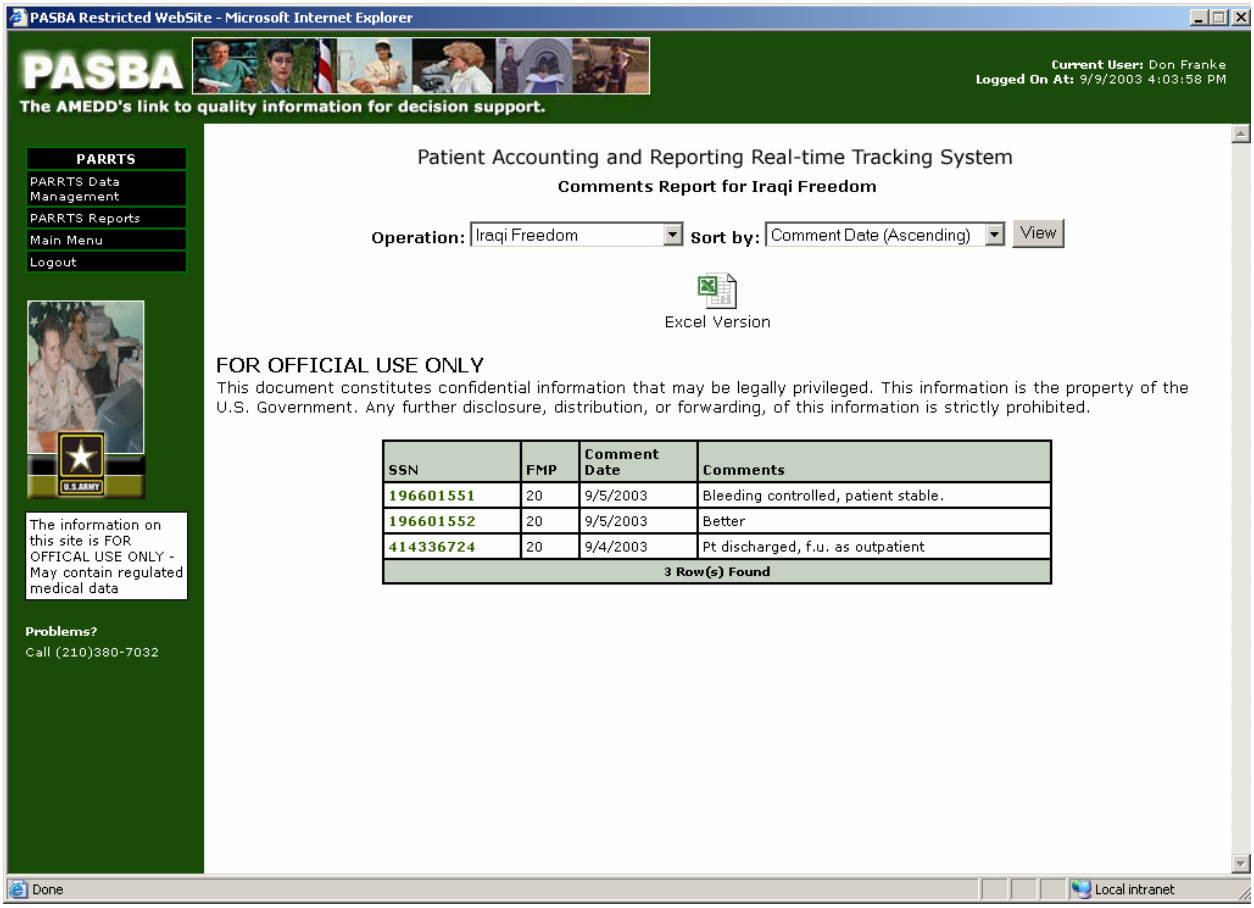
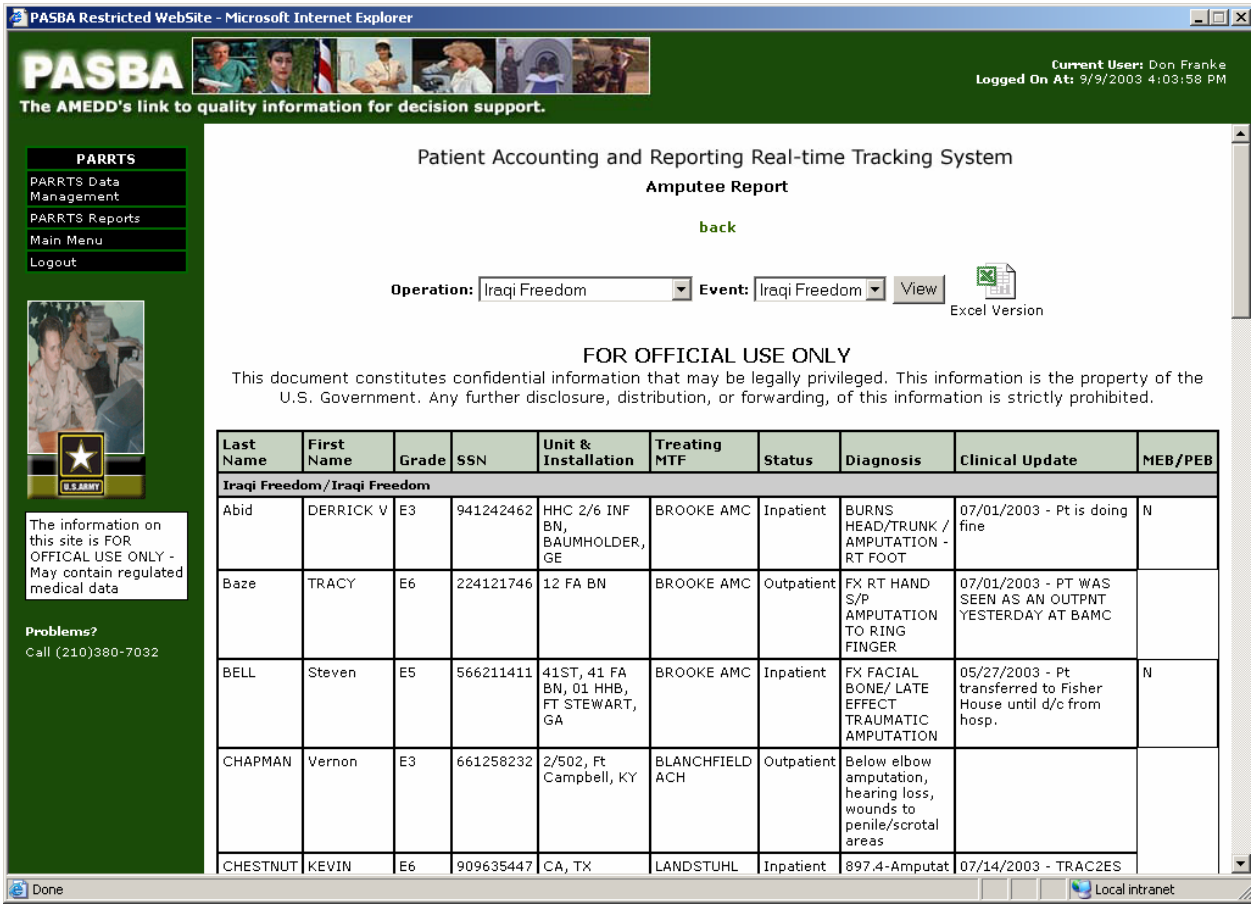


Figure 14. Comments Report

This report shows comments entered for patient episodes, starting w/ the most recent comments. Clicking on the SSN brings you to the Episode Report for that patient.

You can also filter this report by using the Operation drop-down at the top of the page, and you can sort the report by a variety of fields and directions using the Sort by drop down, also at the top of the page.

Current Amputee Patient Report



Last Name	First Name	Grade	SSN	Unit & Installation	Treating MTF	Status	Diagnosis	Clinical Update	MEB/PEB
Iraqi Freedom/Iraqi Freedom									
Abid	DERRICK V	E3	941242462	HHC 2/6 INF BN, BAUMHOLDER, GE	BROOKE AMC	Inpatient	BURNS HEAD/TRUNK / AMPUTATION - RT FOOT	07/01/2003 - Pt is doing fine	N
Baze	TRACY	E6	224121746	12 FA BN	BROOKE AMC	Outpatient	FX RT HAND S/P AMPUTATION TO RING FINGER	07/01/2003 - PT WAS SEEN AS AN OUTPNT YESTERDAY AT BAMC	
BELL	Steven	E5	566211411	41ST, 41 FA BN, 01 HHB, FT STEWART, GA	BROOKE AMC	Inpatient	FX FACIAL BONE/ LATE EFFECT TRAUMATIC AMPUTATION	05/27/2003 - Pt transferred to Fisher House until d/c from hosp.	N
CHAPMAN	Vernon	E3	661258232	2/502, Ft Campbell, KY	BLANCHFIELD ACH	Outpatient	Below elbow amputation, hearing loss, wounds to penile/scrotal areas		
CHESTNUT	KEVIN	E6	909635447	CA, TX	LANDSTUHL	Inpatient	897.4-Amputat	07/14/2003 - TRAC2ES	

Figure 15. Amputee Report

This report lists all patients that have had an episode coded as being an Amputee episode. This list is in alphabetical order. This report can be filtered by Operation and Event by using the respective drop-downs at the top of the report. Clicking the Show Excel link icon will popup a new browser window with an Excel version of the report. This Excel report can then be saved to the local drive.

Using the Data Management Module

The data management module contains four sections:

- operation, event, and facility (MTF) selection
- patient information
- administrative information
- comments

Navigating the Data Management Module

The PARRTS application employs a graphical user interface common to most Microsoft Windows-based software. If you are familiar with Microsoft Windows, you will not have any trouble using the PARRTS application.

At the top of each page is the page title and your login name. Beneath this title bar is what is called "breadcrumbs." A definition from ConsumerReports.org:

> *A schematic on every screen that lets you know, a la Hansel and Gretel, where you are and where you've been. Any of the "steps" can be clicked on and you'll be taken back to that particular location, rather than having to back up page by page.*

This breadcrumbs line shows you where you are in the application, and where you've been. Click on any links preceding the current title to go backwards in your path.

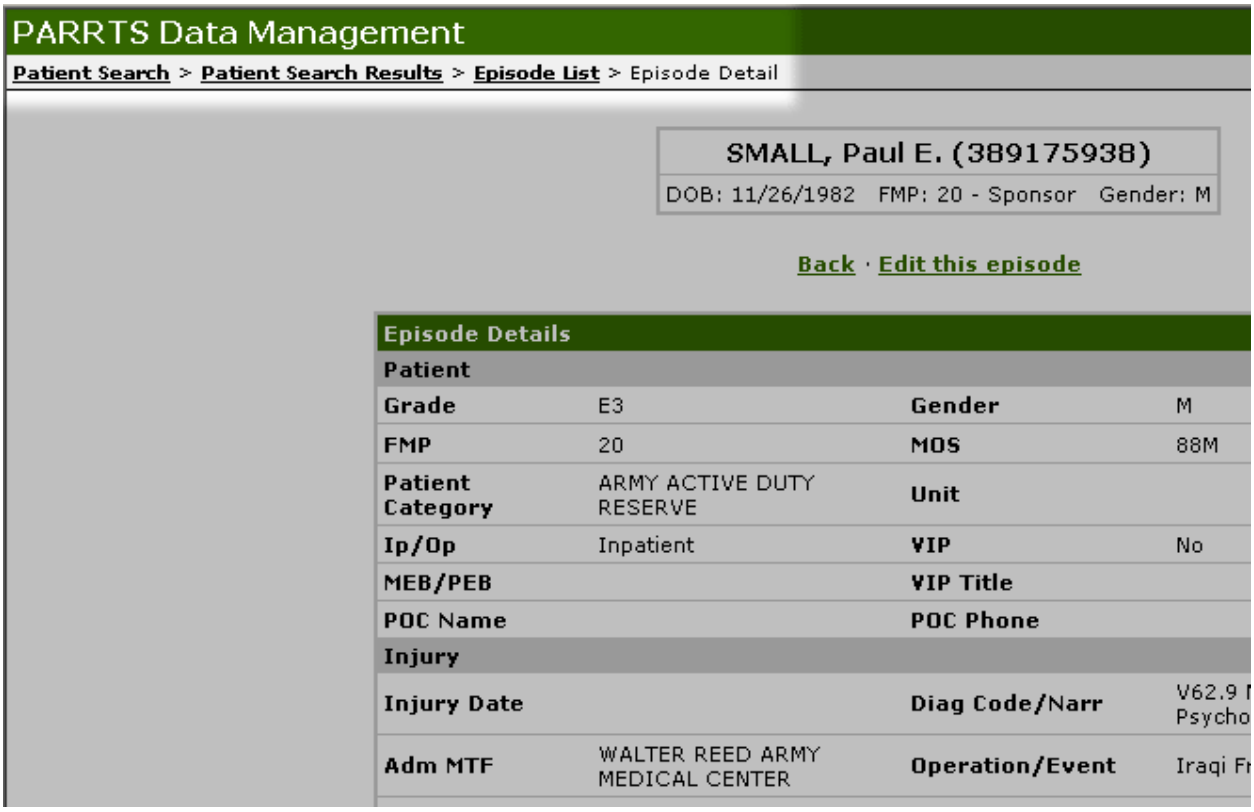


Figure 16. BreadCrumbs

To create a new patient record in PARRTS, the operation, event, and facility selection must be completed first.

Patient Search

This is the starting point of the PARRTS Data Management application. Enter search criteria then click 'Find Patient'

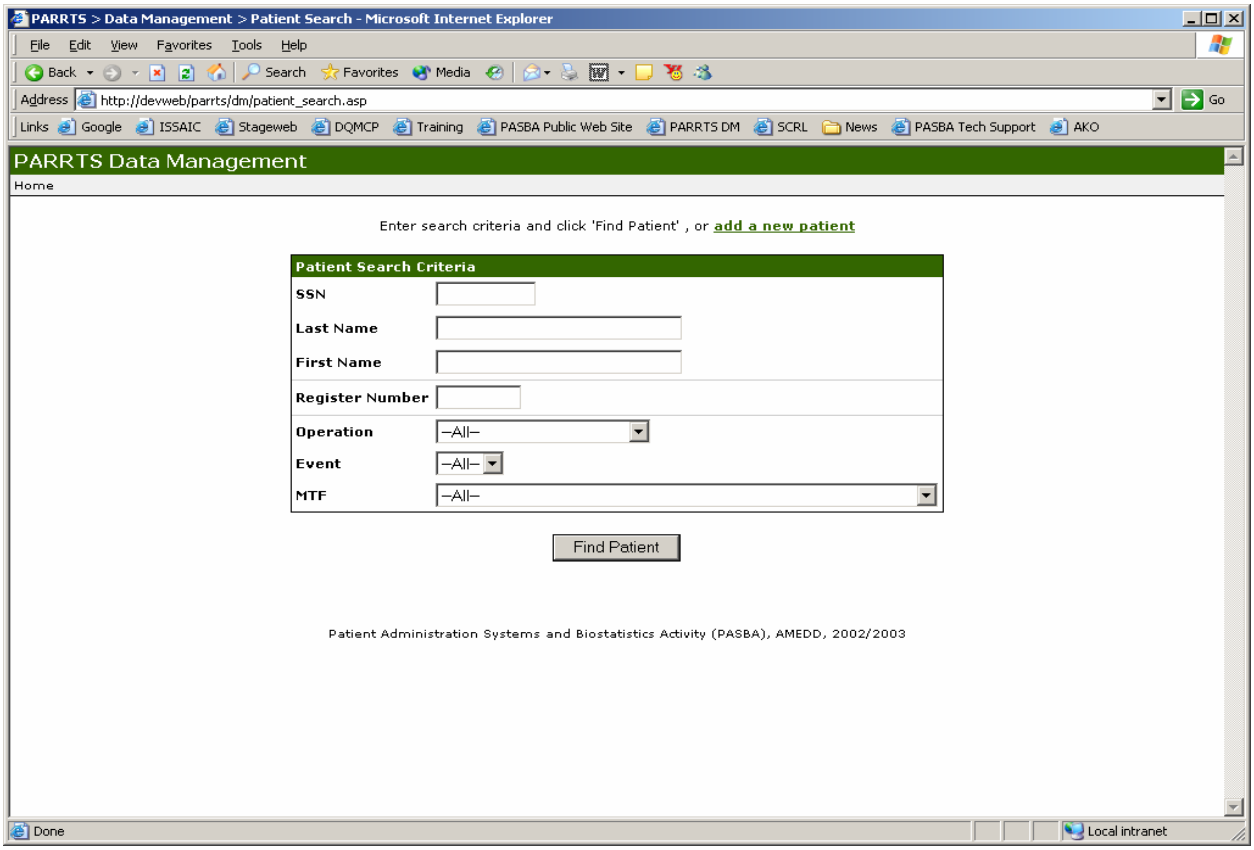


Figure 17. Patient Search

Patient Search Results

Click on Patient Name to select. You can also click 'Search again' to go back to the previous screen, or click 'add a new patient' to create a new patient in the database.

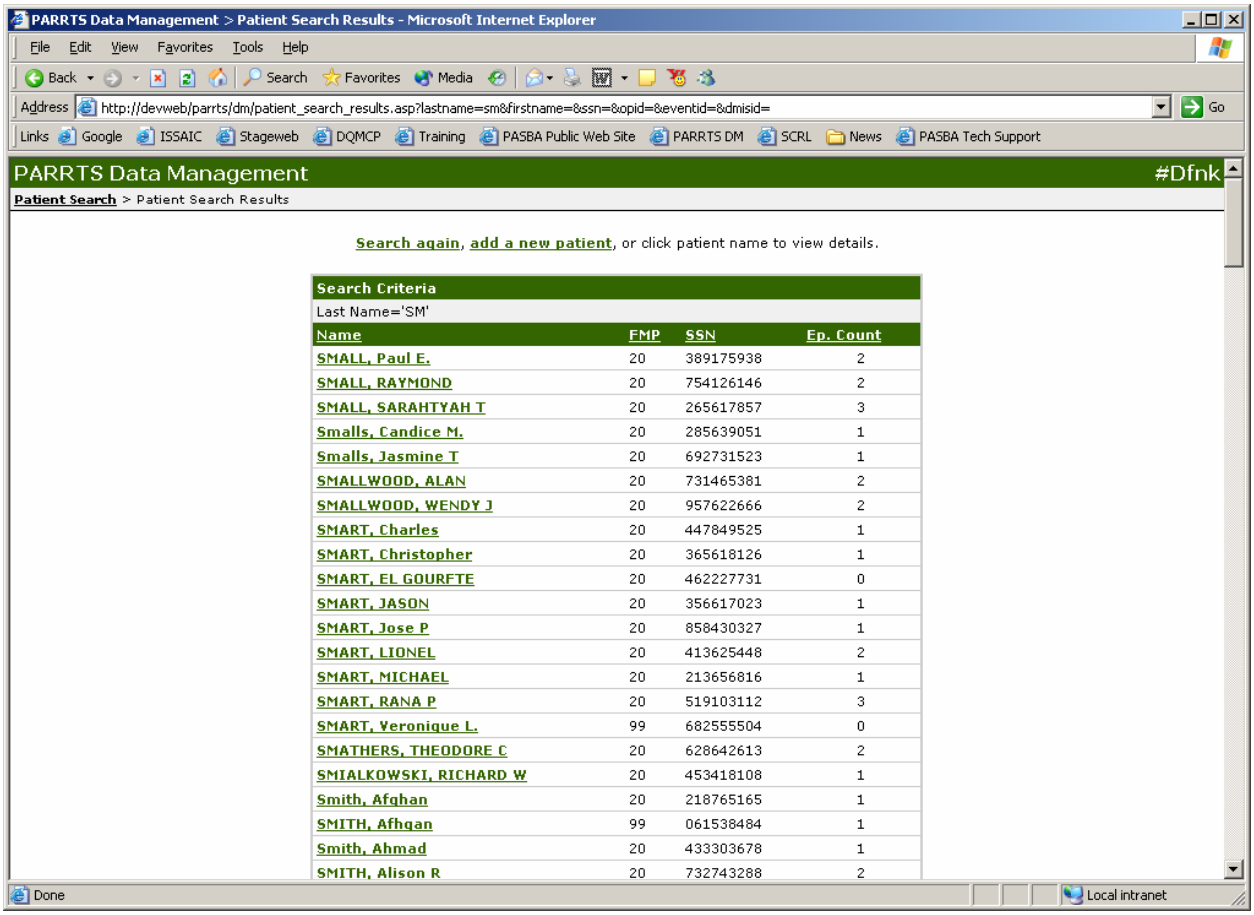


Figure 18. Patient Search Results

Searching for an episode

Episode List

In Patient Search Results, clicking on the patient's name brings you to the Episode List for that patient. Here you can click 'Go back' to return to the previous screen, 'edit this patient' to edit the patient, or 'Add new episode' to add a new episode to the list.

Click on the icon to the left of the episode to edit the episode details. Click on the episode admit date to view (read-only) the episode details. NOTE: You can edit a patient, add an episode, or edit an episode only if you have authorization (the security token) to do so. See the Security section of this document for details.

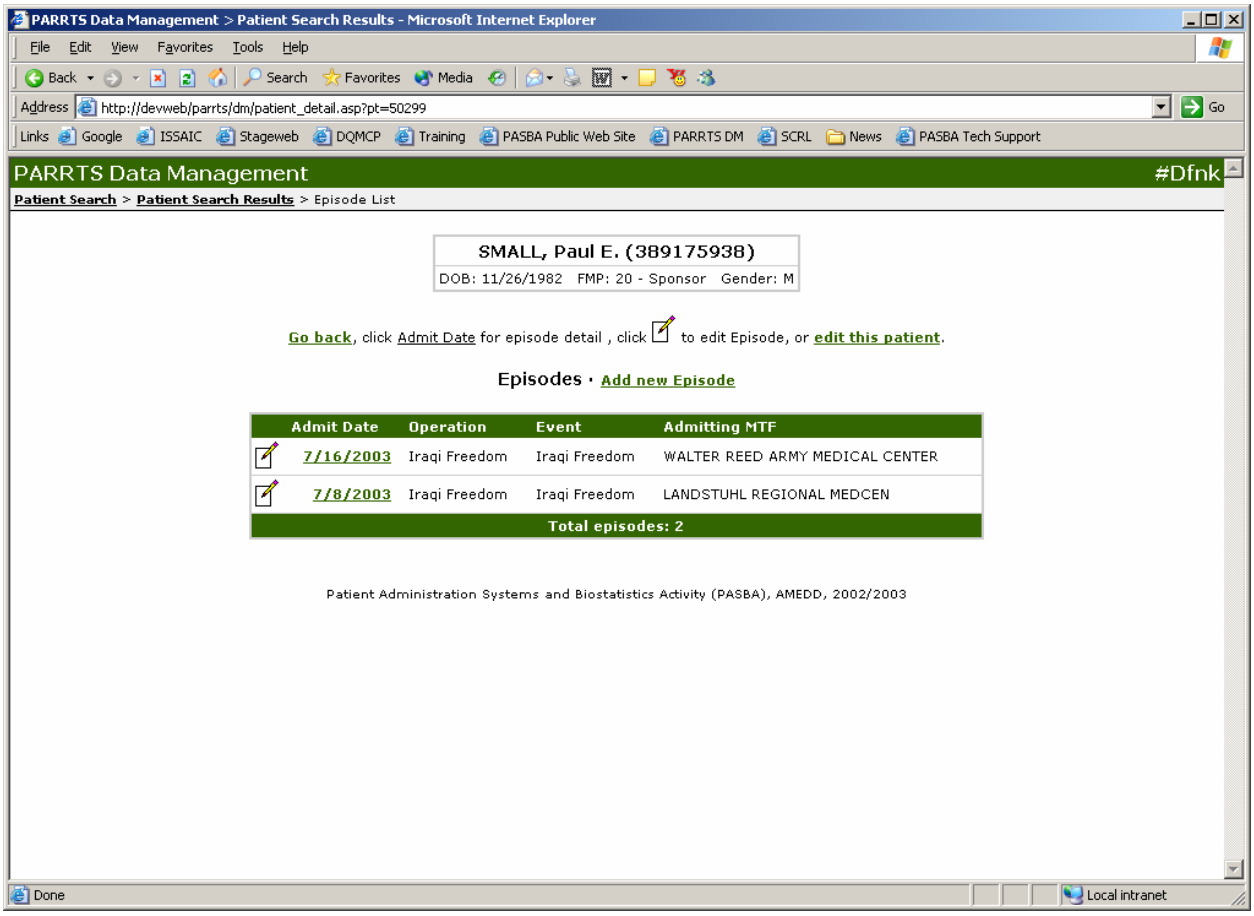


Figure 19. Episode List

Viewing Episode Detail

This is all the information about the episode. Click 'Back' to return to the episode list (previous screen), or 'Edit this episode' to edit the episode details. NOTE: You can edit an episode only if you have authorization (the security token) to do so. See the Security section of this document for details.

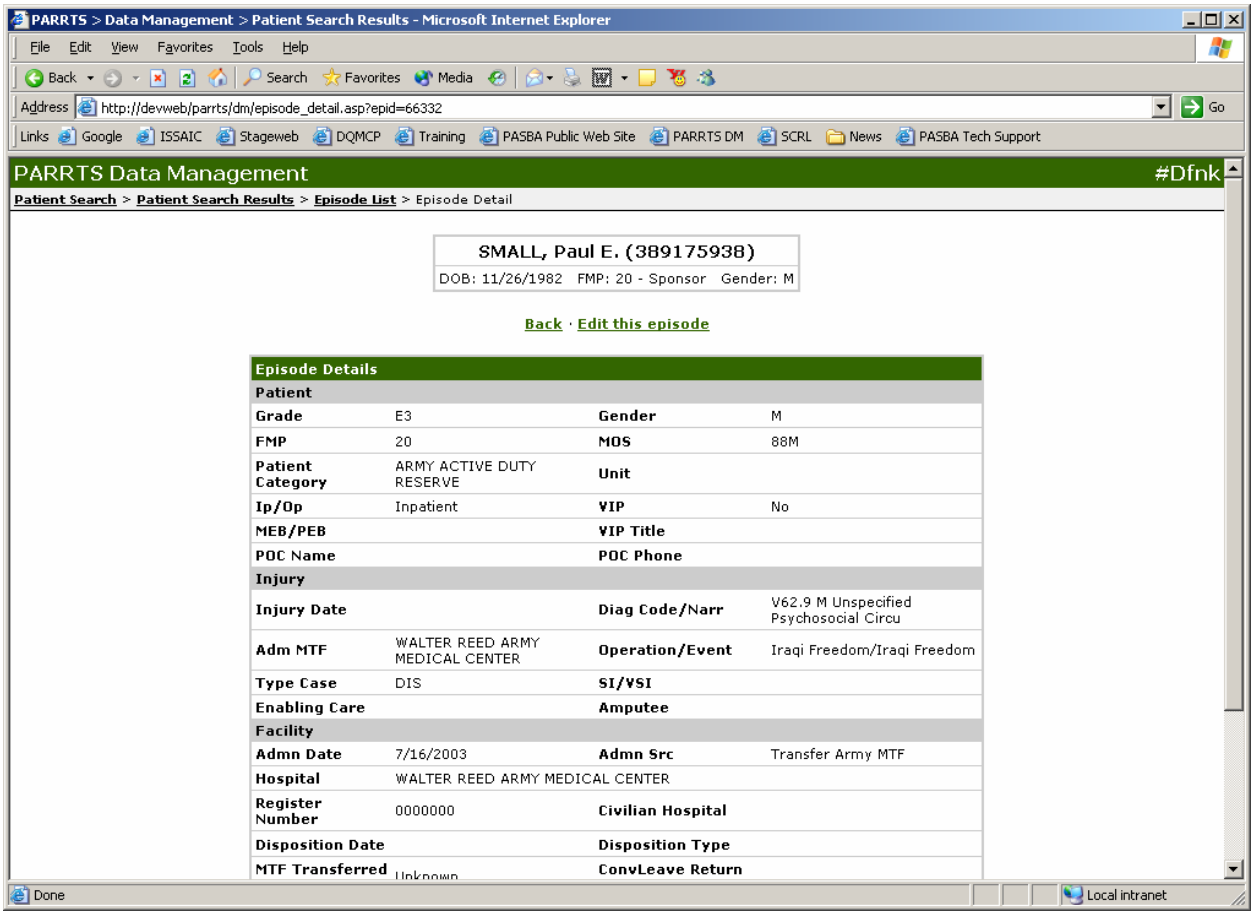


Figure 20. Episode Details

Editing an Episode

Enter information into as many fields as possible—episode should be as detailed as possible—then click 'Save Changes.' Click 'Cancel' to exit Editing Episode screen. Changes will not be saved. NOTE: You can edit an episode only if you have authorization (the security token) to do so. See the Security section of this document for details.

Editing episode for DUCK, DON (123456789)

Back · Grayed-out items are not required

Admission Type

○ In-Patient ◉ Out-Patient

Event

Operation: Iraqi Freedom

Event: Iraqi Freedom

Admitting MTF: - Unknown

DMIS

Patient Information

Pat Cat: ARMY ACTIVE DUTY

Grade: MARINE (E6) - Staff Sergeant

Co: a Bn: b

Bde: c Div: d

Unit: xyz

MEB/PEB ☐

Injury

SI/VSI ☐

Enabling Care

☑ Amputee ☐ Head Trauma ☐ Eye Trauma

☐ Burns ☐ Spinal Cord Injury ☐ Post Traumatic Stress Disorder

Amputation Cause

☐ Explosion ☐ Land Mine ☑ Grenade

☐ GSW ☐ MVA ☑ Other N

VIP Information

VIP ☐ VIP Title

POC Name/Phone

Admission/Gain

Admit Date: 8/11/2003 (mm/dd/yyyy)

Hosp Registration No: 1234567

Admitting Diagnosis: akdjfajslkdf

ICD9

Civ Hosp Name (Absent Sick)

Type Case: Battle Casualty

MOS

MOS

Source of Admission: Direct

Injury Date: 8/11/2003 (mm/dd/yyyy)

Conv. Leave Return Date: 1/1/1900 (mm/dd/yyyy)

Dispostion/Transfer/Loss

Disposition Date: 1/1/1900 (mm/dd/yyyy)

Disposition Type: TRF TO OTHER FED FACILITY

MTF Transferred To: - Unknown

DMIS

Comments Add New Comment

8/29/2003 - Broken femur - NOS

Save Changes Cancel

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

Figure 21. Editing Episode

Episode Field Descriptions

Field	Description	
Pat Cat:	The category to which the patient belongs. Select the patient category from the pull down list.	
Grade:	The patient's current military pay level. Select the grade from the pull down list. For non-military personnel, leave this field blank.	
VIP	Check this box if the patient is considered a very important person or special interest person. For VIPs, the VIP Information fields (title, POC name and telephone number) should be filled in also. For a definition of a VIP, refer to MEDCOM Regulation 40-7. If this patient is not a VIP, leave the checkbox blank.	
SI/VSI	Indicate the medical condition of the patient by selecting S for Seriously Ill or V for Very Seriously Ill from the pull down list box. The SI/VSI field is not displayed for outpatients.	
Enabling Care	Head Trauma Eye Trauma Burns Spinal Cord Injury Post Traumatic Stress Disorder Amputee Explosion Land Mine Grenade GSW MVA Other	Indicate whether enabling care is required by clicking the boxes that define the type of enabling care. If you choose Amputee, you must select the option(s) that identify the cause of the amputation: Explosion, Land Mine, Grenade, GSW (gunshot wound), MVA (motor vehicle accident), or Other. Refer to MEDCOM Regulation 40-7.
VIP Title:	If the patient is considered a very important person, type the patient's title. For example, Senator or General Officer.	
POC Name/Phone:	The name and phone number of the patient's point of contact or the person that can provide additional information on the patient. For a VIP, the POC may be the attending physician or the facility's Deputy Commander for Clinical Services (DCCS).	
Hosp Register No:	The patient's hospital register number as provided by the treatment facility. The field may contain up to 7 characters. The Hosp Register No is not displayed for outpatients.	
Adm Date:	The date the patient is admitted at the facility. Select the month from the pull down list, type the two-digit day of the month in the next field, and type the four-digit year in the last field.	
Civ Hosp Name:	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	

Field	Description
	sick from the transferring Army facility.
Unit:	The name of the patient's Company, Battalion, Brigade Division, and Base to which they are assigned.
Type Case:	Select the patient's type case from the pull down list. The options are INJ – Injury, DIS – Disease, BC – Battle Casualty. The default is INJ – Injury.
MOS:	Select the patient's primary MOS from the pull down list. If MOS unavailable select "Unknown".
Source of Admission:	The source of admission for this patient. For example, Transfer Army MTF. Select an option from the pull down list.
Injury Date:	The date on which the patient's injury occurred. Select the month from the pull down list, type the two-digit day of the month in the next field, and type the four-digit year in the last field.
Conv Lv Return Date:	The date the patient is expected to return from Convalescent Leave.
Disposition Date:	The disposition date for this patient. Select the month from the pull down list, type the two-digit day of the month in the next field, and type the four-digit year in the last field. The Disposition Date field is not displayed for outpatients.
Disp Type:	A description of the disposition for patient released from the facility. Select the Disposition Type from the pull down list.
MTF Trf 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.

Popups on Edit Episode Form

DMIS Popup Dialog Box

Clicking the DMIS button brings up the Select DMIS popup. Select Service then DMIS, then click 'Select DMIS.' The DMIS textbox on the Edit Episode form now has shows the selected DMIS.

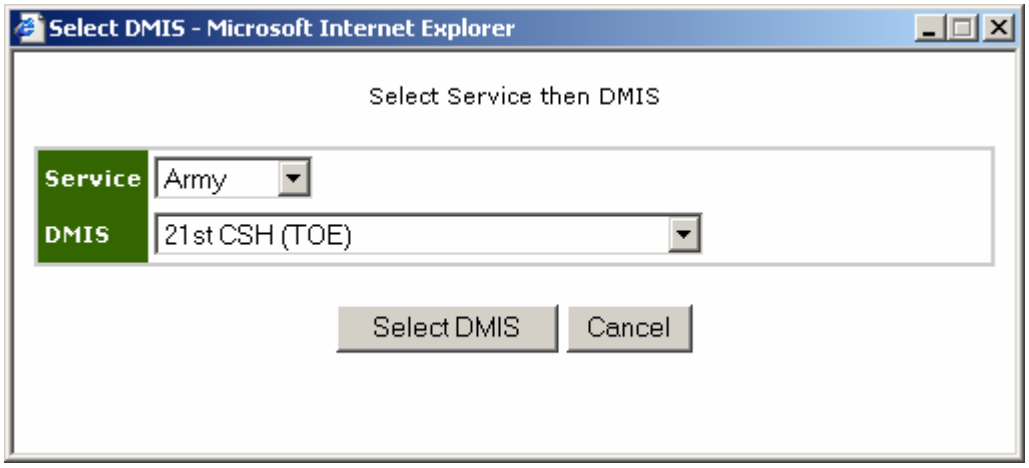


Figure 22. Select DMIS Pop-Up

Calendar Popup Dialog Box

For each date field there is a calendar icon. Click the icon to bring up the calendar pop-up.

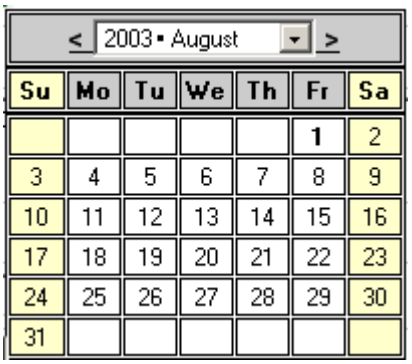


Figure 23. Calendar Pop-up

Use the month/year drop-down to change the month/year. Click the day to select, and the date field on the Episode form will show the selected date.

ICD9 Diagnosis Popup Dialog Box

When you click the ICD9 button a ICD9 Diagnosis selection box pops up. You have two options for finding a diagnosis code. If you know the diagnosis code, or the first few numbers of the code, type it into the ICD9 text box and click 'Find.' A list of matching diagnoses and their codes will appear. Click on the exact diagnosis code from this list and the popup window will close and the selected diagnosis will be put into the ICD9 textbox on the main form.

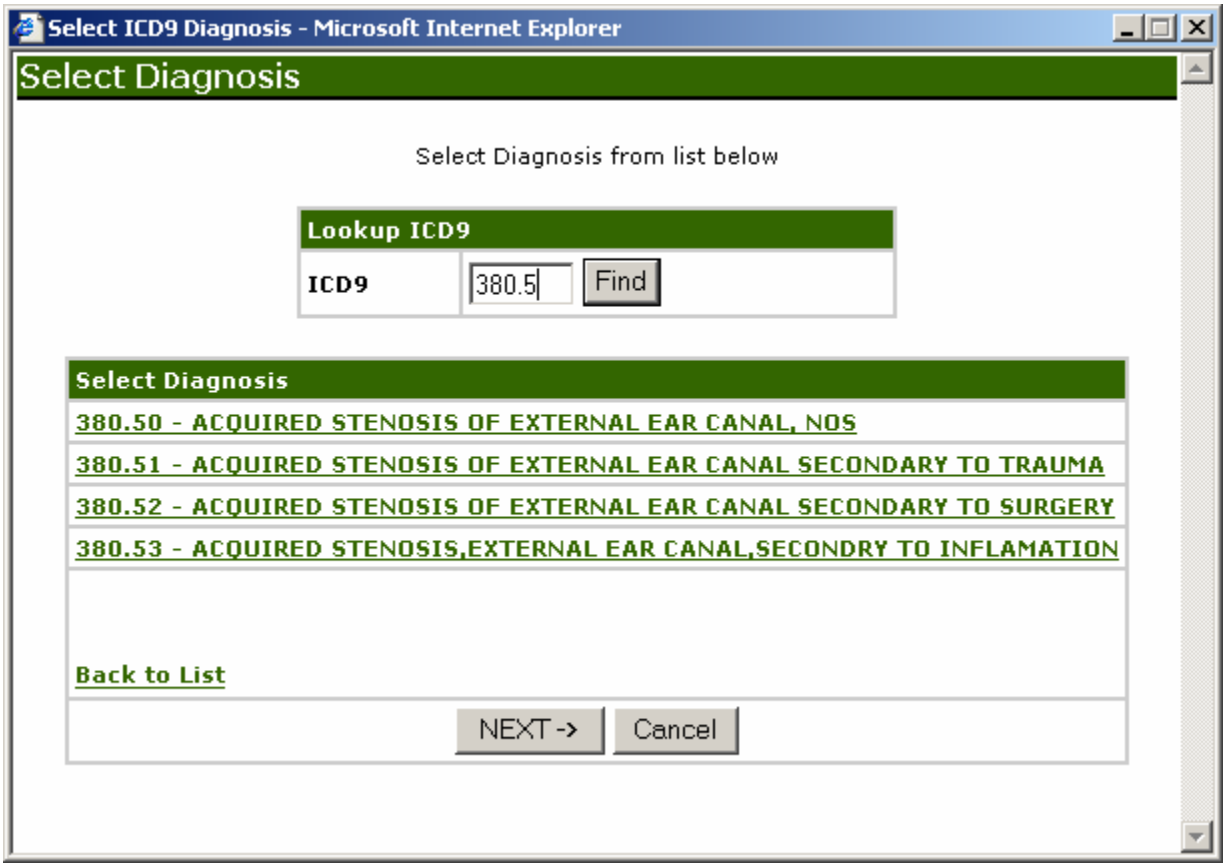


Figure 24. Diagnosis Pop-up (1 of 3)

The other option is to select a general category and click 'Next→' This will bring up a list of diagnoses that fall under the selected category. This is a 2-step process. First, select the general category of the

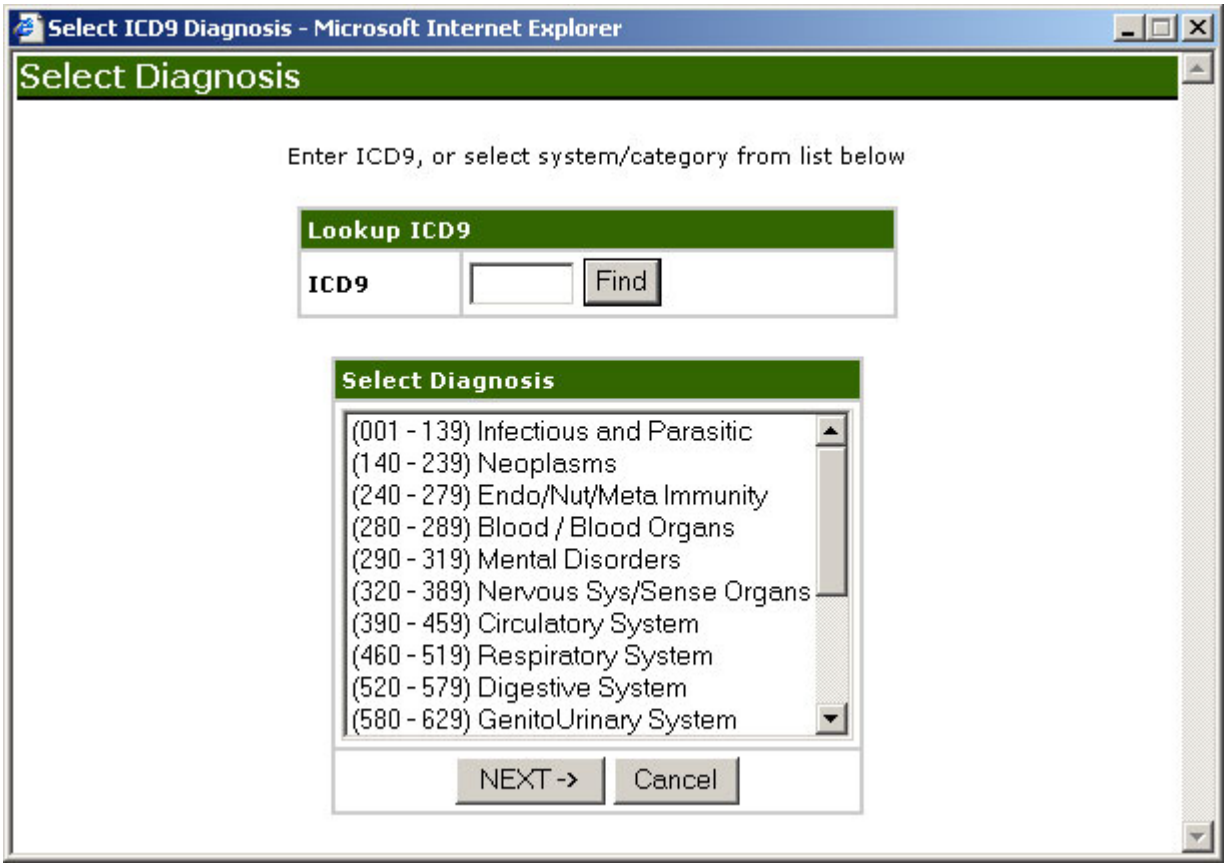


Figure 25. Diagnosis Pop-up (2 of 3)

A list of diagnosis under the selected category appears. Select the actual diagnosis from the list, then click 'Next.' The popup will disappear and the ICD9 Diagnosis box on the episode form will now have the selected ICD9 code and diagnosis.

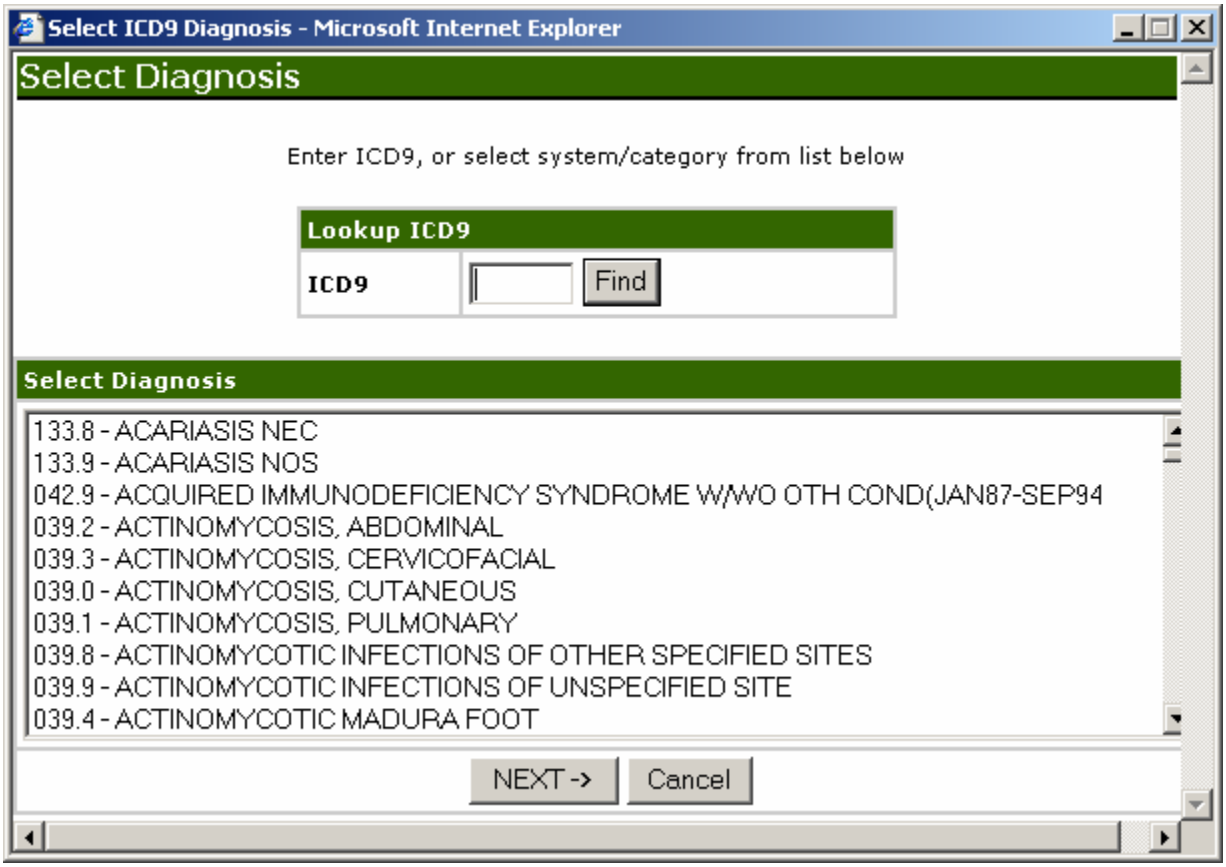


Figure 26. Diagnosis Pop-up (3 of 3)

MOS Popup Dialog Box

Next to the MOS text box is a button labeled MOS. Clicking this brings up the MOS Popup. Select the MOS Type, then the MOS, and click 'Select MOS.' The MOS textbox on the Episode Edit form will then show the selected MOS.

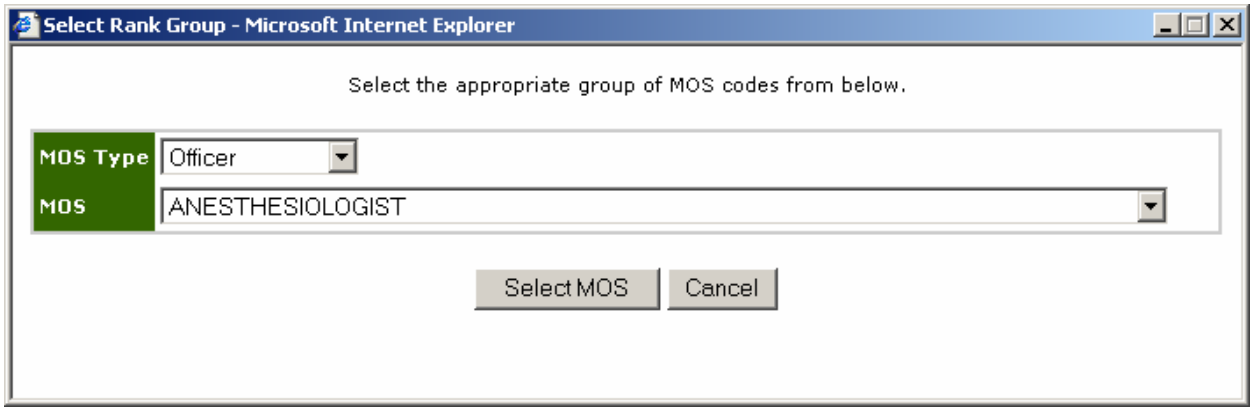


Figure 27. MOS Popup

Add Comments to Episode

You add a comment to an episode when you are editing that episode. NOTE: You can edit an episode only if you have authorization (the security token) to do so. See the Security section of this document for details.

The Add New Comment link is at the bottom of the Episode Edit form. This is the comments section. Here you will see any comments already entered, as well as the Add New Comment Link. For previously-entered comments, to the left of each comment is a 🗑 (trash can) icon. Clicking this will delete the comment (you will be warned before the actual deletion occurs.)

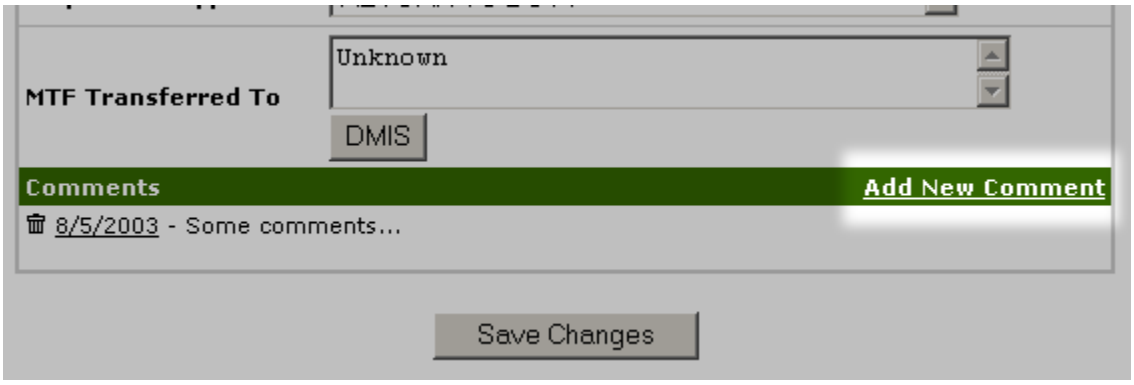


Figure 28. Add New Comment Link

Clicking the Add New Comment link brings up a popup box. Here you enter the date of the comment (either by selecting the date using the (calendar) icon, or by typing the date into the textfield using the MM/DD/YYYY format.

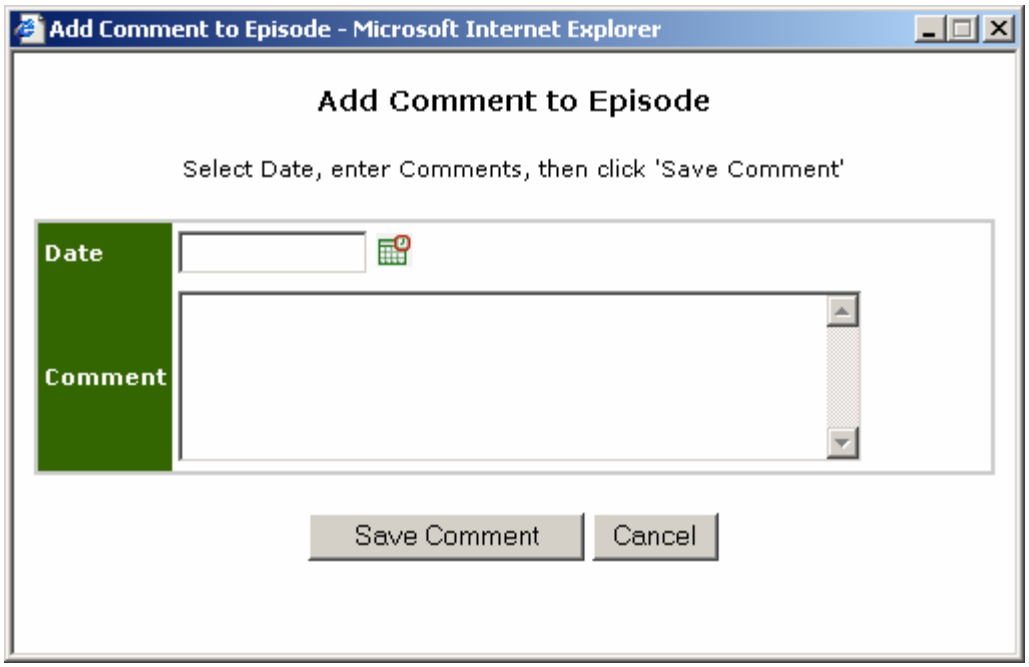


Figure 29. Add Comment Popup

You can also cancel this action by clicking the Cancel button.

Create a New Episode

The form for entering new episode information is identical to the form used to edit an episode. The only different, of course, is that all the fields are initially blank (see Figure 21).

Adding a New Patient

The first step in creating a new patient is making sure the SSN for that patient doesn't already exist in the PARRTS database. When you click 'add new patient' the first thing you do is enter the new patient SSN and click 'Continue.' To create a psuedo SSN, click 'Psuedo SSN' and a temporary ssn (prefixed with a 'P' and randomly generated) will be put into the SSN fields (see Figure 30).

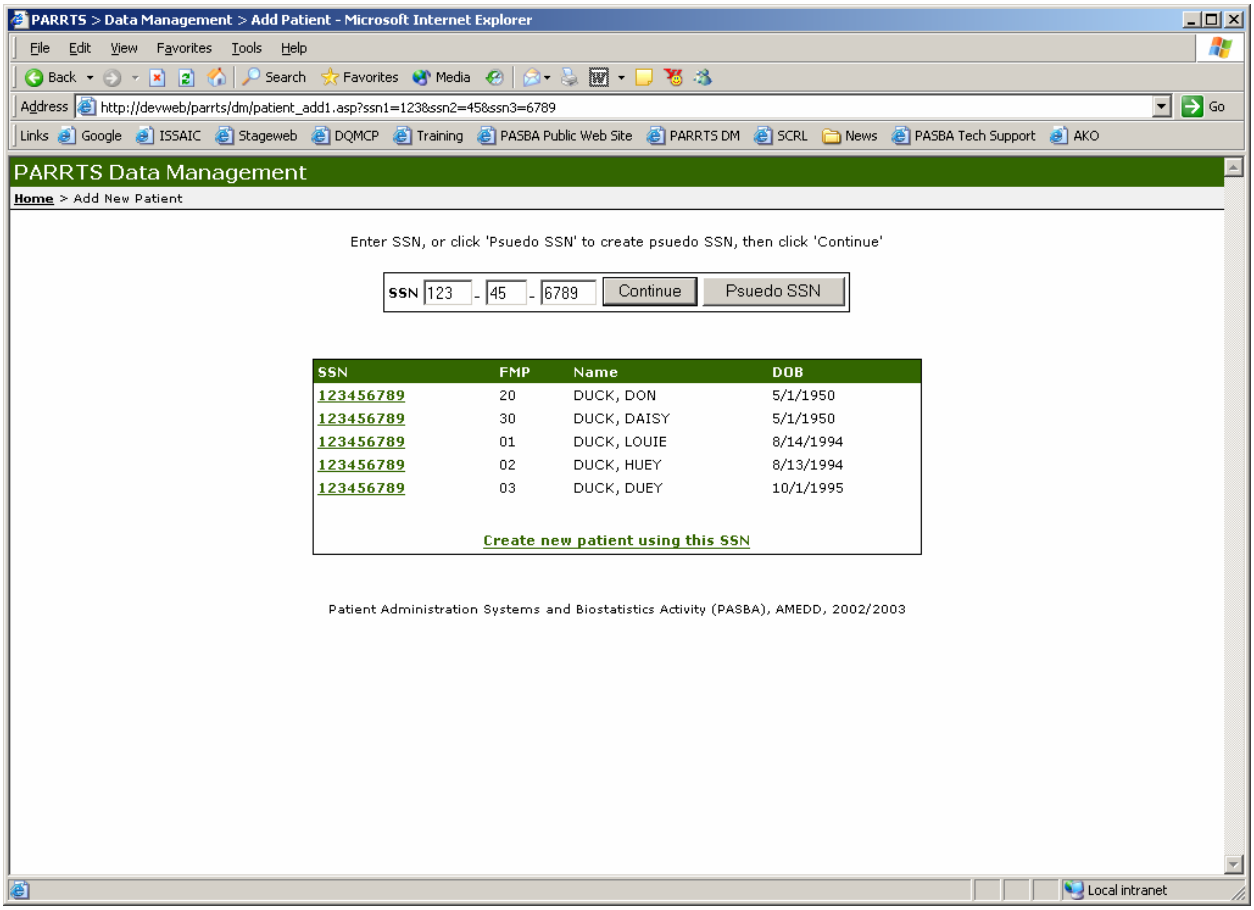


Figure 30. Add New Patient (1 of 2)

After clicking continue, the PARRTS will search the database for a match. If a match is found (the SSN already exists) a list of matches appears beneath the SSN text boxes. You can either click one of the existing patients, or 'Create new patient using this SSN' at the bottom of the patient list. If no match is found when you click 'Continue', you will automatically be redirected to the 'Add New Patient' form (see Figure 31.)

Fill in <u>all</u> the fields then click 'Save Changes.' This will create a new patient in the database. Once the patient is created, you can add new episodes to this patient.

The only popup for the Patient Edit form is the calendar popup (see Calendar popup in the Episode Edit section.)

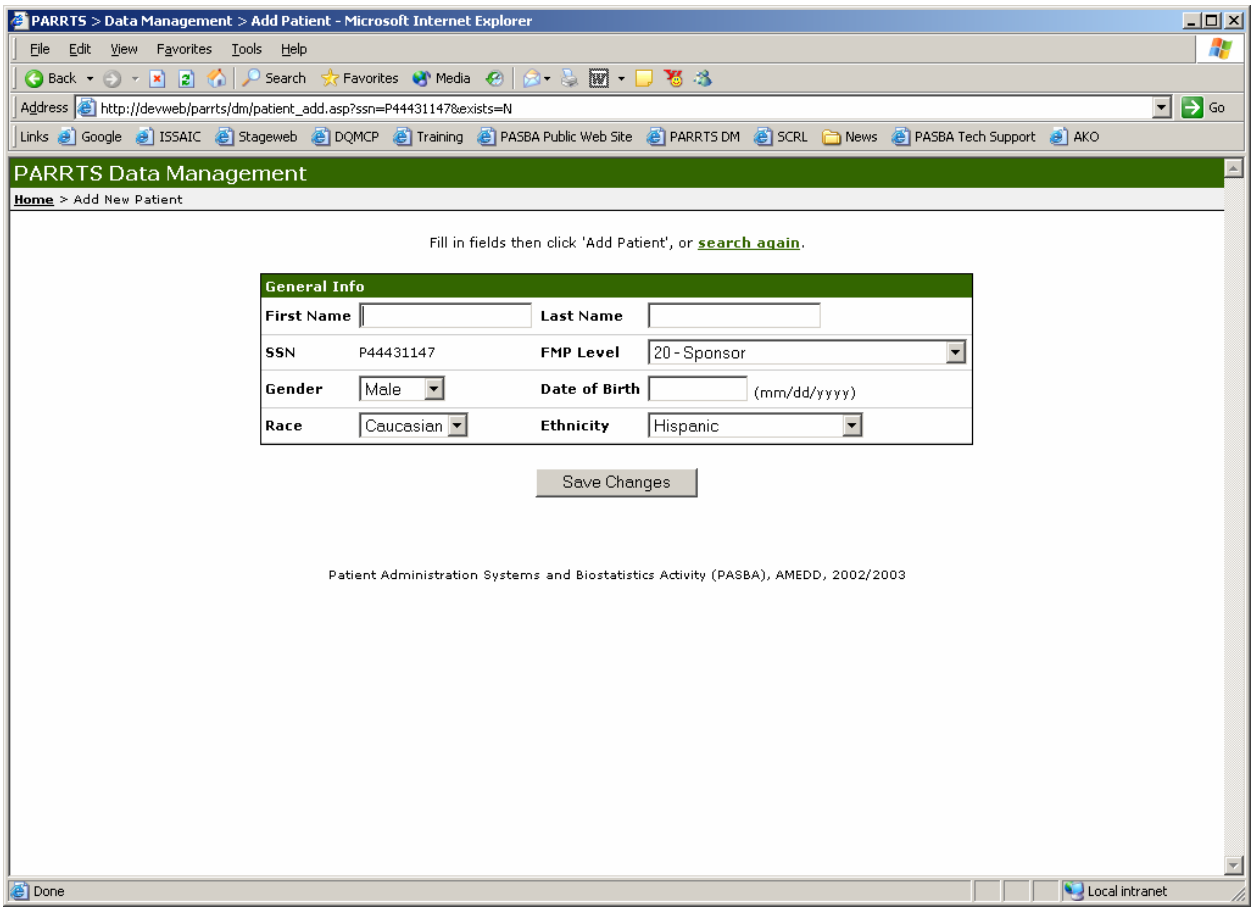


Figure 31. Add New Patient (2 of 2)

Field	Description
SSN:	The Social Security Number of the patient's sponsor. Type the number without any spaces or special characters. If the SSN is unknown, click the Pseudo SSN button to have PARRTS assign a temporary, pseudo number. The pseudo SSN follows this format: *pddmynnnn* where: p identifies the SSN as a pseudo number dd is the current day of the month m is a coded letter that identifies the current month (where A is January, B is February, C is March, and so on) nnnn is a sequential number
FMP Level:	The Family Member Prefix (FMP) identifies the relationship of the patient to the military sponsor. Select the FMP from the pull down list.

Field	Description
	The default FMP is 20-Sponsor.
Last Name:	The patient's last name.
First Name:	The patient's first name.
Sex:	The patient's gender. Select male or female from the pull down list. If the sex is unknown, select Z-Unknown.
Date of Birth	The patient's date of birth. Use calendar control to select date, or type date into textbox using MM/DD/YYYY format.

Logging Out from PARRTS

To exit from PARRTS:

1. Click the Logout button on the left side of the screen.
2. Close your browser by clicking the Close button or by clicking the X in the upper right corner of the browser.

Business Continuity Plan

The business continuity plan for PARRTS provides a method for collecting data for PARRTS in the event of an unplanned outage of the PASBA restricted website. If the PARRTS application on the PASBA restricted website is not accessible for more than 48 hours, a printed form with instructions will be distributed to all users for manually collecting patient data for PARRTS. The completed forms can be transmitted to PASBA (via fax or e-mail) so that the data can be entered into the PARRTS database.

The Chief, PASBA Development section will determine when to implement the business continuity plan for PARRTS.

Business Rules

The following business rules based on MEDCOM guidance are to be followed when entering patients into PARRTS:

Designated military personnel of all services (both inpatient and outpatient) meeting the appropriate criteria will be entered into PARRTS.

- **Inpatient**
    - All Army inpatient personnel need to be entered into PARRTS within 5 hours after admission.
    - Use the clinical information from the PMR (Patient Movement Request from TRAC2ES) as the initial clinical update placed in the comments field. Any subsequent clinical update will be based on the information received from your medical staff and should be placed in the comments field. You want to consider using the information presented at the daily morning meeting by the Department of Nursing to the MTF Commander as the your daily update.
    - Clinical comments need to be updated on each inpatient once a day prior to 1030 A.M. (EST) to include weekends and holidays. If there are significant changes (i.e. a patients turns from stable to seriously ill, or a patient gets discharged), an additional remark must be made in the comments portion of PARRTS when said event occurs. In the event PARRTS is down, provide the daily updated via e-mail to OTSG.
    - The patient's MOS/AOC and unit must be included in the administrative section.
    - Disposition information should include the date and type of discharge or transfer, and the location of transfer once a patient are removed from inpatient status. Information should be annotated within 5 hours of discharge.
- **Outpatient**
    - All Army outpatient personnel who are transferred to another facility for further medical care need to be entered into PARRTS within 5 hours after the decision is made to evacuate the patient for further care.
    - Use the clinical information from the PMR (Patient Movement Request from TRAC2ES) as the initial clinical update placed in the comments field. Any subsequent clinical update will be based on the information received from your medical staff and should be placed in the comments field. You want to consider using the information presented at the daily morning meeting by the Department of Nursing to the MTF Commander as the your daily update
    - Subsequent clinical updates must occur once a week (by close of business on Wednesdays).
    - The patient's MOS/AOC and unit must be included in the administrative section.

- **Non-Army Patients**
  - Patients from services other than Army need to be entered into PARRTS within 24 hours of arrival at your facility; however, subsequent clinical updates are not required.
  - Each time a patient from another service is transferred to an Army facility, they need to be entered into PARRTS at the gaining facility.
- **Special Incidents**
  - Special patient incidents not listed in the available Operations pull down list should be classified as "Unaffiliated Events" or "Training". Operations to be classified as "Unaffiliated Events" are characterized as incidents/accidents, VIPs or Enabling care patients unassociated with a given event (Non-training related). Operations to be classified as "Training" are characterized as events associated with a training exercise. When adding a New Event under an Operation, the reporting MTF should type MTF name before Event name, for example, TAMC Range Incident.
- **Comments**
  - The basic level of clinical information (i.e., Is the patient improving, moving from ICU to the ward, surgeries scheduled etc.)
  - 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, etc.)
  - 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 will be placed in PARRTS under enabling care amputee.
  - Service members will be tracked while in an inpatient status as well as an outpatient status. Patients will be tracked until such time 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 minimal a weekly reconciliation should be accomplished at each MTF (CHCS, CIS, etc.) that have soldiers being tracked in PARRTS.

Contacting PASBA

If you need additional assistance with the PARRTS application, contact:

Name:	MAJ Deidra Briggs-Anthony, Chief, Data Management Branch
Organization:	Patient Administration Systems and Biostatistics Activity (PASBA)
Telephone:	(210) 295-9289
FAX	(210) 295-9289
Email	Deidra.Briggs-Anthony@amedd.army.mil