

***MEDICAL RECORD  
TRACKING, RETIREMENT  
AND RETRIEVAL  
(MRTR<sup>2</sup>)***

***USER GUIDE***

A

**TRICARE Management Activity Integrated Project Charter Deliverable**

**Produced by the**

**Electronic Medical Records Tracking and Retirement (EMRTAR)  
Integrated Program Team**

**6 May 2005  
Change 2**

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# CHANGE SUMMARY RECORD

Changes and Date	Change Description • <b>Actions Required</b>
Change 1, 9 July 04	Updated NPRC information
	Air Force Manual 37-139 rescinded
	Added Disposition Authority for Navy/Air Force
Change 2, 6 May 05	Change Page 99, Paragraph 4.8.1. #4 Changed
	Change Page 107, Paragraph 4.11. Note Changed
	Change Page 112, Paragraph 4.13.3. Note Changed

## EXECUTIVE SUMMARY

Until CY 2003, inpatient and non-active duty outpatient treatment records were manually retired by Military Treatment Facilities (MTFs) to the National Personnel Records Center (NPRC) using guidance in CFR 1228.150, as implemented by DoD and Services' directives. Only one retirement year was to be included in each medical record shipment and the medical record retirement processes were manual.

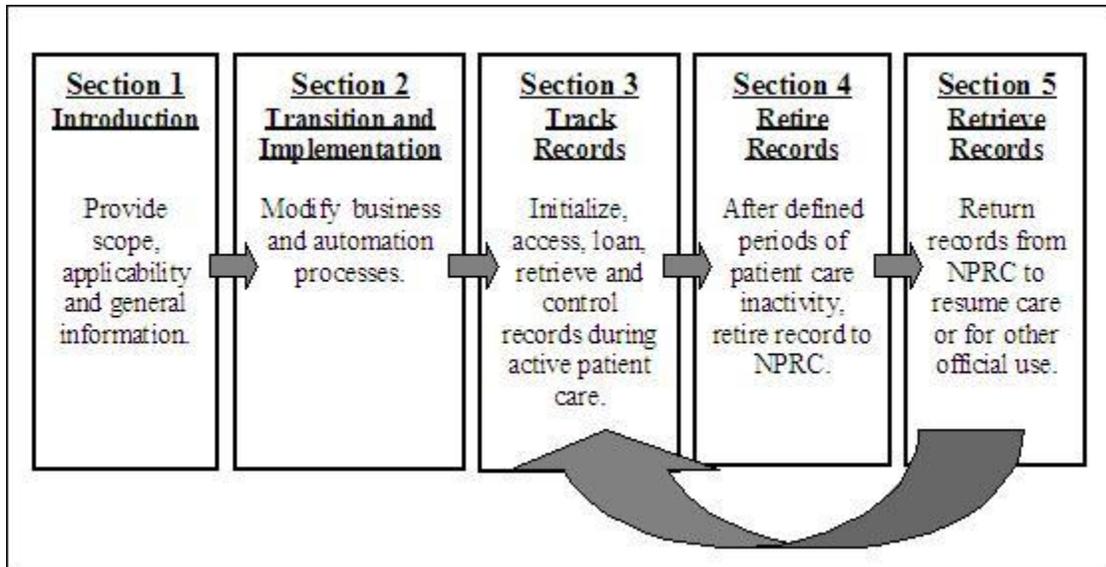
Over several years, the Department of Defense, the military services (U.S. Army, U.S. Air Force, and U.S. Navy) and the National Personnel Records Center (NPRC) (St. Louis, MO) participated in a partnership to improve medical records retirement and retrieval procedures. Starting in CY 2002, proposed new rules were published in the Federal Register providing guidance on the electronic indexing of medical records eligible for retirement. Services are adopting the new rules in Service regulations. Under the new rules, a shipment may contain multiple retirement years but only one type of record, inpatient or outpatient. Inpatient records include three types of records: Inpatient, Extended Ambulatory, and Fetal Monitoring Strips. To adapt to the new rules, automated tracking tools were made available to augment MTF manual medical records retirement functions. Existing manual records retirement documentation will be eliminated. An automated tool will supplement current MTF medical records retrieval activities.

The Composite Health Care System (CHCS) Medical Records Tracking functionality was revised with Medical Record Retirement and Retrieval Enhancements (MRRRE) to augment existing manual medical record retirement activities. When the record room staff requests the record index, they enter a date of last patient activity as the cutoff for the medical records to be selected for retirement. CHCS will examine the medical records information for a patient in its database including inpatient, outpatient, procedures, and ancillary care, and will prepare an index of records that are eligible for retirement based on the patient's date of last activity. MTF medical records personnel will use the index to retrieve, review, and inventory retirement eligible medical records. Additional CHCS features include the ability for the record room staff to edit the automated list, to regenerate the corrected list, and to transmit an electronic index of records eligible for retirement (with shipment data) to the National Personnel Records Center (NPRC) in St. Louis, Missouri. Use of the enhanced CHCS Medical Records Tracking, Retirement, and Retrieval (MRRRE) functionality will provide an automated audit trail for the CHCS patient demographics, type of record, and date of last patient activity, as well as the location of the retired paper medical record within the boxes stored at the NPRC. The SF 135 (Records Transmittal and Receipt), requesting records accession numbers from NPRC, will no longer be used for inpatient and outpatient record retirement

The MTF CHCS transmitted electronic records data will initiate NPRC's accession approval process. Once the accession is approved and received at NPRC, the records data CHCS electronic index will populate the NPRC's new Medical Registry System (MRS). Worldwide, MTFs will be able to retrieve records on file at the NPRC using a Web-enabled MRS record query and order tool. This query capability will reduce the future need for MTFs to prepare the DD Form 877-1 (Request for Medical/Dental Records) from the National Personnel Records Center (NPRC). (St. Louis, MO)).

Discussion in this guide will be limited to the essential CHCS processes and special business rules utilized while accomplishing the medical records initialization, tracking, retirement, and retrieval processes. Some discussion is provided for assigning essential functions, setting up security keys, establishing records rooms, initializing records, and batch moving records to and between records rooms. The guide is organized into sections to provide step-by-step instructions and business rules for creating and retiring medical records using the Medical Records Tracking (MRT) functions in CHCS. CHCS and MRS screen layouts are included.

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# **1.0 INTRODUCTION**

## **1.1 Background**

Over several years, the Department of Defense, the military services (U.S. Army, U.S. Air Force, and U.S. Navy) and the National Personnel Records Center (NPRC) (St. Louis, MO) participated in a partnership to improve medical records retirement and retrieval procedures. The primary results of this effort are Medical Record Retirement and Retrieval Enhancements (MRRRE) to the Composite Health Care System (CHCS) Medical Records Tracking (MRT) functionality. The MRRRE allows use of CHCS to electronically select eligible inpatient and outpatient records to retire to NPRC. Secondary results include changes in business process and file disposition instructions.

## **1.2 Overview of the CHCS and the Medical Records Tracking, Retirement and Retrieval (MRTR<sup>2</sup>) Business Process Change**

The enhanced CHCS will generate an electronic index of retirement eligible records, based on user selection criteria entered into the CHCS MRT. Retirement eligibility is determined from the clinical data stored in CHCS about each patient. When printed in hardcopy, that Record Index will serve as a pull list to gather eligible records from treatment facility file rooms. The Record Index will then be sent to NPRC via the CHCS system electronic transfer utility (SY-ETU) as part of the records' retirement process. It will be used at NPRC to plan for the accession and receipt of the records shipment, to verify the proposed contents of the shipment upon receipt, and to build the Medical Registry System (MRS) database that will identify those records electronically indexed and physically retired to NPRC. Users at Military Treatment Facilities (MTFs) will have on-line access to the MRS to submit inquiries and record orders on-line for expeditious retrieval of records electronically retired. The MTF's CHCS maintains a list of the retired records for local reference.

## **1.3 Scope**

This user guide is designed to be a basic step-by-step guide to describe the setup of medical record file rooms and their record types, initializing medical records in the file rooms, creating an electronic Record Index (retirement list) of retirement eligible records, and converting the index to an ASCII file that is securely transmitted to NPRC as documentation of each inpatient or outpatient medical record in the shipment. This user manual is not a comprehensive guide to all the options and functions of the MRT. In this guide, some shortcuts have been added to speed the process along. However, as each MTF may have some unique practices on file storage, the MTF may need to make some minor adjustments to the guide. Non-fixed MTFs will follow their Service's guidance for electronically retiring inpatient and outpatient records.

## **1.4 Applicability**

The Guide will be applicable to all Military Health System (MHS) facilities and will be recommended by a Department of Defense or TRICARE Management Activity directive. It will

apply only to inpatient and outpatient records for retirement. Although the CHCS can be used to track active duty health records and civilian employee medical files, the retirement of these records will continue through servicing personnel offices and will not be covered in this guide.

## **1.5 Terms and Acronyms**

Most terms used in this guide are common to MTFs and their medical records departments. The exceptions and additional vital definitions are discussed below:

### **1.5.1 Volume**

A volume entry in CHCS is a virtual representation of a physical medical records outpatient folder in a record room or an inpatient episode of care. An episode is an inpatient admission, fetal monitoring strip, or extended ambulatory record. An encounter is an outpatient service (e.g. visits, telephone consultation, prescription, lab test, x-ray, etc.).

In this guide and in the CHCS functionality, the term **volume** can refer to:

**Outpatient (OP) Volume:** A volume number for an outpatient record identifies a medical records jacket or folder. It is the sequential number assigned to each jacket/folder and may contain one or multiple outpatient encounters on an individual patient. Each jacket/folder has a related entry in the CHCS MRT function.

**Inpatient (IP)/Extended Ambulatory Record (EAR)/Fetal Monitor Strip (FMS) Volume:** When an inpatient, EAR, or FMS episode is entered into CHCS, CHCS automatically assigns an incremental sequential volume number to the record by record type, i.e. inpatient episode V1, inpatient episode V2, etc., and EAR episode V1, EAR episode V2, etc.

### **1.5.2 Patient Activity**

A care event, such as a patient visit, the disposition date of an inpatient or extended ambulatory episode, or the date of occurrence of the fetal monitoring strip. An outpatient activity date is recorded with a patient visit, telephone consultation, or an x-ray exam at the MTF.. CHCS records the patient activity date for Carded for Record Only records as the date the record is created.

### **1.5.3 CHCS Standard Record Types.**

The CHCS was modified to accommodate medical records tracking and retirement of the following standard records types: OP, IP, EAR and FMS.

Other record types that are in CHCS such as Dental (DN), Mental Health (MH), Family Advocacy (FA), Substance Abuse (SA), and Social Work (SW) are not retired using this guide. They will follow current guidance on disposition.

The name of the Record Type of Ambulatory Patient Visit (APV) has been changed to Extended Ambulatory Record. Extended Ambulatory Records also include Observation, Sub Acute Care, Home Health, Partial Hospitalization, and Skilled Nursing Facility records. The Inpatient records retirement series now includes IP, FMS and EAR. If all three exist for a patient and are all retirement eligible, they will be listed in the following order on the index: IP, FMS, EAR.

### **1.5.4 Retirement Eligibility**

The date of last patient activity and is the date used for computing records retirement eligibility. A record qualifies for retirement if the date of last patient activity is a user defined number of months of patient inactivity from the following dates:

Outpatient Record	the date of the latest incident of care, e.g. telephone consult, x-ray, emergency room visit, or patient visit to a provider
Carded for Record Only	creation date of the record
Inpatient Record	the date the patient is discharged for the episode
Extended Ambulatory Record	the date the patient is discharged for the episode
Fetal Monitor Strip	the date the FMS record is created in CHCS

### **1.5.5 Months of Inactivity**

Applies the Service Record Disposition policy on the earliest date that a record can be considered for retirement, i.e., for inpatient records, 1 year for a non-teaching facility or 5 years for a teaching facility; for outpatient records, 2 years for all facilities. The earliest possible retirement date for a record is computed as the last day of last year minus the months of inactivity.

Acronyms are defined in Appendix G.

## **1.6 Functions**

Medical records tracking, retirement and retrieval will require staff to fill the following roles in order to complete various required processes. Descriptions of the staff responsibilities are included with the role. Sites may create their own staffing models.

### **1.6.1 Medical Records Management**

Functions include staffing the record room for medical records tracking, retirement, and retrieval processes, managing the process, reporting and resolving problems, filing customer trouble reports, and other management duties.

### **1.6.2 Medical Records Tracking and Retirement Operations**

This function includes daily activities of accessing, labeling, accounting for, charging out to borrowers, retrieving from borrowers, and maintaining records. Annual retirement activities include printing pull lists, examining records, updating pull lists, boxing records, entering box numbers into CHCS, maintaining accuracy of pull list until boxes are shipped, and labeling boxes.

### **1.6.3 Shipping Validation**

This function includes validating folders in the boxes against the corrected record index.

### **1.6.4 Shipping**

In this function, transportation arrangements and shipment oversight is required.

### **1.6.5 Warehouse Management**

Individuals performing this function will keep the pull list up to date if records are added or removed from boxes prior to shipment.

### **1.6.6 System Operations**

MTF Systems Specialists ordinarily configure ASCII file in SY-ETU (System Electronic Transfer Utility), create two ASCII files for each MTF (Record Index file and Shipment Data file), encrypt the files, and transmit the resulting file to the NPRC contractor, the Veterans Affairs Austin Automation Center (AAC-VA).

### **1.6.7 Records Retrieval**

Oversight and accomplishment of this function includes requests and inactivation of MRS user accounts, query of the NPRC Medical Registry System (MRS) On-Line Records Retrieval, entering retrieval requests into NPRC system or completing manual DD Form 877-1 (Request for Medical/Dental Records from the National Personnel Records Center (NPRC) (St. Louis, MO)).

## **1.7 General**

### **1.7.1 SF 135 (Records Transmittal and Receipt) No Longer Used**

When using the automated CHCS MRRRE system to retire records, do not prepare a SF 135 for the IP, EAR, FMS, and OP records.. Consult your Service record's disposition schedules for the proper disposition of other record types.

### **1.7.2 CHCS Keystrokes and Screen Displays**

This manual provides step-by-step instructions for the establishment of medical records tracking and retirement functions at MTFs. Descriptive information in Sections 2.0 through 4.0 contains the following information representing CHCS keystrokes and screen displays:

Items that are <Inside> in this guide represent keystrokes. **Shaded** items represent what the screen display will look like; the exceptions are the actual screen inserts in the guide.

Type <??> (Double question mark) to display the pick list or help text for that question/request.

Type <??> (Triple question mark) to display the definitions for the terms shown on the screen.

The “Select” key will be marked Select or End on the keyboard.

### **1.7.3 Each Record is Unique**

There must be a separate CHCS record entry on the Record (Retirement) Index identifying each outpatient volume (folder) and identifying each inpatient volume (episode) retired to NPRC. Only records on the index may be included in the shipment. Records from the Automated Quality of Care Support System (AQCESS) or earlier episodes that are eligible for retirement must appear on the CHCS record index. If records do not appear on the index, they must be created in MRT to be added (as described in Section 2.9.1) to the end of the index and boxed in index order.

### **1.7.4 Records File Rooms**

Make sure that the records file rooms have the months of inactivity block filled out. This block should reflect the Service policy on the number of months that the facility retains the medical records.

Sites should create 'retirement ready' medical records and index only in the records rooms that the records are to be retired from (Inpatient or Outpatient).

Currently, only one record room may be retired per shipment, unless records from other records rooms are merged into a single records room for the purposes of retirement.

### **1.7.5 Local Coordination to Prevent Records Shipment Delay**

Pre-coordination with the MTF/installation records manager and the MTF/installation transportation services could prevent records shipment delays to the NPRC. Frequently, the transportation coordination occurs between the MTF medical records personnel and the MTF's Logistics Division.

The one-time transmission of the electronic Retirement Index and the delay until shipment increases potential for manual changes to the Retirement Index. While there are processes to manage manual changes, MTFs should try to reduce time from transmission of the index to records shipment to the NPRC.

### **1.7.6 Records Shipment Addresses**

All inpatient and outpatient records eligible for retirement to NPRC are to be shipped as follows:

Air Force records are now sent to NPRC (CPR) at 111 Winnebago, St. Louis, MO 63118

**Army and Navy** records are sent to NPRC (MPR) at 9700 Page Avenue, St. Louis, MO 63132

### **1.7.7 Registration to Send MRS Inquiries and Record Orders.**

MTF Managers must provide oversight to ensure MTF users of MRS obtain customer identification and passwords and cancel them when no longer needed:

**Initial Registration.** NPRC requires a one-time registration for each MTF user who will send MRS inquiries and records orders. Complete VA Form 9957, ACRS Time Sharing Request Form, to open an account and return it to NPRC. A Customer ID will be sent to registered users. Additional VA Forms 9957 may be obtained from NPRC, Management Systems Staff (MRS Project Manager), 9700 Page Ave., St. Louis, MO 63132 and from the NARA website: [http://www.archives.gov/facilities/mo/st\\_louis/military\\_personnel\\_records/medical\\_registry\\_system.html](http://www.archives.gov/facilities/mo/st_louis/military_personnel_records/medical_registry_system.html)

NOTE: Refer to Appendix B for a blank VA Form 9957 and completion instructions.

**Notification When Registration is No Longer Needed.** A VA Form 9957, ACRS Time Sharing Request Form, must be prepared for any user who no longer requires access to the MRS. MTFs must turn off access when the account is no longer needed in compliance with NPRC and HIPAA security regulations. Send completed forms to NPRC, Management Systems Staff (see address above). NOTE: Refer to Appendix B for instructions for filling out the VA Form 9957 to cancel a user account and for a blank form.

## **1.8 Technical and Functional Assistance**

### **1.8.1 Technical Assistance**

Follow local MTF Help Desk policies. Consult with your Information Management Division.

CHCS Technical Assistance is available from the Military Health System (MHS) Help Desk. The telephone number is (800) 600-9332. Ask for assistance with Medical Records Tracking and Retirement.

### **1.8.2 Functional Assistance**

Functional (business process) assistance on Medical Records Tracking and Retirement is available from Services' Medical Records Administrators:

<b>Service</b>	<b>Telephone</b>
Army	703.681.3109
Navy	202.762.3145
Air Force	210.536.4081

## **1.9 References**

Appendix A provides a list of regulatory and document references.

## 2.0 TRANSITION AND IMPLEMENTATION

This section provides file and table build instructions for those MTFs that have not created inpatient and outpatient electronic medical records rooms in CHCS and have not created CHCS medical records types.

A checklist of MTF transition and implementation steps is provided at Appendix C.

This section will guide you through the step-by-step process to make sure you will be able to track, and subsequently retire, your non-active duty records properly to NPRC. Using these steps, you will:

- Assign Security Keys
- Create CHCS medical records rooms
- Define records types to be used in each record room in your MTF
- Set up medical records tracking
- Establish borrower privileges
- Establish record label default formats
- Set the months of inactivity for each record type at each MTF
- Clean the CHCS MRT of records already manually retired to NPRC
- Initialize batches of records or volumes not in CHCS
- Move Records Between Records Rooms

The names of record rooms shown are examples and are for illustration purposes only. Patient names, Sponsor Social Security Numbers (SSNs) and Patient SSNs were masked to protect private information.

### 2.1 Security Keys

The first step in the process of setting up the CHCS MRT functionality for MRT and medical records retirement is to determine what individual(s) should have the necessary security keys to perform various activities, such as building the record rooms. Extra care must be taken to limit the number of individual(s) that have this access. The chain of command in each facility will determine the most qualified person(s) to be responsible for the set-up and daily CHCS MRT processes.

Some options are locked with security keys and unless the user has the required key the option is inaccessible to the user. Users must be given security key authority consistent with their assigned responsibilities. Contact your CHCS site personnel for assistance. A reference listing of applicable security keys to accomplish CHCS MRT processes and notes follow below.

#### 2.1.1 Security Keys For CHCS MRTR2 Processes

The following keys are needed to accomplish CHCS MRT processes:

**SECURITY  
KEY NAME**

**DESCRIPTION**

<b>SD APV</b>	Accesses the APV menu. Assigned to PAS or PAD users who create APV records.
<b>RT SITEMGR</b>	This key should be assigned to one MRT POC. This key controls the MRT Recompile Templates (COM), Initialization Menu (INI), and the Record Tracking System Parameters (OVR) options. These options are only used during the initial file and table build process.
<b>RT SYS</b>	This key should be assigned to the MRT POC(s) allowed to edit MRT system parameters. This key controls the MRT System Definition Menu (SD).
<b>RT DELETE</b>	This key should be assigned to all users allowed to delete MRT records. This Key controls the MRT Delete a Record (DR) option. Holder automatically receives RT RECORD DELETION bulletin.
<b>RT MRT-FR-SUPER</b>	This key should be assigned to all File Room Supervisors, and perhaps one or two backups. This key controls the ability to cancel and edit record requests, flag records as "missing", and remove "missing" flags (if the parameters are set so that only fileroom supervisors may remove missing flags). Holder automatically receives RT ATTEMPT-ON-MISSING-REC bulletin.
<b>RT MRT-FR-STAFF</b>	This key should be assigned to all MRT staff, including supervisors.
<b>RT INIT</b>	This key should be assigned to all fileroom users who will need the OR Record Initialization option. This option is not used at new sites.
<b>RT TRANS-RETIRE</b>	This key locks the Transfer/Retire Menu and should only be given to fileroom personnel who will be responsible for transferring or retiring records to holding areas or other archive facilities. The key that is assigned to the records room, i.e. RTFR#, is also required.
<b>RTFR1-25</b>	These keys are for the filerooms to use in securing access to their fileroom. These 25 keys are shared with Radiology Image Tracking.
<b>DIOUT</b>	This key locks the user's ability to print, search, or inquire to file entries and to list file attributes through FileMan or Ad Hoc report menu paths.

**2.1.2 Security Key Notes**

- The Security Key of RT SYS is required for the individual who sets the Months of Inactivity in the system.

Make sure those individuals who are going to retire records have the Security Key of *RT SYS* and the *MRM* menu options.

Make sure those individuals who are using Record Initialization Menu have the Security key to do that process: *RT INIT*.

- The RT MTRR ASCII (FRI) option allows you to create the MTRR ASCII File. The FRI menu option is included under the Site Manager (SM) menu that is locked by the XUSITEMGR key.

## **2.2. Create A Medical Records Room**

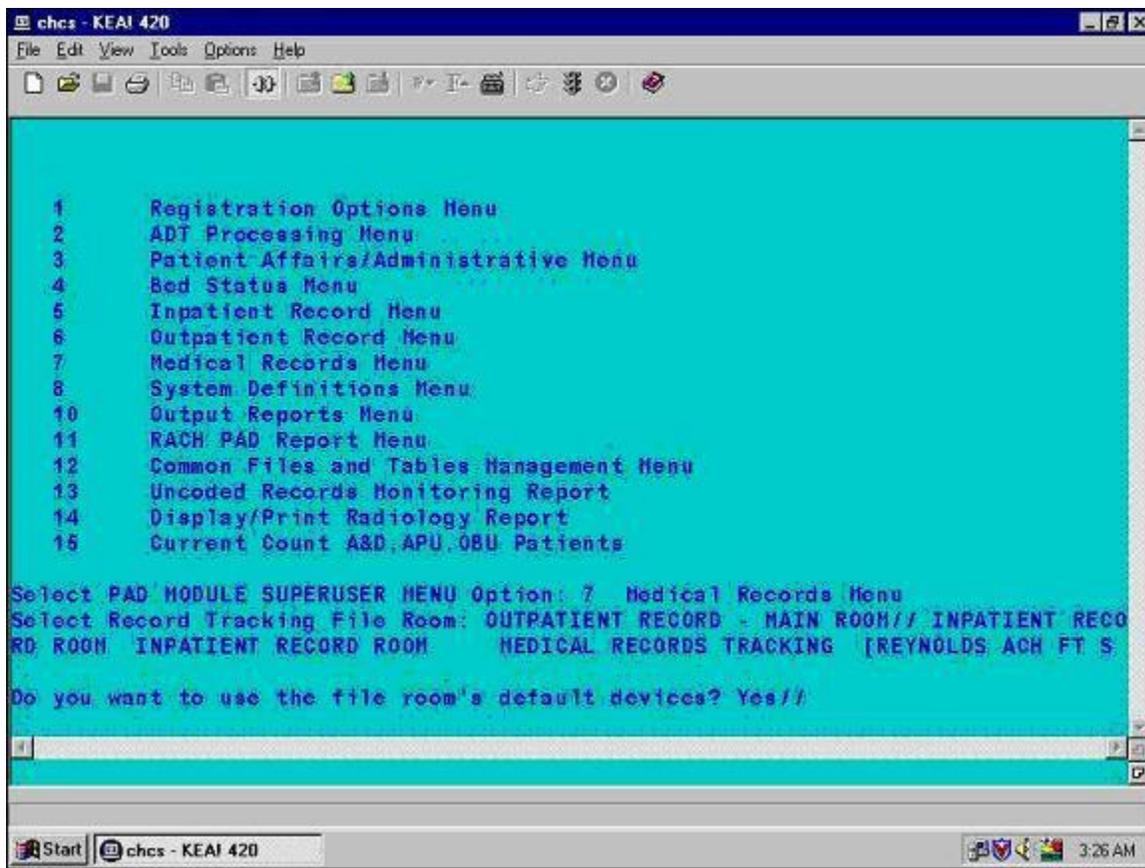
This section will be used to establish record rooms in CHCS where IP, FMS, EAR, and OP records will be electronically tracked until retirement to CPR or MPR.

### **2.2.1 Defining the Record Room**

The first step in creating a record room is defining it. The user enters information such as the record room name, its hospital location, and other descriptive data. The example, PAM RECORD ROOM, will be used throughout the following instructions. MTFs should substitute their own record room title for this title, for example, Inpatient Room or Outpatient Room.

1. Log on to CHCS using your **ACCESS CODE**.
2. Press **<Enter>**.
3. Enter your **VERIFY CODE**.
4. Press **<Enter>**.

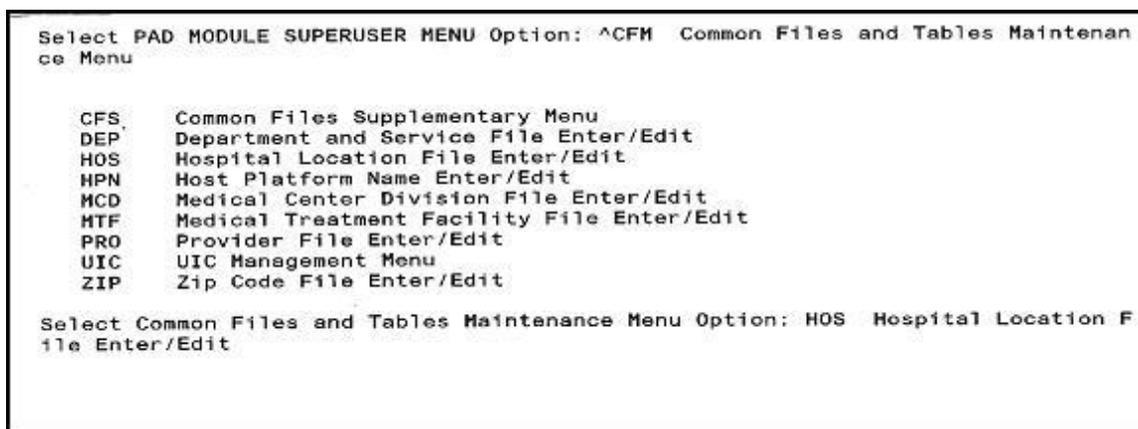
**Select <PAD>** and the following primary menu will display. CHCS will display the user's primary menu titled the **PAD MODULE SUPERUSER MENU** with the options shown below.



1. At the Select PAD MODULE SUPERUSER MENU option, select the Common Files and Tables Management Menu by entering the number <12> or the option <CFM>.

Note: If the user does not see the CFM option on the Primary menu, then enter <??> The Secondary menu options will display. Also, the user can use **^(Shift 6)** and then enter 12 or CFM to move to the option faster.

A new menu will display, the Common Files and Tables Maintenance Menu, listing options that allow the user to update system tables and parameters.



1. At the prompt, Select **Common Files and Tables Maintenance Menu Option**; type **<HOS>**.
2. Press **<Enter>**.

The user will be required to create the Medical Record Room as a Hospital Location. The prompt to enter the **Hospital Location Name** will display.

```
Select PAD MODULE SUPERUSER MENU Option: ^CFM Common Files and Tables Maintenance Menu

CFS Common Files Supplementary Menu
DEP Department and Service File Enter/Edit
HOS Hospital Location File Enter/Edit
HPN Host Platform Name Enter/Edit
MCD Medical Center Division File Enter/Edit
MTF Medical Treatment Facility File Enter/Edit
PRO Provider File Enter/Edit
UIC UIC Management Menu
ZIP Zip Code File Enter/Edit

Select Common Files and Tables Maintenance Menu Option: HOS Hospital Location File Enter/Edit

Select HOSPITAL LOCATION NAME:
```

1. The user will either select a record room name from the help list or enter **< the name for the Record Room, e.g., PAM RECORD ROOM>**.
2. Press **<Enter>**.

The screen will redisplay with the record room name you entered as follows:

```
Select Common Files and Tables Maintenance Menu Option: HOS Hospital Location File Enter/Edit

Select HOSPITAL LOCATION NAME: PAM RECORD ROOM
```

The system will request confirmation that you want to add the new **Hospital Location** as follows.

```
Select HOSPITAL LOCATION NAME: PAM RECORD ROOM

Are you adding 'PAM RECORD ROOM' as a new HOSPITAL LOCATION?
```

1. Enter **<Yes>**.
2. Press **<Enter>**.

When the user answers Yes, the system will display **NAME: PAM RECORD ROOM//** as shown in the screen below.

```
Select HOSPITAL LOCATION NAME: PAM RECORD ROOM

Are you adding 'PAM RECORD ROOM' as a new HOSPITAL LOCATION? Y
NAME: PAM RECORD ROOM//
```

Press <Enter> to confirm that the record room name is correct or change the name if incorrect.

The next two screens contain data about the **HOSPITAL LOCATION: PAM RECORD ROOM.**

*Hospital Location Screen One:*

```
HOSPITAL LOCATION: PAM RECORD ROOM                                DOD HOSP LOCATION EDIT

NAME: PAM RECORD ROOM
ABBREV:
DESCRIPTION:
LOCATION TYPE:

SERVICE:
DIVISION:
FACILITY:

BLDG NAME:
BLDG NUMBER:
TELEPHONE:
STREET ADDRESS:
ZIP:
CITY:
STATE:
DEFAULT DEVICE:
```

*Hospital Location Screen One (with sample data entered below)*

```

HOSPITAL LOCATION: SAMPLE RECORD ROOM          DOD HOSP LOCATION EDIT
                NAME: SAMPLE RECORD ROOM
                ABBREV: SAM
                DESCRIPTION: INPATIENT RECORDS
                LOCATION TYPE: FILE AREA

                SERVICE: ADMIN SERVICE
                DIVISION: REYNOLDS ACH FT SILL OK
                FACILITY: REYNOLDS ACH FT SILL OK

                BLDG NAME: REYNOLDS ARMY COMMUNITY HOSPITAL
                BLDG NUMBER: 4301
                TELEPHONE: 458-2766
                STREET ADDRESS: 4301 HOW-WAY ROAD
                ZIP: 73503
                CITY: FORT SILL
                STATE: OKLAHOMA
                DEFAULT DEVICE: INPATREC2

Ask for Help = HELP      Screen Exit = F10      File/Exit = DO

```

1. Complete the Hospital Location data on this first screen for the record room you are defining (see example above). The data prompts are generally self-explanatory. Enter data that is correct for your record room.
2. At the **Default Device** prompt, enter the name of the default printer for the record room.
3. Press <Enter> after each field.

*Hospital Location Screen Two (with data entered below)*

```

HOSPITAL LOCATION: PAM RECORD ROOM          DOD HOSP LOCATION EDIT -- CONTINUATION
                MEPRS CODE: EKAA
                COST POOL CODE:

PROMPT FOR REQUESTING SERVICE:
                ENROLLEE LOCKOUT: YES
                TYPE OF CARE: BOTH SPECIALTY AND PRIMARY CARE

Select CLINIC SPECIALTY:

Select KEY PERSON:

Select DUPLICATE CHECKING ORDER TYPE:

INACTIVE FLAG:

File/exit  Abort  Edit
File changes and exit.

```

1. Complete the fields on this second screen (see example above). Enter data that is correct for your record room.

2. At the **MEPRS Code** prompt, enter a MEPRS code for each record room, e.g., usually EKAA for Ambulatory Care Administration and EJAA for Inpatient Care Administration.
3. Press **<Enter>** after each field.
4. After all data has been entered on both screens, the **File/Exit** will appear and be highlighted.
5. Press **<Enter>** while cursor is over **File/exit** to File the data.
6. Or position the cursor over the **Abort** to abort and return to the main menu without storing any data, or over the **Edit** to return to the screen to make additional changes to the data, then press **<Enter>** to initiate the action.
7. Press **<Enter>** again until you get to the **MAIN MENU**.

**Note: Do not HALT.**

The Main Menu, **PAD MODULE SUPERUSER MENU**, will display as follows:

```

1      Registration Options Menu
2      ADT Processing Menu
3      Patient Affairs/Administrative Menu
4      Bed Status Menu
5      Inpatient Record Menu
6      Outpatient Record Menu
7      Medical Records Menu
8      System Definitions Menu
10     Output Reports Menu
11     RACH PAD Report Menu
12     Common Files and Tables Management Menu
13     Uncoded Records Monitoring Report
14     Display/Print Radiology Report
15     Current Count A&D,APU,OBU Patients

Select PAD MODULE SUPERUSER MENU Option: ^SD System Definition Menu

1      1-MRM-SD
2      5-MRM-SD
3      7-SD
Your path - choice ? 3//

```

### **2.2.2 Set Up Records Room**

The following sections will help you set up the CHCS Records Room (Section 2.2.2), assign CHCS standard records types to each room (Section 2.3), set up Medical Record Tracking (Section 2.4), and allow records to be borrowed from the record room (Section 2.5).

Begin by making sure you are at the Main Menu Option, **PAD MODULE SUPERUSER MENU**, as shown below.

```

1      Registration Options Menu
2      ADT Processing Menu
3      Patient Affairs/Administrative Menu
4      Bed Status Menu
5      Inpatient Record Menu
6      Outpatient Record Menu
7      Medical Records Menu
8      System Definitions Menu
10     Output Reports Menu
11     RACH PAD Report Menu
12     Common Files and Tables Management Menu
13     Uncoded Records Monitoring Report
14     Display/Print Radiology Report
15     Current Count A&D,APU,OBU Patients

Select PAD MODULE SUPERUSER MENU Option: ^SD System Definition Menu

1      1-MRM-SD
2      5-MRM-SD
3      7-SD
Your path - choice ? 3//      System Definition Menu
Select Record Tracking File Room: OUTPATIENT RECORD - MAIN ROOM// SAMPLE RECORD
ROOM

```

1. Select the System Definition Menu by entering <8> or <^SD>.
2. The system will display the prompt, **Select Record Tracking File Room.**
3. Enter <**the name of the new record room, e.g. PAM RECORD ROOM**> at the prompt.
4. Press <Enter>.

The following screen will display. The options that the user will have to complete in this and subsequent sections are: **FSU** (File Room Set-Up), **TYS** (Type of Record Set-Up), **APP** (Application Set-Up), and **BSU** (Borrower Set-Up).

```

Select Record Tracking File Room: OUTPATIENT RECORD - MAIN ROOM// SAMPLE RECORD
ROOM SAMPLE RECORD ROOM      MEDICAL RECORDS TRACKING [REYNOLDS ACH FT S

You are tracking 'MEDICAL RECORDS TRACKING' records
... from the 'SAMPLE RECORD ROOM' file area.

COM      Re-Compile Templates
FSU      File Room Set-up
LFM      Label Functions Menu
TYS      Type of Record Set-up
APP      Application Set-up
BSU      Borrower Set-up
SPL      Locations Specific to Record Tracking
AMF      Additional MTF Facilities Add/Edit
OVR      Record Tracking System Overall Parameters
INI      Initialization Menu
RES      Reason File Set-up
MTS      Movement Type Set-up
WER      Print Borrower Barcode
PUR      Queue Purge Background Job

Select System Definition Menu Option: FSU

```

You are tracking 'MEDICAL RECORDS TRACKING' records  
... from the 'SAMPLE RECORD ROOM' file area

COM	Re-Compile Templates
FSU	File Room Set-up
LFM	Label Functions Menu
TYS	Type of Record Set-up
APP	Application Set-up
BSU	Borrower Set-up
SPL	Locations Specific to Record Tracking
AMF	Additional MTF Facilities Add/Edit
OVR	Record Tracking System Overall Parameters
INI	Initialization Menu
RES	Reason File Set-up
MTS	Movement Type Setup
WER	Print Borrower Barcode
PUR	Queue Purge Background Job

Select System Definition Menu Option: FSU

1. At the prompt, **Select System Definition Menu Option;**, enter <FSU> for **File Room Set-up**.
2. Press <Enter>.

The following screens will set up the records processing characteristics for the record room.

```
Select File Area:

COM      Re-Compile Templates
FSU      File Room Set-up
LFM      Label Functions Menu
TYS      Type of Record Set-up
APP      Application Set-up
BSU      Borrower Set-up
SPL      Locations Specific to Record Tracking
AMF      Additional MTF Facilities Add/Edit
OVR      Record Tracking System Overall Parameters
INI      Initialization Menu
RES      Reason File Set-up
MTS      Movement Type Set-up
WER      Print Borrower Barcode
PUR      Queue Purge Background Job

Select System Definition Menu Option: FSU  File Room Set-up
Select File Area: SAMPLE RECORD ROOM
```

1. At the prompt, **Select File Area;**, enter <the name of your record room, e.g., **PAM RECORD ROOM**>.
2. Press <Enter>.

Four **Borrowers File Areas** screens will display to permit the user to update data that will prescribe how Medical Records are processed in the record room when they are borrowed.

*Borrowers File Area Screen One*

Inpatient Record Room

```
BORROWERS-FILE AREAS: SAMPLE RECORD ROOM          RT FILE ROOM SET-UP

Phone Number: 458-2766
Location/Room Number: 1H130
Record Sort: TERMINAL DIGITS
Action If Home Is Different: QUESTION USER ABOUT CHANGE
Default Record Master Type: INPATIENT
Volumes Required: ALL VOLUMES

          *Printers Assigned to this File Room*
Record Barcode Printer:
Request Notice Printer:
Management Report Printer:
Charge Card Printer:
Pull List Printer:

          *Security Key Needed to Select File Room*
Which Security Key Is Needed?:
```

Outpatient Record Room

```
BORROWERS-FILE AREA: SAMPLE OPR RECORD ROOM      RT FILE ROOM SET-UP

Phone Number: 458-2766
Location/Room Number: 1H130
Record Sort: TERMINAL DIGITS
Action if Home Is Different: QUESTION USER ABOUT CHANGE
Default Record Master Type: OUTPATIENT
Volumes Required: ALL VOLUMES

          *Printers Assigned to this File Room*
Record Barcode Printer:
Request Notice Printer:
Management Report Printer:
Charge Card Printer:
Pull List Printer:

          *Security Key Needed to Select File Room*
Which Security Key Is Needed?: RTFR2
```

Press <Enter> after completing each of the following fields.

1. At the **Phone Number** prompt, enter the Phone Number for the record room.
2. At the **Location/Room Number** prompt, enter the Building and Room Number of the record room.
3. At the **Record Sort** prompt, enter the desired sort order for pull/batch lists, requests, etc.  
Suggested entry: Terminal Digits.
4. At the **Action if Home is Different** prompt, enter the action that should be taken by the file room when a record is being checked into a location different from the 'HOME LOCATION' of the record. Suggested entry: 'q' for **QUESTION USER ABOUT**. Codes are:

**n** for **NO ACTION**  
**a** for **AUTOMATICALLY CHANGE**

q for QUESTION USER ABOUT CHANGE  
d for DISPLAY WARNING ONLY

5. At the **Default Master Record Type** prompt, enter the default Record Master Type for this record room.
6. The **Volumes Required** prompt indicates which volume(s) to pull when initializing the pull and batch lists. Enter <**ALL VOLUMES**>. Codes are:  
    **1** - ALL VOLUMES, and  
    **0** - LAST VOLUME.
7. The **Record Barcode Printer** prompt is the default printer on which record labels are to be printed for this file room. The field may be left blank, and the system will prompt the user for a printer. The user may choose not to use file room default devices when accessing MRT. If the printer is defined in CHCS, the printer name may be selected from the device list.
8. The **Request Notice Printer** prompt is the default printer on which Request Notices/Cards are to be printed for this file room. The field may be left blank, and the system will prompt the user for a printer. The user may choose not to use file room default devices when accessing MRT. If the printer is defined in CHCS, the printer name may be selected from the device list. It is suggested that a default request notice printer be defined, because clinic users may not know the name of the device to which these notices should print.
9. The **Management Report Printer** prompt is the default printer on which Management Reports should be printed. The field may be left blank, and the system will prompt the user for a printer. The user may choose not to use default printers when accessing MRT. If the printer is defined in CHCS, the printer name may be selected from the device list.
10. The **Charge Card Printer** prompt is the printer from the Device File on which Charge/Routing Cards should be printed for this file room. The field may be left blank and the system will prompt the user for a printer. The user may choose not to use default printers when accessing MRT. If the printer is defined in CHCS, the printer name may be selected from the device list.
11. The **Pull List Printer** prompt is the default printer on which Pull Lists should be printed for this file room. The field may be left blank and the system will prompt the user for a printer. The user may choose not to use may choose not to use default printers when accessing MRT. If the printer is defined in CHCS, the printer name may be selected from the device list.
12. The **Which Security Key is Needed** prompt allows the user to describe the required security key. It must be one of the '**RT**' security keys. Completing this prompt secures the file room so that only holders of the designated key may enter this file room to perform transactions on a record. Records may not be checked into, transferred to, or recharged to the file room unless the user holds the security key. *If a file room is not 'secured', there is no restriction and any user with the PAD menu can go into the file room.* Each file room should be assigned one of the 25 security keys, **RTFR 1, RTFR 2, ...RTFR 25.**

### *Borrowers File Area Screen Two*

The next screen allows the user to define Synonym(s) for the name of the record room. Synonyms may be used to save data entry time.

```
BORROWERS-FILE AREAS: SAMPLE RECORD ROOM   RT FILE ROOM SET-UP -- CONTINUATION
Select SYNONYMS:
SAMPLE RECORD ROOM
```

- 1. Synonyms are alternate name(s) for the file area. The first synonym should be the same as the file room name, as listed in the Hospital Location File. The system automatically stuffs this as the first synonym, and **the user must not remove it.**
- 2. Press <Enter> after each synonym is entered.

The screen will redisplay with the capability to file the data as follows.

```
BORROWERS-FILE AREAS: SAMPLE RECORD ROOM   RT FILE ROOM SET-UP -- CONTINUATION
Select SYNONYMS:
SAMPLE RECORD ROOM

File/edit   Abort   Edit
File changes and exit.
```

- 1. Press <Enter> while cursor is over **File/edit** to File the data.
- 2. Or position the cursor over the **Abort** to abort and return to the main menu without storing any data, or over the **Edit** to return to the screen to make additional changes to the data, then press <Enter> to initiate the action.

*Borrowers File Area Screen Three*

A screen will display requesting whether borrower's labels will be printed for this record room.

```
Print Borrower Label ? Yes// ??
Enter one of the following:
'Yes'           to print Borrowers Labels
'No'            to don't print Borrower Labels
^               to stop.
Print Borrower Label ? Yes//
```

1. At the **Print Borrower Label? Yes//** prompt, enter **<Yes>** or **<No>**. Answer **<No>** if you do not wish to print the labels.
2. Press **<Enter>**.

#### *Borrowers File Area Screen Four*

If you have entered **<Yes>** to the **Print Borrower Label** prompt, the following optional screen will appear requesting additional data needed to print the labels.

```
Print Borrower Label ? Yes//
Select File Area:
Select Label Device: ??
Volume set: MST
Enter '0' or press return key to get output on this device,
Enter 'Q' to queue output to run later,
or just enter a device name (OPA0:, TXA0: MTA0:, etc.)
You may follow the device name with a slash character ("/") to
customize the device settings for this print job.
Want a list of devices? (Yes/No/Examples/Printers) No//
```

1. Press **<Enter>** at the **Select File Area** prompt.
2. At the **Select Label Device** prompt, enter the name of the printer that will print the Borrower's Labels. You may see a list of available printers by entering **<??>** at the **Select Label Device** prompt.

Once these steps are completed, the Borrower Set Up steps are complete. Return to the **Systems Definition Menu**

### **2.3 Creating and Defining the Record Types**

These steps create the various medical record types and define their parameters. The system comes with two standard record types, **OUTPATIENT** and **INPATIENT** for medical records. If this is a multi-divisional site, only one form per medical record type needs to be completed. All divisions must agree with the parameters for all record types with the exception of overdue cutoff days, which is definable by each record room for that record type.

In a later section, the guide will explain how locally defined record types will be linked to the standard record types and to specific record rooms. Record rooms may have a subset of some of the standard record types.

```

COM      Re-Compile Templates
FSU      File Room Set-up
LFM      Label Functions Menu
TYS      Type of Record Set-up
APP      Application Set-up
BSU      Borrower Set-up
SPL      Locations Specific to Record Tracking
AMF      Additional MTF Facilities Add/Edit
OVR      Record Tracking System Overall Parameters
INI      Initialization Menu
RES      Reason File Set-up
MTS      Movement Type Set-up
WER      Print Borrower Barcode
PUR      Queue Purge Background Job

Select System Definition Menu Option: TYS  Type of Record Set-up
Select Record Type:

```

1. At the **System Definition Menu Option** prompt, enter **<TYS>** for **Type of Record Set-up**.
2. Press **<Enter>**.
3. The system will display **TYS Type of Record Set-up**.
4. The **Select Record Type** prompt will appear. Enter the **<Record Type, e.g., INPATIENT>** you wish to define.
5. Press **<Enter>**.

Three **Record Type Set-up** screens will display. The user will define the processing parameters for the record type.

### Record Type Screen One

#### OUTPATIENT RECORD

RECORD TYPES: OUTPATIENT	RT TYPE SET-UP
Name: OUTPATIENT	Abbreviation: <b>OPR</b>
Standard Record Type: OUTPATIENT	
Retirement Record Types: <b>OUTPATIENT</b>	
Can Record be Requested?: <b>YES</b>	Is Record Temporary?: <b>NO</b>
Ask for Content Descriptor?: <b>YES</b>	
Master Folder:	
Multiple Volumes Allowed?: <b>YES</b>	
Description: <b>OUTPATIENT MEDICAL RECORD</b>	
Inquiry Display Order: <b>1</b>	Inactivation Date:
*Label Format Specifications*	
Record Label Format: <b>OUTPATIENT STANDARD LABEL</b>	
Request Notice Format: <b>CHART REQUEST NOTICE</b>	
Help = <b>HELP</b> Exit = <b>F10</b> File/Exit = <b>DO</b>	

## INPATIENT RECORD

RECORD TYPES: INPATIENT	RT TYPE SET-UP
Name: INPATIENT Standard Record Type: INPATIENT Retirement Record Types: <b>INPATIENT</b>	Abbreviation: <b>INP</b>
Can Record be Requested?: <b>YES</b> Ask for Content Descriptor?: <b>YES</b> Master Folder: Multiple Volumes Allowed?: <b>YES</b> Description: <b>Inpatient Record Type</b>	Is Record Temporary?: <b>NO</b>
Inquiry Display Order: <b>2</b>	Inactivation Date:
*Label Format Specifications*	
Record Label Format: <b>INPATIENT RECORD LABEL – RACH</b> ( <i>see note 12 below</i> ) Request Notice Format: <b>CHART REQUEST NOTICE</b>	
Help = <b>HELP</b> Exit = <b>F10</b> File/Exit = <b>DO</b>	

## FETAL MONITORING STRIPS

RECORD TYPES: FETAL MONITORING STRIPS	RT TYPE SET-UP
Name: FETAL MONITORING STRIPS Standard Record Type: FETAL MONITORING STRIPS Retirement Record Types: <b>INPATIENT</b> <b>FETAL MONITORING STRIPS</b>	Abbreviation: <b>FMS</b>
Can Record be Requested?: <b>YES</b> Ask for Content Descriptor?: <b>NO</b> Master Folder: Multiple Volumes Allowed?: <b>YES</b> Description:	Is Record Temporary?: <b>NO</b>
Inquiry Display Order: <b>99</b>	Inactivation Date:
*Label Format Specifications*	
Record Label Format: <b>FETAL MONITORING STRIPS STANDARD RECORD LABEL</b> ( <i>see note 12 below</i> ) Request Notice Format: <b>CHART REQUEST NOTICE</b>	
Help = <b>HELP</b> Exit = <b>F10</b> File/Exit = <b>DO</b>	

## EXTENDED AMBULATORY RECORD

RECORD TYPES: EXTENDED AMBULATORY RECORD	RT TYPE SET-UP
Name: EXTENDED AMBULATORY RECORD	Abbreviation: <b>EAR</b>
Standard Record Type: EXTENDED AMBULATORY RECORD	
Retirement Record Types: <b>INPATIENT</b> <b>EXTENDED AMBULATORY RECORD</b>	
Can Record be Requested?: <b>YES</b>	Is Record Temporary?: <b>NO</b>
Ask for Content Descriptor?: <b>YES</b>	
Master Folder:	
Multiple Volumes Allowed?: <b>YES</b>	
Description: <b>SAME DAY SURGICAL WITH NO ADMITTANCE</b>	
Inquiry Display Order: <b>100</b>	Inactivation Date:
	*Label Format Specifications*
Record Label Format: <b>EAR LABEL</b> ( <i>see note 12 below</i> )	
Request Notice Format: <b>CHART REQUEST NOTICE</b>	
Help = <b>HELP</b> Exit = <b>F10</b> File/Exit = <b>DO</b>	

Press <Enter> after entering data in each of the following fields.

1. At the **Name** prompt, enter <**the MTF record room's local name for this record type**>.
2. At the **Standard Record Type** prompt, enter <**the Standard Record Type name for the site defined record type**>. The user may now assign a single Standard Record Type to several site defined record types. These Standard Record Types are used to tie all site records to a standard name. The retirement list will then pull all site records associated with the standard record name selected for retirement. As an example, obstetrical records would be considered an INPATIENT record and would then be included on a retirement list with INPATIENT record as the selection criteria.
3. At the **Retirement Record Types** prompt, enter <**the name of the standard record type for the site defined record type that will be retired**>. At this point the standard record types are also linked to the record rooms that store this record type. Input the appropriate Retirement Record Type in the Type of Record Setup file for all site-defined record types which would be eligible for retirement. Fetal Monitor Strips and Extended Ambulatory Records are considered inpatient type records and should have "INPATIENT" as the Retirement Record Type.

To ensure that Inpatient, FMS, and EAR records are retired appropriately, the following file/table build needs to be in place

Name: <site-defined name for Inpatient records>      Abbreviation:  
Standard Record Type: **INPATIENT**  
Retirement Record Types:  
**INPATIENT**

Name: <site-defined name for FMS records>      Abbreviation:  
Standard Record Type: **INPATIENT**  
Retirement Record Types:  
**INPATIENT**  
**FETAL MONITORING STRIPS**

Name: <site-defined name for EAR records>      Abbreviation:  
Standard Record Type: **INPATIENT**  
Retirement Record Types:  
**INPATIENT**  
**EXTENDED AMBULATORY RECORD**

An **INPATIENT** index would contain the following record types:  
**INPATIENT**  
**EXTENDED AMBULATORY RECORD**  
**FETAL MONITOR STRIPS**

A **FETAL MONITORING STRIPS** index would contain the following record type:  
**FETAL MONITOR STRIPS**

An **EXTENDED AMBULATORY RECORD** index would contain the following record type:  
**EXTENDED AMBULATORY RECORD**

1. The **Can Record Be Requested** prompt indicates whether this record type may be requested by a user or by pull list functions. If **<No>**, this record type will not appear on a pull list. Enter **<Yes>**. This only applies if the record room is using the Medical Records Tracking (MRT) function. Sites are not required to use MRT in order to retire records.
2. The **Is Record Temporary** prompt indicates whether this is a temporary record. The user may need to create a temporary record for a patient if the **OUTPATIENT** record is missing. Enter **<No>**.
3. At the **Ask for Content Descriptor** prompt, if a 'YES' response is entered for this parameter, users will be prompted to enter an optional description of the contents of a record when a new record is created using the **Create a Label/Record/Volume** option. The content descriptor is also displayed in **Record Inquiry**. Enter **<Yes>**.
4. At the **Master Folder** prompt, leave blank. Press **<Enter>**. (Used by Imaging only)
5. The **Multiple Volumes Allowed** prompt indicates whether or not there can be more than one volume per patient of this Record Type. Both inpatient, outpatient and most other record types will have more than one volume. Enter **<Yes>**.
6. At the **Description** prompt, enter the optional description of this record type.

7. The **Inquiry Display Order** prompt indicates the order in which the record type will appear on the **Record Inquiry**: Enter **<sequence number, e.g., Outpatient 1, Inpatient 2>**.
8. At the **Inactivation Date** prompt, press **<Enter>**. DO NOT USE during initial data collection and data entry.
9. At the **Record Label Format** prompt, enter **<the site specific name defined for the label format in CHCS for this type of record>**. Indicates the label format that should be printed when a new record is created. Only record label formats associated with the MRT application are allowed.
10. At the **Request Notice Format** prompt, enter **<the name assigned to the request notice format in CHCS for this type of record>**. The label format that should print when this record type is requested. Only request notice formats associated with the MRT application are allowed.

### *Record Type Screen Two*

The second screen of the Record Type processing parameters is displayed.

```

RECORD TYPES:                                RT TYPE SET-UP -- CONTINUATION
                                           *Cutoff/Purge Parameters*
Pending Request Cutoff (Days): 5
Current Borrower Future Request Time Minimum (minutes):

# Previous Movements to Retain: 10
Request Purge Cutoff (Days): 5
OK to Purge Data?: YES

                                           *Missing Record Control Parameters*
Control of Finding Records: ANY USER

```

Press **<Enter>** after entering data in each of the following fields.

1. The **Pending Request Cutoff (Days)** asks for **<the number of days>** an unfilled request for the record type may remain in 'PENDING' status before it reverts to a status of 'UNFILLED' and the request is purged by the RT purge process. Try to keep the number as low as possible in order to prevent a 'build-up' in the REQUESTED RECORDS file. **NOTE:** Does not apply to pull lists. A pull list in a requested status will only be purged after 30 days. Enter the number of days for your facility.
2. The **Current Borrower Future Request Time Minimum (minutes)** prompt prescribes **<the earliest future date/time, in minutes>**, that the current borrower of a record may request that same record after he/she has returned it. This field may also be left blank, thereby not restricting the borrowing of a record by the same borrower consecutively. Press **<Enter>** or enter the number of minutes.
3. The **# Previous Movements to Retain** prompt is **<the number of previous movements of a record (e.g., charge-out, check-in)>** which should be retained online for this record type specific to the individual record. For example, if you set the outpatient record type to retain 25 movements and a patient has 3 volumes of their outpatient record, 3 times 25 or up to 75 movements will print/display for this patient's outpatient records. Try to keep the number of



## 2.4 Setting Up Medical Record Tracking

This section describes procedures for setting up medical records tracking parameters.

**Select PAD** -> **MRM** -> (Default Record Room versus the other Record Room) - **SD** (System Definition Menu).

```
COM      Re-Compile Templates
FSU      File Room Set-up
LFM      Label Functions Menu
TYS      Type of Record Set-up
APP      Application Set-up
BSU      Borrower Set-up
SPL      Locations Specific to Record Tracking
AMF      Additional MTF Facilities Add/Edit
OVR      Record Tracking System Overall Parameters
INI      Initialization Menu
RES      Reason File Set-up
MTS      Movement Type Set-up
WER      Print Borrower Barcode
PUR      Queue Purge Background Job

Select System Definition Menu Option: APP
```

1. At the **Select System Definition Menu Option:** prompt, enter **<APP>**.
2. Press **<Enter>**.

Four Medical Records Tracking (MRT) screens will display and are used to define MRT application parameters for an MTF.

### *Medical Record Tracking Screen One*

```
RECORD TRACKING APPLICATION: MEDICAL RECORDS TR  RT APPL SET-UP -- CONTINUATION

                *Application Parameter Set-Up for MEDICAL RECORDS TRACKING*

Service: ADMIN SERVICE
Synonyms:
MAS
MRT

                                     *Division Parameters*

Division:
PINE BLUFF ARSENAL AHC
REYNOLDS ACH FT SILL OK
SGT BLEAK TROOP MEDICAL CLINIC
USADC ALLEN - FT. SILL
USADC COWAN - FT. SILL
USADC - 2 FT. SILL
```

Press <Enter> after entering data in a field.

1. The **Service** prompt defines the Department/Service responsible for the application.  
Example: Patient Administration or Department of Administration.
2. The **Synonyms** prompt defines alternate names or codes for the application. At least one synonym **MUST** be entered. Example: MRT or RT.
3. At the **Division** prompt, enter **ALL** divisions that will use MRT.

### *Medical Record Tracking Screen Two*

The following screen collects primarily retirement defaults for each division entered above.

```
DIVISION: REYNOLDS ACH FT SILL OK          RT APPL SET-UP -- CONTINUATION
Division: REYNOLDS ACH FT SILL OK
Central File Area: OUTPATIENT RECORD - MAIN ROOM
Default Pull List Sort: CLINIC NAME THEN TERMINAL DIGITS
Folder Pull Method:
Print Pull Notice:
```

Press <Enter> after entering data in each of the following fields.

1. The **Central File Area** is the central file room for this MRT application and division. Enter **<the file room that will be displayed as the default when signing into the MRT application in that division>**. Also patients who were registered in a given division will appear on the batch list for that division's central file area.
2. At the **Default Pull List Sort** prompt, enter **<one of the codes listed below>**. This field defines the default method by which pull lists are generally sorted for the MRT application in this division. The user can change the pull list sort selection when pull lists are run.  
Set of Codes: <t> for TERMINAL DIGITS  
<c> for CLINIC NAME THEN TERMINAL DIGITS  
<a> for APPOINTMENT TIME  
<p> for CLINIC NAME THEN PATIENT NAME
3. The **Folder Pull Method** prompt requires a code for this MRT application and division: <0> for PULL SUB-FOLDER or <1> for PULL MASTER FOLDER.
4. The **Print Pull Notice** prompt requires a code for this MRT application and division: <0> for Print only if request not charged or <1> for Always print pull notice.

### *Medical Record Tracking Screen Three*

The following screen lists the standard record types. The user will select the record types that are valid for the facility.

```

DIVISION: REYNOLDS ACH FT SILL OK                RT APPL SET-UP -- CONTINUATION

          *Record Type Parameters Within REYNOLDS ACH FT SILL OK*
Type of Records:
AMBULATORY PROCEDURE VISIT
EXTENDED AMBULATORY RECORD
FETAL MONITOR STRIPS
INPATIENT
OBSERVATION PATIENT
OUTPATIENT
TEMPORARY

```

1. The **Type of Records** prompt defines each record type that will be stored and associated with the MRT application for this division. Cautiously press the **<Down Arrow>** until the cursor is positioned on the record type to be defined for the MTF. In this example, the user will place the cursor on **Inpatient**.
2. Press **<Select>** on the desired record type. An asterisk will appear next to the selection.
3. Press **<Enter>**.

*Medical Record Tracking Screen Four*

You will enter parameters about the processing for this record type in the selected division.

```

TYPE OF RECORDS: INPATIENT                RT APPL SET-UP -- CONTINUATION

Type of Record: INPATIENT
Default Home Location: INPATIENT RECORD ROOM
Months of Inactivity: 24
Default Initial Borrower: INPATIENT RECORD ROOM
Charge Tag Format: CHARGE OUT/ROUTING CARD
Routing Tag Format: CHARGE OUT/ROUTING CARD

```

Press **<Enter>** after entering data in each of the following fields.

1. At the **Default Home Location** prompt enter **<the record room associated with the division and MRT application for that record type>**. This is the home location the system should assign to this type of record when initially created in this division, although the user has the option to enter any home location to which they have access. This must be a record room
2. At the **Months of Inactivity** prompt, enter **<the number of months back the system will search a record when creating a retire/transfer list>**. A record will be included in this list if the date of last activity, which is entered when the list is requested, is prior to the number of months entered in this field.
3. At the **Default Initial Borrower** prompt, enter **<the borrower the record will be charged to upon creation>**. Usually this is the same as the default home location or record room. Enter the name of the record room.
4. At the **Charge Tag Format** prompt, enter **<the name of the Charge Tag (charge-out card) format to be used when charging out records>**. A new label format, 3-30 characters can also be entered at this time, but the user would then have to go into Label Format functions and define the parameters of that label.

- At the **Routing Tag Format** prompt, enter **<the name of the Routing Tag (routing card) format to be used when charging out records>**. A new label format, 3-30 characters can also be entered at this time, although this is generally the same as the charge-out card.

### Medical Record Tracking Screen Five

RECORD TRACKING APPLICATION: MEDICAL RECORDS TR RT APPL SET-UP -- CONTINUATION	
Miscellaneous Parameters*	
Profile/Report Header:	MEDICAL RECORD REPORT
Entity Select Prompt:	Select Patient:
Entity Display Header:	PATIENT NAME
Record Prompt:	RECORD:
Default Record Creation Type:	OUTPATIENT
Borrower Barcode Format:	BORROWER STANDARD
File Room Supervisor Key:	RT MRT-FR-SUPER
File Room Staff Key:	RT MRT-FR-STAFF
Deleted Record Mail Group:	RT DELETE RECORD
Missing Record Mail Group:	RT MISSING RECORD
ASCII File Mail Group:	SAIC
Ask for Help =	HELP
Screen Exit =	F10

Air Force: Notify NPRC(CPR) at [cpr.mrs@nara.gov](mailto:cpr.mrs@nara.gov) and notify the VA-AAC at [AACDODNARAMPR@mail.va.gov](mailto:AACDODNARAMPR@mail.va.gov)

Army and Navy: Notify NPRC(MPR) at [mpr.mrs@nara.gov](mailto:mpr.mrs@nara.gov) and notify the VA-AAC at [AACDODNARAMPR@mail.va.gov](mailto:AACDODNARAMPR@mail.va.gov)

Press **<Enter>** after entering data in each of the following fields.

- At the **Profile/Report Header** prompt, enter the heading that will appear on the 'Record Inquiry' and 'Trace Movement History' reports.
- At the **Entity Select Prompt** enter **<the prompt that will appear on the screen for 'Select' prompts>** which point to the PATIENT file. Use both upper and lower case letters.
- At the **Entity Display Header** prompt, enter **<the title for the patient name list>**. This title will be used in the 'Records Charged to a Borrower' report and any report columns that feature the NAME field from the PATIENT file. Use both upper and lower case letters.
- At the **Record Prompt**, enter **<the prompt to be used in all options in the Transaction Menu, in the Request A Record option and at any point in which the system is looking at the RECORDS file>**. Use both upper and lower case letters.
- At the **Default Record Creation Type** prompt, enter **<the type of record the system should initially create for a patient in this application>**. If any linked records have been defined, these will be created at the same time
- At the **Borrower Barcode Format** prompt, enter **<the name of the label format to be printed for borrowers associated with the MRT application>**. Either a standard format or a site-defined format may be used. All divisions must use the same Borrower Barcode Format.
- At the **File Room Supervisor Key** prompt, enter **<the appropriate RT supervisor security key for this MRT application>**. Must be agreed upon by all divisions. Each

file room may have an additional security key, unique to their fileroom that is entered in File Room Set-Up. Holders of this key will receive all RT mail bulletins.

8. At the **File Room Staff Key** prompt, enter **<the appropriate RT staff security key for this MRT application>**. May also be utilized to lock file rooms.
9. At the **Deleted Record Mail Group** prompt, enter **<the mail group to receive bulletins each time an MRT record is deleted from the system>**. This mail group must be setup initially through the Manage MailMan menu. Holders of the RT DELETE key will also receive these bulletins.
10. At the Missing Record Mail Group prompt, enter **<the mail group that is to receive bulletins when a record is flagged as missing or has a missing flag removed>**.
11. At the ASCII File Mail Group prompt, enter **<the name of the mail group that will receive notices about transmission of the ASCII file to NPRC>**. Make sure you include the e-mail addresses of the NPRC and VA points of contact in this Mail Group so they are notified to expect the files from the MTF.
12. The File/exit option will display to allow the data to be stored. Press **<Enter>** while cursor is over File/exit to File the data.
13. Or position the cursor over the Abort to abort and return to the main menu without storing any data, or over the Edit to return to the screen to make additional changes to the data, then press **<Enter>** to initiate the action.

## **2.5 Establishing Borrower Set Up and Privileges**

This section describes the selection of parameters to permit records to be borrowed from the various records rooms and records types stored at the MTF. This group of parameters allows definition of the different entities that may be defined as borrowers. Entities from the following files may be used:

- a. HOSPITAL LOCATION
- b. MEDICAL CENTER DIVISION
- c. MEDICAL TREATMENT FACILITY
- d. ADDITIONAL MEDICAL TREATMENT FACILITY
- e. PROVIDER
- f. RT FILEROOM SPECIFIC LOCATIONS

```

COM      Re-Compile Templates
FSU      File Room Set-up
LFM      Label Functions Menu
TYS      Type of Record Set-up
APP      Application Set-up
BSU      Borrower Set-up
SPL      Locations Specific to Record Tracking
AMF      Additional MTF Facilities Add/Edit
OVR      Record Tracking System Overall Parameters
INI      Initialization Menu
RES      Reason File Set-up
MTS      Movement Type Set-up
WER      Print Borrower Barcode
PUR      Queue Purge Background Job

Select System Definition Menu Option: BSU  Borrower Set-up
Select Borrower: SAMPLE RECORD ROOM

```

1. At the System Definition Menu Option prompt, enter <BSU> for Borrower Set-up.
2. Press <Enter>.
3. The system will display BSU Borrower Set-up.
4. The system will display the Select Borrower prompt. Enter <the name of a record room that is permitted to borrow records from other record rooms, e.g., PAM RECORD ROOM>.
5. Press <Enter>.

The following RT Borrower Set-Up screen will display to define the borrowing record room and its processing parameters when borrowing records:

```

Borrowers-File Areas: SAMPLE RECORD ROOM                RT BORROWER SET-UP
Location/Room Number: 1H130                            Phone Number: 458-2766
Borrowing Privileges: NORMAL
Synonyms:
SAMPLE RECORD ROOM

-----

*Barcode Printer to be Used When Arriving Radiology Exams*
Barcode Printer:

*Record Request to be Made When Making an Appointment*
*or Registering a Patient*

Record Type Needed:
AMBULATORY PROCEDURE VISIT
FETAL MONITOR STRIPS
INPATIENT
OBSERVATION PATIENT

```

Press <Enter> after entering data in each of the following fields.

1. At the **Location/Room Number** prompt, enter <the building and room number of the borrower>.
2. At the **Borrowing Privileges** prompt, enter <the code below for the borrower's privileges>. The system will default to 'NORMAL' when the borrower is entered.
3. Codes: <n> for NORMAL
4. <i> for INACTIVATED
5. <r> for REVOKED
6. At the **Synonyms** prompt, enter <one or several synonyms for the borrowing record room>.
7. At the **Barcode Printer** prompt, press <Enter>. This is used for Radiology only.
8. At the **Record Type Needed** prompt, enter <the names of ALL the valid standard record types that may be requested when making an appointment or registering a patient>. NOTE: This is another field that is OFTEN overlooked.
9. The **File/exit** option will display to allow the data to be stored. Press <Enter> while cursor is over **File/exit** to file the data.
10. Or position the cursor over the **Abort** to abort and return to the main menu without storing any data, or over the **Edit** to return to the screen to make additional changes to the data, then press <Enter> to initiate the action.

## 2.6 Establish Record Label Default Formats

Each record must be labeled to reflect its record type. See more on the business rules for labeling records at Appendix D. This section provides user information to establish record label default formats.

1. At the Main Menu prompt for System Definition, go into **LFM**. As in the screen below:

```

Select Borrower:

COM      Re-Compile Templates
FSU      File Room Set-up
LFM      Label Functions Menu
TYS      Type of Record Set-up
APP      Application Set-up
BSU      Borrower Set-up
SPL      Locations Specific to Record Tracking
AMF      Additional MTF Facilities Add/Edit
OVR      Record Tracking System Overall Parameters
INI      Initialization Menu
RES      Reason File Set-up
MTS      Movement Type Set-up
WER      Print Borrower Barcode
PUR      Queue Purge Background Job

Select System Definition Menu Option: LFM

```

2. Press <Enter>. The **File Room Set-up** Screen will appear:

```
File Room Set-up
LFM   Label Functions Menu
TYS   Type of Record Set-up
APP   Application Set-up
BSU   Borrower Set-up
SPL   Locations Specific to Record Tracking
AMF   Additional MTF Facilities Add/Edit
OVR   Record Tracking System Overall Parameters
INI   Initialization Menu
RES   Reason File Set-up
MTS   Movement Type Set-up
WER   Print Borrower Barcode
PUR   Queue Purge Background Job

Select System Definition Menu Option: LFM   Label Functions Menu

LF     Label Formatter
TL     Test Label Format

Select Label Functions Menu Option: LF   Label Formatter

Select LABEL FORMAT NAME:
```

1. **LFM Label Functions Menu** will appear.
2. Select <LF Label Formatter> for the **Select Label Functions Menu Option**.
3. **Select Borrower** will appear. Enter on the Select Borrower. <EX: **SAMPLE RECORD ROOM**>
4. Press <Enter> The following screen will appear and the user will have to complete the entries:

```
Select System Definition Menu Option: LFM   Label Functions Menu

LF     Label Formatter
TL     Test Label Format

Select Label Functions Menu Option: LF   Label Formatter

Select LABEL FORMAT NAME: INPATIENT
  1   INPATIENT RECORD LABEL - RACH           MEDICAL RECORDS TRACKING
  2   INPATIENT STD RECORD LABEL             MEDICAL RECORDS TRACKING
Choose 1-2: 1
```

Press <Enter>. The RT Label Edit “Label Formatter” screen will appear. The user will have to complete the field entry screens selected from this screen. Refer to Appendix D for required fields.

```

LABEL FORMAT: INPATIENT RECORD LABEL - RACH                                RT LABEL EDIT
                                     *Label Formatter*
Name: INPATIENT RECORD LABEL - RACH
Type of Label: RECORD
Print Fields:
ADMISSION DATE
BARCODE FOR RECORD
DATE OF BIRTH
FMP/SSN
FREE TEXT
HOME LOCATION
NAME
PATIENT CATEGORY
REGISTER NUMBER
SEX
SPONSOR GRADE/RANK
TYPE OF RECORD
VOLUME NUMBER
    
```

For **ADMISSION DATE** the following screen will appear:

```

PRINT FIELDS: ADMISSION DATE                                            RT LABEL EDIT -- CONTINUATION
Field: ADMISSION DATE                Row: 10    Column: 1
Title (Optional): ADM DATE:
Literal Text:
Size : 2    Barcode:
    
```

Press <Enter>. The following screen will appear for **BARCODE FOR RECORD**:

```

PRINT FIELDS: BARCODE FOR RECORD                                        RT LABEL EDIT -- CONTINUATION
Field: BARCODE FOR RECORD            Row: 15    Column: 20
Title (Optional):
Literal Text:
Size : 3    Barcode: YES
    
```

Press <Enter>. The following screen will appear for **DATE OF BIRTH**:

```

PRINT FIELDS: DATE OF BIRTH                                            RT LABEL EDIT -- CONTINUATION
Field: DATE OF BIRTH                Row: 11    Column: 1
Title (Optional): DOB:
Literal Text:
Size : 2    Barcode:
    
```

Press <Enter>. Screens will continue to appear for fields shown on the RT Label Edit “Label Formatter” Screen. Complete all required and locally desired field screens. Once finished with the screens, test the labels by answering YES to the prompt ”Test this format?”, and return to the File Room Set-up Screen.

## 2.7 Defining Months of Inactivity

This section describes the steps required to determine whether a record qualifies for retirement and explains the importance of the months of inactivity field.

Step 1: Set up the months of patient inactivity for each record type. The months of inactivity reflects the Service Record Disposition policy on the earliest date that a record can be considered for retirement, i.e., for inpatient records, 1 year for a non-teaching facility and 5 years for a teaching facility; for outpatient records, 2 years for all facilities.

Step 2: Compute the earliest possible retirement date for the shipment. (1) the Service policy retirement date computed by CHCS (the last day of last year minus the months of inactivity) or (2) the Date of Last Patient Activity entered by the user when creating the index. The Date of Last Patient Activity may never be later than the Service Policy date.

Step 3: Compute the date of last patient activity for a record as follows: the date of discharge for inpatient and EAR records, the creation date for FMS records, and the latest date of patient activity (ie: telephone consult, radiology results, etc) for outpatient records.

Step 4: To qualify for retirement, records must have a date of last patient activity on or before the date computed in Step 2.

1. The Security Key of **RT SYS** is required for the individual that sets the Months of Inactivity in the system.

**CAUTION:** Facilities must set the Months of Inactivity parameter for the type of facility and each type of record to be retired. If this parameter is set to 0, all records entered into the system will print out on the index. Once retiring records using MRRRE the months of inactivity should be reset to your Service Record Disposition Schedule.

2. To set up the parameter, the following pathway is used:

**PAD** → **MRM** → (Default Record Room versus the other Record Room) → **SD**  
(System Definition Menu) → **APP** (Application Set-up).

Refer to Section 2.3 Setting Up Medical Record Tracking for more information on this field.

## 2.8 Cleaning the CHCS MRT of Records Manually Retired to NPRC

### 2.8.1 OP Records

This section of the guide provides instruction on how to retire in CHCS all “old” OP records that were previously physically retired to NPRC.

**OPTION:** The recommendation is for the user to retire in the system one record year at a time. The user will be able to print a record index of each year, and if retiring records manually, be able to attach the index to the SF 135 that had been previously sent to NPRC.

*To process the retirement of records in the system, the user must use the information provided in this guide to complete the process. This includes creating the ASCII file that allows the system to change the record status from “Pending Retirement” to “CPR” or “MPR” to indicate the final disposition of the record.*

The user must be aware of the “*Date of Last Patient Activity*”. This entry is the cutoff date of the records you wish to retire. For example, if you wish to retire records with no patient activity after calendar 1995, enter 31 Dec 1995.

The Date of Last Patient Activity is set at each facility for each type of record retired to NPRC. Each individual Service has established record disposition regulations in its records maintenance regulations or directives including the number of months of inactivity for each type of facility and each record type. These directives can be found in Appendix A and at the Web sites below.

Army: [www.usapa.army.mil](http://www.usapa.army.mil)

Air Force: <http://afpubs.hq.af.mil>

Navy: <http://neds.nebt.daps.mil/Directives/dirindex.html>

Regardless of the facility size or teaching mission, the months of inactivity must be put in the system. If the months are left blank or set to 0, all records in CHCS will may be reflected on the Retirement Index.

### **2.8.2 IP Records**

For information contact you Service medical Records Administrator

## **2.9 Initializing Records Not in CHCS**

This section is for the user who has never entered records into CHCS Medical Records Tracking but has the records still stored in their facility/storage area and now needs to retire those records to NPRC, for example, records from the AQCESS system.

Things to be aware of:

Make sure those individuals who are going to retire records have the Security Key of *RT SYS* and the *MRM* menu options.

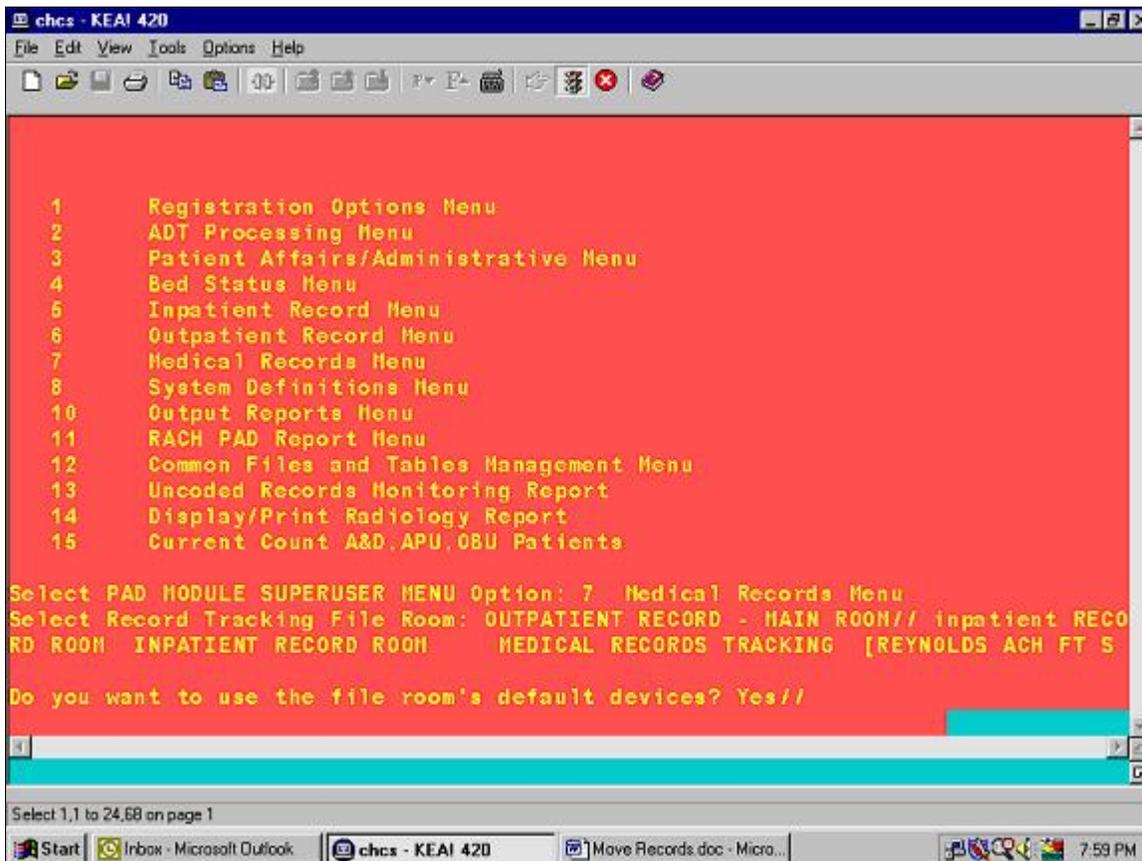
Make sure those individuals who are using Record Initialization Menu have the Security key to do that process: *RT INIT*.

The **Record Initialization** option helps to create and process batch lists, which are records that have been grouped together to make retrieval easier, e.g., enter records from storage areas. This feature allows you to create multiple records quickly for a specific selected record room and record type combination. (This option also allows a user to backdate records).

When a record has “No history online” in the **CHCS Medical Record Report**, there are several ways to create the record in CHCS. One way is to use the **Record Initialization** option (recommended if creating many records), another way is to use the **Create Volumes** option (recommended if creating few records). Both methods will be discussed below.

### **2.9.1 Step – By – Step Guide for Record Initialization.**

The MAIN MENU, titled the **PAD MODULE SUPER USER MENU** or your **Main Menu**, appears.



1. At the **Select PAD MODULE SUPERUSER MENU** option prompt, enter <7> or <MRM> for **Medical Record Menu**.
2. At the **Select Record Tracking File Room: Outpatient Record //** prompt, enter <INPATIENT RECORD ROOM>.

**NOTE:** Remember to change record rooms here if the default room is not where you wish to process the records.

3. At the prompt, **Do you want to use the file room's default devices? Yes//**, press <Enter> to accept the default of Yes or type <No>.

The system will display the next menu as follows.

TM	Transaction Menu
PL	Pull List Functions Menu
RR	Request Record Menu
IN	Record Information Menu
MA	Management Reports Menu
FE	Transfer/Retire Menu
SD	Systems Definition Menu

**At the prompt, Select Medical Record Menu Option:**, enter <TM> for Transaction Menu. Press <Enter>.

**The Transaction Menu will display as follows:**

OT	Charge-Out Record
IN	Check-in Record
MR	Move Records to Other File Room
CV	Create a Label/Record/Volume
FR	Flag Record As Missing
PC	Patient Check-out
PR	Print Routing/Charge Cards
RE	Re-Charge Records
DR	Delete a Record
AC	Inactivate/Re-Activate Records
TR	Facility Transfer
UR	Update Record's Attributes
UV	Update Record Volume
OR	Record Initialization

1. At the prompt, **Select Transaction Menu Option:**, type <OR> to select the **Record Initialization** function.
2. Press <Enter>.

The **Record Initialization Menu** will display with the following options. The CB option has been modified to include direct access to all options in the Record Initialization Menu through actions on an action bar.

CB	Create/Edit Batch Lists
LI	List Batch Entries
NR	Create New Records/Print Labels
EB	Delete Entire Batch

1. At the prompt, **Select Record Initialization Option:**, enter <CB> for **Create/Edit Batch Lists**.
2. Press <Enter>.
3. The system will display the **Select Record Batch:** prompt. Give the Batch a name – any name.
4. At the name confirmation prompt, **Are you adding “the name” as a new RECORD INITIALIZATION?**, enter <YES>.
5. The system will display the **Select RECORD Type:** prompt. This will be the record type you are going to create, i.e. INPATIENT, OUTPATIENT, EXTENDED AMBULATORY RECORD, FETAL MONITOR STRIPS, etc.

The CREATE/EDIT BATCH LISTS AND VOLUMES will display as follows with the assigned batch name displayed.

```

          **** CREATE/EDIT BATCH LISTS AND VOLUMES ****
          Personal Data - Privacy Act of 1974 (PL 93-579)
=====
BATCH NAME: TEST1                      Record Type: INPATIENT
Home Location : INPATIENT RECORDS PNH
=====
Patients on Batch                        Number of Volumes
=====
Batch is empty.

Edit  List  Create  Volume edit  Delete  exit  Help

```

Select **Edit**

A new option bar is displayed defaulting to **aDd**.

```

          **** CREATE/EDIT BATCH LISTS AND VOLUMES ****
          Personal Data - Privacy Act of 1974 (PL 93-579)
=====
BATCH NAME: TEST1                      Record Type: INPATIENT
Home Location : INPATIENT RECORDS PNH
=====
Patients on Batch                        Number of Volumes
=====
Batch is empty.

aDd  volumes  reMove  Return  Abort  Help

```

Select **aDd**.

The prompt **Select PATIENT NAME:** displays. Enter the name of the patient that records are being created for.

The prompt **Enter number of volumes to create: 1//** displays. Enter the number of volumes to be created. Remember this function will add the inputted number of volumes to any volumes already existing for the patient, up to 99 new volumes.

Note: If creating inpatient records and no admissions exist for the patient in CHCS a reminder message will appear stating this fact, just hit return to continue. This message will not stop the process.

```

Record Batch : TEST1
Home Location: INPATIENT RECORDS PNH
Patient Name : MITCH,TEST 3

Record Type  : INPATIENT
Number of Volumes: 6

Volume      Date of Creation      Register Number(s)
-----
  1          17 Jan 2003@0828
  2          17 Jan 2003@0828
  3          17 Jan 2003@0828
  4          17 Jan 2003@0828
  5          17 Jan 2003@0828
  6          17 Jan 2003@0828

File/exit   Abort      Edit
  
```

The Date of Creation will default to the current date and time for all volumes. The cursor will be beside the first volume to be created, under the **Volume** column. (Note: In the CB option, the volumes on the batch list will always begin with volume #1, regardless of existing volumes for the record type selected. When the volumes are actually created through the Create action, the volume numbers may change from that assigned on the batch list if there are existing volumes for the record type and record room.) Hit return and the cursor will move over to the **Date of Creation** column, where you can accept the default date or edit to enter the actual creation date for this volume. For creating Inpatient records when the patient has admissions within the CHCS system, a drop down pick list of inpatient admissions will appear. You can either select one of these or just hit return to get to the **Date of Creation** column.

After finishing input of the necessary information, you will be directed to either File/exit, Abort, or Edit the new changes. Selecting the File/Exit option will return you to the “CREATE/EDIT BATCH LISTS AND VOLUMES” where you can continue to add more patients.

```

***** CREATE/EDIT BATCH LISTS AND VOLUMES *****
Personal Data - Privacy Act of 1974 (PL 93-579)
=====
BATCH NAME: TEST1                               Record Type: INPATIENT
Home Location : INPATIENT RECORDS PNH
=====
  
```

Patients on Batch	Number of Volumes
MITCH,TEST 3	6

add Volumes reMove Return Abort Help

Use the **Volumes** button if more/less volumes are needed for a selected patient already on the batch list. The number of volumes can only be changed if the records on the list have not yet been created.

Use the **reMove** button to remove a patient already on the batch list.

Use the **Return** button to move to the previous menu.

Use the **Abort** to abandon all changes previously made and exit to the **Select Record Batch:** prompt.

After all patients are entered into the batch and the creation dates are acceptable, select the “Return” button to go back to the previous action bar.

**** CREATE/EDIT BATCH LISTS AND VOLUMES ****	
Personal Data - Privacy Act of 1974 (PL 93-579)	
BATCH NAME: TEST1	Record Type: INPATIENT
Home Location : INPATIENT RECORDS PNH	
Patients on Batch	Number of Volumes
MITCH,TEST 3	6

Edit List Create Volume edit Delete exit Help

Use the **List** button to view patients listing on the batch, the number of volumes per patient, and whether or not the volumes have been created.

Use the **Create** button to create all of the volumes listed on the current batch list.

Use the **Volume edit** button to make any necessary changes to volumes for selected patients after the volumes have been created.

Use the **Delete** button to delete the current batch list.

Use the “**eXit**” button to exit from the batch list option.

Note: The system uses the **Date of Last Patient Activity** as the basis for search criteria to determine retirement eligibility. The date of patient activity is based on the information listed below for each record type:

<b>Standard Record Type</b>	<b>Date of Last Patient Activity</b>
OUTPATIENT	Last outpatient visit completed, not just scheduled Last telephone consultation completed  Last radiology exam verified
INPATIENT	Date of Last Disposition Date recorded as, "Carded for Record Only"
FETAL MONITORING STRIPS	Date of Occurrence
EXTENDED AMBULATORY RECORD	Date of Last Disposition for: Ambulatory Procedure Visit, Observation, Partial Hospitalization, and/or Sub Acute Care episode. .

When the system encounters the first instance of patient activity, the system will stop the search for that patient and record type and move on to the next entry.

When a patient has no patient activity, the system will use the **DATE OF CREATION** of record to determine retirement eligibility

When all the patient's names have been entered and data entry on the screen is completed, select the Create action from the action bar. Alternatively, exit the CB option and the system will display the following sub-menu for **Batch Record Initialization**.

The **Record Initialization Menu** will redisplay with the following options.

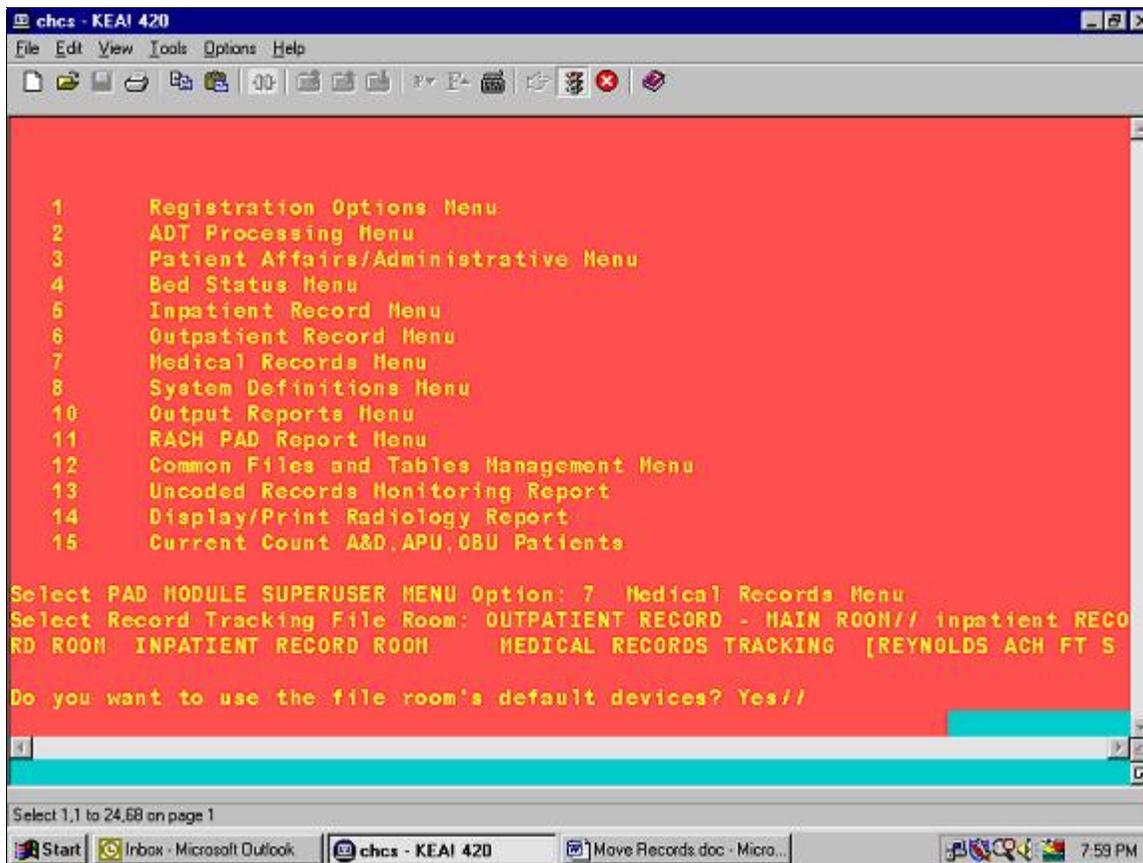
CB	Create/Edit Batch Lists
LI	List Batch Entries
NR	Create New Records/Print Labels
EB	Delete Entire Batch

1. At the prompt, **Select Record Initialization Option:** enter **<NR>** for **Create New Records/Print Labels**.
2. At the prompt, **Select Batch to Process:** enter **<the name you gave your batch>**.
3. At the confirmation prompt, **Are you sure you want to continue? Yes//**, press **<Enter>**.

4. At the prompt, **Select Label Printer:** enter **<the name of the default printer for your record room>**.

## 2.9.2 Step-By-Step Volume Initialization.

The MAIN MENU, titled the **PAD MODULE SUPER USER MENU** or your **Main Menu**, appears.



1. At the **Select PAD MODULE SUPERUSER MENU** option prompt, enter **<7>** or **<MRM>** for **Medical Record Menu**.
2. At the **Select Record Tracking File Room: Outpatient Record //** prompt, enter **<INPATIENT RECORD ROOM>**.

**NOTE:** Remember to change record rooms here if the default room is not where you wish to process the records.

At the prompt, **Do you want to use the file room's default devices? Yes//**, press **<Enter>** to accept the default of **Yes** or type **<No>**.

The system will display the next menu as follows.

TM	Transaction Menu
PL	Pull List Functions Menu
RR	Request Record Menu
IN	Record Information Menu
MA	Management Reports Menu
FE	Transfer/Retire Menu
SD	Systems Definition Menu

At the prompt, **Select Medical Record Menu Option:**, enter <TM> for Transaction Menu.

Press <Enter>.

The **Transaction Menu** will display as follows:

OT	Charge-Out Record
IN	Check-in Record
MR	Move Records to Other File Room
CV	Create a Label/Record/Volume
FR	Flag Record As Missing
PC	Patient Check-out
PR	Print Routing/Charge Cards
RE	Re-Charge Records
DR	Delete a Record
AC	Inactivate/Re-Activate Records
TR	Facility Transfer
UR	Update Record's Attributes
UV	Update Record Volume
OR	Record Initialization

- At the prompt, **Select Transaction Menu Option:**, type <UV> to select the **Update Record Volume** function. Press <Enter>. Note: access to the UV option is also available through the CB option via the **Volume** edit action.
- At **SELECT PATIENT:** prompt enter the patient whose volumes need to be updated.
- At **Select Record Type:** prompt enter the appropriate record type being edited, i.e. INPATIENT, OUTPATIENT, EXTENDED AMBULATORY RECORD, etc.
- The **RECORD VOLUME MAINTENANCE** screen will appear with the cursor next to the first volume to be edited.

**** RECORD VOLUME MAINTENANCE ****		
Personal Data - Privacy Act of 1974 (PL 93-579)		
=====		
NAME: MITCH,TEST 1	(20/800780503)	Birth Date: 03 May 1978
Record Room: INPATIENT RECORDS PNH		Run Date: 17 Jan 2003@1041
=====		
Date of Creation	Vol #	
-----	-----	
16 Jan 2003@0900	1	
17 Jan 2002@0001	2	

```

17 Jan 2003@1200      3
17 Jan 2003@0912     4
17 Jan 2003@0912     5
17 Jan 2003@0912     6

Edit  Consolidate  exit  pgdN  Help

```

Select the **Edit** action to go the “EDIT RECORD VOLUMES” screen.

```

*** EDIT RECORD VOLUMES ***
Personal Data - Privacy Act of 1974 (PL 93-579)
=====
NAME: MITCH,TEST 3      20/800-80-0904  Birth Date: 04 Sep 1980
Record Room: INPATIENT RECORDS PNH      Run Date: 17 Jan 2003@1057
=====
  Vol #   Date of Creation           Edit volume #   Edit Date of Creation
  ----   -
  1       24 Jan 2000@1544
  2       24 Jan 2000@1543
  3       17 Jan 2003@1056
  4       17 Jan 2003@1056
  5       17 Jan 2003@1056
  6       17 Jan 2003@1056

Change  File/exit  discard  Help

```

Select the “Change” action to start the editing process on the volumes.

The cursor will be at the first volume listed. Move the cursor to the volume needing editing. Press the return key and the cursor moves over to “Edit Volume #” column.

If the volume number is to be changed, input the new volume number in this column and press enter. (Note: once done editing, there cannot be two volumes with the same volume number) If a volume number change is not needed, just press the enter key without entering anything into this column.

```

*** EDIT RECORD VOLUMES ***
Personal Data - Privacy Act of 1974 (PL 93-579)
=====
NAME: MITCH,TEST 3      20/800-80-0904  Birth Date: 04 Sep 1980
Record Room: INPATIENT RECORDS PNH      Run Date: 17 Jan 2003@1057
=====
  Vol #   Date of Creation           Edit volume #   Edit Date of Creation
  ----   -
  1       24 Jan 2000@1544           2
  2       24 Jan 2000@1543           1
  3       17 Jan 2003@1056
  4       17 Jan 2003@1056
  5       17 Jan 2003@1056
  6       17 Jan 2003@1056

```

Help = **HELP**      Exit = **F10**      File/exit = **DO**

The cursor will move to the "Edit Date of Creation" column, for inputting changes to the date of creation. Again, if no changes are necessary, press the enter key to continue.

```

*** EDIT RECORD VOLUMES ***
Personal Data - Privacy Act of 1974 (PL 93-579)
=====
NAME: MITCH,TEST 3          20/800-80-0904   Birth Date: 04 Sep 1980
Record Room: INPATIENT RECORDS PNH         Run Date: 17 Jan 2003@1057
=====
  Vol #   Date of Creation          Edit Volume #   Edit Date of Creation
  -----
  1       24 Jan 2000@1544         2               19 Sep 1994
  2       24 Jan 2000@1543         1               05 Jan 1994@1400
  3       17 Jan 2003@1056
  4       17 Jan 2003@1056
  5       17 Jan 2003@1056
  6       17 Jan 2003@1056
=====
Help = HELP      Exit = F10      File/exit = DO
```

Once all of the edits have been accomplished, press the F10 key (Note: if cursor is on the last field on the list, pressing <ENTER> will accomplish the aforementioned task), select File/Exit button, and press <RETURN>. The "EDIT RECORD VOLUMES" screen will reappear, showing the new changes on the left hand side of the screen.

```

**** EDIT RECORD VOLUMES ****
Personal Data - Privacy Act of 1974 (PL 93-579)
=====
NAME: MITCH,TEST 3          (20/800800904)   Birth Date: 04 Sep 1980
Record Room: INPATIENT RECORDS PNH         Run Date: 17 Jan 2003@1058
=====
  Date of Creation   Vol #   Edit Date of Creation   Edit volume #
  -----
  24 Jan 2000@1544   1       19 Sep 1994             2
  24 Jan 2000@1543   2       05 Jan 1994@1400       1
  17 Jan 2003@1056   3       17 Jan 2003@1056       3
  17 Jan 2003@1056   4       17 Jan 2003@1056       4
  17 Jan 2003@1056   5       17 Jan 2003@1056       5
  17 Jan 2003@1056   6       17 Jan 2003@1056       6
=====
Change  File/exit  Preview  discard  Help
```

Select the **File/exit** action and press enter to complete the transaction and exit.

At the prompt **Do you want to print labels? YES//**, enter either YES or NO depending if you want the labels for the volumes with the new changes to print right now. (NOTE: Only the labels for the volumes with changes will print).

Further information on the **EDIT RECORD VOLUMES** action bar:

Use the **Preview** button to view the intended order of the record volumes before processing the changes.

```
***** PREVIEW RECORD VOLUME EDITS *****
Personal Data - Privacy Act of 1974 (PL 93-579)
=====
NAME: MITCH,TEST 1          (20/800780503)  Birth Date: 03 May 1978
Record Room: INPATIENT RECORDS PNH        Run Date: 17 Jan 2003@1041
=====
  Date of Creation    Vol #
  -----
  05 Jan 1994@1400    1
  19 Sep 1994@0001    2
  17 Jan 2003@1200    3
  17 Jan 2003@0912    4
  17 Jan 2003@0912    5
  17 Jan 2003@0912    6
File  Help
```

Use the **discard** button to remove any changes made during this session and return to previous menu.

## Editing Restrictions

Volumes can be edited through the UV option if they reside within the facility and within the same record room and if all records have a movement type of Initial Creation, Check-In, Pending Retirement, Pending NPRC Approval, Missing Record, Found Record, Re-Active Record, Re-Charge, or Transfer Back From Other MTF.

However, the UV option restricts editing of volumes for a record type within the user's record room for certain movement types:

- If the volumes reside within the facility, but some volumes for a record type are charged out to other clinics within the facility and have the Charge-Out movement type, no volumes of any movement type can be edited.
- If some of the volumes are transferred out of the facility permanently and have the movement type of Retire Records, Transferred to Other MTF, Inactive, or Charge-Out (to a patient), but the rest of the volumes reside in the record room, the remaining volumes can be edited. The volumes that no longer reside in the facility display in order to facilitate editing and to

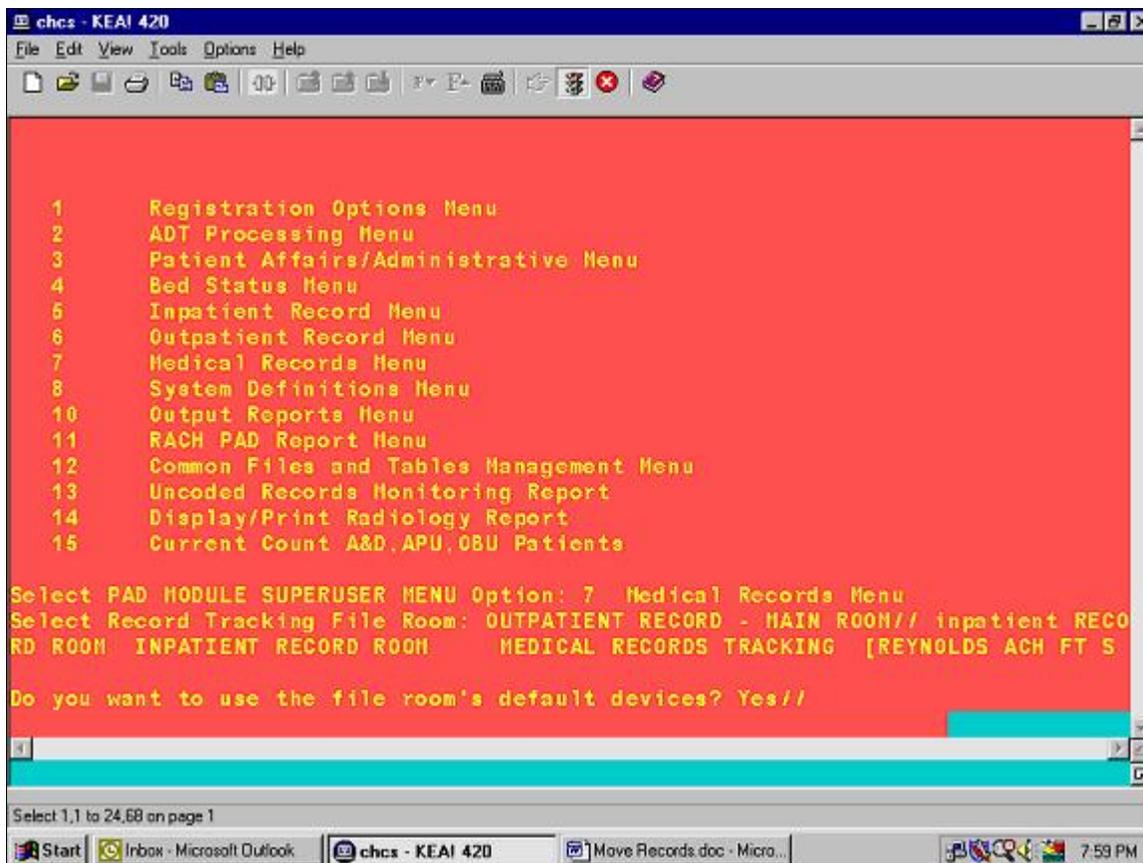
prevent duplicate volume numbers from being assigned, but the cursor bypasses the volumes that cannot be edited.

- If some volumes are transferred out of the facility permanently and have the movement type of Retire Records, Transferred to Other MTF, Inactive, or Charge-Out (to a patient), and some of the volumes are charged out within the facility, none of the remaining volumes within the facility can be edited.
- If ALL of the volumes for a record type in a record room have the movement type of Retire Record, Transferred to Another MTF, or Charge-Out (to a patient), none of the volumes can be edited through the UV option.

## 2.10 Move Records From One File Room to Another

This option allows the user to move records from one file room to another. This option might be used when a number of decentralized file rooms are in an MTF (Air Force only) and a single accession for the MTF is contemplated. The decision is made to consolidate all the records in a single record room.

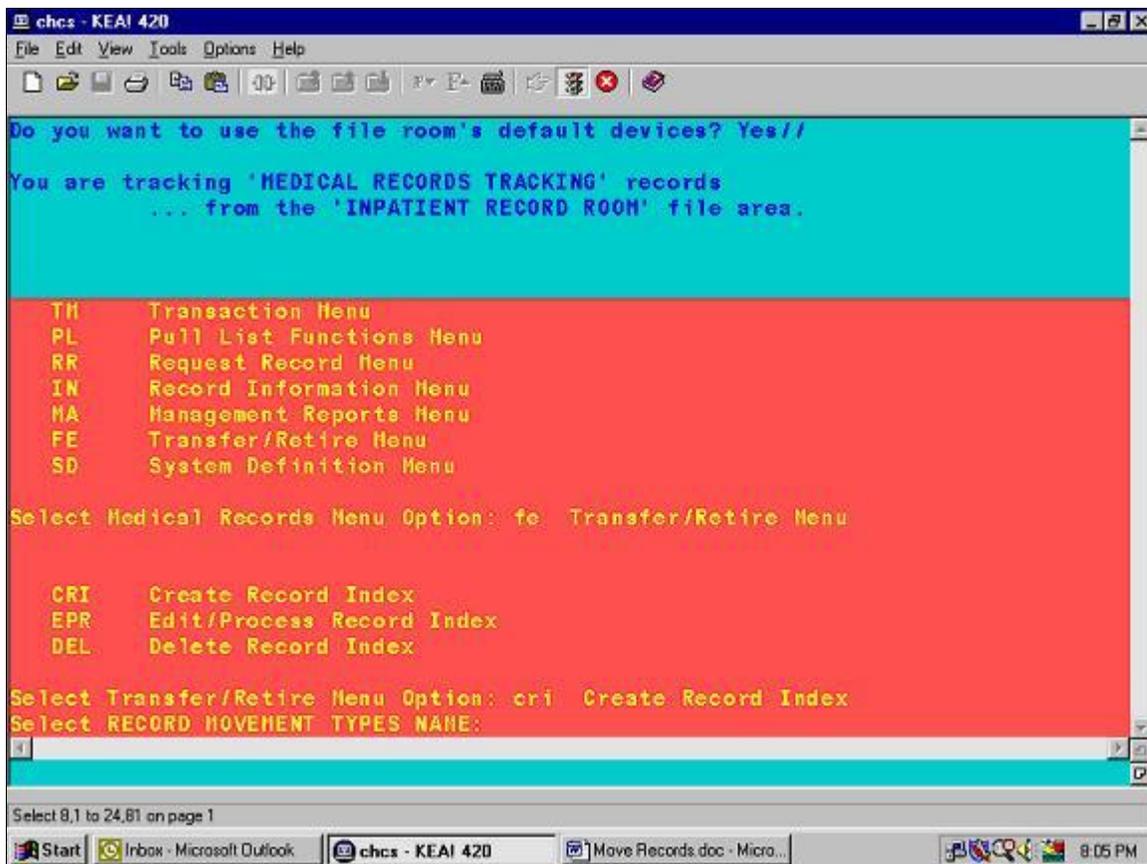
The process to move records from one file area to another is almost a mirror image of the Creation of Retirement Index. The instructions to Remove and Add records to the index are identical to the instructions for the Creation of the Retirement Index.



The following pathway is used to move records to a different file area.

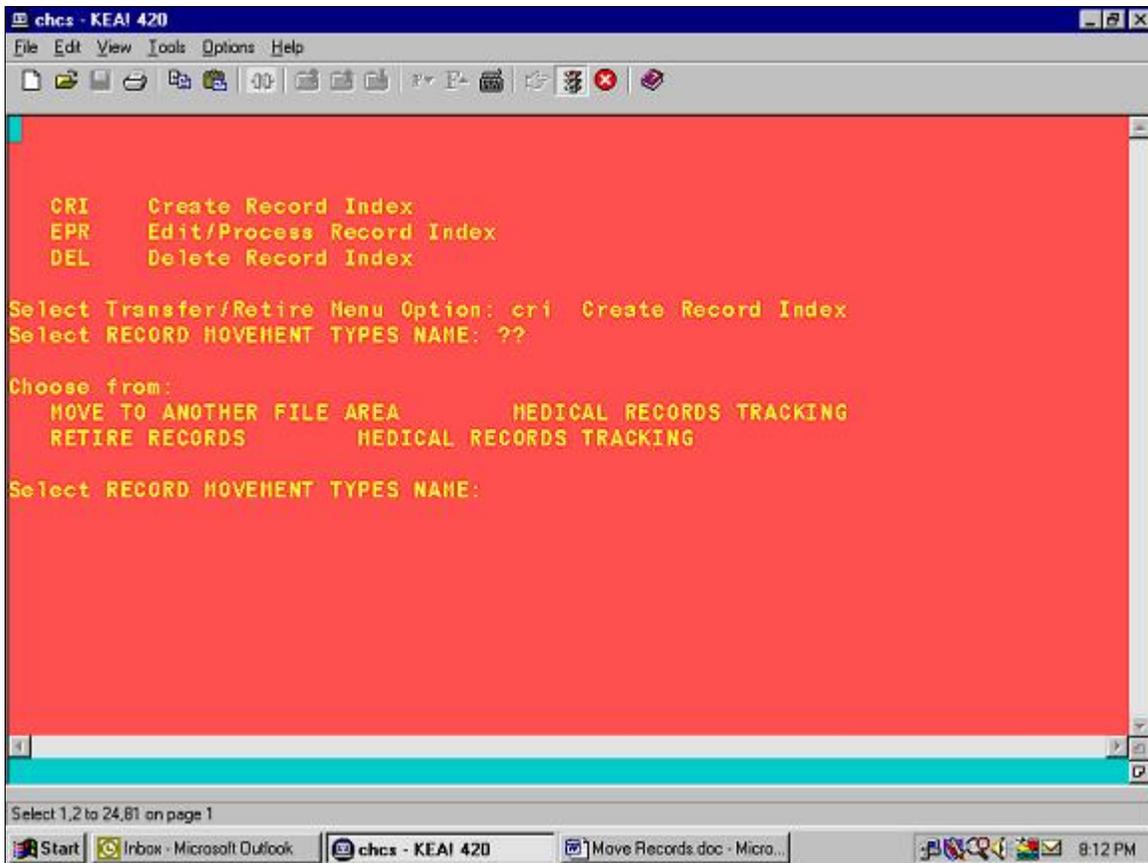
1. **PAD** -> **MRM** -> (**Enter the name of the Record Room to retire the records from**) -> press <**Enter**>.
2. The system will redisplay the name of the record room with the MTF name where it is located.
3. At the prompt, **Do you want to use the file room's default devices? Yes//**, press <**Enter**> or answer <**No**>.
4. The system displays **You are tracking Medical Records Tracking records from <name of the retirement record room selected>** file area.

The following Medical Records Menu displays and will vary according to the keys assigned to your user account.



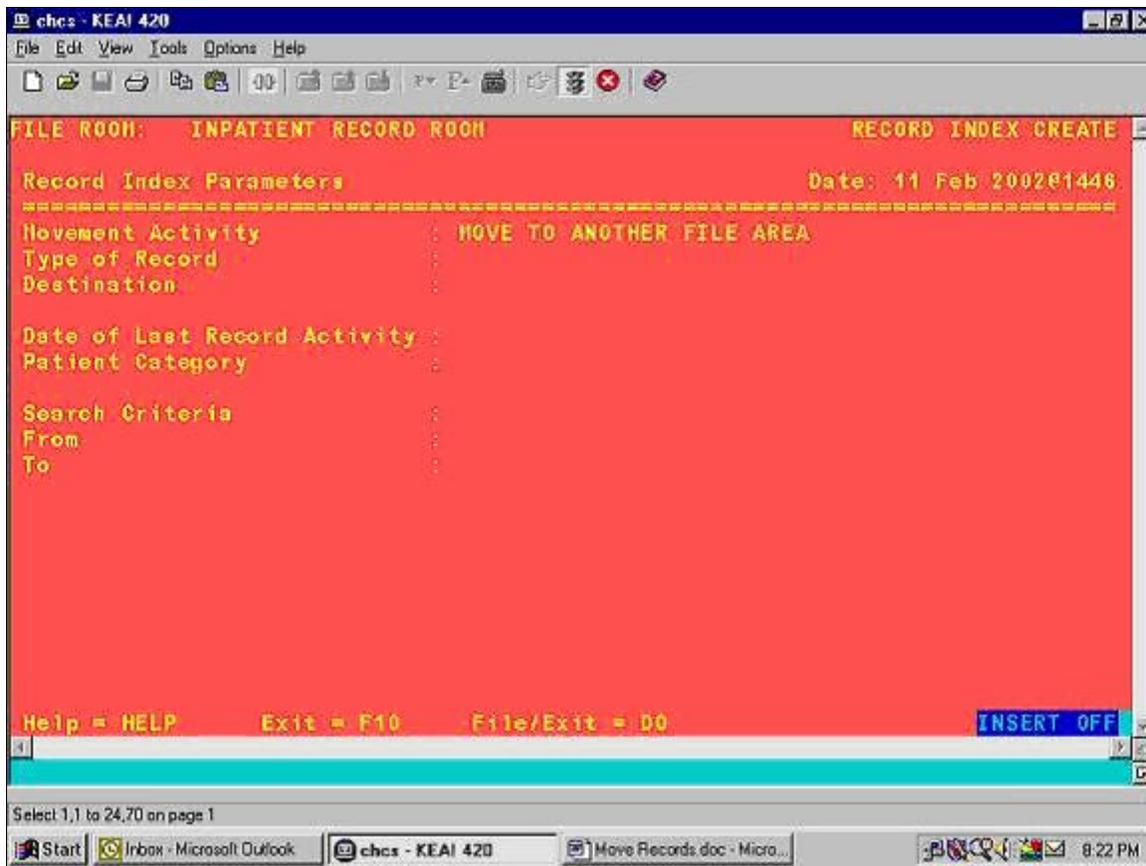
1. At the prompt, **Medical Records Menu Option**, select <**FE**> for the **Transfer/Retire Menu** option.
2. Press <**Enter**>.
3. The system will display another menu with the following three options as shown in the screen above. When moving records from one file room to another, use the CRI option.

CRI – Create Record Index  
EPR – Edit/Process Record Index  
DEL – Delete Record Index



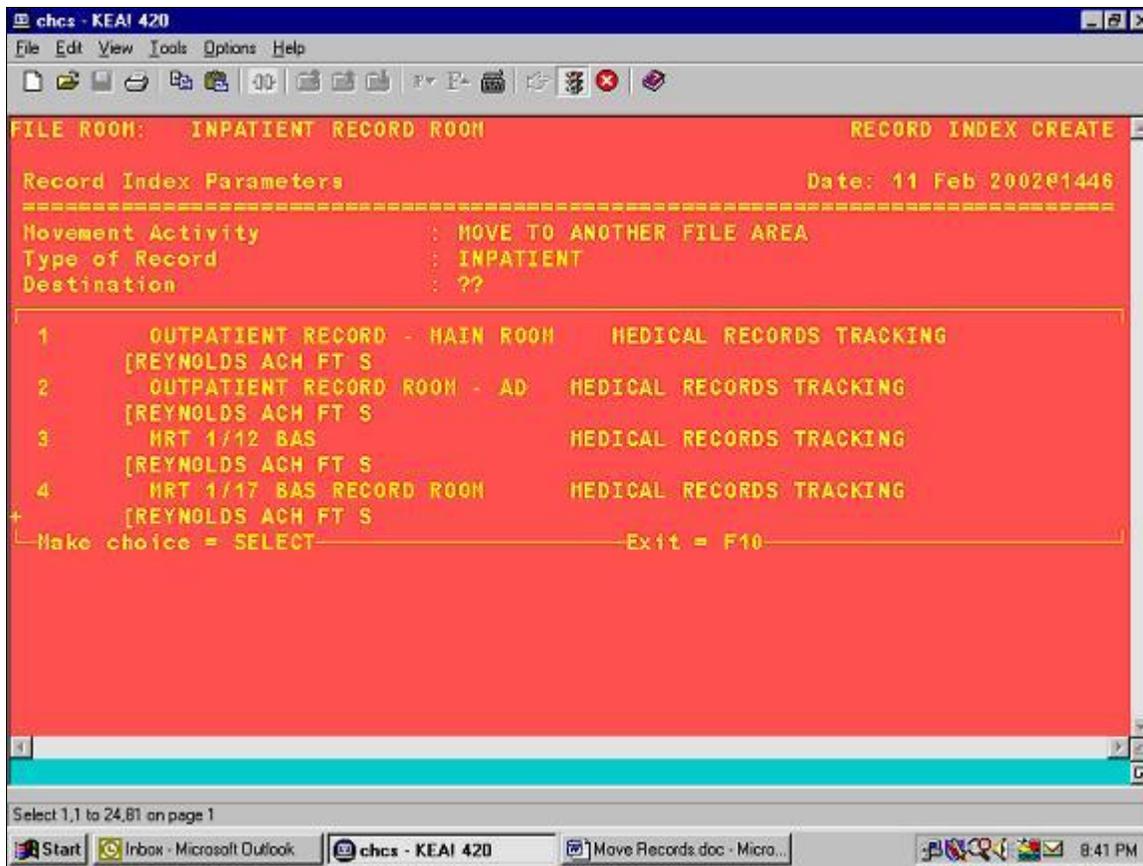
1. At the prompt, **Transfer/Retire Menu Option**, type **<CRI>** for Create Record Index. Press **<Enter>**.
2. The system will display the prompt, **Select Record Movement Types Name**, so the user can specify the type of movement for the records. The user needs to move records to another File Area. At the prompt, **Select Record Movement Types Name**, enter **<MOVE TO ANOTHER FILE AREA>** (as in the screen shot above) or enter **<??>** to see the valid options. As noted in the screen shot, the user has a minimum of two choices.
3. Press **<Enter>**.

The Movement Activity screen will display as follows. The other movement activities can be filled out by following the same procedures below for each of the remaining records to be moved.



Press <Enter> after data entry on each field on the screen.

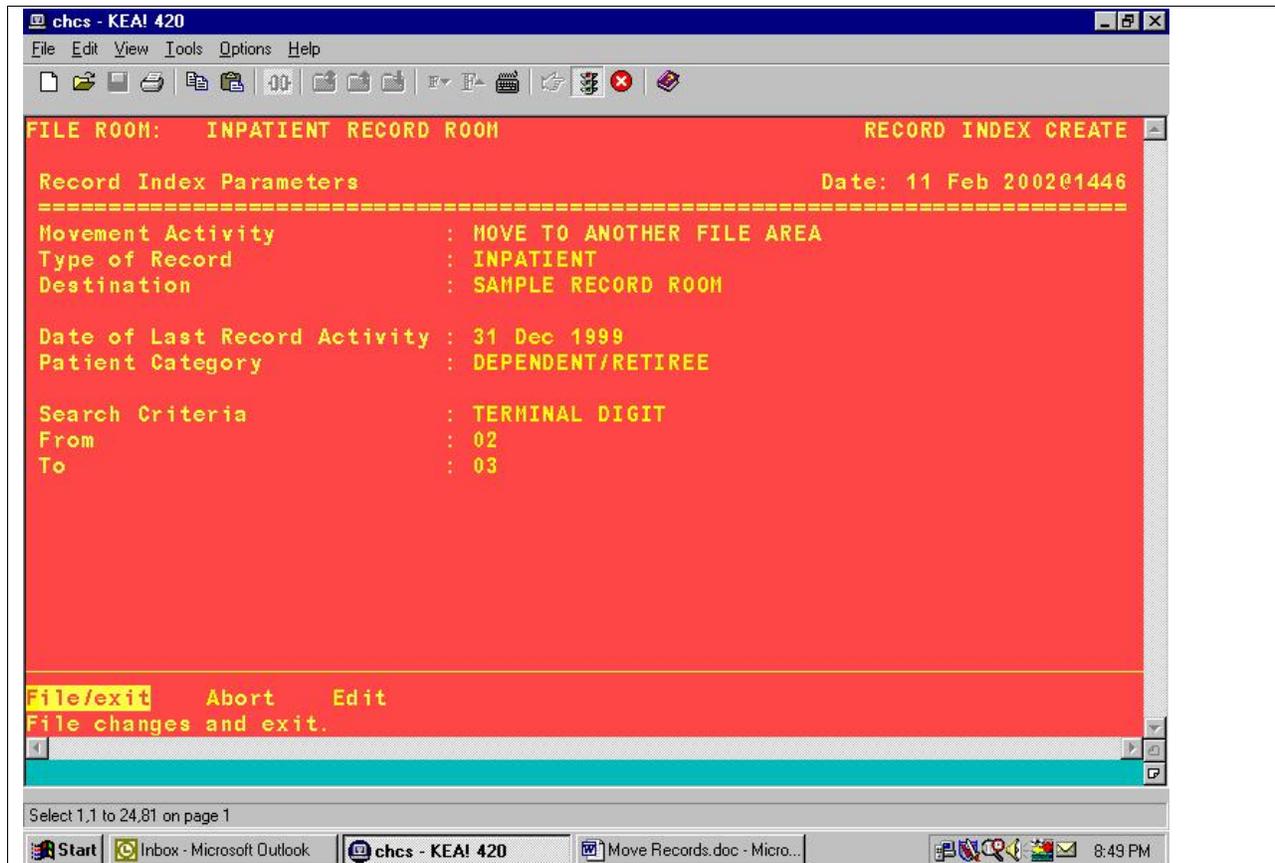
1. At the prompt, **Type of Record**, enter <**the standard record type or other facility generated record type**> from the pick list. The Standard Record Types listed are: DENTAL, EXTENDED AMBULATORY RECORD, FAMILY ADVOCACY, FETAL MONITORING STRIP, INPATIENT, MENTAL HEALTH, OUTPATIENT, SOCIAL WORK, and SUBSTANCE ABUSE. Select, for example, <**Inpatient**>.
2. At the prompt, **Destination**, type <??> to view the list of valid values as shown below.



- At the prompt, **Destination**, enter **<the name of the destination record room>** from the help list. You can use the Select key with the up and down arrows to select a value.
3. At the prompt, **Date Of Last Record Activity**, enter **<the cutoff date of the records that you wish to move to another file area>**. For example, if you wish to move all records dated calendar year 1999 and prior, enter 31 Dec 1999.
  4. At the prompt, **Patient Category**, type **<??>** to see the list of valid Patient Categories.
  5. Use the Select key on your keyboard to mark each patient category group you wish to select. **IMPORTANT:** Refer to the Patient Category table in Section 4 for instructions on the Patient Categories to select.
  6. Press **<Enter>** to save the selected patient categories.
  7. At the prompt, **Search Criteria**, enter **<the code for the desired record sequence>**. Type **<0>** for Terminal Digit or type **<1>** for Alphabetical order. This will search the database to find records that match the alphabetic or terminal digit range selected in the next two fields on the screen.
  8. MTFs may decide if they want to select all records for movement to another file room or a subset by specifying a From and To range of identifiers.
  9. At the **FROM** prompt, enter **<the low value of the range, e.g. numeric for terminal digit sequence and alphabetic for Alphabetical sequence>**.
  10. At the **TO** prompt, enter **<the high value of the range, e.g. numeric for terminal digit sequence and alphabetic for Alphabetical sequence>**.
  11. When the screen is completed, the cursor will position itself on the **File/Exit** item.

12. Select this by pressing <Enter>.
13. The screen will show a default output device (this will be a printer). Accept the default or specify another printer at this prompt.

After all the above information is filled in the screen should look like the example below.



A message will print indicating that the Transfer/Retire process is complete.

### **2.10.1 Printing a Record Index**

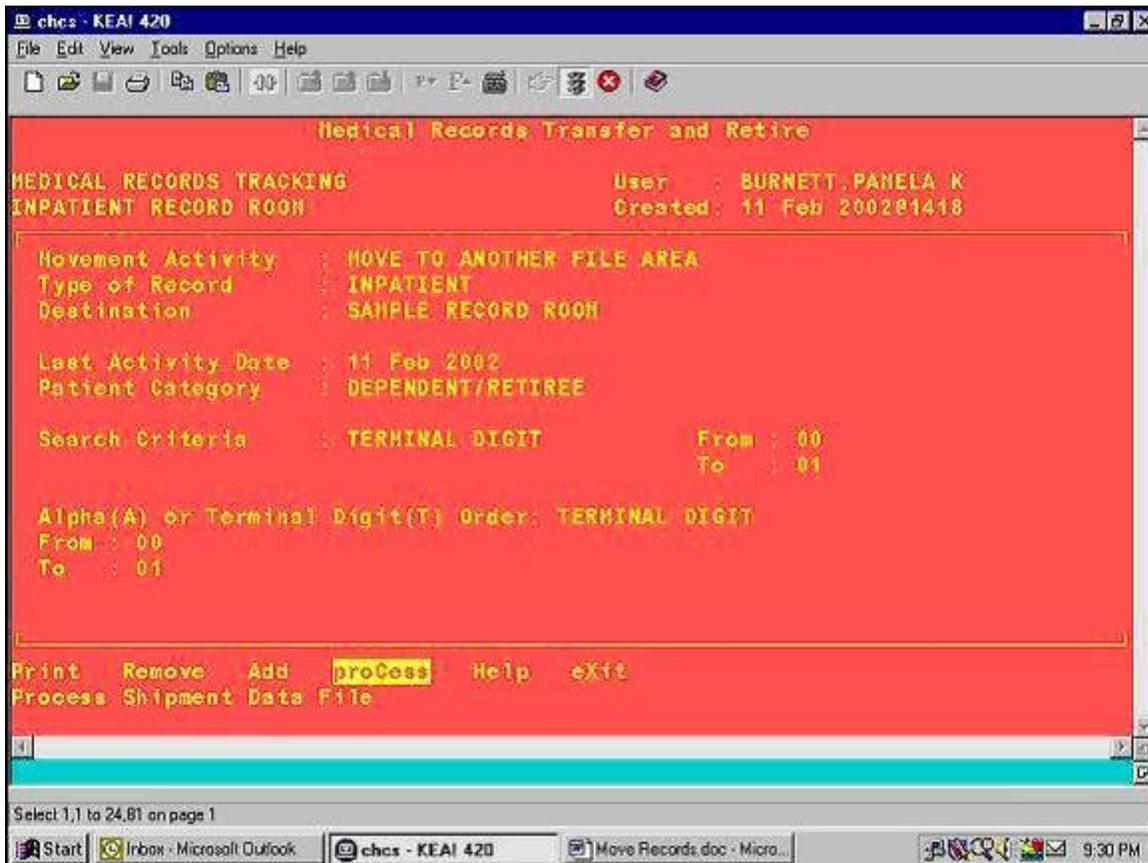
The approximate processing time required to print this report varies according to the range of Search Criteria established in the Index. For one range of 00-09, the time frame was approximately 25 minutes. The user must be aware that when the report is sent to a CHCS printer, that device has the potential to be tied up for several minutes, depending on the size of the report as determined by the Search Criteria.

The user can set the process to run the report after duty hours so that the report does not tie up a printer. Use the CHCS Spool feature to do this.

The user can send the Record Index to the Bit Bucket by entering the following at the prompt for DEVICE: <NL>. The Record Index will be created but the report will not print.

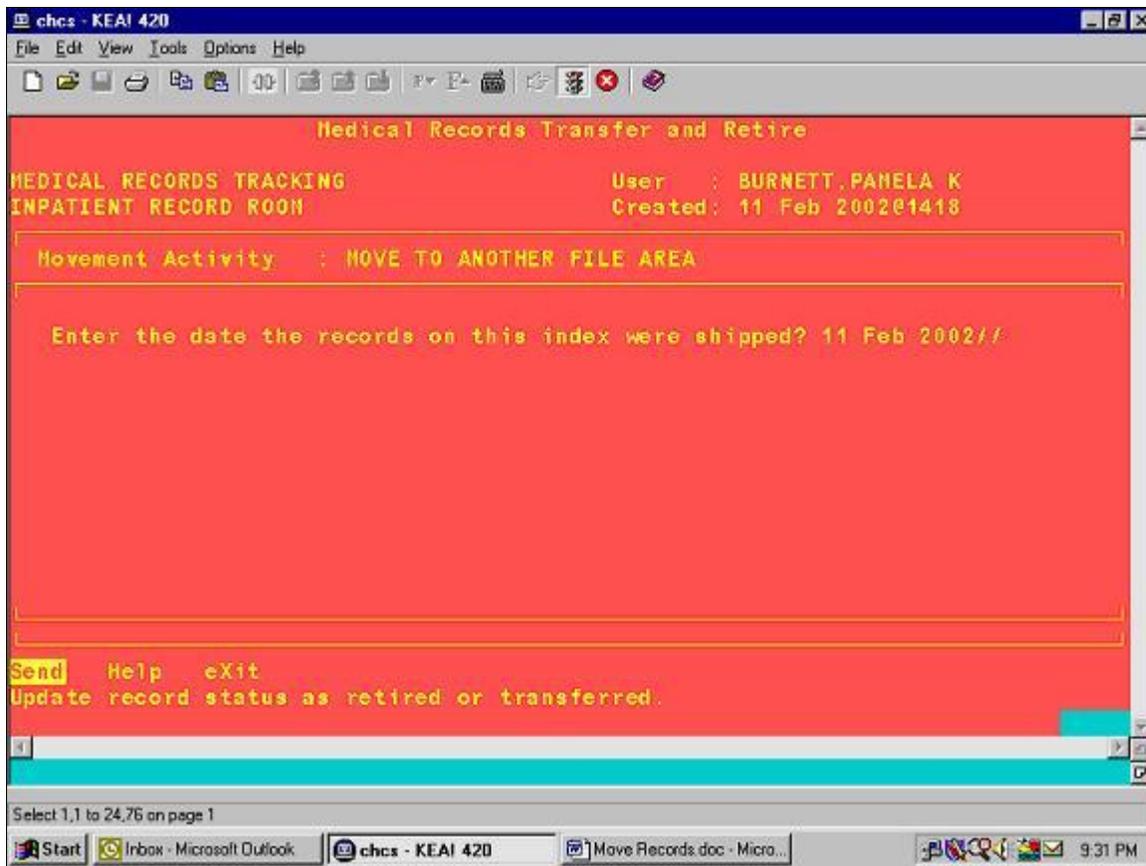
The options on the following screen allow the user to make changes to the working copy of the Record Index.

1. The **Print** option will print the Record Index as a working copy.
2. The **Remove** option will remove records from the Record Index. Refer to Section 4 in this guide for instructions on the Remove option.
3. The **Add** option will add records to the record Index. Refer to Section 4 in this guide for instructions on the Add option. (NOTE: The response is case sensitive – use Upper Case Y until fixed).
4. The **Process** option will build the Record Index.



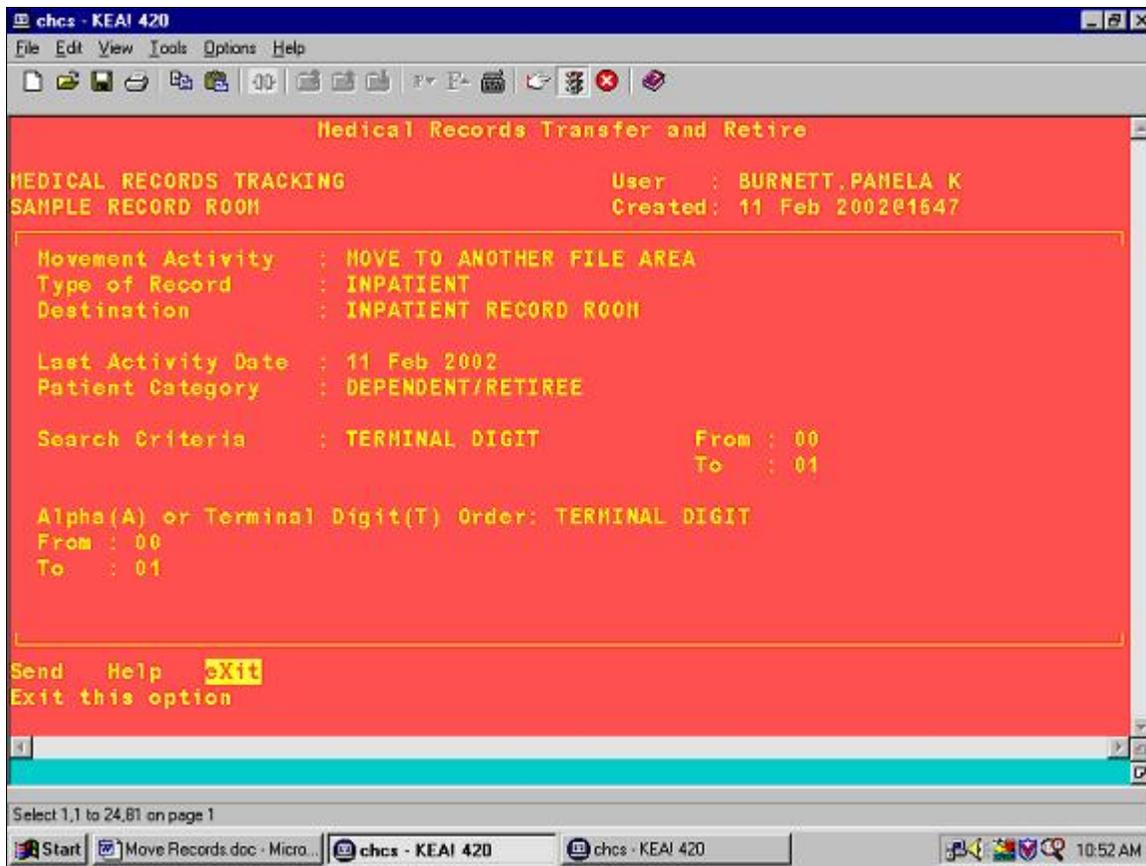
1. Arrow across to **Process** option as shown in the example above. The word **Process** is highlighted.
2. Press <Enter> and the next screen will appear.
3. Upon final completion of the **Process** option, the user should print out a final copy of the index.

The next screen collects the information it needs to build the Record Index.



- a) The word **Send** is hi-lighted. Press **<Enter>** to select Send.
- b) At the prompt, **Enter the date the records on this index were shipped?**, accept the default by pressing **<Enter>**.
- c) The system will display the question, **Update record status as retired or transferred?** Enter **<Yes>**.
- d) Press **<Enter>**.

The following Medical Records Transfer and Retire screen will then appear to exit the data entry.



1. The cursor will move to **Exit**. Press <Enter> to terminate the data entry.

## 3.0 MEDICAL RECORDS TRACKING

### 3.1 Overview of the CHCS MRT Functionality

The purpose of the CHCS MRT is to electronically track patient records, medical or dental, their location and availability to be charged out.

The tracking is achieved through the creation of an electronic record and printed labels that identify records by patient name or identification number (ID#).

These labels are human- and machine-readable through barcodes.

Medical Record tracking (MRT) functions provide:

- Loan control of records.
- Record Transfer and Retirement
- Data and statistics necessary for record management
- Create records and print labels, both automatically and manually.

- Generate pull lists.
- Check-in and charge-out records.
- Track individual record statuses, locations, and pending requests.
- Flag records that are missing, or are inactivated for various reasons.
- Generate lists of those records eligible for transfer and/or retirement.
- Generate the reports necessary to manage department activities.
- Generate electronic messages to notify tracking system users of information concerning specific patient records.

The Medical Record Tracking (MRT) system responds to a series of triggers generated by any or all of the Patient Administration Division (PAD), Patient Appointment and Scheduling (PAS), and Radiology (RAD) subsystems.

Records for tracking patient medical records may be created when:

- A patient is registered through PAD registration options.
- A patient is admitted to the hospital.
- An appointment is scheduled for a registered patient who does not have a record in the MRT system.
- Batch List and Pull List entries are available to be initialized when a patient appointment is scheduled.
- Record request notices are generated when patients check-in for unscheduled appointments.
- Mail messages are generated when patient records are identified as missing, found or deleted. This is an optional feature on the system.
- An entry is generated on the pending request list when a requested record is currently charged out.
- Entries are generated on the overdue list when a current borrower has not returned a record within an MTF-specified time.

The creation of the records and record labels is a function of the CHCS Record Tracking System.

A Medical Record Tracking (MRT) record consists of the following:

- Patient identifier – name or family member prefix (FMP)/Social Security number (SSN)
- Record Type
- Volume Number
- Record Number
- Current Location
- Home Location
- Status.

Data is collected and entered into the system which defines the record tracking applications:

- Patient Administration Medical Record Tracking (Inpatient and Outpatient Records)
- Radiology Image Tracking

This data collection defines the file rooms, record types, and the parameters under which record tracking applications are operated, such as number of days after which a borrowed record is tagged as overdue.

Borrowers are established in the system set up for record tracking and establish the entities that may borrow records. The borrower may be a provider, a hospital location such as a clinic, ward, or file room, a medical treatment facility, NON-DOD MTF, or other specific locations. For example, a record can be charged to the Cardiology clinic with the associated borrower being Dr. Caldwell.

## **MINI-REGISTRATION**

The Mini-Registration option allows you to add new patient records to the database or edit an existing record. A Mini-Registration provides minimum amount of data necessary to process a patient's registration. The Mini-Registration option includes a DEERS check of the patient's eligibility for care.

The Mini-Registration option can be accessed from several subsystem menus.

- To add a new patient you must have the "&"FileMan access code. You can edit an existing patient registration without that code.
- When you select the Mini-Registration option, you are prompted for a patient name and a sponsor name.

**IMPORTANT!!** It is critical to identify the patient and sponsor correctly. Small differences in entry of a name, even just including a following space, can create a duplicate patient entry.

**PLEASE BE CAREFUL!!** Adding a duplicate patient to the database can have a significant impact on patient safety.

- At the prompt for patient and sponsor, there are a variety of ways to search for patient information. Follow local procedures for searching patient information.

## **3.2 Inactivate/Re-Activate Records**

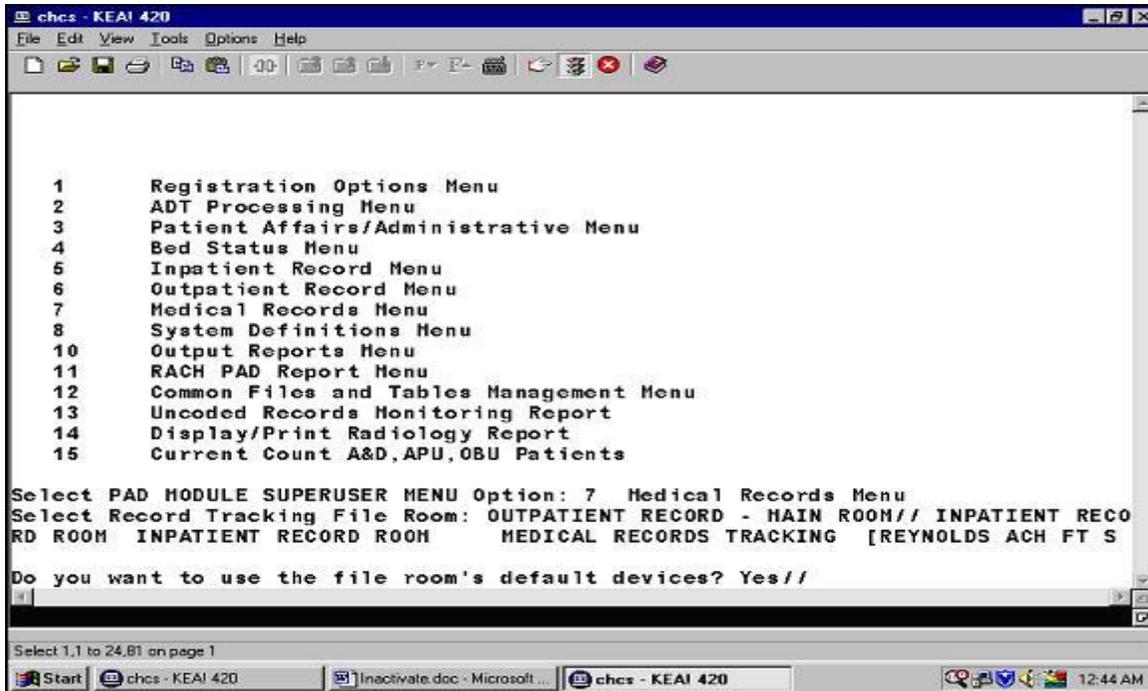
### **3.2.1 Inactivating and Re-Activating Records**

This option allows the user to inactivate or re-activate a specified record. Once a record is inactivated, the system does not allow you to carry out any other transactions on it until it is re-activated.

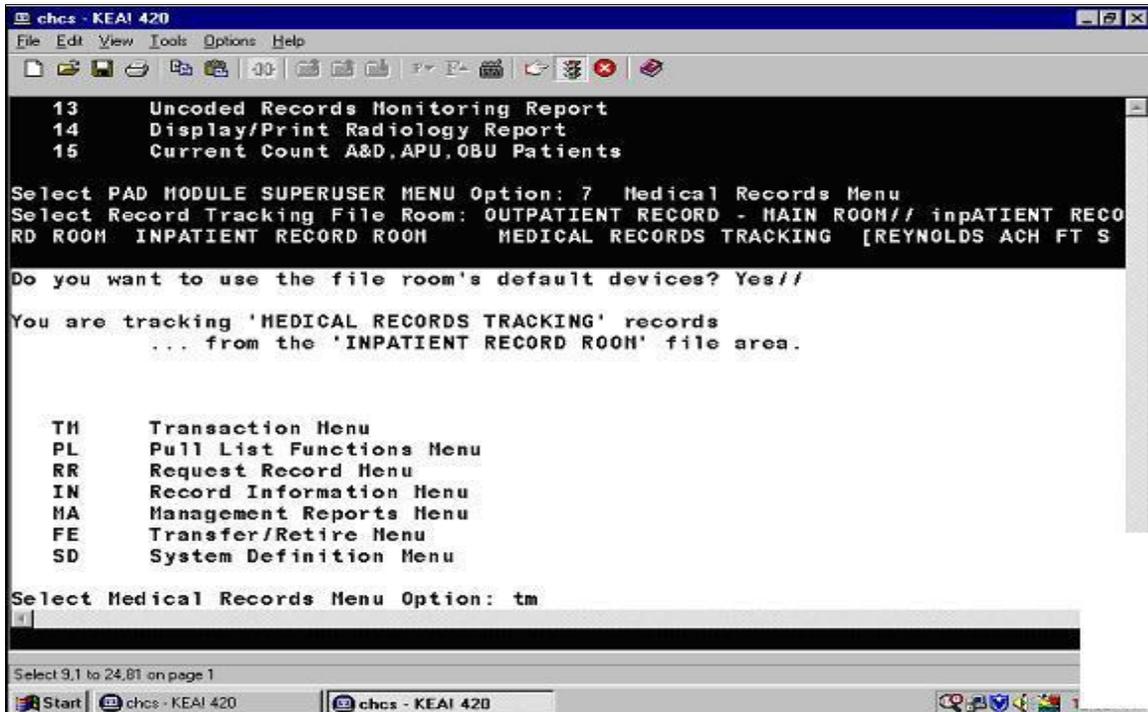
The option for Inactivate/Re-Activate Records is located by first entering the **Medical Records Menu (MRM)** at the **Main Menu**. Either accept the default record room or enter another record room.

Enter **<7 or MRM>** at the **Select PAD MODULE SUPERUSER MENU OPTION:** prompt.

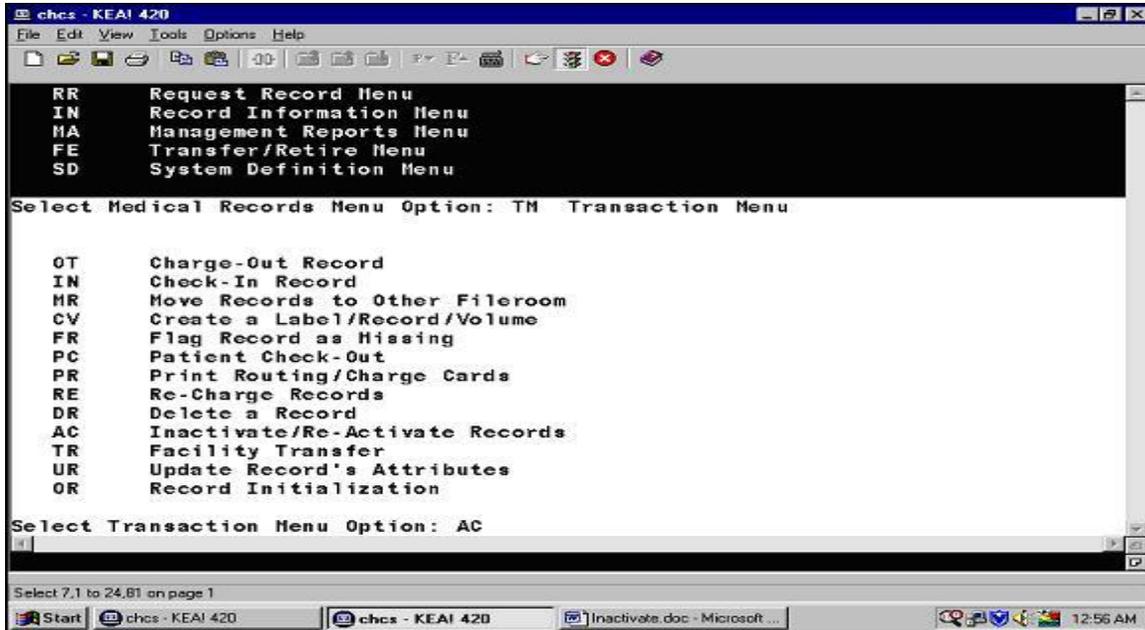
Select the desired record room from the available rooms shown at the **Select Record Tracking File Room:** prompt.



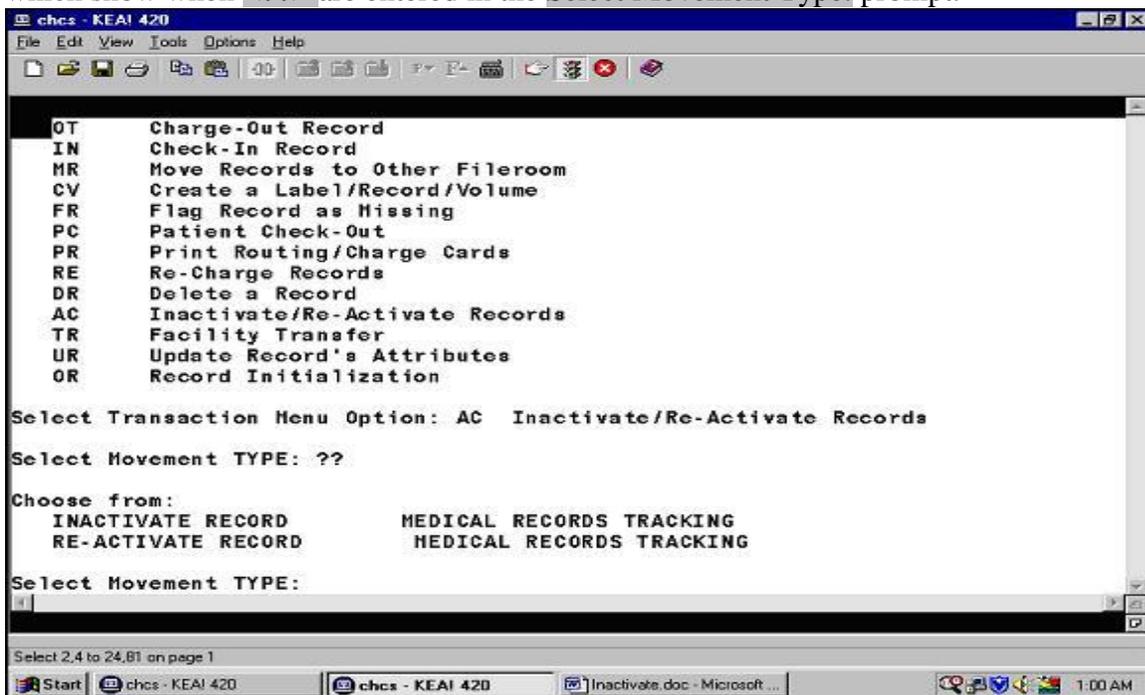
After pressing **<ENTER>**, the user will see the following **'MEDICAL RECORDS TRACKING'** screen:



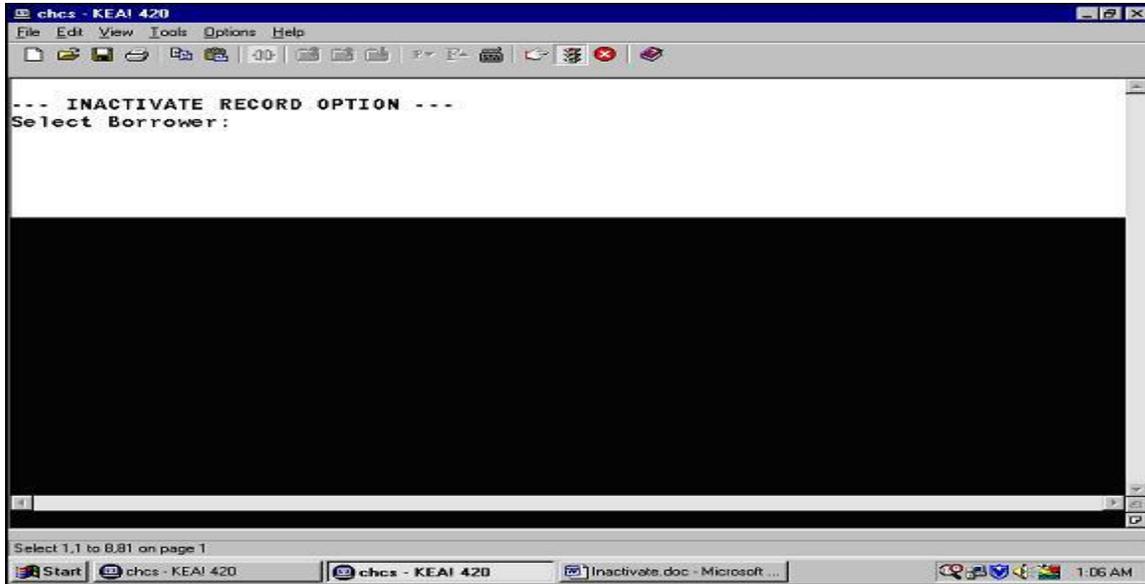
Enter <TM> to access the **Transaction Menu** and Press <Enter>. (The above screen shows the **tm** in lower case, the system will accept the lower case and bring up the option). The following screen for **Transaction Menu** screen will appear:



Enter <AC> for **Inactivate/Re-Activate Records** and press <Enter>. The following screen will appear with the two **Select Movement Type** options of **INACTIVATE RECORD MEDICAL RECORDS TRACKING** and **RE-ACTIVATE RECORDS MEDICAL RECORDS TRACKING**, which show when <??> are entered in the **Select Movement Type:** prompt.

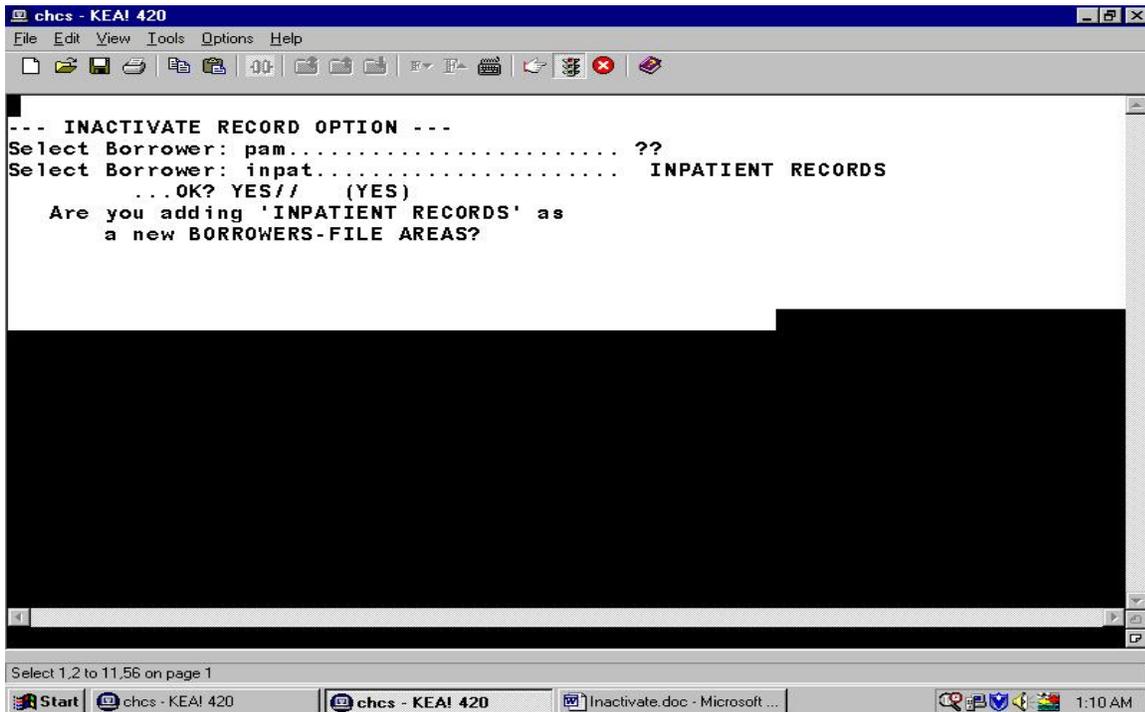


Complete the **Select Movement TYPE:** prompt with **<Inactivate Record>** or **<Re-Activate Record>** and press **<Enter>**. When the **INACTIVATE RECORDS** option is selected, the following **INACTIVATE RECORD OPTION** screen appears. The entry at this point is either a borrower or file area.

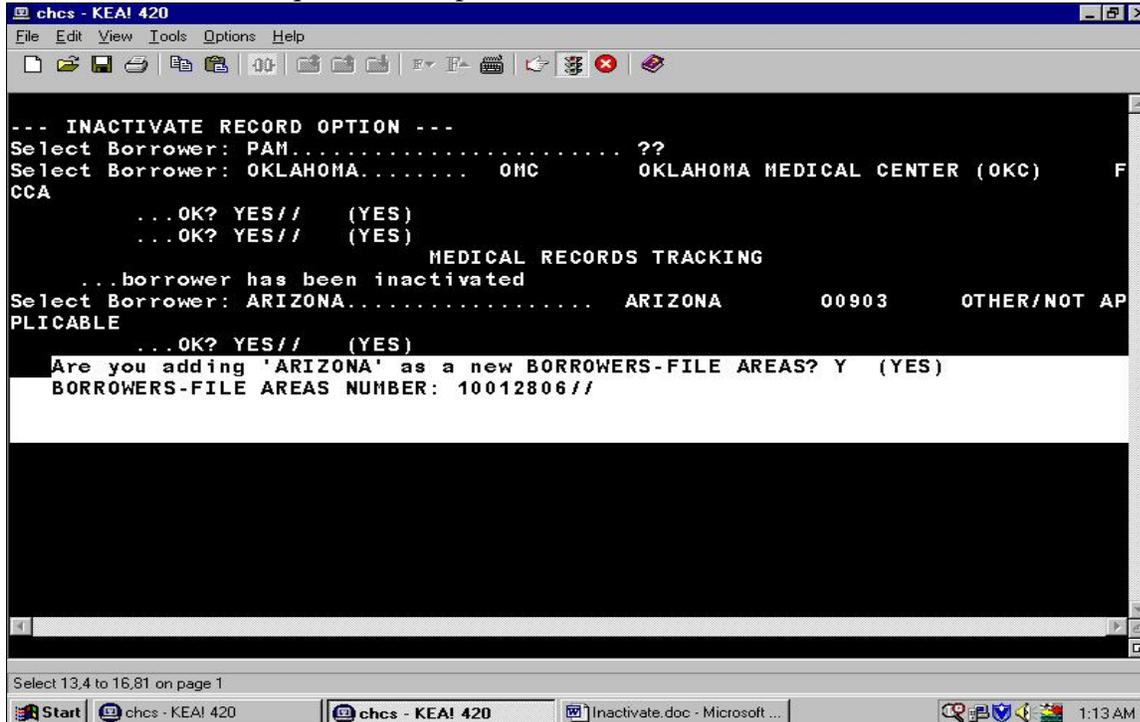


If the user puts in a new borrower, the following **INACTIVATE RECORD OPTION** screen will be used to show how the system enters the New Borrower-Files Area into the file.

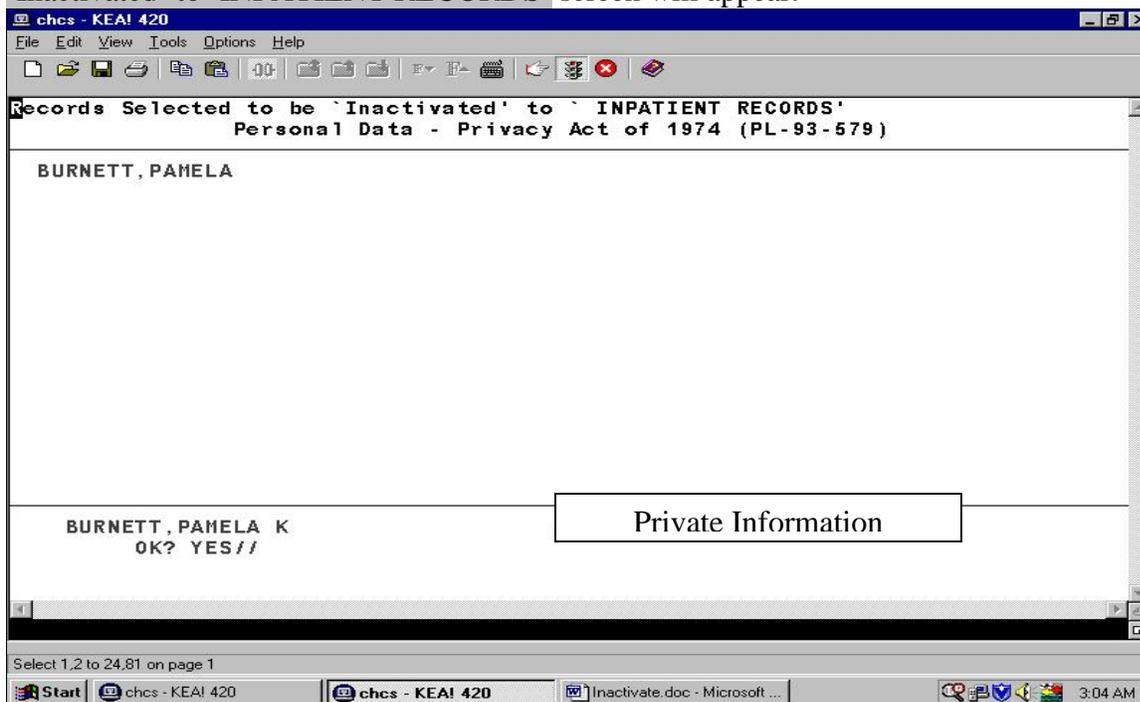
### **3.2.2 Adding a New Borrower-Files Area Into the File**



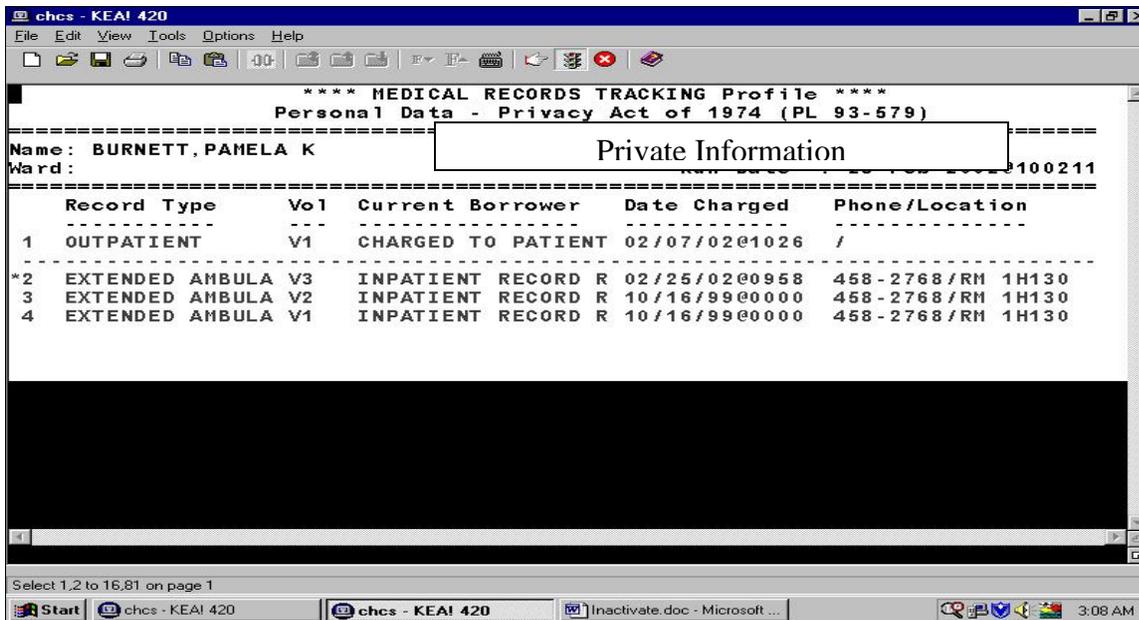
Answer <Yes> to the question and press <Enter>.



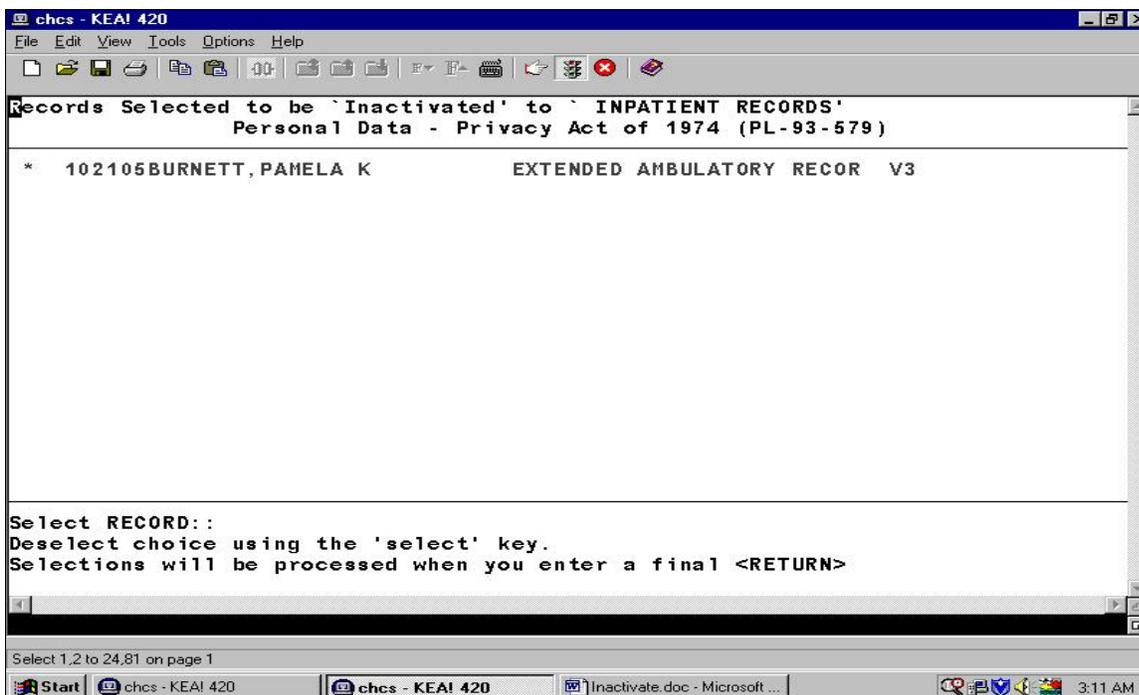
The system will ask if you are adding 'Inpatient Records' or in the above screen example of 'ARIZONA' as a new BORROWERS-FILE AREA. Answer <Yes> and the BORROWERS-FILE AREA NUMBER: will appear. Press <Enter> and the following Records selected to be 'Inactivated' to 'INPATIENT RECORDS' screen will appear:



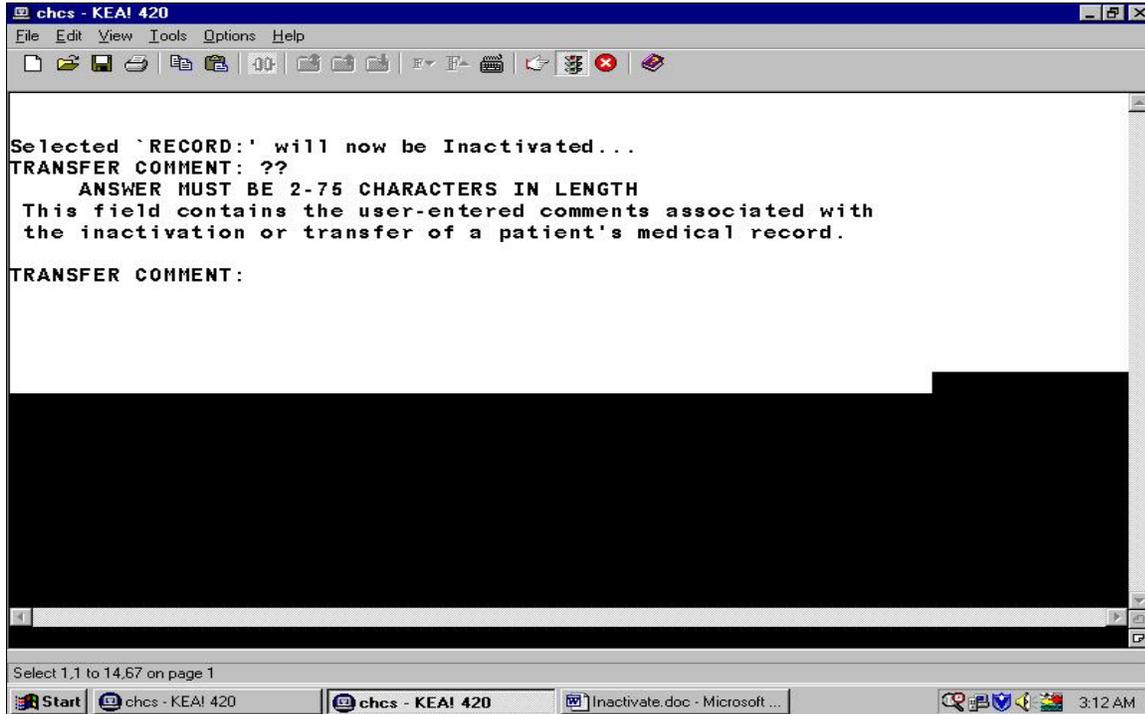
Enter the patient's name and the patient's identifying information will appear at the bottom of the screen. Answer <Yes> and the following **MEDICAL RECORDS TRACKING Profile** screen appears:



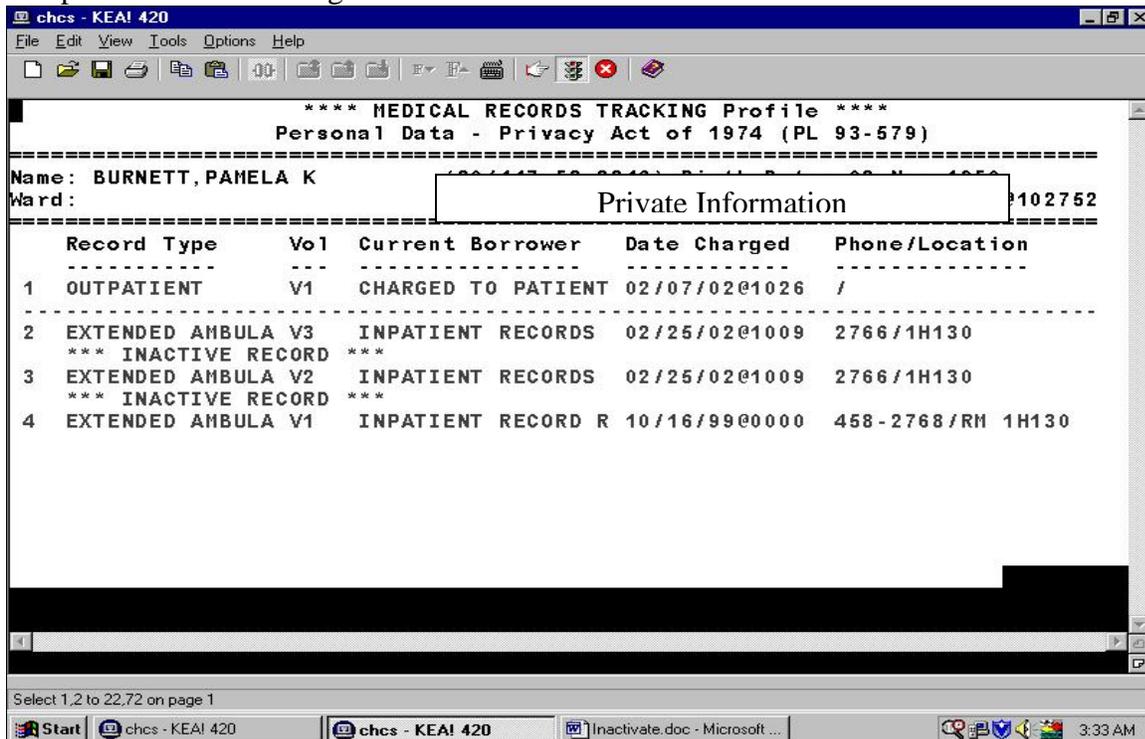
The system brings up a pick list of all records. Use the <Select> key and the asterisk (\*) will appear by the record. NOTE: Only record maintained in the appropriate record room will be eligible for selection. The user may <Select> more than one record at a time in this screen. Press <Enter>. The following **Records to be 'Inactivated' to 'Inpatient Records'** screen shows the record selected to be inactivated.



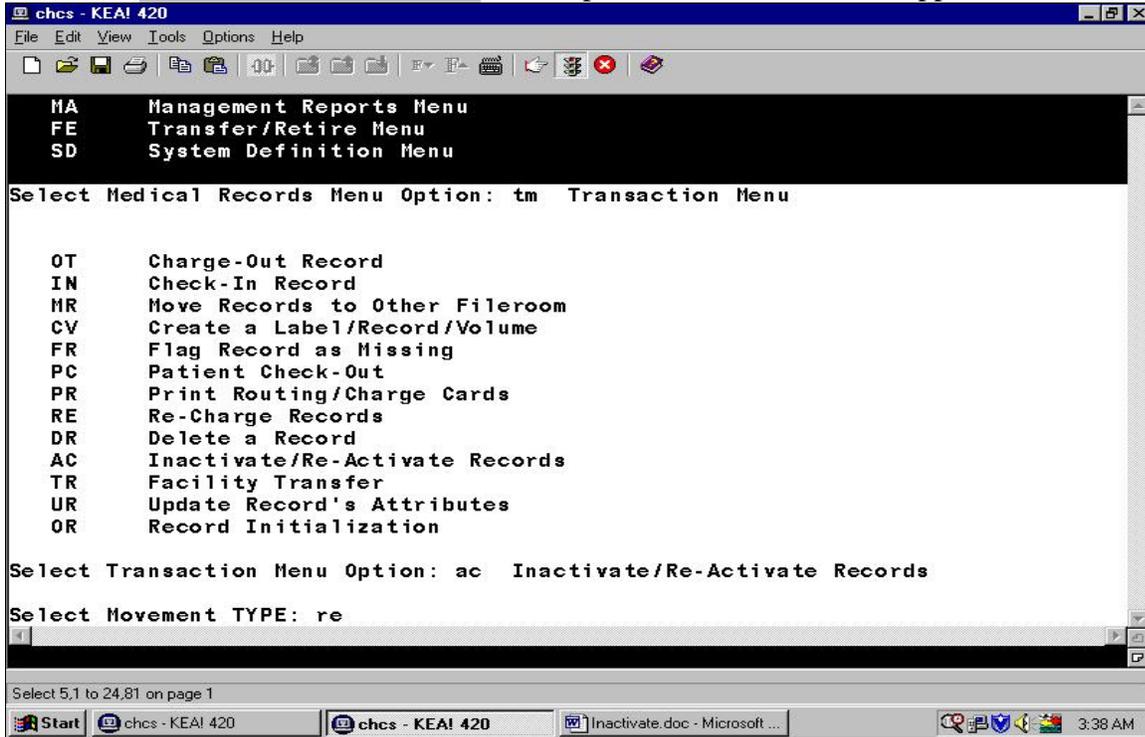
The **TRANSFER COMMENT** screen will appear. The entry of <??> describes the use of the screen as follows:



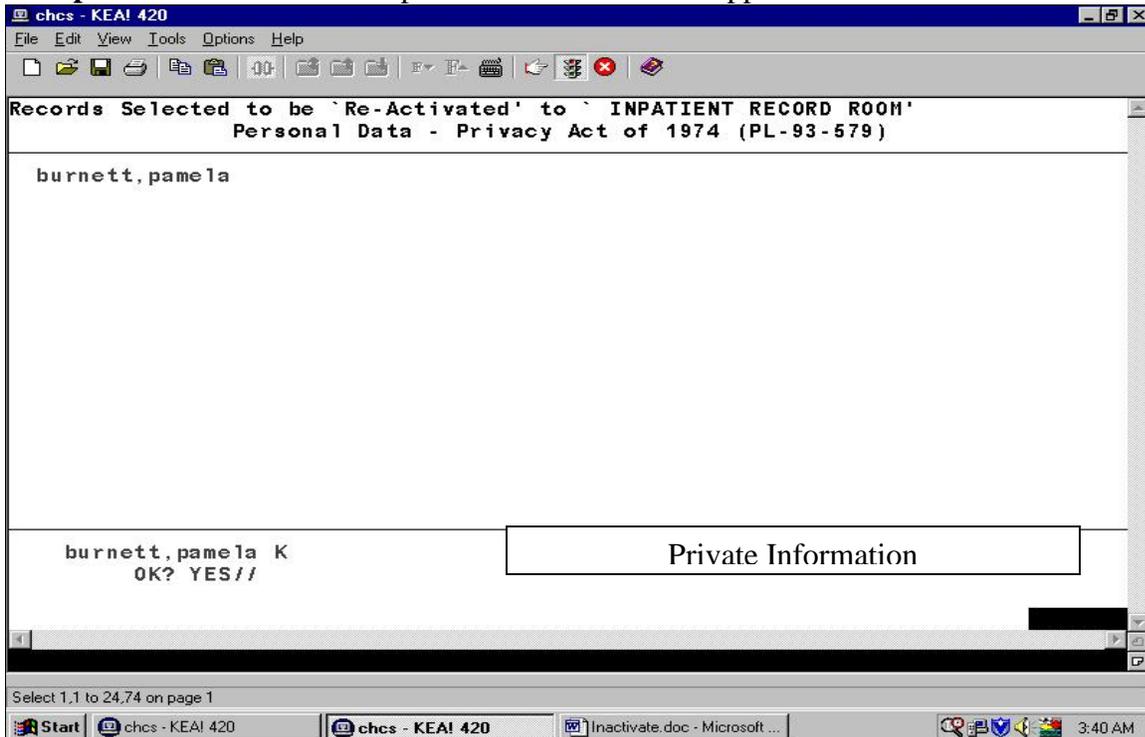
Enter the information at the **TRANSFER COMMENT** prompt and <Enter>. The transaction will take a few short minutes and will state that the inactivation has been completed. The following screen will show that the record has been inactivated:



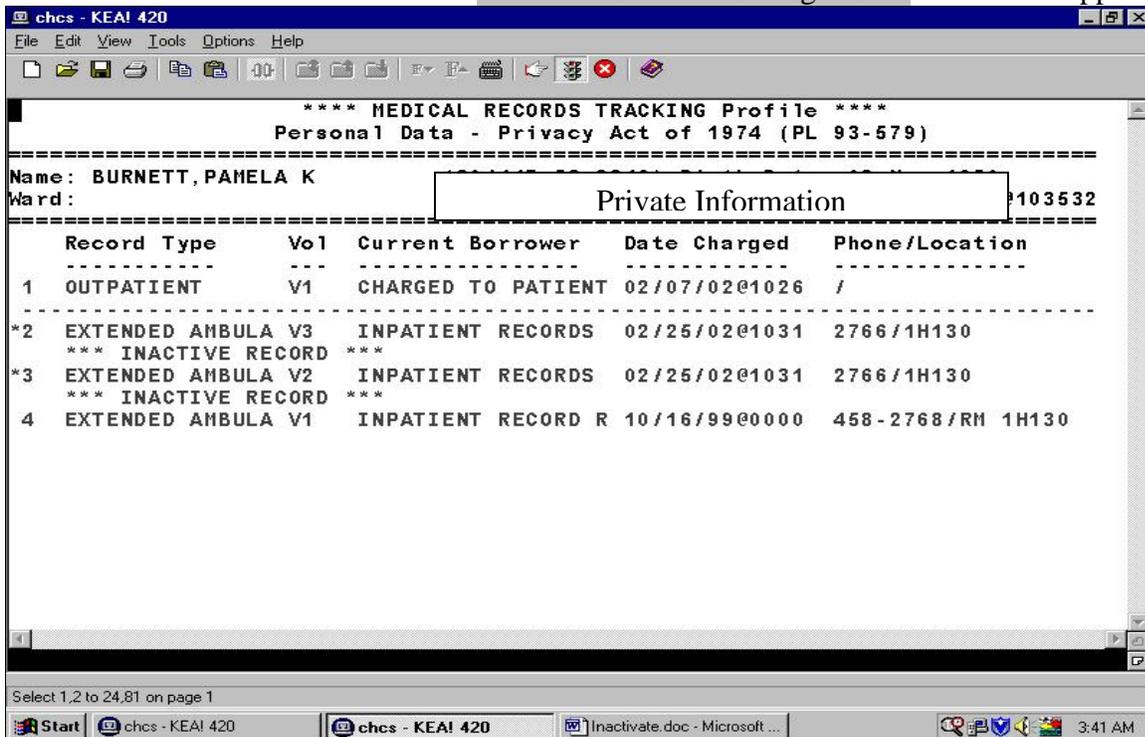
To Re-Activate a record, the user will have to return to the Transaction Menu. Enter <ac> to obtain the Inactivate and Re-Activate menu option and the screen will appear as follows:



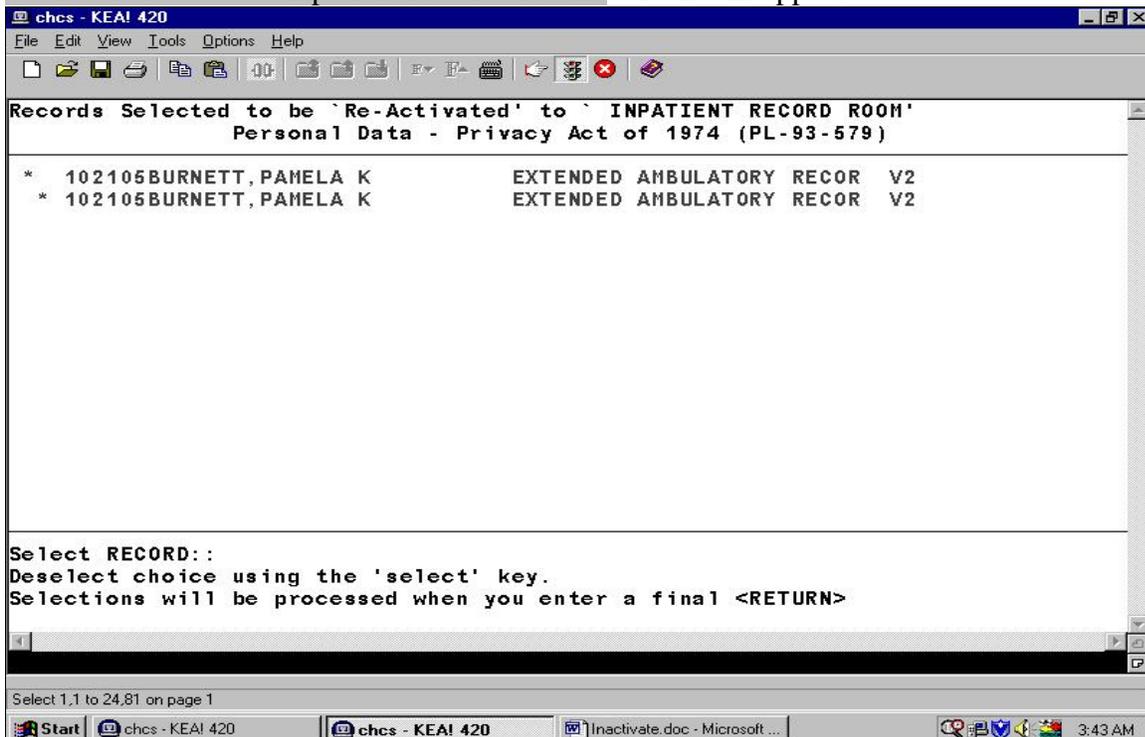
At the Select Movement Type: prompt, the user will enter <re>, <RE>, or <Re-Activate> and a Records Selected to be 'Re-Activated' to 'Inpatient Records Room' screen will appear Enter <the patient's name> and the private information will appear at the bottom of the screen:



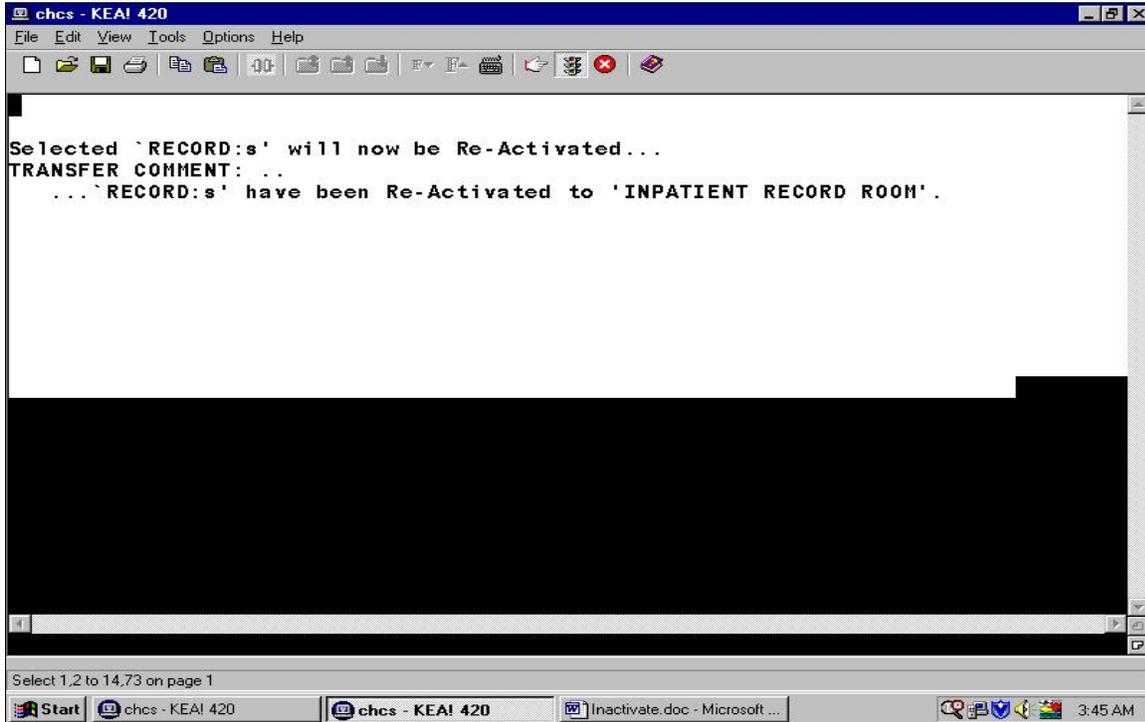
Press <Enter> at the default and the Medical Records Tracking Profile screen will appear.



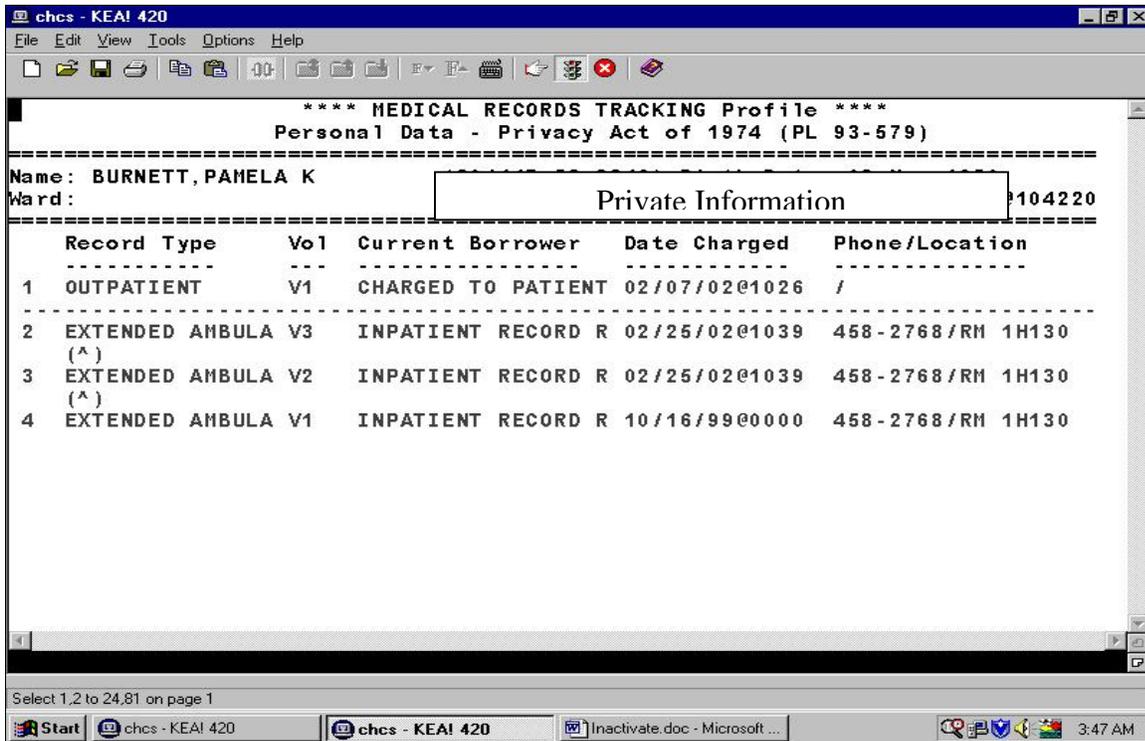
The user must use the <Select key> to select the record that will be re-activated. NOTE: An asterisk (\*) will appear when the <Select key> is used. Also, the user can select more than one record at a time, as noted in the example. Press <Enter> and the following Records Selected to be 'Re-Activated' to 'Inpatient Records Room' screen will appear:



This screen shows the records that will be Re-Activated to Inpatient Record Room. Press <Enter> and the following **Transfer Comment** screen will appear:



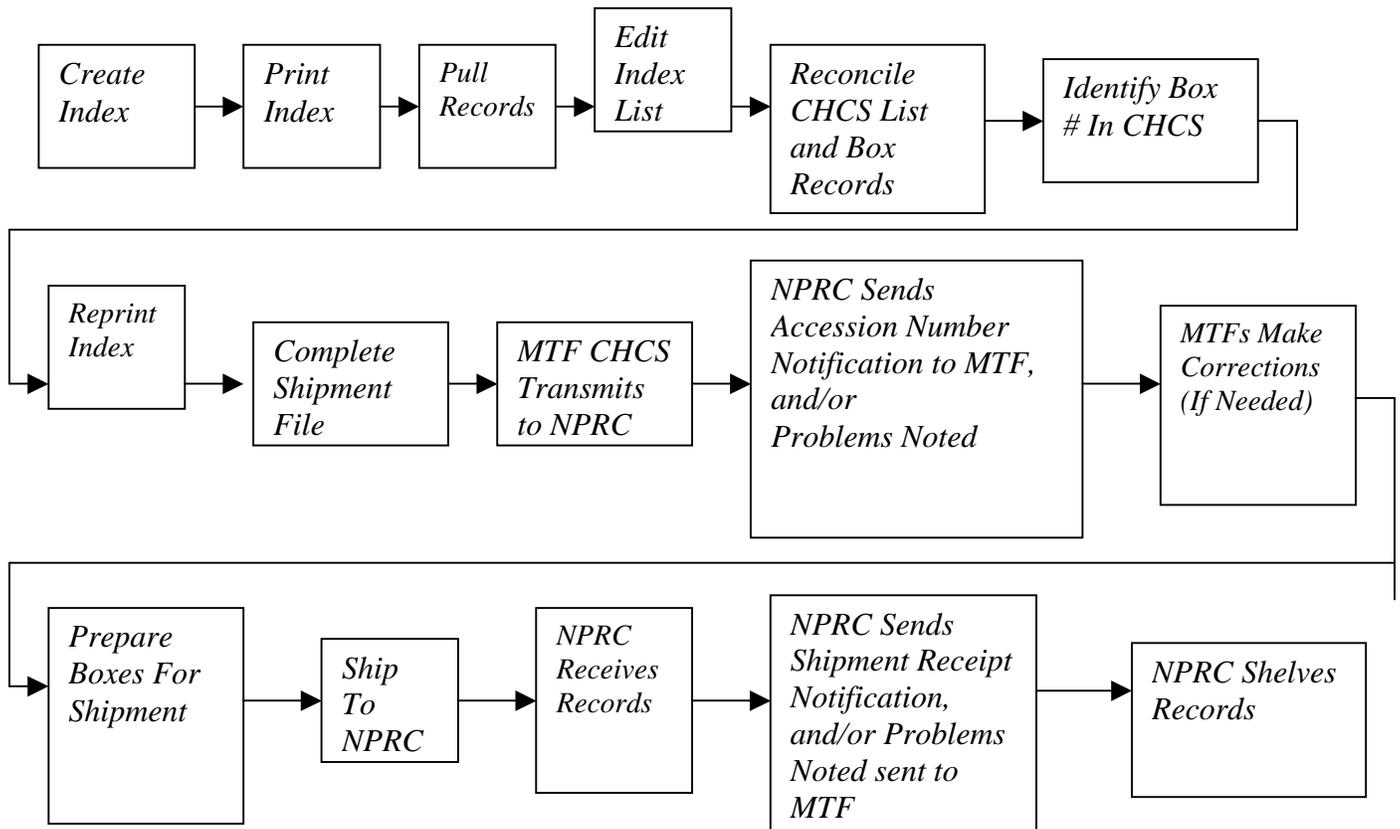
The screen reflects that the records have been Re-Activated.



This screen reflects that the records have been Re-Activated into the record room. The (A) shows that the record has been Re-Activated.

## 4.0 MEDICAL RECORDS RETIREMENT STEPS

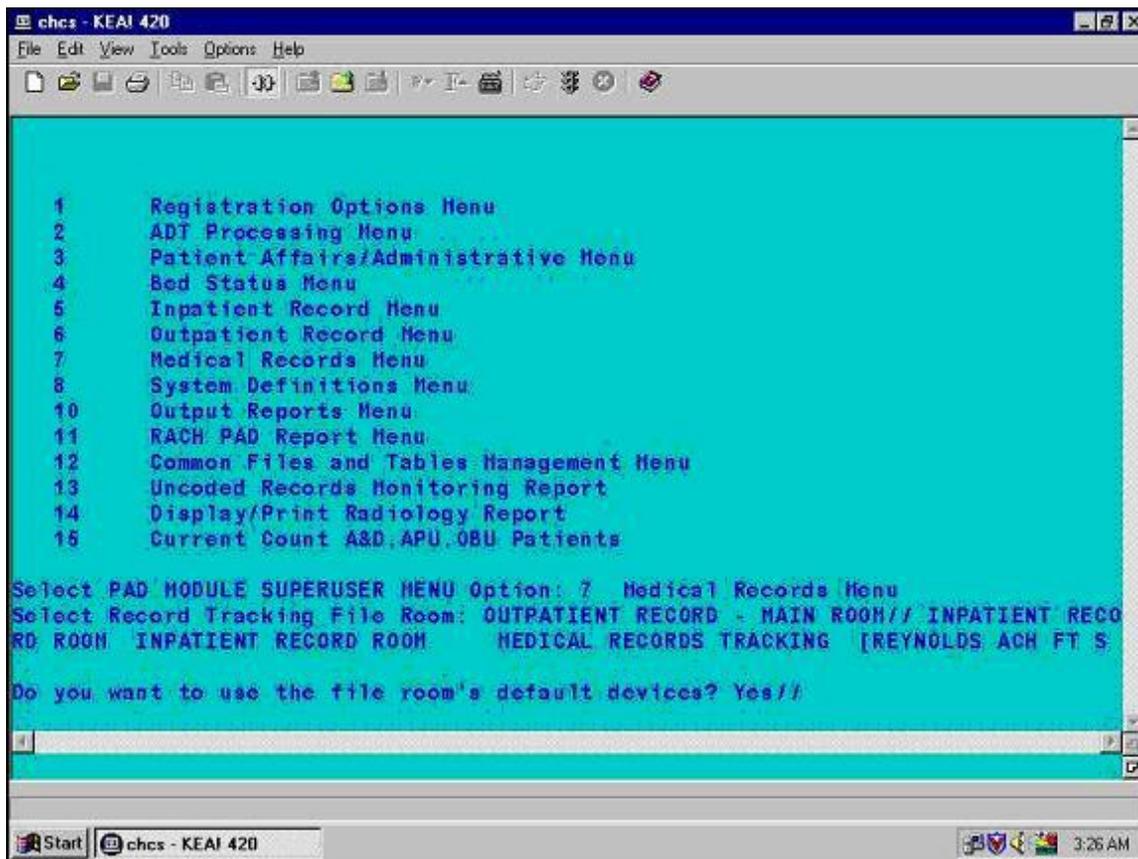
This section will discuss the process for retiring medical records. The record retirement flow process is illustrated here for reference.



## 4.1 Creation of the Records (Retirement) Index File

Only records from one record room may be retired in a single shipment index to NPRC. MTF personnel prepare to generate a Records (Retirement) List by using CHCS to enter record selection criteria including record room, record type, and retirement year. A CHCS batch job selects the records, and downloads the electronic list to a subfile for use specifically for the record retirement processes. The subfile is the Records Retirement Index File. This section describes the steps necessary to create the file.

You will enter the **Medical Records Menu** as illustrated in the following screen, and identify the record room from which you wish to enter or retire records.



1. From the **Main Menu** prompt in CHCS, select **<MRM>** for Medical Record Menu.
2. The screen will show the default room, e.g., **INPATIENT RECORD ROOM//**. There will be two slashes (//) after the default record room. If this is not the record room from which you wish to retire the records, then move to the proper record room. After //, type in the **<the name of the record room>** you wish to retire the records from.
3. Press **<Enter>**.
4. At the prompt, **Do you want to use the file rooms default devices? Yes//**. Press **<Enter>** to accept the default.



- When first creating a Record Index, use the **Create Record Index** option by typing **<CRI>** at the prompt.
- Press **<Enter>**.
- At the prompt, **Select Record Movement Types Name:**, if you type **<??>** to view the list of valid values, the following list will display. The list may vary depending on the keys assigned to your user account.

```

MOVE TO ANOTHER FILE AREA
MEDICAL RECORDS TRACKING
RETIRE RECORDS

```

- You are retiring records, so select **<Retire Records>**. The other selection “**Move to Another File Area**” is for transferring records.
- Press **<Enter>**.

The **Record Index Create** screen will display as follows. You will fill out the parameters required to create a Record Index for your record room (shown in the screen header).

```

=====
FILE ROOM:  INPATIENT RECORD ROOM                                RECORD INDEX CREATE
Record Index Parameters                                         Date: 07 Dec 2001@0834
=====
Movement Activity      :  RETIRE RECORDS
Retirement Record Type :
Destination           :

Date of Last Patient Activity :
Patient Category:

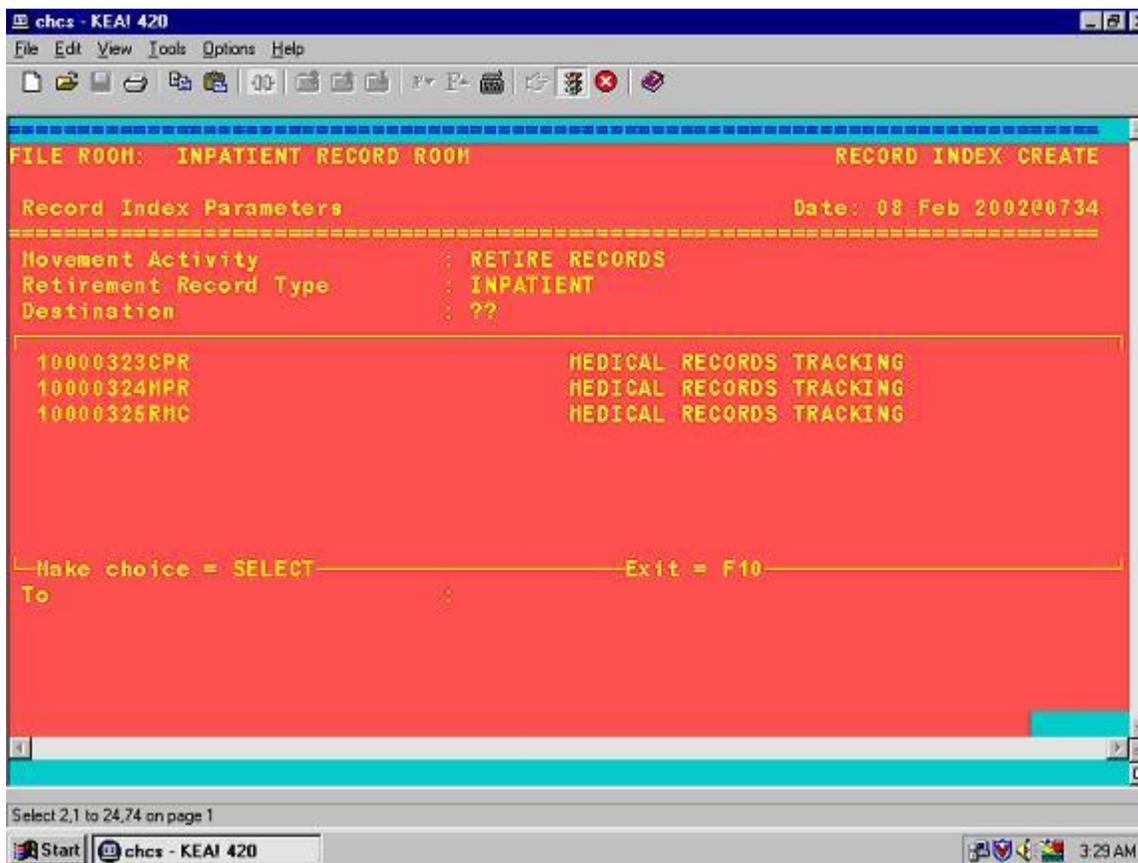
Search Criteria       :
From                 :
To                   :

Help = HELP      Exit = F10      File/Exit = DO

```

- At the **RETIREMENT RECORD TYPE:** prompt, type only **<INPATIENT>** or **<OUTPATIENT>**. **No other record types are valid for retirement to NPRC and will cause errors.** **NOTE:** The Inpatient selection will pull related Fetal Monitoring Strips and Extended Ambulatory Records because all three record types have recently been consolidated by policy into one series for a patient for retirement purposes. Refer to Section 2.3 for recommended file/table build to facilitate inpatient record retirement.

2. Press <Enter>.
3. At the **DESTINATION:** prompt, type <??>. The following screen appears listing three records retirement destinations: **CPR**, **MPR** and **RMC** (RMC is not used for inpatient and outpatient records).



The options are as follows.

- CPR** – (NPRC-Civilian Personnel Records) **Air Force MTFs select <CPR>**
- MPR** – (NPRC-Medical Personnel Records) **Army and Navy MTFs select <MPR>**
- RMC** – (Department of Veterans Affairs Records Management Center)  
**Do not select this option.**

After determining the record type, decide where the records are to be sent for retiring records to NPRC according to the Service affiliation of the MTF. Select either <CPR> or <MPR>, as appropriate.

You can also use the **Select** key with the <Up> and <Down> arrows or position the cursor over the correct item and press <Enter>.

4. At the **DATE OF LAST PATIENT ACTIVITY:** prompt, enter <**the cutoff date of the records you wish to retire**>. For example, if you wish to retire all records dated calendar

year 1999 and prior, enter 31 Dec 1999. **NOTE:** Ensure that the months of inactivity field is set. See **Setting Months of Inactivity** in **Section 2.7**.

5. Press **<Enter>**.
6. At the **PATIENT CATEGORY** prompt, type **<??>** to see the list of records. Many former records series have been merged recently as part of the Consolidated Medical Records Schedule effort. Therefore, certain **patient categories** must now be combined when preparing inpatient and outpatient records for retirement to NPRC. The patient categories that are to be combined for inpatient and outpatient retirements are marked on the chart below. **Records are no longer required to be sorted by patient category.** For inpatient and outpatient retirements, select all of the patient categories that are check marked on the chart below to ensure that all eligible records from these categories are combined on one Record Index. Use the **Select** key on your keyboard to **mark** each category.
7. Press **<Enter>** to select the marked entries.

<b>Patient Category</b>	<b>Patient Category Code</b>	<b>Inpatient</b>	<b>Outpatient</b>
Active Duty	AD	Select	<b>Don't Select</b>
Civilian	CV	<b>Select</b>	<b>Don't Select</b>
Civilian emergency	CE	Select	Select
Coast Guard	CG	Select	<b>Don't Select</b>
Dependent/Retiree	DR	Select	Select
NATO For Natl	NF	<b>Don't Select</b>	<b>Don't Select</b>
Non-NATO For Natl	NN	Select	Select
Other	OT	Select	Select
Red Cross	RC	<b>Don't Select</b>	<b>Don't Select</b>
VA Beneficiaries	VA	Select	Select

8. At the **SEARCH CRITERIA:** prompt, you will select one record sequence for the records on the Record Index (retirement list). Type **<0>** for terminal digit order or type **<1>** for alphabetical order.
9. Press **<Enter>**.
10. At the **FROM & TO:** prompt, MTFs may decide if they want to select all records eligible for retirement or just a subset. To select a subset specify the range from and to for the identifiers as shown in the examples below.
  - All records in terminal digit sequence: **Enter <00> to <99>**
  - A subset of records in terminal digit sequence: **Enter <00> to <40>**
  - All records in alphabetical order: **Enter <A> to <Z>**
  - A subset of records in alphabetical order: **Enter <A> to <G>**

After the above information is completed, the screen will appear as follows (Air Force example).

FILE ROOM: INPATIENT RECORD ROOM	RECORD INDEX CREATE
Record Index Parameters	Date: 07 Dec 2001@0834
-----	
Movement Activity	: RETIRE RECORDS
Retirement Record Type	: INPATIENT
Destination	: CPR
Date of Last Patient Activity	: 31 Dec 1996
Patient Category:	
ACTIVE DUTY	
ALL CATEGORIES	
CIVILIAN	
+ CIVILIAN EMERGENCY	
Search Criteria	: TERMINAL DIGIT
From	: 00
To	: 99
Help = HELP	Exit = F10
	File/Exit = DO

1. The Cursor will be positioned on the **File/Exit** option. Press <Enter> to store the data entered.
2. The screen will show an output device (this will be a printer). Accept the default or specify another printer at this prompt.

If the user selects a CHCS printer, the following message will display/print indicating that the Transfer/Retire List process is complete.

```
*****
* TRANSFER/RETIRE LIST GENERATION PROCESS COMPLETE *
*****

User:                FILEROOM SUPERVISOR
Start Time:          21 Jun 2001@1641
End Time:            21 Jun 2001@1641

Name of List Generated:  OUTPATIENT RECORDS FILEROOM: 06/21/01
Number of Records on List:  11
```

The approximate time to print the message above is dependent on the range of Search Criteria established in the Index. In a preliminary test, for a range of 00-09, the time frame was approximately 25 minutes with 75 entries that appeared on the index for that range. The user must be aware that when this message is sent to a CHCS printer, that device has the potential to be tied up for several minutes or even hours, depending on the **Search Criteria**. The initial record

index creation takes the longest to execute, as it will search all entries and build data to make subsequent searches more efficient.

1. The user can send the report to the Bit Bucket by entering the following at the prompt for **DEVICE**: <NL>: The system will not print the report if the Bit Bucket option is used.
2. The user can also set the process to run after duty hours to have the message run, and, thus, not tie up any printers by using the **Spool** feature of CHCS.
3. After the message prints to show the Record (Retirement) Index is ready, it can be printed for use as a pull list for processing, and after processing, a final list of records to be retired.

#### 4.2 Printing the Record (Retirement) Index

After the Transfer/Retire List Generation process is complete, the next step in the process is to print the Record Index (retirement list) and use it to pull records in the record room. This section describes how to print a pull list in the order desired; usually in the order the records are stored on the shelves.

The user must return to the following menu: Menu Path PAD->**MRM**->{name of record room}->**FE**->**EPR** (for **Edit/Process Record Index**).

The following sub-menu will display.

**CRI - Create Record Index**  
**EPR - Edit/Process Record Index**  
**DEL - Delete Record Index**

1. At the sub-menu prompt, select <**EPR**>, the option to edit the Record Index.
2. All of the available Record Indices (retirement lists) that were created by the MTF (in selected Record Room) will be displayed as shown:

Do you want the entire RECORD TRANSFER-RETIRE LIST? YES// (Yes)

Medical Records Transfer and Retire

MEDICAL RECORDS TRACKING      User : ██████████  
OUTPATIENT RECORD ROOM      Date/Time: 13 Feb 2003@0736

Record Room	Index Date	NPRC Accn #	User	Type	Sort	Entries
OUTPATIENT RECO	<a href="#">11Feb03@0655</a>	*****	JKB	OUTP	TERM	470
OUTPATIENT RECO	<a href="#">06Feb03@1041</a>	*****	JKB	OUTP	TERM	2130
OUTPATIENT RECO	<a href="#">04Feb03@1611</a>	*****	JKB	OUTP	TERM	4614
OUTPATIENT RECO	<a href="#">03Feb03@1041</a>	*****	JKB	OUTP	TERM	189
OUTPATIENT RECO	<a href="#">12Feb02@0919</a>	*****	JKB	OUTP	TERM	1

Mark Continue eXit Help  
Select an index.

3. Select <the index you want to work with>.
4. Position the Cursor on the **Continue** option. Press <Enter>.

The following statement will display.

YOU MAY MODIFY THE RANGE OF THE INDEX BY ENTERING A DIFFERENT FROM/TO RANGE. THIS WILL ALLOW YOU TO WORK WITH A SHORTER LIST OF RECORDS AT A TIME. THE SYSTEM WILL MAINTAIN THE LIST IN ORIGINAL ORDER.

1. If necessary, modify the **From/To** range. This will allow you to work with fewer records, e.g. 00 to 40
2. When you are satisfied with the From/To range shown, press <Enter>.

**Note:** It may take several minutes to process and compile the list.

The next screen will show a summary of all of the selection criteria that was entered to create the Records Index (retirement list). The screen display is identical to the **CREATE RECORD INDEX** screen, but with several options listed at the bottom of the screen. These options are available to complete the retirement process.

At this point, the user should print a copy of the Record Index (retirement list) and review it to ensure that all data fields are populated except the Patient SSN. The Patient SSN may not be available in some instances. Corrections should be made before the print process including the generation of a revised index, if needed.

### INPATIENT SCREEN

Medical Records Transfer and Retire																																		
MEDICAL RECORDS TRACKING INPATIENT RECORDS ROOM	User : BURNETT,PAMELA K. Created: 07 Feb <a href="#">2002@0921</a>																																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Movement Activity</td> <td style="width: 40%;">: RETIRE RECORDS</td> <td style="width: 30%;"></td> </tr> <tr> <td>Type of Record</td> <td>: INPATIENT</td> <td></td> </tr> <tr> <td>Destination</td> <td>: MPR</td> <td></td> </tr> <tr> <td>Last Activity Date</td> <td>: 31 Dec 1999</td> <td></td> </tr> <tr> <td>NPRC Accession #</td> <td>:</td> <td></td> </tr> <tr> <td>NPRC Shelving Date</td> <td>:</td> <td></td> </tr> <tr> <td>Patient Category</td> <td colspan="2">: Active Duty, Civilian, Civilian emergency, Coast Guard, Dependent/Retiree,Non-NATO for Natl, Other,VA Beneficiaries</td> </tr> <tr> <td colspan="3" style="padding-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Search Criteria</td> <td style="width: 40%;">: TERMINAL DIGIT</td> <td style="width: 30%;">From: 00</td> </tr> <tr> <td></td> <td></td> <td>To : 05</td> </tr> </table> </td> </tr> <tr> <td colspan="3" style="padding-top: 10px;">           Alpha(A) or Terminal Digit(T) Order: TERMINAL DIGIT            From : 00            To : 05         </td> </tr> </table>		Movement Activity	: RETIRE RECORDS		Type of Record	: INPATIENT		Destination	: MPR		Last Activity Date	: 31 Dec 1999		NPRC Accession #	:		NPRC Shelving Date	:		Patient Category	: Active Duty, Civilian, Civilian emergency, Coast Guard, Dependent/Retiree,Non-NATO for Natl, Other,VA Beneficiaries		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Search Criteria</td> <td style="width: 40%;">: TERMINAL DIGIT</td> <td style="width: 30%;">From: 00</td> </tr> <tr> <td></td> <td></td> <td>To : 05</td> </tr> </table>			Search Criteria	: TERMINAL DIGIT	From: 00			To : 05	Alpha(A) or Terminal Digit(T) Order: TERMINAL DIGIT From : 00 To : 05		
Movement Activity	: RETIRE RECORDS																																	
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NPRC Accession #	:																																	
NPRC Shelving Date	:																																	
Patient Category	: Active Duty, Civilian, Civilian emergency, Coast Guard, Dependent/Retiree,Non-NATO for Natl, Other,VA Beneficiaries																																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Search Criteria</td> <td style="width: 40%;">: TERMINAL DIGIT</td> <td style="width: 30%;">From: 00</td> </tr> <tr> <td></td> <td></td> <td>To : 05</td> </tr> </table>			Search Criteria	: TERMINAL DIGIT	From: 00			To : 05																										
Search Criteria	: TERMINAL DIGIT	From: 00																																
		To : 05																																
Alpha(A) or Terminal Digit(T) Order: TERMINAL DIGIT From : 00 To : 05																																		
Print   Remove   Box   Add   Ship   proCess   NPRC   Help   eXit																																		

Print or display the record index

## OUTPATIENT SCREEN

Medical Records Transfer and Retire

MEDICAL RECORDS TRACKING  
OUTPATIENT RECORD ROOM

User : BECHMAN,JEFFREY  
Created: 06 Feb 2003@1041

Movement Activity : RETIRE RECORDS  
Type of Record : OUTPATIENT  
Destination : CPR  
Last Activity Date : 31 Dec 2000  
NPRC Accession # :  
NPRC Shelving Date :  
Patient Category : DEPENDENT/RETIREE, CIVILIAN EMERGENCY  
: NON-NATO FOR NATL, VA BENEFICIARIES  
: OTHER

Search Criteria : TERMINAL DIGIT From : 00  
To : 09

Alpha(A) or Terminal Digit(T) Order: TERMINAL DIGIT  
From : 00  
To : 09

Print Remove Box Add Ship proCess NPRC Help eXit

Print or display the record index>Select the <Print> function at the bottom of the screen.

2. Press <Enter>.

The printed Record Index will have the following information:

** Transfer/Retire **							
TERMINAL DIGIT From: 00 To: 09							
FMP/SSN	Patient Name	Record Type	Record Vol	PAT CAT	Last Pat Activity	Box	Patient SSN DOB
30/****_**_****		OUTPATIENT	V1	F48	21 Jul 1994		05 Sep 1959
01/****_**_****		OUTPATIENT	V1	A41	04 Feb 1994		29 Sep 1992
01/****_**_****		OUTPATIENT	V1	A41	28 Jan 1994		13 Mar 1978
30/****_**_****		OUTPATIENT	V1	F41	03 Dec 1993	****_**_****	21 Oct 1944
01/****_**_****		OUTPATIENT	V1	F41	20 May 1994		27 Apr 1993
30/****_**_****		OUTPATIENT	V1	F41	19 Jul 1994		01 Jan 1964
01/****_**_****		OUTPATIENT	V1	F43	15 Jun 1995	****_**_****	08 Nov 1974
30/****_**_****		OUTPATIENT	V1	F43	07 Jun 1996	****_**_****	10 Nov 1951
20/****_**_****		OUTPATIENT	V1	A31	24 Dec 1995	****_**_****	15 Sep 1956
99/****_**_****		OUTPATIENT	V1	K99	14 Feb 1996	****_**_****	31 Mar 1952
30/****_**_****		OUTPATIENT	V1	N41	17 Jan 1999	****_**_****	01 Oct 1972
30/****_**_****		OUTPATIENT	V1	N43	25 Jun 1999	****_**_****	05 May 1936
30/****_**_****		OUTPATIENT	V2	N43	25 Jun 1999	****_**_****	05 May 1936
30/****_**_****		OUTPATIENT	V3	N43	25 Jun 1999	****_**_****	05 May 1936
30/****_**_****		OUTPATIENT	V4	N43	25 Jun 1999	****_**_****	05 May 1936
30/****_**_****		OUTPATIENT	V1	F43	05 Sep 1995	****_**_****	12 Jan 1958

Press RETURN to continue or "^" to quit.

Note: The index displays the SSNs and names even though they do not display for privacy purposes in this example.

The index lists each record eligible for retirement and prints a total record count at the end of the report (**RECORD COUNT: 17**).

### **4.3 Pull Records from Shelves**

The user will then use the printed Record Index as a pull list to retrieve the records eligible for retirement.

If the user sees that a record is on the list, but is missing from the shelf, the user will cross off the entry for that record on the retirement list and note the unavailability status. The record must also be removed from the electronic index.

If the record is actually on the shelf, the records personnel check inside the jacket to see if a recent treatment or any other selection criteria disqualifies the record from retirement. If so, the records personnel cross off the entry for that record on the pull list and note the cause. The record must also be removed from the electronic index.

If the record is on the shelf and is qualified for retirement, but the record is not on the pull list, the personnel place the record into an “add-in” stack or box. These records will be added to the end of the index using the Add function in 4.4.2,

When the records are pulled each record must have a label or labels. See Appendix D, LABELING RECORDS for labeling requirements and instructions. Patient and record data on the index must match the patient and record data on the label including sponsor SSN, date of birth, and patient name. Sites may encounter problems with dual eligible patients where the patient's identification or sponsor has changed since the medical record was created in CHCS. These records may have to be kept on hold until the application is corrected to handle this or sites can try to change the patient's registration data in CHCS.

Before retiring a medical record, print the CHCS laboratory and X-ray reports and file these reports in the patient's record jacket as required by Services directives, if the documents have not already been filed.

### **4.4 Editing the Retirement Index**

After the Records Index is annotated as discussed in Section 4.3, changes to the contents of the Record Index can be input into the CHCS MRT. This section will discuss removing and adding records from/to the Records Index (Retirement Index)

#### **4.4.1 Removing Records From the Retirement Index**

Use the **Remove** function when the physical record could not be found at the MTF, the record is not among the records going to the NPRC, or an entry does not meet retirement eligibility criteria, but has been placed on the index. The **Remove** option allows the file room users to

identify and select records for removal from the Record Index. The medical record will be retained in the CHCS medical record database as not retired.

NOTE: Do not delete records that are on the index but not physically on hand using the Delete Record function in MRT. This will cause an error and render the index null and void. These records need to be removed from the index first by using the Remove option in MRTR2, then if so desired they can be deleted.”

Medical Records Transfer and Retire	
MEDICAL RECORDS TRACKING OUTPATIENT RECORD ROOM	User : BECHMAN,JEFFREY Created: 06 Feb 2003@1041
Movement Activity : RETIRE RECORDS	
Type of Record : OUTPATIENT	
Destination : CPR	
Last Activity Date : 31 Dec 2000	
NPRC Accession # :	
NPRC Shelving Date :	
Patient Category : DEPENDENT/RETIREE, CIVILIAN EMERGENCY	
: NON-NATO FOR NATL, VA BENEFICIARIES	
: OTHER	
Search Criteria : TERMINAL DIGIT	From : 00 To : 09
Alpha(A) or Terminal Digit(T) Order: TERMINAL DIGIT	
From : 00 To : 09	
Print Remove Box Add Ship proCess NPRC Help eXit	

Print or display the record index

1. Select **<Remove>** on the **Edit/Process** display screen.
2. Press **<Enter>**.

The following options will display on the Record Index list and the user may choose one of these options: **Find** **Mark** **Update** **Pg Dn** **Help** **Exit**.

**Find** - allows a user to find an entry on the Transfer/Retire list of records. Identifies a record on the Record Index to be removed by entering the patient's name and selecting from a list of similar names, entering the record number, or scanning the record bar code.

**Mark** - allows users to mark or select a record on the Transfer/Retire list for processing.

**Update** - Once a record or records have been selected using the MARK action, the Update action will process the record for deletion from the Record Index. Also updates the Record Index.

**PG Dn/PG Up** - Allows users to navigate down/up through a list of records one page at a time. These actions will only appear if there are entries on a next or previous page respectively.

Find and Mark are the two options that will assist in the removal of records from the Index. The Find option will be discussed first below. The Find option allows the user to locate a specific record within the retirement list. You have already selected the record index and the range of records that you wish to remove records from.

Medical Records Transfer and Retire						
FMP/SSN	Patient Name	Record Type	Record Vol	PAT CAT	Last Pat Activity	Box#
30/****_**_****		OUTPATI	V1	F48	21 Jul 1994	
01/****_**_****		OUTPATI	V1	A41	04 Feb 1994	
01/****_**_****		OUTPATI	V1	A41	28 Jan 1994	
30/****_**_****		OUTPATI	V1	F41	03 Dec 1993	
01/****_**_****		OUTPATI	V1	F41	20 May 1994	
30/****_**_****		OUTPATI	V1	F41	19 Jul 1994	
01/****_**_****		OUTPATI	V1	F43	15 Jun 1995	
30/****_**_****		OUTPATI	V1	F43	07 Jun 1996	
20/****_**_****		OUTPATI	V1	A31	24 Dec 1995	
99/****_**_****		OUTPATI	V1	K99	14 Feb 1996	
30/****_**_****		OUTPATI	V1	N41	17 Jan 1999	
30/****_**_****		OUTPATI	V1	N43	25 Jun 1999	
30/****_**_****		OUTPATI	V2	N43	25 Jun 1999	
30/****_**_****		OUTPATI	V3	N43	25 Jun 1999	
+30/****_**_****		OUTPATI	V4	N43	25 Jun 1999	

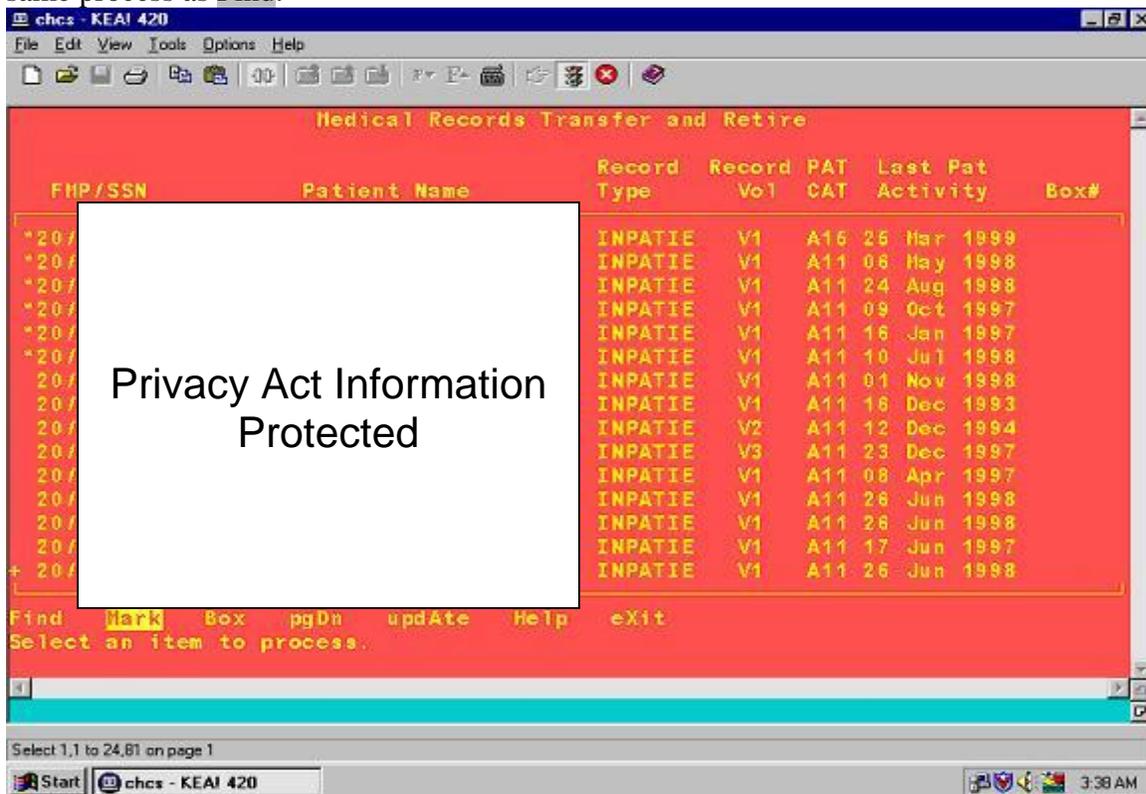
Find Mark pgDn update Help eXit  
Find a record on the index

Note: The actual printed document will display the names and SSNs.

1. Since the word Find is already highlighted, the user will Press <Enter>.
2. The Retirement Index will appear with the cursor blinking at the extreme left of the first FMP/SSN.
3. That will bring up a prompt, Select Record:, that asks for input. The user may enter the record number from the Record Index, (i.e. #25601), scan the record bar code, or enter any of the standard lookups. The standard lookups will require either a first initial of the last name with the last four digits of the social security number, the full social security number, or the last name.
4. Press <Enter> to begin the search for the entry. The system will find the record and display it at the top of the index.
5. The next screen will show a Medical Records Tracking Profile. The cursor will be blinking beside the type of records that are being retired. The words "PENDING RETIREMENT" will be printed under the type of record.
6. Or using the Select key, <select the record> from the Record Index.

7. The Retirement Index will return to the screen and an asterisk (\*) will appear to the extreme left of the name to be removed.
8. This process will be continued until all records to be removed have been selected and an asterisk (\*) will appear by each record.
9. The cursor will be at the bottom of the screen.
10. <Arrow the cursor> across to the word Update.
11. Press <Enter>.
12. A confirmation prompt will appear, Do you want to remove ineligible records from the record index? N/. Answer <Yes> and the records will be removed from the index.

The other option is Mark which is used to select an item to process. The user will follow the same process as Find.



Medical Records Transfer and Retire						
FMP/SSN	Patient Name	Record Type	Record Vol	PAT CAT	Last Pat Activity	Box#
30/****_****	[REDACTED]	OUTPATI	V1	F48	21 Jul 1994	
01/****_****	[REDACTED]	OUTPATI	V1	A41	04 Feb 1994	
01/****_****	[REDACTED]	OUTPATI	V1	A41	28 Jan 1994	
30/****_****	[REDACTED]	OUTPATI	V1	F41	03 Dec 1993	
01/****_****	[REDACTED]	OUTPATI	V1	F41	20 May 1994	

30/****.****		OUTPATI	V1	F41	19 Jul 1994
30/****.****		OUTPATI	V2	N43	25 Jun 1999
30/****.****		OUTPATI	V3	N43	25 Jun 1999
+30/****.****		OUTPATI	V4	N43	25 Jun 1999

Find Mark pgDn update Help eXit  
Select an item to process.

Note: The printed document shows the names and SSNs.

1. <Arrow across> to **Mark**.
2. Press <Enter>.
3. The user can select a single or group of records from the Record Index at one time. Scroll through the list using the arrows or next screen or previous screen keys. When the cursor is next to the record you want to delete, just press <Enter> to select the record.
4. To deselect a previously selected record, <arrow up> to the record (will have an asterisk alongside) and press the <Select key> or select the Mark action again. The asterisk will disappear. The cursor will be located at the top of the list of records.

If you use the Select Key here and then press <Enter> on the MARK action, it will deselect the record.

Once all records are selected with the MARK action, you must then select the updAte action to process the removal from the Record Index. <Arrow across> to updAte and press <Enter>.

The confirmation prompt will appear “ Do you want to remove ineligible records from the record index? N//”.

Answer <Yes> and the records will be removed from the list.

#### 4.4.2 Adding Records To The Record Index

This section provides instructions for adding records to the Record Index. A user may desire to add records to the Record Index when a record has been found and is eligible for retirement, but is not on the initial Record Index.

**Caution:** You can only add records to the list if the record is entered in the MRT function of CHCS. If the record is not in MRT, follow steps in *Section 2.8 Initializing Records Not in CHCS*. *New records cannot be added to the record index if the terminal digit of the sponsor SSN is not within the terminal digit range entered when creating the index.*

If there are records that need to be added to the index, use the **Add** menu path (**PAD->MRM->{file room}->FE->EPR->ADD**) function. This function allows file room users to add one or more records to the Record Index. When the **ADD ACTION** is selected from the menu, users will be presented with the *Records Selected to be added to Candidate Record Index* screen (screen is similar to the screen displayed when checking records in or charging records out).

Refer to Section 2.9, Initializing Records not in CHCS, for information on initializing new medical records.

```
ADD RECORD TO RECORD INDEX - DISPLAY SCREEN
-----
Records Selected to be added to Candidate Record Index
Personal Data - Privacy Act of 1974 (PL-93-509)
-----
 37  Privacy Act      OUTPATIENT  V1  21 Jun 2001
 38  Information     OUTPATIENT  V1  21 Jun 2001
 41                                     OUTPATIENT  V1  21 Jun 2001
-----
Select RECORD:
Deselect choice using the 'select' key.
Selections will be processed when you enter a final <RETURN>
-----
```

1. When the **ADD ACTION** is selected, users will be presented with the **Select RECORD:** prompt.
2. The Standard CHCS record look-ups may be used, i.e., the bar code scan, enter the record number, patient name, first initial of last name plus last 4 digits of sponsor SSN, or select from a pick list of records for the patient.
3. The patient record will appear on the screen.
4. The user then gets the following prompt. **Enter date of last patient activity:**, the user will enter **<the date of last activity for the selected patient>**.
5. The user can select other patient records if desired. Records will appear in the order selected.
6. Press **<Enter>** to end the selection function.
7. The following two prompts will appear requesting confirmation of the additions.
8. **Add Selected Records to Index? N//** Answer **<Y>**.
9. Press **<Enter>**.
10. **Are you sure you want to add records? Y//**, Answer **<Y>**.
11. Press **<Enter>**.
12. When the user presses this last **<Enter>**, all the selected records will be added to the bottom of the **Record Index**. Placing them on the end of the list will distinguish them from the

original entries on the **Record Index** so that they can be easily inserted into the last box of the shipment.

After the records have been added to the **Record Index**, the user will be returned to the **Record Index Parameters** display screen with the default **ACTION** set to **BOX**.

#### **4.4.3 Retention of CHCS Records Index**

Record indexes are retained on CHCS indefinitely once they are finalized with an NPRC accession number and shelving date. Until that occurs record rooms may delete indexes at their own discretion. Sites may query these indexes at any time.

#### **4.5 Reconcile the CHCS Records Index**

When records are added to the Record Index, they are added to the bottom of the list. The related medical treatment records must be placed in the shipping cartons at the end of the shipment in the same sequence as shown on the index.

There must be one entry added to the appropriate index related to each outpatient folder, OR to each inpatient episode, each fetal monitor strip report (episode), and /or each episode of extended ambulatory care.

**Note: If records have been added to the end of the index and a subset of the records is selected for printing, e.g., 00 to 40, the newly added records will not print on the index. The range 00 to 99 should always be selected in this instance.**

#### **4.6 Boxing the Records – Identify Box Numbers in CHCS**

The next step is to box the records. The user must use the Records Index (retirement list) as a pull list to retrieve the eligible records from the file room. The records must be placed in the boxes in the exact order as they are listed on the Record Index.

**There must be a medical treatment record in the shipment corresponding exactly to each entry on the Record Index, i.e., the patient last name and first name, sponsor SSN, patient date of birth, and volume number must match. For outpatient records, each folder must have an index entry. For inpatient records, each episode of inpatient care, each report for fetal heart monitoring (fetal monitor strip), and each episode of extended ambulatory care (extended ambulatory record) must have an index entry.**

For inpatient records for a single patient, any related FMS or EAR that are eligible for retirement for the same patient must be packed back-to-back in the following sequence: Inpatient, FMS, EAR. This sequence will also appear on the index.

- 1. Ensure that each record packed in the boxes contains a CHCS label that matches the patient last name and first name, sponsor SSN, patient date of birth, and volume number on the index.**

2. Ensure that all Fetal Monitor Strip envelopes or bags are placed in letter size folders or terminal digit file folders and are fastened to the folder by staples or metal prongs. It is recommended that the envelope or bag inside the folder contain the following information: baby's name, FMP, mother's name and sponsor's SSN, and register number if applicable.
3. Do not retire boxes that are partially full. Fill boxes with records leaving no more than one inch of available space for expansion to accommodate interfiles. Do not retire folders that contain no documents for medical care. The minimum shipment size is one box. This reduces wasted storage space at NPRC.
4. Write the "from and to" identifiers from the first and last record in the box on the front end of each box. Use the last four (terminal) digits of the sponsor's SSN as the identifier, e.g., 0001 – 0014.
5. Write the sequential box number on the front end of each box in the upper right corner. (Later include the total number of boxes after the sequential number, e.g. 1 of 3, 2 of 3, and 3 of 3).
6. The user may write each sequential box number only (without the total number) on the record pull list next to the first record of each box.

When all records have been retrieved and placed in the boxes, the user adds the box numbers to the electronic Records Index as follows.

Select the <Box> function from the Edit/Process display screen. (Menu Path PAD->MRM->{enter file room}->FE->EPR->BOX).

When the <Box> option is selected from the Edit/Process display screen, the Record Index list will display the following options:

**Find** - allows user to find a record on the index by entering the record number or name.

**Mark** – mark or selects one or more items to be processed.

**Box** – assigns, to records on the records index, the box number in which records are packaged for retirement.

**Update** – allows user to update a records index with the number of the box in which the record is packaged.

Follow the sequence of steps below to identify the first and last records in each box (as noted on the paper pull list).



4. <Arrow down> to the first record in the first box and press <Select>.
5. An \* will appear.
6. <Arrow down> to the last record in the box. Press <Select>.
7. An \* will appear.
8. At the last record to be placed in that particular box, <Arrow across> to **Box**.
9. Press <Enter>.
10. At the prompt, **Box Number:** enter <the sequential box number> for the selected records as written on the retirement list. The selected records have already been packed into this box for shipment to NPRC.
11. The cursor will position at the next record that is not in the previous box. The process is the same as above for each box.

The screen at this point will resemble the screen below.

Medical Records Transfer and Retire						
FMP/SSN	Patient Name	Record Type	Record Vol	PAT CAT	Last Pat Activity	Box#
30/****.****		OUTPATI	V1	F48	21 Jul 1994	1
01/****.****		OUTPATI	V1	A41	04 Feb 1994	1
01/****.****		OUTPATI	V1	A41	28 Jan 1994	1
30/****.****		OUTPATI	V1	F41	03 Dec 1993	1
01/****.****		OUTPATI	V1	F41	20 May 1994	1
30/****.****		OUTPATI	V1	F41	19 Jul 1994	1
01/****.****		OUTPATI	V1	F43	15 Jun 1995	1
30/****.****		OUTPATI	V1	F43	07 Jun 1996	1
20/****.****		OUTPATI	V1	A31	24 Dec 1995	1
99/****.****		OUTPATI	V1	K99	14 Feb 1996	1
30/****.****		OUTPATI	V1	N41	17 Jan 1999	2
30/****.****		OUTPATI	V1	N43	25 Jun 1999	2
30/****.****		OUTPATI	V2	N43	25 Jun 1999	2
30/****.****		OUTPATI	V3	N43	25 Jun 1999	2
+30/****.****		OUTPATI	V4	N43	25 Jun 1999	2

Find Mark pgDn update Help eXit  
Select an item to process.

1. Upon completion of boxing records, <arrow across> to **Update**. (Update will copy the correct box numbers on all unmarked records between each first and last record in a box on the list.)
2. Press <Enter>.
3. A message will appear that states **UPDATING BOX NUMBERS ON INDEX. PLEASE WAIT**. The user should wait until the message disappears.

4. The user will be able to <arrow across> to **Exit**.

5. Press <Enter>.

**USER BEWARE:** If the user elects to <arrow across> to **Exit** and doesn't <Update>, a Message will appear that states: **EXITING THIS SCREEN PRIOR TO UPDATING THE BOX NUMBERS WILL CAUSE YOUR CHANGES TO BE LOST. DO YOU WANT TO EXIT THIS SCREEN? N//**. The default response is No. If <Yes> is entered, then the user will lose both all changes and the box number entries. Always select <No> if you do not want to lose the changes. If your session times out, all box numbers entered will be lost.

The current Box functionality requires that box numbers be assigned to all entries on the index prior to selecting the Update action. If box number assignment is incomplete and the Update action is selected, the last box number assigned will be assigned to all remaining unassigned entries. If this should occur, the incorrect box numbers can be removed by selecting the erroneously marked entries (the F11 key can be used to mark all entries displayed on a screen). Select the Box action and enter the "@" character to remove the box number from the marked entries, then proceed to reassigning the correct box numbers.

#### **4.7 Reprint Index**

After entering box numbers in CHCS, print out the Record Index to be put in the first box of the shipment. Also print copies to be retained at the facility and one for the Records Room supervisor.

#### **4.8 Complete the Shipment File**

The next part of the process is preparing the shipment data. Shipment data includes two files: the Record Index and the Shipment Data File. This section explains the procedure to prepare and format these two files in ASCII so that they can be transmitted electronically by FTP to NPRC where they will be verified. If the Records Index and Shipment Data File have been properly prepared and transmitted with correct data, NPRC will return an accession number and shipping instructions.

At this point, it might also be useful to coordinate with the MTF/installation records manager and the MTF/installation transportation services. Frequently, the transportation coordination occurs between the MTF medical records personnel and the MTF's Logistics Division. This pre-coordination could assist in expediting the shipment to the NPRC once the accession number is received from NPRC.

##### **4.8.1 Complete the Shipment Data File**

The user must complete the **Shipment Data File** screen, which contains general information for NPRC about the records being prepared for retirement.



that if a particular Record Index is selected, and the SHIP action is selected, it will bring up the appropriate Shipment Data File.

Two screens must be completed to create the **Shipment Data File**. The first screen contains the source of the shipment, including POC, phone numbers, and address and data formerly included on the SF 135. The second screen contains configuration information about the shipment. NPRC may not authorize records shipment if the information in the Shipment Data File is incomplete. Enter all requested information as directed below.

### *Shipment Data File First Screen*

```
REYNOLDS ACH FT SILL OK                                07 Dec 200100856
                CREATE SHIPMENT DATA FILE
MTF POC: BURNETT,PAMELA K
MTF POC E-Mail Address:
MTF POC Phone #:
MTF POC Commercial Fax#:
MTF POC DSN Phone #:
-----
User Authorizing Transfer: BURNETT,PAMELA K
Transfer Authorization Date: 07 Dec 2001
Shipping MTF Address: REYNOLDS ARMY COMMUNITY HOSPITAL
                    : 4301 MID-WAY ROAD
                    City: FORT SILL
                    Modified City: FORT SILL
                    State: OK    ZIP: 73503

Date of Last Patient Activity: 19 Nov 2001
Medical Record Type:
Disposal Authority: 40-66G
Type Description: INPATIENT

Disposal Date: 20 Jan 2050

Help = HELP      Exit = F10      File/
```

Press **<Enter>** after each of the following fields.

1. **MTF POC data:** **<Enter the name, email address, commercial phone #, DSN phone #, and commercial Fax # of the shipment POC at the MTF>**.
2. At the **User Authorizing Transfer** prompt, enter **<person name, last name first>** of the person authorizing shipment of the retire records.
3. At the **Transfer Authorization Date:** prompt, enter **<authorization date>** or the date the authorizing person signed the transfer authorization.
4. At the **Shipping MTF address:** prompt, enter **<complete address>**. The cursor stops at the Zip. When the zip code is entered, the city and state are automatically filled in. This is the address of the MTF Records Retirement Processing Area (the file room not the record holding area) from which the shipment is sent. This should be the medical office last responsible for the records, not the shipping office.

5. At the **Date of Last Patient Activity:** prompt, the system automatically fills in this date as the latest date of activity of all the records on the Record Index.
6. **Medical Record Type:** This field will display the record type for the index.
7. At the **Disposal Authority:** prompt, enter the **<Appropriate Disposition Authority from the listing below>** as the disposition instructions for the medical record series being retired. This field is equivalent to the Disposal Authority field on the formerly used SF135, Record Transmittal and Receipt.

**Disposal Authorities:**

Series	Army	Air Force	Navy
Outpatient	AR-25-400-2/40/66ccc	N1-330-01-02	N1-330-01-2/2a
Inpatient (teaching facility)	AR-25-400-2/40/66ddd	N1-330-01-2	N1-330-01-2/4a
Inpatient (MTF)	AR-25-400-2/40/66ddd	N1-330-01-2	N1-330-01-2/4b
Inpatient (non-fixed facility)	AR-25-400-2/40/66ddd	N1-330-01-2	N1-330-01-2/4c

8. At the **Type Description:** prompt, enter **<Inpatient>** or **<Outpatient>**.
9. At the **Disposal Date:** prompt, enter **<date computed from retention period>**. Enter the date this series of medical records will reach the end of its retention period at the NPRC. This is usually 50 years plus 1 day from the last activity date entered by the user when creating the index, e.g., records whose last activity date is the year 2000 will have a disposal date of 1 January 2051. (Equivalent to the Disposal Date field on formerly used SF 135 Records Transmittal and Receipt.)

*Shipment Date File Second Screen*

```

REYNOLDS ACH FT SILL OK                                07 Dec 2001@0857
                CREATE SHIPMENT DATA FILE
Shipment Volume/Total: 1
Important Information/Remarks:
THIS IS A TEST

=====
Date Created:
Shipment Data Filename:
Record Index Filename:

```

Press **<Enter>** after each of the following fields.

1. At the **Shipment Volume/Total:** prompt, enter **<the total number of boxes being shipped for this series of records>**. Reflects the total volume in cubic feet of the record shipment being retired (one box is equivalent to one cubic foot).
2. At the **Important Information/Remarks:** prompt, enter **<information regarding base history, base closure or accelerated retirement>** (with a reference to the related letter of exception) or any other pertinent information that should be communicated to NPRC.
3. **Date Created:** This field will be blank. The system will skip over the field. After the completion of the retirement process, the system will populate the field.
4. **Shipment Data Filename and Record Index Filename:** These two fields will be blank. The system will skip over these fields. After the completion of the retirement process, the system will populate these fields.
5. The screen will redisplay with the **File/Exit** action bar at the bottom.
6. Cursor will be on **File/Exit**. Press **<Enter>**.

The cursor goes back to the **Medical Records Transfer and Retire** screen for shipment.

You will now tell the system to process the shipment data.

### INPATIENT SCREEN

Medical Records Transfer and Retire															
MEDICAL RECORDS TRACKING INPATIENT RECORDS ROOM	User : BURNETT,PAMELA K. Created: 07 Feb <a href="#">2002@0921</a>														
<table border="1"> <tr> <td>Movement Activity</td> <td>: RETIRE RECORDS</td> </tr> <tr> <td>Type of Record</td> <td>: INPATIENT</td> </tr> <tr> <td>Destination</td> <td>: MPR</td> </tr> <tr> <td>Last Activity Date</td> <td>: 31 Dec 1999</td> </tr> <tr> <td>NPRC Accession #</td> <td>:</td> </tr> <tr> <td>NPRC Shelving Date</td> <td>:</td> </tr> <tr> <td>Patient Category</td> <td>: Active Duty, Civilian, Civilian emergency, Coast Guard, Dependent/Retiree,Non-NATO for Natl, Other,VA Beneficiaries</td> </tr> </table>		Movement Activity	: RETIRE RECORDS	Type of Record	: INPATIENT	Destination	: MPR	Last Activity Date	: 31 Dec 1999	NPRC Accession #	:	NPRC Shelving Date	:	Patient Category	: Active Duty, Civilian, Civilian emergency, Coast Guard, Dependent/Retiree,Non-NATO for Natl, Other,VA Beneficiaries
Movement Activity	: RETIRE RECORDS														
Type of Record	: INPATIENT														
Destination	: MPR														
Last Activity Date	: 31 Dec 1999														
NPRC Accession #	:														
NPRC Shelving Date	:														
Patient Category	: Active Duty, Civilian, Civilian emergency, Coast Guard, Dependent/Retiree,Non-NATO for Natl, Other,VA Beneficiaries														
Search Criteria	: TERMINAL DIGIT														
	From: 00 To : 05														
Alpha(A) or Terminal Digit(T) Order: TERMINAL DIGIT															
	From : 00 To : 05														
Print Remove Box Add Ship proCess NPRC Help eXit Print or display the record index															

### OUTPATIENT SCREEN

Medical Records Transfer and Retire	
MEDICAL RECORDS TRACKING OUTPATIENT RECORD ROOM	User : BECHMAN,JEFFREY Created: 06 Feb 2003@1041

Movement Activity	: RETIRE RECORDS	
Type of Record	: OUTPATIENT	
Destination	: CPR	
Last Activity Date	: 31 Dec 2000	
NPRC Accession #	:	
NPRC Shelving Date	:	
Patient Category	: DEPENDENT/RETIREE, CIVILIAN EMERGENCY	
	: NON-NATO FOR NATL, VA BENEFICIARIES	
	: OTHER	
Search Criteria	: TERMINAL DIGIT	From : 00 To : 09
Alpha(A) or Terminal Digit(T) Order: TERMINAL DIGIT		
From : 00		
To : 09		
Print	Remove	Box
Add	Ship	proCess
NPRC	Help	eXit

Print or display the record index

1. <Arrow over> to the **Process** function.

2. Press <Enter>.

After PROCESS is selected, the Print Shipment Data File screen is displayed and a sub action bar displays with the following:

- Print** - Print a Shipment Data File
- Edit** - the Shipment Data File,
- Notify** - Mail Group Members that the shipment file is ready to send
- Send** - changes the status of records on the Record Index from PENDING RETIREMENT to PENDING NPRC APPROVAL.

Notify would be performed after records are boxed and ready to ship. SEND and NOTIFY will not be available if the Shipment Data file does not exist.

If you need to **EDIT** the shipment screen, <arrow across> to **Edit** to make the necessary changes.

A sample completed Shipment Data File screen is shown below with the option to **Print** or **Send** the files. **Note:** The layout for the Shipment Data File is shown in Appendix F.

```

MEDICAL RECORDS TRACKING
CLINICAL RECORDS FILE ROOM
User : BURNETT,PAMELA
Created: 19 Dec 200001503

74TH MEDICAL GROUP
PRINT SHIPMENT DATA FILE
20 Dec 2000

MTF POC: BURNETT,PAMELA
MTF POC E-Mail Address:
MTF POC Phone#:
MTF POC Commercial FAX#:
MTF POC DSN Phone#:

-----
User Authorizing Transfer: BURNETT,PAMELA
Transfer Authorization Date: 20 Dec 2000

Shipping MTF Address: REYNOLDS ARMY COMMUNITY HOSPITAL
City: FORT SILL
Modified City: FORT SILL

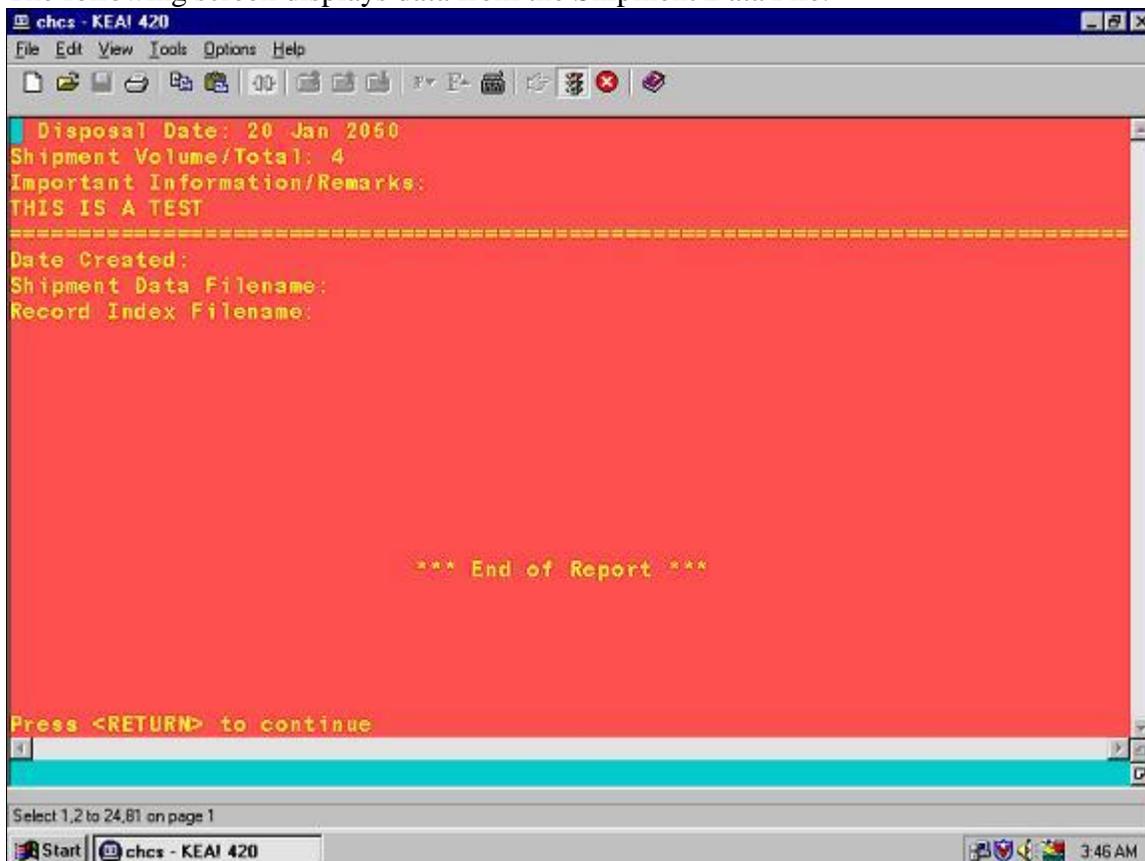
+
Print Edit Notify Send Help exit
Edit the Shipment Data file.

```

Missing disposal auth & additional data

1. Cursor goes to **Print**.
2. Press **<Enter>**.
3. Print three copies of the Shipment Data Files: a copy for inclusion in Box #1, a copy for the facility, and a copy for the local installation record manager.

The following screen displays data from the Shipment Data File.



1. Press <Enter> to continue.

At this point, you must notify the members on the mailing list of the shipment.

The following screen will appear.

```
MEDICAL RECORDS TRACKING          User : BURNETT,PAMELA
CLINICAL RECORDS FILE ROOM        Created: 19 Dec 200001503

-----
74TH MEDICAL GROUP                PRINT SHIPMENT DATA FILE          20 Dec 2000
-----
MTF POC: BURNETT,PAMELA
MTF POC E-Mail Address:
MTF POC Phone#:
MTF POC Commercial FAX#:
MTF POC DSN Phone#:
-----
User Authorizing Transfer: BURNETT,PAMELA
Transfer Authorization Date: 20 Dec 2000
-----
Shipping MTF Address: REYNOLDS ARMY COMMUNITY HOSPITAL
                          :
                          City: FORT SILL
+ Modified City: FORT SILL
-----
Print Edit Notify Send Help exit
Edit the Shipment Data file.
```

1. <Arrow over> to **Notify** and press <Enter>.

The following screen is an example of a notification bulletin. The bulletin will display the following information:

**NUMBER OF RECORDS**  
**FILEROOM**  
**FILEROOM POC**  
**POC PHONE #**

```
NOTIFICATION BULLETIN
-----
MailMan message for Site Manager
Subj: RT ASCII NOTIFY
From: FILEROOM SUPERVISOR
-----
This bulletin is to notify the members of the RT ASCII NOTIFY that the record
index and shipment data file listed below are ready to be placed in ASCII format.
Use the Format Record Index in ASCII option to perform this task. The contents
of the diskette will be sent to the National Personnel Records Center (NPRC) as
part of the process to retire medical records.

Upon completion of the formatting place the ASCII versions of the record index
and shipment data files on diskette.

Please notify the Fileroom POC listed on this message when the diskette is ready.

-----
Record Index Filename          : R_OUT001.DAT
Shipment Data File Filename    : S_OUT001.DAT

Fileroom                      : OUTPATIENT RECORDS FILEROOM
Fileroom POC                   : FILEROOM SUPERVISOR
POC PHONE #                    : 123-4567
-----
```

1. At the prompt, **OKAY TO SEND NOTIFICATION? NO//**, enter **<Y>** for Yes. The default is No.
2. Press **<Enter>**.
3. The message **Notification bulletin is being sent** appears on the screen.

The following screen displays.

```

MEDICAL RECORDS TRACKING                               User : BURNETT,PAMELA
CLINICAL RECORDS FILE ROOM                           Created: 19 Dec 2000@1503

-----
74TH MEDICAL GROUP                                PRINT SHIPMENT DATA FILE                                20 Dec 2000
-----
MTF POC: [ ]
MTF POC E-Mail Address: [ ]
MTF POC Phone#: [ ]                                MTF POC DSN Phone#: [ ]
MTF POC Commercial FAX# [ ]
-----
User Authorizing Transfer: BURNETT,PAMELA
Transfer Authorization Date: 20 Dec 2000

Shipping MTF Address: REYNOLDS ARMY COMMUNITY HOSPITAL
:
City: FORT SILL
+ Modified City: FORT SILL
-----
Print Edit Notify Send Help eXit
Edit the Shipment Data file.

```

1. Cursor is on **Exit**.
2. **<Arrow over>** to **Send**.
3. Press **<Enter>**.

The next screen displays the following shipping information and requests confirmation that this is the correct index.

```

Medical Records Transfer and Retire

MEDICAL RECORDS TRACKING                               User : BURNETT,PAMELA
CLINICAL RECORDS FILE ROOM                           Created: 19 Dec 2000@1503

-----
Enter the date the records on this index were shipped? 20 Dec 2000//
Enter the date the records on this index were shipped? 20 Dec 2000//

NOTE: This option will process ALL records on a record index.
The record status will change from PENDING RETIREMENT to
RETIRE RECORDS when a retirement index is processed.

The record status will change to MOVE TO ANOTHER FILE AREA
when a transfer index is processed.

Is this the correct index? NO//
-----
City: FORT SILL
+ Modified City: FORT SILL
-----
Print Edit Notify Send Help eXit
Update record status as retired or transferred.

```

1. At the prompt, **Is this the correct index? No//**, enter **<Y>**.
2. Press **<Enter>**.
3. **<Arrow over>** to **Send**.
4. Press **<Enter>**.

The next screen will display initial shipment data. Verify that the data are correct.

```

Medical Records Transfer and Retire
MEDICAL RECORDS TRACKING          User : BURNETT,PAMELA
CLINICAL RECORDS FILE ROOM        Created: 19 Dec 2000@1503

-----
74TH MEDICAL GROUP                20 Dec 2000
PRINT SHIPMENT DATA FILE

MTF POC: BURNETT,PAMELA
MTF POC E-Mail Address:
MTF POC Phone#:
MTF POC Commercial FAX#:
MTF POC DSN Phone#:

=====
User Authorizing Transfer: BURNETT,PAMELA
Transfer Authorization Date: 20 Dec 2000

Shipping MTF Address: REYNOLDS ARMY COMMUNITY HOSPITAL
City: FORT SILL
Modified City: FORT SILL

+
Print Edit Notify Send Help eXit
Send notification bulletin.

```

1. At the **Send** option, press **<Enter>**.

The following screen displays the ASCII file names that will be used when both files are transmitted to NPRC.

```

Medical Records Transfer and Retire
MEDICAL RECORDS TRACKING          User : BURNETT,PAMELA
CLINICAL RECORDS FILE ROOM        Created: 19 Dec 2000@1503

-----
Number of Records: 1
Record Index Filename: SY_EXP_DIR:MRRS0095FM2000.R01
Shipment Data File Filename: SY_EXP_DIR:MRRS0095FM2000.S
Okay to Send Notification? NO//

-----
City: FORT SILL
Modified City: FORT SILL

+
Print Edit Notify Send Help eXit

```

The FM should be IN or OP.

1. At the “**Okay to Send Notification? NO//.**” prompt, enter <Y> or <Yes> for the notification to be sent. If no notification is to be sent, simply press <Enter> to accept the default of No.
2. Press <Enter>.
3. The following message appears: **Tasking updating the index.**
4. **At this point, follow-up with the System Manager/Site Specialist to ensure that the files are converted to ASCII and transferred to NPRC. Obtain the filename of the transmitted files for reference if transmission problems occur.**

#### **4.8.2 Formatting the Record Index for Shipment to NPRC (System Manager/Site Specialist Responsibility)**

To convert the Records Index and Shipment Data Files to ASCII, select the following Menu Path: **SM>AMM>FRI** for **Format Record Index.**

This option will allow the user to format the **Record Index and Shipment Data Files** into ASCII and has been added as a menu option to **Application Manager Menu** on the **Site Manage Menu**. The screen lists all the Record Indices that are ready to be formatted. The user will select the index they are working on. The following screen will perform this function.

Medical Records Transfer and Retire						
MEDICAL RECORDS TRACKING			User : BECHMAN,JEFFREY			
OUTPATIENT RECORD ROOM			Date/Time: 13 Feb 2003@1124			
Record Room	Index Date	NPRC Accn #	User	Type	Sort	Entries
OUTPATIENT RECO	<a href="#">12Feb02@0919</a>	*****	JKB	OUTP	TERM	1
OUTPATIENT RECO	<a href="#">03Feb03@1041</a>	*****	JKB	OUTP	TERM	189
OUTPATIENT RECO	<a href="#">11Feb03@0655</a>	*****	JKB	OUTP	TERM	470

Mark pgUp pgDn Ascii Help eXit  
Select an item to process.

1. <Arrow down> to select the Record Index you wish to format.
2. Press <Enter> on the selected Record Index.

3. An **\*** will appear beside the entry.
4. Place the cursor over **ASCII** and press **<Select>**.

A pop-up window will next display with a message requesting confirmation that you want to convert this Record Index.

```

Medical Records Transfer and Retire

MEDICAL RECORDS TRACKING      User      : SITE MANAGER
OUTPATIENT RECORDS FILEROOM   Date/Time : 21 Jun 2001@1940
-----
*OUTPATIENT RECORDS 21 Jun01@1822 SM OUT TERM 611 ENTRIES

Are you sure you want to format the selected index into ASCII? NO//
(When user respond YES . . the following message displays:

Please wait while selection is formatted .....
.....

-----
Mark  [ASCII]  Help  eXit
Format record index in ASCII.

```

1. At the prompt, **Are you sure you want to format the selected index into ASCII? NO//**, enter **<Y>**.
2. Press **<Enter>**.
3. The message displays, **Please wait while selection is formatted ...**

**The user should allow enough time to send the two files (at least two weeks) before the anticipated shipment date.**

The ASCII file layout for the Record Index file is available in Appendix F.

#### **4.9 MTF Transmits Electronic Files to NPRC**

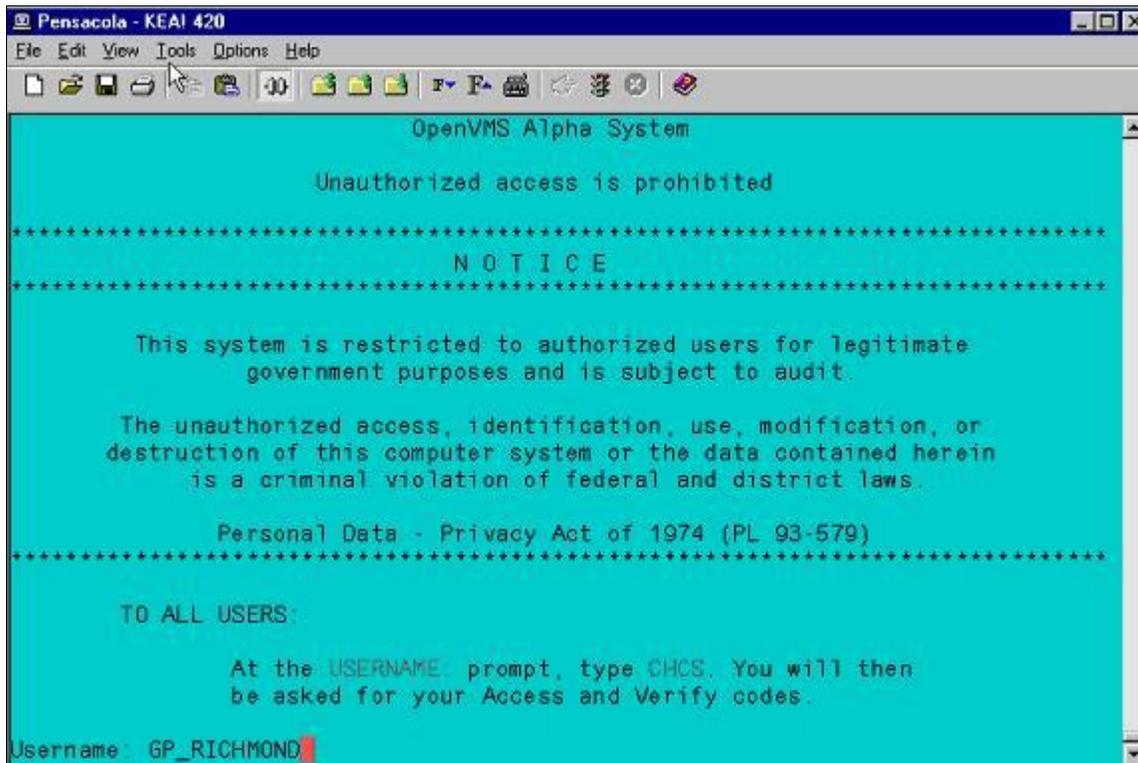
The MTF's CHCS Site Specialist uses the System – Electronic Transfer Utility (SY-ETU) for the transfer of the Record and Shipment Index files for medical records retirement. The ASCII file and communications interface requirements are shown in Appendix F.

The SY-ETU utility will send an e-mail notice to a site defined mail group informing them that the files were or were not successfully transmitted. Please make sure that this mail group includes the appropriate POCs from both NPRC and the VA. These POCs must be informed that the files have been transmitted so they are prepared to process the data. Firewalls may prevent files from reaching the VA. Please coordinate acceptance of these files by your local firewall in

advance so that they pass through. Otherwise you may have to regenerate the files in order to send them.

#### 4.10 Procedures for Saving MRRS File

It is suggested that the Records Index and Shipment Data ASCII files be saved for future reference, printing, or other suitable local MTF use. To be able to save the file, you will need to have a VMS account. Ordinarily, MTF CHCS Personnel may be the only persons with a VMS account. **Medical Records personnel should make advance arrangements with the MTF's CHCS System Administrator for the files to be saved.** The System site personnel will perform the file saving function discussed in this section.



To save the a file to a VMS account do the following:

1. At the prompt **Username:**, type <your VMS Account Name> e.g., GP\_RICHMOND.
2. Press <Enter>.
3. At the prompt **Password:**, type <your VMS password>.
4. Press <Enter>.
5. The \$ prompt will be displayed.

Select one of the two following commands, according to the instructions below.

A. IF THE FILE IS SAVED ON THE DAY IT WAS CREATED THE FILE WILL BE IN THE IMPORT DIRECTORY, THEN ENTER THE FOLLOWING COMMAND.

1. At the prompt \$, type **<COPY DISK\$LOG:[CHCS.APPL.IMPORT] MRRS0038OP2002.S01 \*.S01>**.
2. Press **<Enter>**

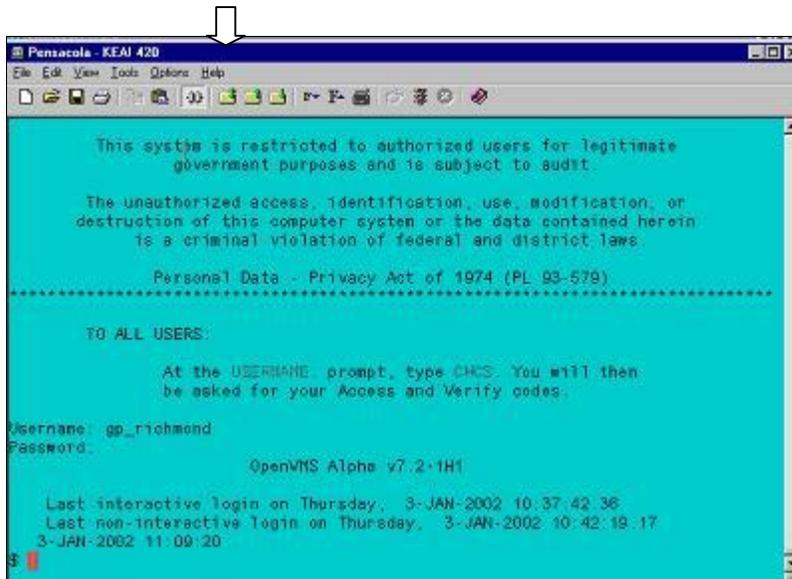
**OR**

B. IF THE FILE IS NOT SAVED UNTIL THE NEXT DAY, THE FILE MOVES TO THE DELETE DIRECTORY, THEN THE FOLLOWING COMMAND WILL BE USED:

1. At the prompt "\$" Type **<COPY DISK\$LOG:[CHCS.APPL.DELETE] MRRS0038OP2002.S01 \*.S01>**.
2. Press **<Enter>**.

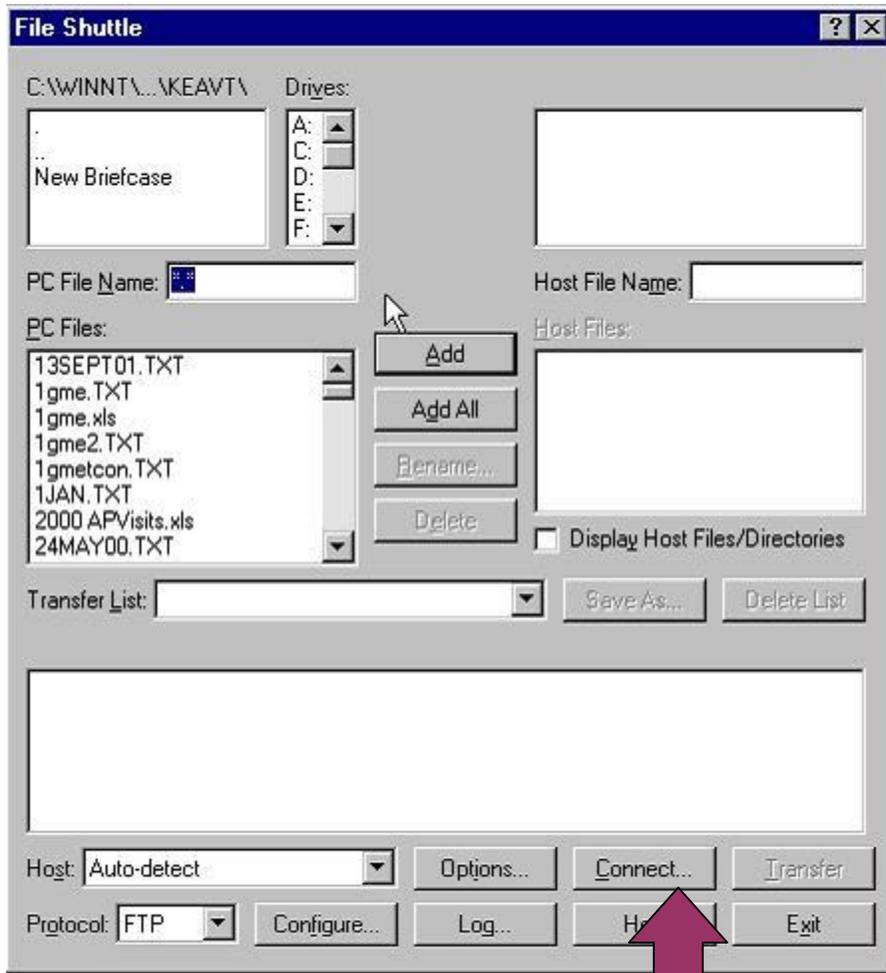
### Copying the File to a Hard Drive

After copying the file to your VMS account you can then copy it down to your hard drive.



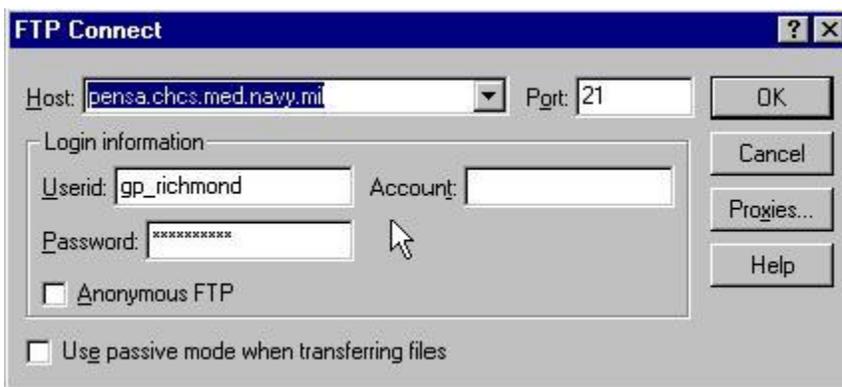
1. **<Double click>** on the **shuttle** folder above.

The following screen will be displayed:



1. <Double click> on the **Connect**.

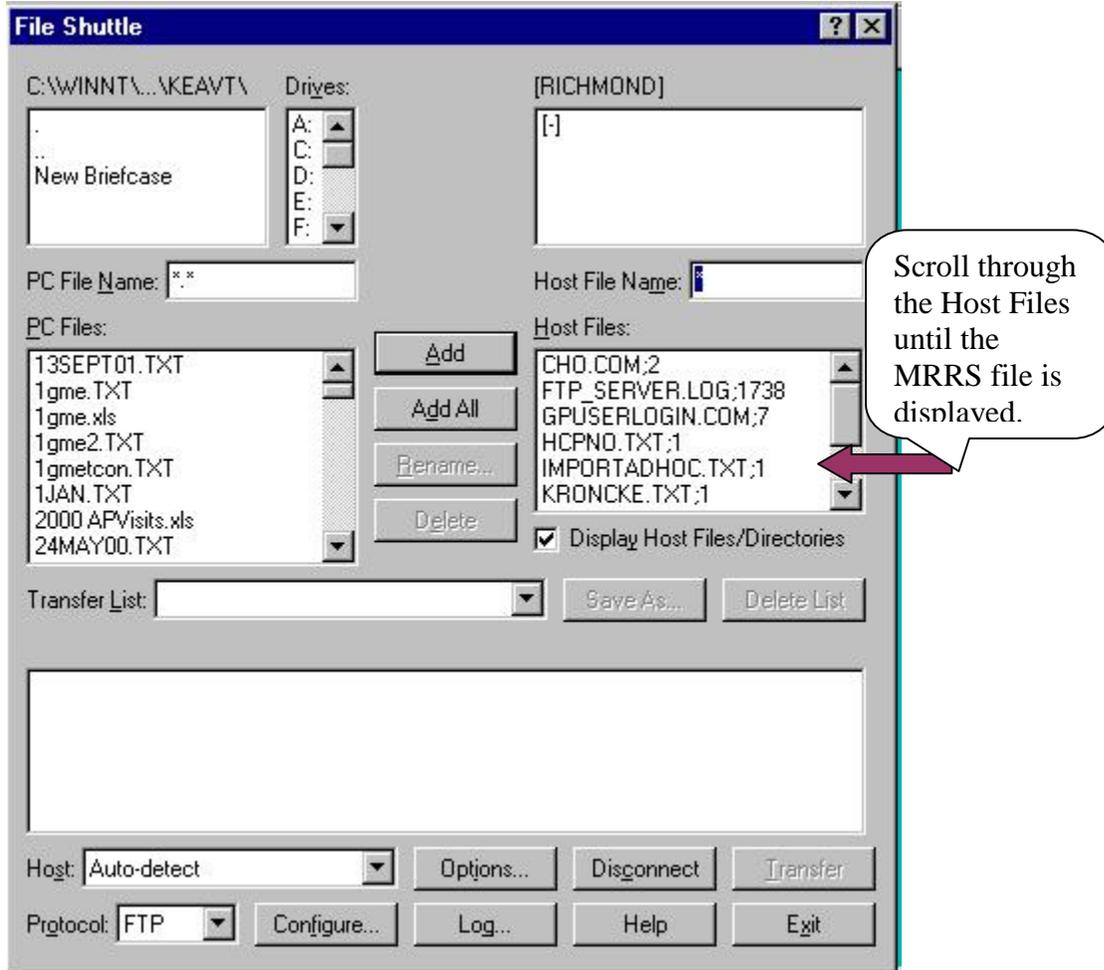
The following screen will be displayed to define the connection parameters.



The following fields will need to be completed before you can connect to your **VMS Account**.

1. At the **Host** prompt, enter <your IP address>.
2. At the **UserId** prompt, enter <your VMS Account name>.
3. At the **Password** prompt, enter <your VMS password>.
4. <Click> on **OK**.

The following screen will be displayed:



1. Find the **MRRS** file in the **Host Files** directory and <**double click**> on the file name.

The CHCS file Naming Convention is MRRS0038OP2002.S01  
 ↑ Your DMIS ID

When the file is sent to the VA, the MRRS is omitted.

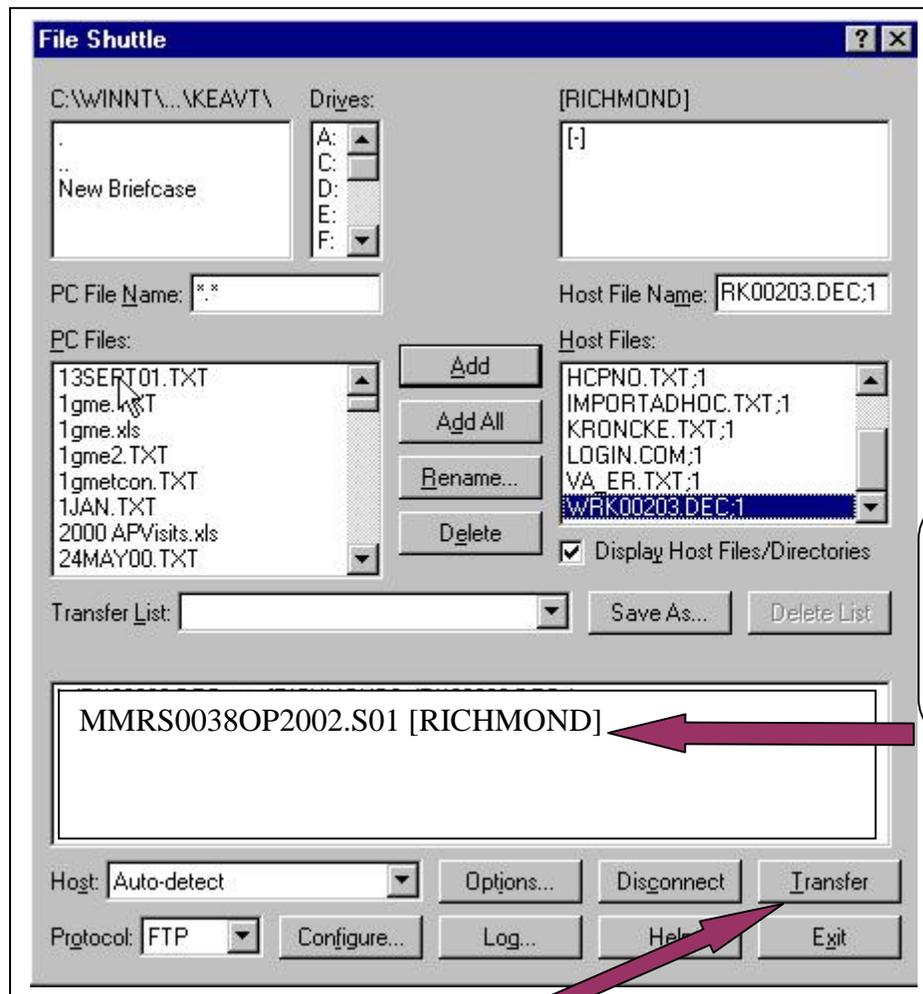
The following table describes the format of both file names.

Index Filename: MRRS<DMIS ID><Rec Type code><ship year>.R01

Ship Filename: MRRS<DMIS ID><Rec Type code><ship year>.S01

- DMIS ID = 4 chr, e.g., 0124
- Rec Type = **OP** for Outpatient and **IP** for Inpatient (are the only abbreviations allowed for this test)
- Year would be 2002 for the test (the year the file is created).

The following screen will be displayed:

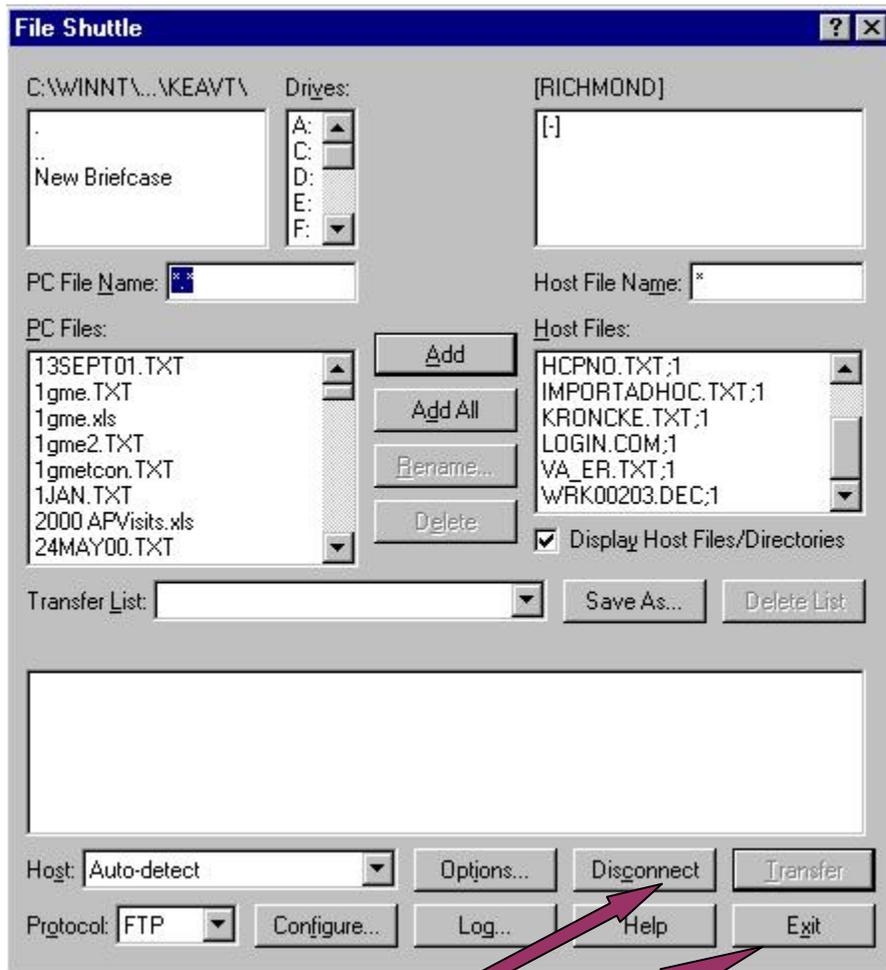


Notice the file name is now in the Transfer block.

1. <Double click> on the **Transfer** Button.

The file has now been transferred from the VMS Account to the PC hard drive.

The following screen will complete your activities and exit.



1. <Double click> on **Disconnect**
2. <Double click> on **Exit**
3. At the \$ prompt, type <LO > for log out.
4. Press <Enter>

#### 4.11 NPRC Accession Notification Actions and MTF Corrections

NPRC personnel review the Shipment Data File and the Records Index File in the shipment processing area when the files are received. The application software and NPRC personnel verify the record index file for correct format, required fields, etc. If the files are in the proper format, the personnel store the files and will send an E-mail message along with an attached file containing NPRC shipping instructions to the MTF POC designated in the Shipment Data File. The message states that the shipment has been approved. NPRC personnel complete the

necessary internal information system entries related to the anticipated shipment. The NPRC will apply the criteria and quality standards to their assessment of the electronic files. Based upon NPRC's assessment, the NPRC and MTF may need to take actions.

*Assessment of MTF Electronic Files*

Criteria	Quality	NPRC Action	MTF Action
SDF and RI files readable and complete.	Totally readable upon receipt. Files are complete (no partial or truncated files).	Request new SDF, RI or SDF/RI set.	Make corrections and submit new SDF, RI or SDF/RI set to NPRC. If only one file of the set requires corrective action, call the VA-AAC when it is sent.
SDF and RI files must have the prescribed format for filenames and record layouts.	Files must be prepared in accordance with prescribed filename format and record layouts.		
Required SDF and RI fields must be populated.	100% of required fields must be filled and show acceptable (not corrupted) data.		

If the file is not in the proper format or missing information in required fields, the NPRC personnel will send an E-mail notice of the deficiency back to the MTF POC. The NPRC Deficient Index Notice includes an explanation of the deficiency, further guidance, and other pertinent information. The MTF will correct the data and regenerate a corrected index to send to NPRC.

**Note: If there are file formatting/transmission problems, direct questions to the appropriate POC listed below:**

**Formatting problems: Resolve with your MTF Site Specialist.**

**Transmission issues:**

**Prior to transmission: Resolve with your MTF Site Specialist.**

**After transmission: Contact the VA-AAC Help Desk\* at 512-326-6780 (or [ahd@mail.va.gov](mailto:ahd@mail.va.gov)), state that you are a Medical Registry**

**System (MRS) user, describe your file transmission problem and provide the complete filename.**

**Sending corrected files: If you are sending corrected files (Record Index and Shipment Data Files), call the VA-AAC Help Desk\* at 512-326-6780(or [ahd@mail.va.gov](mailto:ahd@mail.va.gov)), state that you are a Medical Registry System (MRS) user and that you are sending corrected files. Provide the filenames of the corrected files. The filenames of the corrected files must be**

different from the erroneous files. The Help Desk will inform the MRS application manager that the receipt of the corrected files is pending.

**\*NPRC contracts with the VA Austin Automation Center (VA-AAC) for computing services related to the Medical Registry System.**

#### 4.12 MTF Actions to Ship Records

Once NPRC has approved the files and emailed the accession number for the index, the user must return to the following menu: Menu Path PAD->MRM->{name of record room}->FE->EPR (for **Edit/Process Record Index**).

Select the <NPRC> function from the **Edit/Process** display screen. (Menu Path PAD->MRM->{enter file room}->FE->EPR->NPRC).

Medical Records Transfer and Retire	
MEDICAL RECORDS TRACKING	User : BECHMAN,JEFFREY
OUTPATIENT RECORD ROOM	Created: 06 Feb 2003@1041
Movement Activity	: RETIRE RECORDS
Type of Record	: OUTPATIENT
Destination	: CPR
Last Activity Date	: 31 Dec 2000
NPRC Accession #	:
NPRC Shelving Date	:
Patient Category	: DEPENDENT/RETIREE, CIVILIAN EMERGENCY
	: NON-NATO FOR NATL, VA BENEFICIARIES
	: OTHER
Search Criteria	: TERMINAL DIGIT
	From : 00
	To : 09
Alpha(A) or Terminal Digit(T) Order: TERMINAL DIGIT	
	From : 00
	To : 09
Help = HELP    Exit = F10    File/Exit = DO	

**The cursor will be blinking on the NPRC Accession #: Enter the accession number given by NPRC.**

Press <Enter> twice (This will skip over the NPRC Shelving Date: and file the changes)

With the physical records, the MTF writes the accession number on the front upper-left corner of each box in the shipment.

The MTF verifies that all records on the Record Index printout (placed in box 1) are in the boxes. If any records have been retained since preparation of the index, those must be crossed off the index printout and annotated “Removed prior to shipment” with the date removed. Also place a charge out card in place of the record. If more than 1% of the records have been removed, please contact NPRC prior to submission as a new index file may be required. **The MTF should also electronically return the record to MRT to keep CHCS internal records straight and permit the record to be retired in a later shipment.** No records may be added to the shipment after the Shipment Data File and Records Index are transmitted to NPRC.

**It is recommended that the MTF make a copy of the annotated Record Index printout for its information in finalizing the accession’s acceptance at NPRC and for file as directed in applicable Services’ regulations.**

The MTF places the Records Index and a Shipment Receipt Acknowledgement form in box 1. This form is a self-addressed post card showing the MTF’s mailing address and POC information. Write in: “*The (NPRC Accession Number) consisting of (Number of) boxes was received.*” Provide blank signature and date blocks below the receipt statement.

The MTF medical records personnel make final arrangements for shipping the records, including sealing the boxes, transferring the records to the MTF’s shipment area, and shipping the records.

**It is strongly recommended that the MTF ship records promptly to NPRC to avoid cancellation of the accession number.** To avoid cancellation, stateside shipments must be received within 90 days of accession number assignment; overseas shipments must be received within 120 days.

#### **4.13 NPRC Records Shipment Receipt and Accession Activities**

##### **4.13.1 Shipment Receipt and Acknowledgement**

Upon receipt of the shipment at NPRC, NPRC personnel unload the boxes from the carrier, move them to the processing area, open the boxes, and prepare them for review. The NPRC personnel sign and date the receipt form (Shipment Receipt Acknowledgement) and mail it back to the POC at the MTF.

##### **4.13.2 NPRC Assessment of Records Shipment Physical Condition**

An assessment of the physical condition of the records is accomplished using the criteria shown in the table below. Based upon NPRC’s assessment, the NPRC and MTF may need to take actions.

*NPRC Assessment of Records Shipment Physical Condition*

<b>Error Condition</b>	<b>Quality</b>	<b>NPRC Action</b>	<b>MTF Action</b>
------------------------	----------------	--------------------	-------------------

<b>Error Condition</b>	<b>Quality</b>	<b>NPRC Action</b>	<b>MTF Action</b>
No wet or damaged records	NPRC assessment upon receipt	If damaged in transit, NPRC coordinates correction with the MTF, as necessary. Single records or boxes may be returned.	Correct if possible.
Hardcopy index not present in box 1.	Printed copy of the index must be present in the first box 100% of the time.	Reprint index from the ASCII file. Note the problem in the deficiency notice. Shipment is not returned.	Respond to deficiency notice by reprinting the index and forwarding to NPRC.
More than 1% of the records have been removed from a shipment between index creation and shipment date.	Index files must match records in shipments with a minimum of corrections (target level is 1% max) related to retained records.	NPRC will possibly reject shipments if more than 1% have been retained between index creation and shipment date.	Provide a new index file with retained records removed. Resubmit shipment, as needed.
Loose documents in record jackets or loose Fetal Monitoring Strips	Papers firmly clasped, clipped, or stapled in the record	All interfiles will be rejected and sent back. NPRC will reject the shipment if the envelopes containing fetal monitoring strips are not fastened inside letter-sized folders.	Correct deficiencies and add to the next accession.
Required identifying information missing from the front of boxes.	NPRC assessment upon receipt.	NPRC will call and coordinate with MTF if 1 or 2 boxes are incorrect. If a large number of boxes lack identifiers, correction/return of the shipment will be coordinated with the MTF.	Correct deficiencies to identify boxes properly.

<b>Error Condition</b>	<b>Quality</b>	<b>NPRC Action</b>	<b>MTF Action</b>
Records shipped in non-standard boxes and without approval to send non-standard boxes.	Use prescribed boxes or obtain an authorization from NPRC to use others.	NPRC informs Service Records Manager. MTF sends personnel to NPRC with the appropriate boxes. Or the records are shipped to the MACOM/MAJCOM facility for corrective action.	Service/MTF pays TDY to St Louis for personnel to bring correct boxes.

If the physical condition of the records is not acceptable, the NPRC personnel e-mail a Deficiency Notice to the POC at the MTF. The NPRC personnel return the shipment to the MTF at MTF expense.

#### **4.13.3 NPRC Assessment of the Physical Records Received Against the Electronic Index.**

NPRC personnel retrieve the electronic files from storage. NPRC personnel visually spot check records contained in the boxes received against the pending electronic index file. If necessary, the NPRC personnel compare the electronic index against the hard copy of the index sent along with the shipment.

In general, if the physical records in the boxes do not match the index or were not prepared in accordance with the retirement instructions, the NPRC personnel send an e-mail message to that effect to the POC at the MTF. If necessary, the NPRC returns the shipment at MTF expense.

The assessment of the physical records against the electronic index is accomplished using the criteria shown in the table below. Based upon NPRC's assessment, the NPRC and MTF may need to take actions.

*NPRC Assessment of the Physical Records Received Against the Electronic Index*

<b>Criteria</b>	<b>Quality</b>	<b>NPRC Action</b>	<b>MTF Action</b>
Hard copy list annotated with additional records.	No additional records may be handwritten on list. Each record in the boxes must have an entry on the index file.	NPRC returns records not indexed electronically to MTF.	MTF adds returned record(s) to the next shipment.
Records are not boxed in index order.	NPRC performs random spot check/labeling audit.	Entire shipment may be rejected if records are not in index order.	MTF receives returned shipment and/or deficiency information. MTF makes corrections.
Mixed standard	NPRC performs	Entire shipment	MTF receives

record types (series).	random spot check/labeling audit.	may be rejected if records are not the same type (series).	returned shipment and/or deficiency information. MTF makes corrections
Records are not eligible for retirement.	NPRC performs random spot check/labeling audit.	Entire shipment is rejected.	MTF receives returned shipment and deficiency information. MTF makes corrections

MTFs should not send a replacement index file unless requested by NPRC to do so. Replacement files are to be sent only when the original file cannot be processed. NPRC will require that a new index file be sent according to the following criteria.

- Original file never arrived at the VA-AAC.
- Corrupted (unreadable) file arrives at VA-AAC/NPRC.
- NPRC cannot process the file due to incorrect format/missing data, etc.
- Records are not eligible for retirement (index shows that selection criteria was inaccurate).

MTF should not send a new replacement files to correct the following conditions:

- Facility removes records before sending a shipment. NPRC will delete the entries from the working index (target no more than 1% of shipment).
- Facility finds additional records to retire after the original file has been sent. Facility must retain these records for inclusion in a subsequent shipment. The new system allows records of mixed years to be retired.
- NPRC finds records in the shipment that are not on the index. These are returned to the MTF.
- NPRC finds index entries but no records in file. These are deleted from the NPRC database.

**Note: If there are file formatting/transmission problems, direct questions to the appropriate POC listed below:**

**Formatting problems: Resolve with your MTF Site Specialist.**

**Transmission issues:**

**Prior to transmission: Resolve with your MTF Site Specialist.**

**After transmission: Contact the VA-AAC Help Desk\* at 512-326-6780 (or [ahd@mail.va.gov](mailto:ahd@mail.va.gov)), state that you are a Medical Registry**

**System (MRS) user, describe your file transmission problem and provide the complete filename.**

**Sending corrected files: If you are sending corrected files (Record Index and Shipment Data Files), call the VA-AAC Help Desk\* at 512-326-6780(or [ahd@mail.va.gov](mailto:ahd@mail.va.gov)), state that**

**you are a Medical Registry System (MRS) user and that you are sending corrected files. Provide the filenames of the corrected files. The filenames of the corrected files must be different from the erroneous files. The Help Desk will inform the MRS application manager that the receipt of the corrected files is pending.**

**\*NPRC contracts with the VA Austin Automation Center (VA-AAC) for computing services related to the Medical Registry System.**

#### **4.13.4 NPRC Labeling, Assessment and Storage Actions**

If the shipment is otherwise in order, NPRC personnel accomplish a number of steps culminating with NPRC storage labels being generated from the MTF Record Index file to identify the record with its planned storage location.

The personnel then perform the following actions based upon the criteria shown below and in the accompanying table:

1. If a NPRC label does not correspond to a physical record, the NPRC personnel note the error and enter a delete transaction from the file.
2. If information on the physical record differs from what was contained on the NPRC label, the NPRC personnel note the error and enter a delete transaction. The personnel also set the record aside for return to the MTF.
3. If a NPRC label was not generated for a record, the record is set aside for return to the MTF.
4. The NPRC personnel rebox the approved and NPRC labeled records for storage.
5. The NPRC personnel prepare either a deficiency message , which is a report that describes shipment errors and/or lists label errors, or a message stating that no deficiencies were found. The NPRC personnel e-mail, fax or mail the deficiency message and deficient records, as appropriate, to the POC at the MTF. If the shipment contained no deficiencies, the NPRC personnel e-mail, fax, or mail the message indicating that no deficiencies are found

#### *NPRC Labeling, Assessment, and Storage Actions*

Criteria	Quality	NPRC Action	MTF Action
Record received without an index entry (no NPRC label).	Identified in the labeling audit for quality control/data integrity.	NPRC double checks that the record was not on the index. If not on index, NPRC returns the record to the MTF.	MTF re-enters the record(s) into MRT and retires the physical record(s) in the next accession..
NPRC label information (generated from	Identified in the labeling audit for quality	NPRC deletes entry from MRS database. NPRC returns the	MTF updates the "working index" to delete the record from

MTF index) does not match information on record.	control/data integrity.	record to the MTF.	the accession. Record is refiled. MTF sends the record in the next accession
Index entry (and NPRC label) but no related record.	Identified in the labeling audit for quality control/data integrity. (Name, DOB, Sp SSN and Vol must match)	NPRC deletes entry from MRS database and notifies MTF.	MTF takes necessary action to adjust CHCS.
Box number on Record Index does not match that on index (and NPRC labels).	Records must be identified to the proper box.	NPRC rejects shipment. NPRC returns or retains it for corrections by service/MTF.	MTF corrects entire shipment and regenerates index and forwards the index and boxes to NPRC

#### 4.14 MTF Actions to Correct the Records Index After the NPRC Processes and Accepts the Shipment for long-term storage.

The MTF personnel use the Index Discrepancy Notification generated by NPRC to enter corrections (additions and deletions) to the MTF CHCS MRT or Records Index file.

##### 4.14.1 Finalizing the record retirement index.

1. . The NPRC personnel will e-mail, fax, or mail a Shipment Receipt message indicating no deficiencies are found or including the discrepancy notification on minor errors. This message will also include a date .that indicates that the shipment has been processed and shelved in the storage area.
2. Once NPRC has approved the files and emailed the shipment receipt for the index, the user must return to the following menu: Menu Path PAD->MRM->{name of record room}->FE->EPR (for **Edit/Process Record Index**).
3. Select the <NPRC> function from the **Edit/Process** display screen. (Menu Path PAD->MRM->{enter file room}->FE->EPR->NPRC).

Medical Records Transfer and Retire	
MEDICAL RECORDS TRACKING OUTPATIENT RECORD ROOM	User : BECHMAN,JEFFREY Created: 06 Feb 2003@1041
Movement Activity	: RETIRE RECORDS
Type of Record	: OUTPATIENT
Destination	: CPR
Last Activity Date	: 31 Dec 2000
NPRC Accession #	: 123-45-6789

NPRC Shelving Date	:	
Patient Category	:	DEPENDENT/RETIREE, CIVILIAN EMERGENCY NON-NATO FOR NATL, VA BENEFICIARIES OTHER
Search Criteria	:	TERMINAL DIGIT
		From : 00 To : 09
Alpha(A) or Terminal Digit(T) Order: TERMINAL DIGIT		
From : 00		
To : 09		
Help = HELP    Exit = F10    File/Exit = DO		

2. The cursor will be blinking on the **NPRC Accession #**; Without changing the accession, press <Enter> to move the cursor down to the **NPRC Shelving Date**.
3. Enter the shelving date given by the NPRC, press <Enter>
4. Cursor will be on **File/Exit**. Press <Enter>.

**USER BEWARE:** Once File/Exit has been accomplished the retirement index will be finalized and no more editing of the index is possible. Furthermore, the individual records on the index, will have the movement type **RETIRE** RECORDS and no further movement will be allowed.

**NOTE:**

*Currently, the CHCS MRRRE does not have a functional ability to correct the Record Index errors. A Systems Change is in process.*

## 5.0 RETRIEVING RECORDS FROM NPRC

This section provides instructions, points of contact and Web sites to facilitate retrieval of medical records stored at the NPRC through the MRS inquiry and record ordering functionality. The last part of this section contains a brief instruction for requesting records not covered by MRS that are stored in pre-existing accessions.

### 5.1 NPRC General Information

The NPRC, St. Louis is comprised of two centers, the Military Personnel Records (MPR) Center and the Civilian Personnel Records (CPR) Center. Nearly all inpatient records and non-active duty outpatient medical records are retired to one of these two sites, as determined by the Service

affiliation of the sending MTF. MTFs may use MRS to request inpatient and outpatient records retired by any service branch after system implementation in 2003. More information about NPRC is available at [http://www.archives.gov/facilities/mo/st\\_louis.html](http://www.archives.gov/facilities/mo/st_louis.html)

## **5.2 Medical Registry System (MRS) On-Line Records Retrieval System**

### **5.2.1 Inquiry and Record Ordering Access to the Medical Registry System (MRS) through the Web**

The National Personnel Records Center (NPRC) provides access to the Medical Registry System (MRS) through a Web interface. The MRS is the locator index for inpatient [to include fetal monitoring strips (FMS), extended ambulatory records (EAR), and outpatient records (OP) that have been retired to NPRC and are under automated controls]. MRS contains only those IP, FMS, EAR and OP records retired to NPRC beginning in CY 2003 and after. Users who have registered with NPRC, and have a valid Customer ID may use the system through the Web to submit inquiries and record orders.

If problems or error messages are encountered during system login or use, call the **Help Desk** at 512-326-6780 or send an e-mail to [ahd@mail.va.gov](mailto:ahd@mail.va.gov) for assistance. State that you are a DoD/National Archives and Records Administration (NARA) user working with Web access to the MRS.

### **5.2.2 Basic Requirements**

- 1. Internet Browser.** Java-Enabled Internet Explorer 5.x is highly recommended to ensure proper functionality of the application. Java-Enabled Netscape 4.x may also be used. For optimal viewing, please set your screen resolution to 1024 x 768.
- 2. Active Customer ID Issued By NPRC.** Submit a completed VA Form 9957 (ACRS Time Sharing Request Form) to NPRC to obtain a Customer Identification (ID). A blank form and completion instructions are included in appendices B-1 and B-2. Obtain supervisory signatures on the form to certify that the user is authorized. If the user does not change passwords as required, the Customer ID will be suspended or inactivated. **If inactivated, a new VA Form 9957 request will be required.**
- 3. User Created Password.** Upon receipt of the Customer ID from NPRC, the user creates a password during the first login session in accordance with the instructions provided.
- 4. Additional Requirements Information.** Please see Appendix B for additional information and requirements for Customer ID and password security.

### **5.2.3 Accessing the MRS File Index Through the Web Interface**

- 1. Web Site Address Entry.** Log on to your Web browser. In the address box, type: <https://medical-records-registry.archives.gov> and press <Enter>.

- If the system acknowledges that your access is from a .mil or .gov domain, either the Security Alert Screen or the blue Privacy Act/Login screen appears.
- If the system is unable to approve your access attempt and denies entry to the MRS application, you will correctly receive an “Access Denied” message. When you receive this message, the system then uses a special routine to determine if you are an authorized user. If you are, the system sets up access for you. Log out after the error message and wait at least one hour before accessing the system again. Detailed instructions are included below.
- If you have trouble logging on, contact the Help Desk at 521-326-6780. Tell the Help Desk that you are a NARA user trying to access the MRS.

**2. Security Alert.** If the security alert screen appears. Click on the **OK** button.



**5.2.4 MRS Login Processes.** The Privacy Act/Login Screen appears.

**1. Initial Login.** If this is the very first time that you are using the MRS, follow the instructions in this paragraph to create a new password. (If you have already created a new password, skip to the Routine Login instructions in paragraph 2 below.) For your initial login, enter your <Customer ID> in the **Customer ID** box. In the **Password** box, enter the <last six digits of your Social Security Number (SSN)>. Click on the **Change Password** box.

1. Enter Customer ID
2. Enter Password,
3. Click Change Password box
4. Click the Login button

THE UNAUTHORIZED DISCLOSURE OF INFORMATION FROM THIS SYSTEM COULD RESULT IN A VIOLATION OF AN INDIVIDUAL'S RIGHT TO PRIVACY. SECURITY MEASURES REQUIRE THAT THE INFORMATION CONTAINED HEREIN BE USED ONLY BY AUTHORIZED PERSONS IN THE CONDUCT OF OFFICIAL BUSINESS. UNAUTHORIZED DISCLOSURE OF PERSONAL INFORMATION, TO ANY PERSON OR AGENCY NOT ENTITLED TO RECEIVE IT, MAY RESULT IN A FINE NOT MORE THAN \$5,000.

THE PRIVACY ACT OF 1974, 5 U.S.C. 552A, PROHIBITS UNAUTHORIZED RELEASE OF PERSONAL DATA CONTAINED HEREIN.

**ATTENTION: 1) IF YOU ARE LOGGING IN AFTER YOUR PASSWORD HAS BEEN RESET, YOU MUST CHECK THE "CHANGE PASSWORD" BOX. 2) When you change your password for MRS, the password change will also apply to all of your MAINFRAME access passwords. 3) If you get an error while attempting your password change and have to get your password reset (again), be sure to completely close your browser and reopen it before attempting the change password again.**

Customer ID:

Password:   Change Password

Login

1. Enter Customer ID  
2. Enter Password  
3. Click Change Password box  
4. Click the Login button

Please enter your 'Customer ID' and 'Password'. If you do not have a 'Customer ID' and 'Password', contact your local [MRS administrator](#). If you have forgotten your 'Customer ID' or 'Password', please contact the [AAC Help Desk](#) (512-326-6780).

We highly recommend Microsoft Internet Explorer 5.0 or higher, for proper representation and reliable use of the screens that follow.



The screen for creating new passwords then appears. In the first **Password:** box, enter a **<new password>** according to the instructions on the screen. In the second **Password:** box, **<re-enter the password>** for verification purposes. Then click on the **Login** button.

**Please enter a new password following the guidelines below.**

Password:

Password:

Login

Please observe the following guidelines in order to successfully change your password

**The password must be 8 characters long, AND**

must contain at least one alphabetic character, AND, one numeric character, AND one of the following special characters of @, \$, or #, AND, must not contain any consecutive repeating characters like aa, Bb, cC, DD, 22, or \$\$.

Medical Records Registry System ([mrs](#))

**2. Routine Login.** If you have established your new password, enter your <Customer ID> and <your password> in the appropriate boxes and click on the **Login** button. (If this is your very first login session, return to and continue with paragraph 1 above.)

THE UNAUTHORIZED DISCLOSURE OF INFORMATION FROM THIS SYSTEM COULD RESULT IN A VIOLATION OF AN INDIVIDUAL'S RIGHT TO PRIVACY. SECURITY MEASURES REQUIRE THAT THE INFORMATION CONTAINED HEREIN BE USED ONLY BY AUTHORIZED PERSONS IN THE CONDUCT OF OFFICIAL BUSINESS. UNAUTHORIZED DISCLOSURE OF PERSONAL INFORMATION, TO ANY PERSON OR AGENCY NOT ENTITLED TO RECEIVE IT, MAY RESULT IN A FINE NOT MORE THAN \$5,000.

THE PRIVACY ACT OF 1974, 5 U.S.C. 552A, PROHIBITS UNAUTHORIZED RELEASE OF PERSONAL DATA CONTAINED HEREIN.

**ATTENTION: 1) IF YOU ARE LOGGING IN AFTER YOUR PASSWORD HAS BEEN RESET, YOU MUST CHECK THE "CHANGE PASSWORD" BOX. 2) When you change your password for MRS, the password change will also apply to all of your MAINFRAME access passwords. 3) If you get an error while attempting your password change and have to get your password reset (again), be sure to completely close your browser and reopen it before attempting the change password again.**

Customer ID:   
Password:   Change Password

1. Enter User ID  
2. Enter Password  
3. Click the Login button

Please enter your 'Customer ID' and 'Password'. If you do not have a 'Customer ID' and 'Password', contact your local [MRS](#) administrator. If you have forgotten your 'Customer ID' or 'Password', please contact the [AAC Help Desk](#) (512-326-6780).

We highly recommend Microsoft Internet Explorer 5.0 or higher, for proper representation and reliable use of the screens that follow.

**3. Login Processing Messages.** The following message appears. Wait as your login request is processed.

**Login Successful Please Standby...**

The Inquiry Screen for entering data and submitting system inquiries appears.

### **5.2.5 MRS On-Line Records Retrieval System Inquiry Screen**

**NOTICE**

*Once into the Ordering part of the MRS, there are certain areas where use of the browser's "BACK" button will disrupt the synchronization of the program flow.*

*Please pay attention to the notes in this document about such areas.*



## Welcome to the Medical Registry System (MRS) On-Line Records Retrieval System Inquiry Screen

Enter inquiry data in **\*ONE** of the input boxes and click the "Search For Records" button to retrieve records.  
(\*Date of Birth can also be entered but will only be used with Patient's Name search.)

[New Inquiry](#)

[Print Page](#)

[Help](#)

[Change Address](#)

[Exit MRS](#)

Sponsor's SSN	<input type="text"/>	999999999 (no hyphens)
Patient's SSN	<input type="text"/>	999999999 (no hyphens)
Patient's Name	<input type="text"/>	
	Last (space) First (space) middle initial (no punctuation)	
NPRC Accession Number	<input type="text"/>	999-YY-9999
NPRC Registry Number	<input type="text"/>	(no hyphens or spaces)
NPRC Shelf Location	<input type="text"/>	(no hyphens or spaces)
Date of Birth	<input type="text"/>	(MMDDYYYY)

Important Note: Only IP, FMS, EAR and OP records retired in 2003 and after (via CHCS) are indexed on MRS.

[Search For Records](#)

---

"You are visiting our site from 198.76.154.93."  
 Your most recent visit was Monday, May 24, 2004.  
 Questions about this website? [Contact the Webmaster](#)

The **Inquiry Screen** is the user interface for the MRS On-Line Records Retrieval System. Search the MRS Patient Database by entering one of the following at the screen prompts: (NOTE: A=Alphabetic, 9=Numeric)

- **Sponsor SSN** (Format: <999999999> – (No hyphens))
- **Patient SSN** (Format: <999999999> – (No hyphens))
- **Patient Name** (Format: <SMITH JOHN D> – No commas, no periods. You may also enter just the last name or even part of the last name.)
- **Accession Number** (Format: <999-YY-9999>)
- **Registry Number** (Format: <AA9999> (No leading 0's))
- **Shelf Location** (Format: <A99999999 or 999999999> (no hyphens))
- **Patient DOB** (Format: <MMDDYYYY>) Valid only with the **Patient Name** search. If entered with any other search, the DOB will be ignored. Displays only those records that match entered name AND DOB.

After inputting your search criteria, simply press the ENTER key or "Click" the **Search for Records** button to begin your search.

## 5.2.6 Search Results

A successful search will result in a "Select Record" screen display as shown below:

- Number of records found.
- Input (Your search criteria.)
- Date & Time of search.
- Chargeout Entry (optional user data input message related to a record order)
- A listing all of the records matching your search criteria.



To order a record:

1. Click the "Select Record" box below the record(s) you wish to order.
2. Click the "Order Records" button at the bottom of the list.

(Note: Use the scroll bar to see additional records.)

3 RECORDS WERE FOUND

INPUT: PATIENT J

CHARGEOUT ENTRY:

DATE: 4/15/2003

SP SSN	052-03-2042	052-03-2043	338-03-2011
NAME	PATIENT JACK C	PATIENT JOSEPH F	PATIENT JOEWELLA I
PAT SSN	112-02-5200	217-03-0270	119-01-1111
DOB	01/27/1937	08/07/1908	07/15/1976
FMP	20	20	30
PAT CAT	USAF RET LOS ENLISTED	USN RET LOS OFFICER	USA FAM MBR AD
BRANCH	USAF	NAVY	ARMY
MTF	375th MED GRP-SCOTT	NH PENSACOLA	L. WOOD ACH-FT. LEONARD WOOD
DMIS ID	0055	0038	0075
REC TYPE	OUTPATIENT	OUTPATIENT	OUTPATIENT
TRMT DATE	08/11/1995	04/06/1999	03/03/1998
VOL	2	1	1
ACC NUM	052-03-2042	052-03-2043	338-03-2011
BOX	3	5	1
LOC NUM	V1-11-04-9-6	08-28-30-9-5	15-15-07-1-3
REG NUM	MN 000 000 032 021	MN 000 000 032 288	MA 000 000 001 910
Select Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Top of Page](#)

Order Records

New Inqry

Print Page

Help

Change Address

Exit MRS

Searcher:

---

Date:

---

## 5.2.7 Ordering Records



To order a record:

1. Click the "Select Record" box below the record(s) you wish to order.
2. Click the "Order Records" button at the bottom of the list.

(Note: Use the scroll bar to see additional records.)

3 RECORDS WERE FOUND

INPUT: PATIENT J

New Inquiry

CHARGEOUT ENTRY: Enter Optional Message Here

DATE: 4/15/2003

SP SSN	052-03-2042	052-03-2043	338-03-2011
NAME	PATIENT JACK C	PATIENT JOSEPH F	PATIENT JOEWELLA I
PAT SSN	118 02-5000	118 03-0200	118 03-1111
DOB	01/27/1937	08/07/1908	07/15/1976
FMP	20	20	30
PAT CAT	USAF RET LOS ENLISTED	USN RET LOS OFFICER	USA FAM MBR AD
BRANCH	USAF	NAVY	ARMY
MTF	375th MED GRP-SCOTT	NH PENSACOLA	L. WOOD ACH-FT. LEONARD WOOD
DMIS ID	0055	0038	0075
REC TYPE	OUTPATIENT	OUTPATIENT	OUTPATIENT
TRMT DATE	08/11/1995	04/06/1999	03/03/1998
VOL	2	1	1
ACC NUM	052-03-2042	052-03-2043	338-03-2011
BOX	3	5	1
LOC NUM	V1-11-04-9-6	08-28-30-9-5	15-15-07-1-3
REG NUM	MN 000 000 032 021	MN 000 000 032 288	MA 000 000 001 910
Select Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Top of Page

Order Records

Searcher:

---

Date:

---

To order record(s):

- Enter your **Chargeout Entry** information (optional).
- Click the **Select Record** checkbox below each record you would like to order.
- Click the **Order Records** button.

After selecting the record(s) you want to order, a **Finding Aid Report (FAR)** screen (as shown below) will appear for each record selected. To complete the record ordering process, enter the **Chargeout Entry** information (optional) and click the **Send Record Order** button. To move to the next record without ordering the record being displayed, click the **Delete Record Order** button.

**NOTE 1:** If you just want to print the screen but do not want to order the record, click on the **Print This Page** button and then click on the **Delete Record Order** button.

**NOTE 2:** Once you begin the ordering process, please refrain from using the browser's BACK button. Using the browser's BACK button may cause errors!

**Finding Aid Report (FAR)**

National Archives and Records Administration  
National Personnel Records Center  
[Medical Registry System On-line Record Order](#)

INPUT: **PATIENT J**

Name: <b>PATIENT JACK C</b>	SP SSN: 1 0 0 0 0 0 0 0 0	Shelf: <b>V1-11-04-9-6</b>
PT SSN: 0 1 0 0 0 0 0 0 0	DOB: <b>01/27/1937</b> FMP: <b>20</b>	Reg Num: <b>MN 000 000 032 021</b>
Pat Cat: <b>USAF RET LOS ENLISTED</b>		Vol: <b>2</b>
Type: <b>OUTPATIENT</b>	Trmt Date: <b>08/11/1995</b>	Acc Num: <b>052-03-2042</b>
Trmt Fac: <b>375th MED GRP-SCOTT</b>		Box: <b>3</b>

Chargeout Info:

Commanding Officer  
U.S. Army Ft. Sill  
Reynolds ACH (Burnett, Room 1h130)  
4301 Mow-Way Road  
Ft. Sill, OK 73503

When no longer needed, please return record to:

NATIONAL PERSONNEL RECORDS CENTER  
9700 PAGE AVE.  
ST. LOUIS, MO 63132

<input type="button" value="Help"/>	<b>Print Page BEFORE Sending Order!</b>	<input type="button" value="Change Address"/>
<input type="button" value="Send Record Order"/>	<input type="button" value="Print This Page"/>	<input type="button" value="Delete Record Order"/>

**DO NOT USE THE BROWSER'S BACK BUTTON!**

### 5.2.8 Order Confirmation

If you selected the **Send Record Order** option on the preceding **Finding Aid Report (FAR)**



Medical Registry System (MRS)  
On-Line Records Retrieval System

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**Your Record Order Has Been Sent.**  
**All Records Orders Have Been Processed.**

<input type="button" value="New Inquiry"/>
<input type="button" value="Print Page"/>
<input type="button" value="Help"/>
<input type="button" value="Change Address"/>
<input type="button" value="Exit MRS"/>

screen, you will see a confirmation screen as shown below.

If there are more records to order, you will also see the **Complete Next Record Order** button. If all records have been ordered, you will see the note **All Records Have Been Processed** with a **Do a New Inquiry** button. In this example, all orders have been processed.

### **5.2.9 Error Messages**

The following error message screens appear under the common error or search circumstances described below:

**1. No Data Entered.** Error Text: “You must enter data in the Selection Criteria Field.” You must enter search criteria on the Inquiry Screen before clicking the **Search for Records** button:

**2. No Records Were Found.** Error Text: “No records were found.” If no records matching your search criteria are found, this informational message is displayed along with a **New Inquiry** button.

**3. NPRC Registry Number Too Long.** Error Text: “The Registry Number you entered (NNNNNNNNNNNNNN) is too long.” If you enter a Registry Number in the search input field that is too long, this error message is displayed along with a **Go Back** button.

**4. More Than 500 Records Found.** Error Text: “Your search returned over 500 matches. Only the first 500 are being displayed. If you do not find the record you are looking for, please refine your search and try again.” If over 500 records matching your search criteria are found, the informational message is displayed along with an **OK** button. The first 500 records will be displayed on the Search Results screen. Refine your inquiry to generate a smaller list to locate a record.

**5. Failing to Select a Record to Order.** Error Text: “You did not select any records to order.” If you click the **Order Records** button without selecting any records to order, the error message is displayed along with the **Go Back** button.

### **5.2.10 Exiting the MRS Application**

Please use the **Exit MRS** button on the left side of the screen to exit the MRS application. You will be presented with the screen with a link to send feedback information to the Austin Automation Center.

### **5.2.11 When the MRS On-Line Records Retrieval System Is Not Available**

If the MRS is down more than 24 hours, then the user could send a DD Form 877-1. However, system downtimes are expected to be of short duration and without a significant impact upon

operations. Given mail time and processing time for manually completed DD Form 877-1s and written records retrieval requests, waiting for resumption of MRS On-Line Services may be more effective and timely. Consult the Help Desks—shown in the paragraph below before sending in mailed DD Forms 877-1.

### **5.2.12 Support and Contact Information**

#### **Austin Automation Center**

AUSTIN HELP DESK  
DEPARTMENT OF VETERANS AFFAIRS,  
AUSTIN AUTOMATION CENTER  
(512) 326-6780  
[AHD@MAIL.VA.GOV](mailto:AHD@MAIL.VA.GOV)

### **5.3 Records not indexed under the MRS System.**

The majority of non-active duty records retired to NPRC prior to Calendar Year 2002 are not available through the Web enabled MRS Inquiry and Ordering. There are legacy systems in place to retrieve those records.

#### **5.3.1 MTF knows Accession Number of shipment holding needed record**

If you know the accession number of the record that you wish to retrieve and the record was retired by your service branch, use the Centers Information Processing System (CIPS) to request it. See 5.3.1.1. If you obtained the accession number of a record retired by another service branch, see 5.3.1.2 for instructions.

MTFs should make every attempt to obtain the accession number (and NPRC shelf location and box number) of the requested record to expedite a search. That information is available on the SF 135 receipt sent back to an MTF by NPRC to confirm a shipment.

##### **5.3.1.1 Centers Information Processing System (CIPS).**

Federal agencies/military services can request the return of their records, excluding *official personnel folders and employee medical folders*, from the National Personnel Records Center (and Regional Records Services facilities and from the Washington National Records Center (WNRC), Suitland, Maryland), via the World Wide Web or dial-out modem, using CIPS. Records are normally mailed within 24 hours of receipt of an agency's request. Overnight service, at agency expense, can be arranged. This service is not available to the public.

More information about CIPS including a Users Manual is available at [http://www.archives.gov/records\\_center\\_program/cips\\_system/cips.html](http://www.archives.gov/records_center_program/cips_system/cips.html)

1. Federal agencies/military services may secure a user ID from their CIPS administrator. If you registered for MRS and have a user ID, you have the necessary user ID. Please read the rules for creating and changing passwords.
2. The CIPS Web page provides a link to [instructions](#) for the web version of the CIPS system to request records from storage at NARA Records Centers.
3. The CIPS Users Manual also includes set up instructions for access by computer modem to request records.

### **5.3.1.2**

If you obtained the shipment accession number for a record retired by another service branch, prepare a DD Form 877-1. Include the accession number (and the box number and NPRC location number) on the request form. It is advised that MTFs obtain the accession number and locator information from other MTFs when requesting medical records retired by those other facilities. DD 877-1 requests lacking this information require considerable research at NPRC that increases turnaround time and delays your receipt of the requested record.

### **5.3.2 MTF DOES NOT know Accession Number of shipment holding needed record.**

If MTF has made every effort to locate an accession number and was unable to identify it or requires a record retired by a different service branch, prepare DD Form 877-1 and submit it to NPRC. Fill out the form as completely as possible. DD 877-1s lacking good identifying information require considerable research at NPRC and result in a delay in the receipt of a record. MRS and CIPS should always be used as the primary options to expedite the receipt of a record.

### **5.3.3. Other Requesters**

MRS, CIPS and DD Form 877-1 may only be used by authorized users at MTFs. Direct other requesters according to the following guidelines and to the websites listed at the end of this paragraph.

**Family Members.** Family members may request information from their medical records if a written request is submitted.

**Retirees and Veterans.** These individuals may send an electronic request for information from their health records (<https://vetrecs.archives.gov>), prepare an SF 180, Request Pertaining to Military Records or send a written request. Please see the websites listed below for health records in NPRC's holdings and those that are now stored at the VA (beginning approximately 1992 - 1994).

**Researchers.** Researchers must contact NPRC (MPR) in writing concerning their projects. Researchers planning to conduct projects involving a large number of records must have the authorization of the respective branches of service. This is a prerequisite before NPRC (MPR)

will grant access to military records. NPRC (MPR) will provide the points of contact within the military services for obtaining authorizations

**Websites:**

**Public Services at the NPRC (CPR)**

[http://www.archives.gov/facilities/mo/st\\_louis/civilian\\_personnel\\_records/public\\_services.html](http://www.archives.gov/facilities/mo/st_louis/civilian_personnel_records/public_services.html)

**Public Services at the NPRC (MPR)**

[http://www.archives.gov/facilities/mo/st\\_louis/military\\_personnel\\_records/overview\\_of\\_records.html](http://www.archives.gov/facilities/mo/st_louis/military_personnel_records/overview_of_records.html)

[http://www.archives.gov/facilities/mo/st\\_louis/military\\_personnel\\_records/public\\_access.html](http://www.archives.gov/facilities/mo/st_louis/military_personnel_records/public_access.html)

<https://vetrecs.archives.gov>

# APPENDIX A

## References

### **United States Codes (USC) and Code of Federal Regulations (CFR)**

44 U.S.C, Chapters 29, 31, 33, and 35 Public Printing of Documents (See search engine @ <http://uscode.house.gov/usc.htm>)

36 CFR Chapter XII National Archives and Records Administration, Part 1228 Disposition of Federal Records, Subpart B, and 1228.50 Disposition of Federal Records, Implementing Schedules [http://www.access.gpo.gov/nara/cfr/waisidx\\_01/36cfr1228\\_01.html](http://www.access.gpo.gov/nara/cfr/waisidx_01/36cfr1228_01.html)

41 CFR, Subtitle E, Part 201 --Federal Information Resources Management Regulations System [http://www.access.gpo.gov/nara/cfr/waisidx\\_01/41cfrv4\\_01.html](http://www.access.gpo.gov/nara/cfr/waisidx_01/41cfrv4_01.html)

### **National Personnel Records Center, National Archives and Records Administration (NARA)**

NARA Field Bulletin 97-1, Subject: Services Provided by the National Personnel Records Center (NPRC), St. Louis, MO.

Medical Registry System (MRS) On-Line

[http://www.archives.gov/facilities/mo/st\\_louis/military\\_personnel\\_records/medical\\_registry\\_system.html](http://www.archives.gov/facilities/mo/st_louis/military_personnel_records/medical_registry_system.html)

GENERAL NPRC information about older manually accessed medical records collections NOT IN MRS. There are medical records stored at each location.

AT NPRC (MPR), 9700 PAGE AVE, see Overview of Our Records at the following site:

[http://www.archives.gov/facilities/mo/st\\_louis/military\\_personnel\\_records/overview\\_of\\_records.html](http://www.archives.gov/facilities/mo/st_louis/military_personnel_records/overview_of_records.html) or

[http://www.archives.gov/facilities/mo/st\\_louis/military\\_personnel\\_records/public\\_access.html](http://www.archives.gov/facilities/mo/st_louis/military_personnel_records/public_access.html)

AT NPRC (CPR), 111 WINNEBAGO ST, see Federal Agencies at the following site:

[http://www.archives.gov/facilities/mo/st\\_louis/civilian\\_personnel\\_records/federal\\_agencies.html](http://www.archives.gov/facilities/mo/st_louis/civilian_personnel_records/federal_agencies.html)

### **Department of Defense**

DoD Directive 5015.2, Records Management Program

<http://www.dtic.mil/whs/directives/corres/html/50152.htm>

DoD Instruction 6025.8, Ambulatory Procedure Visit

<http://www.dtic.mil/whs/directives/corres/html/60258.htm>

DoD 5400-11-R, Department of Defense Privacy Program

<http://www.dtic.mil/whs/directives/corres/html/540011.htm>

## **Department of Defense (Health Affairs)**

Assistant Secretary of Defense (Health Affairs) Memorandum, dated 31 January 2000, Subject: Custody and Control of Outpatient Treatment Records <http://tricare.osd.mil/policy/custody.pdf>

### **TRICARE Management Activity**

Policy Number 99-08, Establishing the Extended Ambulatory Record (E.A.R.)  
<http://www.tricare.osd.mil/policy/tma99/tma9908.html>

Policy Number 00- (Unnumbered) Policy for Discontinued Daily Filing of Laboratory and Radiology Results, [http://www.tricare.osd.mil/policy/tma00/00\\_11.pdf](http://www.tricare.osd.mil/policy/tma00/00_11.pdf)

### **Composite Health Care System Documentation**

SAIC D/ SIDDOMS Doc. D2-SP99A-1001A, 28 September 2001, Composite Health Care System and Medical Record Retrieval System Interface Control Document, Revision A.

SAIC D/SIDDOMS Doc. D2-SISO-5011, Final: 10 April 2001, Implementation Update Guide, Medical Records Retirement and Retrieval Enhancements Updates From CHCS S/W Version 4.6 to CHCS S/W Version 4.603+ CPET For Medical Record Tracking

SAIC D/ SIDDOMS Doc. DS-IM98-6004, 8 July 1998, Implementation Update Guide For CHCS S/W Version 4.51 to Version 4.6 For MRT

SAIC/CHCS Doc. TC-4.4-0320, 27 Sep 1995, Student Guide, PAD: Record Tracking

SAIC/CHCS Doc. TC.-4.4-0321, 27 Sep 1995, Presenter's Guide, PAD: Record Tracking

SAIC D/SIDDOMS Doc. TC.-4.4-0579, 18 Sep 1995, (Training Material Supplement) Implementation Guide ... MRT

### **Army**

AR 25-400-2, The Modern Army Record Keeping System (MARKS)  
[http://www.usapa.belvoir.army.mil/pdf/r25\\_400\\_2.pdf](http://www.usapa.belvoir.army.mil/pdf/r25_400_2.pdf)

AR 40-66, Medical Record Administration and Health Care Documentation  
[http://www.usapa.belvoir.army.mil/pdf/r40\\_66.pdf](http://www.usapa.belvoir.army.mil/pdf/r40_66.pdf)

AR 40-400, Patient Administration [http://www.usapa.belvoir.army.mil/pdf/r40\\_400.pdf](http://www.usapa.belvoir.army.mil/pdf/r40_400.pdf)

Memorandum, Deputy Chief of Staff for Operations, Health Policy and Services, MEDCOM, undated, Policy for the Discontinued Daily Filing of Laboratory and Radiology Results

Memorandum, Chief of Staff, MEDCOM, dated 22 February 2000, Subject: Consolidated Civilian Employee Medical Record (CEMR) Management

### **Navy**

Navy Medical Manual, Chapter 16 Medical Records  
<http://www.vnh.org/Admin/MMD/MMDChapter16.pdf>

SECNAVINST 5212.5D Navy and Marine Corps Disposition Manual  
<http://neds.nebt.daps.mil/dispman.htm>

Memorandum, Chief, Bureau of Medicine and Surgery, dated 21 January 1999, Subject: Filing of Computer Generated Laboratory and Radiology Studies  
<https://bumed.med.navy.mil/pad/Health%20Information%20Management/Chit%20Filing.pdf>

Memorandum, Chief Bureau of Medicine and Surgery, 6000Ser 31/00U114000120,  
Subject: Custody and Control of Health and Outpatient Medical Records  
[https://bumed.med.navy.mil/pad/Health%20Information%20Management/health\\_information\\_management.htm](https://bumed.med.navy.mil/pad/Health%20Information%20Management/health_information_management.htm)

### **Air Force**

AFI 41-210 Patient Administration Instructions  
<http://afpubs.hq.af.mil/pubs/publist.asp?puborg=AF&series=41>

Air Force Records Disposition Schedule (RDS)  
<https://webrims.amc.af.mil>

### **Forms**

DD 877-1 (Request for Medical/Dental Records from the National Personnel Records Center (NPRC) (St. Louis, MO)) <http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM>

## **APPENDIX B**

### **REGISTRATION and Security REQUIREMENTS FOR NPRC's MEDICAL REGISTRY SYSTEM (MRS)**

#### **1.0 General.**

Security registration is required for all users who will be tasked with sending on-line inquiries and record orders using the MRS. All users must complete and submit a VA Form 9957, ACRS Time Sharing Request Form, to NPRC. Organizations should review their MRS users at least quarterly and submit a VA Form 9957 to inactivate any accounts for those who no longer require access to the MRS.

1.1 Identify patient administration/records management personnel who will be responsible for these tasks.

1.2 For each person identified, complete the VA Form 9957, ACRS Time Sharing request form, as described below. A blank form and specific instructions are included in figures at the end of this appendix.

#### **2.0 (Reserved)**

#### **3.0 Submitting On-line Record Inquiries and Orders.**

Personnel who have an official need to identify (look up) the whereabouts of medical records or to order them on-line need access to the MRS. Identify those patient administration and records management personnel and obtain MRS accounts for them.

#### **3.1 Record Inquiries (look-ups).**

Users are generally authorized employees who are tasked with determining if desired records have been retired to NPRC.

#### **3.2 Record Ordering.**

Users are generally authorized employees tasked with release of information responsibilities.

#### **4.0 VA Form 9957, ACRS Time Sharing Request Form.**

A blank copy of the form is included in figure B-1. Copy it as needed. Complete sections 1, 2, 3 and 4 of the form as shown in the instruction form in figure B-2. Return completed forms to:

National Personnel Records Center  
Attn: Management Systems Staff, Room 2076 (MRS Project Manager)  
9700 Page Ave.

St. Louis, MO 63132

### **5.0 Open a User Account.**

The NPRC and its contractor, the Department of Veterans Affairs, will process the registration forms and issue Customer IDs and initial passwords.

### **6.0 Cancel a Customer Account.**

When a user no longer requires system access, submit a completed VA Form 9957 to NPRC at the above address checking “DELETE EXISTING CUSTOMER” in section 1.

### **7.0 Customer Account and Password Information**

#### **7.1 Customer ID**

Your 7-character Customer ID for access to the Medical Registry System (MRS) will be mailed after the VA 9957 is received and processed at NPRC.

Users may not share Customer IDs and passwords. Users are not allowed to reveal their Customer ID and password to others. NPRC security system administrators create new Customer IDs for each requester. Violators may have their Customer ID suspended or revoked. Users who have not received personal Customer IDs should submit a VA Form 9957 to NPRC.

#### **7.2 Password.**

Your initial password is the last 6 digits of your Social Security Number (SSN). During your first access session, you must create a new password. See paragraph 3 below for password details. Once your new password is successfully created, use it for subsequent routine access until prompted for a new password.

#### **7.3 Password Format.**

The password must be eight characters long must use a combination of alphabetic characters, numbers and special characters (@, \$, #) without consecutive repeating characters (bb, Dd, 33, \$\$). The last three passwords and common names or abbreviations cannot be used with the password. The first time a User ID is keyed, and every three months thereafter, the program automatically prompts for a new unique password. For all subsequent sessions, enter the unique password when prompted.

#### **7.4 Password Expiration.**

Passwords expire after 90 days. We strongly recommend that you sign-on and change your password at least every 85 days. Users are notified on-screen for 7 days prior to expiration of

their password and re suspended from access to the system after reaching 90 days without changing their password even if they have not logged on during the 90 days. The Austin Help Desk can reinstate a user for only 7 days after being suspended. See paragraph 5 below. After a user has been suspended for 7 days, the user is automatically deleted from the entire system and must fill out and mail a new VA Form 9957 to re-register as a new user.

### **7.5 Austin Help Desk.**

Forgotten or suspended passwords must be reset by calling the Austin HELP DESK at 512-326-6780, Fax 512-326-7830, or e-mail [ahd@mail.va.gov](mailto:ahd@mail.va.gov). First identify yourself as a NARA customer, give your User ID, and then state your problem.

### **8.0 Technical Note.**

The user's Internet infrastructure must allow connectivity using SSL (HTTPS, port 443). This port must be open on all firewalls in both directions. Web access to MRS does not require/use HTTP (port 80).

### **9.0 Questions.**

Questions may be directed to the National Personnel Records Center Point of Contact:

VA-AAC Help Desk

512-326-6780

[ahd@mail.va.gov](mailto:ahd@mail.va.gov)



# ACRS TIME SHARING REQUEST FORM

**PRIVACY ACT STATEMENT:** The information is solicited under authority of Title 38, United States Code and Executive Order 9397 and is necessary to accomplish the action requested by the requester, including establishing, modifying or deleting a Time Sharing Customer Account. Furnishing the information on this for, including your Social Security Number, is voluntary; however, if the information is not furnished, we will be unable to take further action on your request.

**NOTE:** Information from this form is used to establish a Time Sharing Account.

1. ACTION REQUESTED (Check only one of the three items)

CREATE NEW CUSTOMER
  MODIFY EXISTING CUSTOMER
  DELETE EXISTING CUSTOMER

### 2. CUSTOMER INFORMATION

A. NAME	B. TIME SHARING CUSTOMER ID	C. SOCIAL SECURITY NUMBER
D. TELEPHONE NUMBER (Include Area Code)	E. FACILITY (STATION) NUMBER/SUFFIX OGA	F. MAIL ROUTING SYMBOL OR STOP CODE
G. JOB TITLE		H. SUBSYSTEM APPLICATION FUNCTION CODE (SAFC) 26D2
I. IF FOR CONTRACTOR, OR IF TEMPORARY ACCESS, SHOW EXPIRATION DATE (Month, day, year)	J. EMPLOYER (For Contractor or Other Government Organization)	

K. OFFICE ADDRESS (Street, City, State, Zip Code, for Contractor or Other Government Organization)

E-mail address:

Proxy Server Address:

**NOTE:** See reverse for instructions.

### 3. FUNCTIONAL TASKS

CHECK APPROPRIATE BOX		FUNCTIONAL TASK CODES	CONCURRING SYSTEM MANAGER OF RECORD (SMR) DESIGNEE SIGNATURE & TITLE (If required)
ADD	DELETE		
<input type="checkbox"/>	<input type="checkbox"/>	1NARA85—MRS Record Order	
<input type="checkbox"/>	<input type="checkbox"/>	1NARA86—MRS Look-up only	
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

### 4. SIGNATURES

REQUESTING OFFICIAL & TITLE	DATE
APPROVING OFFICIAL & TITLE	DATE
SECOND APPROVING OFFICIAL & TITLE (If required)	DATE
FACILITY POINT OF CONTACT	DATE



# ACRS TIME SHARING REQUEST FORM

**PRIVACY ACT STATEMENT:** The information is solicited under authority of Title 38, United States Code and Executive Order 9397 and is necessary to accomplish the action requested by the requester, including establishing, modifying or deleting a Time Sharing Customer Account. Furnishing the information on this for, including your Social Security Number, is voluntary; however, if the information is not furnished, we will be unable to take further action on your request.

**NOTE:** Information from this form is used to establish a Time Sharing Account.

1. ACTION REQUESTED (Check only one of the three items)

CREATE NEW CUSTOMER
  MODIFY EXISTING CUSTOMER
  DELETE EXISTING CUSTOMER

### 2. CUSTOMER INFORMATION

A. NAME Enter your name	B. TIME SHARING CUSTOMER ID Leave this blank	C. SOCIAL SECURITY NUMBER Enter your SSN
D. TELEPHONE NUMBER (Include Area Code) Enter your office telephone	E. FACILITY (STATION) NUMBER/SUFFIX OGA	F. MAIL ROUTING SYMBOL OR STOP CODE AF users enter: 061 AR and Navy users enter: 062
G. JOB TITLE Enter your job title		H. SUBSYSTEM APPLICATION FUNCTION CODE (SAFC) 26D2

I. IF FOR CONTRACTOR, OR IF TEMPORARY ACCESS, SHOW EXPIRATION DATE (Month, day, year) Leave this blank (unless a contractor)	J. EMPLOYER (For Contractor or Other Government Organization) Enter Army, Navy or Air Force
---	--

K. OFFICE ADDRESS (Street, City, State, Zip Code, for Contractor or Other Government Organization)  
Enter Your Office Address (Include Room Number and Office Symbol)

E-mail address:

Proxy Server Address: If you look up or order records, you must enter your Proxy server address here. Contact your System Administrator for the Proxy Server address through which your Internet traffic flows. If there is none at your MTF, enter the IP address of your worksite computer.)

**NOTE:** See reverse for instructions.

### 3. FUNCTIONAL TASKS

CHECK APPROPRIATE BOX		FUNCTIONAL TASK CODES	CONCURRING SYSTEM MANAGER OF RECORD (SMR) DESIGNEE SIGNATURE & TITLE (If required)
ADD	DELETE		
<input type="checkbox"/>	<input type="checkbox"/>	1NARA85--MRS Record Order	Check the ADD box if the user is authorized to look up and to <b>ORDER</b> records from the MRS
<input type="checkbox"/>	<input type="checkbox"/>	1NARA86--MRS Look-up only	Check the ADD box if the user is <u>only</u> authorized to <b>LOOK UP</b> records on the MRS but may not submit record orders
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		Send the completed form to:
<input type="checkbox"/>	<input type="checkbox"/>		National Personnel Records Center
<input type="checkbox"/>	<input type="checkbox"/>		Attn: NRPS-Rademacher
<input type="checkbox"/>	<input type="checkbox"/>		9700 Page Ave., Room 2076
<input type="checkbox"/>	<input type="checkbox"/>		St. Louis, MO 63132

### 4. SIGNATURES

REQUESTING OFFICIAL & TITLE Obtain your boss's signature/title	DATE Enter date
APPROVING OFFICIAL & TITLE Obtain approving official's signature/title	DATE Enter date
SECOND APPROVING OFFICIAL & TITLE (If required)	DATE
FACILITY POINT OF CONTACT	DATE

## APPENDIX C

### Transition and Implementation Steps

Some of the items that will need to be taken into consideration during the planning meetings and decision-making process are listed below:

- a. What is the current workflow? How can it be improved/enhanced with the use of MRT?
- b. Who will be responsible for putting the new or revised policies into place?
- c. What record rooms were identified to be activated? **Remember that only one record room may be retired per shipment index using CHCS.**
- d. Some record rooms may be at remote sites. When will connectivity to these areas be established? This will have a direct impact on the activation schedule.
- e. What Label Formats (borrower, charge out/routing card, chart request, inpatient, outpatient) will be used? (MTF and all divisions must agree on certain labels such as Outpatient standard label and Borrower standard label).
- f. Patient Record Pull/Radiology Record Pull parameters must be set according to whether clinic wishes records to appear on a record room pull list. **NOTE:** Radiology parameter should be set to 'YES' so that other record types, such as Occupational Health, will appear on pull lists in the appropriate record room. Clinic and record room POCs must agree on pulling records for the clinic. Clinics should decide how far in advance they need the record pulled, taking into consideration the overdue days parameter that the record room will set.
- g. Set the target completion date for the Common File Build.
- h. Are there any borrowers or borrower types that will not be allowed (such as Medical Center Divisions) to borrower MRT records?

The following list is designed as a checklist for your MTF to implement the Composite Health Care System Medical Records Tracking (MRT) functionality, if not already in use. Your MTF may tailor this list to the MTF's specific requirements. Generally the items are listed in the approximate sequence in which they should occur. You may certainly change the order being careful to keep critical items in the proper sequence. The information in the table's columns is described below and are numbered for your reference.

**Action List: Each activity that should be completed to ensure a smooth implementation of Medical Records Tracking, Retirement, and Retrieval (MRTR<sup>2</sup>) business processes.**

Action Authority: **The individual or organization responsible for execution or management of the activity. Where fields are left blank, the action authority is determined locally.**

User Guide Section for Reference: **The section in the MRTR2 User Guide where CHCS data entry for this function is described.**

Recommended Due Date: **The date that the activity must be completed so that your facility may be ready and may retire medical records on a timely basis.**

Date Action Completed: **For MTF use: the actual date that the activity is completed at your MTF.**

NBR	ACTION	ACTION AUTHORITY	User Guide Section	DATE ACTION COMPLETED
	Establish an Implementation Team. Suggest Branch Clinic Supervisor, Inpatient Record supervisor, Outpatient Record supervisor, Pad POC, MRT Department POC, File/Table POC, and Site Specialist (who will configure the ASCII file to send to NPRC).			
	Coordinate shared system parameters with all the Services involved.			
	Evaluate medical records rooms' CHCS equipment. Are there sufficient CHCS compatible CRTs? Bar Code Printers? Bar Code Scanners? Printers?			
	Take the necessary steps to procure CHCS compatible needed equipment.			
	Plan for assignment of record room specific security keys, RTFR1 - RTFR25 and other security keys.			
	Develop an implementation plan and discuss with site personnel. Include training and activation schedules.			
	Develop a policy and plan for problem reporting and resolution including POCs and phone numbers. May include a Mail Group.			

<b>NBR</b>	<b>ACTION</b>	<b>ACTION AUTHORITY</b>	<b>User Guide Section</b>	<b>DATE ACTION COMPLETED</b>
	Site Specialists should receive instructions from SAIC to ensure they configure SY-ETU correctly for transmission of the Record Index/Shipment Data ASCII file to NPRC.			
	Obtain and install CRTs, CHCS compatible bar code printers and bar code readers, in all records rooms in each facility for each Parent or Child DMIS ID. Install text printers appropriate to each facility's needs. Prepare delivery orders as required.	Site Administrator/ Medical Records Administrator		
	Order adequate supplies for MRT devices.			
	Refer to User Guide for instructions on record compliance to NPRC guidelines.			
	All divisions, hospital locations (and record rooms), clinics, and providers must be entered before the first activation. Record rooms for each division need to be defined as hospital locations attached to the division.			
	Make sure all record rooms are identified and created before activation. The system may have problems with record rooms created after activation. Record rooms must be listed as an outpatient or inpatient home location when the system creates these during registration for an admission or visit, e.g., in the OP RECORD HOME LOCATION field.			
	Plan for creation of APV records. Use Create APV Menu option to create APV records to ensure the APV record is linked in CHCS to the ambulatory procedure performed. If created in PAD, they will not be linked and the tracking number will not be created. APV can be assigned to PAD as a secondary menu.			

<b>NBR</b>	<b>ACTION</b>	<b>ACTION AUTHORITY</b>	<b>User Guide Section</b>	<b>DATE ACTION COMPLETED</b>
	Review the local file and table builds to ensure they are customized to each Parent and Child DMIS ID.	Systems Specialist	Section 2	
	Create a CHCS record room for each physical record room in the Parent or Child DMIS ID, particularly for rooms that will retire records. Record Rooms and Clinics must be defined as Hospital Locations.	Systems Specialist, Medical Records Super User or Supervisor	Section 2.	
	Review current record types in the Type of Record Set Up. Decide if any new record types need to be created.	Medical Records Administrator or Supervisor	Section 2	
	Create and define the records types.	“	Section 2.1	
	Set up Medical Records Tracking. Refer to Section 3 of the User Guide for additional information on MRT.	“	Section 3	
	Establish Borrower Set up.	“	Section 2.4	
	Establish Record Label Default Formats.	“	Section 2.6	
	Clean the CHCS MRT of records manually retired to NPRC.	“		
	<i>Assign CHCS user access, security keys, file manager access codes and modify menu options as appropriate</i>			
	Activate Record Rooms.			
	Formulate MRT local training and activation schedules			
	Train local MRT end users			
	Create a Mail Group to communicate problems and/or ideas during activation. This group can be used post activation to communicate with MRT/MRRRE users.			
	Make arrangements for printing/pick up of reports that are scheduled to print overnight or large reports that print in the computer room.			

<b>NBR</b>	<b>ACTION</b>	<b>ACTION AUTHORITY</b>	<b>User Guide Section</b>	<b>DATE ACTION COMPLETED</b>
	Initialize records not in CHCS, excepting inpatient records pre-dating CHCS.	“ and MRT Users		
	Register and hold any small collections of retirement eligible records that include various dates of last activity for retirement after 1 January 2003. Small collections are considered to be less than 1 box (1 cubic foot) for each retirement year.			
	Enter all medical records into the MRT functionality.	MRT Users		
	Initialize all new records received by transfer or local initiation for the first episode of care.	MRT Users		
	Adapt local business practices to provide for electronic medical records tracking, retirement, and retrieval.	Medical Records Administrator and Supervisors		
	Check your service Medical Records Home Page for new information on electronic retirement and retrieval of medical records.			
	Plan to retire records by Parent and Child DMIS IDs.			
	Plan for merging records in decentralized file rooms under a DMIS ID or for requesting separate accessions.			
	If not requested, request Medical Registry System (MRS) On-line access by submitting VA Form 9957 (See Appendix B) to NPRC.			
	Estimate the number of boxes to be retired in outpatient and inpatient record accessions. Forecast the budget for the cost of shipping boxes, materials, and shipping and make local arrangements for funding.			
	Input data in the new field “Retire Record Type” contained in the site-specific records type file/table.	File/Table POC		

<b>NBR</b>	<b>ACTION</b>	<b>ACTION AUTHORITY</b>	<b>User Guide Section</b>	<b>DATE ACTION COMPLETED</b>
	Input Standard Record Types in Type of Record Setup File			
	Create an 'ASCII Notification' Mailgroup	System Mail Manager		
	Add 'ASCII' Mailgroup name to MRT Application Setup	System Mail Manager		
	Set the "Allow Batch Processing" field for the New Movement Type of Retire Records to Yes	Medical Records Supervisor		
	Input the appropriate Retirement Record Type in the Type of Record Setup file for all site-defined records types, which would be eligible for retirement. Fetal Monitor Strips and Extended Ambulatory Records are considered inpatient type records and should have "INPATIENT" as the Retirement Record Type.			
	Review release notes and set up the SY_ETU parameters for the ASCII files to be sent to NPRC.	System Administrator or System Specialist		
	Enter any medical record stored in the file room that does not have a corresponding electronic entry on CHCS.	MRT Users		
	Arrange to save the ASCII files for each records index and shipment data file.	Medical Records Administrator		
	Coordinate records retirement with NPRC IAW TMA Policy Guidance, Services' directives, NARA Field Bulletins, and the MRTR <sup>2</sup> User Guide.	Medical Records Administrator		
	Report CHCS problems to the Trouble Desk.	MRT Users		
	Report problems with the User's Guide to the Service Medical records Administrators.	Medical Records Administrator or Supervisor		

## **APPENDIX D**

### **LABELING RECORDS**

#### **1. General Requirements**

The CHCS label on the medical record jacket must include:

The patient's full name (last, first and if applicable, middle initial).

The patient's FMP.

The sponsor's SSN.

Volume number of the medical record.

Date of birth

MTF DMIS ID or MTF code, name and location

Additional information and the format is at the discretion of the MTF.

#### **2. Outpatient Records.**

The NPRC requirement is:

One CHCS label must be pasted on the front of each outpatient record folder.

The CHCS label must show the incremental volume number related to the outpatient folder number for that patient.

Identifying information on the index must match the identifiers on the label. MTFs must make any needed corrections to the label and/or the index. Either by legibly handwriting the changes or by printing a new label

Additional data may be added at the discretion of the MTF.

#### **3. Inpatient Records.**

The CHCS volume number for Inpatient Records identify each unique inpatient or extended ambulatory episode or admission and each fetal monitor strip. For inpatient records, the NPRC requirement is:

One CHCS label for each episode/admission filed in a folder must be pasted on the front of the inpatient record folder. No labels may be placed on the back of the folder.

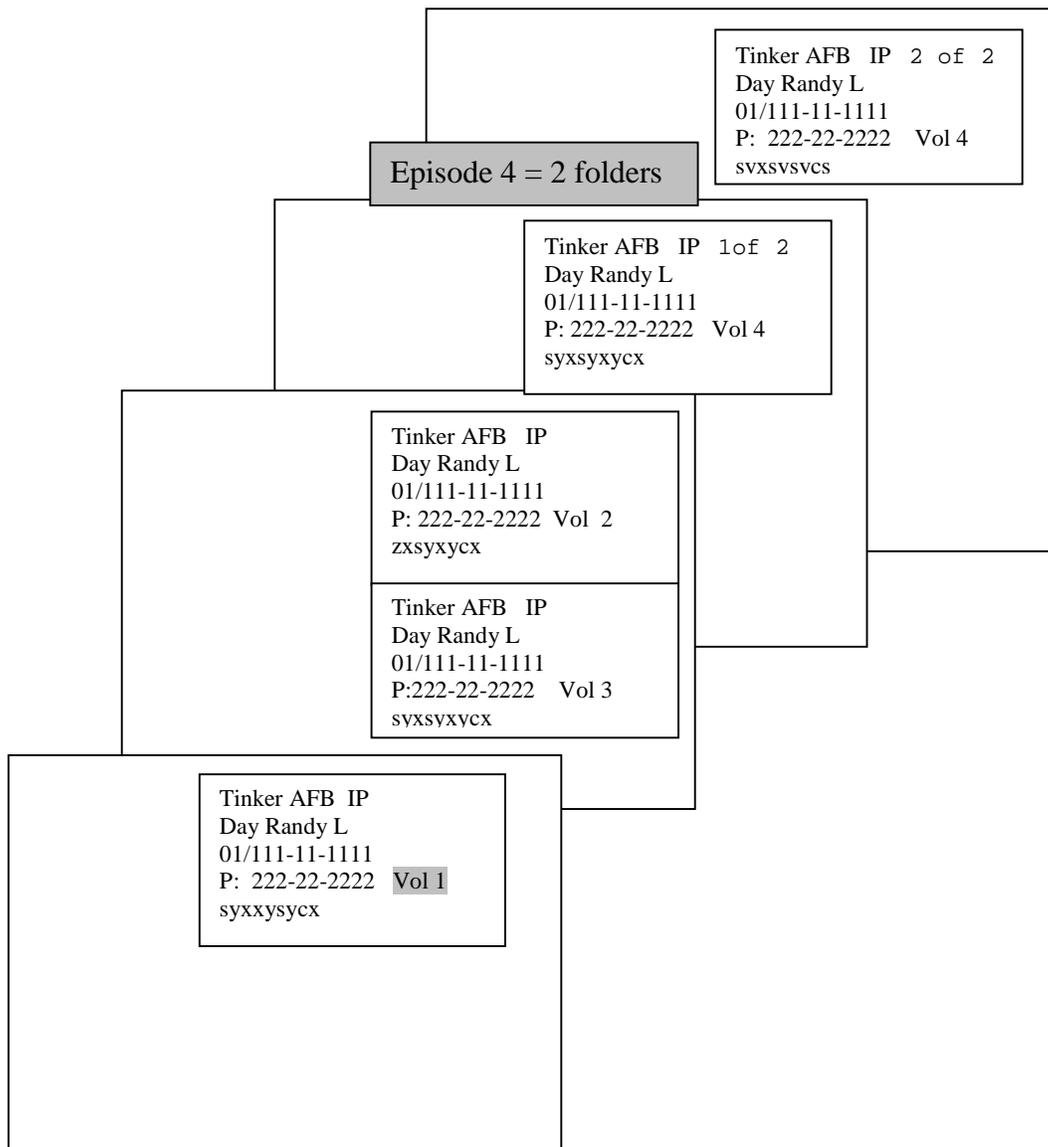
Each label must show the incremental "volume #" that is related to each admission/episode filed in the folder. (A review of CHCS labels attached to inpatient records indicate that the term "volume" actually means admission/episode.)

If there is more than one folder of documents for any one episode/admission, each folder must contain a CHCS label showing the same "Volume #" but there should be a written notation on the label folder indicating the parts, for example, 1 of 2, 2 of 2. When boxing the records for retirement, MTF personnel must flag multiple folders for one episode/admission by placing a sheet of paper in the first of multiple folders that says, for example "Episode 4 = 2 folders".

Admissions (episodes) that span more than one folder must always start in a separate folder.

The inpatient index includes retirement eligible records of each episode of inpatient care including each fetal monitor strip and each extended ambulatory record. For inpatient records, each episode of inpatient care, each report for fetal heart monitoring (fetal monitor strip), and each episode of extended ambulatory care (extended ambulatory record) must have its own entry on the index. In an inpatient shipment, make sure that inpatient records, fetal monitor strips and extended ambulatory records are all filed in separate folders but boxed in index order. Do not combine the three record types into one folder.

Example of folder labeling can be seen below:



# APPENDIX E

## HOW TO DELETE A RECORD FROM THE SYSTEM

This CHCS option allows you to delete a record from the system. It should be used to delete records that have been created erroneously or to consolidate a multivolume set. It should not be used to delete records that should be retired/transferred or inactivated. Retiring, transferring, and inactivating records can be accomplished through the Transfer/Retire (FE) Menu or the Inactivate/re-activate records (AC) Menu

1. Make **ABSOLUTELY SURE** the record(s) must be deleted before deleting any record(s) from the system. Once the deletion process is completed, the record no longer exists in the system.

2. From the MAIN MENU prompt in CHCS

- A. Go into the **Medical Record Menu (MRM)**.
- B. There will be a // after the default record room. If this is not the record room where the record(s) are located, ENTER **<that record room>** at this point and press **<ENTER>**.
- C. The response for using the default record room devices, **YES** is the default response.

3. At this point, there is a **SELECTION MENU**: **Select the <TM>** option for Transaction Menu.

TM	TRANSACTION MENU
PL	PULL LIST FUNCTION MENU
RR	REQUEST RECORD MENU
IN	RECORD INFORMATION MENU
MA	MANAGEMENT REPORTS MENU
FE	TRANSFER/RETIRE MENU
SD	SYSTEM DEFINITION MENU

4. This will bring up another menu:

OT	CHARGE-OUT RECORD
IN	CHECK-IN RECORD
MR	MOVE RECORDS TO OTHER FILEROOM
CV	CREATE A LABEL/RECORD/VOLUME
FR	FLAG RECORD AS MISSING
PC	PATIENT CHECK-OUT
PR	PRINT ROUTING/CHARGE CARDS
RE	RE-CHARGE RECORDS
DR	DELETE A RECORD
AC	INACTIVATE/RE-ACTIVATE RECORD
TR	FACILITY TRANSFER
UR	UPDATE RECORD'S ATTRIBUTES

OR RECORD INITIALIZATION

- A. SELECT THE <DR> option for DELETE A RECORD.
- B. This will give the following prompt: SELECT RECORD: Note: What if the prompt is set in the parameters to Select Patient?
- C. At this prompt, enter <the name of the patient> (i.e., Doe, Jane) and press <Enter>.
- D. The system will retrieve all records for the patient. MAKE SURE THAT YOU ARE IN THE RECORD ROOM FOR THE TYPE OF RECORD THAT YOU WANT DELETED. The record room was selected above immediately after selecting the MRM Menu option. <Select the record> and press <Enter>.
- E. When you select the record, the following information will be generated:

Deletion of this record will also cause the following to be deleted:

- Any requests for the record
- Any missing record log entries
- All movement history log entries

Are you sure you want to delete this record? No//

- i. If you answer “<Yes>”, the system will ask a reason for deletion.
  - ii. The system will indicate that the “Deletion process beginning. . . . .deletion complete.
- F. At this point, the record has been deleted for the system and can’t be retrieved. See Section 2 and Section 3 to recreate or initialize the record deleted erroneously.

# APPENDIX F

## CHCS ASCII File Requirements

### 1. Requirements for Files

The MRS Interface file is the atomic unit of data transferred from CHCS to the MRS Systems. Neither the Record Index File nor the Shipment Data File has a header record. The Record Index File consists of multiple homogeneous, fixed-length data records. The Shipment Data File consists of 6 different records, the 6<sup>th</sup> record can repeat multiple times.

**Table D-1. MRS Interface Files**

Number	Name
1.	Record Index Record 1 – Occurs Multiple Times Table D-3
2.	Shipment Data Record 1 – Occurs once in each Shipment Data file: Table D-4 Record 2 – Occurs once in each Shipment Data file: Table D-5 Record 3 – Occurs once in each Shipment Data file: Table D-6 Record 4 – Occurs once in each Shipment Data file: Table D-7 Record 5 – Occurs once in each Shipment Data file: Table D-8 Record 6 – Occurs multiple times in Shipment Data file: Table D-9

### 2. Requirements for Data Records

Table D-2 gives the characteristics for usage of the data fields in each record.

**Table D-2. Record Attribute Table Format**

Seq	Field Name	Length	Data Type	Field Description
1				
2				

<i>Sequence (SEQ)</i>	Ordinal position (sequence) of the data field within the record.
<i>Field Name</i>	Globally unique descriptive name for the field.
<i>Length</i>	Fixed Field Length.
<i>Data Type</i>	Restrictions on the contents of the data field. Data Types are defined in paragraph 0.
<i>Field Description</i>	Brief description of the field contents.

Tables D-3 through D-9 use the Record Attribute Tables to specify the data fields in each record.

**Table D-3. Record Index File – Record 1**

<b>Seq</b>	<b>Field Name</b>	<b>Length</b>	<b>Data Type</b>	<b>Field Description</b>
1	Sponsor SSN	9	Numeric	999999999 – No “-“
2	Patient Family Member Prefix (FMP)	2	Text	99
3	Last Date of Treatment	8	Text	YYYYMMDD
4	Patient Name	30	Text	LastName,FirstName MI
5	Patient Birth Date	8	Text	YYYYMMDD
6	Record Type	30	Text	INPATIENT : IN OUTPATIENT: OP FETAL MONITORING STRIPS: FM EXTENDED AMBULATORY RECORDS: EA
7	DMIS ID	4	Text	DOD Standard DMIS ID Table
8	Division	30	Text	Site Specific
9	Branch of Service	45	Text	DOD Standard Table
10	Patient Category	35	Text	DOD Standard Table
11	Patient SSN	9	Numeric	999999999 – No “-“
12	Record Internal Entry	9	Numeric	Unique record identifier at each site
13	Volume Number	2	Numeric	Number of folders for this patient
14	Box Number	7	Numeric	Number of boxes in this shipment
15	Space	29	Text	Place holder
16	Filename	14	Text	Record Index File Name
17	Create Date	8	Text	YYYYMMDD
18	Line Feed character	1	Control	The ASCII character 10

**Table D-4. Shipment Data File – Record 1**

<b>Seq</b>	<b>Field Name</b>	<b>Length</b>	<b>Data Type</b>	<b>Field Description</b>
1	MTF POC Name	30	Text	Designated CHCS User
2	MTF POC Phone Number	18	Text	Phone of Designated CHCS User
3	MTF POC DSN Phone Number	18	Text	DSN phone of Designated CHCS User
4	MTF POC DSN FAX Number	18	Text	FAX of Designated CHCS User
5	MTF E-mail address	70	Text	E-mail of Designated CHCS User
6	Line Feed character	1	Control	The ASCII character 10

**Table D-5. Shipment Data File - Record 2**

<b>Seq</b>	<b>Field Name</b>	<b>Length</b>	<b>Data Type</b>	<b>Field Description</b>
1	MTF Name	45	Text	Name of facility where CHCS host system located.
2	MTF Address #1	60	Text	Address line 1
3	MTF Address #2	60	Text	Address line 2
4	MTF State	2	Text	DOD Standard Geographic Location
5	MTF City	40	Text	From USPS Zip Code Table
6	MTF Modified City	40	Text	Site defined
7	MTF Zip Code	10	Text	From USPS Zip Code Table
89	Line Feed character	1	Control	The ASCII character 10

**Table D-6. Shipment Data File – Record 3**

<b>Seq</b>	<b>Field Name</b>	<b>Length</b>	<b>Data Type</b>	<b>Field Description</b>
1	User Authorizing Transfer	30	Text	Designated CHCS User for file generation.
2	Transfer Authorization date	8	Date	Entered at file generation time.
3	Date of last Patient Activity	8	Date	Highest date in records generated.
4	Record Disposal Authority	17	Text	Equivalent to code used in SF135
5	Record Type Description	60	Text	Equivalent to the Series Description field on the SF 135, Records Transmittal and Receipt
6	Record Disposal Date	8	Date	The date this series of medical records will reach the end of its retention period at the NPRC. Equivalent of the Disposal Date field on the SF 135
7	Shipment Volume	7	Numeric	Number of boxes (cu ft)
8	Date Record Index Created	8	Date	System generated
9	Line Feed character	1	Control	The ASCII character 10

**Table D-7. Shipment Data File – Record 4**

<b>Seq</b>	<b>Field Name</b>	<b>Length</b>	<b>Data Type</b>	<b>Field Description</b>
1	Remarks	250	Text	Remarks entered by user.
2	Line Feed character	1	Control	The ASCII character 10

**Table D-8. Shipment Data File - Record 5**

Seq	Field Name	Length	Data Type	Field Description
1	Shipment Data Filename	14	Text	Name of Shipment data File. Format: This filename format has been superseded. See the SAIC ICD document for the new format.
2	Line Feed character	1	Control	The ASCII character 10

**Table D-9. Shipment Data File – Record 6**

Seq	Field Name	Length	Data Type	Field Description
1	<b>Record Index Filename</b>	14	Text	Names of Record Index files in this “shipment of data” Format: This filename format has been superseded. See the SAIC ICD document for the new format.
2	Line Feed character	1	Control	The ASCII character 10

### **3. Requirements for Data Types**

The following Data Types are defined within this interface:

- **Text** displayable characters may take any allowable ASCII values greater than 31 decimal.
- **Date** is in the 8-character format YYYYMMDD, where MM is the month (01 - 12), DD is the day of the month (01 - 31), YYYY is the year
- **Numeric** may not include any alphabetic or special characters. Allowable values are numeric digits 0 - 9.
- **Control** ASCII values between 0 and 31 inclusive.

### **4. File Naming Requirements**

CHCS shall name each file in accordance with the following naming convention: **This filename format has been superseded. See the SAIC ICD document for the new format.**

## **APPENDIX G**

### **ACRONYM GLOSSARY**

**Note:** A number of acronyms are shown and defined in CHCS screen shots in this guide. They are not repeated here, as they are commonly described within the screen shots.

<b>ACRONYM</b>	<b>DESCRIPTION</b>
AD	Active Duty
APV	Ambulatory Procedure Visit
AQCESS	Automated Quality of Care Evaluation Support System
ASD	Assistant Secretary of Defense
ASCII	American Standard Code for Information Interchange
CBT	Computer-Based Training
CHCS	COMPOSITE HEALTH CARE SYSTEM
CIPS	Centers Information Processing System
CITPO	Clinical Information Technology Program Office
CPR	Civilian Personnel Records
DEERS	Defense Eligibility Enrollment Reporting System
DES	Data Encryption Standard
DMIS	Defense Medical Information System
DoD	Department of Defense
DSN	Defense Switched Network (DoD telephone system)
EAR	Extended Ambulatory Record
ER	Emergency Room

<b>ACRONYM</b>	<b>DESCRIPTION</b>
FMS	Fetal Monitor Strips
FMP	Family Member Prefix
FTP	File Transfer Protocol
IAW	In Accordance With
IPT	Integrated Program Team
IT	Information Technology
MHS	Military Health System
MPR	Military Personnel Records
MRS	Medical Registry System - a NPRC system run by the VA
MTF	Military Treatment Facility
MRT	Medical Records Tracking
MRRRE	Medical Records Retirement and Retrieval Enhancements
NATO	North Atlantic Treaty Organization
NPRC	National Personnel Records Center
PM	Program Manager
PO	Program Office
POC	Point of Contact
RMC	Department of Veterans Affairs Records Management Center
SSN	Social Security Number
SY-ETU	System Electronic Transfer Utility (a CHCS Utility)
TBD	To Be Determined

<b>ACRONYM</b>	<b>DESCRIPTION</b>
TCON	Telephone Consult Fixed Appointment Type
TMA	TRICARE Management Activity
TOC	TRICARE Operations Center
TRICARE	Tri-Service Health Care