Human Services
Peoplefirst

Admitted Patient Entry & Transmission (APET) System

Version 3.0.3, July 2001.

User Manual

Version 3.0.3, July 2001

Introduction

Background Information

The Department of Human Services collects morbidity data on all admitted patients from Victorian public and private acute hospitals including rehabilitation centres, extended care facilities and day procedure centres. This data forms the Victorian Admitted Episodes Dataset (VAED). Among other things, VAED data are used for:

- Health services planning,
- Policy formulation,
- Casemix funding and
- Epidemiological research.

PRS/2 is the interface between a hospital's in-house Patient Management System and the VAED. All PRS/2 processing is managed by Allegiance Systems on behalf of the Department. Many computer software companies provide for PRS/2 data transmission through software of varying complexity, cost and hardware requirements. However, it has become increasingly apparent to the Department that there is a strong industry requirement, particularly among smaller hospitals and day procedure centres, for a simple stand-alone VAED data entry system.

Purpose of the APET System

The APET software has been developed for hospitals that require a simple data entry system, in order to transmit data to the VAED in the current file format. The system can be used either as a temporary measure or a long-term solution.

APET is **NOT** a Patient Management System; it is simply a Microsoft Access database that presents users with drop-down menus containing relevant VAED codesets, without descriptors and as such; provides a method of transmitting data to the VAED. As APET has been designed as a stand-alone system; it is necessary for information to be keyed into the database from a previously completed data entry form. To maximise efficiency, it is recommended that a form with the VAED data items in a similar sequence to the APET layout be utilised.

Purpose of this Manual

The purpose of this Manual is to provide users with instructions on how to use the APET System. This manual must be used in conjunction with the *PRS/2 Manual, 11th Edition 2001-2002*, which provides detailed definitions and codesets for each of the VAED data items.

Data Entry and Transmission Responsibility

A hospital may transmit data to PRS/2 via Allegiance Systems as frequently as desired, but must meet the minimum requirements set out in the *PRS/2 Manual*.

Contacts

For general assistance, in using this software and queries relating to PRS/2 and the VAED, please contact the Health Data Standards and Systems (HDSS) HelpDesk:

Phone	(03) 9616 8141
Fax	(03) 9616 7629
Email	PRS2.Help-Desk@dhs.vic.gov.au

For a copy of the APET software please contact HDSS on the contact details above.

The APET User Manual may be downloaded from:

http://www.dhs.vic.gov.au/ahs/hdss/vaed2.htm

Abbreviations Used In This Manual

AIMS	Agency Information Management System
APET	Admitted Patient Entry & Transmission System
BIS	Barthel Index Score
DVA	Department of Veteran's Affairs
E2	Episode Record
FYTD	Financial Year-To-Date
H2	Header Record
HDSS	Health Data Standards and Systems Unit
ICD-10-AM	International Statistical Classification of Diseases and Related Health Problems, 10th Revision, Australian Modification, Second Edition
IT	Information Technology
MTD	Month-To-Date
PRS/2	Patient Reporting System, Version 2
RUG ADL	Resource Utilisation Groups – Activities of Daily Living Score
S2	Sub-Acute Record
T2	Trailer Record
U2	Trailer Record
UR Number	Unit Record Number
V2	Department of Veteran Affairs' Record
VAED	Victorian Admitted Episode Dataset
X2	Diagnosis Record
YTD	Year-To-Date
the Department	Department of Human Services

Functions of the APET System

Data Entry

A transmission to PRS/2 has three components:

- Header Records
- Data Records: Episode, Diagnosis, Sub-Acute and DVA Records
- Trailer Records

Header Records [H2]

Identifies the source of the file, the period of time the file relates to and facilitates the report request.

Data Records [E2] [X2] [S2] [V2]

Provide data on individual (de-identified) admitted patient episodes of care.

Trailer Records [T2] [U2]

Provide information on the number of data records transmitted, and selected statistics for ready comparison between the hospital's system and PRS/2.

Each transmission must commence with a *Header Record* and end with two *Trailer Records*. Between these record types, the *Data Records* are transmitted.

In PRS/2, Control Reports within each record group are listed in the order that the hospital submitted them. If you wish your records to be processed and your control reports to be printed in a specific order, ensure to transmit the records in that order.

Refer to the *PRS/2 Manual, Section 5 – Compilation & Transmission* for further clarification.

System Editing

The APET system performs simple editing checks, such as those listed below, on entered data items allowing only valid codes to be entered into data fields:

- Existence of codes in reference files,
- Field lengths,
- Existence of entries into mandatory data items.

However the system is not capable of performing more complex editing verifications such as cross editing between data items. For example, it does not cross edit a diagnosis code(s) against a patient's age or sex; potentially allowing invalid combinations to appear to be appropriate. Therefore it is important for APET users to ensure a high degree of accuracy during data collection and data entry.

It is important to note that as APET is designed to be compatible with a diverse range of requirements from a variety of facilities; it is therefore not feasible to place specific data item edits within the APET system.

Data Extraction

Records entered onto the APET system must be extracted from the database and copied to a disk (or other media) for submission of data to Allegiance Systems.

Installation and Set-up

Minimum Configuration

For APET to work effectively, you will need the following as a recommended
minimum configuration:

Hardware   Pentium 166 Computer, 16mg RAM, 800x600 screen resolution,

256 colours, Mouse, 10mg available disk space

Software   Windows 95 Version B (or later), Microsoft Access 97 (or later),

WinZip or similar utility.

Backup Procedure

It is recommended that regular backups be performed to protect data from corruption
and loss.

1. From the *Start* menu select *Programs, Windows Explorer*.
2. Copy the APET.mdb file (usually found at C:\Program Files\APET2000 or
    C:\APET) to a floppy disk, mark clearly and secure in a safe place. (Refer to
    Windows, *Help* for information on copying files).

    Note: A utility such as WinZip will be required to compress the APET.mdb file.

Installing Your APET Software

The installation of APET2001 is a two-part process.

- Part one involves the installation of APET2000, contained on a set of 3 floppy disks.

- Part two requires the copying of the APET2001 upgrade into the APET2000 application.

If you have already installed APET2000 and wish to install the updated APET2001 version, please refer to Part Two: Installing APET2001 below.

If any version of APET, other than APET2000 is **already installed** on your computer and you wish to install an updated version, it is recommended that you create a copy of the '.mdb' file (refer *Backup Procedure*, page####).

Please Note:

If you are using Windows 2000 on your computer system, the installation of APET may be hindered by various security and access restrictions inherent in Windows 2000.

Areas that may be affected by the Windows 2000 application may include:

- Security access to install new software onto the computer system;
- Inability to save the APET package to the desired to directory, as nominated by either the package or the user;
- Personalised login facilities resulting in the APET program being available for use only by the individual logged on at the time of installation.

If you cannot install the APET software onto your system, please contact your IT professionals or those responsible for loading the Windows 2000 application onto your system.

Part One: Installing APET2000

1. Close all software applications, currently open on your system.

2. Insert Disk labelled '**Admitted Patient Entry & Transmission (APET) System, Version 2.0.8, July 2001, Disk 1 of 3**' in the floppy disk drive.

3. Open *Windows Explorer* via either
    - Selecting *Start, Programs, Windows Explorer* OR,
    - Using a shortcut already present on your desktop OR,
    - Right clicking on *Start*, then selecting *Explore*.

4. Select '3 ½ floppy [A:]'

5. Double Click on the *setup.exe* (computer icon) file.

6. Follow the on screen prompts carefully reading and selecting the appropriate response until the APET2000 installation is complete.
    - APET2000 will automatically be installed to the directory of C:\Program Files\APET2000. If you wish to change the location of the APET2000 program, select the *Change Directory* button at the appropriate prompt and type in the new directory address.

Please Note: If the installation process identifies any VERSION CONFLICTS, Select YES to ensure that you do not remove any essential files from your computer system.

Part Two: Installing APET2001

1. Close all software applications that are currently open on your computer.

2. Insert disk '**Admitted Patient Entry & Transmission (APET) System, Version 3.0.3, September 2001. 2001-2002 Upgrade**' into the floppy disk drive.

3. Open *Windows Explorer* via either
   - Selecting *Start, Programs, Windows Explorer* OR,
   - Using a shortcut already present on your desktop OR,
   - Right clicking on *Start*, the selecting *Explore*.

4. Select '3 ½ floppy [A:]'

5. Right click on the APET2001 icon.

6. Select *Copy* from the drop down menu displayed.

7. Using the list of *Folders* on the left side of the screen, locate the APET2000 folder (usually at C:\Program Files\APET2000).

8. When found, open the APET2000 folder and after moving the cursor to a blank section of the screen, right click to view the drop down menu.

9. Select *Paste* to copy the APET2001 program into the APET folder.

10. When successfully copied, an APET2001 icon will appear.

11. To create a shortcut to APET2001 on your desktop, right click on the newly created APET2001 icon.

12. Select *Send to*, and then select *Desktop (create shortcut)*.

13. Close Explorer and ensure that the 'Shortcut to APET2001' icon has appeared on your desktop. This icon can be renamed, if desired, by right clicking on the icon and selecting the *Rename* option.

Getting Started – System Specifics

Definitions

Form	Refers to the screen or set of screens for each record type, (E2, X2, S2, V2, H2, T2 and U2), where the individual data items are entered.
	(See *PRS/2 Manual* for information on Record Types)
Record	Refers to:
	• A patient episode that has been entered into the APET system and/or a PRS/2 record type, that is an E2, X2, S2 and V2
	• Records relating to data extraction and transmission, that is an H2, T2 and U2
Tab (screen)	Refers to a sub-set of data items within a form. For example, within the E2 form there are three tabs (screens); E2 Admission, E2 Status Segment and E2 Separation.

Moving Around The Forms

Key / Tool		**Action**
Mouse	🖰	To move between data items, Tabs (screens) and Forms.
Tab Key	⇤ or ⇥	To move between data items
Shift and Tab Keys together	⇧ & ⇤	To go back to the previous data item
Enter	↵	To move between data items
Arrow Keys	← →	To move between Tabs within a form and between characters within a data item
Back Space	⟲	To delete an incorrect entry
Delete	**Del**	To delete an incorrect entry

Drop Down Menus

The drop down menus display a choice of valid codes, which can be selected using the mouse. However, as the code descriptors are not provided in the drop down menus, users should refer to the *PRS/2 Manual* for comprehensive definitions of the VAED codesets and descriptors. It is recommended that an admission form with the VAED data items in a similar sequence to the APET layout be utilised to ensure that data entry into the APET system is as straightforward as possible.

Saving Data

To save data within a Form or Tab, Select *SAVE*. Selecting *CLOSE* will also provide the opportunity to save the data prior to closing the Form, if not already done.

To Close Forms and Exit APET

If you are within a Form select *CLOSE* to return to the main menu. The System will provide the user with the opportunity to save the data prior to closing the Form, if they have not already done so.

Select *FILE*, *EXIT* from the menu bar at the main menu if you wish to exit APET.

Typical Sequence of Events

- Enter patient level data for each record type (E2 and X2, if required S2 and V2).
- Complete the data extraction process (Transmission Details screen, H2, T2 and U2 record types).
- Send disk containing the extracted data to Allegiance Systems.

Correct errors and transmit corrections (upon receiving report from Allegiance Systems).

Data Entry Guidelines

Dates

Dates must be entered in the DDMMCCYY format with the exception of Report Parameters (date fields) within the H2 Record, (refer *PRS/2 Manual*). Characters such as hyphens, dots or slashes must not be used.

Times

Times must be entered in the HHMM format. Characters such as hyphens, dots or slashes must not be used.

Text

Text can be entered in upper or lower case or even a combination of these. PRS/2 requires uppercase text and in order to meet this requirement all lower case text is converted by APET during the extraction process.

ICD-10-AM Codes

Diagnosis Codes

For PRS/2 purposes you must omit all punctuation from ICD-10-AM Diagnosis Codes, for example A00.0 becomes A000.

Codes (excluding the deletion code) must be prefixed with either a P, A, C or M.

P   Principal and Primary diagnosis codes

A   Associated diagnosis codes

C   Complication diagnosis codes

M   Morphology codes

Morphology codes (M Codes located in Appendix A of Volume 1, ICD-10-AM Tabular) must be prefixed with an M and must not include obliques (/), for example MM8070/3 becomes MM80703 for PRS/2 purposes.

Procedure Codes

For PRS/2 purposes omit hyphens, for example 13830-00 becomes 1383000.

When To Enter Data

Data may be entered progressively or all at one time following the patient's separation. The minimum data required for various scenarios is detailed in the table below.

Event   **Patient admitted (not yet separated)**

All data items* within the *E2 Admission* and *E2 Status Segment* Tabs, excluding:

- *Normal Leave Days* (only if not applicable)
- *Account Class on Separation*
- *Accommodation Type on Separation*

All data items within the V2 Form if *Account Class* = DVA, excluding:

- *Separation Date*

Note: Admission details may be saved without status segment details (but not transmitted to Allegiance Systems), so that the user can enter information progressively without calculating *Patient Days*.

Event   **Patient remaining in at the end of the month**

All data items* within the *E2 Admission* and **updated** *E2 Status Segment* Tabs, excluding:

- *Normal Leave Days* (only if not applicable)
- *Account Class on Separation*
- *Accommodation Type on Separation*

All data items within the V2 Form if *Account Class* = DVA, excluding:

- *Separation Date*

Event   **Patient admitted and separated within the month (record not coded, and no data previously transmitted to PRS/2)**

All data items* within the E2 Form.

All data items within the V2 Form if *Account Class* = DVA

All data items* within the S2 Form if *Care Type* = Rehabilitation (2, 6, 7), Palliative Care (8) or Geriatric Evaluation and Management Program (9)

Event   **Patient admitted and separated within the month (record not coded and admission data previously transmitted and accepted by PRS/2)**

All data items* within the E2 Form

- Including updated status segments and separation details

All data items within the V2 Form if *Account Class* = DVA

All data items* within the S2 Form if *Care Type* = Rehabilitation (2, 6, 7), Palliative Care (8) or Geriatric Evaluation and Management Program (9)

Event   **Patient admitted and separated within the month (record coded and admission data previously transmitted and accepted by PRS/2)**

All data items* within the E2 Form

All data items* within the X2 Form

All data items within the V2 Form if *Account Class* = DVA

All data items* within the S2 Form if *Care Type* = Rehabilitation (2, 6, 7), Palliative Care (8) or Geriatric Evaluation and Management Program (9)

Event   **Patient admitted and separated within the month (record coded and no data previously transmitted to PRS/2)**

All data items* within the E2 Form

All data items* within the X2 Form

All data items within the V2 Form if *Account Class* in E2 = DVA

All data items* within the S2 Form if *Care Type* = Rehabilitation (2, 6, 7), Palliative Care (8) or Geriatric Evaluation and Management Program (9)

Event   **Patient admitted and separated in a previous month (data transmitted and accepted by PRS/2 at that time, record has now been coded)**

All data items* included in the X2 Form

* Enter mandatory and applicable data items only (Refer to the *PRS/2 Manual* for guidance).

Accessing the APET System

1. Open APET2001 either by using a shortcut located on the Desktop or by using Windows Explorer to located the program.

   (Usually at C:\Program Files\APET2000\APET2001)

2. If APET has not previously been opened the *Hospital Code* dialogue box will appear. Enter the VAED Hospital Code (3 digits) provided by the Department and Select *OK*.
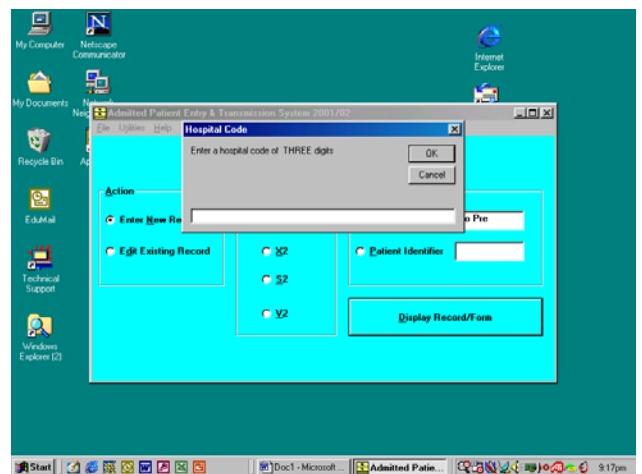
3. The main menu displayed below will appear.
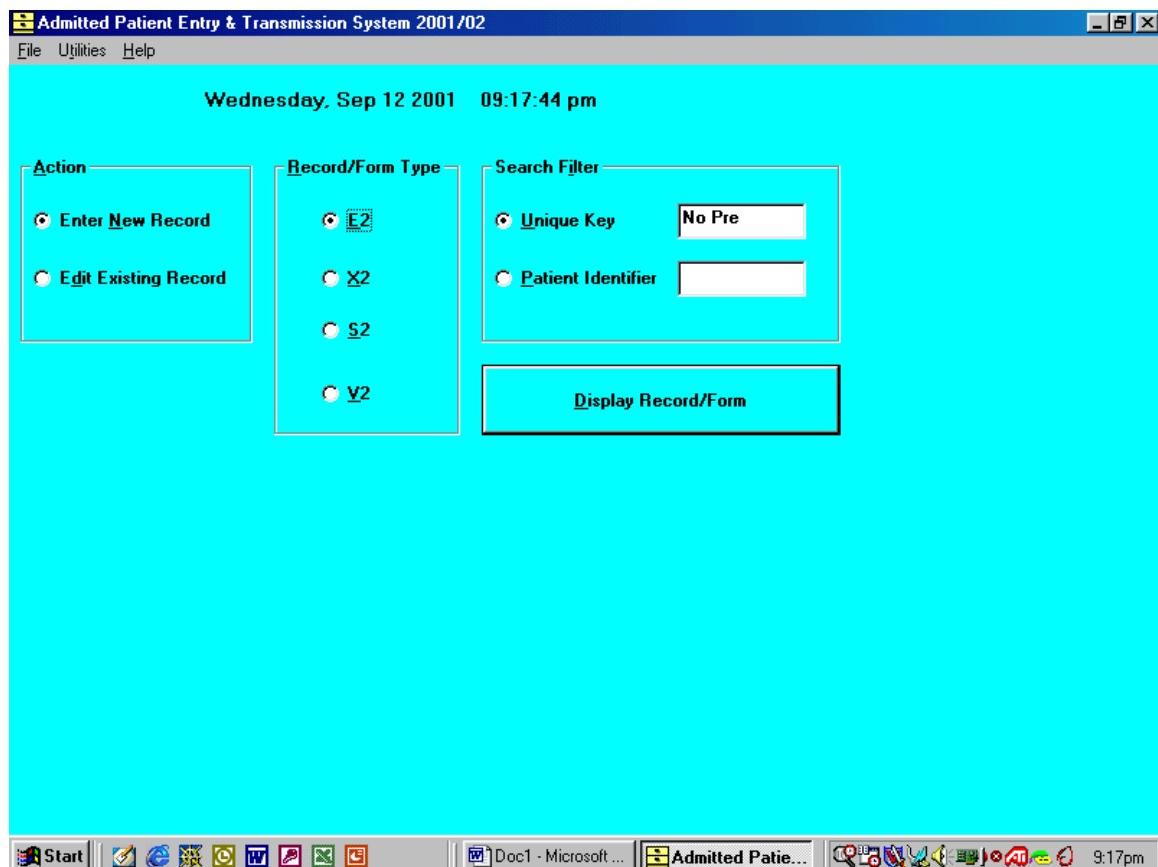
Functions of the Main Menu

Action

To select the required action:

Enter New Record   Enter the details of a new patient episode

Edit Existing Record   Edit information which has previously been entered

Record / Form Type

To select the Record Type you would like to enter or edit:

E2   Episode Record

X2   Diagnosis Record

S2   Sub-Acute Record

V2   DVA Record

(Refer to the *PRS/2 Manual* for Record Type Definitions)

Search Filter

A Unique Key is automatically generated by APET for each new record entered; therefore the Search function is only used to locate exiting records. (See *Editing or Deleting an Existing E2, S2 or V2 Record*, page 34).

Although the main menu allows for the entry of a *Patient Identifier* this option is only to be used when searching for an exiting record. The *Patient Identifier* for a new record should be entered into the *E2 Admission* Tab. If the *patient identifier* is entered at the main menu it will not be carried over to the entry screens.

Menu Bar

The Menu Bar provides the following functions:

File, Exit   To Exit the APET System
                              (Refer *To Close Forms / Exit APET*, page 14)

Utilities, Data Extraction   To extract data from the APET database for
                              submission of data to Allegiance Systems.
                              (Refer *Extracting Data from APET*, page 42)

Utilities, Import Remaining Ins   To import details of patients remaining over the
                              financial year changeover, and therefore requiring
                              importation to the updated APET program.

Help, About   Provides details of APET Software version and
                              directory path.

Entering a New E2 Record

Prior to entering a new E2 Record, refer to:

- The *PRS/2 Manual,* which provides detailed definitions and codesets for each of the VAED data items.

- *Data Entry Guidelines*, page 15 of this manual.

- *Getting Started – System Specifics*, page 13 of this manual.

- *Accessing the APET System*, page 19 of this manual.

The *E2 Record* **must** be completed prior to the completion of any other records.

1. From the main menu select *Enter New Record, E2* then *Display Record / Form*.

2. If no *E2 Records* exist in the APET database, a dialogue box will appear.

APET will ask you to nominate the initial six-digit *Unique Key* (numeric only).

Enter a number that coincides with you patient management system or leave the default number.
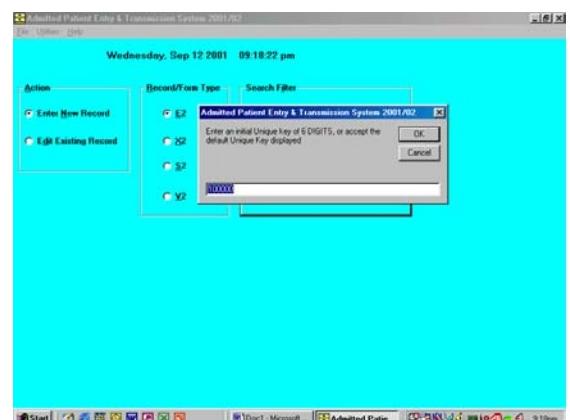
If you have entered anything other than a six-digit number, you will again be asked to enter a six-digit number. Note: the *Unique Key* differs to the *Patient Identifier* or *UR Number*.

Once you have selected the first *Unique Key*, APET will automatically allocate subsequent *Unique Keys* in sequential order.

3. Select *OK* and the *E2 Record* form (as displayed on the next page) will appear.
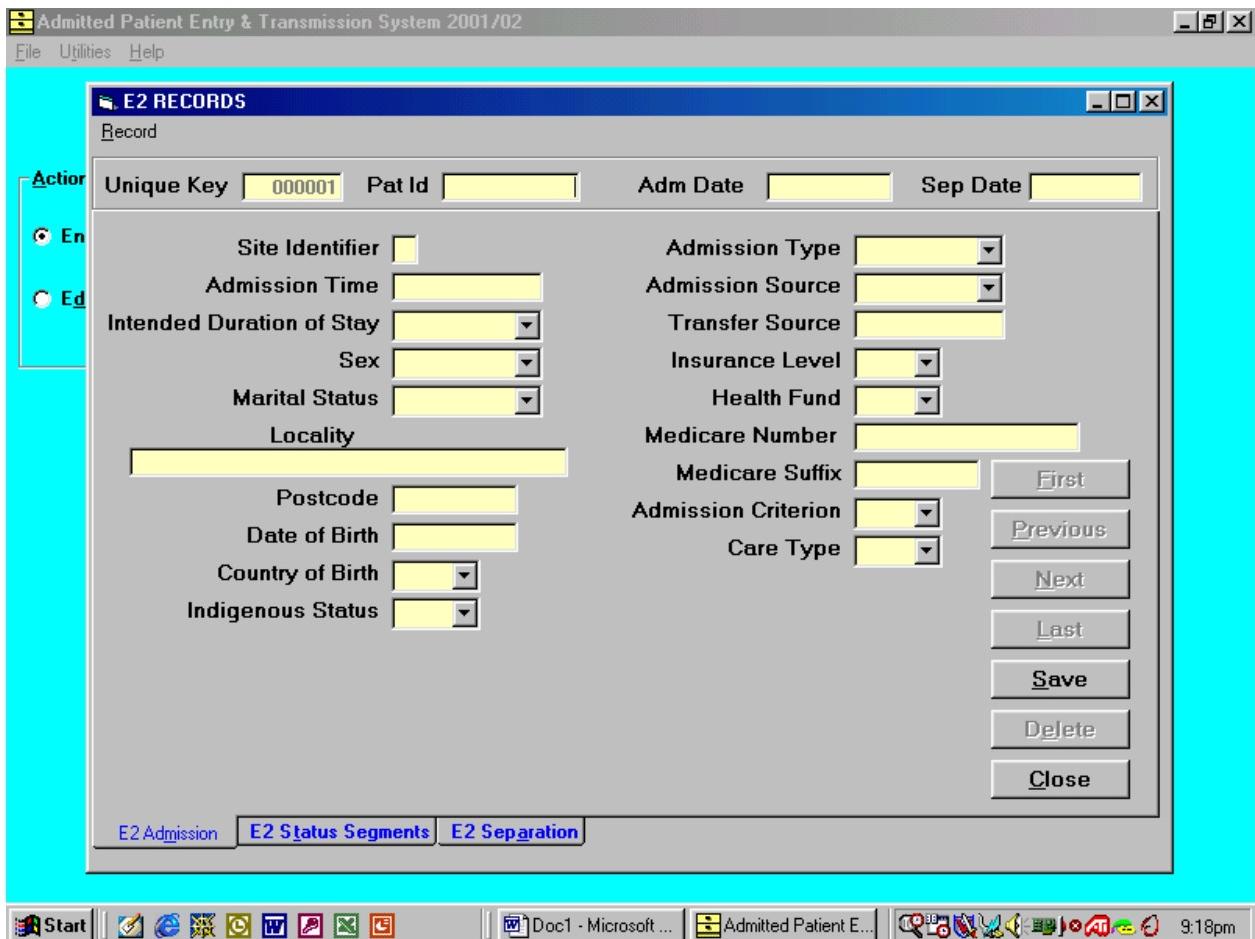
Enter E2 Admission Details

1. Enter the *Patient Identifier*, *Admission Date* and *Separation Date* (if the patient has been separated). These data items will appear at the top of each Tab.

2. Complete all applicable data items within this Tab and select:
    - *Save* if you are entering data progressively and do not wish to calculate patient days to date. A message, as detailed below, will appear.
      Select *YES* and then *Close*.

No Separation Date, Save Admission Data Only ?

Yes   No
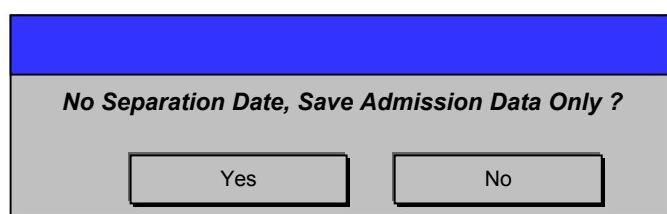
    - The *E2 Status Segment* Tab if you wish to enter previously calculated patient days. (Refer *Entering E2 Status Segment Details*, on the following page).

Entering E2 Status Segment Details

Prior to entering *E2 Status Segment* details, refer to:

- The *PRS/2 Manual,* which provides information on status segments and definitions relating to counting patient days.

1.   From the *E2 Records* Form, select the *E2 Status Segments* Tab. The following screen will appear:
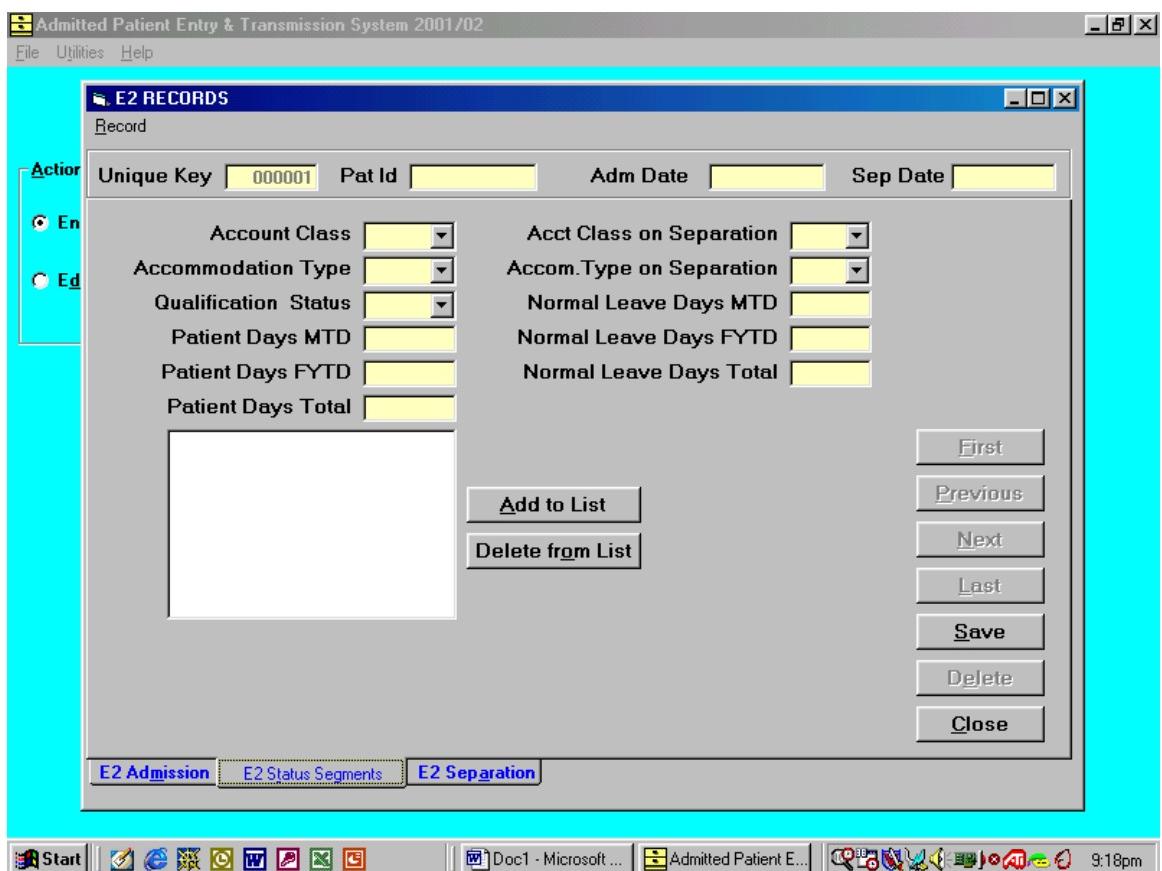
2.   Enter the *Account Class, Accommodation Type* and *Qualification Status* applicable at the time the patient was admitted.

3.   Enter the previously calculated month-to-date, financial year-to-date and total *Patient Days*, for this combination of *Account Class, Accommodation Type* and *Qualification Status* and select *Add To List*. All the details for this combination of data items, otherwise known as a *Status Segment*, will appear in the white box.

Note:

- Only days accrued before and including the transmission end date should be recorded. For example, a July Transmission (end date 31/07/01) should not include patient days for August.

- If at any time any one of the *Account Class, Accommodation Type* or *Qualification Status* data items changes, another status segment must be created, indicating the patient days accrued for the new combination.

- The patient's length of stay for this episode should equal the sum of the patient days for each status segment.

- An incorrect status segment can be deleted by using the *Delete from List* button. Using the mouse, select the incorrect segment and then the *Delete from List* button.

4. **If the patient has not been separated**, select *Save*. The message, as detailed below, will appear. Select *YES* and then *Close*.

No Separation Date, Save Admission Data Only ?

| Yes | No |
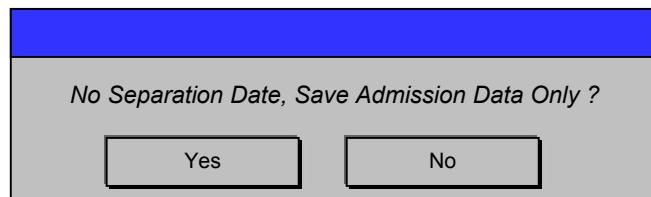
Data entry error messages will appear if there is an error in any of the data items within the *E2 Admission* and/or *E2 Status Segment* Tabs. Correct these and once again select *Save* and *Close*.

The E2 Admission details may now be extracted and transmitted to Allegiance Systems. It is recommended that only one transmission and a correction file, if necessary, be performed per month. (Refer *Extracting Data from APET*, page 42).

Note:

- Admission details may be saved without Status Segment details to allow for progressive data entry without the calculation of patient days, but this is not an acceptable transmission type to Allegiance Systems. Every E2 record transmitted to Allegiance Systems **must** include at least one Status Segment.

- If there is an E2 record with an *Account Class* of DVA, then a V2 record **must** also be completed prior to extraction and submission to Allegiance Systems.

5.   **If the patient has been separated**, enter the *Account Class on* Separation and the *Accommodation on* Separation. The values of these data items will be the most recent values stored in the Status Segment list.

6.   Enter the calculated *Normal Leave Days (MTD, YTD and Total)* if applicable. (Refer *PRS/2 Manual* for definitions relating to counting patient days and leave definitions.)

7.   Select the *E2 Separation* Tab and continue data entry. (Refer *Entering E2 Separation Details* below.)

Entering E2 Separation Details

1. The screen displayed below will appear when the *E2 Separation* Tab has been selected.

2. Complete all of the applicable data items within this Form and select *Save* and *Close*.

    If you are completing the separation details for a patient who is remaining in, ensure that the status segment details in the *E2 Status Segment* Tab have been updated to reflect the entire episode of care, before selecting *Close*. In addition, ensure that the *Account Class on Separation, Accommodation Type on Separation* and *Leave Days* (if applicable), have been entered.

3. The next step in the data entry process is to enter the:

    *   *X2 Record* details if the patient has separated and the record has been coded (Refer *Entering a New X2 Record*, page 28)

    *   *S2 Record* details if *Care Type* = Rehabilitation (2, 6, 7), Palliative Care (8) or Geriatric Evaluation and Management Program (9). (Refer *Entering a New S2 Record*, page 30) and the patient has been separated.

    *   *V2 Record* details if *Account Class* = DVA, (Refer *Entering a New V2 Record*, Page 32).
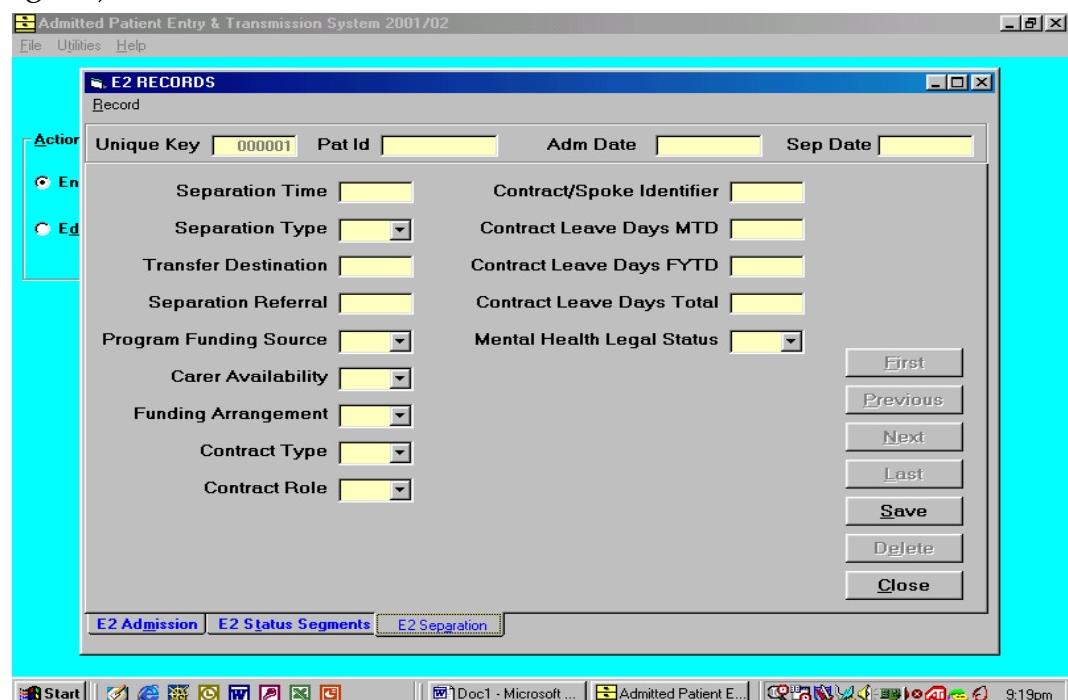
Entering a New X2 Record

Prior to entering a new *X2 Record*, refer to:

- The *PRS/2 Manual,* which provides detailed definitions and codesets for each of the VAED data items.

- *Data Entry Guidelines*, page 15 of this manual.

- *Getting Started – System Specifics*, page 13 of this manual.

- *Accessing the APET System*, page 19 of this manual.

The *E2 Record* must be completed prior to completing the *X2 Record*.
(Refer *Entering a New E2 Record,* page 22).
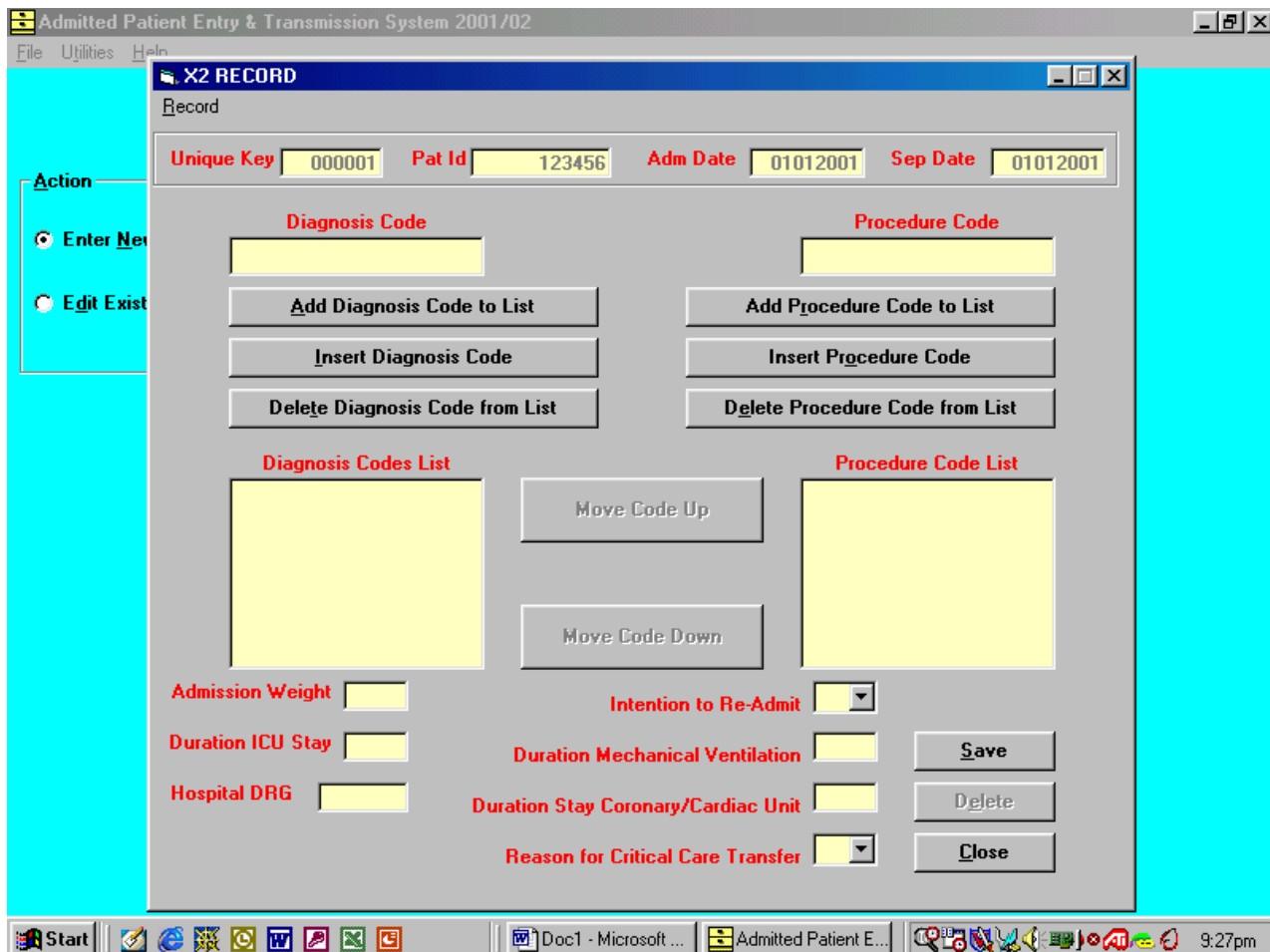
1. If you are entering the *X2 Record* details immediately after the *E2, S2 or V2 Record* details, select *Enter New Record, X2, Display Record/Form*. The *Unique Key, Patient Identifier, Admission Date and Separation Date* will appear at the top of the X2 Form.

    If the *X2 Record* details are not being entered immediately after the *E2, S2 or V2 Record* details, select; *Enter a New Record, X2I*. Enter the *Unique Key* and select *Display Record/Form*. The *Patient Identifier* is not included in the *X2 Record* file structure; therefore you cannot search X2 Records by *Patient Identifier.*
    (Searching by Patient Identifier in the E2 record can identify the Unique Key; refer Search Tools, page 41).

2. Using the mouse or tab key, place the cursor in the *Diagnosis Code* field. Enter the ICD-10-AM diagnosis code and select *Add Diagnosis Code to* List, the code will then appear in the *Diagnosis Code List.* The first code in the list represents the Principal Diagnosis and must be prefixed with P.

    Continue to add diagnosis codes to the list by double clicking in the *Diagnosis Code* field, entering the code (and prefix) and selecting *Add Diagnosis Code to List.*

3. Using the mouse or tab key, place the cursor in the *Procedure Code* field. Enter the ICD-10-AM procedure code and select *Add Procedure Code to List*. The code will then appear in the box below.

    Continue to add the procedure codes to the list by double clicking in the *Procedure Code* field, entering the code and selecting *Add Procedure Code to List.*

    Note: The edit tool buttons can be used to edit whist entering data items in the *X2 Record*. (Refer *Editing or Deleting an Existing X2 Record*, page 38)

4. Complete *Intention to Re-Admit* and any other applicable data items in the *X2 Record* and select *Save* and *Close.*

5. The Next Step in the data entry process is to enter the following records if they have not been entered previously:

    *   *S2 Record* details if *Care Type* = Rehabilitation (2, 6, 7), Palliative Care (8) or Geriatric Evaluation and Management Program (9). (Refer *Entering a New S2 Record*, page 30) and the patient has been separated.

    *   *V2 Record* details if *Account Class* = DVA, (Refer *Entering a New V2 Record*, Page 32).

Entering A New S2 Record

Prior to entering a new *S2 Record*, refer to:

- The *PRS/2 Manual,* which provides detailed definitions and codesets for each of the VAED data items.

- *Data Entry Guidelines*, page 15 of this manual.

- *Getting Started – System Specifics*, page 13 of this manual.

- *Accessing the APET System*, page 19 of this manual.

The *E2 Record* **must** be completed prior to completing the *S2 Record* and the patient must have been separated if you wish to transmit the record to Allegiance Systems. (Refer *Entering a New E2 Record*, page 22)

1. If you are entering the *S2 Record* details immediately after the *E2, X2 or V2 Record* details, the *Unique Key, Patient Identifier, Admission Date* and *Separation Date* will appear at the top of the *S2 Form*.

    If you are not entering the *S2 Record* details immediately after the *E2, X2 or V2 Record* details, from the main menu select *Enter a New Record – S2.* Enter the *Unique Key* or *Patient Identifier* and select *Display Record / Form*.

    If the patient has more than one episode, the search tools button will be activated (Refer *Editing or Deleting an Exiting E2, S2 and V2 Record, Search Tools*). The *Unique Key, Patient Identifier, Admission Date* and *Separation Date* will appear at the top of the *S2 Form*. The *S2 Record* screen will appear as displayed below.
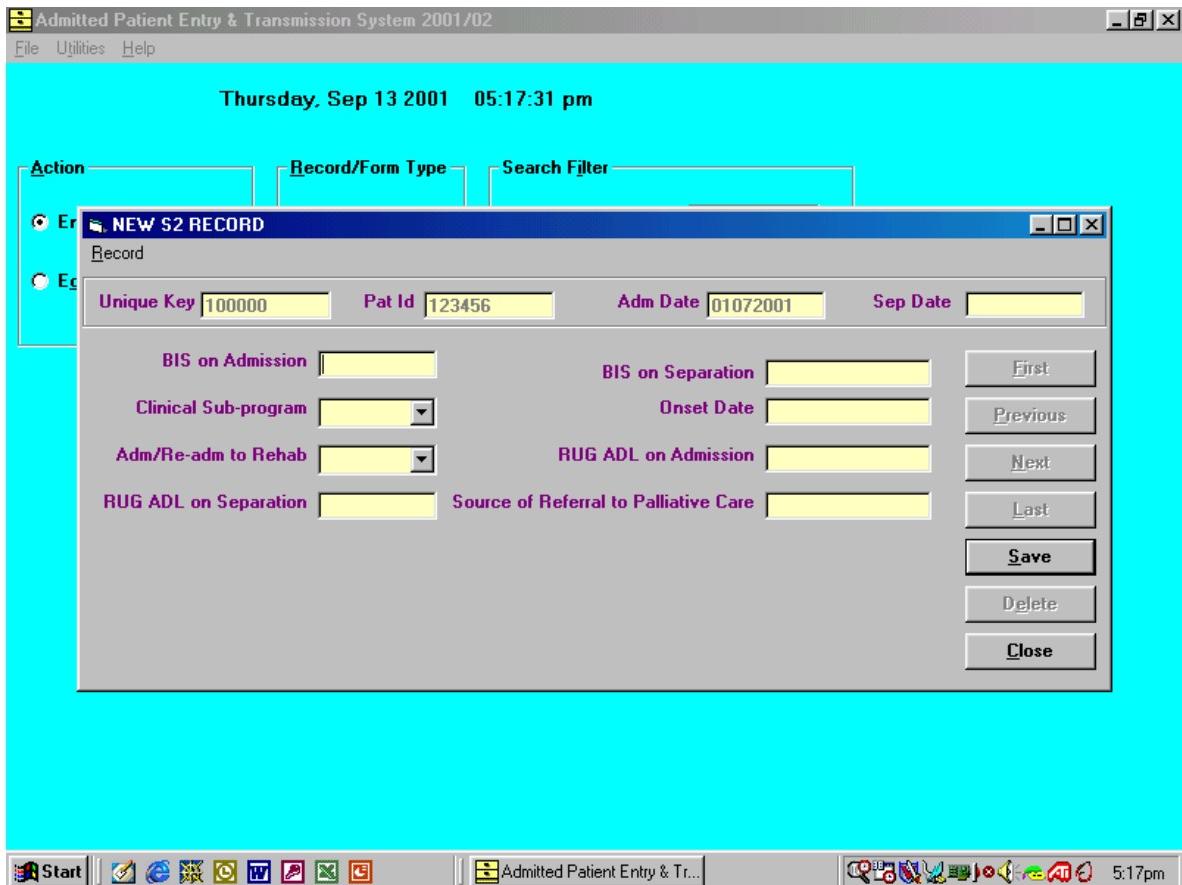
2. Complete the *S2 Record* details and select *Save* and *Close*.

3. The next step in the data entry process is to enter the following records if they have not been entered previously:

- *X2 Record* details if the patient has separated and the record has been coded (Refer *Entering a New X2 Record*, page 28)

- *V2 Record* details if *Account Class* = DVA, (Refer *Entering a New V2 Record*, Page 32).

Enter a New V2 Record

Prior to entering a new *V2 Record*, refer to:

- The *PRS/2 Manual,* which provides detailed definitions and codesets for each of the VAED data items.

- *Data Entry Guidelines*, page 15 of this manual.

- *Getting Started – System Specifics*, page 13 of this manual.

- *Accessing the APET System*, page 19 of this manual.

The *E2 Record* admission details (as a minimum) **must** be completed prior to completing the *V2 Record*. (Refer *Entering a New E2 Record*, page 22).

1.   If you are entering the *V2 Record* details immediately after the *E2, X2 or S2 Record* details, the *Unique Key, Patient Identifier, Admission Date* and *Separation Date* will appear at the top of the *V2 Form*.

     If you are not entering the *V2 Record* details immediately after the *E2, X2 or S2 Record* details, from the main menu select *Enter a New Record – V2.* Enter the *Unique Key* or *Patient Identifier* and select *Display Record / Form*.

     If the patient has more than one episode, the search tools button will be activated (Refer *Editing or Deleting an Exiting E2, S2 and V2 Record, Search Tools*). The *Unique Key, Patient Identifier, Admission Date* and *Separation Date* (if the patient has been separated) will appear at the top of the *V2 Form*.

     The *V2 Record* screen will appear as displayed on the following page.
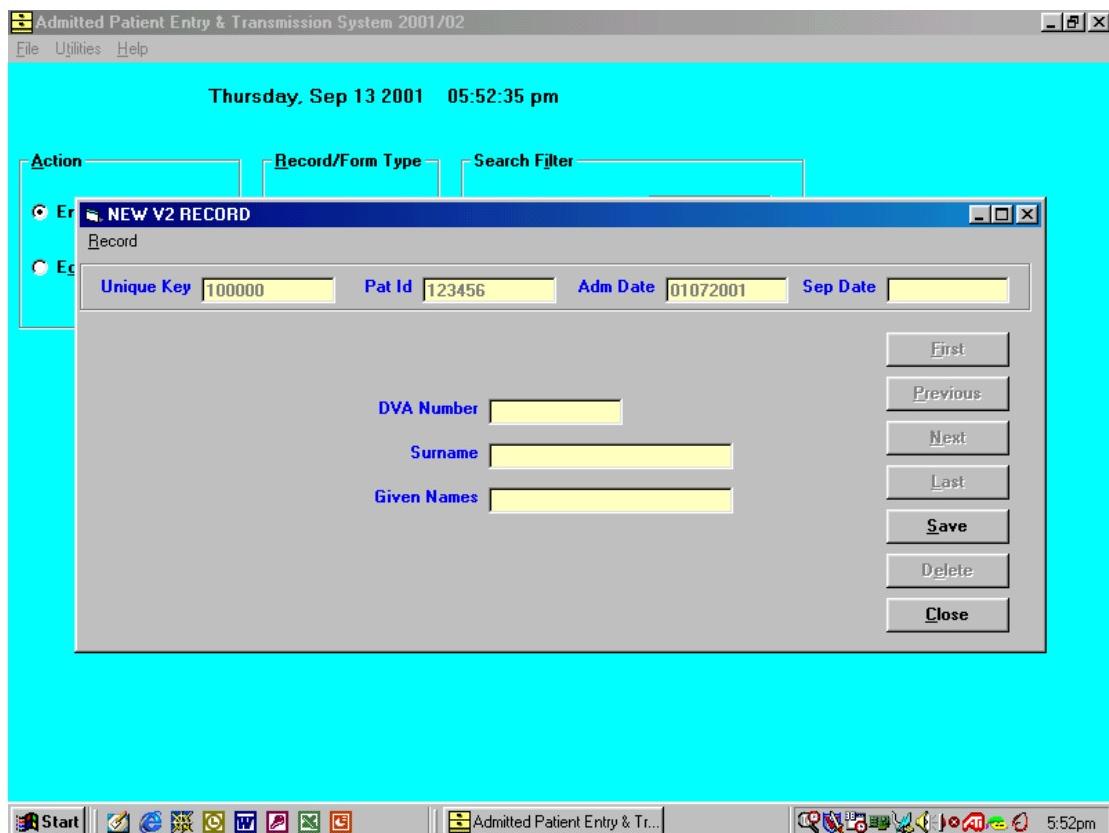
2.   Enter the DVA Number, Surname and Given Names. Select *Save* and *Close*.

3.   The next step in the data entry process is to enter the following records if they
     have not been entered previously:

*   *X2 Record* details if the patient has separated and the record has been coded
    (Refer *Entering a New X2 Record*, page 28)

*   *S2 Record* details if *Care Type* = Rehabilitation (2, 6, 7), Palliative Care (8) or
    Geriatric Evaluation and Management Program (9). (Refer *Entering a New S2
    Record*, page 30) and the patient has been separated.

Editing or Deleting an Existing E2, S2 or V2 Record

It is probable that the edit and delete functions of the APET system will be utilised whilst entering data onto the APET system and/or following a transmission of data to Allegiance Systems, in order to correct errors within the database.

Editing an Existing E2, S2 or V2 Record

Once a record has been edited and the alterations saved to the database the APET system will automatically flag the record for transmission to Allegiance Systems in the next data extraction.

1. From the main menu select *Edit Existing Record* and the appropriate *Record/Form Type*, that you would like to edit.

2. There are two options for locating an existing record;

   Unique Key   Select *Unique Key* and enter the Unique Key of the record you wish to locate, and then select *Display Record / Form*.

   Patient Identifier   Select *Patient Identifier* and enter the Patient Identifier of the record you wish to locate, and then select *Display Record / Form*.

3. The selected record will appear.

Note: If the *Patient Identifier* was used to locate the episode, it is possible that the search will return a list of admission episodes (*Unique Keys*) for a particular patient. (Refer to *Search Tools*, page 41.)

4. Place the cursor in the data item you wish to enter or change. Key in the data. Continue to edit all necessary data items within each Tab and/or Form. Once all data items have been edited, select *Save*. If the record has been previously transmitted to Allegiance Systems the following message will appear: Select *YES* and *Close*.

> *This record has been included in a transmission to PRS/2.*
> *Editing this record will cause it to be re-transmitted. Do you still wish to save this record?*
>
> [Yes]   [No]
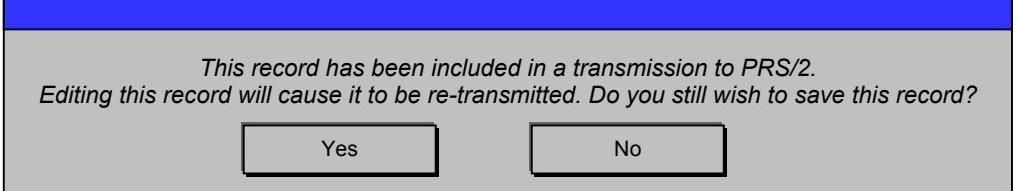
Deleting an Existing E2, S2 or V2 Record

1. From the main menu select *Edit Existing Record* and the appropriate *Record/Form Type*, which you would like to edit.

2. There are two options for locating an existing record;

    Unique Key   Select *Unique Key* and enter the Unique Key of the record you wish to locate, and then select *Display Record / Form*.

    Patient Identifier   Select *Patient Identifier* and enter the Patient Identifier of the record you wish to locate, and then select *Display Record / Form*.

3. The selected record will appear.

Note: If the *Patient Identifier* was used to locate the episode, it is possible that the search will return a list of admission episodes (*Unique Keys*) for a particular patient. (Refer to *Search Tools*, page 41.)

4. Before deleting a record from the APET system you must first determine if the record to be deleted has previously been transmitted to PRS/2.

If a record has been transmitted to PRS/2 it is vital that a deletion record is created and transmitted to PRS/2 before the record is deleted from the APET system.

Refer to the following pages for instructions on how to delete *E2, S2* or *V2 Records* from the PRS/2 system and from APET.

Deleting a E2 Record from PRS/2

- Re-transmit the *E2 Record* containing all 9s in the *Medicare Number* field, OR
- Transmit only the *Unique Key* and *Medicare Number* data items containing all 9s.

Deleting an *E2 Record* will **also delete** any other record type stored within PRS/2, with the same *Unique Key*.

If the deletion record is transmitted after a *V2 Record* has been sent to DVA, the record will be flagged as deleted, but remain on the file available to the Department.

A record can be deleted and re-transmitted in the same transmission as long as the deletion is sequenced first.

Deleting a S2 Record from PRS/2

- Re-transmit the *S2 Record* containing all 9s in the *Clinical Sub Program* data field.

If an *E2 Record* is deleted, the *S2 Record* will automatically be deleted.

Re-transmitting the *E2 Record* alone will not regenerate the *S2 Record* therefore the *S2 Record* must also be re-transmitted.

A record can be deleted and re-transmitted in the same transmission as long as the deletion is sequenced first.

Deleting a V2 Record from PRS/2

- Re-transmit the *V2 Record* containing all 9s in the *DVA Number* data field.

If the deletion record is transmitted after a *V2 Record* has been sent to DVA, the record will be flagged as deleted, but remain on the file available to the Department.

If an *E2 Record* is deleted, the *V2 Record* will automatically be deleted.

A record can be deleted and re-transmitted in the same transmission as long as the deletion is sequenced first.

Re-transmitting the *E2 Record* alone will not regenerate the *V2 Record* therefore the *V2 Record* must also be re-transmitted.

Deleting an E2, S2 or V2 Record from APET

• Select the *Delete* button to delete the contents of all the data items within the Form from the APET database.

An *E2 Record* cannot be deleted if there is a matching *X2, S2* or *V2 Record*. These records must be deleted **first**.

The following message below will appear:

Are you sure you want to delete this record?

Yes   No
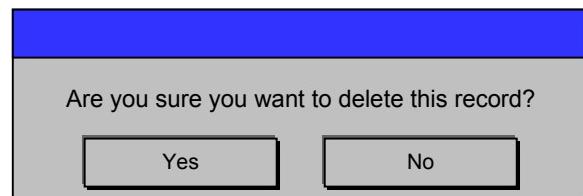
Select *YES* and then *Close*.

Note:

If a record has been transmitted to PRS/2, refer to *Deleting an E2, S2 or V2 Record from PRS/2*, page 35 before the record is deleted from the APET system.

Deleting a Status Segment

• Using the mouse, select the incorrect segment and then *Delete from List.*

Editing or Deleting an Existing X2 Record

1. From the main menu select *Edit Existing Record* and the appropriate *Record/Form Type*, which you would like to edit.

2. There is only one option for locating an existing *X2 Record*;

Unique Key   Select *Unique Key* and enter the Unique Key of the record you wish to locate, and then select *Display Record / Form*.

The *Patient Identifier* is not included in the *X2* Record file structure; therefore you cannot search the *X2* Record by Patient Identifier. The *Unique Key*, if unknown, can be identified by searching the *Patient Identifier* in the *E2 Record*. (Refer to *Search Tools*, page 41.)

3. The selected record will appear.

4. Place the cursor in the data item(s) you wish to edit, key the correct data and select *Save* and then *Close*.

The following tools buttons may be used to edit the diagnosis and procedure codes.

Move Diagnosis/Procedure Code Up

Enables codes to be sequenced higher in the string of codes without re-entering individual codes. Select incorrectly sequenced code using the mouse and select *Move Diagnosis Code up* or *Move Procedure Code up*. This option will move the code up one position at a time.

Move Diagnosis/Procedure Code Down

Enables codes to be sequenced lower in the string of codes without re-entering individual codes. Select the incorrectly sequenced code using the mouse and select *Move Diagnosis down* or *Move Procedure Code down*. This option will move the code down one position at a time.

Insert Diagnosis/Procedure Code

Enables codes to be inserted in the string of codes in sequence, without re-entering individual codes. Place the mouse in the position that the new code should be inserted and select *Insert Diagnosis Code* or *Insert Procedure Code*.

Delete Diagnosis/Procedure Code from List

Enables the deletion of incorrect codes from the list. Place the mouse on the incorrect code and select D*elete Diagnosis Code from List* or *Delete Procedure Code from List*.

Delete

The *Delete* button will delete the contents of all data items within the Form. The message below will appear: confirm this action by selecting *YES* and then *Close*.

Are you sure you want to delete this record?

| Yes | No |
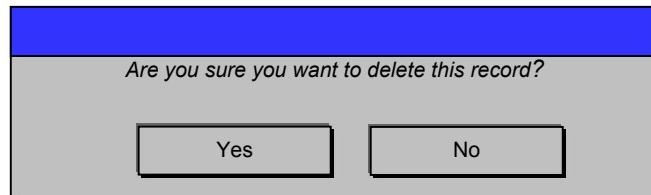
Confirm this action by selecting *YES* and then *Close*.

Editing or Deleting an Existing H2, T2 or U2 Record

1. From the menu bar select *Utilities, Data Extraction*. The *Transmission Details* screen will appear.

2. From the menu bar select the type of record that you wish to edit or delete by:

    •   Clicking on *Record, Show H2, Show T2 or Show U2*, OR

    •   Selecting *Fill H2, Fill T2 or Fill U2*.

   Use the navigation buttons (arrows) to locate the record you wish to edit or delete.

    Previous   Selecting the *Previous* button will display the record that is stored before the episode you are currently viewing in the APET system.

    Next   Selecting the *Next* button will display the record that is stored after the episode you are currently viewing in the APET system.

    Use the *Edit* or *Delete* buttons as required.

    Edit   Selecting the *Edit* button and place the cursor in the data item(s) you wish to change, re-key the correct data and select *Save* and *Close*.

    Delete   Select the *Delete* button, the message below will appear. Confirm that this is the intended action by selecting *YES* and then *Close*.

Are you sure you want to delete this record?

Yes   No
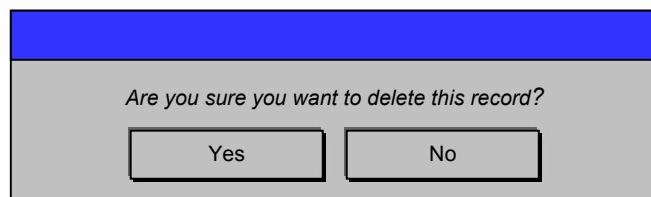
Search Tools

The search facility will be activated if the *Patient Identifier* entered during the edit option results in more than one episode of care (*Unique Key*) being located by the APET system.

Please note that the search result is based on the order of data entry rather than order of admission, therefore the last episode listed on the search screen may not be the last admission for the patient but rather the last admission entered into APET.

First   Upon selection, the first episode that was entered on the APET system for this *Patient Identifier* will be displayed.

Previous   Upon selection, the episode stored prior to the one you are currently viewing in the APET system, for the same *Patient Identifier* will be displayed.

Next   Upon selection, the episode stored after to the one you are currently viewing in the APET system, for the same *Patient Identifier* will be displayed.

Last   Upon selection, the last episode stored in the APET system, for the same *Patient Identifier* will be displayed.

Extracting Data from APET

It is recommended that only one data extraction is performed per month with Start and End Dates being the first and last dates of the month, followed by a correction file (if necessary) with the same Start and End Dates. However, larger sites may find it easier to manage the submission and reconciliation process with multiple submissions of smaller size.

Clearing Previous Extractions [Rollback]

During the testing phase, the user may be instructed to '*Rollback*' the APET database. This will return APET to its original status, that is as it appeared prior to any data extraction activated the transmission flags.

1.   Select *Utilities, Data Extraction* and then press <CRTL + F12>. The '*Rollback*' button will appear on the screen as detailed below.
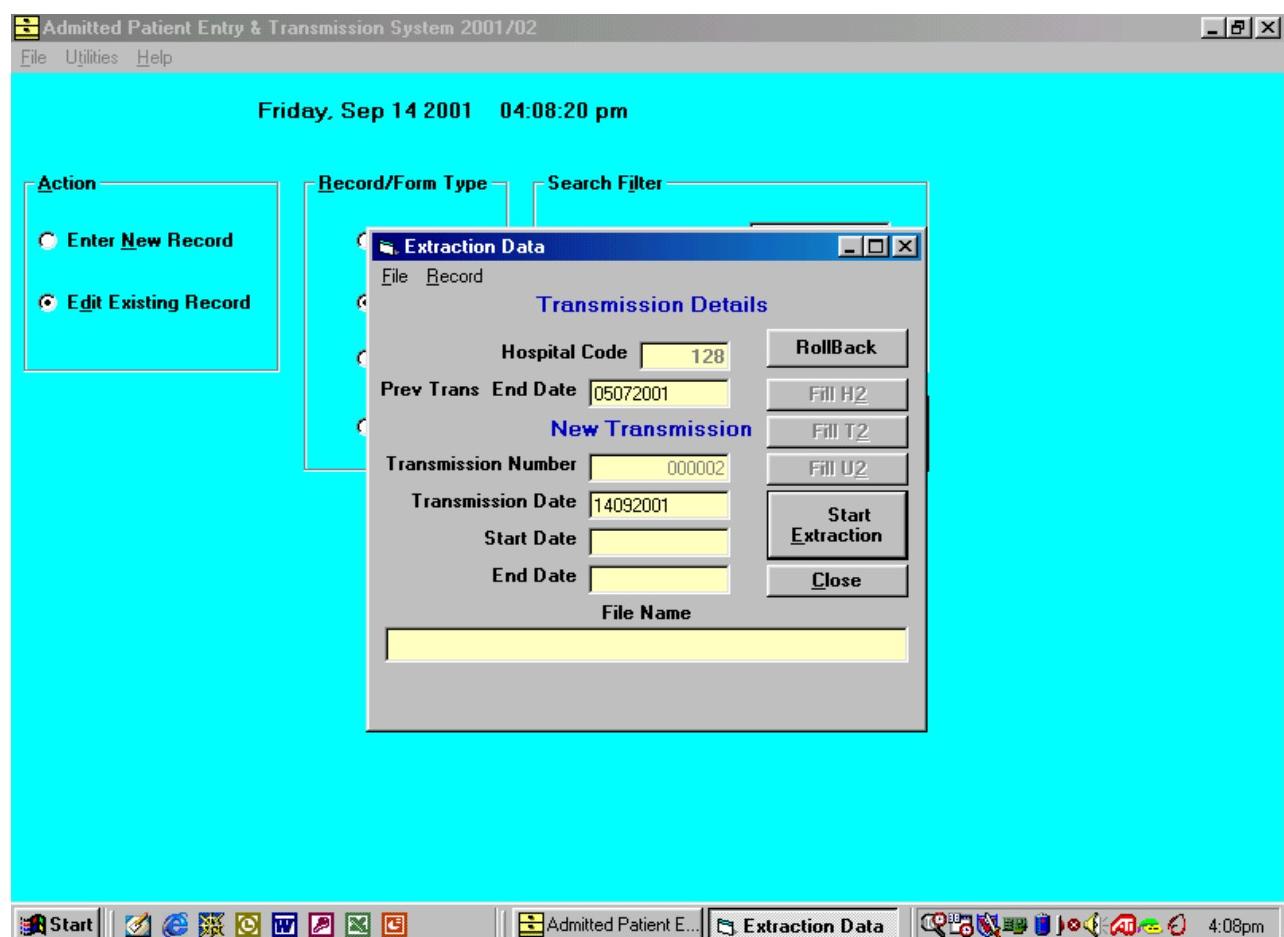
2.   Select the *Rollback* button and the following dialog box will appear:
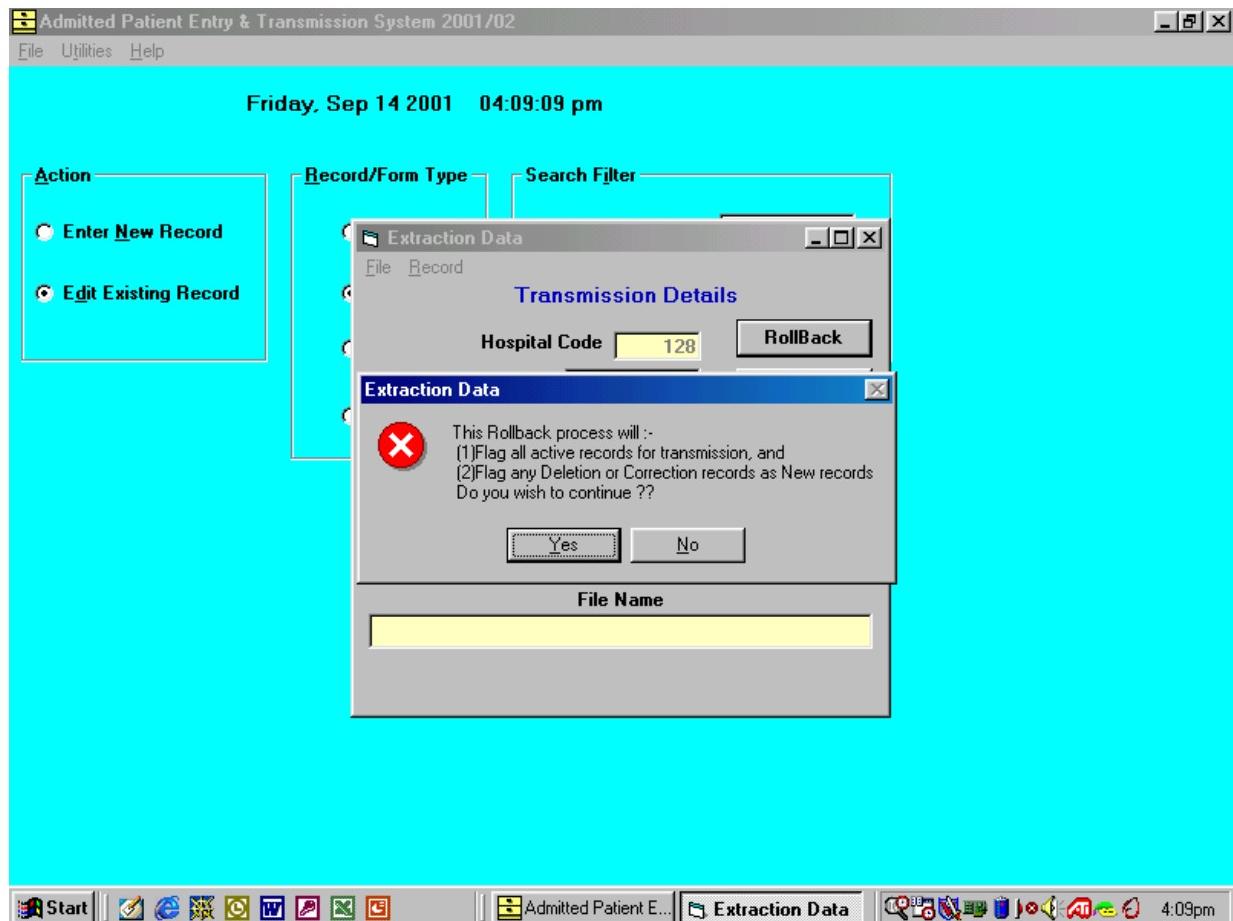
3.   Select *YES* if you wish to continue. 'Datasent flags' will be set to 'N', all 'Active flags' which are not 'I – inactive' will be set to 'A – Active', all 'Temp' tables will be cleared and all information about prior data extractions will be deleted.

Prior to Data Extraction

Prior to data extraction from APET, enure that:

- Only *E2 Records* with details that occur before and including the transmission End Date are recorded.

  For example, when submitting records for an episode with the following details:

Transmission End Date	31/07/01
Admission Date	28/07/01
Separation Date	03/08/01

  Only the admission details should be submitted with this data extraction and transmission (that is, E2 Admission and E2 Status Segment tabs, excluding *Account Class on Separation* and *Accommodation Type on Separation*).

  Count and record *Patient Days* accrued to and including 31/07/01 **only**.

- Status segments and separation details (if applicable) for patients remaining in, at the time of the last data extraction, which have been updated.

- All records that were corrected based on Rejections in previous data extractions.

Refer also to *Data Entry Guidelines*, page 15 of this manual.

Entering a New Hospital Code

The need to enter a new Hospital Code will only occur if you are advised to change the Hospital Code that was entered in, when APET was first installed and run.

This procedure should only be undertaken after consultation with Allegiance Systems and the Department.

1. From the menu bar select *Utilities, Data Extraction*. The *Transmission Details* screen will appear.

2. From the menu bar on the *Transmission Details* screen, select *File, New Hospital Code* and the message detailed below will appear:
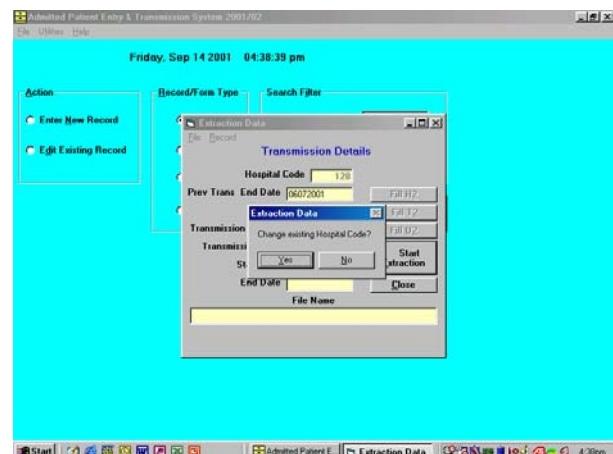
3. Select *YES* and the *Hospital Code* dialogue box will appear, prompting you to enter a three digit Hospital Code.
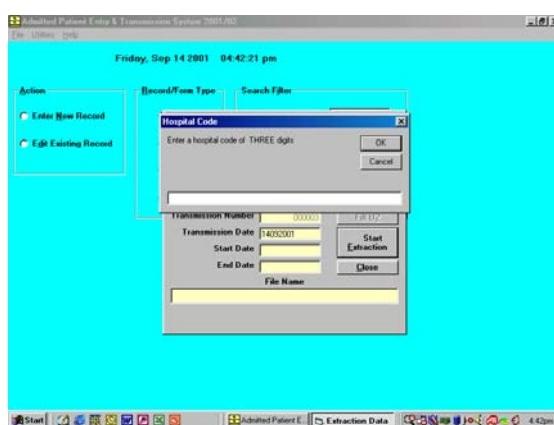
4. Enter the new Hospital Code and select *OK*.

Entering the Transmission Details

1. From the menu bar select *Utilities, Data Extraction.* The *Transmission Details* screen will appear, as detailed below:
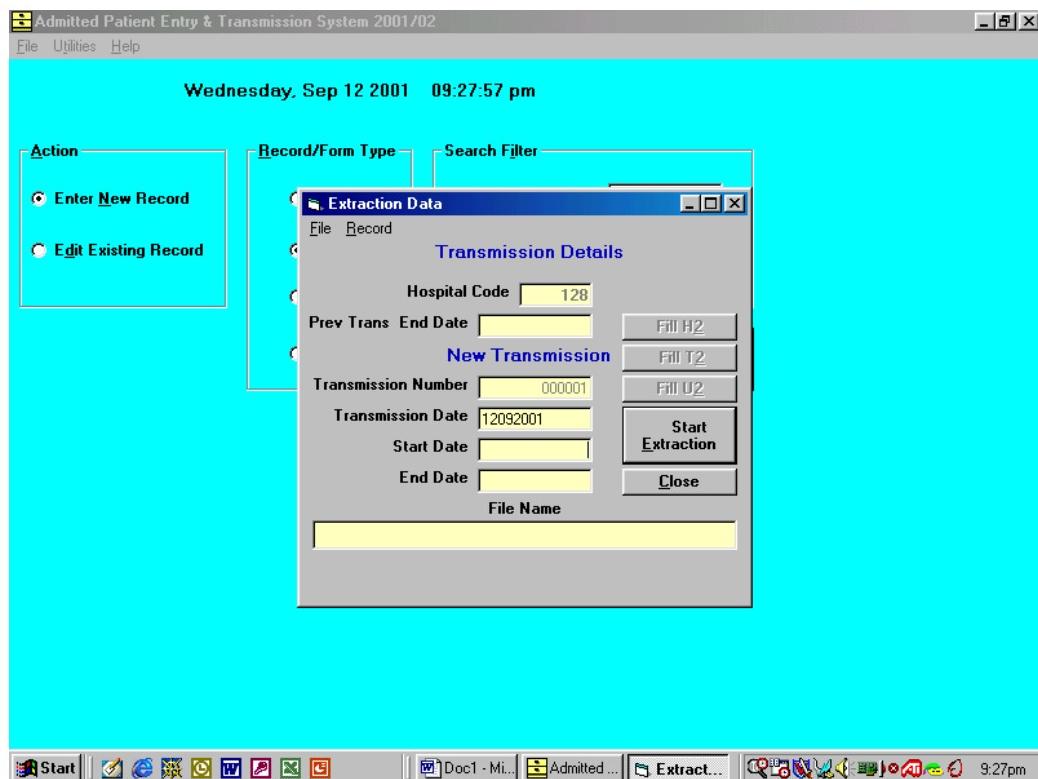
2. The *Hospital Code, Transmission Number* and *Transmission Date* fields will be automatically generated. The *Prev Trans End Date* will also appear if you have performed a previous data extraction.

3. Enter the new *Transmission Start Date*. The date must be one day greater than the *Prev Trans End Date* (although the extraction can have the same Start and End Date as the previous extraction).

4. Enter the new *Transmission End Date*. This date must be one day greater than this extractions new *Transmission Start Date* but less than, or equal to, the date for the end of the month (being the last day of the month indicated by the *Transmission Start Date*).

5.   Select *Start Extraction* and the message detailed below will appear:
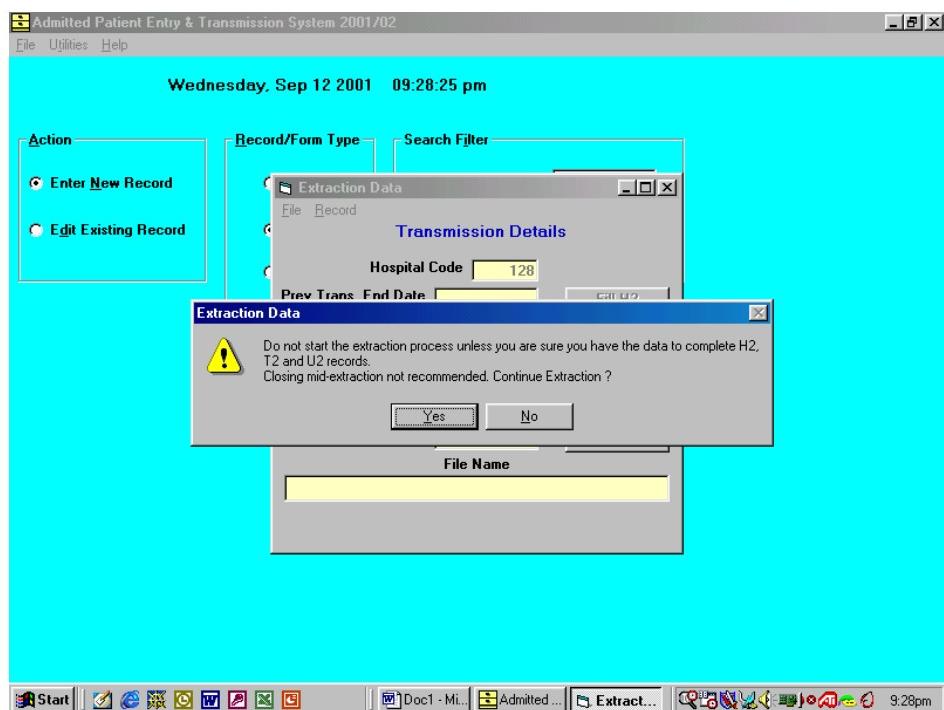
6.   Select *YES*, if you have the required information as detailed in the PRS/2 File Structures (Refer *PRS/2 Manual*), or if you are willing to complete the transmission process without this information. (Refer *Entering a New T2 Record*, page 49 and *Entering a New U2 Record*, page 50.) The *Fill H2, Fill T2* and *Fill U2* buttons will now be activated.
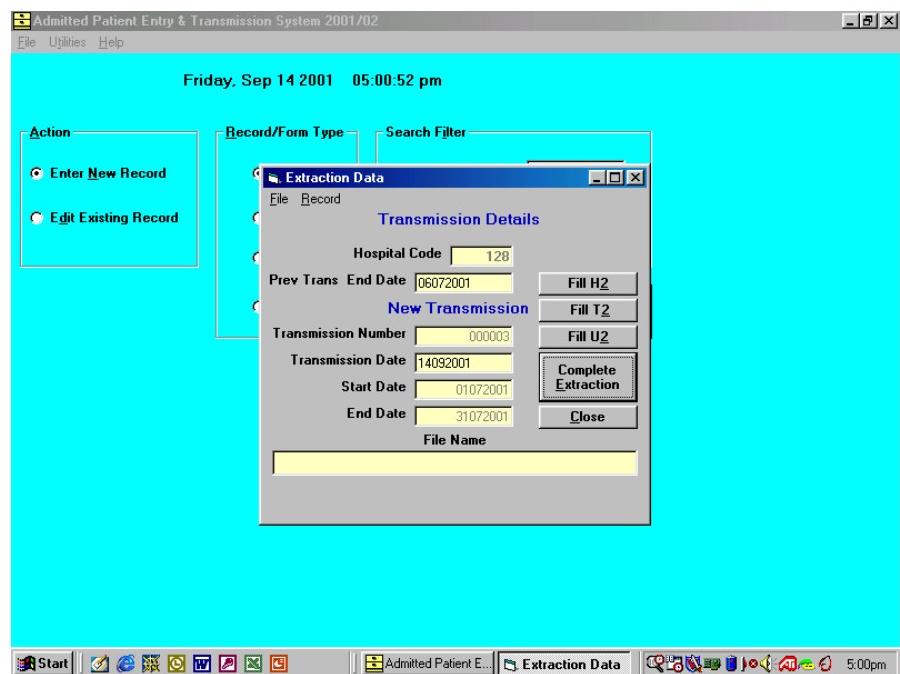
7.   The H2, T2 and U2 Records may now be entered in the order of your preference. (Refer *Entering a New H2, T2 or U2 Record*, page 48)

Entering the New H2 Record

Prior to entering a new H2 Record, refer to:

- The *PRS/2 Manual,* which provides information on status segments and definitions relating to counting patient days.

- *Data Entry Guidelines*, page 15 of this manual.

1. From the *Transmission Details* screen, select *Fill H2*. The following screen will appear:
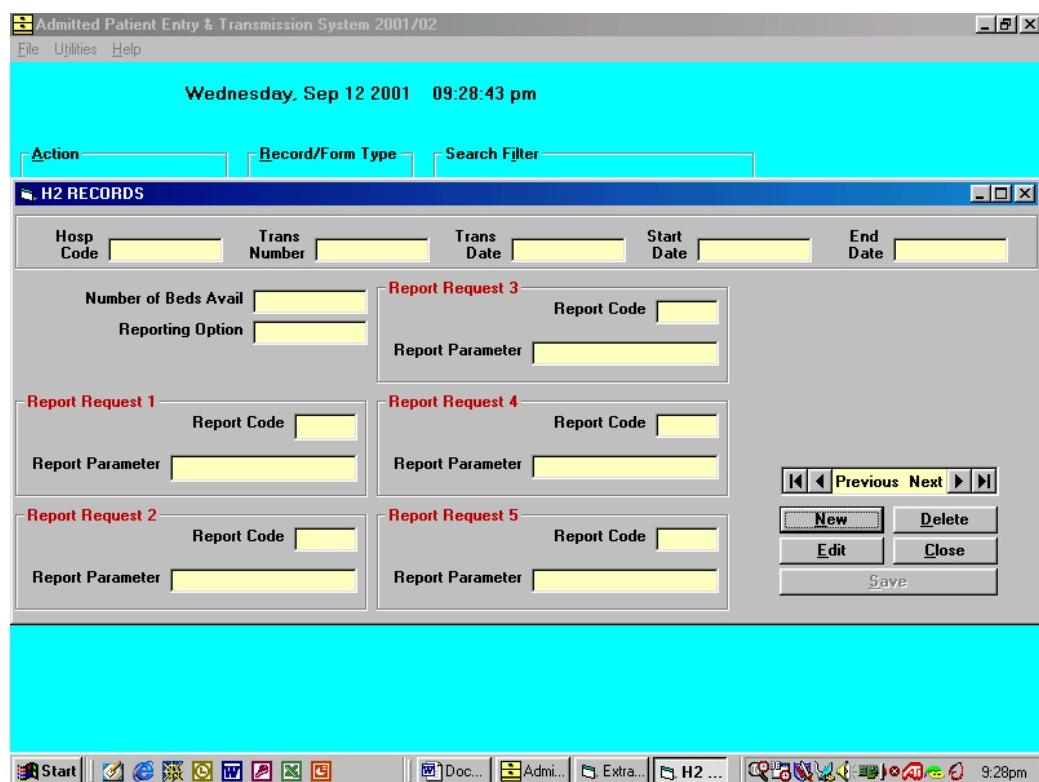
2. Select *New* and the *Hosp Code, Trans Number, Trans Date, Start Date* and *End Date* will be automatically generated. Proceed to complete the data items within this Form. Select *Save* and *Close*.

3. Complete the *T2* and *U2 Records* (if you have not already done so), and then complete the data extraction. (Refer *Completing the Data Extraction*, page 51).

Entering the New T2 Record

Prior to entering a new T2 Record, refer to:

- The *PRS/2 Manual,* which provides information on status segments and definitions relating to counting patient days.

- *Data Entry Guidelines*, page 15 of this manual.

1. From the *Transmission Details* screen, select *Fill T2*. The following screen will appear.
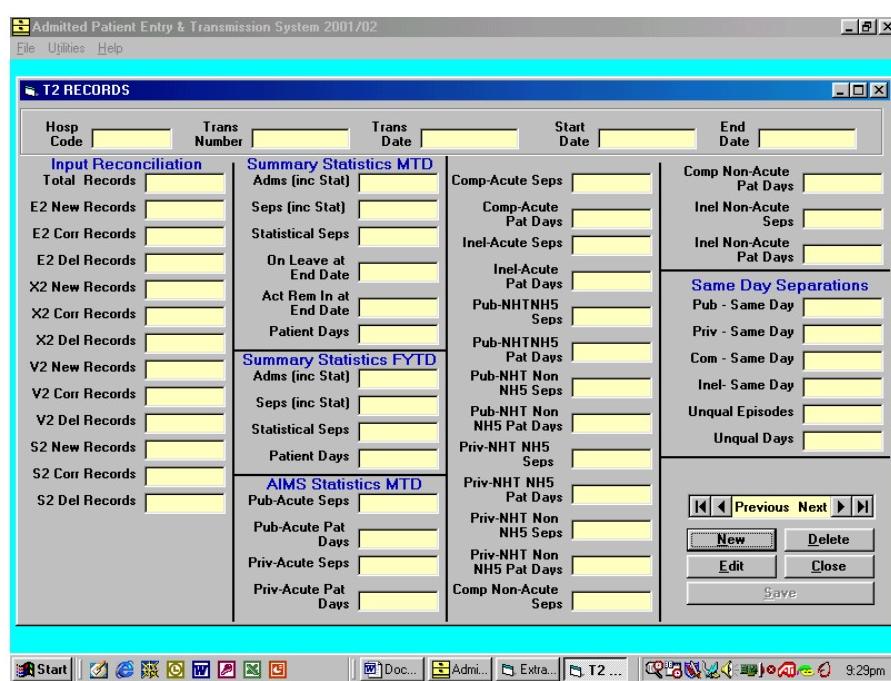
2. Select *New* and the *Hosp Code, Trans Number; Trans Date, Start Date, End Date* and *Input Reconciliation* figures will be automatically generated.

3. Proceed to complete the data items within this Form if you have previously calculated the required information. Whist it is recommended that you complete this information; it is not mandatory to complete the *Summary Statistics MTD, Summary Statistics YTD or AIMS Statistics MTD* in the APET system. (Completing this information provides a means to reconcile PRS/2 with your in-house data).

4. Select *Save* and *Close*.

5. Complete the *H2* and *U2 Records* (if you have not already done so), and then complete the data extraction. (Refer *Completing the Data Extraction*, page 51).

Entering the New U2 Record

**Prior to entering a new U2 Record, refer to:**

- The *PRS/2 Manual,* which provides information on status segments and definitions relating to counting patient days.

- *Data Entry Guidelines*, page 15 of this manual.

1. From the *Transmission Details* screen, select *Fill U2*. The following screen will appear.
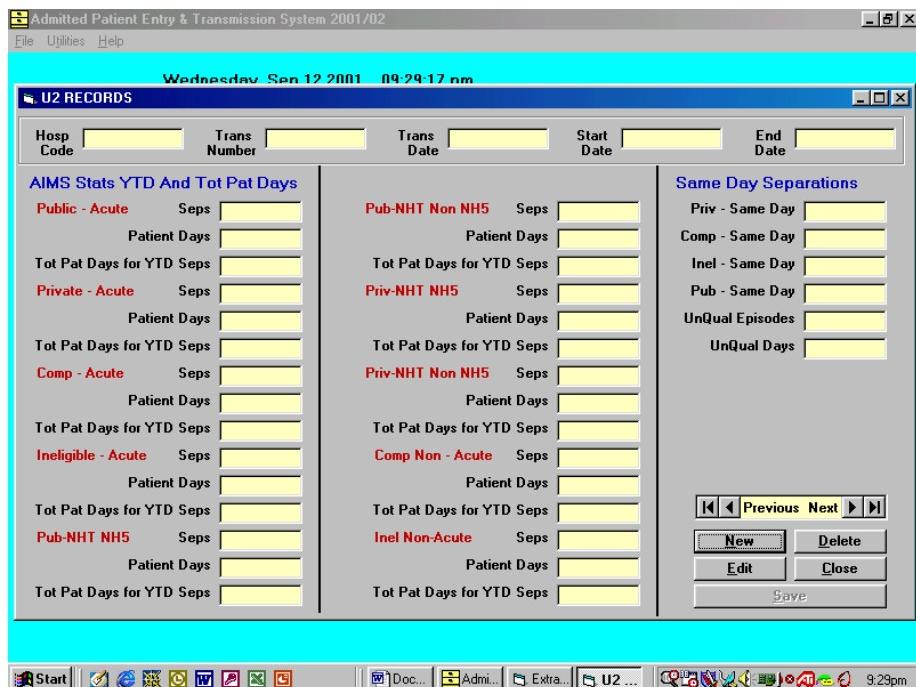
2. Select *New* and the *Hosp Code, Trans Number, Trans Date, Start Date* and *End Date* will be automatically generated.

3. Proceed to complete the data items within this Form if you have previously calculated the required information. Whist it is recommended that you complete this information; it is not mandatory to complete the *AIMS Stats YTD* and *Tot Pat Days* in the APET system. (Completing this information provides a means to reconcile PRS/2 with your in-house data).

4. Select *Save* and *Close*.

5. Complete the *H2* and *T2 Records* (if you have not already done so), and then complete the data extraction. (Refer *Completing the Data Extraction*, page 51).

Completing the Data Extraction

1. Following completion of the *H2, T2* and *U2 Records* select *Complete Extraction* from the *Transmission Details* screen.

2. A *Save As* dialogue box will appear as shown below.
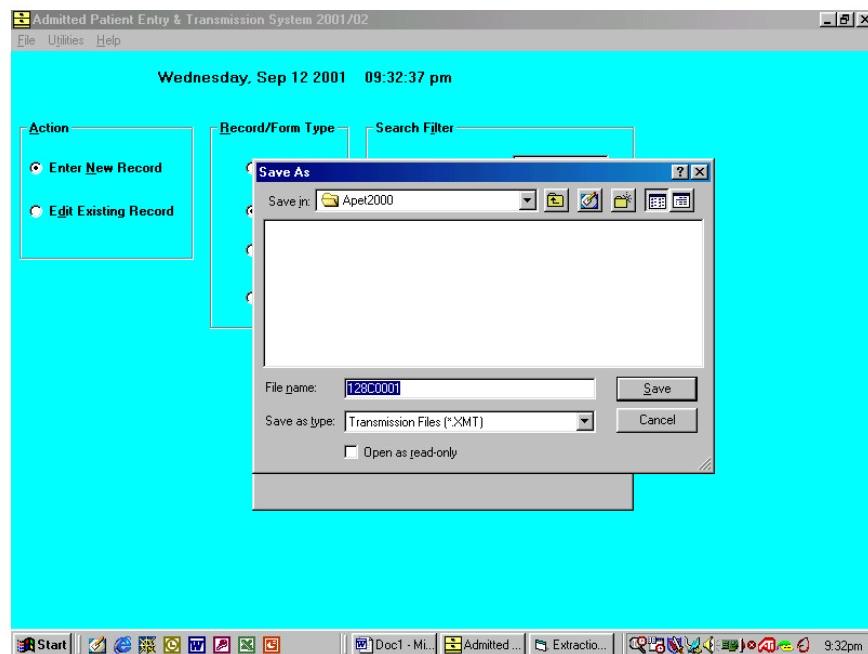
3. Change the first three characters of the *File Name* to the PRS/2 Hospital Code as provided by the Department. (If you are unsure of the PRS/2 code for your hospital please contact the PRS/2 HelpDesk for Information, Refer *Contacts*, page 5). Be sure to note the file name in order to enable easy identification and retrieval of the file at a later date.

4. When the message below appears, select *Close*.
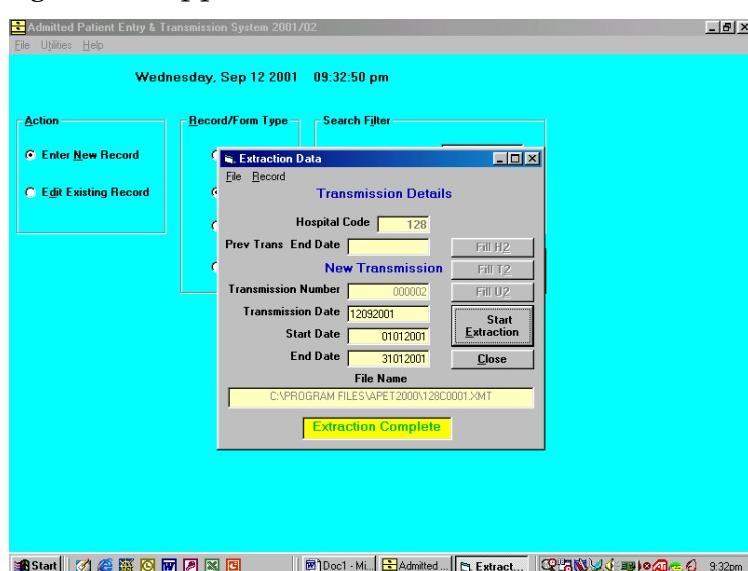
5. Transmit the *.xmt* file (as noted in step 3) to Allegiance Systems. This file is usually found at C:\Program Files\APET2000 or C:\APET2000. Transmission modes most acceptable by Allegiance are either magnetic 5.25″ or 3.5″ floppy disks. The following information items are suggested for the label:

- Hospital Name,
- Hospital Code (PRS/2 Code),
- A declaration of 'Test' or 'Live' data transmission,
- Month and Year of data (if it is a full month) or Start and End Dates.

Error Messages

Examples

Must have at least one Status Segment

If the patient has been separated, there must be at least one Status Segment. Ensure that you click on *Add to List* in the *E2 Status Segment* tab after entering the following details:

- Account Class
- Accommodation Type
- Qualification Status
- Patient Days

No E2 Record Exists with this Unique Key. Try Again

An *E2 Record* is the **key** record, linking all other record types. The *E2 Record* must be entered before any other record type. Check the *Unique Key* or enter data.

No X2, S2 or V2 Record Exists with a Unique Key of …..

No data has been previously entered for this record type; therefore you cannot perform the edit function.

Error in:

Messages prefixed with *Error In:* will appear if a Mandatory data item field has been left blank or does not meet the file structure requirements, for example, an incorrect number of characters entered. Return to the data item and re-enter the correct information.

(Refer *PRS/2 Manual* for information on individual data items.)