

Master Patient Index (MPI)/ Clinical Resource Info Network (CIRN) Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
<p>1. AUDITING: VistA Patch DG*5.3*149 added new cross references to the following PATIENT file (#2) fields, to assist CIRN in monitoring changes made to these fields. During the normal daily operations of CIRN, it is possible that these fields may be updated by CIRN HL7 Messaging. Patch DG*5.3*231 exported with CIRN PD/MPI KERNEL Installation and Distribution (KIDS) build enables auditing for the following fields so they can be monitored by CIRN.</p> <ul style="list-style-type: none"> A. Sex B. Date of Birth C. Marital Status D. Religious Preference E. Social Security Number F. Street Address [Line 1] G. Zip + 4 H. Street Address [Line 2] I. Street Address [Line 3] J. State K. Country L. Phone Number [Residence] M. Phone Number [Work] N. K-Name of Primary NOK O. K-Phone Number P. Mother's Maiden Name Q. Service Connected? R. Service Connected Percentage S. Employment Status T. Period of Service 			

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
U. Date of Death V. Type W. Veteran (Y/N)			
2. HL7 Management – CIRN/MPI makes heavy use of HL7 messaging. The HL7 globals should be checked for sufficient room for growth. In addition, check to see if the VistA HL7 patch, HL*1.6*39, properly brought in all of the sites HL Logical Link file (#870) and set the Queue Size field (#21) to ten (10). Also, each site that is running UCX (non-Cachè) will need to change their sites (VA-<your site's three letter abbreviation>TCP) HL Logical Link File (#870) entry, field TCP/IP Service Type (#400.03) to M for Multi Listener Server. See patch HL*1.6*19 for further instructions.			
3. CIRN/MPI MAILGROUPS			
A. RGCIRN DEMOGRAPHIC ISSUES Suggested Coordinator: Patient Admin Coordinator/Medical Administration Service (MAS) Automated Data Processing Application Coordinator (ADPAC). Suggested Members: Personnel that deal with patient data.			
B. RG CIRN HL7 PROBLEMS Suggested Coordinator: Person who will monitor CIRN HL7 Problems. Suggested Members: Person who will monitor CIRN HL7 Problems			
C. MPIF EXCEPTIONS Suggested Coordinator: Information Resource Management (IRM) person who will monitoring the technical type problems that can occur during messaging. The site should not have any local members entered in this mail group.			

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<p>D. MPIF CMOR REQUEST Suggested Coordinator: Person who will monitor CMOR Change Requests. Suggested Members: Personnel that will process CMOR Change Requests.</p>			
<p>E. MPIF HL7 GROUP Suggested Coordinator: IRM Staff Suggested Members: No members should be placed in this mail group. This group is used to transmit HL7 messages to the MPI via Mailman.</p>			
<p>4. CIRN BULLETINS – RG CIRN DEMOGRAPHIC ISSUES: This mail group is sent the following patient related and Master File update bulletins. It is also used when Exception Messages are generated related to patient data. More detailed information on these bulletins can be found in Appendix F.</p>			
<p>A. MISSING DATA Cause: Name, Date of Birth (DOB), or Integration Control Number (ICN) field is missing or null in the incoming message.</p>			
<p>B. REMOTE SENSITIVITY INDICATED Cause: Patient is marked as sensitive at the sending site, but not at the receiving site. Action To Take: No Action – Message is Information.</p>			
<p>C. REMOTE DEATH INDICATED Cause: Patient has a date of death entered from the sending site, but not the receiving site. Action To Take: No Action – Message is Information.</p>			
<p>D. CIRN ADDRESS CHANGE Cause: Address related information: fields were deleted based on information received from the CMOR. Action To Take: None</p>			

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5. The Mater File Update bulletins going to MPI Austin differ from the patient related bulletins in that the data being passed is different.			
6. Setting Up Your Site's Logical Link			
A. If the site is not running Cachè (Open M system), enable the HL SEVEN service in the UCX set-up. (HLSEVEN used below is an example of the UCX service name).			
1) Make sure UCX set up for HLSEVEN (this should be your site's service name) service is enabled and the HLSEVEN.COM (site com file name) file contains the IEN (from File #870) for the site's HL7 Logical Link (VA<3 letter site abbreviation> Example: VABAY is for Bay Pines). See Appendix E for more information.			NOTE: The UCX service is what enables sites to send the site messages. If the UCX service is disabled, no messages will come into the site from any other site it shares patients with. One way to help keep this UCX service up and running after a system shutdown is to setup the specific UCX service to be enabled upon UCX startup (reboot). This can be done from within UCX by doing the following: UCX> SET CONFIG ENABLE SERVICE HLSEVEN (Where HLSEVEN is the name of the service.)

<p>7. Caché (Open M System) Site does not use UCX. Instead a Single Threaded Listener or Multi-Threaded Listener (suggested) is used. See Appendix E for further setup instructions on these Listener types.</p>			
<pre> Select HL7 Main Menu Option: ? Systems Link Monitor Filer and Link Management Options ... Message Management Options ... Interface Developer Options ... Site Parameter Edit Select Filer and Link Management Options Option: <u>Filer and Link Management Options</u> SM Systems Link Monitor FM Monitor, Start, Stop Filers LM TCP Link Manager Start/Stop SA Stop All Messaging Background Processes RA Restart/Start All Links and Filers DF Default Filers Startup SL Start/Stop Links PI Ping (TCP Only) ED Link Edit ER Link Errors ... Select Filer and Link Management Options Option: <u>Start/Stop Links</u> This option is used to launch the lower level protocol for the appropriate device. Please select the node with which you want to communicate Select HL LOGICAL LINK NODE: <u>Vxxx</u> xxx=station abbrev.... Select one of the following: F FOREGROUND B BACKGROUND Q QUIT Method for running the receiver: B// <u>BACKGROUND</u> Job was queued as 2160375. </pre>			
<p>8. If you are NOT running A Cachè (OPEN M SYSTEM), have the System Manager review VMS ENQUE QUOTA [Enqlm: 1000] Setting.</p>			
<p>A. Have the System Manager at the site review VMS ENQUE QUOTA [Enqlm: 1000] setting; it should not</p>			

Administration/MAS Coordinator or ADPAC			
E. CIRN Patient Admin User Menu... [RG ADMIN USER MENU] – assign to Patient Administration/MAS User.			
11. Populate the below field with the station’s administrative point of contact.			
A. In the CIRN SITE PARAMETER file: ADMIN POINT OF CONTACT: The ADMIN POINT OF CONTACT field contains the name of the individual at the facility who is in a position to resolve patient issues for Master Patient Index/Patient Demographics. This field is populated using the Add/Edit Point of Contact [RG UPDATE POINT OF CONTACT] option. The information is sent to a remote mail group whose members maintain the point of contact list on the website.			
12. Turn on HL7 Send 2.3 messages in the CIRN Site Parameter file.			
A. Stop/Send/Suspend CIRN Messages [RG CIRN PROCESS CONTROL] option is provided as a standalone option. It is NOT to be attached to any menu. This option allows IRM to set the message activity state (Send/Suspend/Stop). This option is used to edit the Stop CIRN Messaging field (#16) in the CIRN Site Parameter file (#991.8), to Stop/Send/Suspend CIRN Messages.			
B. YOU MUST BE IN THE SEND MODE TO BEING THE MPI INITIALIZATION PHASE.			
1) STOP – should be used only to totally shutdown HL7 v 2.3 and CIRN messages. It should only be used under the direction of Technical Services.			
2) SUSPEND – should be used in an emergency situation to suspend HL7 V 2.3 and CIRN messages if the volume of messages is affecting system performance. Technical Services should also be called in this situation.			

<p>field should be set to Startup. Frequency Recommendations: Every 600 seconds (this job may already be scheduled to run for NPTF or COTS using patch DG*5.3*91.)</p>			
<p>D. The Event Queue and the VAFC Batch Update job will send messages to CMOR sites. These messages will show up on the HL7 Link Monitor as MESSAGES TO SEND column for the corresponding links. These links will need to be started up via the HL7 option, noted in step 17.</p>			
<p>1) Turn auditing on for Name (#.01), Integration Control Number (#991.01), ICN Checksum (#991.02), CIRN Master of Record (#991.03) fields in the PATIENT File (#2) and INSTITUTION file (#44), Fields .01 Name and 99 Station Number.</p>			
<p>Via FileMan VA FileMan 21.0 Select OPTION: <u>OTHER OPTIONS</u> Select OTHER OPTION: <u>AUDITING</u> Select AUDIT OPTION: <u>5</u> TURN DATA AUDIT ON/OFF AUDIT FROM WHAT FILE: PATIENT// <u>2</u> Select FIELD: <u>.01</u> << here is where you would enter the field numbers AUDIT: NO//<u>YES, ALWAYS</u></p>			
<p>13. Schedule Background Job – Using the TaskMan option, Schedule/Unscheduled Options [XUTM SCHEDULE], schedule the following jobs.</p>			
<p>A. Event Queue Autostart [RGEQ AUTOSTART] Restart Setting Recommendations: Special Queuing field should be set to Persistent and Startup (SP) Frequency Recommendations: No frequency</p>			
<p>B. Local/Missing ICN Resolution Background Job [MPIF LOC/MIS ICN RES] Restart Setting Recommendations: Special Queuing field should be set to Startup. Frequency Recommendations: Q 600 seconds</p>			