

Automated Medical Information Exchange (AMIE) Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Responsible person should become familiar with the user's guide for MAS.			
2. Designated person will be responsible for setting up the Regional File Setup Parameters			
A. This provides site specific parameters for the 7131/7132 and 21 day certifications. This also allows the entry of regional offices and identifies printers for Regional Office Request. To use this option user must hold the DVBA SUPERVISOR security key			
B. Set up the regional offices that will be accessing your system. If offices are not set up, Notices of Discharge or 21-Day Certificates will not be produced.			
C. Set up the valid medical center divisions for your facility for the 7131/7132 part of the AMIE software.			
D. *Edit the REMOTE SITE (2507) field for the C&P part of the AMIE software. This is a pointer to the MEDICAL CENTER DIVISION file (#40.8).			
E. *Set up the C&P routing locations.			
F. *Answer the prompt RUN NEW REQUESTS ON SATURDAY?			
G. *Make sure that all of the regional office users have only one division assigned to them in the NEW PERSON file (#200).			

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
H. *Days to Keep 2507 History			
I. *2507 Integrity Report Status			
J. *Appt linking dialogue			
3. Review and assign appropriate menu options and security keys.			
4. Security Keys			
A. DVBA 21-DAY CERT CLERK – Allows holder to edit 21 day cert text			
B. DVBA C RELEASE 2507 - Allows user to release 2507 requests to the Regional Offices			
C. DVBA C SUPERVISOR - Controls supervisor functions in 2507 package			
D. DVBA CAPRI EXAM LIST EDIT - This key allows a user to edit the exams and comments associated with a specific medical center division through the use of the CAPRI GUI. If a user does not have this key, then the option will not be visible on their CAPRI GUI Tools menu. This key allows a user to edit the exams and comments associated with a specific medical center division through the use of the CAPRI GUI. If a user does not have this key, then the option will not be visible on their CAPRI GUI Tools menu.			
E. DVBA CAPRI READ ONLY - Holders of this key will be forced into read-only mode when they use the CAPRI GUI.			
F. DVBA CAPRI WORKSHEET TAB - Assigning this key to the user will allow			

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the C&P WORKSHEETS tab to be visible in the CAPRI GUI application. Assigning this key to the user will allow the C&PWORKSHEETS tab to be visible in the CAPRI GUI application			
G. DVBA RELEASE 21-DAY CERT - allows release of 21-day certs to the RO.			
H. DVBA SUPERVISOR - Supervisor key for DVBA package only			
I. DVBAB CPWM DISALLOW REVIEW - User doesn't need their documents reviewed prior to release through the CAPRI C&P Worksheet Module.			
J. DVBAB CPWM OPTIONAL REVIEW User can choose to send some documents for review and not other documents in the CAPRI C&P Worksheet Module.			
K. DVBAB CPWM REQUIRE REVIEW User must have all documents reviewed by a reviewer prior to upload in the CAPRI C&P worksheet module.			
L. DVBAB CPWM REVIEWER - For users designated as a reviewer in the CAPRI C&P Worksheet Module, if the site chooses to use the review process, the user must be assigned the DVBAB CPWM REVIEWER key.			
5. BACKGROUND JOBS			
A. DVBA REGIONAL TASK			
B. DVBA AUTO FINALIZE 7131 TASK			
C. DVBA 7132 TASKMAN			

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
D. DVBA C PRINT NEW C&P REQ TM			
E. DVBA GENERATE 21-DAY CERTIF			
F. DVBA C PURGE 2507			
G. DVBA REGIONAL PURGING			
H. DVBA C CHECK 2507 INTEGRITY TM			
6. MAILGROUPS - There are several mail groups which must be populated.			
A. DVBA C 2507 CANCELLATION			
B. DVBA C 2507 EXAM READY			
C. DVBA C 2507 EXAM REOPENED			
D. DVBA C EXAM ADDED - Receives notices that exams have been added to an existing request.			
E. DVBA C NEW C&P VETERAN - Receives notices that new veterans have been added to the PATIENT (#2) file for C&P purposes; also receives address change information.			

**It is imperative to coordinate with the regional offices the new site(s) will receive 2507 and 7131.