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

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
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.			
 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 			

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< td=""><td></td><td></td><td></td></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. CIKN/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.			

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
D. MPIF CMOR REQUEST			
Suggested Coordinator: Person who will monitor CMOR			
Change Requests.			
Suggested Members: Personnel that will process CMOR			
Change Requests.			
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.			
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.			
A. MISSING DATA			
Cause: Name, Date of Birth (DOB), or Integration Control			
Number (ICN) field is missing or null in the incoming			
message.			
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.			
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.			
D. CIRN ADDRESS CHANGE			
Cause: Address related information: fields were deleted			
based on information received from the CMOR.			
Action To Take: None			

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
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). 			
 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.)

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.					
Select HL7 Main Menu Option: ?					
Susteme Link Monitor					
Filer and Link Management Options					
Message Management Options					
Site Parameter Edit					
Select Filer and Link Management Options Option: Filer and Li	.nk Management Opt	ions			
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					
PI Ping (TCP Only)					
ED Link Edit					
ER Link Errors					
Select Filer and Link Management Options Option: Start/Stop Links					
This option is used to launch the lower level protocol for th	le				
appropriate device. Please select the node with which you want					
to communicate					
Select HL LOGICAL LINK NODE: VAxxx xxx=station abbrev					
Select one of the following:					
F FOREGROUND					
B BACKGROUND					
Method for running the receiver: B// BACKGROUND Job was gueued as 2160375.					
8. If you are NOT running A Cachè (OPEN M SYSTEM).					
have the System Manager review VMS ENOUE					
OUOTA [Enalm: 1000] Setting.					
A. Have the System Manager at the site review VMS					
ENQUE QUOTA [Enqlm: 1000] setting; it should not					

 be less than 1000. The change needs only to be made for the user account implementing CIRN/MPI. This may be hard coded in the slot master .COM file to 300, which may cause the MPI load process to have a VMS level error. The VMS default setting is 2000. 9. HL7 Application Parameters File – Check that the correct 			
 for the user account implementing CIRN/MPI. This may be hard coded in the slot master .COM file to 300, which may cause the MPI load process to have a VMS level error. The VMS default setting is 2000. 9. HL7 Application Parameters File – Check that the correct 			
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 level error. The VMS default setting is 2000. 9. HL7 Application Parameters File – Check that the correct 			
9. HL7 Application Parameters File – Check that the correct			
9. IIL / Application Farameters File – Check that the confect			
Station Number is entered in the Easility Name Field (#2)			
Station Number is entered in the Facility Name Field (#5)			
of the HL/ Application Parameter file (#//1). Local			
modifications to the Institution File may conflict with the			
CIRN installation set-up.			
FileMan print			
HI.7 APPLICATION PARAMETER LIST	MAR 15.2000 10.	45 PAGE 1	
NAME FACILITY NAME	1	10 11102 1	
** Note this will show all entries.			
MPIF A29 SERVER 679 < <this be="" should="" stat<="" th="" your=""><td>cion number>></td><th></th><td></td></this>	cion number>>		
MPIF A30 SERVER 679			
MPIF CMOR COMP 679			
MPIF CMOR RSLT 679			
MPIF LOC/MIS 679			
MPIF MPI 679			
MPIF-STARTUP 679			
RG CIRN 679			
RG SUBSCRIPTION 679			
VAFC PIMS 679			
BC CIENI ADT Should NOT he perculated			
10 Agging Manual This can be done during downting			
10. Assign Menus - This can be done during downtime.			
A CIDN Master Manu [DCMCD] assign to IDM			
A. CIKIN Master Menu [ROMOR] – assign to IRM			
Personnel			
B. CIRN Initialization Menu [RGINIT MENU]			
(installed in CIRN V 0.5) – assign to IRM Personnel			
C. CIRN IRM Menu [RG IRM MENU] – assign to IRM	1		
Personnel			
D. CIRN Patient Admin Coordinator Menu. [RG			
ADMIN COORD MENUI – assign to Patient			
B. CIRN Initialization Menu [RGINIT MENU] (installed in CIRN V 0.5) – assign to IRM Personnel C. CIRN IRM Menu [RG IRM MENU] – assign to IRM Personnel D. CIRN Patient Admin Coordinator Menu [RG	I		

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 HL/ V 2.3 and CIRN		
messages if the volume of messages is affecting		
system performance. Technical Services should		
also be called in this situation.		

3) SEND – normal operating mode.			
D ^XUP			
Setting up programmer environment			
Terminal Type set to: C-VT320			
Select OPTION NAME: RG CIRN PROCESS CONTROL	STOP/SEND,	/SUSPEND CIRN messages	
STOP CIRN MESSAGING: STOP MESSAGES// SEND			
In sync with MAS parameter.		[
4) Start Event Queue – From the CIRN IRM Menu,			
choose CIRN Event Queue Manager [RGEQ			
MGRJ, then Start CIRN Event Queue option			
[RGEQ START]. During the initialization to the			
MPI, the Event Queue is used to send the			
subscription "add me" messages to the CMOR and			
to update the list of subscribers from the CMOR to			
the other interested facilities. These messages will			
be held in the ^RGEQ global until sent. More			
extensive information on the Event Queue features			
and use can be found in the CIRN Patient			
Demographics (CIRN-PD) Technical Manual in the			
Menu Options for IRM section and in section			
Appendix E – CIRN Event Queue of that manual.			
C. Using TaskMan, verify the Update Batch Job for HL7 v			
2.3 [VAFC Batch Update] background job is scheduled			
to run and has the recommended settings shown below.			
As soon as the Patient File Initialization to MPI has			
messages returned from the MPI and all seems to be			
well, schedule the Update Batch Job for HL7 v 2.3			
[VAFC BATCH UPDATE] background job via			
TaskMan to process the Treating Facility Updates and			
any Patient Update messages waiting in the ADT/HL/			
Pivot file (#391.71).			
NOTE: Starting this background job during the MPI load			
can generate a large volume of network traffic.			
1) Update Batch Job for CIRN [VAFC BATCH			
UPDATEJ.			
Restart Setting Recommendations: Special Queuing			

field should be get to Startur			
Francisco de 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.)			
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.			
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.			
Via FileMan			
VA FileMan 21.0			
Select OPTION: OTHER OPTIONS			
Select OTHER OPTION: AUDITING			
Select AUDIT OPTION: 5 TURN DATA AUDIT ON/OFF			
AUDIT FROM WHAT FILE: PATIENT// Z	tor the field	numbors	
AUDIT · NO//YES ALWAYS	iter the rierd	numbers	
13 Schedule Background Job – Using the TaskMan option			
Schedule/Unscheduled Ontions [XIITM SCHEDUI F]			
schedule the following jobs			
A Event Queue Autostart [DGEO ALITOSTADT]			
A. Event Queue Autostart [KOEQ ACTOSTART] Postort Sotting Pocommondations: Special Queuing field			
should be set to Dersistent and Stortun (SD)			
Should be set to Persistent and Startup (SP)			
Prequency Recommendations: No irequency			
B. LOCAL/MISSING ICN Resolution Background Job [MPIF			
LOU/MIS IUN RES			
Restart Setting Recommendations: Special Queuing field			
should be set to Startup.			
Frequency Recommendations: O 600 seconds			