

## Occurrence Screening (QAO) Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
<p>1. At implementation, the Package Setup Menu in the Occurrence Screen Manager Menu should be used to set up site-specific data. The Clinical Monitoring System Site Parameters Edit option should also be utilized and the fields populated. The easiest method of entering all the site parameters is to use the Combined Site Parameters Edit [QAQ SITE PARAMETERS] option in the QM Manager menu [QAQ MANAGER]. Instructions concerning the entry of this data are contained in the Occurrence Screen User Manual.</p>			
<p>2. Package Setup Menu</p> <p>A. Reasons for Clinical Referrals</p> <p>1) This option allows adding, editing, deleting of the reasons for clinical referral associated with each screen. These reasons appear in the clinical reviewer edit and on Part I of the Clinical Reviewer Worksheet.</p> <p>2) The option also allows the manager to design a "reason for referral" list for every VAMC-specific screen.</p>			

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<p>3. Package Setup Menu</p> <ul style="list-style-type: none"> <li>A. Site Parameters                             <ul style="list-style-type: none"> <li>1) Option used to enter/edit site parameters for Occurrence Screen Parameters contain</li> </ul> </li> <li>B. Peer Review Days – allowable number of days between completion of clinical review and completion of peer review</li> <li>C. Management Review Days – number of days between completion of clinical review and completion of management review</li> <li>D. Min Time Between Logout &amp; Adm – minimum time, in hours, between a disposition logout and an admission. Time used when auto enrolling admissions with 3 days following unscheduled ambulatory care visits</li> <li>E. Clinical Worksheet Part I – Part I contains list of primary reasons for clinical referral</li> <li>F. Auto-Print Clinical Worksheets – do you want worksheets printed automatically</li> <li>G. Allow Multi Patient Selection – entering yes will allow selection of several patients for editing</li> <li>H. Surgery Package Installed – surgery package must be running at your site.</li> </ul>			

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<p>Entering Yes will allow auto enroll to scan the surgery package for screen 7</p> <ul style="list-style-type: none"> <li>I. Select Scheduled Admission Clinic – contains the clinic that is used to schedule patient admissions</li> <li>J. Default OS Device – field contains default printer for occurrence screen</li> <li>K. Multi Divisional OS Facility – enter yes if site is multi divisional</li> <li>L. Select OS Hospital Division – if answer to above parameter is yes, you will name each hospital division followed by the auto enroll device for that division</li> </ul>			
<p>4. Package Setup Menu</p> <ul style="list-style-type: none"> <li>A. Treating Specialty Care Types</li> </ul>			
<ul style="list-style-type: none"> <li>B. Option used to enter/edit care type designations for user selected treating specialties</li> </ul>			
<p>5. VAMC Specific Screens</p>			
<ul style="list-style-type: none"> <li>A. Option used to enter site specific screens in the range 201-999.99.</li> </ul>			
<p>6. Background Job</p> <ul style="list-style-type: none"> <li>A. QAM Tasked – auto enroll every (q) daily.</li> </ul>			