

## Women's Health Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. All of the Women's Health data is stored in the WV global. The file number range is 790 to 790.72. The routines begin with WV. There are no security keys.			
A. The top level menu is <b>Women's Health Menu [WVMENU]</b> .			
B. The menu used to Enter/View Patient Data is <b>Patient Management [WV MENU-PATIENT MANAGEMENT]</b> .			
C. The menu used to Enter/View Site Parameters is <b>File Maintenance Menu [WV MENU-FILE MAINTENANCE]</b> which is under the <b>Manager's Functions [WV MENU-MANAGER'S FUNCTIONS]</b> menu.			
D. The following files are populated by the package and are not editable by the users:			
1) 790.2 WV PROCEDURE TYPE (30 entries)			
2) 790.03 WV PAP REGIMEN (16 entries)			
3) 790.31 WV RESULTS/DIAGNOSIS (145 entries)			
4) 790.403 WV NOTIFICATION TYPE (13 entries)			
5) 790.5 WV CERVICAL TX NEED (13 entries)			
6) 790.51 WV BREAST TX NEED (15 entries)			
7) 790.6 WV LETTER (1 entry)			
E. The following files are editable by the site. Use the <b>File Maintenance Menu [WV MENU-FILE MAINTENANCE]</b> to edit these files.			
1) 790.01 WV CASE MANAGER.			
a) If there are any entries in this file from the GOLD account, delete them and start over.			

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b) Identify any users who will be acting as Women's Health Case Managers. Make certain there is at least one entry in this file. Use the <b>Add/Edit Case Managers [WV ADD/EDIT CASE MANAGERS]</b> option.			
c) This file is pointed to by files 790 and 790.02.			
2) 790.02 WV SITE PARAMTER			
a) If there are any entries in this file from the GOLD account, delete them and start over.			
b) Identify as many facilities in the file as will be needed. Make certain there is at least one entry in this file.			
(a) Identify a Default Case Manager. (Page 1 of the data entry.)			
(b) The PAP Result Normal Letter and MAM Result Normal Letter fields point to entries in File 790.404.			
(c) The package has links to the VistA Radiology and Laboratory packages. When the mammogram (Radiology) and Pap smear (Laboratory) results are verified, these packages notify the Women's Health Package to determine if those results will be tracked based on the parameters on page 2 of this option.			
(d) Pages 3 through 6 identify 30 procedures that can be tracked in the package. All of them do not have to be tracked. The site can identify which ones to track or ignore.			
(e) Use the option <b>Edit Site Parameters [WV EDIT SITE PARAMETERS]</b> .			
3) 790.32 WV DIAGNOSTIC CODE TRANSLATION			
a) If there are any entries in this file from the GOLD			

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account, delete them and start over.			
b) This file links entries from File 790.31 with local Radiology Diagnostic codes (File 78.3), so the Radiology package diagnoses can be converted into Women's Health package diagnoses codes.			
c) Use the option <b>Edit Diagnostic Code Translation File [WV EDIT DIAG TRANSLATION]</b> .			
4) 790-404 WV NOTIFICATION PURPOSE			
a) There may be entries from the GOLD account and they will not present a problem if left. Some of the entries may have been exported at the beginning of the package. Some were added with patch WV*1.0*16 which linked Women's Health with Clinical Reminders and CPRS. This file contains the boilerplate text for letters to remind patients of future appointments or the results of their completed tests.			
b) Review the text and customize it to the needs of the current VAMC. Use the option <b>Add/Edit a Notification Purpose &amp; Letter [WV ADD/EDIT NOT PURPOSE&amp;LETTER]</b> .			
5) 790.405 WV NOTIFICATION OUTCOME			
a) There may be entries from the GOLD account and they will not present a problem if left. Some of the entries may have been exported at the beginning of the package.			
b) Use the option <b>Add/Edit Notification Outcomes [WV ADD/EDIT NOTIF OUTCOME]</b> .			
6) 790.07 WV REFERRAL SOURCE			
a) There may be entries from the GOLD account and they will not present a problem if left. Some of the entries may have been exported at the beginning of			

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the package.			
b) Use the option <b>Add/Edit to Referral Source File [WV ADD/EDIT REFERRAL SOURCE]</b> .			
7) The following files are not populated with any data when the package is first installed. Use FileMan to delete any entries in these files which are not related to your site. These files grow as patients are tracked. Files 790,790.1 and 790.4 will grow steadily as the package is used. The others will grow very little and perhaps not at all. For example, File 790.71 saves values from previous reports to establish a history of package use, but if the site never runs the report (some do not) there may never be any data in this file.			
a) 790 WV PATIENT			
b) 790.04 WV PAP REGIMEN LOG			
c) 790.05 WV PREGNANCY LOG			
d) 790.08 WV LAB TESTS			
e) 790.1 WV PROCEDURE			
f) 790.3 WV REFUSALS			
g) 790.4 WV NOTIFICATION			
h) 790.71 WV SNAPSHOT REPORTS			
i) 790.72 WV AGE RANGE DEFAULT			
2. Other functionality on the <b>File Maintenance Menu</b> .			
A. Option, <b>Automatically Load Patients [WV AUTOLOAD PATIENTS]</b>			
1) This option will "seed" File 790 (WV Patient) with patients how have been seen at the facility in the date range selected. If the option is used, be very careful about selecting a long date range. It is best to go back only a few months and review how many patients are added.			

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Otherwise, it may add a lot of patients that are not wanted.			
<b>B. Option, Import Radiology/NM Exams [WV IMPORT RAD/NM EXAMS]</b>			
1) This option will "seed" Files 790 and 790.1 (WV Procedure) with patients and mammogram results for the date range selected. Use caution if using this option. Select a small and recent date range; review the files before running it again to add additional entries.			
<b>C. Option, Link Pap Smear with SNOMED Codes [WV PAP SMEAR SNOMED CODES]</b>			
1) Use this option to identify the Morphology and Topography codes used by the Lab Service for Pap Smears. Contact the Lab Service to find out what those codes are.			
2) When a lab test is resulted the Women's Health software will use these codes to determine if the test is a pap smear and should be tracked.			