

# User's Reference



## Version 4.0

Medical Surveillance Data Collection/Management System  
Version 4.0 for Windows™ Series

RMES was developed by the Army Medical Surveillance Activity (AMSA), Directorate of Epidemiology and Disease Surveillance (DEDS), US Army Center for Health Promotion and Preventive Medicine (USACHPPM).

RMES contains sensitive data. Therefore, use of RMES software must be strictly controlled. The RMES database must be installed on only one machine per Military Treatment Facility (MTF). The software at the centralized database location detects if data are uploaded from more than one machine at a given MTF and treats this as an error.

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This manual was produced using Microsoft Word and Microsoft PowerPoint.

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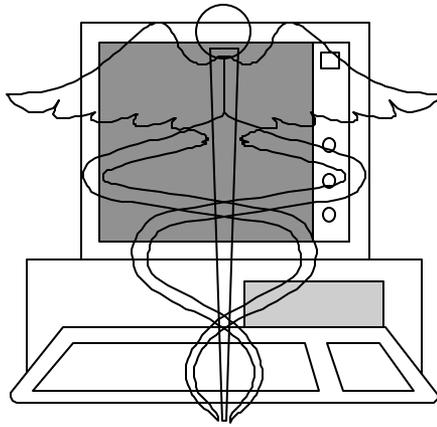
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# User's Reference





## **Chapter 1 - Overview**

### ***1.1 Introduction to System***

The Reportable Medical Events System (RMES), previously known as the Medical Surveillance System (MSS), provides a user-friendly way for a Preventive Medicine Service or other clinic at a Medical Treatment Facility (MTF) to enter information on cases of reportable medical events. The Army Medical Surveillance Activity (AMSA) collects, analyzes, and reports information on reportable conditions. MTFs participate in this surveillance effort by reporting to AMSA. RMES assists in the collection and reporting of medical diseases and other conditions important to military medicine.

RMES is a Personal Computer (PC) based system for the collection and reporting of data at MTFs. Users at the MTF enter data as it becomes available, then upload the data to AMSA daily or weekly. RMES lets users generate reports and perform basic maintenance, operations, and analyses on the data. RMES also provides the mechanism for MTF users to download upgrades from AMSA.

Staff at the MTFs can use RMES on one workstation. The newly acquired data remains available for local processing and is sent to AMSA daily or weekly in a batch transmittal. RMES is deployed with simple installation instructions and this manual (which contains a section on software installation). MTF staff maintains RMES by downloading updated software modules and following installation instructions to keep the system up to date.

RMES Version 4.0 offers standard MS-Windows look-and-feel operation and provides the capabilities and benefits listed below.

<b>Capability</b>	<b>Benefit</b>
Uses MS-Windows conventions	Minimizes training requirements, integrates with user's desktop
Provides drop-down menus of codes for report variables	Allows quick and accurate data input
Allows users to add medical diagnoses for local purposes	Provides flexibility to meet the changing needs of users
Provides data entry validation of referenced data	Improves accuracy of records
Provides automatic electronic transmission of data	Fulfills the requirement to report certain diseases or other conditions
Provides automated update of the software or the reporting system	Simplifies system maintenance; maintains currency without requiring special user training
Provides ability to change and update submitted reports	Improves the integrity of the database
Exports files in 7 different formats that can be imported to other programs	Allows further analysis or reporting by local users
Supports ICD-9 codes	Complies with international medical standards
Maintains an active record of each report	Ensures all necessary information on each case is properly recorded
Provides password protection	Prevents unauthorized access to medical records
Allows searching for case report by case number, last name, ICD-9 code, date of onset, UIC code, Reporting Site, or last 4 digits of SSN	Provides flexibility and efficiency
Generates individual case, ICD-9 codes, monthly summary, UIC code, reporting site, and annual disease trend reports	Supports analysis and planning activities

Provides compatibility with statistical and database programs via Export	Allows further data analysis by users
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### 1.1.1 Acquiring RMES

RMES is distributed on a CD ROM. One person at each MTF is designated the Principal User. The Principal User installs the software and sets up the other user accounts. Updates are available electronically from AMSA.

In addition to the RMES software, you are given hardcopy data entry forms with the same data fields as the RMES software. These forms can be used by remote sites or clinics to collect data and forward it to your MTF for entry in to the computer database. The forms can also be used by staff at your MTF to collect data as needed and enter the data at a later time.

### 1.1.2 System Requirements

<b>HARDWARE</b>		
<b>Component</b>	<b>Minimum Configuration</b>	<b>Recommended Configuration</b>
Processor(s)	486	486 or higher
Random Access Memory	16 Megabytes	32 Megabytes
Hard Disk Size	10 Megabytes free space	10 Megabytes free space
Removable Media	CD ROM Drive	CD ROM Drive
Communications	Internet connection via local ISP	Direct internet connection
Monitor	14" Color VGA	15" Color SVGA
Printer	None	Laser Printer
Mouse	2-Button	2-Button

<b>SOFTWARE</b>		
<b>Component</b>	<b>Minimum Configuration</b>	<b>Recommended Configuration(s)</b>
Operating System	MS Windows '95	Windows NT Windows '98
Communications	Modem line	Direct Internet Connection

### 1.1.3 About this Manual

This document is the Software User Manual for the Reportable Medical Events System. It was developed to provide:

- An introduction to the concepts behind RMES
- Instructions for installing and operating RMES and
- A reference manual to support ongoing operations.

This document provides detailed instructions and insight into the content and operation of RMES.



*RMES contains sensitive data. Improper release of this document could cause a breach of security. Distribution of this document should be limited to those who need it to perform their jobs.*

### 1.1.4 Notational Conventions

In general, standard MS-Windows conventions are used in the RMES software and this document. Users should be familiar with MS-Windows and with using a mouse.

The mouse cursor looks like an “I” when over a data entry field and like an arrow at all other times. The keyboard cursor appears as a blinking vertical line. Where not otherwise

specified, selection of an OK or a Cancel or a Close button closes the current window.

When a window is said to be “closed,” the window disappears from the user’s screen.

“Select” means “click the left mouse button.” For example, “Select OK” means “Click the left mouse button while the cursor is on the OK button.”

### **1.1.5 Support Services**

RMES development and operational activities occur at the Army Medical Surveillance Activity (AMSA). Development activities include development, maintenance, and enhancement of PC and server portions of RMES. Operational activities include data collection, analysis, and reporting.

For additional assistance or to report problems with RMES, please contact AMSA at the following address:

Army Medical Surveillance Activity, USACHPPM  
Room 213, Building T-20  
Washington, D.C., 20307-5100.  
Telephone: DSN 662-0471  
(202) 782-0471

## 1.2 Installation and Setup

Installing RMES is easy. Since RMES conforms to the standard MS-Windows installation look-and-feel, the installation process is a point-and-click operation.

All files required to operate RMES are included on the CD. Additional files and/or new versions of existing files are provided automatically when the user selects "Upgrade RMES" or routinely when case reports are transmitted.



*Warning: All other applications and documents should be closed prior to installation of RMES.*

### 1.2.1 Installing RMES

1. Insert the RMES installation CD into the CD-ROM drive.  
*(In this document, d: is assumed to be the CD ROM drive used.)*

*(If the CD ROM auto-detect feature is enabled on your PC, the installation program will automatically start and you can skip steps 2 & 3.)*

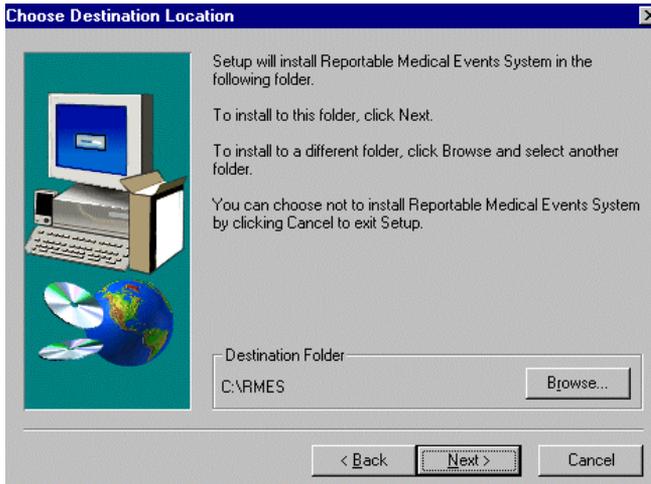
1. Click on the start button on the task bar, and then click on "Run..."
2. Type `d:\rmes\setup`.

You will see a RMES Welcome dialogue, which will begin stepping you through the RMES installation setup.



## RMES Setup Welcome Screen

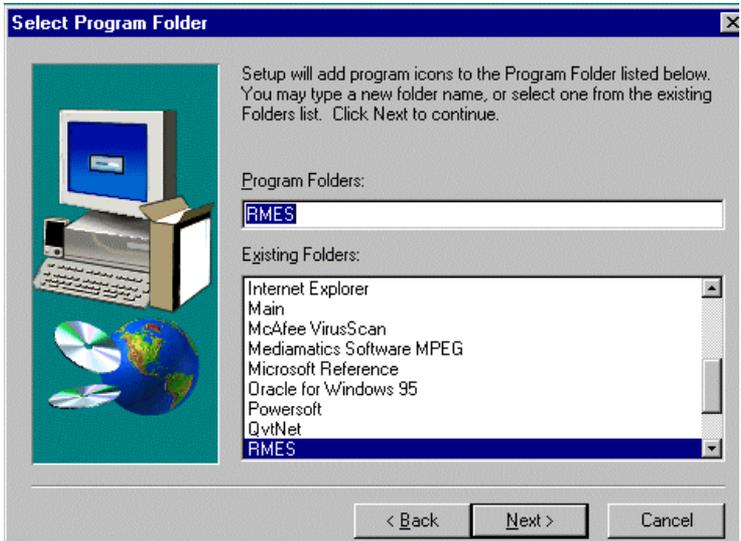
The installation setup will then prompt you for the location to install RMES. This is defaulted to C:\RMES.



### **RMES Destination Folder Screen**

To change the destination, click on 'Browse' to open a dialogue to choose a location. Once a location has been chosen, click on 'Next'.

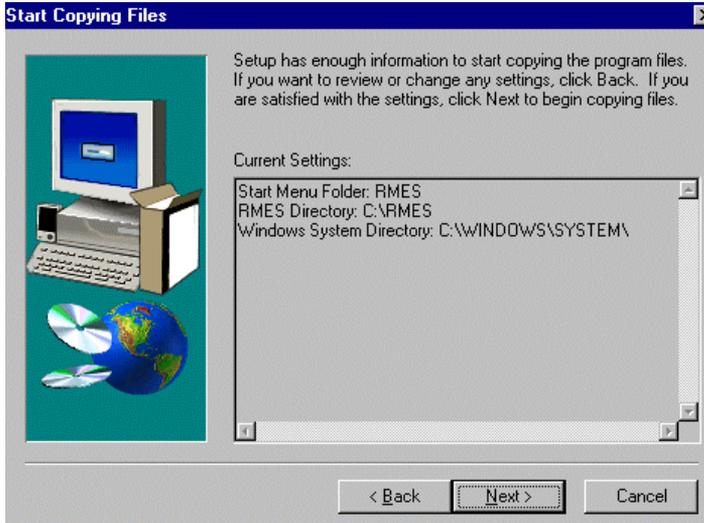
A dialogue will appear, prompting you for the name of the program folder to install the RMES shortcut into. (*This is the location to access RMES from the Start menu.*) This is defaulted to RMES.



## RMES Program Folder Screen

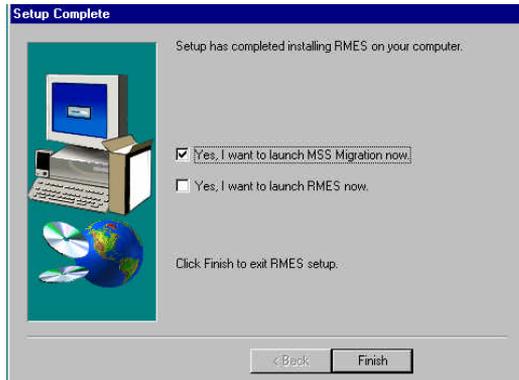
Once a folder name has been chosen, click on 'Next'.

A dialogue will appear, confirming the location and program folder chosen. Click on 'Next' to continue.



### **RMES Installation Confirmation Screen**

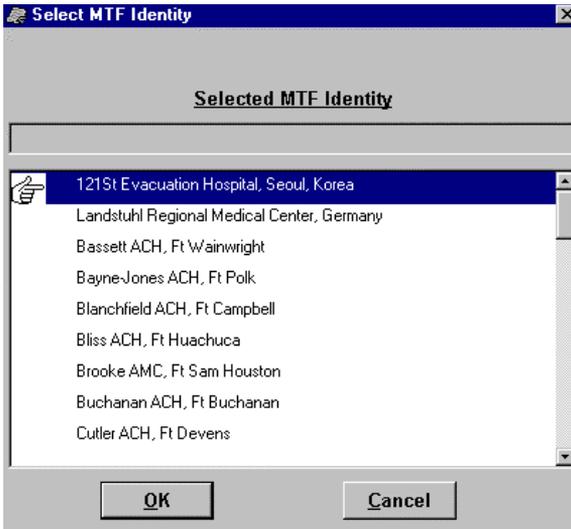
A blue progress bar will indicate the percentage of installation completed. Following this, a successful completion message will be displayed. (*If ODBC has not been previously installed on your PC, you will be asked to restart your machine for the ODBC installation to take effect.*) Click on 'Finish' to close the installation program.



## Setup Complete Screen

## 1.2.2 Set Up RMES (Initial)

To set up RMES, open the start menu program folder chosen in the installation setup, and click on the Reportable Medical Events System icon. A dialogue window appears, prompting you for a MTF identity. (*Note: If you ran the MSS migration program, this dialogue will not appear since your MTF identity was migrated also.*)



### RMES MTF Identity Screen

Select your MTF identity and click on 'OK'

## **1.3 First-Time User**

This section provides general information about starting and learning how to use RMES. Detailed instructions appear later in this manual.

### **1.3.1 Equipment Familiarization**

To use RMES, you should be familiar with MS-Windows. Turn on your machine and make sure that MS-Windows is currently operating. Find the RMES icon in the RMES folder. Click on it to bring up the Main screen.

RMES supports the use of either a mouse or keyboard. In either case, the standard actions for MS-Windows applications are performed. The cursor is generally displayed as a large arrow; however, when it moves over text entry fields it changes to an "I" shape.

Because keystroke communication is procedurally generic, the detailed instructions under Processing Procedures in this guide cover only menu/mouse communication. Keystroke communication (i.e., communication using ALT keys and/or shortcut keys) and menu sequences are listed in the Quick Reference table at the end of this manual.

### **1.3.2 Access Control**

RMES provides access controls to make sure that sensitive data are protected. The RMES database must only be installed on one machine per MTF. If the RMES database is installed on a second machine, AMSA will treat data transmitted from the second machine as erroneous. The person who installs

RMES is considered the Principal User and serves as the Point of Contact for the users. The Principal User can define additional users and assign a unique password to each. Users can only change their own passwords. The Principal User maintains the user accounts.

### 1.3.3 Navigation

All RMES screens work the same way. Here are some general tips on how they work.

You can select items from pull-down menus at the top of the screen either by clicking on the word in the menu (for example, “New”, or typing “Alt <X>”, where <X> is the underlined letter in the word (for example, Alt N for New).

Most of the windows have OK and Cancel buttons to let you confirm or undo the action taken in that window. Some of the Cancel buttons just close the window, while others give you a message and require confirmation. If there is any risk of data loss, the Cancel button will request a confirmation.

As you use RMES, you may see pop-up boxes with helpful messages, confirmations, or warnings. The confirmation boxes ask you to select OK or Cancel. The others ask you to click on OK to indicate that you saw the message.

RMES comes with a calendar utility for filling in date fields. This utility is available when you see the Calendar button. You pick the date you want by clicking on month, day, and year from the pop-up calendar.



Many entry fields have “pull-down lists” of acceptable values for easier data entry and data validation. These lists appear when the down-arrow button to the right of the entry field is

selected. Click on the desired list item to select the value, which will be automatically entered into the field. The value can be modified by clicking on another item in the list.

### **1.3.4 Stopping/Suspending**

You should always exit RMES by selecting Exit from the Data menu on the Main window. This makes sure that all data records are properly closed and that no records are damaged.

It's best to only minimize RMES for convenience *while you are temporarily referring to other software*. Exit RMES before leaving your computer because when RMES is minimized, it does not require a password to be restored.

### **1.4 Start RMES**

1. Turn on your machine.
2. Click on Start > Programs > (Program folder selected during installation) > RMES icon.

OR

Start RMES by clicking the RMES icon. This icon works as other MS-Windows applications do and can be managed (moved, copied, etc.) as with any MS-Windows application.

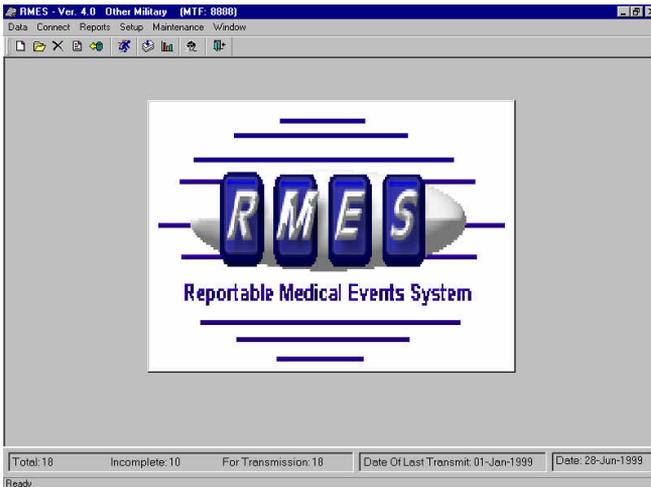
The User Login window appears.

3. Enter your RMES User Name and Password in the appropriate boxes.

4. Select the Login button.

The RMES Main window appears.

Once RMES starts, the Main window appears as shown below. The main menu includes a pull-down bar of options (Data, Connect, Reports, Setup, Maintenance, and Window) which are described in detail in the following chapters.



## Main Menu

The RMES Main window also contains a button bar just below the menu bar. This button bar allows you to quickly perform common commands. The buttons on this bar, from left to right, represent the following commands:

- New Case Record
- Open Case Record
- Delete case record

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View Incomplete Case Record  
Export  
Send Data  
Generate Report  
Graph Trend  
User Maintenance  
Exit



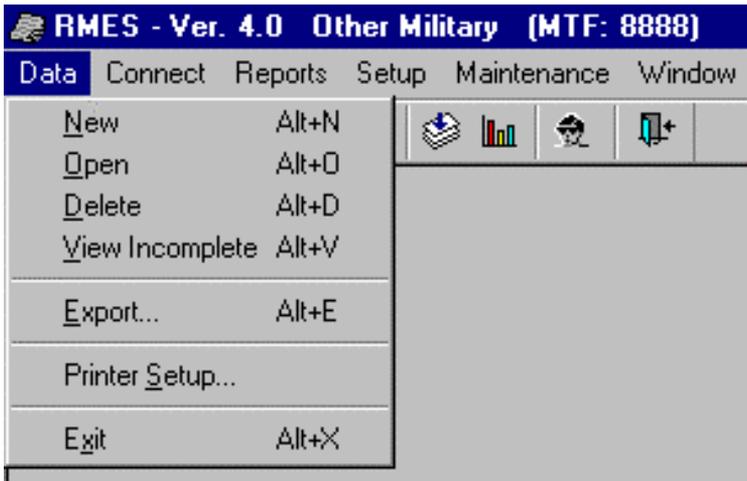
### Button Bar

Moving the cursor over any of these buttons causes a box with the name of the command to be displayed while the cursor is positioned over the button.

The status bar at the bottom of your screen will show the total number of records in your database, incomplete records, new or updated records ready for transmission, the date of the last transmission, and the current date.

## Chapter 2 - Data

The data management functions of RMES provide entry, editing, and deletion capabilities for medical event case data. This lets you manage the data you enter, such as keeping track of which records have been completed. The Data menu is shown below.



### Data Menu

#### 2.1 New Case Record

RMES makes entering reportable events case data simple and efficient by providing pull-down menus, default-filled fields, and click-button selection. RMES also lets you reference patients by a full social security number (SSN) including the family member prefix (FMP).

New case information is collected in the following subject areas:

- Personnel Information
- Medical Information
- Comments

Screens for personnel and medical information are shown on the following pages. A list of the associated data fields is also provided.

Data entry screens appear as “folders.” To move from one to the next, click on the appropriate tab at the top of the screen.

The Personnel and Medical Information screens contain some fields which are “required” (see table below appropriate figure). If you do not fill in these fields, the record will be considered “incomplete.” “Required information” fields that are blank are highlighted in red when the case record is reviewed.

Incomplete records are saved in the local database and may be completed or corrected when additional information is available. Saved records can be edited later to make corrections or add information.

## Personnel Information Screen

### Case Information Collected (Personnel Information)

Data Field	Required
Last Name	✓
First Name	✓
Social Security Number (+FMP)	✓
Date of Birth	✓
Category	✓
Grade	✓
Gender	✓
Race	✓
Unit Name	
UIC	
Address, including state & Zip Code	
Telephone number	
Duty Phone number	

## Medical Information Screen

### Case Information Collected (Medical Information)

Data Field	Required
Diagnosis	✓
Date of Onset	✓
Admitted/Date of Admittance	✓
Confirmed/Method of Confirmation	✓
Malaria Chemoprophylaxis	
Malaria Medications Received	
Pertinent Travel	
Reporting Site	

### 2.1.1 Create a New Case Record

1. Select Data, New from the Main menu

OR

2. Select the New Case Record button from the button bar.

The RMES Case Number window appears (the case number is automatically assigned by RMES). This window contains three folders:

- Personnel Information
- Medical Information
- Comments

When the Case Number window first appears, the Personnel Information folder is open. You can enter information in each folder as described later in this section. You can move among the folders by selecting the tabs at the tops of the folders. You can cancel the case record at any time.

3. Select Save and Exit when all available information has been entered in all windows.

If all the required information has been entered, the window is closed. If any information has not been completed in either the Personnel Information folder or the Medical Information folder, a window pops up containing the message, “This report has one or more missing fields. Do you want to enter data at this time?”

4. Select Yes to continue entering data into any of the windows. If you select Yes, the pop-up message window is closed, the case record is not closed, and you may continue to enter data into any of the windows. Fields highlighted in red indicate required data.

OR

Select No to save the partially complete case record. If you select No the message window is closed, the RMES Case Number window is closed, and the case record is saved. You will then be given the option to Start a new case record on a different patient, start a new case record on the same patient, open an existing case record, or exit the data entry process. Click on the button of your choice and then click on OK.

### **2.1.2 Cancel Creation of a New Case Record**

1. Select Cancel (at the bottom of the RMES Case Number window) at any time during the creation of the case record.

A window pops up containing the message “This report has not been saved, CANCEL without saving?”

2. Select No to stop the cancel and continue entering data

OR

Select Yes to cancel the case record.

If you select Yes, the message window is closed, the RMES Case Number window is closed, and the case record is not saved.

### 2.1.3 Enter Personnel Information

1. Enter the values of the text fields by clicking on the field (or tabbing between fields) and typing in the values.

2. Enter the SSN.

You **MUST** supply a full SSN (including a two-digit family prefix. If you attempt to save the record without an SSN, a window pops up containing the message, “You must supply a complete SSN.” The case record will not be saved without an SSN. *NOTE: If the patient is already in the system the demographic fields will be displayed with the information and you will be asked to verify the information.*

3. Date of Birth is entered as “dd-mmm-yyyy” with the month as a three-letter abbreviation. Clicking on the Calendar button  will cause a Calendar window to appear. Select the appropriate day, month, and year for the Date of Birth. Then select the Calendar window OK button.

4. Enter the values for Category and Grade by selecting the appropriate entry from the attached pull-down menus.

Pull-down menus pop up when the down-arrow button to the right of the entry field is selected.

*NOTE: The possible selections for Category are determined by the FMP. For example, a patient with an FMP of 20 can not be placed in the Dependent of Active Duty category. It is important the use the correct FMP for the patient.*

5. Enter the values for Gender and Race by clicking on the appropriate buttons. Press the space bar to clear these fields.
6. Enter the remaining information, if available. This information is for use at the local level for generating reports and tracking patients. A pull down menu is available for selecting the State.

The Unit field is for text entry. However, the UIC is the SPECIFIC six digit Unit Identification Code unique to each unit. This code can be used to sort cases and generate reports by unit. (A list of UIC's on the installation should be available from the Installation G-1.)

### **2.1.4 Enter Medical Information**

1. Select a Diagnosis using the attached pull-down menu.

The ICD-9 code associated with the diagnosis appears next to the diagnosis. You cannot edit this directly; you can only change it by selecting a different diagnosis.

2. Indicate whether case was admitted to hospital. If you select Yes for Admitted, enter the Date of Admittance by selecting the calendar button . Select the appropriate Day, Month, and Year. Then Select the Calendar window OK button.
3. The "Reporting Site" field allows Reporting MTF's to identify reports from outlying clinics. The possible choices in the pull-down menu are based upon the Reporting MTF.

This field can be used to sort cases and generate reports. This is not a required data field but MTF's may find this a useful way to track the number of reports from different Troop Medical Clinics or other clinics outside the hospital. If the Reporting Site is not known this field may be left blank.

4. Enter a Date of Onset by selecting the Calendar button next to the Date of Onset field.

Select the appropriate month, day, and year for  the Date of Onset. Then select the Calendar window OK button.

5. If the diagnosis is Malaria, the Malaria Chemoprophylaxis box is no longer grayed-out. If you select yes for Malarial Chemoprophylaxis, enter up to two medications received in the Med1 and Med2 fields using the pull-down menus.
6. Indicate whether the diagnosis was confirmed. If you select Yes for Confirmed, select the Method of Confirmation using the attached pull-down menu.
7. Indicate whether history of travel applies. If you select yes for Pertinent Travel, enter up to three countries visited in the associated fields using the pull-down menus. If the country is not listed or more detailed information is available, include it in the comments section.

## 2.1.5 Enter Comments

Enter any comments in the Comment box. See the Tri-Service Reporting Guidelines for type if information to include for each reportable event.

## 2.1.6 Saving the Case Record

1. Select Save and Exit to save the case record.

If the record is incomplete you will be asked for more information. If the record is complete you will be given the option to Start a new case record on a different patient, start a new case record on the same patient, open an existing case record, or exit the data entry process.

The screenshot shows the RMES (Reportable Medical Events System) software interface. The main window is titled "Case: #950018" and contains several tabs: "Personnel", "Medical", and "Comments". The "Personnel" tab is active, displaying the following information:

- Last Name: Valentine
- First Name: Valerie
- SocSec#: 20 22-33-7777
- Date of Birth: 28-Jun-1979
- Category: A11 - Army A
- Grade: E04
- Unit Name:
- UIC:
- Phone: ( ) -
- Address:
- State:
- Zip:

An "Exit Options" dialog box is open in the center of the screen, titled "RMES". It contains the following options:

- Select next action:
- New Case Record For A Different Patient
- New Case Record For This Patient
- Open An Existing Case Record
- Exit The Data Entry Process

Buttons for "OK" and "Cancel" are located at the bottom of the dialog box. To the right of the dialog box, a list of racial/ethnic categories is visible:

- White
- Black
- Hispanic
- Asian
- American Indian
- Other

At the bottom of the main window, there is a status bar with the following information:

- Total: 18
- Incomplete: 10
- For Transmission: 18
- Date Of Last Transmit: 01-Jan-1999
- Date: 28-Jun-1999

The status bar also shows "Ready" on the left side.

## Exit Options Screen

2. Click on the button of your choice and then click on OK.

## **2.2. Open Case Record**

RMES lets you view and/or modify existing case records so you can correct data or add missing data. Editing an existing case record generates a transaction to be sent to the central database. If the case record has already been transmitted to the central database, the update will be sent with the next transmission.

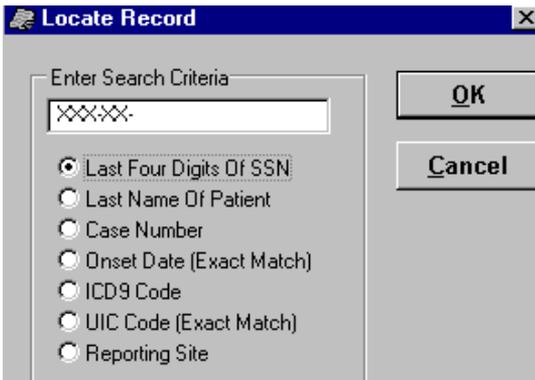
### **2.2.1 View / Modify an Existing Case Record**

1. Select Data, Open from the Main menu.

OR

Select the Open Case Record button from the button bar.

The Locate Record window appears.



**Locate Record Window**

The Locate Record window presents seven mutually exclusive Search Criteria options:

- Last Four Digits of SSN
- Last Name of Patient
- Case Number
- Onset Date
- ICD9 Code
- UIC Code
- Reporting Site

2. Click on the desired search criteria.

### **2.2.2 Locate a Record by SSN**

If you select the Last Four Digits of SSN Search Criteria option from the Locate Record window, “XXX-XX-” appears in the Enter Search Criteria field.

1. Enter the last four digits of the social security number which appears on the case record you want.
2. Select the OK button on the Locate Record window. If you have not specified 4 numbers, a popup RMES window will appear with the message, “You must specify a search string.” Click OK to try again.

### **2.2.3 Locate a Record by Patient’s Last Name**

If you select the Last Name of Patient Search Criteria option from the Locate Record window, the Enter Search Criteria field is blanked out.

1. Enter the last name of the person you are searching for.

The name you put in does not have to be capitalized — the search is not sensitive to upper and lower case letters. RMES searches for letters anywhere within a name.

2. Select the OK button on the Locate Record window.

### **2.2.4 Locate a Record by Case Number**

If you select to search by Case Number, you can search for a specific case by entering the complete case number.

1. Enter the case number for the case record you want.  
RMES searches for case records beginning with or matching the numbers entered.
2. Select the OK button on the Locate Record window.

### **2.2.5 Locate a Record by Onset Date**

If you select to search by Onset Date, you can search for a specific case by entering the Date of Onset for the case.

1. Enter the Date of Onset for the case record you want.
2. Select the OK button on the Locate Record window.

### **2.2.6 Locate a Record by ICD9 Code**

If you select to search by ICD9 Code, you can search for a specific case by entering the ICD9 Code for the patient's diagnosis.

1. Enter the ICD9 Code for the case record you want. RMES searches for ICD9 Codes beginning with or matching the code entered.
2. Select the OK button on the Locate Record window.

### **2.2.7 Locate a Record by UIC**

If you select to search by UIC, you can search for a specific case by entering the six digit Unit Identification Code for the patient. This will only find records where the code in the UIC field exactly matches the code given in the search criteria.

1. Enter the UIC Code for the case record you want.
2. Select the OK button on the Locate Record window.

### **2.2.8 Locate a record by Reporting Site**

If you select to search by Reporting Site, you can search for a specific case by entering the four-digit code for the clinic where the patient was seen. This will only find records where the code in the Reporting Site field exactly matches the code given in the search criteria.

1. Enter the Reporting site Code for the case record you want. For a list of possible Reporting Site choices see the pull-down menu on the Medical Information tab used for data entry.
2. Select the OK button on the Locate Record window.

### **2.2.9 No Matches Found**

If no matches are found, a window pops up containing the message “No Records Found, Please Re-Enter Search Criteria.”

Select OK in the message window.

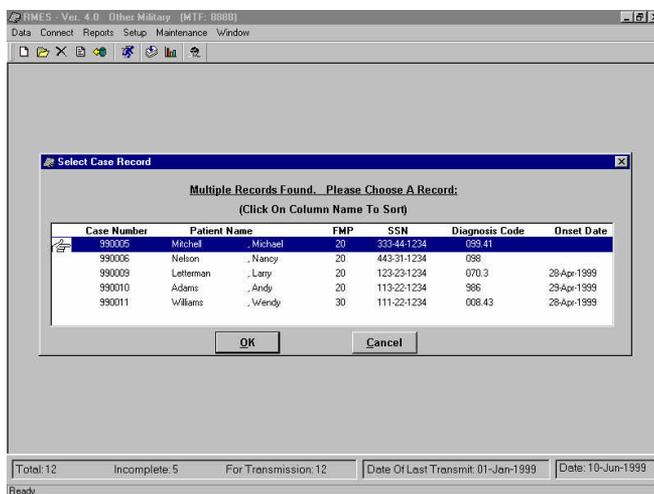
The message window is closed, and the Locate Record window reappears.

## 2.2.10 Single Match Found

If a single match is found, the Locate Record window is closed, and the appropriate case record appears in an RMES Case Number window.

## 2.2.11 Multiple Matches Found

If multiple matches are found, a Choose Record window pops up containing one line of summary information for each record found.



### Record Selection Screen

1. Select the appropriate record.
2. Select the OK button on the Choose Record window.

The Choose Record window is closed, and the appropriate case record appears in an RMES Case number window.

For single or multiple matches, all information in the case record may be viewed and/or modified. Refer to the procedure Create a New Case Record for details on entering information in RMES Case Number windows.

### **2.3 Delete Case Record**

RMES lets you delete case records which may have been erroneously entered. If the case has already been sent to the central database, a delete transaction is sent. This way, the case number used for the blank record is recorded to allow AMSA to manage the case numbers.

1. Select Data, Delete from the Main menu

OR

Select the Delete Case Record button from the button bar.

The Locate Record window appears. There are seven possible Search Criterion options:

- Last Four Digits of SSN
- Last Name of Patient
- Case Number
- Onset Date
- ICD9 Code
- UIC Code
- Reporting Site

2. Select a Search Criterion option.

See Open Case Record for details of the search procedures. If a record is found, the appropriate case record appears in an RMES Case Number window.

3. Select the Delete button to delete the case record.

A window pops up with the message, "Are you sure you want to delete this case record?"

4. Select Yes to delete the case record from the local and central databases.

OR

Select No to close the message window, AND

Select Cancel in the RMES Case Number window and the RMES Case Number window is closed.

#### ***2.4 View Incomplete Case Records***

Often, required information is not available for a particular case when the case is first entered. RMES lets you store incomplete case records to be updated later. The Incomplete Case Records function lists all incomplete records in the system to help manage the "loose ends" involved with tracking and reporting multiple cases. The following data fields are displayed.

- Case Number
- Last Name

- First Name
- Social Security Number
- Diagnosis Code
- Date of Onset

You can choose any record from the list. When there is more than one record for a particular set of SSN digits or last name, you can select the correct patient from a list. You can search for and edit incomplete records using the "Locate" procedures described above.



*Note: You should verify that the patient record RMES finds corresponds to the patient you were trying to find.*

When you edit a previously entered incomplete record, RMES highlights in red the fields for data which are missing but which are necessary to complete the report.

If certain required information is unavailable, you can close the record without the required information by pushing the "Close-Out Report" button instead of the "Save and Exit" button. *This should only be used as a last resort.*

1. Select Data, View Incomplete from the Main menu.
2. A Choose Record window appears, with one line of summary information for each incomplete record found.
3. Select the appropriate record.
4. Select OK.

The case record appears in an RMES Case Number window. See View / Modify an Existing Case Record for complete instructions on editing case records.

If required information is unavailable, select the Close-Out Report button.

*The message, “STOP. This will PERMANENTLY remove this record from the list of open reports. Use ONLY when missing data items cannot be found for this patient report. Do you want to continue?” appears.*

5. Select No to leave the case record in incomplete status

OR

Select Yes to permanently close the record.

## **2.5 Export Data Fields**

This function lets you convert case records to seven different formats for importing to another software package. This lets you perform studies on data collected at your MTF using your choice of software.

All fields in the database are shown on the screen, and you select the ones you want. A Select All button allows you to export all of the data. When clicked, the Select All button becomes a Reset All button, so that you can undo your selection.

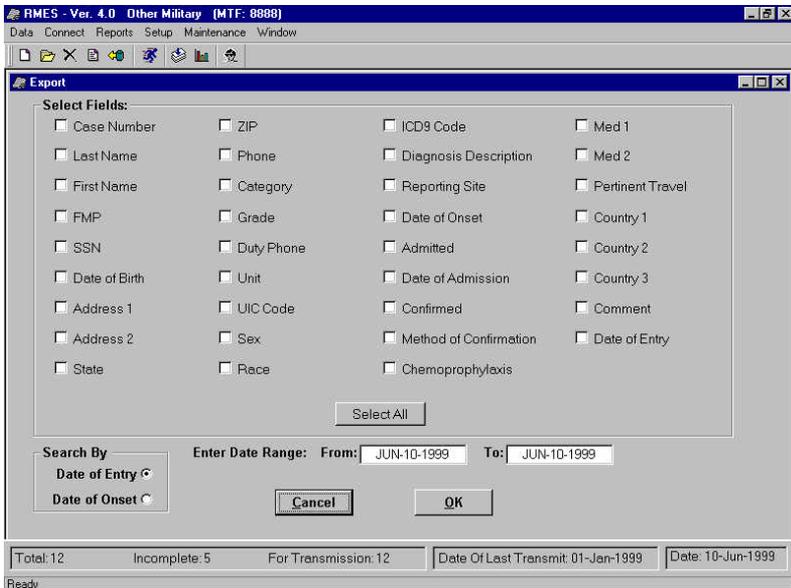
At the bottom of the screen is a place to enter beginning and ending dates to export only the records in a specified date

range. The date range may be "Date of Entry" or "Date of Onset".

1. Select Data, Export from the Main menu.

The Export screen appears.

2. Select the data fields you want to include in the exported file by clicking on either the selection square for that data field or the name of the field. Alternately, push the Select All button to check all the fields at once.



## Data Export Screen

3. Select Export or Cancel.

If you select Cancel, the Export screen is closed and no file is written.

If you select Export, a Data Export dialog box appears. You must specify the name and location of the file to be saved. The format is defaulted to comma separated values (.csv) The file is saved in the chosen format.

If there are no Patient Reports in the date range you give, a window will pop up with the message, “Export operation is canceled, no records found!”

## **2.6 Exit**

Selecting Exit from the Data menu closes all open data files, closes all open windows, and exits RMES. This is the recommended way to exit RMES. If you use this way of stopping RMES, you can be sure that no data records will be lost or damaged.

## Chapter 3 - Connect

The Connect function of RMES lets you send medical surveillance data to AMSA. RMES will use an established Internet connection, either through the network or via a modem.

*NOTE: If the connection is done over a modem you must establish the connection prior to sending data. The Connect menu is shown below.*



### Connect Menu

#### 3.1 Send Data to AMSA

Send Data will transmit new or updated case records from the local database to the central database.

Select Connect, Send Data from the Main menu. The rest happens automatically. The status bar at the bottom of your screen will show the total number of records in your database, incomplete records, new or updated records ready for transmission, and the date of the last transmission.

## Chapter 4 - Reporting

There are two main ways to create a report using RMES. Generate Report provides an easy tool to format and print case information the way you are used to seeing it. Disease Trend Graph provides an easy way to view summary data in graphical format. The Report menu is shown below.



### Report Menu

RMES produces the following standard reports.

- Disease Report for Single Patient
- Disease Report for Reporting Site
- Monthly Date of Onset Report
- Monthly Date of Entry Report
- Disease Report (ICD9 Code)
- UIC Code Report

The Print Report screen lets you select which report you want. Depending on which one you select, different fields will appear at the bottom for you to fill in.

**Print Report**

Select Report

- Disease Report for Single Patient
- Disease Report for Reporting Site
- Monthly Date of Onset Report
- Monthly Date of Entry Report
- Disease Report (ICD9 Code)
- UIC Code Report

Enter Reporting Site:

Enter Onset Date Range: From  To:

**OK**

**Close**

**Print Report**

Select Report

- Disease Report for Single Patient
- Disease Report for Reporting Site
- Monthly Date of Onset Report
- Monthly Date of Entry Report
- Disease Report (ICD9 Code)
- UIC Code Report

Enter First Day Of Month:  

**OK**

**Close**

### **Print Report Screen, Disease Report by Reporting Site**

### **Print Report Screen, Monthly Date of Onset Report**

RMES lets you preview reports so that you can verify the data and make corrections before you print the report. The

procedure for using the Print Preview function is described separately below because it applies to all reports.

#### **4.1 Generate Reports**

1. Select Generate Report from the Report menu

OR

Select the Generate Report button from the button bar.

A Print Report window appears and presents the seven following options:

- Disease Report for Single Patient
- Disease Report for Clinic
- Monthly Date of Onset Report
- Monthly Date of Entry Report
- ICD9 Code Report
- UIC Code Report

2. Select a report option and follow the corresponding report procedure outlined below.
3. Select the Print button to print the report without previewing it

OR

Select the Print Preview button to preview the report before printing it.

If you select Print, the case record is formatted as a report and printed, and all windows except the Main RMES window are closed.

If you select Print Preview, the case record is formatted as a report and appears in the Preview Report window.

#### **4.1.1 Generate Disease Report for Single Patient**

This is the standard case report. It is a single-page pre-formatted report which displays all fields for a given case. There are no options to specify when selecting this report.

When this type of report is selected the "Locate Record" window appears. Refer to procedure Open Case Record for complete information on using the Locate Record window. The difference between this window and the Locate Record window in Open Case Record is that in this window the case record you pick does not appear in an RMES Case Number window.

#### **4.1.2 Generate Disease Report for Reporting Site**

This report will show the case number, name, social security number, diagnosis, and date of onset for each case received from a given reporting site.

When you select "Disease Report for Clinic" from the Print Report window, a "Enter Clinic Code" window appears in the Print Report window.

1. Select a Reporting Site from the pull down menu.
2. Enter Onset Date Range.
3. Select OK or Cancel.

### **4.1.3 Generate Monthly Date of Onset Report**

This is a general report which shows the case number, name, social security number, diagnosis, and date of onset for all cases having a date of onset in a specified month.

When you select Monthly Date of Onset Report from the Print Report window, an Enter First Day of Month entry field appears in the Print Report window.

1. Enter a value in this field by selecting the calendar button.

The Select Month and Year window appears.



2. Select the appropriate month and year.
3. Select OK or Cancel.

The Select Month and Year window closes and the appropriate date appears in the First Day of Month field.

### **4.1.4 Generate Monthly Date of Entry Report**

This is a general report which shows the case number, name, social security number, diagnosis, and entry date for all cases with data entry dates in a specified month.

When you select Monthly Date of Entry Report from the Print Report window, an Enter First Day of Month entry field appears in the Print Report window.



1. Enter a value in this field by selecting the Calendar button.

The Select Month and Year window appears.

2. Select the appropriate month and year.
3. Select OK or Cancel.

The Select Month and Year window closes and the date appears in the First Day of Month field.

#### **4.1.5 Generate ICD9 Code Report**

This report will show the case number, name, social security number, diagnosis, and date of onset for all cases with a given ICD9 Code.

When you select ICD9 Code Report an "Enter ICD9 Code" window appears.

1. Select the desired ICD9 Code diagnosis using the pull down menu.
2. Enter Onset Date Range.
3. Select OK or Cancel.

### **4.1.6 Generate UIC Code Report**

This report will show the case number, name, social security number, diagnosis, and date of onset for all cases with a given UIC.

When you select UIC Code Report from the Print Report window, a "Enter UIC Code" window appears in the Print Report window.

1. Enter the desired UIC Code. It is not case sensitive.
2. Enter Onset Date Range.
3. Select OK or Cancel.

## 4.2 Preview a Report

From left to right, the bottom of the Preview Report window contains the following buttons:

Set of “panning” buttons (right and left arrows),  
 Zoom button,  
 Print button,  
 Close button.

The panning buttons let you move to the next and previous pages when the report is more than one-page long. When the report is one-page, these buttons are grayed out.



### Print Preview Screen

1. Select the Zoom button to get the size you want.

The Zoom button cycles the report through three sizes: full-sized, medium-sized, and small-sized. This only affects the "Preview Screen", not the size of the printed report.

2. Selecting the Print button pops up a standard MS-Windows-style Print window presenting the following options.

Print Range (which pages to print)

Copies (the number of copies to print)

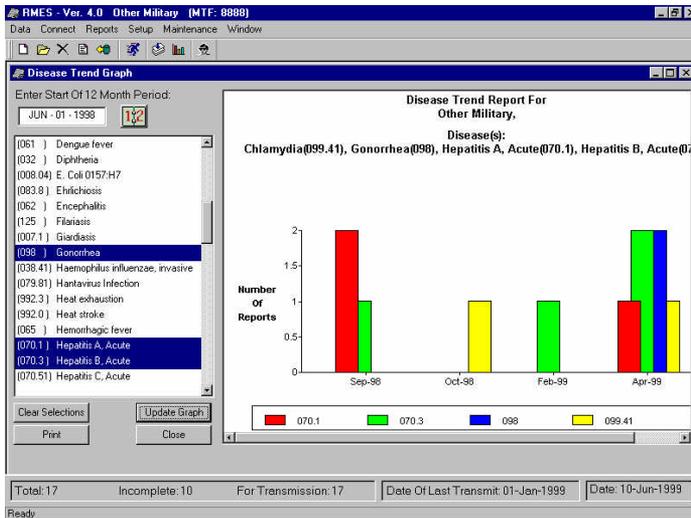
Printer Setup

Fill in the various fields with the information you want.

3. Select OK or Cancel.

### 4.3 Generate a Disease Trend Graph

RMES lets you generate a frequency chart to show disease trends. This graph displays cumulative monthly occurrences of a specified diagnosis over the 12-month period you choose.



### Disease Trend Graph

1. Select the Disease Trend Graph from the Report menu

OR

Select the Disease Trend Graph button from the button bar.

A Disease Trend Report window appears.

2. Select the Calendar button next to the Start of 12-Month Period entry field.



A Select Month and Year window appears.

3. Select the month and year for which you wish to start the trend analysis.
4. Select OK.

The Select Month and Year window closes and the appropriate date appears in the Start of 12-Month Period field.

5. Select up to 5 diseases to include in your trend analysis from the scrolling list of diseases using standard MS-Windows selection techniques (i.e., single clicks and/or shift-clicks and/or Ctrl-clicks). or ( clicking on the disease selects it for display. To de-select click on it again.
6. Select the Update Graph button to generate a trend analysis graph on the right side of the Disease Trend Report window.
7. Select the Print button to print the graph.

You may repeat this process as many times as you wish to generate and print as many graphs as you wish before you close the Disease Trend Report window by selecting the Close button.

## Chapter 5 - Setup

The setup part of RMES lets you control how RMES works. Usually it is the Principal User who makes sure that the right settings are in place. The Setup Menu is shown below.



### Setup Menu

#### 5.1 Set Field Defaults

RMES lets you define default values for certain fields in the case record. This streamlines the data entry procedure for entering numerous case reports with similar demographic information. A special entry screen is provided for entering default values.

The fields for which default values can be established are listed below.

Unit Name  
 UIC  
 Phone  
 Duty Phone  
 Address  
 State  
 Zip Code  
 Reporting Site

The screenshot displays the 'Default Case Record Field Values' dialog box within the RMES - Ver. 4.0 application. The dialog box is titled 'Default Case Record Field Values' and contains the following fields and controls:

- Last Name: [Text Input]
- First Name: [Text Input]
- SocSec#: [Text Input]
- Date of Birth: [Text Input, value: 00/00/0000]
- Category: [Dropdown Menu]
- Grade: [Dropdown Menu]
- Gender:  Male  Female
- Race/Ethnicity:  White  Black  Hispanic  Asian  American Indian  Other
- Unit Name: [Text Input]
- UIC: [Text Input]
- Phone: ( ) - [Text Input]
- Duty Phone: ( ) - [Text Input]
- Address: [Text Input]
- State: [Dropdown Menu]
- Zip: [Text Input]
- Reporting Site: [Dropdown Menu]

At the bottom of the dialog box are 'OK' and 'Cancel' buttons. The background window shows the main RMES interface with a menu bar (Data, Connect, Reports, Setup, Maintenance, Window) and a status bar (Total: 17, Incomplete: 10, For Transmission: 17, Date Of Last Transmit: 01-Jan-1999, Date: 10-Jun-1999).

## Default Values Entry Screen

1. Select Set Field Defaults from the Setup menu.

The RMES Default Field Values window appears. The RMES Default Field Values window is similar to the

Personnel Information folder portion of an RMES Case Number window, but with some of the entry fields grayed out. You may enter data in fields that are not grayed out.

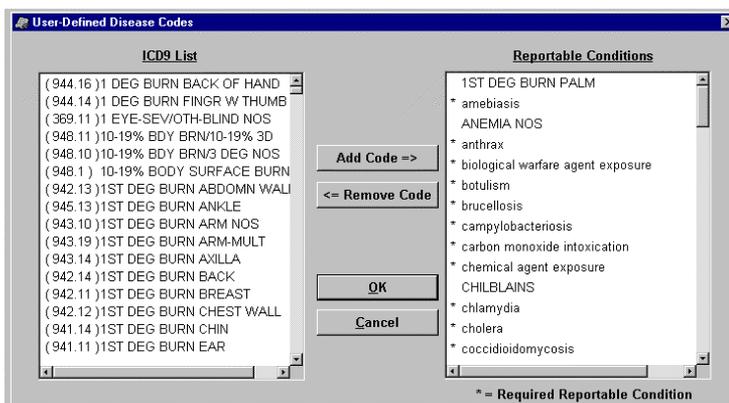
2. Select the OK button.

The RMES Default Field Values window is closed, and the entries you have provided will be used as defaults each time a new case record is created. A default entry can be overridden by entering new information when you edit the record.

## 5.2 Modify Disease List

The ICD-9 disease list is provided with RMES. The Medical Information screen uses this list to let you select from a pull-down list of certain diseases. The pull-down list contains the required notifiable disease/condition codes. You can add more codes to list and delete the ones you have added to the list, but you will not be able to delete the required codes.

1. Select Setup, Modify Disease List from the Main menu.



**Modify Disease List Screen**

2. Scroll through the list of ICD-9 codes on the left side of the screen and select the one(s) you want to add to your pull-down list. *Note: Double-clicking on the ICD-9 list will sort the list in ascending order either by ICD-9 Code or alphabetically.*
3. Select "Add Code".

The selected codes will be added to the list that is available in the Medical Information screen. The selected codes added by the user will always appear in capital letters.

4. To Remove User-selected codes from the list of reportable conditions select the applicable user-selected codes from the Reportable Conditions list on the right. *NOTE: double-clicking on a user-selected code within the Reportable Conditions List will select ALL user-selected codes within the Reportable Disease List.*

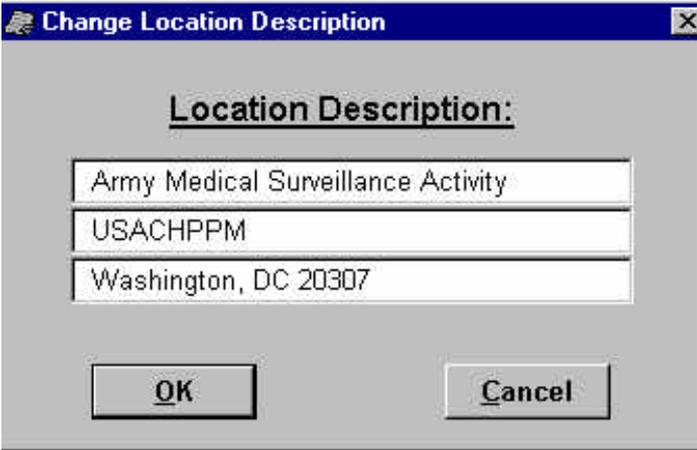
5. Select "Remove Code".

The selected codes will be removed from the list of Reportable Conditions on the right.

6. Select "OK" to save your changes.

### 5.3 Change Location Description

This command lets you customize a clinic's location description. The location you enter here will be displayed at the top standard RMES reports.



The screenshot shows a dialog box titled "Change Location Description". Inside the dialog, there is a section labeled "Location Description:" followed by three stacked text input fields. The first field contains the text "Army Medical Surveillance Activity", the second field contains "USACHPPM", and the third field contains "Washington, DC 20307". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

**Change Location Screen**

1. Select Change Location from the Setup menu.

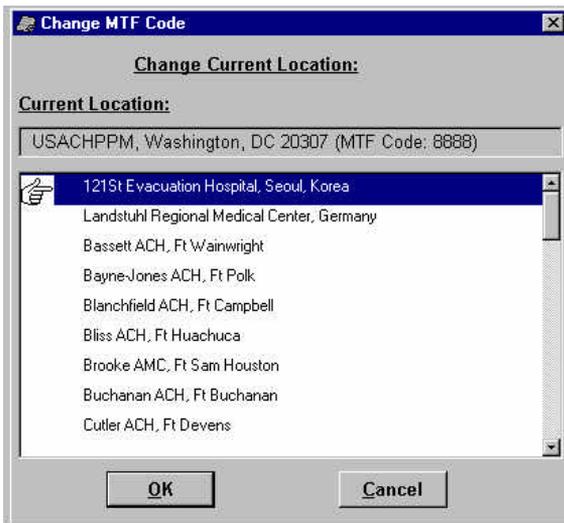
The Change Location Description window appears.

2. Enter text on the three lines.
3. Select OK.

All three lines will appear on the standard RMES reports.

## 5.4 Set MTF Code

This function lets you pick a different MTF as the “home” MTF. Usually, it is not necessary to change the MTF code for your site. Initially, the Principal User picks an MTF when installing the RMES software. The MTFs are provided in a selection list.



### Set MTF Screen

## Chapter 6 - Maintenance

*NOTE: RMES does not provide a menu selection to backup the database since this is done automatically each time RMES is closed.*

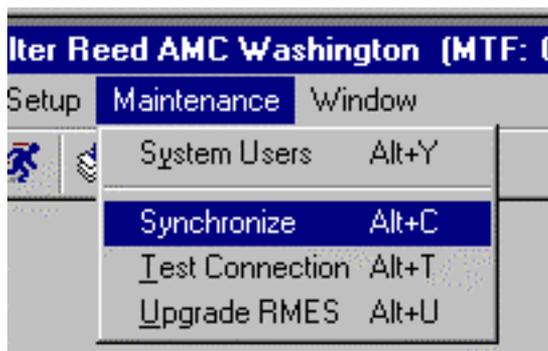
### 6.1 System Users

RMES allows the MTF to define multiple users. Users are identified by User ID and Password.

Someone in each MTF will need to be the Principal User. The Principal User can add users, delete users, or edit user information for all users from the "User Maintenance" Screen.

The Principal user can change his own password but not the passwords of others after he has entered them into the system.

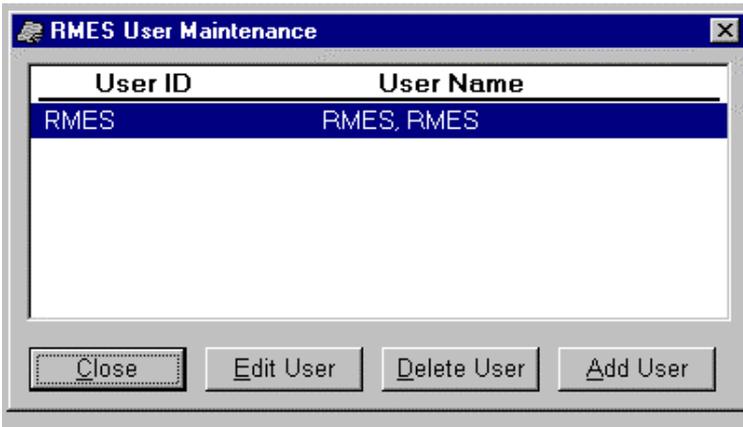
The Maintenance Menu is shown below. Individuals other than the Principal User can change their own user information and password but can not change information for any other user.



**Maintenance Menu**

### 6.1.1 Enter the User Maintenance Function

Users are added using the User Maintenance Screen.



#### User Maintenance Screen

1. Select System Users from the Maintenance menu.

A Password Verification window appears. If you are the Principal User, the prompt will say "Enter Principal Password." If you are not the Principal User, it will say "Enter Password."

2. Enter your password in the Password entry field and select OK.

If you are not the Principal User, the Edit User screen will appear. See Editing User information for specific instructions. If you are the Principal User and you entered the password correctly, the RMES User Maintenance

window appears. This window lists all the users in the system so that you can choose the one you want. It also has four buttons:

Close  
Edit User  
Delete User  
Add User

3. Select the Close button to return to the Main window

OR

See the corresponding procedures (Add a User, Edit User Information, and Delete a User) for specific instructions.

### **6.1.2 Add a User**

This function is only available to the Principal User. It lets you assign a user ID and an *initial* password for a new user. Once the account is created, only the user of that account will be able to change the password.

The image shows a 'New User' dialog box with the following fields and buttons:

- User Id:
- New Password:
- Re-Type Password:
- First Name:
- Last Name:
- Duty Description:
- Duty Phone: ( ) -
- Buttons: OK, Cancel

### New User Setup Screen

1. Select Maintenance, System Users from the Main menu.
2. Select Add User from the User Maintenance screen.

The New User Setup window appears with the ID folder open.

3. Enter the new user's ID in the User ID field.

This can be any combination of numbers and letters, as few as 1 or as many as 20 numbers/letters.

4. Enter a password for that user in the Password field.

This can be any combination of numbers and letters, as few as 1 or as many as 10 numbers/letters. Once a password has been entered, the Re-Type Password field can be filled in.

5. Re-type the password in the second box.
6. Enter the new user's Last Name, First Name, Duty Description, and Duty Phone in the appropriate text boxes.
7. Select OK.

The New User Setup window is closed, and the new user is added to the system. From this point on, the new user appears in the user list in the RMES Users Maintenance window.

### **6.1.3 Delete a User**

This function is only available to the Principal User. It lets you remove users if assignments change. Once a user has been deleted, the user's access can only be re-established using the Add a User function.

1. Select the user to be deleted from the user list in the RMES Users Maintenance window (Maintenance, System Users from the Main window).

The user to be deleted is highlighted in the user list.

2. Select the Delete User button.

A window pops up containing the message, "This user will be PERMANENTLY deleted. Continue with Delete?"

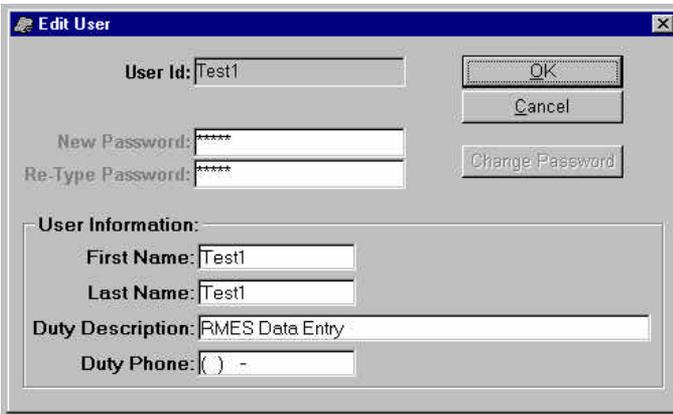
3. Select OK.

*NOTE: Since a principal user is required to maintain the RMES application you will be required to define another principal user if you delete the original principal user.*

The message window is closed, and the user is deleted from the system and removed from the user list in the RMES Users Maintenance window.

### 6.1.4 Edit User Information

This function is available to all users. You can only edit your own information, unless you are the Principal User. The Principal User can edit information for all users. Only you can edit your own password, though, whether or not you are the Principal User. If you forget your password, the Principal User has to delete your account and put in a new one for you.



The screenshot shows a standard Windows-style dialog box titled "Edit User". It features a blue title bar with a close button (X) on the right. The main area is light gray and contains several text input fields and buttons. At the top, there is a "User Id:" field containing "Test1". To its right are "OK" and "Cancel" buttons. Below this are "New Password:" and "Re-Type Password:" fields, both containing "\*\*\*\*\*". To their right is a "Change Password" button. A section titled "User Information:" is enclosed in a rounded rectangle and contains "First Name:" (Test1), "Last Name:" (Test1), "Duty Description:" (RMES Data Entry), and "Duty Phone:" (( ) -).

### Edit User Screen

1. Select Maintenance, System Users from the Main menu.
2. Select the user to be edited from the user list in the RMES Users Maintenance window.

The user to be edited is highlighted in the user list.

3. Select the Edit User button.

The Edit User window appears. You can edit any of the fields (Name, Duty Description, and Duty Phone) by entering or changing the information in the text boxes. If you also want to change your password, see [Changing Your Password](#).

4. Select OK when you have finished your edits.

The Edit User window is closed, and the new information is now in the system.

### **6.1.5 Change Your Password**

This function is part of Editing User Information, so you get to it the same way. You can change your password without changing any other user information.

1. Select Maintenance, System Users from the Main menu.

If you are the Principal User, select your record in the RMES Users Maintenance window and select Edit User.

If you are not the Principal User, you will automatically see the Edit User screen.

2. Click the Change Password button.

Change Password becomes Confirm Change, and the two password fields are no longer grayed out.

3. Type in your new password two times (once in each box).

The password shows up as asterisks as you type (you will not be able to read what you are typing). The two passwords have to match exactly. They can be any combination of letters and numbers, as few as 1 or as many as 10 numbers/letters.

4. Click the Confirm Change button.

If you did not type the password *exactly* the same both times, a message box pops up which says, “Passwords must match!” Click OK and try again.

If you do not enter a password in on or the other of the two boxes, you will get a message saying, “Please enter a new password.” or “Please re-type the password.” depending on which box you forgot to type. Click OK and try again.

If you entered the password exactly the same in both boxes, you will get a message box which says, “Your password has successfully been changed.”



*At this point, it will stay changed even if you select Cancel from the Edit User screen. So remember your new password!*

5. Select OK on the Edit User screen.

The Edit User screen is closed and you will be at the Main window.

## **6.2 Synchronize Databases**

To ensure the data on the RMES database corresponds with the data at AMSA, a synchronization feature has been built into the RMES software. This process will compare the records in the RMES database and the data at AMSA. Any records that are missing from the RMES database will be retrieved from AMSA and loaded onto the RMES database. Conversely, any records that do not exist on the AMSA database, but are present on the RMES database, will be sent up to AMSA.

1. To synchronize your database, select 'Synchronize' from the Maintenance menu.

A synchronization window will appear.

2. Click on the 'Synchronize Data' button to start the synchronization process.

After the process has completed, a message window will appear, reporting the success or failure of the synchronization process.

## **6.3 Test Connectivity**

This function provides a window to test the connectivity between your computer and the computer at AMSA. When communication errors occur, other than "invalid sequence number" this window can troubleshoot the problem.

Click on "Test Connection" to proceed.

As the attempt to connect proceeds the FTP responses will be displayed in the status window.

If the connection is successful the status above the response window will state "Successfully connected to AMSA!"

If the connection fails, the status above the response window will state "unable to connect to AMSA!"

Any error messages will be displayed in the FTP response window.

## **6.4 Upgrade RMES**

This function lets you download RMES updates to ensure that your version of RMES is always up to date. The updates are made to RMES automatically; you do not need to do anything other than select this option from the Maintenance menu.

Select Maintenance, Upgrade RMES from the Main menu. This will instruct your computer to search the AMSA web site for RMES Upgrades and automatically run the upgrades on your computer.

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## Quick Reference

NOTE: All keystroke sequences are after the appropriate pull-down bar has been selected in the Main Menu of the opening window.

### RMES Function Sequences

Function	Menu Sequence	Keystrokes
Startup	Double click MSS icon, Enter user name/password, Select Login	N/A
Create Case Record	Data, New	Alt N
Open Case Record	Data, Open	Alt O
Delete Case Record	Data, Delete	Alt D
View Incomplete Case Records	Data, View Incomplete	Alt V
Export	Data, Export	Alt E
Exit	Data, Exit	Alt X
Send Data	Connect, Send Data	Alt S
Disease Report for Single Patient	Report, Generate Report, Select first option	Alt R, click
Disease Report for Clinic	Report, Generate Report, Select second option	Alt R, click
Case Number Range Report	Report, Generate Report, Select third option	Alt R, click
Monthly Date of Onset Report	Report, Generate Report, Select fourth option	Alt R, click
Monthly Date of Entry Report	Report, Generate Report, Select fifth option	Alt R, click
ICD9 Code Report	Report, Generate Report, Select sixth option	Alt R, click
UIC Code Report	Report, Generate Report, Select seventh option	Alt R, click
Function	Menu Sequence	Keystrokes
Disease Trend Graph	Reports, Disease Trend Graph	Alt G

Set Field Defaults	Setup, Set Field Defaults	Alt F
Modify Disease List	Setup, Modify Disease List	Alt I
Change Location	Setup, Change Location	Alt L
Change MTF Code	Setup, Change MTF Code	Alt M
System Users	Maintenance, System Users	Alt Y
Synchronize	Maintenance, Synchronize	Alt C
Upgrade RMES	Maintenance, Upgrade RMES	Alt U
Test Connection	Maintenance, Test Connection	Alt T

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