



File

Date 9 December 1980

INTEROFFICE
MEMORANDUM

Subject Medical Records System -

Escambia Follow Up

To B. M. Mize, RN

Escambia

From D. M. Arndt

(Location, Organization, or Department)
Management Information

(Location, Organization, or Department)

cc: N. T. Kaswandik, RN
R. L. Rhudy
W. Rodgers, Jr.

WARREN RODGERS, JR.

DEC 15 1980

As a result of discussions during our stay in Escambia, several problems have been identified which necessitate modifications in the Medical Records System.

1. A new test number has been added to the system to allow entry

of the FEV1/FVC percent. Enter test number 417 and put the result in the test result columns. A modification is being made to the physical testing form to allow for entry of this test. This will be done the next time the form is printed. Until that modification is complete, the result can be entered on the line currently marked 419. Change the test number and enter the results. (You would not use the % PRED columns.)

2. There was a problem concerning a difference in the employees listed on the Authorization Report and the employees on the employee listing. This discrepancy occurred because the type codes were not consistent on the two files involved in these reports. This was corrected by submitting JOB/LOCN '300' transactions as indicated on the enclosed batch. Once the rest of the updates affecting terminated employees are submitted, your Authorization Reports will show only current employees.
3. A set of Authorization Reports generated for Escambia employees only is enclosed. The feasibility of generating these reports on a regular basis will be determined after evaluating whether Calvert City has similar needs.
4. As per our discussions with John Diamond, he will be responsible for verifying monitoring results. JOB/LOCN reports will, therefore, be sent to him from the medical unit. However, when an employee has terminated, the final JOB/LOCN report should be kept in the medical unit with the employee's medical chart. A final report will be generated with the type code change. The medical unit should pull out all JOB/LOCN reports showing a type code of 4, 5, 8, 9, C, or D at the top for their file.

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TO: B. M. Mize, RN

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5. Once again, some changes have been submitted for Mr. Blacklege's medical examination report. Please let me know if this corrects the reporting problem.
6. A possible consistency problem might occur when you are correcting old records. It would be best not to resubmit an old '010' transaction. If you resubmit an old type code, cycle, or location code that does not represent the current value, one file will be changed, but not the other. Please contact me if you need to correct old '010' information.

Please feel free to contact me at any time if you have any questions or problems.

Debbie Arndt

DMA:vlp

Attachment

AP00027149

Date 21 November 1980

INTEROFFICE
MEMORANDUM

Subject _____

To Warren Rodgers

Escambia

(Location, Organization, or Department)

From Debbie Arndt; Nancy Kaswandik, R.N.

MID; Corporate Medical

(Location, Organization, or Department)

cc: L. B. Davis
R. E. Jones
B. M. Mize
G. E. Maurer
R. L. Rhudy
L. B. Tepper, M.D.

WARREN RODGERS, JR.

NOV 23 1980

We would like to thank you for your kind hospitality during our visit to the Escambia plant. Everyone was very helpful and positive towards developing solutions to problems which we had recognized for some time and those emphasized in the recent internal audit.

After reviewing our discussions with you, we feel that Bebe is well aware of the situation at present. The current operation of the medical program is being handled well; however there are some areas that could be improved upon. While we were with your group the following agreements were made concerning new procedures:

- 1) The third copy of the VCM fitness report will be given to the employee.
- 2) The original copy, or a legible copy, of all records will be kept for at least 6 months after verification. At that time they will be retained according to long-term storage procedures.
- 3) The computer reports will be verified against the input forms.
- 4) In order to update the employee listings, Escambia Personnel will complete the Job Location forms.
- 5) Personnel from PVC plant will take responsibility for batching and resolving audit trail errors of the VCM personnel monitoring. Medical Department will eliminate confidential data from the audit trail report.
- 6) Pulmonary function testing data from November 1, 1980 will now include % of predicted value for FEV₁. Allentown and field team are also doing FEF₂₅₋₇₅, however this is not required for Escambia at present.
- 7) Temporary Carroll Construction workers will be added to the system with a temporary employee type code. Input limited to transactions specified in Medical User's Manual.

Procedures have yet to be established for long-term record storage of old records and records for terminated employees. We are waiting to hear from you concerning possibilities of microfilming on site.

Warren Rodgers
21 November 1980
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Several system enhancements were discussed; however their implementation is dependent also on the needs of the Calvert City medical group. We will be going there shortly, and afterwards will be in touch with you.

The new procedures mentioned will require a significant increase in man-hours to correct back data as well as to maintain the ongoing system. We're available for additional training or consultation if the need arises and can undoubtedly arrange to assist on a one-visit campaign basis to help make all data current. Please keep us informed as to your needs and recommendations. We all want to see the system operating as it was designed to do and we are all willing to make the necessary effort to see that this objective is achieved.

ko

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