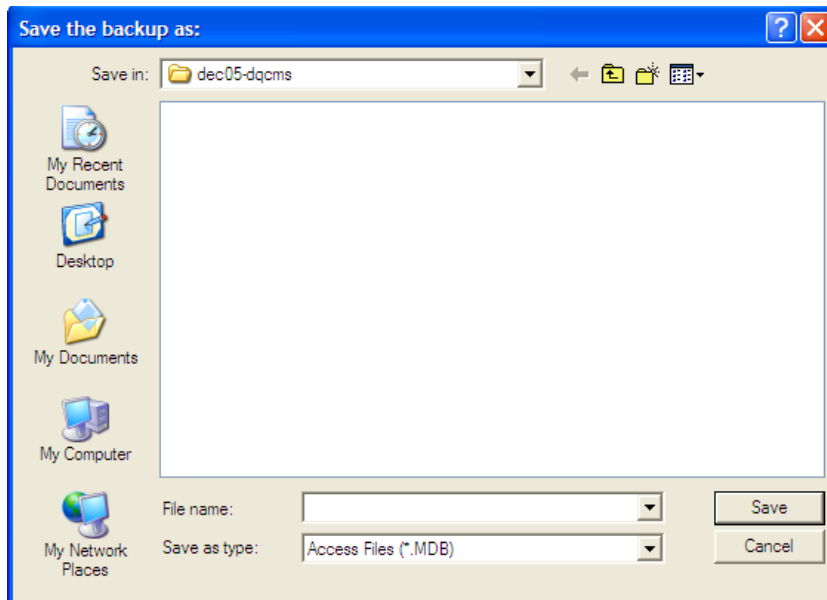
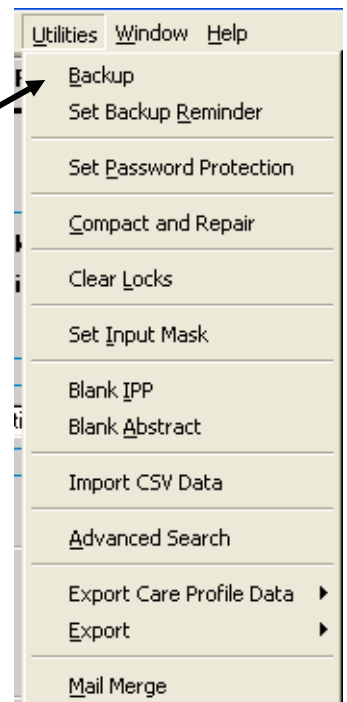


G. Utilities

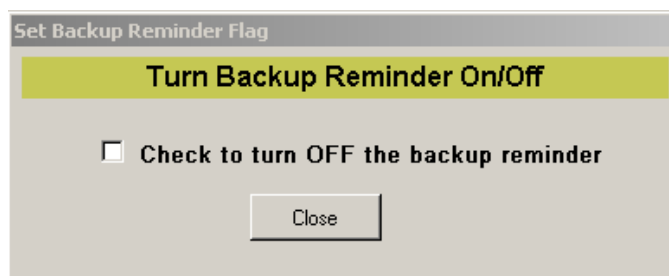
The utilities menu item provides the following options:

Backup – The backup menu option creates a copy of the DQCMS data file and saves it in a specified location. The software will prompt the user to select the folder and the name of the file to back up the data file. **Backing up of the data file should be done on a regular basis to avoid the risk of data loss.**

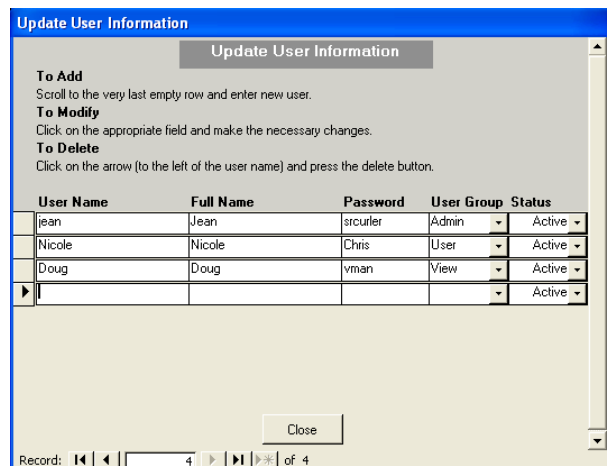
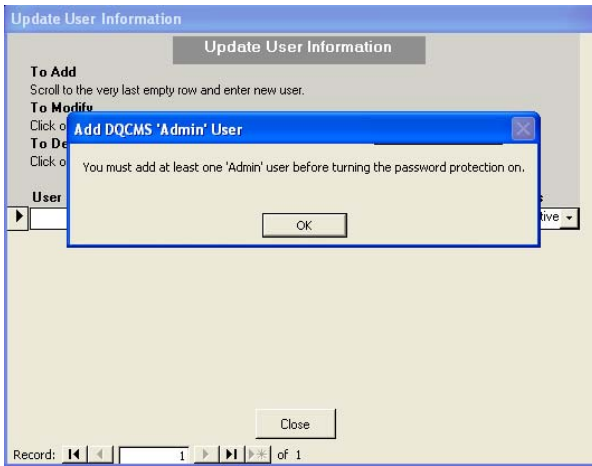


Set Backup Reminder – The automatic backup reminder may be turned off/on.

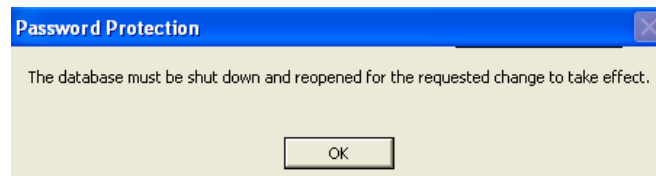
- If the computer department has a system in place for consistently backing up the data, you may want to turn this reminder off.
- If DQCMS is running in a smaller facility with minimal computer technical staff, you may want the reminder on so that you do not forget to back the data up after you have made edits to the clinical information.



Set Password Protection – Allows the administrator of the database to turn the password protection On or Off. Before turning the password protection on for the first time, this message will appear to require the input of at least one Admin user. Other user names and groups can be input at this time also.



The database must be closed and reopened for the change to take effect.



Compact and Repair – Frequent use of any Access database results in inefficient use of disk space. Periodically compacting and repairing the database resolves the inefficient use of disk space.

The *Compact and Repair* menu option allows the user to compact the data file (DiabData.mdb) and the data entry file (DiabApp.mdb).

Note for Access 2000 users: Compact and Repair is done through the DQCMS Compact icon found on your desktop.

Similar to Backup, Compact and Repair should be done on a regular basis.

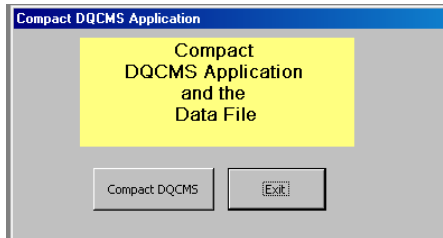


Compact and Repair for Access 2000 Only

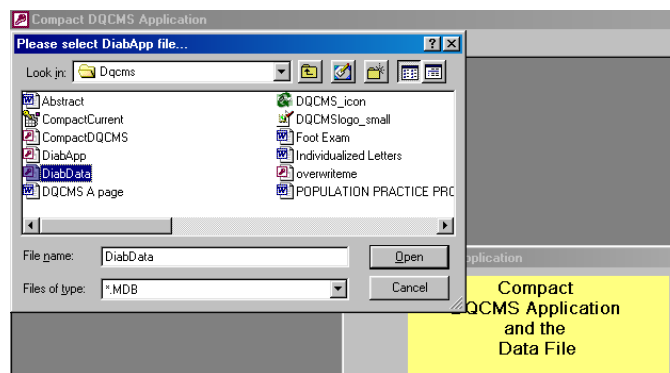
- Select DQCMS Compact icon on the computer desktop by double clicking.



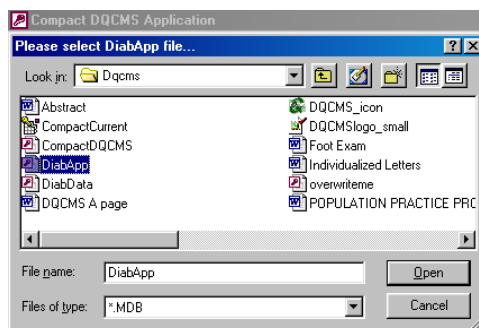
- Click the "Compact DQCMS" button.



Upon clicking of the "Compact DQCMS" button, a dialog box will be displayed along with a text message stating "please select diabApp file." Click the arrow of the Look In box to locate the DQCMS folder, usually found on the C: drive.



- Individually select the diabapp and diabdata files to be compacted. Upon completion of the Compact and Repair function, the user will be returned to the desktop.

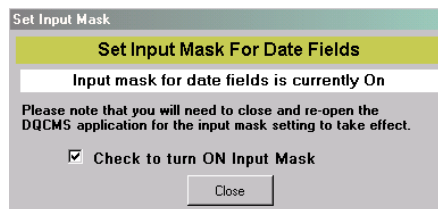


Clear Locks – The clinical information screen is locked for data entry if another user is looking at the information. This prevents users from inadvertently updating each other’s changes.

- To release all patient locks, all users must exit the program before the DQCMS administrator performs the “clear lock” action. Once the action is performed, the DQCMS administrator must restart the application. For additional assistance, call Technical Support (see numbers at right).

Technical Support
MADHAVI MARASINGHE
(701) 777-2805
mmarasinghe@undeerc.org
MARY MCLAUGHLIN
(701) 777-5267
mmclaughlin@undeerc.org

Set Input Mask – Allows the user to select a separator in a date-specific field.



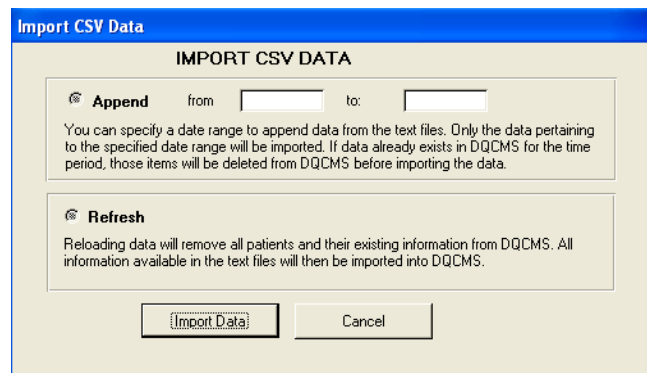
Helpful hint: If, during data entry, you are having to insert the slash (/) between the date fields, you may need to check the “input mask.” Make sure it is turned “on.”

Blank IPP – A blank form that can be utilized to collect clinical data for patients.
(See Appendix B for the Blank IPP Form.)

Blank Abstract – A blank form to be used to collect demographic and clinical data for new patients.
(See Appendix B for the Blank Abstract Form.)

Import CSV Data

Allows user to import data from another electronic management system (EMR). A clinic using DQCMS along with another EMR system can now upload EMR patient demographic, lab, and DSME education data to DQCMS. EMR data should be gathered according to the specifications outlined.



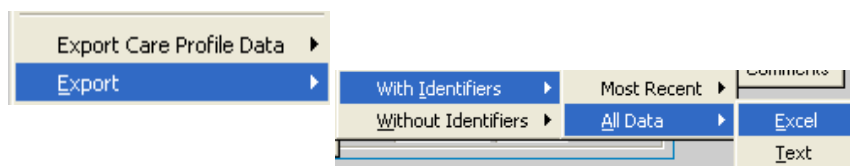
Advanced Search -- By default, this option excludes patients designated with a diabetes type of GDM. Allows the user to select the most recent clinical indicators as well as demographic information to create a customized patient list, a mail merge file in Excel, or a generic letter. Labels can be created as well. The option to include the diabetes type of GDM is now allowed.

- The advanced search allows for singular or multiple integrated queries as specified by the user.

- Please contact your clinical site coordinator for assistance in developing the queries and accompanying documentation.

Export Care Profile Data – Allows the user to export patient care profile data. The data can be exported as either a comma delimited text file or an MS Excel file.

Export – Allows the user to export patient lists with or without identifiers. The data can be exported as either a comma delimited text file or an MS Excel file.



Mail Merge – By default, this option excludes patients designated with a diabetes type of GDM. Allows the user to select the patient population for whom to send an outreach letter by stratifying demographic and office visit date information. Click on the “Generate List” button and you are now ready to complete the mail merge.

The screenshot shows a software window titled "Create Patient List for Mail Merge". It features several filter sections:

- Age (years):** A dropdown menu with "all" selected.
- Diabetes Type:** A dropdown menu.
- Office Visit:** A dropdown menu.
- Gender:** A dropdown menu.
- Diagnosis:** A list box containing: Coronary Artery Disease, Renal Disease, Hypertension, Neuropathy, Depression, Common Cold, and Totally Sick.
- Payor:** A list box containing: BLUECROSS AND BLUESHIELD, MEDICARE, MEDICAID, MEDICARE AND MEDICAID, NO INSURANCE, OTHER INSURANCE, and UNKNOWN.
- Race:** A list box containing: American Indian/Alaska Native, Asian/Pacific Islander, Black, Hispanic, White, Unknown, and Other.
- Physician:** A list box containing: JAKE FORD, DOUG HOWSER, and THOMAS JEFFERS.
- City:** A list box containing: BASIN, BEETOWN, BOULDER, CLANCY, and HELENA.

At the bottom right, there is an "Export" dropdown menu set to "Excel", and two buttons: "Generate List" and "Close".

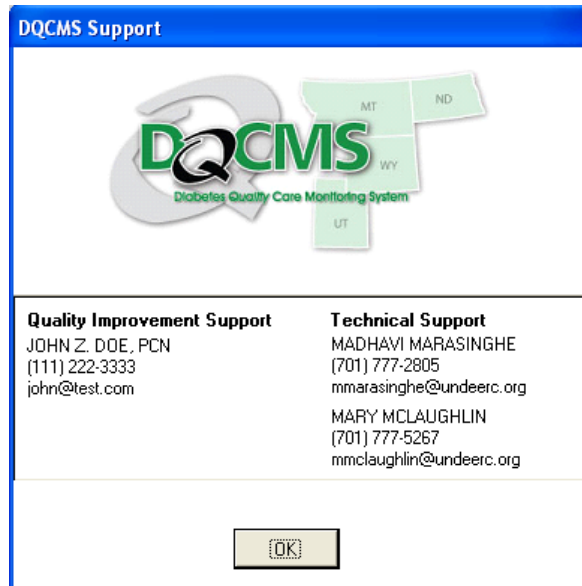
H. **Window** -- Details of the window environment that is currently open.

I. **Help** –

About: Provides info on version number and program.



Support: Provides contact name(s) and info for quality improvement technical support. The QI Support information is updated by selecting Maintenance >> Update QI Info from the menu bar



File Paths: Identifies the path of the application files.

