

Study 424

COURAGE Trial

User's Guide

For The

Scheduling System

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*Rev: 02/28/2000
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Dedication

To my husband, Edward, and our foster kittens, “Value” and “Virtue”.

Acknowledgments

Thanks to Joan Derrico, Margaret Edginton,
Elizabeth Petrokaitis, Irene Voynick, Victor Latvis, Ray Kilstrom,
John Brennan, Michelle Reeves,
Pamela Hartigan, Joy Burnette, Kate Hanson,
Joan Smith, and Tassos Kyriakides

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I. INTRODUCTION

A. Why You Should Use the Scheduling System

There are several reasons why you should use the Scheduling System. The most important reason is to keep the patient on target for the follow-up visits. The second reason is to compute the score on the MEDFICTS Form.

You can easily use the system to accomplish both of these tasks by using the *Patient Entry Screen* to enter the patient into the system and the *Appointment and Patient Information Screen* (the upper portion) to enter the demographic data. If you do not want to use the patient reminder letter feature, you do not have to enter all the actual *scheduled* dates for each visit. Just entering the patient into the system and completing the demographic information will allow you to generate the *Patient Schedule*, *Monthly Schedule*, and the *Three-Month Telephone Report*.

These reports can be used to keep the patient on target for the follow-up visits. You can also use the system to score the MEDFITCS form without entering the follow-up *scheduled* appointment dates. The third reason you should use the Scheduling System is that it will allow you to accomplish both of the above tasks in a very efficient manner.

B. Summary of Changes from the Original System

This manual includes the changes documented in Original Addendum dated 01/22/1999 and the Revised Addendum dated 03/01/1999. It also documents the revisions included in the February 2000 upgrade.

There were three revisions to the system in 1999. The March revision (a master revision) reflected the suggestions received at the Study Start-Up meeting in January 1999. These revisions included the addition of two new fields (*Notes* and *Clinic Name*) to the *Appointments and Patient Information* screen. The *Required Forms* field was reduced in size.

The May 1999 revision (a system upgrade) allowed the screening number to be less than one thousand. The July 1999 revision, also a system upgrade, replaced the lion with the new study logo in the patient reminder letters. Both the March 1999 revisions and the May 1999 revision must be installed on your computer before you install the February 2000 revisions.

The February 2000 revision is a system upgrade and includes revisions to the *Patient Reminder Letter* report, the *All Patient - Information Summary* report, and reflects the changes in the forms required at each visit. The *Main Menu* screen now has a revised date.

(An upgrade to the Schedule System means just some of the files are replaced. A master revision means that all the files are replaced and you must therefore save any existing data prior to installing the system revisions. Once the new system is installed you must then reload your data.)

This documentation consists of the following sections: System Overview, Description, Use, Backup and Restore, Data Export and Data Import, and Troubleshooting - Help - Tips, and Learning More About Windows 95. An appendix is also included with examples of each screen and report.

II. SYSTEM OVERVIEW

This system was written to aid the nurses in scheduling the patient's follow-up appointments for study visits, in generating the reminder letters and envelopes for upcoming visits, and in scoring the MEDFICTS Diet Assessment Form.

In order for the system to aid the nurses in these tasks, as each patient is randomized into the study, the nurse must enter the patient's information. In addition, the nurse must enter each scheduled appointment for every follow-up visit. (The actual *scheduled* dates are required only if you want to use patient reminder letter feature.)

This system was designed to use on a single user PC. Using it in on a network or in a mutli-user environment would compromise the data's integrity. This system is written in Microsoft OFFICE 97 Professional ACCESS and uses the Windows 95 operating system. It can be installed on a desktop/laptop PC or the Fujitsu Point 510 Pen Tablet with a HP DeskJet 695C Printer.

The entire Main Menu screen should completely fit on your computer screen with out any scroll bars. If it does not fit and there are scroll bars, check the font size setting on your computer. Font size should be set to SMALL FONTS with pixel 800x600. To do this, use START, SETTINGS, CONTROL PANEL, DISPLAY, SETTINGS TAB to set the font size to SMALL FONTS. Color is best at the TRUE setting for color palette, but the highest setting the Pen Tablet supports is 256 color.

Since the century changed in January 2000, make sure the computer's system date is set correctly to the current date and time (make sure the year is 2000). To check your date, double click time display in the lower right corner of the Task Bar at the bottom of your screen. If the date(check the year) is correct click CANCEL. Otherwise make any required changes and click OK. Click the TIME ZONE Tab to change your time zone.

When entering names and addresses into the system it is best to use a combination of lower and upper case letters. However you enter the data is the way it will be displayed in the reports.

The words screen and window are interchangeable in this document.

Technical Notes: Microsoft Office 97 Professional must be installed on the PC in the default directory. This name of the directory is C:\Program Files\Microsoft Office\Office. If Office 97 is not installed in this directory, the Command Line Argument of the Run App Action, of the sub-macro EnvGen, in the macro file McrEnvelopes in the Macro Tabs window, must be revised to reflect the correct location of WORD.

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III. DESCRIPTION

A. Data Description

As each patient is randomized into the study, the nurse must enter the name, date of randomization (also referred to as start date or baseline date), and demographic information consisting of mailing address, phone number, date of birth, and screening number (last four digits of social security number).

For each patient, the system uses the randomization date and generates sixteen *suggested* dates, one for each of his follow-up study visits. These study visits are referred to as evaluations in the Protocol. See the *Schedule of Evaluations and Forms* in the Protocol for more information. According to the Protocol schedule, each patient is due for a follow-up visit at one, two, three, and six months, and then every six months for a maximum of six years. These study visits are numbered from one (randomization date or baseline date) to sixteen (seventy-two months), with zero for the screening visit.

These sixteen *suggested* dates are just that and are generated for the nurse to use as a guideline in scheduling the patient at the appropriate time for his follow-up appointment. As the follow-up appointments are made, the nurse must enter the *scheduled* date into the system. These *scheduled* dates are used in the reminder letters report.

B. Report Generation

This system generates seven reports. The *Monthly Schedule* and *Patient Reminder Letters with Envelopes* will be used the most. Use the other reports as required.

The *Monthly Schedule* lists all the patients with a *suggested* visit date occurring in the month/year for which you generate the report. This report includes phone numbers and may be used by the nurse for calling patients to schedule a follow-up visit.

The *Reminder Letters* report lists all *scheduled* follow-up appointments in the time span for which you generate the report. The time span can be a week, three weeks, a month, etc., and is defined by the two dates you must enter. These letters may be sent to the patients to remind them of their upcoming scheduled visit. Make sure you use the correct last day of the time span so that all appropriate scheduled visits are included in the report. For example if you want to generate the report for the month of October and you use 30 instead of 31, then none of the scheduled appointments on the 31 will be included in the report.

The *Patient Schedule* lists the *suggested* visit dates and the forms required for each visit. Specify the patient by selecting the name. This report may be given to the patient on randomization into the study or may be placed in the patient's folder for reference.

The *All Patients – Information Summary* report lists all of the patients you have randomized into the study with their respective start date, demographic information, and date/time for each *scheduled* visit. This report has been revised and pages by patient. You may now use this report to list the

scheduled dates for a selected patient by printing just the pages for that patient. This report would be useful in case of data loss or system revisions for re-entering the *scheduled* dates.

The *Three Month Follow-Up Telephone* report lists all patients seen three months from the month and year for which you generate the report. This report includes phone numbers and may be used by the nurse for calling patients mid-way between their six-months *suggested* follow-up visits dates. The *scheduled* date corresponding to the *suggested* date is also included in the report.

The *MEDFICTS Scores* lists the Total Scores for the dietary data for a given patient and the *MEDFICTS Graph* displays this data in a graph. Both of these reports show patient data over time. Hence, they will be of more interest after the patient reaches visit number three or four (two and three month visits respectively). By that time, there would be at least several values available to include in the report.

C. MEDFICTS Scoring

The system provides a mechanism for scoring the MEDFICTS Dietary Assessment Questionnaire. This form is required through out the study. Each time you use the computer for scoring a MEDFICTS form, the TOTAL SCORE for that form is generated and saved by the system. These TOTAL SCORES are then available as a list of all scores or as a plot (or graph) of all scores for a specified patient. There is also an option to edit the score file and make changes as required.

D. Envelope Generation

The system also provides you with a mechanism to have the computer/printer address the envelopes for the *Reminder Letters*. There are several steps involved in using this option, including linking from ACCESS to the word processor program called WORD. Step-by-step instructions are provided.

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IV. USE

A. Startup

Look at your computer screen after your machine has been turned on and finished booting. This is called the Desktop.

Double click on the Desktop's *Shortcut To Schedule System* icon.

This will start ACCESS and display the Scheduling System's MAIN MENU.

Look at your screen. The top line on the screen is the Title Bar. Note the name in the Title Bar (this is blue in color) is *Access: Courage Trial – Scheduling System*. This is also the name of the window. The ACCESS Menu Bar is under the Title Bar and has the following nine menu items: FILE, EDIT, VIEW, INSERT, FORMAT, RECORDS, TOOLS, WINDOW and HELP. Two of the menu items you will use are EDIT and TOOLS.

The ACCESS Form View Tool Bar, consisting of a series of ICONS, is under the Menu Bar. This bar is not used here and should be turned off to make the screen less cluttered.

Each window has a Title Bar and every Title Bar has three control boxes, the underscore, the square and the X box. You will use the mouse and these boxes to control the windows (or screens). If you have not used the Windows 95 operating system before, please read the section on **Troubleshooting – Help – Tips** now. There you will find more information on window control and on objects referred to below, e.g. RECORD LOCATOR.

B. Initialization for ACCESS and STAFF INFO (Do Once)

1. If the Office Assistant, a box with an animated paper clip with blinking eyes, appears on the screen, just close it by clicking the X Box in the upper right corner.
2. To turn off the ACCESS Form View Bar click VIEW Menu item, TOOLBARS item, and click on the Form View item to remove the check mark. The Tool Bar will disappear from the screen. This action is required only once.
3. In ACCESS, click the TOOLS Menu, the OPTIONS item, EDIT/FIND tab. Use the mouse to remove the check in the checkbox for the confirming ACTION QUERRIES by clicking in the checkbox. Click OK to save your change. This action is required only once. The system will remember this setting for the future sessions.
4. Click on the STAFF INFO button of the MAIN MENU to see the *Staff Information* screen. The information entered here will be used in the *Reminder Letters Report*. If there is a change in personnel, then revise this information as required.

To enter information:

Click on the arrow in the Hospital Number box.

Find your Hospital Name in the list and then click on the name.

The HOSPITAL NUMBER and NAME will automatically be entered in the boxes.

Click anywhere in the NURSE NAME field or

use the TAB key to get to the NURSE NAME field.

Type in your name.

Use the TAB key to move from the NURSE NAME field to the PHONE field.

Enter your telephone number. Do not enter any parenthesis or dashes.

Use three digits for area code, seven digits for phone number.

To include an extension, enter 'ext' without the quotes,

Followed by the extension number, up to five digits

Click on the upper right X Box to close this screen.

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C. MAIN MENU Buttons

1. Patient Entry

Click on PATIENT ENTRY button to see the *Patient Entry Information* screen. Use this screen to enter a new patient into the system. You may enter just one or several patients at a time. Remember that you enter this entry information for each patient only once.

To enter patient entry information:

Enter the patient's ID, name, start date, and screening number.

For Start Date use the format mm/dd/yyyy, e.g. 10/15/1998.

For Screening number, enter the last four digits of the social security number.

Use the TAB key to move to the next field.

Use the ENTER key to advance to the next screen after all data is entered for a patient,

Or click the right arrow in the RECORD LOCATOR at bottom left of the screen.

After data for all patients has been entered,

use RECORD LOCATOR at bottom left of screen to review data for accuracy.

Make any required changes using the DELETE and BACKSPACE (←) keys.

Make sure to touch the ENTER or TAB key or click the RECORD LOCATOR before you click the ADD PATIENTS button, otherwise your entries and changes will NOT be recorded.

Click ADD PATIENTS button to add this new information to the system.

Or

Click CANCEL button to exit this form, without saving the information.

Either button will return to the MAIN MENU.

2. Appointment/Patient Information

Click on the APPOINTMENT/PATINFO button to see the *Appointment and Patient Information* screen. Use this screen to enter the mailing address, phone number and date of birth for each patient. This information must be entered into the system, otherwise the reports will not run correctly. At a later time when follow-up visits are scheduled with the patient, use this screen and enter the *scheduled* date and time for each appointment.

To find a patient, use the RECORD LOCATOR (more on this in the **Troubleshooting – Help – Tips** section) at the bottom left of the screen or search on a field using the EDIT menu (on the Menu Bar at the top of your screen) and the FIND entry. Make sure the field you are searching on is highlighted before you start the search. The field name that will be searched appears in the Title Bar of the *Find* window. For example, to search on Last Name field, place the cursor in this field and Click. Then click EDIT, FIND and type in the last name, and click FIND FIRST. Note, if you have

more than one patient with the same last name, Click FIND NEXT as required to find the correct patient. Click CLOSE.

Use the TAB, PAGEUP, and PAGEDOWN keys to navigate this screen. Note if the cursor is in a field in the patient information or upper area of the screen, the PageUp and PageDown keys move between patients. While if the cursor is in a field in the visit date area of the screen, these keys move between the visits for a given patient.

Use the ESC key to erase the information you have entered. This only works if you have not used the ENTER key or the RECORD LOCATOR.

Click on the upper right X Box to save your information, close this screen and return to the MAIN MENU. Make sure the information is correct before you close the screen, since the information will be saved as it appears in the screen.

To enter information for a new patient:

Find the patient.

Use TAB key or click the address field and then enter the information for the Address field. A second address field is provided to use as needed, e.g. apartment number.

Use the TAB key to move from field to field and fill in the City, State/Province, Zip, Phone, and Date of Birth fields.

Enter the telephone number. Do not enter any parenthesis or dashes.

Use three digits for area code, seven digits for phone number.

To include an extension, enter 'ext' without the quotes, followed by the extension number, up to five digits.

For DOB use the format mm/dd/yyyy, e.g. 10/07/1944.

Click the X Box to close.

To enter dates/times for scheduled visits:

Find the patient.

Use TAB key or click Scheduled Date field in appropriate visit row and enter date/time.

For Scheduled Date use the format mm/dd/yyyy, e.g. 10/15/1998.

For time, use twelve hour clock with AM and PM.

You only need to enter PM, since AM is assumed.

Acceptable entries are 8:00 for 8:00 AM and 8P for 8:00 PM.

Click the X Box to close.

Note the names of each of the required forms at a particular visit can be viewed by clicking in the *Required Forms* field for that visit. To close the FORM NAME screen, click on the X Box.

A *Note* field was later added to the upper part of the *Appointment and Patient Information Screen*. This field will hold up to 100 characters of data depending on the number of spaces that you include in the information. You may use this field to enter an alternate address and telephone number for a patient. This field is included in both the *Patient Schedule Report* and the *All Patients Summary Report*.

The *Required Forms* field in the lower part of the *Appointment and Patient Information Screen* is much smaller and now only shows the word *Forms*. Now when you click on this field the form names as well as the form numbers required at this visit appear in the pop-up screen.

A new field, the *Clinic Name*, has been added just before the *Required Forms* field. The clinic name defaults to *Cardiology Clinic*, but you may overwrite this with another name (20 characters maximum). This field is included in the *Reminder Letters Report* and in the *All Patients Summary Report*.

The form names and numbers and the visits where each form is required has been revised reflecting the revisions in the *Schedule of Evaluations* in the Protocol. This includes the previously mentioned pop-up screen in the *Appointment and Patient Information Screen* and the *Patient Schedule Report*.

3. Report Menu

Click on the REPORT MENU button to see the *Report Menu* screen. Use this menu to generate reports. Make sure you have entered all the demographic information, using the *Appointments and Patient Information* screen, for each patient before you generate the reports.

Once you generate a report, you will see the first of several ACCESS TOOL BARS. This bar is located under the Menu Bar. Tool Bars consists of a series of icons and icons are nothing more than programming commands in a picture format (could also be a word instead of a picture e.g. CLOSE). ACCESS has several different Tool Bars and these automatically appear as needed. The icon in this Tool Bar you will use is PRINT. To see the name of the icon, let your mouse linger over an icon and the name will appear just below. The Appendix has a section with pictures of Menu Bars, Tool Bars, and icons you will use.

To generate a report:

Select a report.

Enter the required information (the required fields will be enabled or available for entry).

When dates are required, use mm/dd/yyyy format, e.g. 10/15/1998 (no need to enter slashes).

Click on the CREATE button to generate the report.

Or

Click the CANCEL button to skip any report generation.

Either button will return to the MAIN MENU.

Use vertical/horizontal scroll bars to the right and at bottom of screen for page viewing.

Use the PAGE LOCATOR at the bottom left of the screen to view over pages.

Click the PRINT icon on the Tool Bar to print report.

Click the CLOSE icon on the Tool Bar to close this window.

Click the CANCEL button or X Box in the right corner to close the *Report Menu* screen.

To print only selected pages for the All Patients Information Summary report:

Generate the report as indicated above and find the page you want to print
Click FILE menu item
Select PRINT
Click PAGES FROM
Fill in the page number you want to print
Click OK

Do NOT Click the PRINT icon on the Tool Bar since this will print the entire report.

4. MEDFICTS Menu

Click on the MEDFICTS MENU button to see the *MEDFICTS Menu* screen. Use this screen to score a MEDFICTS form or to view the dietary data for a given patient. You must select an option and then the patient as required. For a selected patient, you may either list the data or generate a graph or plot of the data then of all his Total Scores and review this information with the patient. Either of these reports may be printed and given to the patient if so desired.

To score a MEDFICTS form you must enter the patient responses to the Questionnaire into the computer. Notice that with the exception of the MEATS Food Category, no items in the GROUP 2 sections add any value to the individual category scores. Therefore, to have the computer score the form, you need only enter all the Group 1 responses for each food category and the Group 2 for MEATS responses from the patient. The Total Score will be computed from the individual category score when you click on the appropriate box. There are a total of four screens for scoring the MEDFICTS.

Please read carefully the instructions at the bottom of the last screen for the MEDFICTS. Make sure you have filled in the VisitID and the Date field is correct before you click to compute the TOTAL SCORE. Notice that the individual category scores for each group must have a number in the box in order for the TOTAL SCORE to be calculated. Click on the RESET box for Group 2 MEATS to get a 0 to appear in the SCORE box unless the patient has indicated the LARGE Serving Size.

You may compute the TOTAL SCORE for a MEDFICTS form by hand, since the formula is included on the form. However, the computation is tedious and we strongly suggest that you use the computer to score each form.

Use the EDIT DATA button for making corrections to the MEDFICTS data, i.e. to correct a visit number or a date. *To revise an incorrect score, delete the record using this option and then use the SCORE A FORM option to generate the revised score.*

To use the SCORE A FORM option:

Click the SCORE A FORM box.
Select a patient by clicking the down arrow and then click again to select the patient.
Click GO.

Fill in VisitID by using the down arrow in the VISIT ID box.

Date defaults to current date, adjust as needed by placing the cursor in the field.

Use the DELETE or BACKSPACE keys and then key in the date using the mm/dd/yyyy format, e.g. 10/15/1998.

For each category, click appropriate box for Weekly Consumption and Serving Size.

The individual score for each food category is computed for you.

Note if the Rarely/Never box is checked for Weekly Consumption, there is no need to enter Serving Size, since the individual score has been set to 0.

To move to the next screen, use the PageUp and PageDown keys,

or click just above the down arrow at the bottom of the vertical scroll bar.

Read the instructions at the bottom of the last screen and do as it asks.

Click the CLICK HERE FOR TOTAL ... to compute the Total Score.

Click the X Box to close this screen and return to the MEDFICTS Menu.

A Microsoft ACCESS message saying a “Run Time error 3314: The field tbl.MEDFICTS...” means at least one of the individual food category scores is blank

Click END to close the message window.

Click appropriate boxes so each individual score is computed.

Click CLICK HERE FOR TOTAL... to compute the Total Score.

A Microsoft ACCESS message saying “The field tblMEDFICTS.VisitID can’t contain a null...” means the VISIT field has not been filled in.

Click OK.

Click NO and fill in the VISIT field to continue

Or

Click YES to return to the MEDFICTS Menu.

To use the LIST ALL SCORES or the PLOT ALL SCORES option:

Click the either the LIST ALL SCORES or PLOT ALL SCORES box.

Select a patient by clicking the down arrow and then click again to select the patient.

Click GO.

Use the scroll bars to view the report.

Click the PRINT icon to print the report.

Click the CLOSE icon to close this screen and return to the MEDFICTS Menu.

To use the EDIT DATA option:

Click the EDIT DATA box in the MEDFICTS Menu and then click GO.

Use the RECORD LOCATOR at bottom left of your screen to browse through the records.

Change the data as required, using the DELETE and BACKSPACE (←) keys.

To delete a record, use the EDIT button on the Menu Bar,

select the DELETE RECORD item, and click YES to confirm the delete.

Click the X Box to close the screen and save your changes.

Remember the TOTAL SCORE cannot be changed here. (See above for instructions.)

5. Envelope Menu

Click on the ENVELOPES button to see the *Envelope Menu for Reminder Letters* screen. Use this to have the computer address an envelope for each Patient Reminder Letter generated in the Report Menu. The step-by-step instructions are included as an option in the Menu. These instructions can be printed so you can refer to them while printing the envelopes (they are also included in the Appendix). Just follow the instructions and with a little practice, you can have the printer address your envelopes. If you prefer not to use this option, you may address the envelopes by hand.

If you want the printer to address the envelopes, you must print the envelopes after you generate the Reminder Letters and before you generate the next set of Reminder Letters. The file the system uses in addressing the envelopes changes each time the Reminder Letters are generated. Therefore, it is recommended the reminder letters and envelopes be generated in the same session.

WORD uses a template file to address the envelopes. Two template files are provided. One template includes the return address. The other template does not. If you use envelopes that have your return address, then select the template file without the return address.

To save you time and make the process of the printer addressing the envelopes a little easier, there is a one time change you can make in WORD. Each time WORD opens a file, it opens the default folder. The folder the system chooses as the default is named MY DOCUMENTS. You need to change this name to *SchedSystem*. Hence when you click to open the template file, WORD will automatically open the *SchedSystem* folder where the template file is located. Make this change the first time you generate the Envelopes, once ACCESS gets you to WORD, and before you open the Template file. See below how to make these changes to WORD.

If the Office Assistant window opens when you get to WORD, just click the START USING MICROSOFT WORD button to close this window and proceed.

To print the instruction for computer generated envelopes, do the following:

Click the ENVELOPES button on the MAIN MENU screen.

Click the INSTRUCTIONS button in the *Envelope Menu* screen.

Click GO button.

Click the PRINT icon in the toolbar.

Click the X Box in Title Bar to close this window and return to the *Envelope Menu* screen.

To make the changes to WORD the first time you generate envelopes, do the following:

Click the ADDRESS ENVELOPES option in the *Envelope Menu* screen.

Click GO button to link to the MICROSOFT WORD Document window.

This linking process may take a few moments.

Maximize the *Microsoft WORD – Document1* window by clicking on the single square in the Title Bar. (If a double square appears, the window is already maximized.)

Note if a Tool Bar does not appear below the WORD Menu Bar then do:

Click View on Menu Bar, Click Toolbars, Click on Standard.

The standard Tool Bar now appears.

Other Tool Bars will appear as needed.

Use the icons in these Tool Bars as directed.

Click TOOLS on the Menu Bar.

Click the OPTIONS item.

Click FILE LOCATIONS Tab, the DOCUMENT line is highlighted.

This is the first line in the FILE TYPES.

Notice the default folder is MY DOCUMENTS.

Click on MODIFY to open the MODIFY LOCATION window.

Click UP ONE LEVEL icon (first icon after the *Look in:* box).

(Remember, let mouse linger over an icon to see the name.)

Click *SchedSystem* Folder.

Click OK to close the MODIFY LOCATION window.

Click OK to close the OPTIONS window.

Now you may proceed with the INSTRUCTIONS FOR ENVELOPE GENERATION.

To generate envelopes after the first time changes to WORD do the following:

Click the ADDRESS ENVELOPES option in the *Envelope Menu* screen.

Click GO button to link to the MICROSOFT WORD window.

Maximize the *Microsoft WORD – Document1* window by clicking on the single square. (If a double square appears, the window is already maximized.)

Now you may proceed with the INSTRUCTIONS FOR ENVELOPE GENERATION .

See the User's Guide for your *Hewlett-Packard DeskJet 695C* printer for more information on printing envelopes.

6. Exit

Click on the EXIT button to close the Scheduling System and ACCESS and return to the Desktop.

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D. Revising Existing Data

If you find that some of the data you have entered into the system is incorrect and needs to be changed, the mechanism provided for revisions is as follows:

1. To change information (all except PATID and Randomization or Start Date), e.g. DATE OF BIRTH, use the *Appointment/Pat Info* screen. Make the corrections using the DELETE and BACKSPACE (←) keys. Click on the X Box in the upper right corner of the screen to save your changes and close the screen.
2. To change the MEDFICTS information other than the TOTAL SCORE, use the EDIT DATA option in the MEDFICTS Menu.
3. To change the TOTAL SCORE, use the EDIT DATA option to delete the record and the SCORE A FORM option to generate the score. Both of these options are in the MEDFICTS Menu.
4. To change the PATID or Randomization Date (Start Date), a patient must be deleted from the system and re-entered as you would a new patient using the new PATID and/or Randomization Date.

To delete a patient from the system, use the *Appointments/Patient Info* screen. Find the patient you want to delete and then use the EDIT MENU and the DELETE RECORD item. Answer YES to the message box. Close this screen. The patient has now been deleted from the system.

Note, when you delete a patient here, all the corresponding visit records and MEDFICTS records will also be deleted.

Use the PATIENT ENTRY button from the MAIN MENU to enter this patient into the system again, this time with his revised PATID or Randomization Date. Use the APPOINTMENT/PATIENTINFO button to enter the rest of his information. Use the MEDFICTS button to enter his diet data and generate his scores.

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V. BACKUP AND RESTORE

You must backup your work after each session. In case of system failure(disk crash), you can use the current backup file to restore the system. Use a 3 1/2 diskette for backup. In order for the file to fit on the diskette, the file must be compressed (or compacted) in ACCESS. The WINZIP utility must also be used.

To Back-up the System:

1. Insert a blank floppy diskette into the A: drive.
2. While in ACCESS before you exit the MAIN MENU, compress the database.
Click the TOOLS button on the ACCESS Menu Bar.
Select DATABASE UTILITIES, then select the COMPACT DATABASE item.
Once compacting is completed, exit ACCESS by Clicking Main Menu EXIT button.
3. At the Desktop:
Double click on *the Shortcut to (C)* icon.
Find and Click the *SchedSystem* Folder, then Click right mouse button.
Click on *ADD to SchedSystem.zip*.
Click *I Agree* in the WINZIP window.
Find the *SchedSystem* WINZIP file in the C: window.
(The correct file has a file type of WinZip.)

Double click on the *Shortcut to 3 1/2 Floppy(A)* on the Desktop.

It may be necessary to move the C: window to find this shortcut.

To move a window, click Title Bar and drag.

Size and move the two windows(*C: and 3 1/2 Floppy(A:)*) so they do not overlap.

To size a window:

Place cursor at any corner of a window until double arrow appears.

Click and drag arrow to adjust size of window.

Now be careful, make sure you drag the correct way.

Click and drag the SchedSystem WinZip file in the C: window,
to the *3 1/2 Floppy (A:)* window.

When prompted, answer *yes* to replace the files.

(For the first backup there will be no prompt.)

(If you drag from the *3 1/2 Floppy* window to the C: window, you will write over the
current file and lose the additions and changes you have just made.)

Click the X Box to close the *3 1/2 Floppy A:* window.

Click the X Box to close the C: window.

The backup is now complete.

To Restore the System (only in case of system crash):

1. Insert the floppy diskette with the most current data into the A: drive.
2. At the Desktop:
Double click on the *Shortcut to 3½ Floppy(A:)*.
Double click on the SchedSystem WINZIP file.
Click *I Agree*.
Click *Next* in the *WinZip Wizard* window.
Click on *Select Different Folder* button.
Click on the C: drive icon in the *Select Folder* window.
Click SchedSystem folder
Click *OK*.

Now the selected folder is *C:\SchedSystem*.

Click *Unzip Now* in the *WinZip Wizard* window.

Answer YES to overwrite current files if prompted.

Copy the three shortcuts to the Desktop by clicking each and dragging to the desktop.

Touch and hold the CTRL key as you are dragging if a small square with a plus sign does not appear when you start to drag.

Click the X Box to close the SchedSystem window.

Click *Close* in the WINZIP Wizard window.

Click X Box to close the *3 ½ Floppy (A:)* window.

Now the SchedSystem folder on C: drive is ready to use.

To start the system,

double click the desktop *Shortcut To SchedSystem* icon.

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IV. DATA EXPORT AND DATA IMPORT

In the event of system revisions, you may be asked to *Export* your current data in the scheduling system to text files. This data is contained in five tables in the *Tables Tab* in the *ACCESS Schedule – Database* window. The five tables are *tblRand*, *tblDemog*, *tblVisitAll*, *tblMEDFICTS*, and *tblStaff*. The revised system could be mailed to you on a floppy diskette. Before loading the new system, you would *Export* the data from these five tables to five respective text files. After loading the new system, you would then *Import* the data from these text files to the respective tables. Your system would then be ready to use. An alternate method would be to re-enter all the data into the new system.

To Export the data in tblRand, do the following:

In ACCESS at the MAIN MENU, use the F11 key to see the *Schedule – Database* window. The F11 key on the FUJITSU keyboard is a combination of the Fn and F1 keys (hold Fn then touch F1).

Click on the *TABLES Tab* if this is not in view.

Click on the *tblRand* file. Then Right Click and select *Save As/Export...*

Click *To An External file or Database* and then Click *OK* in the *Save As* window.

In the *Save Table ‘tblRand’ In* window:

For *Save In:*, find the *SchedSystem* Folder by clicking the *Up One Level* icon.

Then find and Double Click the *SchedSystem* Folder.

Find and select *Text Files* as the *Save as type* and then Click *Export*.

Answer *Yes* if prompted to overwrite the existing file.

Click *Next* in the *Export Text Wizard* window. (*Delimited – Characters ...* should be selected.)

Click *Include Field Names on First Row* and then Click *Next* again. (*Comma* should be selected.)

Export To File should read as *C:\SchedSystem\tblRand.txt*. Click *Finish*. Click *OK*.

Repeat the above for each of the other tables, *tblDemog*, *tblVisitall*, *tblMEDFICTS*, and *tblStaff*.
Note, tblRand must be done first, followed by the other tables in the order listed.

Click on the MAINMENU screen to place it in the foreground and make it the active window.

After you have received the revised system and loaded it on your PC (instructions will be provided), you will then need to *Import* the data in the text files to the table files in ACCESS.

To Import data to tblRand, do the following:

Load the new system into your PC. (Instructions will be provided.)

Double Click on the *Shortcut to Schedule* icon on the Desktop.

Click the *File Menu*, select the *Get External Data* item, and *Import*.

Find the *SchedSystem* Folder for the *Look in:* box in the *Import Window* by using the *Up One Level* icon.

Double Click on the *SchedSystem* Folder.

For *Files of type:* select *Text*.

Select *tblRand* and Click on *Import*.

Click *Next* in the *Import Text Wizard* window.

Click *First Row Contains Field Names* and then click *Next* again.

Click *In An Existing Table*.

Click the down arrow and select *tblRand*.

Click *Next*.

Click *Finish*.

Click *OK*.

Repeat the above for each of the other tables, *tblDemog*, *tblVisitAll*, *tblMEDFICTS* and *tblStaff*.

Note, tblRand must be done first, followed by the other tables.

Click on the MAINMENU screen to place it in the foreground and make it the active window.

You may choose not to *Export/Import tblStaff*. Therefore, the first time you use the revised system, be sure to initialize the STAFF table by choosing your hospital number and entering your name.

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VII. TROUBLESHOOTING - HELP - TIPS

1. Controlling window sizes and centering windows in ACCESS

When ACCESS is opened, the ACCESS Scheduling System window appears. The Title Bar is all blue in color. It has the yellow ACCESS key and then the title, *ACCESS: Courage Trial – Scheduling System*. On the right end of the Title Bar are three boxes, the underscore box, the square or double-square box, and the X box. These boxes control the size of the window.

The underscore box is used to minimize the window, but it is not used in this application.

The middle box is used to either maximize a window or reduce the size of a window. When ACCESS is opened, the center box should be a partially overlapping double square. This means the ACCESS window is maximized with the MAIN MENU window appearing in the center of the window.

If this is not the case and the center box is a single square, click once on this single square to maximize the window. Once the window is maximized, you may need to center the MAIN MENU window.

To move the MAIN MENU window to the center of the screen, place the mouse pointer on the Title Bar of the MAIN MENU. Click and hold and drag the window to the center of the screen. This method may be used to center a window as needed.

Some windows can be sized. To size a window, place cursor at any corner of a window until double arrow appears. Click and drag the arrow to adjust size of window. If the double arrow does not appear, the window cannot be sized.

The X box is used to close the window.

2. ACCESS Tool Tips, RECORD and PAGE LOCATORS

ACCESS has several Tool Bars and each Tool Bar is made up of a series of icons. Let the mouse linger over an icon, and the name of the icon will appear just below. These names are called Tool Tips. If the Tool Tips do not appear when you linger over an icon, then you may make them appear by doing the following: click the VIEW menu at the top of the screen. Click the TOOLBARS option, the CUSTOMIZE option, the OPTIONS Tab and then click in the checkbox for “SHOW SCREEN TIPS ON TOOLBARS”. Click CLOSE.

The RECORD LOCATOR appears in some of the screens in the lower left corner. It is a series of boxes and is used to locate a record in the database. Click the first box (a bar with a left arrowhead) to go to the first record. The next box goes back one record from the current record. The long rectangle box displays the sequential number of the current record. The next box (a right arrowhead)

goes forward in the database one record, and the next box, (a bar with a right arrowhead), goes to the last record. The last box (a right arrowhead with an asterisk) goes to a new record.

The PAGE LOCATOR appears in the lower left part of a window when a report is generated. These boxes are similar to the RECORD LOCATOR boxes and are used to browse the pages of a report.

3. Clicking the X Box to close a window

Be careful when you click on the X Box to close a screen or window. Look carefully at the name of the active window (i.e. the name in the Title Bar) before you click to make sure you are closing the correct window. The Title Bar of the active window is highlighted where as the Title Bars of the inactive windows will not be highlighted. The windows are partially layered on top of each other and it is easy to click the wrong X Box.

4. Closing the MAIN MENU window by mistake

If you should click on the X for the MAIN MENU screen by accident, this window will close but you will still be in ACCESS. In order to get back to the MAIN MENU, touch F11 key if the *Schedule: Database* screen is not already on your screen.. This will open the *Schedule: Database* screen. Click the Forms Tab, and then double click on the frmMainMenu file. This will open the MAIN MENU.

5. Closing the ACCESS Scheduling System window by mistake

If you should click on the X Box for the *ACCESS: Courage Trial - Scheduling System* window, ACCESS will close and return you to the Desktop. In order to get back to ACCESS, double click on the *Shortcut to Schedule System* icon on the Desktop. You may have to re-enter the information you were working with, depending on where you were in the system when ACCESS closed.

6. Error Message Box when using the *Patient Entry Screen*

If the message “The database engine couldn’t lock table ‘tblEntry’ because...” appears, click OK to close this box. You probably clicked more than once (the screen on the Pentablet can be very sensitive) on the PATIENT ENTRY button and therefore already have a PATIENT ENTRY screen open. Click OK to close the message box and click HALT to close the ACTION FAILED box. To see what screens are open, click the WINDOW Menu item. If PATIENT ENTRY appears (that means it was already opened), click to select and continue.

7. The system hangs up

Click the TOOLS Menu item, click DATABASE UTILITIES, click COMPACT DATABASE. Wait till the compacting is completed. Continue with your work.

8. The system is hopelessly hung-up

As a last resort, click EXIT on the MAIN MENU to close the Scheduling System database. Double click the *Shortcut to Schedule System* icon on the Desktop to start the system.

9. Microsoft WORD: Title Bar, Menu Bar, Tool Bars, Three Window Control boxes

These are similar to their counterparts in ACCESS. The Menu Bar is slightly different. Again, the Tool Bars change according to what task you are doing.. The toolbar icons we use here are the OPEN, MERGE TO NEW DOCUMENT, PRINT PREVIEW, and PRINT.

10. You lost a shortcut on the desktop

The shortcuts can be recreated. For example, to recreate the shortcut to the 3 ½ floppy disk drive, do the following:

Double click on *My Computer* icon on the desktop
Place cursor on the 3½ Floppy (A:) icon and click to select
Right mouse click
Select CREATE SHORTCUT
Answer YES

To re-create the *Shortcut to Scheduling System*, find the SCHEDULE Microsoft ACCESS database file in the *SchedSystem* folder, place mouse on file click to select.
Right mouse click and repeat as above.

A copy of each of the shortcuts should still be in the *SchedSystem* folder. You may click and drag each icon to the Desktop to create a desktop copy.

11. Appearance of a small box containing an animated paperclip with blinking eyes

This object is the Office Assistant. Just read the accompanying menu and click on the close option. If you are in WORD starting the envelope generation, click *Start Using Microsoft Word* option.

12. Previous installation files are still in the Install Folder

The Schedule System was loaded on your computer by copying the files from the C:\Unzipped\Install folder. Therefore, a copy of each of the files is still in this folder. You may use the files as needed, e.g., to replace a shortcut on the desktop.

13. Online Documentation

A copy of this document is located on the computer in the file C:\SchedSystemDoc\User'sGuide and a *Shortcut to User's Guide* has been placed on the Desktop.

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VIII. LEARNING MORE ABOUT WINDOWS 95

If you have not used a computer before or if you just want to learn more about using windows, you may find the following helpful:

1. Take the Windows TIPS AND TOUR
At the Desktop, click on START, PROGRAMS, ACCESSORIES, TIPS AND TOUR. Read each of the TIPS. Then check out the WINDOWS TOUR. The FINDING A FILE and SWITCHING WINDOWS sections may be helpful to you.
2. Read the Windows 95 for Dummies book available at your local bookstore. The title sounds hokey, but the book includes lots of good information.
3. At your local hospital, there may be a PC Training and/or Information Center. They may offer training classes to help you learn more about Windows 95.

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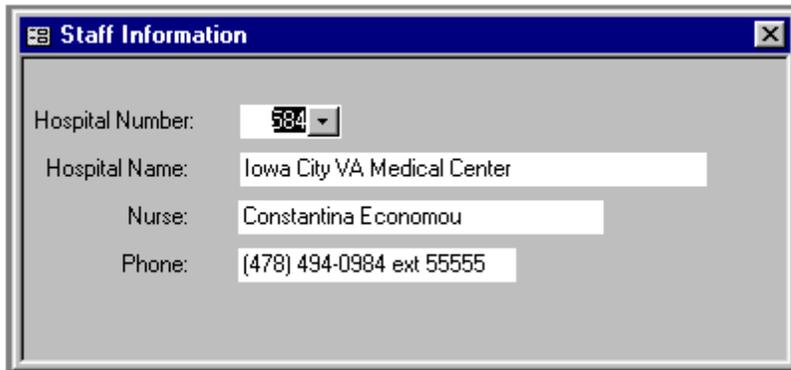
APPENDIX A – SAMPLE COMPUTER SCREENS

1. Main Menu



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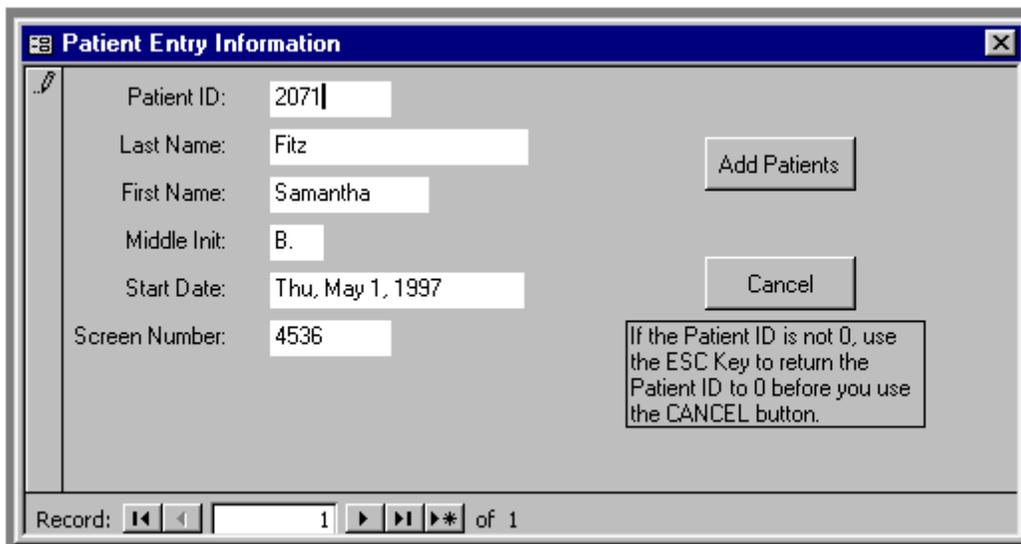
2. Staff Information



The screenshot shows a dialog box titled "Staff Information" with a blue header bar and a close button (X) in the top right corner. The dialog contains the following fields:

- Hospital Number: 584 (dropdown menu)
- Hospital Name: Iowa City VA Medical Center
- Nurse: Constantina Economou
- Phone: (478) 494-0984 ext 55555

3. Patient Entry Information



The screenshot shows a dialog box titled "Patient Entry Information" with a blue header bar and a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Patient ID: 2071
- Last Name: Fitz
- First Name: Samantha
- Middle Init: B.
- Start Date: Thu, May 1, 1997
- Screen Number: 4536
- Buttons: "Add Patients" and "Cancel"
- Warning Box: "If the Patient ID is not 0, use the ESC Key to return the Patient ID to 0 before you use the CANCEL button."
- Footer: "Record: 1 of 1" with navigation icons (back, forward, search, etc.)

4.1 Appointments and Patient Information – Screen 1

Appointments and Patient Information
✕

Pat ID: 1009	Address: 31 Mill Rd.	Phone: (203) 263-3059
Last Name: Zabit		DOB: Oct 7, 1990
First Name: George	City: Woodbury	Screen: 3456
Init: P.	State\Province: CT	Notes: 123 East Terra Alta, San Antonio, Texas 78209 (510) 845-6903 (January - March)
Start Date: Fri, Oct 2, 1998	Zip\Postal Code: 06798	

Visit Number/Name	Suggested Date	Scheduled Date	Time	Clinic Name	(Click Field To See Required Forms)
0	Screening	Fri, Oct 2, 1998	9:30 PM	Cardiology Clinic	Forms
1	Base/Rand	Fri, Oct 2, 1998	2:00 PM	Cardiology Clinic	Forms
2	1 Month	Mon, Nov 2, 1998	3:00 PM	Cardiology Clinic	Forms
3	2 Months	Wed, Dec 2, 1998	3:00 PM	Cardiology Clinic	Forms
4	3 Months	Fri, Jan 1, 1999	10:00 AM	Cardiology Clinic	Forms
5	6 Months	Fri, Apr 2, 1999	11:00 AM	Cardiology Clinic	Forms
▶ 6	12 Months	Fri, Oct 1, 1999		Cardiology Clinic	Forms

Record: ⏪ ⏩ 19 ▶ ⏪ ⏩ * of 19

4.2 Appointments and Patient Information – Screen 2

Appointments and Patient Information
✕

Pat ID: 1009	Address: 31 Mill Rd.	Phone: (203) 263-3059
Last Name: Zabit		DOB: Oct 7, 1990
First Name: George	City: Woodbury	Screen: 3456
Init: P.	State\Province: CT	Notes: 123 East Terra Alta, San Antonio, Texas 78209 (510) 845-6903 (January - March)
Start Date: Fri, Oct 2, 1998	Zip\Postal Code: 06798	

Visit Number	Visit Name	Suggested Date	Scheduled Date	Time	Clinic Name	(Click Field To See Required Forms)
7	18 Months	Mon, Apr 3, 2000			Cardiology Clinic	Forms
8	24 Months	Mon, Oct 2, 2000			Cardiology Clinic	Forms
9	30 months	Mon, Apr 2, 2001			Cardiology Clinic	Forms
10	36 Months	Tue, Oct 2, 2001			Cardiology Clinic	Forms
11	42 Months	Tue, Apr 2, 2002			Cardiology Clinic	Forms
12	48 Months	Wed, Oct 2, 2002			Cardiology Clinic	Forms
13	54 Months	Wed, Apr 2, 2003			Cardiology Clinic	Forms

Record: 19 of 19

4.3 Appointments and Patient Information – Screen 3
 (with *Form Names* window displayed for Visit 14)

Appointments and Patient Information

Pat ID: 1009 Address: 31 Mill Rd. Phone: (203) 263-3059
 Last Name: Zabit DOB: Oct 7, 1990
 First Name: George City: Woodbury Screen: 3456
 Init: P. State\Province: CT Notes: 123 East Terra Alta,
 Start Date: Fri, Oct 2, 1998 Zip\Postal Code: 06798 San Antonio, Texas 78209
 (510) 845-6903 (January - March)

Visit Number/Name	Suggested Date	Scheduled Date
▶ 14 60 Months	Thu, Oct 2, 2003	
15 66 Months	Fri, Apr 2, 2004	
16 72 Months	Fri, Oct 1, 2004	

Form Names (Click Field To See Required Forms)

05:	ECG (Shipping Label)	Forms
08:	Laboratory Values	Forms
09:	Cardiovascular Meds	Forms
13:	Follow-Up/Outpatient Procs	Forms
14:	PACE Worksheets	Forms
15:	MEDICTS	

Record: 19 of 19

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5. Report Menu

Report Menu

Report Options

Patient Schedule Patient:

Monthly Schedule Month:
Year:

Reminder Letters Earliest Date: Thu, Oct 1, 1998
Latest Date: Sat, Oct 31, 1998
(mm/dd/yyyy)

All Patients - Summary

Telephone Follow-up Month:
Year:

Lists All Appointments Between 10/1/98 and 10/31/98

Create Cancel

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5.1 Patient Schedule Report

<i>Study 424: Patient Schedule For: 1131</i>		
<i>Name:</i>	Winston C. Economou	<i>Phone:</i> (203)888-7777
<i>Address:</i>	23 Rosewood Huron, SD05922	<i>DOB:</i> 01-Mar-56
<i>Notes:</i>		<i>Start Date:</i> Tue, Jul 01, 1997
<i>Visit Name</i>	<i>Suggested Date</i>	<i>Forms Required (See Form Names Below)</i>
0 Screening		1,2,2A
1 Base/Rand	Tue, Jul 1, 1997	3,4,5,8,9,10*,14,15,20,21,22,23,24,25,26,27
2 1 Month	Fri, Aug 1, 1997	8,9,13,14,15,22,24,26
3 2 Months	Mon, Sep 1, 1997	8,9,13,14,15
4 3 Months	Wed, Oct 1, 1997	5,8,9,13,14,15,20,22,23,24,25,26,27
5 6 Months	Thu, Jan 1, 1998	5,8,9,13,14,15,20,22,23,24,25,26,27
6 12 Months	Wed, Jul 1, 1998	5,8,9,9,13,14,15,20,22,23,24,25,26,27
7 18 Months	Fri, Jan 1, 1999	8,9,13,14,15
8 24 Months	Thu, Jul 1, 1999	5,8,9,13,14,15,20,22,23,24,25,26,27
9 30 months	Fri, Dec 31, 1999	8,9,13,14,15
10 36 Months	Fri, Jun 30, 2000	5,8,9,9,13,14,15,20,22,23,24,25,26,27
11 42 Months	Mon, Jan 1, 2001	8,9,13,14,15
12 48 Months	Mon, Jul 2, 2001	5,8,9,13,14,15
13 54 Months	Tue, Jan 1, 2002	8,9,13,14,15
14 60 Months	Mon, Jul 1, 2002	5,8,9,13,14,15
15 66 Months	Wed, Jan 1, 2003	8,9,13,14,15
16 72 Months	Tue, Jul 1, 2003	5,8,9,13,14,15
Study Forms		
01: Screening/Eligibility Log	02: Randomization	024: Angiographic Worksheet
03: Patient Information	04: Baseline History/Status	05: ECG (Slipping Lead)
06: Exercise/Status Test	07: Imaging Evidence of Ischemia	08: Laboratory Values
09: Cardiovascular Med	10*: PCT Procedure	11: Hospitalization
12: Cardio-Cerebro-Vascular Test	13: Follow-Up/Outpatient Procs	14: PACE Worksheet
15: MEDFACTS	16: Missed Visit/Notification	17: Non-Randomized Patient Test
18: Serious Adverse Event Report	19: Report of Death	20: Patient Economic Questionnaire
21: Social Support Index	22: Seattle Angina Questionnaire	23: Symptom Distress Scale
24: SF36 Health Status Survey	25: Mood Screen	26: Standard Doublet
27: Self-Management Difficulties		

5.2 Monthly Schedule Report

Hospital (584): Iowa City VA Medical Center

Monthly Report - All Patients Due In: October 1998

<i>Suggested Date</i>	<i>Name</i>	<i>Pt. id</i>	<i>Visit Name</i>	<i>Phone</i>	<i>Contacted</i>
Fri, Oct 2, 1998	Chris K. Newton	1001	2 Months	(304) 878-4444 ext 88888	<input type="checkbox"/>
Fri, Oct 2, 1998	George P. Zabit	1009	Baseline	(203) 263-3059	<input type="checkbox"/>
Sun, Oct 25, 1998	Elaine M. Dewberry	2066	Baseline	(879) 654-3212	<input type="checkbox"/>
Wed, Oct 28, 1998	Dexter F. Fitz	2051	3 Months	(898) 765-4321	<input type="checkbox"/>
Wed, Oct 28, 1998	Petite S. Sassy	2001	3 Months	(204) 999-0999 ext 44444	<input type="checkbox"/>
Fri, Oct 30, 1998	Catty F. Mouser	1108	12 Months	(098) 767-6789	<input type="checkbox"/>

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5.3 Reminder Letter Report



VA COOPERATIVE STUDIES PROGRAM #24
*Clinical Outcomes Utilizing Revascularization
and Aggressive Drug Evaluation*

Date: Wednesday, February 23, 2000

From: Iowa City VA Medical Center

To: Peter S. Szary
2147 Lakeside Dr., Apt. # 436B
Silver Spring, MD 20910

Dear Mr./Mrs./Ms. Szary,

This letter is to remind you that your appointment with the Cardiology Clinic is on Thursday, January 27, 2000 at 4:00 PM. If you are unable to keep this appointment, please call our office at your earliest convenience, at (309) 337-0839 ext67378, so that we may reschedule your visit.

Please note instructions below:

- Do not eat or drink for ___ hours prior to your appointment.
- Do not eat/drink anything with caffeine 24 hours prior to your appointment.
- Report to the lab for bloodwork.
- Bring all medication you are currently taking.

Thank you,
Catherine Boudreau

Department of Veterans Affairs USA
Cooperative Studies Program Coordinating Center
West Haven, Connecticut

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5.4 All Patients Report– Information Summary

<i>Hospital (584): Iowa City VA Medical Center</i>			
<i>All Patients - Information Summary</i>			
<i>Patient Summary for:</i>		1001	
<i>PatId</i>	<i>Name/Address</i>	<i>Start Date/DOB</i>	<i>Phone/Screen No.</i>
1001	Chris K. Newton 6589 Lakeside extra address Beauford, GA 49380-123433	Sun, Aug 2, 1998 02-May-58	(304) 878-4444 ext 88888 3468
<i>Notes:</i>			
<i>Visit:</i>	0 Screening	<i>Scheduled Date/Time/Clinic:</i> Thu, Jul 30, 1998	2:00 PM Cardiology Clinic
<i>Visit:</i>	1 Base/Rand	<i>Scheduled Date/Time/Clinic:</i> Mon, Aug 3, 1998	3:00 PM Cardiology Clinic
<i>Visit:</i>	2 1 Month	<i>Scheduled Date/Time/Clinic:</i> Wed, Sep 2, 1998	6:00 PM Cardiology Clinic
<i>Visit:</i>	3 2 Months	<i>Scheduled Date/Time/Clinic:</i> Sun, Oct 4, 1998	4:00 PM Cardiology Clinic
<i>Visit:</i>	4 3 Months	<i>Scheduled Date/Time/Clinic:</i> Mon, Oct 26, 1998	4:00 PM Cardiology Clinic
<i>Visit:</i>	5 6 Months	<i>Scheduled Date/Time/Clinic:</i> Tue, Mar 3, 1998	3:30 PM Cardiology Clinic
<i>Visit:</i>	6 12 Months	<i>Scheduled Date/Time/Clinic:</i>	Cardiology Clinic
<i>Visit:</i>	7 18 Months	<i>Scheduled Date/Time/Clinic:</i>	Cardiology Clinic
<i>Visit:</i>	8 24 Months	<i>Scheduled Date/Time/Clinic:</i>	Cardiology Clinic
<i>Visit:</i>	9 30 months	<i>Scheduled Date/Time/Clinic:</i>	Cardiology Clinic
<i>Visit:</i>	10 36 Months	<i>Scheduled Date/Time/Clinic:</i>	Cardiology Clinic
<i>Visit:</i>	11 42 Months	<i>Scheduled Date/Time/Clinic:</i>	Cardiology Clinic
<i>Visit:</i>	12 48 Months	<i>Scheduled Date/Time/Clinic:</i>	Cardiology Clinic
<i>Visit:</i>	13 54 Months	<i>Scheduled Date/Time/Clinic:</i>	Cardiology Clinic
<i>Visit:</i>	14 60 Months	<i>Scheduled Date/Time/Clinic:</i>	Cardiology Clinic
<i>Visit:</i>	15 66 Months	<i>Scheduled Date/Time/Clinic:</i>	Cardiology Clinic
<i>Visit:</i>	16 72 Months	<i>Scheduled Date/Time/Clinic:</i>	Cardiology Clinic

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5.5 Three Month Follow-Up Telephone Report

Hospital (534): Iowa City VA Medical Center

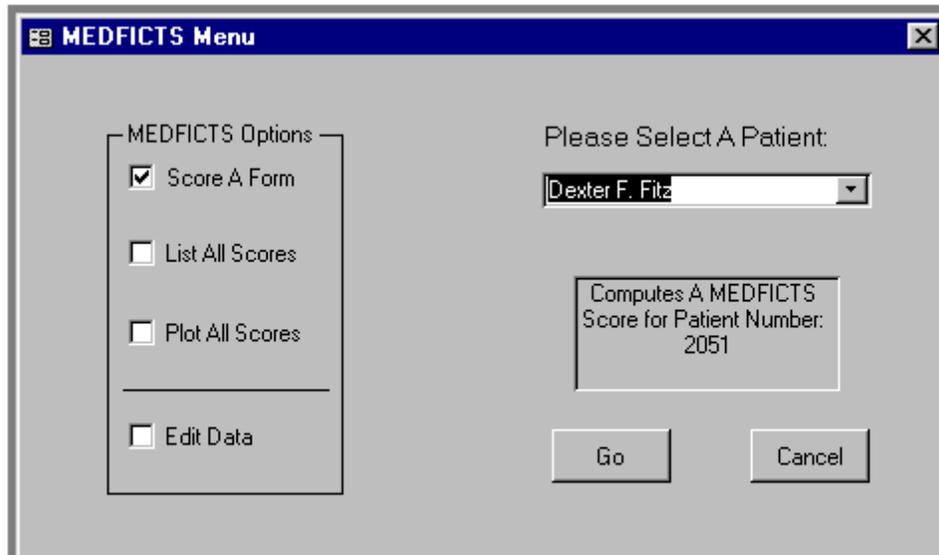
Three Month Telephone Follow-Up Report

Patients To Call in: October 1999

<i>Name</i>	<i>Last Suggested Date:</i>	<i>Last Scheduled Date:</i>	<i>Last Visit Name:</i>	<i>Phone</i>	<i>Contacted</i>
Winston C. Economou	01-Jul-99		24 Months	(203) 888-7777	<input type="checkbox"/>
Dexter F. Fitz	28-Jul-99	28-Jul-99	12 Months	(898) 765-4321	<input type="checkbox"/>
Petite S. Sassy	28-Jul-99	27-Jul-99	12 Months	(204) 999-0999 ext 44444	<input type="checkbox"/>
Bob B. Anderson	30-Jul-99		24 Months	(301) 777-5454	<input type="checkbox"/>

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6. MEDFICTS Menu



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6.11 MEDFACTS Score A Form – Screen 1

MEDFACTS

MEDFACTS: Dietary Assessment Questionnaire

PatID: Name: Visit: Date:

Food Category	Weekly Consumption	Serving Size	Score
Meats	Group 1 <input checked="" type="checkbox"/> Rarely <input type="checkbox"/> 3orLess <input type="checkbox"/> 4orMore	<input type="checkbox"/> Small <input type="checkbox"/> Average <input type="checkbox"/> Large	<input type="text" value="0"/>
	Group 2 <input checked="" type="checkbox"/> Rarely <input checked="" type="checkbox"/> 3orLess <input checked="" type="checkbox"/> 4orMore	<input checked="" type="checkbox"/> 0/Reset <input type="checkbox"/> Large	<input type="text" value="0"/>
Eggs	Group 1 <input type="checkbox"/> Rarely <input checked="" type="checkbox"/> 3orLess <input type="checkbox"/> 4orMore	<input type="checkbox"/> Small <input checked="" type="checkbox"/> Average <input type="checkbox"/> Large	<input type="text" value="6"/>
	Group 2 <input checked="" type="checkbox"/> Rarely <input checked="" type="checkbox"/> 3orLess <input checked="" type="checkbox"/> 4orMore	<input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> Average <input checked="" type="checkbox"/> Large	
Dairy-Milk	Group 1 <input type="checkbox"/> Rarely <input checked="" type="checkbox"/> 3orLess <input type="checkbox"/> 4orMore	<input type="checkbox"/> Small <input checked="" type="checkbox"/> Average <input type="checkbox"/> Large	<input type="text" value="6"/>
	Group 2 <input checked="" type="checkbox"/> Rarely <input checked="" type="checkbox"/> 3orLess <input checked="" type="checkbox"/> 4orMore	<input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> Average <input checked="" type="checkbox"/> Large	

6.12 MEDFICTS Score A Form – Screen 2

MEDFICTS

MEDFICTS: Dietary Assessment Questionnaire

PatID: Name: Visit: Date:

Food Category	Weekly Consumption	Serving Size	Score
Dairy-Cheese	Group 1 <input type="checkbox"/> Rarely <input checked="" type="checkbox"/> 3orLess <input type="checkbox"/> 4orMore	<input checked="" type="checkbox"/> Small <input type="checkbox"/> Average <input type="checkbox"/> Large	<input type="text" value="3"/>
	Group 2 <input checked="" type="checkbox"/> Rarely <input checked="" type="checkbox"/> 3orLess <input checked="" type="checkbox"/> 4orMore	<input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> Average <input checked="" type="checkbox"/> Large	
Dairy-Frozen	Group 1 <input type="checkbox"/> Rarely <input checked="" type="checkbox"/> 3orLess <input type="checkbox"/> 4orMore	<input type="checkbox"/> Small <input checked="" type="checkbox"/> Average <input type="checkbox"/> Large	<input type="text" value="6"/>
	Group 2 <input checked="" type="checkbox"/> Rarely <input checked="" type="checkbox"/> 3orLess <input checked="" type="checkbox"/> 4orMore	<input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> Average <input checked="" type="checkbox"/> Large	
Fried Foods	Group 1 <input type="checkbox"/> Rarely <input type="checkbox"/> 3orLess <input checked="" type="checkbox"/> 4orMore	<input type="checkbox"/> Small <input type="checkbox"/> Average <input checked="" type="checkbox"/> Large	<input type="text" value="21"/>
	Group 2 <input checked="" type="checkbox"/> Rarely <input checked="" type="checkbox"/> 3orLess <input checked="" type="checkbox"/> 4orMore	<input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> Average <input checked="" type="checkbox"/> Large	

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6.13 MEDFICTS Score A Form – Screen 3

MEDFICTS

MEDFICTS: Dietary Assessment Questionnaire

PatID:
 Name:
 Visit:
 Date:

Food Category	Weekly Consumption	Serving Size	Score	
In Baked...	Group 1	<input type="checkbox"/> Rarely <input checked="" type="checkbox"/> 3orLess <input type="checkbox"/> 4orMore	<input checked="" type="checkbox"/> Small <input type="checkbox"/> Average <input type="checkbox"/> Large	3
	Group 2	<input checked="" type="checkbox"/> Rarely <input checked="" type="checkbox"/> 3orLess <input checked="" type="checkbox"/> 4orMore	<input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> Average <input checked="" type="checkbox"/> Large	
Conven...	Group 1	<input type="checkbox"/> Rarely <input type="checkbox"/> 3orLess <input checked="" type="checkbox"/> 4orMore	<input type="checkbox"/> Small <input checked="" type="checkbox"/> Average <input type="checkbox"/> Large	14
	Group 2	<input checked="" type="checkbox"/> Rarely <input checked="" type="checkbox"/> 3orLess <input checked="" type="checkbox"/> 4orMore	<input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> Average <input checked="" type="checkbox"/> Large	
Table Fats	Group 1	<input type="checkbox"/> Rarely <input checked="" type="checkbox"/> 3orLess <input type="checkbox"/> 4orMore	<input type="checkbox"/> Small <input checked="" type="checkbox"/> Average <input type="checkbox"/> Large	6
	Group 2	<input checked="" type="checkbox"/> Rarely <input checked="" type="checkbox"/> 3orLess <input checked="" type="checkbox"/> 4orMore	<input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> Average <input checked="" type="checkbox"/> Large	

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6.14 MEDFICTS Score A Form – Screen 4

MEDFICTS

MEDFICTS: Dietary Assessment Questionnaire

PatID: Name: Visit: Date:

Food Category	Weekly Consumption	Serving Size	Score
Snacks	Group 1 <input checked="" type="checkbox"/> Rarely <input type="checkbox"/> 3orLess <input type="checkbox"/> 4orMore	<input type="checkbox"/> Small <input type="checkbox"/> Average <input type="checkbox"/> Large	<input type="text" value="0"/>
	Group 2 <input checked="" type="checkbox"/> Rarely <input checked="" type="checkbox"/> 3orLess <input checked="" type="checkbox"/> 4orMore	<input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> Average <input checked="" type="checkbox"/> Large	

Please check your entries and make sure each appropriate box is checked.
Make sure VisitID is filled in and the Date is correct.
Click to compute Total Score.
Please enter Total Score on Follow-Visit/Outpatient Procedures Form in the Diet Review section.

[Click Here For Total Score](#)

Key: Step I Diet for scores 40-70
Step II Diet for scores less than 40

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6.2 MEDFICTS Scores

MEDFICTS Total Scores

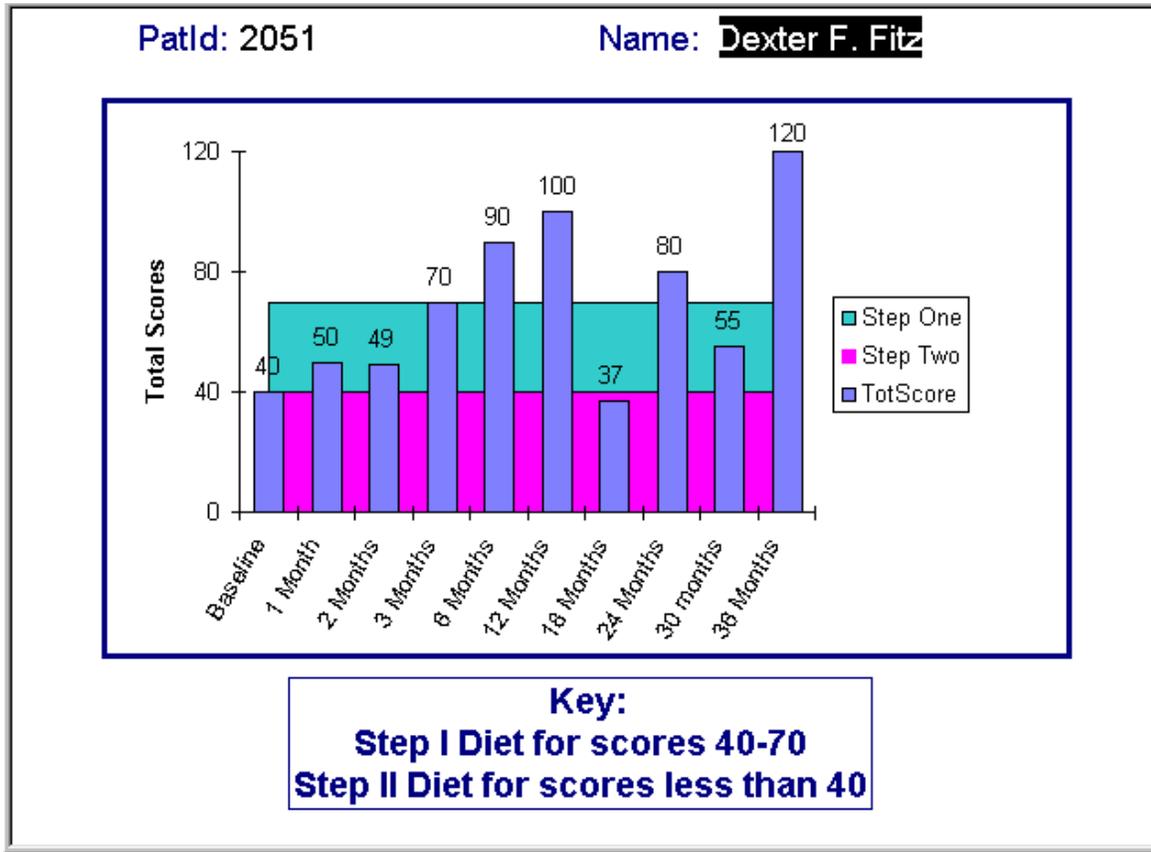
PatID: 2051 Name: Dexter F. Fitz

<u>Visit Number</u>	<u>Visit Name</u>	<u>Total Score</u>
1	Baseline	40
2	1 Month	65
2	1 Month	50
3	2 Months	49
4	3 Months	70
5	6 Months	90
6	12 Months	100
7	18 Months	37
8	24 Months	80
9	30 months	55
10	36 Months	120

Key:
Step I Diet for scores 40-70
Step II Diet for scores less than 40

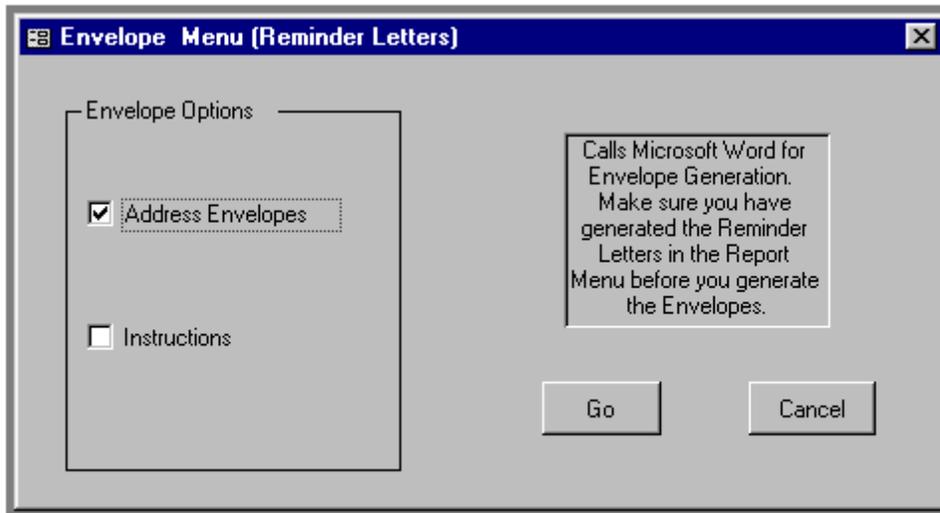
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6.3 MEDFICTS Graph



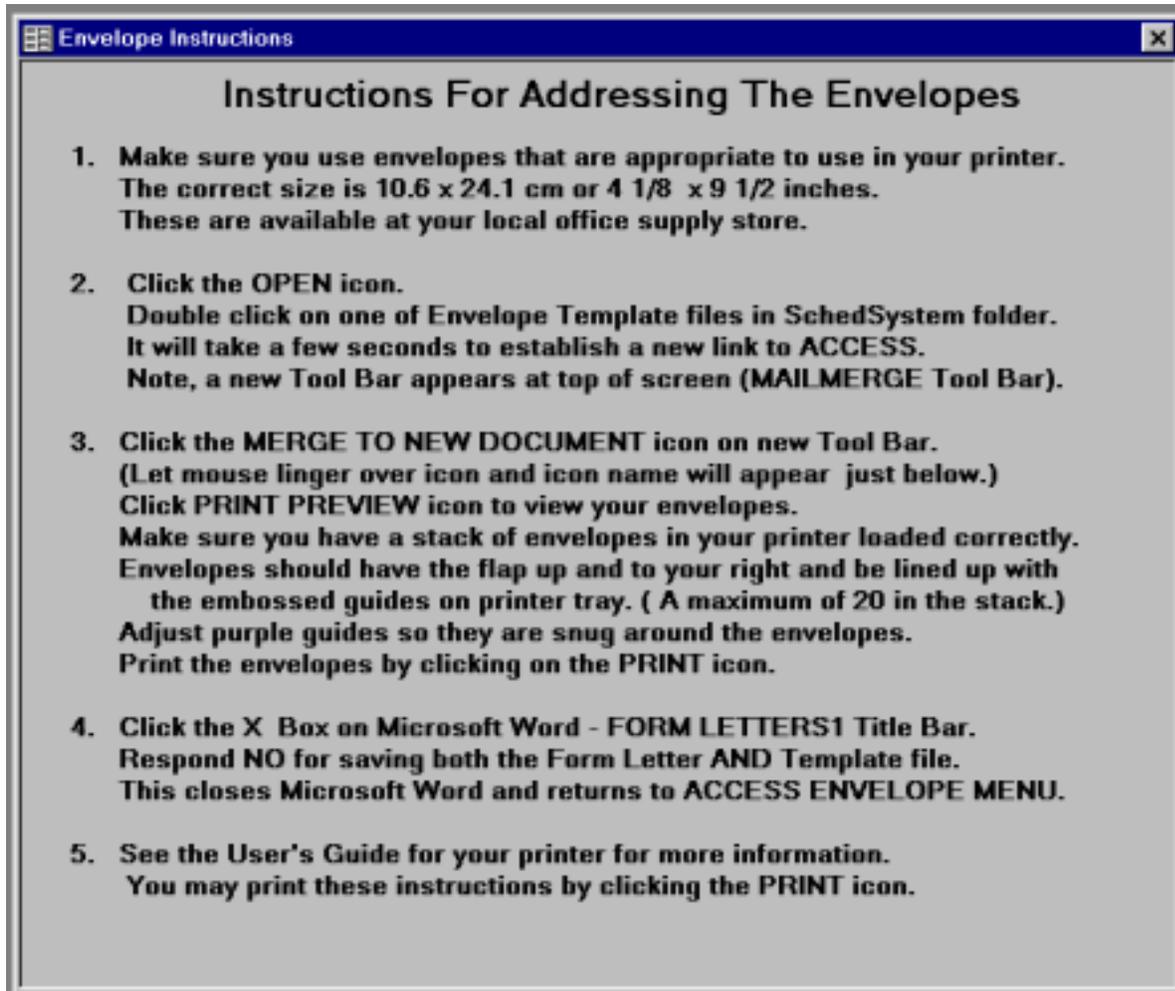
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7. Envelope Menu



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7.1 Instructions for Envelope Generation



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ACCESS Record Locator:



ACCESS Page Locator:



ACCESS/WORD Icons:

Print:



Close:



Up One Level:



Open:



Merge to New Document:



Print Preview:

