

**IRISV3  
OPERATING INSTRUCTIONS  
DECEMBER 1997 THROUGH OCTOBER 2015\***

**\*PARTS I, II, III (JUNE 1998), IV (JUNE 1999),  
V (DECEMBER 2005), VI (FEBRUARY 2009), VII (APRIL 2010),  
VIII (DECEMBER 2011), IX (AUGUST 2012),  
X (FEBRUARY 2014), XI (AUGUST 2014),  
& XII (OCTOBER 2015)**

---

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0456. The time required to complete this information collection is estimated to average 2 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

## IRISV3 OPERATING INSTRUCTIONS, TABLE OF CONTENTS

<u>Part</u>	<u>Section</u>	<u>Page</u>
I.	Description of Changes/Modifications to March '96 Release, IRIS95	i
II.	Description of IRISV3	1-1
	1. Basic Concepts and Installation Procedures	1-1
	1.1 Introductory Note to Personal Computer (PC) Users	1-1
	1.2 Manual Notation and Data Entry Conventions	1-2
	1.3 Running IRIS from a Hard Disk	1-4
	1.4 Required Equipment	1-5
	1.5 Additional Software Required to Run IRIS	1-7
	1.6 Installation	1-10
	1.7 Dealing with Errors	1-13
	2. Database Files	2-1
	3. Running IRIS	3-1
	3.1 General Operating Concepts	3-1
	3.2 Running IRIS - the IRIS Main Menu	3-2
	3.3 Reference Files and Maintenance Functions (Main Menu Option 5)	3-5
	4. Managing Intern/Resident (I/R) Data from the Keyboard	4-1
	4.1 The Intern/Resident Data Entry Screen	4-1
	4.2 Selection Windows	4-2
	4.3 Adding New Intern/Resident Master Records from the Keyboard	4-3
	4.4 Locating an Existing Master Intern/Resident Record	4-8
	4.5 Reviewing Resident Data	4-10
	4.6 Changing Resident Data	4-11
	4.7 Deleting Resident Data	4-13

## **IRISV3 OPERATING INSTRUCTIONS, TABLE OF CONTENTS**

<u>Part</u>	<u>Section</u>	<u>Page</u>
	4.8 Importing Resident Data from External Data Sources	4-14
	5. Creating a Disk/CD that Satisfies CMS Reporting Requirements	5-1
	6. Reviewing the Data that have been Entered	6-1
	7. Attachments	7-1
	7.1 Installation of IRISV3 with IRIS95	7-2
	7.2 Medical School Code Table	7-10
	7.3 Residency Type Code Table (Numeric Sequence)	7-19
	7.4 Residency Type Code Table (Alphabetic Sequence)	7-32
	7.5 Help Screens	7-45
	7.6 Viewing/Creating IRIS Diskette/CD Files or CMS Report Disk/CD Files Outside of IRISV3	7-54
III.	Description of Changes/Modifications to June '98 Release, IRISV3	8-1
IV.	Description of Changes/Modifications to June '99 Release, IRISV3	8-2
V.	December 2005 Updates to June '99 Release, IRISV3	8-3
VI.	February 2009 Updates to June '99 Release, IRISV3	8-5
VII.	April 2010 Updates to June '99 Release, IRISV3	8-6
VIII.	December 2011 Updates to June '99 Release, IRISV3	8-7
IX.	August 2012 Updates to June '99 Release, IRISV3	8-9
X.	February 2014 Updates to June '99 Release, IRISV3	8-10
XI.	August 2014 Updates to June '99 Release, IRISV3	8-11
XII.	October 2015 Updates to June '99 Release, IRISV3	8-12

#### 4.8 Importing Resident Data from External Data Sources

As an alternative to entering data from the keyboard, intern/resident data can be imported electronically from files created by other programs or downloaded from other computers. Note, however, that importing data, while freeing the user of tedious data entry tasks, does not in any way loosen IRIS' data entry edit requirements. All data imported into IRIS must pass the same stringent edits as data entered from the keyboard. For example, IRIS will not import a master record unless it is accompanied by at least one assignment record, and multiple assignment records are subject to the same tests as when they are keyed in.

IRIS' import capability parallels the import capability of **dBASE III PLUS**. Specifically, data may be imported in three formats:

- System data format (SDF) files or ASCII files, in which every record is the same length and every field corresponds exactly, in width, to every field in the IRIS database into which the data are imported. In an ASCII file, each field must be appropriately padded with zeroes or blanks whenever a data value does not completely fill its field, but there are no spaces or delimiters between fields. Character fields are typically left adjusted and padded with blanks to the right of the data. Numeric fields are always right adjusted and may be padded with either blanks or zeroes. The file name extension to use is “.txt”. Please note that if these files have a header line with field names such as SSN, PROVNUMBER, etc., and you plan on importing these files into IRISV3, delete the header lines and resave these files. In addition, see Part II, Section 7.6 in the IRISV3 Operating Instructions for the creation of SDF files in Item Numbers 3 and 4.
- Comma delimited text files or comma-separated values (CSV) files, in which each data element is in quotes, and separated by commas. Data elements and records are of variable length, depending on what the data look like, and there is no need to pad insignificant columns in a field. Note that in each record of a delimited file, the data elements must occur in the same order as in the IRIS database into which the data are to be imported, and any data value that is too large to fit in its field is truncated. The file name extension to use is “.csv”. Again, please note that if these files have a header line with field names such as SSN, PROVNUMBER, etc., and you plan on importing these files into IRISV3, delete the header lines and resave these files. In addition, see Part II, Section 7.6 for the creation of CSV files in Item Numbers 5 and 6.
- **dBASE** compatible database files (DBF) whose structures are identical to **IRISMAST.DBF** and **IRISASGN.DBF**.

When you program the system that creates the import files, be sure to include all of the edit requirements described in section 4.3.

To begin the import procedure, press <1> at the IRIS Main Menu. This brings up the brief selection menu:

```

<1> Add Records from Keyboard
<2> Import/Append External Data

```

Press <2> to begin the import procedure and display the next menu:

```

IMPORTING/APENDING EXTERNAL DATA
-----
<1> Import IRIS Data in SDF (ASCII) Format
<2> Import IRIS Data in Delimited Text Format
<3> Append IRIS Data in DBF Format
-----
<4> Evaluate and Edit Imported/Append Data
<5> Print Report of Evaluation and Edit
<6> Merge Current and Imported/Append Data
-----
<X> Exit

```

**WARNING:** This process  
requires that a Printer  
be on Line!

SELECT OPTION FROM LIST =====>

{Press <F1> for Help}

**NOTE:** The Evaluation Report shows the Current Status of Imported or Appended Records that have not yet been merged into IRISMAST.DBF. Records that have already been merged will not appear in the Report.

To import data, you must execute step 1, 2, or 3, and then each of steps 4, 5, and 6, in that order. As the menu screen warns, you must have a printer on line.

#### 4.8.1 Overview of the Import Procedure

Regardless of the import format you select, your files must conform to the **dBASE** file structures of **IRISMAST.DBF** and **IRISASGN.DBF**. Each field in an SDF ASCII file should conform exactly to the corresponding **dBASE** structure below; each field in a delimited text file

## 5. Creating a Disk/CD that Satisfies CMS Reporting Requirements

When all of the intern/resident data for a fiscal reporting period have passed all of the IRIS edits, the IRIS diskette/CD or CMS report disk/CD can be created. Although a skilled programmer can surely find a way to bypass the edits and still create the report disk/CD, doing so would certainly be counterproductive. The MAC applies the same edits to all submitted files, and returns any file that fails them to the hospital for correction. The edits have been included in IRIS to reduce the hospitals' reporting burden.

In addition, the MACs edit their databases of IRIS data to ensure that no I/R is counted as more than one FTE as required by the regulations cited in section 3.1. Whenever CMS' edits detect that more than 100% of an I/R's time has been reported in total, the data will be returned to all of the hospitals involved. It is important that hospitals that share an I/R's time coordinate their reporting in advance to avoid overreporting. WARNING: do not purge any resident data until your report disk/CD has been accepted by CMS!

To create the CMS report disk/CD, press <7> at the IRIS Main Menu. IRIS assumes that the report disk/CD is to include all records that include the provider number and fiscal reporting period specified in the IRIS global variables in the administrative data file (section 3.3.1). The user confirms or changes those variables, and requests that the process begin.

The user must specify the drive letters from which and to which (A or B only) the report data are to be copied. (Note- see section 1.5 on Page 1-8 of the IRIS Operating Instructions if you cannot copy the report data to the CMS report disk/CD on destination drive A or B.) IRIS then identifies the data that are to be reported and asks you to insert your disk/CD into its drive. IRIS analyzes the space requirements and informs you that:

Space available on the Diskette in Drive A (Bytes): 1,135,721

Space required by report databases (Bytes): 87,479

In the unlikely event that more than one disk/CD is required, IRIS informs you and then begins to create the report databases. If another disk/CD is required IRIS will prompt you and redisplay the space required and the space available.

The CMS report file names are based on the hospital's Medicare provider number, with the master records beginning with the letter "M" and the assignment records beginning with "A". Following the example used in chapter 4, a complete report disk/CD would include the files **M3130099.DBF**, and **A3130099.DBF**.