

Maintenance Section of PI

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Maintenance

- Area in PI where various maintenance functions are performed
 - Reindexing and compressing files
 - Exporting survey results
 - Adjusting ini file
 - Staff Registration
 - Edits / Deletions – patient episodes
 - Non-participation tracking
 - Paper data entry
 - Default settings
- Administrator password: 4823686, unless changed

Maintenance Screen



Reindex files

- Select "OK" for Reindex Files
- Respond "Yes" when asked "Are sure you want to reindex the PI database?"
- Respond "OK" to "PI database reindex completed."
- All other PI installations must be closed to reindex
- Recreates data, eliminating any corruption
- Complete when export, if desired

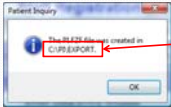
Compress Files

- Select "OK" for Compress Files
- Respond "OK" for "## files backed up database compressed."
- Reduces size of database
- Removes any deleted surveys
 - Deleted may be recalled (in Edits / Deletions) until Compress

Export Survey Results

Very important: complete export and send to FOTO at the end of each month

- To Export:
 - Close all installations of PI except the one you are using
 - Select "OK" for Export Survey Results
 - A dialog box will appear that tells you the location of the export file (PI.FZF) - note location and hit OK



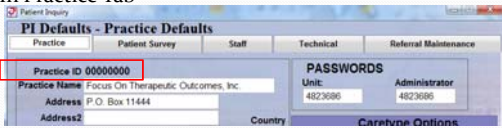
Location of export file - take note!

Send File to FOTO

- Address e-mail to foto@fotoinc.com
- Include Practice ID in Subject line
- Attach file
 - Paper clip, Insert, attach, etc.
 - PI.FZF is export file
 - Find location and attach
 - C:\PI\Export\PI.fzf = C Drive in a folder called PI in a folder called Export

Practice ID

- If you do not know, go to:
- Maintenance
- Input Administrator Password (4823686 unless changed)
- Select OK for PI Default Settings
- In Practice Tab



Export for Payer

- This is only used if you report data to HealthPartners in MN

View ini file

- Basic changes may be for the individual computer (does not affect other network computers)
- Common changes include:
 - Disable Autoprint Function
 - Print Graphs
 - Changes are usually made with FOTO assistance

```

[Registry]
{[Identifications]}
MachineID=100
FractId=00000000
FractName=Focus On Therapeutic Outcomes, Inc.
Address=P.O. Box 11444
Address2=
City=Knoxville
State=TN
Zip=37939-1444

Contact=FOTO Champion
Phone=(423) 450-9499
Extension=
FractFax=(423) 450-9494
EMail=foto@focoinc.com
Home=(555) 555-5555
RenewalDate=01/01/1960

[References]
DatabaseDirectory=C:\BI
PreviousSADDirectory=C:\CAD1
Keyboard=YES
AutoPrint=OFF
MailPrintJobFile=ON
PrintGraphs=90
Video=08
Speech=OFF
Bilingual=Spanish
ShowMail=YES
ShowQuickDemo=90
IDemo=0000
CTDemo=01
BFDemo=10
ICDemo=00
OCBDemo=01/01/1960
ShowPicture=YES
Timer=08
TimerSeconds=1140

```

Staff Registration

- All Staff that will use PI should be registered



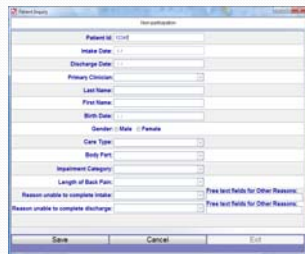
Edits / Deletions

- Edit
 - Patient ID
 - Patient Last Name
 - Patient First Name
 - Patient's Onset
 - Surgeries
- Delete
 - Patients that drop out within one week of intake
 - Episodes with only an intake may be deleted



Non Participation Audit

- Tracks Patients not completing intake and / or Status/Discharge
- All fields optional



Paper Back Up System


- Select "Enter Data Entry Module"
- Select Type of Survey (i.e. Shoulder, Low Back, etc)
- Select Time of Survey
 - Intake
 - Status / Discharge – includes Satisfaction
 - Follow Up – Post-discharge follow up call
- Select New
- Input data from paper form
- Select Save

PI Default Settings

- Set Defaults desired for the software
- Not included because lots of detail
- Recorded webinar available at <http://www.fotoinc.com/webinar.shtm>
- PI default Settings Training.wmv

Maintenance Mode

- Software goes into Maintenance Mode if power or export interrupted
- When selecting anything but Maintenance, the software says "I am sorry, maintenance is being performed. Please try again later."
- To resolve: Access Maintenance, input admin password, and select ON by Maintenance Mode – will turn OFF



PI Default Settings OK

Maintenance Mode OFF ← Select to turn from ON to OFF
