

MEDITECH 6.15 Performance Related Settings (All Products)

Overview

This document lists the settings located in the User Preferences, Access Dictionary, Customer-Defined Parameters and Toolbox Parameters that may impact performance within the MEDITECH system.

Performance related parameters are denoted with a [\[Performance\]](#) label and include recommendations to ensure optimal system performance. To assist in ensuring optimal performance, MEDITECH based this recommendation on a review of customer settings, workflow and utilization. Performance related parameters require additional review before setting/editing and may also require technical and/or supervisory review. Toolbox parameters are available for reference only and are set by MEDITECH after consultation with end users. A Performance Related parameter may also include [\[High Impact\]](#), [\[High Impact Ordering\]](#), and/or [\[USCDI\]](#) ramifications which will be noted below. Please open a task with your applicable support specialist and provider proper change control permission to make any parameter changes.

Please note, all performance related parameters are also listed in each main parameter document located on the Parameters [page](#). This document provides a listing of all performance related parameters in addition to user preferences and access settings for all applications to provide easier oversight.

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Ambulatory Performance Settings

Ambulatory Performance User Preferences

AMB User Preferences - Workload

Parameter	Function	Recommended Setting	Available Settings
Refresh Rate (Seconds) [Performance]	Enter the number of seconds that elapse before the system updates the information on the Workload Screen. [The more frequent the action, the greater the potential performance impact due to the frequency of this setting.]	MEDITECH recommends this is set to a minimum of "60" seconds to ensure the latest patient status is there without causing integrity issues with the servers.	<ul style="list-style-type: none"> 1-999,999,999

AMB User Preferences - Clin Home/Sched

Parameter	Function	Recommended Setting	Available Settings
Clinical Home Screen refresh duration [Performance]	Field Description: Enter the number of seconds ("20" or higher) to indicate how often the Clinical Home Screen will refresh. Otherwise, to use the default value of 20 seconds, leave this field blank. [This setting can potentially cause performance issues if set too low.]	MEDITECH recommends this be set to a minimum of "60" seconds to ensure the latest patient status is there without causing integrity issues with the servers.	<ul style="list-style-type: none"> 1-999,999,999
Include Patient Picture on Clin Sched [Performance]	Field Description: This field determines if patient pictures display on the schedule. [Setting this field to "Yes" can increase load times for the Clinical Home Screen.]	MEDITECH recommends this is set to "No" to make the Clinical home screen as fast as possible while still displaying the patient's photo once in the chart.	<ul style="list-style-type: none"> Yes No

Ambulatory Performance Access

AMB Access - Office Staff - General

Parameter	Function	Recommended Setting	Available Settings
Results Per Search [Performance]	This field determines the number of results when searching for an appointment. [Setting this field too high could result in an increased load time to return results when performing an appointment search.]	MEDITECH recommends less than "10." Setting any higher will result in increased load time.	<ul style="list-style-type: none"> ● 1-999

AMB Access - Office Staff - Grid

Parameter	Function	Recommended Setting	Available Settings
Increments [Performance]	Enter the default time slot increments in minutes used on the Scheduling Grid for users with this access. Users can adjust this setting after they access the screen.	Recommendations vary based on appointment duration. For example, if your facility has 15 minute appointments it is recommended to have time increments of "15" or "30" minutes for the grid.	<ul style="list-style-type: none"> ● 5 ● 10 ● 15 ● 20 ● 30 ● 60
Refresh (Seconds) [Performance]	Enter the number of seconds before the Scheduling Grid auto refreshes. This field is required and can't be left blank. [If set too high, users may not see the most recent activity as quickly as necessary.]	MEDITECH recommends this is set no less than "30" seconds, but no greater than "60" seconds.	<ul style="list-style-type: none"> ● 30 ● 40 ● 50 ● 60 ● 120 ● 180 ● 240 ● 300 ● 600 ● 900

AMB Access - Office Staff - Clinical

Parameter	Function	Recommended Setting	Available Settings
Display Patient Images	This field determines if patient images display on the schedule.	MEDITECH recommends this is set to "No" as to not increase the load	<ul style="list-style-type: none"> ● Yes ● No

[Performance]	[Setting this field to “Yes” can increase load times for the Clinical Home Screen.]	time in the Clinical Home Screen.	
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Ambulatory Performance Customer Settings

AMB Customer Parameters - Facilities

Parameter	Function	Recommended Setting	Available Settings
<p>Default Patient Summary Appointment List Filter</p> <p>[Performance]</p>	<p>Define the default filter criteria for the Active Appointments list in Patient Summary. Select “All Facilities” to display appointments from all of the facilities to which the user has access. Select “User Signon Facility” to display appointments from the user’s sign-on facility.</p> <p>If this field is left blank, the User Signon Facility is the default. Users may override the default in the Patient Summary routine.</p> <p>[If visits from all facilities are included, Patient Summary takes longer to load.]</p>	<p>MEDITECH recommends setting this parameter to “Use Signon Facility”</p>	<ul style="list-style-type: none"> ● User Signon Facility/Blank ● All Facilities
<p>Days after Waitlisted Date to Inactivate Pending</p> <p>[Performance]</p>	<p>Enter the number of days that must elapse after the date in a pending appointment Waitlist Date field, before the system automatically changes the appointment status to Inactive and removes it from the Waitlist.</p> <p><i>Note: The Days after Waitlisted Date to Inactivate Pending parameter exists in both the CWS and AMB Customer Parameters. It is the same parameter so any edit in one updates the other.</i></p> <p>If this parameter is left blank, the system will keep the appointments in a Pending status and they will never go to an Inactive status.</p> <p>[If a file maintenance parameter is set too low, data can be purged earlier than desired. In addition, with any changes to a lesser value, incremental adjustments may be necessary until the requested setting is reached in order to prevent performance issues as midnight run processes could be affected. If set too high, the waitlist can become difficult to manage.]</p>	<p>MEDITECH recommends setting this parameter to “60” based on Best Practice</p>	<ul style="list-style-type: none"> ● 1-999, or leave blank

AMB Customer Parameters - Chart

Parameter	Function	Recommended Setting	Available Settings
Enable Chart Prelaunch [Performance]	<ul style="list-style-type: none"> “Yes” - Preload the provider’s patient charts that are in an Arrived status, allowing for easy access through the Return To routine. “No” - Charts will be launched as they are opened throughout the day. <p>This is a required field.</p> <p>[If set to "Yes," the system will preload the chart in the background once the visit status reaches an Arrived status. This can potentially impact performance due to the system loading additional information in the background. However, with this parameter set to “Yes,” charts are already loaded when the user goes to view the chart. This then ensures the chart will load faster when viewed by a user.]</p>	<p>MEDITECH recommends this is set to “No” based on the majority of customer settings.</p> <p>Setting this to “No” will allow for the chart to load quicker on the initial launch.</p>	<ul style="list-style-type: none"> Yes No

AMB Customer Parameters - Document

Parameter	Function	Recommended Setting	Available Settings
Auto-save documents (seconds) [Performance]	<p>By facility - This prompt sets the time limit to automatically save the documentation.</p> <p>Blank means that the system will not auto save the document while the user is documenting. There is a hard coded 60 second inactivity auto save that will occur after 60 seconds of inactivity in the documentation tool.</p> <p>[With this setting the system automatically saves the user's documentation. The more frequent the action, the greater the potential performance impact due to the frequency of this setting]</p>	<p>MEDITECH recommends setting this parameter to “120”</p>	<ul style="list-style-type: none"> 1-99,999, or leave blank

AMB Customer Parameters - Orders - Medications

Parameter	Function	Recommended Setting	Available Settings
Include Stopped Meds for Days [High Impact Ordering] [Performance]	<p>This field determines how many days stopped medications remain on the orders screen.</p> <p>[Should be set to "1" as this is the number of days for which the system will display and perform interaction checking against discontinued/inactive medications.]</p> <p>[If left blank or set too high, the system will take longer to launch the orders screen if the patient has an extensive medication history that includes a large number of discontinued medications.]</p>	<p>MEDITECH recommends setting this parameter to "1" day</p>	<ul style="list-style-type: none"> ● 0-999 ● 0/Blank

Ambulatory Performance Toolbox Parameters

AMB Toolbox - General

Parameter	Function	Recommended Setting	Available Settings
Maximum Number of Processes per Session [Performance]	<p>This parameter is used to define the maximum number of open chart processes a user can have before they need to close a process. This is not the number of "unsigned" documents, it is simply the number of charts in "return to."</p> <p>[The more charts that are open, the greater the impact on system performance.]</p>	<p>MEDITECH recommends setting this parameter to no more than "12"</p>	<ul style="list-style-type: none"> ● 1-20 <p>Blank will allow for an unlimited number of charts open and is not recommended as it can create performance issues.</p>
Maximum Number of Visits for Initial View [Performance]	<p>When initially opening a patient chart, data is loaded for the most recent "x" number of visits (data for all visits can be loaded by clicking the "Get all data" button)</p> <p>[Launching a patient chart will pull the number of visits worth of data that's defined in this parameter. Having a higher number will pull more data meaning a longer load time and a negative impact on performance.]</p>	<p>MEDITECH recommends setting this parameter to no more than "15 visits" due to performance concerns</p>	<ul style="list-style-type: none"> ● 1-999 <p>Blank means that all visit data will load when initially opening the chart.</p>
Chart Automatic Refresh Interval (seconds)	<p>This parameter determines how frequently the system will check for new data to be displayed in the patient's chart.</p>	<p>MEDITECH recommends setting this parameter to "300" seconds but no</p>	<ul style="list-style-type: none"> ● 1-9,999 <p>Leaving this field blank will</p>

[Performance]	[The lower the setting, the greater possibility of performance degradation due to the frequency of checking for data.]	less than “120 seconds.”	not automatically refresh the chart. Users will need to perform a manual refresh to refresh the chart.
Chart Automatic Refresh Scope (months) [Performance]	This parameter is only used when a patient chart has data for all visits loaded. The automatic refresh will update widget data for all future visits and the last “x” number of months, defaulting to “6,” if no parameter value is defined. [Setting this to a large number will refresh more of the chart data which can cause a performance hit if set too high.]	MEDITECH recommends setting this parameter to “1” month to ensure data from the most recent visit gets pulled into the chart.	<ul style="list-style-type: none"> • 1-99 • Blank assumes 6

Emergency Department Management User Preferences Settings

User Preferences - Main

Accessed via EDM Tracker Preferences or PCS User Preferences

User Preference	Function	Recommended Setting	Available Settings
Remove Patients from my list if no activity in (x) hours [Performance]	Use this field to enter how many hours, after having no activity, the patient’s chart will be removed from the user's My List. [If set too high the status board can take a long time to load]	MEDITECH recommends setting this field to “24” hours	Enter a value for hours between 1 - 9,999
Remove Patients from my list upon Discharge in (x) hours [Performance]	Use this field to enter how many hours, after a patient has been discharged, that their chart be removed from a user's My List. [If set too high the status board can take a long time to load]	MEDITECH recommends setting this field to “24” hours or less as to not cause a longer load time on the Status Board.	Enter a value for hours between 1 - 9,999
Remove Patients from my list upon Final Status in (x) hours [Performance]	This setting determines how long a patient will remain on the tracker after reaching their Final Status. [If not set, a user's My List tracker can end up with a large number of accounts attached, which will cause delays loading the tracker.]	MEDITECH recommends setting this field to “24” hours or less as to not cause a longer load time on the Status Board.	Enter a value for hours between 1 - 9,999

User Preferences - Status Board/Tracker - Desktop

User Preference	Function	Recommended Setting	Available Settings
Refresh Interval (Seconds) [Performance]	Enter the number of seconds that elapse before each automatic update of information on the ED Tracker. [If set too low, the screen will be constantly refreshing, which can slow down other screens that are open on the same session. If set too high, users may not see updates in a timely manner.]	MEDITECH recommends setting this field to "90" or more seconds.	Enter a value for seconds between 1 - 99,999

User Preferences - Medications

User Preference	Function	Recommended Setting	Available Settings
Days of DC'd Meds to Display on MAR [Performance]	This setting determines how long discontinued medications display on that MAR. [Setting this field to a high value can cause many medications to display. The more medications that display, the longer it will take the MAR to load.]	MEDITECH recommends setting this parameter to the number of days your organization needs to see past medication schedules, avoiding the maximum of "999" days. Between "1-3" is recommended.	Enter a value for days between 1 - 999
Days into the past to view MAR [Performance]	This setting determines how long medication schedules can be viewed on the MAR. [If set to a high value, medication schedules can be viewed for longer periods of time. The more medication schedules that appear, the longer it will take the MAR to load.]	MEDITECH recommends setting this parameter to the number of days your organization needs to see past medication schedules, avoiding the maximum of "99" days. Between "1-7" is recommended.	Enter a value for days between 1 - 99

User Preferences - Critical Care

User Preference	Function	Recommended Setting	Available Settings
Refresh Interval (Seconds)	Enter the number of seconds that elapse before each automatic update of information on the Critical Care Desktop.	MEDITECH recommends setting this field to "90" or more seconds.	Enter a value for seconds between 1 - 999,999

<p>[Performance]</p>	<p>This is a required field.</p> <p>[If set too low, the screen will be constantly refreshing, which can slow down other screens that are open on the same session. If set too high, users may not see updates in a timely manner.]</p>		
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Emergency Department Management Toolbox Settings

Toolbox - MAR2

User Preference	Function	Recommended Setting	Available Settings
<p>Maximum Mar Past Days to Display</p> <p>[Performance]</p>	<p>Enter the maximum number of days in the past that medication schedules can be viewed on the MAR. If left blank, the default is "9."</p> <p>The value entered in the Default MAR Past Days to Display Parameter and the Days in the past to view MAR field in the PCS User Preferences and the Change View screen on the MAR, cannot exceed what is entered here.</p> <p>[If set to a high number the system loads that many days worth of data and can cause delays loading the MAR.]</p>	<p>MEDITECH recommends setting this field to between "3" and "5" based on customer settings</p>	<p>Enter a value for days between 1 - 99</p>
<p>Default Mar Past Days to Display</p> <p>[Performance]</p>	<p>Enter the default number of days in the past that medication schedules can be viewed on the MAR.</p> <p>The value entered here cannot exceed what is defined in the Maximum MAR Past Days to Display parameter.</p> <p>This will only display the administration record in the past for the number of days defined. To view the full schedule, you must have access to edit past the cutoff day in the PCS/EDM Access dictionary and set the Show Complete Schedule field to "Yes" in the Change View screen on the MAR.</p> <p>If blank, this parameter follows the Maximum Days in the Past setting. If the Maximum Days in the Past Days is blank, this field will default to "9"</p>	<p>MEDITECH recommends setting this field to between "3" and "5" based on customer settings</p>	<p>Enter a value for days between 1 - 99</p>

	<p>as well.</p> <p><i>Note: Users can override this value at the identical field in their User Preferences.</i></p> <p>[If set to a high number the system loads that many days worth of data and can cause delays loading the MAR.]</p>		
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Patient Identification and Scheduling Performance Settings

Authorization and Referral Management Performance Settings

Customer Defined Parameters - File Maintenance

Parameter	Function	Recommended Setting	Available Settings
<p>Set to Historical Based On</p> <p>[Performance]</p>	<p>Specify how the system determines when to deactivate an auth/referral. Inactive auth/referrals do not appear in lookups or certain other routines.</p> <p>To deactivate the auth/referral Enter so many days after the authorization “Status Date” was changed to a particular status.</p> <p>So many days after the last time a “Last Edit Date” auth/referral was edited.</p> <p>After determining the method, use the fields below this one to determine the number of days that elapse after the selected event before the system deactivates the authorization/referral.</p> <p>[The impact is to index lookups for patient authorizations. If not moved to historical after a certain time, the lookups can contain older authorizations not needed.]</p>	<p>Typically users look to most recent authorization information, as such MEDITECH recommends this is set to “365 days”</p>	<ul style="list-style-type: none"> ● Status Date ● Last Edit Date
<p>Auth Referral Status</p> <p>[Performance]</p>	<p>This view-only field displays all of the standard and custom authorization/referral statuses.</p> <p>[The impact is to index lookups for patient authorizations. If not moved to historical after a certain time, the lookups can contain older</p>	<p>N/A</p>	<p>N/A</p>

	authorizations not needed.]		
Days [Performance]	Enter the number of days that elapse after the action specified at the Set to Historical Based On field before the system deactivates authorizations/referrals of the selected status. The midnight run deactivates those authorizations/referrals that meet this criteria. [The impact is to index lookups for patient authorizations. If not moved to historical after a certain time, the lookups can contain older authorizations not needed.]	MEDITECH recommends this is set to “365 days” as the statistics are done on a yearly basis.	Numeric value in 0000 format
Statistics [Performance]	Enter the number of days that the system keeps ARM statistics on file before purging their details. After purging, the statistics themselves are still available but their details are not. For example, if three approved authorizations were created today you could see their details in the ARM Statistical Desktop. After file maintenance took place you could still see that three approved authorizations were created, but you would not be able to see their details. [If not entered - the Stats Desktop would be compiling large amounts of data in addition to the numerical stats.]	MEDITECH recommends this is set to is “365 days” as the statistics are done on a yearly basis.	Numeric value in 0000 format

Case/Mix Abstracting Performance Toolbox Parameters

Toolbox - Statistical Desktop

Parameter	Function	Recommended Setting	Available Settings
Override Statistical Purge Delay [Performance]	Enter how many days must pass (45-180) before the daily patient detail data is purged from statistics. The default value for this parameter is “90” days if left blank. [MEDITECH has defined this as High Impact due to the impact it can have on performance if purge days are set greater than the recommended number of purge days. This can take up a lot of storage space on the server which can cause performance issues, slowing down the server.]	MEDITECH recommends this be set to “90 days. This value keeps in line with other Stat Desktops, such as FSD in Patient Account and REG.	Enter numeric value (45-180); If left blank, default value is 90 days

Daily Statistics Start [Performance]	Enter the time of day the system begins compiling statistics. If this parameter is left blank, statistics are compiled with the midnight run. [MEDITECH has defined this as High Impact as setting this job to run when other high resource jobs are running can impact performance.]	MEDITECH recommends "0100-0200" hours. This is a time when other high resource jobs are not running.	Enter time value (HHMM) or leave blank; "0000" is default
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Community Wide Scheduling Performance Customer Defined Parameters

Customer Defined Parameters - Appointment Status

Parameter	Function	Recommended Setting	Available Settings
Days After Latest Date to Inactivate Pending [Performance]	Enter the number of days after the latest possible slot before the system automatically changes the status of a pending appointment to Inactive. [If a file maintenance parameter is set too low, data can be purged earlier than desired. In addition, with any changes to a lesser value, incremental adjustments may be necessary until the requested setting is reached in order to prevent performance issues as midnight run processes could be affected. If set too high, the waitlist can become difficult to manage.]	MEDITECH recommends this is set to "30-60" days based on workflow for Pending appointments If Latest date is used.	Enter the number of days between 1 - 999
Days After Waitlisted Date to Inactivate Pending [Performance]	Enter the number of days after a pending appointment was placed on the waitlist before the system automatically changes the appointment status to Inactive. [If a file maintenance parameter is set too low, data can be purged earlier than desired. In addition, with any changes to a lesser value, incremental adjustments may be necessary until the requested setting is reached in order to prevent performance issues as midnight run processes could be affected. If set too high, the waitlist can become difficult to manage.]	MEDITECH recommends this is set to "60-90" days based on workflow for pending appointments.	Enter the number of days between 1 - 999

Community Wide Scheduling Performance Toolbox Parameters

Toolbox - Main

Parameter	Function	Recommended Setting	Available Settings
Exclude Historical Accounts After X Days Old [Performance]	Enter the number of days to pass before historical accounts are no longer included in appointment searches. For example, if you do not want to include accounts that are older than 1 year, enter "365." [Schedulers do not typically need to reference historical accounts in their lookups. Setting this too high can potentially include a lot of information that is not needed.]	MEDITECH recommends setting this parameter to "90 Days"	Numeric value in 0000 format

Toolbox - Performance

Parameter	Function	Recommended Setting	Available Settings
Enable Performance Filter [Performance]	To enable the performance filter for compiling data in Community-Wide Scheduling, enter "Yes." Otherwise, enter "No." [This parameter is labeled Performance as it can be used as a troubleshooting tool to help with performance issues. It will not affect system performance.]	MEDITECH Recommends leaving this set to blank. This parameter should only be turned on when troubleshooting for our programming staff needs to take place.	<ul style="list-style-type: none"> ● Yes ● No or leave blank
Performance Operation [Performance]	Enter the operations whose performance you want to track in Community-Wide Scheduling. [This parameter is labeled Performance as it can be used as a troubleshooting tool to help with performance issues. It will not affect system performance.]	MEDITECH recommends setting operations critical to system functionality	Lookup to the FOC Operation dictionary
Threshold (#ms) [Performance]	Enter the number of milliseconds an operation must exceed to trigger performance logging. For example, if you enter 2000 for the File Appointment operation, the system files a performance log any time filing an appointment takes longer than 2000 milliseconds to complete. [This parameter is labeled Performance as it can be used as a troubleshooting tool to help with	MEDITECH recommends setting at least "10,000" milliseconds	Numeric value in milliseconds

	performance issues. It will not affect system performance.]		
Snapshot Threshold (#ms) [Performance]	Enter the number of milliseconds an operation must exceed to trigger a memory snapshot. You must enter a minimum of 10000. [This parameter is labeled Performance as it can be used as a troubleshooting tool to help with performance issues. It will not affect system performance.]	MEDITECH recommends setting at least "10,000" milliseconds	Numeric value in milliseconds

Registration Performance Customer Defined Parameters

Customer Defined Parameters - Facility - General

Parameter	Function	Recommended Setting	Available Settings
Worklist Refresh Delay (seconds) [Performance]	Enter the number of seconds that should elapse before the system automatically updates information on any Worklists within the desktops for the selected facility. [Setting this too high can affect performance, resulting in slow worklist compile time.]	MEDITECH recommends this be set at "30 or greater"	Enter a numeric value (1-999)

Customer Parameters - Bed Management

Parameter	Function	Recommended Setting	Available Settings
Purge Delay Days: Bed Reservation [Performance]	Enter the number of days (1-999) that elapse after a reservation date before it is purged by the midnite run. [Setting this too high can affect performance, resulting in slow worklist compile time.]	MEDITECH recommends this be set at "14" days	Enter a numeric value (1-999)
Purge Delay Days: Pending Discharge [Performance]	Enter the number of days (1-999) that must go by after the discharge date before the midnight run purges the pending discharge data. [Setting this too high can affect performance, resulting in slow worklist compile time.]	MEDITECH recommends this be set at "14" days	Enter a numeric value (1-999)
Purge Delay Days: Transport	Enter the number of days (1-999) that must go by after the transport date before the midnight run	MEDITECH recommends this be set at "14" days	Enter a numeric value (1-999)

[Performance]	purges the information. [Setting this too high can affect performance, resulting in slow worklist compile time.]		
Purge Delay Days: Bed Request [Performance]	Enter the number of days (1-999) that must go by after the bed request date before the midnight run purges the information. [Setting this too high can affect performance, resulting in slow worklist compile time.]	MEDITECH recommends this be set at "14" days	Enter a numeric value (1-999)

Registration Performance Toolbox Parameters

Toolbox Parameters - Discharge - Recurring

Parameter	Function	Recommended Setting	Available Settings
Use Separate Processes to handle Many Auto-Create Visits: Number of Visits per Process [Performance]	Enter a value of "500 - 2000" or leave blank. With a value defined, the auto-discharge process will be broken into separate processes if there are more visits to discharge than the value in the parameter. If the parameter is left blank, visits are discharged in the Midnight Run as is now. [If the number of visits exceeds the maximum value, the system breaks up the visits into equal blocks for processing by separate background jobs. For example, if there are 1200 visits to discharge and your organization enters 500 in this parameter, the system starts 3 new background jobs, with each processing 400 visits.]	MEDITECH recommends setting this between "500-1200" visits	Enter Numeric Value: (500-2000) or leave blank

Toolbox Parameters - Discharge - Integrity

Parameter	Function	Recommended Setting	Available Settings
REG/HIM Daily Integrity: Active [Performance]	Enter "Yes" to enable the Daily Integrity Midnight Run job for the HCIS. Enter "No" or leave blank to not enable this job. [Setting this to "Yes" can cause additional	MEDITECH recommends this is set to "Yes"	<ul style="list-style-type: none"> ● Yes ● No or leave blank

	midnight run processes to kick off which can have comparable impact to the other midnight runs.]		
REG/HIM Daily Integrity: Integrity Start Time [Performance]	Enter in the time (HHMM) of day the daily integrity should start. <i>Note: If left blank, start time is 0000 (midnight)</i> [Setting this to a time of day when many jobs are running can affect performance resulting in slow compile time.]	MEDITECH recommends this be set to blank. The IT staff on site should determine if a different time of day should be entered for the integrity job to kick off.	Enter a numeric value (HHMM) or leave blank for 0000 start time
REG/HIM Daily Integrity: Status Date T-Days [Performance]	Enter the number of days (1-9,999) to have the system determine how older accounts can be included in the integrity check. [Setting this too high can affect performance resulting in slow compile time.]	MEDITECH recommends this be set at "90" days. This should also be evaluated by programming to ensure the number of days defined do not slow down the run time of the job.	Enter a numeric value (1-9,999)
Separate Facility Job [Performance]	Enter in a separate facility to have a separate background job start to process activity for the specified facilities. [Setting this parameter can cause additional midnight run jobs to kick off.]	MEDITECH recommends this remain blank. If the daily integrity check is running past a certain time in the morning, then a separate job for the main facility can be setup.	Lookup to MIS Facility Dictionary

Scanning and Archiving Performance Toolbox Parameters

Toolbox - Echart 2

Parameter	Function	Recommended Setting	Available Settings
Interval Compile Days Post Discharge/Service Date [Performance]	Enter the number of days (greater than zero) that elapse after the last image compile before the system automatically recompiles images. This setting takes effect after the initial compilation defined at the Number of Days After Discharge/Service Date to Auto Compile Images Parameter. In addition, if a user manually compiles the chart between post discharge intervals, the next scheduled recompile date is	MEDITECH recommends setting this parameter to Between "2-3" Days as to minimize the number of times a charge is compiled instead of occurring on a daily basis.	Lookup: Keypad/Calculator <ul style="list-style-type: none"> ● 1-99 ● Blank = 1

	<p>rescheduled based on the manual compile date. The system compiles only new or edited forms on the account/forms queue. If there are no new or edited forms on the queue, no compile occurs.</p> <p>The system continues to compile images automatically until the Number of Days Post Base Compile to End Interval Compile Parameter is met.</p> <p>[If set to “1,” documents will be requeued more frequently which, depending on the size of the documents, could cause the chart jobs to accrue a backlog.]</p>		
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Toolbox - Analyst

Parameter	Function	Recommended Setting	Available Settings
<p>Start Date</p> <p>[Performance]</p>	<p>Enter the date on which the selected facility begins using the information defined in the Preview/Discharge Analysis Worklists section, above. Accounts discharged or registered before the specified date do not appear on the Analyst Desktop worklist.</p> <p>[If set far in the past, the Analyst index can be overloaded with accounts which will impact compile times of the worklists.]</p>	<p>MEDITECH recommends setting this to the Live date.</p>	<ul style="list-style-type: none"> • Lookup: Enter Date Screen • • If blank any account is available for inclusion if there is activity on the account.
<p>Number of Days After Completion to Remove Account</p> <p>[Performance]</p>	<p>Enter the number of days that elapse after an account is completed on the Analyst Desktop before the system removes it from worklists.</p> <p>[If set to a high number, the Analyst indexes can become large which will impact compile times of the worklists.]</p>	<p>MEDITECH recommends setting this parameter to “14” Days which will decrease the number of days accounts remain and improve efficiency.</p>	<p>Lookup: Keypad/Calculator</p> <ul style="list-style-type: none"> • 1- 999 <p>Blank will remove the account immediately.</p>
<p>Number of Days After Deletion to Remove Account</p> <p>[Performance]</p>	<p>Enter the number of days that elapse after an account is deleted from the Analyst Desktop before the system removes it from worklists.</p> <p>[If set to a high number, the Analyst indexes can become large which will impact compile times of the worklists.]</p>	<p>MEDITECH recommends setting this parameter to “14” Days which will decrease the number of days accounts remain and improve efficiency.</p>	<p>Lookup: Keypad/Calculator</p> <ul style="list-style-type: none"> • 1- 999 <p>Blank will remove the account immediately.</p>

Toolbox - Scan

Parameter	Function	Recommended Setting	Available Settings
<p>Auto Generate Scan Folders If folders are set to Autogenerated and are not used, the index will grow large which will impact compile times of the Scanning Worklists.</p>			
<p>Registration Type [Performance]</p>	<p>Enter the type of registration an account must have in order to be evaluated for inclusion in a system-generated folder on the Scanning Desktop.</p> <p>The following three parameters (below) control which account with those registration service types have folders created, only if this parameter has a value defined.</p> <p>[This parameter is considered to have Performance impact because if set incorrectly you may not maintain the folders on the desktop and the index will grow large, which will impact compile times of the Scanning Worklists.]</p>	<p>MEDITECH recommends that this be set to only patient types that your organization has determined will need documentation scanned post discharge and users will not be manually creating folders for.</p>	<p>Lookup: Registration Type Dictionary</p> <p>If blank, folders will not be auto generated.</p>
<p>Service/Location [Performance]</p>	<p>Enter the registration services (for inpatients) or locations (for outpatients) an account must have in order to be evaluated for inclusion in a system-generated folder on the Scanning Desktop.</p> <p>[This parameter is considered to have Performance impact because if set incorrectly you may not maintain the folders on the desktop and the index will grow large, which will impact compile times of the Scanning Worklists.]</p>	<p>MEDITECH recommends that this be set to only service/locations associated with registration types that your organization has determined will need documentation scanned post discharge and users will not be manually creating folders for.</p>	<p>Lookup: Registration Service Dictionary</p> <p>If blank, see the Registration Type field.</p>
<p>Include/Exclude [Performance]</p>	<p>Specify whether you want to “Include” or “Exclude” accounts meeting this criteria on/from the Scanning Desktop folder worklist.</p> <p>[This parameter is considered to have Performance impact because if set incorrectly you may not maintain the folders on the desktop and the index will grow large, which will impact compile times of the Scanning Worklists.]</p>	<p>MEDITECH recommends that this be set to only include or exclude service/locations associated with registration types that your organization has determined will need documentation scanned post discharge and users will not be manually creating folders for.</p>	<ul style="list-style-type: none"> ● Include ● Exclude <p>If blank, see the Registration Type field.</p>
<p>Delay Days</p>	<p>Enter the number of days that elapse after</p>	<p>MEDITECH recommends</p>	<p>Lookup:</p>

<p>[Performance]</p>	<p>discharge (inpatients) or service (outpatients) before the system includes accounts meeting this criteria on the Scanning Desktop folder worklist. For example, if you enter 2, an inpatient account will appear on the worklist two days after their discharge date.</p> <p>[This parameter is considered to have Performance impact because if set incorrectly you may not maintain the folders on the desktop and the index will grow large, which will impact compile times of the Scanning Worklists.]</p>	<p>that this be set to the delay days to either include/exclude the service/locations associated with registration types that your organization has determined will need documentation scanned post discharge and users will not be manually creating folders for.</p>	<p>Keypad/Calculator</p> <p>If blank, see the Registration Type field.</p>
<p>Start Date</p> <p>[Performance]</p>	<p>Enter the date on which the selected facility begins using the information defined in the Auto Generate Scan Folders section, above. Accounts discharged or registered before the specified date do not appear on the Scanning Desktop Folders worklist.</p> <p>[This parameter is considered to have Performance impact because if set far in the past, folders could be created for accounts that may have already been processed. Many folders could also be created which would impact the compile times of the worklists.]</p>	<p>MEDITECH recommends setting this to the Live date.</p>	<p>Lookup: Enter Date Screen</p> <p>If blank, any account with REG activity is eligible.</p>

Patient Care Management Performance Settings

EMR/PCM Performance User Preferences

User Preferences - Patient Lists

User Preference	Function	Recommended Setting	Available Settings
<p>Patient List Refresh (seconds)</p> <p>[Performance]</p>	<p>Set the number of seconds it will take for the patient list to automatically refresh. If left blank, the system automatically recompiles the data according to an internal algorithm.</p> <p>To ensure that the screen doesn't refresh too often, the refresh will occur for whichever circumstance is greater:</p> <ul style="list-style-type: none"> The total time to build the screen multiplied by 2 	<p>MEDITECH recommends this be set between "120" seconds and "300" seconds.</p>	<p>Enter a value from 1 - 99,999, or leave blank.</p>

	<ul style="list-style-type: none"> The time defined here, or in the EMR Parameters <p>For example, if this field is set to “120” seconds, but the status board takes 120 seconds to load, the system increases the automatic refresh to 240 seconds.</p> <p>If left blank, the list will only refresh when returning to the status board from another part of the chart.</p> <p>[Setting to a lower number can cause the list to refresh too often, causing the system to constantly reload information.]</p>		
Discharge List days in past [Performance]	<p>Specify the number of days after discharge that patients remain listed on the My Discharge list for users with these preferences.</p> <p>If left blank, patients will remain for “7” days.</p> <p>[Lists with more patients will be larger and larger lists can take longer to load.]</p>	<p>MEDITECH recommends this be set to “7” days as anything higher will increase the load times of the list.</p>	<p>Enter a value between 1 - 30</p>
Recent Consults list days in past [Performance]	<p>Set the number of days you want past consult orders to appear on the My Recent Consultations patient list for users with these preferences.</p> <p>If left blank, patients will remain for “7” days.</p> <p>[Lists with more patients will be larger and larger lists can take longer to load.]</p>	<p>MEDITECH recommends this be set to “7” days as anything higher will increase the load times of the list.</p>	<p>Enter a value between 1 - 99</p>
My Emergency List days in past [Performance]	<p>Specify the number of days after registration that emergency patients remain listed on the My Emergency Patients and Cover Emergency Patients Lists for users with these preferences.</p> <p>If left blank, patients will remain for “7” days.</p> <p>[Lists with more patients will be larger and larger lists can take longer to load.]</p>	<p>MEDITECH recommends this be set to “7” days as anything higher will increase the load times of the list.</p>	<p>Enter a value between 1 - 7</p>
Recently Accessed List # of Patients [Performance]	<p>This setting determines how many patients will appear on the Recently Accessed List.</p> <p>If left blank, “40” patients will display.</p> <p>[Lists with more patients will be larger and</p>	<p>MEDITECH recommends this be set to “40” patients.</p>	<p>Enter a value between 1 - 250</p>

	larger lists can take longer to load.]		
Recently Accessed List Days in Past [Performance]	This setting determines how long patients will appear on the Recently Accessed List. If left blank, patients will remain for "7" days. [Lists with more patients will be larger and larger lists can take longer to load.]	MEDITECH recommends this be set to "7" days as anything higher will increase the load times of the list.	Enter a value between 1 - 45
List Include [Performance]	This setting determines which patient types appear on your My Patients and My All Patients Lists. If left blank, no patients will appear on your list. [Including multiple patient types will include more patients on your lists. Lists with more patients take longer to load.]	MEDITECH recommends including only patient types that are routinely seen by the individual provider.	<ul style="list-style-type: none"> ● Inpatients ● ED patients ● Outpatients

User Preferences - Medications

Parameter	Function	Recommended Setting	Available Settings
Days of DC'd Meds to Display on MAR [Performance]	This setting determines how long discontinued medications display on that MAR. [Setting this field to a high value can cause many medications to display. The more medications that display, the longer it will take the MAR to load.]	MEDITECH recommends setting this parameter to the number of days your organization needs to see past medication schedules, avoiding the maximum of 999 days. Between "1 - 3" is recommended.	Enter a value between 1 - 999
Days into the past to view MAR [Performance]	This setting determines how long medication schedules can be viewed on the MAR. [If set to a high value, medication schedules can be viewed for longer periods of time. The more medication schedules that appear, the longer it will take the MAR to load.]	MEDITECH recommends setting this parameter to the number of days your organization needs to see past medication schedules, avoiding the maximum of "99" days. Between "1 - 7" is recommended.	Enter a value between 1 - 99

EMR/PCM Performance Customer Defined Parameters

Customer Parameters - General

Parameter	Function	Recommended Setting	Available Settings
<p>Patient List Refresh (seconds)</p> <p>[Performance]</p>	<p>Enter the number of seconds between “1” and “99,999” that denotes the interval between automatic recompiles of the physician status boards. Otherwise, if this field is left blank, the System automatically recompiles the data according to an internal algorithm.</p> <p>Note that the Patient List Refresh (seconds) field in the EMR User Preferences Dictionary supersedes this EMR Parameter.</p> <p>Consideration: To safeguard that the screen does not automatically refresh too often, the automatic refresh occurs for whichever circumstance is greater:</p> <ul style="list-style-type: none"> ● the total time to build the page multiplied by 2 ● the time defined in the Parameters or Preferences <p>For example, if the Parameter field has been set to “600” seconds, then every 10 minutes, the System automatically refreshes the status board.</p> <p>However, for example, if the Parameter field has been set to “120” seconds, but the status board took 2 minutes (120 seconds) to build, the System increases the automatic refresh time to 240 seconds, or 4 minutes.</p> <p>If left blank, the patient list will not refresh automatically.</p> <p>[While the internal algorithm is designed to help reduce performance concerns, setting to a lower amount may cause the system to refresh too frequently.]</p>	<p>MEDITECH recommends this be set between “120” seconds and “300” seconds.</p>	<p>Enter a value from 1-99,999, or leave blank.</p>
<p>Discharge List days in past</p> <p>[Performance]</p>	<p>Enter the number of days that discharged patients display on care providers' My Discharge Patients screens in your healthcare organization.</p>	<p>No Recommended Setting</p>	<p>Enter a value from 1 - 30, or leave blank.</p>

	<p>If left blank in the Customer Defined Parameters, but defined in the User Preferences, the system looks to the preference level setting.</p> <p>If the value defined in the Customer Defined Parameters is different than that defined on the User Preference level, the setting in the user preferences is used.</p> <p>If both the Customer Defined Parameter, and User Preferences is blank, the system defaults a value of "7".</p> <p>[If changed, patients may not appear on providers' My Discharge Patients List. If changed to a higher value, more patients will appear on providers' My Discharge Patients List. With more patients, the list may take longer to load.]</p>		
<p>Recently Accessed list # of patients</p> <p>[Performance]</p>	<p>For your healthcare organization, enter the maximum number of patients that appears on each care provider's Recently Accessed List. You can enter a number between "1" and "250."</p> <p>If this field is left blank, the screen lists a maximum of 40 patients.</p> <p>[If set to a higher value, more patients will display on providers' Recently Accessed List. With more patients on the list, providers may see an increased load time.]</p>	No Recommended Setting	Enter a value from 1 - 250, or leave blank.
<p>Recently Accessed list days in past</p> <p>[Performance]</p>	<p>For your healthcare organization, enter the number of days that a patient remains on the Recently Accessed List. You can enter a number between "1" and "45."</p> <p>If this field is left blank, the patients remain on this list a maximum of 7 days.</p> <p>[If set to a higher value, more patients will display on providers' Recently Accessed List. With more patients on the list, providers may see an increased load time.]</p>	No Recommended Setting	Enter a value from 1 - 45, or leave blank

Customer Parameters - Facility

Parameter	Function	Recommended Setting	Available Settings
Auto-save documents (seconds) [Performance]	<p>Enter the number of seconds after which the system automatically saves Provider Care Manager documents.</p> <p>A blank or zero response will mean that while editing a document the edits will not be saved at a set time interval. However the system auto save on latency will still occur.</p> <p>Enter the number of seconds after which the system automatically saves Provider Care Manager documents. A shorter timeframe may result in the document saving when it is not necessary and linking a provider to the document in error. A longer timeframe may mean that data entered in the document might not get saved in the event of a crash or other event.</p>	<p>MEDITECH Recommends setting to no less than "120" seconds</p>	<p>Enter a value from 1 - 99,999 in 30 second intervals.</p>

Customer Parameters - CCD

Parameter	Function	Recommended Setting	Available Settings
# Days in Past for CCD GetChart [Performance]	<p>Enter the number of days for which the system includes past data on the Continuity of Care Document (CCD).</p> <p>For example, if you enter 180 days, the system checks the visit registration date and this parameter's value to determine how far in the past the system retrieves patient data. In this case, the system compiles the past six months of the patient's EHR data into the CCD.</p> <p>If left blank, data does not appear on the CCD.</p> <p>[This setting controls if data will appear on the CCD. If set to a higher value, the CCD will pull data from a greater number of days. Compiling data from a larger number of days may take longer than compiling data from a smaller number of days.]</p>	<p>No Recommended Setting</p>	<p>Enter a value from 1 - 999.</p>

Customer Parameters - PHS

Parameter	Function	Recommended Setting	Available Settings
Timeframe - Days back to compile data for eligible account [Performance]	<p>Enter the number of days in the past for data to be included in the report.</p> <p>The visit registration date will be checked against this parameter setting to determine if data should be included. If left blank, data will not be pulled into the PHS.</p> <p>[This setting determines how much data will be pulled into PHS. If set to a higher value, the PHS will pull data from a greater number of days. Compiling data from a larger number of days may take longer than compiling data from a smaller number of days.]</p>	No Recommended Setting	Enter a value from 1-999,999,999

Customer Parameters - MAR

Parameter	Function	Recommended Setting	Available Settings
Days of DC'd Meds to Display on MAR [Performance]	<p>Enter the number of days after discontinuation that medications will display on the MAR. The Discontinued check box appears at the top of the MAR screen.</p> <p>If left blank, Discontinued medications display on the MAR for one day if there are no user preferences set.</p> <p><i>Note: Users can override this value at the identical field in their User Preferences. Users can also change the view while in the MAR using the Change View footer button.</i></p> <p>[Setting this field to a high value can cause many medications to display. The more medications that display, the longer it will take the MAR to load.]</p>	MEDITECH recommends setting this parameter to the number of days your organization needs to see past medication schedules, avoiding the maximum of 999 days. Between "1 - 3" is recommended.	Enter a value from 1 - 999.
Keep Undocumented One Time/Stat Meds Active (Hrs) [Performance]	<p>Determine how many hours a One Time or STAT medication order remains Active on the MAR. Enter "0" to update the order status on the MAR to Discontinued at the same time a one time or stat order is discontinued in Pharmacy (PHA). This</p>	No Recommended Setting	Enter a value from 1 - 99,999

	<p>results in all sources (MAR and Medications panel) displaying the same status for the order.</p> <p>Enter a value greater than "0" to keep the order status Active on the MAR for the number of hours defined after the order is discontinued in PHA.</p> <p>Leave this field blank to keep the order status Active on the MAR until all outstanding administrations are documented.</p> <p>[This parameter determines how many hours a ONE Time or STAT medication order remains Active on the MAR, which may impact the nurse's workflow, performance and load time.]</p>		
<p>Keep Undocumented Scheduled Meds Active (Hrs)</p> <p>[Performance]</p>	<p>Enter "0" to update the order status on the MAR to Discontinued at the same time a scheduled order is discontinued in PHA. This results in all sources (MAR and Medications panel) displaying the same status for the order.</p> <p>Enter a value greater than "0" to keep the order status Active on the MAR for the number of hours defined after the order is discontinued in PHA.</p> <p>Leave this field blank to keep the order status Active on the MAR until all outstanding administrations are documented.</p> <p>[This parameter determines how many hours a scheduled medication order remains Active on the MAR, which may impact the nurse's workflow, performance and load time.]</p>	No Recommended Setting	Enter a value from 1 - 99,999

EMR/PCM Performance Toolbox Parameters

Toolbox - MAR2

Parameter	Function	Recommended Setting	Available Settings
<p>Default Mar Past Days to Display</p> <p>[Performance]</p>	<p>This parameter determines the default number of days in the past that medication schedules can be viewed on the MAR. The value entered here cannot exceed what is defined in the Maximum MAR Past Days to Display parameter above.</p>	<p>MEDITECH Recommends this be set between "3" and "5." Setting this parameter to a higher</p>	<p>Enter a value (1-99) up to the number of days defined in the Maximum Mar Past Days to Display field, or leave blank.</p>

	<p>This will only display the administration record in the past for the number of days defined. To view the full schedule, you must have access to edit past the cutoff day in the PCS Access Dictionary and set the Show Complete Schedule field to “Yes” in the Change View screen on the MAR.</p> <p>If blank, this parameter follows the Maximum Days in the Past setting. If the Maximum Days in the Past Days is blank, this field will default to 9 as well.</p> <p><i>Note: The system first looks to the identical field on the User Preferences for a value. This field also exists in other clinical Toolbox Parameters, but does not impact PCS functionality.</i></p> <p>[Setting to a higher amount of days can cause delays on the MAR.]</p>	<p>value can cause long load times on the MAR.</p>	
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Patient Care System Performance User Preferences

User Preferences - Main

User Preference Name	Function	Recommended Setting	Available Settings
<p>Remove Patients from my list if no activity in (x) hours</p> <p>[Performance]</p>	<p>Use this field to enter how many hours, after having no activity, the patient’s chart will be removed from the user’s My List.</p> <p>[If this field is set too high, the status board may take a long time to load.]</p>	<p>MEDITECH recommends setting this field to “24” hours or less.</p>	<p>Enter a value for hours between 1 - 9,999</p>
<p>Remove Patients from my list upon Discharge in (x) hours)</p> <p>[Performance]</p>	<p>Use this field to enter how many hours, after a patient has been discharged, that their chart be removed from a user’s My List.</p> <p>[If this field is set too high, the status board may take a long time to load.]</p>	<p>MEDITECH recommends setting this field to “24” hours or less.</p>	<p>Enter a value for hours between 1 - 9,999</p>
<p>Remove Patients from my list upon Final Status in (x) hours</p> <p>[Performance]</p>	<p>Use this field to enter how many hours, after a patient is in a final status, that their chart will be removed from the user’s My List.</p> <p>[If this field is set too high, the status board may take a long time to load.]</p>	<p>MEDITECH recommends setting this field to “24” hours or less.</p>	<p>Enter a value for hours between 1 - 9,999</p>

Days into the past to view MAR [Performance]	<p>This setting determines how long medication schedules can be viewed on the MAR.</p> <p>[If set to a high value, medication schedules can be viewed for longer periods of time. The more medication schedules that appear, the longer it will take the MAR to load.]</p>	<p>MEDITECH recommends setting this parameter to the number of days your organization needs to see past medication schedules, avoiding the maximum. Between "1 - 7" is recommended.</p>	<p>Enter a value for days between 1 - 75</p>
Refresh Interval (Seconds) [Performance]	<p>Enter the number of seconds that elapse before each automatic update of information on the Status Boards. This field may be defined by PCS/EDM Access group and further refined within the EDM User Preferences.</p> <p>[If set too low, the screen will be constantly refreshing, which can slow down other screens that are open on the same session.]</p>	<p>MEDITECH recommends setting this field to "90" or more seconds.</p>	<p>Enter a value for seconds between 1 - 99,999</p>
Days of DC'd Meds to Display on MAR [Performance]	<p>This setting determines how long discontinued medications display on that MAR.</p> <p>[Setting this field to a high value can cause many medications to display. The more medications that display, the longer it will take the MAR to load.]</p>	<p>MEDITECH recommends setting this parameter to the number of days your organization needs to see past medication schedules, avoiding the maximum of "999" days. Between "1 - 3" is recommended.</p>	<p>Enter a value for days between 1 - 999</p>
Refresh Interval (Seconds) [Performance]	<p>Enter the number of seconds that elapse before each automatic update of information on the Critical Care Desktop. This field may be defined by PCS/EDM Access group and further refined within the EDM User Preferences.</p> <p>[If set too low, the screen will be constantly refreshing, which can slow down other screens that are open on the same session.]</p>	<p>MEDITECH recommends setting this field to "90" or more seconds.</p>	<p>Enter a value for seconds between 1 - 99,999</p>

User Preferences - Status Board/Tracker - Desktop

User Preference Name	Function	Recommended Setting	Available Settings
Refresh Interval (Seconds) [Performance]	<p>Enter the number of seconds that elapse before each automatic update of information on the Critical Care Desktop. This field may be defined by PCS/EDM Access group and further refined within</p>	<p>MEDITECH recommends setting this field to "90" or more seconds.</p>	<p>Enter a value for seconds between 1 - 99,999</p>

	<p>the EDM User Preferences.</p> <p>[If set too low, the screen will be constantly refreshing, which can slow down other screens that are open on the same session.]</p>		
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User Preferences - Medications

User Preference Name	Function	Recommended Setting	Available Settings
<p>Days of DC'd Meds to Display on MAR</p> <p>[Performance]</p>	<p>This setting determines how long discontinued medications display on that MAR.</p> <p>[Setting this field to a high value can cause many medications to display. The more medications that display, the longer it will take the MAR to load.]</p>	<p>MEDITECH recommends setting this parameter to the number of days your organization needs to see past medication schedules, avoiding the maximum of "999" days. Between "1 - 3" is recommended.</p>	<p>Enter a value for days between 1 - 999</p>
<p>Days into the past to view MAR</p> <p>[Performance]</p>	<p>This setting determines how long medication schedules can be viewed on the MAR.</p> <p>[If set to a high value, medication schedules can be viewed for longer periods of time. The more medication schedules that appear, the longer it will take the MAR to load.]</p>	<p>MEDITECH recommends setting this parameter to the number of days your organization needs to see past medication schedules, avoiding the maximum. Between "1 - 7" is recommended.</p>	<p>Enter a value for days between 1 - 75</p>

Patient Care System Performance Customer Defined Parameters

Customer Defined - MAR

Parameter	Function	Recommended Setting	Available Settings
<p>Days of DC'd Meds to Display on MAR</p> <p>[Performance]</p>	<p>This parameter determines the number of days after discontinuation that medications will display on the MAR. The Discontinued check box appears at the top of the MAR screen.</p> <p>If left blank, Discontinued medications display on the MAR for one day if there are no user preferences set.</p>	<p>MEDITECH recommends setting this parameter to the number of days your organization needs to see past medication schedules, avoiding the maximum of 999</p>	<p>Enter a value from 1 - 999, or leave blank</p>

	<p><i>Note: Users can override this value at the identical field in their User Preferences. Users can also change the view while in the MAR using the Change View footer button. This field also exists in other clinical Parameters, but does not impact PCS functionality.</i></p> <p>[Setting this field to a high value can cause many medications to display. The more medications that display, the longer it will take the MAR to load.]</p>	<p>days. Between "1 - 3" is recommended.</p>	
<p>Keep Undocumented One Time/STAT meds Active (Hrs)</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>This parameter determines how many hours a One Time or STAT medication order remains Active on the MAR.</p> <p>When set to "0," the order is Discontinued when the order is discontinued in Pharmacy (PHA). This results in all sources (MAR and Medications panel) displaying the same status for the order.</p> <p>Enter a value greater than "0" to keep the order status Active on the MAR for the number of hours defined after the order is discontinued in PHA.</p> <p>Leaving this field blank, the order status remains Active on the MAR until all outstanding administrations are documented.</p> <p><i>Note: This field also exists in other clinical Parameters, but does not impact PCS functionality.</i></p> <p>[This parameter determines how many hours a ONE Time or STAT medication order remains Active on the MAR.]</p> <p>[This parameter determines how many hours a ONE Time or STAT medication order remains Active on the MAR, which may impact the nurse's workflow, performance and load time.]</p>	<p>MEDITECH recommends leaving this field blank.</p> <p>When this field is left blank, it allows for overdue administrations on One Time/Stat Meds to remain Active on the MAR, allowing overdue administrations to stay active and not be missed.</p>	<p>Enter a value from 0-99,999, or leave blank</p>
<p>Keep Undocumented Scheduled Meds Active (Hrs)</p> <p>[Performance]</p>	<p>This parameter determines how many hours a scheduled medication order remains Active on the MAR.</p> <p>Enter "0" to update the order status on the MAR to Discontinue at the same time a scheduled order is discontinued in PHA. This results in all sources (MAR and Medications panel) displaying the same status for the order.</p> <p>Enter a value greater than "0" to keep the order</p>	<p>MEDITECH recommends leaving this field blank.</p> <p>When this field is left blank, it allows for overdue administrations on One Time/Stat Meds to remain Active on the MAR, allowing</p>	<p>Enter a value from 0-99,999, or leave blank</p>

	<p>status Active on the MAR for the number of hours defined after the order is discontinued in PHA.</p> <p>Leave this field blank to keep the order status Active on the MAR until all outstanding administrations are documented.</p> <p><i>Note: This field also exists in other clinical Parameters, but does not impact PCS functionality.</i></p> <p>[This parameter determines how many hours a scheduled medication order remains Active on the MAR, which may impact the nurse’s workflow, performance and load time.]</p>	<p>overdue administrations to stay active and not be missed.</p>	
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Customer Defined - Status Board

Parameter	Function	Recommended Setting	Available Settings
<p>Remove Patients from my List if no Activity in (x) hours</p> <p>[Performance]</p>	<p>Use this field to enter how many hours, after having no activity, the patient’s chart will be removed from the user's My List.</p> <p>This field is nested under each registration type in the field above.</p> <p>If left blank, patients are not automatically removed.</p> <p>[If this field is set too high, the status board may take a long time to load.]</p>	<p>MEDITECH recommends setting this field to “24” hours or less.</p>	<p>This field uses a Keypad/Calculator to define the number of Hours (1 - 9,999), or leave blank</p>
<p>Remove Patients from my List upon Discharge in (x) hour</p> <p>[Performance]</p>	<p>Use this field to enter how many hours, after a patient has been discharged, that their chart be removed from a user's My List.</p> <p>This field is nested under each registration type in the field above.</p> <p>If left blank, patients are not automatically removed.</p> <p>[If this field is set too high, the status board may take a long time to load.]</p>	<p>MEDITECH recommends setting this field to “24” hours or less.</p>	<p>This field uses a Keypad/Calculator to define the number of Hours (1 - 9,999), or leave blank</p>
<p>Remove Patients from my List upon Final Status in (x) hours</p>	<p>Use this field to enter how many hours, after a patient is in a final status, that their chart will be removed from the user's My List.</p> <p>This field is nested under each registration type in</p>	<p>MEDITECH recommends setting this field to “24” hours or less.</p>	<p>This field uses a Keypad/Calculator to define the number of Hours (1 - 9,999), or leave blank</p>

<p>[Performance]</p>	<p>the field above.</p> <p>If left blank, patients are not automatically removed.</p> <p>[If this field is set too high, the status board may take a long time to load.]</p>		
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Patient Care System Performance Toolbox Parameters

Toolbox - MAR 1

Parameter	Function	Recommended Setting	Available Settings
<p>Keep Dc Meds in Active Sort for # Hrs</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>This parameter determines the number of hours after discontinuation that a medication remains on the Active list on the online MAR and on the Next MAR Data Item on the Status Board. The Active check box appears at the top of the MAR screen.</p> <p>If this field is left blank, discontinued medications are removed from the Active list immediately.</p> <p>Please note that Discontinued medications always remain on the Status Board.</p> <p><i>Note: This field also exists in other clinical Toolbox Parameters, but does not impact PCS functionality.</i></p> <p>[Enabling this parameter impacts how Discontinued medications display on the Active Medication list.]</p> <p>[If set for too long of a period, the length of MAR lists may increase and cause load time issues.]</p>	<p>MEDITECH recommends this be set to "24" hours based on customer settings,</p>	<p>Enter a value from 1-999 or leave blank</p>
<p>Keep DC'd Complete IV on Inf/Titr Flowsheet for # Hrs</p> <p>[Performance]</p>	<p>This parameter determines the number of hours that a discontinued complete infusion/titration medication remains on the Document Inf/Titr screen on the MAR, in the Infuse/Titrate item on the Critical Care Flowsheet, and in the Infusion/Titration data item cell on the Status Board.</p> <p>If this field is left blank, the default value is "24"</p>	<p>MEDITECH recommends setting this to "24" hours based on customer settings.</p>	<p>This field uses a Keypad/Calculator to define the number of hours (0-999).</p>

	<p>hours.</p> <p><i>Note: An infusion/titration medication is considered complete when the Container Volume is equal to "0" and the medication is discontinued.</i></p> <p>The date/time that is used to calculate this value is either the discontinued date/time or the date/time associated with the last infusion/titration documentation, whichever is more recent.</p> <p>[Enabling this parameter impacts how discontinued infusion medications display on the Infusion/Titration screen. If set too high (maximum is "99") this may impact the nurses' workflow, performance and load time.]</p>		
<p>Keep DC'd Incomplete IV on Inf/Titr Flowsheet for # Hrs</p> <p>[Performance]</p>	<p>This parameter defines the number of hours that a discontinued incomplete infusion/titration medication remains on the Document Inf/Titr screen on the MAR, in the Infuse/Titrate item on the Critical Care Flowsheet, and in the Infusion/Titration data item cell on the Status Board.</p> <p>If this field is left blank, the default value is "72" hours.</p> <p><i>Note: An infusion/titration medication is considered incomplete when the Container Volume is greater than 0 and the medication is discontinued.</i></p> <p>The date/time that is used to calculate this value is either the discontinued date/time or the date/time associated with the last infusion/titration documentation, whichever is more recent.</p> <p>[Enabling this parameter impacts how Discontinued infusion medications display on the Infusion/Titration screen. If set too high (maximum is "99") this may impact the nurses' workflow, performance and load time.]</p>	<p>MEDITECH recommends setting this parameter to "72" hours based on customer settings.</p>	<p>This field uses a Keypad/Calculator to define the number of hours (0-999).</p>

Parameter	Function	Recommended Setting	Available Settings
Default Mar Past Days to Display [Performance]	<p>This parameter determines the default number of days in the past that medication schedules can be viewed on the MAR. The value entered here cannot exceed what is defined in the Maximum MAR Past Days to Display parameter above.</p> <p>This will only display the administration record in the past for the number of days defined. To view the full schedule, you must have access to edit past the cutoff day in the PCS Access Dictionary and set the Show Complete Schedule field to “Yes” in the Change View screen on the MAR.</p> <p>If blank, this parameter follows the Maximum Days in the Past setting. If the Maximum Days in the Past Days is blank, this field will default to 9 as well.</p> <p><i>Note: The system first looks to the identical field on the User Preferences for a value. This field also exists in other clinical Toolbox Parameters, but does not impact PCS functionality.</i></p> <p>[If set too high, can take a longer time to load the MAR.]</p>	<p>MEDITECH recommends setting this parameter between “3” and “5” as to not cause long load times on the MAR.</p>	<p>Enter a value (1-99) up to the number of days defined in the Maximum Mar Past Days to Display field, or leave blank.</p>

Toolbox - File Maintenance

Parameter	Function	Recommended Setting	Available Settings
Electronic Chart Patient Visit Report [High Impact] [Performance]	<p>Define the documents that the system will send to the eChart.</p> <p>Only documents that use PCS Patient Report as the Document Source should be entered here.</p> <p>[MEDITECH’s programming team may need to review for a space analysis or initiate the purging of data depending on the requested change.]</p> <p>[If there are too many Medical Record Documents, and they are not built to the PCS Best Practice, it can cause performance issues.]</p>	<p>Refer to the following Best Practice document for MEDITECH’s recommendations</p>	<p>Lookup to the MIS Medical Record Document Dictionary.</p> <p>If left blank, the report will not be sent to eChart.</p>

Clinical Performance Settings

Imaging and Therapeutic Services Customer Defined Performance Parameters

Customer Defined Parameters - Defaults

Parameter	Function	Recommended Setting	Available Settings
Show Amb Orders for All Facilities [High Impact] [Performance]	<p>To display all orders on the Ambulatory Orders Lookup screen for the Admissions Database associated with the patients sign-on facility, enter "Y." To display only orders from facilities the sign-on user has access to, enter "N" or leave this field blank.</p> <p>[Changing this value can affect the accessibility of patient orders on the ambulatory hold queue.]</p> <p>[If multiple facilities are chosen, this can impact the amount of time it takes to compile the orders hold queue.]</p>	<p>MEDITECH recommends this is set to "N."</p> <p>Setting this to "No" will limit the lookup of orders to be in line with the users access and sign-on facility. It will also allow for more efficient compile times and accessibility of hold queue items.</p>	<ul style="list-style-type: none"> ● Y ● N/Blank
Restrict Amb Orders to Sign-on Department [High Impact] [Performance]	<p>To display only orders from the user's sign-on department on the Ambulatory Future Orders Lookup screen, enter "Y." Otherwise, to display all orders on the Ambulatory Future Orders Lookup screen, enter "N" or leave this field blank.</p> <p>[Changing this value can affect the accessibility of patient orders on the ambulatory hold queue.]</p> <p>[If no restriction, then this can impact the amount of time it takes to compile orders on the hold queue.]</p>	<p>MEDITECH recommends this is set to "Y"</p> <p>Setting this to "Y" will limit the lookup of orders to be in line with the users access and sign-on department. It will also allow for more efficient compile times and accessibility of hold queue items.</p>	<ul style="list-style-type: none"> ● Y ● N/Blank

Customer Defined Parameters - Public Tracker

Parameter	Function	Recommended Setting	Available Settings
Preferences [Performance]	<p>Identify the preferences that are available to users on the public tracker. Make as many entries as needed.</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: IDM Tracker Preferences Dictionary</p>

	<p>[Preferences for date ranges should be reviewed. Larger date ranges will result in extended tracker desktop compile times.]</p> <p>Restricting date range to the current date will allow for easier accessibility of orders, as well as reduce unnecessary compile times.]</p>		
<p>Default Preferences</p> <p>[Performance]</p>	<p>For the department, identify the default preference for the public tracker.</p> <p>[Preferences for date ranges should be reviewed. Larger date ranges will result in extended tracker desktop compile times.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: IDM Tracker Preferences Dictionary</p>

Imaging and Therapeutic Services Performance User Preferences

Preferences - Mammography

Parameter	Function	Recommended Setting	Available Settings
Orders			
<p>Order Date From Date</p> <p>[Performance]</p>	<p>This is the from date used to select specific orders on the desktop.</p> <p>[A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
<p>Order Date Thru Date</p> <p>[Performance]</p>	<p>This is the through date used to select specific orders on the desktop.</p> <p>[A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
<p>Service Date From Date</p> <p>[Performance]</p>	<p>This is the from date used to select specific orders on the desktop.</p> <p>[A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
<p>Service Date Thru Date</p> <p>[Performance]</p>	<p>This is the through date used to select specific orders on the desktop.</p> <p>[A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>

	on the desktop resulting in slow loading and recompiling of the desktop.]		
Letters			
Letter Date From Date [Performance]	This is the from date used to select a range of letters for printing. [A larger date range may result in more letters printing than expected.]	Recommended letter date range up through "5" days in the past (ie. from -5 thru 0 days)	Lookup: Keypad/Calculator
Letter Date Thru Date [Performance]	This is the through date used to select a range of letters for printing. [A larger date range may result in more letters printing than expected.]	Recommended letter date range up through "5" days in the past (ie. from -5 thru 0 days)	Lookup: Keypad/Calculator
Result defaults [Performance]	If default values are set, only letters within the date range and those codes defined will print. [Letters may be missed if the defaults are not reviewed on a regular basis.]	Recommended the result codes letter for the procedures that you want to include in this desktop preference.	Lookup: IDM Results Dictionary
Follow-up defaults [Performance]	If default values are set, only letters within the date range and those codes defined will print. [Letters may be missed if the defaults are not reviewed on a regular basis.]	Recommended the follow-up codes letter for the procedures that you want to include in this desktop preference	Lookup: Follow-Up Dictionary
Outcome defaults [Performance]	If default values are set, only letters within the date range and those codes defined will print. [Letters may be missed if the defaults are not reviewed on a regular basis.]	Recommended the outcome codes letter for the procedures that you want to include in this desktop preference.	Lookup: Outcome Dictionary

Preferences - Provider

Parameter	Function	Recommended Setting	Available Settings
Follow-Ups			
Follow-Up Dates From Date [Performance]	This is the from date used to select a range of patient follow up. [A larger date range may result in more follow ups appearing on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended follow-up of "1" week in the future (ie. From/Thru the current date (ie. From 0 through 7 Days)	Lookup: Keypad/Calculator
Follow-Up	This is the through date used to select a range of	Recommended	Lookup:

Dates Thru Date [Performance]	patient follow up. [A larger date range may result in more follow ups appearing on the desktop resulting in slow loading and recompiling of the desktop.]	follow-up of "1" week in the future (ie. From/Thru the current date (ie. From 0 through 7 Days)	Keypad/Calculator																										
Main																													
Message Defaults and Dates From Date [Performance]	This is the from date used to select specific messages on the desktop. [A larger date range may result in more messages on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended message date range up through 1 day in the past (ie. from -1 thru 0 days)	Lookup: Keypad/Calculator																										
Message Defaults and Dates Thru Date [Performance]	This is the through date used to select specific messages on the desktop. [A larger date range may result in more messages on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended message date range up through 1 day in the past (ie. from -1 thru 0 days)	Lookup: Keypad/Calculator																										
Message Defaults and Dates From Time [Performance]	This is from the time used to select specific messages on the desktop. [A larger date range may result in more messages on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended message date range up through 1 day in the past (ie. from -1 thru 0 days)	Hour range: 00-23 Minute range: 00-55 <table border="0"> <thead> <tr> <th>Hour</th> <th>Min</th> </tr> </thead> <tbody> <tr><td>00</td><td>12 00</td></tr> <tr><td>01</td><td>13 05</td></tr> <tr><td>02</td><td>14 10</td></tr> <tr><td>03</td><td>15 15</td></tr> <tr><td>04</td><td>16 20</td></tr> <tr><td>05</td><td>17 25</td></tr> <tr><td>06</td><td>18 30</td></tr> <tr><td>07</td><td>19 35</td></tr> <tr><td>08</td><td>20 40</td></tr> <tr><td>09</td><td>21 45</td></tr> <tr><td>10</td><td>22 50</td></tr> <tr><td>11</td><td>23 55</td></tr> </tbody> </table>	Hour	Min	00	12 00	01	13 05	02	14 10	03	15 15	04	16 20	05	17 25	06	18 30	07	19 35	08	20 40	09	21 45	10	22 50	11	23 55
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Orders

Order Date From Date [Performance]	<p>This is the from date used to select specific orders on the desktop.</p> <p>[A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
Order Date Thru Date [Performance]	<p>This is the through date used to select specific orders on the desktop.</p> <p>[A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
Service Date From Date [Performance]	<p>This is the from date used to select specific orders on the desktop.</p> <p>[A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
Service Date Thru Date [Performance]	<p>This is the through date used to select specific orders on the desktop.</p> <p>[A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>

Reports

Status Date From Date [Performance]	<p>This is the from date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p> <p>[A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
Status Date Thru Date [Performance]	<p>This is the through date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>

	[A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]		
Dictated By Init Date From Date [Performance]	This is the from date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop. [A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Dictated By Init Date Thru Date [Performance]	This is the through date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop. [A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Transcribed By Init Date From Date [Performance]	This is the from date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop. [A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Transcribed By Init Date Thru Date [Performance]	This is the through date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop. [A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
<u>Follow-Ups</u>			
Follow-Up Date From Date [Performance]	This is the from date used to select a range of patient follow up. [A larger date range may result in more follow ups appearing on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended follow-up of 1 week in the future (ie. From/Thru the current date (ie. From 0 through 7 Days)	Lookup: Keypad/Calculator
Follow-Up Date Thru Date	This is the through date used to select a range of patient follow up.	Recommended follow-up of 1 week in	Lookup: Keypad/Calculator

[Performance]	[A larger date range may result in more follow ups appearing on the desktop resulting in slow loading and recompiling of the desktop.]	the future (ie. From/Thru the current date (ie. From 0 through 7 Days)	
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Preferences - Receptionist

Parameter	Function	Recommended Setting	Available Settings
Orders			
Order Date From Date [Performance]	This is the from date used to select specific orders on the desktop. [A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Order Date Thru Date [Performance]	This the through date used to select specific orders on the desktop. [A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Service Date From Date [Performance]	This is the from date used to select specific orders on the desktop. [A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Service Date Thru Date [Performance]	This is the through date used to select specific orders on the desktop. [A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Follow-Ups			
Follow-Up Date From Date [Performance]	This is the from date used to select a range of patient follow up. [A larger date range may result in more follow ups appearing on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended follow-up of 1 week in the future (ie. From/Thru the current date (ie. From 0 through 7 Days)	Lookup: Keypad/Calculator
Follow-Up Date	This is the through date used to select a range of	Recommended	Lookup:

Thru Date [Performance]	patient follow up. [A larger date range may result in more follow ups appearing on the desktop resulting in slow loading and recompiling of the desktop.]	follow-up of 1 week in the future (ie. From/Thru the current date (ie. From 0 through 7 Days)	Keypad/Calculator
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Preferences - Technologist

Parameter	Function	Recommended Setting	Available Settings
Orders			
Order Date From Date [Performance]	This is the from date used to select specific orders on the desktop. [A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Order Date Thru Date [Performance]	This is the through date used to select specific orders on the desktop. [A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Service Date From Date [Performance]	This is the from date used to select specific orders on the desktop. [A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Service Date Thru Date [Performance]	This is the through date used to select specific orders on the desktop. [A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Follow-Ups			
Follow-Up Date From Date [Performance]	This is the from date used to select a range of patient follow up. [A larger date range may result in more follow ups appearing on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended follow-up of 1 week in the future (ie. From/Thru the current date (ie. From 0 through 7 Days)	Lookup: Keypad/Calculator

Follow-Up Date Thru Date [Performance]	This is the through date used to select a range of patient follow up. [A larger date range may result in more follow ups appearing on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended follow-up of 1 week in the future (ie. From/Thru the current date (ie. From 0 through 7 Days)	Lookup: Keypad/Calculator
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Preferences - Therapist

Parameter	Function	Recommended Setting	Available Settings
Main			
Message Defaults and Dates From Date [Performance]	This is the from date used to select specific messages on the desktop. [A larger date range may result in more messages on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended message date range up through 1 day in the past (ie. from -1 thru 0 days)	Lookup: Keypad/Calculator
Message Defaults and Dates Thru Date [Performance]	This is the through date used to select specific messages on the desktop. [A larger date range may result in more messages on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended message date range up through 1 day in the past (ie. from -1 thru 0 days)	Lookup: Keypad/Calculator
Message Defaults and Dates From Times [Performance]	Enter the default time in military time (24-hour clock format). It is not necessary to enter a colon to separate hours and minutes. These are the from and through dates to select specific messages on the desktop. [A larger date range may result in more messages on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended message date range up through 1 day in the past (ie. from -1 thru 0 days)	Hour range: 00-23 Minute range: 00-55 Hour Min 00 12 00 01 13 05 02 14 10 03 15 15 04 16 20 05 17 25 06 18 30 07 19 35 08 20 40 09 21 45 10 22 50 11 23 55
Message Defaults and Dates Thru Times	Enter the default time in military time (24-hour clock format). It is not necessary to enter a colon to separate hours and minutes. These are the from and through dates to select	Recommended message date range up through 1 day in the past (ie. from -1 thru 0 days)	Hour range: 00-23 Minute range: 00-55 Hour Min 00 12 00

<p>[Performance]</p>	<p>specific messages on the desktop.</p> <p>[A larger date range may result in more messages on the desktop resulting in slow loading and recompiling of the desktop.]</p>		<p>01 13 05 02 14 10 03 15 15 04 16 20 05 17 25 06 18 30 07 19 35 08 20 40 09 21 45 10 22 50 11 23 55</p>
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Orders

<p>Order Date From Date</p> <p>[Performance]</p>	<p>This is the from date used to select specific orders on the desktop.</p> <p>[A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
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<p>Order Date Thru Date</p> <p>[Performance]</p>	<p>This is the through date used to select specific orders on the desktop.</p> <p>[A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
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<p>Service Date From Date</p> <p>[Performance]</p>	<p>This is the from date used to select specific orders on the desktop.</p> <p>[A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
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<p>Service Date Thru Date</p> <p>[Performance]</p>	<p>This is the through date used to select specific orders on the desktop.</p> <p>[A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
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Reports

<p>Status Date From Date</p> <p>[Performance]</p>	<p>This is the from date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p> <p>[A larger date range may result in more reports on the desktop resulting in slow loading and</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
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	recompiling of the desktop.		
Status Date Thru Date [Performance]	<p>This is the through date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p> <p>[A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
Dictated By Init Date From Date [Performance]	<p>This is the from date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p> <p>[A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
Dictated By Init Date Thru Date [Performance]	<p>This is the through date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p> <p>[A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
Transcribed By Init Date From Date [Performance]	<p>This is the from date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p> <p>[A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
Transcribed By Init Date Thru Date [Performance]	<p>This is the through date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p> <p>[A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
Report Type Date From Date	<p>This is the from date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>

[Performance]	[A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]		
Report Type Date Thru Date [Performance]	This is the through date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop. [A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator

Follow-Ups			
Follow-Up Dates From Date [Performance]	This is the from date used to select a range of patient follow up. [A larger date range may result in more follow ups appearing on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended follow-up of 1 week in the future (ie. From/Thru the current date (ie. From 0 through 7 Days)	Lookup: Keypad/Calculator
Follow-Up Dates Thru Date [Performance]	This is the through date used to select a range of patient follow up. [A larger date range may result in more follow ups appearing on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended follow-up of 1 week in the future (ie. From/Thru the current date (ie. From 0 through 7 Days)	Lookup: Keypad/Calculator

Preferences - Tracker

Parameter	Function	Recommended Setting	Available Settings
Main > Order Tracker			
Order Date From Date [Performance]	This is the from date used to select specific orders on the desktop. [A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Order Date Thru Date [Performance]	This is the through date used to select specific orders on the desktop. [A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator

Service Date From Date [Performance]	This is the from date used to select specific orders on the desktop. [A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Service Date Thru Date [Performance]	This is the through date used to select specific orders on the desktop. [A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator

Letters

Letter Date From Date [Performance]	This is the from date used to select a range of letters for printing. [A larger date range may result in more letters printing than expected.]	Recommended letter date range up through 5 days in the past (ie. from -5 thru 0 days)	Lookup: Keypad/Calculator
Letter Date Thru Date [Performance]	This is the through date used to select a range of letters for printing. [A larger date range may result in more letters printing than expected.]	Recommended letter date range up through 5 days in the past (ie. from -5 thru 0 days)	Lookup: Keypad/Calculator
Result code defaults [Performance]	If default values are set, only letters within the date range and those codes defined will print. [Letters may be missed if the defaults are not reviewed on a regular basis.]	Recommended the result codes you want the statistical report to cover.	Lookup: Results Dictionary
Follow-up code defaults [Performance]	If default values are set, only letters within the date range and those codes defined will print. [Letters may be missed if the defaults are not reviewed on a regular basis.]	Recommended the follow-up codes you want the report to cover.	Lookup: Follow-Up Dictionary
Outcome code defaults [Performance]	If default values are set, only letters within the date range and those codes defined will print. [Letters may be missed if the defaults are not reviewed on a regular basis.]	Recommended the range of outcome codes you want the report to cover.	Lookup: Outcome Dictionary

Document Tracker

Status Date	This is the from used to select specific reports on	Recommended	Lookup:
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<p>From Date</p> <p>[Performance]</p>	<p>the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p> <p>[A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>From/Thru the current date (ie. +/- 0 Days)</p>	<p>Keypad/Calculator</p>
<p>Status Date Thru Date</p> <p>[Performance]</p>	<p>This is the through date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p> <p>[A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
<p>Dictated By Date From Date</p> <p>[Performance]</p>	<p>This is the from date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p> <p>[A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
<p>Dictated By Date Thru Date</p> <p>[Performance]</p>	<p>This is the through date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p> <p>[A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
<p>Transcribed By Date From Date</p> <p>[Performance]</p>	<p>This is the from date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p> <p>[A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
<p>Transcribed By Date Thru Date</p> <p>[Performance]</p>	<p>This is the from date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p> <p>[A larger date range may result in more reports on the desktop resulting in slow loading and</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>

	recompiling of the desktop.]		
Report Type Date From Date [Performance]	This is the from date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop. [A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Report Type Date Thru Date [Performance]	This is the through date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop. [A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator

Preferences - Transcriptionist

Parameter	Function	Recommended Setting	Available Settings
<u>Orders</u>			
Order Date From Date [Performance]	This is the from date used to select specific orders on the desktop. [A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Order Date Thru Date [Performance]	This is the through date used to select specific orders on the desktop. [A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Service Date From Date [Performance]	This is the from date used to select specific orders on the desktop. [A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Service Date Thru Date	This is the through date used to select specific orders on the desktop.	Recommended From/Thru the current	Lookup: Keypad/Calculator

[Performance]	[A larger date range may result in more orders on the desktop resulting in slow loading and recompiling of the desktop.]	date (ie. +/- 0 Days)	
Reports			
Status Date From Date [Performance]	This is the from date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop. [A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Status Date Thru Date [Performance]	This is the through date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop. [A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Transcribed By Init Date From Date [Performance]	This is the from date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop. [A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Transcribed By Init Date Thru Date [Performance]	This is the through date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop. [A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator
Dictated By Init Date From Date [Performance]	This is the from date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop. [A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended From/Thru the current date (ie. +/- 0 Days)	Lookup: Keypad/Calculator

Dictated By Init Date Thru Date [Performance]	<p>This is the through date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p> <p>[A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
Report Type From Date [Performance]	<p>This is the from date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p> <p>[A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>
Report Type Thru Date [Performance]	<p>This is the through date used to select specific reports on the desktop. Not all need to be defined, as this may limit the number of reports appearing on the desktop.</p> <p>[A larger date range may result in more reports on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended From/Thru the current date (ie. +/- 0 Days)</p>	<p>Lookup: Keypad/Calculator</p>

Main

Message Defaults and Dates From Date [Performance]	<p>This is the from date used to select specific messages on the desktop.</p> <p>[A larger date range may result in more messages on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended message date range up through 1 day in the past (ie. from -1 thru 0 days)</p>	<p>Lookup: Keypad/Calculator</p>										
Message Defaults and Dates Thru Date [Performance]	<p>This is the through date used to select specific messages on the desktop.</p> <p>[A larger date range may result in more messages on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended message date range up through 1 day in the past (ie. from -1 thru 0 days)</p>	<p>Lookup: Keypad/Calculator</p>										
Message Defaults and Dates From Time [Performance]	<p>This is the from time used to select specific messages on the desktop.</p> <p>[A larger date range may result in more messages on the desktop resulting in slow loading and recompiling of the desktop.]</p>	<p>Recommended message date range up through 1 day in the past (ie. from -1 thru 0 days)</p>	<p>Hour range: 00-23 Minute range: 00-55</p> <table> <tr> <td>Hour</td> <td>Min</td> </tr> <tr> <td>00</td> <td>12 00</td> </tr> <tr> <td>01</td> <td>13 05</td> </tr> <tr> <td>02</td> <td>14 10</td> </tr> <tr> <td>03</td> <td>15 15</td> </tr> </table>	Hour	Min	00	12 00	01	13 05	02	14 10	03	15 15
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00	12 00												
01	13 05												
02	14 10												
03	15 15												

			04 16 20 05 17 25 06 18 30 07 19 35 08 20 40 09 21 45 10 22 50 11 23 55
Message Defaults and Dates Thru Time [Performance]	This is the through time used to select specific messages on the desktop. [A larger date range may result in more messages on the desktop resulting in slow loading and recompiling of the desktop.]	Recommended message date range up through 1 day in the past (ie. from -1 thru 0 days)	Hour range: 00-23 Minute range: 00-55 Hour Min 00 12 00 01 13 05 02 14 10 03 15 15 04 16 20 05 17 25 06 18 30 07 19 35 08 20 40 09 21 45 10 22 50 11 23 55

Imaging and Therapeutic Services Performance Toolbox Parameters

Toolbox Parameters - General Information

Parameter	Function	Recommended Setting	Available Settings
Send Charges to BAR every (minutes) [High Impact] [Performance]	Enter the time interval (in minutes) that you want IDM to transmit batches of billing information to MEDITECH's Revenue Cycle (RCG) Application. The Midnight Run normally batches the previous day's billing information and transmits it to Billing. It is useful to define several batch times if your system handles large quantities of data that the system cannot read and post between midnight and the start of normal business the next day. <i>Note: If a charge and an offsetting credit occur in the same interim billing batch, IDM does not</i>	MEDITECH recommends this is set to "60" minutes as most sites prefer to mimic this to real time processing.	Number of minutes: enter a value between 1 - 99

transmit either the credit or the charge to Billing. If IDM transmits a charge to Billing in one batch and an offsetting credit occurs after IDM transmits the charge to Billing, IDM transmits the offsetting credit to Billing in a future batch. This is a required parameter.

[Modifying this setting will affect the frequency of charges being sent to Revenue Cycle (RCG). Any changes should be coordinated with the RCG staff on site to ensure awareness of the related changes.]

[Setting this value lower can result in charges being sent to billing more frequently, which could potentially tax the billing compile job if set too low.]

Toolbox Parameters - Report/Order Purge

- Order and Report purge parameters determine how long patient data is maintained within IDM. Once a report or order has purged, it is not possible to be reinstated within IDM.
- Report/order purge parameters should be lowered incrementally. This will help ensure that other applications (such as EMR) do not receive large amounts of transactions. Increasing report/order purge parameters should accompany a space evaluation performed by a programmer.

Parameter	Function	Recommended Setting	Available Settings
Report Purge: Months Default [High Impact] [USCDI] [Performance]	<p>Enter the number of months that you want to retain ITS reports before the system purges this information. ITS uses the value you enter at this parameter as the default value for your entire health care organization.</p> <p>If blank, reports will never purge.</p> <p>You can override this default value for specific departments at the Department (Report Purge) parameter. You can view purged ITS reports that have valid EMR IDs in Clinical Review.</p> <p>[Determines how long reports are available within the system including access via EMR.]</p> <p>[If there are too many reports purging, the midnight run can run for longer periods of time. It is recommended that this parameter be dropped in increments of one month at a time to allow monitoring of the Midnight Run.]</p>	<p>MEDITECH recommends this is set to "999" Months</p>	<p>Number of months enter a value between 1-999</p>

<p>Report Purge:</p> <p>Archive Default</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>This field determines whether ITS archives reports before purging them.</p> <p>To archive ITS reports before ITS purges them, enter “Y.” Otherwise, enter “N” or leave blank. ITS uses the value you enter at this parameter as the default value for your entire healthcare organization. Your facility can override this default value for specific departments at the Archive (Reports - Department) parameter.</p> <p>[This parameter involves activating the archiving of ITS reports.]</p> <p>[If there are too many reports purging, the midnight run can run for longer periods of time. It is recommended that this parameter be dropped in increments of a month at a time to allow monitoring of the Midnight Run.]</p>	<p>MEDITECH recommends this is set to “N”</p>	<ul style="list-style-type: none"> ● Y ● N ● Blank (N)
<p>Report Purge:</p> <p>Department</p> <p>[High Impact]</p> <p>[USCDI]</p> <p>[Performance]</p>	<p>Enter the departments for which you want to define specific report purge and archiving values. The values you enter for these departments override the default values you entered at the Report Purge (Months) Default and Archive (Dft)? Reports parameters.</p> <p>If blank, we look to the Report Purge: Months Default setting.</p> <p>[Determines how long reports are available within the system.]</p> <p>[If there are too many reports purging, the midnight run can run for longer periods of time. It is recommended that this parameter be dropped in increments of one month at a time to allow monitoring of the Midnight Run.]</p>	<p>MEDITECH recommends this is set to “N”</p>	<p>Lookup: ITS Department Dictionary</p>
<p>Report Purge:</p> <p>Months</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>Enter the number of months that you want IDM to retain reports for a specific department before IDM purges this information. The value you enter at this parameter for this department overrides the value you entered at the Report Purge (Months) Default parameter.</p> <p>[Determines how long reports are available within the system including access via EMR.]</p> <p>[If there are too many reports purging, the</p>	<p>MEDITECH recommends this is set to “999” Months</p>	<p>Number of months enter a value between 1 - 999</p>

	<p>midnight run can run for longer periods of time. It is recommended that this parameter be dropped in increments of one month at a time to allow monitoring of the Midnight Run.]</p>		
<p>Report Purge:</p> <p>Archive</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>This field defines whether reports will be archived for this department before being purged from IDM.</p> <p>To archive reports for this department before IDM purges them, enter "Y." Otherwise, enter "N" or leave blank.</p> <p>[This parameter involves activating the archiving of IDM reports.]</p> <p>[There can be performance issues related to the archive background jobs.]</p>	<p>MEDITECH recommends setting this to "N" or leaving this blank</p>	<ul style="list-style-type: none"> • Y • N/Blank
<p>Order Purge:</p> <p>Days Default</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>Relates to how long default order information is available within IDM before it is purged.</p> <p>Enter the number of days after a technologist or provider performs an exam (that is, the service date) that you want IDM to purge the orders. IDM uses this parameter for all orders in your healthcare organization. Orders must reach their purge statuses before IDM can purge them. You can use the Department (Order Purge) or Category (Order Purge) parameters to override this value for specific departments or categories.</p> <p><i>Note: You can enter up to 9999 days at this parameter. Orders with associated follow-up letters (for example, mammography) must remain in IDM for the number of weeks or months defined for that letter in the Follow-up Dictionary. For example, a procedure defined with a 12 month follow-up letter requires an order purge parameter of at least 365 days. If you purge the order, letters do not print.</i></p> <p>[Effect on ADM Purging: You can purge a patient account in ADM only after the system purges all orders for the account in IDM.]</p> <p>[If there are too many orders purging, the midnight run can run for longer periods of time. It is recommended that this parameter be dropped in increments of 30 days at a time to</p>	<p>MEDITECH recommends this is set to "9999"</p> <p>Days</p>	<p>Number of days enter a value between 1 - 9999</p>

	allow monitoring of the Midnight Run.]		
Order Purge: Archive Default [High Impact] [Performance]	<p>To archive orders before purging, enter “Y.” Otherwise, enter “N.” IDM uses the value you enter at this parameter as the default value for your healthcare organization. You can use the Arc? (Order Purge - Department) Parameter or Arc? (Order Purge - Category) parameters to override this value for specific departments or categories.</p> <p><i>Note: In cases where the Archive Y/N parameter is changed to “N,” the report purge parameters should be increased to ensure that the reports are still in the system. A space analysis should be reviewed for an increase in the report purge parameter Settings prior to considering changing the archiving to a “N” value.</i></p> <p>[Determines if Order information will be accessible after the Order has purged from IDM.]</p> <p>[There can be performance issues related to the archive background jobs.]</p>	<p>MEDITECH recommends setting this to “N” or leaving this blank</p>	<ul style="list-style-type: none"> • Y • N/Blank
Order Purge: Department - Days [High Impact] [Performance]	<p>Enter the number of days after an exam is performed (that is, the service date) that you want IDM to purge orders.</p> <p>This value overrides the value you entered at the Order Purge (Days) Default and the Arc? (Order Purge - Department) parameters for this specific category only. Orders must reach their purge statuses before IDM can purge them.</p> <p>The value you enter at this parameter overrides the value you entered at the Days - (Order Purge - Department) parameter.</p> <p><i>Note: You can enter up to 9999 at this parameter.</i></p> <p>[Effect on ADM Purging: You can purge a patient account in ADM only after the system purges all orders for the account in IDM.]</p> <p>[If there are too many orders purging, the midnight run can run for longer periods of time. It is recommended that this parameter be dropped in increments of 30 days at a time to</p>	<p>MEDITECH recommends this is set to “9999 Days”</p>	<p>Number of days enter a value between 1 - 9999</p>

	allow monitoring of the Midnight Run.]		
Order Purge: Department - Archive [High Impact] [Performance]	<p>To archive orders for this department before IDM purges them, enter “Y.” Otherwise, enter “N” or leave blank.</p> <p>[Determines if Orders will be archived before being permanently purged from IDM.]</p> <p>[There can be performance issues related to the archive background jobs.]</p>	<p>MEDITECH recommends setting this to “N” or leaving this blank</p>	<ul style="list-style-type: none"> • Y • N/Blank
Order Purge: Category - Days [High Impact] [Performance]	<p>Enter the number of days after an exam is performed (that is, the service date) that you want IDM to purge orders.</p> <p>This value overrides the value you entered at the Order Purge (Days) Default and the Arc? (Order Purge - Department) parameters for this specific category only. Orders must reach their purge statuses before IDM can purge them.</p> <p>The value you enter at this parameter overrides the value you entered at the Days - (Order Purge - Department) parameter.</p> <p><i>Note: You can enter up to 9999 days at this parameter.</i></p> <p>[Affect on ADM Purging: You can purge a patient account in ADM only after the system purges all orders for the account in IDM.]</p> <p>[If there are too many orders purging, the midnight run can run for longer periods of time. It is recommended that this parameter be dropped in increments of 30 days at a time to allow monitoring of the Midnight Run.]</p>	<p>MEDITECH recommends this is set to “9999 Days”</p>	<p>Number of days enter a value between 1 - 9999</p>
Order Purge: Category - Archive [High Impact] [Performance]	<p>To archive orders in this category before IDM purges them, enter “Y.” Otherwise, enter “N” or leave blank.</p> <p>[Determines if Order information is archived prior to being permanently purged from IDM.]</p> <p>[There can be performance issues related to the archive background jobs.]</p>	<p>MEDITECH recommends setting this to “N” or leaving this blank</p>	<ul style="list-style-type: none"> • Y • N/Blank

Toolbox Parameters - Site Specific Purge

Parameter	Function	Recommended Setting	Available Settings
Months Default [High Impact] [Performance]	<p>For the defined site, enter the number of months that you want to retain IDM reports before the system purges this information. IDM uses the value you enter at this parameter as the default value for your entire health care organization.</p> <p>You can override this default value for specific departments at the Department (Report Purge) parameter. You can view purged IDM reports that have valid EMR IDs in Clinical Review.</p> <p>[Determines how long reports are available within the system including access via EMR.]</p> <p>[If there are too many reports purging, the midnight run can run for longer periods of time. It is recommended that this parameter be dropped in increments of one month at a time to allow monitoring of the Midnight Run.]</p>	<p>MEDITECH recommends this is set to "999" Months</p>	<p>Number of months enter a value between 1 - 999</p>
Archive Default [High Impact] [Performance]	<p>For the defined site, this field determines whether IDM archives reports before purging them.</p> <p>To archive IDM reports before IDM purges them, enter "Y." Otherwise, enter "N" or leave blank. IDM uses the value you enter at this parameter as the default value for your entire healthcare organization. You can override this default value for specific departments at the Archive (Reports - Department) parameter.</p> <p>[This parameter involves activating the archiving of IDM reports.]</p> <p>[There can be performance issues related to the archive background jobs.]</p>	<p>MEDITECH recommends setting this to "N" or leaving this blank</p>	<ul style="list-style-type: none"> • Y • N/Blank
Department [High Impact] [Performance]	<p>For the defined site, enter the departments for which you want to define specific report purge and archiving values. The values you enter for these departments override the default values you entered at the Report Purge (Months) Default and Archive (Dft)? Reports parameters.</p>	<p>MEDITECH recommends that you enter the departments for which you want to define specific order purge and archiving values.</p>	<p>Lookup: IDM Department Dictionary</p>

	<p>[Determines how long reports are available within the system.]</p> <p>[If there are too many reports purging, the midnight run can run for longer periods of time. It is recommended that this parameter be dropped in increments of one month at a time to allow monitoring of the Midnight Run.]</p>		
<p>Department - Months</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>For the defined site and department, enter the number of months that you want to retain IDM reports before the system purges this information. IDM uses the value you enter at this parameter as the default value for your entire health care organization.</p> <p>You can override this default value for specific departments at the Department (Report Purge) parameter. You can view purged IDM reports that have valid EMR IDs in Clinical Review.</p> <p>[Determines how long reports are available within the system.]</p> <p>[If there are too many orders purging, the midnight run can run for longer periods of time. It is recommended that this parameter be dropped in increments of 30 days at a time to allow monitoring of the Midnight Run.]</p>	<p>MEDITECH recommends this is set to "999" Months</p>	<p>Number of months enter a value between 1 - 999</p>
<p>Department - Archive</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>For the defined site and department, this field determines whether IDM archives reports before purging them.</p> <p>To archive IDM reports before IDM purges them, enter "Y." Otherwise, enter "N" or leave blank. IDM uses the value you enter at this parameter as the default value for your entire healthcare organization. You can override this default value for specific departments at the Archive (Reports - Department) parameter.</p> <p>[This parameter involves activating the archiving of IDM reports.]</p> <p>[There can be performance issues related to the archive background jobs.]</p>	<p>MEDITECH recommends setting this to "N" or leaving this blank</p>	<ul style="list-style-type: none"> ● Y ● N/Blank
<p>Order Purge:</p>	<p>Relates to how long default order information is available within IDM before it is purged.</p>	<p>MEDITECH recommends this is set to "9999" days</p>	<p>Number of days enter a value between 1 - 9999</p>

<p>Days Default</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>For the defined site, enter the number of days after a technologist or provider performs an exam (that is, the service date) that you want IDM to purge the orders. IDM uses this parameter for all orders in your healthcare organization. Orders must reach their purge statuses before IDM can purge them. You can use the Department (Order Purge) or Category (Order Purge) parameters to override this value for specific departments or categories.</p> <p>For example, you can enter up to 9999 days at this parameter. Orders with associated follow-up letters (for example, mammography) must remain in IDM for the number of weeks or months defined for that letter in the Follow-up Dictionary. For example, a procedure defined with a 12 month follow-up letter requires an order purge parameter of at least 365 days. If you purge the order, letters do not print.</p> <p>[Effect on ADM Purging: You can purge a patient account in ADM only after the system purges all orders for the account in IDM.]</p> <p>[If there are too many orders purging, the midnight run can run for longer periods of time. It is recommended that this parameter be dropped in increments of 30 days at a time to allow monitoring of the Midnight Run.]</p>		
<p>Order Purge:</p> <p>Archive Default</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>For the defined site, to archive orders before purging, enter "Y." Otherwise, enter "N." IDM uses the value you enter at this parameter as the default value for your healthcare organization. You can use the Arc? (Order Purge - Department) Parameter or Arc? (Order Purge - Category) parameters to override this value for specific departments or categories.</p> <p><i>Note: In cases where the Archive Y/N parameter is changed to "N," the report purge parameters should be increased to ensure that the reports are still in the system. A space analysis should be reviewed for an increase in the report purge parameter Settings prior to considering changing the archiving to a "N" value.</i></p> <p>[Determines if Order information will be</p>	<p>No Longer MEDITECH functionality.</p>	<ul style="list-style-type: none"> ● Y ● N

	<p>accessible after the Order has purged from IDM.]</p> <p>[There can be performance issues related to the archive background jobs.]</p>		
<p>Order Purge:</p> <p>Department - Days</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>For the defined site and department, enter the number of days after an exam is performed (that is, the service date) that you want IDM to purge orders.</p> <p>This value overrides the value you entered at the Order Purge (Days) Default and the Arc? (Order Purge - Department) parameters for this specific category only. Orders must reach their purge statuses before IDM can purge them.</p> <p>The value you enter at this parameter overrides the value you entered at the Days - (Order Purge - Department) parameter.</p> <p>For example, you can enter up to 9999 days at this parameter. If you do not want orders to purge, do not define a date in this field or at the category order purge field.</p> <p>[Effect on ADM Purging: You can purge a patient account in ADM only after the system purges all orders for the account in IDM.]</p> <p>[If there are too many orders purging, the midnight run can run for longer periods of time. It is recommended that this parameter be dropped in increments of 30 days at a time to allow monitoring of the Midnight Run.]</p>	<p>MEDITECH recommends this is set to "9999"</p> <p>Days</p>	<p>Number of days enter a value between 1 - 9999</p>
<p>Order Purge:</p> <p>Department - Archive</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>For the defined site, to archive orders for this department before IDM purges them, enter "Y." Otherwise, enter "N" or leave blank.</p> <p>[Determines if Orders will be archived before being permanently purged from IDM.]</p> <p>[There can be performance issues related to the archive background jobs.]</p>	<p>No Longer MEDITECH functionality</p>	<ul style="list-style-type: none"> ● Y ● N/Blank
<p>Order Purge:</p> <p>Category - Days</p> <p>[High Impact]</p>	<p>For the defined site and category, enter the number of days after an exam is performed (that is, the service date) that you want IDM to purge orders.</p>	<p>MEDITECH recommends this is set to "9999"</p> <p>Days"</p>	<p>Number of days enter a value between 1 - 9999</p>

<p>[Performance]</p>	<p>This value overrides the value you entered at the Order Purge (Days) Default and the Arc? (Order Purge - Department) parameters for this specific category only. Orders must reach their purge statuses before IDM can purge them.</p> <p>The value you enter at this parameter overrides the value you entered at the Days - (Order Purge - Department) parameter.</p> <p>For example, you can enter up to 9999 days (that is, 5 years) at this parameter. If you do not want orders to purge, do not define a date in this field.</p> <p>[Effect on ADM Purging: You can purge a patient account in ADM only after the system purges all orders for the account in IDM.]</p> <p>[If there are too many orders purging, the midnight run can run for longer periods of time. It is recommended that this parameter be dropped in increments of 30 days at a time to allow monitoring of the Midnight Run.]</p>		
<p>Order Purge:</p> <p>Category - Archive</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>For the defined site and category, to archive orders in this category before IDM purges them, enter "Y." Otherwise, enter "N" or leave blank.</p> <p>[Determines if Order information is archived prior to being permanently purged from IDM.]</p> <p>[There can be performance issues related to the archive background jobs.]</p>	<p>No Recommended Setting</p>	<ul style="list-style-type: none"> ● Y ● N/Blank

Laboratory Performance Customer Defined Parameters

LIS Customer Defined Parameters - Page 1

Parameter	Function	Recommended Setting	Available Settings
<p>Training Printer</p> <p>[Performance]</p>	<p>The device to which training and testing documentation should be sent for printing is identified in this field. This will include all items generated by way of background print jobs, such as broadcast reports and labels generated through requisitioning.</p>	<p>MEDITECH recommends this set to Blank in LIVE.</p>	<p>Lookup: Printer Dictionary</p>

	<p><i>Note: This does not include telecom printing.</i></p> <p>If a user initiates a print job for specimen labels via a routine such as Print LIS Individual Specimen Labels, the training printer parameter has no effect. The labels print on the device designated at the Print on field in that routine.</p> <p>[It must be removed from this field in the LIVE environment as it will prevent printing to the appropriate printers mapped by location and user device. This can cause a backup in the print time of these items.]</p>		
<p>Start Midnight Run Time</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>Indicate the time of day (in military hours) at which the midnight run should kick-off. This is a required field.</p> <p>[The MNR is started once per day by a LAB bkg job that runs continuously. It compiles workload, billing revenue, billing batches and Req/Spec/Order Count Reports. It also starts file maintenance which deletes old data for various patient and statistical reports.]</p> <p>[This can take up a lot of processing power or the LAB Background Client. If the midnight run is set to start during the hospital's busy time, it could cause slowness.]</p>	MEDITECH recommends this set to "0000" hours.	Enter a time value from 00:00 to 23:59

LIS Customer Defined Parameters - Page 2

Parameter	Function	Recommended Setting	Available Settings
<p>Bkg Client Max Print Jobs</p> <p>[Performance]</p>	<p>Indicate the maximum number of background print jobs to run on the LAB Background Client. This is a required field.</p> <p>[When defining the number of background jobs for the system, be aware that the greater the number of jobs, the faster results are verified; however, if you increase the number of background jobs, you may decrease the speed of other system functions.]</p>	MEDITECH recommends this set to "5" jobs. It can be increased by 5 based on volume and programming recommendation.	Free Text Numeric enter a value from 1 - 9,999

LIS Customer Defined Parameters - Page 5

Parameter	Function	Recommended Setting	Available Settings
Data Audit Trail: Days to Keep [High Impact] [Performance]	<p>This field is used to determine how long the system stores data before it file maintains. The entry can be up to 9999.</p> <p>[As with all file maintenance, adjusting this setting could result in loss of data.]</p> <p>[If this is set with a high file maintenance setting, it could take up a large amount of space on the LAB File Server and cause the LAB Midnight Run to take a long time to complete.]</p>	<p>MEDITECH recommends this set to "90" days which provides you with multiple months of data without the risk of impacting performance.</p>	<p>Free Text Numeric</p> <p>Maximum: 9999</p> <p>If blank, all audit information will file maintain during the Midnight Run.</p>

LIS Customer Defined Parameters - Page 9

Parameter	Function	Recommended Setting	Available Settings
Auto Refresh (seconds) [Performance]	<p>Enter the number of seconds to auto refresh the Phlebotomy Handheld (PHH) Patient screen and Container screen. If you leave this field blank, auto refresh does not occur.</p> <p>Note: The recommended value for this field is 300 seconds (5 minutes).</p> <p>[Be aware that if the auto refresh seconds are set too low, refreshing very frequently, it could cause the CPU on the LAB file server to spike, which would then cause performance issues for all LAB users]</p>	<p>The recommended value for this field is 300 seconds (5 minutes).</p> <p>Be aware that if the auto refresh seconds are set too low, refreshing very frequently, it could cause the CPU on the LAB file server to spike, which would then cause performance issues for all LAB users</p>	<p>Free Text Numeric</p> <p>Maximum: 9999</p> <p>If you leave this field blank, auto refresh does not occur.</p>

Laboratory Performance Toolbox Parameters

BBK Toolbox Parameters - Page 2

Parameter	Function	Recommended Setting	Available Settings
BBK File Maintenance Days: Transfusion Index/Change Order	<p>This governs the file maintenance of transfusion data used to compile the BBK Transfusion Report and BBK Transfusion to Patient Report as well as the Change Product Order Account Audit. Enter the number of days for which the LIS retains data</p>	<p>MEDITECH recommends this set to "45" days which allows for indexes for transfusion data to be stored over a month</p>	<p>Free Text Numeric (Days)</p> <p>enter a value from 1 - 999</p>

<p>Days</p> <p>[High Impact]</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p> <p><i>BBK parameter settings require additional MEDITECH review in order to ensure that the regulated medical device recommended practices are being followed.</i></p>	<p>used by the Blood Bank (BBK) Transfusion Report Routine and the BBK Change Product Order Account Audit. The default is "45" days. This is a required field.</p> <p>[Requires Medical Device Board review before changing.]</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>for specific reports. This does not affect the transfusion data itself.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	
<p>BBK File Maintenance Days:</p> <p>History Audit Log</p> <p>[High Impact]</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p> <p><i>BBK parameter settings require additional MEDITECH review in order to ensure that the regulated medical device recommended practices are being followed.</i></p>	<p>Governs the file maintenance of the information for the Blood Bank History Audit Log. Enter the number of days for which the LIS retains this data. The default is "45" days. This is a required field.</p> <p>[Requires Medical Device Board review before changing.]</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "180" days which allows you to review any audits to the BBK history log for six months after the edit was made.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric (Days) enter a value from 1 - 999</p>

<p>BBK File Maintenance Days:</p> <p>Transfer Log</p> <p>[High Impact]</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p> <p><i>BBK parameter settings require additional MEDITECH review in order to ensure that the regulated medical device recommended practices are being followed.</i></p>	<p>Governs the file maintenance of Unit information indexed to the BBK Transfer Log routine data. Enter the number of days for which the LIS retains this data. The default is "45" days. This is a required field.</p> <p>[Requires Medical Device Board review before changing.]</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "45" days which allows you to review the unit transfer log data for over a month after the transfer occurs.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric (Days) enter a value from 1 - 999</p>
<p>BBK File Maintenance Days:</p> <p>Physical Inventory</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>Governs the file maintenance of Unit information indexed for the BBK Physical Inventory Report. Enter the number of days for which the LIS retains this data. The default is "90" days. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "90" days which allows you to review the physical inventory list for three months after the transfer occurs.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric (Days) enter a value from 1 - 999</p>
<p>BBK File Maintenance Days:</p> <p>QC Specimens</p> <p>[Performance]</p>	<p>Governs the file maintenance of specimen data for BBK Quality Control specimens. Enter the number of days for which the LIS retains this data. This is a required field. The default is "45" days.</p> <p><i>Note: The Keep field in the BBK QC Material</i></p>	<p>MEDITECH recommends this set to "730" days which allows for quality control data to be available for 2 years for reporting purposes.</p>	<p>Free Text Numeric (Days) enter a value from 1 - 9999</p>

<p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p><i>dictionary overrides this parameter.</i></p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	
<p>BBK File Maintenance Days:</p> <p>Donor Batch Days</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>Governs the file maintenance of user created donor batches. Enter the number of days for which the LIS retains this data. The default is "5" days. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "5" days which allows you to review donor batches for five days after creation.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric (Days) enter a value from 1 - 999</p>
<p>BBK File Maintenance Days:</p> <p>Donor Appointment Days</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>Governs the file maintenance of the Donor Appointment list. Enter the number of days for which the LIS retains the data used by the Donor Appointment List routine. The default is "90" days. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "90" days which allows you time to review previous appointment lists.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric (Days) enter a value from 1 - 999</p>
<p>BBK File Maintenance Days:</p> <p>Donor Confidential Activity Log</p> <p>[High Impact]</p>	<p>Governs the file maintenance of the Donor Confidentiality Log. Enter the number of days for which the LIS retains the data used by the Donor Confidentiality Log routine. The default is "60" days. This is a required field.</p> <p>[Requires Medical Device Board review]</p>	<p>MEDITECH recommends this set to "60" days which allows time for the donations to be processed while data is still available.</p>	<p>Free Text Numeric (Days) enter a value from 1 - 999</p>

<p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p> <p><i>BBK parameter settings require additional MEDITECH review in order to ensure that the regulated medical device recommended practices are being followed.</i></p>	<p>before changing.]</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	
<p>BBK File Maintenance Days:</p> <p>Donor Questionnaire Days</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>Governs the file maintenance of BBK Donor Questionnaire responses. Enter the number of days for which the LIS retains this data. The default is "365" days. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "365" days which allows for the storage of questionnaire responses for a year after they are entered.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric (Days) enter a value from 1 - 999</p>
<p>BBK File Maintenance Days:</p> <p>Override Warning Report</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before</i></p>	<p>Governs the file maintenance of information collected in BBK for the Override Warning Report. Enter the number of days for which the LIS retains this data. The default is "45" days. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens</p>	<p>MEDITECH recommends this set to "180" days which allows you to review any BBK warning overrides for 6 months. MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric (Days) enter a value from 1 - 999</p>

<p><i>setting/changing this parameter.</i></p>	<p>the running time and increases the processing power on the LAB Background Client.]</p>		
<p>BBK File Maintenance Days:</p> <p>Transfusion Index/Change Order Days</p> <p>[High Impact]</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p> <p><i>BBK parameter settings require additional MEDITECH review in order to ensure that the regulated medical device recommended practices are being followed.</i></p>	<p>This governs the file maintenance of transfusion data used to compile the BBK Transfusion Report and BBK Transfusion to Patient Report as well as the Change Product Order Account Audit. Enter the number of days for which the LIS retains data used by the Blood Bank (BBK) Transfusion Report Routine and the BBK Change Product Order Account Audit. The default is "45" days. This is a required field.</p> <p>[Requires Medical Device Board review before changing.]</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "45" days which allows for indexes for transfusion data to be stored over a month for specific reports. This does not affect the transfusion data itself.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric (Days) enter a value from 1 - 999</p>

LIS Toolbox Parameters - Page 2

Parameter	Function	Recommended Setting	Available Settings
<p>Workload Sorts: Sort Mne, Sort 1, and Sort 2</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing</i></p>	<p>Define the Sort Mne, Sort1, Sort2 to be used when compiling Workload Reports. The primary and secondary sort selections indicate the selection criteria to be used when sorting data for the workload report. A response for both sort prompts is required. Therefore, if only one sort factor is needed, enter "NONE" for the other prompt. The addition of sorts is not retroactive. Changes are invoked from the change date forward.</p> <p>[Once the workload sorts are defined, each cannot be removed completely. Depending on the amount</p>	<p>MEDITECH recommends this set to a maximum of "5" sorts. More than "5" sorts can cause the midnight run to take an extended time to run and can utilize extensive processing power.</p>	<p>Sort Mne: Free Text</p> <p>Sort1 and Sort2 Options:</p> <ul style="list-style-type: none"> ● DOC ● LOC ● SEC ● SITE ● USER ● FAC ● SVC ● NONE

<p><i>this parameter.</i></p>	<p>of data being captured, each can take up additional space on the File server. This can lead to the LAB midnight run taking longer to complete as well as utilizing extensive processing power on the LAB Background Client.]</p>		
<p>Bill Revenue Sorts: Sort Mne, Sort 1, and Sort 2</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>The following prompts allow the hospital to custom define Billing Revenue Reports in order to satisfy unique requirements. The hospital may define as many revenue sorts as desired. The Sort Mne prompt allows the assignment of a mnemonic that identifies a set of sort criteria that can be used for the Billing Revenue Reports. The Sort1 and Sort2 prompts (primary and secondary sort factors, respectively) specify the criteria by which the system sorts billing revenue for the report. The Revenue Reports may be sorted by Doctor ("DOC"), Location ("LOC"), Site ("SITE"), Service ("SVC"), Facility ("FAC") and ("NONE") if a user-defined sort factor is not required for this report. If "NONE" is selected, the system will sort the report by test only. A response for both sort prompts is required. Therefore, if only one sort factor is needed, enter NONE for the other prompt.</p> <p>[Once the Bill Revenue sorts are defined, each cannot be removed completely. Depending on the amount of data being captured, each can take up additional space on the File server. This can lead to the LAB midnight run taking longer to complete as well as utilizing extensive processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to a maximum "10" sorts. More than "10" sorts can cause the midnight run to take an extended time to run and can utilize extensive processing power.</p>	<p>Sort Mne: Free Text</p> <p>Sort1 and Sort2 Options:</p> <ul style="list-style-type: none"> ● DOC ● LOC ● SITE ● SVC ● FAC ● NONE <p>If these fields are blank, there will not be sorts for the Bill Revenue Report; no data will be compiled.</p>
<p>Req/Spec Count Sorts: Sort Mne, Sort 1, and Sort 2</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>These parameters allow you to define any req/spec count sorts needed to satisfy reporting requirements. The Sort Mne prompt identifies a set of sort criteria for the Req/Spec Count Reports. The primary and secondary sorts (Sort 1, Sort 2) specify the criteria to be used when sorting the data for the report. Reports may be sorted by:</p> <ul style="list-style-type: none"> ● Doctor: "DOC" ● Sub From: "SUB FROM" ● Location: "LOC" ● Site: "SITE" ● Facility: "FAC" ● Service: "SVC" ● Module: "MODULE" ● Prefix: "PREFIX" ● Pt Status: "PT STATUS" ● None: "NONE" ● 	<p>MEDITECH recommends this set to a maximum of "10" sorts. More than "10" sorts can cause the midnight run to take an extended time to run and can utilize extensive processing power.</p>	<p>Sort Mne: Free Text</p> <p>Sort 1 and Sort 2 Options:</p> <ul style="list-style-type: none"> ● DOC ● SUB FROM ● LOC ● MODULE ● PREFIX ● PT STATUS ● SITE ● FAC ● SVC ● NONE <p>If this field is blank, there will not be any sorts for the Req/Spec</p>

	<p>If "NONE" is selected, there is no user-defined sort for this report and it will be sorted by test only. A response for both sort prompts is required. Therefore, if only one sort factor is needed, enter "NONE" for the other prompt.</p> <p>[Once the Req/Spec Count sorts are defined, each cannot be removed completely. Depending on the amount of data being captured, each can take up additional space on the File server. This can lead to the LAB midnight run taking longer to complete as well as utilizing extensive processing power on the LAB Background Client.]</p>		Count reports; no data will be compiled.
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Parameter	Function	Recommended Setting	Available Settings
<p>File Maintenance Delay:</p> <p>Clin Act Days</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>Enter the number of days for which the LIS keeps Patient Master Log, Activity Report, and Activity Summary data on file. This is a required field. The default is "45" days.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "120" days in order to obtain information for an extended period of time.</p>	<p>Free Text Numeric Days enter a value from 1 - 9,999</p>
<p>File Maintenance Delay:</p> <p>Bill Act Days</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>Governs the file maintenance of the Billing List, Billing Tape, and Billing Compile. The Billing List will not be file maintained if the Billing Compile (NPR Billing) or Billing Tape has not been run. This is a required field. The default is "45" days.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "45" days which allows over a month to review any necessary activity.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric Days enter a value from 1 - 9,999</p>
<p>File Maintenance</p>	<p>Governs file maintenance of workload daily statistics.</p>	<p>MEDITECH recommends</p>	<p>Free Text Numeric Days</p>

<p>Delay:</p> <p>Wkld Days</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>Default of "21" days. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>this set to "21" days which allows for 3 weeks of data stored for processing the data.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>enter a value from 1 - 9,999</p>
<p>File Maintenance Delay: Wkld Periods</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>Governs file maintenance of workload period statistics. Statistics may still be run for periods, even if they have file maintained for statistics by date based on the previous parameter. Default of "13" periods. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "13" periods which allows for over a year of data stored for workload data use. The data will still be available after the end of the year.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric Periods enter a value from 1 - 999</p>
<p>File Maintenance Delay:</p> <p>Bill Rev Pers</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>Governs the file maintenance of the Billing Revenue Report by Period. Default of "13" periods. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "13" periods which allows for over a year of data stored for the billing revenue report. The data will still be available after the end of the year for users to pull.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric Periods enter a value from 1 - 999</p>
<p>File Maintenance Delay:</p> <p>Bill Rev Years</p>	<p>Governs the file maintenance of the Billing Revenue Report by Year. Default of "3" years. This is a required field.</p> <p>[The higher the setting for this field, the more space</p>	<p>MEDITECH recommends this set to "3" years which allows for additional years of data stored for the billing</p>	<p>Free Text Numeric Years enter a value from 1 - 99</p>

<p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>revenue report. The data will still be available after the end of the year for users to pull.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	
<p>File Maintenance Delay:</p> <p>Expired History</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>Governs the file maintenance of historical results on patients that have been discharged by means of an expired status.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends keeping this field blank.</p>	<p>Free Text Numeric Days enter a value from 1 - 999</p> <p>If the user does not choose a number at this parameter, the system uses "0" as the default for the number of days.</p>
<p>File Maintenance Delay:</p> <p>LIS Messages</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>Governs the file maintenance of critical LIS Messages. The default is "7" days.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "7" days which allows for one week of messages to be stored for user review.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric Days enter a value from 1 - 999</p> <p>If the user does not choose a number at this parameter, the system uses "7" as the default for the number of days.</p>
<p>File Maintenance Delay:</p> <p>Infect Ctl Days</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings</i></p>	<p>Governs the file maintenance in Days for new Infection Control Activity. The default is "45" days. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which</p>	<p>MEDITECH recommends this set to a minimum of "365" days which provides the ability to pull infection control data up to a year back as well as for an entire year as a whole.</p> <p>MEDITECH recommends</p>	<p>Free Text Numeric Days enter a value from 1 - 999</p>

<p><i>for Purge alone or Purge after Archive are being defined.</i></p>	<p>lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>that this setting not exceed the duration necessary for your everyday workflow needs.</p>	
<p>File Maintenance Delay:</p> <p>Pt Mstr Log Indx</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>Enter the number of days for which the LIS retains the Patient Master Log Index. There is no default.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "45" days which allows over a month to review the data on the report if necessary.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric Days enter a value from 1 - 9,999</p>
<p>File Maintenance Delay:</p> <p>LMB Bar Code</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>Governs the file maintenance of LAB, MIC and BBK 6 digit barcode specimen numbers. This parameter allows the system to file maintain barcode numbers in LAB, MIC, and BBK so that these numbers can be reused.</p> <p>Enter the number of days from the date of specimen collection after which the system will file maintain a specimen's bar code number. After this number of days has passed, the system can reuse the bar code number. The default is "60" days.</p> <p>If left blank, barcodes are not file maintained and the number wheel could be exhausted.</p> <p>[If this field is set too high and all of the barcodes are utilized, the filers trying to create a new barcode will get stuck in a loop until it can find a bar code number to use, bringing the LAB to a halt. If file maintenance is a concern, may want to consider using long bar codes, as they will never file maintain.]</p>	<p>MEDITECH recommends this set to "60" days which allows the barcodes to be stored on the specimen for approximately 2 months before being removed for reuse.</p>	<p>Free Text Numeric Days enter a value from 1 - 9,999</p> <p>If left blank, barcodes are not file maintained and the number wheel could be exhausted.</p>
<p>File Maintenance Delay:</p> <p>Coll Btch Open Days</p> <p>[Performance]</p>	<p>Governs the file maintenance of Collection Batches, even if specimens listed are not received. Default of "5" days. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing</p>	<p>MEDITECH recommends this set to "5" days which allows for batches to be stored in the system to flow over into the following week for any additional review.</p>	<p>Free Text Numeric Days enter a value from 1 - 9,999</p>

<p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	
<p>File Maintenance Delay:</p> <p>Coll Btch Cld Days</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>Governs the file maintenance of completed Collection Batches. Default of "5" days. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "5" days which allows for batches to be stored in the system to flow over into the following week for any additional review.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric Days enter a value from 1 - 9,999</p>
<p>File Maintenance Delay:</p> <p>Coll Btch Stat Days</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>Governs the file maintenance of Phlebotomy Statistics Reports. Default of "45" days. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "45" days which allows for statistics to be available for over a month.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric Days enter a value from 1 - 999</p>
<p>File Maintenance Delay:</p> <p>Site Btch Open Days</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive</i></p>	<p>Governs the file maintenance of Site Batches, even if specimens listed are not yet received. Default of "5" days. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "5" days which allows for batches to be stored in the system to flow over into the following week for any additional review.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow</p>	<p>Free Text Numeric Days enter a value from 1 - 9,999</p>

<i>are being defined.</i>		needs.	
File Maintenance Delay: Site Btch Rcvd Days [Performance] <i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i>	Governs the file maintenance of site batches that have been received. Default of "5" days." This is a required field. [The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]	MEDITECH recommends this set to "5" days which allows for batches to be stored in the system to flow over into the following week for any additional review. MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.	Free Text Numeric Days enter a value from 1 - 9,999
File Maintenance Delay: MIC Org Stat Days [Performance] <i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i>	Governs the file maintenance of the Organisms Isolated and Susceptibility Statistics Reports. Default of "400" days. This is a required field. [The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]	MEDITECH recommends this set to "400" days which allows for statistics to be available over a year if you want to pull end of year reports. MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.	Free Text Numeric Days enter a value from 1 - 9,999
File Maintenance Delay: Req/Spec Cnt Days [Performance] <i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i>	Governs the file maintenance of Req/Spec Statistics. Default of "21" days. This is a required field. [The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]	MEDITECH recommends this set to "21" days which allows for req/spec statistics to be available for 3 weeks if you want to review this weekly. MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.	Free Text Numeric Days enter a value from 1 - 9,999
File Maintenance Delay:	Governs the file maintenance of Requisition, Specimen and Order Count Statistics periods. Default of "13" periods. This is a required field.	MEDITECH recommends this set to "13" periods Which allows for	Free Text Numeric Days enter a value from 1 - 999

<p>Req/Spec Cnt Pers</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>req/spec statistics to be available for 13 periods if you want to review this over an extended period of time.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	
<p>File Maintenance Delay:</p> <p>LAB Blind Controls</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>Governs the file maintenance of Blind Control Statistics. Default of "45" days." This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "730" days which allows for blind control data to be available for 2 years for reporting purposes.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric Days enter a value from 1 - 9,999</p>
<p>File Maintenance Delay:</p> <p>LAB QC Specimens</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>Governs the file maintenance of LAB Quality Control Specimens. Default of "45" days. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "730" days which allows for quality control data to be available for 2 years for reporting purposes.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric Days enter a value from 1 - 9,999</p>
<p>File Maintenance Delay:</p> <p>MIC QC Specimens</p> <p>[Performance]</p> <p><i>Supervisory review is required to</i></p>	<p>Governs the file maintenance of MIC Quality Control Specimens. Default of "45" days. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more</p>	<p>MEDITECH recommends this set to "730" days which allows for quality control data to be available for 2 years for reporting purposes.</p> <p>MEDITECH recommends that this setting not</p>	<p>Free Text Numeric Days enter a value from 1 - 9,999</p>

<p><i>confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>exceed the duration necessary for your everyday workflow needs.</p>	
<p>File Maintenance Delay:</p> <p>Other Days</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>Governs the file maintenance of the following reports. The default is "45" days. This is a required field.</p> <p>Telecom Activity report ADD/DEL/CAN Lists Adjustment Lists Duplicate Order Lists Broadcast Audit Report Call Back List Order Entry Log Inventory Reject List Auto Activity Log Exception Report Unverified Specimens Report Blood Bank Expiring Units BBK Interpreted BT Audit Report Pathology Preview Specimens Report Verified Edit Report</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to a minimum of "120" days This parameter controls many reports and can take up large amounts of space leading to a lower setting.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric Days enter a value from 1 - 9,999</p>
<p>File Maintenance Delay:</p> <p>Outrch Comp Issues</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>Governs the file maintenance of completed Outreach customer service issues.</p> <p>If the user does not choose a number at this parameter, the system uses "365" as the default for the number of days.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "365" days which allows you to review customer service issues for up to a year.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric Days enter a value from 1 - 9,999</p>

<p>File Maintenance Delay:</p> <p>Outrch Contrn Distrib</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>Governs the file maintenance of Outreach container distribution statistics.</p> <p>If the user does not choose a number at this parameter, the system uses “395” as the default for the number of days.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "365" days which allows for container distribution and logs to be available for one year, providing ample time for inventory tracking and utilization review.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric Days enter a value from 1 - 9,999</p>
<p>File Maintenance Delay: Outrch Web Orders</p> <p>[Performance]</p> <p><i>Supervisory review is required to confirm if settings for Purge alone or Purge after Archive are being defined.</i></p>	<p>Governs the file maintenance of orders entered through Internet Access for Outreach (IAO). This includes the Outreach Web Orders List, Outreach Web Problems List, and Process Web Outreach Problems.</p> <p>If the user does not choose a number at this parameter, the system uses “31” as the default for the number of days.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "31" days.</p>	<p>Free Text Numeric Days enter a value from 1 - 999</p>

PTH Toolbox Parameters- Page 1

Parameter	Function	Recommended Setting	Available Settings
<p>Data Section File Maintenance:</p> <p>Hi Days</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>This parameter accepts free text numeric values, measured in days, with a minimum of “1” and a maximum of “9999.” It governs the file maintenance of information in Pathology data sections. The file maintenance defined in the PTH Data Section Dictionary must fall within the Lo and Hi values identified here. The file maintenance commences in conjunction with the initiation of an archive/purge.</p>	<p>MEDITECH recommends this set to "9999" days as this is the largest number of days possible and is recommended for this to allow for clinical data to be stored for</p>	<p>Free Text Numeric with a value from 1 - 9999</p>

<p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>This is a required field.</p> <p>[File Maintenance settings are considered high impact as information, once file maintained, cannot be restored.]</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>an extended period of time for related findings.</p>	
<p>Data Section File Maintenance:</p> <p>Dft Days</p> <p>[High Impact]</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>This parameter accepts free text numeric values, measured in days, with a minimum of "1" and a maximum of "9999." It governs the file maintenance of information in Pathology data sections. The file maintenance defined in the PTH Data Section Dictionary must fall within the Lo and Hi values identified here. The file maintenance commences in conjunction with the initiation of an archive/purge. This is a required field.</p> <p>[File Maintenance settings are considered high impact as information, once file maintained, cannot be restored.]</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "1096" days which allows the information within that section to be stored for three years before file maintaining. This should be less than the Hi Days and be reviewed to make sure it will not utilize excess data.</p>	<p>Free Text Numeric with a value from 1 - 9999</p>

PTH Toolbox Parameters - Page 2

Parameter	Function	Recommended Setting	Available Settings
<p>File Maintenance Delay</p> <p>[Performance]</p> <p><i>MEDITECH's</i></p>	<p>File Maintenance settings are considered high impact as setting them too high will utilize resources and potentially slow system processing. Setting them too low may cause data to be unavailable for regulatory reporting purposes. Please discuss these settings with your MEDITECH LIS applications specialist.</p>	<p>See Individual Parameter</p>	<p>See Individual Parameter</p>

<p><i>Programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>Defaults should not be considered the recommended settings as they do not take into consideration the specific regulatory requirements of your organization.</p> <p>[For each file maintenance parameter, the higher the setting, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server. The higher each parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>		
<p>File Maintenance Delay:</p> <p>Slide Counts</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>This is a free text numeric field used to indicate the number of days that user slide counts should be retained. These counts are used for the Slide Statistics and E/E Slides read Reports. The system displays a default response of "45" days. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "45" days which allows you to review slide count statistics for over a month.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric (Days) with a value from 1 - 999</p>
<p>File Maintenance Delay:</p> <p>PTH Bar Codes</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>This is a free text numeric field used to indicate the number of days from the date of specimen collection that PTH bar code numbers remain affiliated to a specimen. Once file maintained, the PTH bar code number may be re-used and affiliated to a new specimen.</p> <p>If this field is left blank, PTH bar code numbers do not file maintain.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "60" days which allows the barcodes to be stored on the specimen for 2 months before being removed for reuse.</p>	<p>Free Text Numeric (Days) with a value from 1-9999</p>

<p>File Maintenance Delay:</p> <p>Cancelled/Filed Orders</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>Enter a value up to 999 as the number of days to wait before deleting cancelled and filed external order records. The deletion of cancelled and filed external order records does not affect filed requisitions or specimens associated with orders that have already been filed.</p> <p>If this field is blank, cancelled and filed, external order records do not get file maintained.</p> <p><i>Note: If this parameter is defined with a large value or no value, the cancelled and filed lists in the Process Pathology Orders Routine may experience delayed response times, since those files could grow large at busy sites.</i></p> <p>If the organization is using the functionality to receive Pathology orders from Order Management (OM), while it is not required, it is recommended that you enter an appropriate value at this parameter.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "14" days which allows two weeks to review routines on pathology orders from Order Management (OM) that have been filed or cancelled.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<ul style="list-style-type: none"> Free Text Numeric (Days) with a value from 1 - 999 Blank
<p>File Maintenance Delay:</p> <p>PTH Specimen QA</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>This is a free text numeric field used to indicate the number of days that a specimen will remain indexed to QA Review. The minimum default value is "45" days. The maximum is "9999" days. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>MEDITECH recommends this set to "45" days which allows over a month for pathologists to review QA reports.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	<p>Free Text Numeric (Days) with a value from 45 - 9999</p>
<p>File Maintenance Delay:</p> <p>Specimen</p>	<p>This is a free text numeric field used to indicate the number of days that PTH messages should be retained before file maintaining. Once the specimen has been signed out, the system purges any PTH</p>	<p>MEDITECH recommends this set to "45" days which allows for over a</p>	<p>Free Text Numeric (Days) with a value from 45 - 9999</p>

<p>Messages</p> <p>[Performance]</p> <p><i>MEDITECH's Programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>messages based on this number of days after the PTH message was sent. The default minimum is 45 days. The maximum is 9999 days. This is a required field.</p> <p>[The higher the setting for this field, the more space will be taken up on the file server. Programming will need to evaluate if there is a danger of utilizing all the space on the server before increasing the number. The higher the parameter is set, the more data the LAB midnight run needs to evaluate which lengthens the running time and increases the processing power on the LAB Background Client.]</p>	<p>month for pathologists to review QA reports.</p> <p>MEDITECH recommends that this setting not exceed the duration necessary for your everyday workflow needs.</p>	
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Oncology Performance User Preferences

User Preferences - Medications

User Preference Name	Function	Recommended Setting	Available Settings
<p>Days of DC'd Meds to Display on MAR</p> <p>[Performance]</p>	<p>This parameter determines the number of days after discontinuation that medications will display on the MAR. The Discontinued check box appears at the top of the MAR screen.</p> <p>If left blank, Discontinued medications display on the MAR for one day if there are no user preferences set.</p> <p>[Setting this field to a high value can cause many medications to display. The more medications that display, the longer it will take the MAR to load.]</p>	<p>MEDITECH recommends setting this parameter to the number of days your organization needs to see past medication schedules, avoiding the maximum of 999 days. Between "1 - 3" is recommended.</p>	<p>Enter a value from 1 - 999, or leave blank</p>
<p>Days into the past to view MAR</p> <p>[Performance]</p>	<p>This setting determines how long medication schedules can be viewed on the MAR.</p> <p>[If set to a high value, medication schedules can be viewed for longer periods of time. The more medication schedules that appear, the longer it will take the MAR to load.]</p>	<p>MEDITECH recommends setting this parameter to the number of days your organization needs to see past medication schedules, avoiding the maximum. Between "1 - 3" is recommended.</p>	<p>Enter a value for days between 1 - 75</p>

Oncology Performance Customer Defined Parameters

Customer Parameters - MAR

Parameter	Function	Recommended Setting	Available Settings
<p>Days of DC'd Meds to Display on MAR</p> <p>[Performance]</p>	<p>This parameter determines the number of days after discontinuation that medications will display on the MAR. The Discontinued check box appears at the top of the MAR screen.</p> <p>If left blank, Discontinued medications display on the MAR for one day if there are no user preferences set.</p> <p><i>Note: Users can override this value at the identical field in their User Preferences. Users can also change the view while in the MAR using the Change View footer button. This field also exists in other clinical Parameters, but does not impact ONC functionality.</i></p> <p>[Setting this field to a high value can cause many medications to display. The more medications that display, the longer it will take the MAR to load.]</p>	<p>MEDITECH recommends setting this parameter to the number of days your organization needs to see past medication schedules, avoiding the maximum of 999 days. This should be set to "1" day.</p>	<p>Enter a value from 1 - 999, or leave blank</p>
<p>Keep Undocumented One Time/Stat meds Active (Hrs)</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>This parameter determines how many hours a One Time or STAT medication order remains Active on the MAR.</p> <p>When set to "0," the order is Discontinued when the order is discontinued in Pharmacy (PHA). This results in all sources (MAR and Medications panel) displaying the same status for the order.</p> <p>Enter a value greater than "0" to keep the order status Active on the MAR for the number of hours defined after the order is discontinued in PHA.</p> <p>Leaving this field blank, the order status remains Active on the MAR until all outstanding administrations are documented.</p> <p><i>Note: This field also exists in other clinical Parameters, but does not impact ONC functionality.</i></p> <p>[This parameter determines how many hours a ONE</p>	<p>MEDITECH recommends leaving this field blank.</p> <p>When this field is left blank, it allows for overdue administrations on One Time/Stat Meds to remain Active on the MAR, allowing overdue administrations to stay active and not be missed.</p>	<p>Enter a value from 0-99,999, or leave blank</p>

	<p>Time or STAT medication order remains Active on the MAR.]</p> <p>[This parameter determines how many hours a ONE Time or STAT medication order remains Active on the MAR, which may impact the nurse’s workflow, performance and load time.]</p>		
<p>Keep Undocumented Scheduled Meds Active (Hrs)</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>This parameter determines how many hours a scheduled medication order remains Active on the MAR.</p> <p>Enter “0” to update the order status on the MAR to Discontinue at the same time a scheduled order is discontinued in PHA. This results in all sources (MAR and Medications panel) displaying the same status for the order.</p> <p>Enter a value greater than “0” to keep the order status Active on the MAR for the number of hours defined after the order is discontinued in PHA.</p> <p>Leave this field blank to keep the order status Active on the MAR until all outstanding administrations are documented.</p> <p><i>Note: This field also exists in other clinical Parameters, but does not impact ONC functionality.</i></p> <p>[This parameter determines how many hours a scheduled medication order remains Active on the MAR, which may impact the nurse’s workflow.]</p> <p>[This parameter determines how many hours a scheduled medication order remains Active on the MAR, which may impact the nurse’s workflow, performance and load time.]</p>	<p>MEDITECH recommends leaving this field blank.</p> <p>When this field is left blank, it allows for overdue administrations on One Time/Stat Meds to remain Active on the MAR, allowing overdue administrations to stay active and not be missed.</p>	<p>Enter a value from 0-99,999, or leave blank</p>

Oncology Performance Toolbox Parameters

Toolbox - Main

Parameter	Function	Recommended Setting	Available Settings
<p>Midnight Run Start</p> <p>[Performance]</p>	<p>This parameter determines when ONC initiates the daily Midnight Run. The midnight run compiles billing information, statistics, and more.</p>	<p>Midnight or shortly after midnight (“0000,” “0001”) so that the prior</p>	<p>Free text value representing time (in a 24 hour format)</p>

	<p>This is a required field, and cannot be left blank.</p> <p>[If this parameter is set to compile too closely to when patients are active in the clinic, it could slow the system and cause an impact from a system performance standpoint.]</p>	<p>day's data is sent to other applications in a timely manner.</p>	
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Toolbox - Clinics

Parameter	Function	Recommended Setting	Available Settings
<p>Order Broadcast Start Time</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>Enter the time that you want ONC to initiate the order broadcast for this clinic.</p> <p>If this field is left blank, orders broadcast with the Midnight Run.</p> <p>[This parameter determines when orders broadcast to Pharmacy, LAB, and ITS, impacting when the pharmacist, IDM, or lab personnel receives Oncology orders.</p> <p>Broadcasting too early may interact with Midnight Run activity in other applications, including the creation of new Recurring (RCR) accounts. This may result in orders being filed on the incorrect account for the correct patient.]</p> <p>[This could impact the system from a system performance standpoint if the orders are set to broadcast during patient visit hours, as the job may slow down other jobs.]</p>	<p>MEDITECH recommends setting this to a time during off-hours so that orders are set up with minimal issues.</p>	<p>Free text value representing time (in a 24 hour format), or left blank</p>

Toolbox - File Maintenance

Parameter	Function	Recommended Setting	Available Settings
<p>Data Description</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>Enter which data should be purged that is clinic independent. A hard coded option of _Other is always listed in this field.</p> <p>[This parameter is defined upon initial installation of the ONC application and cannot be left blank. Programming intervention is required if this field</p>	<p>MEDITECH recommends keeping the default of "Other" here which includes Patient Lists outside of Report Lists, Status Board Intake Lists, and</p>	<p>Hardcoded option of _Other</p>

	<p>needs to be edited.]</p> <p>[This field impacts system performance because it is a variable to review what gets purged and when. This should be reviewed from a system performance perspective to ensure data is kept for the appropriate amount of time. Excessive data can cause system slowness if servers do not have enough free memory.]</p>	Status Board Patient Lists.	
<p>Period</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>Enter the unit of time to calculate the How Many parameter for purging.</p> <p>[This parameter is defined upon initial installation of the ONC application and cannot be left blank. Programming intervention is required if this field needs to be edited.]</p> <p>[This field impacts system performance because it is a variable to review what gets purged and when. This should be reviewed from a system performance perspective to ensure the data is kept for the appropriate amount of time. Excessive data can cause system slowness if servers do not have enough free memory.]</p>	MEDITECH recommends setting this field to "Days."	<ul style="list-style-type: none"> ● Hours ● Days ● Months ● Years
<p>How Many</p> <p>[Performance]</p>	<p>Enter the number of hours, days, months, or years (depending on the Period field) you want this data to purge in. If left blank, the system looks to the Dft field.</p> <p>[This parameter determines when data gets purged. This should be reviewed from a system performance perspective to ensure data is kept for the appropriate amount of time. Excessive data can cause system slowness if servers do not have enough free memory.]</p>	MEDITECH recommends setting this to the lowest amount of time, such as the default of "90," that your organization needs this information available for with consideration to patient population, server space, etc.	Enter a value from 1-999,999, or leave blank
<p>Dft</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>Enter the default value to be used if a How Many value cannot be determined.</p> <p>The default loaded in upon initial installation of ONC is "90."</p> <p>[This parameter is defined upon initial installation of the ONC application and cannot be left blank. Programming intervention is required if this field needs to be edited.]</p> <p>[This parameter determines when data gets purged.]</p>	MEDITECH recommends setting this to the lowest amount of time, such as the default of "90," that your organization needs this information available for with consideration to patient population, server space, etc.	Enter a value from 1-999,999

	This should be reviewed from a system performance perspective to ensure data is kept for the appropriate amount of time. Excessive data can cause system slowness if servers do not have enough free memory.]		
Clinic: Data Description [High Impact] [Performance]	<p>This field contains data descriptions of what data is to be purged that is clinic dependent.</p> <p>[The Data Description, Period, and Dft parameters are defined upon initial installation of the ONC application and cannot be left blank. Programming intervention is required if this field needs to be edited.]</p> <p>[This field impacts system performance because it is a variable to review what gets purged and when. This should be reviewed from a system performance perspective to ensure data is kept for the appropriate amount of time. Excessive data can cause system slowness if servers do not have enough free memory.]</p>	<p>MEDITECH recommends keeping the defaults of "Reports Lists," "Status Board Intake Lists," "Status Board Patient Lists," and "Other" defined here.</p>	<ul style="list-style-type: none"> ● Report Lists ● Status Board Intake Lists ● Status Board Patient Lists ● _Other List
Clinic: Period [High Impact] [Performance]	<p>Enter the unit of time to calculate the How Many parameter for purging, specific to this clinic.</p> <p>[This parameter is defined upon initial installation of the ONC application and cannot be left blank. Programming intervention is required if this field needs to be edited.]</p> <p>[This field impacts system performance because it is a variable to review what gets purged and when. This should be reviewed from a system performance perspective to ensure the data is kept for the appropriate amount of time. Excessive data can cause system slowness if servers do not have enough free memory.]</p>	<p>MEDITECH recommends setting this field to "Days."</p>	<ul style="list-style-type: none"> ● Hours ● Days ● Months ● Years

Toolbox - MAR 1

Parameter	Function	Recommended Setting	Available Settings
Keep Dc Meds in Active Sort for #Hrs [High Impact]	<p>This parameter determines the number of hours after discontinuation that a medication remains on the Active list on the online MAR and on the Next MAR Data Item on the Status Board. The Active</p>	<p>MEDITECH recommends this be set to "24" hours.</p>	<p>Enter a value from 1-999 or leave blank</p>

<p>[Performance]</p>	<p>check box appears at the top of the MAR screen.</p> <p>If this field is left blank, discontinued medications are removed from the Active list immediately.</p> <p>Please note that Discontinued medications always remain on the Status Board.</p> <p><i>Note: This field also exists in other clinical Toolbox Parameters, but does not impact ONC functionality.</i></p> <p>[Enabling this parameter impacts how Discontinued medications display on the Active Medication list.]</p> <p>[If set for too long of a period, the length of MAR lists may increase and cause load time issues.]</p>		
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Toolbox - MAR 2

Parameter	Function	Recommended Setting	Available Settings
<p>Default MAR Past Days to Display</p> <p>[Performance]</p>	<p>This parameter determines the default number of days in the past that medication schedules can be viewed on the MAR. The value entered here cannot exceed what is defined in the Maximum MAR Past Days to Display parameter above.</p> <p>This will only display the administration record in the past for the number of days defined. To view the full schedule, you must have access to edit past the cutoff day in the ONC Access Dictionary and set the Show Complete Schedule field to “Yes” in the Change View screen on the MAR.</p> <p>If blank, this parameter follows the Maximum Days in the Past setting. If the Maximum Days in the Past Days is blank, this field will default to 9 as well.</p> <p><i>Note: The system first looks to the identical field on the User Preferences for a value. This field also exists in other clinical Toolbox Parameters, but does not impact ONC functionality.</i></p> <p>[If set too high, it can take a longer time to load the MAR.]</p>	<p>MEDITECH recommends setting this parameter between “3” and “5.”</p>	<p>Enter a value (1-99) up to the number of days defined in the Maximum Mar Past Days to Display field, or leave blank</p>

Pharmacy Performance Customer-Defined Parameters

Customer Defined Parameters - Rules

Parameter	Function	Recommended Setting	Available Settings
File Orders in Background [Performance]	<p>This parameter determines if medication orders are filed in the foreground or the background, so other tasks can be performed in the current session.</p> <p>[Filing in the background may not file medication orders right away, impacting speed/performance of system]</p>	<p>MEDITECH recommends this be set to "N," as medication orders would be filed in the background and could delay updates related to the order.</p>	<ul style="list-style-type: none"> ● Y ● N/Blank
Limit Background Filing to Greater Than [Performance]	<p>Define the number of orders you want the system to file in the foreground when a user enters more than one medication. The default value is "1." If you keep the default value of "1," and a user enters one medication order, the system files the order in the foreground. However, if more than one order is entered, the system files all of the orders in the background.</p> <p>If you define a value of "0," the system files all orders in the background regardless of how many orders are entered.</p> <p>Note: This prompt becomes required if the prior field File Orders in Background is set to "Y."</p> <p>[Setting this to a high number can negatively impact system performance. This only needs to be set if the File Orders in Background is set to "Y," which is against MEDITECH recommendations.]</p>	<p>If the File Orders in Background parameter is set to "Y," the default value for this parameter is "1."</p> <p>MEDITECH recommends this be set to the lowest number possible, aside from 0, in order to avoid long processing in the background. If the value is "1," and a user enters one medication order, the system will file the order in the foreground. However, if more than one order is entered, the system files all of the orders in the background. If this is set to "0," the system files all orders in the background regardless of how many orders are entered.</p>	<p>Enter a value from 1-99, or leave blank if File Orders in Background is set to "N" or blank</p>
New Activity Auto Recompile Device and Interval [Performance]	<p>Use this field to define a device and a time increment to auto recompile the New Activity screen on that device. The default auto recompile time is "60" seconds. The minimum auto recompile time allowed will be "15" seconds.</p>	<p>MEDITECH recommends this be set to the default value of "60" seconds. Setting this to 60 seconds will ensure that the system is able to</p>	<p>Enter a value from 15-999 representing seconds, or leave blank</p>

	<p>The auto recompile will begin upon the completion of the patient activity screen compiling and displaying. Users may still continue to manually recompile the patient activity screen by choosing the recompile footer button for their device.</p> <p>Additionally, a baseline should be established to determine how long the New Activity List takes to compile before setting a value here to prevent the screen from constantly re-compiling.</p> <p>If the device field is left blank, this functionality will not be used.</p> <p>[The more devices defined with varying short recompile times, the greater impact on the server response time.]</p>	<p>refresh the New Activity Board in a timely manner without interfering with system performance. For larger facilities, a greater time may be considered, given the volume of activity.</p>	
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Pharmacy Performance Toolbox Parameters

Toolbox - General

Parameter	Function	Recommended Setting	Available Settings
<p>Midnight Run Start</p> <p>[Performance]</p>	<p>This parameter determines the time at which the Pharmacy Midnight Run should automatically start. The Midnight Run Background Job is the job that compiles statistical information for multiple reports, performs file maintenance, starts purging and archiving activity, and sends batches of information to other applications (MM, RCG, etc.).</p> <p>This is a required field, and cannot be left blank.</p> <p>[The Midnight Run can be a resource-intensive job which may cause response time issues. Setting this value during a time where the system is seeing a lot of activity can negatively impact system performance.]</p>	<p>MEDITECH recommends this be set to midnight or shortly after midnight (0000, 0001) so the prior day's data is sent to other applications in a timely manner without interfering during a time of high volume/patient activity.</p>	<p>Free text value representing time (in a 24 hour format)</p>
<p>Background Print Job Limits</p> <p>[Performance]</p>	<p>The value for this parameter determines the number of print jobs the system allows to run in the background. If the number of print requests exceeds this number, the system places the additional print requests in the print queue.</p>	<p>MEDITECH recommends this be set to "5" jobs or less to prevent background server issues from processing</p>	<p>Enter a value from 1-999, or leave blank</p>

	[Setting this value too high can cause the system to fail due to an overworked background server.]	too many print jobs at one time. If a large number of jobs are requested to run at the same time (especially in the case of MARS, which may print at various devices, near each patient's location), there is potential for the background job to crash.	
Patient Cache Interval [Performance]	This value determines how often, in milliseconds, the system updates patient information across the network. [Setting this value too high can negatively impact system performance.]	MEDITECH recommends this be set to the default value of "5000" milliseconds. This ensures that patient data is updated across all applications every 5 seconds, which should be high enough to not impact system performance, but low enough to ensure real-time updates to promote effective patient care.	Enter a value from 1-9999, or leave blank

Toolbox - Billing

Parameter	Function	Recommended Setting	Available Settings
Minutes [Performance]	Define a time interval in minutes for how often the RCG batch is compiled. [Setting this value too high can negatively impact system performance.]	MEDITECH recommends this be set to the default value of "15" minutes to ensure that all billing transactions are up to date and ready to be sent with the midnight run.	Enter a value from 1-99, or leave blank

Toolbox - File Maintenance

Parameter	Function	Recommended Setting	Available Settings
Fill List Days			
<p>Detail</p> <p>[USCDI]</p> <p>[Performance]</p>	<p>This parameter determines the number of days a reprint of a refill list is available. This can be defined by type of refill list - Inpatient Unit Dose, Inpatient Traditional, Inpatient IV, Outpatient Medication, and Outpatient IV. These are required fields, and cannot be left blank. The reprint of the list includes the following:</p> <ul style="list-style-type: none"> ● Batch date/time ● Number ● Patient ● Room/bed ● Rx # of the medication orders <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]</p>	<p>MEDITECH recommends this be set to the default value of "7" days. For most hospitals, refill lists are typically printed on a daily or weekly basis. Keeping this information available for one week will allow users to reference, review, and resolve any items in question. Rx details can also be found via the Rx Audit, or on the patient's medication discharge summary report.</p>	<ul style="list-style-type: none"> ● 1-9,999
<p>List</p> <p>[Performance]</p>	<p>This parameter determines the number of days a refill list's order group history is available. This can be defined by type of refill list - Inpatient Unit Dose, Inpatient Traditional, Inpatient IV, Outpatient Medication, and Outpatient IV. Fill List history includes the following:</p> <ul style="list-style-type: none"> ● Batch date/time ● Number <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	<p>MEDITECH recommends this be set to the default value of "30" days. This report will be used for a history of the date/time a specific batch was run. It should not need to remain in the system for more than 30 days.</p>	<p>Enter a value from 1-9999</p>
<p>Check</p> <p>[USCDI]</p> <p>[Performance]</p>	<p>This parameter determines the number of days the system saves checked fill list batches. This can be defined by type of fill list - Inpatient Unit Dose, Traditional, Inpatient IV, Outpatient Medication, and Outpatient IV. The Cart Check List includes the</p>	<p>MEDITECH recommends this be set to the default value of "30" days. This report will be</p>	<ul style="list-style-type: none"> ● 1-9,999

	<p>following:</p> <ul style="list-style-type: none"> ● Patient ● Room/bed ● Medication ● Amount dispensed ● Count <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]</p>	<p>used for a history of the date/time a specific batch was run. It should not need to remain in the system for more than 30 days.</p>	
<p>Outpatient Activity [USCDI] [Performance]</p>	<p>This parameter determines the number of days outpatient activity information is available on the Outpatient Activity report.</p> <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]</p>	<p>MEDITECH recommends this be set to the default value of "60" days. As utilization statistics are typically run on a monthly basis, this will account for any outpatient activity during that review period.</p>	<ul style="list-style-type: none"> ● 1-9,999
<p>Patient Purge Log [USCDI] [Performance]</p>	<p>This parameter determines the number of days purged patient information is available on the Archive Error Log.</p> <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]</p>	<p>MEDITECH recommends this be set to the default value of "90" to account for any outstanding outpatient activity needing to be addressed.</p>	<ul style="list-style-type: none"> ● 1-9,999
<p>Outpatients without Rxs [USCDI] [Performance]</p>	<p>This parameter determines how long information remains in the system for outpatients without medication orders.</p> <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]</p>	<p>MEDITECH recommends this be set to the default value of "20" days. Medication information should be archived within the Medication Discharge Summary, so information will still be able to be referenced on the patient's record.</p>	<ul style="list-style-type: none"> ● 1-9,999

<p>Drug Usage Stats</p> <p>[Performance]</p> <p><i>MEDITECH's programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>This parameter determines the number of days drug usage information is available for all Drug Utilization Statistics routines.</p> <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	<p>MEDITECH recommends this be set to the default value of "800" days. With this value, utilization statistics can be compared over a period of two years, allowing for review of the effects of any process changes or project implementation.</p>	<p>Enter a value from 1-9999</p>
<p>Workload Data</p> <p>[Performance]</p> <p><i>MEDITECH's programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>This parameter determines the number of days workload data compiled by the system is available for the Workload Statistics report.</p> <p>This is a required field, and cannot be left blank.</p> <p>[A high value can negatively impact response time of the Workload Statistics report.]</p>	<p>MEDITECH recommends this be set to the default value of "400" days, which will account for yearly workload and the compilation of annual statistics.</p>	<p>Enter a value from 1-9999</p>
<p>Daily Revenue Data</p> <p>[Performance]</p> <p><i>MEDITECH's programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>This parameter determines the number of days revenue data is available for the Daily Revenue report.</p> <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	<p>MEDITECH recommends this be set to the default value of "400" days, which will account for yearly revenue and the compilation of annual statistics.</p>	<p>Enter a value from 1-9999</p>
<p>Monthly Revenue Periods</p> <p>[Performance]</p>	<p>This parameter determines the number of General Ledger (GL) periods that revenue data is available in the Period Revenue Report.</p> <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	<p>MEDITECH recommends this be set to the default value of "39" periods.</p>	<p>Enter a value from 1-999</p>

<p>Non-Patient Intervention Data</p> <p>[Performance]</p>	<p>This parameter determines the number of days that Non-Patient Clinical Intervention data is available for Intervention Reports and Statistics.</p> <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	<p>MEDITECH recommends this be set to the default value of "400" days, which will account for storing information for the compilation of annual statistics.</p>	<p>Enter a value from 1-9999</p>
<p>Debit/Credit Log</p> <p>[Performance]</p> <p><i>MEDITECH's programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>This parameter determines the number of days debit and credit transaction information is available for the Debit/Credit Log.</p> <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	<p>MEDITECH recommends this be set to the default value of "30" days. As billing information is sent to B/AR on a daily basis, a value of 30 days should allow enough time to reference any debit/credit transactions.</p>	<p>Enter a value from 1-9999</p>
<p>Billing Activity</p> <p>[USCDI]</p> <p>[Performance]</p> <p><i>MEDITECH's programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>This parameter determines the number of days medication billing information is stored. This affects the Billing List, Billing Log, and Payment Received Report.</p> <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]</p>	<p>MEDITECH recommends this be set to the default value of "30" days. As billing information is sent to RCG on a daily basis, a value of 30 days should allow enough time to reference any debit/credit transactions.</p>	<ul style="list-style-type: none"> • 1-9,999
<p>eMAR Administration Log</p> <p>[Performance]</p>	<p>This parameter determines how many days the administration log information is stored. This information appears on the eMAR Administration Log Report.</p> <p>Note: The administration information purges when the medication order information purges. The medication order information purges based on patient purge parameters. As long as the medication order information remains in the system, the administration information continues to appear on</p>	<p>MEDITECH recommends this be set to the default value of "400" days, which will account for storing information for the compilation of annual statistics.</p>	<p>Enter a value from 1-9999, or leave blank</p>

	<p>the MAR Administration Report, Print Order Report, and other related reports.</p> <p>If left blank, the system assumes the default of "400."</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>		
<p>OM Transaction Log</p> <p>[USCDI]</p> <p>[Performance]</p>	<p>This parameter determines the number of days the data from the OM Interface is stored.</p> <p>If left blank, the system assumes the default of "180."</p> <p>[If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]</p>	<p>MEDITECH recommends this be set to the default value of "180" days.</p>	<ul style="list-style-type: none"> ● 1-9,999
<p>Failed Transactions</p> <p>[Performance]</p>	<p>This parameter determines the number of days failed transaction entries are stored.</p> <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	<p>MEDITECH recommends this be set to the default value of "30" days, as failed transactions should be reviewed when marked as acknowledged.</p>	<p>Enter a value from 1-999</p>
<p>Inventory Debit/Credit Transactions</p> <p>[Performance]</p>	<p>This parameter determines the number of days that Inventory debit and credit transactions are stored.</p> <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	<p>MEDITECH recommends this be set to the default value of "90" days. It is recommended that this information stay in the system longer than the frequency at which the PHA Billing reports are run.</p>	<p>Enter a value from 1-9999</p>
<p>Price Update File</p> <p>[Performance]</p>	<p>This parameter determines the number of days that the Price Update suspense file is available. The system deletes the Price Update suspense file with the Midnight Run.</p>	<p>If the customer utilizes the Price Update Interface, MEDITECH recommends this be</p>	<p>Enter a value from 1-9999</p>

	<p>This is a required field, and cannot be left blank if the Enable Price Update parameter has been set to "Y."</p> <p>This field will be greyed out if the "Enable: Price Update" parameter is not set to "Y."</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	<p>set to the default value of "120" for quarterly updates or "30" for monthly updates. Customers should keep the old price update file in the system until the current price update file is ready to be loaded.</p>	
<p>Outstanding Activity</p> <p>[USCDI]</p> <p>[Performance]</p> <p><i>MEDITECH's programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<p>This parameter determines the number of days that activity requiring review appears on the New Activity List on the Pharmacist Desktop, as well as the Patient Profile. The standard depends on how often the New Activity list is used.</p> <p>This is a required field, and cannot be left blank. [A high value can impact the response time of the New Activity List. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	<p>MEDITECH recommends this be set to the default value of "7" days. New activity should be reviewed as it comes in.</p>	<ul style="list-style-type: none"> ● 1-9,999
<p>Control Med Order</p> <p>[USCDI]</p> <p>[Performance]</p>	<p>This parameter determines the number of days ordering information for controlled medications is available to print on the Controlled Medications Ordered Report.</p> <p>This is a required field, and cannot be left blank. [If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]</p>	<p>MEDITECH recommends this be set to the default value of "400" days. A value of "400" days will account for storing information for the compilation of annual statistics.</p>	<ul style="list-style-type: none"> ● 1-9,999
<p>Control Med Txn</p> <p>[USCDI]</p> <p>[Performance]</p>	<p>This parameter determines the number of days ordering information for controlled medications is available to print on the Controlled Medications Transaction Report. This is a required field, and cannot be left blank. [If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]</p>	<p>MEDITECH recommends this be set to the default value of "400" days. A value of 400 days will account for storing information for the compilation of annual statistics.</p>	<ul style="list-style-type: none"> ● 1-9,999

<p>Control Med Dispense</p> <p>[Performance]</p>	<p>This parameter determines the number of days ordering information for controlled medications is available to print on the Controlled Medications Dispensed by Inventory Report.</p> <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	<p>MEDITECH recommends this be set to the default value of "400" days. A value of "400" days will account for storing information for the compilation of annual statistics.</p>	<p>Enter a value from 1-99999</p>
<p>Scanned/Not Scanned</p> <p>[USCDI]</p> <p>[Performance]</p>	<p>This parameter determines the number of days Bedside Verification (BMV) scanning data is available on the Pharmacy Scanned/Not Scanned Report.</p> <p>If left blank, the system assumes the default of "400."</p> <p>[If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]</p>	<p>MEDITECH recommends this be set to the default value of "400" days. A value of 400 days will account for storing information for the compilation of annual statistics.</p>	<ul style="list-style-type: none"> • 1-999
<p>MM Queue</p> <p>[Performance]</p>	<p>This parameter determines the number of days PHA transactions remain online for the Pharmacy Materials Management queue. The Txn queue triggers updates based on each dispensing transaction.</p> <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	<p>MEDITECH recommends this be set to the default value of "60" days for facilities not using MM and "90" days for facilities using MM.</p>	<p>Enter a value from 1-99</p>
<p>Transaction Queue</p> <p>[Performance]</p>	<p>This parameter determines the number of days PHA transactions processed by the background job remain online. This information is not purged until it is processed by the background job.</p> <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively</p>	<p>MEDITECH recommends this be set to the default value of "5" days. It is recommended that this be set to a low value, as the number of pharmacy transactions processed by the background job can</p>	<p>Enter a value from 1-99</p>

	impacting system performance.]	be a large number depending on facility size and volume.	
Clinical Indication Index [USCDI] [Performance]	This parameter determines the number of days clinical information is available in the clinical indications index. This information is then available to print on the Drug Utilization Review Report. This is a required field, and cannot be left blank. [If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]	MEDITECH recommends this be set to the default value of "90" days. Considering governance standards, it is recommended that reports be reviewed regularly based on the reporting period.	<ul style="list-style-type: none"> • 1-9,999
Interaction Override Index [USCDI] [Performance]	This parameter determines the number of days that interaction index information is available to print on the Override Report. This report tracks Override activity entered during interaction, allergy, duplicate and dose range checking. This is a required field, and cannot be left blank. [If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]	MEDITECH recommends this be set to the default value of "90" days. Considering governance standards, it is recommended that reports be reviewed regularly based on the reporting period.	<ul style="list-style-type: none"> • 1-9,999
New Order Index [USCDI] [Performance]	This parameter determines the number of days that data regarding initial dispense amounts on orders is stored. This affects the Initial Orders List report and the Initial MAR Labels. This is a required field, and cannot be left blank. [If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]	MEDITECH recommends this be set to the default value of "7" days, as this parameter only tracks initial dispense associated with an order.	<ul style="list-style-type: none"> • 1-9,999
DC Order Index [USCDI] [Performance]	This parameter determines the number of days that data regarding Discontinued orders is stored. This affects the Discontinued Rx List and Labels routine. This is a required field, and cannot be left blank. [If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]	MEDITECH recommends this be set to the default value of "30" days. All medication information will be stored on the patient's Medication Discharge Summary.	<ul style="list-style-type: none"> • 1-9,999

<p>Cancel UNV Rxs</p> <p>[USCDI]</p> <p>[Performance]</p>	<p>This parameter determines the number of days unverified medication orders are available before being cancelled by the Midnight Run. After the specified number of days, unverified orders without activity are canceled.</p> <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]</p>	<p>MEDITECH recommends this be set to the default value of "15" days. As orders should only be cancelled if entered in error, maintaining these orders for a maximum of 15 days should be adequate for historical review.</p>	<ul style="list-style-type: none"> • 1-999
<p>Active Progress Notes</p> <p>[Performance]</p>	<p>This parameter determines the number of days active progress notes are available in the Progress Notes routine.</p> <p>If left blank, the system assumes the default of "180."</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	<p>MEDITECH recommends this be set to the default value of "180" days.</p>	<p>Enter a value from 1-9999, or leave blank</p>
<p>Inactive Progress Notes</p> <p>[Performance]</p>	<p>This parameter determines the number of days inactive progress notes are available in the Progress Notes routine.</p> <p>If left blank, the system assumes the default of "180."</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	<p>MEDITECH recommends this be set to the default value of "180" days.</p>	<p>Enter a value from 1-9999, or leave blank</p>
<p>Other</p> <p>[USCDI]</p> <p>[Performance]</p>	<p>All other information and indexes not previously covered above remain available for printing or reporting depending on the number of days that are set at this parameter. This prompt currently controls the Cart Label index and MRI Transfer Log index. The MRI Transfer Log index is not actively used within MEDITECH, but there may be outstanding NPR custom reports referencing the data, therefore this parameter continues to track the index.</p> <p>This is a required field, and cannot be left blank.</p>	<p>MEDITECH recommends this be set to the default value of "5" days. It is recommended that this be set to a low value as it handles the maintenance of several routines/jobs.</p>	<ul style="list-style-type: none"> • 1-9,999

	[If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]		
Interface Errors [Performance]	<p>This parameter determines the number of days dispensing machine interface errors are stored to be printed and re-processed. In the PHA Access Dictionary, users must be given access to the Interface Errors routines to access these transactions.</p> <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	MEDITECH recommends this be set to the default value of "15" days. Interface errors should be reviewed daily, so a value of 15 days will allow enough time for any historical reference if necessary.	Enter a value from 1-999
Machine Discrepancy [Performance]	<p>This parameter determines the number of days transaction discrepancies for a dispensing machine are stored.</p> <p>This is a required field, and cannot be left blank.</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	MEDITECH recommends this be set to the default value of "15" days. Dispensing Machine discrepancies should be reviewed daily, so a value of 15 days will allow enough time for any historical reference if necessary.	Enter a value from 1-999
PCS DM Link Discrepancies [Performance]	<p>This parameter determines when PCS dispensing machine link discrepancies are purged.</p> <p>[If a file maintenance parameter value is set too high, space usage for this data may become an issue. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	MEDITECH recommends this be set to the default value of "15" days. Dispensing Machine discrepancies should be reviewed daily, so a value of 15 days will allow enough time for any historical reference if necessary.	Enter a value from 1-999, or leave blank
PHA Location Index [USCDI] [Performance]	<p>This parameter determines the number of days that departed outpatient accounts are available for statistical reports that can be sorted by location, such as:</p> <ul style="list-style-type: none"> • Print Medication Administration Records 	MEDITECH recommends this be set to the default value of "15" days, as data should not need	<ul style="list-style-type: none"> • 1-99

<p><i>MEDITECH's programming team may need to run a space evaluation before setting/changing this parameter.</i></p>	<ul style="list-style-type: none"> ● Print MAR Summaries ● eMAR Administration Report ● eMAR Billing Report ● eMAR Dispensing Report ● eMAR Exception Report ● Microbiology Report ● Print Profile ● Print Summary Profile ● Print Nursing Station Worksheet ● PHA Patient Allergy Report ● PHA Expired Rx List <p>If left blank, the system assumes the default of "15."</p> <p>[If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]</p>	<p>to be stored within the location index for longer than two weeks after a patient's discharge. This established time period will allow for correction of any administrative errors without taking up large amounts of the index with discharged patient data.</p>	
<p>Compound Verification</p> <p>[Performance]</p>	<p>This parameter determines the number of days that you want the system to file and maintain Compound Verification activity. The default value is "7." If this field is left blank, compound numbers do not purge.</p> <p>[If a file maintenance parameter value is set too high, space usage may become an issue. Lowering the value should be done in small increments to avoid negatively impacting performance.]</p>	<p>MEDITECH recommends this be set to the default value of "7" days. This report should be run on a daily basis, so there is no need to retain this data for more than one week.</p>	<p>Enter a value from 1-99, or leave blank</p>

Toolbox - Purge/Archive

Parameter	Function	Recommended Setting	Available Settings
<p>Deindex (Outpatient/ Discharge)</p> <p>[High Impact]</p> <p>[USCDI]</p> <p>[Performance]</p>	<p>These parameters determine the number of days account information remains available to users after the last activity (such as billing for a medication, entering an edit in Admissions (ADM), or canceling an order). After this number of days passes without activity, the system deindexes the patient account information. This account will no longer appear in lookups or be available for reports. Users cannot edit or print the deindexed medication order data in PHA. Accounts which are deindexed are still eligible to be reindexed until the information is finally purged from the system. This is a required field, and cannot be left blank.</p>	<p>MEDITECH recommends this be set to "2585" days. Most states require detailed administration history to be available for at least 7 years.</p>	<ul style="list-style-type: none"> ● 1-9,999

	<p>[Many states have their own requirements for how long patient data needs to be available to be retrieved. The values for these parameters, and the values for the following Purge Delay parameters, when added together should encompass the required amount of days.]</p> <p>[Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>		
<p>Purge Delay (Outpatient/ Discharge)</p> <p>[High Impact]</p> <p>[USCDI]</p> <p>[Performance]</p> <p><i>MEDITECH's programming team will need to review to determine how to set (and reduce) this parameter if the healthcare organization wants to begin the process of Archiving or Purging in the Pharmacy application.</i></p>	<p>These parameters determine how many days after patient accounts are deindexed that the outpatient or discharged patient information is deleted permanently from the system. A purge delay can be defined even if archiving does not occur. To reindex (restore) patient and medication order information that has not yet been purged, the Reindex Purged Patients/Orders routine should be used. The Reindex Patients/Orders routine can be accessed from <i>System Mgmt sidebar button > System Management > Purge/Archive > Reindex Patient Orders</i> routines.</p> <p>This is a required field, and cannot be left blank.</p> <p>[Many states have their own requirements for how long patient data needs to be available to be retrieved. The value for these parameters, and the value for the prior Deindex parameters, when added together should encompass the required amount of days.]</p> <p>[Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	<p>MEDITECH recommends this be set to "400" days. This default has been defined in compliance with common state laws and will work in conjunction with the Deindex parameters. The purge delay parameter will allow data to be reindexed for a period of time before it is purged from the system (<i>Pharmacy> System Management> Purge/Archive> Reindex Patients/Orders</i>).</p>	<ul style="list-style-type: none"> • 1-999
<p>Archive (Outpatient/ Discharge)</p> <p>[High Impact]</p> <p>[USCDI]</p> <p><i>MEDITECH's programming team will need to confirm that the Purge Delay Days parameter is set appropriately.</i></p>	<p>This parameter determines whether patient information is archived to MIS Archiving (<i>Info Systems > MIS > Archived Documents</i>).</p> <ul style="list-style-type: none"> • "Y" - Outpatient and/or Discharged patient data is archived to MIS prior to being deindexed. • "N" or blank - MIS Archiving of PHA data is not enabled. <p>[If this is set to "N", information purges and cannot be sent to MIS Archiving. Note: This does not impact archiving to MEDITECH Scanning and</p>	<p>MEDITECH recommends this be set to "Y"</p>	<ul style="list-style-type: none"> • Y • N/Blank

	Archiving.]		
Start Purge After [Performance]	<p>This parameter specifies the time that the Purge/Archive background job starts archiving and purging eligible information.</p> <p>If left blank the job will start at "0000."</p> <p><i>Note: If the PHA system is down during the time the Purge/Archive compile is scheduled to start, then the background job will process the information the next day.</i></p> <p>[The Purge/Archive Job can take several hours to process and impact system response time. Lowering the value of this parameter should be done in small increments to avoid negatively impacting system performance.]</p>	MEDITECH recommends this be set to shortly after midnight (0001) so the job does not impact end-user performance.	Free text value representing time, or left blank

Pharmacy Performance FSV Toolbox Parameters

FSV Toolbox - Miscellaneous

Parameter	Function	Recommended Setting	Available Settings
Keep Days [Performance]	<p>This field is used to specify the number of days the data supplied by the FSV should be kept in the suspense file. This is a required field, and cannot be left blank.</p> <p>[This will impact how long the FSV suspense files are available on the desktop. Setting this value too high can negatively impact system storage.]</p>	MEDITECH recommends this be set to "120" for quarterly FSV updates, "90" for monthly FSV updates	Enter a value from 1-999

Surgical Services Performance User Preferences

User Preferences

User Preference Name	Function	Recommended Setting	Available Settings
Remove Cases from My List if no activity in (x) Hours	Use this field to enter how many hours, after having no activity, the patient is removed from the user's My List. If not defined for a registration type, the ".Default" settings apply.	MEDITECH recommends setting this preference to "24" hours or less.	Free text numeric value, 1 - 9999

[Performance]	[Setting this preference to too high of a value can result in overpopulating My List on the SUR Tracker, potential resulting in a degradation of response time.]	Setting higher than 24 hours can lead to slow loading for the tracker.	
Remove Cases from My List upon Discharge in (x) Hours [Performance]	Use this field to enter how many hours, after a patient has been discharged, that they are removed from a user's My List. If not defined for a registration type, the “.Default” settings apply. [Setting this preference to too high of a value can result in overpopulating My List on the SUR Tracker, potential resulting in a degradation of response time.]	MEDITECH recommends setting this preference to "24" hours or less. Setting higher than 24 hours can lead to slow loading for the tracker.	Free text numeric value, 1 - 9999
Remove Cases from My List (x) Hours after adding [Performance]	Use this field to enter how many hours, after a patient is in a final status, that they are removed from the user's My List. If not defined for a registration type, the “.Default” settings apply. [Setting this preference to too high of a value can result in overpopulating My List on the SUR Tracker, potential resulting in a degradation of response time.]	MEDITECH recommends setting this preference to "24" hours or less. Setting higher than 24 hours can lead to slow loading for the tracker.	Free text numeric value, 1 - 9999
Mode Defaults (Patient)			
From Date [Performance]	Using a T-combination, enter the default date range used when first accessing the Patient function of the SUR Scheduler Desktop. [Setting this preference to too high of a value can result in overpopulating the Patient Mode, potentially resulting in degradation of response time.]	MEDITECH recommends setting this preference to "T" for today. If the combined total number of days between this setting and the Thru Date exceeds 180, the system issues a warning. Typically set to today, because users are not usually looking into the past by default. You can always change the setting on the fly to see cases in the past. If from to thru totals more than 180 days, the system issues a warning message.	Free text numeric value using a T-combination, T-999 - T+999
Thru Date	Using a T-combination, enter the default date range used when first accessing the Patient	MEDITECH recommends setting this preference	Free text numeric value using a T-combination,

<p>[Performance]</p>	<p>function of the SUR Scheduler Desktop.</p> <p>[Setting this preference to too high of a value can result in overpopulating the Patient Mode, potentially resulting in degradation of response time.]</p>	<p>to no more than "T+180." If the combined total number of days between the From Date and this setting exceeds 180, the system issues a warning.</p> <p>This parameter would only need to set to how far into the future you are booking cases.</p>	<p>T-999 - T+999</p>
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Biller Desktop

<p>From Date</p> <p>[Performance]</p>	<p>Using a T-combination, enter the default date range used to compile cases when first accessing the Biller Desktop (Note: Default mode must be set to Worklist to access this field)</p> <p>[Setting this preference to too high of a value can result in overpopulation of the Biller Desktop, potentially resulting in a degradation of response time.]</p>	<p>MEDITECH recommends setting this preference no more than "T-30."</p> <p>Setting to more than a 30 day date range could result in response time issues, particularly on the summary.</p>	<p>Free text numeric value using a T-combination, T-999 - T+999, or a specific calendar date</p>
<p>Thru Date</p> <p>[Performance]</p>	<p>Using a T-combination, enter the default date range used to compile cases when first accessing the Biller Desktop (Note: Default mode must be set to Worklist to access this field)</p> <p>[Setting this preference to too high of a value can result in overpopulation of the Biller Desktop, potentially resulting in a degradation of response time.]</p>	<p>MEDITECH recommends setting this preference to "T" for today.</p> <p>Setting to more than a 30 day date range could result in response time issues, particularly on the summary.</p>	<p>Free text numeric value using a T-combination, T-999 - T+999, or a specific calendar date</p>

Surgical Services Performance Customer Parameters

Customer Defined Parameters - Tracker

Parameter	Function	Recommended Setting	Available Settings
<p>Remove Cases from My List if no activity in (x) Hours</p> <p>[Performance]</p>	<p>Use this field to enter how many hours, after having no activity, the patient is removed from the user's My List. If not defined for a registration type, the ".Default" settings apply.</p>	<p>MEDITECH recommends setting this parameter to "24" hours or less.</p> <p>Setting higher than 24</p>	<p>Free text numeric value, 1-9999</p>

	[Setting this parameter to too high of a value can result in overpopulating My List on the SUR Tracker, potentially resulting in a degradation of response time.]	hours can lead to slow loading for the tracker.	
Remove Cases from My List upon Discharge in (x) Hours [Performance]	Use this field to enter how many hours, after a patient has been discharged, that they are removed from a user's My List. If not defined for a registration type, the “.Default” settings apply. [Setting this parameter to too high of a value can result in overpopulating My List on the SUR Tracker, potentially resulting in a degradation of response time.]	MEDITECH recommends setting this parameter to "24" hours or less. Setting higher than 24 hours can lead to slow loading for the tracker.	Free text numeric value, 1-9999
Remove Cases from My List (x) Hours after adding [Performance]	Use this field to enter how many hours, after a patient is in a final status, that they are removed from the user's My List. If not defined for a registration type, the “.Default” settings apply. [Setting this parameter to too high of a value can result in overpopulating My List on the SUR Tracker, potentially resulting in a degradation of response time.]	MEDITECH recommends setting this parameter to "24" hours or less. Setting higher than 24 hours can lead to slow loading for the tracker.	Free text numeric value, 1-9999

Surgical Services Performance Toolbox Parameters

Toolbox - MAR 2

Parameter	Function	Recommended Setting	Available Settings
Default MAR Past Days to Display [Performance]	<p>This parameter determines the default number of days in the past that medication schedules can be viewed on the MAR. The value entered here cannot exceed what is defined in the Maximum MAR Past Days to Display parameter above.</p> <p>This will only display the administration record in the past for the number of days defined. To view the full schedule, you must have access to edit past the cutoff day in the SUR Access Dictionary and set the Show Complete Schedule field to “Yes” in the Change View screen on the MAR.</p> <p>If blank, this parameter follows the Maximum Days in the Past setting. If the Maximum Days in the Past is blank, this field will default to 9 as well.</p>	<p>MEDITECH recommends setting this parameter to "1" day.</p> <p>Surgical nurses are only concerned with today's meds.</p>	Free text numeric value, 1-99, but not to exceed the value defined for the Maximum MAR Past Days to Display parameter, or leave blank

Note: The system first looks to the identical field on the User Preferences for a value. This field also exists in other clinical Toolbox Parameters, but does not impact SUR functionality.

[Setting this parameter to too high of a value can result in overpopulating the MAR, potentially resulting in a degradation of response time.]

Revenue Cycle Performance Settings

Revenue Cycle Performance Toolbox Parameters

Toolbox - Business Unit - Background Jobs

Parameter	Function	Recommended Setting	Available Settings
<p><u>Background Job Management</u> The following daily processes occur at the Business Unit level and may be threaded to multiple occurrences to increase speed.</p>			
<p>Num Remit Posting Queue Allowed [Performance]</p>	<p>Enter the number of Remittance Posting Queues permitted at the selected Business Unit. If left blank functionality would not be used. [Could affect performance as the number of jobs increases, system performance decreases.]</p>	<p>MEDITECH allows no more than "14." Based on experience with customer settings, the higher the value, the greater potential impact on system performance.</p>	<p>Enter a value for number of remits between 1 - 14</p>
<p>Num Compile UR Checks Background Jobs [Performance]</p>	<p>Enter the number of Compile UR Checks background jobs permitted at the selected Business Unit. No more than eight jobs are allowed. This is a required field. [Could affect performance by causing slowness in compiling UR Checks.]</p>	<p>MEDITECH allows no more than "8." Based on experience with customer settings, the higher the value, the greater potential impact on system performance.</p>	<p>Enter a value for number of background jobs between 1-8</p>
<p>Num Bill Cutoff Background Jobs [Performance]</p>	<p>Enter the number of Bill Cutoff background jobs permitted at the selected Business Unit. No more than twelve jobs are allowed. This is a required field. [Could affect performance by causing slowness in compiling Bill Cutoff.]</p>	<p>MEDITECH allows no more than "12." Based on experience with customer settings, the higher the value, the greater</p>	<p>Enter a value for number of background jobs between 1 - 12</p>

		potential impact on system performance.	
Num Client Bill Cutoff Background Jobs [Performance]	Enter the number of Client Bill Cutoff background jobs permitted at the selected Business Unit. No more than eight jobs are allowed. This is a required field. [Could affect performance by causing slowness in compiling Bill Cutoff.]	MEDITECH allows no more than "8." Based on experience with customer settings, the higher the value, the greater potential impact on system performance.	Enter a value for number of background jobs between 1 - 8
Num Summary Bill Cutoff Background Jobs [Performance]	Enter the number of Summary Bill Cutoff background jobs permitted at the selected Business Unit. No more than eight jobs are allowed. [Could affect performance by causing slowness in compiling Bill Cutoff.]	MEDITECH allows no more than "8." Based on experience with customer settings, the higher the value, the greater potential impact on system performance.	Enter a value for number of background jobs between 1 - 8. A blank field assumes 1 job.
Num Claim Image Background Jobs [Performance]	Use this field to enter the number of background jobs that build the Claim Image of primary claims for bills that were posted during cutoff. The list of posted bills is broken down into multiple jobs for processing, with each job processing 1/n of the posted bills, where n is the number of jobs being run. This is a required field. [Could affect performance by causing slowness in compiling Claim Images.]	MEDTECH recommends a value between "1-3." Based on experience with customer settings, the higher the value, the greater potential impact on system performance.	Enter a value for number of background jobs between 1 - 99
Num Claim File Background Jobs [Performance]	Use this field to specify the number of threaded jobs that should run to build the claim files for generation groups that are set to generate claims automatically. This is a required field. [Could affect performance by causing slowness in compiling Claim Files.]	MEDTECH recommends a value between "1-3." Based on experience with customer settings, the higher the value, the greater potential impact on system performance.	Enter a value for number of background jobs between 1 - 99
Num Read Batch Background Jobs [Performance]	Enter the number of Read Batch background jobs permitted at the selected Business Unit. This is a required field. [Could affect performance as the number of jobs increases, system performance decreases.]	MEDITECH allows no more than "8." Based on experience with customer settings, the higher the value, the greater potential impact on system performance.	Enter a value for number of background jobs between 1- 8

Num Account Integrity Background Jobs [Performance]	Enter the number of Account Integrity background jobs permitted at the selected Business Unit. This is a required field. [Could affect performance as the number of jobs increases, system performance decreases.]	MEDITECH allows no more than "8." Based on experience with customer settings, the higher the value, the greater potential impact on system performance.	Enter a value for number of background jobs between 1 - 8
Num Collections Integrity Background Jobs [Performance]	Enter the number of Collection Integrity background jobs permitted at the selected Business Unit. This is a required field. [Could affect performance as the number of jobs running increases, system performance decreases.]	MEDITECH allows no more than "8." Based on experience with customer settings, the higher the value, the greater potential impact on system performance.	Enter a value for number of background jobs between 1 - 8
Num Statement Integrity Background Jobs [Performance]	Enter the number of Statement Integrity background jobs permitted at the selected Business Unit. This is a required field. [This could affect Performance as the number of jobs running increases system performance decreases.]	MEDITECH allows no more than "8." Based on experience with customer settings, the higher the value, the greater potential impact on system performance.	Enter a value for number of background jobs between 1 - 8
Num Daily Task Stats Background Jobs [Performance]	Enter the number of Daily Task statistics background jobs permitted at the selected Business Unit. [This could affect Performance as the number of jobs running increases system performance decreases.]	MEDITECH allows no more than "8." Based on experience with customer settings, the higher the value, the greater potential impact on system performance.	Enter a value for number of background jobs between 1 - 8
Num Period Task Status Background Jobs [Performance]	Enter the number of period task statistics background jobs permitted at the selected Business Unit. [This could affect Performance as the number of jobs running increases system performance decreases.]	MEDITECH allows no more than "8." Based on experience with customer settings, the higher the value, the greater potential impact on system performance.	Enter a value for number of background jobs between 1 - 8
Num Daily Denial Stats Background Jobs [Performance]	Enter the number of Daily Denial Stats background jobs permitted at the selected Business Unit. No more than eight jobs are allowed. [This could affect Performance as the number of jobs running increases system performance]	MEDITECH allows no more than "8." Based on experience with customer settings, the higher the value, the greater potential	Enter a value for the number of background jobs between 1 - 8. A blank field assumes 1 job.

	decreases.]	impact on system performance.	
Num Period Denial Stats Background Jobs [Performance]	Enter the number of Period Endial Stats background jobs permitted at the selected Business Unit. No more than eight jobs are allowed. [This could affect Performance as the number of jobs running increases system performance decreases.]	MEDITECH allows no more than "8." Based on experience with customer settings, the higher the value, the greater potential impact on system performance.	Enter a value for the number of background jobs between 1 - 8. A blank field assumes 1 job.
Num Daily Coding Status Background Jobs [Performance]	Enter the number of Daily Coding Status background jobs permitted at the selected Business Unit. No more than eight jobs are allowed. [This could affect Performance as the number of jobs running increases system performance decreases.]	MEDITECH allows no more than "8." Based on experience with customer settings, the higher the value, the greater potential impact on system performance.	Enter a value for the number of background jobs between 1 - 8. A blank field assumes 1 job.
Num Period Coding Status Background Jobs [Performance]	Enter the number of Period Coding Status background jobs permitted at the selected Business Unit. No more than eight jobs are allowed. [This could affect Performance as the number of jobs running increases system performance decreases.]	MEDITECH allows no more than "8." Based on experience with customer settings, the higher the value, the greater potential impact on system performance.	Enter a value for the number of background jobs between 1 - 8. A blank field assumes 1 job.
Num Worklist Compile Background Jobs [Performance]	Enter the number of Worklist Compile Background Jobs permitted at the selected Business Unit. No more than 99 jobs are allowed. [This could affect Performance as the number of jobs running increases system performance decreases.]	MEDITECH allows no more than "99." Based on experience with customer settings, it was found that when there were more than 50 user defined worklists, processing was negatively impacted.	Enter a value of the number of background jobs between 1 - 99. If blank, all user defined worklists will compile at the same time.

Background Job Management

Background Job Name [Performance]	Enter the number of multi-threaded background jobs that compile user worklists during Close Day. User worklist jobs that compile successfully appear under the Build Worklist entry of the Daily System Management Desktop screen with a Compiled status and the corresponding number of user worklists compiled by the background job. The number of	MEDITECH recommends you add all of the multi-thread background jobs that compile user Worklists with a range between "1-3."	If implemented, please enter the Background Job Names and Number of Jobs allowed. Job Name # of Jobs 1. _____ 1. _____ 2. _____ 2. _____
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	background jobs is a required field. [Could affect performance depending on the number of background jobs being entered.]		3. _____ 3. _____ 4. _____ 4. _____ 5. _____ 5. _____
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Toolbox - Facility - General

Parameter	Function	Recommended Setting	Available Settings
Background Job Management			
Num Daily Acct Stats Background Jobs [Performance]	Enter the number of daily account statistics background jobs permitted at the selected facility. [Having too many background jobs running at once could affect performance]	MEDITECH allows no more than "8." Based on experience with customer settings, the higher the value, the greater potential impact on system performance.	Enter a value for jobs between 1-8
Background Job Management- Num Period Acct Stats Background Jobs [Performance]	Enter the number of period account statistics background jobs permitted at the selected facility. [Having too many background jobs running at once could affect performance]	MEDITECH allows no more than "8." Based on experience with customer settings, the higher the value, the greater potential impact on system performance.	Enter a value for jobs between 1-8

Toolbox - Statistics

Parameter	Function	Recommended Setting	Available Settings
Compile Receivables Statistics			
AR Provider [Performance]	To compile statistical information on Accounts Receivable (AR) providers enter "Yes." To suspend the compilation of AR provider statistics enter "No." Fields on this screen can be used to turn on or off the compilation of provider and location statistics. Healthcare organizations may want to disable these statistical breakdowns to reduce the time needed to compile daily statistics during the Close Day process of their business unit/facility/location.	MEDITECH recommends you set this to "Yes" if your Ambulatory facility would like to record provider statistics.	<ul style="list-style-type: none"> • Yes/Blank • No

	<p>The statistical values that are not set to compile will appear on the Financial Status Desktop with a value of zero (0).</p> <p>To view the facilities for which your healthcare organization chose not to compile AR Provider statistical information click the Information icon.</p> <p>[Note: This parameter is not required. If your healthcare organization does not enter a value for this parameter, the system compiles AR Provider statistical information. Adding statistics takes a large amount of space and may affect the compile time of your close day processes. If editing or changing these by either turning them on or off both Acute and Ambulatory teams would need to review for space concerns.]</p>		
<p>BD Provider</p> <p>[Performance]</p>	<p>To compile statistical information on Bad Debt (BD) providers enter “Yes.” To suspend the compilation of BD provider statistics enter “No.”</p> <p>Fields on this screen can be used to turn on or off the compilation of provider and location statistics. Healthcare organizations may want to disable these statistical breakdowns to reduce the time needed to compile daily statistics during the Close Day process of their business unit/facility/location.</p> <p>The statistical values that are not set to compile will appear on the Financial Status Desktop with a value of zero (0).</p> <p>To view the facilities for which your healthcare organization chose not to compile BD Provider statistical information click the Information icon.</p> <p>[Note: This parameter is not required. If your healthcare organization does not enter a value for this parameter the system compiles BD Provider statistical information. Adding statistics takes a large amount of space and may affect the compile time of your close day processes. If editing or changing these by either turning them on or off both Acute and Ambulatory teams would need to review for space concerns.]</p>	<p>MEDITECH recommends you set this to “Yes” if your Ambulatory facility would like to record provider statistics.</p>	<ul style="list-style-type: none"> ● Yes/Blank ● No
<p>Client Provider</p>	<p>To compile statistical information on Client providers enter “Yes.” To suspend the compilation of Client</p>	<p>MEDITECH recommends you set</p>	<ul style="list-style-type: none"> ● Yes/Blank ● No

<p>[Performance]</p>	<p>provider statistics enter “No.”</p> <p>Fields on this screen can be used to turn on or off the compilation of provider and location statistics. Healthcare organizations may want to disable these statistical breakdowns to reduce the time needed to compile daily statistics during the Close Day process of their business unit/facility/location.</p> <p>The statistical values that are not set up to compile will appear on the Financial Status Desktop with a value of zero (0).</p> <p>To view the facilities for which your healthcare organization chose not to compile Client Provider statistical information click the Information icon.</p> <p>[Note: This parameter is not required. If your healthcare organization does not enter a value for this parameter the system compiles Client Provider statistical information. Adding statistics takes a large amount of space and may affect the compile time of your close day processes. If editing or changing these by either turning them on or off both Acute and Ambulatory teams would need to review for space concerns.]</p>	<p>this to “Yes” if your Ambulatory facility would like to record provider statistics.</p>	
<p>AR Location</p> <p>[Performance]</p>	<p>To compile statistical information on Accounts Receivable (AR) locations enter “Yes.” To suspend the compilation of AR location statistics enter “No.”</p> <p>Fields on this screen can be used to turn on or off the compilation of provider and location statistics. Healthcare organizations may want to disable these statistical breakdowns to reduce the time needed to compile daily statistics during the Close Day process of their business unit/facility/location.</p> <p>The statistical values that are not set to compile will appear on the Financial Status Desktop with a value of zero (0).</p> <p>To view the facilities for which your healthcare organization chose not to compile AR Location statistical information click the Information icon.</p> <p><i>Note: This parameter is not required. If your healthcare organization does not enter a value for this parameter the system compiles AR Location statistical information.</i></p>	<p>MEDITECH recommends you set this to “Yes” if your Ambulatory facility would like to record provider statistics</p>	<ul style="list-style-type: none"> ● Yes/Blank ● No

	<p>[Please note Location Statistics were added to assist Ambulatory reporting requirements. Adding statistics takes a large amount of space and may affect the compile time of your close day processes. If editing or changing these by either turning them on or off both Acute and Ambulatory teams would need to review for space concerns.]</p>		
<p>BD Location [Performance]</p>	<p>To compile statistical information on Bad Debt (BD) locations enter “Yes.” To suspend the compilation of BD location statistics enter “No.”</p> <p>Fields on this screen can be used to turn on or off the compilation of provider and location statistics. Healthcare organizations may want to disable these statistical breakdowns to reduce the time needed to compile daily statistics during the Close Day process of their business unit/facility/location.</p> <p>The statistical values that are not set to compile will appear on the Financial Status Desktop with a value of zero (0).</p> <p>To view the facilities for which your healthcare organization chose not to compile BD Location statistical information click the Information icon.</p> <p><i>Note: This parameter is not required. If your healthcare organization does not enter a value for this parameter the system compiles BD Location statistical information.</i></p> <p>[Please note Location Statistics were added to assist Ambulatory reporting requirements. Adding statistics takes a large amount of space and may affect the compile time of your close day processes. If editing or changing these by either turning them on or off both Acute and Ambulatory teams would need to review for space concerns.]</p>	<p>MEDITECH recommends you set this to “Yes” if your Ambulatory facility would like to record provider statistics.</p>	<ul style="list-style-type: none"> ● Yes/Blank ● No
<p>Client Location [Performance]</p>	<p>To compile statistical information on Client locations enter “Yes.” To suspend the compilation of Client location statistics enter “No.”</p> <p>Fields on this screen can be used to turn on or off the compilation of provider and location statistics. Healthcare organizations may want to disable these statistical breakdowns to reduce the time needed to compile daily statistics during the Close Day process</p>	<p>MEDITECH recommends you set this to “Yes” if your Ambulatory facility would like to record provider statistics.</p>	<ul style="list-style-type: none"> ● Yes/Blank ● No

	<p>of their business unit/facility/location.</p> <p>The statistical values that are not set to compile will appear on the Financial Status Desktop with a value of zero (0).</p> <p>To view the facilities for which your healthcare organization chose not to compile Client Location statistical information click the Information icon.</p> <p><i>Note: This parameter is not required. If your healthcare organization does not enter a value for this parameter, the system compiles Client Location statistical information.</i></p> <p>[Please note Location Statistics were added to assist Ambulatory reporting requirements. Adding statistics takes a large amount of space and may affect the compile time of your close day processes. If editing or changing these by either turning them on or off both Acute and Ambulatory teams would need to review for space concerns.]</p>		
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Compile Revenue Statistics

<p>Revenue Provider</p> <p>[Performance]</p>	<p>To compile statistical information on Revenue providers enter “Yes.” To suspend the compilation of Revenue provider statistics enter “No.”</p> <p>Fields on this screen can be used to turn on or off the compilation of provider and location statistics. Healthcare organizations may want to disable these statistical breakdowns to reduce the time needed to compile daily statistics during the Close Day process of their business unit/facility/location.</p> <p>The statistical values that are not set to compile will appear on the Financial Status Desktop with a value of zero (0).</p> <p>To view the facilities for which your healthcare organization chose not to compile Revenue Provider statistical information click the Information icon.</p> <p>[Please note Revenue Provider Statistics were added to assist Ambulatory reporting requirements. Adding statistics takes a large amount of space and may affect the compile time of your close day processes. If editing or changing these by either turning them on or off both Acute</p>	<p>MEDITECH recommends you set this to “Yes” if your Ambulatory facility would like to record provider statistics.</p>	<ul style="list-style-type: none"> ● Yes/Blank ● No
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	and Ambulatory teams would need to review for space concerns.]		
Net Revenue Provider [Performance]	<p>To compile statistical information on Net Revenue providers enter “Yes.” To suspend the compilation of Net Revenue provider statistics enter “No.”</p> <p>Fields on this screen can be used to turn on or off the compilation of provider and location statistics. Healthcare organizations may want to disable these statistical breakdowns to reduce the time needed to compile daily statistics during the Close Day process of their business unit/facility/location.</p> <p>The statistical values that are not set to compile will appear on the Financial Status Desktop with a value of zero (0).</p> <p>To view the facilities for which your healthcare organization chose not to compile Net Revenue Provider statistical information click the Information icon.</p> <p>[Please note Net Revenue Provider Statistics were added to assist Ambulatory reporting requirements. Adding statistics takes a large amount of space and may affect the compile time of your close day processes. If editing or changing these by either turning them on or off both Acute and Ambulatory teams would need to review for space concerns.]</p>	<p>MEDITECH recommends you set this to “Yes” if your Ambulatory facility would like to record provider statistics.</p>	<ul style="list-style-type: none"> ● Yes/Blank ● No
Revenue Location [Performance]	<p>To compile statistical information of Revenue locations enter “Yes.”To suspend the compilation of Revenue location statistics enter “No.”</p> <p>Fields on this screen can be used to turn on or off the compilation of provider and location statistics. Healthcare organizations may want to disable these statistical breakdowns to reduce the time needed to compile daily statistics during the Close Day process of their business unit/facility/location.</p> <p>The statistical values that are not set to compile will appear on the Financial Status Desktop with a value of zero (0).</p> <p>To view the facilities for which your healthcare organization chose not to compile Revenue Location statistical information click the Information icon.</p>	<p>MEDITECH recommends you set this to “Yes” if your Ambulatory facility would like to record location statistics.</p>	<ul style="list-style-type: none"> ● Yes/Blank ● No

Note: This parameter is not required. If your healthcare organization does not enter a value for this parameter the system compiles Revenue Location statistical information.

[Please note Revenue Location Statistics were added to assist Ambulatory reporting requirements. Adding statistics takes a large amount of space and may affect the compile time of your close day processes. If editing or changing these by either turning them on or off both Acute and Ambulatory teams would need to review for space concerns.]

Compile Cash Flow/RVU Statistics

Non Chg Code Provider

[Performance]

To compile statistical information on Non-Charge Code providers enter “Yes.” To suspend the compilation of Non-Charge Code provider statistics enter “No.”

Fields on this screen can be used to turn on or off the compilation of provider and location statistics. Healthcare organizations may want to disable these statistical breakdowns to reduce the time needed to compile daily statistics during the Close Day process of their business unit/facility/location.

The statistical values that are not set to compile will appear on the Financial Status Desktop with a value of zero (0).

To view the facilities for which your healthcare organization chose not to compile Non Charge Code Provider statistical information click the Information icon.

[Please note Non Charge Code Provider Statistics were added to assist Ambulatory reporting requirements. Adding statistics takes a large amount of space and may affect the compile time of your close day processes. If editing or changing these by either turning them on or off both Acute and Ambulatory teams would need to review for space concerns.]

MEDITECH recommends you set this to “Yes” if your Ambulatory facility would like to record provider statistics.

- Yes/Blank
- No

RVU Performing Provider

[Performance]

To compile statistical information on Relative Value Unit (RVU) providers enter “Yes.” To suspend the compilation of RVU provider statistics enter “No.”

Fields on this screen can be used to turn on or off

MEDITECH recommends you set this to “Yes” if your Ambulatory facility would like to record

- Yes/Blank
- No

	<p>the compilation of provider and location statistics. Healthcare organizations may want to disable these statistical breakdowns to reduce the time needed to compile daily statistics during the Close Day process of their business unit/facility/location.</p> <p>The statistical values that are not set to compile will appear on the Financial Status Desktop with a value of zero (0).</p> <p>To view the facilities for which your healthcare organization chose not to compile RVU Provider statistical information click the Information icon.</p> <p>[Please note RVU Provider Statistics were added to assist Ambulatory reporting requirements. Adding statistics takes a large amount of space and may affect the compile time of your close day processes. If editing or changing these by either turning them on or off both Acute and Ambulatory teams would need to review for space concerns.]</p>	<p>provider statistics.</p>	
<p>RVU Responsible Provider</p> <p>[Performance]</p>	<p>This field defines if the new RVU Responsible Provider statistics compile for a facility.</p> <p>[Please note RVU Provider Statistics were added to assist Ambulatory reporting requirements. Adding statistics takes a large amount of space and may affect the compile time of your close day processes. If editing/changing these by either turning them on or off both Acute and Ambulatory teams would need to review for space concerns.]</p>	<p>Meditech recommends you set this to "Yes" if your Ambulatory facility would like to record provider statistics.</p>	<ul style="list-style-type: none"> ● Yes ● No/Default
<p>Non Chg Code Location</p> <p>[Performance]</p>	<p>To compile Location statistics during Close Day enter "Yes" or leave the field blank. To turn off the compilation of Location statistics enter "No."</p> <p>If you turn on this feature, location statistics compile during Close Day and appear in the Cash Flow Routine of the Financial Status Desktop.</p> <p>To view the facilities for which your healthcare organization chose not to compile Non Charge Code Location statistical information click the Information icon.</p> <p>[Please note Non Chg Code Location Statistics were added to assist Ambulatory reporting requirements. Adding statistics takes a large amount of space and may affect the compile time of your close day</p>	<p>MEDITECH recommends you set this to "Yes" if your Ambulatory facility would like to record location statistics.</p>	<ul style="list-style-type: none"> ● Yes/Blank ● No

	<p>processes. If editing or changing these by either turning them on or off both Acute and Ambulatory teams would need to review for space concerns.]</p>		
<p>RVU Location [Performance]</p>	<p>To compile statistical information on Relative Value Unit (RVU) locations enter “Yes.” To suspend the compilation of RVU location statistics enter “No.”</p> <p>Fields on this screen can be used to turn on or off the compilation of provider and location statistics. Healthcare organizations may want to disable these statistical breakdowns to reduce the time needed to compile daily statistics during the Close Day process of their business unit/facility/location.</p> <p>The statistical values that are not set to compile will appear on the Financial Status Desktop with a value of zero (0).</p> <p>To view the facilities for which your healthcare organization chose not to compile RVU Location statistical information click the Information icon.</p> <p><i>Note: This parameter is not required. If your healthcare organization does not enter a value for this parameter the system compiles RVU Location statistical information.</i></p> <p>[Please note RVU Location Statistics were added to assist Ambulatory reporting requirements. Adding statistics takes a large amount of space and may affect the compile time of your close day processes. If editing or changing these by either turning them on or off both Acute and Ambulatory teams would need to review for space concerns.]</p>	<p>MEDITECH recommends you set this to “Yes” if your Ambulatory facility would like to record location statistics.</p>	<ul style="list-style-type: none"> ● Yes/Blank ● No

Decision Support Performance Settings

Cost Accounting Performance User Preferences

User Preferences

User Preference Name	Function	Recommended Setting	Available Settings
Unique Errors	Users have the ability to enter a range of periods,	Users are encouraged to	Lookup to existing B/AR

<p>[Performance]</p>	<p>B/AR Departments and Procedure Codes, as well as selecting exempt errors, non-exempt errors or both. This will filter the errors that the user sees when accessing the "Process Unique Interface Errors" routine.</p> <p>[If no preferences are applied here, users will see all existing errors. If there are an exceedingly large amount of errors, slowness could occur when accessing the routine.]</p>	<p>apply selections that will allow them to most efficiently access the most appropriate error listings to minimize potential impact on compilation time.</p>	<p>Departments, Procedures and Periods.</p>
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Cost Accounting Performance Toolbox Parameters

Toolbox - Main

Parameter	Function	Recommended Setting	Available Settings
<p>Batch Purge Delay</p> <p>[Performance]</p>	<p>Enter the number of delay days before the Cost Accounting system automatically deletes the daily batches of patient data that are retrieved from the Revenue Cycle (RCG) application. The default response is "30 days," but MEDITECH recommends that RCG patient batches be maintained for "1095 days" (3 years) in the CA system. The reason is that after CA retrieves the batches, the RCG system evaluates its purge delay and deletes the batches prior to this parameter. If the raw patient data is deleted in RCG and in CA before all the service units are defined and have associated standard costs, then creating and updating patient standard costs is not possible.</p> <p>[The setting used here directly impacts space usage. Additionally, any data automatically purged from the CA application may no longer be available in the RCG application.]</p>	<p>MEDITECH recommends this is set to "1095" to allow batches to purge and prevent slowness.</p>	<p>0-9999</p>

Toolbox - Facilities

<p>Begin Costing On/After</p> <p>[Performance]</p>	<p>If the "Cost Out" parameter is flagged as "Y" for the selected facility, use this field to identify a "Begin Costing" date. Patients in the facility will only have charges processed whose transaction service date is not earlier than the date entered in this parameter.</p>	<p>No Recommended Setting. User Preference.</p>	<p>Lookup to calendar</p>
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[The date used here allows users to suppress errors prior to a particular date from coming over to Cost Accounting from the RCG application. This can have a large impact on speed and error management as users will not need to troubleshoot errors from older dates, with which they are not concerned. This will also impact the Refile by Activity Date routine, as it can file through patients more quickly by avoiding the dates prior to the date selected.]

Data Repository Performance Toolbox Parameters

M-AT Toolbox Parameters - Databases

Parameter	Function	Recommended Setting	Available Settings
Quick Socket Commands [Performance]	<p>When employed, the quick command set increases the efficiency of transferring data by eliminating the acknowledgement communications that normally occur between DR, DR Manager, and the SQL database.</p> <p>With the quick command set in use, DR errors are no longer automatically returned to the DR error log. Instead, the errors are brought back to DR once a day by a file maintenance compile program that runs in the background. You can manually compile the errors at any time by accessing the View Errors Summary option and clicking the Compile button.</p> <p>[Disabling Quick Socket Commands will slow down data transfer.]</p>	<p>MEDITECH recommends this be set to “Yes” to prevent the delay in data transfer.</p>	<ul style="list-style-type: none"> • Yes • No/Blank
Capture Type [Performance]	<p>To establish a data capture method using audit jobs that monitor the MIS audit log, enter “Audits.” To use transaction processing and capture data directly from the transaction server, enter “Transactions.”</p> <p><i>Note: All DR jobs must be halted to change the Capture Type parameter.</i></p> <p>[Subsequent settings (Activity Job Limit, Job Limit Per Audit, Job Limit) will need to be</p>	<p>MEDITECH recommends this be set to “Transactions”</p>	<ul style="list-style-type: none"> • Audit • Transactions

	populated to indicate the number of jobs associated with the capture method. Too high a setting could negatively impact MT File Servers (Audits).]		
Audit Job Limit [Performance]	When Capture Type is set to “Audits,” the Audit Job Limit parameter is available. To establish the maximum number of audit jobs that can be running at the same time. [If this is set too low, audit jobs will be unable to keep up with activity. Setting this too high could negatively impact MT File Servers.]	MEDITECH recommends this be set to “10-15,” dependent on organizations volume	Enter a value for job limit between 1 - 99
Job Limit Per Audit [Performance]	When Capture Type is set to “Audits,” the Job Limit Per Audit parameter is available. To establish the number of audit jobs that can process an individual audit log at the same time. If blank, the system assumes the value defined in the Audit Job Limit parameter. [If this is set too low, jobs will be unable to keep up with activity. Setting this too high could negatively impact MT File Servers.]	MEDITECH recommends this be set to “3-5” jobs dependent on organizations volume	<ul style="list-style-type: none"> • Enter a value for job limit between 1 - 99 • Blank
Audit Lag Minutes [Performance]	When Capture Type is set to “Audits,” the Audit Lag Minutes parameter is available. The maximum number of minutes behind that the audit job can fall in processing an audit log before the system generates a new audit job. [If the Audit Lag is set too high, it will be unable to keep up with activity.]	MEDITECH recommends this be set to “1-5” minutes dependent on organizations volume	Enter a value for number of minutes between 1 - 999
Validation Job Limit [Performance]	To establish the maximum number of validation jobs that can be running at any one time. [Running too many jobs at a time can negatively impact the BG client, depending on system robustness.]	MEDITECH recommends this be set to “3-5” depending on system’s robustness	Enter a value for number of jobs between 1 - 9
Conversion IL Job Limit [Performance]	To establish the number of conversion initial load (CIL) jobs that can run at one time. These primarily occur during updates. If blank, defaults to “1” [Running too many jobs at a time can negatively impact the BG client, depending on system robustness.]	MEDITECH recommends this be set to “3-5” jobs depending on system’s robustness.	<ul style="list-style-type: none"> • Enter a value for number of jobs between 1-9 • Blank

Special IL Job Limit [Performance]	<p>To establish the number of special initial load jobs that can run at one time.</p> <p>If blank, defaults to “3”</p> <p>If a user attempts to initiate more special IL jobs than allowed by this parameter, the additional jobs enter Queue-Wait status.</p> <p>[Running too many jobs at a time can negatively impact the BG client, depending on system robustness.]</p>	<p>MEDITECH recommends this be set to “3-5” jobs depending on system’s robustness</p>	<ul style="list-style-type: none"> ● Enter a value for number of jobs between 1 - 9 ● Blank
Job Limit [Performance]	<p>For the highlighted application, enter the maximum number of activity jobs that can run at one time.</p> <p><i>Note: This restriction does not affect table group jobs and applies to MIS Audit Capture only, not Transaction Server Capture. This is a required field for MIS Audit Capture.</i></p> <p>[If limits are set too low, jobs will be unable to keep up with activity. Setting too high could negatively impact MT File Servers.]</p>	<p>MEDITECH recommends this be set to “2-5” jobs depending on application and data volume.</p>	<p>Enter a value for number of jobs between 1 - 9</p>

NPR Toolbox Parameters - Transfers

Parameter	Function	Recommended Setting	Available Settings
Transfer Type [Performance]	<p>Defines whether transfer background jobs are always running, waiting to send newly-filed data or run periodically based on a set schedule</p> <p>[Must be defined as “Continuous,” batch mode is no longer used. If in batch mode, the volume of data that builds up throughout the day may not be fully-processed during the defined processing window.]</p>	<p>Must be defined as “Continuous” so data can be processed as it is received.</p>	<ul style="list-style-type: none"> ● Batch ● Continuous
Transfer From Temp [Performance]	<p>Utilizing temporary structures enhances the efficiency of capturing and transferring child include data and decreases the amount of disk access. To utilize temporary structures to transfer child include data to DR tables, enter “Y,” the default.</p> <p>[Disabling will negatively impact transfer</p>	<p>MEDITECH recommends this be set to “Y” which allows for more efficient data processing.</p>	<ul style="list-style-type: none"> ● Y ● N

	performance. Temp structures allow data to be processed more efficiently]		
Use Socket Checksum [Performance]	DR debugging tool that issues a checksum command for every data packet sent or received between MEDITECH and SQL and, as a result, slows down the socket communication [If set to "Y," Checksums are calculated for each data packet sent to DR, significantly slowing transfer throughput. It is recommended that this be set to "N."]	MEDITECH recommends this be set to "N" which speeds up transfers.	<ul style="list-style-type: none"> ● Y ● N
Use Quick Append/Execute Commands [Performance]	Use of the quick command set eliminates acknowledgement communications between DR, DR Manager, and the SQL database during data transfers. [Setting "N" drastically slows DR transfers]	MEDITECH recommends this be set to "Y" which speeds up transfers.	<ul style="list-style-type: none"> ● Y ● N
Encryption Socket [Performance]	To encrypt the data sent from the MEDITECH transactional environment to the Data Repository SQL database, enter MT. Otherwise, enter "None" or leave this parameter blank. [If data sent from MEDITECH to SQL is encrypted, transfer can be significantly slower.]	MEDITECH recommends this be set to "None"	<ul style="list-style-type: none"> ● None/Blank ● MT
Allow Auto Table Group [Performance]	Defines whether individual DR transfers can create Table Groups on as-needed basis. Note: If you enter "Y," you establish the number of minutes a table spends transferring data before automatically forming a table group at the Auto Table Group Time Limit parameter. [Auto-generated Table Groups will not inactivate themselves. If set to "Y" additional strain can be placed on file servers and background job clients. Auto-created table groups must be manually disabled.]	MEDITECH recommends this be set to "N"	<ul style="list-style-type: none"> ● Y ● N

Executive Support System Toolbox Parameters

Toolbox - Page 1

Parameter	Function	Recommended Setting	Available Settings
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<p>Retrieval Jobs</p> <p>[Performance]</p> <p><i>MEDITECH's programming team may need to review this setting to evaluate the current response time prior to making any increase.</i></p>	<p>This value indicates the maximum number of background retrieval jobs that can be started at one time by the master background job. The default setting here is "3." This can be adjusted upon request.</p> <p>[This setting can have a direct impact on response time. It should be increased in small increments and with caution. Allowing many application retrieval jobs to run simultaneously could affect the performance and speed of the overall ESS Retrieval Process.]</p>	<p>To prevent system response time delays, MEDITECH recommends that you run no more than "7" retrieval jobs simultaneously.</p>	<ul style="list-style-type: none"> • 1-15
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Toolbox - Page 2

Parameter	Function	Recommended Setting	Available Settings
<p>Global Data Retention: Daily Data (Days)</p> <p>[Performance]</p>	<p>Default number of days worth of data to retain for daily data. No value means that data will be retained forever. The default setting here is "120 days." This can be increased/decreased upon request. Changes have a direct impact on space usage and should be thoroughly examined first.</p> <p>[This setting directly impacts space usage. Additionally, data automatically purged from ESS can only be restored if it has not yet been purged from the feeder application from which it came.]</p>	<p>MEDITECH recommends an initial Data Retention setting of "120" days. If it is then determined that more than three years of period data needs to be stored within ESS, this setting can be adjusted to a higher value.</p>	<ul style="list-style-type: none"> • 1-999 <p>A blank setting indicates that daily data will be retained forever.</p>
<p>Global Data Retention: Period Data (Periods)</p> <p>[Performance]</p>	<p>Default number of periods worth of data to retain for period data. No value means that data will be retained forever. The default setting here is for the parameter to be left blank. This can be adjusted upon request. Changes have a direct impact on space usage and should be thoroughly examined first.</p> <p>[This setting directly impacts space usage. Additionally, data automatically purged from ESS can only be restored if it has not yet been purged from the feeder application from which it came.]</p>	<p>MEDITECH recommends an initial Data Retention setting of "36" periods. If it is then determined that more than three years of period data needs to be stored within ESS, this setting can be adjusted to a higher value.</p>	<ul style="list-style-type: none"> • 1-99 <p>A blank setting indicates that period data will be retained forever.</p>
<p>Data Retention Override</p> <p>[Performance]</p>	<p>Specific overrides to the default Data Retention settings can be applied on an application basis by adding an application to the "Applications" field and providing an alternate value in the "Daily Data" and/or "Period Data" columns. Again, these types of</p>	<p>MEDITECH recommends initial Data Retention settings of "120" days and "36" periods. If it</p>	<ul style="list-style-type: none"> • Daily Data: 1-999 • Period Data: 1-99

changes would need to be made with space concerns in mind.

[This setting directly impacts space usage. Additionally, data automatically purged from ESS can only be restored if it has not yet been purged from the feeder application from which it came.]

is determined that different data amounts need to be stored for particular interfacing applications, those applications can be given daily and/or period overrides here. When applying overrides, MEDITECH recommends that users are always mindful that a very large volume of stored data could negatively impact retrieval times. Because of this, it is recommended that data retention values are increased gradually and with caution.

Quality Management Performance Toolbox Parameters

Toolbox Parameters - Main

Parameter	Function	Recommended Setting	Available Settings
Trigger Tool Active [Performance]	<p>Enter “Yes” to allow the Trigger Tool worklist compile hours to be defined in the Quality Management (QM) parameters.</p> <p>Enter “No” or leave blank to not have the Trigger tool worklist compiled be defined in the QM parameters.</p> <p>[MEDITECH has defined this as Performance due to the negative impact it can have on system performance if not set appropriately based on your hardware/network capabilities.]</p>	<p>MEDITECH recommends this is set to “No” until this functionality becomes available.</p>	<ul style="list-style-type: none"> ● Yes ● No/Blank

Toolbox Parameters - Maintenance

Parameter	Function	Recommended Setting	Available Settings
Purge Stats (Years) [Performance]	Enter the number of years “1” - “9”, statistics are available for the facility defined above before the information is purged from the system. [MEDITECH has defined this as Performance due to the negative impact it can have on system performance if not set appropriately based on your hardware/network capabilities.]	MEDITECH recommends this is set to “9” years	Enter numeric value (1-9)

Risk Management Performance Toolbox Parameters

Toolbox Parameters - Maintenance

Parameter	Function	Recommended Setting	Available Settings
Statistics Purge (Years) [Performance]	Enter the number of years “1” - “9” statistics are available for each facility before they are purged from the system. [Setting the Statistic Purge parameter too high could impact statistics compile times when accessing the routine.]	MEDITECH recommends this be set at “9” years	Enter numeric value (1-9)

Surveillance Performance User Preferences

User Preferences with Performance Impact

User Preference Name	Function	Recommended Setting	Available Settings
Refresh Interval [Performance]	Define the frequency in which the Surveillance Watchlist will refresh for the user. If this field is not defined, the default refresh interval for the Watchlist is “600” seconds. Found in QM Access and User Preferences. [MEDITECH has defined this as Performance due to the negative impact it can have on performance if not set appropriately based on your hardware/network capabilities.]	No Recommended Setting	Free Text

Surveillance Performance Customer Parameters

Customer Parameters - Background Jobs

Parameter	Function	Recommended Setting	Available Settings
Transaction Reader Background Job: Read Batch Size [Performance]	<p>Enter the numeric value “1 - 9,999” that determines the batch size limit for the Transaction Reader Read background job. The Read job waits for the batch limit to be reached before processing data.</p> <p>If left blank, the default value is “250”.</p> <p>[MEDITECH has defined this as Performance due to the negative impact it can have on system performance if not set appropriately based on the facility hardware/network capabilities.]</p>	<p>MEDITECH recommends this be set at “250” transactions. Since the transaction reader job is dependent on machine hardware and network capabilities, if this is set too high then the surveillance can take longer before data is evaluated.</p>	<p>Enter numeric value (1 - 9,999) or leave blank</p>
Transaction Reader Background Job: Write Batch Size [Performance]	<p>Enter the numeric value “1 - 9,999” that determines the batch size limit for the Transaction Reader Evaluator Job</p> <p>If left blank, the default value is “500”</p> <p>[MEDITECH has defined this as Performance due to the negative impact it can have on system performance if not set appropriately based upon facility’s hardware/network capabilities.]</p>	<p>MEDITECH recommends setting this at “500” transactions. The transaction reader job is dependent on machine hardware and network capabilities, if set too high then the surveillance can take longer before data is evaluated.</p>	<p>Enter numeric value (1 - 9,999) or leave blank</p>
Transaction Reader Background Job: Wait Time Limit (mins) [Performance]	<p>Enter the number of minutes the system should wait before the record gets evaluated if the batch size limit has not been reached and there is no transaction activity.</p> <p>If left blank, the default value is “1” minute</p> <p>[MEDITECH has defined this as Performance due to the negative impact it can have on system performance if not set appropriately based upon facility’s hardware/network capabilities.]</p>	<p>The setting should be evaluated by sites IT staff to ensure a proper wait time is defined. The setting defines the longest amount of time a site would want to wait before evaluation of data occurs. If nothing is set, “1” minute will be the default.</p>	<p>Enter numeric value (MM) or leave blank</p>
Transaction Reader Background Job: Maximum Down Time (hours) [Performance]	<p>Enter the number of hours “1 - 168” the system should determine how far back in the past from when the job restarts the system should evaluate patient data. This only occurs if the transaction reader background job experiences downtime.</p>	<p>MEDITECH recommends this be set at “4” hours - default setting. IT Staff at each facility should determine what the proper setting should be</p>	<p>Enter numeric value (1 - 168) or leave blank</p>

	<p>If left blank, the default value is “4”</p> <p>[MEDITECH has defined this as High Impact due to the negative impact it can have on performance if not set appropriately based upon the facility's hardware/network capabilities.]</p>		
<p>Transaction Evaluator Background Job: Number of Processes</p> <p>[Performance]</p>	<p>Enter the number “1 - 99” of evaluator background jobs running on the system.</p> <p>If left blank, the default value is “2”</p> <p>[MEDITECH has defined this as Performance it can have on system performance if not set appropriately based upon facility’s hardware/network capabilities.]</p>	<p>MEDITECH recommends the following settings per each facility type:</p> <p>Category 1 & 2 (under 25 beds) set at “2”cores</p> <p>Category 3 & 4 (50-75 beds) set at “4” cores</p> <p>Category 5 & 6 (100-200 beds) set at “6” cores</p>	<p>Enter numeric value (1 - 99) or leave blank</p>

Surveillance Performance Toolbox Parameters

Toolbox Parameters - Main

Parameter	Function	Recommended Setting	Available Settings
<p>Surveillance Active</p> <p>[Performance]</p>	<p>Enter “Yes” to have the facility be able to access the Surveillance application.</p> <p>Enter “No” or leave blank to have all of the surveillance functionality suppressed and unavailable to the facility.</p> <p>[MEDITECH has defined this as Performance due to the negative impact it can have on performance if not set appropriately based upon hardware/network capabilities]</p>	<p>MEDITECH recommends this is set to “Yes”and is running on its own background job.</p>	<ul style="list-style-type: none"> ● Yes ● No/Blank
<p>Monitor Data Jobs</p> <p>[Performance]</p>	<p>This field determines if all monitor data is included in Surveillance Profile evaluations.</p> <p>Enter “Yes” for all data uploaded from a monitor to be evaluated in the Rules Engine for Surveillance Profiles.</p> <p>Enter “No” or leave blank to only have the last uploaded value from the monitor included in</p>	<p>MEDITECH recommends this is set to “Yes.” It is necessary for IT staff to determine if there are sufficient hardware resources to support the monitor data background job processes.</p>	<ul style="list-style-type: none"> ● Yes ● No/Blank

	Surveillance Profile evaluations [MEDITECH has defined this as Performance due to the negative impact it can have on performance if not set appropriately based upon hardware/network capabilities]		
Skip Surveillance for Orders [Performance]	Enter orders here your organization wishes to be skipped by the Rules Engine. Orders listed here will be excluded from evaluation as part of Surveillance Profiles for accounts in all facilities. [MEDITECH has defined this as Performance due to the impact it can have on processing time in Surveillance. If orders are listed here, the process time for Surveillance can speed up to minutes instead of hours.]	MEDITECH recommends reviewing based on best practices.	Lookup: Order Dictionary

Financial Management Performance Settings

Accounts Payable Performance Toolbox Settings

Toolbox - General

Parameter	Function	Recommended Setting	Available Settings
AP Schedule Payment Batches [Performance]	Your healthcare organization may specify the number of days to keep scheduled payment batches on the system. This choice enables the healthcare organization to access batch information for a specified number of days. The system default response is 15. [This is an automatic purge that occurs when the day is closed. Large volumes of data can slow down lookups and report compilations.]	MEDITECH recommends this is set to "15." Check runs are generally cut every week or every other week. Maintaining 15 days worth of data allows users to view the previous batch that was created.	Enter a value for days between 15 - 99

Fixed Assets Performance Toolbox Parameters

Toolbox - General

Parameter	Function	Recommended Setting	Available Settings
Number of Periods to	Enter the number of periods you are keeping	MEDITECH recommends	Enter a value for

Keep Transactions [Performance]	<p>when purging transactions. The minimum required number of transaction detail months you must maintain is three months.</p> <p>[This parameter directly affects the automatic purge that occurs when the period is closed in FA. Large volumes of data can slow down the lookup and report compilations.]</p>	setting this field to "84"	number of periods between 3 - 99
Number of Complete Fiscal Years to Keep Period Amounts [Performance]	<p>Enter the number of complete fiscal years' period information you are keeping. The system requires that at least one year of period information be maintained.</p> <p>[This parameter directly affects the automatic purge that occurs when the period is closed in FA. Large volumes of data can slow down the lookup and report compilations.]</p>	MEDITECH recommends setting this field to "10" which satisfies the auditing requirement allowing a few additional years of data without slowing the system.	Enter a value for number of years between 1 - 99
Number of Complete Fiscal Years to Keep Retired Assets [Performance]	<p>Enter the number of complete fiscal years you want RETIRED assets to remain in the system before they are eligible for purging.</p> <p>If you enter "0" or leave this parameter blank, you disable the Fixed Assets purge functions. If you enter a non-zero numeric value, this parameter specifies the minimum number of complete fiscal years in which to retain RETIRED assets. The system bases the cutoff date for the purge routines on this parameter. An asset must have a status of RETIRED for at least 1 year before you can purge it. The asset can remain in the system for up to 99 years.</p> <p>[This parameter directly affects the automatic purge that occurs when the period is closed in FA. Large volumes of data can slow down the lookup and report compilations.]</p>	MEDITECH recommends setting this field to "3" which satisfies the auditing requirement	Enter a value for number of years between 0 - 99

General Ledger Performance User Preferences

User Preferences with Performance Impact

Parameter	Function	Recommended Setting	Available Settings
Batches	Users can enter default dates for money and statistical batches. Batches within this range	MEDITECH recommends this is set between "30"	Free text date range value

<p>[Performance]</p>	<p>appear via the Money Batch and Statistics Batch functions. Users should select date ranges that go back only as far as necessary to view batch data. Routines will default with the date range selected, but users can use the "Select" button to locate No Recommended Setting Free text date range value</p> <p>Table of Contents MEDITECH - 1 of 2 Last Updated: December 2018 batches from a different date range.</p> <p>[If left blank, these routines will attempt to locate all batches for General Ledger's entire history, which can cause slowness to occur within these routines.]</p>	<p>and "60" days. This range allows users to go back only as far as necessary to view batch data while allowing screens to load efficiently.</p> <p>Routines will default with the date range selected, but users can use the "Select" button to locate batches from a different date range.</p>	
<p>Report</p> <p>[Performance]</p>	<p>Users can enter default ranges of GL Report Runs, Report Formats and Report Definitions, as well as a range of periods and statuses. Users are encouraged to select report ranges that apply specifically to their needs in an effort to speed up access to the GL Report Writer routines.</p> <p>[If left blank, users will be presented with all report formats/definitions/runs when accessing report writer routines. If there are extremely large amounts of these entries, slowness could occur in accessing the GL Report Writer "Process" routines.]</p>	<p>Users are encouraged to select report ranges that apply specifically to their needs in an effort to speed up access to the GL Report Writer routines.</p> <p>For organizations with a large number of reports, it is not recommended that this setting is left blank, as this could negatively impact the speed of screens being loaded. Users have found that it is most efficient to use this setting to limit the reports that they see to only the reports that they need to access.</p>	<p>Lookup to existing GL Report Runs, Periods, Formats, Definitions and Report Statuses</p>

Materials Management Performance Toolbox Parameters

Toolbox - Purge Delays

Parameter	Function	Recommended Setting	Available Settings
Complete POs in Periods	Enter the number of periods prior to which all COMPLETED purchase orders should be purged when the Purge Purchase Order Routine is run.	MEDITECH recommends this be set to "24-36" Periods as this speeds up	<ul style="list-style-type: none"> Enter a value for periods between 3-999

<p>[High Impact]</p> <p>[Performance]</p>	<p>To purge POs, the following conditions must be true:</p> <ul style="list-style-type: none"> • The PO has been COMPLETE for the correct number of periods. • Every line on the PO has been filled (ordered minus received minus cancelled). • The PO's completed date is on or before the purge date that is based on the delay and the last date a GL batch was generated in MM. <p>The PO must also meet MM-AP requirements.</p> <p>[This parameter is considered High Impact because if the Purge Purchase Order routine is run and the PO is COMPLETE for the length of time entered within the Purge Parameter, the PO will be unable to be reviewed.]</p> <p>[Large volumes of data can slow lookups and report compilations.]</p>	<p>the creation of the accrual batch. The purge is manual and is not required to take place.</p>	
<p>EDI Data in Days</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>Enter the number of days to retain EDI sessions after you transmit them via an EDI interchange. The system purges the EDI sessions automatically, based on this delay. When the system purges a PO, the system also purges any associated acknowledgments.</p> <p>[This parameter is considered High Impact because this is an automatic purge that occurs during the midnight run.]</p> <p>[Large volumes of data can slow lookups and report compilations.]</p>	<p>MEDITECH recommends this be set to "60-90" Days to retain data for troubleshooting purposes</p>	<p>Enter a value for days between 5 - 999</p>

Other Performance Settings

Management Information Systems Performance Customer Parameters

MIS Customer Parameters - General

Parameter	Function	Recommended Setting	Available Settings
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Purge Delay (Days) [Performance]	Enter the number of days that alerts are kept on file. The default value of this field is "7." [Potentially performance-based if set too high and information doesn't purge, leading towards a space issue.]	MEDITECH recommends this is set to "7" to avoid too many alerts from being generated in turn preventing space issues.	Enter a value between 1-99
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Management Information Systems Performance Toolbox Parameters

MIS MAT Toolbox - Main

Parameter	Function	Recommended Setting	Available Settings
User Log Purge Delay [Performance] <i>MEDITECH's programming team may need to run a space evaluation before setting/changing this parameter.</i>	Enter the number of days for which the system maintains User Activity Log data. For example, if "30" is entered here, you can only get user activity data for the last 30 days. The system purges data older than (today's date minus this number of days). [Potentially performance-based if set too high and information doesn't purge, leading towards a space issue]	MEDITECH recommends this is between "30" - "90" days to prevent potential space issues.	Enter a value from 1 - 99 Days
Suppress Patient Audit Action [Performance]	Enter the types of actions you want to exclude (if any) from the Patient Audit View Log. To allow all actions to appear on the audit log, leave this field blank. Actions include: <ul style="list-style-type: none"> ● "Create" ● "Export" ● "Modify" ● "Print" ● "View" ● "Enroll" ● "Transmit*" (*That is, when someone logs onto the Health Portal as a patient, accesses the Health Summary or Visit Summary, and uses the Send Health Summary option to email it.) [If nothing, or not enough actions are suppressed, there is a very small chance that the	For US customers, it is typically recommended to leave this blank to be compliant. For Canadian customers, there is no recommendation of what to suppress, but they may choose to do so for activities such as Printing.	<ul style="list-style-type: none"> ● Create ● Export ● Modify ● Print ● View ● Enroll ● Transmit

[Delivery Job connection could have a large backlog.\]](#)

MIS MAT Toolbox - Integration

Parameter	Function	Recommended Setting	Available Settings
NPR Service Machine [Performance]	This parameter identifies which machine is running the real time connection for connectivity to NPR applications from the M-AT menu. [This needs to be set to the synchronous connection machine running the CS Proxy service. If it is not, NPR applications will not be available.]	MEDITECH recommends to define the Synchronous Connection machine running the CS Proxy Service; if set incorrectly NPR applications won't be available.	Enter an applicable service machine
M-AT Network Services [Performance]	If M-AT real-time connections in this HCIS use Network Services, enter "Yes." Otherwise, enter "No." This is a required field. [This needs to be set in conjunction with the M-AT TCP Host parameter so the connections do not fail which would cause a performance issue]	MEDITECH recommends setting this to "Yes" to prevent network issues.	<ul style="list-style-type: none"> • Yes • No
M-AT TCP Host [Performance]	Enter the machine where interfacing M-AT real-time connections are routed. This is a required field. [This needs to point to the Synch machine. if it does not, real-time connections will fail which could cause a performance issue.]	Must be pointed to the correct Synch machine where Network Services service is running to prevent network issues.	Enter a host

MIS MAT Toolbox - External

Parameter	Function	Recommended Setting	Available Settings
SMTP Mail Server [Performance]	Enter the SMTP mail server for the domain. [Modifying the server name can impact outbound email alerts, notifications, reports, and other processes that generate email. Verification of the server is necessary.]	MEDITECH recommends this is set to the Site's "SMTP mail server" to prevent email, notifications, alerts or reports from generating properly.	Free text value up to 100 characters in length

NPR MIS Toolbox - General 2

Parameter	Function	Recommended Setting	Available Settings
User Log Purge Delay [Performance] <i>MEDITECH's programming team may need to run a space evaluation before setting/changing this parameter.</i>	<p>Enter the number of days for which the system maintains User Activity Log data. For example, if "30" is entered here, you can only get user activity data for the last 30 days.</p> <p>The system purges data older than (today's date minus this number of days).</p> <p>[Potentially performance-based if set too high and information doesn't purge, leading towards a space issue]</p>	<p>MEDITECH recommends this is between "30" - "90" days to prevent potential space issues.</p>	<p>Enter a value from 1 - 99 Days</p>
Audit/Txn Purge Delay [High Impact] [Performance] <i>MEDITECH's programming team may need to run a space evaluation before setting/changing this parameter.</i>	<p>Enter the number of days Dictionary Audit data is retained. This can be overridden via the Enter/Edit Dictionary for Audit Trail routine.</p> <p>[When reducing the purge delay, dictionary audit activity will be purged unless overridden within the Enter/Edit Dictionary for Audit Trail routine.]</p> <p>[Potentially performance-based if set too high and information doesn't purge, leading towards a space issue.]</p>	<p>MEDITECH recommends this is set to "30 - 90" Days.</p> <p>Data should not be kept beyond "90" days as space issues on the application's machine could potentially occur causing downstream performance issues.</p>	<p>Enter a value between 1 - 99 Days</p>
Suppress Patient Audit Action [Performance]	<p>Enter the types of actions you want to exclude (if any) from the Patient Audit View Log.</p> <p>To allow all actions to appear on the audit log, leave this field blank.</p> <p>(*That is, when someone logs onto the Health Portal as a patient, accesses the Health Summary or Visit Summary, and uses the Send Health Summary option to email it).</p> <p>[If nothing, or not enough actions are suppressed, there is a very small chance that the Delivery Job connection could have a large backlog.]</p>	<p>For US customers, it is typically recommended to leave this blank to be compliant. For Canadian customers, there is no recommendation of what to suppress, but they may choose to do so for activities such as Printing.</p>	<ul style="list-style-type: none"> ● Create ● Export ● Modify ● Print ● View ● Enroll ● Transmit

MIS NPR Toolbox - External

Parameter	Function	Recommended Setting	Available Settings
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SMTP Mail Server [Performance]	Enter the SMTP mail server for the domain. [Modifying the server name can impact outbound email alerts, notifications, reports, and other processes that generate email. Verification of the server is necessary.]	MEDITECH recommends this is set to the Site’s SMTP mail server to prevent email, notifications, alerts or reports from generating improperly.	Free text value up to 100 characters in length
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MIS NPR Toolbox - E/E Dictionaries for Audit Trail

Parameter	Function	Recommended Setting	Available Settings
Enter/Edit Dictionaries for Audit Trail [Performance]	Enter the number of days that both "ALL" NPR dictionary edits are kept for auditing and the number of days that specific dictionary DPMs are kept for auditing before they are purged. [By default the NPR dictionary edits are kept for 30 days. This should be adjusted to reflect what is defined for the NPR Audit Purge Delay parameter. If set too high this purge delay could eventually lead to space issues. Individual dictionaries can have their DPMs entered to keep their edits longer (up to two or three years) since the files for this are relatively compact. For larger dictionaries that store a lot of data, space concerns could arise if purge delays are extended substantially.]	MEDITECH recommends this is set to “30-90” days.	<ul style="list-style-type: none"> 1-999

Patient and Consumer Health Portal Performance Customer Defined Parameters

PHM Customer Parameters - Features

Parameter	Function	Recommended Setting	Available Settings
What’s New Items Period (Days)	Allows organizations to determine the timeframe in which the Portal considers certain activity as new.	MEDITECH recommends setting this to 1 day; typically	<ul style="list-style-type: none"> 1 - 999 If left blank, activity will

[Performance]	[If under 2.01 pp36, a nil or high setting will over time cause general slowness within the Patient Portal.]	customers would not want data over a week to be considered new.	always be considered new
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Patient and Consumer Health Portal Performance Toolbox Parameters

PHM Toolbox Parameters - System Management

Parameter	Function	Recommended Setting	Available Settings
<p>What's New Log Period</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>This parameter controls the number of days to internally store portal transactions before the system deletes them. Deleting transactions ensures the background job that processes notifications for the What's New section of the Patient Portal runs efficiently. When undefined this parameter defaults to "7" days. The monitor job automatically deletes any record that is more days old than this parameter. Setting this to "0" will delete the logs upon creation.</p> <p>[Changing to "0" would delete the logs immediately.]</p> <p>[Setting this parameter too high could cause slowness]</p>	<p>MEDITECH recommends this is set to "3" days as this log is used for MEDITECH troubleshooting only.</p>	<ul style="list-style-type: none"> ● 0 - 999,999,999 <p>Blank or undefined defaults to 7 days</p>
<p>Record Response Records In Transaction Job</p> <p>[High Impact]</p> <p>[Performance]</p>	<p>This parameter controls whether or not the Response Records for each connection are recorded in the Transactions jobs.</p> <p>When it is set to "Y" all the Response Records used by the Transactions jobs are recorded in a log file, by patient, to assist in Debugging issues. All logs of the background job activity are automatically deleted (permanently) after either 7 days or the Items Index History Period passes.</p> <p>[Changing this parameter could start or stop log files from being recorded for debugging purposes. This should only be set to "Yes" for troubleshooting issues and for only a short period of time, due to the amount of data being saved off.]</p> <p>[If this is on for any extended amount of time it</p>	<p>MEDITECH recommends this is set to Blank or "No." This log is used for MEDITECH troubleshooting purposes only.</p>	<ul style="list-style-type: none"> ● Y ● N/Blank

	will likely run the PHM File Server out of space in a short period of time.]		
Connection Log File Period [Performance]	<p>This parameter controls the number of days to internally store connection log data before the system deletes it. Deleting data ensures the background job that processes notifications for the What's New section of the Patient Portal runs efficiently.</p> <p>To increase the data storage days while troubleshooting portal notification issues, enter a number larger than "3" or leave the field blank to store the data for seven days. Be sure to reset the parameter after troubleshooting activities are complete.</p> <p>[Setting this parameter to a number larger than "3" has the potential to cause space issues.]</p>	<p>MEDITECH recommends this is set to "3" days as this log is used for troubleshooting only.</p>	<ul style="list-style-type: none"> ● 0 - 999,999,999 ● Blank assumes 0
Max Days to Retry Connections [Performance]	<p>This parameter controls the number of days the Patient Portal should retry connecting to other MEDITECH applications after a failure. Failed connections prevent medical information stored in other applications from appearing in the Patient Portal.</p> <p>[Entering "0" prevents the system from storing any data and entering a number larger than 3 has the potential to cause space issues.]</p>	<p>MEDITECH recommends this is set to "1" day.</p>	<ul style="list-style-type: none"> ● 0 - 999,999,999 ● Blank assumes 8 days
Days Back to Compile CCD [High Impact] [Performance]	<p>This parameter is used to calculate the date range that will be used to compile information on the health summary (CCD) document. The PHM parameter is only used when a new health summary, hospital, or ambulatory document is requested from the Patient Portal.</p> <p>[This parameter will override the value from the # Days in Past for CCD GetChart parameter in EMR.]</p> <p>[Changing this parameter impacts the information patients see on CCD, as well as how long it takes to compile a new CCD.]</p>	<p>MEDITECH recommends this is set to "30-90" days as this parameter is used to override the EMR parameter and that is typically set to 30 so this should be set higher.</p> <p>This would allow the patient to compile a few visits worth of information in their CCD without making it so long that the CCD compile takes a large amount of time.</p>	<ul style="list-style-type: none"> ● 0 - 999 ● Blank assumes 999

<p>Compatibility Settings</p> <p>[Performance]</p>	<p>This parameter provides information about Patient Portal functionality that works only if the health care organization uses specific versions of other MEDITECH applications.</p> <p>Currently, this parameter allows for the visits and providers associated to the patient to be called separately as to not cause timeouts if there are many associated to the patient.</p> <p>[If defined as In Use = "Y," but the organization does not have the functionality, it could potentially cause timeouts for Patients within the Patient Portal.]</p>	<p>MEDITECH requires only setting In Use "Yes" for those features that are truly being used.</p>	<p>The lookup is defined by MEDITECH depending on the 2.01 release</p>
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Note: This document lists parameters available through 6.15 Priority Pack 67