Read Me First File∗ (rfudirv3.pdf)
∗– Updated February 2014

Important Information for Installing and Operating the IRISV3 Program:

Before downloading Version 3.1 of the IRISV3 program from the CMS web site (www.cms.gov\Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/IRIS), read the entire contents of this file as shown below:

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1.   **Required Equipment**

This section describes the computer hardware needed to run IRISV3. IRISV3 will run on any modern 100% **IBM compatible personal computer (PC)** equipped with:

- [REQUIRED] A 3.5 inch disk drive or CD-R/RW drive.

- [REQUIRED] A fixed (hard) drive with at least 10 megabytes of dedicated space available and 8 megabytes of random access memory (RAM).

- [REQUIRED] A PC compatible local printer with an LPT1 (parallel) port, preferably one that can print at twelve characters per inch.

  If the printer has an LPT1 (parallel) port **and** other port(s) such as USB, use a parallel cable with a plug (usually 25 pins) for the LPT1 port on the printer and a parallel/USB plug for the PC.

  If the printer only has an USB port, refer to Item Number 5(a) below for printing IRISV3 reports from local printers with USB ports.

  If you do not have a local printer but you have access to a network printer, refer to Item Number 5(b) below for printing IRISV3 reports from network printers.

Warning: IRISV3 is a single user program. In some cases it can be run from a network file server, but should not be used in a multi-user environment (that is, with more than one user entering or changing data at the same time).

2.   **Additional Software Required to Run IRISV3**

- [REQUIRED] **MS-DOS**, Version 5 or higher supplied with the Windows 9x (95, 98 and ME) family of operating systems, or the **MS-DOS Virtual Machine** supplied with the Windows NT (NT, 2000, XP, Vista, 7, and 8.1) family of operating systems (see note below on Windows operating systems).

- [RECOMMENDED] If you have access to:

  dBASE IV or higher (preferred), or any database program whose data file format is compatible with **dBASE III PLUS (e.g., ACCESS)**; or any spreadsheet program that can import **dBASE** data. **EXCEL 2007/2010/2013** can import **dBASE** data but it will not export **dBASE** data to a **dBASE** file; instead use **ACCESS 2007/2010** to export **EXCEL 2007/2010** data to a **dBASE** file.

  However, **ACCESS 2013** will not import **dBASE** data, and it will also not export **dBASE** data to a **dBASE** file. It is therefore suggested that if you use **ACCESS** data files (e.g., *.accdb), first export them as **EXCEL** data files (e.g., *.xls or *.xlsx) in **ACCESS**. Then copy these files into **EXCEL**, and save these files as comma-separated values files (e.g., *.csv). This saving process will require you to answer several or more prompts ("Yes", "OK", or "Save"), and to click the smaller "x" in the **inside** right hand corner of the spreadsheet file to continue this process; this process will end after the spreadsheet file disappears from the PC screen.

  If you wish to import these files into the IRISV3 program, use **EXCEL** again for making them suitable for importing into IRISV3. First, click on the Data tab, click on "From Text" for Getting External Data, click on the master file, click on Import, click on Next, click on Comma, and click on Next. Then scroll across the screen to click on the column for RESTYPCODE, and click on the Text button. Likewise, scroll across the screen to click on the column for MEDSCHOOL, and click on the Text button. Finally, scroll across the screen to click on the column for PROVNUMBER, and click on the Text button. Then click on Finish, and click on OK. (Note - see the paragraph below the next paragraph for making the assignment file suitable for importing into IRISV3.)

  In the spreadsheet for the master file, make sure that all records are in ascending SSN order, and all date fields are formatted as "yyyy/mm/dd". Make sure no decimal places exist for each number in RESYEAR, and make sure all employer names (each name is limited to 50 characters) in the column for EMPLOYER are in upper case. If this file has a header line with field names such as SSN, FNAME, etc., delete this line in its entirety. Then save this file with file name "M3xxxxxx.csv" (where xxxxxx is the provider's six-digit Medicare identification number) on the hard drive for later copying on a blank disk. (Note - if this file contains two or more employer names, add them to the Employer Names table in the IRISV3 program; this procedure must be done before importing the master and assignment files into this program.)

  With regard to the assignment file, use **EXCEL** again for making it suitable for importing into IRISV3. First, click on the Data tab, click on "From Text" for Getting External Data, click on the master file, click on Import, click on Next, click on Comma, and click on Next. Then click on the column for PROVNUMBER, and click on the Text button. Likewise, scroll across the screen to click on the column for ARESTYPE, and click on the Text button. Then click on Finish, and click on OK.

  In the spreadsheet for the assignment file, make sure that all records are in ascending SSN order and by assignment begin date order. Make sure that no decimal places exist for each number in TIMEPERC, IMEPERC, GMEPERC, and ARESYEAR, and make sure all date fields are formatted as "yyyy/mm/dd". If this file has a header line with field names such as PROVNUMBER, SSN, etc., delete this line in its entirety. Then save this file with file name "A3xxxxxx.csv" (where xxxxxx is the provider's six-digit Medicare identification number) on the hard drive for subsequent copying on the same disk with the M3xxxxxx.csv file.

  These programs will enable you to access and use your IRIS diskette/CD files ("M3xxxxxx.dbf" and "A3xxxxxx.dbf" or "M3xxxxxx.csv"and A3xxxxxx.csv") without using the IRISV3 program as an interface.

Note: IRISV3, an MS-DOS based application, will run under various Windows operating systems. However, you may experience difficulties running this program in certain installations of the Windows NT family of operating systems.

Discussions of running MS-DOS programs under the Windows NT family of operating systems can be found at the following four Microsoft Web pages: http://support.microsoft.com/kb/314106/; http://social.answers.microsoft.com/Forums/en-US/w7programs/thread/6d69a75f-abb3-49d8-afe0-eca8c56365e6.; http://answers.microsoft.com/en-us/windows/forum/windows_7-windows_programs/running-dos-legacy-programs-on-windows-7/32e75f59-ee5a-4475-bacf-a7829479c73c; and http://answers.microsoft.com/en-us/windows/forum/windows_8-winapps/can-i-expect-my-ms-dos-programs-to-work-under/000b8c56-49ea-4879-81b6-96ede62c1d9c. Note that much of the information contained on the first page also applies to earlier versions of this family of operating systems.

Further discussions of running MS-DOS programs under Windows 7 (32-bit or 64-bit version) can be found at this PC World page: http://www.pcworld.com/article/243718/run_dos_programs_in_windows_7.html.

If your PC has the 64-bit version (Professional, Enterprise, or Ultimate), you can download and install Windows XP Mode and Virtual PC from Microsoft's web site (http://www.microsoft.com/windows/virtual-pc/download.aspx) for running MS-DOS programs. Be sure to scroll down the Windows Virtual PC screen to select your edition of Windows 7 and desired language for installation. It is suggested that you watch the installation video (How to Install Windows XP Mode) by clicking "Support and Videos" on the top right hand corner of the screen and then scrolling down the screen to this video presentation. It is also suggested that you follow this Internet posting (http://www.makeuseof.com/tag/configure-windows-7-xp-mode/) on how to get Windows 7 XP Mode up and running.

Current discussions of running MS-DOS programs under Windows 8 (32-bit) can be found at this Neowin page: http://www.neowin.net/news/microsoft-windows-8-32-bit-can-still-run-16-bit-apps.

If your PC has the 64-bit version (Professional or Enterprise), you can install or enable Hyper-V Virtualization in Windows 8 from Microsoft's web site (http://windows.microsoft.com/en-us/windows-8/hyper-v-run-virtual-machines) for running MS-DOS programs. However, it is important to note that you will need to use a licensed copy of a Windows XP installation CD for installing Windows XP in your PC's Hyper-V virtual machine. It is suggested that you follow this Internet posting http://www.techrepublic.com/blog/windows-and-office/install-windows-xp-in-windows-8-client-hyper-v/ on how to get Windows XP up and running in your Windows 8.1 machine.

We have also found that a certain user rights issue sometimes prevents some DOS programs from running under XP. It is not sufficient to give the Authenticated Users group full control of the folder in which the program and data files are located. Instead the local user account (Users(Computer Name\Users)) must be given full control rights to this folder.

In addition, we noted that the IRISV3 program only has destination drive letters A or B (these letters are reserved for floppy disk drives) for copying IRIS data into a CMS report disk/CD (IRIS diskette/CD), and that some PCs do not have external or internal floppy disk drives. For instance, a PC may have a destination drive letter O for copying data to the CD-R/RW disc. The user has two options: (1) add an external USB floppy disk drive to the PC; or (2) copy the two IRIS data files (irismast.dbf and irisasgn.dbf) from the IRISV3 program folder into another folder of your choice, rename irismast.dbf as "M3xxxxxx.dbf" and irisasgn.dbf as "A3xxxxxx.dbf" where xxxxxx is the provider's six-digit Medicare identification number, and copy the renamed files into the IRIS diskette/CD.

In any case it is recommended that you consult with your organization's technical support staff to help resolve any DOS/Windows incompatibility issues that may arise.

3. Installation

IRISV3 is designed for execution from your computer's hard disk. You will install IRISV3 on drive C (use a different hard drive designation letter if drive C is unavailable for installing software applications), but if you want to run from a network drive or a different partition, simply copy the entire system onto the appropriate drive when installation is complete and leave the original on drive C as a backup.

Before you begin installation, make sure there is at least 10 megabytes of open space on your hard drive that can be dedicated to IRISV3, and read the instructions below thoroughly before you begin installation:

(a) To begin installation, start your computer, and wait for the Start button to appear.

Click on Start, point to Programs or Accessories to click on Windows Explorer, and click on "(C:)". Then position the cursor to the top of the screen and click on File, point to New, and click on Folder.

At this point you will create a new folder called IRISV3 on your hard drive to house the IRISV3 program. Just type "irisv3" (do not type in the quotations) as the folder name for the folder housing the IRISV3 program; make sure that this folder name or another folder name of your choice (required for creating another IRISV3 folder for each cost reporting period) is limited to 8 alphanumeric characters. A good folder name to use is "irdffy**" (** is the last 2 digits of the fiscal year).

If you previously installed and operated the IRISV3 program in the IRISV3 folder, it is recommended that you copy four files (empnames.dbf, irisadm.dbf, irisasgn.dbf, and irismast.dbf) from the IRISV3 folder into a temporary folder on your hard drive, LAN drive, diskette, or CD. These files contain data for a cost reporting period, and they can be used for subsequent cost reporting periods in separate folders containing the IRISV3 program on your hard drive. You may then re-copy these four files into the newly created folder containing the IRISV3 program after you have reinstalled the IRISV3 program in this folder. See the instructions below for reinstalling the IRISV3 program and reinstate the data from the copied files by implementing the program initialization instructions in 3.(d) below.

Installation/Reinstallation of IRISV3 program:

Click on Start, point to Programs or Accessories to click on Internet Explorer
Position the cursor in the Internet address space
Type "www.cms.gov\Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/IRIS"
Click on "Download IRISV3 (Ver. 3.1) Now" in the Downloads sector at the bottom of the CMS web site page for
    "IRIS Software Files"
Click on the Save button at the bottom of the File Download screen, save the file named "irv3wfud.zip" in the
    "c:\irisv3" folder, click on the Close button in the Download Complete screen, and click on the Close button icon ("x")
    on the top of the screen to leave the CMS web site
Go to "c:\irisv3", double click on the "irv3wfud.zip" file, and click on the "Extract" button at the top of the WinZip screen
Make sure "c:\irisv3" is in the "Extract to" space before clicking on the Extract button at the top of the right-hand
    corner of the Extract screen
If the "Confirm File Overwrite Screen" appears, then click on the Yes to All button on the bottom of this screen and
    then click on the Close button icon ("x") on the top of the screen to leave this listing of extracted files
If the "Confirm File Overwrite Screen" does not appear, then Click on the Close button icon ("x") on the top of the
    screen to leave this listing of extracted files
Continue with the installation/reinstallation instructions in 3.(b) through (d) below.

(b) Checking your MS-DOS Configuration. Before you can run IRISV3, you must check to see that MS-DOS is properly configured for operating this program. To do this, read and execute the following instructions carefully. This step must be performed on drive C, regardless of the drive letter on which the program was installed.

(1) For PCs with Windows 9x Family of Operating Systems:

First determine whether a file named CONFIG.SYS exists in the root directory on drive C. Then issue these commands:

Click on Start
Point to Find or Search to click on Files or Folders
Type "config.sys" to the right of "Named" [file or folder]
Make sure "(C:)" appears to the right of "Look in" [drive]; if not, click on the inverted triangle and click on "(C:)"
Click on Find Now button
Double click on "config.sys" in the "C:\" folder
If necessary, open up this file by scrolling down to Notepad, click on Notepad and click the OK button

If CONFIG.SYS exists, it is essential that it contain two important lines. One begins with the word "BUFFERS" and the other begins with the word "FILES". If both exist, and both lines contain numbers greater than 29 (it is recommended that both lines contain the high number 99), you may proceed to step 3.(c) after clicking on the Close button icon for the Notepad and "Find:Files..." screens.

If CONFIG.SYS does not exist or if it needs modification, create/update this file as follows:

Click on Start
Point to Programs or Accessories
Click on Notepad
Click on File
Click on New or Open "config.sys" in the "(C:)" drive (be sure to type "config.sys" as the file name to open up this
    file)
Type the lines or correct the numbers on the lines as follows:

    buffers=99
    files=99

Click on File
Click on Save As
Make sure "(C:)" appears to the right of "Save in" [drive]; if not, click on the inverted triangle and click on "(C:)"
Just type "config.sys" to the right of "File name"
Click on the Save button and click on "Yes" if "config.sys" already exists
Click on the Close button icon to leave the "config.sys" file

(2) For PCs with Windows NT Family of Operating Systems:

First determine whether a file named CONFIG.NT exists in the System32 folder within the Winnt folder (e.g., c:\winnt\system32) on drive C. Then issue these commands:

Click on Start
Point to Find or Search
Click on Files or Folders
Type "config.nt" to the right of "Named" [file or folder]
Make sure "(C:)" appears to the right of "Look in" [drive]; if not, click on the inverted triangle and click on "(C:)"
Click on Find Now button
Double click on the "config.nt" file in the "c:\winnt\system32" folder
Scroll down to the bottom of this file for the configuration commands
Click on Start
Point to Find or Search
Click on Files or Folders
Type "config.nt" to the right of "Named" [file or folder]
Make sure "(C:)" appears to the right of "Look in" [drive]; if not, click on the inverted triangle and click on "(C:)"
Click on Find Now button
Double click on the "config.nt" file in the "c:\winnt\system32" folder
Scroll down to the bottom of this file for the configuration commands

If CONFIG.NT exists, it is essential that it contain two important lines. One begins with the word "BUFFERS" and the other begins with the word "FILES". If both exist, and both lines contain numbers greater than 29 (it is recommended that both lines contain the high number 99), you may proceed to step 3.(c). after clicking on the Close button icon for the Notepad and "Find:Files..." screens.

If CONFIG.NT does not exist or if it needs modification, create/update this file as follows:

Click on Start
Point to Programs or Accessories
Click on Notepad
Click on File
Click on New or Open "config.nt" (click on "C:\", click on "Winnt", click on "system32", type "config.nt" as the file name to open up this file, and click on the Open button)
If necessary, scroll down to the bottom of this file for the configuration commands
Type the lines, or correct the lines or numbers on the lines as follows:

   buffers=99
   files=99

Click on File
Click on the Save button and click on "Yes" if "config.nt" already exists
Click on the Close button icon to leave the "config.nt" file

(3) Reboot or restart your computer to activate the changes you just made.

(c) The program is now installed and ready to use. Always move to the IRISV3 folder before executing the program. To start IRISV3 from Windows Explorer, issue these commands:

Click on Windows Explorer
Click on My Computer
Click on the "irisv3" folder in the C drive
   There are 3 options for operating the IRISV3 program: 1) Double click on the "irisv3.exe" file in the middle of the IRISV3 folder; 2) right click on the "irisv3.exe" file and click "Open"; or 3) click on Start, click on Run, type "cmd" and press the Enter key (<Enter>) to activate the DOS command screen, type "c:" and press <Enter>, type "cd\irisv3" and press <Enter>, type "irisv3.exe" and press <Enter> to run the IRISV3 program (note: after exiting the IRISV3 program, type "exit" to leave the DOS command screen
If necessary, click on the Maximum button icon to enlarge the IRISV3 screens

(d) Program Initialization. The following steps must be performed the first time you run IRISV3. Do not attempt to execute any other IRISV3 functions (e.g., adding records from the keyboard or importing external data files into IRISV3) until this step is complete. Before proceeding, note that data entry in IRISV3 is not case sensitive; that is, all alphabetic characters are presumed to be upper case.

Start IRISV3 as in 3.(c). above:

Select "**Reference Files/Data Management**" from the IRIS Main Menu by pressing <5> and run each of the first four procedures in the next menu that appears. The "**IRIS REFERENCE DATA MANAGEMENT**" menu reappears after each procedure is completed.

(1) First, select "**Set up Administrative Data**" by pressing <1>, and answer the prompts that appear on the screen. One of these prompts has space for entering a file path, and each piece of the path should not exceed 8 character elements. Be sure to press the letter "**s**" to save the entered data.

(2) Second, select "**Employer Names**" by pressing <2> and enter the list of employer names (up to 50 characters for each name) for the resident data selection list. If this step is not implemented, only the provider name (up to 35 characters for this name) that was created in the first procedure will be the sole employer name in this list.

(3) Third, select "**Rebuild Data Indexes**" by pressing <3>. This causes IRISV3 to create index files which

enable the program to search and display data in various orders that are required by the different program functions.

(4) Fourth, select "`Generate Data Help Windows`" by pressing <4>. This causes IRISV3 to create the text screens that are used when the help key is pressed during program execution.

After completing these four procedures, select "`Exit`" by pressing <X>.

4. Operation

You are now ready to run IRISV3.

If you are adding records from the keyboard, select "`Add New Intern/Resident Data`" by pressing <1>. Then answer the prompts that appear on the screens for entering data into the IRISV3 program.

If you are importing external data files into IRISV3, select "Import/Append External Data" by pressing <2>. Then execute one of the following 3 steps (1,2, or 3) before executing steps 4, 5, and 6 in that order. In the execution of step 4, IRISV3 may flag records with code "99998" for foreign dental schools with no foreign certification date and prompt you to correct them. Enter the medical [dental] school graduation date as the foreign certification date for passing the IRISV3 import edits. You may skip step 5 if you do not want to print the report or if you are not connected to the printer. Lastly, you must execute step 6 to complete the import process.

For more information on running IRISV3 and importing acceptable external data files into IRISV3, see Item Number 5 for obtaining a copy of the IRISV3 Operating Instructions. See Item Number 6 if you have difficulty printing IRISV3 reports.

5. IRISV3 Operating Instructions

A file copy of **IRISV3 OPERATING INSTRUCTIONS** (irv3dfuc.pdf) is included in the new or updated IRISV3 folder. It is also included in the CMS web site for IRIS. To obtain a printout of these instructions, use Adobe Acrobat X or Reader X (Version 10 or later version) to open up this file and print it in HP LaserJet or equivalent mode for best results.

6. Printing IRISV3 Reports

(a) Local printers. Some users may experience difficulties in getting Windows to print reports from their locally attached printer. It is suggested that you make arrangements with a member of your organization's technical support and have them consider these selections as a possible solution to printing reports from the IRISV3 program as follows:

(1) For PCs with Windows 9x Family of Operating Systems:

Click on Start, point to Settings, click on Printers, and click your right mouse button on the local printer icon
Click on Properties
Click on Details and click on the Port Settings button
If necessary, remove the check mark from both settings in the "Configure LPT Port" screen and click the OK button
Click on Spool Settings, click on Print Directly to Printer, and click the OK button
Click on the Close button icon to leave the "Properties" and "Printers" screens

It is also suggested that you or your organization's technical support person contact your printer's manufacturer or visit their website for guidance on how to print from a DOS application on Windows 95, 98 or ME.

(2) For PCs with Windows NT Family of Operating Systems:

Click on Start, point to Settings, click on Printers, and click your right mouse button on the local printer icon
Click on Properties
Click on Advanced, click on Print Directly to Printer, and click the OK button

Click on the Close button icon to leave the "Properties" and "Printers" screens

It is also suggested that you or your organization's technical support person contact your printer's manufacturer or visit their website for guidance on how to print from a DOS application on Windows 2000, XP, Vista or 7.

In the meantime, it has come to our attention that printers with an USB port only may not print IRIS Summary Reports. IRIS software is written in dBase for DOS, and this software is designed to print reports from local printers with an LPT1 (parallel) port. As such it may be necessary to have your organization's technical support person investigate the feasibility and legitimacy of using shareware or an appropriate software application (e.g., DOSPRN, DOS2USB, EasyPrint2Usb, PrintFil, etc.) for printing DOS based reports on USB only printers.

However, if using shareware or appropriate software application for printing such reports on USB only printers is unacceptable, then consider using this set of instructions for redirecting LPT1 to a local printer in a Windows NT environment:

Make sure your USB printer is set as the default printer
Go into your default printer's properties
Click on the Sharing Tab
Create a Share Name (e.g., HPLJUSBPrinter)
Open a command prompt via PC administrative rights and run the following command:

   NET USE LPT1\\computername\printername

   or

   NET USE LPT1*"\\computername\printername"
   [*-denotes a single space, not the character "*"]

An example of a computer name is "HP10072", and an example of a printer name is "HP LaserJet P1005". These names must come from within your PC's Windows Control Panel, and these names are usually listed on the Windows Printer Test Page. It is suggested that you print out this page for your reference.

Before starting any DOS applications, issue the above command from a command line. Specifically, run this command line by clicking on the Start button and selecting the Run option. In the "Open" field, type "cmd", then click on "OK". This will start a Command Line session.

To end a Command Line session, type "exit" and press the Enter key.

(b) Network printers. If you are using a network printer instead of a locally attached printer, it is suggested that you make arrangements with a member of your organization's technical support and have them consider this possible solution to printing reports from the IRISV3 program:

(1) For PCs with Windows 9x Family of Operating Systems:

Click on Start, point to Settings, click on Printers, and click your right mouse button on the local printer icon
Click on Properties
Click on Details and click on the Capture Port Settings button
Click on the LPT printer port (e.g., LPT3) for the network printer and click the OK button
Click on the Close button icon to leave the "Properties" and "Printers" screens

(2) For PCs with Windows NT Family of Operating Systems:

The Windows NT command to use for running DOS applications in regard to redirecting LPT1 to a network printer in a Windows NT environment is:

      NET USE LPT1\\servername\printersharename/persistent:yes

      or

      NET USE LPT1*****"\\servername\printersharename"*****/persistent:yes
      [*****-denotes a single space, not the character "*****"]

An example of a server name is "cospooler", and an example of a printer share name is "COC3-09-23 (PCL)". These names must come from within your PC's Windows Control Panel, and these names are usually listed on the Windows Printer Test Page. It is suggested that you print out this page for your reference.

Before starting any DOS applications, issue the above command from a command line. Specifically, run this command line by clicking on the Start button and selecting the Run option. In the "Open" field, type "cmd", then click on "OK". This will start a Command Line session.

To end a Command Line session, type "exit" and press the Enter key.

In the meantime, if you wish to restore LPT1 as a local printer, the command line to use is:

      NET USE LPT1/DELETE

      or

      NET USE LPT1*****/DELETE
      [*****-denotes a single space, not the character "*****"]

7. Creating IRISV3 Diskettes/CDs Outside of IRISV3

We discovered that Office 2013 (**EXCEL/ACCESS**) will not export **EXCEL** spreadsheet data in **EXCEL** file format (*.xls or *.xlsx) to a database file or **dBASE** file format (*.dbf). However, Office 2013 will save this data to a comma separated values (CSV) file. Users may then exercise the option of creating IRISV3 data files in **dBASE** file format by importing CSV files into IRISV3.

In the meantime, for cost reporting periods ending on or after October 31, 2013, users may submit IRISV3 compatible master and assignment files in CSV format (M3xxxxxx.csv and A3xxxxxx.csv where xxxxxx is the provider's six-digit Medicare identification number) on IRIS diskettes/CDs to their servicing Part A Medicare Administrative Contractor (MAC). MACs will evaluate the files on IRIS diskettes/CDs for erroneous or incomplete data; they may request users to submit revised IRIS diskettes/CDs with corrected or completed data.

8. Concluding Remarks

It is recommended that you make a copy of these instructions for installing and operating the IRISV3 program.

If you still experience difficulties with this program, send an e-mail to: iris@cms.hhs.gov.