Read Me First File* (rfudedv3.pdf)
*** - Updated September 2014**

Important Information for Installing and Operating the IRISEDV3 Program:

Before downloading Version 1.1 of the IRISEDV3 program **for cost reporting periods beginning on or after July 1, 2014,** 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 IRISEDV3. IRISEDV3 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 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 6(a) below for printing IRISEDV3 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 6(b) below for printing IRISEDV3 reports from network printers.

Warning: IRISEDV3 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 IRISEDV3

- [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: IRISEDV3, 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 install and use Windows XP Mode in Windows 7 from Microsoft's web site (http://windows.microsoft.com/en-us/windows7/install-and-use-windows-xp-mode-in-windows-7) 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 Windows 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

IRISEDV3 is designed for execution from your computer's hard disk. You will install IRISEDV3 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 or D 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 IRISEDV3, 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.

If you already installed Version 1.0 of the IRISEDV3 program dated April 2002, skip the next two paragraphs on creating a new folder name called IRISEDV3 on drive C.

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 IRISEDV3 on your hard drive to house the IRISEDV3 program. Just type "irisedv3" (do not type in the quotations) as the folder name for the folder housing the IRISEDV3 program; make sure that this folder name or another folder name of your choice is limited to 8 alphanumeric characters.

Installation/Reinstallation of IRISEDV3 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 IRISEDV3 (Ver. 1.1) 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 "edv3wfud.zip" in the "c:\irisedv3" 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:\irisedv3", double click on the "edv3wfud.zip" file, and click on the "Extract" button at the top of the WinZip screen
Make sure "C:\irisedv3" 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 IRISEDV3, 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

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 IRISEDV3 folder before executing the program. To start IRISEDV3 from Windows Explorer, issue these commands:

Click on Windows Explorer
Click on My Computer
Click on the "irisedv3" folder in the C drive
There are 3 options for operating the IRISEDV3 program: 1) Double click on the "irisedv3.exe" file in the middle of the IRISEDV3 folder; 2) click on the "irisedv3.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\irisedv3" and press <Enter>, type "irisedv3.exe" and press <Enter> to run the IRISEDV3 program (note: after exiting the IRISEDV3 program, type "exit" to leave the DOS command screen
If necessary, click on the Maximum button icon to enlarge the IRISEDV3 screens

(d) Program Initialization. The following steps must be performed the first time you run IRISEDV3. Do not attempt to execute any other IRISEDV3 functions until this step is complete. Before proceeding, note that data entry in IRISEDV3 is not case sensitive; that is, all alphabetic characters are presumed to be upper case.

Start IRISEDV3 as in 3.(c). above:

Select "**Data Management**" from the "**IRIS DATA EVALUATION MENU**" by pressing <2> and run the first two procedures in the next menu that appears. The "**IRIS REFERENCE DATA MANAGEMENT**" menu reappears after each procedure is completed.

(1) Initially select "**Set up Administrative Data**" by pressing <1>, and answer the prompts that appear on the screen. (Note: The "**Default<Drive>:\<Directory> in which Provider data will be stored**" is set up as: "**C:\IRISEDV3**"; if a different drive letter is used to house the IRISEDV3 program, change the capitalized letter in "**C**" to a different capitalized letter and press the <Enter> key twice.) Then press the letter S to save the entered data.

(2) Then select "**Rebuild Data Indexes**" by pressing <2>. This causes IRISEDV3 to create index files which enable the program to search and display data in various orders that are required by the different program functions.

After completing these two procedures, select "**Exit**" by pressing <X>.

4. Operation

You are now ready to run IRISEDV3. Select "**Process One Provider's Data**" by pressing <1>. At this point, answer the prompts that appear on the screens and the program will begin evaluating master record and assignment record(s) data for each reported resident. See Item Numbers 4(a) through (f) below for notes on program operation:

(a) IRISEDV3 only imports (accepts) IRISV3 produced master and assignment files or IRISV3 compatible master and assignment files from IRIS diskettes/CDs in database file (DBF) format for fiscal years beginning on or after July 1, 1994. It will not accept IRISV3 compatible master and assignment files from IRIS diskettes/CDs in command-separated values (CSV) file format. It will also not accept IRIS95 produced or compatible master and assignment files since they contain incompatible data file structures and are not compliant with Y2K (i.e., millennium) requirements. The diskette/CD is to contain two database files for one cost reporting period as follows: M3xxxxxx.dbf for the master file, and A3xxxxxx.dbf for the assignment file ("xxxxxx" is the six-digit provider number). The master file should only contain ONE master record for each reported resident, and the assignment file should contain at least ONE assignment record for each reported resident.

(b) IRISEDV3 evaluates each set of master record and corresponding assignment record(s) for each reported resident. If the master record and corresponding assignment record(s) pass all IRIS system edits, the message, "**Record is okay**", will appear on the screen. This program will automatically continue its edit routine for the next set of records. However, this program will stop if the next set does not pass all IRIS system edits and specific explanations for data entry error or record rejection will appear on the screen. In addition, the message, "**Press C to Continue**" or "**Press any key to continue...**" for IRISEDV3 program evaluation of the next set of records will also appear on the screen. Before pressing the letter C (or any key to continue) on the keyboard, it is suggested that a screen print (i.e., "print screen") be made of the explanations for record rejection for later correction of erroneous or invalid records by providers******. If necessary, press the letter C (or any key to continue) again one or more times for IRISEDV3 to move on to the next set of records for its evaluation of reported resident data.

******- Providers must correct rejected master and assignment records in the imported files since IRISEDV3 cannot be used to make these corrections. Accordingly, these providers are to correct master and assignment records that are listed in this part on the IRIS diskette/CD. In addition, IRISEDV3 will ignore assignment records that do not have corresponding master records, and such assignment records will not appear in Part 3. In all cases, providers are to run (and re-run, if necessary) the IRISEDV3 program on the corrected IRIS diskette/CD for producing a report of records that passed all IRIS edits (Part 1 only).

(c) After IRISEDV3 evaluates the records in the master and assignment files, two options ("**<1> - Proceed to Step 4 and <2> - Quit**") appear for Step <4>, "**Print Report of Evaluation and Edit - OPTIONAL**". Press <1> to open up the printing results menu, and press <Enter> to accept default printing (option no. 2) of assignment data for all records. The "**IRISEDV3 EVALUATION OF IMPORTED IRIS DATA**" report will produce a 3 part printout if the IRIS diskette/CD contains valid, erroneous, and invalid records, respectively. The part names are: "**Part 1 - New Records That Passed All IRIS Edits**"; "**Part 2 - Records That Failed One or More IRIS Edits**" (e.g., master record with invalid or blank residency type code); and "**Part 3 - Invalid Records**" (e.g., assignment record with invalid or blank fiscal year begin date). If the IRIS diskette/CD contains duplicate records in the master file, IRISEDV3 will produce an untitled and separate listing of these records in the format "**Uxxx-xx-xxxx; Occurrences: n**" ("**Uxxx-xx-xxxx**" is the social security number and "**n**" is the number of master records with the same SSN). These records are deemed invalid, and they are included in Part 3. Press <X> to exit IRISEDV3 after the printouts are completed.

(d) If the "**IRISEDV3 EVALUATION OF IMPORTED IRIS DATA**" report only produces Part 1, this means the files on the IRIS diskette/CD successfully passed all IRIS system edits that are embedded in the IRISEDV3 program*******. Providers are to make an electronic file or diskette/CD copy of this diskette/CD for safekeeping and future reference, and to send the IRIS diskette/CD to their servicing Part A Medicare Administrative Contractor (MAC) that is due at the same time as their Medicare cost reports. (It is recommended that the provider furnish a hard copy printout of Part 1 along with the diskette/CD.) The MACs will evaluate the files on their diskette/CD copy, and they may request providers to submit revised IRIS diskettes/CDs at any time in the future.

*******- Providers must review Part 1 for assignment records which may require corrections. The reason is that IRISEDV3 does not reject zero values or blanks in the **"TIMEPERC"**,"**IMEPERC**","**GMEPERC**", and **"ARESYEAR"** data fields in the imported assignment file. Furthermore, it has also come to our attention that IRISEDV3 does not edit for erroneous residency type codes in the **"ARESTYPE"** data field in the imported assignment file. Accordingly, these providers are to correct these records that are listed in this part on the IRIS diskette/CD. IRISEDV3 will also ignore assignment records that do not have corresponding master records, and such assignment records will not appear in Part 3. In addition, it is important to note that IRISEDV3 does not perform edits of invalid numerical ranges for U.S. Social Security Numbers (SSN) or invalid Canadian Social Insurance Numbers (SIN) in the **"SSN"** data field in the imported master and assignment files. It is suggested that providers print out articles on invalid SSNs and SINs (e.g., "SSN Wikipedia" and "social insurance number Wikipedia" via Google) before reviewing Part I for such numbers, and to correct them in the imported master and assignment files. In all cases, providers are to run (and re-run, if necessary) the IRISEDV3 program on the corrected IRIS diskette/CD for producing a report of records that passed all IRIS edits (Part 1 only).

(e) If the "**IRISEDV3 EVALUATION OF IMPORTED IRIS DATA**" report produces Part 2 or Parts 2 and 3 along with or without Part 1, this means the files on the IRIS diskette/CD failed one or more IRIS system edits that are embedded in the IRISEDV3 program. Likewise providers are to make corrections to master and assignment records that are listed in Parts 2 and 3 on the IRIS diskette/CD. Providers are to run (and re-run, if necessary) the IRISEDV3 program on the corrected IRIS diskette/CD for producing a report of records that passed all IRIS edits (Part 1 only).

(f) It is important to rebuild the data indexes after running the IRISEDV3 program. This is accomplished by selecting "**Data Management**" from the "**IRIS DATA EVALUATION MENU**" by pressing <2> and selecting "**Rebuild Data Indexes**" in the "**IRIS REFERENCE DATA MANAGEMENT**" Menu by pressing <2>. Then select "**Exit**" by pressing <X> in this menu, and again select "**Exit**" by pressing <X>in the "**IRIS DATA EVALUATION MENU**" to leave the IRISEDV3 program.

In the meantime, see Item Number 6 below if you have difficulty printing IRISEDV3 reports.

5. Excerpts from IRISV3 Operating Instructions

A file copy of **EXCERPTS FROM IRISV3 OPERATING INSTRUCTIONS** (iredv3s9.pdf) is included in the new or updated IRISEDV3 folder. It is also included in the CMS web site for IRIS. This file contains portions of the IRISV3 Operating Instructions (medical school codes; residency type codes; help screens for data entry instructions; required master and assignment file structures for IRIS diskettes/CDs; and IRISV3 program changes) in support of the IRISV3 program. To obtain a printout of this information, 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 IRISEDV3 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 IRISEDV3 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, we noted 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 IRISEDV3 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***"**<u>\\servername\printersharename</u>"*****/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. <u>Incorrect Data on IRIS Diskettes/CDs</u>

We realized that not all providers enter correct data for certain data fields in master and assignment files. Such data on IRIS diskettes/CDs will pass all IRIS system edits. These data fields are:

(a) Residency Year. Providers have entered incorrect year data for both residency year fields in master and assignment files. For example, providers entered program year levels instead of the number of residency years completed in all types of approved programs in residency year fields. The effect of this type of error is usually the difference of one year (e.g., program year level 3 may indicate at least 2 years completion of approved programs). MACs may evaluate the files for this type of error on their IRIS diskette/CD copies, and they may request providers to submit revised IRIS diskettes/CDs at any time in the future.

(b) Full-Time/Part-Time. Providers have entered percentages less than 100 percent (%) for the full-time or part-time percentage or "**TIMEPERC**" data field in the assignment file. Most residents work on a full time basis, and many of them rotate between two or more hospitals on a daily or longer basis. If that is the case, then this field should be the number 100. For example, a resident spent half the time at Hospital "A" and half the time at Hospital "B". Hospital "A" reported this time correctly in the IRIS diskette/CD as 100% full time and 50% IME/GME. Hospital "B" incorrectly reported this time as 50% part time and 100% IME/GME; Hospital "B" should have reported this time as 100% full time and 50% IME/GME. MACs may evaluate the files for this type of error on their IRIS diskette/CD copies, and they may request providers to submit revised IRIS diskettes/CDs at any time in the future.

(c) Certification Date. Providers have entered certificate issuance dates for the foreign student certification date field in the master file. These dates are usually listed on Educational Commission for Foreign Medical Graduates (ECFMG) certificates for residents that have successfully passed its examinations. These certificates also contain dates for medical and English examinations. The medical examination consists of basic science and clinical science examinations, and the latest date for passing these examinations is the date for data entry into the certification date field in the master file. The result of this error is the certification issuance date is usually several months or more after the latest date of the science examinations. MACs may evaluate the files for this type of error on their IRIS diskette/CD copies, and they may request providers to submit revised IRIS diskettes/CDs at any time in the future.

(d) Graduation Date. Providers have used the medical school graduation date to enter as the same date for the foreign student certification date. This situation may arise for allopathic or osteopathic residents whose certification date is prior to their medical school graduation date, or for dental residents that are not required to take ECFMG examinations. These two dates are used to pass the IRIS system edits. The use of these dates is acceptable as long as the provider documents the information on certification dates and medical school graduation dates for audit trail

purposes. MACs may evaluate the files for this type of error on their IRIS diskette/CD copies, and they may request providers to submit revised IRIS diskettes/CDs at any time in the future.

8. <u>Modification of Data on IRIS Diskettes/CDs</u>

We discovered that **EXCEL** 2007/2010/2013 can import **dBASE** data but it will not export spreadsheet data to a **dBASE** file (earlier versions of **EXCEL** can export spreadsheet data to a **dBASE** file). However, individuals using **EXCEL** 2007/2010 for creating and modifying data in the master and assignment files may use **ACCESS** 2007/2010 for exporting spreadsheet data to a **dBASE** file format (*.dbf). The procedures for exporting such data to a **dBASE** file are as follows:

(a) Modify the data in the IRIS data files (master and assignment) files in **EXCEL** 2007/2010; save these files in the default file format (*.xlsx).

(b) Open **ACCESS** 2007/2010 and perform the following steps for each IRIS file:

Click on the Office button or File tab in the upper left hand corner, click on Open, click on “All Files (*.*)” in “Files of type” at the bottom of the screen, point to the master or assignment file in Excel format, and click on Open.

The Link Spreadsheet Wizard screen appears. Make sure the radio button is set for “Show Worksheets, and click on the Next button at the bottom of the screen.

The Wizard screen appears again. Make sure a check appears besides the “First Row Contains Column Headings”, and click on the Next button at the bottom of the screen.

The Wizard screen appears again with a linked table name. Click on the Finish button at the bottom of the screen, and a finished message appears. Click on the OK button.

The **ACCESS** Home Page appears with the table (**EXCEL** file format) in the left column. Click on the table name with the master or assignment file data to view the table contents. If the contents appear okay, then click on the Office Button in the upper left hand corner and click on Save. Then click on the External Data Tab at the top of the screen.

In the Export area of the screen, click on the export table file symbol with the inverted triangle in the lower right hand side of this area. Then click on **dBASE** File. The Export - **dBASE** file screen appears with the destination file name and format (usually **dBASE** III). If this information is acceptable, then click on the OK button at the bottom of the screen.

The Export - **dBASE** file screen with the Save Export Steps heading appears with a message for saving export steps. You do not have to click on the blank square for saving export steps. Click on the Close button.

Then click on the Office Button in the upper left hand corner, click on Open, click on “All Files (*.*)” in “Files of type” at the bottom of the screen, point to the master or assignment file in **dBASE** format, and click on Open.

The **ACCESS** Home Page appears with the table (**dBASE** file format) in the left column. Click on the table name with the master or assignment file data to view the table contents. If the contents appear okay, then click on the Office Button in the upper left hand corner of this page and click on Save. Exit **ACCESS** 2007/2010 by clicking on the “x” button in the top right hand corner of this page.

If necessary, open **ACCESS** 2007/2010 again and repeat the above steps for the other IRIS data file.

The IRIS data files (**dBASE** file format) that you created (M3xxxxxx.dbf and A3xxxxxx.dbf where xxxxxx is the provider’s six-digit Medicare identification number) in your PC hard drive are ready for downloading to an IRIS diskette/CD. 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.

Individuals with **EXCEL** 2013 cannot use **ACCESS** 2013 for exporting spreadsheet data to a **dBASE** file. Instead they may use **EXCEL** 2013 for saving this data to a comma separated values (CSV) file in the PC hard drive. This saving process will require them 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. Individuals may then exercise the option of creating IRISV3 data files in **dBASE** file format by importing CSV files into IRISV3.

In the meantime, individuals may download IRIS data files (M3xxxxxx.csv and A3xxxxxx.csv) in the alternative CSV file format to an IRIS diskette/CD for cost reporting periods ending on or after October 31, 2013. 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.

9. Description of Changes/Modifications to April '02 Release, IRISEDV3

April '02 Release, IRISEDV3 (Version 1.0)

New/Revised Screen Messages for IRIS System Edits of Blank Fields and Assignment Records in Version 1.1 of IRISEDV3

- Master File

  New screen messages in Version 1.1 of IRISEDV3 were created for missing employer names and provider numbers in master records.

- Assignment File

  New screen messages in Version 1.1 of IRISEDV3 were created for missing program (residency type) codes, IME percentages greater than GME percentages, and missing full-time/part-time (FTPT) percentages in assignment records.

  Revised screen messages in Version 1.1 of IRISEDV3 were created for overlapping assignment periods between each assignment period in the assignment file.

IRISEDV3 Evaluation of Imported IRIS Data (IEIID) Report

- Report Heading

  The report heading for this report was changed from "**IRISEDV3 EVALUATION OF IMPORTED IRIS DATA**" in Version 1.0 of IRISEDV3 to "**IRISEDV3 Ver. 1.1 EVALUATION OF IMPORTED IRIS DATA**" in Version 1.1 of IRISEDV3.

- Overlapping Assignment Records in Assignment Files

  The edit for overlapping assignment records was changed for assignment files with more than two assignment records. Version 1.0 of IRISEDV3 checked for overlapping assignment periods between the bottom assignment record and the record above it in the assignment file, but it did not always check for other overlapping assignment periods between each assignment record in the assignment file. Version 1.1 of IRISEDV3 now checks for overlapping assignment periods between each assignment record in the assignment file. Failure Code 10 (Overlapping Assignment Records) will appear for those assignment records with overlapping assignment periods in Part 2 of the IEIID report in Version 1.1.

- Failure Codes

  The numeric Failure Code 0 (overlapping assignment dates) for overlapping assignment records in Part 2 of Version 1.0 was changed to 10 in Version 1.1 of IRISEDV3.

Failure Code 5 (Grad Date) for medical school graduation date will not appear for those records that are listed in Part 2 of the IEIID report in Version 1.1. Instead Failure Code 9 (Invalid Assignment Start/End Dates) will appear for those assignment records associated with graduation date after start/end dates of assignment records or no graduation date.

- Erroneous Assignment Records

  Assignment records with zeroes or no data for FTPT percentages passed the IRIS edits in Version 1.0. These records should not have passed the edits, and they will appear in Part 3 of the IEIID report in Version 1.1.

  Assignment records with FTPT, IME or GME percentages greater than 100 percent failed the IRIS edits with Failure Code 9 in Version 1.0. This code is incorrect for these records, and they will appear in Part 3 of the IEIID report in Version 1.1.

  Assignment records with no program (residency type) code passed the IRIS edits in Part 1 of the IEIID report in Version 1.0. These records should not have passed the edits, and they will appear in Part 3 of the IEIID report in Version 1.1.

  Assignment records with no provider number passed the IRIS edits in Part 1 of the IEIID report in Version 1.0. These records should not have passed the edits, and they will appear in Part 3 of the IEIID report in Version 1.1.

  Assignment records with no employer name passed the IRIS edits in Part 1 of the IEIID report in Version 1.0. These records should not have passed the edits, and they will appear in Part 3 of the IEIID report in Version 1.1.

  Assignment records with certain overlapping assignment periods (see fourth bullet point about these records in Item Number 9) passed the IRIS edits in Version 1.0. These records will have Failure Code 10 in Part 2 of the IEIID report in Version 1.1.

  Assignment records with no data on program (residency type) codes have appeared in Part 2 of the IEIID report with Failure Codes 8 and 0 (zero) in Version 1.0. These records primarily do not have data on program codes, and they will appear in Part 3 of the IEIID report in Version 1.1.

- Erroneous Master Records

  Master records with "**`- NA -`**" for foreign medical school graduate certification dates appeared in Part 2 of the IIEED report in Version 1.0. In most cases, this condition is incorrect since certification dates do exist in the master records. These records will have certification dates listed in Part 2 of the IEIID report in Version 1.1.

10. <u>December 2005 Updates to October '03 Release, IRISEDV3</u>

- The "**`IRIS DATA EVALUATION MENU`**" in the IRISEDV3 program contains a note at the bottom of the screen. The last line in this screen reads as follows: "**`Refer to Important Information for Using the IRISEDV3 Diskette in the readme.txt file for guidance on acceptable IRIS diskettes`**". This line is incorrect and it should read as follows: "**`Refer to Important Information for Using the IRISEDV3 Program in the rfudedv3.pdf file for guidance on acceptable IRIS diskettes`**".

- The Medical School Code Table in the IRISEDV3 folder is updated through December 2005; this table includes revised codes for six of eight podiatry schools (Codes 30100 through 30600) and new codes for dental schools in the United States, Canada, and Puerto Rico (Codes 80002 through 80109). The replaced codes (Codes 30010 through 30090 for podiatry schools and Codes 10000 and 20000 for all dental schools) are in this table and are identified as obsolete. These updated codes (revised, replaced and new) are highlighted in yellow for easy identification.

  Providers are to use the new dental school codes in the IRISV3 program for cost reporting periods beginning on or after July 1, 2006 for all interns and residents in dental specialties with dental school graduation dates after April 30, 2006.

- The Residency Type Code Table in numeric and alphabetic sequences (Part II, Section 7.3) is updated through December 2005. These updated codes (revised, replaced and new) are highlighted in yellow for easy identification.

  Providers may start using the new residency type codes in the IRISV3 program for cost reporting periods ended on or after December 31, 2005.

11. <u>February 2009 Updates to October '03 Release, IRISEDV3</u>

- The Medical School Code Table in the IRISEDV3 folder is updated through November 2008; this table includes revised codes for 66 of 67 dental schools in the United States, Canada, and Puerto Rico (Codes 81487 through 83590). The replaced codes for dental schools (Codes 80002 through 80109) are in this table and are identified as obsolete. These updated codes (revised, replaced and new) are highlighted in green for easy identification.

- The Residency Type Code Table in numeric and alphabetic sequences (Part II, Section 7.3) is updated through November 2008. These updated codes (revised, replaced and new) are highlighted in green for easy identification.

  Providers may start using the new residency type codes in the IRISV3 program for cost reporting periods ended on or after December 31, 2008.

12. <u>April 2010 Updates to October '03 Release, IRISEDV3</u>

- The Medical School Code Table (Part II, Section 7.2) is updated through January 2010. The updated codes (revised and new) are highlighted in light blue for easy identification.

- The Residency Type Code Table in numeric and alphabetic sequences (Part II, Section 7.3) is updated through January 2010. The updated codes (revised and new) are highlighted in light blue for easy identification.

  Providers may start using the new residency type codes in IRISV3 for cost reporting periods ending on or after December 31, 2009.

- The following modification was made to one Help Screen (Part II, Section 7.5): updated code ranges for dental schools in the Medical School Code Help Screen. This modification is highlighted in light blue for your information and is not included in the IRISV3 program since no efforts were made to reprogram the Help Screens in IRISV3.

13. <u>December 2011 Updates to October '03 Release, IRISEDV3</u>

- The Medical School Code Table (Part II, Section 7.2) is updated through November 2011. The updated codes (revised and new) are highlighted in light pink for easy identification. In addition, the obsolete codes are bolded for easy identification.

  Providers are to use the revised codes for six of eight podiatry schools (Codes 30100 through 30600) in IRISV3 for cost reporting periods beginning on or after July 1, 2012, for all interns and residents in podiatric specialties. These codes were originally mentioned in Part V, December 2005 Updates to June '99 Release, IRISV3.

- The Residency Type Code Table in numeric and alphabetic sequences (Part II, Section 7.3) is updated through November 2011; this table includes revised codes for 17 replaced allopathic residency type codes, and 31 replaced osteopathic residency type codes. The updated codes (revised, replaced and new) are highlighted in light pink for easy identification. In addition, the obsolete codes are bolded for easy identification.

  Providers may start using the new residency type codes in IRISV3 for cost reporting periods ending on or after September 30, 2011.

  Providers are to use the revised residency type codes in IRISV3 for cost reporting periods beginning on or after July 1, 2012.

- The following modifications were made to one Help Screen (Part II, Section 7.5): updated code ranges for dental and podiatric schools in the Medical School Code Help Screen. These modifications are highlighted in light pink for your information and are not included in the IRISV3 program since no efforts were made to reprogram the Help Screens in IRISV3.

14. <u>August 2012 Updates to October '03 Release, IRISEDV3</u>

- The Medical School Code Table (Part II, Section 7.2) is updated through July 2012. The updated codes (revised and new) are highlighted in light gray for easy identification.

- The Residency Type Code Table in numeric and alphabetic sequences (Part II, Section 7.3) is updated through July 2012. This table was re-alphabetized in alphabetic sequences only (Part II, Section 7.4). The updated codes (revised and new) are highlighted in light gray for easy identification.

  Providers may start using the new residency type codes in IRISV3 for cost reporting periods ending on or after April 30, 2012.

- The following modifications were made to two Help Screens (Part II, Section 7.5): 1) updated code range for osteopathic specialties in the Residency Type Code (Master Record) Help Screen; and 2) updated code range for osteopathic specialties in the Residency Type Code (Assignment Records) Help Screen. These modifications are highlighted in light gray for your information and are not included in the IRISV3 program since no efforts were made to reprogram the Help Screens in IRISV3.

15. <u>February 2014 Updates to October '03 Release, IRISEDV3</u>

- The Medical School Code Table (Part II, Section 7.2) is updated through October 2013. The updated codes (revised and new) are highlighted in dark yellow for easy identification.

- The Residency Type Code Table in numeric and alphabetic sequences (Part II, Sections 7.3 & 7.4) is updated through October 2013. This table was re-alphabetized in alphabetic sequences only (Part II, Section 7.4). The updated codes (revised and new) are highlighted in dark yellow for easy identification.

  Providers may start using the new residency type codes in IRISV3 for cost reporting periods ending on or after October 31, 2013.

- The following modifications were made to six Help Screens (Part II, Section 7.5): 1) updated code ranges for osteopathic and podiatric specialties in the Residency Type Code (Master Record) Help Screen; 2) updated code ranges for dental schools in the Medical School Code Help Screen; 3) corrected non-hospital settings to non-provider settings and updated Code of Federal Register citation from 413.78 (e) to 413.78 (g) in the Assignment (Rotation) Time Periods Help Screen (Screen 1); 4) corrected non-hospital settings to non-provider settings in the IME Percentage Help Screen; 5) corrected non-hospital settings to non-provider settings in the GME Percentage Help Screen; and 6) updated code ranges for osteopathic and podiatric specialties in the Residency Type Code (Assignment Records) Help Screen. These modifications are highlighted in dark yellow for your information and are not included in the IRISV3 program since no efforts were made to reprogram the Help Screens in IRISV3.

- Added a new section (Part II, Section 7.6) in IRISV3 Operating Instructions (Viewing IRIS Diskette/CD Files or CMS Report Disk/CD Files Outside of IRISV3). This section pertains to the appearance of IRIS files and data entry specifications in **EXCEL** and **NOTEPAD**; it also includes the appearance of IRIS files in two file formats (".txt" and ".csv") for importing into IRISV3.

16. <u>August 2014 Updates to October '03 Release, IRISEDV3</u>

- The Medical School Code Table (Part II, Section 7.2) is updated through July 2014. The updated codes (revised and new) are highlighted in medium green for easy identification.

- The Residency Type Code Table in numeric and alphabetic sequences (Part II, Sections 7.3 & 7.4) is updated through August 2014. A final update to this table was made during September 2014. This table was re-alphabetized in alphabetic sequences only (Part II, Section 7.4). The updated codes (revised and new) are highlighted in medium green for easy identification.

  Providers may start using the new residency type codes in IRISV3 for cost reporting periods ending on or after June 30, 2014.

- The following modifications were made to two Help Screens (Part II, Section 7.5): 1) updated the code range for dental specialties in the Residency Type Code (Master Record) Help Screen; and 2) updated the code range for dental specialties in the Residency Type Code (Assignment Records) Help Screen. These modifications are highlighted in medium green for your information and are not included in the IRISV3 program since no efforts were made to reprogram the Help Screens in IRISV3.

17. <u>September 2014 Updates to October '03 Release, IRISEDV3</u>

- Removed all highlighted colors that were entered in Parts V through XI of the IRISV3 Operating Instructions. These colors were removed for those individuals that cannot differentiate between various colors, and to enhance the appearance of previously highlighted material.

- Removed all obsolete codes as of July 2014 from the Medical School Code Table (Part II, Section 7.2).

- Removed all obsolete codes as of July 2014 in numeric and alphabetic sequences from the Residency Type Code Table (Part II, Sections 7.3 & 7.4).

- Renumbered all remaining residency type codes in the Residency Type Code Table (Part II, Sections 7.3 & 7.4).

- Created three new tables: a cross-reference table of original residency type codes and revised (renumbered) residency type codes (Part II, Section 7.5); a table of obsolete original medical school codes (Part II, Section 7.6); and a table of obsolete original residency type codes (Part II, Section 7.7).

- Renumbered two sections: Part II, Section 7.5 to Part II, Section 7.8 (Help Screens); & Part II, Section 7.6 to Part II, Section 7.9 (Viewing/Creating IRIS Diskette/CD Files or CMS Report Disk/CD Files Outside of IRISV3).

  Providers must use the new residency type codes in IRISV3 for cost reporting periods beginning on or after July 1, 2014.

- The following modifications were made to two Help Screens (Part II, Section 7.8): 1) updated code ranges for allopathic, osteopathic, podiatric, and dental specialties in the Residency Type Code (Master Record) Help Screen; and 2) updated code ranges for allopathic, osteopathic, podiatric, and dental specialties in the Residency Type Code (Assignment Records) Help Screen. These modifications are not included in the IRISV3 program since no efforts were made to reprogram the Help Screens in IRISV3.

18. <u>Concluding Remarks</u>

It is recommended that you make a copy of these instructions for installing and operating the IRISEDV3 program.

It is also recommended that you contact your MAC on questions about providing them a copy of IRIS data on IRIS diskettes/CDs.

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