

PC-ACME/TRANSAX

1996 Version

System Manager's Manual

4/30/96

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INTRODUCTION

What This Manual Is

The National Center for Health Statistics (NCHS) began developing the Mortality Medical Data System in 1967 to automate the entry, classification, and retrieval of cause-of-death information reported on death certificates. Mortality medical data is processed through four basic programs: Super-MICAR, MICAR¹, ACME², and TRANSAX³.

- **Super-MICAR** Automates the MICAR data entry process (see Part 2g of the Vital Statistics Instruction Manual (VSIM) series).
- **MICAR** Automates the multiple cause coding rules (see Parts 2b and 2e of the VSIM series).
- **ACME** Automates the underlying cause-of-death coding rules. The input to ACME is the multiple cause-of-death codes (ICD) assigned to each entity (e.g., disease condition, accident, or injury) listed on cause-of-death certifications, preserving the location and order as reported by the certifier. ACME then applies the World Health Organization (WHO) rules to the ICD codes and selects an underlying cause of death (see Part 2a and 2c of the VSIM series)
- **TRANSAX** Converts the ACME output data into fixed format and translates the data into a more desirable statistical form using the linkage provisions of the ICD. TRANSAX creates the data necessary for person-based tabulations by translating the axis of classification from an entity basis to a record basis.

In 1990, NCHS began to convert the processing of mortality medical data from a mainframe computer platform to the PC platform. PC-ACME/TRANSAX is a PC version of the ACME software and the TRANSAX software. PC-ACME/TRANSAX includes a MICAR rejects editor which also permits entry of ACME input records.

¹ Mortality Medical Indexing, Classification, and Retrieval

² Automated Classification of Medical Entities

³ TRANSlation of AXis

Who This Manual Is For

This manual is intended for the system manager. It is organized on the assumption that PC-ACME/TRANSAX has not been installed on a PC. Therefore, the subjects in this manual are arranged so that a new user can install and start PC-ACME/TRANSAX without any trouble.

Changes in 1996

1. The maximum record limit of 2,000 records in an ACME input file has been removed. The ACME input file size is limited only by the available free space on the hard drive. A window will be displayed when ACME is started giving the user an approximation of how many records may be stored on the drive.
2. PC-ACME/TRANSAX now has the ability to print the MICAR rejects. This option is under the **Print/Reports** menu.

3. ACME Tables:

Causal Relationship Table: (Table C in NCHS Instruction Manual, Part 2c, 1995) This table has been modified to show that "Positive serological or viral culture findings for human immunodeficiency virus" (798.5) has the same causal relationship as "Human Immunodeficiency Virus (HIV) Infection" (044.0 - 044.9)

Modification Table (Table D in NCHS Instruction Manual, Part 2c, 1995). This table has been modified to show that "Positive serological or viral culture findings for human immunodeficiency virus" (798.5) have the same linkage relationship as "Human immunodeficiency virus infection, unspecified" (044.9)

4. TRANSAX Tables. The tables used by the TRANSAX software have been modified to include all modifications made for the ACME system.
5. Conversion to database files. ACME/TRANSAX now uses a database file for processing. It still retains the ability to export TRANSAX input and output files in an ASCII format (see **EXPORT FUNCTIONS**, pg. 19).
6. Added ability to import ASCII files and convert them to database (.DBF) files (see **Importing Files** in the *PC-ACME/TRANSAX User's Guide*).

INSTALLING ACME/TRANSAX

PC-ACME/TRANSAX and its associated files are on one or more Installation Disk(s). One of the Installation Disks contains an INSTALL program that will create directories on the hard drive and place files in those directories (file listings are given later in this section). Note that by changing the Destination Path (see **Installation Instructions**, pg. 6), there may be alterations to these directories.

System Requirements

ACME and TRANSAX are both DOS programs and should only be installed on a personal computer that meet the following minimum requirements:

- IBM PC or PC compatible computer
- 80286/386 CPU or better
- 640 Kilobytes RAM
- Hard Drive with at least 4 Mb free storage space.
- Monochrome monitor (color recommended)
- 1 floppy drive (any variety)
- DOS 3.3 or higher (DOS 5.0 or higher recommended)

If PC-ACME/TRANSAX is installed on a computer with extended or expanded memory, PC-ACME/TRANSAX will run faster. With this system, PC-ACME/TRANSAX can process approximately 1500 records in 5 minutes.

List of Files on the Installation Disks

Below is a list of the files on the Installation Disk(s).

INSTALL.EXE	The installation program.
INSTALL.CFG	The installation configuration.
PKUNZIP.EXE	A data de-compression program.
ACME.ZIP	The file containing the compressed PC-ACME/TRANSAX files that will be put into the <ACME> directory.

List of Directories Created on the Hard Drive

Following is a list of directories and subdirectories that will be created on the hard drive by the INSTALL program.

\\ACME	The directory containing the main PC-ACME/TRANSAX files.
\\ACME\\DATA	A subdirectory containing the data files and the files created by PC-ACME/TRANSAX.
\\ACME\\TABLES	A subdirectory containing the PC-ACME/TRANSAX table files.

List of Files in the <ACME> Directory

Below is a list of the files that will be installed in the <ACME> directory. Note that during installation, a subdirectory called <TABLES> will be created in the <ACME> directory.

ACME.EXE	The PC-ACME/TRANSAX program.
ACME.CFG	The PC-ACME/TRANSAX configuration file.
ASYSTEM.PDF	File containing the <i>PC-ACME/TRANSAX System Manager's Manual</i> .
AUSER.PDF	File containing the <i>PC-ACME/TRANSAX User's Guide</i> .
PKZIP.EXE	A data compression program used to compress data into a smaller file.
PKUNZIP.EXE	A data de-compression program used to restore compressed data.

List of Files in the <ACME\\DATA> Subdirectory

Below is a list of extensions for data files that are either used or generated by PC-ACME/TRANSAX. The Appendix containing the file format is also given.

1. Files that are used by PC-ACME/TRANSAX:

.AIN	ACME input files from MICAR mainframe processing. NOTE: See APPENDIX E (pg. 33) for the file format.
.DBF	A database file. ACME/TRANSAX will convert an .AIN file to a .DBF file. The .MRJ file will be merged into the .DBF file.
.MRJ	MICAR reject files from MICAR mainframe processing.
2. Files that are created by PC-ACME/TRANSAX:	
filenameM.DBF	ACME message files. See APPENDIX F (pg. 35) for the file format.
.AST	ACME statistics files.
.TIN	Created when an ACME/TRANSAX output file is exported using the Export TRANSAX Input File to ASCII (see Exporting a TRANSAX Input File , pg. 19). This is the input file for TRANSAX. See APPENDIX G (pg. 37) for the file format.
.TST	TRANSAX statistics files.
.TRX	Created when an ACME/TRANSAX file is exported using the Export TRANSAX Output File to ASCII (see Exporting a TRANSAX Output File , pg. 19). This is a TRANSAX output files. See APPENDIX H (pg. 40) for the file format.
.ABK	PC-ACME/TRANSAX backup files.

List of Files in the <ACME\TABLES> Directory

ACMEPNTR.V95	The causal relationship table. This file will be placed in the <TABLES> subdirectory.
ACMECONV.V95	The table used to convert artificial ICD-9 codes to original ICD-9 codes for a selected underlying cause. This file will be placed in the <TABLES> subdirectory.

ACMEPAR.V95	A list of valid parenthetical codes. This file will be placed in the <TABLES> subdirectory.
ACMETABA.V95	A file of ACME causal relationship tables. This file will be placed in the <TABLES> subdirectory.
ACMETABB.V95	A file of ACME modification tables. This file will be placed in the <TABLES> subdirectory.
ACMETRIV.V95	An ACME file containing a list of ICD-9 codes for trivial conditions. This file will be placed in the <TABLES> subdirectory.
TRAXPNTR.V95	A TRANSAX file containing pointers to the modification tables. This file will be placed in the <TABLES> subdirectory.
TRAXTABB.V95	A TRANSAX file containing the modification tables. This file will be placed in the <TABLES> subdirectory.
VCODES.V95	A list of valid ICD-9 codes. This file will be placed in the <TABLES> subdirectory.

Installation Instructions

PC-ACME/TRANSAX is very easy to install. Simply follow the directions listed below.
NOTE: If PC-ACME/TRANSAX is being re-installed, the old files will be overwritten.

1. Place the Installation Disk in a disk drive.
2. At the DOS prompt, type the letter of the drive containing the Installation Disk with a colon {:}, then the word INSTALL, and press {ENTER}. (Example: Type A:INSTALL {ENTER}.)

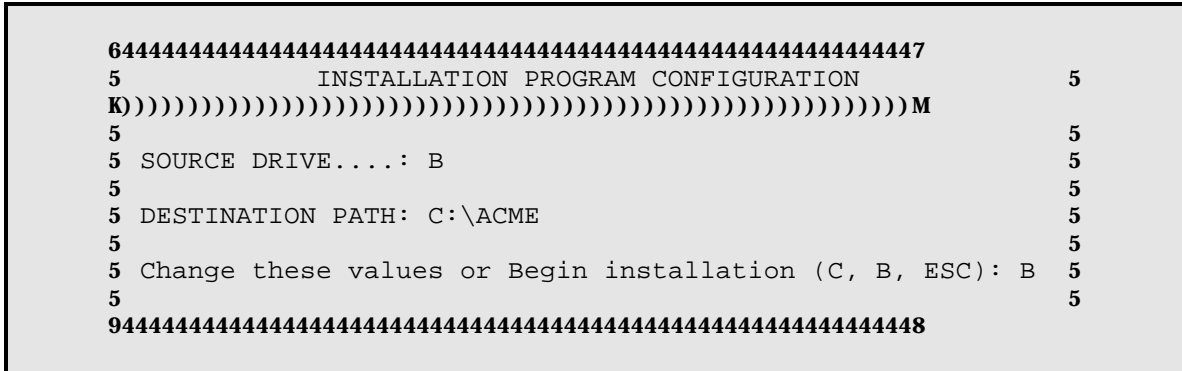


Figure 1: The Installation Configuration window with sample entries.

- 3. The Installation Configuration window will appear (see **Figure 1**). Make any changes to the data displayed as necessary. The various fields are explained below.

- | | |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SOURCE DRIVE | The drive containing the Installation Disk. |
| DESTINATION PATH | The drive and directory that will contain the PC-ACME/TRANSAX files. Any change to the DESTINATION PATH will change the directory containing the PC-ACME/TRANSAX files. |
| Change these values... | Pressing the following keys will have the listed effects: |
| {C} | Allows the user to change the SOURCE DRIVE and DESTINATION PATH. See step 5 below. |
| {B} | Begins the installation process. See step 6 below. |
| {ESC} | Ends the installation process and returns to DOS. |

- 4. When a {C} is entered in the Change these values... field, the up and down arrow keys, as well as the {TAB} and {SHIFT-TAB} keys, can be used to move between the SOURCE PATH and DESTINATION PATH.

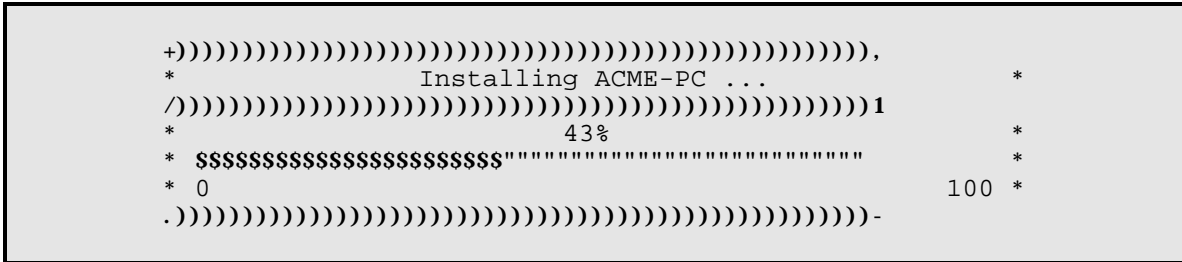


Figure 2: A progress bar showing the installation of ACME-PC.

5. When the installation program has been told to install the files (by pressing {B}), a window will be displayed showing the files being installed. A progress bar (see **Figure 2**) will also be displayed at the top of the screen showing what percentage of PC-ACME/TRANSAX has been installed.
6. After the installation is finished, an "Installation Complete" message window will be displayed. Press any key to return to DOS. PC-ACME/TRANSAX has now been installed.
7. To begin processing data, see the PC-ACME/TRANSAX User's Guide.

OVERVIEW

Basic Steps

Below is a general outline of the steps needed to use PC-ACME/TRANSAX. These are the same steps that appear in the *PC-ACME/TRANSAX User's Guide*. The System Manager can make alterations to the process as needed. If more details are needed, please refer to the **Overview of the Process** section of the *PC-ACME/TRANSAX User's Guide*.

1. Import MICAR data files. Import data files to the <ACME\DATA> directory. Alternatively, the user can Create a New Input File. The input file is the file containing the certificates data. The user will need to select an input file every time PC-ACME/TRANSAX is started or when a new batch of data is being used. (**Importing Files**).
2. Create a new data file or open a data file for processing. (**Creating a New Input File and Opening an Input File**).
3. Micar rejects may be printed out before coding (see **VIEWING MICAR REJECTS**).
4. Edit MICAR rejects. If the selected file has any MICAR rejects, these rejects will need to be edited before any ACME or TRANSAX processing is performed. (**EDITING MICAR REJECTS**).
5. Edit and correct the ACME Input File. If a new file has been created, certificates will need to be added to it (the maximum number of records is determined by the amount of free space on the hard drive). Also, editing may need to be performed on existing certificates. (**EDITING AN ACME INPUT FILE**).
6. Check the ACME input file sequence. A sequence check will tell the user if there are any certificates missing from the batch. This check assumes that all of the certificate numbers are sequential. (**RUNNING A SEQUENCE CHECK**).
7. Process An ACME File. This is the processing stage of ACME, where the input file is processed and an underlying cause of death is determined. (**PROCESSING AN ACME FILE**).

8. View ACME stats. The results of the processing need to be viewed to determine if any records have been rejected. (**VIEWING ACME STATS**).
9. Edit ACME rejects. If ACME detects any errors, the certificates will need to be edited. In this case, steps 4-7 will need to be repeated. (**EDITING ACME REJECTS**).
10. Re-process ACME Rejects. If any ACME rejects were edited, they will need to be re-processed. (**PROCESSING AN ACME FILE**).
11. Run TRANSAX. TRANSAX processing is the second part of PC-ACME/TRANSAX. TRANSAX will process the ACME output, performing manipulations of the data to generate record-axis data. (**PROCESSING A TRANSAX FILE**).
12. View TRANSAX statistics. The final step in processing a batch of data is to examine the TRANSAX statistics and look for any mistakes or discrepancies. (**VIEWING TRANSAX STATS**).
13. Send Files to NCHS. The processed data is now ready to be sent to another software package or sent to another location for further processing. This is a duty performed by the System Manager. The functions needed to do this are describe under **SENDING FILES TO NCHS** (pg. 17).
14. Create backups. Backups of the processed data from an open file should be made to prevent accidental loss of data. All of the data and the associated files will be backed up. NOTE: Backups should be made daily! Backups can be made with incomplete files. (**CREATING BACKUPS**).
15. End session. At this point, the data has been processed and the user can either quit PC-ACME/TRANSAX or begin processing a new batch. To process a new batch, simply start the process described above over again. (**ENDING A SESSION WITH PC-ACME/TRANSAX**).

System Manager Functions

Also note that the *PC-ACME/TRANSAX System Manager's Manual* has instructions for the following utilities:

1. Sending All the Files To NCHS (**Sending All Files To NCHS**, pg. ?).
2. Viewing the PC-ACME/TRANSAX configuration (**VIEWING THE CONFIGURATION**, pg. 21).
3. Setting the data path (**SETTING THE DATA PATH**, pg. 22).
4. Setting the table path (**SETTING THE TABLE PATH**, pg. 23).

Accessing the Menu Bar

1. From the main screen, press the {ALT} key and the first letter of the desired Menu Option. Only those Menu Options with a **red** (bold on a monochrome monitor) letter can be accessed. The selected Menu Option will then be highlighted and its submenu will be displayed.
2. Once any of the Menu Options has been accessed, the other Menu Options can also be accessed by using the right and left arrow keys to highlight a new Menu Option. As with pressing the {ALT} key (described in Step 1 above), when a Menu Option is highlighted, its submenu will be displayed.
3. **Table 1** below lists the Menu Options and the {ALT} key combinations that can be used to access them.

TABLE 1:	
Key Combination	Menu Option Accessed
{ALT-F}	F ile Menu Option
{ALT-E}	E dit Menu Option
{ALT-R}	R un Menu Option
{ALT-P}	P rint/ R eports Menu Option
{ALT-V}	V iew- I nfo Menu Option
{ALT-H}	H elp Menu Option

Using the Submenus

Each Menu Option has its own set of Functions. These Functions are listed in the submenu that appears when the Menu Option is highlighted. Selecting a Function from a submenu is easy:

1. From the main screen, press {ALT-F} to select the **File** Menu Option as described under **Accessing The Menu Bar** (pg. 11).
2. A Function can be selected in three ways:
 - A. Use the up and down arrow keys to highlight the desired Function and press {ENTER}.
 - B. Press the red (bold on a monochrome monitor) letter of the Function name. This will cause the Function to be highlighted. Press {ENTER}.
 - C. Or use the hotkeys. Hotkeys are specific keys that can be used to select a Function without having to first select the Menu Option. **Table 2** below lists the Functions and the hotkeys that will cause them to be selected.

TABLE 2 Hot keys and Functions	
File	
{SHIFT-F8}	Import ACME Input Files
{F2}	Open Input File
{ALT-F2}	Create New Input File
{ALT-F4}	Close Input File
{SHIFT-F7}	Send Files To NCHS
{ALT-F7}	Backup All Files
{ALT-F8}	Restore From Backup
{ALT-D}	Set Data Path
{ALT-T}	Set Table Path
	Export TRANSAX Input File to ASCII
	Export TRANSAX Output File to ASCII
{ALT-X}	Exit
Edit	
{ALT-M}	Correct MICAR Rejects
{F9}	Correct ACME Reject Records
{ALT-I}	Edit ACME Input File

Run	
{F6}	Process ACME
{F7}	Process ACME Rejects
{F8}	Run TRANSAX
Print/Reports	
{ALT-F3}	Sequence Check
	Show/Print Micar Rejects
View-info	
	ACME Stats
	TRANSAX Stats
	Browse Input File
	Configuration
Help	
{F1}	Display Help Text
{ALT-F1}	About ACME

3. Only those Functions containing a **red** (bold on a monochrome monitor) letter can be accessed. This includes Functions with hotkeys. See descriptions of the individual Functions for more details.

FILE SELECTION WINDOW

The file selection window is used to select a particular file from a drive, directory, or subdirectory. Below is a more detailed explanation of the file selection window.

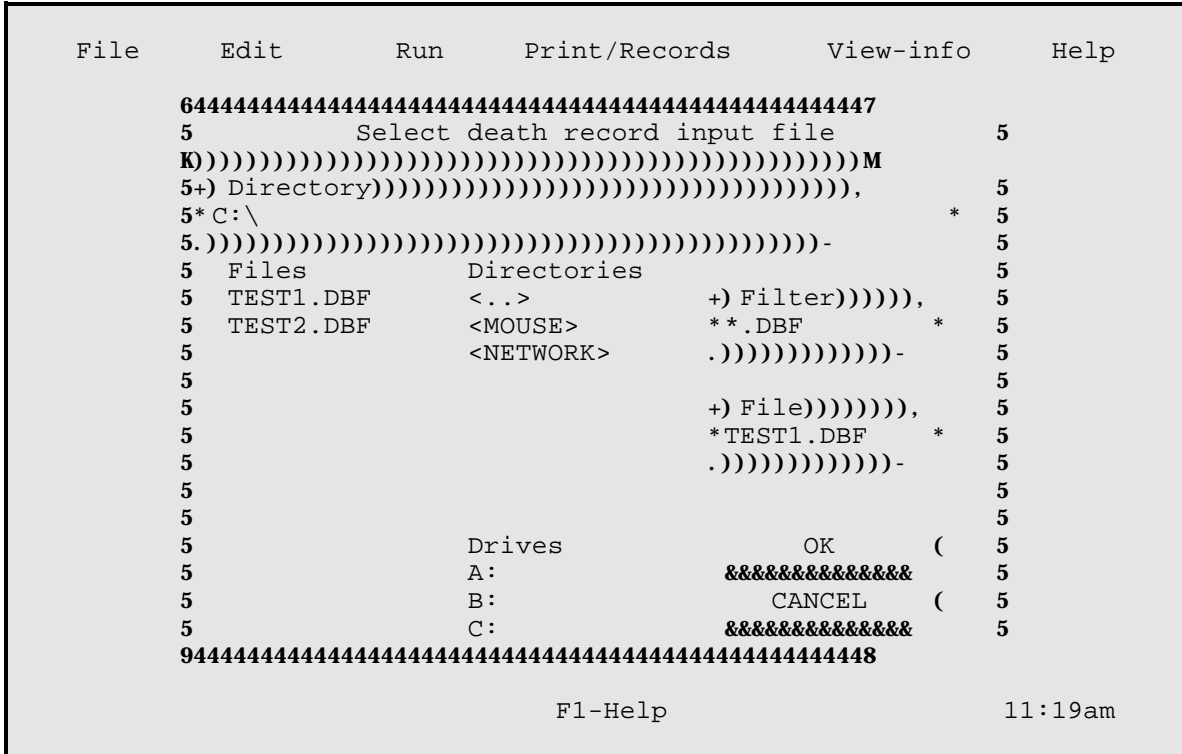


Figure 3: A file selection window.

1. **Figure 3** shows an example of a file selection window.
2. The following fields will be displayed on the file selection window:

- Directory
- (Pick List of Files)
- (Pick List of Directories)
- (Pick List of Drives)
- Filter
- File
- OK
- CANCEL

- A. The DIRECTORY field shows the directory in which the computer is searching for the data files.
 - B. The Pick List of Files displays all the data files that have been found in the directory (the directory specified in the Directory field).
 - C. The Pick List of Directories displays the directories that can be accessed by PC-ACME/TRANSAX.
 - D. The Pick List of Drives displays the disk drives that can be accessed by PC-ACME/TRANSAX.
 - E. The FILTER field defines the display criteria for the Pick List of Files (Example: If the filter is *.DBF, only those files with the extension .DBF will be displayed in the Pick List of Files).
 - F. The FILE field displays which file will be selected if the user presses {ENTER}.
 - G. The OK field is used to open the file selected.
 - H. The CANCEL field returns the user to the Main Menu without making any changes or opening a selected file.
5. To select a new disk drive to import files from, do the following:
- A. Use the {TAB} key to put the cursor in the Pick List of Drives.
 - B. Use the up and down arrow keys to highlight the desired drive.
 - C. Press {ENTER}. The highlighted drive will be selected. Both the Pick List of Files and the Pick List of Directories will be updated for the new drive.
6. To select a new directory to import files from, do the following:
- A. Use the {TAB} key to put the cursor in the Pick List of Directories.
 - B. Use the up and down arrow keys to highlight the desired directory. The parent directory (the directory containing the current directory) is listed as "<..>".

- C. Press {ENTER}. The highlighted directory will be selected. The Pick List of Files will be updated for the new directory.
7. To select a file from the Pick List of Files for importing, do the following:
- A. Use the {TAB} key to put the cursor in the Pick List of Files.
 - B. Use the up and down arrow keys to highlight the desired filename.
 - C. Press {ENTER}. The highlighted file will be selected. The main menu and Menu Bar will be re-displayed.

SENDING FILES TO NCHS

These instructions assume that PC-ACME/TRANSAX has been started on the PC and that a file has been opened.

Use this Function only if problems have occurred during ACME or TRANSAX processing. This Function copies and compresses (using PKZIP.EXE) all of the files associated with the currently open file. These files include: filenames.DBF, .MRJ, .TST, .AMS, .AST, and .TRX (Only if they exist. Some files, such as the .MRJ - MICAR rejects - may not exist for a particular filename). A filename.ABK file will be created on the destination disk.

The filename is determined by the user. The name should be meaningful to the person creating the file and to other users of the same file.

For example, NCHS uses [ssddnnn].ABK for file names, where:

- ss - 2 character state abbreviation (see **APPENDIX E**, pg. 26, for a list).
- dd - 2 digit data year.
- nnn - 2 or 3 digit number indicating the shipment or lot number. This number is unique for each file processed.

For example: IN93076.ABK has "IN" as the 2 character state abbreviation, "93" as the 2 digit data year, and "076" as the lot number.

1. From the main screen, press {ALT-F} to select the **File** Menu Option.
2. Use the up and down arrow keys to highlight the Send All Files To NCHS Function. Press {ENTER}.
3. A window will be displayed (see **Figure 4**).
 - A. To select a drive to copy the files to, press the appropriate drive letter.
 - B. To abort and return to the main screen, press the {ESC} key.

4. When a valid drive is selected, a second window will be displayed, saying that the copying is in progress.

```
+))))))))))))))))))))))))))))))))))))))))))))))))))))))  
*          Copy Shipment TEST to?          *  
/))))))))))))))))))))))))))))))))))))))))))))))))))))1  
* Select drive (A:, B:, ESC to cancel): A *  
.))))))))))))))))))))))))))))))))))))))))))))))))))))-
```

Figure 4: Choose the drive to copy the files to.

5. When the copying is complete, a final message window will be displayed. Press {ENTER}.
6. The main screen will be re-displayed.

EXPORT FUNCTIONS

ACME/TRANSAX comes with two export functions to allow the creation of the TRANSAX input and output files.

Exporting a TRANSAX Input File

This Function creates the filename.TIN (TRANSAX input) file in the data path (see **SETTING THE DATA PATH**, pg. 22). ACME processing and reject correction must be performed before this Function can be used.

1. From the main screen, press {ALT-F} to select the **File** Menu Option.
2. Use the up and down arrow keys to highlight the Export TRANSAX Input File to ASCII Function. Press {ENTER}.
3. If a filename.TIN file already exists, a message window will be displayed requesting confirmation to overwrite the file.
 - A. To overwrite the file, press {Y}.
 - B. To abort the export and return to the main screen, press {N}.
4. A progress bar (see **Figure 2**) will be displayed showing how much of the filename.TIN file has been created. To abort and return to the main screen, press {ESC}.
5. When the filename.TIN file has been created, a message will be displayed. Press {ENTER}.
6. The main screen will be re-displayed.

Exporting a TRANSAX Output File

This Function creates the filename.TRX (TRANSAX output) file in the data path (see **SETTING THE DATA PATH**, pg. 22). ACME processing and reject correction must be performed before this Function can be used.

1. From the main screen, press {ALT-F} to select the **File** Menu Option.
2. Use the up and down arrow keys to highlight the Export TRANSAX Output File to ASCII Function. Press {ENTER}.
3. If a filename.TRX file already exists, a message window will be displayed requesting confirmation to overwrite the file.
 - A. To overwrite the file, press {Y}.
 - B. To abort the export and return to the main screen, press {N}.
4. A progress bar (see **Figure 2**) will be displayed showing how much of the filename.TRX file has been created. To abort and return to the main screen, press {ESC}.
5. When the filename.TRX file has been created, a message will be displayed. Press {ENTER}.
6. The main screen will be re-displayed.

VIEWING THE CONFIGURATION

PC-ACME/TRANSAX has a built-in feature that shows what files and directories are being used. Accessing this information is very easy:

1. From the main screen, press {ALT-V} to select the **View-Info** Menu Option.
2. Use the up and down arrow keys to highlight the Configuration Function. Press {ENTER}.
3. A window containing a list of the directories and files currently being used by PC-ACME/TRANSAX (see **Figure 5**) will be displayed.

```
File      Edit      Run      Print/Reports      View-info      Help

+))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))),
*          PC-ACME/TRANSAX INFORMATION SCREEN                      *
/))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))1
*Table path.....:C:\ACME\TABLES\                                  *
*Data path.....:C:\ACME\DATA\                                      *
*ACME input file.....:TEST1.DBF                                    *
*ACME output file.....:TEST1.TIN (Also TRANSAX input file)*
*ACME message file.....:TEST1M.DBF                                *
*ACME statistics file.....:TEST1.AST                              *
*TRANSAX ASCII output file:TEST1.TRX                              *
*TRANSAX statistics file..:TEST1.TST                              *
*                                                                    *
.)))))))1  Press any key to exit information screen /))))))))-

                                F1-Help                                11:19am
```

Figure 5: A sample configuration for PC-ACME/TRANSAX.

SETTING THE DATA PATH

To change the directory where PC-ACME/TRANSAX stores certificate data, do the following:

1. From the main screen, press {ALT-F} to select the **File** Menu Option.
2. Use the up and down arrow keys to highlight the Set Data Path Function. Press {ENTER}.
3. A window will be displayed showing the current data path (see **Figure 6**).

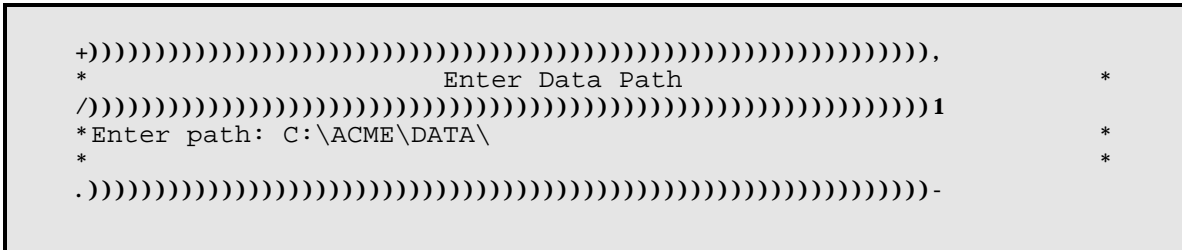


Figure 6: The Set Data Path window.

4. To change the data path, press {END} and use the {BACKSPACE} key to erase the old data path. Then type in the new valid data path. Be sure to include the drive name. Example: C:\CERTS\ACME\DATA or F:\JUNE93\CERTS. Press {ENTER}.
 - A. If an invalid path was entered, a message window will be displayed. Press {ENTER} again. Retype the data path or press {ESC} to return to the main screen.
 - B. If a valid path was entered, the main screen will be re-displayed.

SETTING THE TABLE PATH

To change the directory where PC-ACME/TRANSAX's data tables are, do the following:

1. From the main screen, press {ALT-F} to select the **File** Menu Option.
2. Use the up and down arrow keys to highlight the Set Table Path Function. Press {ENTER}.
3. A window will be displayed showing the current table path (see **Figure 7**).

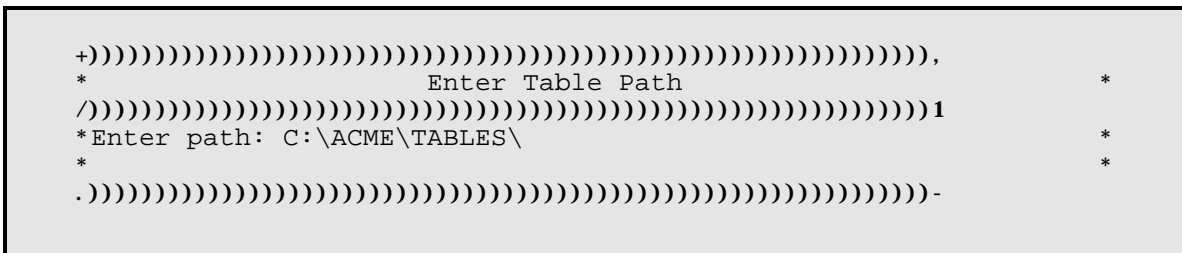


Figure 7: The Set Table Path window.

4. To change the table path, press {END} and use the {BACKSPACE} key to erase the old table path. Then type in the new valid table path. Be sure to include the drive name. Example: C:\CERTS\ACME\TABLES or Y:\NEW\TABLE\PATH. Press {ENTER}.
 - A. If an invalid path was entered, a message window will be displayed. Press {ENTER} again. Retype the table path or press {ESC} to return to the main screen.
 - B. If a valid path was entered, the main screen will be re-displayed.

BATCH MODE

PC-ACME/TRANSAX's batch mode requires the least work from the user. It processes the data, producing output and reject files. Batch mode can process an ACME input file to produce a TRANSAX input file (steps 1-4 below) or a TRANSAX input file can be processed to produce the final .DBF output file (steps 5-7 below). NOTE: Batch mode should not be used if there are any MICAR rejects in the data.

The output from batch processing of the ACME input file can be used by the full interactive system.

1. Make sure the DOS prompt is currently in the <ACME> directory (Example: F:/SAMPLE/ACME).
 - A. To check to see if the current directory is the <ACME> directory, type CD and press {ENTER}. The current directory name will be displayed on the screen.
 - B. To change the current directory to the <ACME> directory, type CD \ACME and press {ENTER}.
2. Type the following: ACME [drive]:\[path]\[input filename].DBF /B
Press {ENTER}. This will cause the data to be processed by the ACME portion of ACME-PC.

[drive] The name of the disk drive containing the input file.
(Example: C:)

[path] The directory and any subdirectories containing the input file. (Example: \ACME\DATA\)

[input filename] The name of the input file. (Example: TEST1).

As an example, to run ACME-PC Batch Mode on the input file TEST1, type the following: ACME C:\ACME\DATA\TEST1.DBF /B

3. A progress bar will appear (see **Figure 2**) showing the number of records that have been processed by ACME.
4. When processing is finished, the DOS prompt will be re-displayed. The batch run of ACME will process the database (filename.DBF) file as well as ACME report

files (see **VIEWING ACME STATS** in the *PC-ACME/TRANSAX User's Guide* for instructions on how to view the results of ACME processing). It is strongly recommended that this report be checked to make sure that there were no rejects from the ACME processing. If there are rejects, they will need to be edited (see **EDITING MICAR REJECTS** in the *PC-ACME/TRANSAX User's Guide*).

5. Type the following: ACME [drive]:\[path]\[input filename].DBF /B
Press {ENTER}. This will cause the data to be processed by the TRANSAX portion of ACME-PC.

[drive] The name of the disk drive containing the input file.
(Example: C:)

[path] The directory and any subdirectories containing the input file. (Example: \ACME\DATA\)

[input filename] The name of the input file. (Example: TEST1).

As an example, to run ACME-PC Batch Mode on the input file TEST1, type the following: ACME C:\ACME\DATA\TEST1.DBF /B

6. A progress bar (**Figure 2**) will be displayed showing the number of records that have been processed by TRANSAX.
7. When the processing is finished, the DOS prompt will be re-displayed. The batch run of TRANSAX will produce a .DBF file (the TRANSAX output file) as well as a TRANSAX report file (see **VIEWING THE TRANSAX STATS** in the *PC-ACME/TRANSAX User's Guide* for instructions on how to view the results of TRANSAX processing).

APPENDIX A - NCHS STATE CODES

<u>Code</u>	<u>State</u>	<u>Abbrev.</u>	<u>Code</u>	<u>State</u>	<u>Abbrev.</u>
01	Alabama	AL	28	Nebraska	NE
02	Alaska	AK	29	Nevada	NV
03	Arizona	AZ	30	New Hampshire	NH
04	Arkansas	AR	31	New Jersey	NJ
05	California	CA	32	New Mexico	NM
06	Colorado	CO	33	New York	NY
07	Connecticut	CT	34	North Carolina	NC
08	Delaware	DE	35	North Dakota	ND
09	Dist. Columbia	DC	36	Ohio	OH
10	Florida	FL	37	Oklahoma	OK
11	Georgia	GA	38	Oregon	OR
12	Hawaii	HI	39	Pennsylvania	PA
13	Idaho	ID	40	Rhode Island	RI
14	Illinois	IL	41	South Carolina	SC
15	Indiana	IN	42	South Dakota	SD
16	Iowa	IA	43	Tennessee	TN
17	Kansas	KS	44	Texas	TX
18	Kentucky	KY	45	Utah	UT
19	Louisiana	LA	46	Vermont	VT
20	Maine	ME	47	Virginia	VA
21	Maryland	MD	48	Washington	WA
22	Massachusetts	MA	49	West Virginia	WV
23	Michigan	MI	50	Wisconsin	WI
24	Minnesota	MN	51	Wyoming	WY
25	Mississippi	MS	52	Puerto Rico	PR
26	Missouri	MO	53	Virgin Islands	VI
27	Montana	MT	54	Guam	GU
			55	New York City	YC*

* Code 55 is used for occurrence data only. When coding residence data on the demographic file, code 33 (New York) must be used.

APPENDIX B - MENU LISTING

Below is a full listing of all the Menu Options and their attendant Functions. Those Functions with hot keys have the hot key listed as well.

TABLE 1:	
Key Combination	Menu Option Accessed
{ALT-F}	File Menu Option
{ALT-E}	Edit Menu Option
{ALT-R}	Run Menu Option
{ALT-P}	Print/Reports Menu Option
{ALT-V}	View-Info Menu Option
{ALT-H}	Help Menu Option

MENU LISTINGS	
File	
{SHIFT-F8}	Import ACME Input Files
{F2}	Open Input File
{ALT-F2}	Create New Input File
{ALT-F4}	Close Input File
{SHIFT-F7}	Send Files To NCHS
{ALT-F7}	Backup All Files
{ALT-F8}	Restore From Backup
{ALT-D}	Set Data Path
{ALT-T}	Set Table Path
	Export TRANSAX Input File to ASCII
	Export TRANSAX Output File to ASCII
{ALT-X}	Exit
Edit	
{ALT-M}	Correct MICAR Rejects
{F9}	Correct ACME Reject Records
{ALT-I}	Edit ACME Input File
Run	
{F6}	Process ACME
{F7}	Process ACME Rejects
{F8}	Run TRANSAX
Print/Reports	
{ALT-F3}	Sequence Check
	Show/Print Micar Rejects
View-info	
	ACME Stats
	TRANSAX Stats
	Browse Input File
	Configuration
Help	
{F1}	Display Help Text
{ALT-F1}	About ACME

APPENDIX C - DICTIONARY OF TERMS USED

Since not everyone will be familiar with the terms used in these instructions, here is a brief glossary of some of the words.

- Certificate File - A file containing medical data from a batch of death certificates.
- Directory - A specific grouping of files on a disk. Also referred to as a subdirectory. The directory that will be used most with PC-ACME/TRANSAX will be the <ACME> directory, unless the DESTINATION PATH was changed during installation (see **Installation Instructions**, pg. 6).
- DOS - A Disk Operating System. DOS will be used only during the initial installation of the PC-ACME/TRANSAX files and when starting PC-ACME/TRANSAX (see **STARTING PC-ACME/TRANSAX** in the *PC-ACME/TRANSAX User's Guide*).
- Export - The steps used to copy a certificate file(s) from the <ACME/DATA> directory to another directory or disk.
- Extension - A 3-letter identifier at the end of a filename that identifies what type of file it is. For example: .EXE is an executable file, .DBF is a database file, and so forth.
- Filename - The name of a file on a disk. Example: ACME.EXE is made up of the filename ACME and extension .EXE.
- Import - The steps used to copy a certificate file into the <ACME/DATA> directory.
- Path - A combination of a drive, directory, and/or subdirectories. Example: C:\ACME\TABLES.
- Pick List - A list of items that can be selected (picked) by using the up and down arrow keys to highlight the desired item and then pressing {ENTER}.
- Subdirectory - See Directory above.

APPENDIX D - CONVENTIONS USED IN THIS MANUAL

As a rule, any commands that need to be entered while the user is running PC-ACME/TRANSAX will be given in the following format:

1. All of the actual typing and keys that need to be pressed will be given in all-caps (Example: type DIR and press {ENTER} to get a list of the files in the current directory).
2. Any information that the user needs to provide, such as filenames, will be requested in brackets (Example: TYPE [filename.ext] means that the user needs to type in the filename and its extension, like so: TYPE AA1991.DBF, without the brackets.)
3. When the word "press" appears in front of a word in all-caps, the user needs to press and release a particular key (Example: press and release {ESC} means press the ESC key and then release it). Also, the names of all keys will be given in braces {}.
4. Whenever two keys are named with a hyphen (-) connecting them, both keys are to be pressed at the same time and then released to perform the listed function. (Example: {CTRL-ENTER} = press and hold the {CTRL} and press the {ENTER} key. Then release them both.)
5. At times, references will be made to Menu Options or Functions of PC-ACME/TRANSAX. The following standards will be used in these cases:
 - A. Any word on the Menu Bar (the colored bar across the top of the screen) will be called a Menu Option. When the Menu Option is named in the text, it will be in bold letters (Example: To access the **File** Menu Option, press {ALT-F}).
 - B. Any option in a submenu (one of the pull down menus from the menu bar) will be called a menu Function or just Function (Example: To use the Input File Function, press {ALT-F} and use the arrow keys to highlight the **File** Menu Option. The **File** submenu will be displayed. Use the arrow keys again to highlight the Input File Function and press {Enter}).
6. All directory names will be marked by greater than and less than symbols (Example: The directory containing the PC-ACME/TRANSAX programs is the

<ACME> directory).

7. **** IMPORTANT **** Throughout this manual, the directory containing the PC-ACME/TRANSAX files will be called the <ACME> directory. The directory containing the PC-ACME/TRANSAX files can be changed during installation. See the **Installation Instructions** (pg. 6) in this manual for details on how to change the directory containing the PC-ACME/TRANSAX files.

APPENDIX E - ACME INPUT FILE FORMAT

Mortality Medical Data System ACME INPUT FILE FORMAT			
ASCII ACME input file format			
Variable	Beg Col	End Col	Description
Data Year	01	01	0-9 (Numeric) Last digit of Year of Death
Injury Place	02	02	0 - Home 1 - Farm 2 - Mine or Quarry 3 - Industrial Area 4 - Recreation/Sport Area 5 - Street or Highway 6 - Public Building 7 - Residential Institution 8 - Other Specified Place 9 - Unspecified Blank - Blank
Shipment Number	03	04	NCHS ID Information Numeric, 01-99
Certificate Number	05	10	6-digit number, padded with 0's on left
State Code	11	12	Numeric, refer to MICAR Instruction Manual Part 2g, Appendix A
Activity Code	13	13	NCHS ID information Numeric, 0-9, Blank
Lot Number	14	16	NCHS ID Information Numeric, 001-999

Mortality Medical Data System ACME INPUT FILE FORMAT			
Coder Status	17	17	Numeric, valid codes 0 - 9
Manual Underlying Cause	18	21	Input; blank if not coded
Intentional Reject	22	22	1-5, 9 or Blank. Refer to NCHS Instruction Manual Part 2b. (Incorrect use of this field will result in erroneous underlying cause codes.)
Entity-axis Codes	23	101	79 Positions; refer to Part 2b Instruction Manual
ACME System Reject Code	101	102	generated by MICAR & ACME; Code 1: MICAR100 reject Code 3: MICAR200 reject Code 2: ACME reject blank on ACME input record
State-Specific Data	103	120	Optional: Used for other information on the death certificate that states want to retain through the Mortality Medical Data System

APPENDIX F - ACME MESSAGE FILE FORMAT

Mortality Medical Data System ACME/TRANSAX MESSAGE FILE FORMAT			
ASCII message file format			
Variable	Beg Col	End Col	Description
State Code	01	02	Numeric State code, See MICAR Instruction Manual, 2g, Appendix A
Activity Code	03	03	NCHS ID Information Numeric, 0 - 4, 8, 9
Certificate Number	04	09	Numeric, 000001 - 999999
Shipment Number	10	11	NCHS ID Information Numeric, 01 - 99
Lot Number	12	14	NCHS ID Information Numeric, 001 - 999
Not Used	15	15	Blank
Sequence Number	21	21	Numeric, Computer generated
Type Record	22	22	2
Message Sequence Number	23	24	Numeric, generated by program. Sequences multiple message records for each detail record.
Reject Message	25	104	Maximum of 80 characters
Manual Underlying Cause	105	108	

Mortality Medical Data System ACME/TRANSAX MESSAGE FILE FORMAT			
Injury Place	109	109	Numeric, Injury Place Code 0: Home 1: Farm 2: Mine or Quarry 3: Place of Industry 4: Sport/Recreation Area 5: Street/Highway 6: Public Building 7: Residential Institution 8: Other Specified Place 9: Unspecified Blank: Blank/Unknown
Data Year	110	110	Numeric, last digit of data year
Coder Status	111	111	Numeric, 1 - 3
Reject Code	112	112	1-5, 9 or Blank
Filler	113	120	Blank

APPENDIX G - ACME OUTPUT FILE FORMAT

Mortality Medical Data System ACME OUTPUT FILE FORMAT			
ASCII ACME output file format			
Variable	Beg Col	End Col	Description
Data Year	01	01	0-9 (Numeric) Last digit of Year of Death
State Code	02	03	Numeric, see MICAR Instruction Manual 2g, Appendix A
Activity Code	04	04	NCHS ID information Numeric, 0 - 4, 8, 9
Certificate Number	05	10	6-digit number, padded with 0's on left
Shipment Number	11	12	NCHS ID Information Numeric, 01-99
Lot Number	13	15	NCHS ID Information Numeric, 001-999
Coder Status	16	16	Numeric: Valid codes 0 - 9
Sequence Number	17	22	Generated by ACME
ACME System Reject Code	23	23	generated by MICAR & ACME; Code 1: MICAR100 reject Code 3: MICAR200 reject Code 2: ACME reject blank on ACME input record
Intentional Reject	24	24	1-6, 9 or Blank

Mortality Medical Data System ACME OUTPUT FILE FORMAT			
ACME/Manual UC Comparison	25	25	Generated by ACME 1 - if different 0 - if same blank - manual UC blank
Manual Underlying Cause	26	29	Input; blank if not coded
ACME Underlying Cause	30	33	ACME selected underlying cause
Injury Place	34	34	0 - Home 1 - Farm 2 - Mine or Quarry 3 - Industrial Area 4 - Recreation/Sport Area 5 - Street or Highway 6 - Public Building 7 - Residential Institution 8 - Other Specified Place 9 - Unspecified Blank - Blank

Mortality Medical Data System ACME OUTPUT FILE FORMAT			
Entity-axis Codes Fixed format condition codes with placement indicators	35	174	<p>Maximum of 20 codes 7 positions each: format for each 7 positions:</p> <p>1st position: for part/line number: 1 = Part I, line a 2 = Part I, line b 3 = Part I, line c 4 = Part I, line d 5 = Part I, line e 6 = Part II</p> <p>2nd position for sequence within line (1 - 8 maximum number codes per line)</p> <p>3rd - 6th position for condition codes: (a) remove & before code (b) Codes with leading "(" converted to 8 as leading digit (c) Codes with leading ")" converted to 9 as leading digit</p> <p>7th position for nature of injury flag: 1 - Nature of Injury Code 0 - Otherwise</p>
State Specific Data	175	192	Optional Any information entered through PC-MICAR or Super-MICAR for state use only
No longer used by system	193	209	Blank
Filler	210	215	Blank

APPENDIX H - TRANSAX INPUT FILE FORMAT

MICAR MEDICAL DATA SYSTEM TRANSAX INPUT FILE FORMAT			
ASCII TRANSAX input file format			
Variable	Beg Col	End Col	Description
Data Year	1	1	0-9 (Numeric) Last digit of Year of Death
State Code	2	3	Numeric, see MICAR Instruction Manual 2g, Appendix A
Activity Code	4	4	NCHS ID information Numeric 0 - 4, 8, 9
Certificate Number	5	10	6-digit number, padded with 0's on left
Shipment Number	11	12	NCHS ID Information Numeric, 01 - 99
Lot Number	13	15	NCHS ID Information Numeric, 001 - 999
Coder Status	16	16	Numeric: Valid codes 0 - 9
Sequence Number	17	22	Generated by ACME
ACME System Reject Code	23	23	generated by MICAR & ACME; Code 1: MICAR100 reject Code 3: MICAR200 reject Code 2: ACME reject blank on ACME input record
Intentional Reject	24	24	1-6, 9 or Blank
ACME/Manual UC Comparison	25	25	Generated by ACME 1 - if different 0 - if same blank - manual UC blank

MICAR MEDICAL DATA SYSTEM TRANSAX INPUT FILE FORMAT			
Manual Underlying Cause	26	29	Input; blank if not coded
ACME Underlying Cause	30	33	ACME selected underlying cause **This field should be in state master record.
Injury Place	34	34	0 - Home 1 - Farm 2 - Mine or Quarry 3 - Industrial Area 4 - Recreation/Sport Area 5 - Street or Highway 6 - Public Building 7 - Residential Institution 8 - Other Specified Place 9 - Unspecified Blank - Blank **This field should be in state master record

MICAR MEDICAL DATA SYSTEM TRANSAX INPUT FILE FORMAT			
Entity-axis Codes Fixed format condition codes with placement indicators	35	174	<p>Maximum of 20 codes 7 positions each: format for each 7 positions:</p> <p>1st position: for part/line number: 1 = Part I, line a 2 = Part I, line b 3 = Part I, line c 4 = Part I, line d 5 = Part I, line e 6 = Part II</p> <p>2nd position for sequence within line (1 - 8 maximum number codes per line)</p> <p>3rd - 6th position for condition codes: (a) remove & before code (b) Codes with leading "(" converted to 8 as leading digit (c) Codes with leading ")" converted to 9 as leading digit</p> <p>7th position for nature of injury flag: 1 - Nature of Injury Code 0 - Disease or External Cause of Injury</p> <p>**This field will be used for some data retrieval requests</p>
State-Specific Data	175	192	Optional Any information entered through PC-MICAR or Super-MICAR for state use only
No longer used by system	193	209	Blank

MICAR MEDICAL DATA SYSTEM TRANSAX INPUT FILE FORMAT			
TRANSAX conversion flag	210	210	<p>generated by TRANSAX</p> <p>3 Conversion using non-ambivalent table entries.</p> <p>4 Conversion using ambivalent table entries</p> <p>5 Duplicate entity-axis codes deleted, no other action involved.</p> <p>6 Artificial code conversion, no other action involved.</p> <p>Blank: no action</p>
Record-axis codes Fixed format condition codes - without placement indicators	211	310	<p>Maximum of 20 codes 5 positions each: format for each 5 positions:</p> <p>1st - 4th position for ICD-9 code:</p> <p>(a) remove & before code</p> <p>(b) Codes with leading "(" converted to 8 as leading digit</p> <p>(c) Codes with leading ")" converted to 9 as leading digit</p> <p>5th position for nature of injury flag:</p> <p>1 - Nature of Injury Code</p> <p>0 - Disease or External Cause of Injury</p> <p>**This field will be used for most data retrieval requests</p>

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