

PC-ACME/TRANSAX

1996 Version

User's Guide

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 World Health Organization (WHO) rules to the ICD codes and selects an underlying cause of death (see Parts 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 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

¹ Mortality Medical Indexing, Classification, And Retrieval

² Automated Classification of Medical Entities

³ TRANSlation of Axis

MICAR rejects editor which also permits entry of ACME input records as well as an ACME rejects editor which permits interactive review of the messages generated by ACME.

Who This Manual Is For

This manual is intended for anyone who will be using PC-ACME/TRANSAX. It is organized on the assumption that the user has little familiarity with PC-ACME/TRANSAX. The user must be knowledgeable of NCHS multiple cause-of-death coding rules. The user's primary duty is to use PC-ACME/TRANSAX to process multiple cause codes and, where necessary, edit the codes so that there are no errors in the processing. Therefore, the subjects in this manual are arranged so that the user can start processing data after the system has been installed.

Changes in 1995

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** in the *PC-ACME/TRANSAX System Manager's Manual*).
6. Added ability to import ASCII files and convert them to database (.DBF) files (see **Importing Files**, pg. 11).

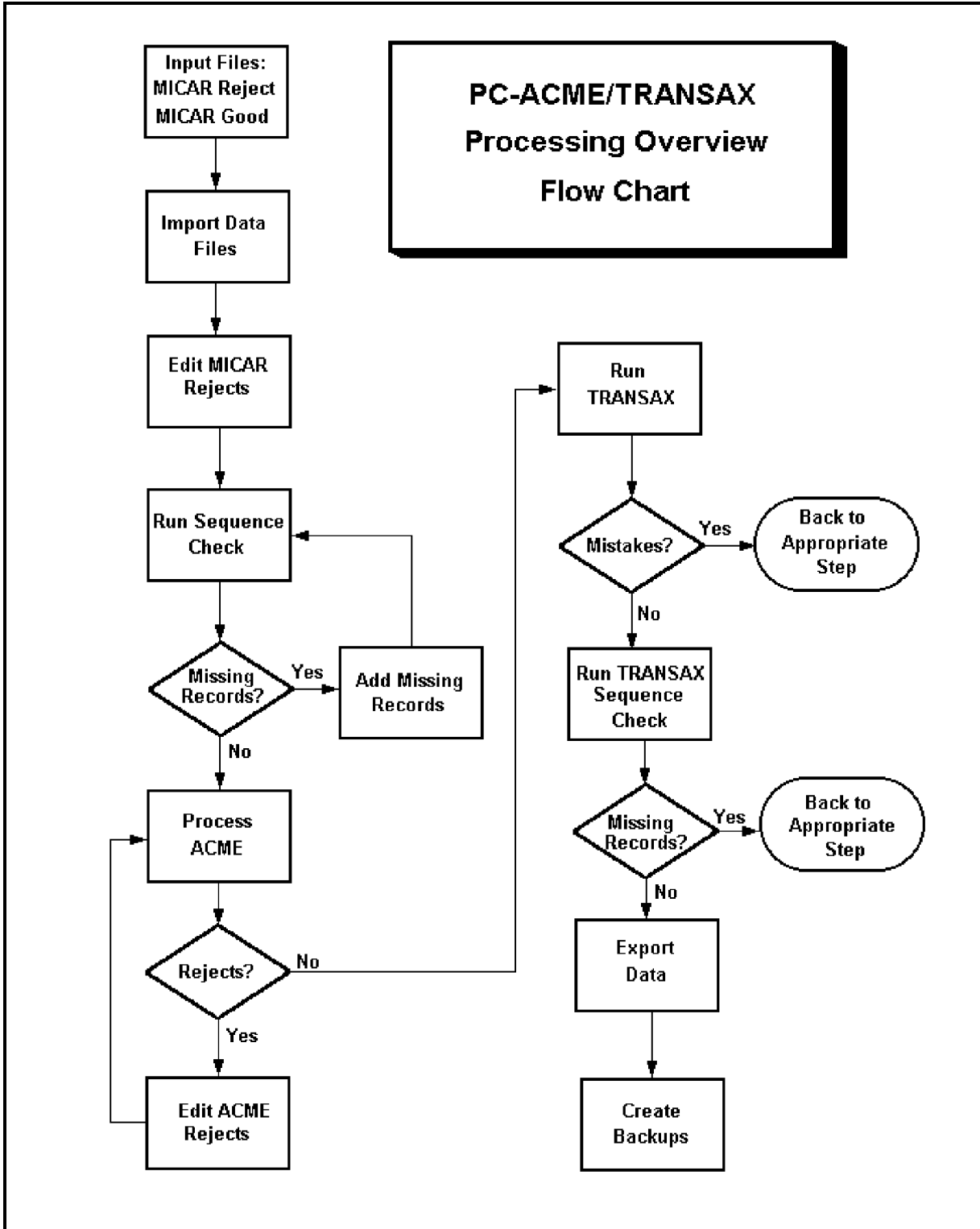
OVERVIEW

Basic Steps

Below is a general procedure giving the order to use PC-ACME/TRANSAX's Menu Options and Functions. It may be necessary at times to alter the overall process. In these cases, contact the supervisor. A flow chart to illustrate the overall process has been provided at the end of this section.

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**, pg. 11).
2. Create a new data file or open a data file for processing. (**Creating a New Input File**, pg. 14; **Opening an Input File**, pg. 15).
3. Micar rejects may be printed out before coding (see **VIEWING MICAR REJECTS**, pg. 17).
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**, pg. 19).
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**, pg. 22).
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**, pg. 28).
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**, pg. 30).

8. View ACME stats. The results of the processing need to be viewed to determine if any records have been rejected. (**VIEWING ACME STATS**, pg. 31).
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**, pg. 33).
10. Re-process ACME Rejects. If any ACME rejects were edited, they will need to be re-processed. (**PROCESSING AN ACME FILE**, pg. 30).
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**, pg. 38).
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**, pg. 39).
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 in the *PC-ACME/TRANSAX System Manager's Manual* under **SENDING FILES TO NCHS**.
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**, pg. 41).
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 over again. (**ENDING A SESSION WITH PC-ACME/TRANSAX**, pg. 45).



THE MENU SYSTEM

Quick List of Menu Options

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

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

Using the ACME/TRANSAX Menu System

PC-ACME/TRANSAX Functions are available through a drop-down menu system. The menu system allows the user to select Functions to perform and to move from task to task quickly and easily. Unlike the menu lists available through other types of software, PC-ACME/TRANSAX uses a menu system that allows options to be selected from the menu even when another function is active. This allows users to select Functions more quickly, without having to exit their way 'back up the tree' before they can select another function.

There are two ways to access the menu:

ALT-X: Simultaneously pressing the {ALT} key and the highlighted letter key of a main menu item will display the drop-down menu for that item. (The Alt keys for each menu option are listed in Table 1.) Then use the up and down arrow keys to highlight an item on the menu. Press {ENTER} to select the option. Use the left and right arrow keys to open submenus for other main menu options. Pressing {ESC} from a dropped-down menu closes the menu. Pressing {ESC} from the main menu will exit PC-ACME/TRANSAX.

HotKey: Many of the Functions in the menus have an associated hotkey. The hotkey assignments are shown on the drop-down menus and are listed in Table 2.

Pressing a hotkey will immediately access the associated function. (For example, pressing {F2} will select the Open Input File Function.) Hotkeys are the fastest, easiest way to move around PC-ACME/TRANSAX. As users become familiar with PC-ACME/TRANSAX, they will find the hotkeys easier to use.

To select a Function from a drop-down menu, either use the up and down arrow keys to highlight an option or press the option's selection letter. The selection letter is displayed in red (on color monitors) or highlighted (on monochrome monitors). Pressing the selection letter will move the highlight bar to the selected option.

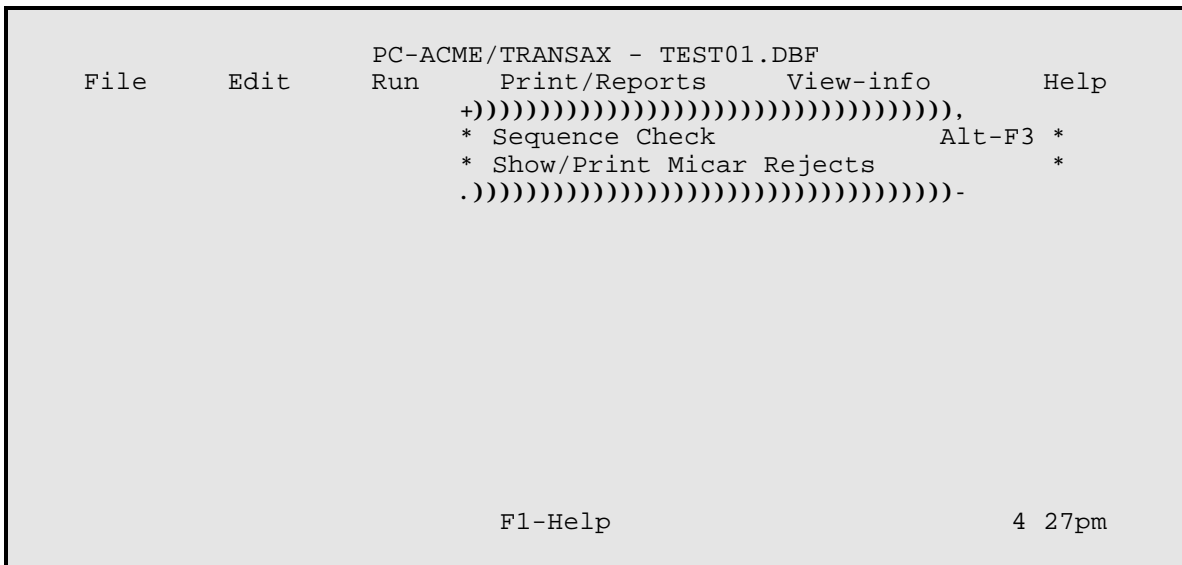


Figure 1: The **Print/Reports** submenu.

Figure 1 gives an example of the **Print/Reports** Menu Option and its Functions.

Not all Functions are available at all times. In order to prevent users from selecting Functions that should not be accessed during a particular process, the menu system will make certain Functions available (active) or unavailable (inactive). On color monitors, the active options are shown in black while inactive options are shown in gray. On monochrome monitors, inactive options do not have a highlighted selection letter. When an option is inactive, it cannot be selected (the highlight bar will skip over that item and its hotkey will not function).

GETTING STARTED

Starting ACME/TRANSAX

PC-ACME/TRANSAX allows the user to edit certificate data and correct errors. This manual deals with correcting and processing an ACME input file and then processing the ACME output using TRANSAX. To start PC-ACME/TRANSAX, do the following:

1. Make sure that the DOS prompt is currently in the <ACME> directory (Example: C:\ACME or F:\SYSTEM\ACME).
 - A. To make sure 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, contact the System Manager.
2. To start PC-ACME/TRANSAX, type ACME and press {ENTER}.
3. A window will be displayed telling the user the maximum number of records that can be processed with the existing hard drive space. Press {ENTER} to continue, or press {N} to exit PC-ACME/TRANSAX and return to the DOS prompt.

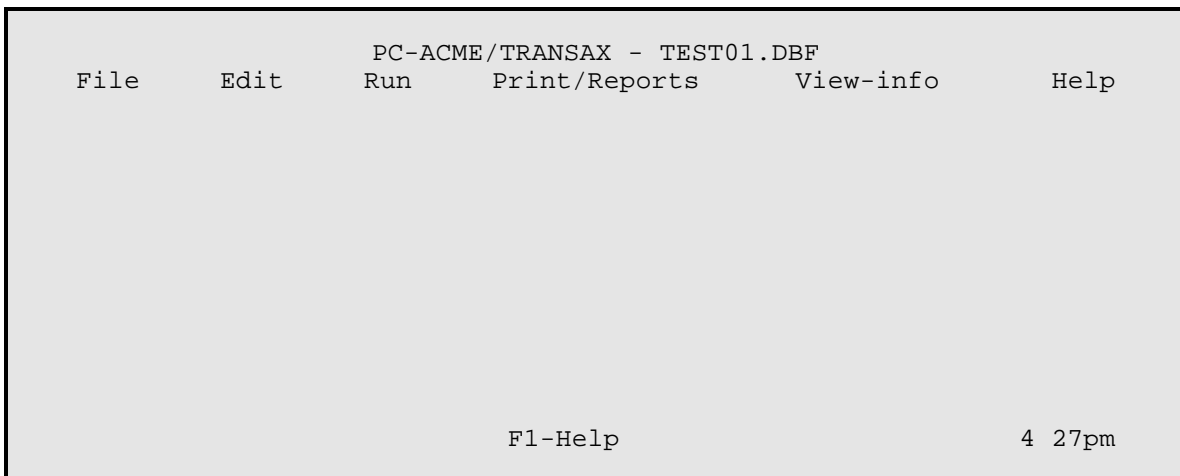


Figure 2: The main screen with the Menu Bar and Menu Options.

4. The main screen (**Figure 2**) will be displayed. Refer to the **Accessing The Menu**

Bar (pg. 7) section of this manual for more details on the main screen and the Menu Bar.

When the main screen appears, PC-ACME/TRANSAX is ready to begin.

About the Main Screen

The main screen of PC-ACME/TRANSAX has several useful features:

1. At the top of the main screen will be the title. This line will also show the filename of any open certificate file (see).
2. The second line of the screen holds the menu bar. The menu bar has several words on it, called Menu Options. Each Menu Option has several Functions that can be used. See **Using the ACME/TRANSAX Menu System** (pg. 8) for more details.
3. At the bottom of the screen is a bar displaying some useful information:
 - A. In the center, a not appears about the {F1} key. The {F1} key will display PC-ACME/TRANSAX's online Help feature. This will give brief instructions about whatever part of PC-ACME/TRANSAX is currently being used.
 - B. In the lower right corner is a clock showing the current time.

Importing Files

The following actions must have already been performed before files can be imported:

All open files must be closed (**CLOSING A FILE**, pg. 44).

ASCII files may need to be imported into PC-ACME/TRANSAX after they've been processed by MICAR100/200. These data files will usually be on a floppy disk or in another directory on the computer. Importing copies the selected files into the <ACME\DATA> directory.

1. Press {ALT-F} to select the **File** Menu Option.
2. Use the up and down arrow keys to highlight the Import ACME Input Files

Function and press {ENTER}.

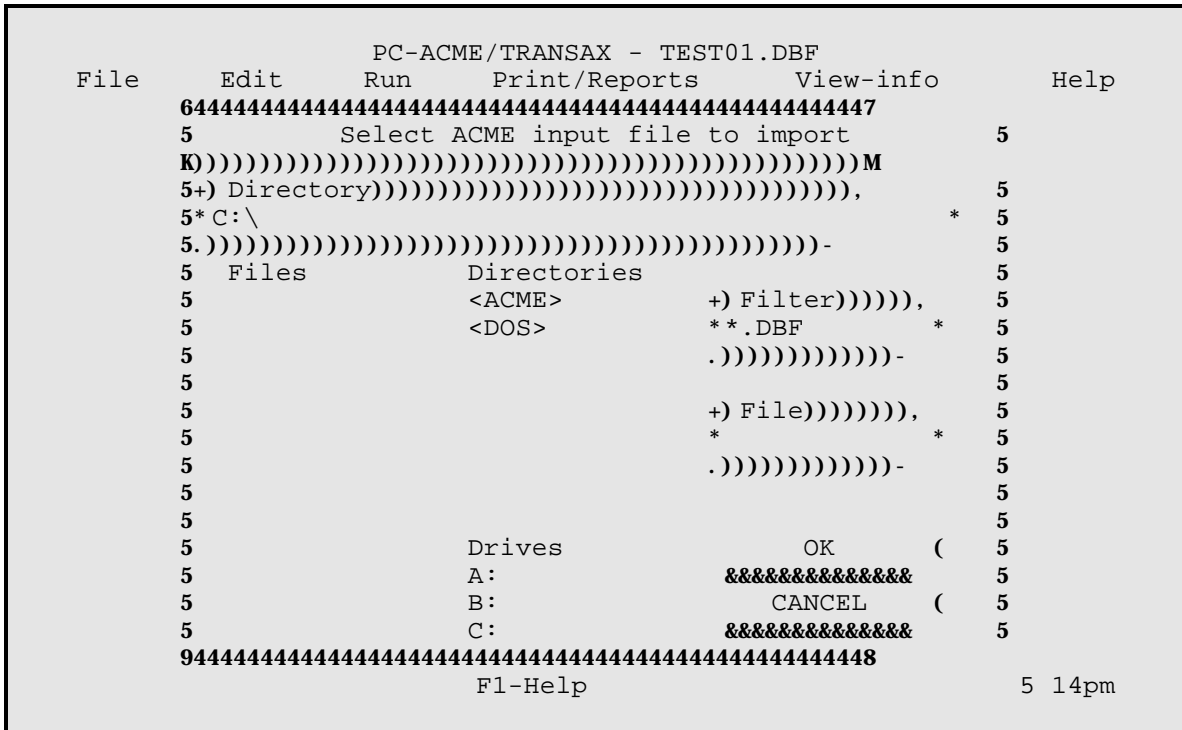


Figure 3: A file selection window.

3. A file selection window (see **Figure 3**) will be displayed.
4. 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

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. NOTE: If the Pick List is empty, it cannot be accessed. In this case, select a new drive or a new directory.
 - 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. If a file with the same name already exists in the <ACME/DATA> directory, a message window will be displayed. To overwrite the file in the <ACME/DATA> directory, press {ENTER}. To cancel the import and return to the file selection window, press {C}.
8. Once a valid file has been selected it will be imported into the <ACME\DATA> directory. A progress bar (see **Figure 4**) will be displayed showing what percentage of the file has been imported. When the import is complete, a message will be displayed. Press {ENTER}. The main screen will be re-displayed.


```

+))))))))))))))))))))))))))))))))))))))))))))))))))))))))))
*          Processing ACME Batch TEST1.DBF ...                      *
/))))))))))))))))))))))))))))))))))))))))))))))))))))))))))1
*          Record 66                                               *
*                                                                 *
*          37%                                                       *
* $$$$$$$$$$$$$$$$$$"""""""""""""""""""""""""""""""""""""""" *
* 0          Estimated time remaining: 00:00:05           100 *
.)))))))))))))))))))1    Press Esc to stop /))))))))))))))))-
    
```

Figure 4: A bar graph showing the progress of file processing.

9. Repeat steps 1-8 above as often as necessary to import the data files. When all of the desired files have been imported, press the {ESC} key to re-display the main screen.
10. The last file to be imported will be open for processing.

Creating a New Input File

A new ACME input file can be created by following the steps below. Remember, the maximum number of records in a file is determined by the amount of free space on the hard drive.

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 Create New Input File Function and press {ENTER}.

```

+))))))))))))))))))))))))))))))),
*      Create New Input File      *
/))))))))))))))))))))))))))))))1
* Enter file name:                .DBF *
.))))))))))))))))))))))))))))))-

```

Figure 5: Type in a new filename to create a new input file.

3. A window will be displayed asking for a filename (**Figure 5**). Type in a valid filename of up to 8 characters (Example: TEST1) and press {ENTER}. DO NOT type in an extension. The extension will be automatically added by PC-ACME/TRANSAX.

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] for filenames when processing MICAR data from states, where:

- ss - 2 character state abbreviation (see **APPENDIX A**, pg. 46, 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.

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

4. The file will be created. The main screen will be re-displayed with the newly created filename at the top. The input file is open and ready. See **How To Enter Header Information** (pg. 22) section of this manual for instructions on entering header information and certificate data into the new input file.

Opening an Existing Input File

The ACME input file is a file containing ICD codes. The file will be processed through both ACME and TRANSAX. If an input file has just been created (using **Creating a New Input File**, pg. 14), that is the file that will be open. If PC-ACME/ TRANSAX was exited

with a file still open, that file will be open when PC-ACME/ TRANSAX is restarted. To open a different input file, follow the instructions below:

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 Open Input File Function and press {ENTER}.
3. A file selection window (see **Figure 6**) will be displayed.
4. The following fields will be displayed on the file selection window. The user will have access to only the Pick List of Files, OK, and CANCEL fields.

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

5. To select a file from the Pick List of Files for processing, do the following. NOTE: If the Pick List is empty, it cannot be accessed. In this case, select a new drive or a new directory.
 - 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. The list will scroll up or down to display additional files.
 - C. Press {ENTER}. The highlighted file will be selected. The main menu and Menu Bar will be re-displayed.
6. Once a valid file has been selected, the main screen with the Menu Bar will be re-displayed, and the name of the selected file will be displayed at the top of the screen. (Example: At the top of **Figure 6** is the filename of the selected file.)
7. The file is now open and ready for use.

VIEWING MICAR REJECTS

Before MICAR rejects can be viewed, the following actions must have already been performed:

Opening a file (**Creating a New Input File**, pg. 14, or **Opening an Existing Input File**, pg. 15).

It is recommended that the MICAR rejects file be viewed and/or printed before any editing is performed. It can be viewed and printed by following the directions below:

1. From the main screen, press {ALT-P} to select the **Print/Reports** Menu Option.
2. Use the up and down arrow keys to highlight the Show/Print Micar Rejects Function and press {ENTER}.
3. A progress bar will be displayed while the file is being formatted for viewing. When the formatting is finished, press {ENTER}.

```
+))))))))))))))))))))))))))))))))))))))))))))))))))))))))),
*MICAR:  RESULTING ACME INPUT                                PAGE: 1  *$*
*                                                *$*
* STATE NAME:  C:\MICAR\TEST1.MRJ                            *$*
* STATE CODE:  99                                           *$*
*                                                *$*
*                ACME ACME INT                                *$*
* ST  RA  CERT_#  REJ  UC  REJ  PI  MULT  CAUSE  *$*
* 99   6   000004    3          )960 8781 42*$*
*                                                *$*
* 99   6   000015    3          5579 5570/79*$*
*                                                *$*
* 99   6   000021    3          7997          *$*
*                                                *$*
* 99   6   000055    3          5939/5789/79*$*
*                                                *$*
* 99   6   000056    3          5990*7997  *$*
*                                                *$*
*                                                * v *
.))))) - Press ESC to close window.)))))2)-
1 of appx. 1010                                         10:30a
```

Figure 6: The MICAR rejects file.

4. A report window (see **Figure 6**) will be displayed.

5. Use the {PgUp},{PgDn}, left and right arrow keys to scroll through the report. To exit the report press the {ESC} key.
6. A window will be displayed, asking if the user wishes to print the report.
 - A. To print the report, press {Y}. A print in progress window will be displayed. If ACME/TRANSAX is unable to print the report, an error message will be displayed.
 - B. To abort the printing, press {N}.
7. The main screen will be re-displayed.

3. A progress bar (see **Figure 4**) will be displayed showing what percentage of the rejected records have been loaded.
4. When all the rejects have been loaded, the Edit Rejected Records screen (see **Figure 7**) will be displayed.
5. **Table 3** below lists the keys used on the Edit Rejected Records screen and their functions.
6. Use the keys described in **Table 3** to go through the rejected records and make corrections. Specific instructions for correcting MICAR reject records are given in **APPENDIX E**, pg. 53.

Table 3: Editor Keys	
Keys	Function
{ALT-F9}	Save records and exit.
{ALT-D}	Delete record.
{ALT-T}	Transpose cells.
{CTRL-BACKSPACE}	Delete line.
{CTRL-D}	Delete cell.
{CTRL-END}	Move cursor to Part II.
{CTRL-ENTER}	Insert line.
{CTRL-HOME}	Move cursor to first cell.
{CTRL-PgDn}	Display last record in file.
{CTRL-PgUp}	Display first record in file.
{CTRL-W}	Clear cell.
{CTRL-Z}	Save records and exit.
{ENTER}	Move cursor to next cell.
{ESC}	Exit without saving changes.
{F1}	Display Help window.
{F5}	Search for certificate #.

{F9}	Search for a specific certificate number.
{PgDn}	Display next record. Add record if used on the last record in the file
{PgUp}	Display previous record.
{SHIFT-TAB}	Move cursor to previous cell.
{TAB}	Move cursor to next cell.
{↑}	Move cursor to the previous row.
{↓}	Move cursor to the next row.

7. When the corrections are finished, press {ALT-F9} or {CTRL-Z} to save the changes. A message window will be displayed asking to confirm that all of the records have been edited.
 - A. To merge the corrected records with the ACME input file, press {Y}. A progress bar (see **Figure 4**) will be displayed showing what percentage of records have been saved.

WARNING: If the user presses {Y} to merge the edited records with the input file, the user will not be able to use this function to re-edit MICAR rejects. Any further corrections to the MICAR rejects will have to be made using the Editing ACME input records Function (see **EDITING AN ACME INPUT FILE**, pg. 22).

- B. To exit the Correct MICAR Rejects Function without merging the rejects, press {N}.
9. When all the records have been saved, the main screen will be re-displayed.

EDITING AN ACME INPUT FILE

Before an ACME input file can be edited, the following actions must have already been performed:

Opening a file (**Creating a New Input File**, pg. 14, or **Opening an Existing Input File**, pg. 15).

Some input files will need to be edited. This includes making changes to certificates in the file as well as adding new certificates to a file. Use the instructions below to access the Edit ACME Input File Function. If the file is new, the header information (**How To Enter Header Information**) will need to be entered. Adding new certificates (**How To Add Certificates**) and editing existing certificates (**How To Edit ACME Certificates**) also have their own headings in this section.

1. From the main screen, press {ALT-E} to select the **Edit** Menu Option.
2. Use the up and down arrow keys to highlight the Edit ACME Input File Function and press {ENTER}. A file must be open to use this Function.
3. If the file is a new file (created using the instructions in **Creating a New Input File**, pg. 14), a window will be displayed for the header information (see **How to Enter Header Information** below). Otherwise a certificate screen (see **Figure 9**) will be displayed and new certificates can be added (see **How To Add ACME Certificates**, pg. 24) or edited (see **How To Edit ACME Certificates**, pg. 25).

How To Enter Header Information

Before header information can be edited, the following actions must have already been performed:

Opening a file (**Creating a New Input File**, pg. 14, or **Opening an Existing Input File**, pg. 15).

If a new file has been created, header information will need to be entered. This information is constant data that will be duplicated for each record in the file. Follow the instructions below to enter the header information.

1. A window will be displayed (see **Figure 8**).

2. The following fields will be in the window. The header information will be the same for each record in the file. Fill in the appropriate header information as follows:

- Shipment** - A 2-digit number from 01-15 commonly used to indicate the receipt month or processing month.
- Lot #** - A 3-digit number from 000-999. Some states will use "book number."
- Data Year** - The last digit for the year of the death certificate (Example: 1991 = 1, 1997 = 7).
- State Code** - A number identifying the state from which the death certificate originates. (The states codes are listed in **APPENDIX A**, pg. 46.)
- Coder Status** - A number from 0-9 used to identify the status of the coder; can also be used to identify individual coders.

```

+))))))))))))))))))))))))))))))))))))))))))))))))))))))))),
*                               Header Information Window                               *
/))))))))))))))))))))))))))))))))))))))))))))))))))))))))1
*
* Shipment number:                               *
*
* Lot number.....:                               *
*
* Data year.....:                               *
*
* State code.....:                               *
*
* Coder status...:                               *
*
*   Enter header information.  Press Esc to cancel  *
*
.)))))))))))))))))))))))))))))))))))))))))))))))))))))))))-
    
```

Figure 8: A screen for entering header information.

Example: Codes for a batch of certificates being processed for data year 1987, from the State of Alaska, with lot number 303, shipment 02, and coder status is the production coder would have the following entries: **Shipment 02, Lot #**

303, Data Year 7, State Code 02, Coder Status 1.

3. After the header information has been entered, the Edit ACME Input screen (**Figure 9**) will be displayed. See **How to Add Certificates** for instructions on adding certificates to a file.

WARNING: If no certificates are saved (using either {CTRL-Z} or {ALT-F9}), the header information will be lost.

How To Add Certificates

Before certificates can be added to an ACME input file, the following actions must have already been performed:

Opening a file (**Creating a New Input File**, pg. 14, or **Opening an Existing Input File**, pg. 15).

The Certificate Information Screen must be displayed (see **EDITING AN ACME INPUT FILE**, pg. 22).

The maximum number of certificates that can be entered is determined by the amount of free space on the hard drive. An estimate of the number of certificates that can be added is given when ACME is first started.

1. The Edit ACME Input File screen (**Figure 9**) will be displayed. If there is a different screen displayed, contact the System Manager for instructions.
2. Use the {CTRL-PgDn} key to move to the last record in the file. Press {PgDn}.
3. A message window will appear asking if the user wishes to add a new record.
 - A. To add a new record, press {Y}.
 - B. To exit the add records function, press {N}. This will re-display the Edit ACME Input File screen (see **Figure 9**).

Opening a file (**Creating a New Input File**, pg. 14, or **Opening an Existing Input File**, pg. 15).

The Certificate Information Screen must be displayed (see **EDITING AN ACME INPUT FILE**, pg. 22).

1. **Table 4** below lists the keys used on the Edit ACME Input File screen and their functions.
2. Use the keys described in **Table 4** to go through the records and make corrections.

Table 4: Edit ACME Input File Keys	
Keys	Function
{ALT-F9}	Save records and exit.
{ALT-D}	Delete record.
{ALT-T}	Transpose cells.
{CTRL-BACKSPACE}	Delete line.
{CTRL-D}	Delete cell.
{CTRL-END}	Move cursor to Part II.
{CTRL-ENTER}	Insert line.
{CTRL-HOME}	Move cursor to first cell.
{CTRL-PgDn}	Display last record in file.
{CTRL-PgUp}	Display first record in file.
{CTRL-W}	Clear cell.
{CTRL-Z}	Save records and exit.
{ENTER}	Move cursor to next cell.
{ESC}	Exit without saving changes.
{F1}	Display Help window.
{F5}	Search for certificate #.

{PgDn}	Display next record. Add record if used on the last record in the file
{PgUp}	Display previous record.
{SHIFT-TAB}	Move cursor to previous cell.
{TAB}	Move cursor to next cell.
{↑}	Move cursor to the previous row.
{↓}	Move cursor to the next row.

3. Use the keys in **Table 4** to edit the ACME input file.
4. When the corrections are finished, press {ALT-F9} or {CTRL-Z} to save the changes. A progress bar will be displayed showing what percentage of the certificates have been saved.
5. When all the records have been saved, the main screen will be re-displayed.

- B. Type in the new certificate number.
5. To begin the sequence check, press {ENTER} until a progress bar is displayed.
 6. A progress bar (see **Figure 4**) will be displayed showing the percentage of the sequence check that has been completed.
 7. When the sequence check is finished, a message will be displayed. Press {ENTER}.
 8. A report window (see **Figure 11**) will be displayed showing the results of the sequence check. Use the {PgUp} and {PgDn} keys to scroll through the report. To exit the report press the {ESC} key.

```

+))))))))))))))))))))))))))))))))))))))))))))))))))))))))0),
* CHECKLIST FOR SHIPMENT C:\ACME\DATA\TEST1.DBF      *▲*
*                                                     *$*
* Beginning Certificate Number:      112602           *"*
* Ending Certificate Number:         115400           *"*
* Total Expected Records:            2799            *"*
*                                                     *"*
*                                                     *"*
*                                                     *"*
* 112603                             MISSING         *"*
*                                                     *"*
* 112626 - 112627                     MISSING         *"*
*                                                     *"*
* 112630 - 112631                     MISSING         *"*
*                                                     *▼*
.)))))))))))))-   Press ESC to continue .))))))))2)-

```

Figure 11: An ACME sequence check report.

9. A red window will be displayed, asking if the user wishes to print the report.
 - A. To print out the report, press {Y}. If PC-ACME/TRANSAX is unable to print the report, an error message will be displayed. Press {ENTER} to return to the main screen.
 - B. To cancel the print request and re-display the main screen, press {N}.

PROCESSING AN ACME FILE

Before processing can be done, the following actions must have already been performed:

Opening a file (**Creating a New Input File**, pg. 14, or **Opening an Existing Input File**, pg. 15).

MICAR rejects must be edited (**EDITING MICAR REJECTS**, pg. 19).

1. From the main screen, press {ALT-R} to select the **Run** Menu Option.
2. Use the up and down arrow keys to highlight the Process ACME Function and press {ENTER}.
3. A red message window will be displayed saying that the ACME tables are being loaded into memory.
4. After the tables are loaded, a progress bar (see **Figure 4**) will be displayed showing the number of records that have been processed. Processing can be halted by pressing the {ESC} key.
5. When processing is finished, a message window will be displayed.
6. Press {ENTER} to return to the main screen.

VIEWING ACME STATS

Before ACME stats can be viewed, the following actions must have already been performed:

Opening a file (**Creating a New Input File**, pg. 14, or **Opening an Existing Input File**, pg. 15).

MICAR rejects must be edited (**EDITING MICAR REJECTS**, pg. 19).

The file must be processed (**PROCESSING AN ACME FILE**, pg. 30).

After the ACME input file has been processed, the statistics of the processing should be viewed to check for any discrepancies.

1. From the main screen, press {ALT-V} to select the **View-Info** Menu Option.

```

+)))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))),
*          PC-ACME Statistics for TEST1.DBF                               *
/)))))))))))))))))))))))))))))))))))))))))))))))))))))))))))0)1
*                                                                 *▲*
*          STATISTICAL SUMMARY FOR ACME CYCLE                          *$*
*                                                                 *$*
*ACME RUN ON....: 08/08/95                                           ***
*INPUT FILE NAME.: TEST1.DBF                                         ***
*OUTPUT FILE NAME: TEST1.DBF                                         ***
*                                                                 ***
*          NUMBER                                                    ***
*          OF RECORDS                                                PERCENT                               ***
*                                                                 ***
*TOTAL RECORDS                2473                100.00%          ***
*                                                                 ***
*REJECTED RECORDS              0                    0.00%          ***
*  INVALID M/C DATA OR FORMAT  0                    0.00%          ***
*  REJECT 5                     0                    0.00%          ***
*  REJECT 9                     0                    0.00%          *▼*
/)))))))))))))))))))))))))))))))))))))))))))))))))))))))))))2)1
* <$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$"$$$ *
.))))))))))))))))))))))))-   Press Esc to quit.)))))

```

Figure 12: The ACME Stats window.

2. Use the up and down arrow keys to highlight the ACME Stats Function and press {ENTER}.

3. The statistics report (see **Figure 12**) will be displayed. Use the {PgUp} and {PgDn} keys to scroll up and down through the report. Use the right and left arrow keys to move the window horizontally through the report.
4. After viewing the report, press the {ESC} key.
5. A red window will be displayed, asking if the user wishes to print out the report.
 - A. To print out the report, press {Y}. The main screen will be re-displayed. If PC-ACME/TRANSAX is unable to print the report, an error message will be displayed.
 - B. To cancel the print request, press {N}. The main screen will be re-displayed.

EDITING ACME REJECTS

Before ACME rejects can be edited, the following actions must have already been performed:

Opening a file (**Creating a New Input File**, pg. 14, or **Opening an Existing Input File**, pg. 15).

MICAR rejects must be edited (**EDITING MICAR REJECTS**, pg. 19).

The file must be processed (**PROCESSING AN ACME FILE**, pg. 30).

ACME is designed to reject records with invalid format and/or codes, intentional reject codes 5 and 9, and records that can be assigned only a conditional underlying cause of death. These rejects will need to be edited and re-processed (see **PROCESSING AN ACME FILE**, pg. 30). The screens displayed and the keys used for Editing ACME rejects are the same used for editing MICAR rejects (see **EDITING MICAR REJECTS**, pg. 19). **Table 5** provides a list of keys and their functions. Reject messages generated by ACME are also readily available for review (see step 7).

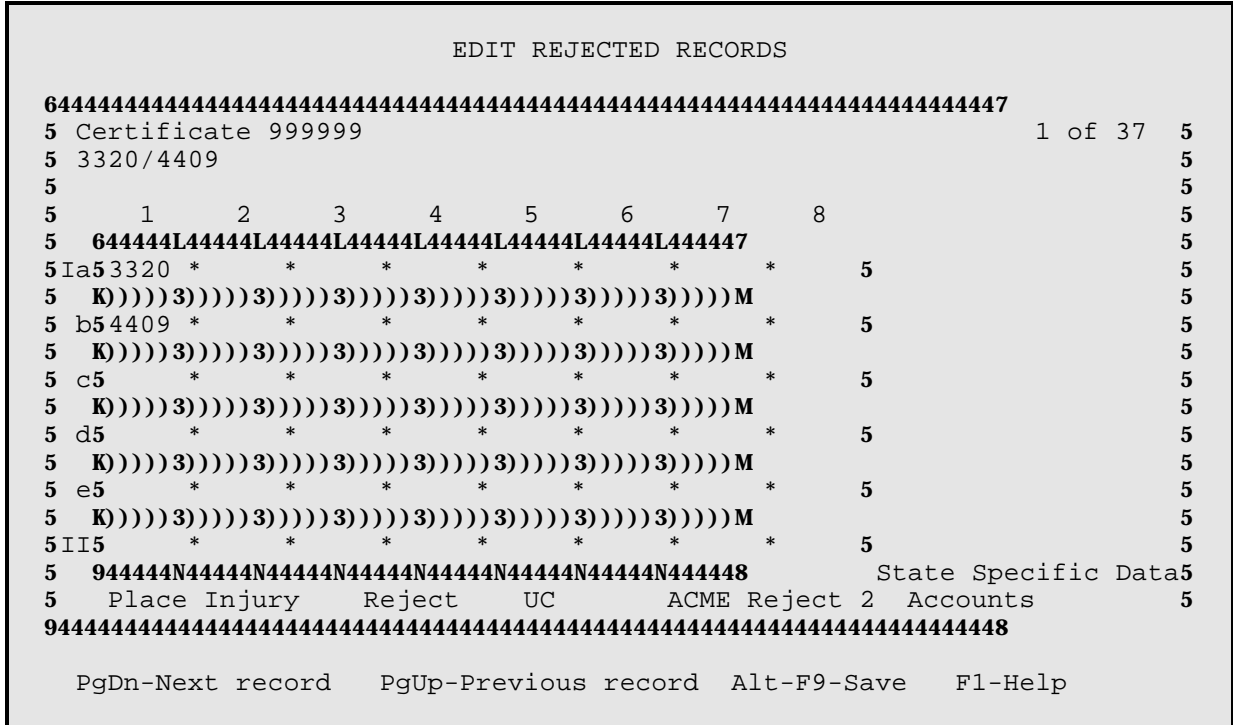


Figure 13: The Edit Rejected Records screen.

1. From the main screen, press {ALT-E} to select the **Edit** Menu Option.
2. Use the up and down arrow keys to highlight the Correct ACME Reject Records Function and press {ENTER}.
3. A progress bar (see **Figure 4**) will be displayed showing what percentage of the rejected records have been loaded.
4. When all the rejects have been loaded, the Edit Rejected Records screen (see **Figure 13**) will be displayed.
5. **Table 5** lists the keys used on the Edit Rejected Records screen and their functions.

Table 5: ACME Reject Editor Keys	
Keys	Function
{ALT-F9}	Save records and exit.
{ALT-D}	Delete record.
{ALT-M}	Display error messages for record
{ALT-T}	Transpose cells.
{CTRL-BACKSPACE}	Delete line.
{CTRL-D}	Delete cell.
{CTRL-END}	Move cursor to Part II.
{CTRL-ENTER}	Insert line.
{CTRL-HOME}	Move cursor to first cell.
{CTRL-PgDn}	Display last record in file.
{CTRL-PgUp}	Display first record in file.
{CTRL-W}	Clear cell.
{CTRL-Z}	Save records and exit.
{ENTER}	Move cursor to next cell.
{ESC}	Exit without saving changes.
{F1}	Display Help window.

{F5}	Search for certificate #.
{PgDn}	Display next record. Add record if used on the last record in the file
{PgUp}	Display previous record.
{SHIFT-TAB}	Move cursor to previous cell.
{TAB}	Move cursor to next cell.
{↑}	Move cursor to the previous row.
{↓}	Move cursor to the next row.

6. Use the keys described in **Table 5** to go through the rejected records and make corrections.
7. To view the reject messages (as in **Figure 14**), press {ALT-M}. These messages tell why the record was rejected. Specific instructions for correcting the ACME rejects are given in **APPENDIX E**, pg. 56.

PROCESSING ACME REJECTS

Before ACME rejects can be processed, the following actions must have already been performed:

Opening a file (**Creating a New Input File**, pg. 14, or **Opening an Existing Input File**, pg. 15).

MICAR rejects must be edited (**EDITING MICAR REJECTS**, pg. 19).

The file must be processed (**PROCESSING AN ACME FILE**, pg. 30).

ACME rejects need to be edited (**EDITING ACME REJECTS**, pg. 33).

1. From the main screen, press {ALT-R} to select the **Run** Menu Option.
2. Use the up and down arrow keys to highlight the Process ACME Rejects Function and press {ENTER}.
3. A red message window will be displayed saying that the ACME tables are being loaded into memory.
4. After the tables are loaded, a progress bar (see **Figure 4**) will be displayed showing the number of records that have been processed. Processing can be halted by pressing the {ESC} key.
5. When processing is finished, a message window will be displayed.
6. Press {ENTER} to return to the main screen.

PROCESSING A TRANSAX FILE

Before TRANSAX processing can be done, the following actions must have already been performed:

Opening a file (**Creating a New Input File**, pg. 14, or **Opening an Existing Input File**, pg. 15).

MICAR rejects must be edited (**EDITING MICAR REJECTS**, pg. 19).

The file must be processed (**PROCESSING AN ACME FILE**, pg. 30).

Any ACME rejects need to be edited (**EDITING ACME REJECTS**, pg. 33) and processed (**PROCESSING ACME REJECTS**, pg. 37).

ACME processing produces a TRANSAX input file that will need to be processed using TRANSAX. Remember, all of the ACME rejects must be edited before TRANSAX processing can be performed. The steps in this are very similar to those for **PROCESSING AN ACME FILE**, except no rejects are generated.

1. From the main screen, press {ALT-R} to select the **Run** Menu Option.
2. Use the up and down arrow keys to highlight the Run TRANSAX Function and press {ENTER}.
3. A red message window will be displayed saying that the TRANSAX tables are being loaded into memory.
4. After the tables are loaded, a progress bar (see **Figure 4**) will be displayed showing the number of records that have been processed. Processing can be halted by pressing the {ESC} key.
5. When processing is finished, a message window will be displayed.
6. Press {ENTER} to return to the main screen.

VIEWING TRANSAX STATS

Before TRANSAX stats can be viewed, the following actions must have already been performed:

Opening a file (**Creating a New Input File**, pg. 14, or **Opening an Existing Input File**, pg. 15).

MICAR rejects must be edited (**EDITING MICAR REJECTS**, pg. 19) and processed (**PROCESSING AN ACME FILE**, pg. 30).

Any ACME rejects need to be edited (**EDITING ACME REJECTS**, pg. 33) and processed (**PROCESSING ACME REJECTS**, pg. 37).

TRANSAX processing must be performed (**PROCESSING A TRANSAX FILE**, pg. 38).

The TRANSAX statistics can be viewed in the same manner as for **VIEWING ACME STATS**. The statistics will also be displayed in the same format.

```
+))))))))))))))))))))))))))))))))))))))))))))))))))))))))),
*                   TRANSAX Statistics for TEST1.DBF                      *
/))))))))))))))))))))))))))))))))))))))))))))))))))))))))0)1
*                   STATISTICAL SUMMARY FOR TRANSAX CYCLE                *▲*
*                                                                     *$*
*Trax ran on.....: 08/08/96                                             *$*
*Input file name.: TEST1.DBF                                           *$*
*Output file name: TEST1.DBF                                           *$*
*                                                                     *$*
*-----*                                                                *"*
*                                                                     *"*
*                   SUMMARY TABLE - AXIS TRANSLATION PROGRAM          *"*
*                   -----*                                           *"*
*   2506  TOTAL RECORDS READ                                             *"*
*                                                                     *"*
*   2506  TOTAL RECORDS THROUGH AXIS CONVERSION PHASE                  *"*
*   194   TOTAL RECORDS WITH ONE OR MORE CONVERSIONS                   *▼*
/))))))))))))))))))))))))))))))))))))))))))))))))))))))))2)1
* <$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$ *   >*
.)))))))))))))))))))))- Press Esc to quit.)))))
```

Figure 15: The TRANSAX Log.

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 TRANSAX Stats Function and press {ENTER}.
3. The TRANSAX stats (see **Figure 15**) will be displayed. Use the {PgUp} and {PgDn} keys to scroll up and down through the report. Use the right and left arrow keys to move the window horizontally through the report.
4. When the user finishes viewing the report, press the {ESC} key.
5. A window will be displayed, asking if the user wishes to print out the report.
 - A. To print out the report, press {Y}. If PC-ACME/TRANSAX is unable to print the report, an error message will be displayed. The main screen will be re-displayed when the printing is finished.
 - B. Press {N} to cancel the print request. The main screen will be re-displayed.

CREATING BACKUPS

Before backups can be made, the following actions must have already been performed:

Opening a file (**Creating a New Input File**, pg. 14, or **Opening an Existing Input File**, pg. 15).

After processing the data files, a backup should be made of the files that have been used and generated by PC-ACME/TRANSAX. Backups for several runs of PC-ACME/TRANSAX can be stored in the same backup file. All of the data and the associated files (including the TRANSAX output file) will be backed up. It is also recommended to take a backup at the end of each day. To create these backups, follow the directions below.

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 Backup Files Function and press {ENTER}.
3. A file selection window will be displayed (see **Figure 6**). Refer to **Opening An Input File** (pg. 15) instructions on how to use the file selection window.
4. Choose a filename (with a .ABK extension) to put the backup files in from the Pick List of Files. If there are no backup files in the Pick List of Files, use the {TAB} key to highlight the FILE field and type in a new backup filename with the .ABK extension (Example: BACKUP1.ABK). Press {ENTER}.
5. A progress bar (see **Figure 4**) will be displayed showing what percentage of the files have been backed up. If a file already exists in the backup file (as when the user makes two backups of the same data), a warning message will be displayed.
 - A. To overwrite the old backup, type {Y} or use the {TAB} key to highlight the YES field and press {ENTER}. **WARNING:** The old backup will be destroyed.
 - B. To prevent overwriting the old backup, type {N} or use the {TAB} key to highlight the NO field and press {ENTER}. The backup will continue without overwriting the old backup of the indicated file.
 - C. To cancel the backup process, type {C} or use the {TAB} key to highlight the CANCEL field and press {ENTER}.

6. When the backup is completed, a message window will be displayed. Press {ENTER}.
7. The main screen and Menu Bar will be re-displayed.

RESTORING FROM BACKUPS

On occasion, it will be necessary to restore a data file from a backup (see **CREATING BACKUPS**, pg. 41). PC-ACME/TRANSAX's Restore function will recover data from a backup file. It is strongly recommended that after each file is processed, and at the end of each day, that the Backup Function 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 Restore From Backup Function and press {ENTER}.
3. A file selection window will be displayed (see **Figure 4**). Refer to **Opening An Input File**, pg. 15, for instructions on how to use the file selection window.
4. Choose the backup file (a file with a .ABK extension) to restore from. The available files will be listed in the Pick List of Files. Once the desired file is highlighted, press {ENTER}.
5. If a file with the same name as the one being restored already exists in the <ACME/DATA> directory, a message window will be displayed.
 - A. To overwrite the existing file, press {Y}.
 - B. To abort the restore, press {N}.
6. A progress bar (see **Figure 4**) will be displayed showing what percentage of the file has been restored.
7. When the restore is completed, a message window will be displayed. Press {ENTER}.
8. The main screen and Menu Bar will be re-displayed.

CLOSING A FILE

After the user is finished with a file, the file can be closed and a new one opened.

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 Close Input File Function and press {ENTER}.
3. The currently open file will be closed. The main screen will be redisplayed without a filename at the top.

ENDING A SESSION WITH PC-ACME/TRANSAX

When the user is finished with a batch of data and is ready to start a new batch, simply select a new input file (as described in **Opening An Input File**, pg. 15,) and repeat the process described in this manual.

To exit the PC-ACME/TRANSAX software, the main screen must be displayed. Press {ALT-X}. A message window will be displayed. Type {Y} to exit PC-ACME/TRANSAX and return to DOS. Type {N} to re-display the main screen.

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** in the *PC-ACME/TRANSAX System Manager's Manual*).
- 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**, pg. 4, 10).
- 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, .AIN is a PC-ACME input 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.AIN, 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** in the *PC-ACME/TRANSAX System Manager's Manual* for details on how to change the directory containing the PC-ACME/TRANSAX files.

APPENDIX E - MAKING CHANGES TO MICAR REJECTS

MICAR REJECT PROCESSING

Files containing records rejected by the MICAR programs are generated in ACME input file format. These records must be reviewed and coded in accordance with the NCHS multiple cause coding instructions given in Part 2b and Part 2e of the Vital Statistics Instruction Manual (VSIM) series. On most certificates, the reject record will have tentative ICD-9 codes for multiple cause data and may have codes for the place of injury and the intentional reject items. However, these codes are only provisional. The data must be reviewed carefully. Replace any incorrect data with correct multiple cause codes.

1. Multiple Cause Codes:

- A. Records with one or more terms that did not match the dictionary:**
MICAR assigns ICD-9 code 7997 for all terms which did not match the dictionary. These codes must be replaced by the correct ICD-9 code or deleted. In addition, all other multiple cause codes must be verified for accuracy.

For example:

1. A 1 HEMORRHAGE
B 1 BACK INJURY
C 1 INTERCOSTAL SPACE STAB WOUND

Tentative ICD-9:)591/)591/7997*&8289

2. A 1 HEMORRHAGE
B 1 INTERCOSTAL SPACE STAB WOUND
C 1 BACK INJURY

Tentative ICD-9: 4590/7997/)591*&8289

In the first example, the MICAR system has enough information to make the HEMORRHAGE traumatic. However, in the second example, the system did not have enough information to convert the HEMORRHAGE to traumatic because the term which was not in the dictionary is reported on line b. MICAR rejects must be coded based upon a thorough knowledge of NCHS multiple cause coding rules.

B. Records with indications of surgery:

In many cases, MICAR will contain an extra ICD-9 code immediately following the code for the external cause. Generally, this code must be deleted. It is also important to remember to precede the appropriate code with an "&" as required by multiple cause coding.

C. Records with medical misadventures and drug therapy:

In most cases, MICAR will NOT provide ICD-9 codes for records interpreted as requiring a drug therapy code. The multiple cause coder must provide all the codes for these records.

2. Place of Injury:

The place of injury code is copied from the MICAR input record. This code must be verified and deleted or retained based upon multiple cause coding rules.

3. Intentional Reject:

This code appears to the right of the label "REJECT" on the reject editor screen. MICAR may assign an intentional reject 1 - 5 on records with one or more inconsistencies reported in the duration blocks or a 9 on records with more than four "due to's". It is the responsibility of the multiple cause coder to correct the MICAR code assignment when necessary.

4. Underlying Cause:

A manual underlying cause (UC) code should not be assigned to the MICAR rejects. The corrected reject records will be combined with the records completely processed by the MICAR system then processed by the full ACME program. Additional rejects may occur if a record has an "ambivalent" causal relationship, an intentional reject code 5 or 9, or invalid codes or format errors. If a manual UC is assigned, the codes and format will be validated; records with invalid data will reject. In addition, the manual UC will be compared with the ACME underlying cause and the records will be rejected for review if the codes are different.

5. ACME Reject:

The ACME Reject is an action code supplied by the system. As a rule, this code should not be changed during MICAR or ACME reject processing. When adding records to an ACME input file, this item should be left blank. On records rejected by MICAR, a '1' indicates that the record contains a term which is not in the MICAR dictionary; a '3' indicates that MICAR has identified the record as having conditions which cannot be handled automatically by the multiple cause rules

application program. Action code '2' is assigned by the ACME processor. The purpose of action code 2 is to cause the ACME program to execute the editing and validation features but to skip the underlying cause selection portion of the program logic. The manual underlying cause code is accepted as the final underlying cause-of-death.

APPENDIX F - ACME REJECT ERROR MESSAGES

1. The following error messages indicate a need to correct the multiple cause codes and/or format, and to manually assign an underlying cause.

Format Error

TOO MANY LINES

TOO MANY *'S

TOO MANY CODES PER LINE

Code Error

INVALID DIGIT IN CODE

WRONG LENGTH CODE

INVALID CODE XXXX

INVALID CODE IN PARENTHESES

2. The following messages indicate a need to manually assign an underlying cause.

Cause Not Addressed in Tables

NO ENTRY IN TABLE C FOR CODE XXXX

Intentional Reject

REJECT CODE = 5 (inconsistent duration which ACME cannot resolve)

REJECT CODE = 9 (more than four due to's)

Invalid ACME Underlying Cause

XXXX IS INVALID UNDERLYING CAUSE

INVALID MANUAL UNDERLYING CAUSE = XXXX (applicable only to second pass processing)

Other

CIRCULAR LINKAGE LOOP

3. Messages indicating a need to verify and possibly correct the ACME underlying cause assignment.

Ambivalent Table Entries

CAN XXXX BE DUE TO YYYY MAYBE

XXXX DS YYYY MAYBE

XXXX SENDC YYYY MAYBE

XXXX SENMC YYYY ZZZZ	MAYBE
XXXX IDDC YYYY ZZZZ	MAYBE
XXXX LMP YYYY	MAYBE
XXXX SMP YYYY	MAYBE
XXXX LDP YYYY	MAYBE

ACME/Manual Discrepancy

MANUAL UNDERLYING CAUSE = XXXX

ACME UNDERLYING CAUSE = YYYY

In these cases, the ACME assignment is conditional. If in the review of the record the conditional underlying cause is found to be correct, no correction need be made.

4. Messages which may accompany the above types but are informational in nature and give the logic followed in assigning the underlying cause. Such messages require no action. The following list is organized by selection/modification rule for sake of clarity.

Selection Rule

CAN XXXX BE DUE TO YYYY YES

CAN XXXX BE DUE TO YYYY NO

TUC = XXXX SELECTION RULE

Rule 3

XXXX DS YYYY

XXXX DSC YYYY ZZZZ

Rule 4

XXXX IS SENILITY

XXXX SENDC YYYY ZZZZ

XXXX SENMC YYYY ZZZZ

Rule 5

XXXX IS ILL-DEFINED

TUC IS ILL-DEFINED: RESELECT

XXXX IS TUC (765-766)

XXXX IS NON-ID FROM PART II

XXXX IS ID TUC FROM PART I

XXXX IS ID TUC FROM PART II

XXXX IS ID TUC

XXXX IDDC YYYY ZZZZ

Rule 6

XXXX IS TRIVIAL
XXXX IS FROM PART II

Rule 7

XXXX LMP YYYY
XXXX LMC YYYY ZZZZ
XXXX LDP YYYY
XXXX LDC YYYY ZZZZ
CONFLICT IN LINKAGE

Rule 8

XXXX SMP YYYY
XXXX SMC YYYY ZZZZ
XXXX SDC YYYY ZZZZ
CONFLICT IN SPECIFICITY

Recode E-Codes

RECODE E-CODE XXXX

Priority to Ampersand

TUC IS MED-CARE: PREFER AMP XXXX
TUC IS N-CODE: PREFER AMP-E-CODE XXXX
TUC IS N-CODE EXCEPTION: RESELECT
TUC IS E-CODE EXCEPTION: PREFER AMP XXXX

Other

XXXX CONVERTED TO YYYY
MANUAL UC = XXXX ACME UC = XXXX
TUC = XXXX
IGNORE INCONSISTENT DURATION

Abbreviations

ACME UC	ACME-assigned Underlying Cause code
AMP	Ampersanded code
DS	Direct Sequel
DSC	Direct Sequel Combination
E-CODES	External Cause of Injury and Poisoning Code
ID	Ill-Defined condition

IDDC	Ill-Defined "Due To" Combination
LDC	Linkage "Due To Position" Condition
LDP	Linkage "Due To Position" Preference
LMC	Linkage "With Mention Of" Combination
LMP	Linkage "With Mention Of" Preference
MANUAL UC	Manually assigned Underlying Cause code
MED-CARE	Medical Care Code
N-CODES	Nature of Injury and Poisoning Code
NON-ID	Non-Ill-Defined condition
SDC	Specificity "Due To Position" Combination
SENDC	Senility "Due To" Combination
SENMC	Senility with Mention of Combination
SMC	Specificity "With Mention Of" Combination
SMP	Specificity "With Mention Of" Preference
TUC	Temporary Underlying Cause
TUC2	second Temporary Underlying Cause
XXXX	code
YYYY	code
ZZZZ	code

Correction Instructions:

1. Obtain the certificate(s) and any available additional information.
2. For each record in the file, do one of the following:
 - A. Manually assign an underlying cause of death
 - B. Correct an erroneous conditional underlying cause assignment made by ACME
 - C. ACME is allowed to keep the conditional assignment made if the assignment is correct. This is the default option and requires no action by the individual processing the reject lists.
 - D. Modify multiple cause codes as necessary.
4. The following table lists what corrective action should be taken with a given error message.

TABLE OF MESSAGES REQUIRING ACTION

Error Message	Correct Multiple Cause Codes And/Or Format	Manually Assign Underlying Cause	Check ACME Underlying Cause And Make Manual Assignment If Incorrect
TOO MANY LINES	x	x	x
TOO MANY *'S	x	x	x
TOO MANY CODES PER LINE	x	x	x
INVALID DIGIT IN CODE	x	x	x
WRONG LENGTH CODE	x	x	x
INVALID CODE XXXX	x	x	x
INVALID CODE IN PARENTHESES	x	x	x
NO ENTRY IN TABLE C FOR CODE XXXX		x	x
REJECT CODE = 5		x	x
REJECT CODE = 9		x	x
XXXX IS INVALID UNDERLYING CAUSE		x	x
INVALID MANUAL UNDERLYING CAUSE = XXXX (second pass processing only)		x	x
CIRCULAR LINKAGE LOOP		x	x
CAN XXXX BE DUE TO YYYY MAYBE			x
XXXX DS YYYY MAYBE	MAYBE		x
XXXX SENDC YYYY MAYBE	MAYBE		x
XXXX SENMC YYYY ZZZZ MAYBE	MAYBE		x
XXXX IDDC YYYY ZZZZ MAYBE	MAYBE		x
XXXX LMP YYYY MAYBE	MAYBE		x
XXXX SMP YYYY MAYBE	MAYBE		x
XXXX LDP YYYY MAYBE	MAYBE		x
MANUAL UNDERLYING CAUSE = XXXX			x
ACME UNDERLYING CAUSE = YYYY			x

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