

J28 Unloads per day: This is the same as J27 except records are unloaded.

J29A If record processing is:

Separate (record is assembled and then passed to another clerk
for quantitative analysis or set aside to await analysis)
then J29A = 0
Combined (assembly and analysis is performed at the same time)
then J29A = 1

(Note on J30A to J39B -- Enter 1 if applicable to your record handling system; enter 0 if not applicable to your record handling system.)

J30A No fastening - Simple handling

J31A Staple once

J32A Staple twice

J33A Punch record and clip with 2-prong clip

J34A Paper clip

J35A Call nursing station and inform them of deficiencies

J36A Call nursing station and get information necessary to complete record

J37A Write patient name and/or number and insert in folder

J38A Examine work done by nurses

J39A File deficient records in drawer file

J39B File deficient records in open-shelf file

J40A Workdays per week: Same as J13B.

J41A Existing staff time per week: This is the estimated man-hours per week (all shifts) spent on record assessment and analysis.

F. Transcription

K1A Week's total doctors with incomplete records: This workload is the number of doctors to whom incomplete records must be distributed. Determine the total number of doctors to whom records are distributed in a typical week.

K1B Workdays per week: This is the number of days per week that the transcription section is staffed.

- K2A Month's total incomplete records: This is the number of incomplete records distributed to doctors for completion. Count these records for a typical month.
- K2B Workdays per month: This number is the number of days per month that the transcription section is staffed.
- K3 Doctors' request per day (all shifts): This workload is the average number of requests per day concerning the completion of the medical record. It should be estimated.
- K4A Total monthly counted records: This workload is the total number of incomplete records per day in doctors' files or boxes which must be counted to determine if a certain limit has been exceeded. Count the number of daily incomplete records for one typical month.
- K4B Workdays per month: Same as K2B.
- K5 Words per doctor in delinquent record report: This workload is the number of words for each doctor in a report and/or notice concerning delinquent records. Count the words pertaining to one doctor in your notices and/or reports.
- K6A Month's total delinquent reports per doctor: This workload is the number of doctors per day whose incomplete records when counted exceed a prescribed limit (that is, doctors for whom special notices and/or reports must be written). Count the number of doctors reported and/or notified in a typical month.
- K6B Workdays per month: Same as K2B
- K7A Month's belts or discs: This is the number of belts or discs with doctors' dictation that have to be transcribed in one typical month.
- K7B Workdays per month: Same as K2B.

K8IA Month's total reports: This is the number of reports transcribed during a typical month.

K8IB Workdays per month: Same as K2B.

K9IA Total pages in 30 reports: This workload is the total number of pages in 30 reports.

K10IA Month's total operation diagnoses: This workload is the number of operation diagnoses typed in a typical month.

K10IB Workdays per month: Same as K2B.

K11IA Full lines on 30 pages: This workload is the number of full lines (6-1/2 inches or more) per page of a transcribed report. Count the number of full lines in 30 pages.

K12IA Partial lines in 30 pages: This workload is the number of partial lines (less than 6-1/2 inches) per page of a transcribed report. Count the number of partial lines on 30 pages.

K8IIA Month's total transcribed reports: This workload is the number of reports to be transcribed in a typical month.

K8IIB Workdays per month: Same as K2B.

K13IIA Month's total batches: This is the number of batches of belts or discs sent out for transcription in a typical month.

K13IIB Workdays per month patients: Same as K2B.

K14A Year's total newborn patients: Same as J1A.

K14B Workdays per year: Same as J5A.

K15A Year's total obstetrics patients: Same as J2A.

- K16A Year's total medical patients: Same as J3A.
- K17A Year's total surgical patients: Same as J4A.
- K18 Trips per day (all shifts): This is the average number of trips per day by medical record personnel in order to carry out transcription activities. It can be estimated.
- K19 Pickups per trip: This is the average number of times medical record personnel pick up and sign for a stack of records on a trip.
- K20 Unobstructed paces per trip: This is the number of paces on an average trip. Only that part of the trip where there are no fixed obstructions (like desks or tables) should be measured. The remaining paces will be counted in the next workload.
- K21 Obstructed paces per trip: This is the number of paces on a trip where fixed obstructions are encountered (Example: walking inside the medical record area).
- K22 Unobstructed cart paces per trip: This is the average number of paces through an area without fixed obstructions that a cart is pushed during transcription activities. The distance of a typical trip should be measured.
- K23 Obstructed cart paces per trip: This is the average number of paces through an area with fixed obstructions that a cart is pushed during transcription activities. The distance of a typical trip should be measured.
- K24A Cart starts-stops per trip: This is the average number of stops made with a cart on a trip. Estimate the average number of stops or count the stops on a typical trip.
- K25 Elevator rides per trip: This is the number of times medical record personnel get on and off an elevator on a trip. It should be estimated.

- K26 Traffic floors per trip: This is the average number of times that the elevator stops to take on or let off passengers on a trip. It should be estimated.
- K27 Floors per trip: This is the average number of floors traveled in the elevator on a trip. It can be estimated or counted for a typical trip.
- K28 Floors per trip up: This workload is the number of floors per trip that are traveled by walking up the stairway. If this trip is of standard length and over the same route, it can be counted. Otherwise, the average number of floors should be estimated.
- K29 Floors per trip down: This is the number of floors per trip that are traveled by walking down the stairway. If this trip is of standard length and over the same route, it can be counted. Otherwise, the average number of floors should be estimated.
- K30 Dumbwaiter trips per day (all shifts): This is the average number of times per day that the dumbwaiter is used to transport records or belts or other things in association with transcription activities. It can be estimated.
- K31 Loads per day (all shifts): This is the average number of times per day that medical record personnel load medical records in the pneumatic tube carrier. It can be estimated or counted for a typical day.
- K32 Unloads per day (all shifts): This is the average number of times per day that medical record personnel unload medical records in the pneumatic tube carrier. It can be estimated or counted for a typical day.
- K33A Enter 0 if transcription is done by the Medical Record Department.
Enter 1 if transcription is not done by the Medical Record Department.

- K34A Enter 0 if incomplete medical records are put in order by doctor.
Enter 1 if incomplete medical records are not put in order by doctor.
- K35A Enter 1 if placing incomplete medical record in doctor's box or pigeon hole is applicable.
- K35B Enter 1 if placing incomplete medical record in doctor's drawer file is applicable.
- K35C Enter 1 if placing incomplete medical record in doctor's open shelf file is applicable.
- K36A Enter 0 if incomplete record notices and reports are handwritten.
- K37A Enter 1 if incomplete record notices and reports are typed.
- K37B Enter 1 if incomplete record notices are distributed to doctor's box or pigeon hole.
- K37C Enter 1 if, for the incomplete record notice distribution, the name and department of doctor is typed.
- K37D Enter 1 if, for the incomplete record notice distribution to doctors, an addressing card/envelope with addressograph is used.
- K37E Enter 1 if inserting incomplete record notice in envelope, sealing and mailing it is applicable.
- K38A Enter 0 if transcription belts are used.
Enter 1 if transcription discs are used.
- K39A Enter 0 if transcription is done by the Medical Record Department.
Enter 1 if transcription is done outside the Medical Record Department.
- K40A Enter 1 if drawer file is used for filing typed reports.
- K40B Enter 1 if open shelf file is used for filing typed reports.
- K40C Enter 1 if filing typed reports in patients' charts is applicable.
- K40D Enter 1 if filing typed reports in doctors' box/pigeon hole is applicable.

K41A Decrease in workload-reports transcribed/day ($K8IA \div K8IB$):
Count the number of transcribed reports per day that are not
filed in either patient's chart or doctor's box/pigeon hole.

K42A Workdays per week: Same as K1B.

K43A Existing staff time per week: This is the estimated staff man-
hours spent by the transcription section per week.

G. Coding and Abstracting

L1 Coding setups per day:
This is the number of times an operator begins coding per day. It
involves preparing the work place, gathering necessary materials,
etc. It should be estimated by someone familiar with this
operation.

L2A Total yearly newborns: Same as J1A.

L2B Workdays per year: Same as J5A.

L3A Total yearly obstetrics: Same as J2A.

L4A Total yearly medical: Same as J3A.

L5A Total yearly surgical: Same as J4A.

L7 Abstracting setups per day: This is the average number of times
per day that an operator prepares to abstract. It involves pre-
paring the work place, gathering necessary materials, etc. It
should be estimated.

L8A Total monthly PAS batches: This workload is the number of times
per month that a batch of PAS forms is sent out to a data pro-
cessing facility.

- L8B Workdays per month: This is the number of days per month that the coding and abstraction section is staffed.
- L9A Total items on 30 forms: This workload is the average number of items entered on abstract forms per day. Determine the number of items or entries on your abstract form. Count the total items on 30 forms.
- L10A Total yearly statistical batches: The total number of batches of statistical reports should be counted or determined from existing records.
- L10B Workdays per year: Same as J5A.
- L11A Enter 1 if ICDA coding is done separately from abstracting.
- L11B Enter 1 if ICDA coding and PAS abstracting is done together as one activity.
- L11C Enter 1 if SNDO coding is done separately from abstracting.
- L12A Enter 1 if ICDA coding is checked by medical record personnel.
- L12B Enter 1 if SNDO coding is checked by medical record personnel.
- L13A Enter 1 if abstracting is done on PAS form.
Enter 0 if abstracting is done on other forms.
- L14A Enter 1 if items on abstract form are handwritten.
- L15A Workdays per week: This is the number of days per week that the coding and abstracting section is staffed.
- L16A Existing staff time per week: This is the number of hours spent by the existing staff on coding and abstracting per week (all shifts).

H. Indexing

- M1 Indexing setups per day: This workload is the average number of times per day that operators begin or prepare to work on the master patient index. It should be estimated.
- M2A Total new admissions: This workload is the number of new admissions. Take total for a year.
- M2B Workdays per year: Same as J5A.
- M3 Items per card: This workload is the average number of items on an index card that must be added to the card to indicate that the patient has been newly admitted. The average number can be figured on a monthly basis or estimated.
- M4A Total yearly admissions or discharges: This workload is the number of admissions or discharges. Take the total admissions or discharges for a year.
- M4B Workdays per year: Same as M2B.
- M5 Updated items per card: This is the average number of items on an index card that have to be updated (changed or added to the card) to indicate that the patient has been readmitted or discharged. If the same items are always updated, they can be counted on one card. If the number of items varies, the average number should be estimated.
- M6A Total yearly readmissions and discharges: This is the total number of readmissions plus corresponding discharges for one year.
- M6B Workdays per year: Same as M2B.

Workloads for Maintaining Secondary Indices

Note: A secondary index is any card file other than the master patient index on which some information from the medical record is copied.

If you maintain more than one secondary index (for example, a diseases' index and a doctors' index), be sure to consider all of the secondary indices in determining the following workloads.

M7 Secondary index set-ups per day: This is the number of times per day that operators prepare to work on secondary indices. It should be estimated.

M8IA Year's total discharges: If all records are indexed, take the yearly discharge total.

M8IB Workdays per year: Same as M2B.

M8IIA Month's total indexed records: If only certain records are indexed, count the total number indexed in a typical month.

M8IIB Workdays per month: Same as M12B.

Note: This is the number of items that have to be copied on a secondary index card (i.e., disease, operation, and physician index card). Count the number of items on 30 cards.

M9A Items on 30 disease cards

M10A Items on 30 operation cards

M11A Items on 30 physician cards

Note: This is the average number of secondary cards indexed (i.e., disease, operation, and physician index cards). Count the cards made or updated in a typical month.

M12A Disease index cards per month

- M12B Workdays per month: This is the number of days per month spent on indexing.
- M13A Operation index cards per month
- M13B Workdays per month: Same as M12B.
- M14A Physician index cards per month
- M14B Workdays per month: Same as M12B.
- M15A Enter 1 if new admissions filing cards are arranged in alphabetical order.
- M15B Enter 1 if alphabetical filing in drawer file is used for filing new admissions.
- M15C Enter 1 if alphabetical filing in mechanical file is used for filing new admissions.
- M15D Enter 1 if phonetic filing in drawer file is used for filing new admissions.
- M15E Enter 1 if phonetic filing in mechanical file is used for filing new admissions.
- M16A Enter 1 if alphabetical filing is in drawer file for master patient index file.
- M16B Enter 1 if alphabetical filing is in mechanical file for master patient index file.
- M16C Enter 1 if phonetic filing is in drawer file for master patient index file.

M16D Enter 1 if phonetic filing is in mechanical file for master patient index file.

M17A Same as M16A

M17B Same as M16B

M17C Same as M16C

M17D Same as M16D

M18A Enter 1 if you have secondary indices (other than master patient index).

M19A Enter 1 if you handwrite secondary index cards.

M20A Workdays per week: This is the number of days per week that the indexing section is staffed.

M21A Existing staff time per week: This is the estimated staff man-hours per week spent on indexing.

I. Filing

N1 Filing setups per day: The filing setups per day is the number of times per day that operators begin to file records. It involves cleaning the work place and stacking records. The number should be estimated.

N2A Year's total new admissions: Count the total number of new admissions in a year.

N2B Workdays per year: Same as J5A.

N3A Records filed per month: Count the total number of records filed in a typical month.

- N3B Discharge/typical month: Obtain the total number of discharges for the same month as when the N3A workload was obtained.
- N3C Total discharges per year: Obtain the total number of discharges per year.
- N3D Filing workdays/year: Same as N2B.
- N4A Readmissions per year: Count the total number of readmissions per year.
- N4B Workdays per year: Same as N2B.
- N5 Items per new admissions folder: This workload is the number of items entered upon a new admissions folder during the preparation of the folder for filing. It can be estimated.
- N6 Items per admission summary for readmitted patients: This workload is the number of items entered upon the admission summary for readmitted patients.
- N7A Enter 1 if patient identification is handwritten on record folder of new admissions.
- N7B Enter 1 if patient identification is typed on record folder of new admissions.
- N7C Enter 1 if patient identification is stamped on record folder of new admissions.
- N8A Enter 1 if record is inserted into folder with no fastening.
Enter 0 if record is inserted into folder and fastened with a clip.
- N9A Enter 1 if records are serial ordered for filing.
Enter 0 if records are terminal ordered for filing.

N10A Enter 1 if filing is serial ordered in open shelf file.

N10B Enter 1 if filing is serial ordered in drawer shelf file.

N10C Enter 1 if filing is terminal digit ordered in open shelf file.

N10D Enter 1 if filing is terminal digit ordered in drawer file.

N10E Enter 1 if filing is mechanical.

N11A Enter value for man minutes/record for filing with mechanical equipment.

N12A Enter 1 if medical record assigns new number to a patient on readmission.
Enter 0 if patient keeps old number.

N13A Enter 1 if old record is retrieved from drawer file for readmission.

N13B Enter 1 if old record is retrieved from open shelf file for readmission.

N13C Enter 1 if old record is retrieved from mechanical file for readmission.

N14A Same as N11A.

N15A Enter 1 if readmission is on old folder.
Enter 0 if readmission is on new folder.

N16A Enter 1 if readmission is handwritten.
Enter 0 if readmission is typed.

N17A Enter 1 if readmission is handwritten.
Enter 0 if readmission is typed.

N18A Same as N13A.

N18B Same as N13B.

N18C Same as N13C.

N19A Enter 1 if summary is handwritten.
Enter 0 if typed.

N20A Workdays per week: This is the number of days per week that the filing section is staffed.

N21A Existing staff time per week: This is the estimated staff man-hours per week spent on filing.

J. Retrieval

Retrievals per day:

The retrievals per day is the number of times per day a medical record is called out of the file. Whenever this happens, some written indication that the record is not in the file is made. By counting these indicators for a typical month, a figure equal to the retrievals per month can be obtained. Choose system 1 or 2 for indicating those records that are not in the file, and count the indicators you use for a typical month.

SYSTEM 1: Using the cards, slips or outguides to indicate the record has been called out of the file.

For this system you should write or stamp counting numbers on the unused supply of blank cards, slips, or outguides at the beginning of a typical month. As you use these indicators, the number on the next blank indicator will be more than the records retrieved. At the end of the month, copy this number and subtract one. This will equal the records retrieved per month.

SYSTEM 2: Using registers or logs.

For this system you should draw a line in the register or log at the beginning of a typical month and then count all the entries after that line to the end of the month. Count only the new entries for records taken out and not the entries for records returned or for the movement of a record once it has been called out. This count will equal the records retrieved per month.

- 01A Records retrieved in a typical month: See above.
- 01B Workdays in a typical month: This is the number of days per month that the retrieval section is staffed per month.
- 02A Total number of transfers: The transfers per day is the number of times per day the location of records (called-out and retrieved) changes. Some written indication of the new location is made whenever this happens. By counting these indicators of new locations, a figure equal to the number of transfers can be obtained. Count the total number of changes of location indicated on cards, slips, or in a log for 30 medical records called out and retrieved.
- 03 Outguides removed per day: This is the average number of outguides removed per day after the receipt of records. (It can be estimated using a weekly basis if necessary for greater accuracy.)
- 04A Enter 1 if record filing is serial ordered in drawer file.
- 04B Enter 1 if record filing is serial ordered in open shelf file.
- 04C Enter 1 if record filing is serial ordered in mechanical file.
- 04D Enter 1 if record filing is terminal digit ordered in drawer file.

- 04E Enter 1 if filing is terminal digit ordered in open shelf file.
- 05A Enter value for man minutes/record for filing with mechanical equipment.
- 06A Enter 1 if outguides are handwritten.
Enter 0 if outguides are typed.
- 07A Enter 1 if, when maintaining control card file, the card is clipped to the record retrieved and set aside.
- 07B Enter 1 if clip is removed, and card and record are separated.
- 07C Enter 1 if control card or log entry is handwritten.
- 07D Enter 1 if called out cards are arranged alphabetically or numerically.
- 07E Enter 1 if control cards are filed.
- 07F Enter 1 if control cards are updated.
- 07G Enter 1 if located entries are crossed off (log or register) or if cards are removed from call out file (control cards).
- 08A Workdays per week: This is the number of days per week that the retrieval section is staffed.
- 09A Existing staff time per week: This is the estimated staff man-hours per week spent on retrieval.

K. Statistical

- P1 Statistical report set-ups per day: The statistical report set-ups per day is the number of times per day that operators begin to prepare a report for doctors or other personnel based on medical records. It should be estimated.
- P2A Total monthly report forms: Count the total number of statistical report forms prepared by medical record personnel in a typical month.
- P2B Workdays per month: This is the number of days per month that the statistical section is staffed.
- P3A Average number of copied items per report: Count the number of data items copied from medical records for 50 reports. Divide this total number of items by 50 to obtain average items per report.
- P4A Total monthly records reported: Count the total number of records used in making statistical reports in a typical month.
- P4B Workdays per month: Same as P2B.
- P5A Total yearly newborns: Obtain the total number of discharged newborns for a year. Same as J1A.
- P5B Workdays per year: Same as J5A.
- P7 Trips per day: This is the average number of trips per day by medical record personnel in order to prepare reports or certificates. It can be estimated.
- P8 Unobstructed paces per trip: This is the distance of an average trip in paces. Only that part of the trip where there are no

fixed obstructions (like desks or tables) should be measured.
The remaining paces will be counted in the next workload.

- P9 Obstructed paces per trip: This is the number of paces on an average trip where fixed obstructions are encountered (Example: walking inside the medical record area).
- P11 Elevator rides per trip: This is the number of times medical record personnel get on and off an elevator on a trip necessary to prepare reports or certificates. It should be estimated.
- P12 Traffic floors per trip: This is the average number of times that the elevator stops to take on or let off passengers on a trip. It should be estimated.
- P13 Floors per trip: This workload is the number of floors traveled in the elevator on a trip. It can be estimated or counted for a typical trip.
- P14 Floors per trip up: This workload is the number of floors per trip that are traveled by walking up the stairway. If this trip is of standard length and over the same route, it can be counted. Otherwise, the average number of floors should be estimated.
- P15 Floors per trip down: This is the number of floors per trip that are traveled by walking down the stairway. If this trip is of standard length and over the same route, it can be counted. Otherwise, the average number of floors should be estimated.
- P16 Dumbwaiter trips per day: This is the average number of times per day that the dumbwaiter is used for transportation in preparing reports or certificates.
- P17 Loads per day: This is the average number of times per day that medical record personnel load medical records in the pneumatic tube carrier. It can be estimated or counted for a typical day.

- P18 Unloads per day: This is the same as P17, except records are unloaded.
- P19A Enter 1 if data copied from record onto a report form is handwritten.
Enter 0 if data copied from record onto a report form is typed.
- P20A Enter 1 if the following is performed by Medical Record Department during birth certificate preparation.
Prepare list of newborns.
- P20B Enter 1 if the following is performed by Medical Record Department during birth certificate preparation.
Interview mother.
- P20C Enter 1 if the following is performed by Medical Record Department during birth certificate preparation.
Interview mother - baby's name.
- P20D Enter 1 if the following is performed by Medical Record Department during birth certificate preparation.
Obtain mother's signature.
- P20E Enter 1 if the following is performed by Medical Record Department during birth certificate preparation.
Type birth certificates.
- P20F Enter 1 if the following is performed by Medical Record Department during birth certificate preparation.
Type address
- P20G Enter 1 if the following is performed by Medical Record Department during birth certificate preparation.
Assemble and insert certificate.

- P20H Enter 1 if the following is performed by Medical Record Department during birth certificate preparation.
Alphabetize for filing.
- P20I Enter 1 if the following is performed by Medical Record Department during birth certificate preparation.
File in doctors' boxes.
- P20J Enter 1 if the following is performed by Medical Record Department during birth certificate preparation.
File in mother's medical record.
- P20K Enter 1 if the following is performed by Medical Record Department during birth certificate preparation.
Arrange worksheets.
- P21A Workdays per week: This is the number of days per week that the statistical section is staffed.
- P22A Existing staff time per week: This is the estimated staff man-hours per week spent on statistical activities.

L. Phone

- Q1 Calls to staff per day: This workload is the number of calls per day that are referred to staff members. This can be counted in a typical day or estimated by someone familiar with this activity.
- Q2 Unrecorded calls per day: This workload is the number of calls per day of which no record is made. This can be counted for a typical day or estimated by someone familiar with this activity.
- Q3 Recorded calls per day: This workload is the number of calls per day during which a written message must be taken. These written notes can be saved for a typical day and counted.

- Q4 Reference calls per day: This workload is the number of calls per day for which the person answering the phone must ask a question of the supervisor in order to supply the information requested by the caller. This can be estimated.
- Q5 Returned calls per day: This workload is the number of calls per day for which a return call must be made to supply the necessary information. All of these calls will probably be "recorded" calls, that is, the first call will be noted down. If a notification is made for each incoming call of this type that a return call will be necessary, these notifications can be counted for a typical day and the count will be equal to the returned calls per day.
- Q6 Calls to doctors per day: This workload is the number of calls per day made to doctors who have out delinquent records. Since a count which is taken to determine which doctors have delinquent records is a standard medical record activity, the number of doctors that have to be contacted can be noted at that time.
- Q7 Calls to nurses per day: This workload is the number of calls per day that are made to the nursing station to request the return of a medical record or a report#. If some notification exists that shows that a missing medical record or report is at the nursing station, these notes can be counted for a typical day to indicate the number of these calls that will have to be made. Otherwise, this may be estimated.

#Note: This is not to be confused with calls concerning incomplete records which have been returned. Completion calls were already accounted for in Record Assembly and Analysis.

- Q8A Workdays per week: This is the number of days per week that the phone section is staffed.
- Q9A Existing staff time per week: This is the estimated staff man-hours per week spent on phone.

M. Correspondence

- R1 Correspondence setups per day: This is the number of times per day that operators prepare to handle correspondence. It involves obtaining stationary and supplies and cleaning a work place. It should be estimated by someone familiar with the way correspondence is handled.
- R2A Total monthly request letters: This is the total number of letters received requesting information during a typical month.
- R2B Workdays per month: This is the number of days per month that the correspondence section is staffed.
- R3 Items per request: This is the number of items which must be written or typed onto the card, slip, or abstract which accompanies the request form.
- R4A Total monthly deficient requests: This is the total number of letters received requesting information that is not sufficiently authorized during a typical month. For example, the patient's signature, which may be required by your department, may be missing. You should save all letters for a month to determine R2A (above) and then separate and count the letters that are not authorized.
- R4B Workdays per month: Same as R2B.
- R5 Words per authorization: This workload refers to the length of a letter which would normally be sent to anyone requesting medical record information without sufficient authorization. Count the words in a typical letter of this type.

Note: If your department has a form letter which is sent in cases where a request is not sufficiently authorized to obtain from the party requesting information the patient's signature or whatever else is required, you should not determine this workload.

- R6A Total pages copied for 30 reports: This is the average number of pages of the medical record that have to be copied to comply with a request for information. Count the number of pages copied in answering 30 requests.
- R7A Total weekly in-person requests: This can be determined by counting the number of such requests that are made in a typical week.
- R7B Workdays in a typical week: This is the number of days per week that the correspondence section is staffed.
- R8A Enter 1 if request for medical record information is copied for reference by hand.
Enter 0 if request for medical record information is copied for reference by typing.
- R9A Enter 1 if additional authorization is requested by form letter.
Enter 0 if additional authorization is requested by other means.
- R10A Enter 1 if request for additional authorization is handwritten.
Enter 0 if request for additional authorization is typed.
- R11A Enter 1 if records are filed by serial.
- R11B Enter 1 if records are filed by digit.
- R11C Enter 1 if records are filed in a mechanical file.
- R12A Enter 1 if serial filing is for open shelf file.
Enter 0 if serial filing is for drawer file.
- R13A Enter value for the normal number of man-minutes to retrieve one medical record from mechanical file.

- R14A Enter 1 if abstracted information is typed on form letter.
Enter 0 if abstracted information is handwritten on form letter.
- R15A Enter 1 if Xerox copies of record are made.
- R15B Enter 1 if thermofax copies of record are made.
- R15C Enter 1 if SCM Electrostatic copies of record are made.
- R16A Enter 1 if the completion of an accompanying letter from party requesting information is handwritten.
Enter 0 if the completion of an accompanying letter from party requesting information is typed.
- R17A Enter 1 if amount owed to Medical Record Department for sending requested information is handwritten on bill form.
Enter 0 if amount owed to Medical Record Department for sending requested information is typed on bill form.
- R18A Same as R11A.
- R18B Same as R11B.
- R18C Same as R11C.
- R19A Same as R12A.
- R20A Same as R13A.
- R21A Workdays per week: Same as R7B.
- R22A Existing staff time per week: This is the estimated staff man-hours per week spent on correspondence.

N. Outpatient

- S1 Outpatient setups per day: This is the number of times per day that medical record personnel prepare to process or begin to process outpatient records. It should be estimated.
- S2A Total yearly outpatients: Obtain the total number of outpatients treated in a year.
- S2B Outpatient record workdays per year: Same as J5A.
- S3A Total monthly deficient records: Count the number of incomplete outpatient records that must be completed by medical record personnel in a typical month.
- S3B Workdays per month: This is the number of workdays per month that the outpatient section is staffed.
- S4A Enter 1 if outpatient records are filed by serial.
- S4B Enter 1 if outpatient records are filed by terminal digit.
- S4C Enter 1 if outpatient records are filed in a mechanical file.
- S5A Enter 1 if filing system is open shelf.
Enter 0 if filing system is drawer.
- S6A Same as R13A.
- S7A Workdays per month: Same as S3B.
- S8A Existing staff time per week: This is the estimated staff man-hours per week spent on outpatient records.

0. Emergency

- T1 Emergency room set-ups per day: Estimate the number of times per day that medical record personnel prepare to process or begin to process emergency room records.
- T2A Total yearly emergencies: This refers to the number of records that have to be processed per day. Obtain the total number of emergencies in a year.
- T2B Workdays per year: Same as J5A.
- T3A Enter 1 if emergency records are filed by serial.
- T3B Enter 1 if emergency records are filed by terminal digit.
- T4A Enter 1 if filing system is an open shelf file.
Enter 0 if filing system is a drawer file.
- T5A Same as R13A.
- T6A Workdays per week: This is the number of days per week that the emergency section is staffed.
- T7A Existing staff time per week: This is the estimated staff man-hours per week spent on emergency records.

APPENDIX B

SECTION 2

STAFFING METHOD PROGRAM LISTING

Written in FORTRAN IV to run on the UNIVAC 1108.

APPENDIX B

SECTION 2

STAFFING METHOD PROGRAM LISTING

REAL I1,I2,I3,I4,I5,I6,I7,I7A,I8,I9,I10,I11,I12,I13,I14,I15,I16A
REAL I17A,I,IA,IB,IC,ID,IE,IFX,IG,ITSST,IDIFF
REAL J1,J1A,J2,J2A,J3,J3A,J4,J4A,J5,J5A,J6,J7,J7A,J8,J8A,J9,J9A
REAL J10,J10A,J11,J12,J13,J13A,J13B,J14,J15,J16,J17,J18,J19,J20
REAL J20A,J21,J22,J23,J24,J25,J26,J27,J28,J29A,J30A,J31A,J32A,J33A
REAL J34A,J35A,J36A,J37A,J38A,J39A,J40A,J41A,JA,JBA1,JBA2A,JBA2B
REAL JBA2C,JBA2,JBA2D,JBA2E,JBA3,JBA,JBB1,JBB2A,JBB2B,JBB2C,JBB2D
REAL JBB2E,JBB2,JBB,JC1,JC2,JC3,JC4,JC4A,JC4B,JC,JD1,JD2,JD3,JD4
REAL JD5,JD6,JD7,JD,J,JTSST,JDIFF
REAL K1,K1A,K1B,K2,K2A,K2B,K3,K4,K4A,K4B,K5,K6,K6A,K6B,K7,K7A,K7B
REAL K8,K8IA,K8IB,K8IIA,K8IIB,K9IA,K9,K10,K10IA,K10IB
REAL KA1,K11IA,K12IA,K24,K24A,KAI1IA,KAI1IB,KAI1,KAI1
REAL KAI2A,KA,KAI2B,KAI2C,KB1,KB2A,KB2,KB3B,KB3A,KB3,KB,KC1
REAL KC2,KC3,KC4,KC5,KC,KDA,KDB,KD,KEI1,KEI2,KEI3,KEI4,KEI5,K11
REAL K12,KEI,KEI11,KEI12,K13,KE,KF1,KF2A,KF2B,KF2,KF,KF2C
REAL K41A,KF2D,KG1,KG2,KG3,KG4,KG,K14,K15,K16,K17,KH1,KH2,KH3,KH4
REAL KH5,KH6,KH7,KH,K18,K19,K20,K21,K22,K23,K32,K25,K26,K27,K28
REAL K29,K30,K31,K,K42A,K43A,KDIFF,KTSST,K13IIA,K13IIB,K14A,K14B
REAL K15A,K16A,K17A,K33A,K34A,K35A,K35B,K35C,K36A,K37A,K37B
REAL K37C,K37D,K37E,K38A,K39A,K40A,K40B,K40C,K40D
REAL L1,L2,L3,L4,L5,L6,L7,L8,L9,L10,LBI,LBII,LBIII,LB,LCI,LD,LEI
REAL LCII,LA,L8A,L8B,L9A,L10A,L10B,LEI1IA,LEI1IB,LEI1I,LEI12,LEII
REAL LE,LF,L,LC,LTSST,LDIFF,L16A,L15A,L2A,L2B,L3A,L4A,L5A,L11A
REAL L11B,L11C,L12A,L12B,L13A,L14A
REAL M1,M2,M3,M4,M5,M6,M7,M8,M9,M10,M11,M12,M13,M14,M2A,M2B,M4A
REAL M4B,M6A,M6B,M8I,M8II,M8IA,M8IB,M8IIA,M8IIB,M9A,M10A,M11A,M12A
REAL MB1,M13A,M14A,M12B,M13B,M14B,MA,MB2,MB,MC1,MD2,MD2A,MD2B,MD2C
REAL MD2D,MD3,MD4,MD5A,MD5B,MD5C,MD5D,MD5,MD,ME1,ME2,ME,MF1,MF2

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REAL MF3,MF4A,MF4B,MF4,MF5,MF,M,MTSST,MDIFF,M20A,M21A,M15A,M15B
REAL M15C,M15D,M15E,M16A,M16B,M16C,M16D,M17A,M17B,M17C,M17D,M18A
REAL M19A
REAL N1,N2,N3,N4,N5,N6,N2A,N2B,N3A,N3B,N3C,N3D,N4A,N4B,NA,NB1,NB2
REAL NB3,NB,NC1A,NC1B,NC1,NC2A,NC2B,NC2,NC3A,NC3B,NC3C,NC3D,NC3E
REAL NC3,NC,ND1A,ND1B,ND1C,ND1,ND2A1,ND2A2,ND2A,ND2B,ND2C1,ND2C2
REAL ND2C3A,ND2C3B,ND2C3C,N14A,N11A,ND2C3,ND2C4A,ND2C4B,ND2C,ND2
REAL ND,N,NTSST,NDIFF,N20A,N21A,N7A,N7B,N7C,N8A,N9A,N10A,N10B,N10C
REAL N10D,N10E,N12A,N13A,N13B,N13C,N15A,N16A,N17A,N18A,N18B,N18C
REAL N19A
10  READ (5,20) T01A
20  FORMAT (1F13.5)
30  READ (5,40)OR1,OR2,OR3
40  FORMAT (3F13.5)
50  READ (5,60) FP1,FP2,FP3,FP4,FP5,FP6,FP7,FP8,FP9,FP10,FP11,FP12
60  FORMAT (6F13.5)
70  READ (5,80)  I1,I2,I3,I4,I5,I6,I7A,I8,I9,I10,I11,I12,I13,I14,I15,
1I16A,I17A
80  FORMAT (6F13.5)
90  READ (5,100) J1A,J2A,J3A,J4A,J5A,J6,J7A,J8A,J9A,J10A,J11,J12,J13A,
1J13B,J14,J15,J16,J17,J18,J19,J20A,J21,J22,J23,J24,J25,J26,J27,J28,
2J29A,J30A,J31A,J32A,J33A,J34A,J35A,J36A,J37A,J38A,J39A,J39B,J40A,
3J41A
100  FORMAT (6F13.5)
110  READ (5,120) K1A,K1B,K2A,K2B,K3,K4A,K4B,K5,K6A,K6B,K7A,K7B,K8IA,
1K8IB,K9IA,K10IA,K10IB,K11IA,K12IA,K8IIA,K8IIB,K13IIA,K13IIB,K14A,
2K14B,K15A,K16A,K17A,K18,K19,K20,K21,K22,K23,K24A,K25,K26,K27,K28
3K29,K30,K31,K32,K33A,K34A,K35A,K35B,K35C,K36A,K37A,K37B,K37C,K37D,
4K37E,K38A,K39A,K40A,K40B,K40C,K40D,K41A,K42A,K43A
120  FORMAT (6F13.5)
130  READ (5,140) L1,L2A,L2B,L3A,L4A,L5A,L7,L8A,L8B,L9A,L10A,L10B,
1L11A,L11B,L11C,L12A,L12B,L13A,L14A,L15A,L16A
140  FORMAT (6F13.5)
150  READ (5,160) M1,M2A,M2B,M3,M4A,M4B,M5,M6A,M6B,M7,M8IA,M8IB,M8IIA,
1M8IIB,M9A,M10A,M11A,M12A,M12B,M13A,M13B,M14A,M14B,M15A,M15B,M15C,

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2M15D,M15E,M16A,M16B,M16C,M16D,M17A,M17B,M17C,M17D,M18A,M19A,M20A,
3M21A
160  FORMAT (6F13.5)
170  READ (5,180) N1,N2A,N2B,N3A,N3B,N3C,N3D,N4A,N4B,N5,N6,N7A,N7B,N7C,
1N8A,N9A,N10A,N10B,N10C,N10D,N10E,N11A,N12A,N13A,N13B,N13C,N14A,
2N15A,N16A,N17A,N18A,N18B,N18C,N19A,N20A,N21A
180  FORMAT (6F13.5)
190  READ (5,200) O1A,O1B,O2A,O3,O4A,O4B,O4C,O4D,O4E,O5A,O6A,O7A,O7B,
1O7C,O7D,O7E,O7F,O7G,O8A,O9A
200  FORMAT (6F13.5)
210  READ (5,220) P1,P2A,P2B,P3A,P4A,P4B,P5A,P5B,P6,P7,P8,P9,P10,P11,
1P12,P13,P14,P15,P16,P17,P18,P19A,P20A,P20B,P20C,P20D,P20E,P20F,
2P20G,P20H,P20I,P20J,P20K,P21A,P22A
220  FORMAT (6F13.5)
230  READ (5,240) Q1,Q2,Q3,Q4,Q5,Q6,Q7,Q8A,Q9A
240  FORMAT (6F13.5)
250  READ (5,260) R1,R2A,R2B,R3,R4A,R4B,R5,R6A,R7A,R7B,R8A,R9A,R10A,
1R11A,R11B,R11C,R12A,R13A,R14A,R15A,R15B,R15C,R16A,R17A,R18A,R18B,
2R18C,R19A,R20A,R21A,R22A
260  FORMAT (6F13.5)
270  READ (5,280) S1,S2A,S2B,S3A,S3B,S4A,S4B,S4C,S5A,S6A,S7A,S8A
280  FORMAT (6F13.5)
290  READ (5,300) T1,T2A,T2B,T3A,T3B,T3C,T4A,T5A,T6A,T7A
300  FORMAT (6F13.5)
310  IA=0.
320  IB=0.
330  IC=0.
340  ID=0.
350  IE=0.
360  IFX = 0.
370  IG=0.
380  I=0.
390  ITSST=0.
400  IDIFF=0.
410  IF (FP1) 530,530,420

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```

420  I7 = 2*I7A
430  IA = 0.010*I3*I1 + 0.013*I4*I1
440  IB = 0.012*I7*I1 + 0.006*I5*I1 + 0.007*I6*I1
450  IC = 0.163*I2*I1
460  ID = 1.5*I8*I1 + 0.450*I9*I1 + 0.090*I10*I1
470  IE = 0.010*I11*I1 + 0.008*I12*I1
480  IFX = 0.672 * I13
490  IG = 0.202*I14 + 0.416*I15
500  I = IA + IB + IC + ID + IE + IFX + IG
510  ITSST = I*I16A*1.17/60
520  IDIFF = ITSST - I17A
530  JBA1=0.
540  JBA2=0.
550  JBA2A=0.
560  JBA2B=0.
570  JBA2C=0.
580  JBA2D=0.
590  JBA2E=0.
600  JBA3=0.
610  JBB1=0.
620  JBB2A=0.
630  JA=0.
640  JBB2B=0.
650  JBB2C=0.
660  JBB2D=0.
670  JBB2E=0.
680  JBB2=0.
690  JC1=0.
700  JC2=0.
710  JC3=0.
720  JC4=0.
730  JBA=0.
740  JC4A=0.
750  JC4B=0.
760  JD1=0.

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770  JD2=0.
780  JD3=0.
790  JD4=0.
800  JD5=0.
810  JD6=0.
820  JBB=0.
830  JC=0.
840  JD=0.
850  J=0.
860  JDIFF=0.
870  JTSST=0.
880  JD7=0.
890  IF (FP2) 1580,1580,900
900  J1 = J1A/J5A
910  J2 = J2A/J5A
920  J3 = J3A/J5A
930  J4 = J4A/J5A
940  J5 = J1 + J2 + J3 + J4
950  J7 = J7A/30
960  J8 = J8A/30
970  J9 = J9A/30
980  J10= J10A/30
990  J13= J13A/J13B
1000 J20= J20A*2
1010 JA = 2.10*J6 + 0.188*J5
1020 IF (J29A) 1030,1030,1180
1030 JBA1 = 0.054*J7*J1 + 0.054*J8*J2 + 0.054*J9*J3 + 0.054*J10*J4
1040 IF (J30A) 1060,1060,1050
1050 JBA2A = 0.145*J5
1060 IF (J31A) 1080,1080,1070
1070 JBA2B = 0.165*J5
1080 IF (J32A) 1100,1100,1090
1090 JBA2C = 0.177*J5
1100 IF (J33A) 1120,1120,1110

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1110 JBA2D = 0.223*J5
1120 IF (J34A) 1140,1140,1130
1130 JBA2E = 0.173*J5
1140 JBA2 = JBA2A + JBA2B + JBA2C + JBA2D + JBA2E
1150 JBA3 = 0.055*J7*J1 + 0.055*J8*J2 + 0.080*J9*J3 + 0.072*J10*J4
1160 JBA = JBA1 + JBA2 + JBA3
1170 GO TO 1310
1180 JBB1 = 0.188*J7*J1 + 0.188*J8*J2 + 0.264*J9*J3 + 0.256*J10*J4
1190 IF (J30A) 1210,1210,1200
1200 JBB2A = 0.145*J5
1210 IF (J31A) 1230,1230,1220
1220 JBB2B = 0.165*J5
1230 IF (J32A) 1250,1250,1240
1240 JBB2C = 0.177*J5
1250 IF (J33A) 1270,1270,1260
1260 JBB2D = 0.0223*J5
1270 IF (J34) 1290,1290,1280
1280 JBB2E = 0.173*J5
1290 JBB2 = JBB2A + JBB2B + JBB2C + JBB2D + JBB2E
1300 JBB = JBB1 + JBB2
1310 IF (J35A) 1330,1330,1320
1320 JC1 = 0.900*J11
1330 IF (J36A) 1350,1350,1340
1340 JC2 = 1.46*J12
1350 IF (J37A) 1370,1370,1360
1360 JC3 = 0.11*J13
1370 IF (J38A) 1390,1390,1380
1380 JC4 = 0.144*J13
1390 IF (J39A) 1410,1410,1400
1400 JC4A = 0.180*J13
1410 IF (J39B) 1430,1430,1420
1420 JC4B = 0.150*J13
1430 JC = JC1 + JC2 + JC3 + JC4A + JC4B
1440 JD1 = 0.010*J16*J14 + 0.013*J17*J14
1450 JD2 = 0.012*J20*J14 + 0.006*J18*J14 + 0.007*J19*J14

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```

1460 JD3 = 0.163*J15*J14
1470 JD4 = 1.370*J21*J14 + 0.450*J22*J14 + 0.090*J23*J14 +0.130*J21*J14
1480 JD5 = 0.010*J24*J14 + 0.008*J25*J14
1490 JD6 = 0.672 * J26
1500 JD7 = 0.202*J27 + 0.416*J28
1510 JD = JD1 + JD2 + JD3 + JD4 + JD5 + JD6 + JD7
1520 IF (J29A) 1550,1550,1530
1530 J = JA + JBA + JC + JD
1540 GO TO 1560
1550 J = JA + JBB + JC + JD
1560 JTSST = J*J40A*1.17/60
1570 JDIFF = JTSST - J41A
1580 KAI=0.
1590 KAI1A=0.
1600 KAI1B=0.
1610 KAI=0.
1620 KAI1=0.
1630 KAI2A=0.
1640 KAI2B=0.
1650 KAI2C=0.
1660 KB1=0.
1670 KB2A=0.
1680 KA=0.
1690 KB2=0.
1700 KB3B=0.
1710 KB3A=0.
1720 KB3=0.
1730 KC1=0.
1740 KC2=0.
1750 KC3=0.
1760 KC4=0.
1770 KC5=0.
1780 KB=0.
1790 KDA=0.
1800 KDB=0.

```

1810 KEII=0.
1820 KEI2=0.
1830 KEI3=0.
1840 KEI4=0.
1850 KEI5=0.
1860 KEI=0.
1870 KEII1=0.
1880 KC=0.
1890 KEII=0.
1900 KEII2=0.
1910 KF1=0.
1920 KF2A=0.
1930 KF2B=0.
1940 KF2=0.
1950 KF2C=0.
1960 KF2D=0.
1970 KG1=0.
1980 KD=0.
1990 KG2=0.
2000 KG3=0.
2010 KG4=0.
2020 KH1=0.
2030 KH2=0.
2040 KH3=0.
2050 KH4=0.
2060 KH5=0.
2070 KH6=0.
2080 KE=0.
2090 KF=0.
3000 KG=0.
3010 KH=0.
3020 K=0.
3030 KDIFF=0.
3040 KTSST=0.
3050 KH7=0.

```

3060 IF (FP3) 10390,10390,3070
3070 K1 = K1A/K1B
3080 K2 = K2A/K2B
3090 K4 = K4A/K4B
4000 K6 = K6A/K6B
4010 K7 = K7A/K7B
4020 K14 = K14A / K14B
4030 K15 = K15A / K14B
4040 K16 = K16A / K14B
4050 K17 = K17A / K14B
4060 IF (K33A) 4070,4070,5000
4070 K8 = K8IIA/K8IIB
4080 K13= K13IIA/K13IIB
4090 GO TO 5040
5000 K8 = K8IA / K8IB
5010 K9 = K9IA/30
5020 K10 = K10IA/K10IB
5030 K11 = K11IA/30
5040 K24 = K24A*2
5050 K12 = K12IA/30
5060 IF (K34A) 5070,6030,5070
5070 IF (K35B) 5090,5090,5080
5080 KAI1A = 0.180*K2
5090 IF (K35C) 6010,6010,6000
6000 KAI1B = 0.150*K2
6010 KAI1 = KAI1A + KAI1B
6020 GO TO 7010
6030 KAI1 = 0.09*K2
6040 IF (K35A) 6060,6060,6050
6050 KAI2A= 0.082*K1
6060 IF (K35B) 6080,6080,6070
6070 KAI2B= 0.158*K1
6080 IF (K35C) 7000,7000,6090
6090 KAI2C= 0.132*K1
7000 KAI = KAI1 + KAI2A + KAI2B + KAI2C

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```

7010 KA = KAI + KAI1
7020 KB1 = 0.350*K3
7030 IF (K35C) 7060,7060,7040
7040 KB2B = 0.034*K4
7050 GO TO 7070
7060 KB2A = 0.038*K4
7070 KB2 = KB2A + KB2B
7080 IF (K36A) 8010,8010,7090
7090 KB3B = 0.06*K5*K6
8000 GO TO 8020
8010 KB3A = 0.08*K5*K6
8020 KB3 = KB3A + KB3B
8030 KB = KB1 + KB2 + KB3
8040 IF (K37A) 8060,8060,8050
8050 KC1 = 0.090*K6
8060 IF (K37B) 8080,8080,8070
8070 KC2 = 0.060*K6
8080 IF (K37C) 9000,9000,8090
8090 KC3 = 0.320*K6
9000 IF (K37D) 9020,9020,9010
9010 KC4 = 0.100*K6
9020 IF (K37E) 9040,9040,9030
9030 KC5 = 0.300*K6
9040 KC = KC1 + KC2 + KC3 + KC4 + KC5
9050 IF (K38A) 9080,9060,9080
9060 KDA = 4.59*K7
9070 GO TO 9090
9080 KDB = 4.667*K7
9090 KD = KDA + KDB
10000 IF (K39A) 10120,10010,10120
10010 KEI1 = 0.963*K8
10020 KEI2 = 0.340*(K9-1.0)
10030 KEI3 = 0.670*K10
10040 KEI4 = 0.305*K11*K9*K8
10050 KEI5 = 0.191*K12*K9*K8

```

10060 KEI = KEI1 + KEI2 + KEI3 + KEI4 + KEI5
 10070 GO TO 10110
 10080 KEII1 = 2.228*K8
 10090 KEII2 = 1.40*K13
 10100 KEII = KEII1 + KEII2
 10110 KE = KEI + KEII
 10120 KF1 = 0.188*K8
 10130 IF (K40A) 10150,10150,10140
 10140 KF2A = 0.180 * K8
 10150 IF (K40B) 10170,10170,10160
 10160 KF2B = 0.150*K8
 10170 IF (K40E) 10190,10190,10180
 10180 KF2C = 0.258*(K8-K41A)
 10190 IF (K40D) 10210,10210,10200
 10200 KF2D = 0.082*(K8-K41A)
 10210 KF2 = KF2A + KF2B + KF2C + KF2D
 10220 KF = KF1 + KF2
 10230 KG1 = 0.475*K14
 10240 KG2 = 0.825*K15
 10250 KG3 = 1.025*K16
 10260 KG4 = 0.873*K17
 10270 KG = KG1 + KG2 + KG3 + KG4
 10280 KH1 = 0.010*K20 + 0.013*K21
 10290 KH2 = 0.012*K24*K18 + 0.006*K22*K18 + 0.007*K23*K18
 10300 KH3 = 0.163*K19*K18
 10310 KH4 = 1.370*K25*K18 + 0.450*K26*K18 + 0.090*K27*K18 + 0.130*K25*K18
 10320 KH5 = 0.010*K28*K18 + 0.008*K29*K18
 10330 KH6 = 0.672*K30
 10340 KH7 = 0.202*K31 + 0.416*K32
 10350 KH = KH1 + KH2 + KH3 + KH4 + KH5 + KH6 + KH7
 10360 K = KA + KB + KC + KD + KE + KF + KG + KH
 10370 KTSST= K*K42A*1.17/60
 10380 KDIFF= KTSST - K43A
 10390 LBI=0.
 10400 LBII=0.

10410 LBIII=0.
 10420 LCI=0.
 10430 LCII=0.
 10440 LEI=0.
 10450 LEIII1A=0.
 10460 LEIII1B=0.
 10470 LEIII1=0.
 10480 LEIII2=0.
 10490 LA=0.
 10500 LB=0.
 10510 LC=0.
 10520 LD=0.
 10530 LE=0.
 10540 LF=0.
 10550 L=0.
 10560 LDIFF=0.
 10570 LTSST=0.
 10580 LEII=0.
 10590 IF (FP4) 10980,10980,10600
 10600 L8 = L8A/L8B
 10610 L9 = L6*(L9A/30)
 10620 L10 = L10A/L10B
 10630 L2 = L2A / L2B
 10640 L3 = L3A / L2B
 10650 L4 = L4A / L2B
 10670 L5 = L5A / L2B
 10680 LA = 1.520*L1
 10690 L6 = L2 + L3 + L4 + L5
 10700 IF (L11A) 10720,10720,10710
 10710 LBI = 0.589*L2 + 1.26*L3 + 1.65*L4 + 1.52*L5
 10720 IF (L11B) 10740,10740,10730
 10730 LBII= 1.556*L2 + 3.5*L3 + 3.9*L4 + 3.732*L5
 10740 IF (L11C) 10760,10760,10750
 10750 LBIII= 0.2115*L2 + 0.2025*L3 + 0.423*L4 + 0.282*L5
 10760 LB = LBI + LBII + LBIII

10770 IF (L12A) 10790,10790,10780
 10780 LCI = $0.240*L2 + 0.43*L3 + 0.54*L4 + 0.445*L5$
 10790 IF (L12B) 10810,10810,10800
 10800 LCII= $0.397*L2 + 0.397*L3 + 0.539*L4 + 0.521*L5$
 10810 LC = LCI + LCII
 10820 LD = $2.10*L7$
 10830 IF (L13A) 10860,10860,10840
 10840 LEI = $1.281*L2 + 1.922*L3 + 2.525*L4 + 2.68*L5 + 0.235*L6 + 2.61*L8$
 10850 GO TO 10930
 10860 IF (L14A) 10890,10890,10870
 10870 LEIII1A= $0.08*L9$
 10880 GO TO 10900
 10890 LEIII1B= $0.06*L9$
 10900 LEIII1 = LEIII1A + LEIII1B
 10910 LEII2 = $0.161*L2 + 0.212*L3 + 0.225*L4 + 0.210*L5$
 10920 LEII = LEIII1 + LEII2
 10930 LE = LEI + LEII
 10940 LF = $0.873*L10$
 10950 L = LA + LB + LC + LD + LE + LF
 10960 LTSST = $L*L15A*1.17/60$
 10970 LDIFF = LTSST - L16A
 10980 MB1=0.
 10990 MB2=0.
 11000 MC1=0.
 11010 MC2=0.
 11020 MC3=0.
 11030 MC4=0.
 11040 MC5=0.
 11050 MD1=0.
 11060 MD2=0.
 11070 MD2A=0.
 11080 MA=0.
 11090 MD2B=0.
 11100 MD2C=0.
 11110 MD2D=0.

11120 MD3=0.
 11130 MD4=0.
 11140 MD5A=0.
 11150 MD5B=0.
 11160 MD5C=0.
 11170 MD5D=0.
 11180 MB=0.
 11190 MD5=0.
 11200 ME1=0.
 11210 ME2=0.
 11220 MF1=0.
 11230 MF2=0.
 11240 MF3=0.
 11250 MF4A=0.
 11260 MF4B=0.
 11270 MF4=0.
 11280 MC=0.
 11290 MD=0.
 11300 ME=0.
 11310 MF=0.
 11320 M=0.
 11330 MDIFF=0.
 11340 MTSST=0.
 11350 MF5=0.
 11360 IF (FP5) 12030,12030,11370
 11370 M2 = M2A/M2B
 11380 M4 = M4A/M4B
 11390 M6 = M6A/M6B
 11400 M8I= M8IA/M8IB
 11410 M8II=M8IIA/M8IIB
 11420 M8 = M8I + M8II
 11430 M9 = M9A/30
 11440 M10= M10A/30
 11450 M11= M11A/30
 11460 M12= M12A/M12B

11470 $M13 = M13A/M13B$
 11480 $M14 = M14A/M14B$
 11490 $MA = 1.036 * M1$
 11500 $MB1 = 0.120 * M2$
 11510 $MB2 = 0.051 * M3 * M2$
 11520 $MB = MB1 + MB2$
 11530 IF (M15A) 11550,11550,11540
 11540 $MC1 = 0.044 * M2$
 11550 IF (M15B) 11570,11570,11560
 11560 $MC2 = 0.310 * M2$
 11570 IF (M15C) 11590,11590,11580
 11580 $MC3 = 0.205 * M2$
 11590 IF (M15D) 11610,11610,11600
 11600 $MC4 = 0.363 * M2$
 11610 IF (M15E) 11630,11630,11620
 11620 $MC5 = 0.240 * M2$
 11630 $MC = MC1 + MC2 + MC3 + MC4 + MC5$
 11640 $MD1 = 0.038 * M4$
 11650 IF (M16A) 11670,11670,11660
 11660 $MD2A = 0.31 * M4$
 11670 IF (M16B) 11690,11690,11680
 11680 $MD2B = 0.205 * M4$
 11690 IF (M16C) 11710,11710,11700
 11700 $MD2C = 0.363 * M4$
 11710 IF (M16D) 11730,11730,11720
 11720 $MD2D = 0.240 * M4$
 11730 $MD2 = MD2A + MD2B + MD2C + MD2D$
 11740 $MD3 = 0.273 * M6$
 11750 $MD4 = 0.051 * M5 * M6$
 11760 IF (M17A) 11780,11780,11770
 11770 $MD5A = 0.310 * M6$
 11780 IF (M17B) 11800,11800,11790
 11790 $MD5B = 0.205 * M6$
 11800 IF (M17C) 11820,11820,11810
 11810 $MD5C = 0.363 * M6$

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11820 IF (M17D) 11840,11840,11830
11830 MD5D= 0.240*M6
11840 MD5 = MD5A + MD5B + MD5C + MD5D
11850 MD  = MD1 + MD2 + MD3 + MD4 + MD5
11860 ME1 = 0.184*M6
11870 ME2 = 0.184*M6
11880 ME  = ME1 + ME2
11890 IF (M18A) 11930,11930,11900
11900 MF1 = 1.036*M7
11910 MF2 = 0.063*M8
11920 MF3 = 0.169*M12 + 0.141*M13 + 0.150*M14
11930 IF (M19A) 11960,11960,11940
11940 MF4A= 0.053*M9*M12 + 0.053*M10*M13 + 0.053*M11*M14
11950 GO TO 11970
11960 MF4B= 0.120*(M12+M13+M14) + 0.051*(M9*M12+M10*M13+M11*M14)
11970 MF4 = MF4A + MF4B
11980 MF5 = 0.169*M12 + 0.169*M13 + 0.150*M14
11990 MF  = MF1 + MF2 + MF3 + MF4 + MF5
12000 M   = MA + MB + MC + MD + ME + MF
12010 MTSST= M*M20A*1.17/60
12020 MDIFF= MTSST - M21A
12030 NB1=0.
12040 NB2=0.
12050 NB3=0.
12060 NC1A=0.
12070 NC1B=0.
12080 NC1=0.
12090 NC2A=0.
12100 NC2B=0.
12110 NC2=0.
12120 NC3A=0.
12130 NA=0.
12140 NC3B=0.
12150 NC3C=0.
12160 NC3D=0.

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12170 NC3E=0.
 12180 NC3=0.
 12190 ND1A=0.
 12200 ND1B=0.
 12210 ND1C=0.
 12220 ND1=0.
 12230 NB=0.
 12240 ND2A1=0.
 12250 ND2A2=0.
 12260 ND2A=0.
 12270 ND2B=0.
 12280 ND2C1=0.
 12290 ND2C2=0.
 12300 ND2C3A=0.
 12310 ND2C3B=0.
 12320 ND2C3C=0.
 12330 NC=0.
 12340 ND2C4A=0.
 12350 ND2C3=0.
 12360 ND2C4B=0.
 12370 ND2C=0.
 12380 ND=0.
 12390 N=0.
 12400 NDIFF=0.
 12410 NTSST=0.
 12420 ND2=0.
 12430 IF (FP6) 13140,13140,12440
 12440 N2 = N2A/N2B
 12450 N3 = (N3A*N3C)/N3B/N3D
 12460 N4 = N4A/N4B
 12470 NA = 2.100*N1
 12480 IF (N7A) 12500,12500,12490
 12490 NB1 = 0.145*N2 + 0.120*N2*N5
 12500 IF (N7B) 12520,12520,12510
 12510 NB2 = 0.120*N2 + 0.060*N2*N5

12520 IF (N7C) 12540,12540,12530
 12530 NB3 = 0.164*N2
 12540 NB = NB1 + NB2 + NB3
 12550 IF (N8A) 12580,12580,12560
 12560 NC1A= 0.055*N3
 12570 GO TO 12590
 12580 NC1B= 0.190*N3
 12590 NC1 = NC1A + NC1B
 12600 IF (N9A) 12630,12630,12610
 12610 NC2A= 0.111*N3
 12620 GO TO 12640
 12630 NC2B= 0.109*N3
 12640 NC2 = NC2A + NC2B
 12650 IF (N10A) 12670,12670,12660
 12660 NC3A= 0.249*N3
 12670 IF (N10B) 12690,12690,12680
 12680 NC3B= 0.355*N3
 12690 IF (N10C) 12710,12710,12700
 12700 NC3C= 0.231*N3
 12710 IF (N10D) 12730,12730,12720
 12720 NC3D= 0.324*N3
 12730 IF (N10E) 12750,12750,12740
 12740 NC3E= N11A*N3
 12750 NC3 = NC3A + NC3B + NC3C + NC3D + NC3E
 12760 NC = NC1 + NC2 + NC3
 12770 IF (N12A) 13110,13110,12780
 12780 IF (N13A) 12800,12800,12790
 12790 ND1A= 0.310*N4
 12800 IF (N13B) 12820,12820,12810
 12810 ND1B= 0.237*N4
 12820 IF (N13C) 12840,12840,12830
 12830 ND1C= N14A*N4
 12840 ND1 = ND1A + ND1B + ND1C
 12850 IF (N15A) 12920,12920,12860
 12860 IF (N16A) 12890,12890,12870

12870 ND2A1= 0.16*N4
 12880 GO TO 12900
 12890 ND2A2= 0.12*N4
 12900 ND2A= ND2A1 + ND2A2
 12910 GO TO 13090
 12920 ND2B=0.100*N4
 12930 IF (N17A) 12960,12960,12940
 12940 ND2C1=0.145*N4
 12950 GO TO 12970
 12960 ND2C2=0.125*N4
 12970 IF (N18A) 12990,12990,12980
 12980 ND2C3A= 0.310*N4
 12990 IF (N18B) 13010,13010,13000
 13000 ND2C3B= 0.237*N4
 13010 IF (N18C) 13030,13030,13020
 13020 ND2C3C= N14A*N4
 13030 ND2C3= ND2C3A + ND2C3B + ND2C3C
 13040 IF (N19A) 13070,13070,13050
 13050 ND2C4A= 0.145*N4 + 0.120*N4*N6
 13060 GO TO 13080
 13070 ND2C4B= 0.120*N4 + 0.060*N4*N6
 13080 ND2C= ND2C1 + ND2C2 + ND2C3 + ND2C4A + ND2C4B
 13090 ND2 = ND2A + ND2B + ND2C
 13100 ND = ND1 + ND2
 13110 N = NA + NB + NC + ND
 13120 NTSST=N*N20A*1.17/60
 13130 NDIFF=NTSST - N21A
 13140 OA1=0.
 13150 OA2A=0.
 13160 OA2B=0.
 13170 OA2C=0.
 13180 OA2D=0.
 13190 OA2E=0.
 13200 OA2=0.
 13210 OBlA=0.

13220 OB1B=0.
 13230 OB1=0.
 13240 OA=0.
 13250 OB2=0.
 13260 OB3=0.
 13270 OC1=0.
 13280 OC2=0.
 13290 OC3=0.
 13300 OC4=0.
 13310 OC5=0.
 13320 OC6=0.
 13330 OB=0.
 13340 OC=0.
 13350 O=0.
 13360 ODIFF=0.
 13370 OTSST=0.
 13380 OC7=0.
 13390 IF (FP7) 13810,13810,13400
 13400 O1 = O1A/O1B
 13410 O2 =(O2A/30)*O1
 13420 OA1 = O1*0.213
 13430 IF (O4A) 13450,13450,13440
 13440 OA2A= 0.310*O1
 13450 IF (O4B) 13470,13470,13460
 13460 OA2B= 0.249*O1
 13470 IF (O4C) 13490,13490,13480
 13480 OA2C= 0.5A*O1
 13490 IF (O4D) 13510,13510,13500
 13500 OA2D= 0.324*O1
 13510 IF (O4E) 13530,13530,13520
 13520 OA2E= 0.231*O1
 13530 OA2 = OA2A + OA2B + OA2C + OA2D + OA2E
 13540 OA = OA1 + OA2
 13550 IF (O6A) 13600,13580,13560
 13560 OB1A= 0.356*O1

13570 GO TO 13590
 13580 OB1B= 0.120*01 + 0.137*01
 13590 OB1 = OB1A + OB1B
 13600 OB2 = 0.059*01
 13610 OB3 = 0.050*03
 13620 OB = OB1 + OB2 + OB3
 13630 IF (07A) 13650,13650,13640
 13640 OC1 = 0.087*01
 13650 IF (07B) 13670,13670,13660
 13660 OC2 = 0.056*01
 13670 IF (07C) 13690,13690,13680
 13680 OC3 = 0.331*01
 13690 IF (07D) 13710,13710,13700
 13700 OC4 = 0.058*01
 13710 IF (07E) 13730,13730,13720
 13720 OC5 = 0.140*01
 13730 IF (07F) 13750,13750,13740
 13740 OC6 = 0.33*02
 13750 IF (07G) 13770,13770,13760
 13760 OC7 = 0.221*01
 13770 OC = OC1 + OC2 + OC3 + OC4 + OC5 + OC6 + OC7
 13780 O = OA + OB + OC
 13790 OTSST= 0*08A*1.17/60
 13800 ODIFF= OTSST - 09A
 13810 PB1=0.
 13820 PB2=0.
 13830 PB3=0.
 13840 PB4=0.
 13850 PC1=0.
 13860 PC2=0.
 13870 PC3=0.
 13880 PC4=0.
 13890 PC5=0.
 13900 PC6=0.
 13910 PA=0.

13920 PC7=0.
 13930 PC8=0.
 13940 PC9=0.
 13950 PC10=0.
 13960 PC11=0.
 13970 PD1=0.
 13980 PD2=0.
 13990 PD3=0.
 14000 PD4=0.
 14010 PB=0.
 14020 PC=0.
 14030 PD=0.
 14040 P=0.
 14050 PDIFF=0.
 14060 PTSST=0.
 14070 PD5=0.
 14080 IF (FP8) 14530,14530,14090
 14090 P2 = P2A/P2B
 14100 P3 = P3A/50
 14110 P4 = P4A/P4B
 14120 P5 = P5A/P5B
 14130 PA = 2.10*P1
 14140 IF (P19A) 14170,14170,14150
 14150 PB1 = 0.080*P2*P3
 14160 GO TO 14180
 14170 PB2 = 0.180*P2 + 0.060*P2*P3
 14180 PB3 = 0.143*P4
 14190 PB4 = 0.480*P2
 14200 PB = PB1 + PB2 +PB3 +PB4
 14210 IF (P20A) 14230,14230,14220
 14220 PC1 = 0.470*P5
 14230 IF (P20B) 14250,14250,14240
 14240 PC2 = 4.15*P5
 14250 IF (P20C) 14270,14270,14260
 14260 PC3 = 0.526*P5

14270 IF (P20D) 14290,14290,14280
 14280 PC4 = 0.440*P5
 14290 IF (P20E) 14310,14310,14300
 14300 PC5 = 2.240*P5
 14310 IF (P20F) 14330,14330,14320
 14320 PC6 = 0.391*P5
 14330 IF (P20G) 14350,14350,14340
 14340 PC7 = 0.300*P5
 14350 IF (P20H) 14370,14370,14360
 14360 PC8 = 0.090*P5
 14370 IF (P20I) 14390,14390,14380
 14380 PC9 = 0.060*P5
 14390 IF (P20J) 14410,14410,14400
 14400 PC10 = 0.136*P5
 14410 IF (P20K) 14430,14430,14420
 14420 PC11 = 0.057*P5
 14430 PC = PC1 + PC2 + PC3 + PC4 + PC5 + PC6 + PC 7 + PC 8 + PC9+PC10+PC11
 14440 PD1 = 0.010*P8*P7 + 0.013*P9*P7
 14450 PD2 = 1.370*P11*P7 + 0.450*P12*P7 + 0.090*P13*P7 + 0.180*P11*P7
 14460 PD3 = 0.010*P14*P7 + 0.008*P15*P7
 14470 PD4 = 0.672*P16
 14480 PD5 = 0.202*P17 + 0.416*P18
 14490 PD = PD1 + PD2 + PD3 + PD4 + PD5
 14500 P = PA + PB + PC + PD
 14510 PTSST = P*P21A*1.17/60
 14520 PDIFF = PTSST - P22A
 14530 QA1=0.
 14540 QA2=0.
 14550 QA3=0.
 14560 QA4=0.
 14570 QB1=0.
 14580 QB2=0.
 14590 QA=0.
 14600 QB=0.
 14610 Q=0.

14620 QDIFF=0.
 14630 QTSST=0.
 14640 QB3=0.
 14650 IF (FP9) 14780,14780,14660
 14660 QA1 = 0.464*Q1
 14670 QA2 = 0.675*Q2
 14680 QA3 = 0.598*Q3
 14690 QA4 = 1.785*Q4
 14700 QA = QA1 + QA2 + QA3 + QA4
 14710 QB1 = 0.821*Q5
 14720 QB2 = 0.500*Q6
 14730 QB3 = 0.793*Q7
 14740 QB = QB1 + QB2 + QB3
 14750 Q = QA + QB
 14760 QTSST= Q*Q8A*1.17/60
 14770 QDIFF= QTSST - Q9A
 14780 RB1=0.
 14790 RB2A=0.
 14800 RB2B=0.
 14810 RB2=0.
 14820 RB3=0.
 14830 RB4A=0.
 14840 RB4B1=0.
 14850 RB4B2=0.
 14860 RB4B4=0.
 14870 RB4B3=0.
 14880 RA=0.
 14890 RB4=0.
 14900 RC1=0.
 14910 RC2A1=0.
 14920 RC2A2=0.
 14930 RC2A=0.
 14940 RC2B1=0.
 14950 RC2B2=0.
 14960 RC2B=0.

14970 RC2C=0.
14980 RB=0.
14990 RC2=0.
15000 RC3A=0.
15010 RC3B=0.
15020 RC3=0.
15030 RC4=0.
15040 RC5A=0.
15050 RC5B=0.
15060 RC5C=0.
15070 RC5=0.
15080 RC=0.
15090 RC6=0.
15100 RC7A=0.
15110 RC7B=0.
15120 RC7=0.
15130 RC8=0.
15140 RC9A=0.
15150 RC9B=0.
15160 RC9C=0.
15170 RC9=0.
15180 RD=0.
15190 RD1=0.
15200 RD2A1=0.
15210 RD2A2=0.
15220 RD2A=0.
15230 RD2B1=0.
15240 RD2B2=0.
15250 RD2B=0.
15260 RD2C=0.
15270 RD2=0.
15280 R=0.
15290 RC10=0.
15300 RDIFF=0.
15340 RTSST=0.

15350 RD3=0.
 15360 IF (FP10) 16250,16250,15370
 15370 R2 = R2A/R2B
 15380 R4 = R4A/R4B
 15390 R6 = R6A/30
 15400 R7 = R7A/R7B
 15410 RA = 1.029*R1
 15420 RB1 = 0.385*R2
 15430 IF (R8A) 15460,15460,15440
 15440 RB2A = 0.08*R2*R3
 15450 GO TO 15470
 15460 RB2B = 0.06*R2*R3
 15470 RB2 = RB2A + RB2B
 15480 RB3 = 2.087*R2
 15490 IF (R9A) 15520,15520,15500
 15500 RB4A = 1.081*R4
 15510 GO TO 15580
 15520 IF (R10A) 15560,15560,15530
 15530 RB4B1 = 0.08*R5*R4
 15540 RB4B4 = 0.820*R4
 15550 GO TO 15580
 15560 RB4B2 = 0.06*R5*R4
 15570 RB4B3 = 0.71*R4
 15580 RB4A + RB4B1 + RB4B2 + RB4B3 + RB4B4
 15590 RB = RB1 + RB2 + RB3 + RB4
 15600 RC1 = 0.456*R2
 15610 IF (R11A) 15670,15670,15620
 15620 IF (R12A) 15650,15650,15630
 15630 RC2A1 = 0.249*R2
 15640 GO TO 15660
 15650 RC2A2 = 0.355*R2
 15660 RC2A = RC2A1 + RC2A2
 15670 IF (R11B) 15730,15630,15680
 15680 IF (R12A) 15710,15710,15690
 15690 RC2B1 = 0.231*R2

15700 GO TO 15720
 15710 $RC2B2 = 0.324 * R2$
 15720 $RC2B = RC2B1 + RC2B2$
 15730 IF (R11C) 15750,15750,15740
 15740 $RC2C = R13A * R2$
 15750 $RC2 = RC2A + RC2B + RC2C$
 15760 IF (R14A) 15790,15790,15770
 15770 $RC3A = 0.090 * R2 * R3$
 15780 GO TO 15800
 15790 $RC3B = 0.120 * R2 * R3$
 15800 $RC3 = RC3A + RC3B$
 15810 $RC4 = 0.343 * R2 * R6$
 15820 IF (R15A) 15840,15840,15830
 15830 $RC5A = 0.207 * R2 * R6$
 15840 IF (R15B) 15860,15860,15850
 15850 $RC5B = 0.320 * R2 * R6$
 15860 IF (R15C) 15880,15880,15870
 15870 $RC5C = 0.332 * R2 * R6$
 15880 $RC5 = RC5A + RC5B + RC5C$
 15890 $RC6 = 0.136 * R2$
 15900 IF (R16A) 15930,15930,15910
 15910 $RC7A = 0.080 * R3 * R2$
 15920 GO TO 15940
 15930 $RC7B = 0.060 * R3 * R2$
 15940 $RC7 = RC7A + RC7B$
 15950 $RC8 = 0.508 * R2$
 15960 $RC9A = 0.050 * R2$
 15970 IF (R17A) 16000,16000,15980
 15980 $RC9B = 0.08 * R2$
 15990 GO TO 16010
 16000 $RC9C = 0.06 * R2$
 16010 $RC9 = RC9A + RC9B + RC9C$
 16020 $RC10 = 0.300 * R2 + 0.394 * R2$
 16030 $RC = RC1 + RC2 + RC3 + RC4 + RC5 + RC6 + RC7 + RC8 + RC9 + RC10$

16040 $RD1 = 1.487 * R7$
 16050 IF (R18A) 16110,16110,16060
 16060 IF (R19A) 16090,16090,16070
 16070 $RD2A1 = 0.249 * R7$
 16080 GO TO 16100
 16090 $RD2A2 = 0.310 * R7$
 16100 $RD2A = RD2A1 + RD2A2$
 16110 IF (R18B) 16170,16170,16120
 16120 IF (R19A) 16150,16150,16130
 16130 $RD2B1 = 0.231 * R7$
 16140 GO TO 16160
 16150 $RD2B2 = 0.324 * R7$
 16160 $RD2B = RD2B1 + RD2B2$
 16170 IF (R18C) 16190,16190,16180
 16180 $RD2C = R20A * R7$
 16190 $RD2 = RD2A + RD2B + RD2C$
 16200 $RD3 = 0.750 * R7$
 16210 $RD = RD1 + RD2 + RD3$
 16220 $R = RA + RB + RC + RD$
 16230 $RTSST = R * R21A * 1.17 / 60$
 16240 $RDIFF = RTSST - R22A$
 16250 $SB1 = 0.$
 16260 $SB2 = 0.$
 16270 $SB3A1 = 0.$
 16280 $SB3A2 = 0.$
 16290 $SB3A = 0.$
 16300 $SB3B1 = 0.$
 16310 $SB3B2 = 0.$
 16320 $SB3B = 0.$
 16330 $SB3C = 0.$
 16340 $SA = 0.$
 16350 $SB = 0.$
 16360 $S = 0.$
 16370 $SDIFF = 0.$
 16380 $STSST = 0.$

16390 SB3=0.
 16400 IF (FP11) 16650,16650,16410
 16410 S2 = S2A/S2B
 16420 S3 = S3A/S3B
 16430 SA = 2.100*S1
 16440 SB1= 0.376*S2
 16450 SB2= 0.821*S3
 16460 IF (S4A) 16520,16520,16470
 16470 IF (S5A) 16500,16500,16480
 16480 SB3A1 = 0.249*S2
 16490 GO TO 16510
 16500 SB3A2 = 0.355*S2
 16510 SB3A = SB3A1 + SB3A2
 16520 IF (S4B) 16580,16580,16530
 16530 IF (S5A) 16560,16560,16540
 16540 SB3B1= 0.231*S2
 16550 GO TO 16570
 16560 SB3B2= 0.324*S2
 16570 SB3B = SB3B1 + SB3B2
 16580 IF (S4C) 16600,16600,16590
 16590 SB3C = S6A*S2
 16600 SB3 = SB3A + SB3B + SB3C
 16610 SB = SB1 + SB2 + SB3
 16620 S = SA + SB
 16630 STSST= S*S7A*1.17/60
 16640 SDIFF= STSST - S8A
 16650 TB1=0.
 16660 TB2A1=0.
 16670 TB2A2=0.
 16680 TB2A=0.
 16690 TB2B1=0.
 16700 TB2B2=0.
 16710 TB2B=0.
 16720 TB2C=0.
 16730 TA=0.

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16740 TB=0.
16750 T=0.
16760 TDIFF=0.
16770 TTSST=0.
16780 TB2=0.
16790 IF (FP12) 17020,17020,16800
16800 T2 = T2A/T2B
16810 TA = 2.100*T1
16820 TB1 = 0.684*T2
16830 IF (T3A) 16890,16890,16840
16840 IF (T4A) 16870,16870,16850
16850 TB2A1 = 0.249*T2
16860 GO TO 16880
16870 TB2A2 = 0.355*T2
16880 TB2A = TB2A1 + TB2A2
16890 IF (T3B) 16950,16950,16900
16900 IF (T4A) 16930,16930,16910
16910 TB2B1 = 0.231*T2
16920 GO TO 16940
16930 TB2B2 = 0.324*T2
16940 TB2B = TB2B1 + TB2B2
16950 IF (T3C) 16970,16970,16960
16960 TB2C = T5A*T2
16970 TB2 = TB2A + TB2B + TB2C
16980 TB = TB1 + TB2
16990 T = TA + TB
17000 TTSST = T*T6A*1.17/60
17010 TDIFF = TTSST - T7A
17020 TOTSST= ITSST + JTSST + KTSST + LTSST + MTSST + NTSST + OTSST +
      1PTSST + QTSST + RTSST + STSST + TTSST
17030 TODIFF = TOTSST - T01A
17040 WRITE (6,17050)
17050 FORMAT (1H1,////,51X,'HOSPITAL')
17060 IF (OR1) 18850,18850,17070

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17070 WRITE (6,17080)
17080 FORMAT (1H1,/,53X,'RECORD PICKUP')
17090 WRITE (6,17100)
17100 FORMAT (/,81X,'MAN MINUTES PER DAY')
17110 WRITE (6,17120) IA
17120 FORMAT (/,20X,'WALKING TIME',54X,F10.2)
17130 WRITE (6,17140) IB
17140 FORMAT (/,20X,'PUSHING CART',54X,F10.2)
17150 WRITE (6,17160) IC
17160 FORMAT (/,20X,'PICKUP AND SIGN FOR RECORDS',39X,F10.2)
17170 WRITE (6,17180) ID
17180 FORMAT (/,20X,'TAKING ELEVATOR',51X,F10.2)
17190 WRITE (6,17200) IE
17200 FORMAT (/,20X,'STAIRWAY TRAVEL',51X,F10.2)
17210 WRITE (6,17220) IFX
17220 FORMAT (/,20X,'PICKUP RECORDS FROM DUMBWAITER',36X,F10.2)
17230 WRITE (6,17240) IG
17240 FORMAT (/,20X,'TRANSPORT RECORDS THROUGH PNEUMATIC TUBE',26X,
1F10.2)
17250 WRITE (6,17260) I
17260 FORMAT (/,20X,'TOTAL TIME FOR RECORD PICKUP',38X,F10.2)
17270 WRITE (6,17280)
17280 FORMAT (1H1,/,46X,'RECORD ASSEMBLY AND ANALYSIS')
17290 WRITE (6,17300)
17300 FORMAT (/,81X,'MAN MINUTES PER DAY')
17310 WRITE (6,17320) JA
17320 FORMAT (/,20X,'PREPARE RECORDS FOR ASSEMBLY AND ANALYSIS',25X,
1F10.2)
17330 WRITE (6,17340) JBA
17340 FORMAT (/,20X,'ASSEMBLY AND ANALYSIS - SEPARATE METHOD',27X,F10.2)
17350 WRITE (6,17360) JBB
17360 FORMAT (/,20X,'ASSEMBLY AND ANALYSIS - COMBINED METHOD',27X,F10.2)
17370 WRITE (6,17380) JC
17380 FORMAT (/,20X,'COMPLETE RECORDS LEFT INCOMPLETE BY NURSES',24X,
1F10.2)

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17390 WRITE (6,17400) JD
17400 FORMAT (/ ,20X, 'TRANSPORTATION DURING ASSEMBLY AND ANALYSIS',23X,
      1F10.2)
17410 WRITE (6,17420) J
17420 FORMAT (// ,20X, 'TOTAL TIME FOR RECORD ASSEMBLY AND ANALYSIS',23X,
      1F10.2)
17430 WRITE (6,17440)
17440 FORMAT (1H1,// ,53X, 'TRANSCRIPTION')
17450 WRITE (6,17460)
17460 FORMAT (// ,81X, 'MAN MINUTES PER DAY')
17470 WRITE (6,17480) KA
17480 FORMAT (/ ,20X, 'SORT AND DISTRIBUTE INCOMPLETE RECORDS',28X,F10.2)
17490 WRITE (6,17500) KB
17500 FORMAT (/ ,20X, 'ASSIST AND PREPARE DOCTORS REPORTS',32X,F10.2)
17510 WRITE (6,17520) KC
17520 FORMAT (/ ,20X, 'DISTRIBUTE NOTES TO DOCTORS',39X,F10.2)
17530 WRITE (6,17540) KD
17540 FORMAT (/ ,20X, 'PREPARE BELTS OR DISCS FOR TRANSCRIPTIONS',25X,
      1F10.2)
17550 WRITE (6,17560) KE
17560 FORMAT (/ ,20X, 'TRANSCRIPTION',53X,F10.2)
17570 WRITE (6,17580) KF
17580 FORMAT (/ ,20X, 'SORT AND FILE TYPED REPORTS',39X,F10.2)
17590 WRITE (6,17600) KG
17600 FORMAT (/ ,20X, 'FINAL COMPLETION CHECK OF RECORD',34X,F10.2)
17610 WRITE (6,17620) KH
17620 FORMAT (/ ,20X, 'TRANSPORTATION DURING TRANSCRIPTION ACTIVITIES',20X,
      1F10.2)
17630 WRITE (6,17640) K
17640 FORMAT (/ ,20X, 'TOTAL TIME FOR TRANSCRIPTION',38X,F10.2)
17650 WRITE (6,17660)
17660 FORMAT (1H1,// ,49X, 'CODING AND ABSTRACTING')
17670 WRITE (6,17680)
17680 FORMAT (// ,81X, 'MAN MINUTES PER DAY')

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17690 WRITE (6,17700) LA
 17700 FORMAT (/ ,20X, 'SETUP AND CLEANUP FOR CODING',38X,F10.2)
 17710 WRITE (6,17720) LB
 17720 FORMAT (/ ,20X, 'CODING',60X,F10.2)
 17730 WRITE (6,17740) LC
 17740 FORMAT (/ ,20X, 'CHECK CODING WITH WRITTEN DIAGNOSIS',31X,F10.2)
 17750 WRITE (6,17760) LD
 17760 FORMAT (/ ,20X, 'SETUP FOR ABSTRACTING',45X,F10.2)
 17770 WRITE (6,17780) LE
 17780 FORMAT (/ ,20X, 'ABSTRACTING',55X,F10.2)
 17790 WRITE (6,17800) LF
 17800 FORMAT (/ ,20X, 'CHECKING STATISTICAL REPORTS FOR COMPLETION',23X,
 1F10.2)
 17810 WRITE (6,17820) L
 17820 FORMAT (/ ,20X, 'TOTAL TIME FOR CODING AND ABSTRACTING',29X,F10.2)
 17830 WRITE (6,17840)
 17840 FORMAT (1H1, //,56X, 'INDEXING')
 17850 WRITE (6,17860)
 17860 FORMAT (//,81X, 'MAN MINUTES PER DAY')
 17870 WRITE (6,17880) MA
 17880 FORMAT (/ ,20X, 'SETUP FOR MASTER PATIENT FILE INDEXING',28X,F10.2)
 17890 WRITE (6,17900) MB
 17900 FORMAT (/ ,20X, 'TYPE CARDS FOR NEW ADMISSIONS',37X,F10.2)
 17910 WRITE (6,17920) MC
 17920 FORMAT (/ ,20X, 'FILE NEW ADMISSIONS',47X,F10.2)
 17930 WRITE (6,17940) MD
 17940 FORMAT (/ ,20X, 'UPDATE MASTER PATIENT INDEX FOR DISCHARGES/READMISS
 1IONS',11X,F10.2)
 17950 WRITE (6,17960) ME
 17960 FORMAT (/ ,20X, 'IN-HOUSE FILING AND RETRIEVING - MASTER PATIENT IND
 1EX',13X,F10.2)
 17970 WRITE (6,17980) MF
 17980 FORMAT (/ ,20X, 'MAINTENANCE OF SECONDARY INDICES',34X,F10.2)
 17990 WRITE (6,18000) M
 18000 FORMAT (/ ,20X, 'TOTAL TIME FOR INDEXING',43X,F10.2)

18010 WRITE (6,18020)
 18020 FORMAT (1H1,/,45X,'NUMBERING AND FILING OF RECORDS')
 18030 WRITE (6,18040)
 18040 FORMAT (/,81X,'MAN MINUTES PER DAY')
 18050 WRITE (6,18060) NA
 18060 FORMAT (/ ,20X,'SETUP FOR FILING',50X,F10.2)
 18070 WRITE (6,18080) NB
 18080 FORMAT (/ ,20X,'PREPARE RECORD FOLDERS FOR NEW ADMISSIONS',25X,
 1F10.2)
 18090 WRITE (6,18100) NC
 18100 FORMAT (/ ,20X,'INSERT RECORD IN FOLDER AND FILE',34X,F10.2)
 18110 WRITE (6,18120) ND
 18120 FORMAT (/ ,20X,'UPDATE RECORD FOLDERS FOR READMISSIONS',28X,F10.2)
 18130 WRITE (6,18140) N
 18140 FORMAT (/ ,20X,'TOTAL TIME FOR NUMBERING AND FILING',31X,F10.2)
 18150 WRITE (6,18160)
 18160 FORMAT (1H1,/,41X,'RETRIEVAL AND RECORD LOCATION CONTROL')
 18170 WRITE (6,18180)
 18180 FORMAT (/,81X,'MAN MINUTES PER DAY')
 18190 WRITE (6,18200) OA
 18200 FORMAT (/ ,20X,'FIND AND RETRIEVE RECORDS FROM FILE',31X,F10.2)
 18210 WRITE (6,18220) OB
 18220 FORMAT (/ ,20X,'REPLACE RECORDS RETRIEVED WITH AN OUTGUIDE',24X,
 1F10.2)
 18230 WRITE (6,18240) OC
 18240 FORMAT (/ ,20X,'MAINTAIN CONTROL CARD FILE OR LOG FOR OUT RECORDS',
 117X,F10.2)
 18250 WRITE (6,18260) O
 18260 FORMAT (/ ,20X,'TOTAL TIME FOR RETRIEVAL AND RECORD LOCATION CONTRO
 1L',14X,F10.2)
 18270 WRITE (6,18280)
 18280 FORMAT (1H1,/,34X,'PREPARING STATISTICAL REPORTS AND BIRTH CERTIF
 1ICATES')
 18290 WRITE (6,18300)
 18300 FORMAT (/,81X,'MAN MINUTES PER DAY')

18310 WRITE (6,18320) PA
 18320 FORMAT (/ ,20X,'SETUP FOR STATISTICAL REPORTS',37X,F10.2)
 18330 WRITE (6,18340) PB
 18340 FORMAT (/ ,20X,'COPY DATA FROM RECORDS AND FILE COMPLETED REPORTS',
 117X,F10.2)
 18350 WRITE (6,18360) PC
 18360 FORMAT (/ ,20X,'PREPARE BIRTH CERTIFICATES',40X,F10.2)
 18370 WRITE (6,18380) PD
 18380 FORMAT (/ ,20X,'TRANSPORTATION TO PREPARE REPORTS OR CERTIFICATES',
 117X,F10.2)
 18390 WRITE (6,18400) P
 18400 FORMAT (/ ,20X,'TOTAL TIME FOR REPORTS AND CERTIFICATES',27X,F10.2)
 18410 WRITE (6,18420)
 18420 FORMAT (1H1,34X,'INCOMING AND OUTGOING PHONE CALLS FOR MISSING REC
 1ORDS')
 18430 WRITE (6,18440)
 18440 FORMAT (// ,81X,'MAN MINUTES PER DAY')
 18450 WRITE (6,18460) QA
 18460 FORMAT (/ ,20X,'ANSWER INCOMING PHONE CALLS',39X,F10.2)
 18470 WRITE (6,18480) QB
 18480 FORMAT (/ ,20X,'MAKE OUTGOING PHONE CALLS',41X,F10.2)
 18490 WRITE (6,18500) Q
 18500 FORMAT (/ ,20X,'TOTAL TIME FOR PHONE CALLS',40X,F10.2)
 18510 WRITE (6,18520)
 18520 FORMAT (1H1,// ,35X,'CORRESPONDENCE AND IN-PERSON INFORMATION REQUE
 1STS')
 18530 WRITE (6,18540)
 18540 FORMAT (// ,81X,'MAN MINUTES PER DAY')
 18550 WRITE (6,18560) RA
 18560 FORMAT (/ ,20X,'SETUP AND CLEANUP FOR CORRESPONDENCE',30X,F10.2)
 18570 WRITE (6,18580) RB
 18580 FORMAT (/ ,20X,'COPY AND VERIFY A REQUEST FOR MEDICAL RECORDS INFO.
 1',15X,F10.2)
 18590 WRITE (6,18600) RC
 18600 FORMAT (/ ,20X,'ANSWER VERIFIED REQUESTS',42X,F10.2)

18610 WRITE (6,18620) RD
 18620 FORMAT (/ ,20X, 'IN-PERSON REQUESTS',48X,F10.2)
 18630 WRITE (6,18640) R
 18640 FORMAT (/ ,20X, 'TOTAL TIME FOR CORRESPONDENCE AND IN-PERSON INFO. R
 1EQ.',12X,F10.2)
 18650 WRITE (6,18660)
 18660 FORMAT (1H1,/,51X, 'OUT-PATIENT RECORDS')
 18670 WRITE (6,18680)
 18680 FORMAT (/,81X, 'MAN MINUTES PER DAY')
 18690 WRITE (6,18700) SA
 18700 FORMAT (/ ,20X, 'SETUP FOR OUT-PATIENT RECORDS',37X,F10.2)
 18710 WRITE (6,18720) SB
 18720 FORMAT (/ ,20X, 'PROCESS OUT-PATIENT RECORDS',39X,F10.2)
 18730 WRITE (6,18740) S
 18740 FORMAT (/ ,20X, 'TOTAL TIME FOR OUT-PATIENT RECORDS',32X,F10.2)
 18750 WRITE (6,18760)
 18760 FORMAT (1H1,/,49X 'EMERGENCY ROOM RECORDS')
 18770 WRITE (6,18780)
 18780 FORMAT (/,81X, 'MAN MINUTES PER DAY')
 18790 WRITE (6,18800) TA
 18800 FORMAT (/ ,20X, 'SETUP TO PROCESS EMERGENCY ROOM REPORTS',32X,F10.2)
 18810 WRITE (6,18820) TB
 18820 FORMAT (/ ,20X, 'ASSEMBLE, ANALYZE, AND FILE EMERGENCY ROOM RECORDS',
 122X,F10.2)
 18830 WRITE (6,18840) T
 18840 FORMAT (/ ,20X, 'TOTAL TIME FOR EMERGENCY ROOM RECORDS',34X,F10.2)
 18850 IF (OR2) 19200,19200,18860
 18860 WRITE (6,18870)
 18870 FORMAT (1H1,/,27X, 'STANDARD STAFF TIME, EXISTING STAFF TIME, AND
 1DIFFERENCES BY AREA')
 18880 WRITE (6,18890)
 18890 FORMAT (/,81X, 'MAN HOURS PER WEEK')
 18900 WRITE (6,18910) ITSST
 18910 FORMAT (/,20X, 'TOTAL STANDARD STAFF TIME RECORD PICKUP',27X,
 1F10.2)

18920 WRITE (6,18930) I17A
 18930 FORMAT (/ ,20X,'EXISTING STAFF TIME FOR RECORD PICKUP',29X,F10.2)
 18940 WRITE (6,18950) IDIFF
 18950 FORMAT (/ ,20X,'EXISTING - STD. STAFF TIME FOR RECORD PICKUP',22X,
 1F10.2)
 18960 WRITE (6,18970) JTSST
 18970 FORMAT (// ,20X,'TOTAL STANDARD STAFF TIME FOR ASSEMBLY AND ANALYSI
 1S',15X,F10.2)
 18980 WRITE (6,18990) J41A
 18990 FORMAT (/ ,20X,'EXISTING STAFF TIME FOR ASSEMBLY AND ANALYSIS',21X,
 1F10.2)
 19000 WRITE (6,19010) JDIFF
 19010 FORMAT (/ ,20X,'EXISTING - STD. STAFF TIME FOR ASSEMBLY AND ANALYSI
 1S',14X,F10.2)
 19020 WRITE (6,19030) KTSST
 19030 FORMAT (// ,20X,'TOTAL STANDARD STAFF TIME FOR TRANSCRIPTION',23X,
 1F10.2)
 19040 WRITE (6,19050) K43A
 19050 FORMAT (/ ,20X,'EXISTING STAFF TIME FOR TRANSCRIPTION',29X,F10.2)
 19060 WRITE (6,19070) KDIFF
 19070 FORMAT (/ ,20X,'EXISTING - STD. STAFF TIME FOR TRANSCRIPTION',22X,
 1F10.2)
 19080 WRITE (6,19090) LTSST
 19090 FORMAT (// ,20X,'TOTAL STANDARD STAFF TIME FOR CODING AND ABSTRACTI
 1NG',14X,F10.2)
 19100 WRITE (6,19110) L16A
 19110 FORMAT (/ ,20X,'EXISTING STAFF TIME FOR CODING AND ABSTRACTING',20X
 1,F10.2)
 19120 WRITE (6,19130) LDIFF
 19130 FORMAT (/ ,20X,'EXISTING - STD. STAFF TIME FOR CODING AND ABSTRACTI
 1NG',13X,F10.2)
 19140 WRITE (6,19150) MTSST
 19150 FORMAT (// ,20X,'TOTAL STANDARD STAFF TIME FOR INDEXING',28X,F10.2)
 19160 WRITE (6,19170) M21A
 19170 FORMAT (/ ,20X,'EXISTING STAFF TIME FOR INDEXING',34X,F10.2)

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19180 WRITE (6,19190) MDIFF
19190 FORMAT (/ ,20X,'EXISTING - STD. STAFF TIME FOR INDEXING',27X,F10.2)
19200 WRITE (6,19210) NTSST
19210 FORMAT (// ,20X,'TOTAL STANDARD STAFF TIME FOR NUMBERING AND FILING
      1',16X,F10.2)
19220 WRITE (6,19230) N21A
19230 FORMAT (/ ,20X,'EXISTING STAFF TIME FOR NUMBERING AND FILING',22X,
      1F10.2)
19240 WRITE (6,19250) NDIFF
19250 FORMAT (/ ,20X,'EXISTING - STD. STAFF TIME FOR NUMBERING AND FILING
      1',15X,F10.2)
19260 WRITE (6,19270) OTSST
19270 FORMAT (// ,20X,'TOTAL STANDARD STAFF TIME FOR RETRIEVAL AND CONTRO
      1L',15X,F10.2)
19280 WRITE (6,19290) O9A
19290 FORMAT (/ ,20X,'EXISTING STAFF TIME FOR RETRIEVAL AND CONTROL',21X,
      1F10.2)
19300 WRITE (6,19310) ODIFF
19310 FORMAT (/ ,20X,'EXISTING - STD. STAFF TIME FOR RETRIEVAL AND CONTRO
      1L',14X,F10.2)
19320 WRITE (6,19330) PTSST
19330 FORMAT (// ,20X,'TOTAL STANDARD STAFF TIME FOR REPORTS AND CERTIFIC
      1ATES',12X,F10.2)
19340 WRITE (6,19350) P22A
19350 FORMAT (/ ,20X,'EXISTING STAFF TIME FOR REPORTS AND CERTIFICATES',
      118X,F10.2)
19360 WRITE (6,19370) PDIFF
19370 FORMAT (/ ,20X,'EXISTING - STD. STAFF TIME FOR REPORTS AND CERTIFIC
      1ATES',11X,F10.2)
19380 WRITE (6,19390) QTSST
19390 FORMAT (// ,20X,'TOTAL STANDARD STAFF TIME FOR PHONE CALLS',25X,
      1F10.2)
19400 WRITE (6,19410) Q9A
19410 FORMAT (/ ,20X,'EXISTING STAFF TIME FOR PHONE CALLS',31X,F10.2)
19420 WRITE (6,19430) QDIFF

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19430 FORMAT (/ ,20X,'EXISTING - STD. STAFF TIME FOR PHONE CALLS',24X,
 1F10.2)
 19440 WRITE (6,19450) RTSST
 19450 FORMAT (//,20X,'TOTAL STANDARD STAFF TIME FOR CORR./IN-PER. INFO.
 1REQ.',12X,F10.2)
 19460 WRITE (6,19470) R22A
 19470 FORMAT (/ ,20X,'EXISTING STAFF TIME FOR CORR./IN-PER. INFO. REQ.',
 118X,F10.2)
 19480 WRITE (6,19490) RDIFF
 19490 FORMAT (/ ,20X,'EXISTING - STD. STAFF TIME FOR CORR./IN-PER. INFO.
 1REQ.',11X,F10.2)
 19500 WRITE (6,19510) STSST
 19510 FORMAT (//,20X,'TOTAL STANDARD STAFF TIME FOR OUT-PATIENT RECORDS'
 1,17X,F10.2)
 19520 WRITE (6,19530) S8A
 19530 FORMAT (/ ,20X,'EXISTING STAFF TIME FOR OUT-PATIENT RECORDS',23X,
 1F10.2)
 19540 WRITE (6,19550) SDIFF
 19550 FORMAT (/ ,20X,'EXISTING - STD. STAFF TIME FOR OUT-PATIENT RECORDS'
 1,16X,F10.2)
 19560 WRITE (6,19570) TTSST
 19570 FORMAT (//,20X,'TOTAL STANDARD STAFF TIME FOR EMERGENCY ROOM RECOR
 1DS',14X,F10.2)
 19580 WRITE (6,19590) T7A
 19590 FORMAT (/ ,20X,'EXISTING STAFF TIME FOR EMERGENCY ROOM RECORDS',20X
 1,F10.2)
 19600 WRITE (6,19610) TDIFF
 19610 FORMAT (/ ,20X,'EXISTING - STD. STAFF TIME FOR EMERGENCY ROOM RECOR
 1DS',13X,F10.2)
 19620 IF (OR3) 19730,19730,19630
 19630 WRITE (6,19640)
 19640 FORMAT (1H1,//,45X,'TOTAL MEDICAL RECORDS STAFFING')
 19650 WRITE (6,19660)
 19660 FORMAT (//,81X,'MAN HOURS PER WEEK')
 19670 WRITE (6,19680) TOTSST

```
19680 FORMAT (//,20X,'TOTAL STANDARD STAFF TIME',41X,F10.2)
19690 WRITE (6,19700) T01A
19700 FORMAT (//,20X,'TOTAL EXISTING STAFF TIME',41X,F10.2)
19710 WRITE (6,19720) TODIFF
19720 FORMAT (//,20X,'EXISTING - STD. STAFF TIME FOR TOTALS',29X,F10.2)
19730 STOP
19740 END
```

END OF COMPILATION: NO DIAGNOSTICS.

APPENDIX B

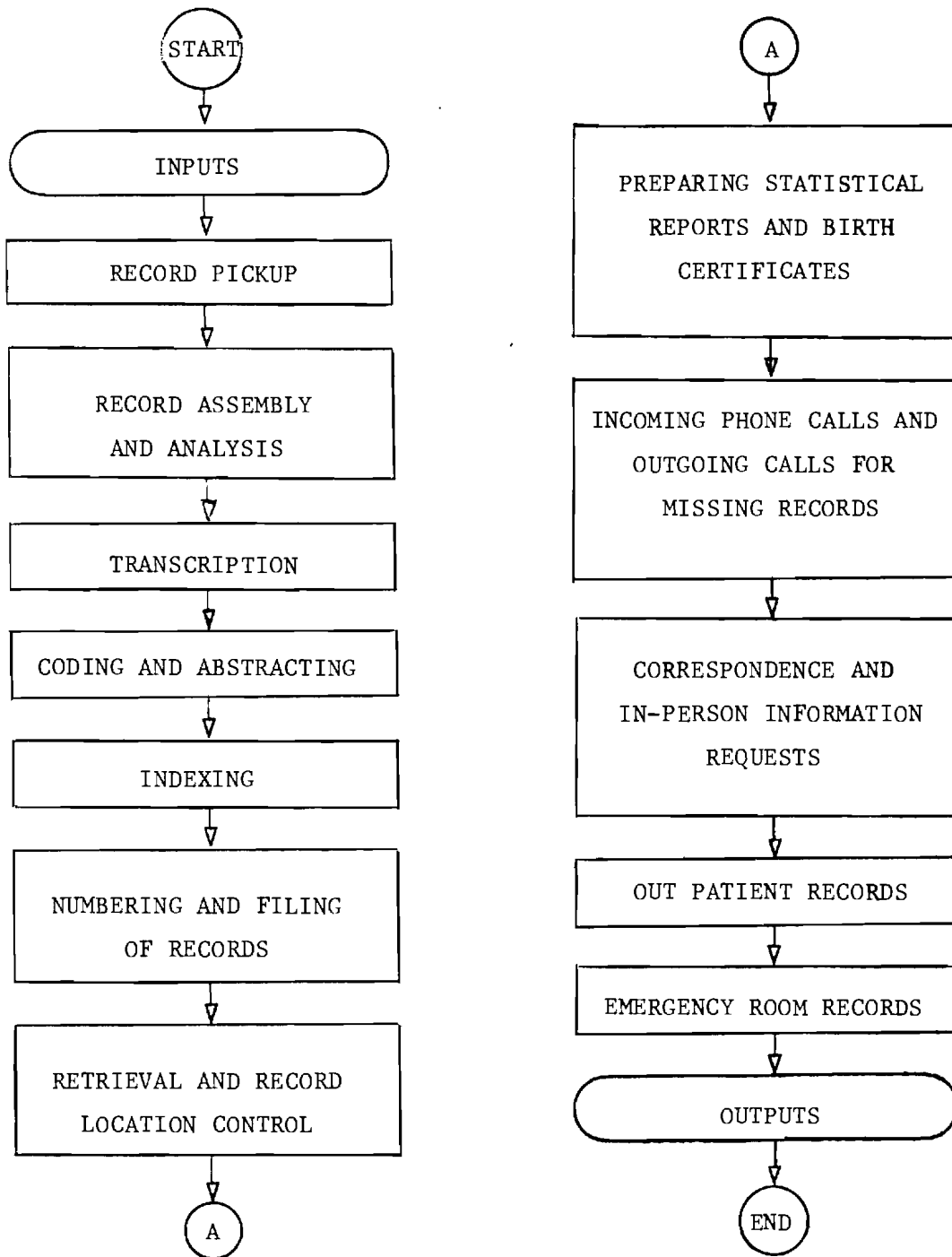
SECTION 3

STAFFING METHOD SUMMARY FLOW DIAGRAM

APPENDIX B

SECTION 3

STAFFING METHOD SUMMARY FLOW DIAGRAM

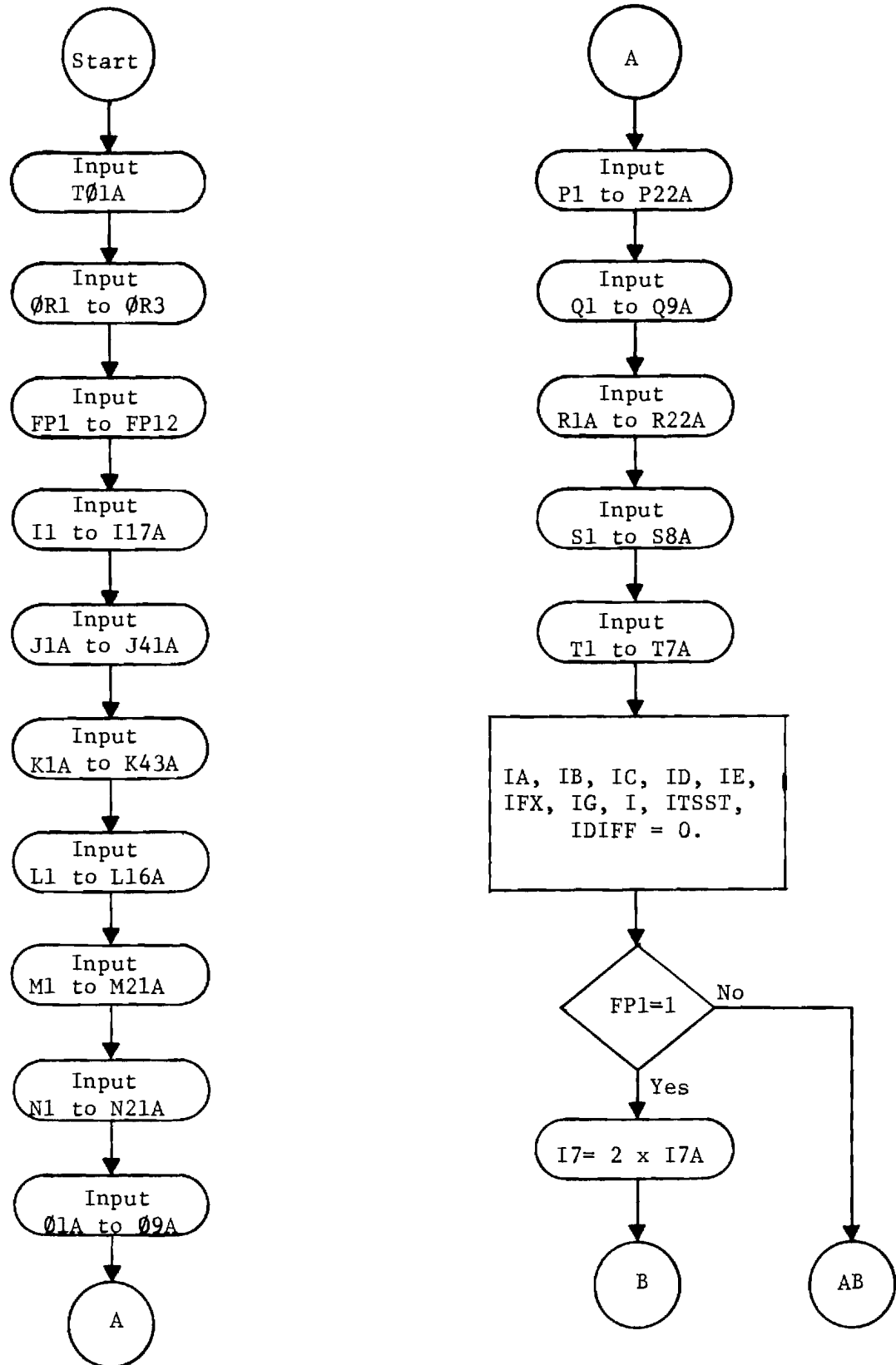


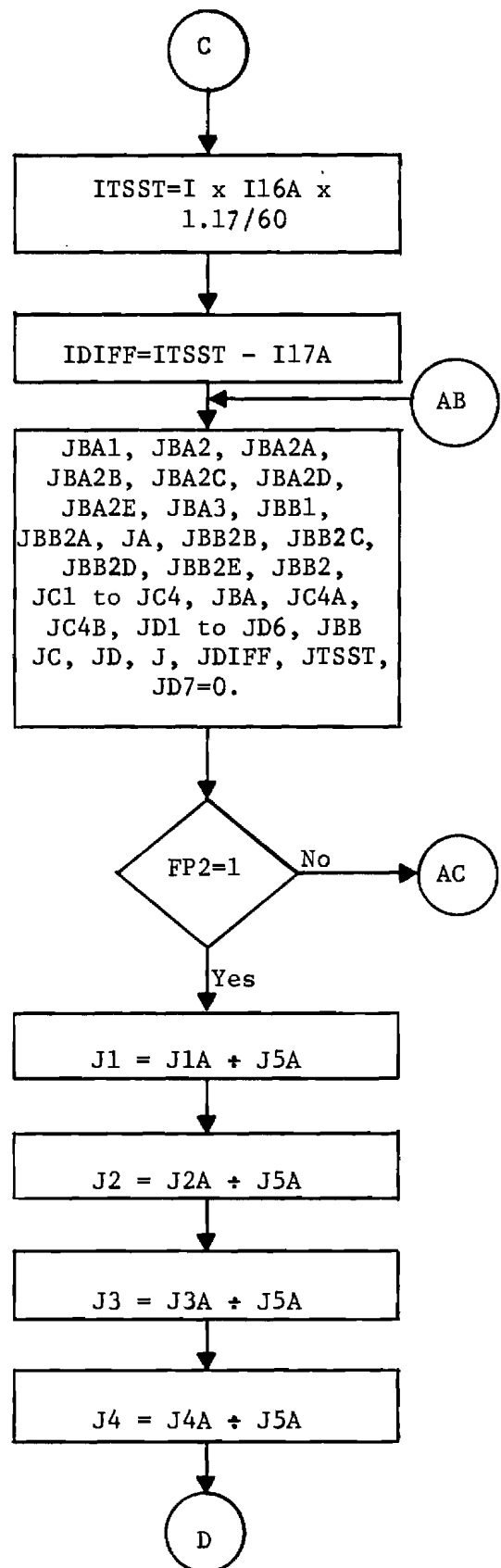
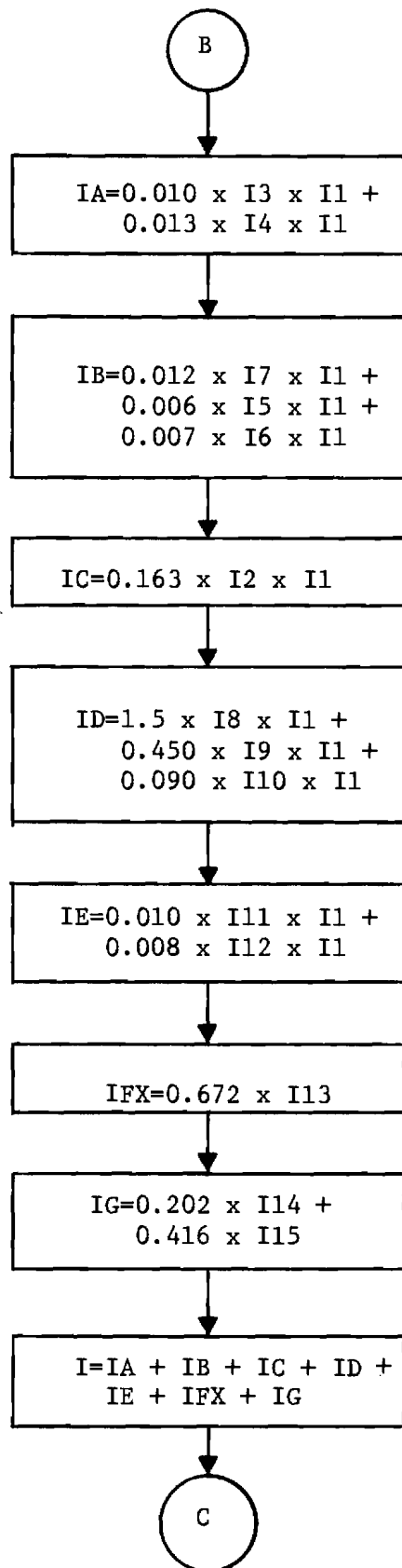
APPENDIX B

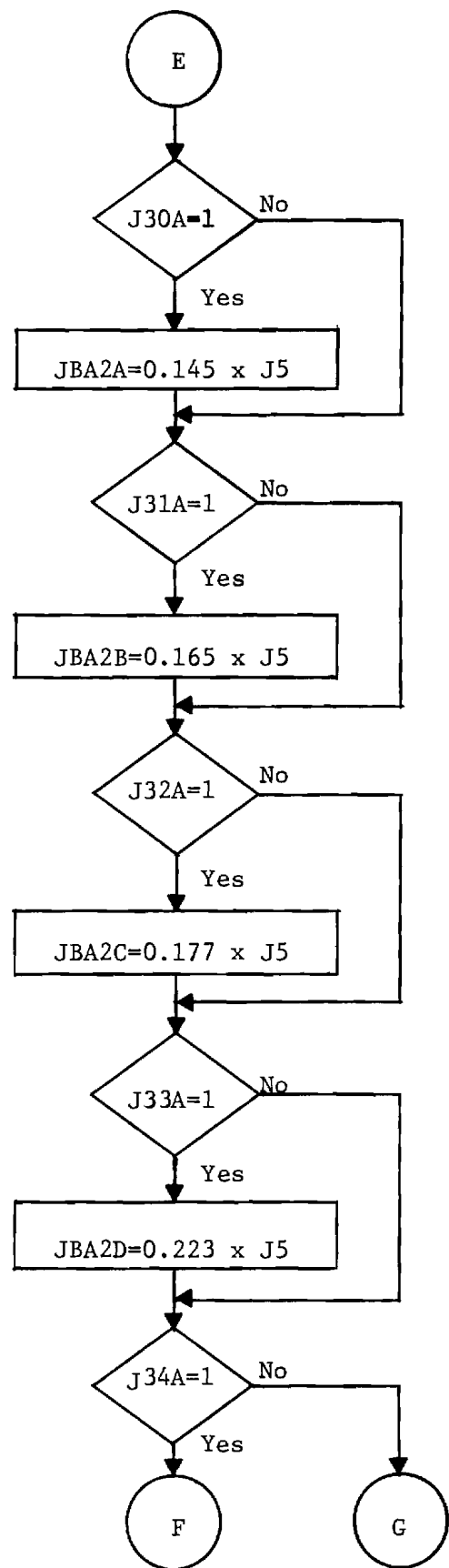
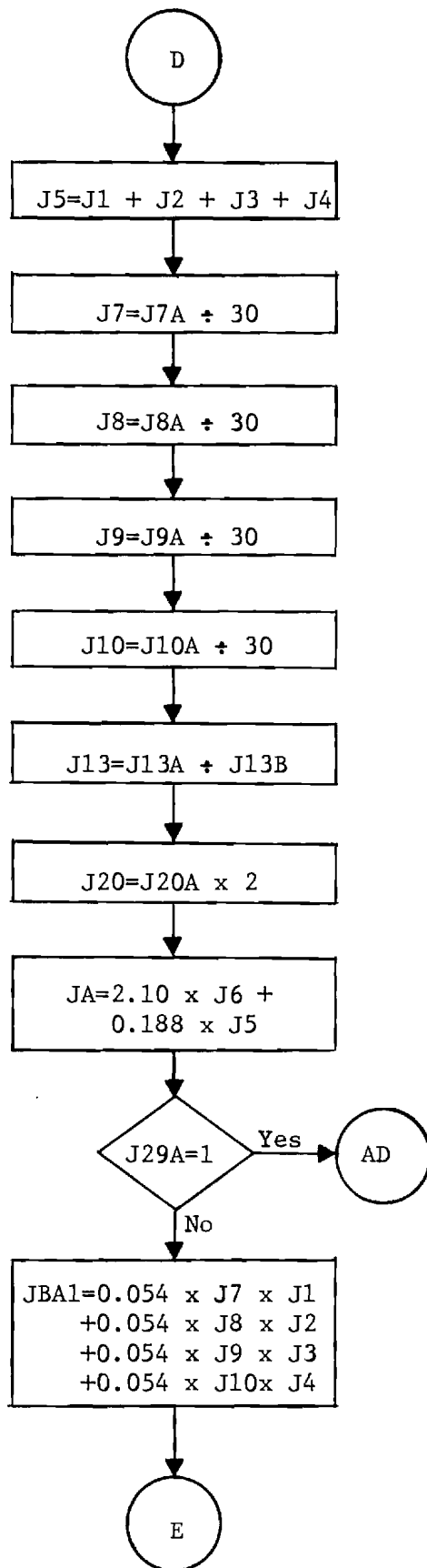
SECTION 4

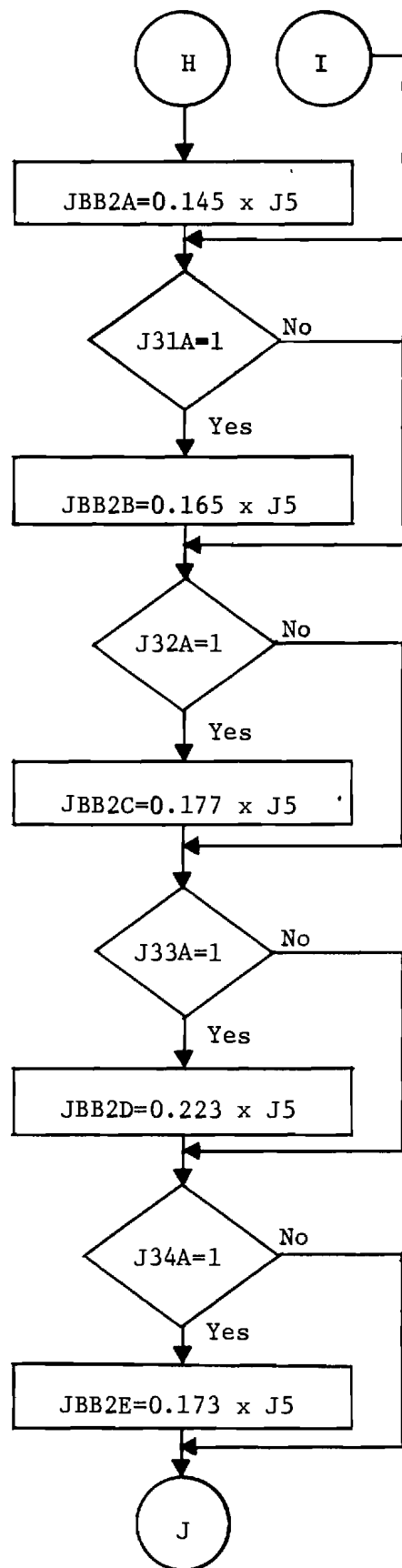
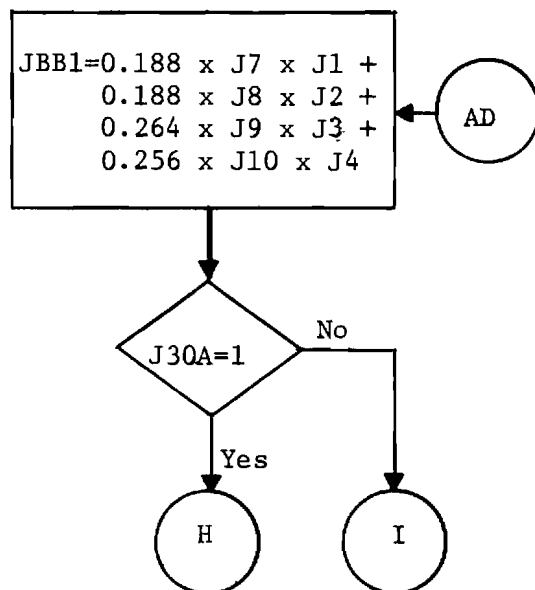
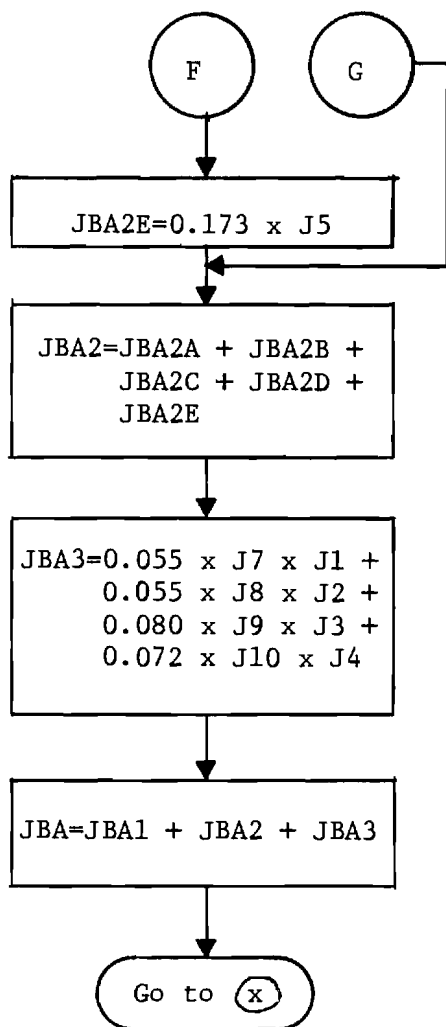
STAFFING METHOD FLOW DIAGRAM

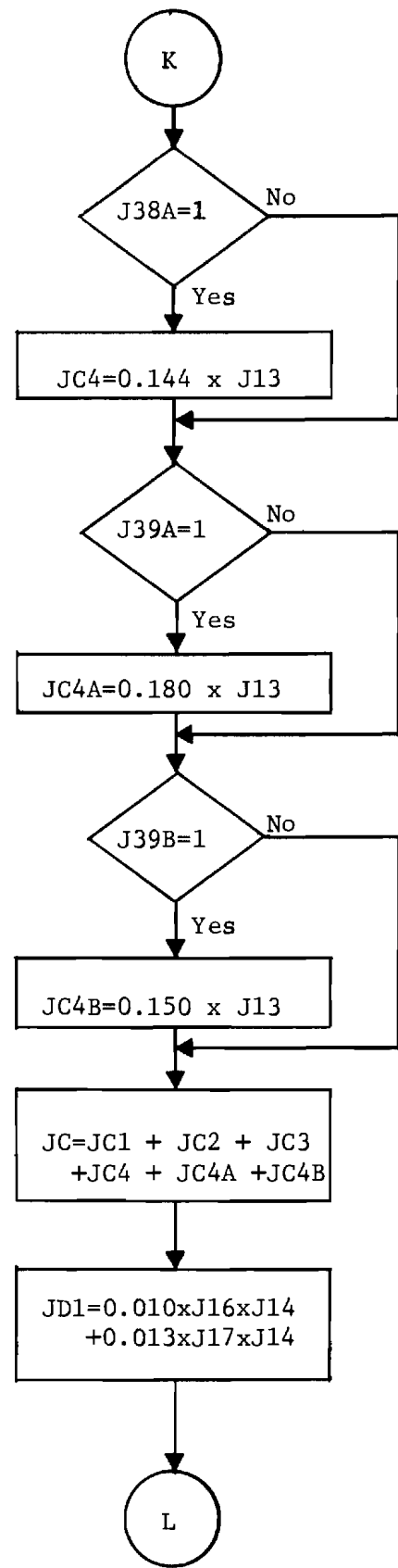
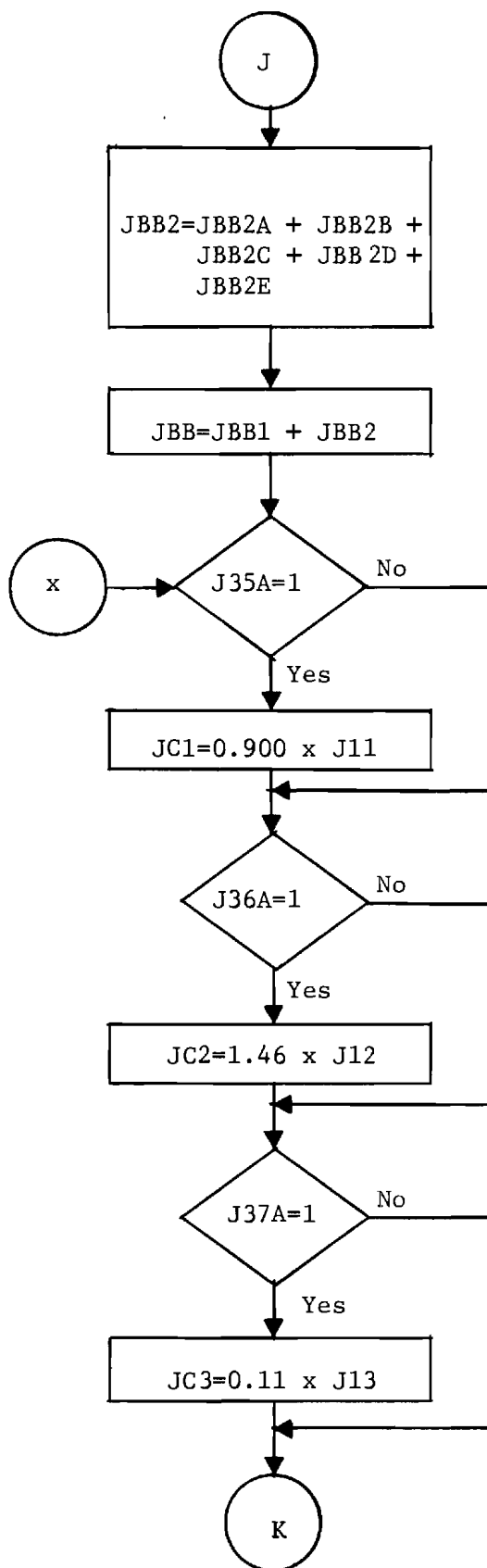
STAFFING METHOD FLOW DIAGRAM

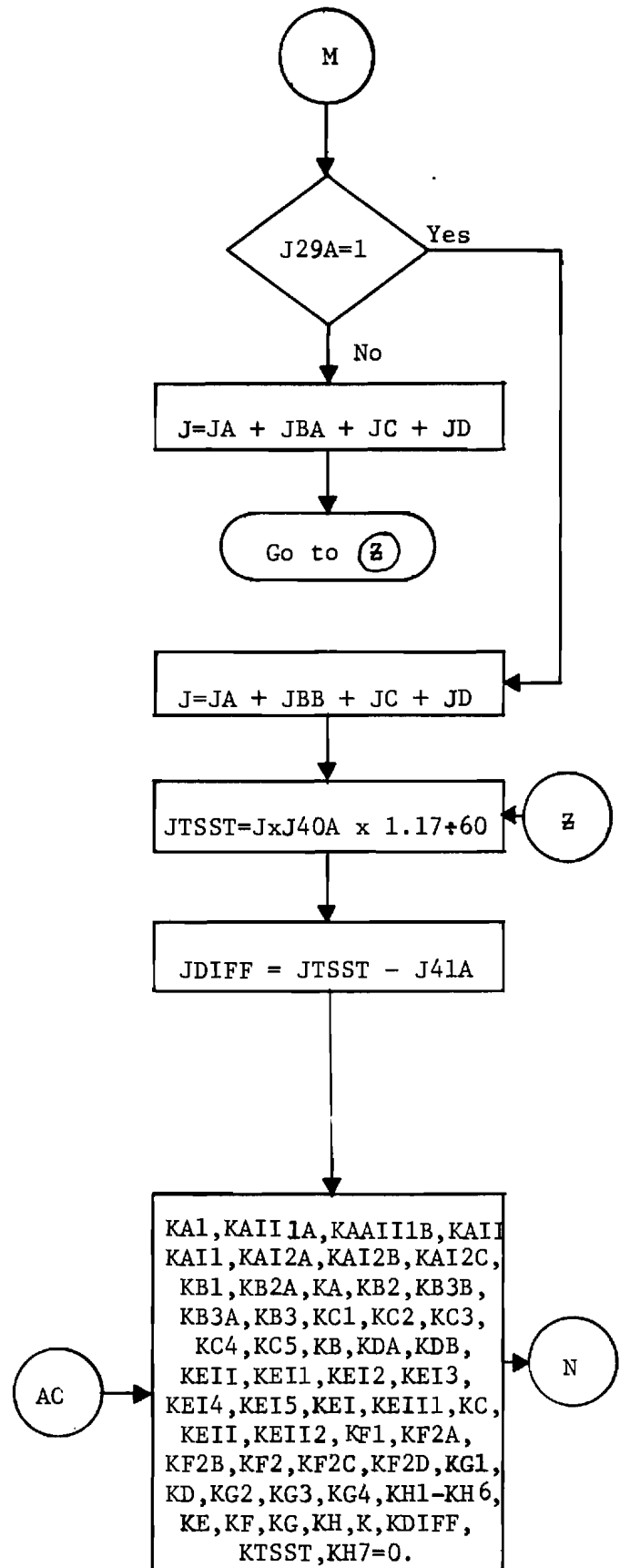
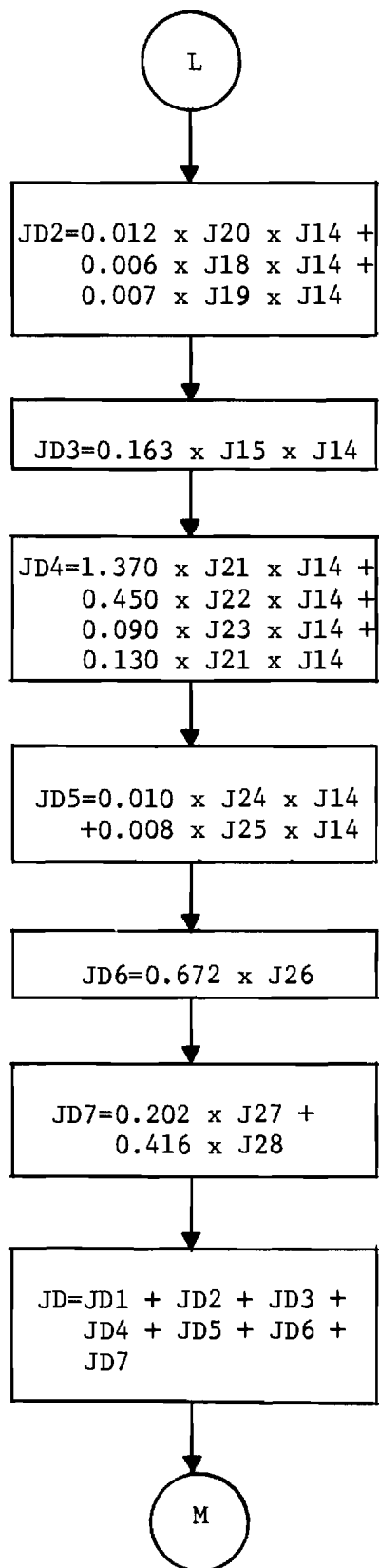


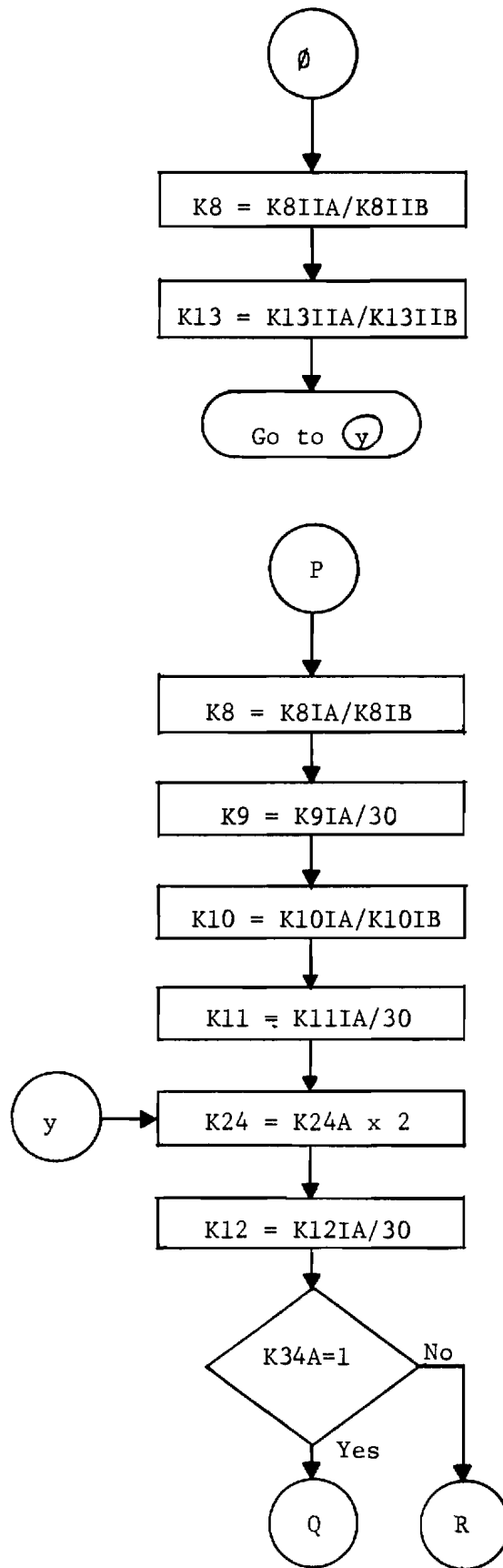
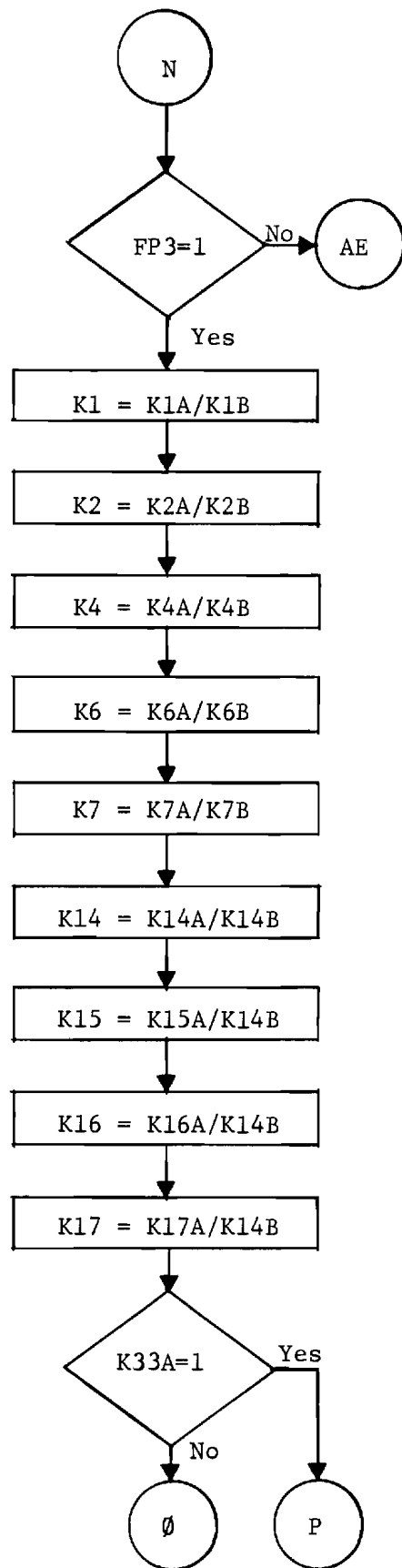


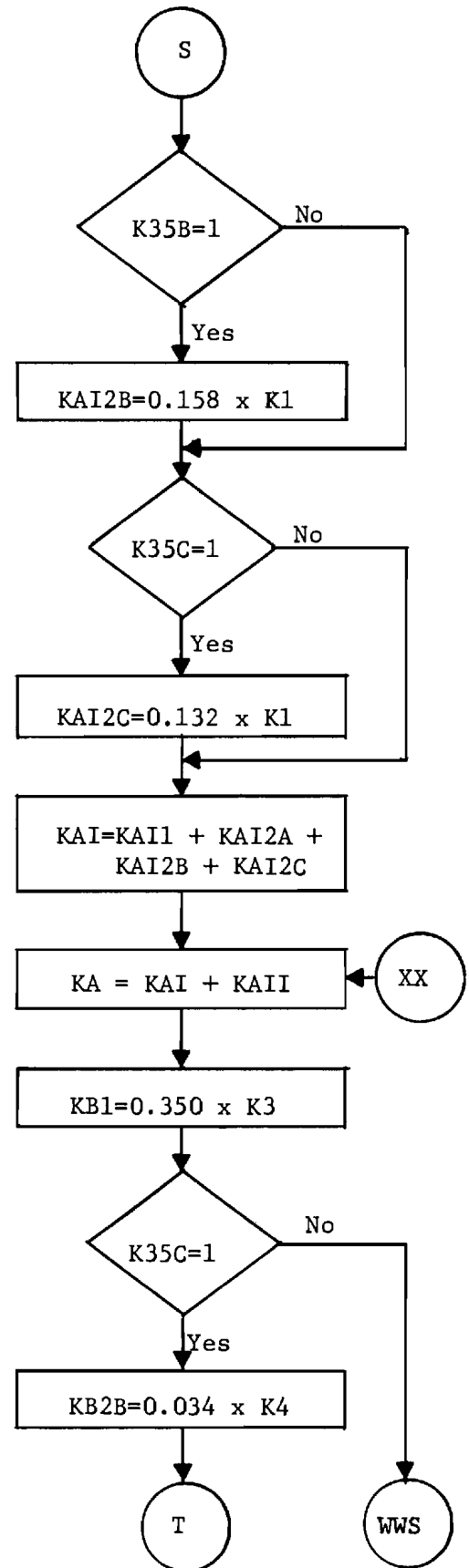
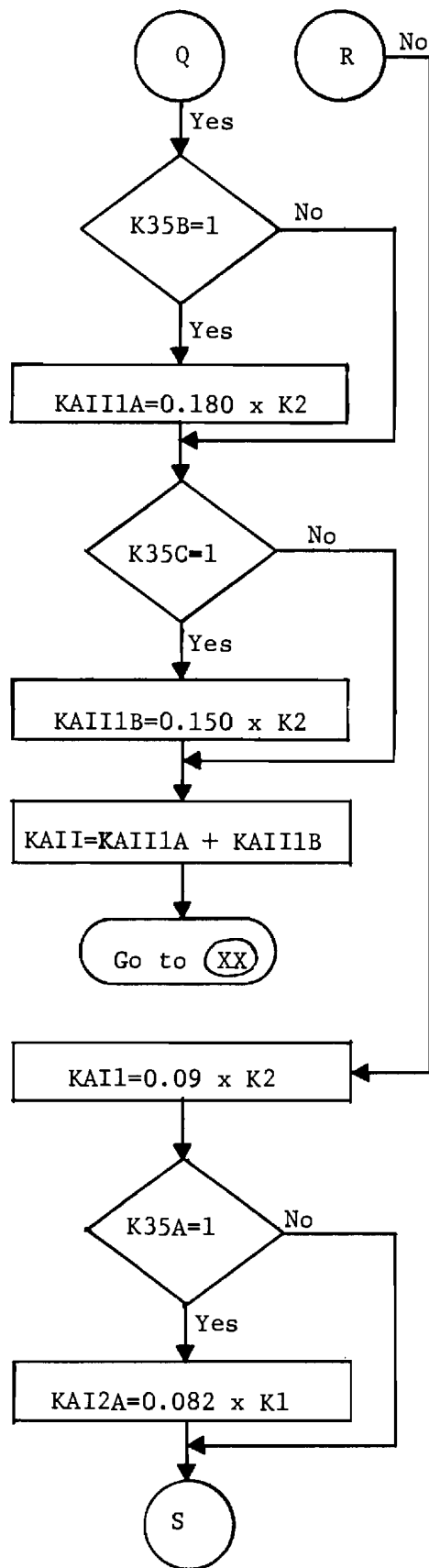


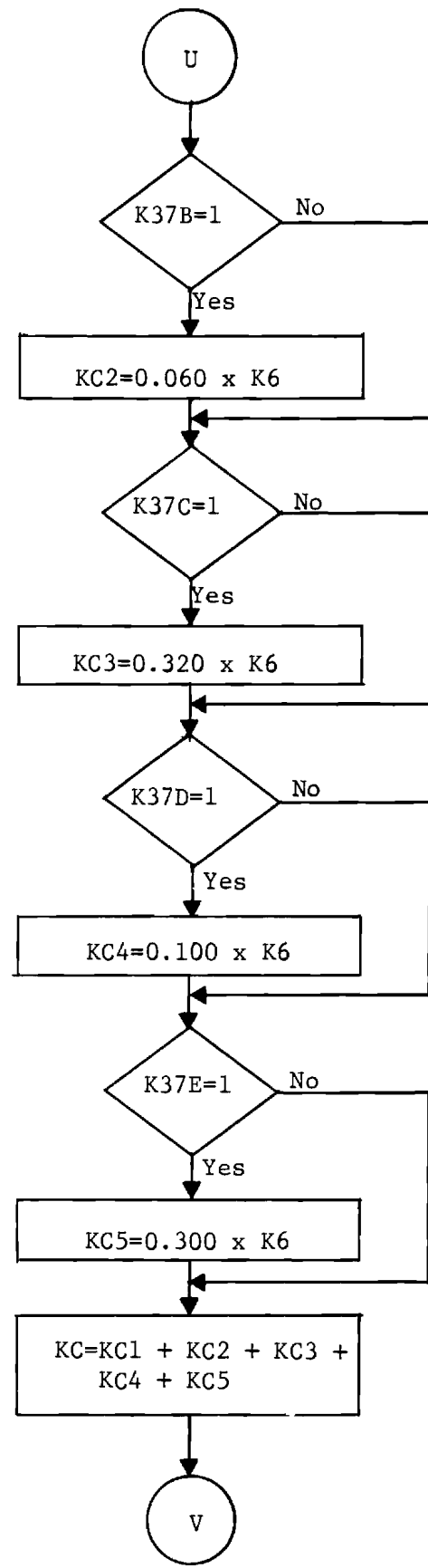
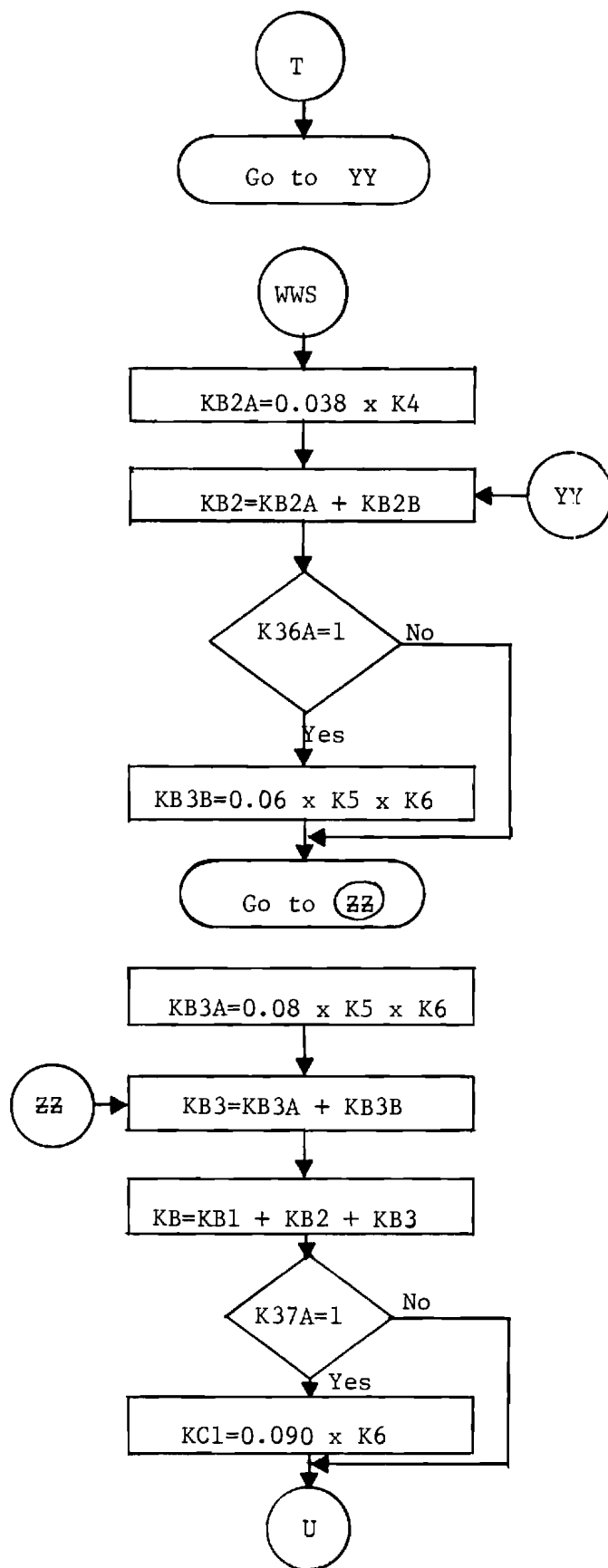


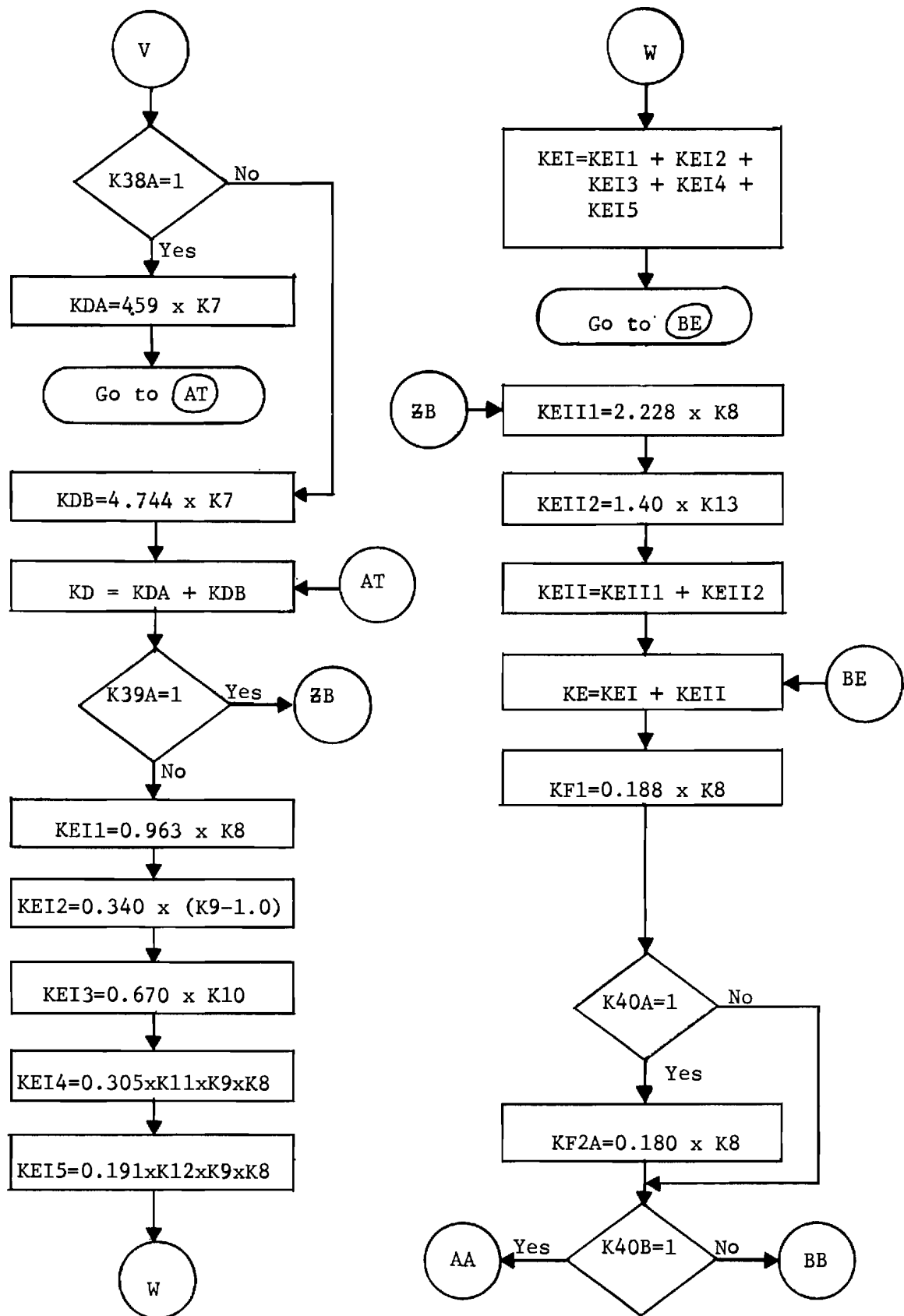


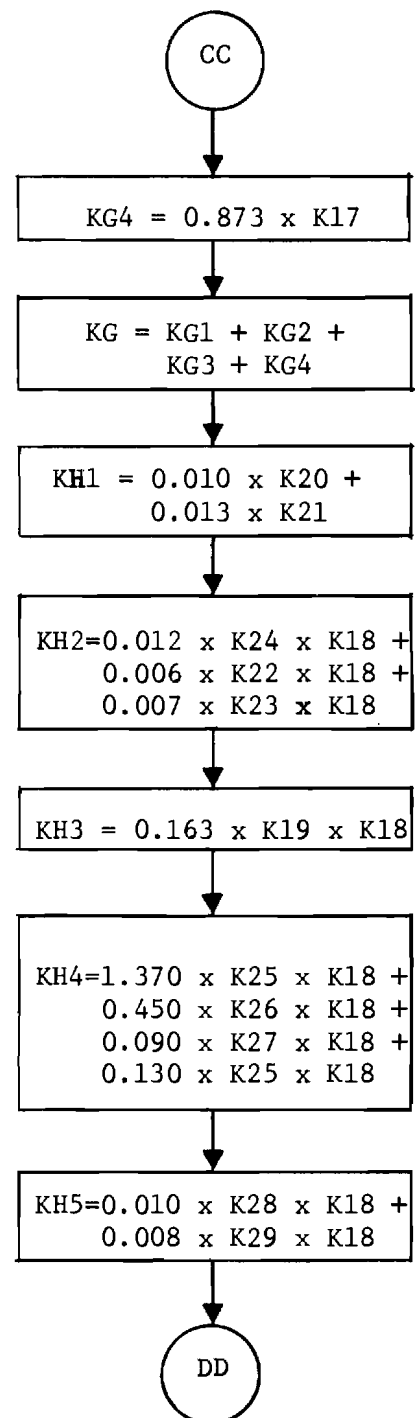
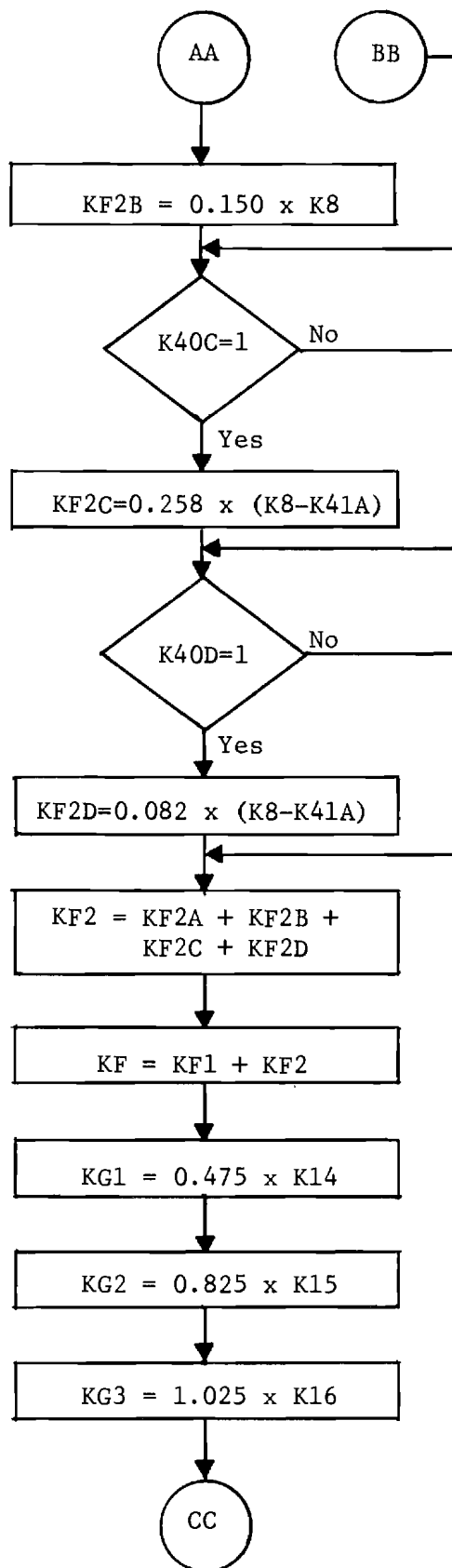


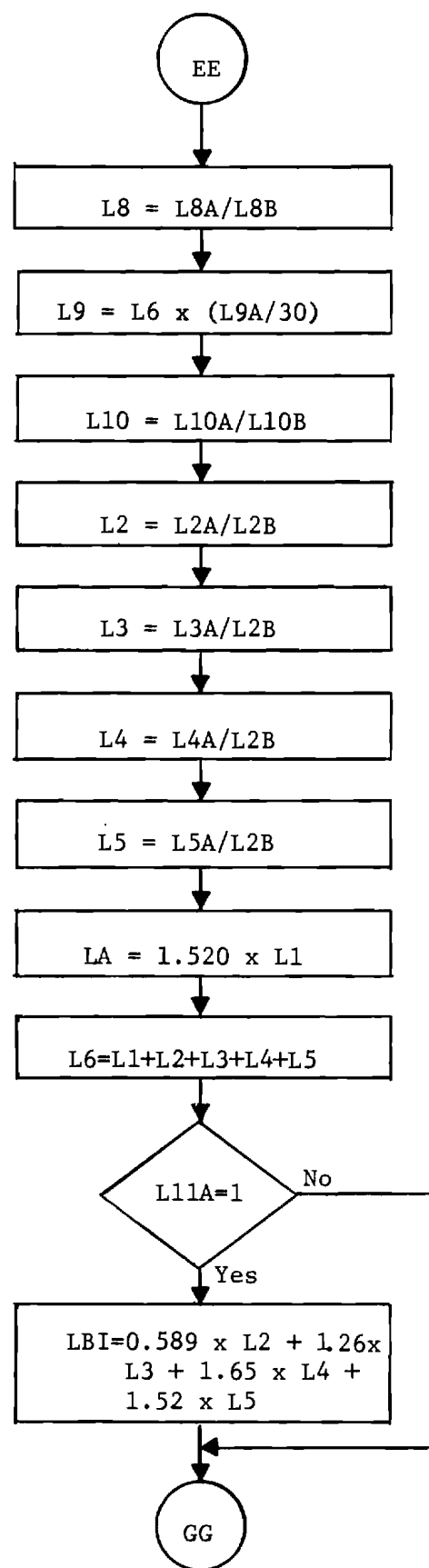
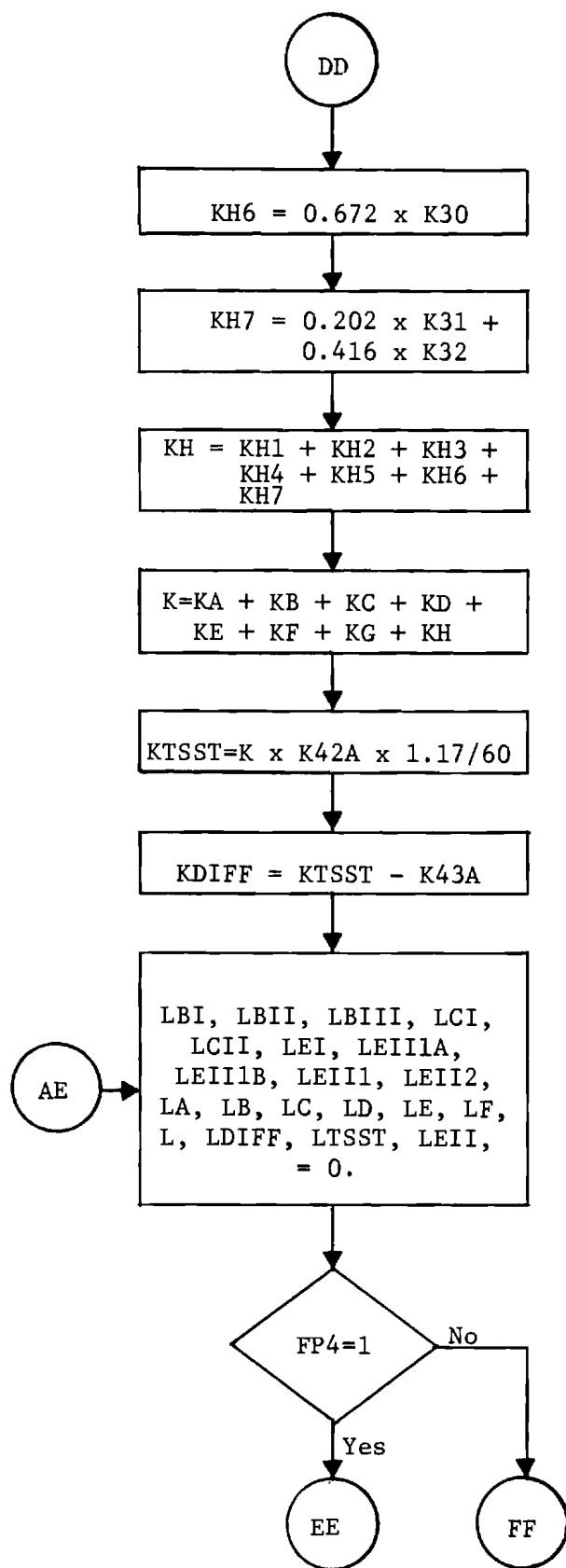


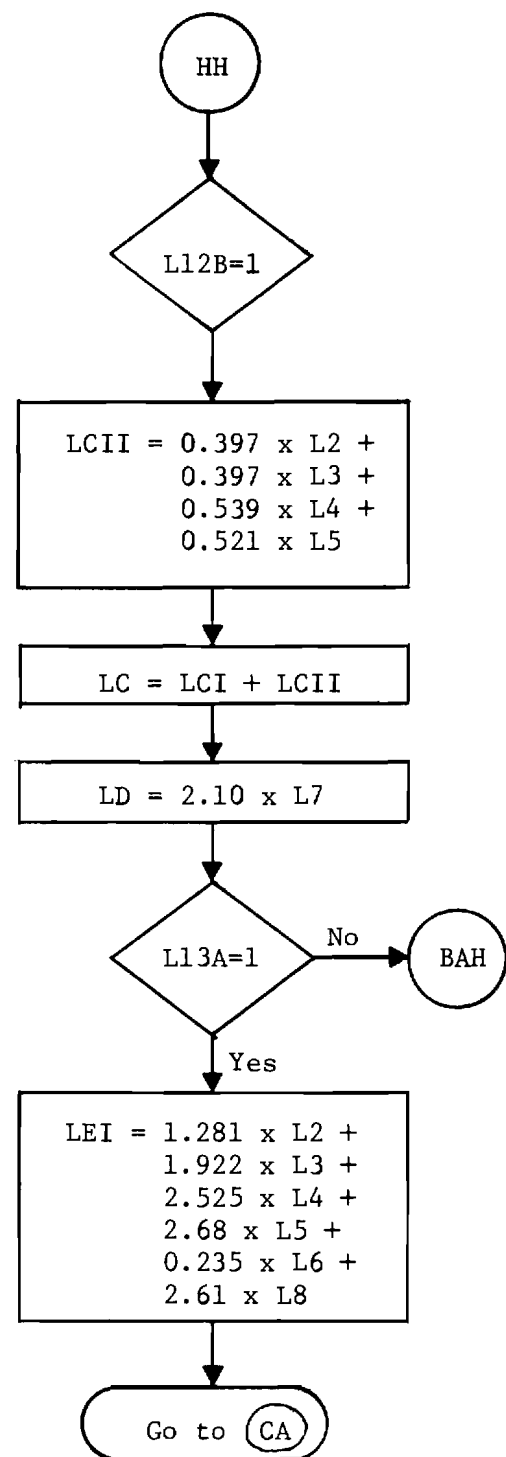
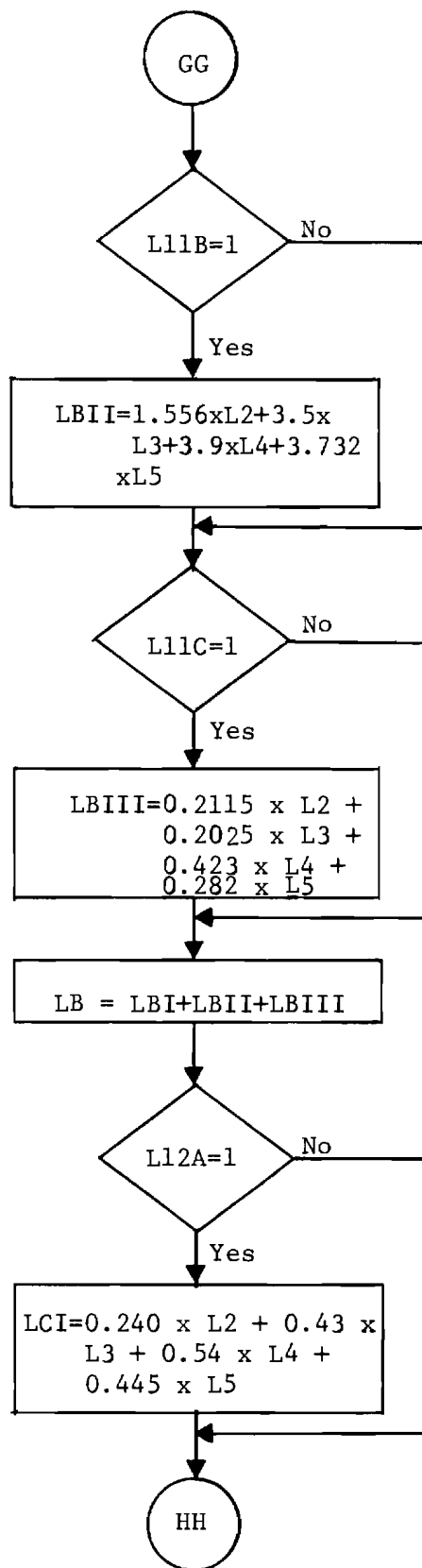


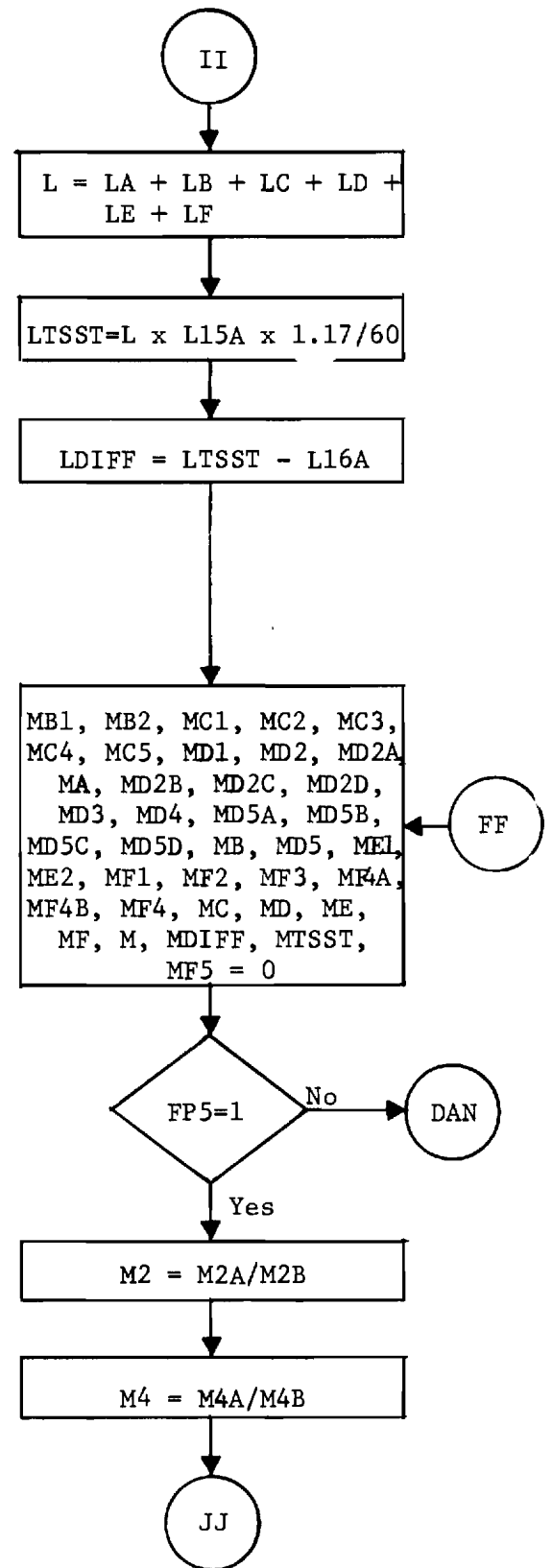
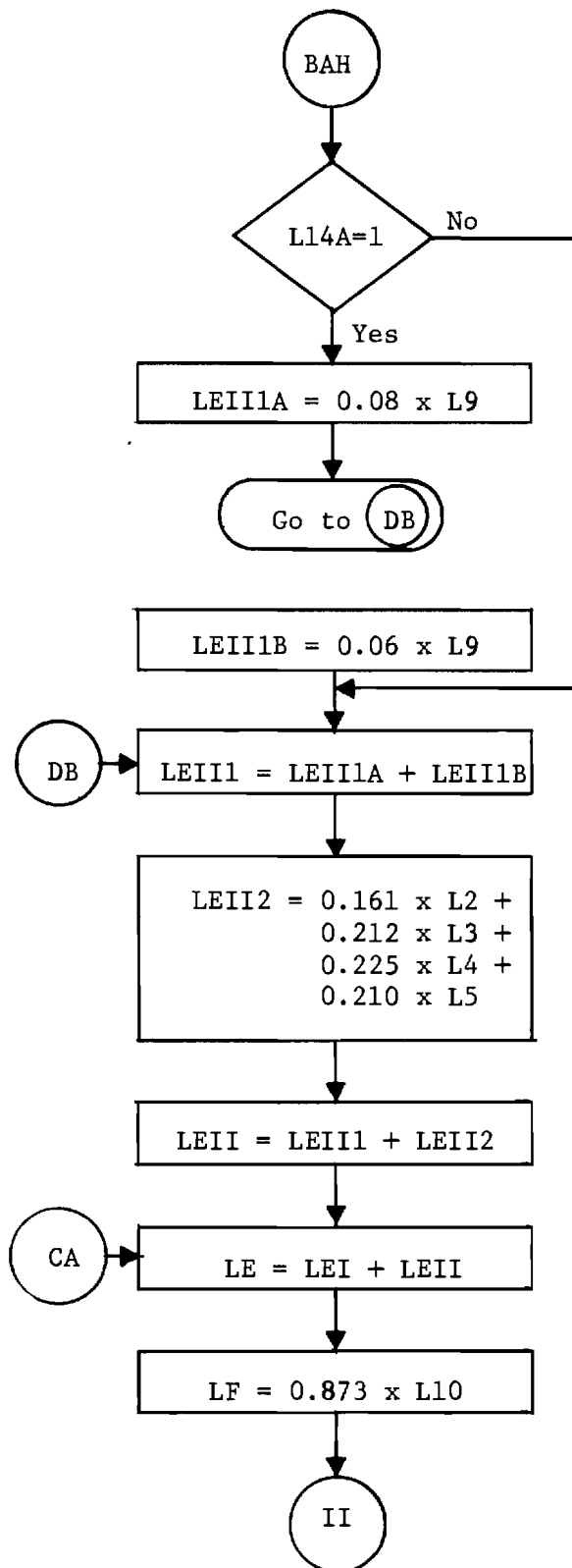


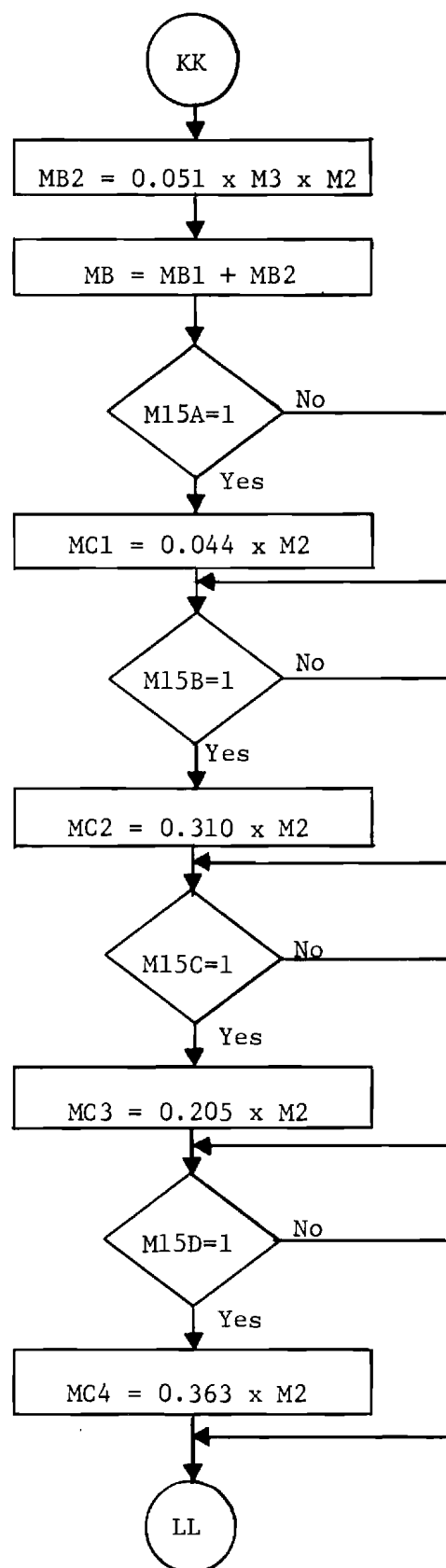
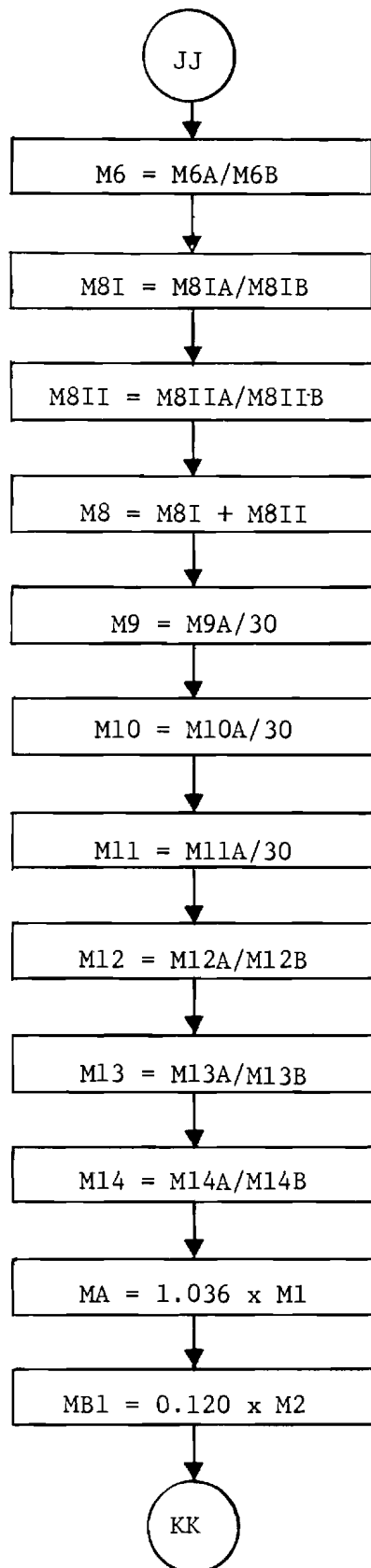


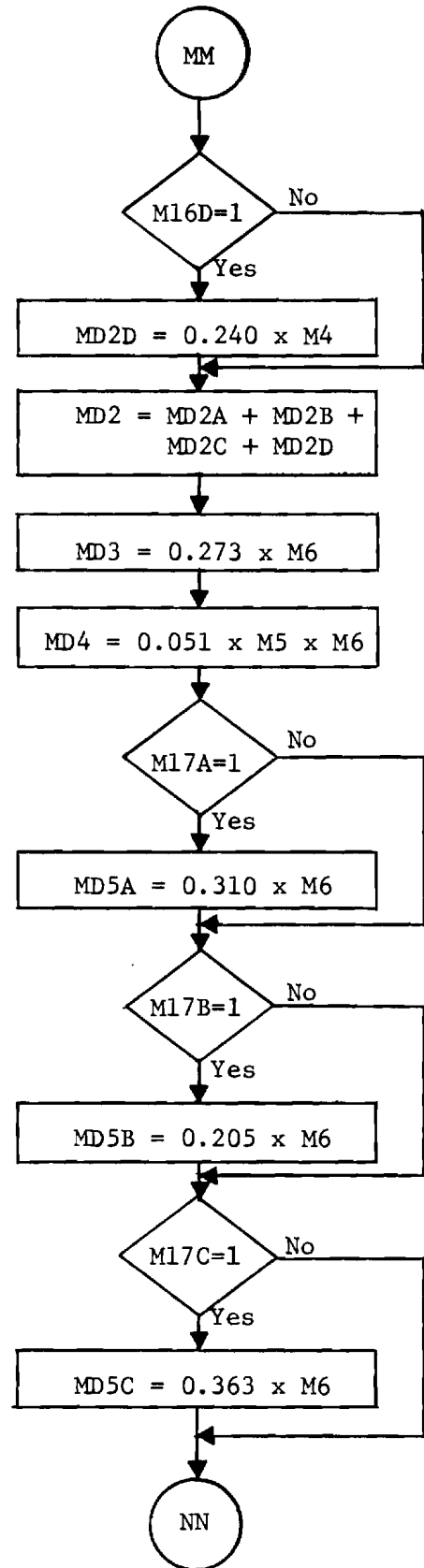
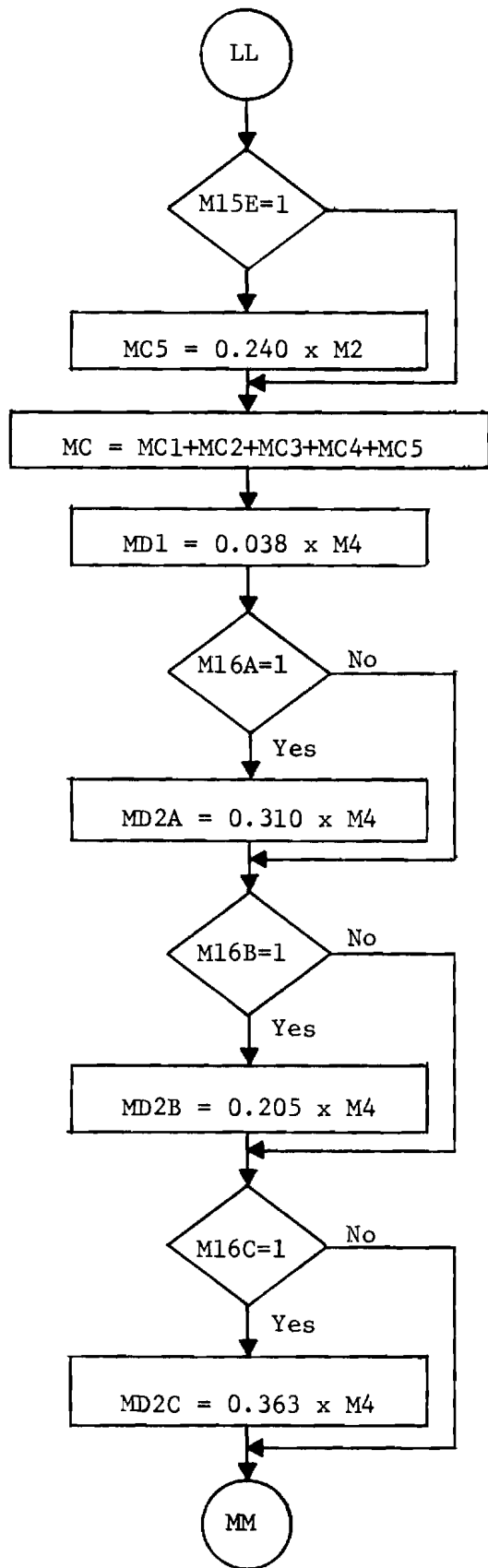


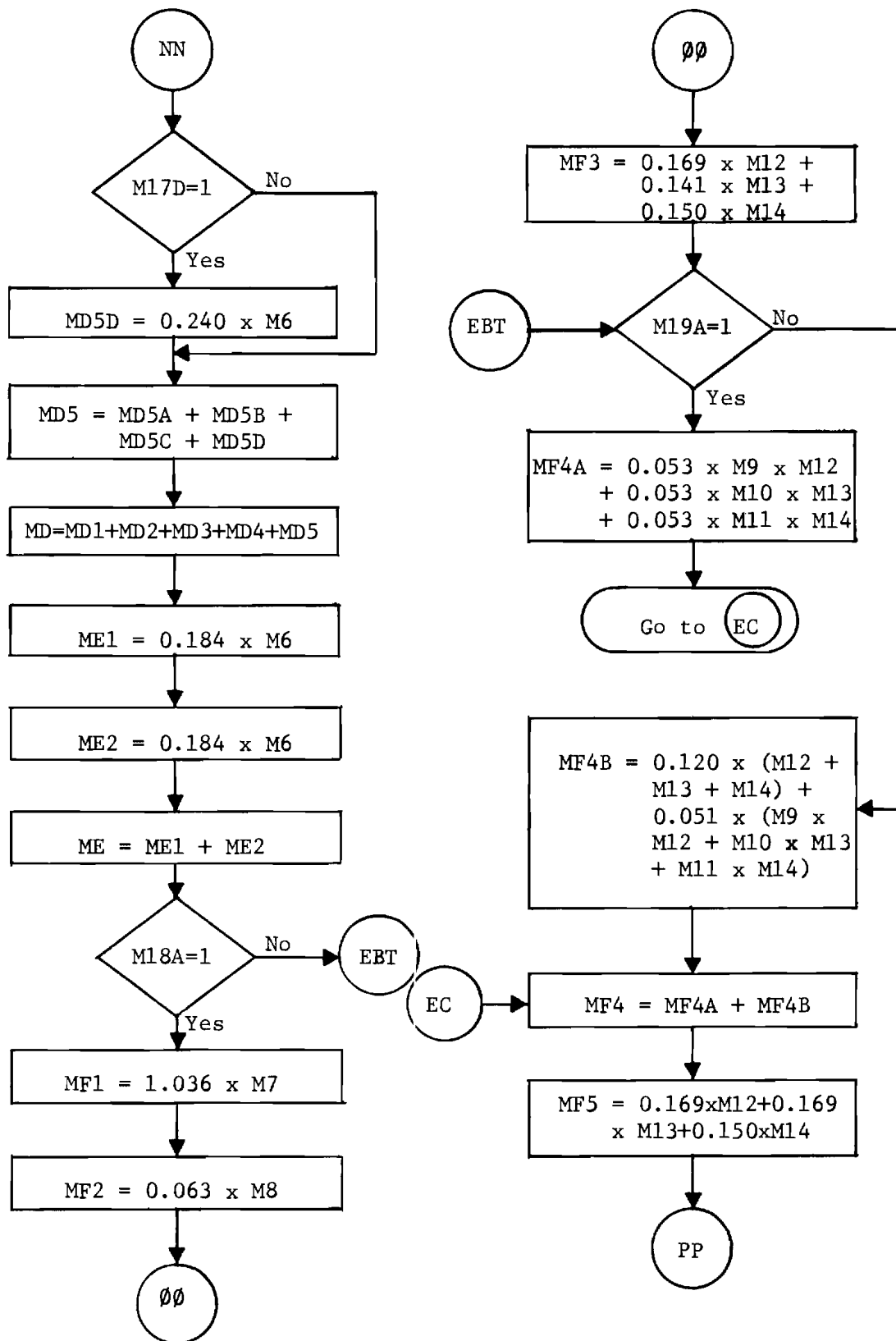


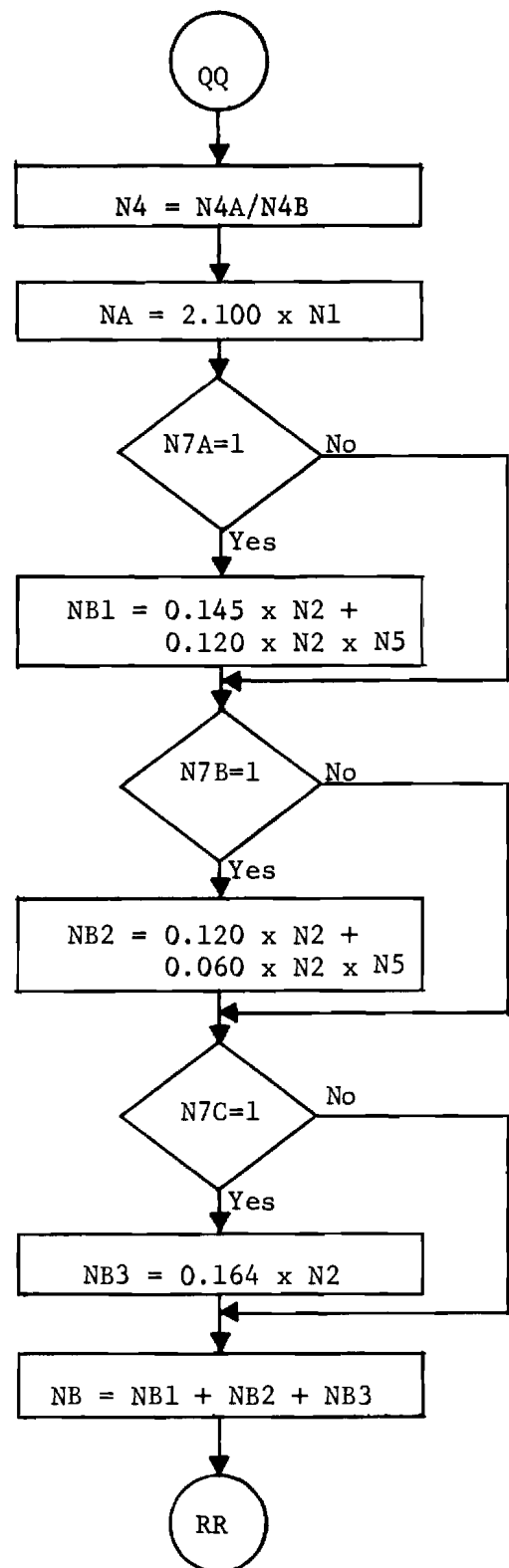
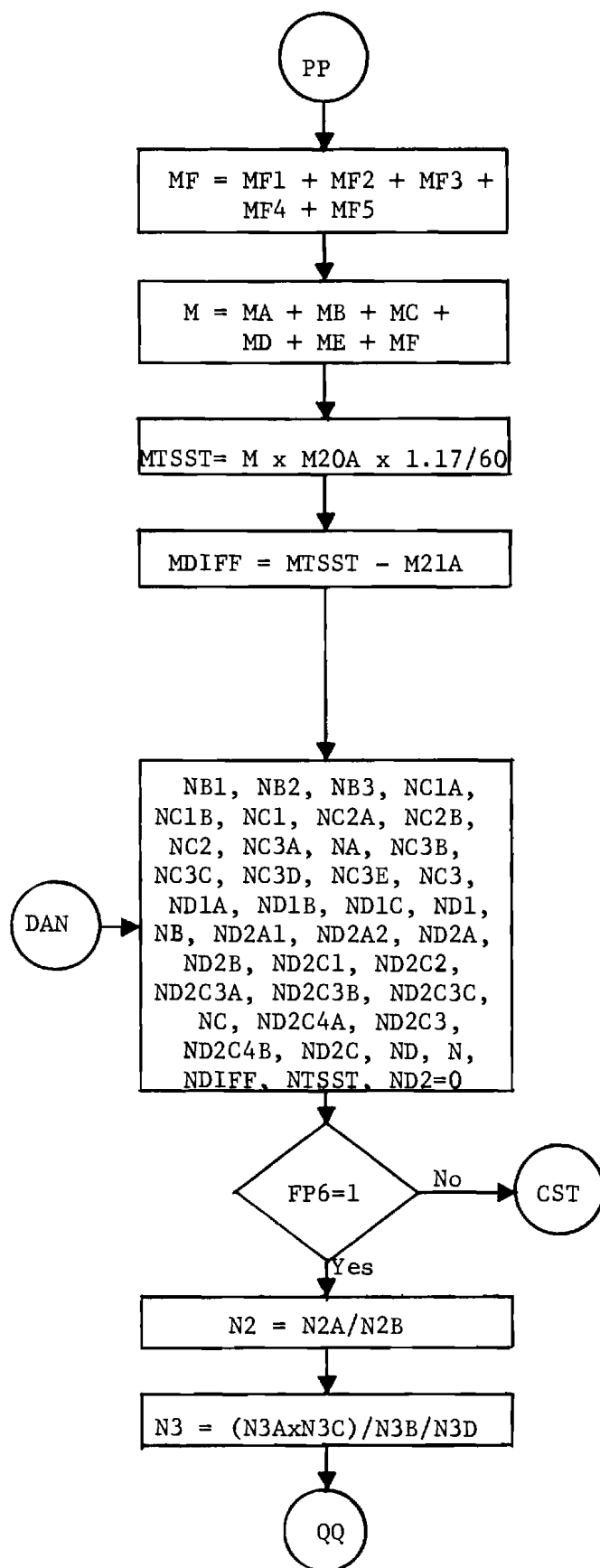


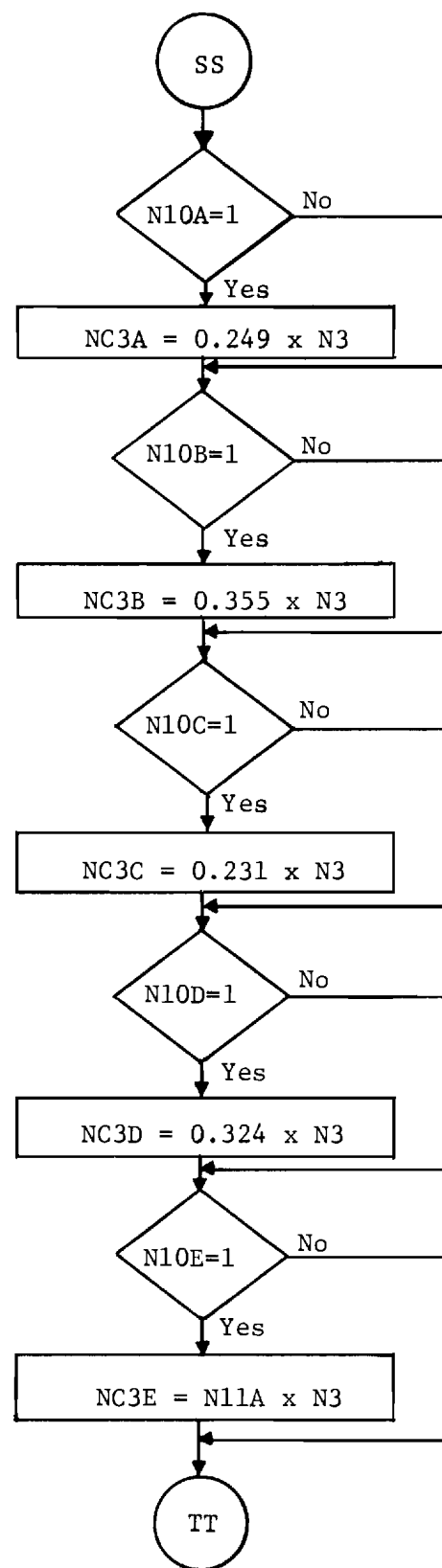
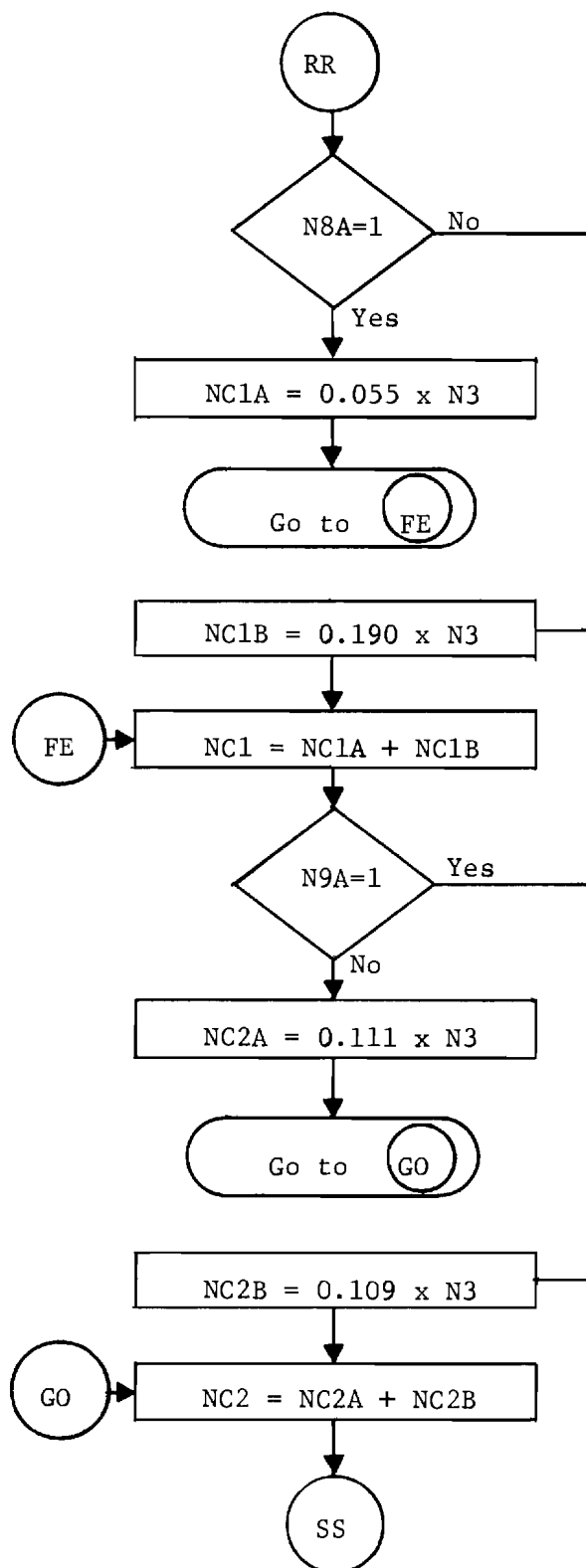


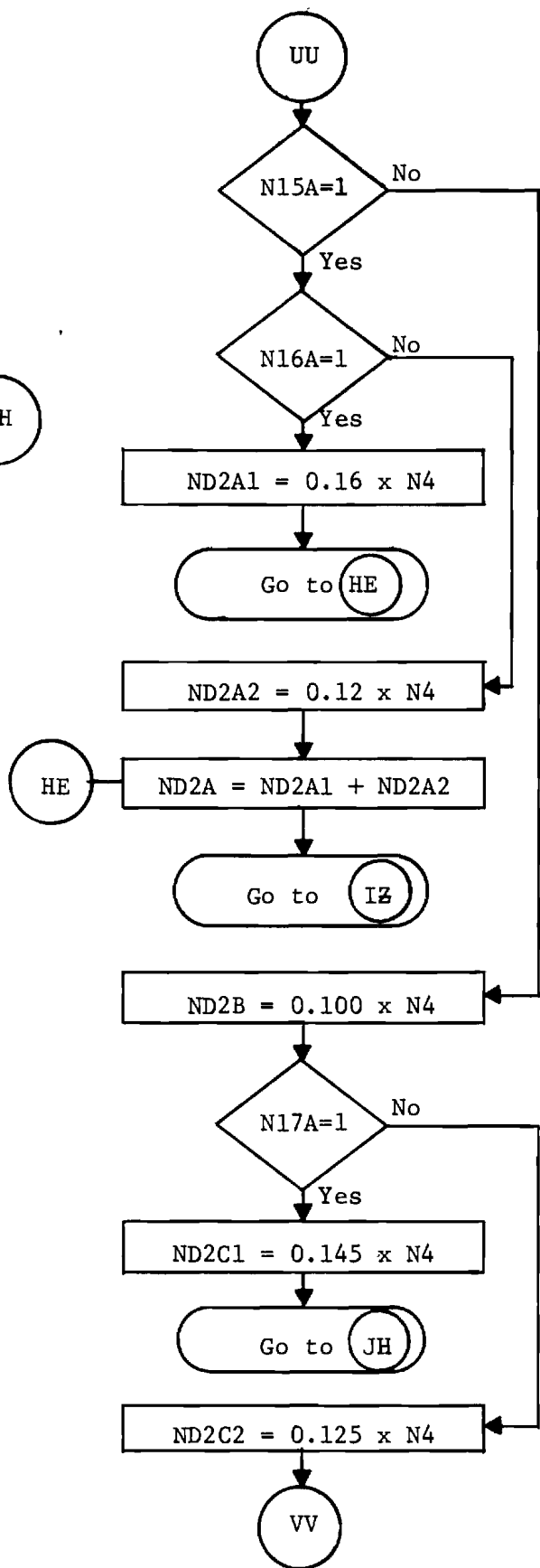
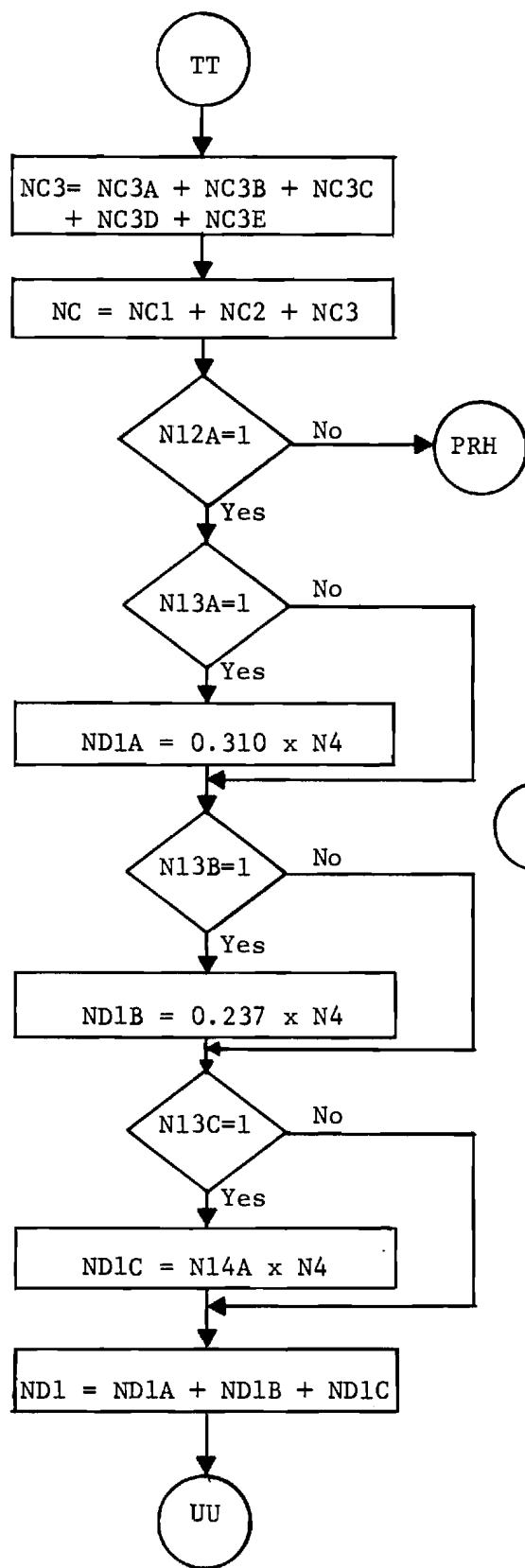


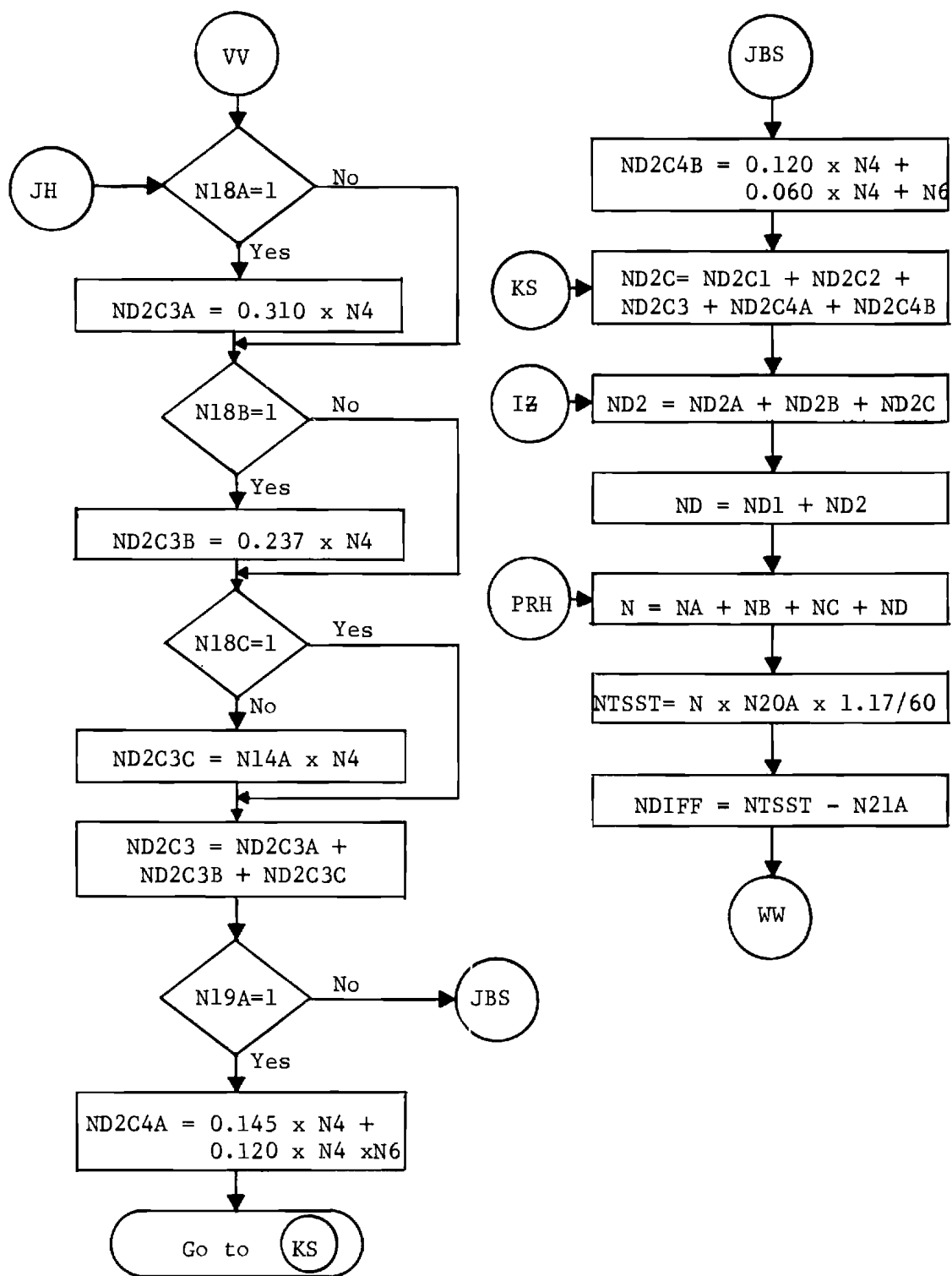


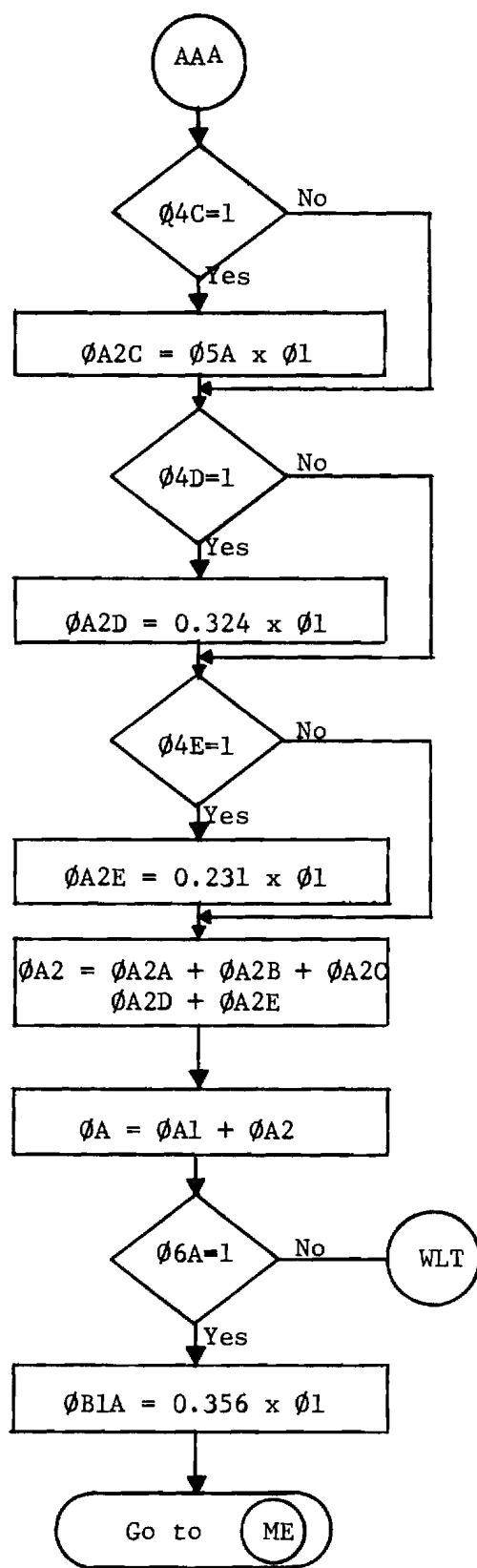
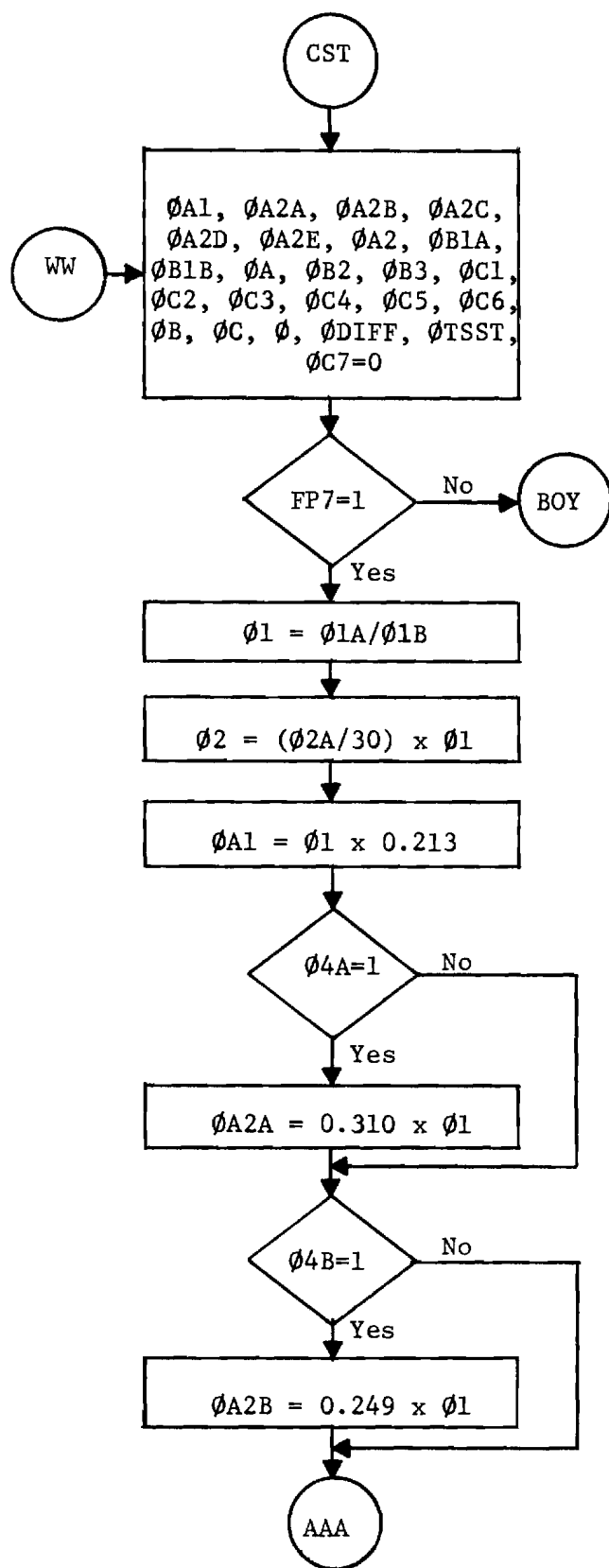


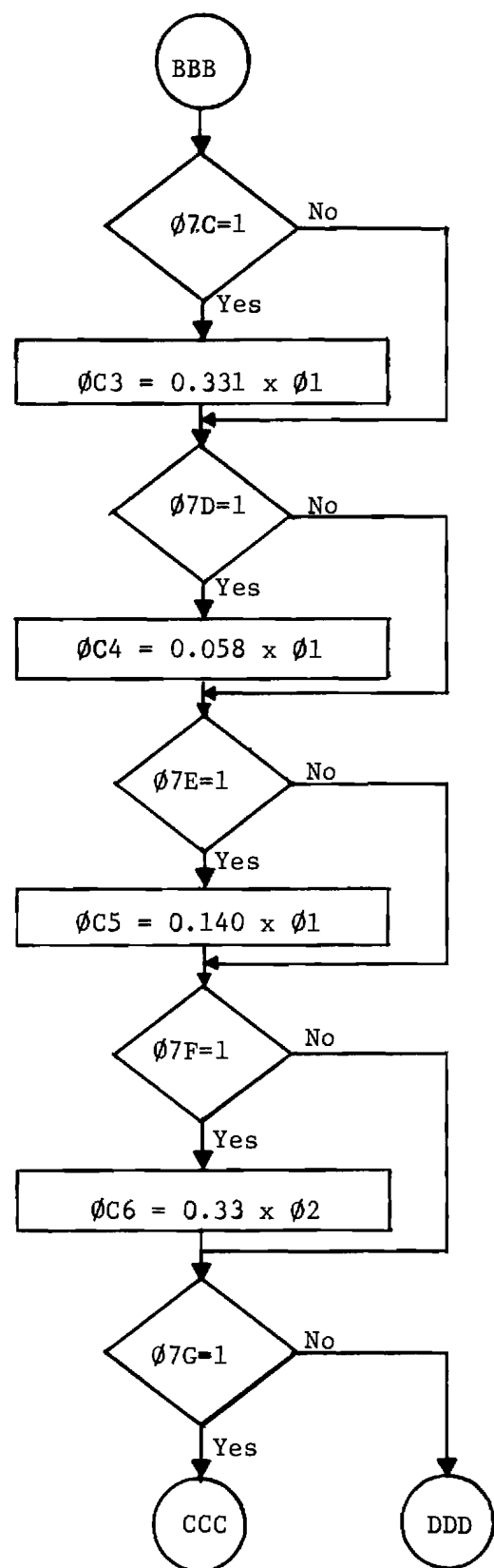
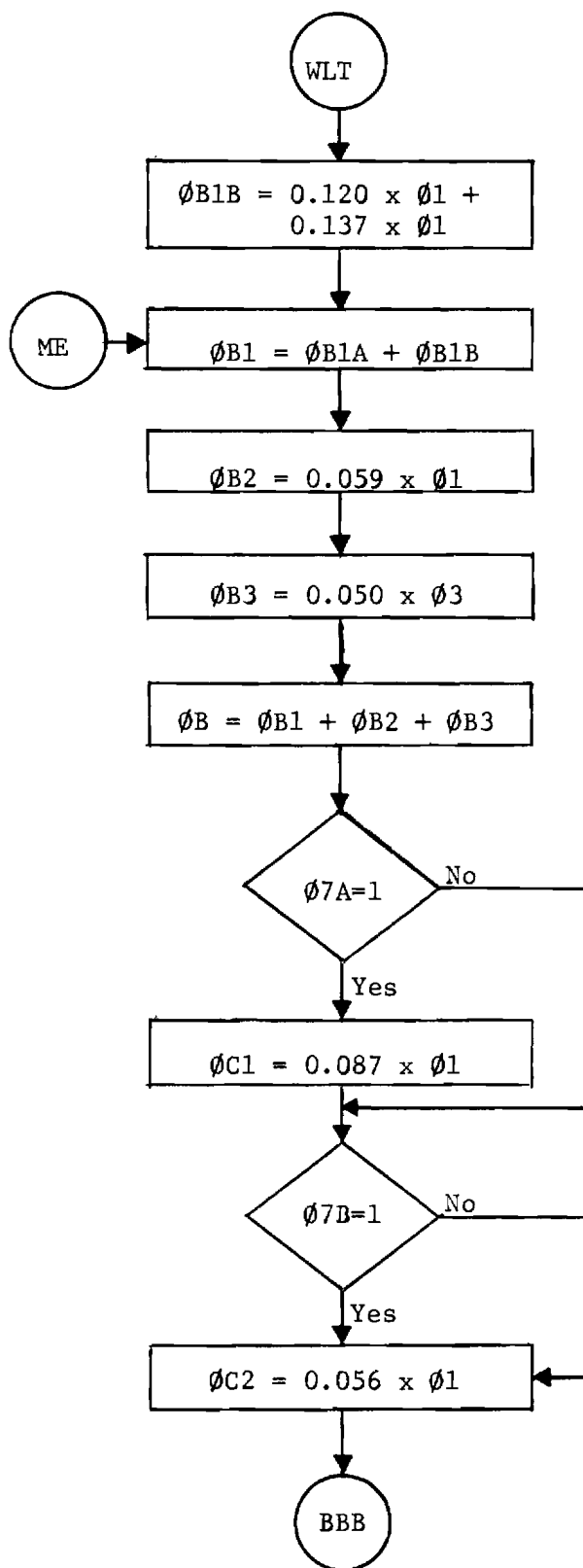


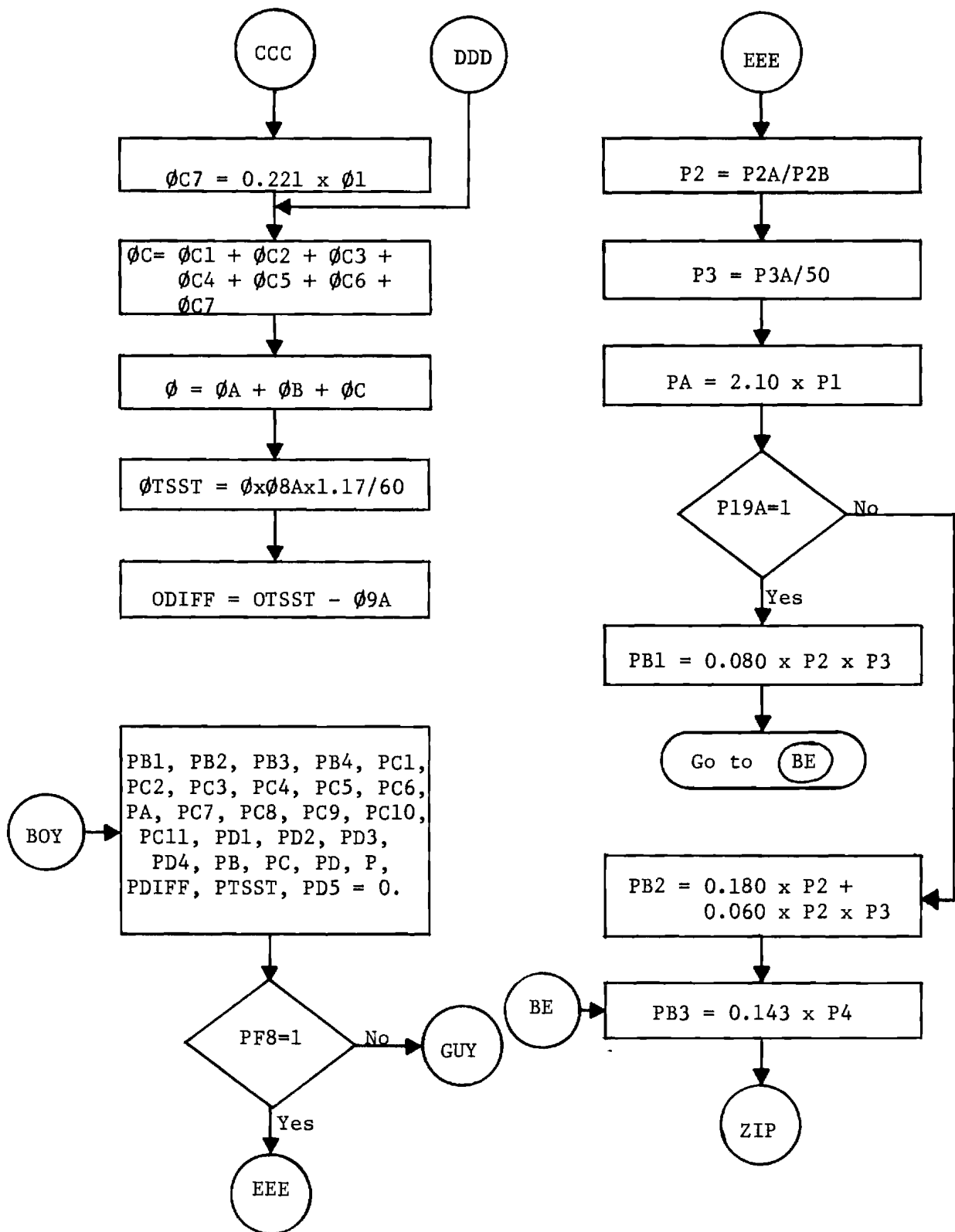


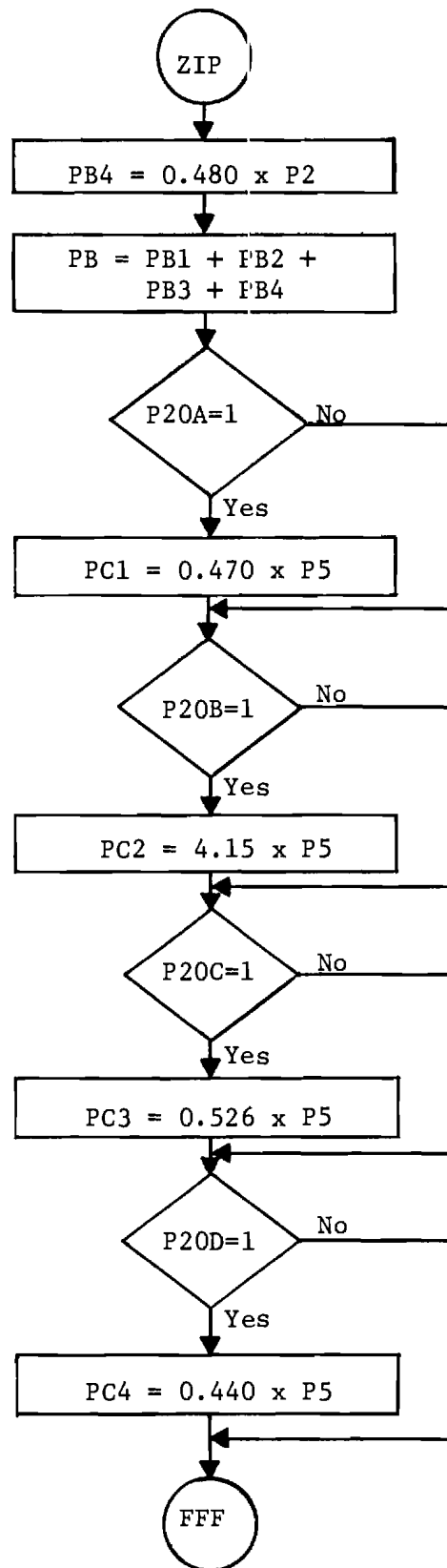


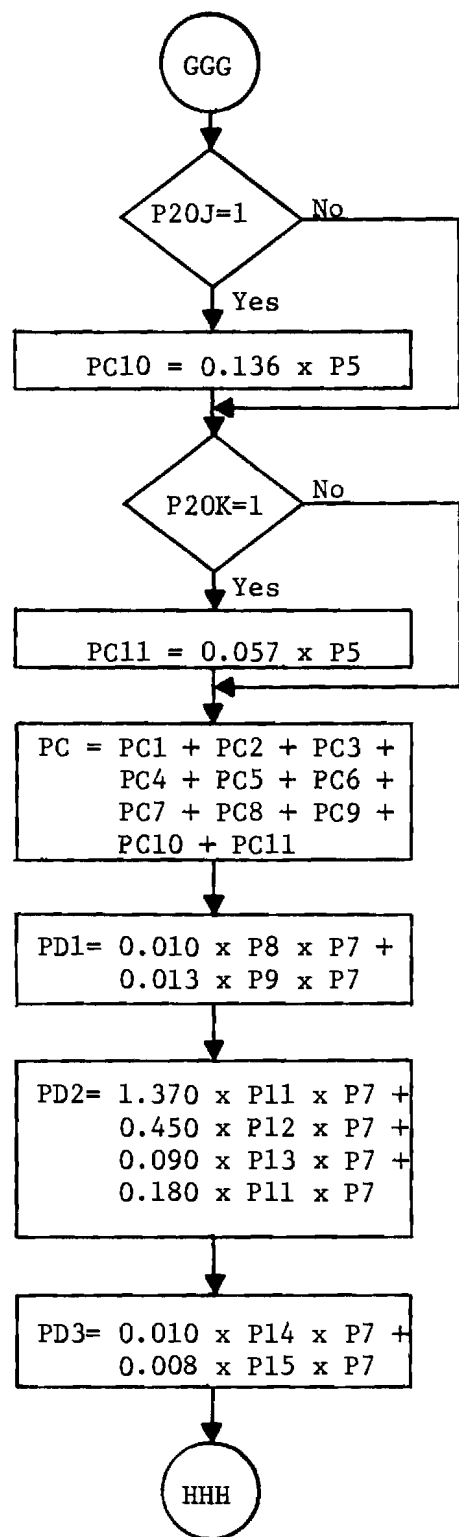
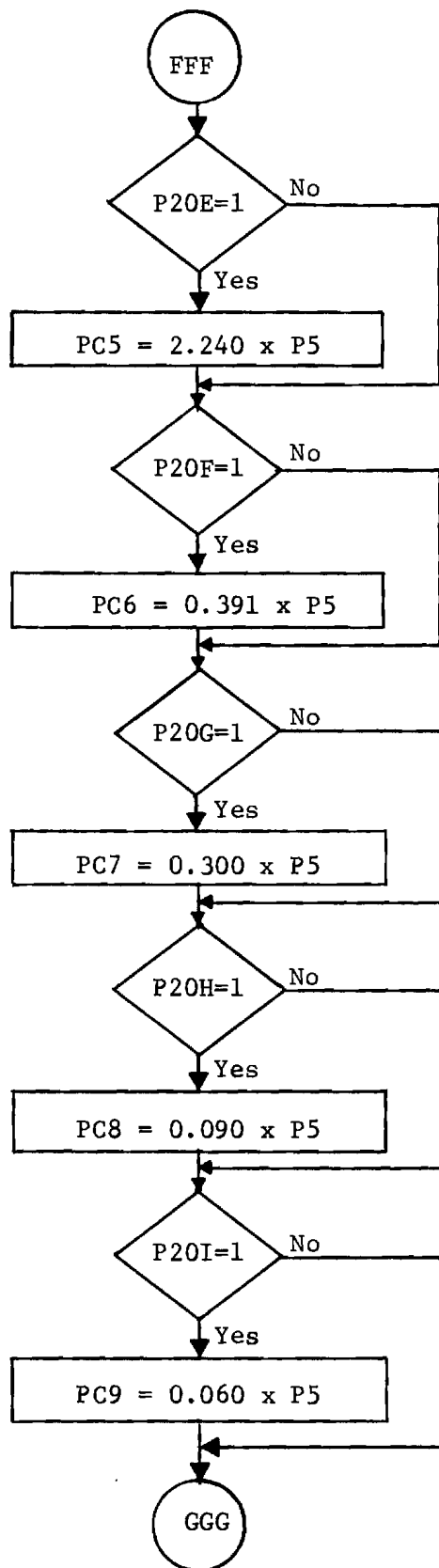


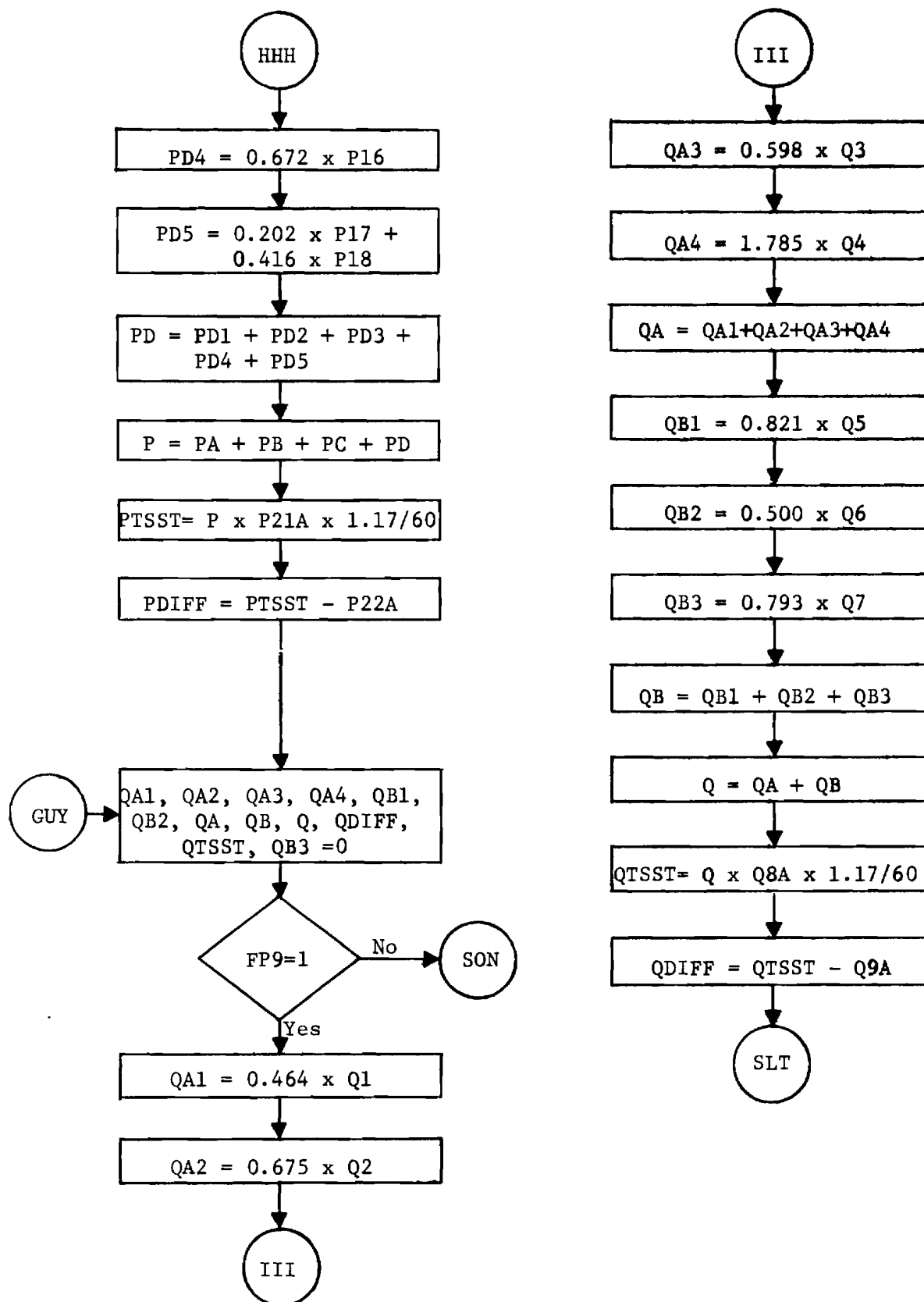


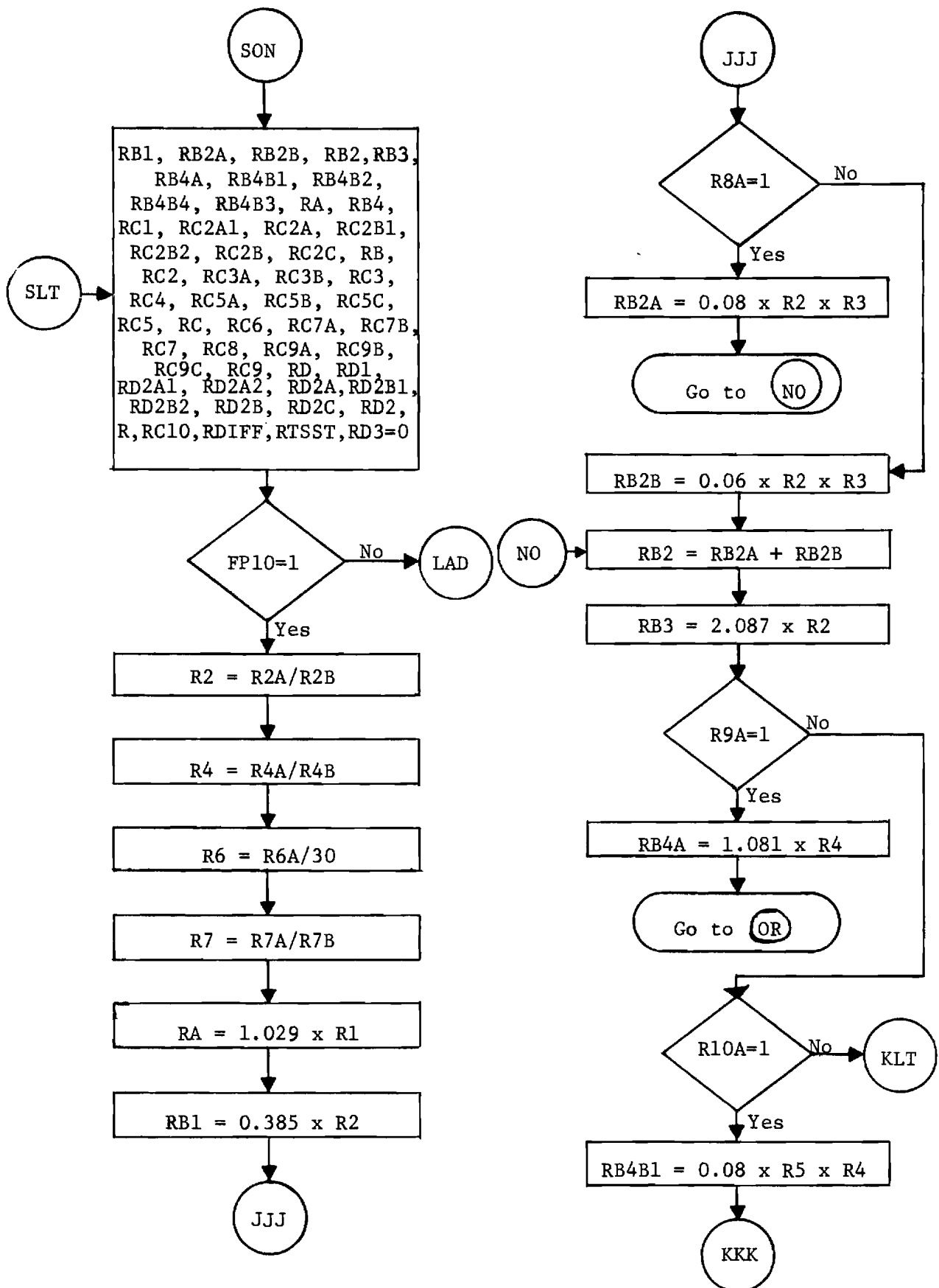


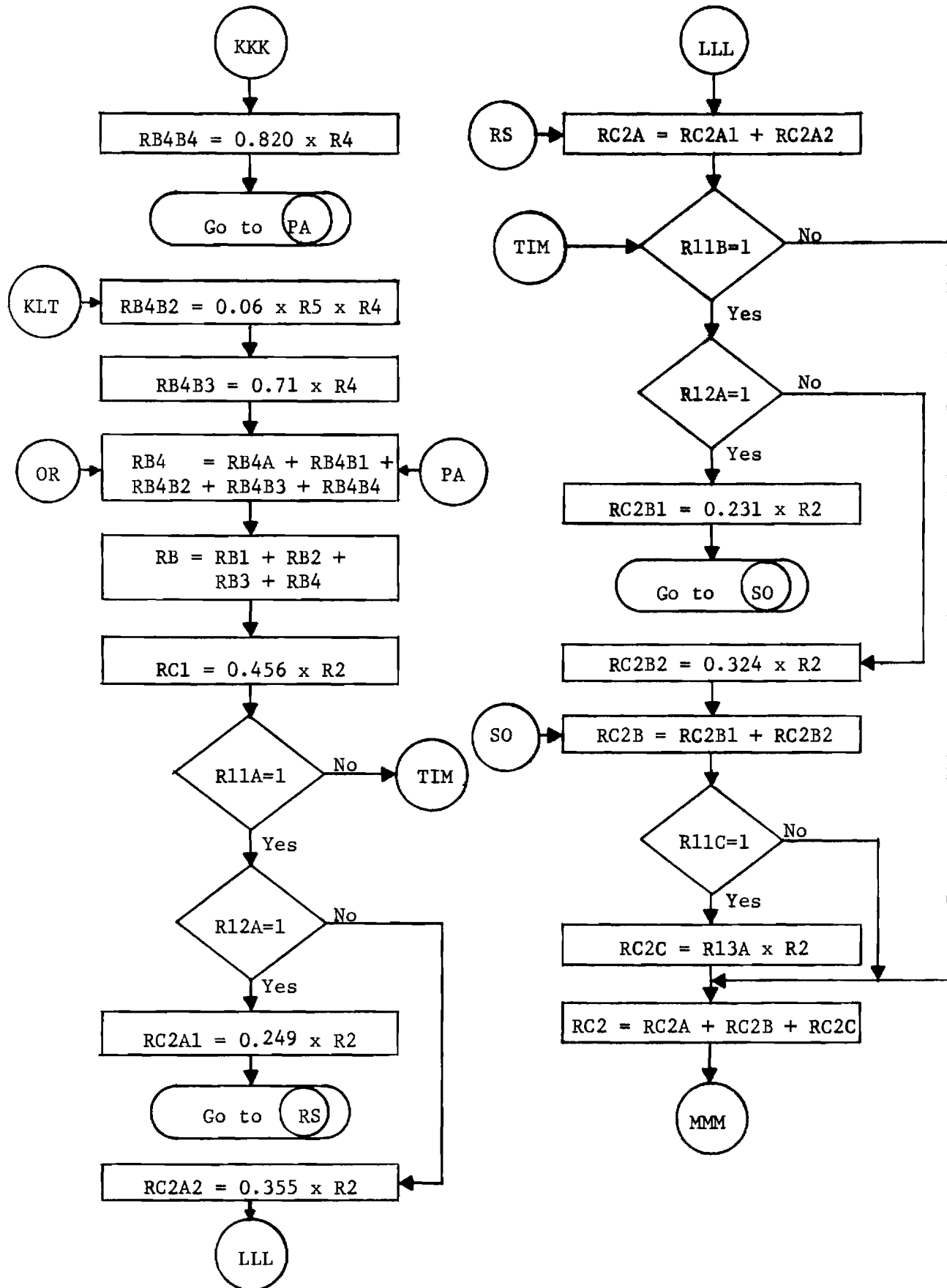


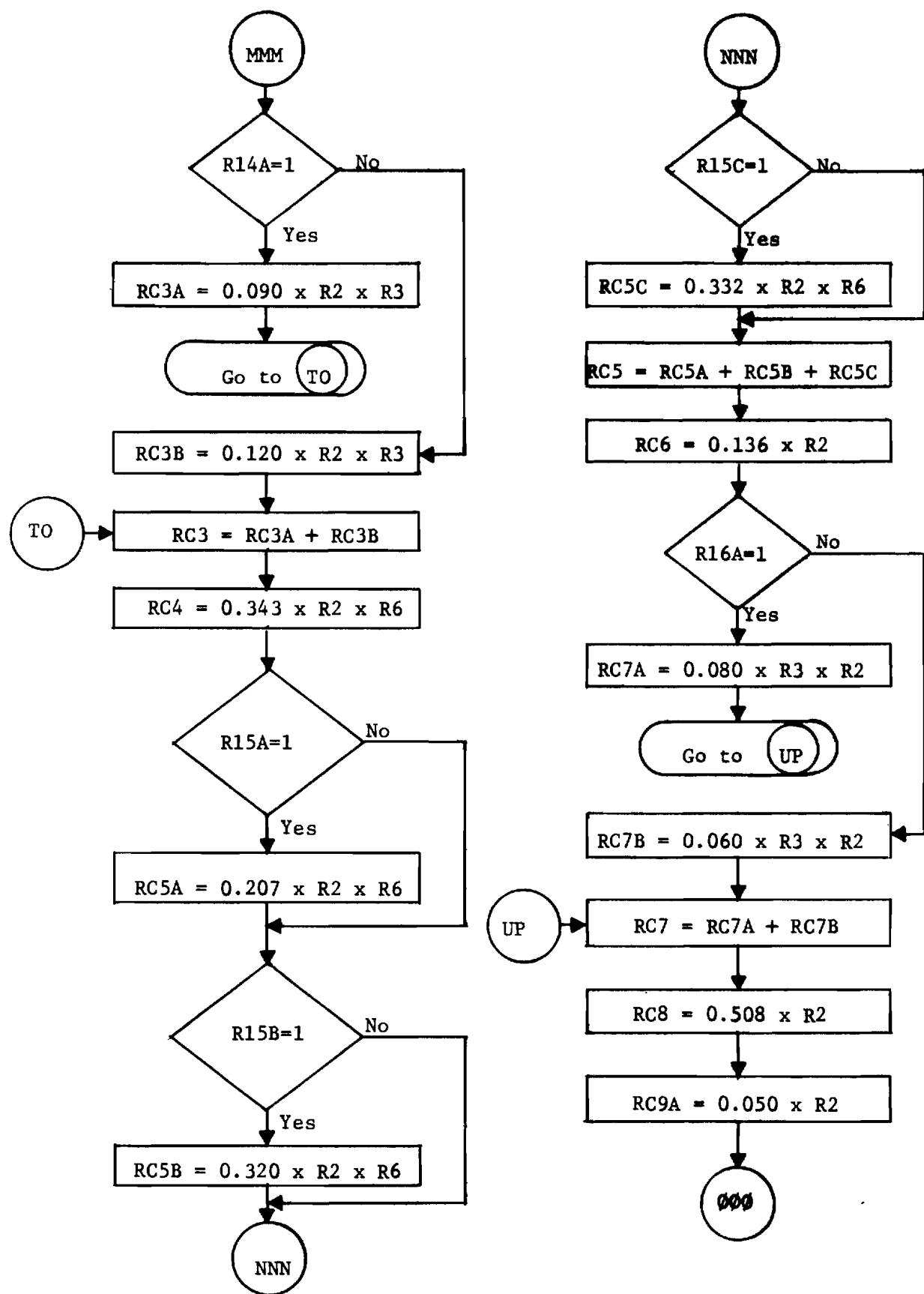


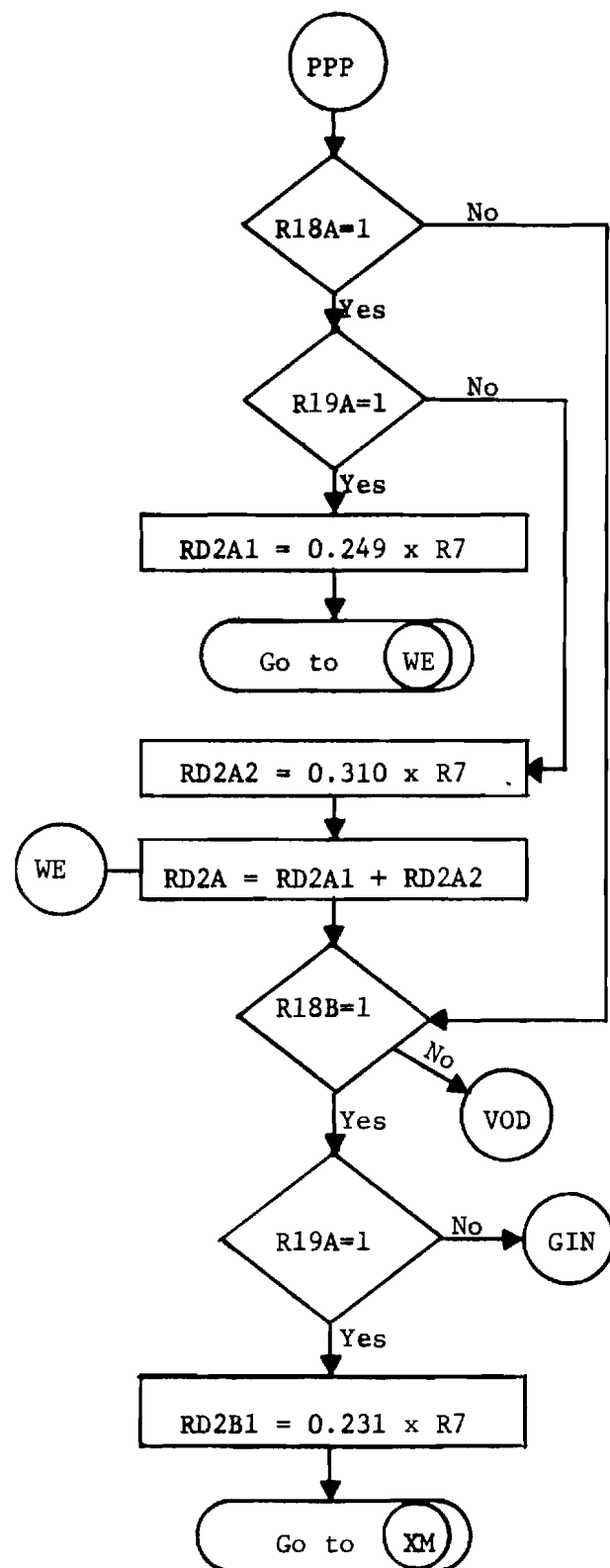
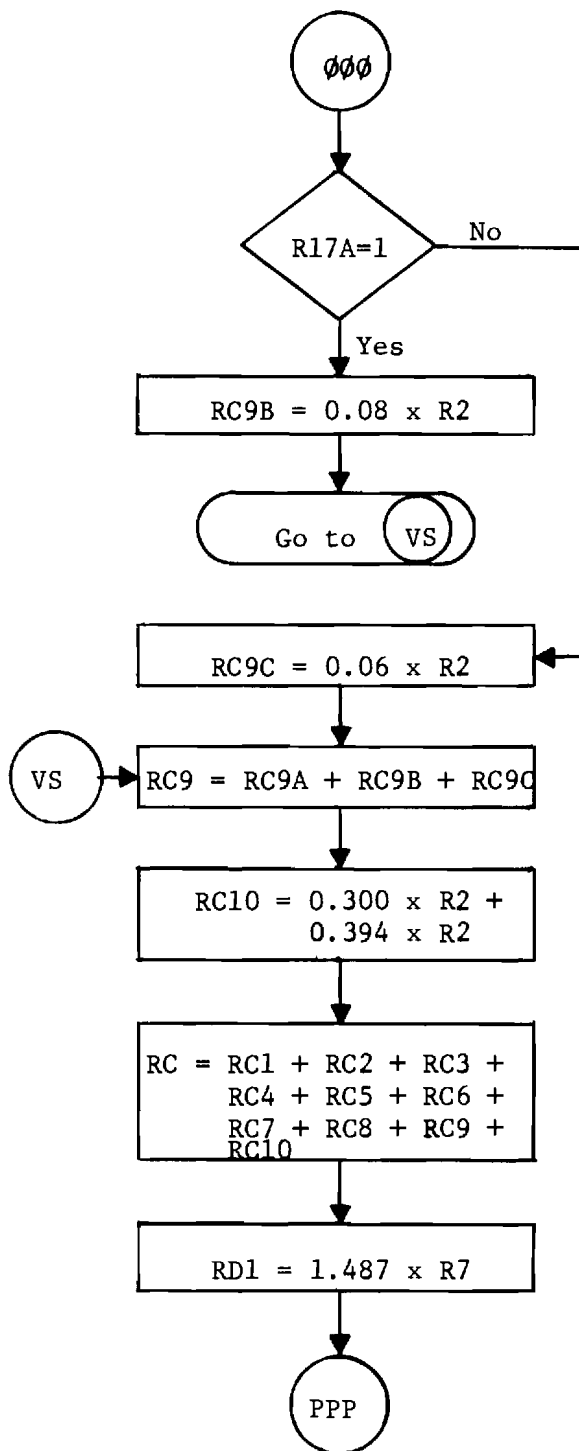


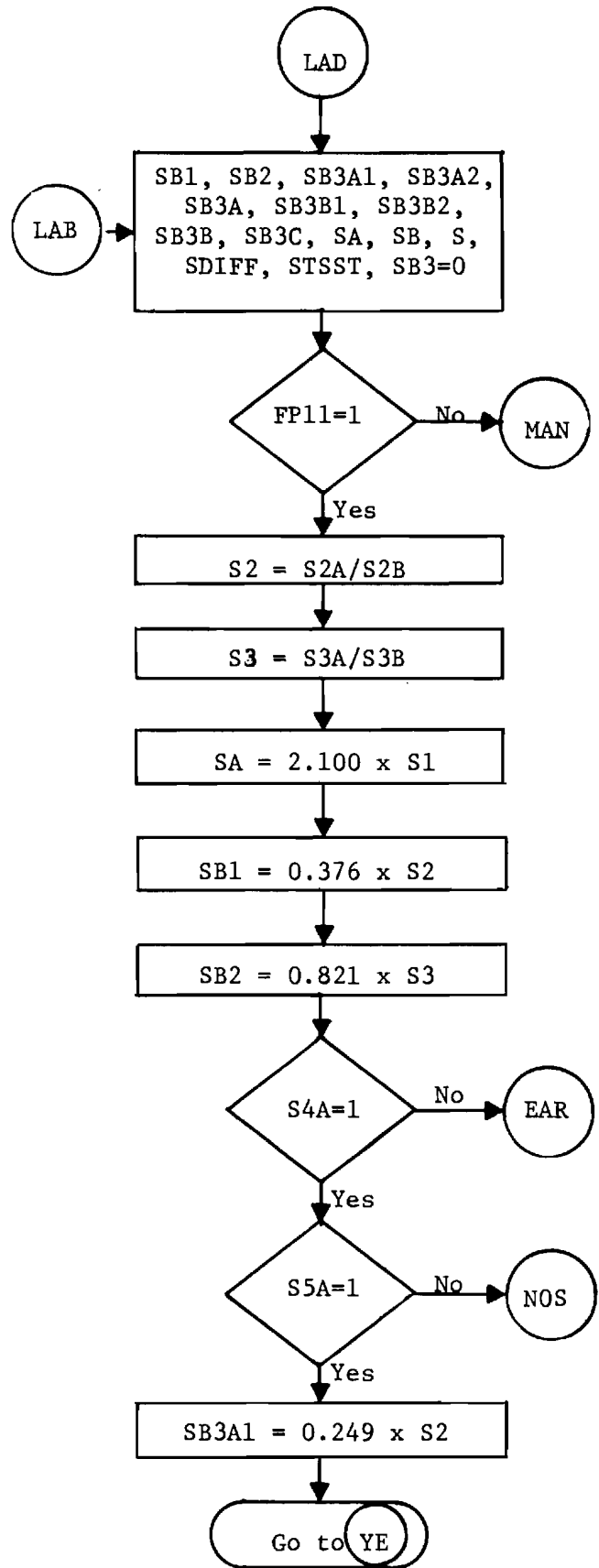
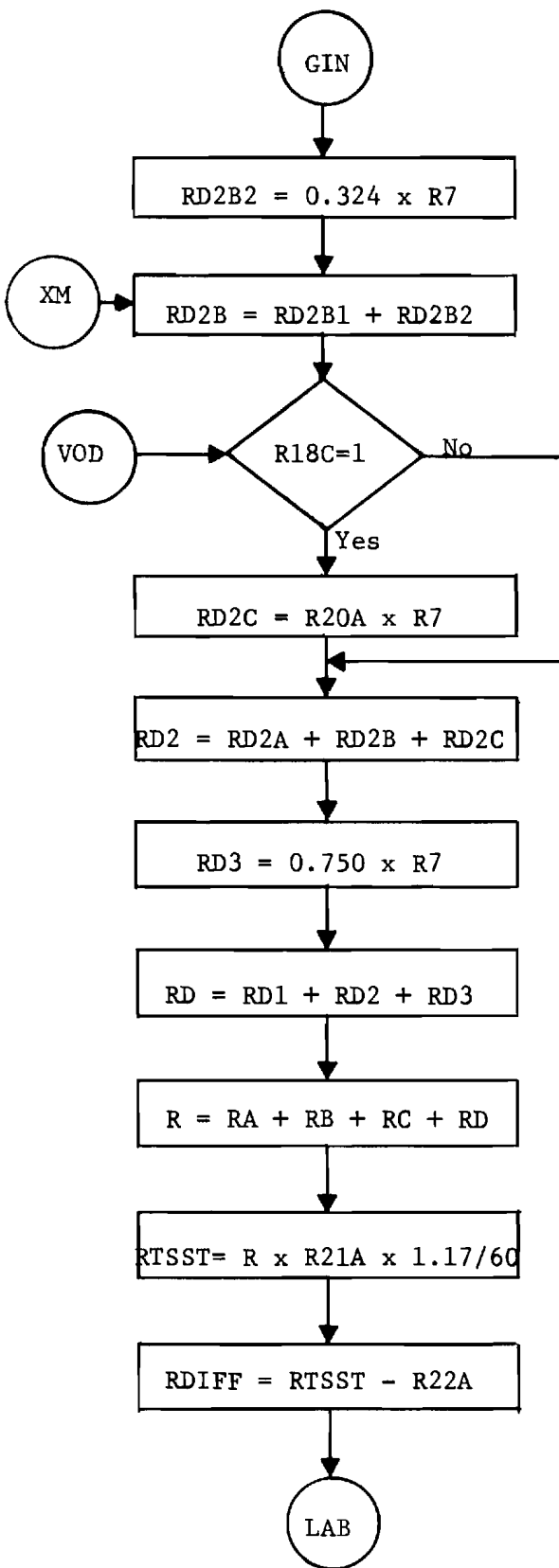


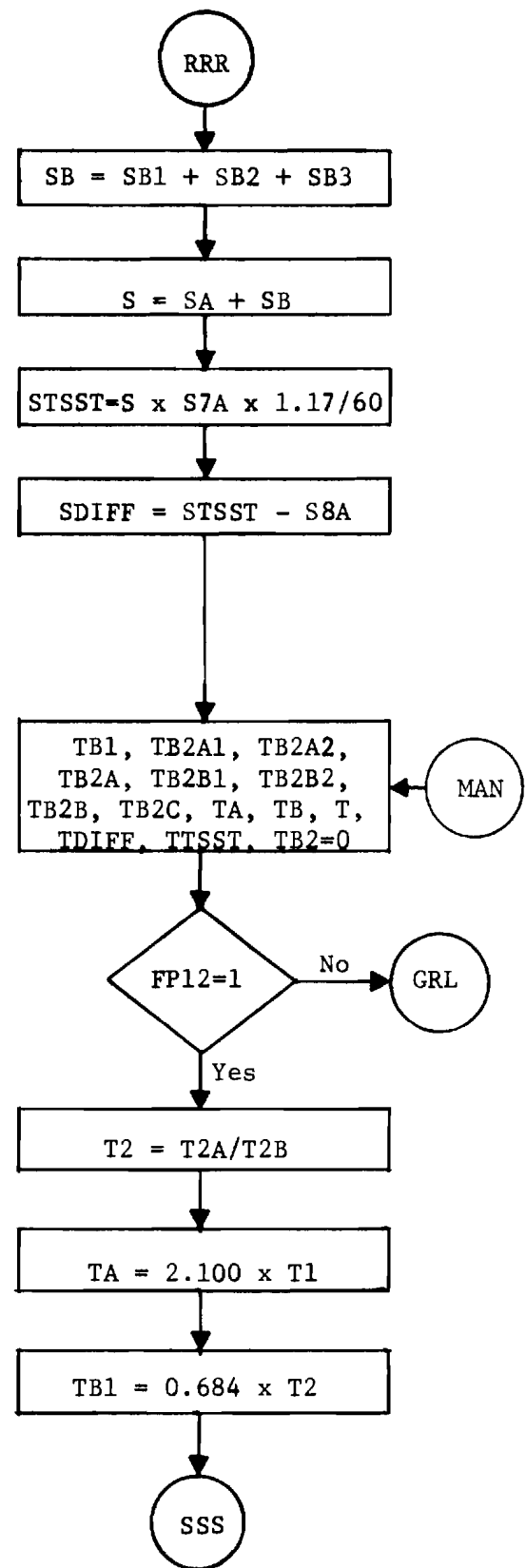
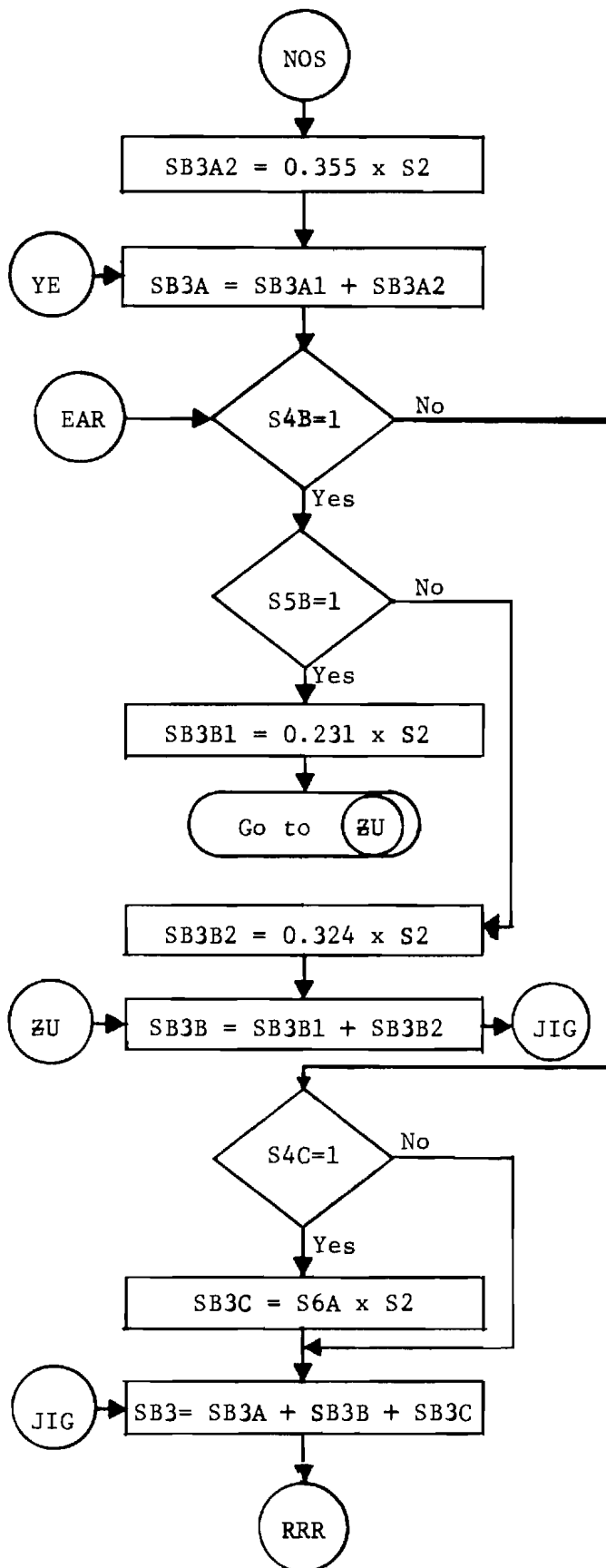


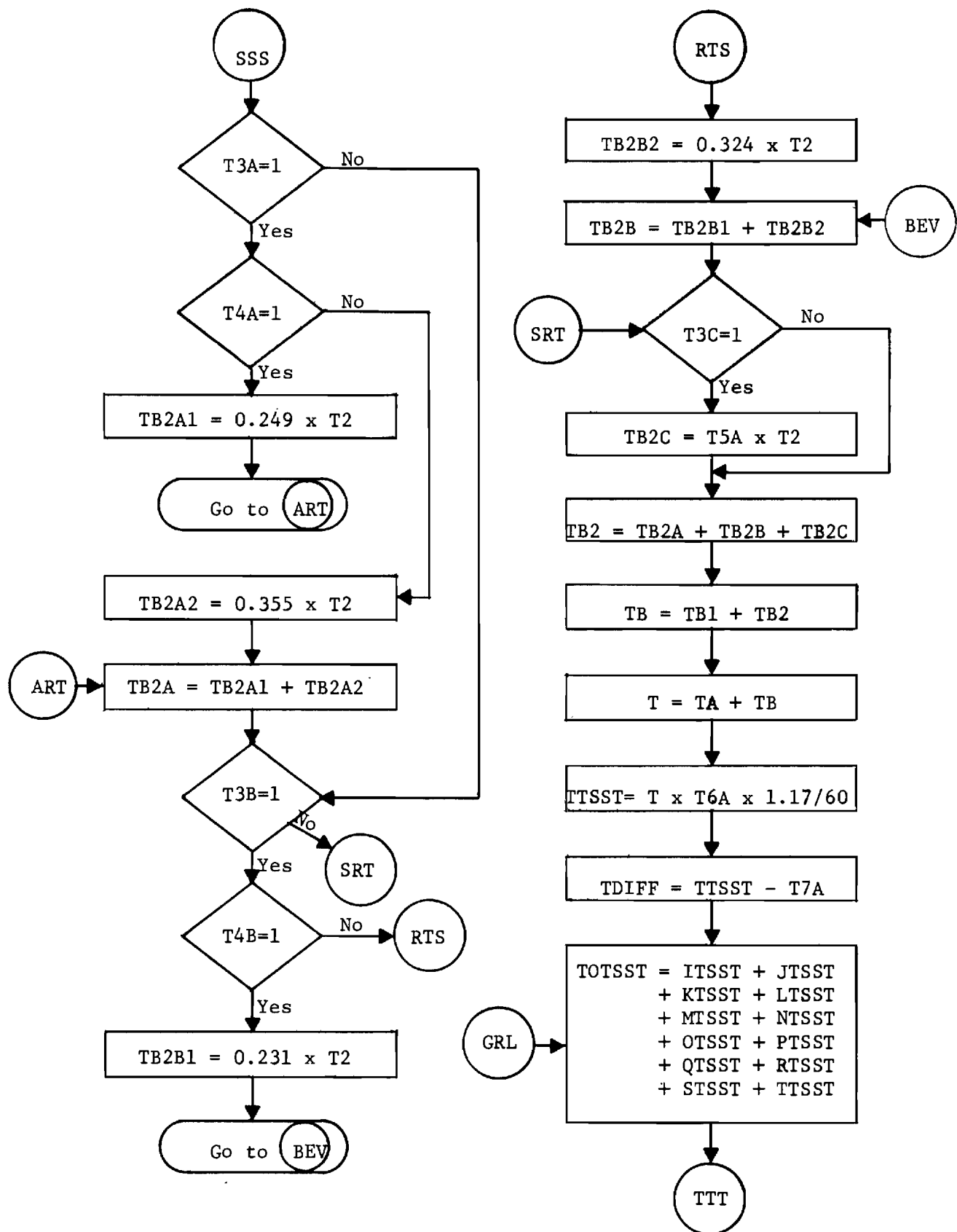


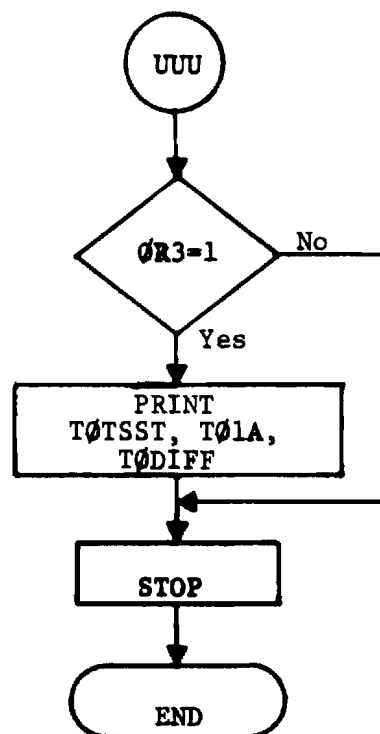
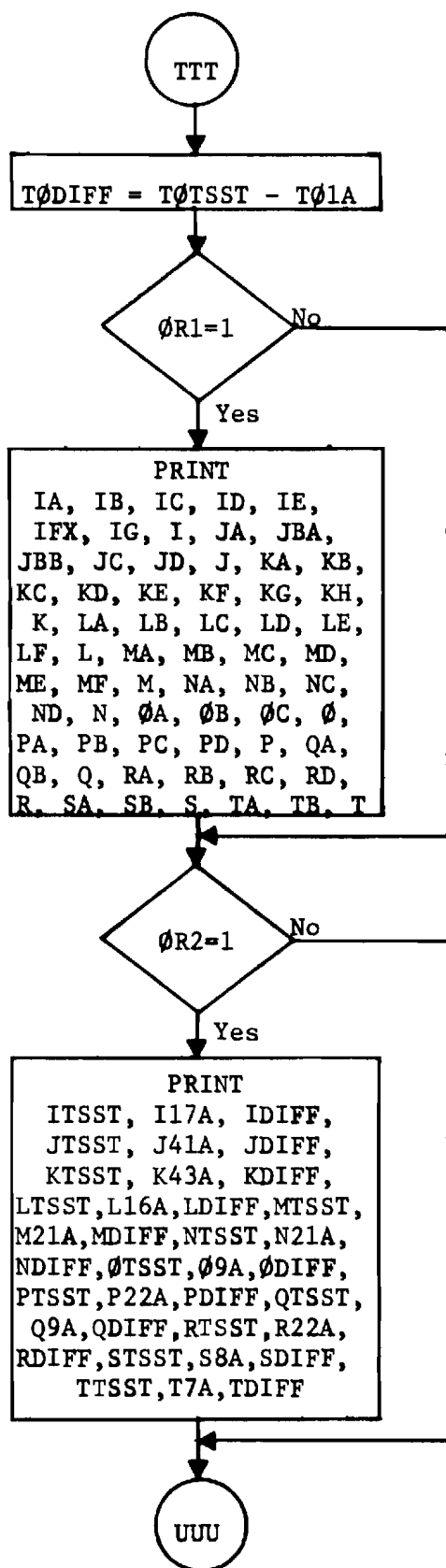












APPENDIX B

SECTION 5

DATA COLLECTION INPUT FORMS

FIGURE B1. Existing Medical Record Staff Allocation by
Direct Work Operation Data Collection Input
Form

Hospital: _____

Date: _____

Initials: _____

Sheet: 1 of 1

Staff Member	Hours Worked/ Week	Direct Work Operations												Other
		I Rec Pick	J Assy Anal	K Trans	L Code Abst	M Index	N Num File	O Ret Loc Cont	P Stat BC	Q PN	R Corr	S Outp Rec	T Emer Rec	
1)														
2)														
3)														
4)														
5)														
6)														
7)														
8)														
9)														
10)														
11)														
12)														
13)														
14)														
15)														
16)														
17)														
18)														
19)														
20)														
21)														
22)														
23)														
24)														
25)														
TOTALS														
Computer Input		I17A	J41A	K43A	L16A	M21A	N21A	O9A	P22A	Q9A	R22A	S8A	T7A	

FIGURE B2. Normal Workdays on the Medical Record
Staff Data Collection Input Form

Hospital: _____

Date: _____

Initials: _____

Sheet: 1 of 1

	Direct Work Operations												
	General	I Rec Pick	J Assy Anal	K Tran	L Code Abst	M Index	N Num File	O Rec Loc Cont	P Stat BC	Q Phone	R Corr	S Out Pat	T Emer
Week:													
5D1S													
5D2S													
5D3S													
6D1S													
6D2S													
6D3S													
7D1S													
7D2S													
7D3S													
Computer		I16A	J13B	K1B	L15A	M20A	N20A	O8A	P21A	Q8A	R7B	S7A	T6A
Inputs			J40A	K42A							R21A		
Month:													
Computer				K2B	L8B	M8IIB		O1B	P2B		R2B	S3B	
Inputs				K4B		M12B			P4B		R4B		
"				K6B		M13B							
"				K7B		M14B							
"				K8IB									
"				K10IB									
"				K8IIB									
"				K13IIB									
Year:													
Computer			J5A	K14B	L2B	M2B	N2B		P5B			S2B	T2B
Inputs					L10B	M4B	N3D						
"						M6B	N4B						
"						M8IB							

**FIGURE B3. Pages by Type in the Medical Record
Data Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Circle applicable type of record:

1. Newborn J7A 2. Obstetrics J8A 3. Medical J9A Surgical J10A

Sheet: 1 of 1

Number	L O S	Discharge Diagnosis	Pages in Last Admission													No. Admissions	Total	Comments
			Adm & Dis Sheet	Lab	X-Ray	In Hal Therapy	Physical Therapy	Nurse Notes	Progress Notes	Doctors Orders	Pathology	Chart Sheet	Flow Sheet	Other	Total			
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
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14																		
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17																		
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20																		
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22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		

**FIGURE B4. Multi-day and Numerical Sample
Inputs Data Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 1 of 4

Computer Input Variable								
Number	Transcription							
	K2A Month's Total Incomplete Records	K4A Total Monthly Counted Records	K6A Month's Total Delinquent Reports per Doctor	K7A Month's Belts or Discs	K8IA or K8IIA Month's Total Reports	K9IA Total Pages in 30 Reports	K10IA Month's Total Operation Diagnoses	K11IA Full Lines in 30 Pages
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
TOTAL								

**FIGURE B4. Multi-day and Numerical Sample
Inputs Data Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 2 of 4

Computer Input Variable								
Number	Transcription		Coding & Abstracting		Indexing			
	K12IA Partial Lines in 30 Pages	K13IIA Month's Total Batches	L8A Total Monthly PAS Batches	L9A Total Items on 30 Forms	M8IIA Month's Total Indexed Records	M9A Items on 30 Disease Index Cards	M10A Items on 30 Operation Index Cards	M11A Items on 30 Physician Index Cards
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
TOTAL								

**FIGURE B4. Multi-day and Numerical Sample
Inputs Data Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 3 of 4

Computer Input Variable								
	Indexing			Filing		Retrieval		Statistical
	M12A Disease Index Cards per Month	M13A Operation Index Cards per Month	M14A Physician Index Cards per Month	N3A Records Filed per Month	N3B Discharges Typical Month	O1A Records Retrieved in a Typical Month	O2A Total Number of Transfers	P2A Total Monthly Report Forms
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
TOTAL								

**FIGURE B4. Multi-day and Numerical Sample
Inputs Data Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 4 of 4

Computer Input Variables								
	Statistical			Correspondence				Outpatient
	P3A Average Number of Items per Report	P3A Average Number of Items per Report (cont'd)	P4A Total Monthly Records Reported	R2A Total Monthly Request Letters	R4A Total Monthly Deficient Requests	R6A Total Pages Copied for 30 Reports	R7A Total Weekly In-Person Requests	S3A Total Monthly Deficient Records
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
TOTAL								

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 1 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
TOTAL STAFFING:				
Total Existing Staff Time	TO1A			
FUNCTIONS PERFORMED:				
Record Pickup	FP1			
Record Assembly and Analysis	FP2			
Transcription	FP3			
Coding and Abstracting	FP4			
Indexing	FP5			
Numbering and Filing of Record	FP6			
Retrieval and Record Location Control	FP7			
Preparing Statistical Reports and Birth Certificates	FP8			
Incoming Phone Calls and Outgoing Calls for Missing Records	FP9			
Correspondence and In Person Information Requests	FP10			
Outpatient Records	FP11			
Emergency Room Records	FP12			

FIGURE B5. Independent Variable Data
Collection Input Form

Hospital: _____

Date: _____

Initials: _____

Sheet: 2 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
RECORD PICKUP WORKLOAD STATISTICS:				
Trips Per Day	I1			
Pickups Per Trip	I2			
Walked Paces Per Trip in Unobstructed Area	I3			
Walked Paces Per Trip in Obstructed Area	I4			
Unobstructed Cart Paces Per Trip	I5			
Obstructed Cart Paces Per Trip	I6			
Cart Starts and Stops Per Trip	I7A			
Elevator Rides Per Trip	I8			
Traffic Floors Per Trip	I9			
Elevator Floors Per Trip	I10			
Floors Per Upward Trip by Stairway	I11			
Floors Per Downward Trip by Stairway	I12			
Dumbwaiter Trips Per Day	I13			
Pneumatic Tube Loads Per Day	I14			
Pneumatic Tube Unloads Per Day	I15			
Work Days Per Week	I16A			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 3 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Existing Staff Time Per Week	I17A			
RECORD ASSEMBLY AND ANALYSIS:				
Total Yearly Newborns	J1A			
Total Yearly Obstetrics	J2A			
Total Yearly Medical	J3A			
Total Yearly Surgical	J4A			
Workdays Per Year	J5A			
Average Number of Setups Per Day	J6			
Total Pages in 30 Records for Newborns	J7A			
Total Pages in 30 Records for Obstetrics	J8A			
Total Pages in 30 Records for Patient Records	J9A			
Total Pages in 30 Surgical Records	J10A			
Notification Calls Per Day	J11			
Completion Calls Per Day	J12			
Total Weekly Incomplete Records	J13A			
Workdays Per Week	J13B			

FIGURE B5. Independent Variable Data
Collection Input Form

Hospital: _____

Date: _____

Initials: _____

Sheet: 4 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Trips Per Day	J14			
Pickups Per Trip	J15			
Unobstructed Paces Per Trip	J16			
Obstructed Paces Per Trip	J17			
Unobstructed Cart Paces Per Trip	J18			
Obstructed Cart Paces Per Trip	J19			
Cart Start-Stops Per Trip	J20A			
Elevator Rides Per Trip	J21			
Traffic Floors Per Trip	J22			
Floors Per Trip	J23			
Floors Per Trip Up	J24			
Floors Per Trip Down	J25			
Dumbwaiter Trips Per Day	J26			
Loads Per Day	J27			
Unloads Per Day	J28			
Record Processing Separate-Combined	J29A			
No Fastening Simple Handling	J30A			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 5 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Staple Once	J31A			
Staple Twice	J32A			
Punch Record and Clip with 2-Prong Clip	J33A			
Paper Clip	J34A			
Call Nursing Station and Inform Them of Deficiencies	J35A			
Call Nursing Station and Get Information	J36A			
Write Patient Name and/or Number and Insert in Folder	J37A			
Exam Work Done by Nurses	J38A			
File Deficient Records in Drawer File	J39A			
File Deficient Records in Open-Shelf File	J39B			
Workdays Per Week	J40A			
Existing Staff Time Per Week	J41A			
TRANSCRIPTION:				
Weeks Total Doctors with Incomplete Records	K1A			
Workdays Per Week	K1B			
Month's Total Incomplete Records	K2A			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 6 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Workdays Per Month	K2B			
Doctors Requests Per Day	K3			
Total Monthly Counted Records	K4A			
Workdays Per Month	K4B			
Words Per Doctor in Delinquent Record Report	K5			
Month's Total Delinquent Reports Per Doctor	K6A			
Workdays Per Month	K6B			
Month's Belts or Discs	K7A			
Workdays Per Month	K7B			
Month's Total Reports	K8IA			
Workdays Per Month	K8IB			
Total Pages in 30 Reports	K9IA			
Month's Total Operation Diagnoses	K10IA			
Workdays Per Month	K10IB			
Full Lines in 30 Pages	K11IA			
Partial Lines in 30 Pages	K12IA			
Month's Total Transcribed Reports	K8IIA			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 7 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Workdays Per Month	K8IIB			
Month's Total Batches	K13IIA			
Workdays Per Month	K13IIB			
Year's Total Newborns	K14A			
Workdays Per Year	K14B			
Year's Total Obstetrics	K15A			
Year's Total Medical	K16A			
Year's Total Surgical	K17A			
Trips Per Day	K18			
Pickups Per Trip	K19			
Unobstructed Paces Per Trip	K20			
Obstructed Paces Per Trip	K21			
Unobstructed Cart Paces Per Trip	K22			
Obstructed Cart Paces Per Trip	K23			
Cart Start-Stops Per Trip	K24A			
Elevator Rides Per Trip	K25			
Traffic Floors Per Trip	K26			

FIGURE B5. Independent Variable Data
Collection Input Form

Hospital: _____

Date: _____

Initials: _____

Sheet: 8 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Floors Per Trip	K27			
Floors Per Trip Up	K28			
Floors Per Trip Down	K29			
Dumbwaiter Trips Per Day	K30			
Loads Per Day	K31			
Unloads Per Day	K32			
Transcription Done by MR/Not Done by MR	K33A			
Ordered/Not Ordered	K34A			
MR Placed in Doctor's Box or Pigeonhole	K35A			
MR in Doctor's Drawer File	K35B			
MR Placed in Doctor's Open Shelf File	K35C			
Handwritten Notices or Reports	K36A			
Typed Notices or Reports	K37A			
Distribute to Dr.'s Boxes or Pigeonholes	K37B			
Type Name and Department of Doctor	K37C			
Addressing Card/Envelope with Addressograph	K37D			
Insert Notice in Envelope, Seal and Mail	K37E			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 9 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Belts Used or Discs Used	K38A			
Transcription Done by MR/Not Done by MR	K39A			
Drawer File	K40A			
Open Shelf File	K40B			
File Reports in Patient Charts	K40C			
File in Doctor's Box/Pigeonhole	K40D			
Decrease in Work Load #8	K41A			
Workdays Per Week	K42A			
Existing Staff Time Per Week	K43A			
CODING SETUPS PER DAY				
CODING AND ABSTRACTING:	L1			
Total Yearly Newborns	L2A			
Workdays Per Year	L2B			
Total Yearly Obstetrics	L3A			
Total Yearly Medical	L4A			
Total Yearly Surgical	L5A			
Abstracting Setups Per Day	L7			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 10 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Total Monthly PAS Batches	L8A			
Workdays Per Month	L8B			
Total Items on 30 Forms	L9A			
Total Yearly Statistical Batches	L10A			
Workdays Per Year	L10B			
Abstracting Done as a Separate Activity	L11A			
Coding by ICDA and Abstracting is One Activity	L11B			
Coding by SNDO	L11C			
ICDA Coding Checked by MR	L12A			
SNDO Coding Checked by MR	L12B			
Abstracting Done on Professional Activity Form/Other Forms	L13A			
Handwritten Abstracts	L14A			
Workdays Per Week	L15A			
Existing Staff Time Per Week	L16A			
INDEXING:				
Indexing Setups Per Day	M1			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 11 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Total New Admissions	M2A			
Workdays Per Year	M2B			
Items Per Card	M3			
Total Yearly Admissions or Discharges	M4A			
Workdays Per Year	M4B			
Updated Items Per Card	M5			
Total Yearly Re-Admissions and Discharges	M6A			
Workdays Per Year	M6B			
Secondary Index Setups Per Day	M7			
Year's Total Discharges	M8IA			
Workdays Per Year	M8IB			
Month's Total Indexed Records	M8IIA			
Workdays Per Month	M8IIB			
Items on 30 Disease Index Cards	M9A			
Items on 30 Operation Index Cards	M10A			
Items on 30 Physician Index Cards	M11A			
Disease Index Cards Per Month	M12A			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 12 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Workdays Per Month	M12B			
Operation Index Cards Per Month	M13A			
Workdays Per Month	M13B			
Physician Index Cards Per Month	M14A			
Workdays Per Month	M14B			
Cards Arranged Alphabetically	M15A			
Alphabetical Filing in Drawer File	M15B			
Alphabetical File in Mechanical File	M15C			
Phonetic Filing in Drawer File	M15D			
Phonetic Filing in Mechanical File	M15E			
Alphabetical Filing in Drawer File	M16A			
Alphabetical Filing in Mechanical File	M16B			
Phonetic Filing in Drawer File	M16C			
Phonetic Filing in Mechanical File	M16D			
Alphabetical Filing in Drawer File	M17A			
Alphabetical Filing in Mechanical File	M17B			
Phonetic Filing in Drawer File	M17C			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 13 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Phonetic Filing in Mechanical File	M17D			
Secondary Indices	M18A			
Handwritten Cards	M19A			
Workdays Per Week	M20A			
Existing Staff Time Per Week	M21A			
FILING:				
Filing Setups Per Day	N1			
Year's Total New Admissions	N2A			
Workdays Per Year	N2B			
Records Filed Per Month	N3A			
Discharge/Typical Month	N3B			
Total Discharges Per Year	N3C			
Filing Workdays/Year	N3D			
Re-Admissions Per Year	N4A			
Workdays Per Year	N4B			
Items Per New Admissions Folder	N5			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 14 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Items Per Admissions Summary for Readmitted Patients	N6			
Patient Identification Handwritten on Folder	N7A			
Patient Identification Typed on Folder	N7B			
Patient Identification Stamped on Folder	N7C			
Inserted - Fastened with Clip/Not Fastened with Clip	N8A			
Ordered Serial/Ordered Terminal	N9A			
Serial Filing - Open Shelf File	N10A			
Serial Filing - Drawer Shelf File	N10B			
Terminal Digit Filing - Open Shelf File	N10C			
Terminal Digit Filing - Drawer Shelf File	N10D			
Mechanical Filing	N10E			
Value for #523	N11A			
Patient Readmission - New Number or Old Number	N12A			
Record Retrieved from Drawer File	N13A			
Record Retrieved from Open Shelf File	N13B			
Record Retrieved from Mechanical File	N13C			
Value for #517	N14A			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 15 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Readmission - Old Folder or New Folder	N15A			
Readmission - Handwritten or Typed	N16A			
Readmission - Handwritten or Typed	N17A			
Filing in Drawer File	N18A			
Filing in Open Shelf File	N18B			
Filing in Mechanical File	N18C			
Summary - Handwritten or Typed	N19A			
Workdays Per Week	N20A			
Existing Staff Time Per Week	N21A			
RETRIEVAL:				
Records Retrieved in a Typical Month	O1A			
Workdays in a Typical Month	O1B			
Total Number of Transfers	O2A			
Outguides Removed Per Day	O3			
Serial Filing - Drawer File	O4A			
Serial Filing - Open Shelf File	O4B			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 16 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Serial Filing - Mechanical File	04C			
Terminal Digit Filing - Drawer File	04D			
Terminal Digit Filing - Open Shelf File	04E			
Value for NT #604	05A			
Outguides - Handwritten or Typed	06A			
Clipcard to Record, Retrieved and Set Aside	07A			
Remove Clip, Separate Card and Record	07B			
Handwrite Control Card or Log Entries	07C			
Arrange Called Out Cards Alpha or Number	07D			
File Control Cards	07E			
Update Control Cards	07F			
Locate Entries and Cards Off	07G			
Workdays Per Week	08A			
Existing Staff Time Per Week	09A			
STATISTICAL:				
Statistical Report Setups Per Day	P1			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 17 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Total Monthly Report Forms	P2A			
Workdays Per Month	P2B			
Total Copied Items in 50 Reports	P3A			
Total Monthly Records Reported	P4A			
Workdays Per Month	P4B			
Total Yearly Newborns	P5A			
Workdays Per Year	P5B			
Certificate Calls Per Day	P6			
Trips Per Day	P7			
Unobstructed Paces Per Trip	P8			
Obstructed Paces Per Trip	P9			
Pickups Per Trip	P10			
Elevator Rides Per Trip	P11			
Traffic Floors Per Trip	P12			
Floors Per Trip	P13			
Floors Per Trip Up	P14			
Floors Per Trip Down	P15			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 18 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Dumbwaiter Trips Per Day	P16			
Loads Per Day	P17			
Unloads Per Day	P18			
Data - Typed or Handwritten	P19A			
Performed by MR - Prepare Newborn List	P20A			
Performed by MR - Interview Mother	P20B			
Performed by MR - Interview Mother	P20C			
Performed by MR - Obtain Mother's Signature	P20D			
Performed by MR - Type Birth Certificates	P20E			
Performed by MR - Type Address	P20F			
Performed by MR - Assemble and Insert Certificate	P20G			
Performed by MR - Alphabetize for Filing	P20H			
Performed by MR - File in Doctor's Boxes	P20I			
Performed by MR - File in Mother's MR	P20J			
Performed by MR - Arrange Worksheets	P20K			
Workdays Per Week	P21A			
Existing Staff Time Per Week	P22A			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 19 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
PHONE:				
Calls to Staff Per Day	Q1			
Unrecorded Calls Per Day	Q2			
Recorded Calls Per Day	Q3			
Reference Calls Per Day	Q4			
Returned Calls Per Day	Q5			
Calls to Doctors Per Day	Q6			
Calls to Nurses Per Day	Q7			
Workdays Per Week	Q8A			
Existing Staff Time Per Week	Q9A			
CORRESPONDENCE:				
Correspondence Setups Per Day	R1			
Total Monthly Request Letters	R2A			
Workdays Per Month	R2B			
Items Per Month	R3			
Total Monthly Deficient Requests	R4A			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 20 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Workdays Per Month	R4B			
Words Per Authorization	R5			
Total Pages Copied for 30 Reports	R6A			
Total Weekly In-Person Requests	R7A			
Workdays in a Typical Week	R7B			
Handwritten or Typed	R8A			
Form Letter or Not	R9A			
Handwritten or Typed	R10A			
Serial Filing	R11A			
Terminal Digit Filing	R11B			
Mechanical File	R11C			
Open Shelf or Drawer	R12A			
Value for NT #918	R13A			
Typed or Handwritten	R14A			
Xerox Copies Made	R15A			
Thermofax Copies made	R15B			
SCM Copies Made	R15C			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 21 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Handwritten or Typed	R16A			
Handwritten or Typed	R17A			
Handwritten Serial Filing	R18A			
Terminal Filing	R18B			
Mechanical Filing	R18C			
Open Shelf or Drawer	R19A			
Value for NT #940	R20A			
Workdays Per Week	R21A			
Existing Staff Time Per Week	R22A			
OUTPATIENT:				
Outpatient Setups Per Day	S1			
Total Yearly Outpatients	S2A			
Outpatient Record Workdays Per Year	S2B			
Total Monthly Deficient Records	S3A			
Workdays Per Month	S3B			
Serial Filing	S4A			

**FIGURE B5. Independent Variable Data
Collection Input Form**

Hospital: _____

Date: _____

Initials: _____

Sheet: 22 of 22

Computer Variable Description	Computer Variable Designation	0 Value	1 Value	Other Value
Terminal Digit Filing	S4B			
Mechanical File	S4C			
Open Shelf or Drawer	S5A			
Value for NT #1007	S6A			
Workdays Per Month	S7A			
Existing Staff Time Per Week	S8A			
EMERGENCY:				
Emergency Room Setups Per Day	T1			
Total Yearly Emergencies	T2A			
Workdays Per Year	T2B			
Serial Filing	T3A			
Terminal Digit Filing	T3B			
Mechanical Filing	T3C			
Open Shelf or Drawer	T4A			
Value for NT #1107	T5A			
Workdays Per Week	T6A			
Existing Staff Time Per Week	T7A			

APPENDIX B

SECTION 6

COMPUTER INPUT FORMS

CHAR. SET
026 ☐ 029 ☐ OTHER ☐

PROGRAM TITLE _____
NAME _____
CHARGE OR REFERENCE NUMBER _____
DATE _____

☐ VERIFY

I01A					
001					
FP1					FP6
FP7					FP12
I1					I6
I7A					I12
I13					I17A
J1A					J6
J7A					J12
J13A					J17

J18	J19	J20A	J21	J22	J23
J24	J25	J26	J27	J28	J29A
J31A	J31A	J32A	J33A	J34A	J35A
J36A	J37A	J38A	J39A	J39B	J40A
J41A					
K1A	K1B	K2A	K2B	K3	K4A
K5	K5	K6A	K6B	K7A	K7B
K81A	K81B	K91A	K101A	K101B	K111A
K121A	K811A	K811B	K1311A	K1311B	K14A
K14B	K15A	K16A	K17A	K18	K19

PROGRAM TITLE: _____
 NAME: _____
 CHAR. SET: 025 ☐ 029 ☐ OTHER ☐
 VERIFY ☐ CHARGE OR REFERENCE NUMBER: _____ DATE: _____

K20	K21	K22	K23	K24A	K25
K26	K27	K28	K29	K30	K31
K32	K33A	K34A	K35A	K35B	K35C
K36A	K37A	K37B	K37C	K37D	K37E
K38A	K39A	K40A	K40B	K40C	K40D
K41A	K42A	K43A			
L1	L2A	L2B	L3A	L4A	L5A
L7	L8A	L8B	L9A	L10A	L10B
L11A	L11B	L11C	L12A	L12B	L13A
L14A	L15A	L16A			

PROGRAM TITLE: _____ NAME: _____

CHAR. SET 026 ☐ 029 ☐ OTHER ☐

CHARGE OR REFERENCE NUMBER _____ DATE _____

☐ VERIFY

M1	M2A	M23	M3	M4A	M4B
M5	M6A	M6B	M7	M8A	M8B
M11A	M11B	M1A	M1A	M1A	M12A
M12B	M13A	M133	M14A	M14B	M15A
M153	M15C	M15D	M15E	M16A	M16B
M16C	M16D	M17A	M17B	M17C	M17D
M18A	M19A	M20A	M21A	M23	M2C
M1	M2A	M2B	M3A	M3B	M3C
M3D	M4A	M4B	M5	M6	M7A
M7B	M7C	M8A	M9A	M10A	M10B

PROGRAM TITLE _____ NAME _____

CHAR. SET
026 ☐ 079 ☐ OTHER ☐

CHARGE OR REFERENCE NUMBER _____ DATE _____

☐ VERIFY

CHARGE OR REFERENCE NUMBER

N10C	N10D	N10E	N11A	N12A	N13A
N13B	N13C	N14A	N15A	N16A	N17A
N18A	N18B	N18C	N19A	N20A	N21A
Ø1A	Ø1B	Ø2A	Ø3	Ø4A	Ø4B
Ø4C	Ø4D	Ø4E	Ø5A	Ø6A	Ø7A
Ø7B	Ø7C	Ø7D	Ø7E	Ø7F	Ø7G
Ø8A	Ø9A				
P1	P2A	P2B	P3A	P4A	P4B
P5A	P5B	P6	P7	P8	P9
P10	P11	P12	P13	P14	P15

CHAR. SET
026 ☐ 023 ☐ OTHER ☐

☐ VERIFY

PROGRAM TITLE _____

DATE _____

CHARGE OR REFERENCE NUMBER _____

NAME _____

P16	P17	P18	P19A	P20A	P20B
P20C	P20D	P20E	P20F	P20G	P20H
P20I	P20J	P20K	P21A	P22A	
Q1	Q2	Q3	Q4	Q5	Q6
Q7	Q8A	Q9A			
R1	P2A	P2B	R3	R4A	R4B
R5	R6A	R7A	R7B	R8A	R9A
R10A	R11A	R11B	R11C	R12A	R13A
R14A	R15A	R15B	R15C	R16A	R17A
R12A	R13B	R13C	R19A	R20A	R21A

APPENDIX B

SECTION 7

SAMPLE COMPUTER OUTPUT

RECORD PICKUP

	MAN MINUTES PER DAY
WALKING TIME	.04
PUSHING CART	.00
PICKUP AND SIGN FOR RECORDS	.65
TAKING ELEVATOR	4.62
STAIRWAY TRAVEL	.00
PICKUP RECORDS FROM DUMWAITER	.00
TRANSPORT RECORDS THROUGH PNEUMATIC TUBE	.00
TOTAL TIME FOR RECORD PICKUP	9.31

RECORD ASSEMBLY AND ANALYSIS

	MAN MINUTES PER DAY
PREPARE RECORDS FOR ASSEMBLY AND ANALYSIS	5.40
ASSEMBLY AND ANALYSIS - SEPARATE METHOD	.00
ASSEMBLY AND ANALYSIS - COMBINED METHOD	109.68
COMPLETE RECORDS LEFT INCOMPLETE BY NURSES	.05
TRANSPORTATION DURING ASSEMBLY AND ANALYSIS	1.30
TOTAL TIME FOR RECORD ASSEMBLY AND ANALYSIS	116.43

TRANSCRIPTION

	MAN MINUTES PER DAY
SORT AND DISTRIBUTE INCOMPLETE RECORDS	.00
ASSIST AND PREPARE DOCTORS REPORTS	1.54
DISTRIBUTE NOTES TO DOCTORS	.13
PREPARE BELTS OR DISCS FOR TRANSCRIPTIONS	2.15
TRANSCRIPTION	644.70
SORT AND FILE TYPED REPORTS	.00
FINAL COMPLETION CHECK OF RECORD	15.99
TRANSPORTATION DURING TRANSCRIPTION ACTIVITIES	46.03
TOTAL TIME FOR TRANSCRIPTION	710.54

CODING AND ABSTRACTING

	MAN MINUTES PER DAY
SETUP AND CLEANUP FOR CODING	1.52
CODING	25.90
CHECK CODING WITH WRITTEN DIAGNOSIS	.00
SETUP FOR ABSTRACTING	2.10
ABSTRACTING	3.76
CHECKING STATISTICAL REPORTS FOR COMPLETION	.04
TOTAL TIME FOR CODING AND ABSTRACTING	33.33

INDEXING

	MAN MINUTES PER DAY
SETUP FOR MASTER PATIENT FILE INDEXING	1.04
TYPE CARDS FOR NEW ADMISSIONS	10.07
FILE NEW ADMISSIONS	.00
UPDATE MASTER PATIENT INDEX FOR DISCHARGES/READMISSIONS	29.68
IN-HOUSE FILING AND RETRIEVING - MASTER PATIENT INDEX	9.66
MAINTENANCE OF SECONDARY INDICES	14.39
TOTAL TIME FOR INDEXING	69.83

NUMBERING AND FILING OF RECORDS

	MAN MINUTES PER DAY
SETUP FOR FILING	2.10
PREPARE RECORD FOLDERS FOR NEW ADMISSIONS	2.85
INSERT RECORD IN FOLDER AND FILE	19.29
UPDATE RECORD FOLDERS FOR READMISSIONS	.00
TOTAL TIME FOR NUMBERING AND FILING	24.25

RETRIEVAL AND RECORD LOCATION CONTROL

	MAN MINUTES PER DAY
FIND AND RETRIEVE RECORDS FROM FILE	13.01
REPLACE RECORDS RETRIEVED WITH AN OUTGUIDE	8.90
MAINTAIN CONTROL CARD FILE OR LOG FOR OUT RECORDS	15.54
TOTAL TIME FOR RETRIEVAL AND RECORD LOCATION CONTROL	37.44

PREPARING STATISTICAL REPORTS AND BIRTH CERTIFICATES

	MAN MINUTES PER DAY
SETUP FOR STATISTICAL REPORTS	2.10
COPY DATA FROM RECORDS AND FILE COMPLETED REPORTS	43.61
PREPARE BIRTH CERTIFICATES	.00
TRANSPORTATION TO PREPARE REPORTS OR CERTIFICATES	.00
TOTAL TIME FOR REPORTS AND CERTIFICATES	45.71

INCOMING AND OUTGOING PHONE CALLS FOR MISSING RECORDS

	MAN MINUTES PER DAY
ANSWER INCOMING PHONE CALLS	20.31
MAKE OUTGOING PHONE CALLS	1.64
TOTAL TIME FOR PHONE CALLS	21.96

CORRESPONDENCE AND IN-PERSON INFORMATION REQUESTS

	MAN MINUTES PER DAY
SETUP AND CLEANUP FOR CORRESPONDENCE	1.03
COPY AND VERIFY A REQUEST FOR MEDICAL RECORDS INFO.	7.38
ANSWER VERIFIED REQUESTS	11.57
IN-PERSON REQUESTS	2.49
TOTAL TIME FOR CORRESPONDENCE AND IN-PERSON INFO. REQ.	22.46

OUT-PATIENT RECORDS

	MAN MINUTES PER DAY
SETUP FOR OUT-PATIENT RECORDS	.00
PROCESS OUT-PATIENT RECORDS	.00
TOTAL TIME FOR OUT-PATIENT RECORDS	.00

EMERGENCY ROOM RECORDS

	MAN MINUTES PER DAY
SETUP TO PROCESS EMERGENCY ROOM REPORTS	2.10
ASSEMBLE, ANALYZE, AND FILE EMERGENCY ROOM RECORDS	3.96
TOTAL TIME FOR EMERGENCY ROOM RECORDS	6.06

STANDARD STAFF TIME, EXISTING STAFF TIME, AND DIFFERENCES BY AREA

MAN HOURS PER WEEK

TOTAL STANDARD STAFF TIME RECORD PICKUP	.91
EXISTING STAFF TIME FOR RECORD PICKUP	1.00
EXISTING - STD. STAFF TIME FOR RECORD PICKUP	-.09
TOTAL STANDARD STAFF TIME FOR ASSEMBLY AND ANALYSIS	11.35
EXISTING STAFF TIME FOR ASSEMBLY AND ANALYSIS	19.00
EXISTING - STD. STAFF TIME FOR ASSEMBLY AND ANALYSIS	-7.65
TOTAL STANDARD STAFF TIME FOR TRANSCRIPTION	69.61
EXISTING STAFF TIME FOR TRANSCRIPTION	112.50
EXISTING - STD. STAFF TIME FOR TRANSCRIPTION	-42.89
TOTAL STANDARD STAFF TIME FOR CODING AND ABSTRACTING	3.25
EXISTING STAFF TIME FOR CODING AND ABSTRACTING	15.00
EXISTING - STD. STAFF TIME FOR CODING AND ABSTRACTING	-11.75
TOTAL STANDARD STAFF TIME FOR INDEXING	6.81
EXISTING STAFF TIME FOR INDEXING	7.50
EXISTING - STD. STAFF TIME FOR INDEXING	-.69
TOTAL STANDARD STAFF TIME FOR NUMBERING AND FILING	2.36
EXISTING STAFF TIME FOR NUMBERING AND FILING	6.50
EXISTING - STD. STAFF TIME FOR NUMBERING AND FILING	-4.14
TOTAL STANDARD STAFF TIME FOR RETRIEVAL AND CONTROL	3.65
EXISTING STAFF TIME FOR RETRIEVAL AND CONTROL	2.50
EXISTING - STD. STAFF TIME FOR RETRIEVAL AND CONTROL	1.15

TOTAL STANDARD STAFF TIME FOR REPORTS AND CERTIFICATES	4.46
EXISTING STAFF TIME FOR REPORTS AND CERTIFICATES	7.50
EXISTING - STD. STAFF TIME FOR REPORTS AND CERTIFICATES	-3.04
TOTAL STANDARD STAFF TIME FOR PHONE CALLS	2.14
EXISTING STAFF TIME FOR PHONE CALLS	2.00
EXISTING - STD. STAFF TIME FOR PHONE CALLS	.14
TOTAL STANDARD STAFF TIME FOR CORR./IN-PER. INFO. REQ.	2.19
EXISTING STAFF TIME FOR CORR./IN-PER. INFO. REQ.	5.00
EXISTING - STD. STAFF TIME FOR CORR./IN-PER. INFO. REQ.	-2.81
TOTAL STANDARD STAFF TIME FOR OUT-PATIENT RECORDS	.00
EXISTING STAFF TIME FOR OUT-PATIENT RECORDS	.00
EXISTING - STD. STAFF TIME FOR OUT-PATIENT RECORDS	.00
TOTAL STANDARD STAFF TIME FOR EMERGENCY ROOM RECORDS	.59
EXISTING STAFF TIME FOR EMERGENCY ROOM RECORDS	1.00
EXISTING - STD. STAFF TIME FOR EMERGENCY ROOM RECORDS	-.41

TOTAL MEDICAL RECORDS STAFFING

	MAN HOURS PER WEEK
TOTAL STANDARD STAFF TIME	107.32
TOTAL EXISTING STAFF TIME	179.50
EXISTING - STD. STAFF TIME FOR TOTALS	72.18

APPENDIX C

Appendix to Chapter 5

Section 1.	Computer Program in Fortran IV for Use on United Computer Systems' Time-Shared Services.....	C-2
Section 2.	Observation Data Analysis as Put Out by the Observation Program.....	C-7

SECTION 1

COMPUTER PROGRAM IN FORTRAN IV
FOR USE ON UNITED COMPUTER SYSTEMS'
TIME-SHARED SERVICES

LIST,N,001

```

00100      PROGRAM OBS2(INPUT,OUTPUT,TAPE2)
00110      NX=02500
00120      REAL NND1,NND2,NND3,NND4,NND5
00130      REAL NDS,NDD1,NDD2,NDD3,NDD4,NDD5
00140      DATA TND,TNN,TNA,TNC,TNS/5*0.0/
00150      DATA NP1,NP2,NP3,NP4,NP5,NP6,NP7,NP8/8*0/
00160      DATA TTD,TTN,TTA,TTT,TTS/5*0.0/
00170      DATA NDD1,NDD2,NDD3,NDD4,NDD5/5*0.0/
00180      DATA NND1,NND2,NND3,NND4,NND5/5*0.0/
00190      DATA TTNR1,TTNR2,TTNR3,TTNR4,TTNR5,TTNR6,TTNR7,TTNR8/8*0.0/
00200      DATA TTDR1,TTDR2,TTDR3,TTDR4,TTDR5,TTDR6,TTDR7,TTDR8/8*0.0/
00210      READ(2,*) LINE,NID,NHN,NDW,NSD,NUN,NDT,NL
00220 390   IF(NX-LINE) 350,350,370
00230 370   READ(2,*) LINE,NC,NTD,DUR,NP,ND,NR
00240      GO TO 390
00250 350   READ(2,*) LINE,NID,NHN,NDW,NSD,NUN,NDT,NL
00260      N=NL
00270      DO 100 I=1,N
00280      READ(2,*) LINE,NC,NTD,DUR,NP,ND,NR
00290      P=NP
00300      IF(P-1.) 2,2,1
00310 1     IF(P-2.) 4,4,3
00320 3     IF(P-3.) 6,6,5
00330 5     IF(P-4.) 8,8,7
00340 7     GO TO 10
00350 2     TTD=TTD+DUR
00360      TND=TND+1.
00370      GO TO (20,30,40,50,60),ND
00380 20    NDD1=NDD1+1
00390      GO TO 80
00400 30    NDD2=NDD2+1
00410      GO TO 80
00420 40    NDD3=NDD3+1
00430      GO TO 80
00440 50    NDD4=NDD4+1
00450      GO TO 80
00460 60    NDD5=NDD5+1
00470 80    CONTINUE
00480      GO TO (25,35,45,55,65,75,85,95),NR
00490 25    TTDR1=TTDR1+1.
00500      GO TO 105
00510 35    TTDR2=TTDR2+1.

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00520      GO TO 105
00530  45  TTDR3=TTDR3+1.
00540      GO TO 105
00550  55  TTDR4=TTDR4+1.
00560      GO TO 105
00570  65  TTDR5=TTDR5+1.
00580      GO TO 105
00590  75  TTDR6=TTDR6+1.
00600      GO TO 105
00610  85  TTDR7=TTDR7+1.
00620      GO TO 105
00630  95  TTDR8=TTDR8+1.
00640 105  GO TO 12
00650  4   TTN=TTN+DUR
00660      TNN=TNN+1.
00670      GO TO (21,31,41,51,61),ND
00680 21   NND1=NND1+1.
00690      GO TO 90
00700 31   NND2=NND2+1.
00710      GO TO 90
00720 41   NND3=NND3+1.
00730      GO TO 90
00740 51   NND4=NND4+1.
00750      GO TO 90
00760 61   NND5=NND5+1.
00770 90   CONTINUE
00780      GO TO (26,36,46,56,66,76,86,96),NR
00790 26   TTNR1=TTNR1+1.
00800      GO TO 106
00810 36   TTNR2=TTNR2+1.
00820      GO TO 106
00830 46   TTNR3=TTNR3+1.
00840      GO TO 106
00850 56   TTNR4=TTNR4+1.
00860      GO TO 106
00870 66   TTNR5=TTNR5+1.
00880      GO TO 106
00890 76   TTNR5=TTNR6+1.
00900      GO TO 106
00910 86   TTNR7=TTNR7+1.
00920      GO TO 106
00930 96   TTNR8=TTNR8+1.
00940 106  CONTINUE
00950      GO TO 12
00960  6   TTA=TTA+DUR
00970      TNA=TNA+1.
00980      GO TO 12
00990  8   TTC=TTC+DUR
01000      TNC=TNC+1.
01010      GO TO 12

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01020 10 TTS=TTS+DUR
01030 TNS=TNS+1.
01040 12 CONTINUE
01050 IF(NTD-80) 400,410,410
01060 400 NP1=NP1+1
01070 GO TO 100
01080 410 IF(NTD-90) 420,430,430
01090 420 NP2=NP2+1
01100 GO TO 100
01110 430 IF(NTD-100) 440,450,450
01120 440 NP3=NP3+1
01130 GO TO 100
01140 450 IF(NTD-110) 460,470,470
01150 460 NP4=NP4+1
01160 GO TO 100
01170 470 IF(NTD-120) 480,490,490
01180 480 NP5=NP5+1
01190 GO TO 100
01200 490 IF(NTD-130) 500,510,510
01210 500 NP6=NP6+1
01220 GO TO 100
01230 510 IF(NTD-140) 520,530,530
01240 520 NP7=NP7+1
01250 GO TO 100
01260 530 NP8=NP8+1
01270 100 CONTINUE
01280 NDS=NL
01290 PTND=TND/NDS*100.
01300 PTNN=TNN/NDS*100.
01310 PTNA=TNA/NDS*100.
01320 PTNC=TNC/NDS*100.
01330 PTNS=TNS/NDS*100.
01340 XNP1=NP1
01350 XNP2=NP2
01360 XNP3=NP3
01370 XNP4=NP4
01380 XNP5=NP5
01390 XNP6=NP6
01400 XNP7=NP7
01410 XNP8=NP8
01420 PNP1=XNP1/NDS*100.
01430 PNP2=XNP2/NDS*100.
01440 PNP3=XNP3/NDS*100.
01450 PNP4=XNP4/NDS*100.
01460 PNP5=XNP5/NDS*100.
01470 PNP6=XNP6/NDS*100.
01480 PNP7=XNP7/NDS*100.
01490 PNP8=XNP8/NDS*100.
01500 ATD=TTD/TND
01510 ATN=TTN/TTN

```

```

01520     ATA=TTA/TNA
01530     ATC=TTC/TNC
01540     ATS=TTS/TNS
01550     NDS=NL
01560     PDD1=NDD1/TND*100.
01570     PDD2=NDD2/TND*100.
01580     PDD3=NDD3/TND*100.
01590     PDD4=NDD4/TND*100.
01600     PDD5=NDD5/TND*100.
01610     PND1=NND1/TNN*100.
01620     PND2=NND2/TNN*100.
01630     PND3=NND3/TNN*100.
01640     PND4=NND4/TNN*100.
01650     PND5=NND5/TNN*100.
01660     PRINT 200
01670 200  FORMAT(48X,*OBSERVATION DATA ANALYSIS REPORTS*/////////)
01680     PRINT 205
01690 205  FORMAT(*ID NR      HOSP NR      DAY OF WEEK      SHIFT      NRSG UNIT
01700+      DATE      NR DATA SETS*/)
01710     PRINT 206,NID,NHN,NDW,NSD,NUN,NDT,NL
01720     PRINT210
01730     PRINT215
01740 215  FORMAT(* DOCTOR  NURSE  AIDE  CLERK  STUDENT*/)
01750     PRINT 220,TND,TNN,TNA,TNC,TNS,PTND,PTNN,PTNA,PTNC,PTNS
01760 220  FORMAT(F6.0,3F7.0,F8.0/F6.2,3F7.2,F8.2)
01770     PRINT 225
01780 225  FORMAT(////////,45X,*NR AND PERCENT PULLED BY DOCTOR BY DEST*/)
01790 206  FORMAT(I5,I12,I16,I10,I14,I13,I8)
01800 210  FORMAT(////////,45X,*NUMBER AND PERCENT RECORDS PULLED BY PERSON*/)
01810     PRINT 230
01820 230  FORMAT(*NS CHART      NS ROOM      PAT ROOM      OFF FLR  UNKNOWN*/)
01830     PRINT 216,NDD1,NDD2,NDD3,NDD4,NDD5,PDD1,PDD2,PDD3,PDD4,PDD5
01840 216  FORMAT(5F10.0/5F10.2)
01850     PRINT 290
01860 290  FORMAT(////////,45X,*NR AND PERCENT PULLED BY NURSE BY DEST*/)
01870     PRINT 230
01880     PRINT 300,NND1,NND2,NND3,NND4,NND5,PND1,PND2,PND3,PND4,PND5
01890 300  FORMAT(5F10.0/5F10.2)
01900     PRINT240
01910 240  FORMAT(//////////45X,*AVERAGE TIME PER RECORD BY PERSON*/)
01920     PRINT 215
01930     PRINT 226,ATD,ATN,ATA,ATC,ATS
01940 226  FORMAT(F6.2,4F7)
01950     PRINT 250
01960 250  FORMAT(//////////45X,*NUMBER RECORDS PULLED BY DOCTOR BY REASON*/)
01970     PRINT255
01980 255  FORMAT(*READ&WRITE      WRITE      READ      INPUT      EXTRACT  INP&E
01990+      1&R&W      OTHER*/)

```

```

02000      PRINT 260,TTDR1,TTDR2,TTDR3,TTDR4,TTDR5,TTDR6,TTDR7,TTDR8
02010 260  FORMAT(8F10.0)
02020      PRINT 270
02030 270  FORMAT(//////////,45X,*NUMBER RECORDS PULLED BY NURSE BY REASON*/)
02040      PRINT 255
02050      PRINT 280,TTNR1,TTNR2,TTNR3,TTNR4,TTNR5,TTNR6,TTNR7,TTNR8
02060 280  FORMAT(8F10.0)
02070      PRINT 600, NP1, NP2, NP3, NP4, NP5, NP6, NP7, NP8,
02080+      PNP1, PNP2, PNP3, PNP4, PNP5, PNP6, PNP7, PNP8
02090 600  FORMAT(////////45X,*NR AND PERCENT PULLED BY HOUR OF SHIFT*//
02100+      8I15/8F15.2)
02110      END
RUN COMPLETE.

```

1.57 L' C 10.04.32.

SECTION 2

OBSERVATION DATA ANALYSIS AS PUT
OUT BY THE OBSERVATION PROGRAM

ID NR	HOSP NR	DAY OF WEEK	SHIFT	NRSG UNIT	DATE	NR DATA SETS
1	1	3	1	1	1110	293

NUMBER AND PERCENT RECORDS PULLED BY PERSON

DOCTOR	NURSE	AIDE	CLERK	STUDENT
87	114	38	6	48
29.69	38.91	12.97	2.05	16.38

NR AND PERCENT PULLED BY DOCTOR BY DEST

NS CHART	NS ROOM	PAT ROOM	OFF FLR	UNKNOWN
65	0	21	0	1
74.71	0	24.14	0.	1.15

NR AND PERCENT PULLED BY NURSE BY DEST

NS CHART	NS ROOM	PAT ROOM	OFF FLR	UNKNOWN
114	0	0	0	0
100.00	0	0.	0.	0.

DOCTOR NURSE OF RECORD

		NUMBER RECORDS PULLED BY DOCTOR BY REASON				
READ	WRITE	READ	INPUT	EXTRACT	INP&E	OTHER
39	22	19	0	4	0	2
						1

		NUMBER RECORDS PULLED BY NURSE BY REASON				
READ	WRITE	READ	INPUT	EXTRACT	INP&E	OTHER
6	69	24	4	7	0	1
						3

		NR AND PERCENT PULLED BY HOUR OF SHIFT				
53	58	32	30	23	0	37
18.09	19.80	10.92	10.24	7.85	0.	12.63
END 3.557 /	2.109 /	166				60
						20.48

OBSERVATION DATA ANALYSIS REPORTS

ID NR	HOSP NR	DAY OF WEEK	SHIFT	NRSG UNIT	DATE	NR DATA SETS
2	1	3	1	2	1110	410

NUMBER AND PERCENT RECORDS PULLED BY PERSON

DOCTOR	NURSE	AIDE	CLERK	STUDENT
67	230	12	28	73
16.34	56.10	2.93	6.83	17.80

NR AND PERCENT PULLED BY DOCTOR BY DEST

NS CHART	NS ROOM	PAT ROOM	OFF FLR	UNKNOWN
61	1	4	1	0
91.04	1.49	5.97	1.49	0.

NR AND PERCENT PULLED BY NURSE BY DEST

NS CHART	NS ROOM	PAT ROOM	OFF FLR	UNKNOWN
229	0	0	1	0
99.57	0.	0.	.43	0.

AVERAGE TIME PER RECORD BY PERSON

DOCTOR	NURSE	AIDE	CLERK	STUDENT
67	230	12	28	73

		NUMBER RECORDS PULLED BY DOCTOR BY REASON				
READ&WRITE	WRITE	READ	INPUT	EXTRACT	INP&E	I&R&W OTHER
14	32	10	10	0	0	1

		NUMBER RECORDS PULLED BY NURSE BY REASON				
READ&WRITE	WRITE	READ	INPUT	EXTRACT	INP&E	I&R&W OTHER
16	143	54	5	8	0	2

NR AND PERCENT PULLED BY HOUR OF SHIFT

65	57	56	55	34	0	41	102
15.85	13.90	13.66	13.41	8.29	0.	10.00	24.88
END.							
CPU SECONDS	4.607						

O_B SERVATION DATA ANALYSIS REPORTS

ID NR	HOSP NR	DAY OF WEEK	SHIFT	NRSG UNIT	DATE	NR DATA SETS
3.	1	4	1	1	1111	333

NUMBER AND PERCENT RECORDS PULLED BY PERSON

DOCTOR	NURSE	AIDE	CLERK	STUDENT
20.48	29.93	18.69	12.47	19.82

NR AND PERCENT PULLED BY DOCTOR BY DEST

NS CHART	NS ROOM	PAT ROOM	OFF FLR	UNKNOWN
40	11	17	0	0
58.82	16.18	25.00	0.	0.

NR AND PERCENT PULLED BY NURSE BY DEST

NS CHART	NS ROOM	PAT ROOM	OFF FLR	UNKNOWN
95	0	2	0	0
97.94	0.	2.06	0.	0.

AVERAGE TIME PER RECORD BY PERSON

DOCTOR	NURSE	AIDE	CLERK	STUDENT
15.05	1	3	7	8

NUMBER RECORDS PULLED BY DOCTOR BY REASON

READ&WRITE	WRITE	READ	INPUT	EXTRACT	INP&E	I&R&W	OTHER
45	1	21	1	0	0	0	0

C-12

NUMBER RECORDS PULLED BY NURSE BY REASON

READ&WRITE	WRITE	READ	INPUT	EXTRACT	INP&E	I&R&W	OTHER
20	64	13	0	0	0	0	0

NR AND PERCENT PULLED BY HOUR OF SHIFT

END.	51	52	50	21	54	0	39	66
CPU SECONDS	15.32	15.62	15.02	6.31	16.22	0.	11.71	19.82

OBSERVATION DATA ANALYSIS REPORTS

ID NR	HOSP NR	DAY OF WEEK	SHIFT	NRSG UNIT	DATE	NR DATA SETS
18	1	3	2	2	1124	115

NUMBER AND PERCENT RECORDS PULLED BY PERSON

DOCTOR	NURSE	AIDE	CLERK	STUDENT
18	31	14	19	33
15.65	26.96	12.17	16.52	28.70

NR AND PERCENT PULLED BY DOCTOR BY DEST

NS CHART	NS ROOM	PAT ROOM	OFF FLR	UNKNOWN
15	3	0	0	0
83.33	16.67	0.	0.	0.

NR AND PERCENT PULLED BY NURSE BY DEST

NS CHART	NS ROOM	PAT ROOM	OFF FLR	UNKNOWN
31	0	0	0	0
100.00	0.	0.	0.	0.

AVERAGE TIME PER RECORD BY PERSON

DOCTOR	NURSE	AIDE	CLERK	STUDENT
18	31	14	19	33
15.65	26.96	12.17	16.52	28.70

