CHAPTER 2: SYSTEM TABLES

The System Tables area of the program consists of several different tables that contain lists of contents for use in other AVImark areas. The different system tables are listed on the left side of the AVImark System Tables Display and the contents of the table you choose appears on the right side of the display.

In this chapter you will learn how to:

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Work with System Tables

The AVImark System Tables function allows you to add and/or change information in whatever table you select. When making changes to a table or table entry, it is important that you NOT change any Codes already assigned. When a change has been made to System Tables, AVImark gives you the ability to Undo and/or Redo the changes. In addition, any change that is made to a line item, AVImark creates a History of Entry record or log of the entry to include; the Date, Time, User, and the action used to make the change. Another significant feature within System Tables is the “Find” field located at the bottom of the System Tables window. This allows you to find certain entries by typing in a few letters of the Code or Description and AVImark will display only those entries in the “Entries for” area. The entries contained in the “Entries for” area may also be sorted by code, description or manually rearranged to your desired sort order.

- On the CID, open the Work with menu. Click System Tables to display the System Tables window.
Make changes to a table or table entry
There may be times when you find it necessary to make a change to the description of a table or change an entry for that table.

- From the System Tables window, select the table you wish to change.
- Right-click and from the shortcut menu click Change to display the Change Table window.
- In the Table field, type the new description you wish to give the table. If there are several tables you wish to change, use the Next and/or Prior buttons to move through the table list.
- Click OK when finished.
- To change an entry for a table, select the correct table to display the Entries for that table.
- Select the correct entry from the Entries for area. Right-click and from the shortcut menu click Change to display the Change Entry window.
- Enter the necessary change. If there are several entries you wish to change, use the Next and/or Prior buttons to move through the entries list.
- Click OK when finished.

Undo/Redo a change

- On the Edit menu, click either Undo or Redo.

View history of entry

- With the correct Entry selected, open the View menu. Click Entry History to display the Entry History window.

Add a New Table and Table Entries
Most of the tables that you will be using in AVImark will already be in place and set up for you. However, you may add your own tables and/or lists of values from which you may later choose the appropriate value(s) when entering client and/or patient data. This capability is made possible by setting up your own data fields of a specific type that will allow you to choose the appropriate information. For more information about setting up additional data fields, refer to “Error! Reference source not found.”

- In the Table area, right-click and from the shortcut menu click New to display the New Table window.
- Specify a Code and Table name for the new table and click OK.
- In the Entries for area, right-click and from the shortcut menu click New to display the New Entry window.
- Specify a Code and Description for the entry and click OK. You may add as many entries as you wish to the table.

Identify the Different System Tables
The following is a list and description of the AVImark System Tables that are already in place and set up for you.

Abnormalities Table
The Abnormalities Table allows you to specify your own list of physical and physiological problem areas that you will use to describe and define a patient’s condition. These abnormalities are considered “Body Systems” and automatically appear in the Objective Folder of a patient’s Medical Condition window. You may also create “Body Subsystems” as well. For example, the retina would be a Subsystem to the “Eyes Body System”. These Body Subsystems are first created in the Body Subsystems Table. The code for this table must be “ABNORMAL”.
- To link a Body Subsystem, select the correct Body System (Abnormality).
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- Right-click and from the shortcut menu click **Subsystems** to display the Body Sub-systems for window.
- Right-click and from the shortcut menu click **New** to display the New Sub-system window.
- Enter the correct **Code** for the subsystem as specified in the Body Subsystem Table and click **Done**.

**Additional Data Fields/Tables**

AVImark allows you to create Additional Data Fields for Clients, Patients, Medical Condition Records, and Whiteboard. For example, you may want to record the directions to a client’s home or additional contact numbers. For a complete discussion of these Additional Data Fields and Tables, refer to “Error! Reference source not found.”. The code for the Additional Data Fields table must be “DATA”, and the code for the Additional Data Tables must be “TABLE”.

**Allergy Table**

The allergy table consists of common patient allergies. The code for this table must be “ALLERGY”. This allows you to select one of the pre-defined allergies into the patient area.

**Antech® Profile Names**

The Antech® Profile Names Table is used in conjunction with Antech® test results. There will be no user setup in this field. AVImark® will do this upon definition of fields when defining Antech® test results. When defining Data Fields with Antech®, each Antech® test or Profile will automatically insert the appropriate Antech® ID into the Antech®/Profile ID field within the Change Treatment window of the code where the Data Fields were defined. When Data Fields are defined for Profiles, the Antech® Profile ID and the Description of the Treatment will be added to the Antech® Profile Names table. The code for this table must be “ANTECHP”.

**Antech® Test Names**

The Antech® Test Names Table allows you to input Antech® Test Names that need to be abbreviated. This is used in conjunction with importing Antech® test results. Any test name more than fifteen characters will need to be abbreviated and entered into this table. For example, Alkaline Phosphate would be entered Alkaline Phos. When entering an Antech® Test Name entry, the “Code” will be the Antech® Extension (labeled as UnitCode Ext-ID on the Antech® xml file) for this test, as defined by Antech®. The “Description” will be the abbreviated Antech® test name. The code for this table must be “ANTECH®”.

**Appointment Groups**

The Appointment Groups table lists user groups that can be associated to specific users. This allows appointments to be displayed by user groups and not individual staff members.

**Appointment Type**

The Appointment Type table is used to identify appointment or block-off types by assigning colors. After creating the types you can then assign the appropriate type to the desired appointment or block-off, which will appear on the Calendar in the designated color.

**Audit Trail**

The Audit Trail table lists those functions that you may audit. It is the Audit Trail Report that reports the functions that were performed by those persons who are set up in the Users & Security function of AVImark. This list can not be modified. The code for this table must be “AUDIT”.

**Body Subsystems Table**

The Body Subsystems Table allows you to enter any number of entries that are to be considered by AVImark as being members of the body systems identified in the Abnormalities Table. These body sub-systems are then associated with a particular Abnormality. The code for this table must be “SUBSYS”.
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Breed and Color Tables
The breed and color tables contain lists of breed and color codes and descriptions for all species. AVImark provides an Auto Add feature. When this option is checked, you will be allowed to add new entries to the table(s) as you enter new patients into AVImark. When adding a new entry to the Breed Table, you will notice a “Type” field. By entering a single letter or number value in this field, you may group selected breed types together. This becomes extremely useful when using the AVImark Information Search feature to search for multiple breed types. The codes for these tables must be “BREEDS”, and “COLORS”.

Chemistry Table
This table is used in conjunction with lab machine use with AVImark and relates to analytes. Each analyte measured has a formal abbreviated identifier. Through this table AVImark provides a means for expanding these abbreviations into more readable names, up to 15 characters in length. These names will be displayed as the “result name” when defining fields through lab machines. This table will have existing entries for use with your lab machines. Although descriptions may be changed, it is very important to NOT change the codes. New entries may be added to this table using only codes defined by the lab machine’s manufacturer. The code for this table must be “CHEM”.

Client Discount Classes Table
The Client Discount Classes table will maintain the list of client groups appropriate for receiving discounts. When setting up the discount rates for client groups in Hospital Setup you can choose a client class from this list. The code for this table must be “CLTDISC”.

Client/Patient Relations Table
AVImark allows the user to associate patients with a client other than their owner, for example, Equines with their trainer. The first part of the setup will be done in System Tables in the Client/Patient Relations category. In the change table entry field, the Code field does not need to be specific. The Relationship field needs to be the relationship of this person or business to the patient, such as trainer, stables, and so on. The Code field needs to be the code of the client that is the trainer or the stables, and so on. The “Auto-Post” field, when selected, will cause the items or treatments that are added to the associated client to be automatically posted to the Medical History of the associated patient (the patient that is associated with this trainer, stables or others). The code for this table must be “RELATION”.

Clock Out Reasons Table
This table is a list of typical reasons your hourly employees will be clocking out of the AVImark Time Clock function. When an employee clocks out, they will need to choose from a list to indicate their reason for leaving. The code for this table must be “CLOCK”.

Company Table
The company table is a list of Company Numbers and corresponding Company Names to be used if you are operating more than one business at your location. For example, you might use this function if you want to invoice/bill/remind/report your grooming business using a different Company name. You may use any 2 digit number from 02 through 99. DO NOT use the number 01 as the Company Number. This is the AVImark default number for each client unless changed. In addition, AVImark gives you the ability to select different colors for each company. This allows for easy identification when the company is displayed on the CID. The code for this table must be “COMPANY”.

Contract Prices
This table contains a list of the contract price groups. A single character code will need to be entered and a description name. These contract price groups can be linked to individual inventory items for break pricing. The contracted price is specified on the individual item in the Inventory List.

County Table
The County Table is used for the purpose of defining rabies certificate forms that must be printed for different counties. The County Table is a list of counties within your immediate area, each with a
corresponding rabies certificate document name. When creating the table entry, the Code value is the name of the county and the Description is the name of the MS Word document you would like printed as the rabies certificate for clients that reside in this county. The code for this table must be “COUNTY”.

**Discount Classes Table**
This table will maintain the list of various Treatment and Inventory Classes appropriate for receiving discounts. When setting up the discount rates for Treatment and Item Classes in Hospital Setup you can choose a class from this list. The code for this table must be “DISCLSS”.

**Discount Plan Table**
AVImark provides the means to put a patient on a “Health Maintenance Plan” that includes provisions for automatic discounting for specific treatments, and courtesy discounting on all others (with possible exceptions). In addition, you could also set up a reminder template to automatically remind for plan renewal at the end of the time period covered by the plan. This function allows the hospital to charge the customer up front for a treatment program for the patient and then automatically track the patient’s progress through the plan, giving appropriate discounts along the way. Provision is made here in System Tables for any number of discount plans to be defined by the hospital. Any client may have each of their pets on a different plan. However, any given patient may only be qualified for one plan at a time. For more information on how to set up discount plans refer to “Error! Reference source not found.”. The code for this table must be “PLANS”.

**Facility Table**
This table allows you to define the rooms in which you treat patients. When you make an appointment for a patient, you may choose the facility that will be used for the appointment duration. You will be able to use a drop-down menu to assign the patient to an appropriate treatment room (facility). Then, when the appointment schedule is viewed or printed, the treatment facility will be indicated. The order in which they appear in this Table from top to bottom is the order in which they will appear on the appointment calendar from left to right. The code for this table must be “FACILITY”.

**Local Prefix Table**
In AVImark there is a feature called Phone Dialer, which allows you to use your Analog phone system and computer to dial the selected clients phone number for you. Before using this feature you must have your local prefixes defined in the Local Prefix Table. The code for this table must be “LOCALPRE”.

**Payment Types Table**
AVImark allows you to define up to 10 payment types. Once defined, these payment types can be entered in the same way that other payments are entered. Each entry in this table represents a new payment type. For instance, you might define a payment type called, “Friendly Bank Debit Card”. In addition, you may need to associate an Action Code with each new payment type defined. These Action Codes tell AVImark the nature of the payment type. The following Action Codes may be used: A - This payment should be treated as a credit card payment. C - This payment should be treated as a cash payment, giving the appropriate cash discount if it applies. If you give cash discounts, you should use this Action Code for payment types that are similar to check payments, such as Debit cards. The code for this table must be “PAYMENTS”.

**QuickBooks® Accounts Table**
QuickBooks®, by default, has several predefined asset accounts that AVImark exports transaction totals to. For AVImark to know what these accounts are, AVImark maintains this System Table which has several predefined entries. You may change the Description values for the entries in this table, but NOT the codes. For more information on how to set up AVImark to export to QuickBooks®, refer to “Error! Reference source not found.”. The code for this table must be “QBOOKS”.


Referral Selections Table
AVImark lets you define your own referrals, other than clients, to be added to client files. Any referral you would like to be displayed in the selection list, simply add them to this table. This allows you to choose referrals, other than clients from a drop-down menu to prevent misspellings and duplications. You may also prevent users from typing their own referrals for clients by checking the “Must Choose referrals” option in Hospital Setup. The code for this table must be “REFER”.

Route Table
This table is associated with the Whiteboard Schedule tab where you can choose how a scheduled treatment/item is to be administered or performed. This table is used to define the different types. The code for this table must be “ROUTE”.

Special Fees Table
AVImark allows you to define your own list of “add-on” fees that can be added to the retail price of specific inventory items of your choice. When you would like a certain item to have this fee “structure”, open the “Change Item” window for the particular item and enter the Fee Code as defined in the Special Fees Table. The code for this table must be “FEES”.

Species Table
This table allows you to specify the different species cared for within your hospital. In addition, when entering species for this table, AVImark has a unique way of letting you charge for treatments based on the weight of the patient. This function is called “Weight-based Pricing” and by using it you should eliminate the need to have duplicate treatments with different prices for different patient weight ranges. If you wish to use this function, you will need to enter values in the Weight and Increment fields of the Table Entry window. Using this function, AVImark will add to the price of any treatment a user-defined percentage of that price. This is based on how much the current weight of the patient is, different from the “base” species weight as defined here in the Species Table. This user-defined percentage is called the Weight Surcharge and may be specified for any treatment. Within the report card field indicate the default report card to be printed from the Medical Condition Window for the selected species.

If you intend to use the Medical Condition Record portion of AVImark you have the ability to print a Report Card document which can be species specific. Enter the document name you would like to use when printing a report card for the selected species.

The code for this table must be “SPECIES”.

Tax Table
AVImark lets you assign one or more state and local tax rates for each zip code so that, for a given client, transactions would be taxed accordingly. This will help when your business is located where more than one set of tax rates may apply, depending upon which client is doing business. If you sell taxable items to a client whose Zip Code is either not in the Zip Code Table or does not have a Tax Area linked to it, the client will be charged whatever tax rates you have assigned in Hospital Setup. The code for this table must be “TAX”.

Units of Measure Table
This table allows you to specify the units of measure that you use when dispensing inventory items. These values will be displayed from a drop-down list wherever a unit of measure is indicated. The code for this table must be “MEASURE”.

Vaccine Table
This table is used to maintain the information that is printed on the vaccination certificates you provide to your clients whenever a rabies vaccination (or other vaccine) is given to a patient. In this table you should specify the rabies and any other vaccine currently in use. If you are currently using more than one, AVImark will prompt you for the correct one at the time you are entering the vaccination treatment. The code for this table must be “VACCINE”.

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Variance Reasons Table
This table is used to track controlled substance quantities. You are able to specify reasons why you may have used more of the substance than what was actually administered to the patient, such as spilling, breaking, or leaking. You will notice some example reasons listed in this table, but these may be removed or simply added to. The variance information can then be tracked in the Enter Medical History window Variance field. By adding this variance code along with the discarded amount, a Variance Report may be printed in the Inventory List.

VetConnect® Test Names Table
The VetConnect® Test Names Table is used in conjunction with VetConnect® test results. There will be no user setup in this field. AVImark will do this upon definition of fields when defining VetConnect® test results. When defining Data Fields with VetConnect®, each VetConnect® test or Profile will automatically insert the appropriate VetConnect® ID into the VetConnect® Test ID field within the Change Treatment window of the treatment which Data Fields were defined. When Data Fields are defined for Profiles, the VetConnect® Profile ID and the Description of the Treatment the data fields are being defined for will be added to the VetConnect® Test Names Table. The code for this table must be “VETCONN”.

Whiteboard Categories Table
This table is used to define categories that can be assigned to treatments, items and diagnosis, which will allow you to group and organize activities on the “Whiteboard”. Treatments, items or diagnoses can have the same assigned Whiteboard Category. The code for this table must be “WBOARD”.

Work Lists Table
AVImark lets you define a table of activities that you perform at your hospital. For example; update medical records, feeding, take blood sample, record vital signs, and so on. You may assign any patient to have any number of activities performed. At any time, you may choose to view or print a list of activities a given patient should have performed before check-out. When setting up your Work List Table, you may assign only one Work List Code to each Work List entry, although more than one job can have the same Work List Code. Furthermore, AVImark lets you assign one or more Work List Codes to any service so that, when you perform the service, the patient is automatically put on one or more Work Lists. The code for this table must be “LISTS”.

Zip Code Table
As new clients with unknown zip codes are added, AVImark will automatically add the new zip codes to your Zip Code table. If, when you added the new client, you entered the city, state and area code information for the new client, AVImark will add these values to the new zip code entry in the Zip Code table. You may also define what county each zip code refers to, by doing this you will be able to use the County Table for those instances where a certain county in your area requires a specific Rabies Certificate form. In addition, you are able to specify a “Tax Area” that determines state and local tax rates that will be charged to customers living in this Zip Code. If all of your clients pay the same tax rates, you may ignore this feature. If an invoice includes taxable items or services for a client whose Zip Code is either not in the Zip Code Table or does not have a Tax Area linked to it, the client will instead be charged whatever tax rates you have assigned in Hospital Setup. The Zip Code field is for clinics in the state of Kansas, Georgia, Ohio and Washington.