Facility Documentation
You will be directed to provide some basic information about your facility and your contact information for follow-up if necessary.

- If you are entering data for multiple hospitals that use the same relative value units (RVUs), we will provide you additional spaces to enter those hospitals.
- If you need to enter data for multiple hospitals that do not use the same RVUs, you will need to create a separate profile and enter that data.
Review the Instructions to the Seven (7) Areas of Procedures

After completing your hospital profile, you will be directed to a menu page that displays seven (7) areas of services to be covered in the AARC Uniform Reporting Manual (URM). Each section has a box to check if these services are PROVIDED by the respiratory care department. Each section identifies how many procedures are contained in each of those sections.

Only check those areas and do not check any areas where services are provided by another department.

As you select the areas of services provided by the respiratory care department, the database will generate procedures provided in each of those areas. Here are the seven (7) areas of service with information and content areas.
1 HOSPITAL INPATIENT ACTIVITIES

Overview
The Hospital Inpatient Activities survey provides descriptions of therapeutic procedures and diagnostic tests administered to inpatients in acute and long-term care hospitals. They are grouped in these categories:

- Patient Assessment
- Airway Care and Suctioning
- Bronchial Hygiene
- Bedside Diagnostic and Patient Monitoring
- Continuous Aerosol and Supplemental Oxygen
- Ventilation
- Alternative Therapies
- NOTE: Section 4 May also have “traditional” hospital activities

2 ECHO AND NON-INVASIVE CARDIOVASCULAR DIAGNOSTIC PROCEDURES

Overview
This section provides a description of procedures associated with non-invasive cardiovascular diagnostic procedures performed in a laboratory on either inpatients or outpatients. The standard time does not include the time required to transport the patient to or from the laboratory nor any other pre- or post-procedures, measurement and calculation review, and associated documenting of technical findings/evaluation not specifically identified.

- Echocardiography
- Vascular Procedures
- Electrocardiogram (EKG)
- Holter Monitoring
- Cardiac Event Monitoring

3 TESTS AND PROCEDURES RELATED TO THE ANALYSIS OF BLOOD GASES AND ELECTROLYTES

Overview
This section provides descriptions associated with tests and procedures related to blood specimen collection and analysis. The standard time does not include the time required to transport the subject to the laboratory nor any other pre- or post-procedures not specifically identified. The specific types of equipment used are determined by institutional policy.

- Blood Sampling
- Blood Gas/Chemistry Diagnostic Tests
- Blood Oxygen Diagnostic Tests/Procedures
- Pulmonary Artery Lines
- Quality Control
- Education and training
4 TESTS AND PROCEDURES TO ASSIST IN THE DIAGNOSIS OF PULMONARY DISEASE

Overview
This section provides descriptions associated with tests and procedures to assist in the diagnostic testing and evaluation of pulmonary disease. The standard time does not include the time required to transport the subject to the laboratory nor any other pre- or post-procedures not specifically identified. The specific types of equipment used are determined by institutional policy.

- Quality Control
- Spirometry
- Measurement of Diffusion
- Static Lung Volumes
- Airway Mechanics
- Bronchial Provocation
- Exercise Metabolic Testing
- Pulmonary Mechanics / Ventilatory Response
- Neonatal/Infant/Toddler Testing
- Other Diagnostic Test
- Bronchoscopy/Procedure Assistance
- Monitoring
- Subject Education and Training

5 DIAGNOSIS AND TREATMENT OF SLEEP DISORDERS

Overview
This section provides descriptions associated with tests and procedures to assist in the diagnosis and treatment of sleep disorders and sleep-disordered breathing. The standard time does not include the time required to transport the subject to the laboratory nor any other pre- or post-procedures not specifically identified. The diagnostic/therapeutic equipment used is determined by institutional policy.

- Diagnostic Evaluation
- Monitoring/Evaluation of Interventions
- Subject Education and Training
HYPERBARIC OXYGEN AND WOUND CARE

Overview

Hyperbaric oxygen (HBO₂) is a treatment in which a patient breathes 100% oxygen intermittently while inside a treatment chamber at a pressure higher than sea level pressure (i.e., >1 atmosphere absolute; 1.4 atm abs). Treatment can be carried out in either a mono- or multiplace chamber. The monoplace chamber accommodates a single patient; the entire chamber is pressurized with 100% oxygen, and the patient breathes the ambient chamber oxygen directly. The multiplace chamber holds two or more people (patients, observers, and/or support personnel); the chamber is pressurized with compressed air while the patients breathe 100% oxygen via masks, head tents (non-invasive), or endotracheal and tracheostomy tubes (invasive).

The types of activities that are typically required in providing hyperbaric medicine services include maintaining a safe and clean environment, equipment maintenance, patient education and assessment, moving patients into and out of chambers, conducting various therapeutic and diagnostic activities including the administration of aerosolized medication, assessment of tissue oxygenation, airway suctioning, and mechanical ventilation.

- Patient Interaction
- Therapeutic Interventions
- Equipment Maintenance

PULMONARY REHABILITATION

Overview

This section provides descriptions associated with therapeutic procedures, assessments, and tests that a pulmonary rehabilitation program performs in the inpatient or outpatient setting. The specific types of equipment used are determined by institutional policy. This manual is not intended to be a procedure manual; therefore, only critical components are listed for each procedure.

- Pulmonary Rehabilitation Daily/Routine Activities
- Pulmonary Rehabilitation Respiratory Activities
Data Entry: Activity Time Standards Instructions

1. The form does NOT need to be completed in one setting
2. Enter the number of minutes in each category box for which you have standards and provide services (Adult, Pediatrics and/or Neonates)
3. Entries must be numbers
4. Mouse over the symbol to review the description/definition as defined by the URM Expert Panel
5. You may tab to each subsequent box after you have started data entry. NOTE: This does not save your data entered
6. Save the form often by hitting the enter key or pressing the Send button at the bottom. If you don’t save the form your data will be lost.
7. When you return to enter more data, the previous saved data will be displayed and can be edited if necessary
8. Remember to perform Step 6 often

9. You will see If you provide a service/procedure not listed, there are empty spaces at the bottom of each section to document these procedures and time standard

Custom Inpatient Activities (type a description of the activity)