



## Tennessee Department of Health Joint Annual Report of Hospitals 2015

### User Instructions

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#### INSTALLING THE PROGRAM

- Operating System required: Windows XP Service Pack 3 (or higher)
- Microsoft Access 2007 or higher (either 32-bit or 64-bit)
- You will need to save the JAR-H reference file (zip archive) to your computer to a folder named JAR-H\_15. (Seven files are contained in the reference file)
- If you do not know what computer system rights you have, contact your system administrator.

The JAR-H form was developed in Access,  
a common Microsoft Office database.

Download from the website by going to:

<http://tn.gov/health/article/joint-annual-report-of-hospitals>

Click on the first icon to read, save and print User  
Instructions. Click on the second icon to read  
and save the Report Instructions.

Click on the third icon to save the reference file (download) to your computer.

If you have Access skip step 1.

1. Run AccessRuntime.exe  
(550 MB hard disk space  
required) Read the license  
terms and select the checkbox,  
click the continue button, and  
click the close button.

Name	Type	Compressed size
 AccessRuntime.exe	Application	179,534 KB
 Hospital.accdb	Microsoft Access Database	1,035 KB
 Hospital.bmp	Bitmap image	1 KB
 Hospital.ico	Icon	1 KB
 Setup.bat	Windows Batch File	1 KB
 User.reg	Registration Entries	1 KB
 winhlp32.exe	Application	146 KB

2. Double click Setup.bat  
 (Setup.bat does the following:  
 -creates the folder: C:\A-JAR-H\JAR-H\_15  
 -copies the JAR-H\_15 contents from the CD drive into: C:\A-JAR-H)

Name	Type	Compressed
AccessRuntime.exe	Application	17
Hospital.accdb	Microsoft Access Database	
Hospital.bmp	Bitmap image	
Hospital.ico	Icon	
Setup.bat	Windows Batch File	
User.reg	Registration Entries	
winhlp32.exe	Application	

3. Before opening the Hospital.accdb file for the first time, double click User.bat (User.bat runs user.reg silently.)

User.reg sets up the windows Registry to avoid security warnings and other unnecessary messages.)

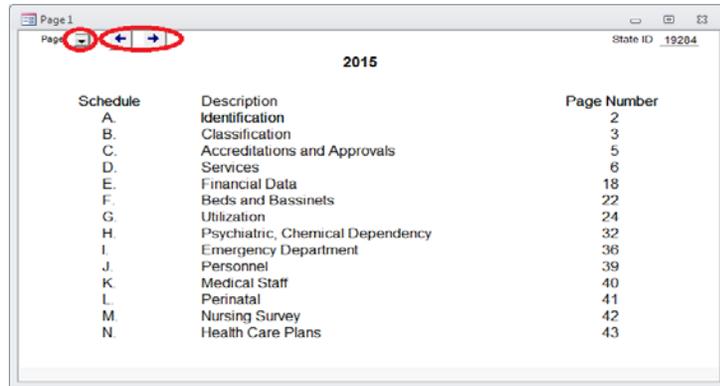
Name	Type	Compressed size
AccessRuntime.exe	Application	179,534 KB
Hospital.accdb	Microsoft Access Database	1,035 KB
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4. Now you can double click Hospital.accdb to open the JAR database, where you can start entering and completing your report.

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## ENTERING DATA

Use the arrow keys to move forward or backward one page at a time. Use the Page drop down box to move to a specific page of the form. Use the mouse, the Tab key, and/or the Enter key to move from field to field. Use the Esc key to clear data in a field.

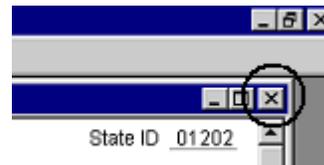


Schedule	Description	Page Number
A.	Identification	2
B.	Classification	3
C.	Accreditations and Approvals	5
D.	Services	6
E.	Financial Data	18
F.	Beds and Bassinets	22
G.	Utilization	24
H.	Psychiatric, Chemical Dependency	32
I.	Emergency Department	36
J.	Personnel	39
K.	Medical Staff	40
L.	Perinatal	41
M.	Nursing Survey	42
N.	Health Care Plans	43

Single click on a radio button to select it and clear any other choices or double click to return all choices within a group to their original state.



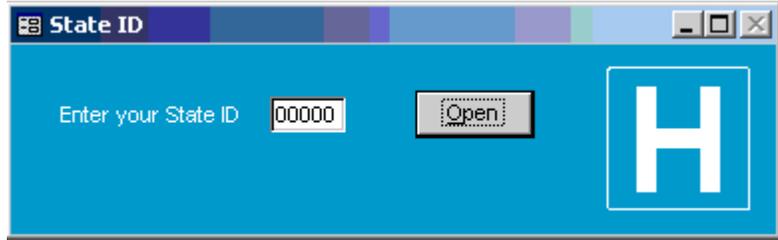
Click on the close button in the upper right corner of the page, not the close button for the program, to close a page and return to the Main Screen.



While the Hospital database is open a temporary file exist. This is a file that contains the information necessary for the database. Do not delete this file. When the Hospital database is closed the file will not be visible.

## SUBMITTING THE REPORT

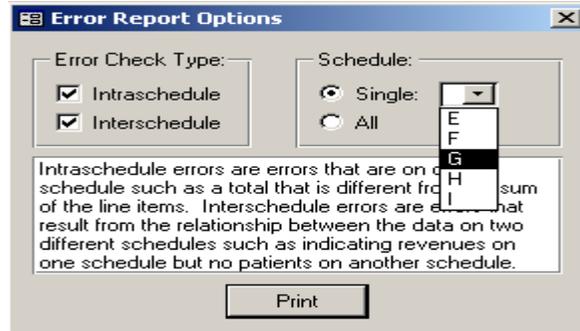
Before exporting data check for errors. Open the database to this screen. Enter your State ID. (Do not click to open)



In the upper left corner of the screen on the main menu click File. Click Error Report.



By default all error types are included. Choose to print the errors for a single schedule or all the schedules. Click Print. The resulting report will print to the default printer. If the report is blank, there are no errors. Correct errors and repeat the error report until there are no errors.



Print the report.



The signature of the Chief Executive Officer is required on Schedule A of the printed report.

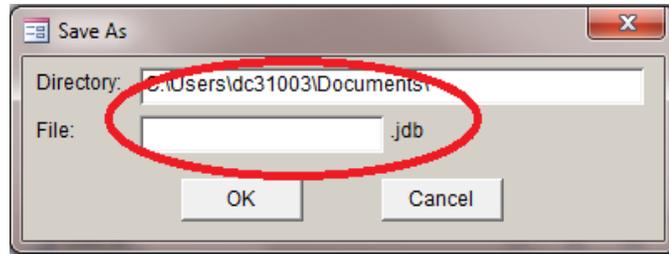
4. Name of Chief Executive Officer \_\_\_\_\_  
First Name Last Name

Signature of Chief Executive Officer \_\_\_\_\_

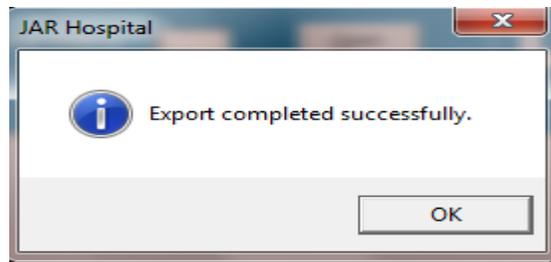
Click File. Click Export Data.



Determine the location to save the file. Use the five digit hospital State ID as the name of the file. Click Save.



Click OK.



Locate the file. Be sure to send the file that was exported. Submit the exported data file via email attachment to: [JARHospital.Health@tn.gov](mailto:JARHospital.Health@tn.gov)

Please return a signed hard copy and the notarized statement, along with the exported data on a CD or via email as an attachment to:

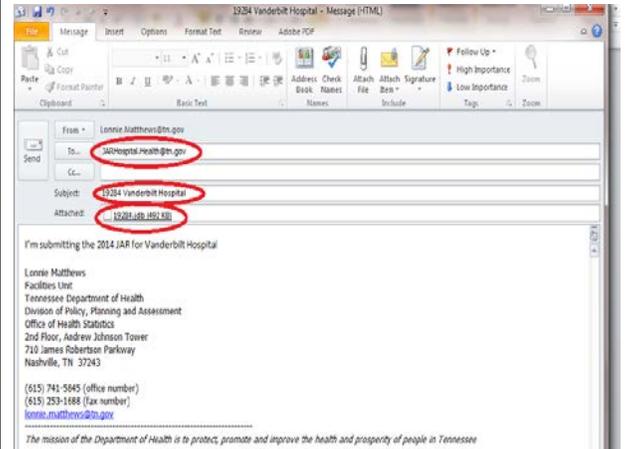
**Mr. Lonnell Matthews**  
**Tennessee Department of Health**  
**Office of Health Statistics**  
**Second Floor, Andrew Johnson Tower**  
**710 James Robertson Parkway**  
**Nashville, TN 37243**

**DUE DATE: Prior to November 30, 2015 no later than 4:30 p.m. (Central Standard Time)**

If you have any questions, call Mr. Lonnell Matthews, (615) 741-5845 or email [Lonnie.Matthews@tn.gov](mailto:Lonnie.Matthews@tn.gov)

## Attaching Excel to Email

To E-mail the report, address e-mail to **JARHospital.Health@tn.gov** and put in subject line the State ID and hospital name. Go to the **attachment** icon and click on (browse or look in) and find the exported file name (.jdb) on your computer at the location that you saved it. **Attach** it and **send** it. You will receive an e-mail confirmation that the report has been received. Please print that e-mail for documentation purposes to confirm that the report was received by Health Statistics.



***Thank you for the work you do in providing this required data and for all you do for the health and well-being of Tennesseans. We truly appreciate your cooperation.***