

## MEMORANDUM

**Date:** March 2015  
**From:** HERC Staff  
**Subject:** HERC Annual Tabulations for FY2013 and forward: How to create the outpatient tally of annual number to each clinic stop

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From fiscal year (FY) 1993 to FY2012 HERC annually tabulated the number of outpatient visits to each clinic stop. HERC has discontinued their creation of these annual tabulations as the VHA Support Services Center (VSSC) data reports provides a more in-depth look at the number of outpatient visits via the VSSC portal at <http://vssc.med.va.gov/>. **Note:** This link directs you to an internal VA website that is not available to the public.

Below are the general steps to create summaries similar to the HERC annual tabulations. If you have questions please contact HERC via email at [HERC@va.gov](mailto:HERC@va.gov) or via phone at (650) 617-2630.

### Outpatient

To generate a list of VA outpatient visits to each clinic stop, follow the steps below.

1. Go to the VSSC website: <http://vssc.med.va.gov/>
2. Under the subheading *Workload*, select “Workload”
3. This opens the Workload menu. Under *Click on a Subject Area Button to Filter the Product List Below* select “VA Outpatient”
4. Select the report *Clinic Stops and Persons*
5. When the report opens:
  - a. Summary Level: National
  - b. Select a Fiscal Year: any FY of interest
  - c. Clinic Stop: “(Select All)” including “All Clinic Stops Summary”
  - d. VISN: Default
  - e. Select Facility: Default
  - f. Select Division: Default
  - g. Results: Ending Month Only
  - h. Select Ending Month: September

- i. Click “View Report” (far right side of screen)
6. Results
- a. Use the column *Encounters (UNDUPLICATED)—Cumulative*. This is the number of encounters per clinic stop per fiscal year, similar to the HERC tally out outpatient “visits” to each clinic stop.