

## General Training Conditions and Specifications

Are you interested in an Iris training? We can coordinate an individual training program for you.

### Possible Training Content

You might choose between different training packages:

1. Iris background
2. Iris installation stand alone or network, setting options
3. Iris use
4. Dictionary and language standardisation
5. Iris technical aspects
6. Interactive coding with Iris
7. Iris advanced coding topics
8. Switching from Iris version 4 to Iris version 5
9. Introduction to Iris

You will find the full description of the training packages in the annex. If you need another kind of training program, please let us know and we will check if respective trainers can be found.

### Training coordination costs

Costs (overhead) for DIMDI, in the framework of the Iris Institute:

- Without support model: 800,00 €
- With support model 1: 400,00 €
- With support model 2: 0,00 €

This amount will be charged in a separate bill once the coordination was successful and the training was organised.

### Costs for trainers

Costs for each trainer:

- travel (e.g. flight, train) and accommodation for the trainer (can be booked by trained institution or by trainer)
- education fee: 450 € per day
- plus
  - one additional day of education fee when the travel is continental or
  - two additional days of education fee when the travel is intercontinental
  - per diem according to standard regulation of the country that the training is performed in

- extra payment for preparation of the training content and material (if training differs from training packages in the annex or has to be adapted to the specific needs of the trained organisation)

Each trainer will send a separate bill after the training has taken place.

**Please note:**

DIMDI, in the framework of the Iris Institute, is just the coordinator and not the contractor of the training. This necessitates the separate bills by the Iris Institute and the Trainers.

The training coordination and arrangements (e.g. bookings, finalization of budget, organizational measures, room and technical arrangements) should be fixed four weeks before the training starts.

Generally the training will be carried out in English language.

**Further information**

If you are interested in a training program, please contact DIMDI – Iris Institute:

[iris-institute@dimdi.de](mailto:iris-institute@dimdi.de)

Get more information about training programs, support model and Iris on:

[www.iris-institute.org](http://www.iris-institute.org)

## Annex: Training packages with specifications

### 1. Iris background

<b>Objectives</b>	To acquire the introductory information about automated coding systems and the context of mortality coding for understanding the aim of Iris
<b>Target audience</b>	Professionals (coders, management, IT professionals) and decision makers involved in the production of mortality data who are interested in Iris implementation
<b>Pre-requisite</b>	Interest in acquiring knowledge on mortality data production
<b>Material provided</b>	Presentations
<b>Required material</b>	Iris manual available at <a href="http://www.iris-institute.org">www.iris-institute.org</a>
<b>Duration</b>	0.5 day
<b>Description of the topics</b>	<p>Importance of mortality data for public health</p> <p>Use of automated coding systems: benefits due to better international comparability, consistency and sustainability; efforts needed for implementation and continuous maintenance</p> <p>International cooperation on the Iris system</p> <p>ICD-10 instructions and updates: implications for Iris</p> <p>Software and tables maintenance by Iris group</p> <p>The Iris software version 5: workflow and system architecture:</p> <ul style="list-style-type: none"> <li>• batch processing and interactive coding</li> <li>• code mode and text mode</li> <li>• language dependent tools: dictionary and standardisation</li> <li>• introduction to Iris data flow: direct coding, multiple cause coding with MUSE and underlying selection</li> <li>• data entry in Iris</li> <li>• implementation requirements</li> </ul> <p>Output available for analysis: underlying and multiple causes of death</p>

## 2. Iris installation stand alone or network, setting options

<b>Objectives</b>	<p>To allow participants to have the correct installation of Iris</p> <p>To understand and set “Iris options”</p> <p>To introduce national customization</p>
<b>Target audience</b>	<p>Professionals (coders, management, IT professionals) involved in the production of mortality data who are interested in Iris implementation</p>
<b>Material provided</b>	<p>Iris manual and Iris installation files are available at <a href="http://www.iris-institute.org">www.iris-institute.org</a></p>
<b>Required material</b>	<p>Personal computer</p>
<b>Duration</b>	<p>1 day</p>
<b>Description of the topics</b>	<p>Iris installation: stand alone and network settings</p> <p>Guided installation of Iris on personal computer</p> <p>Iris folders, databases and files:</p> <ul style="list-style-type: none"> <li>• Table database and Certificate database</li> <li>• Other Iris files (specMuse, specCodes, etc.)</li> </ul> <p>Setting options, save and retrieve user’s profile</p> <p>Translating interfaces and label names</p> <p>Details of data structure of certificate database; Iris lots; importing and exporting certificates</p> <p>Iris interface: data entry interface</p> <p>Iris coding interface: open and close lots; batch processing; introduction to interactive coding: code mode and text mode</p> <p>Log files</p>

### 3. Iris use

<b>Objectives</b>	Presentation of Iris functionalities: how “batch coding” and “interactive coding” work; dictionary and standardisation at work
<b>Target audience</b>	Professionals (mainly coders, IT professionals) involved in the use of Iris for interactive coding
<b>Pre-requisite</b>	Basic knowledge on mortality statistics production
<b>Material provided</b>	Iris manual available at <a href="http://www.iris-institute.org">www.iris-institute.org</a> ; Iris installation files; database with examples (in English)
<b>Required material</b>	Personal computer
<b>Duration</b>	0.5 day
<b>Description of the topics</b>	<p>In this module all the functionalities used by coders during interactive coding will be covered. Import, export and data entry are analysed in module 2:</p> <ul style="list-style-type: none"> <li>• File menu</li> <li>• Mode menu</li> <li>• Lot menu</li> <li>• Coding menu</li> <li>• Tool menu           <ul style="list-style-type: none"> <li>○ Dictionary and dictionary maintenance tool</li> <li>○ Standardisation</li> <li>○ Decision tables</li> </ul> </li> </ul>

#### 4. Dictionary and language standardisation

<b>Objectives</b>	Dictionary and standardisation are the main tools for Iris implementation in national settings. This module has the scope to provide the information necessary to use or build a national dictionary and standardisation tools which allow the correct coding of medical text. Further advanced information for the use of MUSE flags in the dictionary are provided in module “7. Iris advanced coding topics”.
<b>Target audience</b>	Expert coders/nosologists involved in the development of dictionary and standardisation for medical text recognition
<b>Pre-requisite</b>	Professionals involved in dictionary and standardisation development should possess both coding expertise and the capacity to work with an IT tool such as the Regular Expression  Having understood the meaning of “direct coding” in Iris (information provided in module 1. Iris background)
<b>Material provided</b>	RegEx manual available at <a href="http://www.iris-institute.org">www.iris-institute.org</a>
<b>Required material</b>	Personal Computer with Iris installation
<b>Duration</b>	1-2 days
<b>Description of the topics</b>	<p>Dictionary maintenance: dictionary searches, adding new terms, correcting and changing ICD codes</p> <p>Dictionary maintenance tool</p> <p>Language standardisation with Regular Expressions (five steps):</p> <ul style="list-style-type: none"> <li>• standardisation before first dictionary search (<i>Standardisation0</i> table)</li> <li>• standardisation after first dictionary search (<i>Standardisation1</i> table)</li> <li>• identifying phrase separators (<i>Separators</i> table)</li> <li>• identifying expressions for onset and duration (<i>TimeIntervals</i> table)</li> <li>• standardisation: how to handle exceptions (<i>Standardisation2</i> table)</li> </ul> <p>Using the standardisation tool</p>

## 5. Iris technical aspects

<b>Objectives</b>	Learn how Iris interacts with databases, how to integrate Iris in general data systems and how to update the system
<b>Target audience</b>	IT professionals involved in the implementation of Iris in production settings
<b>Duration</b>	0.5 day
<b>Description of the topics</b>	<p>Linking Iris to a parent application</p> <p>How to update Iris (transfer previous national material to a new version, especially dictionary and language standardisation; keeping track of changes)</p> <p>Reading Iris log files and messages:</p> <ul style="list-style-type: none"> <li>• what went wrong and why</li> <li>• dictionary log from batch processing (suggestions for dictionary updates)</li> </ul> <p>Examples of integration of Iris in general data processing systems</p>

## 6. Interactive coding with Iris

<b>Objectives</b>	Learn the details of Iris process of multiple coding and underlying cause selection in relation with the ICD-10 instructions and provisions; learn how to search and interpret decision tables; learn how to read the coding log
<b>Target audience</b>	Coders involved in interactive coding with Iris
<b>Pre-requisite</b>	Knowledge of ICD-10 especially mortality coding, experience in applying rules for the selection of the underlying cause of death, basic familiarity with Iris menus
<b>Material provided</b>	Example database
<b>Required material</b>	Personal computer with Iris installation (version 5 with 2016 tables – or successive); ICD-10 2016 version (hard copy of volume 3 is recommendable)
<b>Duration</b>	1 day
<b>Description of the topics</b>	<p>Code modification, general background:</p> <ul style="list-style-type: none"> <li>• difference between direct coding and multiple cause coding (code modifications)</li> <li>• ICD provisions for code modifications: influence of sex and age of decedent, duration of diseases on coding; other modification due to other information on the certificate: other diseases, manner of death</li> </ul> <p>MUSE, the module of Iris that performs code modification: general functioning, modification tables</p> <p>Selection of underlying cause of death performed by Iris, decision tables, searching and interpreting decision tables</p> <p>Main injury coding in Iris</p> <p>Reading Iris log for coding: modification part, selection part</p> <p>Exercises on real certificates and rejected certificates</p> <p>Reject in Iris: type of rejects; to-do list; how to correct rejects according to type: text editing, direct coding editing, multiple codes editing, underlying cause editing</p>



## 7. Iris advanced coding topics

<b>Objectives</b>	Learn how to use Iris flags, connected codes and created codes; malignant neoplasm coding; examine how surgery is coded; learn how to handle maybes; learn how to recognize and report coding bugs
<b>Target audience</b>	Coders involved in interactive coding with Iris
<b>Pre-requisite</b>	Experience in ICD-10 coding with Iris (trainees should have attended the module on "Iris coding topics")
<b>Material provided</b>	Database with examples (in English)
<b>Required material</b>	ICD-10 2016 version (hard copy of volume 3 is recommendable)
<b>Duration</b>	This module can be adapted to the training needs. Indicatively it could have a duration of 0.5-1 day
<b>Description of the topics</b>	<p>Details of Iris direct coding: default ICD codes with some added information</p> <p>Type of information needed to Iris in direct coding: duration, connected codes, created codes</p> <p>The flags in Iris</p> <p>Coding specific cases: e.g. malignant neoplasms, rheumatic heart diseases</p> <p>Exercises (traumatic and non-traumatic)</p> <p>Surgery coding in Iris</p>

## 8. Switching from Iris version 4 to 5

<b>Objectives</b>	To provide an overview of changes introduced in version 4 and to provide information on how to move to the new version
<b>Target audience</b>	Professionals (coders, management, IT professionals) involved in the production of mortality data using Iris version 4
<b>Pre-requisite</b>	Experience with data coding in Iris version 4
<b>Material provided</b>	Iris manual available at <a href="http://www.iris-institute.org">www.iris-institute.org</a> ;
<b>Required material</b>	Personal computers for practical demonstrations
<b>Duration</b>	0.5 day
<b>Description of the topics</b>	<p>Iris version 5: advantages</p> <p>Implication of the substitution of MMDS with MUSE</p> <ul style="list-style-type: none"> <li>• changes in databases</li> <li>• other files</li> </ul> <p>How to manage the change</p> <p>Difference in coding</p> <p>Analysing the coding logs</p>

## 9. Introduction to Iris

<b>Objectives</b>	To acquire an overview of Iris system: purpose of the system and importance in the mortality statistics; pre-requisite for Iris use in mortality settings Iris as an application of ICD-10 provisions for mortality coding
<b>Target audience</b>	Professionals involved in the production and/or use of mortality data
<b>Pre-requisite</b>	Basic knowledge on mortality statistics production
<b>Material provided</b>	Presentations
<b>Required material</b>	Personal computers for practical demonstrations
<b>Duration</b>	1 day
<b>Description of the topics</b>	<p>Use of automated coding systems: advantages and costs</p> <p>International cooperation on the Iris system</p> <p>ICD-10 instructions and updates: implications for Iris</p> <p>The Iris software:</p> <ul style="list-style-type: none"> <li>• multiple cause coding and underlying selection</li> <li>• data entry in Iris</li> <li>• batch processing and interactive coding</li> <li>• code mode and text mode</li> </ul> <p>Iris databases and other installation files:</p> <ul style="list-style-type: none"> <li>• certificate database</li> <li>• table database</li> </ul> <p>Text recognition in Iris:</p> <ul style="list-style-type: none"> <li>• dictionary</li> <li>• standardisation</li> </ul> <p>Iris installation</p> <p>Local settings</p> <p>Practical examples (the standard examples are provided in English)</p>