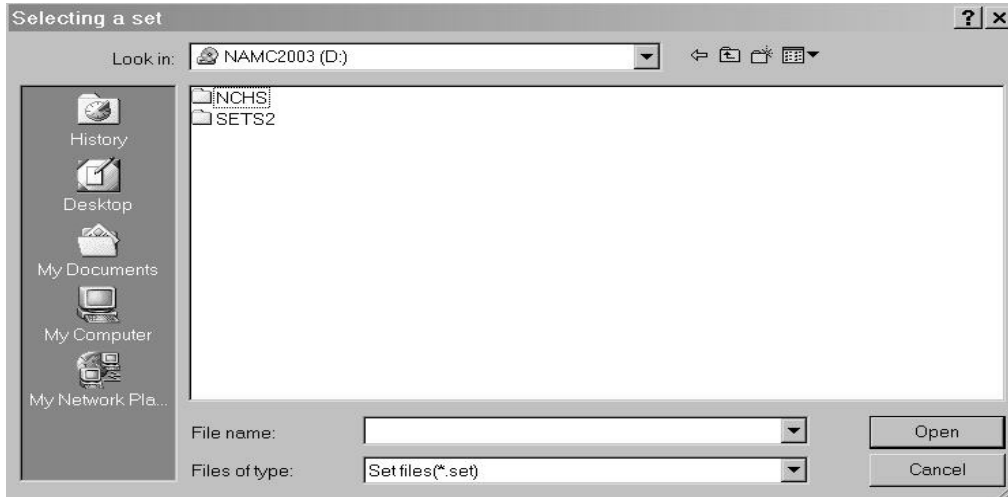
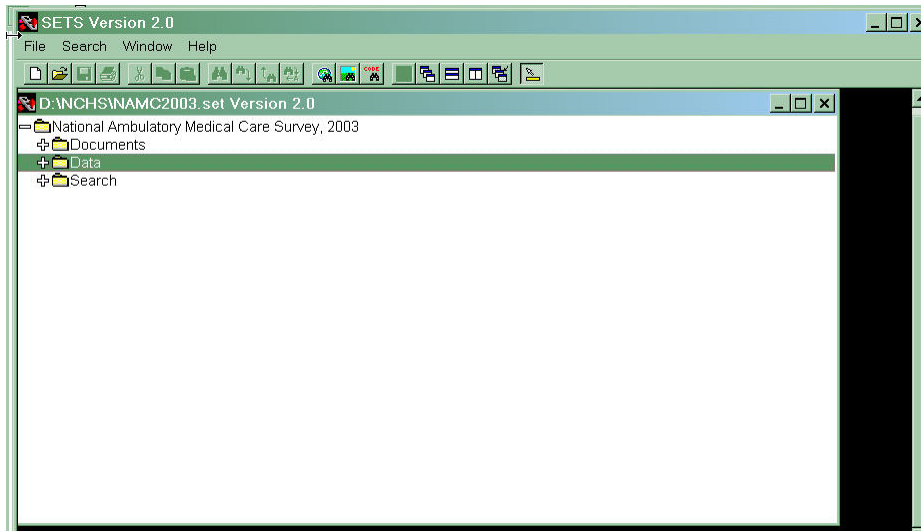


# SETS WORKBOOK

**STARTING UP:** Make sure your CD-ROM is installed in the CD-ROM drive. The initial screen should show you the version number. This is 805 for any installation from 1998 or later years of NAMCS and NHAMCS data. Click on File, Open, Set. This screen appears (when using 2003 NAMCS CD-ROM).



Click on the Yellow Folder next to the “Look in” bar to point your program to the correct location for your CD-ROM drive (often this is in drive: D but may differ depending on how your machine is configured). Double click on “Nchs” to get to the next screen. Next, click on NAMC2003. Follow the screen prompts to get to the screen below:

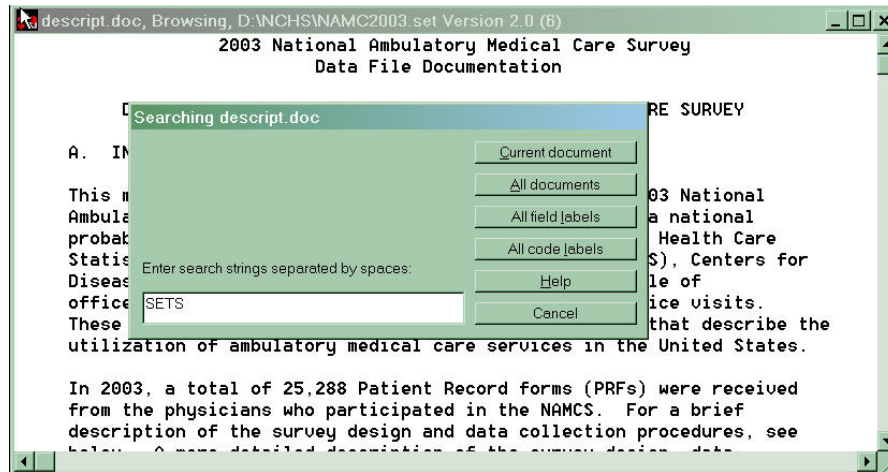


You will see the NAMCS 2003 data and documentation files. You can click on any of the plus signs to get the detailed list of file choices that are available.

## 1. SEARCHING FILES

From your current screen, click on Documents to expand the list. Next click on “Description of the National Ambulatory Medical Care Survey.” (You must click on the text of this file to open it.) Once that file is open, let’s search for the word SETS.

Click on Search in the top menu bar. Click on Document in the Search menu. Enter your search string in the space provided. You will then be asked to specify a local or a global search from the menu choices on the right, below. Once the search is complete, you can use the binocular icons to find next and previous matches.



**EXERCISE:** Do a global search on the term “Amoxicillin.” How many references did you find?

## 2. PRODUCING A DATA TABLE

First, close the file you are in to get back to the outline. Click on the plus sign next to “Data” to expand it. Then click on the text, “Data from the 2003 NAMCS.”

A pop-up menu will be displayed. Click on “Tabulate data.”

Click on “Weights” at the top of the screen, then click on “Select.” Double click on PATWT to apply the weights to the data. Data must be weighted in order to produce national estimates.

Click on Table at the top of the screen, then on Assist. The table assistance screen is displayed. It contains four parts -- select fields, nesting options, generate statements, and begin tabulation. I prefer to use the “Advanced” option at the bottom of the screen. Click on Advanced at the bottom.

EXERCISE: Generate counts of office visits by sex and race.

From the “advanced” table assistance screen, click on SEX. Holding the control key down, click on RACE. If you select two variables, the first one will be determine your rows, while the second will determine your columns.

The default output is “counts.” SETS can also generate percents and rates. Click on Generate, Labels, Accept.

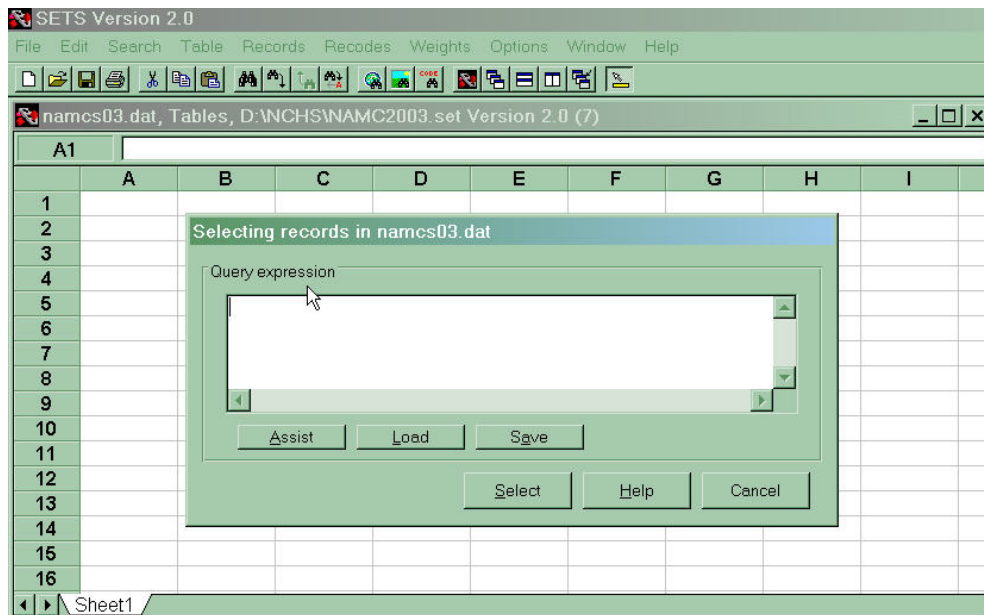
Your table will be generated. Click on OK when table is done. Widen your display columns if necessary by pulling them apart at the top of the display cells.

### 3. SUBSETS AND RECODES

EXERCISE:

Create a subset of visits by persons 65 years and over.  
Recode this subset into three age groups: 65-74 years, 75-84 years, and 85 years and over.  
Generate office visit rates per person for these three groups.

From the “Table” screen, click on “Records” on the top menu bar, then click on “Select.” Click the “Assist” option in the “Selecting Records” box that pops up.



Type AGE in the FIELD box. Press the down arrow in the OPERATOR box. Select the “>” option. Type 064 in the CODE box. If you are unsure about the fields or codes for the variables you want, you can Double click in either box to get a list. The SETS documentation will explain the various OPERATORS available to you as well as the CONNECTORS.

Click on the Refresh option in the upper left area of the screen to see how many records were selected. Click on Accept, then on Select. You have now created a subset and are returned to the Table screen. The bottom line shows your subset and the number of records in it.

Next, we want to create 3 age groups to produce rates. NOTE: Using the AGE variable with the rate function will produce rates for single years of age. To get rates for age groups, you must create a recoded variable. The AGER variable (an age recode of six groups) will only produce counts and percents.

From the table screen, click on Recodes, then click on Create. A box will appear that prompts you for a file name for your soon-to-be-created recode file. Click in the yellow folder next to the “Look in” bar to locate the directory path name you want your file to be saved to. Enter a file name where you are asked for one. You do not need to enter an extension. Click on Open.

At the next screen, click on Recodes in the top menu bar, then Assist.  
Enter the following information:

Where it says “Based on field” enter AGE

Where it says “New recode name” enter AGER2 (or whatever name you prefer).

Click on the OPERATOR down arrow to get a list of operators.

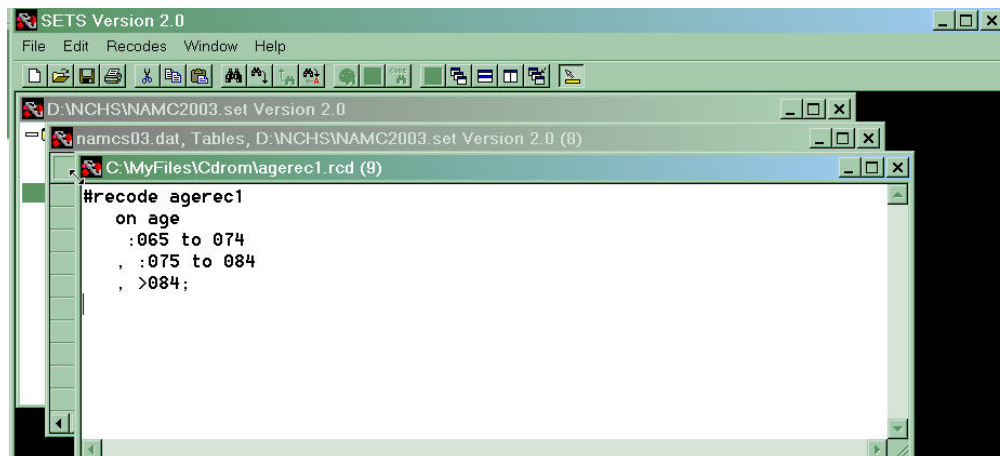
Choose the colon ( : ) which allows you to select ages in ranges.

Under CODES, type the first age range: 065 to 074.

Repeat these three steps for the additional 2 age groups.

Next, click on Refresh at the lower left part of the screen to see how many records were selected in each age group. If this number matches your total, you know no one has been left out accidentally. To get fancier, you could type in labels for each category, otherwise the table will simply use your logical operator statements as labels.

Next, click on Accept in the lower part of the screen. This will bring you back to the menu bar which contains the “Recodes” button. It also shows you the syntax that has been generated for your recode, as shown in the image below:



Click “Recodes” and then click “Check syntax.” This will make sure the syntax is correct. If it is, you will see the word “Success” pop up in the lower left part of your screen. Click on “Recodes” again, and then click on “Attach.” This will put your new variable into your variable list for this session.

Click on Table, Assist. In the list of variables that comes up, find your new one, and highlight it. Click “add” on the right. Next click on “Nesting Options” and select rates, select the weight (which must be present to produce a rate), and select the rate per value, in this case, we will do a rate per person, so enter a 1 in that box. Next click on “Generate” and when that screen opens, click on Generate again. Finally, click on “Begin tabulation” and then click on “begin” in the next screen. Your table of rates will be created at this point.

#### 4. EXPORT AND EXTRACT

We are not going to actually export or extract any data during this workshop. The SETS Help documentation explains both functions and their differences. Both functions will produce SAS code for you and will translate SETS variable names into names acceptable to SAS. However, I have been told that there may be problems using the value labels that are created for use with the PROC FORMAT statements. If you plan to run your data using SAS, it is preferable to download our data files with SAS documentation directly from the Ambulatory Health Care Data website at [www.cdc.gov/nchs/namcs.htm](http://www.cdc.gov/nchs/namcs.htm). You may also run into problems if you try to export a subset of records. It is preferable to export the entire file, because of an existing bug in the program which has never been rectified. If you have problems, call the Ambulatory Care Statistics Branch at 301-458-4600.

#### 5. GETTING HELP & MISCELLANEOUS TIPS

Click on “Help” at any time to get to the SETS Help menu. There is lots of information here. You can print these screens to have a handy SETS reference manual. When the Help menu doesn’t answer your questions, you can call the SETS Hot Line at 919-541-4238.

If you are running a 2 or 3-way table on variables with only yes/no values, do not request labels. It is easier to identify which variable is which without the labels. Try it and see for yourself!

To start a fresh worksheet, click on File, New Worksheet, from the top menu bar.

Repeating Fields - Notice that some variables on the file have square brackets with a number at the end. This refers to the multiple response categories like reason for visit, cause of injury, diagnosis, and medications. Keep in mind when you do your analysis whether you wish to use the first, second, or whatever occurrence of the variable of interest. You can remove the square brackets in your syntax (after clicking on generate from the table assist screen) to obtain occurrences across the multiple fields on the record. Note that multiple occurrences of the same value (unlikely but possible) will only be counted once per record (see SETS information in the “Description of the NAMCS” for more information on this).

Ranking - If you want to get a list of ranked reasons for visits, diagnoses, etc., you can generate a table of the variable of interest. Then simply highlight the columns to be sorted; click on Edit from the top Menu bar, then on Selection, then on Sort; specify the order (ascending or descending), specify if you are sorting by rows or by columns, and specify the Key Reference (for example, if your data start in row B6, use that as the key reference). Click OK and your table will be sorted.