



OUTPATIENT PHARMACY

MANAGER'S USER MANUAL

Version 7.0
December 1997

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Revision History

Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. If the Revised Pages column lists “All,” replace the existing manual with the reissued manual. If the Revised Pages column lists individual entries (e.g., 25, 32), either update the existing manual with the Change Pages Document or print the entire new manual.

Date	Revised Pages	Patch Number	Description
06/10	i, viii-xi, 85, 105, 105a-b, 106, 112, 112a-b, 280, 281	PSO*7*348	Added two new options to OUTPUT REPORTS menu: <i>List of Patients/Prescriptions for Recall Notice</i> option and <i>Prescription List for Drug Warnings</i> option.
03/10	176 , 180	PSO*7*338	When using the <i>Complete Orders from OERR</i> option, the message <There are ## flagged orders for INSTITUTION> now appears in reverse video. (R. Santos, PM; S. B. Gilbert, Technical Writer)
11/09	ix-xi, 132, 178, 178a-b, 224a-b, 279-281	PSO*7*324	The following changes are included in this patch. <ul style="list-style-type: none"> • Ability to duplicate the allergy intervention data filed for the last drug • Alerts for a discontinued CMOP prescription (E. Wright, PM; R. Sutton, S. B. Gilbert, Technical Writers)
10/09	v-xi, 12, 81-83, 87, 256, 280-281	PSO*7*326	The Social Security Number was removed from print outs given to patients. The patient lookup has been expanded to include the ability to look up by prescription number or wand a barcode with the prescription from many options. (E. Wright, PM; S. B. Gilbert, Tech Writer)
08/09	57, 78	PSO*7*311	Deleted Pharmacy Patient Non-VA Meds Report/Clean-up menu. (A. Scott, PM; T. Dawson, Tech Writer)
08/09	All	PSO*7*320	The following changes are included in this patch. <ul style="list-style-type: none"> • Remote Data prompt, notification, and screen have been added. • A hidden action, DR [Display Remote], has been added. • Remote prescriptions print at the end of the Action Profile (132 Column Printout) Report. • "THIS PATIENT HAS PRESCRIPTIONS AT OTHER FACILITIES" prints at the end of the Pull Early from Suspense and the Print from Suspense File reports. (G. Tucker, PM; S. B. Scudder, Tech Writer)

(This page included for two-sided copying.)

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(This page included for two-sided copying.)

Chapter 1: About the Output Reports Menu

This chapter describes the options on the *Output Reports* menu.

Output Reports

[PSO OUTPUTS]

The *Output Reports* menu generates a variety of management reports. These reports contain current medication profiles, utilization, cost, and workload information that help management maintain the highest level of patient care.

The following reports and menus are available on the *Output Reports* menu:

- *Action Profile (132 COLUMN PRINTOUT)*
- *Alpha Drug List and Synonyms*
- *AMIS Report*
- *Bad Address Reporting Main Menu ...*
- *CMOP Controlled Substance Rx Dispense Report*
- *Commonly Dispensed Drugs*
- *Cost Analysis Reports ...*
- *Daily AMIS Report*
- *Drug List By Synonym*
- *Free Text Dosage Report*
- *Inactive Drug List*
- *Internet Refill Report*
- *List of Patients/Prescriptions for Recall Notice*
- *List Prescriptions on Hold*
- *Management Reports Menu ...*
- *Medication Profile*
- *Monthly Drug Cost*
- *Narcotic Prescription List*
- *Non-Formulary List*
- *Non-VA Meds Usage Report*
- *Poly Pharmacy Report*
- *Prescription List for Drug Warnings*
- *Released and Unreleased Prescription Report*

Action Profile (132 COLUMN PRINTOUT)

[PSO ACTION PROFILE]

This option provides a list of a patient's active prescriptions, the expired and canceled prescriptions that may be renewed, and any Non-VA Med orders documented via the CPRS GUI application, and any remote prescriptions the patient may have are added to the end of the list as shown in the following report. Each prescription is followed by a place for the provider to indicate the action, renew or discontinue. This profile can be printed for an individual patient, for all patients with appointments in a clinic, all patients in all clinics, or for a clinic group.

In addition, a polypharmacy report can be printed with the action/informational profile. To get this report, answer **Yes** to the "POLYPHARMACY W/ACTION PROFILE" prompt in the *Site Parameter Enter/Edit* option to turn on this site parameter. This profile can be printed in an 80- or 132-column format. The Action Profile must be sent to a printer.

Barcodes may not show up on the action profile if the site parameters have not been set up for them.

If a prescription is for a drug marked for lab monitoring, the most recent lab result will be printed.

Copay affects the output report for this option. The letters SC (service connected) and NSC (non-service connected) will print on the same line as the RENEW/MD line only if the veteran is rated service connected less than 50% and the prescription is not a supply item. This allows the physician to indicate (circle) the correct veteran eligibility so that the veteran may be charged a copay for the prescription, if applicable.

This report now displays ****BAD ADDRESS INDICATED**** if the patient has a bad address indicator. Also, if a temporary address has no end date, the following text is now displayed: "(Temp address from XXX 99,9999 till (no end date))".



If the prescription has been returned to stock, the letter (R) will appear next to the last fill date.

Example: Action Profile Report

```
Select Output Reports Option: action Profile (132 COLUMN PRINTOUT)
Action or Informational (A or I): A// I Informational
By Patient, Clinic or Clinic Group (P/C/G): P// <Enter> atient
Do you want this Profile to print in 80 column or 132 column: 132// <Enter>
Select PATIENT NAME: OPPATIENT,TEN OPPATIENT,TEN SC VETERAN

Profile Expiration/Discontinued Cutoff: (0-9999): 120// <Enter>
DEVICE: [Select Print Device] GENERIC INCOMING TELNET
```

List of Patients/Prescriptions for Recall Notice

[PSO RECALL LIST]

This report lists prescriptions containing medications associated with specific recall criteria, such as lot numbers and/or National Drug Code (NDC) numbers.

This new option has been placed under the Output Reports [PSO OUTPUTS] menu and prompts the user for the following criteria:

- *Division*
- *Prescription Release Date Range*
- *Inclusion/Exclusion of Deceased Patients*
- *Medication Identifier*

One of the following four medication identifiers may be selected:

1-NDC code

2-Dispense Drug and Lot Number

3-Dispense Drug only

4-Drug Name (VA Generic or Orderable Item)

Example: List of Patients/Prescriptions for Recall Notice – Input

```
Division: ^ALL
From Release Date: T-90// (OCT 30, 2009)
To Release Date: T// (JAN 28, 2010)

Exclude Deceased Patients? YES//
Select one of the following:

      1          NDC
      2          DISPENSE DRUG AND LOT NUMBER
      3          DISPENSE DRUG
      4          DRUG NAME (VA GENERIC OR ORDERABLE ITEM)

Select 1-4 : 4  DRUG NAME (VA GENERIC OR ORDERABLE ITEM)

VA GENERIC DRUG: PREDNISONE

Dispense Drugs
-----
1 - PREDNISONE 1MG TAB
2 - PREDNISONE 5MG TAB
3 - PREDNISONE 20MG S.T.

Enter a list or range of numbers (1-3): 1-3

VA GENERIC DRUG:

** To avoid undesired wrapping of the output data, **
** please enter '0;256;999' at the 'DEVICE:' prompt. **

DEVICE: HOME// 0;256;999  GENERIC INCOMING TELNET
```

Example: List of Patients/Prescriptions for Recall Notice – Input (continued)

Before continuing, please set up your terminal to capture the detailed report data. On some terminals, this can be done by clicking on the 'Tools' menu above, then click on 'Capture Incoming Data' to save to Desktop. This report may take a while to run.

The output of this report is in a delimited output format suitable for export to MS Excel and includes data from original prescription fills, refills, partial fills, and Consolidated Mail Outpatient Pharmacy (CMOP) fills. The report output is sorted primarily by patient name and secondarily by prescription number.

Each fill of the prescription is printed on a separate line preceded by a "HEADER" line containing patient demographic information. Each prescription detail line starts with a double backslash followed by an identifier to denote the type of fill (ORIGINAL, REFILL, PARTIAL, or CMOP).

Example: List of Patients/Prescriptions for Recall Notice – Output

```
\\HEADER\\^RX #^DRUG NAME^PATIENT^SSN^ADDRESS 1^ADDRESS 2^ADDRESS
3^CITY^STATE^ZIP^PHONE (HOME)^PHONE (WORK)^PHONE (CELL)^DECEASED?
\\ORIGINAL\\^RX #^ISSUE DATE^FILL DATE^RELEASED DATE/TIME^EXPIRATION
DATE^LOT #^NDC^DIVISION^PHARMACIST^PROVIDER^RETURNED TO STOCK^PATIENT
STATUS^QTY PER DAY^# OF REFILLS^MAIL/WINDOW
\\REFILL\\^RX #^REFILL DATE^RELEASED DATE/TIME^QTY PER DAY^LOT#^NDC^
DIVISION^RETURNED TO STOCK^PROVIDER^PHARMACIST NAME^MAIL/WINDOW
\\PARTIAL\\^RX #^PARTIAL DATE^RELEASED DATE/TIME^NDC^LOT #^QTY PER DAY
^DIVISION^ RETURNED TO STOCK^PROVIDER^PHARMACIST NAME^FILLING PERSON^
REMARKS^MAIL/WINDOW
\\CMOP\\^RX #^TRANSMISSION NUMBER^SEQUENCE #^NDC SENT^NDC RECEIVED^RX
INDICATOR^STATUS^CANCELLED DATE/TIME^CANCELLED REASON^RESUBMIT STATUS^
DATE SHIPPED^CARRIER^PACKAGE ID

\\HEADER\\^301188^PREDNISONE 20MG S.T.^SURPAT,RODNEY^666000148^123
^^^TROY^NEW YORK^12180^^^N
\\ORIGINAL\\^301188^9/25/07^9/25/07^9/25/07 15:10:33^9/25/08^^^TROY^
PHARNAM,DAVID^DOCNAM,SUZY^^SC LESS THAN 50%^2^11^W
\\REFILL\\^301188^11/14/07^11/14/07 11:09:40^2^^^TROY^^PHARNAM,DAVID^
DOCNAM,SUZY^W
\\CMOP\\^301188^179^1^11/18/07 10:22^11/18/07 11:17^2^TRANSMITTED^^^
11/19/07^^
\\HEADER\\^100002832^PREDNISONE 20MG S.T.^TRAPATNM,STEVE^ 666000187^12345
^^^TROY^NEW YORK^12180^518-472-4307^^^N
\\ORIGINAL\\^100002832^2/8/10^2/8/10^2/8/10 15:16:51^2/9/11^^00009-0165-02
^EXT^TESTMAN,PHARM^TESTMAN,PROV^^SC LESS THAN 50%^1^11^W
\\PARTIAL\\^100002832^2/8/10^2/8/10 15:16:51^^^1^EXT^^TESTMAN,PHARM
^TESTMAN,PROV^^W
```

List Prescriptions on Hold

[PSO HOLDRPT]

This report lists prescriptions that have a hold status.

Management Reports Menu

[PSO MGMT REPORT MENU]

With this menu the user can compile data for daily or monthly management reports. When the data has been compiled, the reports can be viewed on screen (132 columns) or printed on a 132-column printer.

Important

Before printing the first management report, the *Initialize Daily Compile* option must be run. This option compiles past management data for a user specified date range and then queues a job to run every morning at 1:00 a.m. to compile the previous day's data.

15.1.1.

This menu contains the following options:

- *Daily Management Report Menu ...*
- *Date Range Recompile Data*
- *Initialize Daily Compile*
- *Monthly Management Report Menu ...*
- *One Day Recompile Data*
- *Purge Data*

Daily Management Report Menu

[PSO MGMT REPORT DAILY MENU]

This menu contains the following options for printing the daily management reports:

- *All Reports*
- *Cost of Prescriptions*
- *Count of Prescriptions*
- *Intravenous Admixture*
- *Type of Prescriptions Filled*

All Reports

[PSO MGMT REPORTS ALL DAILY]

This option prints all of the daily management reports for Outpatient Pharmacy that includes the Intravenous Admixture, Cost of Prescriptions, Prescription Count, and Type of Prescriptions Filled reports. They can be printed for a specific division or for all divisions if the site is multidivisional.

Cost of Prescriptions

[PSO MGMT REPORT RX COSTS]

This report contains the average cost and total cost for staff prescriptions, fee prescriptions, all prescriptions, equivalent fills, methadone prescriptions (if a methadone program exists), and participating pharmacies prescriptions.

Count of Prescriptions

[PSO MGMT REPORT RX COUNTS]

This report contains the total number of prescriptions filled during the specified month(s). It contains the patient category, number of equivalent fills, total prescriptions, total methadone prescriptions (if a methadone program exists), and patient requests.

Intravenous Admixture

[PSO MGMT REPORT IV]

This report contains the total, average cost for piggybacks and syringes, L.V.P., T.P.N., and Chemotherapy used for outpatients only. A grand total for each month is also provided.

Example: Non-VA Meds Usage Report (continued)

```
Non-VA Meds Usage Report                                     Page: 1
Sorted by PATIENT NAME
Date Range: 10/29/2003 - 02/06/2004                        Run Date: Feb 06, 2004@13:51:08
-----
OPPATIENT3,ONE (ID:6789)                                     Patient Phone #: 555-555-5555
  Non-VA Med: ACIVICIN
  Dispense Drug:                                             Dosage: 2 ML
  Schedule: 3-4 TIMES A DAY                                Med Route: INTRAMUSCULAR
  Status: ACTIVE                                           CPRS Order #: 12510
  Documented By: OPCLERK10,FOUR                           Documented Date: 11/06/2003
  Clinic: 161 - LAB                                         Start Date: 01/01/2003

Statement/Explanation: Medication prescribed by Non-VA provider. PATIENT WANTED
                        TO BUY FROM WALGREENS BECAUSE OF COPAY.

  Non-VA Med: IMIPRAMINE
  Dispense Drug: IMIPRAMINE 50MG TAB                        Dosage: 50MG
  Schedule: FOUR TIMES A DAY AFTER MEALS                    Med Route: MOUTH
                & AT BEDTIME
  Status: DISCONTINUED on 12/20/2003                       CPRS Order #: 12514
  Documented By: OPCLERK16,FOUR                           Documented Date: 11/20/2003
  Clinic: 161 - LAB                                         Start Date: 11/01/2003

OPPATIENT18,ONE (ID: 6789)                                  Patient Phone #:
  Non-VA Med: RANITIDINE
  Dispense Drug: RANITIDINE 150MG TAB                       Dosage: 300MG
  Schedule: EVERY OTHER DAY                                Med Route: MOUTH
  Status: ACTIVE                                           CPRS Order #: 12593
  Documented By: OPCLERK1,FOUR                             Documented Date: 12/18/2003
  Clinic: 285 - DIABETIC                                   Start Date: 12/18/2003

Order Check #1: Duplicate drug class order: HISTAMINE ANTAGONISTS (NIZATIDINE
CAP,ORAL 150MG TAKE TWO CAPSULES EVERY MORNING AND TAKE TWO
CAPSULES EVERY EVENING WITH FOOD [ACTIVE])
  Override Reason: Doctor's Therapy
  Override Provider: OPPROVIDER21,TWO

Statement/Explanation: Non-VA medication not recommended by VA provider
=====
Total: 2 patients and 3 orders.
```



Non-VA Meds are automatically discontinued when a Date of Death has been entered for a patient. In the event a Date of Death is entered in-error and subsequently deleted, the Non-VA Meds will be automatically reinstalled to an active status if they were active before they were discontinued.

Poly Pharmacy Report

[PSO POLY]

This report lists a patient or patients with a selected minimum amount of prescriptions within a selected number of days. The Non-VA Med orders are included in the amount of prescriptions and are displayed, after all of the medications distributed by the VA, on this report. Only active prescriptions show on this report. The class column of this report is the drug classification from the DRUG file.

Released and Unreleased Prescription Report

[PSO RELEASE REPORT]

This report lists released and unreleased prescriptions by date range. The start date default is the date the package is installed and the end date default will be the current date.

Prescription List for Drug Warnings

[PSO RX LIST]

This report lists all prescriptions that have been finished with a particular medication(s) within a given date range.

This new option has been placed under the Output Reports [PSO OUTPUTS] menu and uses a sort template PSO DRUG WARNINGS.

Example: Prescription List for Drug Warnings – Input

```

** To avoid undesired wrapping of the output data, **
** please enter '0;256;999' at the 'DEVICE:' prompt. **

EXCLUDE DECEASED PATIENTS (Y/N) Y// ES
START WITH DIVISION: FIRST//
  START WITH DRUG: FIRST//
    * Previous selection: FINISH DATE/TIME from Oct 25,2009 to Oct
27,2009@24:00
      START WITH FINISH DATE/TIME: Oct 25,2009// (OCT 25, 2009)
      GO TO FINISH DATE/TIME: Oct 27,2009// (OCT 27, 2009)
DEVICE:  GENERIC INCOMING TELNET

Before continuing, please set up your terminal to capture the
detailed report data. On some terminals, this can be done by
clicking on the 'Tools' menu above, then click on 'Capture
Incoming Data' to save to Desktop. This report may take a
while to run.

Press Return to Continue:
```

The output of this report is in a delimited output format suitable for export to MS Excel and includes data from original prescription fills, refills, partial fills, and Consolidated Mail Outpatient Pharmacy (CMOP) fills. The report output is sorted primarily by patient name and secondarily by prescription number.

Each fill of the prescription is printed on a separate line preceded by a "HEADER" line containing patient demographic information. Each prescription detail line starts with a double backslash followed by an identifier to denote the type of fill (ORIGINAL, REFILL, PARTIAL, or CMOP).

Example: Prescription List for Drug Warnings – Output

```

\\HEADER\^RX #^DRUG NAME^PATIENT^SSN^ADDRESS 1^ADDRESS 2^ADDRESS
3^CITY^STATE^ZIP^PHONE (HOME)^PHONE (WORK)^PHONE (CELL)^DECEASED?
\\ORIGINAL\^RX #^ISSUE DATE^FILL DATE^RELEASED DATE/TIME^EXPIRATION
DATE^LOT #^NDC^DIVISION^PHARMACIST^PROVIDER^RETURNED TO STOCK^PATIENT
STATUS^QTY PER DAY^# OF REFILLS^MAIL/WINDOW
\\REFILL\^RX #^REFILL DATE^RELEASED DATE/TIME^QTY PER DAY^LOT#^NDC^
DIVISION^RETURNED TO STOCK^PROVIDER^PHARMACIST NAME^MAIL/WINDOW
\\PARTIAL\^RX #^PARTIAL DATE^RELEASED DATE/TIME^NDC^LOT #^QTY PER DAY
^DIVISION^ RETURNED TO STOCK^PROVIDER^PHARMACIST NAME^FILLING PERSON^
REMARKS^MAIL/WINDOW
\\CMOP\^RX #^TRANSMISSION NUMBER^SEQUENCE #^NDC SENT^NDC RECEIVED^RX
INDICATOR^STATUS^CANCELLED DATE/TIME^CANCELLED REASON^RESUBMIT STATUS^
DATE SHIPPED^CARRIER^PACKAGE ID

\\HEADER\^301188^PREDNISONE 20MG S.T.^SURPAT,RODNEY^666000148^123
^^^TROY^NEW YORK^12180^^^N
\\ORIGINAL\^301188^9/25/07^9/25/07^9/25/07 15:10:33^9/25/08^^^TROY^
PHARNAM,DAVID^DOCNAM,SUZY^^SC LESS THAN 50%^2^11^W
\\REFILL\^301188^11/14/07^11/14/07 11:09:40^2^^^TROY^^PHARNAM,DAVID^
DOCNAM,SUZY^W
\\CMOP\^301188^179^1^11/18/07 10:22^11/18/07 11:17^2^TRANSMITTED^^^
11/19/07^^
\\HEADER\^100002832^PREDNISONE 20MG S.T.^TRPATNM,STEVE^ 666000187^12345
^^^TROY^NEW YORK^12180^518-472-4307^^^N
\\ORIGINAL\^100002832^2/8/10^2/8/10^2/8/10 15:16:51^2/9/11^^00009-0165-02
^EXT^TESTMAN,PHARM^TESTMAN,PROV^^SC LESS THAN 50%^1^11^W
\\PARTIAL\^100002832^2/8/10^2/8/10 15:16:51^^^1^EXT^^TESTMAN,PHARM
^TESTMAN,PROV^^W

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