



OUTPATIENT PHARMACY

PHARMACIST'S USER MANUAL

Version 7.0
December 2007

(Revised May 2009)

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
05/09	9, 48-49, 52-53, 71, 75	PSO*7*305	The following changes are included in this patch. <ul style="list-style-type: none"> Automate refill processing. Switch between Release Date and Fill Date display on Medication Profile. “CMOP Status” renamed to “Processing Status” and included on all duplicate drug messages. (G. Tucker, PM; S. B. Scudder, Tech Writer)
12/08	41-42, 99-100, 103a-103b	PSO*7*303	Added Nutritional Supplement and Tricare functionality (PSO*7*303). (M. Anthony, PM; G. O’Connor, S. B. Scudder, Tech Writers)
08/08	vi-vii, 4, 39-40, 72, 79, 81, 81a-d, 85-87, 87a-d, 94, 119-120	PSO*7*225	The following changes are included in this patch. <ul style="list-style-type: none"> The Environmental Indicator, “Environmental Contaminant,” has been replaced with “Southwest Asia Conditions.” “Was treatment related to PROJ 112/SHAD?” has been added. The Service Connected question has been updated. Original provider comments no longer being carried over to renewal orders has been noted. Flag/unflag functionality has been added. The ability to discontinue both pending and active orders for the same drug has been noted. (S. Templeton, PM; S. B. Scudder, Tech Writer)
05/08	vi-vii, 30a-30b, 119-120	PSO*7*294	Added new Chapter 10a on Medication Reconciliation; updated Table of Contents, and index; Added Medication Reconciliation to index. (S. Templeton, PM; D Dertien, Tech Writer)
10/07	60-61, 69, 92, 96-101	PSO*7*260	Included updates for the ePharmacy Phase 4 project. For more information, see the <i>ePharmacy/ECME Enhancements Release Notes</i> . (S. Spence, S. Krakosky, Tech Writer)
10/07	All	PSO*7*264	Re-numbered pages; removed headers and section breaks. Incorporated changes for FY07Q4 release; for specific updates, see the <i>Outpatient Pharmacy FY07 Q4 Release Notes</i> . (E. Williamson, PM; S. Krakosky, Tech Writer)

(This page included for two-sided copying.)

Action	Description
Patient Information [PI]	Shows patient information, allergies, adverse reactions, and pending clinic appointments.
Pull Rx [PP]	Action taken to pull prescription(s) early from suspense.
Reprint [RP]	Reprints the label.
View Reject [REJ]	Allows the user to view and resolve the Refill Too Soon or Drug Utilization Review returned by the third party payer for a specific prescription/fill claim.
Unhold [UH]	Removes an order from a hold status.
Verify [VF]	Allows the pharmacist to verify an order a pharmacy technician has entered.

Speed Actions

These Outpatient Pharmacy actions are referred to as “speed actions” and appear on the medication profile screen. These actions can be applied to one or more orders at a time.

Action	Description
Reprint [RP]	Reprints the label.
Renew [RN]	A continuation of a medication authorized by the provider.
Refill [RF]	A second or subsequent filling authorized by the provider.
Reprint Signature [RS]	Reprints the signature log.
Discontinue [DC]	Status used when an order was made inactive either by a new order or by the request of a physician.
Release [RL]	Action taken at the time the order is filled and ready to be given to the patient.
Pull Rx [PP]	Action taken to pull prescription(s) early from suspense.
Inpat. Profile [IP]	Action taken to view an Inpatient Profile.
CM	Action taken to manually queue to CMOP.
Fill/Rel Date Disply [RDD]	Switch between displaying the FILL DATE column and the LAST RELD column.

Other Outpatient Pharmacy ListMan Actions

Action	Description
Exit [EX]	Exit processing pending orders.
AC	Accept.
BY	Bypass.
DC	Discontinue.
ED	Edit.
FN	Finish.

Other Screen Actions

Action	Description
Edit/Enter Allergy/ADR Data [EA]	Provides access to the Adverse Reaction Tracking package to allow entry and/or edit of allergy adverse reaction data for the patient. See the Adverse Reaction Tracking package documentation for more information on allergy/ADR processing.
Detailed Allergy Display [DA]	Displays a detailed listing of the selected item from the patient's allergy/ADR list. Entry to the Edit Allergy/ADR Data action is provided with this list also.
Patient Record Update [PU]	Allows editing of patient data such as SSN, birth date, address, phone, and outpatient narrative. Patient data can also be updated using the <i>Update Patient Record</i> menu option. If implementing Other Language Modifications, either can be used to set a patient's other language preference.
New Order [NO]	Allows new orders to be entered for the patient.
Exit Patient List [EX]	Exit patient's Patient Information screen so that a new patient can be selected.

Chapter 1: Ordering/Processing a Prescription

This chapter describes the menu and options used in processing prescriptions.

Rx (Prescriptions)

[PSO RX]

The *Rx (Prescriptions)* menu allows the pharmacist to manipulate information that pertains to prescriptions. Actions are taken on prescriptions via this menu. Some previous options, such as renew, refill, edit, release, are now actions in the *Patient Prescription Processing* option found on this menu. Also, data now must be entered for the individual fields that are used to build a Sig.

Default values display for possible dosages, schedules, med routes, and patient instructions. When possible, default quantities are calculated using data entered into specific fields during medication order entry.

The following options are available on this menu:

- *Patient Prescription Processing*
- *Barcode Rx Menu ...*
- *Complete Orders from OERR*
- *Discontinue Prescription(s)*
- *Edit Prescriptions*
- *ePharmacy Menu ...*
- *List One Patient's Archived Rx's*
- *Manual Print of Multi-Rx Forms*
- *Reprint an Outpatient Rx Label*
- *Signature Log Reprint*
- *View Prescriptions*

Patient Prescription Processing

[PSO LM BACKDOOR ORDERS]

This option is used to process outpatient medication through OERR V. 3.0. The *Patient Prescription Processing* option is found on the *Outpatient Pharmacy Manager Menu* and the *Pharmacist Menu* under the *Rx (Prescriptions)* option. This option uses List Manager features to allow the outpatient pharmacy manager and pharmacist to perform the following actions on a prescription without leaving this option.

- Enter a new Rx
- Discontinue
- Edit
- Refill
- Renew
- Hold
- Unhold
- Order a partial
- Release
- Reprint
- Copy
- Verify a prescription
- Show a profile
- View activity log
- Pull early from suspense

When a new drug order is processed (new, renewal, finish, verify, copy, or an edit that creates a new order), order checks are performed. These include checking for duplicate drug, duplicate drug class, drug-drug interaction, and drug-drug allergy.

The CPRS Auto Refill field can be updated using the *Pharmacy Systems Parameter Edit* [PSS MGR] option. This parameter works in conjunction with the PSOAUTRF security key.

- When the CPRS Auto Refill field is set to YES and the PSOAUTRF security key has been assigned to at least one user, all refills placed in CPRS by the provider are processed and suspended with the next fill date and all routing is set to Mail automatically.
- When the CPRS Auto Refill field is set to NO or if the PSOAUTRF security key is not assigned, the manual refill process is required.

If the auto refill process fails, the order will not be processed and will require manual refilling. A MailMan message will be sent to the holders of the PSOAUTRF key describing the reason for not filling the auto refill. All of the refill activity, manual or automatic, is recorded in the Activity Log entry notes.

With Patch PSO*7*233, when a name is selected, if the patient's address is flagged with a Bad Address Indicator, a warning message is displayed. If the user has proper authorization (i.e., the PSO SITE parameter "EDIT PATIENT DATA" is set to Yes or the user holds the new PSO ADDRESS UPDATE security key), a prompt appears asking if the user wants to update the address. Also, for the *Patient Prescription Processing*, *Complete Orders from OERR*, and *Action Profile (132 COLUMN PRINTOUT)* options, if a temporary address has no end date, the following text is now displayed: "(Temp address from XXX 99,9999 till (no end date))".

Following the installation of patches PSO*7*207 and OR*3*238 (Remote Data Interoperability (RDI) trigger patch), order checks will be made using additional data from the Health Data Repository Interim Messaging Solution (HDR-IMS) and the HDR-Historical (HDR-Hx). This will contain both Outpatient orders from other VAMCs as well as from Department of Defense (DoD) facilities, if available. All

within backdoor outpatient pharmacy and for new orders being placed by CPRS or by Inpatient Medications. Any remote Outpatient order that has been expired or discontinued for 30 days or less will be included in the list of medications to be checked.

The check for remote data availability is performed upon entering the patient's profile, rather than on each order, to ensure that both remote data and local data are used for order checking.

Note: Once the above patches have been installed, a new comment for remote order checks, "Now doing remote order checks. Please wait..." has been added to the screen. The previous comment, "Now doing order checks. Please wait..." is replaced by: "Now doing drug interaction and allergy checks. Please wait..."

The following will not be included in order checks (after patch PSO*7*243):

- Prescriptions with a status of "DELETED" in the STATUS field in the PRESCRIPTION file from a remote facility
- Prescriptions with a missing expiration date, unless the ISSUE DATE field of the PRESCRIPTION file is within the past year

Remote order checking added (after patch PSO*7*243):

- For drug class when orders are placed for locally defined drugs
- allergy Analgesic class order checks only match against the specific 5-character class if the class begins with "CN10"

If for any reason remote order checks cannot be performed, the following message displays:

Remote data not available - Only local order checks processed.

Note: For remote order checking, if the remote order does not have a VA PRODUCT file VUID, then it will not be included in drug-drug order checks. However, future patches are planned to send/receive the drug class to the HDR, and then it will be possible to use non-standardized remote orders for duplicate drug class checks.

When an order is an ePharmacy order (determined to be third party billable), the billing data is sent to the Electronic Management Claims Engine (ECME) when an order is finished. ECME sends a message back to Outpatient Pharmacy displaying the status of the claim. This message displays for new, edited, copied, and renewed ePharmacy orders.

```
Is this correct? YES// <Enter>
-Rx 100003869A has been discontinued...

Prescription 100003919 successfully submitted to ECME for claim generation.

Claim Status:
IN PROGRESS-Waiting to start
IN PROGRESS-Waiting for packet build
IN PROGRESS-Packet being built
IN PROGRESS-Waiting for transmit
IN PROGRESS-Transmitting
E PAYABLE
```

Entering a New Order

Actions display in the action area of the screen. Actions with parentheses () around them are invalid actions for that order. A double question mark (??) displays all the actions available, including the Outpatient Pharmacy actions described in the section "Using List Manager." If one of the hidden actions is selected and it is invalid, a message will display in the message window. Outpatient Pharmacy hidden actions are displayed with the letters OP next to the action.

Example: Entering a New Order

```
Select Option: RX (Prescriptions)

      Orders to be completed for all divisions: 14

Do you want an Order Summary? No//
```

A summary list of the number of pending orders can be displayed by Division or by each Clinic within the Division where the user is signed on. This is helpful when completing batch orders. In this example, an individual patient name is entered.

```
Patient Prescription Processing
Barcode Rx Menu ...
Complete Orders from OERR
Discontinue Prescription(s)
Edit Prescriptions
List One Patient's Archived Rx's
Manual Print of Multi-Rx Forms
Reprint an Outpatient Rx Label
Signature Log Reprint
View Prescriptions

Select Rx (Prescriptions) Option: PATient Prescription Processing
Select PATIENT NAME: OPPATIENT16,ONE  OPPATIENT16,ONE  4-3-41  000246802
YES      SC VETERAN
Patient is enrolled to receive ScripTalk 'talking' prescription labels.

Eligibility: SC
RX PATIENT STATUS: SERVICE CONNECTED//  <Enter>
-----example continues-----
```

Example: Entering a New Order (continued)

Although the default option is “Quit” at the "Select Action" prompt, pressing the Enter key here quits the Patient Information screen and displays the Medication Profile. This Medication Profile includes any Non-VA Med orders documented via the CPRS GUI application.

If a double question mark (??) is entered at the above “Select Action” prompt, the following hidden actions display in the action area. Actions that apply only to outpatient orders are followed by (OP).

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Typing in the letters **NO** creates a new order.

Example: Entering a New Order (continued)

```
Medication Profile          May 22, 2001 10:44:56          Page:    1 of    1
(Patient information is displayed here.)
:
      Enter ?? for more actions
PU Patient Record Update          NO New Order
PI Patient Information            SO Select Order
Select Action: Quit// NO    New Order

Eligibility: SC
RX PATIENT STATUS: SERVICE CONNECTED//  <Enter>
DRUG: ACETAMINOPHEN
  Lookup: GENERIC NAME
    1  ACETAMINOPHEN 1000MG TABLET          CN100
    2  ACETAMINOPHEN 160MG/5ML LIQUID        CN103
    3  ACETAMINOPHEN 325MG TABLET          CN103      INFECTIOUS DISEASE
  RESTRICTED TO
    4  ACETAMINOPHEN 650MG SUPPOS.          CN103
    5  ACETAMINOPHEN AND CODEINE 30MG        CN101
Press <RETURN> to see more, '^' to exit this list, '^ ^' to exit all lists, OR
CHOOSE 1-5: 1      1000MG TABLET          CN100

-----
      *** SAME CLASS *** OF DRUG IN RX #46309525 FOR ACETAMINOPHEN 500MG TAB
CLASS: CN103
      Status: Active                      Issued: 09/21/05
Processing Status: Released locally on 09/21/05@11:34:13 (Mail)
      SIG: TAKE ONE TABLET BY MOUTH EVERY SIX(6) HOURS AS NEEDED
      QTY: 360                          # of refills: 3
      Provider: PROVIDER, ONE              Refills remaining: 3
                                          Last filled on: 09/21/05
                                          Days Supply: 90
-----
Discontinue RX # 46309525? NO -Prescription was not discontinued...
```

The system checks the medication selected for any duplicate drugs or classes, interactions, or allergies that are noted in the patient's local and remote record. This also includes any local Non-VA Meds. See the following example of local and remote order checking.

```
Now doing remote order checks. Please wait...

-----
      *** SAME CLASS *** OF DRUG IN REMOTE RX FOR ASPIRIN 325MG BUFFERED TAB
>> CHEYENNE VAMROC
CLASS: CN103
      Rx #: 712906
      Status: ACTIVE                      Issued: 09/21/05
Processing Status: Released locally on 09/21/05@11:34:13 (Mail)
      SIG: TAKE ONE TABLET BY MOUTH EVERY DAY
      QTY: 30
      Provider: PROVIDER, TWO              Refills remaining: 11
                                          Last filled on: 09/21/05
                                          Days Supply: 30
Press Return to continue...<Enter>
Now doing drug interaction and allergy checks. Please wait...
-----example continues-----
```



If the new order is for Clozapine, there are additional restrictions for filling a prescription. See “Chapter 8: Controlling the Dispensing of Clozapine” for more information.

```
A Drug-Allergy Reaction exists for this medication and/or class!
Drug: ACETAMINOPHEN 325MG TAB
Drug Class: CN103 NON-OPIOID ANALGESICS (REMOTE SITE(S))
Do you want to Intervene? Y// NO
```

The list of available possible dosages shown after order checks is linked to the drug ordered. One of the dosages listed may be chosen or a different, free text dosage may be entered. Confirmation of the dosage is required and the value entered is displayed again to allow the user to confirm that it is correct.

```
Available Dosage(s)
1. 250MG
2. 500MG
3. 1000MG

Select from list of Available Dosages, Enter Free Text Dose
or Enter a Question Mark (?) to view list: 3 500MG

You entered 500MG is this correct? Yes// <Enter> YES
```

For numeric dosages, the Dispense Units Per Dose value is calculated based on the strength of the dosage ordered divided by the strength of the medication ordered. The 500 mg Dosage Ordered will require two 250 mg capsules. The Dosage Ordered is re-displayed after the Dispense Units to allow the entry to be double-checked.

```
DISPENSE UNITS PER DOSE(CAPSULES): 2// <Enter> 2
Dosage Ordered: 500MG
```

If a Route has not been associated with the Dispense Drug, the default Route of PO or Oral will be displayed. A different Route can be entered or it can be deleted at this point if needed. The Route is not required to complete a prescription. If the abbreviation entered is in the MEDICATION ROUTES file, the entry will be expanded in the Sig based on the OUTPATIENT EXPANSION field.

```
ROUTE: PO// <Enter> ORAL PO MOUTH
or
ROUTE: PO// @ <Enter to delete>
```

A default schedule associated with the Orderable Item of the drug ordered is displayed at the “Schedule:” prompt. The default can be accepted or a different free text schedule can be entered. Free text entries cannot contain more than two spaces or be more than twenty characters long. Entries will be compared against a list of common abbreviations, first in the ADMINISTRATION SCHEDULE file and then in the MEDICATION INSTRUCTION file, and expanded if the entry matches. Any entry not found in the list of common abbreviations will be displayed in the Sig as entered.

```
Schedule: QID// (FOUR TIMES A DAY)
```

-----example continues-----

Example: Using the Copy Action (continued)

New OP Order (COPY)	Jun 04, 2001 15:51:32	Page: 1 of 2
OPPATIENT6,ONE		<A>
PID: 000-13-5790	Ht(cm): 175.26 (08/10/1999)	
DOB: FEB 8,1922 (79)	Wt(kg): 75.45 (08/10/1999)	
Orderable Item: AMPICILLIN CAP,ORAL ***(N/F)***		
(1) Drug: AMPICILLIN 250MG CAP ***(N/F)***		
(2) Patient Status: OUTPT NON-SC		
(3) Issue Date: JUN 4,2001	(4) Fill Date: JUN 4,2001	
(5) Dosage Ordered: 500 (MG)		
Verb: TAKE		
Dispense Units: 2		
Noun: CAPSULES		
Route: ORAL		
Schedule: QID		
(6) Pat Instruction: Prov Comments		
SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY PROV		
COMMENTS		
(7) Days Supply: 10	(8) QTY (CAP): 80	
+ Enter ?? for more actions		
AC Accept	ED Edit	
Select Action: Next Screen// AC Accept		

Once the copied order is accepted, the previous order information displays.

```
-----
DUPLICATE DRUG AMPICILLIN 250MG CAP in Prescription: 503911

      Status: Active                      Issued: 05/25/01
Processing Status: Released locally on 06/01/01@11:34:13 (Window)
      SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY PROV
           COMMENTS
           QTY: 80                      # of refills: 0
Provider: OPPROVIDER4,TWO              Refills remaining: 0
                                           Last filled on: 06/01/01
                                           Days Supply: 10
-----
Discontinue Rx # 503911? YES

Duplicate Drug will be discontinued after the acceptance of the new order.

Now doing order checks. Please wait...
Nature of Order: WRITTEN// <Enter> W
WAS THE PATIENT COUNSELED: NO// <Enter> NO

Do you want to enter a Progress Note? No// <Enter> NO
-----example continues-----
```

The new order information is displayed and, once verified, the old order is discontinued.

Example: Using the Copy Action (continued)

```

Rx # 503913          06/04/01
OPPATIENT6,ONE      #80
TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY PROV COMMENTS

AMPICILLIN 250MG CAP
OPPROVIDER4,TWO      OPPHARMACIST4,THREE
# of Refills: 0

Is this correct? YES//<Enter> ...
-Rx 503911 has been discontinued...

        SC Percent: 10%
        Disabilities:
PROSTATE GLAND CONDITION      10% - SERVICE CONNECTED
INGUINAL HERNIA              0% - SERVICE CONNECTED

Was treatment for Service Connected condition: N

```

The Medication Profile screen is redisplayed at this point. The dollar sign after the first prescription number means that a copay charge is associated with that order. The default printer is displayed and the user can queue the label to print, change the default printer, or hold, suspend, or bypass printing.

Medication Profile			Jun 04, 2001 16:03:55		Page: 1 of 1	
OPPATIENT6,ONE					<A>	
PID: 000-13-5790			Ht(cm): 175.26 (08/10/1999)			
DOB: FEB 8,1922 (79)			Wt(kg): 75.45 (08/10/1999)			
#	RX #	DRUG	QTY	ST	ISSUE DATE	LAST REF DAY FILL REM SUP
-----ACTIVE-----						
1	503913\$	AMPICILLIN 250MG CAP	80	A	06-04	06-04 0 10
2	503901	LISINOPRIL 10MG TAB	150	A>	05-17	05-17 2 30
Enter ?? for more actions						
PU Patient Record Update		NO New Order				
PI Patient Information		SO Select Order				
Select Action: Quit// <Enter>						
Label Printer: TELNET						
LABEL: QUEUE/CHANGE PRINTER/HOLD/SUSPEND or '^' to bypass Q//<Enter>						
LABEL(S) QUEUED TO PRINT						
Select PATIENT NAME: <Enter>						

DUPLICATE DRUG PREDNISONE 5MG TAB in Prescription: 100003852

Status: Active	Issued: 11/04/05
Processing Status: Released locally on 11/04/05@11:34:13 (Mail)	
SIG: TAKE ONE TABLET BY BY MOUTH FOUR TIMES A DAY FOR 30 DAYS WITH FOOD AVOIDING DAIRY FOODS	
QTY: 30	# of refills: 5
Provider: OPPROVIDER4,TWO	Refills remaining: 5
	Last filled on: 11/04/05
	Days Supply: 30

Discontinue Rx # 100003852? **YES**

Duplicate Drug will be discontinued after the acceptance of the new order.

Now doing order checks. Please wait...

Nature of Order: WRITTEN// **<Enter>** W
WAS THE PATIENT COUNSELED: NO// **YES**
WAS COUNSELING UNDERSTOOD: NO// **YES**

Do you want to enter a Progress Note? No// **<Enter>** NO

Rx # 100003853 11/04/05
OPPATIENT,FOUR #30
TAKE ONE TABLET BY BY MOUTH FOUR TIMES A DAY FOR 30 DAYS WITH FOOD
AVOIDING DAIRY FOODS

PREDNISONE 5MG TAB
OPPROVIDER4,TWO OPPHARMACIST4,THREE
of Refills: 5

Is this correct? YES// **YES...**
Reversing prescription 100003852.

Claim Status:
Reversing and Rebilling a previously submitted claim...
Reversing...
IN PROGRESS-Waiting for transmit
IN PROGRESS-Transmitting
IN PROGRESS-Waiting to process response
E REVERSAL ACCEPTED

-Rx 100003852 has been discontinued...

Prescription 100003853 successfully submitted to ECME for claim generation.

Claim Status:
IN PROGRESS-Waiting to start
IN PROGRESS-Waiting for packet build
IN PROGRESS-Waiting for transmit
IN PROGRESS-Transmitting
E PAYABLE

View of RX:

Medication Profile			Nov 04, 2005@09:25:14		Page: 1 of 1	
OPPATIENT,FOUR						
PID: 000-01-1322P			Ht(cm): _____ (_____)			
DOB: JAN 13,1922 (83)			Wt(kg): _____ (_____)			
SEX: MALE						
#	RX #	DRUG	QTY	ST	ISSUE DATE	LAST REF DAY
-----ACTIVE-----						
1	100003853e	PREDNISONE 5MG TAB	30	A>	11-04	11-04 5 30
<p>Enter ?? for more actions</p> <p>PU Patient Record Update NO New Order</p> <p>PI Patient Information SO Select Order</p> <p>Select Action: Quit//</p>						