



CONTROLLED SUBSTANCES (CS)

SUPERVISOR'S USER MANUAL

Version 3.0
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Department of Veterans Affairs
Product Development

Revision History

The table below lists changes made since the initial release of this manual. Use the Change Pages document to update an existing manual or use the entire updated manual.

Date	Revised Pages	Patch Number	Description
05/2013	i, v, 38 , 46	PSD*3*73	Updated Table of Contents Added new reports, Controlled Substance Prescriptions Report and DEA DATA – Waived Practitioner Report Updated Index J. Owczarzak, Technical Writer; N. Goyal, Project Manager
05/2013	i, ii, 44, 47-48	PSD*3*76	Updated Glossary with description of patch’s new security key PSDRPH Updated Index J. Owczarzak, Technical Writer; N. Goyal, Project Manager
04/2011	43-44	PSD*3*71	Clarified description of PSD TECH ADV key. Corrected option name in PSD TRAN entry. E. Phelps/C. Bernier, Technical Writers; N. Goyal, Project Manager
05/2010	43-44, 47	PSD*3*69	Added description of patch’s new security key PSD TECH ADV, and PSD TECH key. Added PSD TECH ADV and PSD TECH key to index Connie Bernier, Technical Writer; N. Goyal, Project Manager
07/03	All		Updated the manual to Standards. Added new <i>Digitally Signed CS Orders Report</i> [PSD DIGITALLY SIGNED ORDERS] and <i>Digitally Signed OP Released Rx Report</i> [PSD DIG. SIGNED RELEASED RX] options to the <i>Production Reports</i> [PSD PRODUCTION REPORTS] menu.
03/97			Original Released Supervisor’s User Manual.

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Transfer Drugs between Dispensing Sites Report

[PSD PRINT VAULT TRANSFERS]

This report displays all transactions which transferred Controlled Substances between dispensing sites, for a given period of time. The transactions list within dispensing site, by drug, the date/time transferred, quantity transferred, and pharmacist transferring the drug.

Green Sheet History

[PSD GS HISTORY]

The Green Sheet history provides pharmacy with a detailed account of every transaction affecting this VA FORM 10-2638. This history may be displayed to the user's screen or directed to a printer.

Expiration Date Report

[PSD EXP REPORT]

This option will print a Controlled Substances Expiration Date Report for a single NAOU, several NAOUs, or ALL NAOUs. This report may be sorted by DATE/DRUG/NAOU or by DATE/NAOU/DRUG.

Inventory Sheet Print

[PSD INVEN SHEET PRT]

This option prints an Inspector's Sheet which is used to inventory on-hand amounts within a pharmacy dispensing site (vault). This form lists current on-hand amounts and provides a blank space for the inspector to list actual on-hand counts. A signature line is included on each page. This sheet may be generated for one drug, some drugs, or ALL drugs. The drugs are listed alphabetically.

List On-Hand Amounts

[PSD ON-HAND]

This option lists current on-hand amounts for drugs stocked in a pharmacy-dispensing site (vault). The drugs may be selected by one, some, or ALL. The drugs are listed alphabetically to the user's screen or a selected printer.

Rx (Prescription) Outpatient Dispensing Report **[PSD RX DISPENSING REPORT]**

A report sorted by drug, prescription number, or inventory type for a date range of outpatient dispensing.

Digitally Signed CS Orders Report **[PSD DIGITALLY SIGNED ORDERS]**

Once DEA's regulations are revised and PKI can be fully implemented nationally, sites that choose to activate the PKI functionality can use this option to retrieve all active and pending digitally signed orders for controlled substances.

Digitally Signed OP Released Rx Report **[PSD DIG. SIGNED RELEASED RX]**

Once DEA's regulations are revised and PKI can be fully implemented nationally, sites that choose to activate the PKI functionality can use this option to retrieve all released digitally signed orders for controlled substances.

Controlled Substance Prescriptions Report **[PSD CS PRESCRIPTIONS REPORT]**

This option provides a report of digitally signed orders that have been filled for Schedules I-V controlled substances. The report is for a date range with the option of including discontinued and/or expired orders and various sort criteria. For example, list by patient, by provider, by drug, and by schedule, etc.

DEA DATA – Waived Practitioner Report **[PSD DEA SUBOXONE]**

This report provides a list of patients that were prescribed Suboxone drugs. Two views are available, one with details, and another with just the counts of Suboxone patients per prescriber.

Ward (for Drug) The name of the ward or wards that will use this particular drug. It is important to accurately answer this prompt because this is the link between the Unit Dose package and the Controlled Substances package. The Unit Dose package looks at this field to know if the drug is a Controlled Substances stocked drug

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