

# **OUTPATIENT PHARMACY**

### PHARMACIST'S USER MANUAL

Version 7.0 December 1997

(Revised September 2011)

## **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
09/11	i,vi-vii, <u>30a</u> - <u>30f</u>	PSO*7*382	Added information regarding the new [PSO HRC PROFILE/REFILL] option. (N. Goyal, PM; J. Owczarzak, Tech Writer)
04/11	i, viii, 8, 170a- 170d, 177-179	PSO*7*343	To add functionality to Outpatient Pharmacy for the On- Demand Displaying of FDA Medication Guides.  Display FDA Medication Guide [MG] added to Other OP Actions [OTH]
			Updates to Index (T. Leggett, PM; B. Thomas, Tech Writer)
04/11	i, vi, vii, viii, 5, 8, 10, 27-27b, 28, 30, 39-39nnn, 40, 54-54t, 58, 59, 60-60l, 78, 82, 159, 163, 167- 180	PSO*7*251	The following changes are included in this patch:  -Outpatient List Manager Screen Views  -Added HP and H to Hold Status  -Removed DC code; Added DF,DE,DP,DD and DA  -Added to Hidden Action List: IN  - Removed DC code; Added DF,DE,DP,DD and DA, and  - Added HP and H to Hold Status  -Replaced Medication Short Profile  -Inserted enhanced Order checks, Outpatient Pharmacy generated order checks  -Added IN to Screen Scrape  -Modified New Order Screen Scrape  -Inserted Drug Allergy Screens  -Updated Glossary and Index to start on odd pages  (G. Tucker, PM; G. Scorca, Tech Writer)
11/10	All	PSO*7*358	Added information regarding TRICARE Active Duty Bypass/Override details (S. Spence, PM; G. Johnson, Tech Writer)

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(This page included for two-sided copying.)

### **Preface**

This user manual describes the functional characteristics of Outpatient Pharmacy V. 7.0. It is intended for pharmacists and technicians who are familiar with the functioning of Outpatient Pharmacy in a Veterans Affairs Medical Center (VAMC).

(This page included for two-sided copying.)

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#### **Medication Profile and Refill**

[PSO HRC PROFILE/REFILL]

This option was originally requested by the Health Resource Center (HRC) to provide a new standalone option similar to that of the ePharmacy Medication Profile (View Only) [PSO PMP] option for the Compensation and Pension Record Interchange (CAPRI) system. It allows users to view a medication profile as well as refill prescriptions for a specific patient.

**Example 1: Medication Profile with default view** 

Patient Medication Profile Jun 04, 2007@19:22:16	Page: 1 of 1
OPPATIENT, ONE	<a></a>
PID: 000-12-5678	HEIGHT(cm): 175.26 (11/21/2006)
DOB: NOV 28,1900 (111)	WEIGHT(kg): 108.18 (08/09/2007)
SEX: MALE EXP/CAN	NCEL CUTOFF: 120 DAY
# Rx# DRUG [^] OTY	ISSUE LAST REF DAY Y ST DATE FILL REM SUP
	1 A 04-21-07 04-21-07 11 7
	DC 06-14-07 06-14-07 11 30
	0 A 04-21-07 04-21-07 11 30
	7 E 05-18-05 05-18-05 6 7
	0 S 02-23-07 02-11-07 11 90
	O A 02-01-07 02-20-07 10 90
	5 DC 06-02-07 06-03-07 11 15
	DC 06-02-07 06-03-07 11 10
9 100004083 METAPROTERENOL 5% SOLUTION 10ML 15	5 A> 06-02-07 06-23-07 11 15
10 100004079 NICOTINE 10MG/ML SOLN NASAL SPRAY 1	L A> 06-02-07 06-23-07 11 15
11 100003298 SIMVASTATIN 20MG TAB	5 DC 05-28-05 04-27-07 3 30
12 100003298A SODIUM CHLORIDE 0.9% NASAL SOLN(O 1	l A 05-10-07 05-10-07 11 30
13 100004070e VALSARTAN 80MG TAB	5 S 06-28-07 05-31-07 11 30
PENDING (2 order)	
14 ALBUTEROL INHALER	RF 06-03-07 2 30
15 AMITRIPTYLINE 10MG TAB	RN 06-02-07 3 10
Non-VA MEDS (Not dispensed by VA	(1 order)
16 TAMOXIFEN CITRATE 10MG TABS Date	e Documented: 06/04/07
Enter ?? for more actions	
3	IG Show/Hide SIG
GS Group by Status RF Refill	
Select: Quit//	

The following options are available as Hidden Menu actions on this screen:

DR - Sort by Drug LF - Sort by Last Fill RX - Sort by Prescription ID - Sort by Issue Date

The *CV* (*Change View*) action allows the user to change some characteristics of the screen above. The user can also save and/or delete preferences, which will be used every time the user runs this option. The users can have one set of preferences for each Division defined.

#### **Example 2: Change View action**

Enter CV at the "Select" prompt to change the view preferences.

```
OPPROVIDER, ONE's current default view (ALBANY):
     EXP/CANCEL CUTOFF : 120 DAYS
     SORT BY : DRUG NAME SORT ORDER : ASCENDING
     DISPLAY SIG
                       : NO
     GROUP BY STATUS : YES
     DISPLAY ORDER COUNT: YES
     Delete this default view? NO// <Enter>
EXP/CANCEL CUTOFF: 120// 120 DAYS
SORT BY: DR// DRUG NAME
SORT ORDER: ASCENDING// ASCENDING
DISPLAY SIG: OFF// OFF
GROUP BY STATUS: OFF// ON
DISPLAY ORDER COUNT: ON// OFF
Save as your default View? NO// YES
Saving...OK!
```

#### **Example 3: Patient Information action**

Enter PI at the "Select" prompt to view patient information.

```
Patient Information
                              Jul 12, 2011@13:28:53
                                                             Page: 1 of
                                                                              2
OPPATIENT, ONE
                                                                   <A>
                                                Ht(cm): ___
  PID: 000-12-5678
  DOB: NOV 28,1900 (111)
                                                Wt(kg): _
  SEX: MALE
Eligibility: NSC, VA PENSION
RX PATIENT STATUS: OPT NSC
Disabilities: POST-TRAUMATIC STRESS DISORDER-100% (SC),
2222 CENTRAL AVE
                                                  HOME PHONE:
ALBANY
                                                  CELL PHONE:
NEW YORK 01280-7654
                                                  WORK PHONE:
Prescription Mail Delivery: Regular Mail
Cannot use safety caps.
Allergies
    Verified: PENICILLIN,
Adverse Reactions
          Enter ?? for more actions
DD Detailed Allergy/ADR List
                                        EX Exit Patient List
Select Action: Next Screen//
```

#### **Example 4: Medication Profile with SIG expanded**

Enter SIG at the "Select" prompt to show/hide the Rx SIG.

Patient Medication Profile Jun 04, 2007@19:22:16 Page: 1 of OPPATIENT, ONE <A> PID: 000-12-5678 HEIGHT(cm): 175.26 (11/21/2006) DOB: NOV 28,1900 (111) WEIGHT(kg): 108.18 (08/09/2007) EXP/CANCEL CUTOFF: 120 DAY SEX: MALE **ISSUE** LAST REF DAY # Rx# DRUG [^] QTY ST FILLREM DATE 1 100004112 ALBUTEROL INHALER 04-21-07 04-21-07 1 A SIG: TAKE 1 PUFF BY MOUTH EVERY DAY FOR 10 DAYS 2 300483e ALPRAZOLAM 0.25MG TABS 30 DC 06-14-07 06-14-07 30 SIG: TAKE ONE CAPSULE BY BY MOUTH EVERY MORNING 3 100004113 AMITRIPTYLINE 10MG TAB 60 A 04-21-07 04-21-07 30 SIG: TAKE ONE TABLET BY BY MOUTH EVERY MORNING 7 E 05-18-05 05-18-05 7 4 100004075e CABERGOLINE 0.5MG TAB SIG: TAKE 2 TABLET(S) BY BY MOUTH EVERY 12 HOURS 5 100004155 DESIPRAMINE 25MG 90 S 02-23-07 02-11-07 90 SIG: TAKE 2 TABLET(S) BY BY MOUTH EVERY 12 HOURS 30 A 02-01-07 02-20-07 90 6 100004022\$e DIGOXIN 0.05MG/ML ELIX (60CC) SIG: INJECT 1000IM EVERY DAY METAPROTERENOL 5% SOLUTION 10ML 7 100004081 15 DC 06-02-07 06-03-07 11 15 SIG: INJECT 1000 IM EVERY DAY 06-02-07 06-03-07 8 100004082 METAPROTERENOL 5% SOLUTION 10ML 10 DC 10 SIG: INJECT 1000 IM EVERY DAY 9 100004083 METAPROTERENOL 5% SOLUTION 10ML 15 A> 06-02-07 06-23-07 15 SIG: INJECT 1000 IM EVERY DAY NICOTINE 10MG/ML SOLN NASAL SPRAY 1 A> 06-02-07 06-23-07 10 100004079 11 15 SIG: APPLY 1 PATCH ON SHOULDER DAILY SIMVASTATIN 20MG TAB 5 DC 05-28-05 04-27-07 30 11 100003298 SIG: TAKE 2 TABLET(S) PO FOUR TIMES A DAY 12 100003298A SODIUM CHLORIDE 0.9% NASAL SOLN(O 1 A 05-10-07 05-10-07 30 SIG: TAKE 2 PUFFS EACH NOSTRIL EVERY 8 HOURS 13 100004070e VALSARTAN 80MG TAB 5 S 06-28-07 05-31-07 30 SIG: TAKE ONE TABLET BY MOUTH EVERY MORNING PENDING (2 order) 14 ALBUTEROL INHALER 30 RF 06-03-07 2 SIG: 1 PUFF BY MOUTH EVERY DAY FOR 5 DAYS 15 AMITRIPTYLINE 10MG TAB 06-02-07 3 10 SIG: TAKE 2 TABLET(S) PO FOUR TIMES A DAY Non-VA MEDS (Not dispensed by VA) (1 order) 16 TAMOXIFEN CITRATE 10MG TABS Date Documented: 06/04/07 SIG: TAKE 2 TABLET(S) PO FOUR TIMES A DAY Enter ?? for more actions Change View PΙ Patient Information GS Group by Status RF Refill Select: Quit//

#### **Example 5: Group By Status action**

Enter GS at the "Select" prompt to group/ungroup list by Rx status.

Patient Medication Profile Jun 04, 2007@19:22:16 1 of OPPATIENT, ONE <A>

PID: 000-12-5678 HEIGHT(cm): 175.26 (11/21/2006) DOB: NOV 28,1900 (111) WEIGHT(kg): 108.18 (08/09/2007)

EXP/CANCEL CUTOFF: 120 DAY SEX: MALE

				TSSOF	LASI	REF	DAY
# Rx#	DRUG [^]	QTY	ST	DATE	FILL	REM	SUP
	ACTIVE (6 orders	)					
1 100004112	ALBUTEROL INHALER	1	А	04-21-07	04-21-07	11	7
2 100004113	AMITRIPTYLINE 10MG TAB	60	Α	04-21-07	04-21-07	11	30
3 100004022\$e	DIGOXIN 0.05MG/ML ELIX (60CC)	30	Α	02-01-07	02-20-07	10	90
4 100004083	METAPROTERENOL 5% SOLUTION 10ML	15	A>	06-02-07	06-23-07	11	15
5 100004079	NICOTINE 10MG/ML SOLN NASAL SPRAY	1	A>	06-02-07	06-23-07	11	15
6 100003298A	SODIUM CHLORIDE 0.9% NASAL SOLN(O	1	Α	05-10-07	05-10-07	11	30
	DISCONTINUED (4 ord	ers)	)				
7 300483e	ALPRAZOLAM 0.25MG TABS	30	DC	06-14-07	06-14-07	11	30
8 100004081	METAPROTERENOL 5% SOLUTION 10ML	15	DC	06-02-07	06-03-07	11	15
9 100004082	METAPROTERENOL 5% SOLUTION 10ML	10	DC	06-02-07	06-03-07	11	10
10 100003298	SIMVASTATIN 20MG TAB	5	DC	05-28-05	04-27-07	3	30
	SUSPENDED (2 order	ີສ)					
11 100004155	DESIPRAMINE 25MG	90	S	02-23-07	02-11-07	11	90
12 100004070e	VALSARTAN 80MG TAB	5	S	06-28-07	05-31-07	11	30
	EXPIRED (1 order	)					
13 100004075e	CABERGOLINE 0.5MG TAB	7	E	05-18-05	05-18-05	6	7
	PENDING (2 order	)					
14 ALBUTEROL INH	ALER		RF	06-03-07		2	30
15 AMITRIPTYLINE	10MG TAB		RN	06-02-07		3	10
Non-VA MEDS (Not dispensed by VA) (1 order)							
				_	· - <del>- ·</del>		

16 TAMOXIFEN CITRATE 10MG TABS Date Documented: 06/04/07

Enter ?? for more actions

CV Change View PI Patient Information SIG Show/Hide SIG

GS Group by Status RF Refill

Select: Quit//

#### **Example 6: Refill action**

Enter RF at the "Select" prompt to request a refill for one or more prescriptions as shown below. This action is also available after selecting a specific prescription.

```
Enter ?? for more actions

CV Change View PI Patient Information SIG Show/Hide SIG GS Group by Status RF Refill
Select: Quit// RF Refill
Barcode Refill? NO//
Select Orders by number: (1-16): ?

This response must be a list or range, e.g., 1,3,5 or 2-4,8.

Select Orders by number: (1-16): 2
FILL DATE: (5/2/2011 - 11/2/2011): TODAY// (JUL 12, 2011)
MAIL/WINDOW: MAIL// MAIL
Now refilling Rx# 100004113 Drug: AMITRIPTYLINE 10MG TAB

Qty: 120 Sig: TAKE ONE TABLET BY MOUTH FOUR TIMES A DAY

RX# 100004113 has been suspended until 07-12-11.
```

**NOTE**: The system has the flexibility to sort the Medication Profile by different columns (RX, drug name, date, etc). When selecting a range of prescriptions from the Medication Profile to be refilled, selection is not limited to active prescriptions. If discontinued or expired prescriptions are included in a range, the system will display a message stating the status of each prescription as they are processed within the range. For example:

Cannot refill Rx # 100002897, Rx is in DISCONTINUED status.

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