OUTPATIENT PHARMACY

TECHNICIAN'S USER MANUAL

Version 7.0
December 1997

(Revised March 2015)

Revision History

Date	Revised Pages	Patch Number	Description
03/2015	13	PSO*7*438	Updated help text for patient lookup.
08/2014	i-iii, vii, 8-9, 50-51, 141, 143	PSO*7*313	Updated Outpatient Pharmacy Hidden Actions Added section on titration Updated [PSO LM BACKDOOR ORDERS] Updated Glossary Updated Index (Y. Olinger, PM; J. Owczarzak, Tech Writer)
03/2014	All, Cover, i-vi, 86, 87, 92, 97, 111, 139	PSO*7*421	Updated all pages throughout the document Updated contents to reflect added/removed functionality of current patch. Added Reject Resolution Required information Added Example for handling Reject Required Rejected Added if claim submission returns a Reject Resolution Required information Added Reject Resolution Required reject to index (C. Powell, PM; K. Kapple, Tech Writer)
09/2013	i-iv, v-vi, viii, 2, 18a, 25-26, 26a, 26b, 26e, 28, 29e, 29h, 29j, 29k, 29m, 29o, 29q-29q1, 29r, 29w, 29x, 29ee, 50-51, 54, 77-78, 80, 82, 85	PSO*7*372	Updated Revision History & Table of Contents Added to the Related Manuals Update text Delete text Update screens Add Dosing Order Checks information Updated Error Message section Update Index (D.McCance, PM; S. Heiress, Tech Writer)
05/2013	i, ii, vi, 24, 68-68d, 75-75d, 77-78, 85	PSO*7*391	Updated Table of Contents New sort selection for CS. New security key named "PSDRPH" introduced. Added Hash Counts and DEA Certification section. Added two System Error messages. Updated Index (N.Goyal, PM; J.Owczarzak, Tech Writer)
01/2013	i-ii, v-vi 8 4, 6, 22, 23,	PSO*7*390	Updated Revision History & Table of Contents Added new option Check Interaction Added Creatinine Clearance (CrCl) and Body Surface

Date	Revised Pages	Patch Number	Description
	26n, 28, 29b, 29v, 36, 52, 55, 56		Area (BSA), when available, to the header area of Patient and Medication Profile displays
	18a-18d		Added new option Check Drug Interaction
	26e-26e2		Added information regarding clinic orders
	27, 48, 55a		Update Hidden Actions
	29f-29g2		Added drug allergy changes
	79-84		Update Glossary
	85		Update Index
			(G. Tucker, PM; S. Heiress, Tech Writer)
09/2012	i, ii, vi, 55a – 55d	PSO*7*386	Added section on HOLD and UNHOLD functionality.
			(N.Goyal, PM; J. Owczarzak, Tech Writer)
02/2012	i-ii, v-vi, 14, 34, 37-40, 42-43, 45a-45h, 63, 66, 68a-b, 70, 79-83	PSO*7*385 PSO*7*359	Added signature alert
			Expanded ECME Numbers to twelve digits
			Corrected typos
			Updated wording on p. 34 from "a message" to "messages"
			Updated Service Code values
			Added CHAMPVA functionality
			Added TRICARE to Glossary
			Added CHAMPVA to Glossary
			(S. Spence, PM; C. Smith, Tech Writer)
04/2011	i	PSO*7*251	The following changes are included in this patch:
	v, vi		-Updated Revision History
	4		-Updated Table of Contents
	5		-Outpatient List Manager Screen Views
	8		-Added HP and H to Hold Status, and Added DF,DE,DP,DD and DA
	21		-Added Intervention menu hidden action information
	22		-Added DF,DE,DP,DD and DA, and Added HP and H to Hold Status
	24		-Replaced Medication Short Profile
	25-26r		-Added Intervention menu hidden action information
	27		-Inserted enhanced Order checks, Outpatient Pharmacy generated order checks
	28-28b		-Added IN to Screen Scrape
	29-29ff		-Modified New Order Screen Scrape
	50		-Updated Entering a New Order,Added Allergy/ADR, Therapeutic Duplication,and CPRS Order Checks
	54		-Duplicate Drug examples
	75		-Duplicate Drug examples
	77-78		-CPRS Order Checks – How They Work

Chapter 3: Using the Pharmacy Technician's Menu

The options shown in this chapter are intended for use by pharmacy technicians and other pharmacy personnel assigned the *PSO USER2* menu, who will view prescriptions and/or inquire into other Outpatient Pharmacy files.

Example: Accessing the Pharmacy Technician's Menu

```
Select OPTION NAME: PSO USER2       Pharmacy Technician's Menu
Outpatient Pharmacy software - Version 7.0
```

The following options are available on this menu:
- *Bingo Board User ...*
- *Change Label Printer*
- *DUE User ...*
- *Medication Profile*
- *Patient Prescription Processing*
- *Pull Early from Suspense*
- *Queue CMOP Prescription*
- *Release Medication*
- *Update Patient Record*

Patient Lookup

The ability to look up a patient by prescription number or wand a barcode with the prescription has been added to the patient lookup prompt on the following options.

- *Bingo Board User ... [PSO BINGO USER]*

- *Medication Profile [PSO P]*

- *Patient Prescription Processing [PSO LM BACKDOOR ORDERS]*

- *Update Patient Record [PSO PAT]*

The help text for patient lookup reads as follows.

```
  Enter the prescription number prefixed by a # (ex. #XXXXXXX) or
  Wand the barcode of the prescription. The format of the barcode is
  NNN-NNNNNNN where the first 3 digits are your station number.
          - OR -
 Enter the universal Member ID number from the patient's VHIC Card
  or wand the barcode of the VHIC card
          - OR -
  Answer with PATIENT NAME, or SOCIAL SECURITY NUMBER, or last 4 digits
  of SOCIAL SECURITY NUMBER, or first initial of last name with last 4
  digits of SOCIAL SECURITY NUMBER
  Do you want the entire NNNNNNNN-Entry PATIENT List?
```

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