PHARMACY DATA MANAGEMENT

USER MANUAL

Version 1.0
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Department of Veterans Affairs
VistA Health Systems Design & Development

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
01/07	v, 19a, 53	PSS*1*120	Added new prompts for warning label source for Consolidated Mail Outpatient Pharmacy (CMOP) and Outpatient Pharmacy Automation Interface (OPAI) to the Pharmacy System Parameters Edit section. Updated formatting on pages v and 19a. (E. Williamson, PM; S. Krakosky, Tech. Writer)
06/06	24g	PSS*1*92	Added Service Code field to *Drug Enter/Edit* option. (R. Hardy, PM; M. Rentachintala, Tech. Writer)
04/06	i-iii, 19-19d, 20, 24, 24b, 24e-f, 29	PSS*1*90	HIPAA NCPDP Global Project. In Drug Enter/Edit section: - Added description of a new code ("E") added to the DEA, SPECIAL HDLG field, as well as a list of DEA, SPECIAL HDLG field effects on ePharmacy Billing. - Added description of the new Dispense As Written DAW CODE field and how it is used in ePharmacy Billing. Updated existing Drug Enter/Edit screen capture examples to include the DAW CODE prompt. - Added new screen capture example: Drug Enter/Edit Dispense As Written (DAW) Code Editing. (S. Spense, PM; M. Newman, Tech. Writer)
03/05	i – vi, 3, 20 - 24f, 29, 53, 58a - 58h, 149-152	PSS*1*87	Laser Labels II project. Added *Warning Builder* option and section. Added *Warning Mapping* option and section. Added Warning Label and Gender-Specific Warnings prompts to the *Drug Enter/Edit* option. Added Warning Label Source prompt to the *Pharmacy System Parameters Edit* option. Updated the Table of Contents and Index to reflect the new options. Cleaned up footers, misspelled words, etc. on many pages. (H. Whitley, PM; L. Woodson, Tech. Writer)
01/05	55	PSS*1*59	- Added text about odd schedules and note regarding schedule name of OTHER to Standard Schedule Edit, section 1.15. (S. Templeton, PM, R. Singer, PM, M. Newman, Tech. Writer)
10/04	i, iii, 3, 58a-b, 153	PSS*1*82	- Added *Send Entire Drug File to External Interface* option to menu list. -Added new section for *Send Entire Drug File to External Interface* option. - Updated the Table of Contents and the Index to reflect the new option.

Date	Revised Pages	Patch Number	Description
07/03	i-iii 3, 19-24d 29-30 58	PSS*1*61	- Described functionality change for deriving the DEA, SPECIAL HDLG code. - Added description of changes to Drug Enter/Edit option and included the related screen capture, resulting in pages 19-24 being renumbered to pages 19-24d. - Added new *Controlled Substances/PKI Reports* menu and related reports to the PDM options list, and updated the Table of Contents to reflect this addition. - Noted additional code (F=NON REFILLABLE) for DEA, SPECIAL HDLG field. - Updated screen captures for *Lookup into Dispense Drug File* option to include CS FEDERAL SCHEDULE field in drug details.
04/03	i 10-12a,19-23a,36 23b-24,30 150	PSS*1*68	-Updated the Revision History Page. -Added Non-VA Med messages to the examples in the Enter/Edit Dosages, Drug Enter/Edit, and Edit Orderable Items sections. -Added Non-VA Med examples to the Drug Enter/Edit and Lookup into Dispense Drug File sections. -Updated the index to cover Non-VA Meds.
03/03	i-ii iii iv 1 3 9-12b 19-23b 31 33-38 55 57-58 97-152	PSS*1*47	-Updated the Revision History Pages. -Added *Other Language Translation Setup* option to the table of contents. -Added appendices on Spanish terms to the TOC. -Added information about PDM now allowing users to enter SIG components in another language. -Added *Other Language Translation Setup* to the list of options. -Updated Dosage Form File Enter/ Edit section to show the new *Other Language* options. -Updated Enter/Edit Dosages section to show new Other Language Dosage Name field. -Updated Drug Enter/Edit section to show new Other Language Dosage Name field. -Updated Medication Instruction File Add/Edit section to show Other Language Expansion field. -Updated Medication Route File Enter/Edit section to show new Other Language Expansion field. -Updated Orderable Item Management and Dispense Drug/Orderable Item Maintenance sections to show new Other Language Instructions field. -Updated Standard Schedule Edit section to show Other Language Expansion field. -Added the stand-alone *Other Language Translation Setup* option. -Updated the index. - Added appendices with Spanish equivalents for common terms, moved appendices after the Glossary, and renumbered pages from Glossary through the Index.

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1.3 Drug Enter/Edit
[PSS DRUG ENTER/EDIT]

The *Drug Enter/Edit* option allows users to make a new Dispense Drug entry into the DRUG file (#50) or to make changes to existing DRUG file (#50) Dispense Drug entries. This option consolidates entries for all Pharmacy packages if the user possesses the proper package key. It will also allow the user to match Dispense Drugs to corresponding NATIONAL DRUG file (#50.6) and Pharmacy Orderable Item entries and to tie the Dispense Drug to a DRUG TEXT file (#51.7) entry. Dispense Drug formulary status is designated via this option and formulary alternatives may be designated for non-formulary Dispense Drug entries.

Dosages created as the result of National Drug File matching or auto creation of dosages may be reviewed and edited via this option.

Outpatient Pharmacy designated Dispense Drug entries may be marked or unmarked as a LAB MONITOR or CLOZAPINE DRUG. This will allow lab values to print on the Outpatient Action Profile for the designated drug and provide lab monitor checks for Clozapine drugs during the medication order entry process.

The *Drug Enter/Edit* option allows the user to enter a dosage in a language other than English. PDM does not translate English terms into another language; instead, it allows the user to enter a translation of a term. If a value has not been entered in the OTHER LANGUAGE DOSAGE NAME field, PDM defaults to the value entered in the LOCAL POSSIBLE DOSAGE field. If no values exist in the LOCAL POSSIBLE DOSAGE and OTHER LANGUAGE DOSAGE NAME fields, the system will not display default values for those fields during CPRS or Outpatient Pharmacy prescription order entry processing. However, when building the SIG, Outpatient Pharmacy will default to the value the user input during order entry.

Patch PSS*1*61 adds a new code “F” for NON REFILLABLE to the DEA, SPECIAL HDLG field of the DRUG file (#50), which will allow sites to mark drugs other than controlled substances or clozapine drugs as NON REFILLABLE.

Patch PSS*1*81 adds a new code “E” to the DEA, SPECIAL HDLG field of the DRUG file (#50) to indicate that the drug is electronically billable. This will allow OTC drugs, supply items, and other drugs that are usually not billable to be marked for electronic billing.

DEA, SPECIAL HDLG field effects on ePharmacy Billing:

- If the DEA, SPECIAL HDLG field contains an “I” (Investigational), “S”(Supply), or “9” (OTC), the drug is NOT billable. However, if the same drug also contains the “E” (electronically billable), the drug becomes BILLABLE.
- If the DEA, SPECIAL HDLG field contains an “M” or “0” (both designating a Compound Drug), the drug is NOT billable. If the same drug contains the “E” (electronically billable), the drug is STILL NOT billable.
- If the DEA, SPECIAL HDLG field is NULL (empty), the drug is NOT billable .

Note that ALL other drugs are billable.

Follow these guidelines to ensure proper electronic billing:

- If an item is to be billed, then there must be an entry in the DEA, SPECIAL HDLG field. It is not necessary to include a numeric value; any value (other than the non-billable codes listed above) will allow ePharmacy to submit a bill.

- Add an "E" to all items that contain "9","I"or "S", but are actually billable. This will most often occur with Insulin and Glucose test strips, which are usually marked with a 9 but are, in fact, billable for most insurance companies.

- Add a non-billable code ("0" (zero), "9", or "M") to all items that should NOT be billed. Specifically, the VA may not disclose any information on the following diseases: HIV, drug abuse, alcohol abuse, or sickle cell anemia. In order to avoid disclosing these diagnoses, it has been decided that the VA will not bill for any drug that is used exclusively or almost exclusively for these conditions. Drugs to mark as non-billable include Antiretrovirals, Disulfiram, Naltrexone, and Methadone for maintenance or detox.

Note: The NDF option, *Rematch/Match Single Drugs*, screens out those items with a DEA, SPECIAL HDLG code of "0", "I", or "M". When sites receive NDF data updates that cause one of these items to be unmatched from NDF, they cannot use the *Rematch/Match Single Drugs* option to rematch if they have added "0", "I", or "M" to drugs like Antiretrovirals, Disulfiram, Naltrexone, or Methadone for maintenance or detox. Sites can either:

1. Rematch to NDF using another option, or
2. Remove the DEA, SPECIAL HDLG code, use the *Rematch/Match Single Drugs* option, and then add the DEA, SPECIAL HDLG code back in.

Patch PSS*1*90 adds a new multiple field to the DRUG file (#50) to store the latest National Drug Code (NDC) numbers that have been dispensed at window as well as by CMOP for a specific division. This way, when the next prescription is entered by the division for the same drug, the last used NDC is automatically retrieved from this new multiple, saved in the PRESCRIPTION file (#52), and sent to the third party payer through ECME. This field is populated automatically and does not require user input. Below is the multiple field and the fields under it:

32 NDC BY OUTPATIENT SITE
.01 -OUTPATIENT SITE
1 -LAST LOCAL NDC
2 -LAST CMOP NDC

1.14 Pharmacy System Parameters Edit
[PSS SYS EDIT]

The *Pharmacy System Parameters Edit* option allows the user to edit the Pharmacy System Parameters used in PDM.

Example: Pharmacy System Parameters Edit

```
Select Pharmacy Data Management Option:  Pharmacy System Parameters Edit

PMIS PRINTER: LASSIE            PRINTER HALLWAY
PMIS LANGUAGE: ?
     This language will be used as the default for the printing of Patient
     Medication Instruction Sheets (PMIS).
     Choose from:
       1        English
       2        Spanish
PMIS LANGUAGE: 1  English
WARNING LABEL SOURCE: ?
     Enter "N" for NEW to use commercial data source for warning labels.
     Choose from:
       N        NEW
WARNING LABEL SOURCE: N   NEW
CMOP WARNING LABEL SOURCE: ?
     Enter "N" for NEW to use commercial data source for CMOP warning labels.
     Choose from:
       N        NEW
CMOP WARNING LABEL SOURCE: N   NEW
OPAI WARNING LABEL SOURCE: ?
     Enter "N" for NEW to use commercial data source for OPAI warning labels.
     Choose from:
       N        NEW
OPAI WARNING LABEL SOURCE: N   NEW

Select Pharmacy Data Management Option:
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