



CONTROLLED SUBSTANCES (CS)

TECHNICAL MANUAL

Version 3.0
March 1997

(Revised August 2008)

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.

Note: The Change Pages document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revised Pages	Patch Number	Description
08/08	24, 25, 38	PSD*3*64	New menu options added to the Transfer Green Sheet Menu T. Dawson, Technical Writer, A Scott, Project Manager
07/03	19-20, 44-45	PSD*3*40	Added two new reports associated with the Electronic Order Entry for Schedule II Controlled Substances project to the <i>Production Reports</i> [PSD PRODUCTION REPORTS] menu: <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].
04/03	All	PSD*3*41	Updated the manual to Standards. Added the <i>CS Monitoring Menu</i> options and routines.
03/97			Original Released Technical Manual.

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Option Name	Routine	Menu Text / Description
PSD ERR/ADJ EDIT Lock: PSD ERROR	PSDERD	<i>Enter Error/Adjustment Resolution</i> This option allows designated Pharmacy Supervisors the ability to enter a resolution comment for each error or adjustment created when using the barcode TRAKKER.
PSD ERR/ADJ PENDING REPORT Lock: PSD ERROR	PSDERP	<i>List Pending Errors/Adjustments Logged by TRAKKER</i> This option lists all pending errors/adjustments logged from the barcode TRAKKER for a specific Dispensing Site within a given time frame.
PSD ERR/ADJ RESOLVED REPORT Lock: PSD ERROR	PSDERCP	<i>Print Resolved Errors/Adjustments Log</i> This report prints a listing of all resolved errors/adjustments logged by the barcode TRAKKER for a specific Dispensing Site within a given time frame.
PSD EXISTING GS	PSDEXGS	<i>Add Existing Green Sheets at Setup</i> This option provides pharmacy the ability to enter existing Green Sheets and active orders on an NAOU, at package setup. These orders may be tracked through the CS software.
PSD EXP REPORT	PSDEXP	<i>Expiration Date Report</i> 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.
PSD GS DISCREPANCY REPORT	PSDCRP	<i>Completed Green Sheet Discrepancy Report</i> This report lists all Green Sheets with a completion status of MATH ERROR, GREEN SHEET NOT SIGNED BY NURSE, or OTHER - REFERRED TO SUPERVISOR. This report may be printed for a single NAOU, several NAOUs, or ALL NAOUs.
PSD GS HISTORY	PSDGSH	<i>Green Sheet History</i> 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.
PSD GS LISTING	PSDGSL	<i>Listing of Green Sheet Log</i> This option numerically lists all Green Sheets for a given date range or for a given Green Sheet number range. The logs list Green Sheet number, date dispensed, and current status.

Option Name	Routine	Menu Text / Description
PSD GS REC PCA/INF FOR PATIENT	PSDNTTPC	<i>Receive GS for PCA/Infusion Signed Out to Patient</i> This option provides nurses the ability to receive Green Sheets for PCA/Infusions from another NAOU. The transferring of these Green Sheets between NAOUs requires two processing steps. Step 1 – Transfer GS for PCA/Infusion Signed Out to Patient Step 2 – Receive GS for PCA/Infusion Signed Out to Patient
PSD GS TRANS NOT RECD (NAOU)	PSDNBT	<i>Transferred Green Sheets - Pending NAOU Receipt</i> This report lists all Green Sheets that have been transferred from an NAOU and are pending receipt in another NAOU.
PSD GS TRANS PCA/INF PATIENT	PSDNTPC	<i>Transfer GS for PCA/Infusion Signed Out to Patient</i> This option provides nurses the ability to transfer Green Sheets for PCA/Infusions to another NAOU. The transferring of these Green Sheets between NAOUs requires two processing steps. Step 1 – Transfer GS for PCA/Infusion Signed Out to Patient Step 2 – Receive GS for PCA/Infusion Signed Out to Patient
PSD GS TRANSFER (NAOU) REPORT	PSDNTR	<i>Green Sheet Transfer Between NAOUs Report</i> This report lists all Green Sheets transferred and received between NAOUs for a given date range. This report may be printed for a single NAOU, several NAOUs, or ALL NAOUs.
PSD INACTIVATE NAOU	PSDNACT	<i>Inactivate NAOU</i> This option will allow a user to inactivate an NAOU. An inactivation date may be entered for a future time.
PSD INACTIVATE NAOU STOCK DRUG	PSDNSTK	<i>Inactivate NAOU Stock Drug</i> This option is used to inactivate a drug that is currently on a NAOU stock list. Drugs should not be deleted, but simply inactivated.
PSD INFUSION MENU		<i>Infusion Order Processing Menu</i> This menu contains the infusion order/entry and transferring a Green Sheet options associated with the IV pharmacist processing a CS infusion order.

Option Name	Routine	Menu Text / Description
		Menu Items: PSD INFUSION O/E <i>Infusion Order Entry</i> PSD NURSE TRANSFER GS <i>Transfer Green Sheet and Drug to another NAOU</i> <i>Transfer GS for PCA/Infusion Signed Out to Patient</i>
PSD INFUSION O/E	PSDORV	<i>Infusion Order Entry</i> The IV pharmacist uses this option to electronically request CS drugs used in IV orders. Only infusion orders requiring the VA FORM 10-2638 should be requested using this option.
PSD INSP LOG BY RECD DATE	PSDRLOG	<i>Inspector's Log by Rec'd Date</i> This report lists all dispensing transactions for Narcotic Area of Use received within a given date range. The data includes dispensing number, drug name, date received, quantity received, expiration date (if available), blanks for quantity on hand, and a signature blank for verification.
PSD INSP PLACE HOLD	PSDCSI	<i>Place Green Sheet on Hold</i> This option allows the CS Inspector to place a Green Sheet on hold for review.
PSD INSP REMOVE HOLD	PSDRSI	<i>Remove Green Sheet from Hold</i> This option allows the CS Inspector to remove a Green Sheet from hold.
PSD INSPECTOR MENU Action: I '\$D(PSDSITE) D ^PSDSET Exit Action: K PSDSITE		<i>Controlled Substances Inspector Menu</i> This menu contains all options associated with a CS inspection. Menu Items: PSD INSP PLACE HOLD <i>Place Green Sheet on Hold</i> PSD INSP REMOVE HOLD <i>Remove Green Sheet from Hold</i> PSD PRINT INSPECTOR LOG <i>Inspector's Log for Controlled Substances</i> PSD PRT GS INSP HOLD <i>Under Inspector's Review - Green Sheets</i> PSD INVEN SHEET PRT <i>Inventory Sheet Print</i>

Option Name	Routine	Menu Text / Description
		<p>PSD INSP LOG BY RECD DATE <i>Inspector's Log by Rec'd Date</i></p> <p>PSD IRL INSP MENU <i>Barcode TRAKKER for CS Inspections</i></p> <p>PSD GS HISTORY <i>Green Sheet History</i></p> <p>PSD NAOU BALANCE REPORT <i>Narcotic Count - Shift Report</i></p>
PSD INVEN SHEET PRT	PSDBALI	<p><i>Inventory Sheet Print</i></p> <p>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.</p>
PSD INVEN TYPE EDIT	PSDNVT	<p><i>Inventory Types - Enter/Edit</i></p> <p>This option will edit the entries in the AOU INVENTORY TYPE file (#58.16) used to classify NAOU drugs.</p>
PSD INVEN TYPE PRINT	INVEN^PSDPRT	<p><i>Print Inventory Types</i></p> <p>Use this option to print the entries in the AOU INVENTORY TYPE file (#58.16) used to classify NAOU stocked drugs.</p>
PSD IRL INSP DATA	UPLOAD^PSDUP3	<p><i>Send Inspections Inventory TRAKKER Data to DHCP</i></p> <p>This option contains the access to upload or send narcotic vault inspections inventory from the barcode TRAKKER to VISTA.</p>
PSD IRL INSP MENU		<p><i>Barcode TRAKKER for CS Inspections</i></p> <p>This menu contains the options associated with performing narcotic vault inspections using the barcode TRAKKER device.</p> <p>Menu Items:</p> <p>PSD IRL INSPECTOR INV <i>Load Software and Insp. Inventory into TRAKKER</i></p>

Option Name	Routine	Menu Text / Description
		PSD IRL INSP DATA Send Inspections Inventory TRAKKER Data to DHCP
PSD IRL INSPECTOR INV	PSDUP3	<i>Load Software and Insp. Inventory into TRAKKER</i> This option contains the access to download an IRL program to the TRAKKER and download the narcotic inspections inventory to the TRAKKER. This option is used for the Narcotic Inspectors only.
PSD IRL INV DATA	UPLOAD^PSDUP2	<i>Send Vault TRAKKER Inventory Data to DHCP</i> This option contains the access to upload or send vault inventory from the barcode TRAKKER to VISTA.
PSD IRL INV MENU		<i>Barcode TRAKKER for Inventory</i> This menu contains the options associated with performing narcotic vault inventories using the barcode TRAKKER device. Menu Items: PSD IRL VAULT INV <i>Load Software and Inventory into TRAKKER</i> PSD IRL INV DATA <i>Send Vault TRAKKER Inventory Data to DHCP</i>
PSD IRL VAULT INV	PSDUP2	<i>Load Software and Inventory into TRAKKER</i> This option contains the access to download an IRL program to the TRAKKER and download the vault inventory to the TRAKKER, in one step. This option is used for pharmacy service only.
PSD LABEL DRUG/NUMBER	PSDLBL	<i>Label for Dispensing (Barcode)</i> This option allows pharmacy to print the dispensing number/drug barcode label that is attached to the drug delivered to the NAOUs.
PSD LABEL INSP	PSDLBLI	<i>Inspectors Label Print</i> This option allows the inspector or Pharmacy Supervisor to print the CS Inspector's barcode labels.
PSD LABEL PHARM Lock: PSDMGR	PSDLBL3	<i>Print Pharmacist ID Labels</i> This option allows Pharmacy Supervisors to print the pharmacists barcoded ID label. This label is scanned when pharmacists inventory CS drugs in the dispensing vault.

Option Name	Routine	Menu Text / Description
PSD LABEL VAULT	PSDLBL1	<i>Barcode Drug Labels for Vault</i> This option allows pharmacy to print the barcode labels for dispensing-site (vault) stocked drugs.
PSD MARK	PSDAPU	<i>Mark/Unmark Drugs for Controlled Substances Use</i> This option provides the ability to mark/unmark entries in the DRUG file (#50) for use with the CS package.
PSD MENU Action: I \$D(PSDSITE) D ^PSDSET Exit Action: K PSDSITE		<i>Controlled Substances Menu</i> This menu contains access to all options associated with the CS module of the Pharmacy software. Menu Items: PSD MGR <i>Supervisor (CS) Menu</i> PSD TRANSACTION MENU <i>Pharmacist Menu</i> PSD PRODUCTION REPORTS <i>Production Reports</i> PSD PHARM TECH <i>Technician (CS Pharmacy) Menu</i> PSD LABEL VAULT <i>Barcode Drug Labels for Vault</i>
PSD MFG REPORT PRINT	PSDPMFG	<i>Manufacturer and Narcotic Information Report</i> This report prints an alphabetical listing of all ACTIVE drugs within an ACTIVE NAOU that have been defined in the DRUG ACCOUNTABILITY STATS file (#58.8). This report lists NAOU, drug name, manufacturer, lot #, expiration date, narcotic breakdown unit, and narcotic package size. This report may be sorted alphabetically by NAOU, then drug name or drug name, then NAOU. The user may select one NAOU, several NAOUs, or all NAOUs to print.
PSD MFG/LOT/EXP DATE EDIT	PSDMFG	<i>Manufacturer, Lot #, and Exp. Date - Enter/Edit</i> This option allows the user to enter or edit manufacturer, lot #, and expiration dates for stocked drugs in an NAOU.

Option Name	Routine	Menu Text / Description
PSD NURSE ORDER MENU		<p><i>Ordering Menu</i> This menu contains options for ordering and checking on orders. Menu Items: PSD ORDER ENTRY <i>CS Order Entry For Ward</i></p> <p>PSD PEND NAOU ORDERS <i>Pending CS Orders Report for an NAOU</i></p> <p>PSD NOT DELIVERED NURSE <i>Orders Filled Not Delivered</i></p> <p>PSD NURSE PRIORITY ORDER CHECK <i>Check on Priority Orders</i></p> <p>PSD NURSE INFUSION <i>Infusion or PCA Syringe Order Entry For Patient</i></p>
PSD NURSE PRIORITY ORDER CHECK	PSDEM4	<p><i>Check on Priority Orders</i> This option will check the status of Priority Orders that Pharmacy has filled today for a selected NAOU.</p>
PSD NURSE REC TRANSFER GS	PSDNTT	<p><i>Receive Green Sheet & Drug from another NAOU</i> This option provides nurses the ability to receive CS drugs and their associated Green Sheet from another NAOU. The transferring of CS drugs between NAOUs requires two processing steps.</p> <p>Step 1 - Transfer Green Sheet and Drug to another NAOU Step 2 - From an NAOU - Receive Green Sheet Transfer & Drug</p>
PSD NURSE REPRINT 2321	PSDRPT	<p><i>Reprint Transfer Between NAOUs (VA FORM 10-2321)</i> Nurses may reprint the transfer between NAOUs form (in lieu of VA FORM 10-2321) for any Green Sheet and drug transferred from their NAOU. The form may be reprinted only if the transferred Green Sheet and drug has not been received into the NAOU receiving the transfer.</p>
PSD NURSE SHIFT LOG	PSDNSCL	<p><i>Ward (NAOU) Drug History</i> Use this report to list all ACTIVE CS orders currently on a specific NAOU.</p>

Option Name	Routine	Menu Text / Description
PSD NURSE SUPR MENU		<p><i>Nursing Supervisor Menu</i> This is a menu with special options to support the signing out of CS.</p> <p>Menu Items: PSD NAOU BAL INITIAL <i>Initialize NAOU Drug Balance</i></p> <p>PSD NAOU ADJ <i>Balance Adjustments - NAOU</i></p> <p>PSD PAT INQUIRY <i>Patient/Location Inquiry</i></p> <p>PSD EMERGENCY ORDER REPORT <i>Unscheduled Order Report</i></p> <p>PSD EXP REPORT <i>Expiration Date Report</i></p> <p>PSD PAT ID LIST <i>Patient ID List Print</i></p> <p>PSD NURSE DELAYED DISPENSE <i>Delayed Sign Out Dose for Patient</i></p>
PSD NURSE TRANS GS MENU		<p><i>Transfer Green Sheet Menu</i> Use this menu to transfer and receive Green Sheets between NAOUs.</p> <p>Menu Items: PSD NURSE TRANSFER GS <i>Transfer Green Sheet and Drug to another NAOU</i></p> <p>PSD NURSE REC TRANSFER GS <i>Receive Green Sheet & Drug from another NAOU</i></p> <p>PSD GS TRANS PCA/INF PATIENT <i>Transfer GS for PCA/Infusion Signed Out to Patient</i></p> <p>PSD GS REC PCA/INF FOR PATIENT <i>Receive GS for PCA/Infusion Signed Out to Patient</i></p> <p>PSD NURSE REPRINT 2321 <i>Reprint Transfer Between NAOUs (VA FORM 10-</i></p>

Option Name	Routine	Menu Text / Description
		2321) PSD GS TRANS NOT RECD (NAOU) <i>Transferred Green Sheets - Pending NAOU Receipt</i>
PSD NURSE TRANSFER GS	PSDNTF	<i>Transfer Green Sheet and Drug to another NAOU</i> This option provides nurses the ability to transfer CS drugs and their associated Green Sheet to another NAOU. The transferring of CS drugs between NAOUs requires two processing steps. Step 1 - Transfer Green Sheet and Drug to another NAOU Step 2 - From an NAOU - Receive Green Sheet Transfer & Drug
PSD NURSE WASTE	PSDRFW	<i>Record Delayed Wastage</i> This option can be used when a dispensed dose needs to be wasted.
PSD ON-HAND	PSDBAL	<i>List On-Hand Amounts</i> This option lists current on-hand amounts for drugs stocked in a pharmacy-dispensing site (vault). The report is selectable by one drug, some drugs, or ALL drugs. The drugs are listed alphabetically to the user's screen or a selected printer.
PSD ON-HAND TECH Lock: PSD TECH	PSDBAL	<i>List On-Hand Amounts</i> This option lists current on-hand amounts for drugs stocked in a pharmacy-dispensing site (vault). The report is selectable by one drug, some drugs, or ALL drugs. The drugs are listed alphabetically.
PSD ORDER ENTRY	PSDORN	<i>CS Order Entry For Ward</i> Use this option to electronically request CS drugs from pharmacy requiring the VA FORM 10-2638.
PSD OUTPATIENT	PSDOPT	<i>Outpatient Rx's</i> This option provides pharmacy the ability to log outpatient prescriptions from their CS dispensing vault. The pharmacist will select an outpatient prescription and the software will display the most recently filled Rx. It will display new, refill, and partial prescriptions.
PSD PAT ID LIST	PSDLBLP	<i>Patient ID List Print</i> This option supports the printing of barcode labels for patient ID.

Option Name	Routine	Menu Text / Description
PSD PAT INQUIRY	PSDPATI	<i>Patient/Location Inquiry</i> This option may be used to verify the location of a patient.
PSD PEND NAOU ORDERS	PSDORSN	<i>Pending CS Orders Report for an NAOU</i> Use this option to list all pending CS orders. This report may be generated for a single drug or ALL drugs within the NAOU.
PSD PEND VAULT ORDERS	PSDORST	<i>Pending CS Orders by Dispensing Site</i> Pharmacy uses this option to list all pending CS orders for a specific dispensing site.