



# **PHARMACY BENEFITS MANAGEMENT (PBM)**

## **USER MANUAL**

Version 4.0  
June 2005

(Revised January 2008)



## 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
1/2008	6-9	PSU*4*12	Move a Note from section 3.5 to section 3.2 and 3.3 to correspond with a change in patch PSU*4*12 that moves the trigger of the Patient demographic purge from the Retransmit Patient Demographic Data option to the PSU PSM Manual option and to the PSU PBM Auto option.  (A. Scott, P.M., G. Werner, Tech. Writer)
12/2006	100-102	PSU*4*10	Updated Allergies/Adverse Events Information Statistics chart in section 4.11.1 Statistics Format and updated the example of the MailMan messages in section 4.11.2 Example MailMan Messages for patch PSU*4*10.  (C. Greening, P.M., G. Werner, Tech. Writer)
02/2006	iv, 115-132	PSU*4*3	PBM Extract Enhancements #3 project. Added Section 5. to Table of Contents. Added Section 5. HL7 Messages and 5.1. Data Specifications. Updated Glossary to include definitions of HL7 and HLO, and for page numbering purposes. Updated Index to include items from new section on HL7 Messages, and for page numbering purposes.  (R. Singer, P.M., M. Newman, Tech. Writer)
06/2005	All		Original Release of PBM V. 4.0 User Manual (T. Holley, P.M., C. McCollister, Tech. Writer)

*(This page included for two-sided copying.)*

# 1. PBM Options

This section describes options that are available in PSU 4.0.

## 1.1. PBM Manager Menu

[PSU PBM MANAGER MENU]

The *PBM Manager Menu* [PSU PBM MANAGER MENU] option grants the user access to the following options:

- *Manual Pharmacy Statistics* [PSU PBM MANUAL] allows the user to manually run individual or combined extracts for a time period of their own choosing.
- *Retransmit Patient Demographic Data* [PSU RETRANSMIT PATIENT DATA] allows the user to resend the prior month's patient demographic data to the PBM national database should the background job be interrupted. Patient demographic data is held for a period of 75 days before being purged.
- *Map Pharmacy Locations* [PSU MAP PHARMACY LOCATIONS] allows the user to map Area of Uses (AOUs) from the AR/WS application, Narcotic Area of Uses (NAOUs) from the Controlled Substances application, and Pharmacy Locations from the Drug Accountability application to a specific Medical Center Division or Outpatient site.

## 1.2. Manual Pharmacy Statistics

[PSU PBM MANUAL]

The *Manual Pharmacy Statistics* [PSU PBM MANUAL] option is used to gather the statistical information for a selected date range from the following files:

- |                                |                                |
|--------------------------------|--------------------------------|
| 1. Pharmacy Patient IV Subfile | File # 55.01                   |
| 2. Pharmacy Patient UD Subfile | File # 55.06                   |
| 3. AR/WS Stats File            | File # 58.5                    |
| 4. Prescription                | File # 52                      |
| 5. Procurement                 | File #442, # 58.811, # 58.81   |
| 6. Controlled Substances       | File # 58.81                   |
| 7. Patient Demographics        | File # 2                       |
| 8. Outpatient Visits           | File # 9000010, # 9000010.07   |
| 9. Inpatient PTF Record        | File # 45                      |
| 10. Provider Data              | File # 200, # 7, # 49, #8932.1 |
| 11. Allergy/Adverse Event      | File # 120.8, # 120.85         |
| 12. Vitals/Immunization Record | File # 120.5, #9999999.14      |
| 13. Laboratory                 | File # 60, # 63                |

This data can be collected for ALL of the files listed or for one or more specific files. A summary of data or a detailed report by drug can be delivered in a mail message or in a hard copy report.



**Note:** Patient demographic data is retained in the PBM file for 75 days, after which time it is purged.

### Example: Generating a Monthly Report for a Specific Package and Transmitting it Via MailMan

Select OPTION NAME: **PSU PBM**

- 1 PSU PBM AUTO Automatic Pharmacy Statistics
- 2 PSU PBM JOB CHECK Pharmacy Background Job Check
- 3 PSU PBM MANAGER MENU Manager Menu Options
- 4 PSU PBM MANUAL Manual Pharmacy Statistics

CHOOSE 1-4: **4** PSU PBM MANUAL Manual Pharmacy Statistics  
Manual Pharmacy Statistics

The Pharmacy Benefits Management (PBM) report will extract statistics from one or more of the following files:

- 1. Pharmacy Patient IV Sub-file File # 55.01
- 2. Pharmacy Patient UD Sub-file File # 55.06
- 3. AR/WS Stats File # 58.5
- 4. Prescription File # 52
- 5. Procurement File # 442,# 58.811,# 58.81
- 6. Controlled Substances File # 58.81
- 7. Patient Demographics File # 2
- 8. Outpatient Visits File # 9000010,# 9000010.07
- 9. Inpatient PTF Record File # 45
- 10. Provider Data File # 200,# 7,# 49,# 8932.1
- 11. Allergy/Adverse Event File # 120.8,# 120.85
- 12. Vitals/Immunization Record File # 120.5,# 9999999.14
- 13. Laboratory File # 60,# 63

This data can be collected for ALL of the files listed or for one or more specific files. A summary of data or a detailed report by drug can be delivered to you in a mail message or in a hard copy report.

Is this the monthly report? **YES**

Select Month/Year: **09/01** (SEP 2001)

Do you want a copy of this report sent to you in a MailMan message? NO// **YES**

Send this to the PBM section for addition to the master file? NO// **YES**

Select one or more of the following:

- 1. IVs
- 2. Unit Dose
- 3. AR/WS
- 4. Prescription
- 5. Procurement
- 6. Controlled Substances
- 7. Patient Demographics
- 8. Outpatient Visits
- 9. Inpatient PTF Records
- 10. Provider Data
- 11. Allergies/Adverse Events
- 12. Vitals/Immunizations Information

-----report continues-----

Laboratory data and a Patient Demographic summary report will be automatically generated if IVs, Unit Dose, or Prescription extracts are chosen. You may select all of the modules by entering "A" for ALL or by using "1:12".

The Provider Data report may take an extended amount of time to run. It is recommended that it be run during off peak hours.

Select the code(s) associated with the data requested: 1

You have selected: 1 - IVs  
13 - Laboratory Results  
Patient Demographic Summary

Print Summary Only? NO// YES

This report will automatically run as a background job.  
REQUESTED TIME TO RUN: NOW// (JUL 14, 2004@16:10)

Tasked with 107699

If the *Manual Pharmacy Statistics* [PSU PBM MANUAL] option completes successfully, the following two additional reports are generated. Examples are provided in the MailMan Messages section of this document.

**PBM Timing Report:** The PBM Timing report displays the start and stop date/time of each extract and a final calculation of how long it took to run. Extract times will vary depending on the system performance, the time that the extract is run (early in the morning, on a weekend versus in the middle of the day), and the amount of data extracted.

**Confirmation Message:** The confirmation message shows the package(s) whose dispensing statistics were extracted by the PBM Manual Pharmacy Statistics option.

### 1.3. Automatic Pharmacy Statistics [PSU PBM AUTO]

The site should assign the *Automatic Pharmacy Statistics* [PSU PBM AUTO] option to the Pharmacy Supervisor's menu. This option is used to gather the pharmacy statistics for the previous month from the following files:

- |                                |                                |
|--------------------------------|--------------------------------|
| 1. Pharmacy Patient IV Subfile | File # 55.01                   |
| 2. Pharmacy Patient UD Subfile | File # 55.06                   |
| 3. AR/WS Stats File            | File # 58.5                    |
| 4. Prescription                | File # 52                      |
| 5. Procurement                 | File #442, # 58.811, # 58.81   |
| 6. Controlled Substances       | File # 58.81                   |
| 7. Patient Demographics        | File # 2                       |
| 8. Outpatient Visits           | File # 9000010, # 9000010.07   |
| 9. Inpatient PTF Record        | File # 45                      |
| 10. Provider Data              | File # 200, # 7, # 49, #8932.1 |
| 11. Allergy/Adverse Event      | File # 120.8, # 120.85         |

- 12. Vitals/Immunization Record
- 13. Laboratory

File # 120.5, #9999999.14  
File # 60, # 63

This option is executed as a background job each month. The statistics are gathered and then sent to the national PBM section (CMOP-HINES.MED.VA.GOV domain) via MailMan messages. When scheduling the monthly frequency for this option to be executed, please remember to schedule it to run after the *Update AMIS Stats File* [PSGW UPDATE AMIS STATS] option has been executed.



**Note:** To decrease the running time of the monthly *Automatic Pharmacy Statistics* [PSU PBM AUTO] option, the ability to extract all patient records from the PATIENT file (#2) every month is no longer provided. This functionality is still available through the *Manual Pharmacy Statistics* [PSU PBM MANUAL] option.



**Note:** Patient demographic data is retained in the PBM file for 75 days, after which time it is purged.

If the *Automatic Pharmacy Statistics* [PSU PBM AUTO] option completes successfully, the following two additional reports are generated. Examples are provided in the MailMan Messages section of this manual.

**PBM Timing Report:** The PBM Timing report displays the start and stop date/time of each extract and a final calculation of how long it took to run. Extract times will vary depending on the system performance, the time that the extract is run (early in the morning, on a weekend versus in the middle of the day), and the amount of data extracted.

**Confirmation Message:** The confirmation message shows the package(s) whose dispensing statistics were extracted by the PBM Manual Pharmacy Statistics option.

## 1.4. Pharmacy Background Job Check

### [PSU PBM JOB CHECK]

The *Pharmacy Background Job Check* [PSU PBM JOB CHECK] option checks to see if the monthly *Automatic Pharmacy Statistics* [PSU PBM AUTO] option ran to completion. A MailMan message will be sent to the local and remote members of the facility's PSU PBM mail group and to the PBM national database at Hines if the report has not completed in six days. Population of the PSU PBM JOB field (#90) in the PHARMACY SYSTEM file (#59.7) with a date/time verifies completion. This option is scheduled automatically by the *Automatic Pharmacy Statistics* [PSU PBM AUTO] option and normally does not need user intervention. In case of computer outage, it could be run manually.



### Example: Pharmacy Background Job Check MailMan Message

```
Subj: PBM Automatic Statistics Job 437 FARGO [#3526219] 17 Sep 98 06:07 3 Lines
From: PBMpharmacist,One in 'IN' basket. Page 1
-----
```

```
The PBM Automatic Statistics background job did not run to completion.
Please correct the problem and retransmit the data to the National PBM
section at Hines.
```

```
Select MESSAGE Action: IGNORE (in IN basket)// <Enter>
```

## 1.5. Retransmit Patient Demographic Data [PSU RETRANSMIT PATIENT DATA]

This option retransmits patient demographic data stored in the PBM file. When a user first enters the option, the software displays the purpose of this option and the first date there is data available for retransmission. The user shall be asked if this is a monthly report. If the response is “Yes”, the user shall be prompted to enter a Month/Year. If the response is ‘No’, the user shall be asked to enter a start date and end date. The user shall not be allowed to retransmit data for the current date. A message shall be displayed to the user stating that the current date is not selectable. If statistical data is not available for the entire month/year, start date, or end date selected, the software shall display a message to the user indicating either the range of dates for which statistical data is available or the start or end date of selectable data. The user shall be prompted to reenter the month/year, start date, or end date.

### Example: Retransmission For a Month of Statistical Data.

```
Select OPTION NAME: Retransmit Patient Demographic Data
```

```
This option will allow the retransmission of Patient Demographic data stored in the XXXXXXX file.
Statistical data starting from March 5, 2003 through May 3, 2003 is available for retransmission.
```

```
Is this the monthly report? YES
```

```
Select Month/Year: 3/03 (MAR 2003) <message shall display>
```

```
Data for the entire month of March 2003 is not available. Please reenter the month/year.
```

```
Select Month/Year: 4/03 (APRIL 2003)
```

```
Do you want a copy of this report sent to you in a MailMan message? NO// YES
```

```
Send this to the PBM section for addition to the master file? NO// YES
```

```
REQUESTED TIME TO RUN: NOW// <User can run immediately or queue for later date/time>
```

### Example: Retransmission For Two Weeks of Statistical Data.

```
Select OPTION NAME: Retransmit Patient Demographic Data

This option will allow the retransmission of Patient Demographic data stored in the PBM Patient Demographic file. Statistical data starting from March 5, 2003 through May 3, 2003 is available for retransmission.

Is this the monthly report? No

Select Start Date: 3/1/03 <message is displayed.>

Statistical data is only available starting March 5, 2003. Please reenter start date.

Select Start Date: 3/5/03 (MAR 5, 2003)

Select End Date: T <entry of current date not allowed>
Statistical data has not been compiled for current date. Please reenter stop date.

Select End Date: 3/17/03 (MAR 17, 2003)

<Both of the checks/messages illustrated shall be available at the start date and end date prompts.>

Do you want a copy of this report sent to you in a MailMan message? NO// YES

REQUESTED TIME TO RUN: NOW// QUEUE
QUEUE TO RUN AT: T@1300

<User can run immediately or queue for later date/time>
```

The user shall then be prompted with “Do you want a copy of this report sent to you in a MailMan message?”. If the user responds **Yes**, the message shall be sent to the user executing the option, and to local and remote members of the PSU PBM mail group. The user shall then be prompted with “Send this to the PBM section for addition to the master file?”. If the user responds **Yes**, the message shall be sent to the PBM national database. Only monthly reports shall be transmittable to the PBM national database. The user shall not be prompted to send the message to the master file if the user enters a timeframe other than a month.

The user shall be asked when they wish to run the job. The user shall be able to immediately run the job or queue it at a later date/time.