



OUTPATIENT PHARMACY

TECHNICAL MANUAL/SECURITY GUIDE

Version 7.0
December 1997

(Revised September 2012)

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
09/12	i, 15 , 30	PSO*7*386	Added description of patch’s new security key PSO TECH ADV and modifications to the HOLD/UNHOLD functionality. (N. Goyal, PM; J. Owczarzak, Tech Writer)
03/12	i, 13-14, 60, 60a-60b, 63	PSO*7*367	Added routine PSOFDAUT. Updated NTE Segment listing. (N. Goyal, PM; B. Thomas, Tech Writer)
03/12	i, 9, 11, 31, 34, 69, 70, 71	PSO*7*354	Added new menu option Enter/Edit Automated Dispensing Devices Updated list of files with file 52.53 Added file 52.53 to file security section Added new menu option Enter/Edit Automated Dispensing Devices Added RXD-13 Dispense-To location (N. Goyal, PM; J. Owczarzak, Tech Writer)
02/12	i-vi, 11 16, 30-31 36, 38-39 58, 60, 63-64	PSO*7*385	Removed "TRICARE" from file 52.87 name Changed name of PSO TRICARE and PSO TRICARE MGR security keys to PSO TRICARE/CHAMPVA and PSO TRICARE/CHAMPVA MGR respectively. Updated ePharmacy Menu with correct menu items Added Advanced Beneficiary Notice Code for ePharmacy Rx in Appendix A references (S. Spence, PM; B. Tomlin, Tech Writer)
02/12	i, ii, 9, 11, 31, 34, 69, 70, 71	PSO*7*354	Updated list of files with file 52.53 (N. Goyal, PM; J. Owczarzak, Tech Writer)
09/11	i, ii, 5, 13-14	PSO*7*382	Added routine PSOMPHRC. (N. Goyal, PM; J. Owczarzak, Tech Writer)
04/11	i-ii, 13-14	PSO*7*343	Added routine PSOFDAMG. (T. Leggett, PM; B. Thomas, Tech Writer)
04/11	i, 13-14	PSO*7*316	Removed routine PSOQUAP. Documentation released with PSO*7*343. (G. Pickwood, DM; D. Dertien, Tech Writer)

Date	Revised Pages	Patch Number	Description
04/11	i-iv 11 13-14 19 23 31 36 & 38 40	PSO*7*251	Updated the Table of Contents. Change the number of files from 24 to 26. Added the following routines per Bill Tatum, developer for PRE: PSO251PO, PSOCPPRE, PSODDPR1, PSODDPR2, PSODDPR3, PSODDPR4, PSODDPR5, PSODDPR6, PSODGAL1, PSODGDGP, PSODOSCL, PSODOSUN, PSODOSUT, PSOORROC, PSODOSU2, PSOVRPT. Added information under Callable Routines section. And Removed links and added references under the External Interfaces. Updated the External Relations table Change the number of files from 24 to 26. Changed menu item Process Drug/Drug Interactions to Process Order Checks. Removed heading and information under Routine Mapping. (B. Tatum, Developer, M. Colyvas & S. Heiress, Tech Writer)
11/10	i, ii, 5-6, 11-14, 16, 30-31, 36	PSO*7*358	Update routine list, security keys, file list, and options for the Bypass/Override functionality and added in the TRICARE Active Duty Release. (S. Spence, PM; Jon Bolas, Tech Writer)
06/10	i, 14, 27, 35, 36	PSO*7*348	Added routines PSORLST & PSORLST2; added options Prescription List for Drug Warnings and List of Patients/Prescriptions for Recall Notice in Output Reports menu; (N. Goyal, PM; E. Phelps, Tech Writer)
10/09	13-14	PSO*7*326	Added routine PSOPATLK. (E. Wright, PM; S. B. Scudder, Tech Writer)
08/09	14	PSO*7*320	Added routines PSORMRX, PSORMRXD, and PSORMRXP. (G. Tucker, PM; S. B. Scudder, Tech Writer)
08/09	9, 34	PSO*7*311	Deleted Pharmacy Patient Non-VA Meds Report/Clean-up menu. (A. Scott, PM; T. Dawson, Tech Writer)
07/09	11, 13-16, 30, 36	PSO*7*289	Added files, routines, and the NDC Validation and ePharmacy Site Parameter options to the list. (M. Anthony, PM; G. O'Connor, S. B. Scudder, Tech Writers)
01/09	13-15, 63	PSO*7*305	Added routine PSOATRFC. Extended the PSOAUTRF security key description. Added the Privacy Notification element to the NTE segment. (G. Tucker, PM; S. B. Scudder, Tech Writer)

08/08	13, 14, 56a-b	PSO*7*225	The following changes are included in this patch. New routines have been added: PSOCAN3N, PSOHLN3, PSOORFI5, PSOORFI6, PSOORFL, PSOORRL3, PSOORRLN, and PSOORRLO. Special Escaping Characters information has been added. (S. Templeton, PM; S. B. Scudder, Tech Writer)
07/08	15	PSO*7*279	Update for the addition of the PSOAUTRF key. (A. Scott, PM; T. Dawson, Tech Writer)
06/08	9, 34	PSO*7*288	Update for the new menu option [Pharmacy Patient Non-VA Meds Report/Clean-up]. (A. Scott, PM, T. Dawson, Tech Writer)
05/08	13-14	PSO*7*294	Update Routine List with routines PSOQ0076, PSOQ0186, PSOQ0236, PSOQ0496, PSOQ0595, PSOQCF04, PSOQMCAL, PSOQRART, PSOQTIU4, PSOQUAP, PSOQUAP2, and PSOQUTIL. (S. Templeton, PM; S. B. Scudder, Tech Writer)
10/07	i-iv, 13-14, 38-43	PSO*7*260	Updated Routine List with routines PSO260PI, PSOBPSR1, PSOBPSRP, PSOBPSU1, PSOBPSU2, PSONVAVW, PSOPMP0, PSOPMP1, PSOPMPPF, and PSOREJP3. Updated menu listing with new ePharmacy menu options. (S. Spence, PM; S. Krakosky, Tech Writer)
10/07	All	PSO*7*264	Re-numbered pages; removed section heading numbering. Updated Routine List with routines PSOATRD, PSOATRF, PSOATRF1, PSOATRP, PSOATRPP, PSOATRR, and PSORESUS. Updated menu listing with new option. (E. Williamson, PM; S. Krakosky, Tech Writer)

PSOPOST4	PSOPOST5	PSOPOST6	PSOPOST7	PSOPOST8	PSOPRA	PSOPRF	PSOPRFSS
PSOPRI	PSOPRVW	PSOPST68	PSOPTPST	PSOQ0076	PSOQ0186	PSOQ0236	PSOQ0496
PSOQ0595	PSOQCF04	PSOQMCAL	PSOQRART	PSOQTIU4	PSOQUAP2	PSOQUTIL	PSOR52
PSORDS	PSOREF	PSOREF0	PSOREF1	PSOREF2	PSOREJP0	PSOREJP1	PSOREJP2
PSOREJP3	PSOREJP4	PSOREJU1	PSOREJU2	PSOREJU3	PSOREJU4	PSOREJUT	PSORELD1
PSORELDT	PSORENW	PSORENW0	PSORENW1	PSORENW2	PSORENW3	PSORENW4	PSORESK
PSORESK1	PSORESUS	PSORFL	PSORLST	PSORLST2	PSORMRX	PSORMRXD	PSORMRXP
PSORN52	PSORN52A	PSORN52C	PSORN52D	PSORPTS	PSORPTS1	PSORX1	PSORXCLE
PSORXDL	PSORXED	PSORXED1	PSORXEDT	PSORXI	PSORXL	PSORXL1	PSORXLAB
PSORXPA1	PSORXPR	PSORXPR1	PSORXRP1	PSORXRP2	PSORXRPT	PSORXVW	PSORXVW1
PSORXVW2	PSOSD	PSOSD0	PSOSD1	PSOSD2	PSOSD3	PSOSDP	PSOSIG
PSOSIGCX	PSOSIGDS	PSOSIGMX	PSOSIGNO	PSOSIGTX	PSOSITED	PSOSPSIG	PSOSTART
PSOSUBCH	PSOSUCH1	PSOSUCHG	PSOSUCLE	PSOSUDCN	PSOSUDEL	PSOSUDP1	PSOSUDP2
PSOSUDPR	PSOSUINV	PSOSULB1	PSOSULBL	PSOSULOG	PSOSUP	PSOSUPAT	PSOSUPOE
PSOSUPRX	PSOSURST	PSOSUSTR	PSOSUSRP	PSOSUTL	PSOSUTL1	PSOTALK	PSOTALK1
PSOTALK2	PSOTALK3	PSOTPCAN	PSOTPCEE	PSOTPCL	PSOTPCLP	PSOTPCLR	PSOTPCLW
PSOTPCR1	PSOTPCR2	PSOTPCUL	PSOTPENV	PSOTPHL1	PSOTPHL2	PSOTPPOS	PSOTPPRE
PSOTPPRV	PSOTPRX1	PSOTRI	PSOTRLBL	PSOUTIL	PSOUTL	PSOUTLA	PSOUTLA1
PSOVCNT	PSOVDF1	PSOVDF2	PSOVDF3	PSOVDFK	PSOVER	PSOVER1	PSOVER2
PSOVERC	PSOVRPT						

Exported Options

Menu Assignments

Unless menus have already been assigned, the *Outpatient Pharmacy Manager* [PSO MANAGER] menu should be assigned to the Package Coordinator for Outpatient Pharmacy. It should also be added to the menu of the Site Manager and any ADP/IRMS staff that the Package Coordinator selects to help in the operation of Outpatient Pharmacy. The *Pharmacist Menu* [PSO USER1] option should be assigned to all pharmacists and the *Pharmacy Technician's Menu* [PSO USER2] option should be assigned to all pharmacy technicians and other pharmacy personnel who may view prescriptions and/or inquire into other Outpatient Pharmacy V. 7.0 files.

Security Keys

PROVIDER	Holders of this key will be prompted for ICD-9 Diagnosis code entry.
PSORPH	This key is required to use all of the Outpatient Pharmacy V. 7.0 options. It should be assigned to all pharmacists, the package coordinator, and all appropriate members of the ADP/IRMS staff.
PSO TECH ADV	This security key is used by pharmacy technicians to HOLD and UNHOLD prescriptions using a subset of the HOLD reasons available to PSORPH key holders.
PSO COPAY	This key is used to identify users to notify when a copay exemption cannot be determined at the time a prescription fill is released. Holders of this key are also notified any time the <i>Exempt Rx Patient Status from Copayment</i> [PSOCP EXEMPTION] option is used to change the copay exemption for an Rx Patient Status.
PSO REJECTS BACKGROUND MESSAGE	When prescriptions remain on the Third Party Payer Reject - Worklist over the specified number of days, the system will send a Mailman Message to holders of this key.
PSOA PURGE	NOTE: <i>Disabled until further notice.</i> This key should be assigned to the package coordinator and/or any person who will be responsible for archiving prescriptions.
PSOLOCKCLOZ	This key is used to override the lockouts in the Clozapine options. All members of the Clozapine treatment team must be entered as users on the system and must be given this key. All pharmacists who have the ability to override the lockouts in this option must also hold this key. The Pharmacy Service representative of the

Security Keys

PSORPH	This key is required to use all of the Outpatient Pharmacy V. 7.0 options. It should be assigned to all pharmacists, the package coordinator, and all appropriate members of the ADP/IRMS staff.
PSO TECH ADV	This security key is used by pharmacy technicians to HOLD and UNHOLD prescriptions using a subset of the HOLD reasons available to PSORPH key holders.
PSO COPAY	This key should be assigned to any users who need to be notified when a copay exemption cannot be determined at the time a prescription fill is released. Holders of this key are also notified any time the <i>Exempt Rx Patient Status from Copayment</i> [PSOCP EXEMPTION] option is used to change the copay exemption for an Rx Patient Status.
PSO REJECTS BACKGROUND MESSAGE	When prescriptions remain on the Third Party Payer Reject - Worklist over the specified number of days, the system will send a Mailman Message to holders of this key.
PSOA PURGE	<i>NOTE: Disabled until further notice.</i> This key should be assigned to the package coordinator and/or any person who will be responsible for archiving prescriptions.
PSOLOCKCLOZ	This key is used to override the lockouts in the Clozapine option. All members of the Clozapine treatment team must be entered as users on the system and must be given this key. All pharmacists who have the ability to override the lockouts in this option must also hold this key. The Pharmacy Service representative of the Clozapine treatment team should identify these pharmacists.
PSOINTERFACE	This key is used to access the <i>External Interface Menu</i> [PSO EXTERNAL INTERFACE] option.
PSO TRICARE/CHAMPVA	This key should be assigned to a pharmacist in order to perform an Override and electronically sign a prescription for a TRICARE or CHAMPVA patient.
PSO TRICARE/CHAMPVA MGR	This key is required to access the <i>TRICARE CHAMPVA Bypass/Override Report</i> [PSO TRI CVA OVERRIDE REPORT] option.