



# **CONTROLLED SUBSTANCES (CS)**

## **TECHNICAL MANUAL**

Version 3.0  
March 1997

(Revised May 2010)



# 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  |
|---------|---|--------------|--|
| 05/2010 | <a href="#">15</a> , <a href="#">41-41c</a> , <a href="#">97-98</a>               | PSD*3*69     | Added description of patch's new security key PSD TECH ADV, and options from the pharmacist menu added to the Technician (CS Pharmacy) Menu [PSD PHARM TECH], which allow holders of this new key to perform these additional functions.<br><br>R. Sutton/Connie Bernier, Technical Writers; N. Goyal, Project Manager                 |
| 08/08   | <a href="#">24</a> , <a href="#">37</a> , <a href="#">39</a> , <a href="#">40</a> | PSD*3*64     | New menu options added to the Transfer Green Sheet Menu<br><br>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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## 7. Internal Relationships

All of the Controlled Substances V. 3.0 package options have been designed to stand-alone. Each option requires the use of the package-wide variable PSDSITE that is set as users enter the package. Even though **all** options are independently invoked, users will be repeatedly asked to select an Inpatient Site (if there are two or more sites that are flagged as selectable for CS use) if top-level CS menus do not contain the following entry and exit code in the OPTION file (#19):

```
ENTRY ACTION: I '$D(PSDSITE) D ^PSDSET
EXIT ACTION : K PSDSITE
```

The entry and exit code should not be included on submenus in order to preserve the variable PSDSITE.

## 8. Exported Options

### 8.1. Stand-Alone Options

All of the CS package options have been designed to stand alone. All pharmacy personnel may be assigned the *Controlled Substances Menu* [PSD MENU] as a menu option. Pharmacy managers may be assigned the *CS Monitoring Menu* [PSD NM MENU] option. All nursing personnel, using the CS software, may be assigned the *Controlled Substances Nurses' (CS) Menu* [PSD NURSE MENU] as a menu option. Controlled Substances inspectors may be assigned the *Controlled Substances Inspector Menu* [PSD INSPECTOR MENU] option and the *CS Monitoring Menu* [PSD NM MENU] option. Each option utilizes the package-wide variable PSDSITE that is set as users enter the package.


Controlled Substances (CS) V. 3.0 package technicians may be assigned the *Technician (CS Pharmacy) Menu* [PSD PHARM TECH] option. They may also be assigned the PSD TECH ADV security key. With the PSD TECH ADV security key, technicians can perform the functions from the pharmacist menu that have been added to the *Technician (CS Pharmacy) Menu* [PSD PHARM TECH].

### 8.2. Descriptions


| Option Name                         | Routine | Menu Text / Description   |
|-------------------------------------|---------|---|
| PSD AMIS                            | PSDAMIS | <i>AMIS Report</i><br>This option provides the pharmacy with AMIS report information by NAOU.   |
| PSD BALANCE<br>ADJUSTMENT<br>REVIEW | PSDADJD | <i>Balance Adjustment Report</i><br>This report allows the selection of drugs and a date range for which to review all balance adjustments. |

| Option Name                                       | Routine    | Menu Text / Description  |
|---|------------|--|
| PSD BALANCE<br>ADJUSTMENTS<br><b>Lock:</b> PSDMGR | PSDADJ     | <i>Balance Adjustments</i><br>This option is used to review or enter adjustments needed to correct the balance of a drug. CS drugs not dispensed with a VA FORM 10-2638 returned to stock, or returned to manufacturer and held for destruction are deducted from the vault on-hand amount using this option.  |
| PSD BALANCE<br>INITIALIZE                         | PSDADJI    | <i>Initialize Balance at Setup</i><br>This option will be used at package initialization only. It provides pharmacy a method of entering on-hand balances for CS drugs stocked within their dispensing vaults. The drugs will be listed alphabetically, displaying narcotic breakdown and package size for each. This option should be used only when the CS package is ready to be "turned on" for production use.  |
| PSD COMPLETE<br>GS                                | PSDGSRV    | <i>Complete Green Sheet</i><br>Pharmacy uses this option to complete a reviewed Green Sheet. Green Sheets with no discrepancies, math errors, drugs returned to stock, and drugs holding for destruction, associated with this Green Sheet, are processed utilizing this option.   |
| PSD CORRECT<br>EXISTING GS                        | EN2^PSDCOR | <i>Existing Green Sheets Correction</i><br>This option allows the pharmacy supervisor access to make corrective actions on CS orders. The CS software allows pharmacy to add existing Green Sheets active orders on an NAOU at package setup. These orders may be tracked using the CS software. Sometimes one of these existing Green Sheets may be incorrectly entered in the software. Using this option, the pharmacy supervisor may delete this erroneous existing Green Sheet. An entry in the CS CORRECTION LOG file (#58.87) will be created to log a history of all corrective actions. |

| Option Name    | Routine | Menu Text / Description   |
|----------------|---------|---|
| PSD PHARM TECH |         | <p><i>Technician (CS Pharmacy) Menu</i></p> <p>This menu provides the Pharmacy Technicians access to options associated with requesting, receiving, and processing CS orders handled by pharmacy and nursing. This menu is a combination of CS options used by both pharmacy technicians and RPhs.</p> <p><b>Menu Items:</b></p> <p>PSD WORKSHEET PRINT<br/><i>Print CS Dispensing Worksheet</i></p> <p>PSD WORKSHEET DISPENSING<br/><i>Fill/Dispense CS Orders from Worksheet</i></p> <p>PSD PRINT GS PICKUP<br/><i>Green Sheet Ready for Pickup Log</i></p> <p>PSD PICKUP GS<br/><i>Pick Up Green Sheet</i></p> <p>PSD ORDER ENTRY<br/><i>CS Order Entry For Ward</i></p> <p>PSD REC GS<br/><i>Receipt of Controlled Substance from Pharmacy</i></p> <p>PSD COMPLETE GS<br/><i>Complete Green Sheet</i></p> <p>PSD GS HISTORY<br/><i>Green Sheet History</i></p> <p>PSD ON-HAND TECH<br/><i>List On-Hand Amounts</i></p> <p>PSD DAILY LOG TECH<br/><i>Daily Activity Log (in lieu of VA FORM 10-2320)</i></p> <p>PSD PRINT VAULT TRANSFERS TECH<br/><i>Transfer Drugs between Dispensing Sites Report</i></p> <p>PSD RECEIPTS MENU<br/><i>Receipts Into Pharmacy menu.</i></p> <p>PSD DISPENSING MENU<br/><i>Dispensing Menu</i></p> <p>PSD DESTROY MENU<br/><i>Destructions Menu</i></p> <p>PSD MFG/LOT/EXP DATE EDIT<br/><i>Manufacturer, Lot #, and Exp. Date - Enter/Edit</i></p> |

| Option Name   | Routine | Menu Text / Description  |
|---|---------|--|
| PSD PHARM TECH<br>(For holders of the<br>PSD TECH ADV<br>security key.) |         |  These <i>Technician (CS Pharmacy) Menu</i> options cannot be accessed by holders of the PSD TECH key. They are accessible by Pharmacy Technicians who are holders of the PSD TECH ADV security key. Included are options from the Receipts Into Pharmacy [PSD RECEIPTS MENU] menu, the Dispensing Menu [PSD DISPENSING MENU], and the Technician (CS Pharmacy) Menu [PSD PHARM TECH].<br><br><b>Menu Items:</b><br><br>Receipts Into Pharmacy [PSD RECEIPTS MENU] menu.<br><br>PSD RECEIVING<br><i>Receiving</i><br><br>PSD PURCHASE ORDER REVIEW<br><i>Purchase Order Review</i><br><br>PSD CP TRANSACTION REVIEW<br><i>Control Point Transaction Review</i><br><br>PSD DRUG RECEIPT HISTORY<br><i>Drug Receipt History</i><br><br>PSD PV INVOICE REVIEW<br><i>Invoice Review (Prime Vendor)</i><br><br>Dispensing Menu [PSD DISPENSING MENU]<br><br>PSD WORKSHEET PRINT<br><i>Print CS Dispensing Worksheet</i><br><br>PSD WORKSHEET DISPENSING<br><i>Fill/Dispense CS Orders from Worksheet</i><br><br>PSD PRINT 2321<br><i>Dispensing/Receiving Report (VA FORM 10-2321)</i><br><br>PSD PRINT 2638 |



| Option Name | Routine | Menu Text / Description  |
|-------------|---------|--|
|             |         | <p><i>Green Sheet - Print (VA FORM 10-2638)</i><br/>Reprint Reports Menu [PSD REPRINT MENU]</p> <p>PSD REPRINT 2321<br/><i>Reprint Disp/Receiving Report (VA FORM 10-2321)</i></p> <p>PSD REPRINT 2638<br/><i>Green Sheet Reprint (VA FORM 10-2638)</i></p> <p>PSD REPRINT WORKSHEET<br/><i>Dispensing Worksheet Reprint</i></p> <p>PSD REPRINT LABEL<br/><i>Label Reprint for Dispensing Drug</i></p> <p>PSD NURSE REPRINT 2321<br/><i>Reprint Transfer Between NAOUs (VA FORM 10-2321)</i></p> <p>PSD DISPENSE W/O GS<br/><i>Pharmacy Dispense without (VA FORM 10-2638)</i></p> <p>PSD LABEL DRUG/NUMBER<br/><i>Label for Dispensing (Barcode)</i></p> <p>PSD DISPENSE TO NDES<br/><i>Narcotic Dispensing Equipment Orders</i></p> <p>Destructions Menu [PSD DESTROY MENU]</p> <p>PSD DEST NON-CS DRUG<br/><i>Hold a CS Drug (No Inventory Update)</i></p> <p>PSD DEST TEXT DRUG<br/><i>Non-VA Drug Placed on Hold for Destruction</i></p> <p>PSD MFG/LOT/EXP DATE EDIT<br/><i>Manufacturer, Lot #, and Exp. Date - Enter/Edit</i></p> <p>PSD OUTPATIENT<br/><i>Outpatient Rx's</i></p> <p> <b>Note: The CS technician may perform all the Outpatient Rx's menu functions except releasing a prescription.</b></p> |

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|                        |   |
|------------------------|---|
| <b>PSD TECH</b>        | Allocate this key to control substance technicians. This key controls access to the <i>List On-Hand Amounts</i> [PSD ON-HAND TECH], <i>Transfer Drugs between Dispensing Sites Report</i> [PSD PRINT VAULT TRANSFERS TECH], and the <i>Daily Activity Log (in lieu of VA FORM 10-2320)</i> [PSD DAILY LOG TECH] options on the Technician (CS Pharmacy) Menu [PSD PHARM TECH].  |
| <b>PSD TECH ADV</b>    | Allocate this key to specific control substance technicians who perform advance functions. This key controls access to the <i>Receipts Into Pharmacy</i> [PSD RECEIPTS MENU], <i>Dispensing Menu</i> [PSD DISPENSING MENU], <i>Destructions Menu</i> [PSD DESTROY MENU], <i>Manufacturer, Lot #, and Exp. Date - Enter/Edit</i> [PSD MFG/LOT/EXP], and <i>Outpatient Rx's</i> [PSD OUTPATIENT] on the Technician (CS Pharmacy) Menu [PSD PHARM TECH]. |
| <b>PSD TRAN</b>        | Allocate this key only to the Inpatient Pharmacy Coordinator. This key controls the access to the <i>Transfer NAOU Stock Entries</i> option. Users can copy stock entries from one NAOU into another NAOU or from an Auto Replenishment/Ward Stock (AR/WS) Area Of Use (AOU) into an NAOU.  |
| <b>PSJ PHARM TECH</b>  | Allocate this key to pharmacy technicians handling controlled substances orders.  |
| <b>PSJ RNURSE</b>      | Allocate this key to nurses who request and receive controlled substances orders on the wards.  |
| <b>PSJ RPHARM</b>      | Allocate this key to pharmacists who can dispense and receive controlled substances drugs.  |
| <b>Satellite Vault</b> | An NAOU set up as a secondary dispensing site.  |
| <b>Stock Drug</b>      | A drug (from the DRUG file (#50)) stored in an NAOU.  |
| <b>Stock Level</b>     | The quantity of a drug stocked in a specific NAOU.  |
| <b>TRAKKER</b>         | A barcode collection system utilized by scanning barcode labels or pressing the keypad.   |

## **VISTA**

Veterans Health Information Systems and Technology  
Architecture

### **Ward (for Drug)**

The name of the ward or wards that will use this particular drug. It is important to accurately answer this prompt because this is the link between the Inpatient Medications V. 5.0 package and the Controlled Substances V. 3.0 package. The Inpatient Medications V. 5.0 package looks at this field to know if the drug is a CS stocked drug.