NATIONAL DRUG FILE (NDF)

USER MANUAL

Version 4.0
October 1998

(Revised May 2010)

Department of Veterans Affairs
Office of Enterprise Development

Revision History

The table below lists changes made since the initial release of this manual. Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. Either update the existing manual with the Change Pages document, or replace it with the 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	i-iv, 4, 45-46, 47, 54	PSN*4*108	Added a new option, Display FDA Medication Guide [PSN MED GUIDE]. Added a new section, Printing an FDA Medication Guide. Added FDA Medication Guide to the Glossary and Index. (T. Leggett,DM, B. Thomas Tech Writer)
02/2009	40, 40A-B, 41A-D	PSN*4*169	Updated screen captures for options Inquire to VA Product Info For Local Drug [PSNLOOK] and Inquire to National Files [PSNACT] to reflect additional data displayed and minor changes to the display. G. Tucker Dev. Mgr., V. Howell Tech Writer
09/03	iii, 4, 7, 16, 37B-37D, 53-54	PSN*4*70	- Added the new options, *Local Drugs Excluded from Drug-Drug Interactions* and *VA Products Excluded from Drug-Drug Interactions* to the Menu list and the Reports section. - Corrected the name of the DEA, SPECIAL HDLG field. - Corrected a drug name in the *Local Drug/VA Print Name Report*. - Updated the TOC and the Index with the new reports.
07/03	Title Page, i, 7-10, 25-26, 41A-C	PSN*4*65	-Replaced the Title Page and Revision History page. -Updated introduction to include DEA/PKI changes. -Updated screen captures changed by this patch.
02/2003	Title Page, i-ii, 41D-46, 51, 52	PSN*4*62	-Replaced the Title Page and Revision History page. -Updated the *Print a PMI Sheet* option and example. -Updated the Glossary for the PMI Sheet term. - (Included pages for double-sided printing.)
09/2001	Title Page, i, ii, 41D,42	Developer Request	- Replaced the Title Page (and associated blank page) and the Revision History page (and associated blank page after it p. ii.) - The *Print a PMI Sheet* option stated that a specific vendor supplied the information for these sheets and the verbiage was changed to a "commercial vendor".

Date	Revised Pages	Patch Number	Description
03/2001	Title Page, i, ii, iii, iv, 4, 37A-B, 53	PSN*4*48	– Replaced the Title Page (and associated blank page), and pages i, ii (blank), iii, and iv (blank), which include the Revision History and Table of Contents. Pages ii and iv have no changes, but were included for two-sided printing only. – Replaced pages 4 and 53 with the new pages. Pages 3 and 54 have no changes, but were included for two-sided printing only. – Inserted pages 37A-37B, which introduce the new *Local Drug/VA Print Name Report* option. Pages 37 and 38 have no changes, but were included for two-sided printing only.
02/2000	4, 5, 6, 8, 9, 17, 34, 41, 41A-C	PSN*4*22	Added a new option called *Inquire to National Files*.

Table of Contents

Introduction ..... Error! Bookmark not defined.
Related Manuals ..... **Error! Bookmark not defined.**
Icons ..... **Error! Bookmark not defined.**
Pharmacy Pre-Installation Preparation **43**
Entering National Drug Codes 43
Menu **44**
National Drug File V. 4.0 Menu 44
Using the Matching Options **44**
Rematch/Match Single Drugs ..... **Error! Bookmark not defined.**
Verify Matches ..... **Error! Bookmark not defined.**
Verify Single Match ..... **Error! Bookmark not defined.**
Merge National Drug File Data Into Local File **Error! Bookmark not defined.**
Allow Unmatched Drugs to be Classed ..... **Error! Bookmark not defined.**
Using the National Drug File Reports Menu ..... Error! Bookmark not defined.
National Drug File Reports Menu ..... **Error! Bookmark not defined.**
Local Drug File Report ..... **Error! Bookmark not defined.**
Report of VA Generic Names from National Drug **Error! Bookmark not defined.**
Report of Attempted Match Drugs ..... **Error! Bookmark not defined.**
VA Product Names Matched Report ..... **Error! Bookmark not defined.**
Local Drugs with No VA Drug Class Report ..... **Error! Bookmark not defined.**
VA Drug Classification ..... **Error! Bookmark not defined.**
NDF Info From Your Local Drug File ..... **Error! Bookmark not defined.**
Supply (XA000) VA Class Report ..... **Error! Bookmark not defined.**
Manually Classed Drugs Report ..... **Error! Bookmark not defined.**
Local Drugs with No Match to NDF Report ..... **Error! Bookmark not defined.**
Local Formulary Report ..... **Error! Bookmark not defined.**
National Formulary Report ..... **Error! Bookmark not defined.**
Drug-Drug Interaction Report ..... **Error! Bookmark not defined.**
VA Products Marked for CMOP Transmission **Error! Bookmark not defined.**
VA Product Names By Class Report ..... **Error! Bookmark not defined.**
Local Drug/VA Print Name Report ..... **Error! Bookmark not defined.**
Local Drugs Excluded from Drug-Drug Interactions **Error! Bookmark not defined.**
VA Products Excluded from Drug-Drug Interactions **Error! Bookmark not defined.**
Using the Inquire Options ..... Error! Bookmark not defined.
Inquiry Options ..... **Error! Bookmark not defined.**
Inquire to Local Drug File ..... **Error! Bookmark not defined.**
Inquire to VA Product Info For Local Drug ..... **Error! Bookmark not defined.**
NDC/UPN Inquiry ..... **Error! Bookmark not defined.**
Inquire to National Files ..... **Error! Bookmark not defined.**
[PSNACT] Synonym: NAT ..... **Error! Bookmark not defined.**
Printing a Patient Medication Information Sheet Error! Bookmark not defined.
Print a PMI Sheet ..... **Error! Bookmark not defined.**
Printing an FDA Medication Guide **43**

Display FDA Medication Guide 43
Glossary 47
Index 49

Entering National Drug Codes

The National Drug File (NDF) software uses National Drug Codes (NDCs) in an initial automatic process of matching a drug in the local DRUG file (#50) with a drug in the National Drug files. It is important to make sure that as many drugs as possible have been assigned their correct NDCs.

The more complete and accurate the NDC fields in the local DRUG file (#50), the more effective the automatic matching process.

It is important that you enter all National Drug Codes (NDCs) in the local DRUG file (#50) using Pharmacy Data Management's (PDM) option *Drug Enter/Edit* [PSS DRUG ENTER/EDIT] before the IRM staff installs this version of the software. The correct NDC format is

Manufacturer Code (1 - 6 characters)	-	Product Code (1 - 4 characters)	-	Package Code (1-2 characters)

The correct NDC format: 4-4-2, 5-3-2, 5-4-1, or 5-4-2 (e.g., 0023-2323-01)

Please note that the software ***will not*** insert the dashes in the NDC for you; therefore, you must include the dashes when you enter the information.

Menu

National Drug File V. 4.0 Menu

REMA Rematch/Match Single Drugs [PSNDRUG]
VER Verify Matches [PSNVFY]
SVER Verify Single Match [PSNVER]
MERG Merge National Drug File Data Into Local File [PSNMRG]
AUTO Automatic Match of Unmatched Drugs [PSNAUTO]
CLAS Allow Unmatched Drugs to be Classed [PSNSTCL]
[Locked: PSNMGR]
RPRT National Drug File Reports [PSNSUBM]
LDF Local Drug File Report [PSNLDG]
VAGN Report of VA Generic Names from National Drug [PSNVAGN]
ATMP Report of Attempted Match Drugs [PSNEXC]
PROD VA Product Names Matched Report [PSNPFN]
NOCL Local Drugs with No VA Drug Class Report [PSNOCLS]
CLVA VA Drug Classification [PSNCLS]
DFL NDF Info from Your Local Drug File [PSNRPT]
SUPL Supply (XA000) VA Class Report [PSNSUPLY]
MANC Manually Classed Drugs Report [PSNMCLS]
NMAT Local Drugs with NO Match to NDF Report [PSNONDF]
*LOCF Local Formulary Report [PSNFRMLY] [Locked: PSNMGR]
NATF National Formulary Report [PSNNFL]
DDIN Drug-Drug Interaction Report [PSNTER]
CMOP VA Products Marked for CMOP Transmission [PSNCMOP]
PNCL VA Product Names By Class Report [PSNCLPR]
LDPN Local Drug/VA Print Name Report [PSNVAPRINT]
LDRG Local Drugs Excluded from Drug-Drug Interactions [PSNODDI]
VDRG VA Products Excluded from Drug-Drug Interactions [PSNEXMPT]
INQ Inquiry Options [PSNQUER]
LINQ Inquire to Local Drug File [PSNVIEW]
**PNIN Inquire to VA Product Info For Local Drug [PSNLOOK]
NDCU NDC/UPN Inquiry [PSNUPN]
NAT Inquire to National Files [PSNACT]
PMIS Print a PMI Sheet [PSNPMIS]
FDA Display FDA Medication Guide [PSN MED GUIDE]

* Formerly *Formulary Report*
** Formerly *Lookup National Drug Info in Local File.*

Printing an FDA Medication Guide

Display FDA Medication Guide
[PSN MED GUIDE] Synonym: FDA

This option allows you to display/print a Food and Drug Administration (FDA) Medication Guide.

Medication guides are paper handouts that come with many prescription medicines. These guides address issues that are specific to particular drugs and drug classes, and they contain FDA approved information that can help patients avoid serious adverse events. The FDA requires that medication guides be issued with certain prescribed drugs and biological products when the agency determines that: certain information is necessary to prevent serious adverse effect; patient decision-making should be informed by information about a known serious side effect with a product; or patient adherence to directions for the use of a product are essential to its effectiveness. The Consolidated Mail Outpatient Pharmacy (CMOP) package provides a regional system resource to expedite the distribution of mail-out prescriptions to veteran patients. VistA Pharmacy users have the ability to distribute medication guides to patients for prescription drugs that pose a serious and significant public health concern as deemed by the FDA. The medication guides are printed along with the prescription label when available.

The system allows the user to select the appropriate document through the generic drug name. If there is no associated medication guide, the system shall inform the user and allow the user to select another drug.

If there is no medication guide associated with the medication, the message: "There is no FDA Medication Guide associated with this medication" is displayed. When the medication guide cannot be retrieved from the Austin Data Center, the user shall be notified that the server is down for on-demand printing. If the FDA Medication Guide does not automatically open in a .pdf format when the user presses <Enter>, the desktop may not have the required software installed. The user should contact local technical support for assistance.

Example: Print an FDA Medication Guide

```
WELCOME TO THE NATIONAL DRUG FILE
                              VERSION 4.0

Select National Drug File Menu Option: ?
   REMA   Rematch / Match Single Drugs
   VER    Verify Matches
```

..... *example continues on the next page* .....

Example: Print an FDA Medication Guide (cont.)

```
   SVER   Verify Single Match
   MERG   Merge National Drug File Data Into Local File
   AUTO   Automatic Match of Unmatched Drugs
   RPRT   National Drug File Reports Menu ...
   INQ    Inquiry Options ...
   PMIS   Print a PMI Sheet
   FDA    Display FDA Medication Guide

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select National Drug File Menu Option: FDA  Display FDA Medication Guide
Select VA PRODUCT NAME:    ABACAVIR SO4 300MG/LAMIVUDINE 150MG/ZIDOVUDINE 300MG
TAB

The following URL provides the link to the FDA Medication Guide associated
with this medication.

https://devportal.cdco.va.gov/FDA/Documents/Abacavir-lamivudine-
zidovudine%20(Tr
izivir)%20(2009).pdf

If the FDA Medication Guide does not automatically open in a .PDF format when
you press <Enter> below, this desktop may not have the required software
installed.  Contact your local technical support for assistance.

Press Enter to continue
Select VA PRODUCT NAME:

Select National Drug File Menu Option:

Do you really want to halt? YES//
```

Glossary

Automatic Matching by NDC Matching	This is the pairing of a drug from the local DRUG file (#50) with a drug in the National Drug files with the same NDC number. This matching will be accomplished when the option *Automatic Match of Unmatched Drugs* is executed for the first time.
Active Drug	Drugs that contain no inactivation date in the INACTIVE DATE field (#100) of the local DRUG file (#50).
Bulk Compound	An item manufactured by the pharmacy in a large quantity (gallons, pounds, etc.) and kept on hand to be dispensed in smaller 0quantities (ounces, grams, etc.). Identified by the code "M" in the DEA, SPECIAL HDLG field (#3) of the local DRUG file (#50).
CMOP	Consolidated Mail Outpatient Pharmacy.
DEA, SPECIAL HDLG Field (#3)	A field of the local DRUG file (#50). Contains one or more codes representing special characteristics of a product.
DRUG File	*See* Local DRUG File (#50).
DRUG INGREDIENTS File (#50.416)	A file that contains individual generic drugs that are components of various drug products.
Error	In the National Drug File (NDF) software, an error is an entry in the NATIONAL DRUG TRANSLATION file (#50.612) that does not have a match in the local DRUG file (#50).
FDA Medication Guide	Paper handouts that come with many prescription medicines given to the patient. The guides address issues that are specific to particular drugs and drug classes, and contain FDA-approved information that can help patients avoid serious adverse events.

FSN	Federal Stock Number. A unique identifying number assigned by the Federal Supply system to a product (drug, supply, food item, etc.) for ordering and accounting purposes. Synonymous with the National Stock Number (NSN). One of the fields in the local DRUG file (#50).
Investigational Drug	A new drug for which an investigational new drug application has been filed with, and approved by the Food and Drug Administration (FDA). The drug may be a new chemical compound which has not been released for general use and is not available through regular channels of interstate commerce, or it may be an approved drug with a new use, different dosage level, different route of administration, or a new combination of drugs. Identified by the code "I" in the DEA, SPECIAL HDLG field (# 3) of the local DRUG file (#50).
Local DRUG File	This file contains the local GENERIC NAME (#.01), INACTIVE DATE (#100), DEA, SPECIAL HDLG (#3), and NDC fields, as well as others. NDF software attempts to match products from this file with products in the VA GENERIC file (#50.6) and the VA PRODUCT file (#50.58).
Local Generic Name	Field #.01.The first field in the local DRUG file (#50). This is the identifying name for the item. It is this name that is routinely printed on prescription labels, medication administration records, inventory sheets, etc. The field name is GENERIC NAME (#.01). These terms are interchangeable throughout this document. This field is automatically stuffed with the VA Print Name when an item is marked for CMOP transmission.

Index

A

Allow Unmatched Drugs to be Classed · **13**
Allow Unmatched Drugs to be Classed (Loop) · **14**
Allow Unmatched Drugs to be Classed (Single Drug) · **13**
Attempt to Class Item already Matched, Classed, and Merged · **15**
Automatic Match of Unmatched Drugs · **12**

D

Drug-Drug Interaction Report · **34**

E

Entering National Drug Codes · **3**

I

Icons · **2**
Inquire to Local Drug File · **38**
Inquire to Local Drug File by Generic Name Chosen · **38**
Inquire to National Files · 42
Inquire to VA Product Info For Local Drug · **40**
Inquiry Options · **38**
Introduction · **1**

L

Local Drug File Report · **17**
Local Drug/VA Print Name Report · **34**
Local Drugs Excluded from Drug-Drug Interactions · **36**
Local Drugs with No Match to NDF Report · **29**
Local Drugs with No VA Drug Class Report · **22**
Local Formulary Report · **30**
Loop Interrupted When No Default Class and No Value Entered · **14**

M

Manually Classed Drugs Report · **28**
Menu · **4**
Merge National Drug File Data Into Local File · **11**

N

National Drug File Reports Menu · **16**
National Drug File V. 4.0 Menu · **4**
National Formulary Report · **33**
NDC/UPN Inquiry · **41**
NDF Info From Your Local Drug File · **25**

P

Pharmacy Pre-Installation Preparation · **3**
Print a PMI Sheet · **43**
Printing an FDA Medication Guide · **45**
Printing a Patient Medication Information Sheet · **43**

R

Related Manuals · **1**
Rematch/Match Single Drugs · **5**
Report of Attempted Match Drugs · **19**
Report of VA Generic Names from National Drug · **18**

S

Supply (XA000) VA Class Report · **27**

U

Using the Inquire Options · **38**
Using the Matching Options · **5**
Using the National Drug File Reports Menu · **16**

V

VA Drug Classification · **24**
VA Product Names By Class Report · **37**
VA Product Names Matched Report · **20**
VA Products Excluded from Drug-Drug Interactions · **37**
VA Products Marked for CMOP Transmission · **35**
Verify Matches · **8**
Verify Single Match · **9**
Verify Single Match, Drug Already Verified · **10**
Verify Single Match, Drug Not Matched · **10**