



***DRUG ACCOUNTABILITY/
INVENTORY INTERFACE
V. 3.0***

RELEASE NOTES

PSA*3*69

May 2009

TABLE OF CONTENTS

Introduction.....	1
Batch Work List.....	2
Batch Complete List	6
View/Update Batch.....	7
Return Drug Credit Report.....	7

(This page included for two-sided copying.)

Introduction

PSA*3*69 provides a new module enhancement for the Drug Accountability application. From the main menu, *Drug Accountability Menu* [PSA DRUG ACCOUNTABILITY MENU] option, *Return Drug Credit Menu* has been added.

The new module is being added to the Drug Accountability application to address one of the findings in the GAO Report GAO-04-755 dated July 2004 related to implementing better control over return drug credits. The new module, *Return Drug Credit Menu*, contains the following four options.

- | | |
|---|-----------------------------------------------------|
| 1 | Batch Work List [PSA RET DRG BATCH WORKLIST] |
| 2 | Batch Complete List [PSA RET DRG BAT COMPLETE LIST] |
| 3 | View/Update Batch [PSA RET DRG VIEW/UPDATE BATCH] |
| 4 | Return Drug Credit Report [PSA RET DRG REPORT] |

These options can be used to document and track drugs that are awaiting return. When the drugs, or items, are returned, the options can be used to document and track the items' credit from them awaiting credit to estimating the credit that will be received to the actual credit received.

The *Return Drug Credit Menu* [PSA RET DRG MENU] option is accessible for users holding the PSORPH (pharmacist key) security key. Other users must be assigned the PSORET security key before they can access this menu.

The following information provides descriptions of the four new options within the new module.

Batch Work List

[PSA RET DRG BATCH WORKLIST]

The *Batch Work List* option allows the user to add, edit, pick up, complete, or cancel a batch in addition to update credits and edit and cancel individual items. Only items with a status of Awaiting Pickup and Picked Up are displayed in this option.

To complete the process of returning drugs for credit, perform the following steps.

1. **Add a return contractor** (first time)
 - a. The user must first have a return contractor defined before they can add a batch with items for return.
 - b. From the “Return Drug Batch List” screen, type **CON** at the “Select Action” prompt and add the return contractor information.
2. **Add a batch** (example follows)
 - a. Each new batch is automatically assigned the status of Awaiting Pickup.
 - b. The user can edit the batch information from the “Return Drug Batch” screen.
3. **Add items (drugs) to the batch** (example follows)
 - a. The user can enter the following information about the item being returned.

• Drug*	• Manufacturer
• National Drug Code (NDC)	• Order Unit*
• Dispense Unit	• Number of Dispense Unit per Order Unit*
• Number of Order Units*	• Number of Dispense Units*
• Universal Product Code (UPC)	• Expiration Date
• Return Reason*	• Update Inventory*
 - b. If a user edits an item, the changes to the fields are saved, and the activity log is updated and displays the changes below the drug information on the “Return Drug Item” screen.
4. **Pick up the batch** (example follows)
 - a. After all items have been entered into a batch and when the return contractor is ready to physically pick up the drugs, the batch status is changed to Picked Up. At this point, credits can be entered for each item in the batch.
5. **Update credit** (example follows)
 - a. On the “Return Drug Batch” screen, the “Total Batch Credit” reflects the total actual credit amount that has been entered for each item in the batch. If only an estimated amount has been entered, the “Total Batch Credit” will still be \$0.00.
6. **Complete the batch** (example follows)
 - a. After the batch has been picked up and all credits have been updated, the user can complete the batch. The batch status is changed from Picked Up to Completed. And, the batch has moved from being displayed under the *Batch Work List* option to being displayed under the *Batch Complete List* option. This also finishes the process of returning drugs for credit.

*Required fields

- b. NOTE: Any item without an actual credit amount is marked DENIED when the batch is being completed and a message appears before the user can continue completing the batch as shown in the following example.

Example: Adding a Batch

```

Return Drug Batch List      Sep 19, 2008@10:08:21      Page: 1 of 2
Pharmacy Location: OUTPATIENTNo Inpatient or Outpatient Sites defined
Date Range : ALL
#  BATCH #  DATE      DATE      DATE      TOTAL      # OF
          CREATED  PICKED UP COMPLETED  CREDIT  RETURN CONTRACTOR  ITEMS
          Awaiting Pickup
1 0908-001  09/04/08
2 0908-002  09/05/08
3 0908-003  09/06/08
4 0908-005  09/07/08
5 0908-006  09/08/08
6 0908-007  09/09/08
7 0908-008  09/10/08
8 0908-009  09/11/08
9 0908-010  09/12/08
10 0908-011 09/13/08
11 0908-012 09/14/08
12 0908-013 09/15/08
13 0908-017 09/16/08
14 0908-018 09/17/08
15 0908-019 09/18/08
+      Select the entry # to view or ?? for more actions
ADD New Batch      SEL Select Batch      CON Rtn Contractor Add/Edit
Select Action: Next Screen// ADD <Enter> New Batch

      New Batch #: 0908-020
      RETURN CONTRACTOR: MORRISON CONTRACTING SERVICES

Save Batch? NO// YES <Enter>
Please wait...

```

Example: Adding Items to a Batch

```

Return Drug Batch      Sep 19, 2008@10:08:29      Page: 0 of 0
Pharm Location: OUTPATIENTNo Inpatient or Outpat Date Created: 09/19/08@10:08
Batch Number : 0908-020      Status: Awaiting Pickup
Rtn Contractor: MORRISON CONTRACTING SERVICES Date Picked Up:
Reference # :      Total Batch Credit: $0.00
          ORD ORDER  DISP DISP  ACTUAL
          QTY UNIT   QTY UNIT  CREDIT($)

# RETURN DRUG (NDC)

      This batch contains no return items.

      Select the entry # to view or ?? for more actions
ADD New Item      CRE Credit Update      SEL Select Item
EDT Edit Batch    PKP Pick up Batch
CAN Cancel Batch  COM Complete Batch
Select Action: Quit// ADD <Enter> New Item
-----example continues-----

```

```

DRUG: MEPERIDINE
  1  MEPERIDINE 100MG SYRINGE          CN101
  2  MEPERIDINE 25MG SYRINGE          CN101
  3  MEPERIDINE 50MG SYRINGE          CN101
  4  MEPERIDINE 50MG TAB               CN101
  5  MEPERIDINE 50MG/5ML ELIXIR (OZ)  CN101
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 4 <Enter> MEPERIDINE 50MG TAB          CN101
MFR: TEST MFR <Enter>
NDC: 00555-0381-04// <Enter> 00555-0381-0
ORDER UNIT: BOTTLE
DISPENSE UNIT: TABLET
NUMBER OF TABLET(S) PER BOTTLE: 500
NUMBER OF BOTTLE(S) TO RETURN: 5 <Enter>
NUMBER OF TABLET(S) TO RETURN: 2500// <Enter>
UPC: <Enter>
EXPIRATION DATE: 07/01/08 <Enter> (JUL 01, 2008)
RETURN REASON: ? <Enter>

Select the reason why the drug is being returned to the contractor/
manufacturer.
Choose from:
E      EXPIRED
R      RECALLED
D      DAMAGED
O      OVERSTOCKED
M      MISCELLANEOUS
X      DESTRUCTION

RETURN REASON: EXPIRED <Enter>
UPDATE INVENTORY: NO// <Enter>

Save Item? YES// <Enter>

Saving...OK

Add another Item? YES// NO <Enter>

```

If File #50 contains this information, it is populated for the user; otherwise, the user is prompted to enter values that are saved for this item but are not saved to File #50.

Example: Picking up a Batch and Updating Credits

```

Return Drug Batch          Sep 19, 2008@10:11:30          Page: 1 of 1
Pharm Location: OUTPATIENTNo Inpatient or Outpat  Date Created: 09/19/08@10:08
Batch Number : 0908-020          Status: AWAITING PICKUP
Rtn Contractor: MORRISON CONTRACTING SERVICES    Date Picked Up:
Reference # :                      Total Batch Credit: $0.00

# RETURN DRUG (NDC)          ORD ORDER    DISP DISP    ACTUAL
                             QTY UNIT     QTY UNIT     CREDIT($ )
1 BACLOFEN 10MG TABS (00028-0023-01)  3 BOTTLE     3 TABLET    0.00
2 MEDROXYPROGESTERONE 100MG (00009-0248-02) 15 BOX       15 VIAL      0.00
3 MEPERIDINE 50MG TAB (00555-0381-04)  5 BOTTLE     2500 TABLET 0.00

```

-----example continues-----

Select the entry # to view or ?? for more actions
 ADD New Item CRE Credit Update SEL Select Item
 EDT Edit Batch PKP Pick up Batch
 CAN Cancel Batch COM Complete Batch
 Select Action: Quit// **PKP <Enter>** Pick up Batch
 RETURN CONTRACTOR: MORRISON CONTRACTING SERVICES//
 RETURN CONTRACTOR REF#: **2242 <Enter>**

Do you want to update credit for items? YES// **<Enter>**

Select one of the following:

E ESTIMATED
 A ACTUAL
 B BOTH

CREDIT TYPE: A// **BOTH <Enter>**

ITEM(S): (1-3): **3 <Enter>**

Item 3: MEPERIDINE 50MG TAB (00555-0381-04) - Quantity: 5 (BOTTLE)

ESTIMATED CREDIT AMOUNT: **100 <Enter>**

ACTUAL CREDIT AMOUNT: **75 <Enter>**

Return Drug Batch Sep 19, 2008@10:14:18 Page: 1 of 1
 Pharm Location: OUTPATIENTNo Inpatient or Outpat Date Created: 09/19/08@10:08
 Batch Number : 0908-020 Status: PICKED UP
 Rtn Contractor: MORRISON CONTRACTING SERVICES Date Picked Up: 09/19/08@10:13
 Reference # : 2242 Total Batch Credit: \$75.00

#	RETURN DRUG (NDC)	ORD QTY	ORDER UNIT	DISP QTY	DISP UNIT	ACTUAL CREDIT(\$)
1	BACLOFEN 10MG TABS (00028-0023-01)	3	BOTTLE	3	TABLET	0.00
2	MEDROXYPROGESTERONE 100MG (00009-0248-02)	15	BOX	15	VIAL	0.00
3	MEPERIDINE 50MG TAB (00555-0381-04)	5	BOTTLE	2500	TABLET	75.00

Enter ?? for more actions
 ADD New Item CRE Credit Update SEL Select Item
 EDT Edit Batch PKP Pick up Batch
 CAN Cancel Batch COM Complete Batch
 Select Action: Quit//

Example: Completing a Batch with One Item Denied

```
Return Drug Batch          Sep 19, 2008@10:15:06          Page: 1 of 1
Pharm Location: OUTPATIENTNo Inpatient or Outpat Date Created: 09/19/08@10:08
Batch Number : 0908-020                               Status: PICKED UP
Rtn Contractor: MORRISON CONTRACTING SERVICES Date Picked Up: 09/19/08@10:13
Reference # : 2242                                     Total Batch Credit: $135.00

ORD ORDER  DISP DISP  ACTUAL
# RETURN DRUG (NDC)  QTY UNIT  QTY UNIT  CREDIT($)
1 BACLOFEN 10MG TABS (00028-0023-01)  3 BOTTLE  3 TABLET  0.00
2 MEDROXYPROGESTERONE 100MG (00009-0248-02)  15 BOX  15 VIAL  60.00
3 MEPERIDINE 50MG TAB (00555-0381-04)  5 BOTTLE  2500 TABLET  75.00

Enter ?? for more actions
ADD New Item          CRE Credit Update          SEL Select Item
EDT Edit Batch        PKP Pick up Batch
CAN Cancel Batch      COM Complete Batch
Select Action: Quit// COM <Enter> Complete Batch

WARNING: The following items will have their CREDIT STATUS
set to DENIED because no credit amount has been
entered for them:

-----
RETURN DRUG (NDC)          DISP QTY UNIT
-----
BACLOFEN 10MG TABS (00028-0023-01)          3 TABLET

Complete Batch? NO// YES <Enter>
Completing Batch...OK
```

Note: See *Drug Accountability/Inventory Interface V. 3.0 User Manual* for more details.

Batch Complete List

[PSA RET DRG BAT COMPLETE LIST]

The *Batch Complete List* option allows the user to view a comprehensive list of the batches with any status: Awaiting Pickup, Picked Up, Cancelled, and Completed. Additional features include editing the contractor/manufacturer and adding/editing/cancelling a batch and an item as done from the *Batch Work List* [PSA RET DRG BATCH WORKLIST] option.

View/Update Batch

[PSA RET DRG VIEW/UPDATE BATCH]

The *View/Update Batch* option allows the user to avoid extra steps and go straight to the batch if the batch number or the contractor reference # are known. The “Return Drug Batch List” screen is available then allowing the user to add, edit, pick up, complete, or cancel a batch in addition to update credits and edit and cancel items all as done from the *Batch Work List* option.

Return Drug Credit Report

[PSA RET DRG REPORT]

The *Return Drug Credit Report* option allows the user to produce reports, either detailed or summarized, on the batches. Use filtering information to include the batches of interest.

On the summary format report, the “ACTUAL CREDIT\$” column is included on reports that have a STATUS of COMPLETED only. On the detailed format report, the “Total Batch Credit” is included on reports that have a STATUS of COMPLETED only.

Example: Report – Summary Format

```
Return Drug Credit Report (SUMMARY)                               Page: 1
PHARM LOCATION: OUTPATIENTNo Inpatient or Outpa                 STATUS: COMPLETED
Date Range: 09/19/08 THRU 09/19/08                             Run Date: 09/19/08@10:16:17
-----
DRUG (NDC)                ORD ORDER  DISP DISP  UPD  ACTUAL
                           QTY UNIT   QTY UNIT  INV  CREDIT$
-----
Batch #: 0908-020          Date Completed: 09/19/08 - MORRISON CONTRACTING SERVICES
BACLOFEN 10MG TABS (00028-0023-01)      3 BOTTLE          3 TABLET NO
MEDROXYPROGESTERONE (00009-0248-02)     15 BOX           15 VIAL  NO    60.00
MEPERIDINE 50MG TAB (00555-0381-04)     5 BOTTLE        2500 TABLET NO    75.00
                                     BATCH ENTRIES: 3          BATCH TOTAL:          $135.00
=====
CREDIT TOTAL: $135.00
Enter RETURN to continue or '^' to exit:
```

Example: Report – Detailed Format

Return Drug Credit Report (DETAILED) Page: 1
PHARM LOCATION: OUTPATIENTNo Inpatient or Outpatient Sit BATCH #: 0908-020
CONTRACTOR/MFR: MORRISON CONTRACTING SERVICES STATUS: COMPLETED
Date Range: 09/19/08 THRU 09/19/08 Run Date: 09/19/08@10:16:58
Total Batch Credit: \$135.00

Drug: BACLOFEN 10MG TABS Credit Status: DENIED
Manufacturer: TEST MFR Credit Amount:
NDC: 00028-0023-01 Exp. Date: 09/15/09
Rtrn Ord Qty: 3 BOTTLE Created By: USER,ONE
Rtrn Disp Qty: 3 TABLET Created On: 09/19/08
UPC: Upd Inventory: NO
Return Rsn: DAMAGED

Drug: MEDROXYPROGESTERONE 100MG Credit Status: ACTUAL
Manufacturer: TEST MFR Credit Amount: \$60.00 (ACTUAL)
NDC: 00009-0248-02 Exp. Date: 10/31/09
Rtrn Ord Qty: 15 BOX Created By: USER,ONE
Rtrn Disp Qty: 15 VIAL Created On: 09/19/08
UPC: Upd Inventory: NO
Return Rsn: DAMAGED

Press ENTER to Continue or ^ to Exit:

Return Drug Credit Report (DETAILED) Page: 2
PHARM LOCATION: OUTPATIENTNo Inpatient or Outpatient Sit BATCH #: 0908-020
CONTRACTOR/MFR: MORRISON CONTRACTING SERVICES STATUS: COMPLETED
Date Range: 09/19/08 THRU 09/19/08 Run Date: 09/19/08@10:17:13
Total Batch Credit: \$135.00

Drug: MEPERIDINE 50MG TAB Credit Status: ACTUAL
Manufacturer: TEST MFR Credit Amount: \$75.00 (ACTUAL)
NDC: 00555-0381-04 Exp. Date: 07/01/08
Rtrn Ord Qty: 5 BOTTLE Created By: USER,ONE
Rtrn Disp Qty: 2500 TABLET Created On: 09/19/08
UPC: Upd Inventory: NO
Return Rsn: EXPIRED

Enter RETURN to continue or '^' to exit: