



# **OUTPATIENT PHARMACY**

## **TECHNICAL MANUAL/SECURITY GUIDE**

Version 7.0  
December 1997

(Revised May 2009)



## 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
05/09	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, PSOHLSN3, 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)

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

# Routine List

The following routine list for Outpatient Pharmacy appears when the new routine set is loaded. Each routine's first line contains a brief description of the routine's function. Use the *First Line Routine Print* [XU FIRST LINE PRINT] option to print a list of just the first line of each PSO\* routine.

PSO146PS	PSO153PS	PSO260PI	PSO5241	PSO5252	PSO525AP	PSO5291	PSO52API
PSO52B	PSO52EX	PSO53	PSO55FX2	PSO55FX3	PSO59	PSOADDR	PSOAMIS
PSOAMIS0	PSOAMIS1	PSOARC	PSOARCCO	PSOARCCV	PSOARCDE	PSOARCF1	PSOARCF2
PSOARCF3	PSOARCF4	PSOARCF5	PSOARCF6	PSOARCIN	PSOARCLT	PSOARCR1	PSOARCR2
PSOARCRR	PSOARCS2	PSOARCSV	PSOARCTG	PSOARCTP	PSOARX	PSOARX1	PSOATRD
PSOATRF	PSOATRF1	PSOATRFC	PSOATRP	PSOATRPP	PSOATRR	PSOAUTOC	PSOB
PSOBAI	PSOBAIR2	PSOBAIRP	PSOBARV	PSOBBBC	PSOBGMG1	PSOBGMG2	PSOBGMG3
PSOBGMGR	PSOBING1	PSOBINGO	PSOBKDE1	PSOBKDED	PSOBMST	PSOBPSR1	PSOBPSRP
PSOBPSU1	PSOBPSU2	PSOBPSUT	PSOBRPRT	PSOBSET	PSOBSET1	PSOBUILD	PSOCAN
PSOCAN1	PSOCAN2	PSOCAN3	PSOCAN3N	PSOCAN4	PSOCLERK	PSOCL01	PSOCLOLS
PSOCLPRE	PSOCLUTL	PSOCMOP	PSOCMOPA	PSOCMOPB	PSOCMOPC	PSOCMOPR	PSOCOPAY
PSOCOST	PSOCOSTP	PSOCP	PSOCP1	PSOCPA	PSOCPB	PSOCPBA2	PSOCPBAK
PSOCP	PSOCPD	PSOCPDUP	PSOCPE	PSOCPIB	PSOCPTRH	PSOCPTRI	PSOCPVW
PSOCSRL	PSOCST	PSOCST10	PSOCST11	PSOCST12	PSOCST2	PSOCST3	PSOCST4
PSOCST5	PSOCST6	PSOCST7	PSOCST8	PSOCST9	PSOCSTD	PSOCSTM	PSOCSTX
PSODACT	PSODAWUT	PSODEA	PSODEDT	PSODELI	PSODEM	PSODGAL	PSODGDG1
PSODGDG2	PSODGDGI	PSODGNVI	PSODI	PSODIAG	PSODIR	PSODIR1	PSODIR2
PSODIR3	PSODISP	PSODISP1	PSODISP2	PSODISP3	PSODISPS	PSODIV	PSODLKP
PSODP	PSODPT	PSODRDU1	PSODRDU2	PSODRDUP	PSODRG	PSODRGN	PSODSPL
PSODSRC	PSODUE	PSOELPST	PSOEXBCH	PSOEXDT	PSOEXREF	PSOEXRST	PSOFSIG
PSOFTDR	PSOFUNC	PSOHCPRS	PSOHCSUM	PSOHR	PSOHELP	PSOHELP1	PSOHELP2
PSOHELP3	PSOHELP4	PSOHL	PSOHLDA	PSOHLDC	PSOHLDIS	PSOHLDS	PSOHLDS1
PSOHLDS2	PSOHLDS3	PSOHLDS4	PSOHLXEC	PSOHLXP	PSOHLINC	PSOHLINL	PSOHLNE1
PSOHLNE2	PSOHLNE3	PSOHLNE4	PSOHLNEW	PSOHLPII	PSOHLPII	PSOHLSG	PSOHLSG1
PSOHLSG2	PSOHLSG3	PSOHLSG4	PSOHLSG5	PSOHLSIG	PSOHLSIH	PSOHLSN	PSOHLSN1
PSOHLSN2	PSOHLSN3	PSOHLUNC	PSOHLUP	PSOHLUP1	PSOLAB	PSOLBL	PSOLBL1
PSOLBL2	PSOLBL3	PSOLBL4	PSOLBLD	PSOLBLD1	PSOLBLN	PSOLBLN1	PSOLBLN2
PSOLBLS	PSOLBLT	PSOLLL1	PSOLLL2	PSOLLL3	PSOLLL4	PSOLLL5	PSOLLL6
PSOLLL7	PSOLLL8	PSOLLL9	PSOLLLH	PSOLLLHN	PSOLLLI	PSOLLLW	PSOLLU1
PSOLLU2	PSOLLU3	PSOLLU4	PSOLMAL	PSOLMAO	PSOLMDA	PSOLMLST	PSOLMPAT
PSOLMPF	PSOLMPI	PSOLMPO	PSOLMPO1	PSOLMPO2	PSOLMRN	PSOLMUTL	PSOLSET
PSOMAUEX	PSOMGCM1	PSOMGCOM	PSOMGM31	PSOMGMN1	PSOMGMN2	PSOMGMN3	PSOMGMN4
PSOMGRP	PSOMGR31	PSOMGREP	PSOMGRP1	PSOMGRP2	PSOMGRP3	PSOMGRP4	PSOMHV1
PSOMLLD2	PSOMLLDT	PSON52	PSONCPDP	PSONDCUT	PSONEW	PSONEW1	PSONEW2
PSONEW3	PSONEWF	PSONEWG	PSONFI	PSONGR	PSONRXN	PSONTEG	PSONTEG0
PSONVAR1	PSONVARP	PSONVAVW	PSONVNEW	PSOORAL	PSOORAL1	PSOORAL2	PSOORAPI
PSOORCPY	PSOORDA	PSOORDER	PSOORDRG	PSOORED1	PSOORED2	PSOORED3	PSOORED4
PSOORED5	PSOORED6	PSOORED7	PSOORED8	PSOORFI1	PSOORFI2	PSOORFI3	PSOORFI4
PSOORFI5	PSOORFI6	PSOORFIN	PSOORFL	PSOORNE1	PSOORNE2	PSOORNE3	PSOORNE4
PSOORNE5	PSOORNE6	PSOORNEW	PSOORNW1	PSOORNW2	PSOORRD2	PSOORRDI	PSOORRL
PSOORRL1	PSOORRL3	PSOORRLN	PSOORRLO	PSOORRNW	PSOORUT1	PSOORUT2	PSOORUT3
PSOORUTL	PSOP	PSOP1	PSOP2	PSOPAT	PSOPFSU0	PSOPFSU1	PSOPKIV1
PSOPMP0	PSOPMP1	PSOPMPFF	PSOPOLY	PSOPOST	PSOPOST1	PSOPOST2	PSOPOST3
PSOPOST4	PSOPOST5	PSOPOST6	PSOPOST7	PSOPOST8	PSOPRA	PSOPRF	PSOPRFSS
PSOPRI	PSOPRVW	PSOPST68	PSOPTPST	PSOQ0076	PSOQ0186	PSOQ0236	PSOQ0496
PSOQ0595	PSOQCF04	PSOQMCAL	PSOQRART	PSOQTU4	PSOQUAP	PSOQUAP2	PSOQUTIL
PSOR52	PSORDS	PSOREF	PSOREF0	PSOREF1	PSOREF2	PSOREJP0	PSOREJP1

PSOREJP2	PSOREJP3	PSOREJU1	PSOREJU2	PSOREJUT	PSORELD1	PSORELDT	PSORENW
PSORENW0	PSORENW1	PSORENW2	PSORENW3	PSORENW4	PSORESK	PSORESK1	PSORESUS
PSORFL	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	PSOSUSRP	PSOSUTL	PSOSUTL1	PSOTALK	PSOTALK1
PSOTALK2	PSOTALK3	PSOTPCAN	PSOTPCEE	PSOTPCL	PSOTPCLP	PSOTPCLR	PSOTPCLW
PSOTPCR	PSOTPCR	PSOTPCUL	PSOTPEN	PSOTPHL1	PSOTPHL2	PSOTPPOS	PSOTPPRE
PSOTPPRV	PSOTPRX1	PSOTRLBL	PSOUTIL	PSOUTL	PSOUTLA	PSOUTLA1	PSOVCNT
PSOVDF1	PSOVDF2	PSOVDF3	PSOVDFK	PSOVER	PSOVER1	PSOVER2	PSOVERC
PSOVRPT	PSOVWI						

# 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 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.
PSOA PURGE	<b>NOTE:</b> <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 Clozapine treatment team should identify these pharmacists.
PSOINTERFACE	This key is used to access the <i>External Interface Menu</i> [PSO EXTERNAL INTERFACE] option.
PSOAUTRF	This key allows the use of the Automate Internet Refill functionality and the Automate CPRS Refill functionality.

## Package Security

Electronic signatures may be established by using the *Electronic Signature code Edit* [XUSESIG] option.

In Kernel V. 8.0 the *Electronic Signature code Edit* [XUSESIG] option has been tied to the Common Options, under the *User's Toolbox* [XUSERTOOLS] submenu, for easy access by all users.



[ORC-10] Entered By is the person's pointer to the NEW PERSON file (#200) and name in VistA who keyed in the order.

[ORC-12] Ordering Provider is a composite ID field. The first component is the Provider's pointer to the NEW PERSON file (#200) in VistA and the second component is his/her name.

[ORC-13] Enterer's Location is the printer where the dispensing machine should print the label.

[ORC-15] Order Effective Date is the date/time the order took effect.

[ORC-16] Order Control Code Reason is a coded element field. The fifth component reflects the status of the order (for example, New, Refill, Partial, Reprint, or Partial Reprint).

[ORC-17] Entering Organization is the Clinic number and name.

[ORC-19] Action By is the physician who cosigned, if any, and is a composite field. The first component is the physician's pointer to the NEW PERSON file (#200) in VistA and the second component is his/her name.

[ORC-21] Ordering Facility Name is the facility name and number found in the OUTPATIENT SITE file (#59).

[NTE] The Set ID field will identify the NTE segment (1=Med. Instructions; 2=Patient Instructions Narrative; 3=Drug Warning Narrative; 4=Profile Information; 5=Drug Interactions; 6=Drug Allergy Indications; 7=PMI Sheet; 8=Privacy Notification). The Comment field will contain the respective information.

[RXE-1] Quantity Timing is a required field but it will not be used in Outpatient Pharmacy V. 7.0. It will always be a null value ("").

[RXE-2] Give Code identifies the substance ordered as encoded by the Pharmacy. The components, in order, are the VA Product ID, VA Product Name, National Drug File, local file pointer, local drug name, and the local file.

[RXE-3] Give Amount - Minimum is a required field but it will not be used in Outpatient Pharmacy V. 7.0. It will always be a null value ("").

[RXE-5] Give Units identifies the units for the give amount as encoded by the VA National Drug file.

[RXE-6] Give Dosage Form is a coded element field. The fourth component is the pointer to the DOSAGE FORM file (#50.606). The fifth component is the form name, and the sixth component is the name of coding system (99PSF).

[RXE-8] Deliver-To-Location is the Method of Pickup (Window or Mail).

[RXE-9] Substitution Status is the value of the TRADE NAME field (#6.5) found in the PRESCRIPTION file (#52).

[RXE-10] Dispense Amount identifies the quantity.

[RXE-11] Dispense Units identifies the units for the dispense amount as encoded by the Pharmacy.

[RXE-13] Ordering Provider's DEA Number will contain the physician's DEA number if the drug is a controlled substance.

[RXE-14] Pharmacist/Treatment Supplier's Verifier ID identifies the pharmacist who verified the order. The first component is the DFN pointer in the NEW PERSON file (#200) of VistA and the second component is the name.

[RXE-18] D/T of Most Recent Refill or Dose Dispensed contains the last date/time the patient received this particular drug. This is the PRIOR FILL DATE field (#102.1) from the PRESCRIPTION file (#52).

[RXE-21] Pharmacy/treatment dispense Instructions. (Label name & VA PRINT NAME).

[RXE-31] Supplementary Code contains three pieces of information:

- An indicator that the drug is a controlled substance or not (Y/N).
- An indicator if the patient is a ScripTalk patient (0 or 1).
- An indicator if the patient's PMI language preference is something other than English (Y/N).

[RXD-1] Dispense Sub-ID Counter identifies the prescription fill number.

[RXD-2] Dispense/Give code will contain the same give code as in RXE-2.

[RXD-9] Dispense Notes have two pieces of information:

- DEA, SPECIAL HDLG field (#3) from the DRUG file (#50).
- NDC field (#27) from the PRESCRIPTION file (#52).

[RXD-10] Dispensing Provider is the person who finished the order.

[RXD-12] Total Daily Dose is the days of supply for a partial fill.

[RXD-13] Dispense-To-Location will contain how the patient will receive the medication. Possible answers are WINDOW, REGULAR MAIL, CERTIFIED MAIL or DO NOT MAIL.

[RXD-15] Pharmacy/Treatment Supplier's Special Dispensing Instructions will indicate what sort of bottle cap should be employed. It is a safety cap or non-safety cap.

[RXD-25] Supplementary Code is the drug warning number and text.

[NTE] This segment following the RXD segment will contain the Patient Medication Instructions if any.

[RXR-1] Route is the medication route.