



CONTROLLED SUBSTANCES (CS)

TECHNICAL MANUAL

Version 3.0
March 1997

(Revised May 2013)

Department of Veterans Affairs
Product Development

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.

Date	Revised Pages	Patch Number	Description
05/2013	i, 18-18b , 45	PSD*3*73	Added two new options to Descriptions table. Added two new reports to Production Reports Menu. J. Owczarzak, Technical Writer; N. Goyal, Project Manager
05/2013	i, 41c, 96-98	PSD*3*76	Page 41c is no longer necessary and has been removed. Updated Glossary with description of patch's new security key PSDRPH J. Owczarzak, Technical Writer; N. Goyal, Project Manager
04/2011	i, 15, 41-41c, 97-98	PSD*3*71	Clarified description of PSD TECH ADV key. Corrected option name in PSD TRAN entry. Made revision to PSD PHARM TECH option description. E. Phelps/C. Bernier Technical Writers; N. Goyal, Project Manager
05/2010	15 , 41-41c, 97-98	PSD*3*69	Added description of patch's new security key PSD TECH ADV, and options from the pharmacist menu added to the <i>Technician (CS Pharmacy) Menu</i> [PSD PHARM TECH], which allow holders of this new key to perform these additional functions. R. Sutton/Connie Bernier, Technical Writers; N. Goyal, Project Manager
08/08	24, 37, 39, 40	PSD*3*64	New menu options added to the Transfer Green Sheet Menu 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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PSD CORRECT GS STATUS	EN3^PSDCOR	<p><i>Error on Completed Green Sheets</i> This option allows the Pharmacy Supervisor to correct the completed status of a Green Sheet from COMPLETED - REVIEWED to COMPLETED - PENDING PROBLEM RESOLUTION. An entry in the CS CORRECTION LOG file (#58.87) will be created to track this error.</p>
PSD CORRECT STATUS	EN1^PSDCOR	<p><i>Correct Order Status - GS Ready for Pickup</i> This option allows the Pharmacy Supervisor access to correct the order status of certain CS orders. Sometimes nursing may erroneously flag a Green Sheet ready for pharmacy pickup. Using this option, the Pharmacy Supervisor may change the Green Sheet order status from COMPLETED - GREEN SHEET READY FOR PICKUP to DELIVERED - ACTIVELY ON NAOU to correct this problem. An entry in the CS CORRECTION LOG file (#58.87) will be created to log a history of all corrective actions.</p>
PSD CORRECTION LOG		<p><i>Correction Menu</i> This menu option allows the pharmacy supervisor access to make corrective actions on CS orders. An entry in the CS CORRECTION LOG file (#58.87) will be created to log a history of all corrective actions.</p> <p>Menu Items: PSD CORRECT STATUS <i>Correct Order Status - GS Ready for Pickup</i></p> <p>PSD CORRECT EXISTING GS <i>Existing Green Sheets Correction</i></p> <p>PSD EDIT/CANC VER ORD <i>Edit/Cancel Verified Orders</i></p> <p>PSD CORRECT GS STATUS <i>Error on Completed Green Sheets</i></p> <p>PSD ERR/ADJ PENDING REPORT <i>List Pending Errors/Adjustments Logged by TRAKKER</i></p> <p>PSD ERR/ADJ RESOLVED REPORT <i>Print Resolved Errors/Adjustments Log</i></p> <p>PSD ERR/ADJ EDIT <i>Enter Error/Adjustment Resolution</i></p>

Option Name	Routine	Menu Text / Description
PSD CORRECTION LOG REPORT	PSDCORP	<i>Correction Log Report</i> This report lists all corrective actions logged for a selected date range. This report may be generated by order status changes or by Green Sheet deletions.
PSD COST REPORTS	PSDCOST	<i>Cost Reports</i> This option provides pharmacy cost reporting data for CS drugs, by NAOU, for a specified date range.
PSD CP TRANSACTION REVIEW	PSDREVC	<i>Control Point Transaction Review</i> Use this option to review the receipt transactions processed for a selected control point transaction number.
PSD CS PRESCRIPTIONS REPORT	PSDDSOR	<i>Controlled Substance Prescriptions Report</i> This option provides a report of digitally signed orders that have been filled for Schedules I-V controlled substances. The report is for a date range with the option of including discontinued and/or expired orders and various sort criteria. For example, list by patient, by provider, by drug, and by schedule, etc. It is an 80-column report queued to a printer.
PSD DAILY LOG	PSDACT	<i>Daily Activity Log (in lieu of VA FORM 10-2320)</i> The Daily Activity Log lists all transactions for a CS dispensing site (vault). It includes a forwarding balance on each transaction. This document may be generated for a single drug, some drugs, or ALL drugs within a specified date range.
PSD DAILY LOG TECH Lock: PSD TECH	PSDACT	<i>Daily Activity Log (in lieu of VA FORM 10-2320)</i> The Daily Activity Log lists all transactions for a CS dispensing site (vault). It includes a forwarding balance on each transaction. This document may be generated for a single drug, some drugs, or ALL drugs with a specified date range.

PSD DEA LIST	PSDEA	<p><i>DEA Special Handling List</i></p> <p>This report alphabetically lists the drug name, DEA Special Handling, and NDC data for all drugs within the DRUG file (#50) marked for CS package use. This report will be helpful in researching drugs incorrectly marked for CS package use.</p>
PSD DEA SUBOXONE	PSDSUBOX	<p><i>DEA DATA – Waived Practitioner Report</i></p> <p>This report provides a list of patients that were prescribed with Suboxone drugs. Two views are available, one with details, and another with just the counts of Suboxone patients per prescriber.</p>
PSD DEST DRUGS REPORT	PSDESTP	<p><i>Destroyed Drugs Report</i></p> <p>This report lists, alphabetically by drug; all destroyed controlled substances, within a narcotic dispensing site, for a given period of time. Pharmacy Supervisor certifying the destruction, quantity destroyed, and date destroyed is also included on this report. The report may be generated for a single drug, several drugs, or ALL drugs stocked within a specific dispensing site.</p>

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Option Name	Routine	Menu Text / Description
		<p>PSD PRINT VAULT TRANSFERS <i>Transfer Drugs between Dispensing Sites Report</i></p> <p>PSD PRT GS PICKED UP <i>GS Picked Up Awaiting Pharmacy Review</i></p> <p>PSD INSP LOG BY RECD DATE <i>Inspector's Log by Rec'd Date</i></p> <p>PSD RX DISPENSING REPORT <i>Rx (Prescription) Outpatient Dispensing Report</i></p> <p>PSD DIGITALLY SIGNED ORDERS <i>Digitally Signed CS Orders Report</i></p> <p>PSD DIG. SIGNED RELEASED RX <i>Digitally Signed OP Released Rx Report</i></p> <p>PSD CS PRESCRIPTIONS REPORT <i>Controlled Substance Prescriptions Report</i></p> <p>PSD DEA SUBOXONE <i>DEA DATA – Waived Practitioner Report</i></p>
PSD PRT GS INSP HOLD	PSDPSI	<p><i>Under Inspector's Review - Green Sheets</i> This report lists all Green Sheets placed on hold for review by a CS Inspector.</p>
PSD PRT GS PICKED UP	PSDCPO	<p><i>GS Picked Up Awaiting Pharmacy Review</i> This report lists all Green Sheets picked up by pharmacy but still awaiting a pharmacy review.</p>
PSD PURCHASE ORDER REVIEW	PSDREV	<p><i>Purchase Order Review</i> Use this option to review all receipt transactions for a selected purchase order.</p>
PSD PURGE	PSDPRG	<p><i>Purge CS WORKSHEET File</i> This option purges the CS WORKSHEET file (#58.85) nightly. The CS WORKSHEET file (#58.85) is the holding area for CS order requests pending pharmacy processing. The data should remain in the file until orders have been received on an NAOU or cancelled. Once the order is received on an NAOU or cancelled, the data is purged from the file using this background job. This routine should run nightly. The time to queue this option to run should not conflict with system backup.</p>
PSD PV INVOICE REVIEW	PSDREPV	<p><i>Invoice Review (Prime Vendor)</i> To list all receipts that has been posted for a selected Prime Vendor invoice number.</p>
PSD READY GS FOR PICKUP	PSDNCGS	<p><i>Complete a Green Sheet - Ready for Pickup</i> Use this option to complete a CS Administration Record (VA FORM 10-2638).</p>
PSD REC GS	PSDNRGS	<p><i>Receipt of Controlled Substance from Pharmacy</i> Use this option to receive CS orders with a Green Sheet (VA FORM 10-2638).</p>

Option Name	Routine	Menu Text / Description
PSD REPRINT MENU		<p><i>Reprint Reports Menu</i> This menu allows various narcotic reports and forms to be reprinted. To ensure drug accountability, certain CS documents should only be printed once. This option allows the reprinting of these controlled records.</p> <p>Menu Items: PSD REPRINT 2321 <i>Reprint Disp/Receiving Report (VA FORM 10-2321)</i></p> <p>PSD REPRINT 2638 <i>Green Sheet Reprint (VA FORM 10-2638)</i></p> <p>PSD REPRINT WORKSHEET <i>Dispensing Worksheet Reprint</i></p> <p>PSD REPRINT LABEL <i>Label Reprint for Dispensing Drug</i></p> <p>PSD NURSE REPRINT 2321 <i>Reprint Transfer Between NAOUs (VA FORM 10-2321)</i></p>
PSD REPRINT WORKSHEET	PSDRWK	<p><i>Dispensing Worksheet Reprint</i> Pharmacy personnel use this option to reprint a dispensing worksheet. The previously printed dispensing worksheet, for a given dispensing site, is utilized in reprinting this listing. The sort selected during the original printing of the worksheet sequences these orders. The reprinted worksheet lists a worksheet number assigned to this order, drug, quantity ordered, dispense to location, ordered by, comments and blanks for manufacturer, lot #, and expiration date. If this order has been processed by pharmacy since the original printing, the worksheet number will display as asterisk (*). A new worksheet will not be generated during the reprinting process.</p>
PSD RX DISPENSING REPORT	PSDOPTR	<p><i>Rx (Prescription) Outpatient Dispensing Report</i> A report sorted by drug, prescription number, or inventory type for a date range of outpatient dispensing.</p>