



# PHARMACY DATA MANAGEMENT

## USER MANUAL

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# 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
08/09	iii-iv, 53, 62a-b, 63, 81, 203	PSS*1*140	Added DEFAULT MED ROUTE FOR CPRS field and <i>Default Med Route For OI Report</i> [PSS DEF MED ROUTE OI RPT] option for the enhancement of default medication route being defined for an orderable item. (E. Wright, PM; S. B. Scudder, Tech. Writer)
07/09	27-34	PSS*1*131	Added explanations of DEA special handling code U for sensitive drug. (M. Anthony, PM; C. Liles, Tech. Writer)
05/09	81	PSS*1*137	Added Automate CPRS Refill field to the <i>Pharmacy System Parameters Edit</i> [PSS MGR] option. (G. Tucker, PM; S. B. Scudder, Tech. Writer)
02/09	All	PSS*1*129	Pages renumbered to accommodate added pages. Pharmacy Reengineering (PRE) V.0.5 Pre-Release. Restructured <i>Pharmacy Data Management</i> menu: - Grouped related options under the following new sub-menus: <i>Drug Text Management</i> , <i>Medication Instruction Management</i> , <i>Medication Routes Management</i> , and <i>Standard Schedule Management</i> - Added temporary <i>Enhanced Order Checks Setup Menu</i> - Added the following options: <i>Find Unmapped Local Medication Routes</i> , <i>Find Unmapped Local Possible Dosages</i> , <i>Map Local Medication Route to Standard</i> , <i>Map Local Possible Dosages</i> , <i>Mark PreMix Solutions</i> , <i>Request Change to Dose Unit</i> , and <i>Request Change to Standard Medication Route</i> - Added the following reports: <i>Administration Schedule File Report</i> , <i>IV Solution Report</i> , <i>Local Possible Dosages Report</i> , <i>Medication Instruction File Report</i> , <i>Medication Route Mapping Report</i> , <i>Medication Route Mapping History Report</i> , and <i>Strength Mismatch Report</i> - Updated Table of Contents, Index, and Glossary (G. Tucker, PM; V. Howell, Tech. Writer)
09/97			Original Release of User Manual

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**Example 2: User selects only medication instructions without a frequency defined**

```
MEDICATION INSTRUCTIONS WITHOUT FREQUENCY REPORT PAGE: 1
-----
AC
      SYNONYM:
      EXPANSION: BEFORE MEALS
OTHER LANGUAGE EXPANSION:
      PLURAL:
      INTENDED USE: IN & OUTPATIENT
      FREQUENCY (IN MINUTES):
AD
      SYNONYM:
      EXPANSION: RIGHT EAR
OTHER LANGUAGE EXPANSION:
      PLURAL:
      INTENDED USE: OUTPATIENT ONLY
      FREQUENCY (IN MINUTES):
FCP
      SYNONYM:
      EXPANSION: FOR CHEST PAIN
OTHER LANGUAGE EXPANSION:
      PLURAL:
      INTENDED USE: IN & OUTPATIENT
      FREQUENCY (IN MINUTES):
PC
      SYNONYM:
      EXPANSION: AFTER MEALS
OTHER LANGUAGE EXPANSION:
      PLURAL:
      INTENDED USE: IN & OUTPATIENT
      FREQUENCY (IN MINUTES):
WM
      SYNONYM:
      EXPANSION: WITH MEALS
OTHER LANGUAGE EXPANSION:
      PLURAL:
      INTENDED USE: IN & OUTPATIENT
      FREQUENCY (IN MINUTES):
End of Report.
```

**Example 3: Result if all medication instructions have a frequency defined**

```
MEDICATION INSTRUCTIONS WITHOUT FREQUENCY REPORT PAGE: 1
-----
No Medication Instructions found without frequencies
```

## 1.8 Medication Routes Management

[PSS MEDICATION ROUTES MGMT]

The *Medication Routes Management* option allows users to review and edit Local Medication Routes, request changes to Standard Medication Routes, and view a report of default med routes for orderable items.

### **1.8.1 Medication Route File Enter/Edit [PSS MEDICATION ROUTES EDIT]**

The *Medication Route File Enter/Edit* option provides the ability to enter and edit data in the MEDICATION ROUTES file (#51.2). Medication routes may be designated for use in all packages or for use only in the National Drug File package. If an Outpatient Pharmacy expansion has been entered at the “OUTPATIENT EXPANSION” prompt, the Outpatient Pharmacy expansion portion of the medication route will appear as part of the SIG on the prescription label exactly as the Outpatient Pharmacy expansion was entered in MEDICATION ROUTES file (#51.2). The IV FLAG field (#6) in the MEDICATION ROUTES file (#51.2) is used to determine that the order can be processed through the IV portion of the Inpatient Medications package. The PROMPT FOR INJ. SITE IN BCMA field (#8) in the MEDICATION ROUTES file (#51.2) is used to send information to be displayed on the BCMA Virtual Due List and Coversheet and to verify whether the user should be prompted for an injection site. The DSPLY ON IVP/IVPB TAB IN BCMA? field (#9) in the MEDICATION ROUTES file (#51.2) is used to send information to be displayed on the BCMA IVP/IVPB Tab and Coversheet.

The *Medication Route File Enter/Edit* option allows the user to enter an interpretation of the OUTPATIENT EXPANSION field in a language other than English. PDM does not translate English terms into another language; instead, it allows the user to enter a translation of a term. If a value has not been entered in the OTHER LANGUAGE EXPANSION field, PDM will default to the value entered in the OUTPATIENT EXPANSION field. If no values exist in the OUTPATIENT EXPANSION and OTHER LANGUAGE EXPANSION fields, the system will not display default values for those fields during CPRS or Outpatient Pharmacy prescription order entry processing. However, when building the SIG, Outpatient Pharmacy will default to the value the user input during order entry. See Appendix G for a list of Spanish equivalents for some of the more common medication routes.

The *Medication Route File Enter/Edit* option allows the user to map/remap their Local Medication Routes that are marked for 'All Packages' to an active Standard Medication Route. This is the only option that allows a Standard Medication Route mapping to be deleted. When dosage checks are performed, the software will use this mapping to pass the equivalent FDB Route for the Local Medication Route that was specified in the medication order for the drug to the interface. If the Local Medication Route is not mapped, dosage checks will not be performed. A user will not be prompted to map to a Standard Medication Route if the Local Medication Route is not marked for 'All Packages.'



## 1.8.5 Default Med Route For OI Report [PSS DEF MED ROUTE OI RPT]

The *Default Med Route For OI Report* option is listed on the *Medication Routes Management* [PSS MEDICATION ROUTES MGMT] menu. This report can be used to help identify the current default medication routes for the orderable items. The following is an example of the report.

DEFAULT MED ROUTE FOR ORDERABLE ITEM REPORT			JUN 17, 2009	PAGE 1
OI NAME	DOSAGE FORM	ASSOCIATED ROUTES	DEFAULT ROUTE	DRUG
IBERET	LIQUID	ORAL (BY MOUTH)		IBERET-500 ORAL
IBUPROFEN	TAB	ORAL (BY MOUTH)		IBUPROFEN 600MG
IDOXURIDINE	OINT, OPH	RIGHT EYE LEFT EYE BOTH EYES		IDOXURIDINE 0.5%
IMIPRAMINE	TAB	ORAL (BY MOUTH)		IMIPRAMINE 25MG IMIPRAMINE 50MG
INDOCYANINE	INJ, SOLN	INTRAMUSCULAR INTRAVENOUS	INTRAVENOUS	INDOCYANINE 25MG
INSULIN	INJ	INTRAMUSCULAR INTRAVENOUS ORAL SUBCUTANEOUS	INTRAVENOUS	INSULIN LENTE INSULIN NPH

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## 1.5 Orderable Item Management

### [PSS ORDERABLE ITEM MANAGEMENT]

The *Orderable Item Management* sub-menu provides an option through which the Pharmacy Orderable Items are maintained.

### 1.9.1 Edit Orderable Items

#### [PSS EDIT ORDERABLE ITEMS]

The *Edit Orderable Items* option allows the user to enter and edit data in the PHARMACY ORDERABLE ITEM file (#50.7). If a Pharmacy Orderable Item Drug Text Entry is identified at the “OI-DRUG-TEXT” prompt, it will be viewable during medication order entry processes through CPRS, Outpatient Pharmacy, and Inpatient Medications. Pharmacy Orderable Item defaults can be entered for selected fields. These defaults will be displayed to the user during the medication order entry processes for all applications through which medication orders can be entered.

The *Edit Orderable Items* option allows the user to enter a default medication route. If a default medication route has been defined for an orderable item and the Default Med Route for CPRS field is set to YES (see the *Pharmacy System Parameters Edit* [PSS SYS EDIT] section for details), that default medication route will be the only route displayed for selection from the drop-down list on the CPRS Inpatient Medications dialog and the Outpatient Pharmacy dialog. However, the provider can still type in a valid medication route or valid medication route abbreviation to change the medication route for the order. If the Default Med Route for CPRS is set to NO and a default medication route has been defined for an orderable item, the medication route in the order dialog will be the default medication route; however the additional medication routes associated with the dosage form will display for selection from the drop-down list. If a default medication route has not been defined for the orderable item, all possible medication routes for the dosage form will be available for the provider to select in CPRS.



Additionally, a report is available to view all current default medication routes for the listed orderable items. See the section entitled *Default Med Route For OI Report* [PSS DEF MED ROUTE OI RPT].

The *Edit Orderable Items* option allows the user to enter patient instructions in a language other than English. PDM does not translate English terms into another language; instead, it allows the user to enter a translation of a term. If a value has not been entered in the OTHER LANGUAGE INSTRUCTIONS field, PDM will default to the value entered in the PATIENT INSTRUCTIONS field. If the PATIENT INSTRUCTIONS field does not contain data for the selected orderable item, the system will not present default patient instructions to the user during CPRS or Outpatient Pharmacy prescription order processing. However, when building the SIG, Outpatient Pharmacy will default to the value the user input through backdoor Outpatient Pharmacy order entry.

### Example: Editing Pharmacy Orderable Items

```
Select Orderable Item Management Option: EDIT Orderable Items

This option enables you to edit Orderable Item names, Formulary status,
drug text, Inactive Dates, and Synonyms.

Select PHARMACY ORDERABLE ITEM NAME: IBUPROFEN
  1  IBUPROFEN  TAB
  2  IBUPROFEN  SUSP
CHOOSE 1-2: 1 IBUPROFEN  TAB

      Orderable Item -> IBUPROFEN
      Dosage Form    -> TAB

List all Drugs/Additives/Solutions tied to this Orderable Item? YES// <Enter>

      Orderable Item -> IBUPROFEN
      Dosage Form    -> TAB

Dispense Drugs:
-----
IBUPROFEN 200MG TAB
IBUPROFEN 400MG TAB
IBUPROFEN 800MG TAB

Are you sure you want to edit this Orderable Item? NO// YES
```

### Example: Editing Pharmacy Orderable Items (continued)

```
Now editing Orderable Item:
  IBUPROFEN  TAB
Orderable Item Name: IBUPROFEN// <Enter>

This Orderable Item is Formulary.

This Orderable Item is marked as a Non-VA Med.

Select OI-DRUG TEXT ENTRY: <Enter>
INACTIVE DATE: <Enter>
DAY (nD) or DOSE (nL) LIMIT: 7D// <Enter>
MED ROUTE: <Enter>
SCHEDULE TYPE: PRN// <Enter>
SCHEDULE: BID// <Enter>
PATIENT INSTRUCTIONS: WF// <Enter>
OTHER LANGUAGE INSTRUCTIONS: CON ALIMENTO

Select SYNONYM: <Enter>
```

## 1.12 Pharmacy System Parameters Edit [PSS SYS EDIT]

The *Pharmacy System Parameters Edit* option allows the user to edit the Pharmacy System Parameters used in PDM.

### Example: Pharmacy System Parameters Edit

```
Select Pharmacy Data Management Option: Pharmacy System Parameters Edit

PMIS PRINTER: LASSIE                PRINTER HALLWAY
PMIS LANGUAGE: ?
  This language will be used as the default for the printing of Patient
  Medication Instruction Sheets (PMIS).
  Choose from:
    1      English
    2      Spanish
PMIS LANGUAGE: 1 English
WARNING LABEL SOURCE: ?
  Enter "N" for NEW to use commercial data source for warning labels.
  Choose from:
    N      NEW
WARNING LABEL SOURCE: N NEW
CMOP WARNING LABEL SOURCE: ?
  Enter "N" for NEW to use commercial data source for CMOP warning labels.
  Choose from:
    N      NEW
CMOP WARNING LABEL SOURCE: N NEW
OPAI WARNING LABEL SOURCE: ?
  Enter "N" for NEW to use commercial data source for OPAI warning labels.
  Choose from:
    N      NEW
OPAI WARNING LABEL SOURCE: N NEW
AUTOMATE CPRS REFILL: ?
  Enter Y to process CPRS refills automatically or N to process manually in
  Pharmacy backdoor.
  Choose from:
    0      NO
    1      YES
AUTOMATE CPRS REFILL: NO//
DEFAULT MED ROUTE FOR CPRS: Y YES
  Enter Y to display only the default med route in CPRS or N to continue
  with the current functionality.
  Choose from:
    0      NO
    1      YES

Select Pharmacy Data Management Option:
```

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