



OUTPATIENT PHARMACY

TECHNICAL MANUAL/SECURITY GUIDE

**Change Pages
for
PSO*7*288**

Version 7.0
December 1997

(Revised June 2008)

(This page included for two-sided copying.)

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
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	vii-ix, 82, 250-251	PSO*7*294	Included description of Medication Reconciliation. (S. Templeton, PM, D. Dertien, Tech Writer)
04/08	183-184	PSO*7*281	Update for the ePharmacy Phase 4 Iteration II project. For more information, see the <i>ePharmacy/ECME Enhancements Release Notes for PSO*7*281</i> . (M. Anthony, PM, M. Anthony, 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)

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Maintenance (Outpatient Pharmacy) [PSO MAINTENANCE] menu

Site Parameter Enter/Edit
Edit Provider
Add New Providers
Queue Background Jobs
Autocancel Rx's on Admission
Bingo Board Manager ...
Edit Data for a Patient in the Clozapine Program
Enter/Edit Clinic Sort Groups
Initialize Rx Cost Statistics
Edit Pharmacy Intervention
Delete Intervention
Auto-delete from Suspense
Delete a Prescription
Expire Prescriptions
Manual Auto Expire Rxs
Pharmacy Patient Non-VA Meds Report/Clean-up
Prescription Cost Update
Purge Drug Cost Data
Purge External Batches
Recompile AMIS Data

Queue Background Jobs **[PSO AUTOQUEUE JOBS]**

This option is used to queue all background jobs. Once the *Queue Background Jobs* [PSO AUTOQUEUE JOBS] option is selected, the option automatically pre-selects the jobs. Entering "E" for exit will not exit the option. An up arrow (^) must be entered to exit a specific job and go on to the next one. The background jobs are as follows:

- Autocancel Rx's on Admission
- Nightly Rx Cost Compile
- Nightly Management Data Compile
- Compile AMIS Data (NIGHT JOB)
- Expire Prescriptions
- Auto-delete from Suspense

A date and time at least 2 minutes in the future must be entered. The jobs should be set to run at a time convenient for the site.

NOTE: The options listed above must be scheduled to run through the *Queue Background Jobs* [PSO AUTOQUEUE JOBS] option. Attempting to run them from any other option will cause problems.

Only the following prompts require responses. All others will be left blank.

QUEUED TO RUN AT WHAT TIME: This is the date/time desired for TaskMan to start this option.

RESCHEDULING FREQUENCY: If this field is blank then the job will run only once.

Example: View of Queue Background Jobs Screen

```
Select Maintenance (Outpatient Pharmacy) Option: QUEue Background Jobs
If time to run option is current do not edit.
Autocancel System Parameter must be set to 'YES'
before prescriptions are discontinued.
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Edit Option Schedule
Option Name: PSO AUTOCANCEL
Menu Text: Autocancel on Admission TASK ID: 2617405
-----
QUEUED TO RUN AT WHAT TIME: JUN 13,2000@01:00
DEVICE FOR QUEUED JOB OUTPUT: PP6;P-OTHER;132;64
QUEUED TO RUN ON VOLUME SET:
RESCHEDULING FREQUENCY: 1D
TASK PARAMETERS:
SPECIAL QUEUEING:
-----
COMMAND: Press <PF1>H for help Insert
```

Outpatient Pharmacy V. 7.0 Menu Diagrams

Three main menus are exported with the package. The *Outpatient Pharmacy Manager* [PSO MANAGER] menu should be assigned to supervisors, package coordinators, and members of the ADP/IRMS staff. Pharmacists should have the *Pharmacist Menu* [PSO USER1] option and clerks and technicians should have the *Pharmacy Technician's Menu* [PSO USER2] option.

Outpatient Pharmacy Manager

Archiving ...

- Find
- Save to Tape
- Tape Retrieval
- Archive to File
- File Retrieval
- Purge
- **> Out of order: Unavailable - Under Construction
- List One Patient's Archived Rx's
- Print Archived Prescriptions

Autocancel Rx's on Admission

Bingo Board ...

- BM Bingo Board Manager ...
 - Enter/Edit Display
 - Auto-Start Enter/Edit
 - Print Bingo Board Statistics
 - Print Bingo Board Wait Time
 - Purge Bingo Board Data
 - Start Bingo Board Display
 - Stop Bingo Board Display
- BU Bingo Board User ...
 - Enter New Patient
 - Display Patient's Name on Monitor
 - Remove Patient's Name from Monitor
 - Status of Patient's Order

Change Label Printer

Clozapine Pharmacy Manager

- Display Lab Tests and Results
- Edit Data for a Patient in the Clozapine Program
- List of Override Prescriptions
- Register Clozapine Patient

Copay Menu ...

- CHAMPUS Billing Exemption
- Exempt Rx Patient Status from Copayment
- Reset Copay Status/Cancel Charges

DUE Supervisor ...

- 1 Enter a New Answer Sheet
- 2 Edit an Existing Answer Sheet
- 3 Create/Edit a Questionnaire
- 4 Batch Print Questionnaires
- 5 DUE Report

Enter/Edit Clinic Sort Groups**External Interface Menu ...**

- Purge External Batches
- Reprint External Batches
- View External Batches

Label/Profile Monitor Reprint**Maintenance (Outpatient Pharmacy) ...**

- Site Parameter Enter/Edit
- Edit Provider
- Add New Providers
- Queue Background Jobs
- Autocancel Rx's on Admission
- Bingo Board Manager ...
 - Enter/Edit Display
 - Auto-Start Enter/Edit
 - Print Bingo Board Statistics
 - Print Bingo Board Wait Time
 - Purge Bingo Board Data
 - Start Bingo Board Display
 - Stop Bingo Board Display
- Edit Data for a Patient in the Clozapine Program
- Enter/Edit Clinic Sort Groups
- Initialize Rx Cost Statistics
- Edit Pharmacy Intervention
- Delete Intervention
- Auto-delete from Suspense
- Automate Internet Refill
- Delete a Prescription
- Expire Prescriptions
- Manual Auto Expire Rxs
- Pharmacy Patient Non-VA Meds Report/Clean-up
- Prescription Cost Update
- Purge Drug Cost Data
- Purge External Batches
- Recompile AMIS Data

Medication Profile