



# **OUTPATIENT PHARMACY**

## **TECHNICAL MANUAL/SECURITY GUIDE**

Version 7.0  
December 1997

(Revised January 2013)



# 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
01/13	i 9  13-14 33-34 & 38-39 53-54	PSO*7*390	Update Revision History Added option Automate Internet Refill that was missed in the manual for PSO*7*264 Add new routines: PSODGAL2, PSODDPR7, PSODDPR8 Add menu option; Check Drug Interaction  Added BSA & CrCL to the Glossary (G. Tucker, PM; S. Heiress, Tech Writer)
09/12	i, 15, 30	PSO*7*386	Added description of patch’s new security key PSO TECH ADV and modifications to the HOLD/UNHOLD functionality. (N. Goyal, PM; J. Owczarzak, Tech Writer)
03/12	i, 13-14, 60, 60a- 60b, 63	PSO*7*367	Added routine PSOFDAUT. Updated NTE Segment listing. (N. Goyal, PM; B. Thomas, Tech Writer)
03/12	i, 9, 11, 31, 34, 69, 70, 71	PSO*7*354	Added new menu option Enter/Edit Automated Dispensing Devices Updated list of files with file 52.53 Added file 52.53 to file security section Added new menu option Enter/Edit Automated Dispensing Devices Added RXD-13 Dispense-To location (N. Goyal, PM; J. Owczarzak, Tech Writer)
02/12	i-vi, 11  16, 30-31  36, 38-39  58, 60, 63- 64	PSO*7*385	Removed "TRICARE" from file 52.87 name  Changed name of PSO TRICARE and PSO TRICARE MGR security keys to PSO TRICARE/CHAMPVA and PSO TRICARE/CHAMPVA MGR respectively.  Updated ePharmacy Menu with correct menu items  Added Advanced Beneficiary Notice Code for ePharmacy Rx in Appendix A references (S. Spence, PM; B. Tomlin, Tech Writer)
02/12	i, ii, 9, 11, 31, 34, 69, 70, 71	PSO*7*354	Updated list of files with file 52.53 (N. Goyal, PM; J. Owczarzak, Tech Writer)

<b>Date</b>	<b>Revised Pages</b>	<b>Patch Number</b>	<b>Description</b>
09/11	i, ii, 5, 13-14	PSO*7*382	Added routine PSOMPHRC. (N. Goyal, PM; J. Owczarzak, Tech Writer)
04/11	i-ii, 13-14	PSO*7*343	Added routine PSOFDAMG. (T. Leggett, PM; B. Thomas, Tech Writer)
04/11	i, 13-14	PSO*7*316	Removed routine PSOQUAP. Documentation released with PSO*7*343. (G. Pickwood, DM; D. Dertien, Tech Writer)
04/11	i-iv 11 13-14  19  23 31 36 & 38  40	PSO*7*251	Updated the Table of Contents. Change the number of files from 24 to 26. Added the following routines per Bill Tatum, developer for PRE: PSO251PO, PSOCPPRE, PSODDPR1, PSODDPR2, PSODDPR3, PSODDPR4, PSODDPR5, PSODDPRE, PSODGAL1, PSODGDGP, PSODOSCL, PSODOSUN, PSODOSUT, PSORROC, PSODOSU2, PSOVRPT. Added information under Callable Routines section. And Removed links and added references under the External Interfaces. Updated the External Relations table Change the number of files from 24 to 26. Changed menu item Process Drug/Drug Interactions to Process Order Checks. Removed heading and information under Routine Mapping. (B. Tatum, Developer, M. Colyvas & S. Heiress, Tech Writer)
11/10	i, ii, 5-6, 11-14, 16, 30-31, 36	PSO*7*358	Update routine list, security keys, file list, and options for the Bypass/Override functionality and added in the TRICARE Active Duty Release. (S. Spence, PM; Jon Bolas, Tech Writer)
06/10	i, 14, 27, 35, 36	PSO*7*348	Added routines PSORLST & PSORLST2; added options Prescription List for Drug Warnings and List of Patients/Prescriptions for Recall Notice in Output Reports menu; (N. Goyal, PM; E. Phelps, Tech Writer)
10/09	13-14	PSO*7*326	Added routine PSOPATLK. (E. Wright, PM; S. B. Scudder, Tech Writer)
08/09	14	PSO*7*320	Added routines PSORMRX, PSORMRXD, and PSORMRXP. (G. Tucker, PM; S. B. Scudder, Tech Writer)
08/09	9, 34	PSO*7*311	Deleted Pharmacy Patient Non-VA Meds Report/Clean-up menu. (A. Scott, PM; T. Dawson, Tech Writer)
07/09	11, 13-16, 30, 36	PSO*7*289	Added files, routines, and the NDC Validation and ePharmacy Site Parameter options to the list. (M. Anthony, PM; G. O'Connor, S. B. Scudder, Tech Writers)

<b>Date</b>	<b>Revised Pages</b>	<b>Patch Number</b>	<b>Description</b>
01/09	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, PSOHLN3, 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.)*

# Table of Contents

<b>Introduction</b> .....	<b>1</b>
<b>Orientation</b> .....	<b>3</b>
Online Documentation .....	3
Related Manuals.....	3
<b>Implementation and Maintenance</b> .....	<b>5</b>
Resource Requirements .....	5
Options to be Deleted during Installation .....	6
Templates to be Deleted during Installation .....	7
Routines to be Deleted during Installation.....	7
M Audiofax (Telephone Refill Requests).....	7
Setting up the Bingo Board Device .....	8
Mail Group Setup for the HL7 External Interface .....	8
Using the Maintenance Menu .....	8
Queue Background Jobs .....	9
<b>Files</b> .....	<b>11</b>
Outpatient Pharmacy Files .....	11
<b>Routine List</b> .....	<b>13</b>
<b>Exported Options</b> .....	<b>15</b>
Menu Assignments.....	15
Security Keys .....	15
Package Security .....	16
<b>Archiving and Purging</b> .....	<b>17</b>
Setting up the Archive Device .....	17
<b>Callable Routines</b> .....	<b>19</b>
<b>External Interfaces</b> .....	<b>19</b>
<b>External Relations</b> .....	<b>23</b>
Data Base Integration Agreements (IAs).....	23
<b>Internal Relations</b> .....	<b>25</b>
<b>Package-Wide Variables</b> .....	<b>25</b>
<b>Templates</b> .....	<b>27</b>
<b>Software Product Security</b> .....	<b>29</b>
Mail Group Setup for the HL7 External Interface .....	29
Archiving/Purging.....	29
Interfacing .....	29
Electronic Signatures .....	29
Menu Assignments.....	29
Security Keys .....	30
File Security .....	31

<b>Outpatient Pharmacy V. 7.0 Menu Diagrams.....</b>	<b>33</b>
Outpatient Pharmacy Manager .....	33
Pharmacist Menu .....	38
Pharmacy Technician’s Menu.....	39
Standalone Options .....	39
<b>Journaling Globals.....</b>	<b>41</b>
<b>Barcodes and Label Printer Support .....</b>	<b>41</b>
Barcodes on Dot Matrix Printers .....	41
New Label Stock (Version 6.0 and Later Versions) – Dot Matrix Labels .....	42
Laser Label Printers .....	44
ScripTalk® Printers .....	50
<b>Glossary .....</b>	<b>53</b>
<b>Appendix A: Outpatient Pharmacy HL7 Interface Specifications.....</b>	<b>55</b>
<b>Appendix B: HL7 Messaging with an External System .....</b>	<b>66</b>
<b>Appendix C:.....</b>	<b>66</b>
<b>Appendix D: HL7 Messaging for VistA Data Extraction Framework (VDEF).....</b>	<b>66</b>
<b>Index.....</b>	<b>66</b>



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*  
*Automate Internet Refill*  
*Delete a Prescription*  
*Enter/Edit Automated Dispensing Devices*  
*Expire Prescriptions*  
*Manual Auto Expire Rxs*  
*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: **QUE**ue Background Jobs

If time to run option is current do not edit.  
Autocancel System Parameter must be set to 'YES'  
before prescriptions are discontinued.

The screenshot shows a terminal window titled "Edit Option Schedule" for the option "PSO AUTOCANCEL". The menu text is "Autocancel on Admission" and the task ID is "2617405". The following fields are displayed with their default values highlighted in bold: "QUEUED TO RUN AT WHAT TIME: JUN 13,2000@01:00", "DEVICE FOR QUEUED JOB OUTPUT: PP6;P-OTHER;132;64", "RESCHEDULING FREQUENCY: 1D", "TASK PARAMETERS:", and "SPECIAL QUEUEING:". A callout box with arrows pointing to these bolded values contains the text: "These default values are highlighted on the screen display, not to indicate user input." The bottom of the screen shows a command prompt and instructions: "COMMAND: Press <PF1>H for help Insert".



PSOPOST1	PSOPOST2	PSOPOST3	PSOPOST4	PSOPOST5	PSOPOST6	PSOPOST7	PSOPOST8
PSOPRA	PSOPRF	PSOPRFSS	PSOPRI	PSOPRVW	PSOPST68	PSOPTPST	PSOQ0076
PSOQ0186	PSOQ0236	PSOQ0496	PSOQ0595	PSOQCF04	PSOQMCAL	PSOQRART	PSOQTIU4
PSOQUAP2	PSOQUTIL	PSOR52	PSORDS	PSOREF	PSOREF0	PSOREF1	PSOREF2
PSOREJP0	PSOREJP1	PSOREJP2	PSOREJP3	PSOREJP4	PSOREJU1	PSOREJU2	PSOREJU3
PSOREJU4	PSOREJUT	PSORELD1	PSORELDT	PSORENW	PSORENW0	PSORENW1	PSORENW2
PSORENW3	PSORENW4	PSORESK	PSORESK1	PSORESUS	PSORFL	PSORLST	PSORLST2
PSORMRX	PSORMRXD	PSORMRXP	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	PSOSUSTR	PSOSUSRP	PSOSUTL
PSOSUTL1	PSOTALK	PSOTALK1	PSOTALK2	PSOTALK3	PSOTPCAN	PSOTPCEE	PSOTPCL
PSOTPCLP	PSOTPCLR	PSOTPCLW	PSOTPCRP	PSOTPCRX	PSOTPCUL	PSOTPENV	PSOTPHL1
PSOTPHL2	PSOTPPOS	PSOTPPRE	PSOTPPRV	PSOTPRX1	PSOTRI	PSOTRLBL	PSOUTIL
PSOUTL	PSOUTLA	PSOUTLA1	PSOVCNT	PSOVDF1	PSOVDF2	PSOVDF3	PSOVDFK
PSOVER	PSOVER1	PSOVER2	PSOVERC	PSOVRPT			

# 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

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### 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

### Check Drug Interaction

### 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
- Enter/Edit Automated Dispensing Devices
- Expire Prescriptions
- Manual Auto Expire Rxs
- Prescription Cost Update
- Purge Drug Cost Data
- Purge External Batches
- Recompile AMIS Data

**Medication Profile**

### **ScripTalk Main Menu ...**

PT ScripTalk Patient Enter/Edit  
QBAR Queue ScripTalk Label by Barcode  
QRX Queue ScripTalk Label by Rx#  
RPT ScripTalk Reports ...  
    AUD ScripTalk Audit History Report  
    WHO Report of ScripTalk Enrollees  
    Reprint a non-voided Outpatient Rx Label  
PARM Set Up and Test ScripTalk Device ...  
    ScripTalk Device Definition Enter/Edit  
    Print Sample ScripTalk Label  
    Test ScripTalk Device  
    Reinitialize ScripTalk Printer

### **Supervisor Functions ...**

Add New Providers  
Daily Rx Cost  
Delete a Prescription  
Edit Provider  
Initialize Rx Cost Statistics  
Inter-Divisional Processing  
Inventory  
Lookup Clerk by Code  
Monthly Rx Cost Compilation  
Patient Address Changes Report  
Pharmacist Enter/Edit  
Purge Drug Cost Data  
Recompile AMIS Data  
Site Parameter Enter/Edit  
View Provider

### **Suspense Functions ...**

Auto-delete from Suspense  
Change Suspense Date  
Count of Suspended Rx's by Day  
Delete Printed Rx's from Suspense  
Log of Suspended Rx's by Day (this Division)  
Print from Suspense File  
Pull Early from Suspense  
Queue CMOP Prescription  
Reprint Batches from Suspense

### **Update Patient Record**

#### **Verification ...**

List Non-Verified Scripts  
Non-Verified Counts  
Rx Verification by Clerk

## **Pharmacist Menu**

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### **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**

### **Change Suspense Date**

### **Check Drug Interaction**

### **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

### **Medication Profile**

### **Pharmacy Intervention Menu ...**

- Enter Pharmacy Intervention
- Edit Pharmacy Intervention
- Print Pharmacy Intervention
- Delete Intervention
- View Intervention

### **Print from Suspense File**

### **Process Order Checks**

### **Pull Early from Suspense**

### **Queue CMOP Prescription**

### **Release Medication**

### **Return Medication to Stock**

### **Rx (Prescriptions) ...**

- Patient Prescription Processing
- Barcode Rx Menu ...
  - Barcode Batch Prescription Entry
  - Check Quality of Barcode
  - Process Internet Refills
- Complete Orders from OERR
- Discontinue Prescription(s)
- Edit Prescriptions
- ePharmacy Menu ...
  - Ignored Rejects Report
  - ePharmacy Medication Profile (View Only)
  - NDC Validation
  - ePharmacy Medication Profile Division Preferences



# Glossary

<b>ADP</b>	Automated Data Processing
<b>Archive</b>	Prescriptions, typically those that have been expired or canceled for more than a year, can be saved to tape, and then purged from online storage.
<b>BSA</b>	<p>Body Surface Area. The Dubois formula is used to calculate the Body Surface Area using the following formula:</p> $\text{BSA (m}^2\text{)} = 0.20247 \times \text{Height (m)}^{0.725} \times \text{Weight (kg)}^{0.425}$ <p>The equation is performed using the most recent patient height and weight values that are entered into the vitals package.</p> <p>The calculation is not intended to be a replacement for independent clinical judgment.</p>
<b>CPRS</b>	Computerized Patient Record System. CPRS is a Graphical User Interface (GUI) in VistA that provides order entry and results reporting for multiple packages.
<b>CrCL</b>	<p>Creatinine Clearance. The CrCL value which displays in the pharmacy header is identical to the CrCL value calculated in CPRS. The formula approved by the CPRS Clinical Workgroup is the following:</p> <p>Modified Cockcroft-Gault equation using Adjusted Body Weight in kg (if ht &gt; 60in)</p> <p>This calculation is not intended to be a replacement for independent clinical judgment.</p>
<b>DHCP</b>	See VistA.
<b>IRMS</b>	Information Resources Management Service
<b>Non-VA Meds</b>	Term that encompasses any Over-the-Counter (OTC) medications, Herbal supplements, Veterans Health Administration (VHA) prescribed medications but purchased by the patient at an outside pharmacy, and medications prescribed by providers outside VHA. All Non-VA Meds must be documented in patients' medical records.
<b>POE</b>	Pharmacy Ordering Enhancements project. POE is a series of enhancements to improve the ordering processes between Inpatient Medications and Outpatient Pharmacy. For Outpatient Pharmacy, POE changes occur in patch PSO*7*46.

<b>Prescription</b>	This term is now referred to throughout the software as medication orders.
<b>Purge</b>	Prescriptions, typically those that have been expired or canceled for more than a year, are saved to tape. Purging removes them from online storage.
<b>Reprinted Label</b>	Unlike a partial prescription, a reprint does not count as workload.
<b>VDEF</b>	VistA Data Extraction Framework
<b>VHA</b>	Veterans Health Administration
<b>VistA</b>	Acronym for <b>V</b> eterans <b>H</b> ealth <b>I</b> nformation <b>S</b> ystems and <b>T</b> echnology <b>A</b> rchitecture, the new name for Decentralized Hospital Computer Program (DHCP).
<b>VUID</b>	VHA Unique Identifier. A unique integer assigned to reference terms VHA wide.