RESOURCE AND PATIENT MANAGEMENT SYSTEM

Electronic Prescribing (eRx)

(BEPR)

Post Install Document

Electronic Prescribing, Renewal Release
September 2020

Office of Information Technology
Division of Information Technology

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Revision History

Version	Date	Author	Section	Page Number	Summary of Change
1	8/27/2020	Sean Cook			Original
2	9/01/2020	Sean Cook			SQA revision

Preface

This document is a checklist that describes the steps to be taken after the patches have been installed. BEPR Version 2 Patch 3 should be installed prior to changing these settings. Please follow the BEPR notes file.

1.0   New Parameters and Updates

Several new XPAR parameters have been added to support electronic prescribing, and one parameter should be checked and reset if needed.

1.1   APSP SS REQ HOSP LOC DEF

The **APSP SS REQ HOSP LOC DEF** parameter sets the default location used in processing Surescripts requests when the location cannot be determined by other means. Leaving this blank causes the prescriber to be asked to set the location when the location cannot be determined by other means. Set the parameter with a hospital location (i.e., scheduling clinic) that is appropriate for medication request processing.

```
Select PARAMETER DEFINITION NAME: APSP SS REQ HOSP LOC DEF     Location
Default for Requests


--- Setting APSP SS REQ HOSP LOC DEF  for System: 2017-DEMO-HQ.ABQ.IHS.GOV
---
Default Location: PHARMACY//    PHARMACY
```

Figure 1-1: Example of the APSP SS REQ HOSP LOC DEF parameter

1.2   APSP SS NDC SOURCE

The **APSP SS NDC SOURCE** parameter addresses a reported issue where the National Drug Code (NDC) that is sent to the external pharmacy with each Surescripts transaction may sometimes be invalid.

In the past, the NDC associated with the VA National Drug File (NDF) entry was used as a standard representation of a product NDC, but it was determined that the representative NDC values in the National Drug File may not be updated appropriately. This parameter allows the site to continue to use the VA NDF file as the NDC source, or to choose to use the local drug file as the NDC source.

It is strongly recommended that sites using the Surescripts network set this parameter to use the local drug file, and to ensure that the NDCs in the local drug file are kept up to date.

```
Select  PARAMETER DEFINITION NAME: APSP SS NDC SOURCE      Obtain NDC from


------ Setting APSP SS NDC SOURCE  for System: 2017-DEMO-HQ.ABQ.IHS.GOV ---
---
NDC Source: LOCAL DRUG FILE//
-------------------------------------------------------------------------------
----
```

```
Select PARAMETER DEFINITION NAME:   APSP SS NDC SOURCE   Obtain NDC from

------ Setting APSP SS NDC SOURCE  for System: 2017-DEMO-HQ.ABQ.IHS.GOV ---
---
NDC Source: LOCAL DRUG FILE// ??

Indicates the starting point for retrieval of a NDC code to be placed in
the prescription. This parameter is referenced in GETNDC^APSPFNC1 with'E'
or 'P' pickup types.

Value              Meaning
NDF                Starts with National Drug File mappings. If not
                   present,the NDC associated with the local drug    file
entry is used.

LOCAL DRUG FILE    Starts with the local DRUG File. If not present,
                   the NDC associated with the NDF mapping will be
used.
```

Figure 1-2: APSP SS NDC SOURCE parameter

1.3   APSP AUTO RX ADD PRV COMMENT

The **APSP AUTO RX ADD PRV COMMENT** parameter was delivered in a
previous EHR patch. This parameter must be set to **YES** to allow the eRx
functionality to work properly. Sites that use the Surescripts functionality should
check this parameter to ensure it is set to **YES**.

```
APSP AUTO RX ADD PRV COMMENT may be set for the following:

     70   Division      DIV    [choose from INSTITUTION]
     80   System        SYS    [2017-DEMO-HQ.ABQ.IHS.GOV]

Enter selection: 80  System   2017-DEMO-HQ.ABQ.IHS.GOV

- Setting APSP AUTO RX ADD PRV COMMENT  for System: 2017-DEMO-
HQ.ABQ.IHS.GOV -
Add provider comment to SIG: NO// YES
```

Figure 1-3: Example of the APSP AUTO RX ADD PRV COMMENT parameter

1.4   APSP AUTO RX

Functionality

The **APSP AUTO RX** parameter sets the type of pharmacy based on the facility.
Parameter options include:

- Internal

- Internal/External

- External

Sites will be required to set this parameter for electronic prescribing. This parameter can be configured on a Division or System level. See the APSP AUTO RX Settings for Pharmacy Type Settings in Table 1-1.

Table 1-1: APSP AUTO RX Settings for Pharmacy Type Settings

APSP AUTO RX Setting	Meaning
Internal	Patients fill prescriptions written by in-house providers only at in-house pharmacies: • In-house options for Clinic, Mail, Window retained. • CII order for signature queued to print.
Internal/External	Patients fill prescriptions written by in-house providers at in-house and outside pharmacies: • In-house options for Clinic, Mail, Window retained – CII order for signature queued to print. • Prior to Surescripts® set up/deployment, enables the "Outside Pharmacy – Print" functionality – Auto-finishes medications upon signature and queues prescription for printing. • After Surescripts® set up/deployment, enables the "Outside Pharmacy – eRx functionality – Auto finishes medications upon signature, transmits and queues receipt for printing.
External	No in-house pharmacy: • All medication orders auto-finish upon signature. • Prior to Surescripts® set up/deployment, enables the Outside Pharmacy – Print" functionality – Auto finishes medication upon signature and queues prescription for printing. • After Surescripts® set up/deployment, enables the "Outside Pharmacy – eRx functionality – Auto finishes medications upon signature, transmits, and queues receipt for printing.

Configuration

1. Select the **EP EDIT PARAMETER VALUES** menu option.

2. At the prompt, type **APSP AUTO RX**.

3. When prompted, select the **SYSTEM** level.

4. At the "Enable Auto Rx Pharmacy" prompt, type the parameter setting that best fits your facility from Table 1-1.

```
70 Division DIV [DEMO HOSPITAL]
80 System SYS [DEMO.MEDSPHERE.COM]


Enter selection: 80 System DEMO.MEDSPHERE.COM


------ Setting APSP AUTO RX for System: DEMO.MEDSPHERE.COM ------
Enable Auto Rx Pharmacy as: ?
```

```
To be enabled, the selected entity must have a RX division mapped.

Select one of the following:

0      INTERNAL
1      INTERNAL AND EXTERNAL
2      EXTERNAL

Enable Auto Rx Pharmacy as: INTERNAL AND EXTERNAL
```

Figure 1-4: Example of setting the APSP AUTO RX parameter

1.5   APSP AUTO RX SCHEDULE RESTRICT

Functionality

The parameter is delivered as pre-placed for the allowance of electronic prescribing of controlled substances. This parameter is defaulted to schedules 2, 3, 4, and 5.

Configuration

Setting APSP AUTO RX SCHEDULE RESTRICT for System: 2017-DEMO-HQ.ABQ.IHS.GOV

```
List of schedule codes: 1//

APSP AUTO RX SCHEDULE RESTRICT may be set for the following:

     700 Division       DIV    [choose from INSTITUTION]
     800 System         SYS    [2017-DEMO-HQ.ABQ.IHS.GOV]

Enter selection:
-----------------------------------------------------------------------------
----

Select PARAMETER DEFINITION NAME: APSP AUTO RX ERX OF CS II     Facility
allows
eRx of CII medications

APSP AUTO RX ERX OF CS II may be set for the following:

     100 User           USR    [choose from NEW PERSON]
     700 Division       DIV    [choose from INSTITUTION]
     800 System         SYS    [2017-DEMO-HQ.ABQ.IHS.GOV]

Enter selection: 800  System   2017-DEMO-HQ.ABQ.IHS.GOV

-- Setting APSP AUTO RX ERX OF CS II  for System: 2017-DEMO-HQ.ABQ.IHS.GOV
--
Allow eRx of CII medications: YES//
```

Figure 1-5: Example of setting APSP AUTO RX SCHEDULE RESTRICT

1.6   APSP AUTO RX ERX OF CS II

Functionality

This parameter is pre-placed for eventual allowance of electronic transmission. The default is Null, which disallows transmission.

Configuration

```
Select PARAMETER DEFINITION NAME: APSP AUTO RX ERX OF CS II      Facility
allows
eRx of CII medications

APSP AUTO RX ERX OF CS II may be set for the following:

     100 User          USR    [choose from NEW PERSON]
     700 Division      DIV    [choose from INSTITUTION]
     800 System        SYS    [2017-DEMO-HQ.ABQ.IHS.GOV]

Enter selection: 800  System   2017-DEMO-HQ.ABQ.IHS.GOV

-- Setting APSP AUTO RX ERX OF CS II  for System: 2017-DEMO-HQ.ABQ.IHS.GOV
--
Allow eRx of CII medications: YES//
```

Figure 1-6: Example of setting APSP AUTO RX ERX OF CS II

1.7   APSP SS HLO RETENTION DAYS

Functionality

This parameter determines the length of time HLO messages are retained. The default is 7. The recommended setting is 14.

Configuration

```
Select PARAMETER DEFINITION NAME: APSP SS HLO RETENTION DAYS      Number of
days to retain HLO messages

-Setting APSP SS HLO RETENTION DAYS  for System: 2012-DEMO-HQ.ABQ.IHS.GOV-
Number of days: 7// 14
```

Figure 1-7: Example of the APSP SS HLO RETENTION DAYS parameter

```
Setting APSP AUTO RX SCHEDULE RESTRICT  for System: 2017-DEMO-
HQ.ABQ.IHS.GOV
List of schedule codes: 1//

APSP AUTO RX SCHEDULE RESTRICT may be set for the following:

     700 Division      DIV    [choose from INSTITUTION]
     800 System        SYS    [2017-DEMO-HQ.ABQ.IHS.GOV]

Enter selection:
-------------------------------------------------------------------------------
----



Select PARAMETER DEFINITION NAME: APSP AUTO RX ERX OF CS II     Facility
allows eRx of CII medications

APSP AUTO RX ERX OF CS II may be set for the following:

     100 User          USR    [choose from NEW PERSON]
     700 Division      DIV    [choose from INSTITUTION]
     800 System        SYS    [2017-DEMO-HQ.ABQ.IHS.GOV]

Enter selection: 800  System   2017-DEMO-HQ.ABQ.IHS.GOV

-- Setting APSP AUTO RX ERX OF CS II  for System: 2017-DEMO-HQ.ABQ.IHS.GOV
--
Allow eRx of CII medications: YES//
```

Figure 1-8: Setting APSP AUTO RX SCHEDULE RESTRICT for System

```
APSP SS RENEW REQUEST may be set for the following:

100 User          USR    [choose from NEW PERSON]
             700 Division      DIV    [choose from INSTITUTION]
          800 System        SYS    [2017-DEMO-HQ.ABQ.IHS.GOV]

Enter selection: 800  System   2017-DEMO-HQ.ABQ.IHS.GOV

---- Setting APSP SS RENEW REQUEST  for System: 2017-DEMO-HQ.ABQ.IHS.GOV --
--
Allow access: YES//
```

Figure 1-9: Example of setting APSP SS RENEW REQUEST

2.0   Enable SS QUEUE and SS MAILBOX

1. The **SS QUEUE** and **SS MAILBOX** components (EHR buttons) are enabled via the APSP SS RENEW REQUEST parameter.

   This XPAR parameter may be set at the System, Division, or User level to control access to the components.

2. Component buttons should only be added to appropriate EHR GUI templates.

   SS QUEUE should be assigned to the designated prescription order support personnel.

   SS MAILBOX should be designated to providers only. This functionality is not designed for general use for all site staff.

2.1   APSP SS RENEW REQUEST

The **APSP SS RENEW REQUEST** parameter allows access to the SS Queue for request processing. It should be set for staff who are allowed to send medication orders through the Surescripts network.

```
CHOOSE 1-2: 1  APSP SS RENEW REQUEST   Surescripts Queue Access


APSP SS RENEW REQUEST may be set for the following:


        100 User           USR    [choose from NEW PERSON]
        700 Division       DIV    [choose from INSTITUTION]
        800 System         SYS    [2017-DEMO-HQ.ABQ.IHS.GOV]


Enter selection: 800  System   2017-DEMO-HQ.ABQ.IHS.GOV

---- Setting APSP SS RENEW REQUEST  for System: 2017-DEMO-HQ.ABQ.IHS.GOV --
-- Allow access: YES//
```

Figure 2-1: Example of the APSP SS RENEW REQUEST parameter

2.2   APSP SS MAILBOX ACCESS

The **APSP SS MAILBOX ACCESS** parameter allows access to the SS Mailbox for request processing. It should be set for prescribers who are allowed to send medication orders through the Surescripts network.

```
Select PARAMETER DEFINITION NAME: APSP SS MAILBOX ACCESS     Surescripts
MailBox Access


APSP SS MAILBOX ACCESS may be set for the following:


    100 User           USR    [choose from NEW PERSON]
    700 Division       DIV    [choose from INSTITUTION]
```

```
      800 System         SYS    [2017-DEMO-HQ.ABQ.IHS.GOV]

Enter selection: 800  System   2017-DEMO-HQ.ABQ.IHS.GOV

---- Setting APSP SS MAILBOX ACCESS  for System: 2017-DEMO-HQ.ABQ.IHS.GOV -
---
Allow access: YES//
```

Figure 2-2: Example of the APSP SS MAILBOX ACCESS parameter

3.0 Updating the Surescripts Prescriber Identifier (SPI)

1. From a menu prompt, type **^SPI** and press Enter.

2. Select **Update** for all ePrescribing providers to add additional service levels as appropriate.

```
Select Provider: EPCS,PROVIDER EDSCII-V PE
Processing request for: EPCS,PROVIDER EDSCII-V
User has already been assigned an SPI number.
Select one of the following:
1 Update
2 Deactivate
Action Choice: 1// 1 Update
Updates overwrite existing entries so please answer all questions
Will provider be doing New messages electronically? YES//
Will provider be doing Renew messages electronically? YES//
Will provider be doing Cancel messages electronically? YES//
Will provider be doing Controlled Substance messages electronically? NO//
YES
Will provider be doing Fill/Dispense messages electronically? NO// YES
Are you sure you want to update this provider? Yes// YES
An update message has been sent.
```

Figure 3-1: Example of updating the SPI

3. Verify that the APSP NCPDP USER parameter using the LV function in the **XPAR** menu.

> **Note:** Do not manually add service levels from the XPAR parameters. All service levels must be set by using the SPI request/update or Surescripts will not be aware of the request.

Acronym List

Acronym	Meaning
CS	Controlled Substance
EHR	Electronic Health Record
EPCS	Electronic Prescribing of Controlled Substances
eRx	Electronic Prescribing
GUI	Graphical User Interface
IHS	Indian Health Service
NCPDP	National Council for Prescription Drug Programs
NDC	National Drug Code
NDF	National Drug File
RPMS	Resource and Patient Management System
SPI	Surescripts Prescriber Identifier
SS	Surescripts
VA	Department of Veterans Affairs

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