



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Outpatient Pharmacy (PSO)

User Manual

Version 7.0
September 2004

Information Technology Support Center
Division of Information Resources
Albuquerque, New Mexico

Preface

This user manual describes the functional characteristics of Outpatient Pharmacy v7.0. It is intended for pharmacists and technicians who are familiar with the functioning of RPMS Outpatient Pharmacy.

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1.0 Introduction

The Outpatient Pharmacy (OP) software provides a way to manage the medication regimen of patients seen in the outpatient clinics and to monitor and manage the workload and costs in the Outpatient Pharmacy. The Pharmacy Ordering Enhancements (POE) project (patch PSO*7*46 for Outpatient Pharmacy) improves the flow of orders between Inpatient and Outpatient Pharmacy as well as between Electronic Health Record (EHR) and backdoor pharmacy.

The primary benefits to the patient are the assurance that he or she is receiving the proper medication and the convenience of obtaining refills easily. The clinicians and pharmacists responsible for patient care benefit from a complete, accurate, and current medication profile available at any time to permit professional evaluation of treatment plans. Utilization, cost, and workload reports provide management cost controlling tools while maintaining the highest level of patient care.

2.0 List Manager

2.1 Outpatient List Manager

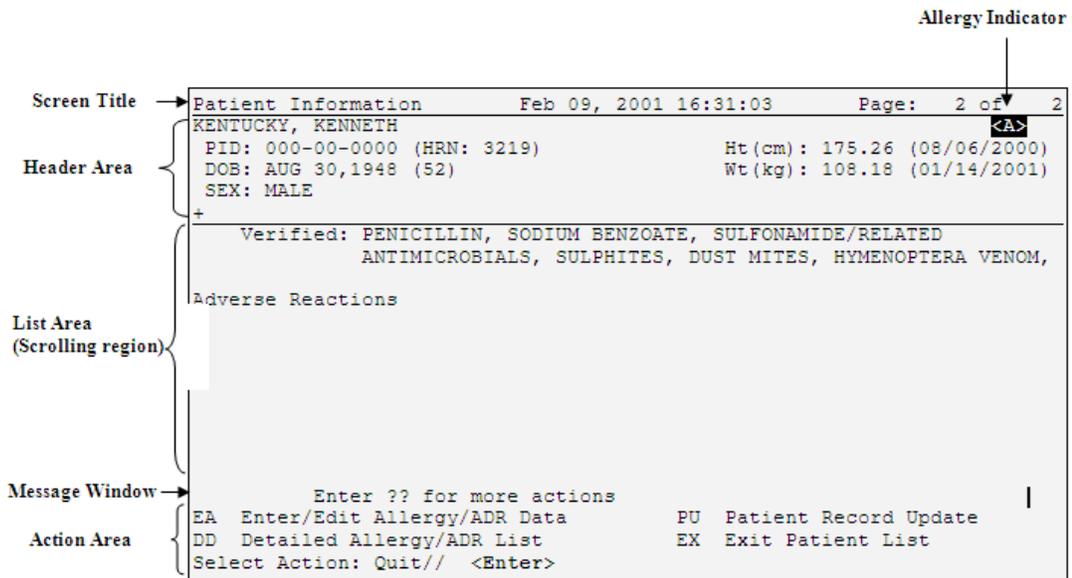


Figure 2-1: Diagram of outpatient list manager screen

3.0 Using List Manager

- Allows the pharmacist or technician to browse through a list of actions
- Allows the pharmacist or technician to take action against those items
- Allows the user to select an action that displays an action or informational profile
- Allows the user to select a different action without leaving an option.

3.1 Entering Actions

Action	Description
Next Screen [+]	move to the next screen (may be shown as a default).
Previous Screen [-]	move to the previous screen.
Up a Line [UP]	move up one line.
Down a Line [DN]	move down one line.
Shift View to Right [>]	move the screen to the right if the screen width is more than 80 characters.
Shift View to Left [<]	move the screen to the left if the screen width is more than 80 characters.
First Screen [FS]	move to the first screen.
Last Screen [LS]	move to the last screen.
Go to Page [GO]	move to any selected page in the list.
Re Display Screen [RD]	redisplay the current.
Print Screen [PS]	prints the header and the portion of the list currently displayed.
Print List [PL]	prints the list of entries currently displayed.
Search List [SL]	finds selected text in list of entries.
Auto Display (On/Off) [ADPL]	toggles the menu of actions to be displayed/not displayed automatically.
Quit [QU]	exits the screen (may be shown as a default).

3.2 Outpatient Pharmacy Hidden Actions

Action	Description
Activity Logs [AL]	displays the Activity Logs.
Copy [CO]	allows the user to copy and edit an order.
DIN	displays available drug restriction/guideline information for the Dispense Drug and Orderable Item associated with the selected medication order.
Hold [HD]	places an order on a hold status.
Other OP Actions [OTH]	allows the user to choose from the following sub-actions: Progress Note [PN], Action Profile [AP],

Action	Description
	Print Medication Instructions [MI], Display Orders' Statuses [DO], or Non-VA Meds Report [NV].
Patient Information [PI]	shows patient information, allergies, adverse reactions, and pending clinic appointments.
Pull Rx [PP]	action taken to pull prescription(s) early from suspense.
Reprint [RP]	reprints the label.
Unhold [UH]	removes an order from a hold status.
Verify [VF]	allows the pharmacist to verify an order a pharmacy technician has entered.

3.3 Speed Actions

Action	Description
Reprint [RP]	reprints the label.
Renew [RN]	a continuation of a medication authorized by the provider.
Refill [RF]	a second or subsequent filling authorized by the provider.
Discontinue [DC]	status used when an order was made inactive either by a new order or by the request of a physician.
Release [RL]	action taken at the time the order is filled and ready to be given to the patient.
Pull Rx [PP]	action taken to pull prescription(s) early from suspense.
Inpat. Profile [IP]	action taken to view an Inpatient Profile.

3.4 Other Outpatient Pharmacy ListMan Actions

Action	Description
Exit [EX]	Exit processing pending orders.
AC	Accept.
BY	Bypass.
DC	Discontinue.
ED	Edit.
FN	Finish.

3.4.1 Other Screen Actions

Action	Description
Edit/Enter Allergy/ADR Data [EA]	provides access to the Adverse Reaction Tracking package to allow entry and/or edit of allergy adverse reaction data for the patient. See the Adverse Reaction Tracking package documentation for more information on allergy/ADR processing.
Detailed Allergy Display [DA]	displays a detailed listing of the selected item from the patient's allergy/ADR list. Entry to the Edit Allergy/ADR Data action is provided with this list also.

Action	Description
Patient Record Update [PU]	allows editing of patient data such as SSN, birth date, address, phone, and outpatient narrative. Patient data can also be updated using the Update Patient Record menu option. If implementing Other Language Modifications, either can be used to set a patient's other language preference.
New Order [NO]	allows new orders to be entered for the patient.
Exit Patient List [EX]	Exit patient's Patient Information screen so that a new patient can be selected.

4.0 IHS-Specific Pharmacy Options Menu

- AAC Import Entries From AAC File
- APS AWP/PMI Update Status
- AWP AWP Manual Update
- CDUR Controlled Drug Use Report
- CMP Chronic Medication Profile
- DPL Daily Prescription Log
- DPMI Print Drug Medication Sheets
- DRRR Drug Recall Report
- DSLL Drug Storage Location List
- DUER Drug Utilization Evaluation Report
- ERR Print Errors From Import Of AAC
- FPN Find Problem NDC'S In Drug File
- IHS IHS Pharmacy Site Parameters
- INLI Inventory List
- LMRS Label/Pro Monitor Reprint (Slave Printers Only!)
- MEDI Print Patient Instruction Sheet
- OUT Outside Rx Menu
 - AORX Enter Outside Rx
 - EORX Edit Outside Rx
 - DORX Delete Outside Rx
 - DISP Display Outside Rx
- PMI Print Patient Medication Sheets
- PREP Pharmacy Prepack Main Menu .
 - PEDT Enter/Edit Prepack Log
 - LBET Enter/Edit Prepack Label
 - PRPT Print Prepack Log Report
 - LRPT Print Prepack by Location Report
 - EXPT Print Prepack Expiration Date Report
 - LEDT Enter/Edit Prepack Location

- MEDT Enter/Edit Prepack Manufacturer
- DELP Delete Prepack Log Entry
- PSL Print Signature Label
- SUM Summary label Print
- TDDR Total Drugs Dispensed Report

4.1 Import Entries From AAC File (ACC)

1. Obtain a file containing drug acquisition information from your prime vendor software. (The file from McKesson will be available in January 2005.)
2. Ask your site manager to put the file on the RPMS server (e.g., in the Pub directory). You will need to know the exact name of the path where the file is located in order to run the automatic update.
3. Select AAC Import Entries from AAC file:.

```
Select Maintenance (Outpatient Pharmacy) Option: AAC  IMPORT ENTIERES FROM AAC
FILE
THIS OPTION WILL IMPORT ACTUAL ACQUISTION COST INTO THE AWP MED TRANSACTION
FILE
DO YOU WISH TO CONTINUE? YES// <Enter>
```

```
ENTER THE PATH TO THE ACTUAL ACQUISTION FILE: D:\DATA// ENTER THE NAME OF THE
ACTUAL ACQUISTION FILE: // PrChange.out  <- Enter the name of the path being
                                          Sure to use backslases \ (key
                                          Right above the Enter key).
GOT THE FILE PrChange.out.....
COUNT OF UPDATES IS 645
ENTER THE DEVICE TO PRINT THE ERROR LIST  <- This is a listing of drugs that
                                          couldn't be matched. You'll get a
                                          list of drug names that couldn't be
                                          matched for AAC updating when you
                                          run the AWP Manual Update. You'll
                                          need to check the Price per Order
                                          Unit for those drugs periodically to
                                          make sure that it has the correct
                                          current acquisition cost.)
DEVICE: HOME// Right Margin: 80//
                                     ABC HEALTH CENTER                PAGE:    1
NDC#          AAC#          ERR
00047064832  2498251  NO ENTRY IN AWP MED TRANSACTION FILE FOR NDC
01650002312  3537594  NO ENTRY IN AWP MED TRANSACTION FILE FOR NDC
```

Figure 4-1: Importing entries from AAC file

4. Run the AWP Manual Update option to move the cost information from the AWP Med Transaction file into the Drug file.

4.2 AWP/PMI Update Status (APS)

```
Select Maintenance (Outpatient Pharmacy) Option: APS  AWP/PMI UPDATE STATUS
          AVERAGE WHOLESale PRICE (AWP)
          >>> UPDATE STATUS <<<

Last AWP monthly update occurred on.....DEC 2,2002
Most recent 'manual' AWP update was ran on.....NOV 4,2002@22:00:02
Total number of DRUGS updated with AWP.....697

          >>> ACTIVE DRUGS STATUS <<<
The Total Number of Active Drugs.....713

          PATIENT DRUG EDUCATION DATABASE (PDED)
          >>> UPDATE STATUS <<<

The last quarterly PDED update occurred on.....OCT 2,2002
PATIENT DRUG EDUCATION DATABASE WILL EXPIRE ON.....JAN 1,2003
```

Figure 4-2: AWP/PMI update status

4.3 AWP Manual Update (AWP)

```
Select IHS-Specific Pharmacy Options Option: AWP  AWP Manual Update
Perform Update? NO// YES
AWP Update in progress, Please hold on.....
AWP Update done!! Please check your mail for any error messages
```

Figure 4-3: AWP manual update

```
Subj: Outpatient Pharmacy AWP Automatic Update  [#57253] 01 Sep 04 11:54
200 lines
From: OUTPATIENT PHARMACY DEVELOPER In 'IN' basket.  Page 1  *New*
-----
A Pricing update was performed on your system on SEP 1,2004.
The total number of records updated = 962

Listed below are the active drugs that were not updated and the error codes.
Please review and correct all errors before attempting to run the manual
AWP update option.
Note: any 'missing 660 node' errors means that information like (ie. Reorder
      Level, Order Unit, Price Per Order Unit, Dispense Units PerOrder unit, Price
      Per Dispense Unit, etc) is missing!

IMIQIMOD CREAM 5% - MISSING 660 NODE IN DRUG FILE
ACETAZOLAMIDE 125MG TAB - MISSING DISPENSE UNIT IN DRUG FILE
ACETYLCYSTEINE 10% SOLN 30ML - MISSING DISPENSE UNIT IN DRUG FILE
ALCOHOL, ETHYL 95% - MISSING DISPENSE UNIT IN DRUG FILE
ANTI-RHO (D) IMMUNE GLOBULIN - MISSING DISPENSE UNIT IN DRUG FILE
```

Figure 4-4: Example of update message

4.4 Controlled Drug Use Report (CDUR)

```

Pharmacy Controlled Drug List by Division
132 Character Format!

Beginning Date: TODAY//T-120 (MAY 04, 2004)
Ending Date: TODAY// (SEP 01, 2004)
Would you like all divisions? YES//

    Select one of the following:

        1      DATE
        2      DRUG

By Date or Drug: 2  DRUG
1.....Controlled Drug List (C-2 Only)
2.....Controlled Drug List (C-3 to C-5)
3.....Controlled Drug List (All)

    Select one of the following:

        1      C-2'S
        2      C-3'S to C5'S
        3      All

Enter the Option Number: 3  All
Select Printer: PRINTER 1
    
```

Figure 4-5: Setting up controlled drug use report

```

ABC HEALTH CENTER CONTROLLED DRUG USE LIST (By Drug Order)                Page 1
DATE OF LISTING: SEP 1,2004
Special Handling Code(s) "2" to "5" Drugs
All Divisions for: CROW HO
Division: CROW

This list will include all Prescriptions for any controlled medications dispensed
from MAY 3,2004 through SEP 1,2004

RX #      DRUG                                QTY    PHYSICIAN          DATE
FILLED   PATIENT                CHART #  CLERK
-----
8071598   HYDROCODONE/APAP 5/500MG TAB           20     RICH,KAREN J      SEP
1,2004   DEMO,TERRANCE                42940   RCA

SUB-TOTAL # OF RX'S : 1      TOTAL QTY : 20

-----
TOTAL # OF PRESCRIPTIONS : 1  TOTAL # NEW RX'S : 1  TOTAL # REFILLS : 0
    
```

Figure 4-6: Example controlled drug use report

4.5 Chronic Medication Profile (CMP)

```

Select IHS-Specific Pharmacy Options Option: CMP Chronic Medication Profile
Number of Days For Chronic Med Profile: (1-999): 90//
Select PATIENT NAME:
    DUCHENEAUX,CLETUS                M 09-07-1982 888888884    CR 21659
    PATIENT DOES NOT HAVE ANY CHRONIC MEDICATIONS
    
```

Figure 4-7: Checking for chronic medication profile

4.6 Daily Prescription Log (DPL)

```
Select IHS-Specific Pharmacy Options Option: DPL
Pharmacy Daily Rx Report

Enter the Start Date: TODAY// (SEP 01, 2004)
Ending Date: TODAY// (SEP 01, 2004)
Would you like all divisions? YES//
Select Printer: HOME//      Right Margin: 80//

                                     (1)
DAILY PRESCRIPTION ACTIVITY REPORT          Date:   SEP 1,2004@14:46
.....
      For Rx's dispensed from SEP 1,2004@00:01 to SEP 1,2004@23:59

Rx #: 8071594Name: DEMO,TERRANCE          Chart #: 42940  D/Time: SEP 1,2004@11:05
DRUG: CLINDAMYCIN 150MG CAP              Qty: 120  Provider: RICH,KAREN J
Division: ABCD                          NEW RX

Rx #: 8071595Name: DEMO,TERRANCE          Chart #: 42940  D/Time: SEP 1,2004@11:05
DRUG: GLYBURIDE 5MG TAB                  Qty: 90   Provider: RICH,KAREN J
Division: ABCD                          NEW RX

Rx #: 8071598Name: DEMO,TERRANCE          Chart #: 42940  D/Time: SEP 1,2004@12:44
DRUG: HYDROCODONE/APAP 5/500MG TAB      Qty: 20   Provider: RICH,KAREN J
Division: ABCD                          NEW RX

End of Report
```

Figure 4-8: Daily prescription log report

4.7 Print Drug Medication Sheets (DPMI)

```
Select IHS-Specific Pharmacy Options Option: DPMI  PRINT DRUG MEDICATION SHEETS
Select DRUG GENERIC NAME: CAPTOPRIL 25
  1  CAPTOPRIL 25MG          CV800    -48835          59772-7046-03  CROW
  2  CAPTOPRIL 25MG UD      CV800          51079-0864-20  CROW
CHOOSE 1-2: 1  CAPTOPRIL 25MG          CV800    -48835          59772-7046-03
CROW
Select Printer: HOME//  PRINTER 1
```

Figure 4-9: Print drug medication sheets

4.8 Drug Recall Report (DRRR)

```
Select IHS-Specific Pharmacy Options Option: DRRR Drug Recall Report
Pharmacy Drug Recall List

PLEASE ENTER BEGINNING DATE: T-7 (AUG 25, 2004)
PLEASE ENTER ENDING DATE: T (SEP 01, 2004)
SELECT THE DRUG NAME: LISINOPRIL
  1  LISINOPRIL 10MG TAB          CV800    -399933          00006-0106-
```

```

82  CROW
   2  LISINOPRIL 10MG UD          CV800      0          00006-0106-28  CR
OW
   3  LISINOPRIL 2.5MG TAB       CV800      61626      00006-0015-5
8    CROW
   4  LISINOPRIL 2.5MG UD       CV800      0006-0015-28  CROW
   5  LISINOPRIL 20MG TAB       CV800      -399863     00006-0207-
82  CROW
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  LISINOPRIL 10MG TAB  CV800      -399933     00006-0
106-82  CROW
Want to Select Another Drug? NO//

DEVICE: HOME//      Right Margin: 80//
    
```

Figure 4-10: Drug recall report setup

```

GOOD NEWS HO DRUG RECALL LIST                                     Page 1
DATE OF LISTING: 09-01-04
                                CONFIDENTIAL PATIENT INFORMATION
This list will include all Outpatients dispensed one or any combination
of the following drug(s) from 08-25-04 through 09-01-04.
LISINOPRIL 10MG TAB,

HOME      PATIENT      CHART      DATE      QTY
PHONE     NAME          NUMBER     DISPENSED
-----
555-867-5309  DEMO,TERRANCE    42940     09-01-04    30
ADDRESS: PO BOX 1          ANYTOWN  MT  59526
    
```

Figure 4-11: Example drug recall report

4.9 Drug Storage Location List (DSL)

```

Select IHS-Specific Pharmacy Options Option: DSL Drug Storage Location List
Outpatient Pharmacy Inventory Location                               Page 1          SEP 1,2004
For "Controlled Drugs Only"
Division: CROW

Drug Name                                     Dispensing      Storage
-----                                     Location        Location
-----                                     -----
ACETAMINOPHEN/CODEINE 30MG UD
ADDERALL 10MG TAB                               NARC SAFE
ADDERALL 20MG TAB
ADDERALL 30MG TAB
ADDERALL 5MG TABLETS
ALFENTA 500MCG/ML 5ML
ALPRAZOLAM 0.5MG                               OUTPATIENT      SCRIPTPRO
    
```

Figure 4-12: Drug storage location list

4.10 Drug Utilization Evaluation Report (DUR)

```

Select IHS-Specific Pharmacy Options Option: DUR Drug Utilization Evaluation R
Pharmacy DUR List
    
```

```

PLEASE ENTER BEGINNING DATE: T-120 (MAY 04, 2004)
PLEASE ENTER ENDING DATE: T (SEP 01, 2004)
SELECT THE DRUG NAME: LISINOPRIL
  1 LISINOPRIL 10MG TAB CV800 -399933 00006-0106-82
  2 LISINOPRIL 10MG UD CV800 0 00006-0106-28
  3 LISINOPRIL 2.5MG TAB CV800 61626 00006-0015-58
  4 LISINOPRIL 2.5MG UD CV800 00006-0015-28 CROW
  5 LISINOPRIL 20MG TAB CV800 -399863 00006-0207-82
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1 LISINOPRIL 10MG TAB CV800 -399933 00006-0106-82
Want to Select Another Drug? NO//
DEVICE: HOME//

ABCD HO DRUG USE EVALUATION LIST Page 1
DATE OF LISTING: 09-01-04

This list will include all Outpatients dispensed one or any combination
of the following drug(s) from 05-04-04 through 09-01-04.

LISINOPRIL 10MG TAB,

PATIENT CHART DATE
NAME NUMBER DISPENSED QTY MD
-----
FISHER,WERNAR 3758 06-14-04 20 DOCTOR,ROBERT G
FISHER,WERNAR 3758 08-09-04 20 DOCTOR,ROBERT G
WHITEBEARCLAW,PATIENT JO 24381 05-05-04 30 DOCTOR,TEST
FISHER,PATIENT JOHN 35863 06-18-04 60 DOCTOR,ROBERT G
    
```

Figure 4-13: Drug utilization evaluation report

4.11 Print Errors From Import Of AAC (ERR)

```

Select IHS-Specific Pharmacy Options Option: ERR PRINT ERRORS FROM IMPORT OF AAC
ENTER THE DEVICE TO PRINT THE ERROR LIST
DEVICE: HOME// Right Margin: 80//

ABCD HO PAGE: 1
NDC# AAC# ERR
NO ERRORS IN THE ERROR LOG
    
```

Figure 4-14: Print errors from import of AAC

4.12 Find Problem NDC'S In Drug File (FPN)

```

Select IHS-Specific Pharmacy Options Option: FPN FIND PROBLEM NDC'S IN DRUG FILE
DEVICE: HOME//

INAPPROPRIATE NDC NUMBERS FOR ACTIVE DRUGS PAGE: 1
DRUG NUMBER PROBLEM
CYCLOPHOSPHAMIDE 50M (8) HAS INCORRECT FORMAT - 0015-0503-01
MELPHALAN 2MG (24) HAS INCORRECT FORMAT - 0173-0045-35
BETHANECHOL 25MG (37) HAS INCORRECT FORMAT - 0364-0410-01
HEMORRHOIDAL SUPP-HC (58) HAS INCORRECT FORMAT - 0574-7090-12
PROCHLORPERAZINE 25M (59) HAS INCORRECT FORMAT - 0007-3362-03
    
```

LORAZEPAM 2MG/ML 1ML	(67)	HAS INCORRECT FORMAT -	0074-1985-31
PENTAZOCINE/NALOXONE	(68)	HAS INCORRECT FORMAT -	0024-1951-24
FLUOCINONIDE CR 0.05	(82)	HAS INCORRECT FORMAT -	0168-0139-60
THIOTHIXENE 5MG CAP	(87)	HAS INCORRECT FORMAT -	0781-2228-01
TRIMETHOBENZAMIDE 10	(91)	HAS INCORRECT FORMAT -	0182-1428-23
HALOPERIDOL 5MG TAB	(92)	HAS INCORRECT FORMAT -	0781-1396-01
PERPHENAZINE 4MG TAB	(94)	HAS INCORRECT FORMAT -	0781-1047-01
PEROXIDE 1/2 STRENGT	(99)	HAS NO NDC	

Figure 4-15: Find problem NDCs in drug file

4.13 IHS Pharmacy Site Parameters (IHS)

```
Select IHS-Specific Pharmacy Options Option: IHS IHS Pharmacy Site Parameters
Select APSP CONTROL PHARMACY SYSTEM: GOOD HEALTH PHARMACY
PHARMACY SYSTEM: ABCD//
DEFAULT PATIENT STATUS: OUTPATIENT//
LABEL WIDTH: 32//
PRINTABLE LINES: 8//
SKIP LINES BEGINNING: 0//
SKIP LINES END: 3//
MAIL/WINDOW OPTION: DON'T ASK//
NUMBER OF LABELS TO SKIP: 1//
LEFT MARGIN TAB: 7//
EXPIRATION DATE: 180//
SUMMARY LABELS: PRINT//
COMPRESSED LEFT MARGIN: 16//
COMPRESSED LABEL WIDTH: 32//
PCC RUNNING: YES//
PREPACK PRINTABLE LINES: 8//
PREPACK SKIP LINES BEGINNING: 0//
PREPACK SKIP LINES END: 3//
PREPACK LABELS TO SKIP: 0//
PREPACK LEFT MARGIN: 7//
PREPACK LABEL WIDTH: 32//
UNIT DOSE PRINTABLE LINES:
UNIT DOSE SKIP LINES BEGINNING: 0//
UNIT DOSE SKIP LINES END: 3//
UNIT DOSE LABELS TO SKIP: 0//
UNIT DOSE LEFT MARGIN: 1//
UNIT DOSE LABEL WIDTH:
UNIT DOSE LABELS TWO ACROSS: YES//
UNIT DOSE 2ND LEFT MARGIN: 36//
PREPACK LABEL LINE 1: PATIENT://
PREPACK LABEL LINE 2: PROVIDER: DATE: Replace
USING PREPACK SYSTEM: YES//
SUMMARY LABEL COPIES: 1//
MANUFACTURER/LOT#/EXP: DON'T ASK OR DISPLAY MAN DATA
//
DEFAULT OTHER LOCATION: OTHER//
SHOW PATIENT STATUS FIELD: YES//
SHOW NDC: NO//
SHOW AWP PER DISPENSE UNIT: NO//
SHOW AAC PER DISPENSE UNIT: NO//
RX BILL DEFAULT STATUS: AUTO BILL//
SHOW RX BILL & INSURER FIELDS: NO//
SIGNATURE LABEL: N//
DISPLAY NDC ON LABEL: NO//
PASS DATA TO POS: YES//
SHOW TRIPLICATE #: NO//
SHOW CHRONIC MED PROMPT: SHOW WITH YES AS DEFAULT//
AUTORELEASE RX: YES//
PAPERLESS REFILL: NO//
```

```
VA LASER LABEL: YES//
EXT INTERFACE HAS DRUG LOGIC:
EXT INTERFACE CALL LOGIC: D EP^BZSPLINK//
```

Figure 4-16: IHS pharmacy site parameters

```
SHOW CHRONIC MED PROMPT: SHOW WITH YES AS DEFAULT
// ?
Select a SHOW value to display Chronic Med prompt.
Choose from:
0          NO
1          SHOW WITH NO AS DEFAULT
2          SHOW WITH YES AS DEFAULT
SHOW CHRONIC MED PROMPT: SHOW WITH YES AS DEFAULT//
```

Figure 4-17: Show chronic med prompt detail

```
AUTORELEASE RX: YES// ?
Setting this field to YES will enable the auto release functionality
during label generation.

Choose from:
0          NO
1          YES
AUTORELEASE RX: YES//
```

Figure 4-18: Autorelease detail

1. Label Width
2. Printable Lines
3. Skip Lines Beginning
4. Skip Lines End
5. Number Of Labels To Skip
6. Left Margin Tab
7. Summary Labels –These can still be printed by using the SUM Summary Label Print option on the IHS-Specific Pharmacy Option menu.
8. Compressed Left Margin
9. Compressed Label Width
10. Summary Label Copies
11. Manufacturer/Lot#/Exp
12. Display NDC On Label

```
EXT INTERFACE HAS DRUG LOGIC: S X=' '$D(^BZSPDRUG($P($G(^PSRX(RX,0)),U,6)))
```

EXT INTERFACE CALL LOGIC: D EP^BZSPLINK

Figure 4-19: EXT interface logic

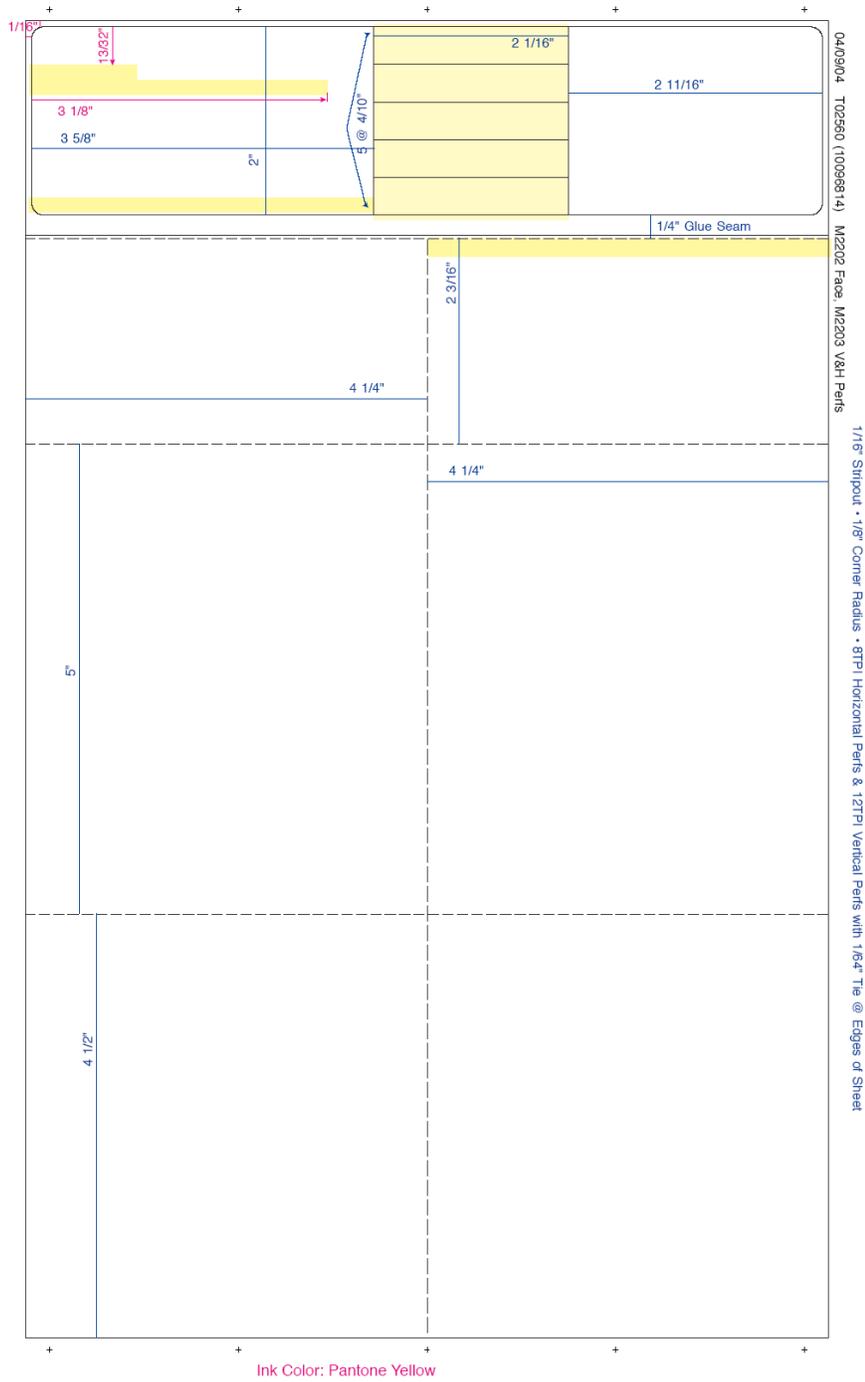


Figure 4-20: Diagram

4.14 Inventory List (INLI)

```

Select IHS-Specific Pharmacy Options Option: INLI Inventory List
Outpatient Pharmacy Inventory Listing!

    Select one of the following:

        1          All Drugs
        2          Controlled Drugs Only

Select: (1) or (2): 2 Controlled Drugs Only
Select Printer: HOME// PRINTER 1

Outpatient Pharmacy Inventory Listing                Page 1                SEP 2,2004
For "Controlled Drugs Only"
Division: MAIN PHARMACY

Drug Name                                Dispense Unit                Current
-----                                -
ADDERALL 10MG TAB                        TAB                            60
ADDERALL 20MG TAB                        TAB                            989
ADDERALL 30MG TAB                        TAB                            687
ADDERALL 5MG TABLETS                   TAB                            773
ALFENTA 500MCG/ML 5ML                   AMP                             18
COCAINE HCL 10% 4ML                     VI                             -205
COCAINE HCL VISCOUS 4% 4ML              VI                             -93
CODEINE SULFATE 30MG                    TAB                             93
CODEINE SULFATE 30MG UD                  TAB                            -1,085
DEXTROAMPHETAMINE 10MG SPANSULE         CAP                            -42,621
    
```

Figure 4-21: Inventory list

4.15 Label/Pro Monitor Reprint (Slave Printers Only!) (LMRS)

4.16 Print Patient Instruction Sheet (MEDI)

```

Select IHS-Specific Pharmacy Options:MEDI Print Patient Instruction Sheet
Select PATIENT NAME:
    MOUSE,ZITA M                <A>    F 08-29-1957 111223333    CR 11553

#  RX #          DRUG                                QTY ST  ISSUE  LAST REF DAY
-----
                                QTY ST  DATE   FILL REM SUP
-----
                                -----
                                --ACTIVE--
1  8071609      ACARBOSE 50MG                                45 A   08-10 09-02   4 15
2  8055673      CITRUCEL SUGAR-FREE 16 OZ                   1 E   07-26 07-26   3 30
3  8055674      ESTRADIOL 0.5MG TAB                          90 E   07-26 07-26   3 90
4  8071611      PROPOXYPHENE 65MG UD                        180 E   07-01 07-01   0 30
5  8071610      PROPOXYPHENE HCL 65MG CAPSULE               180 A   07-02 08-08   1 30

    (%) indicates this is a free text drug name not in drug file
Press RETURN to continue:

ALLERGIES: ASPIRIN,IBUPROFEN,

ADVERSE REACTIONS:

CHOOSE FROM : (1-5): 1,2,3
ACARBOSE 50MG
    
```

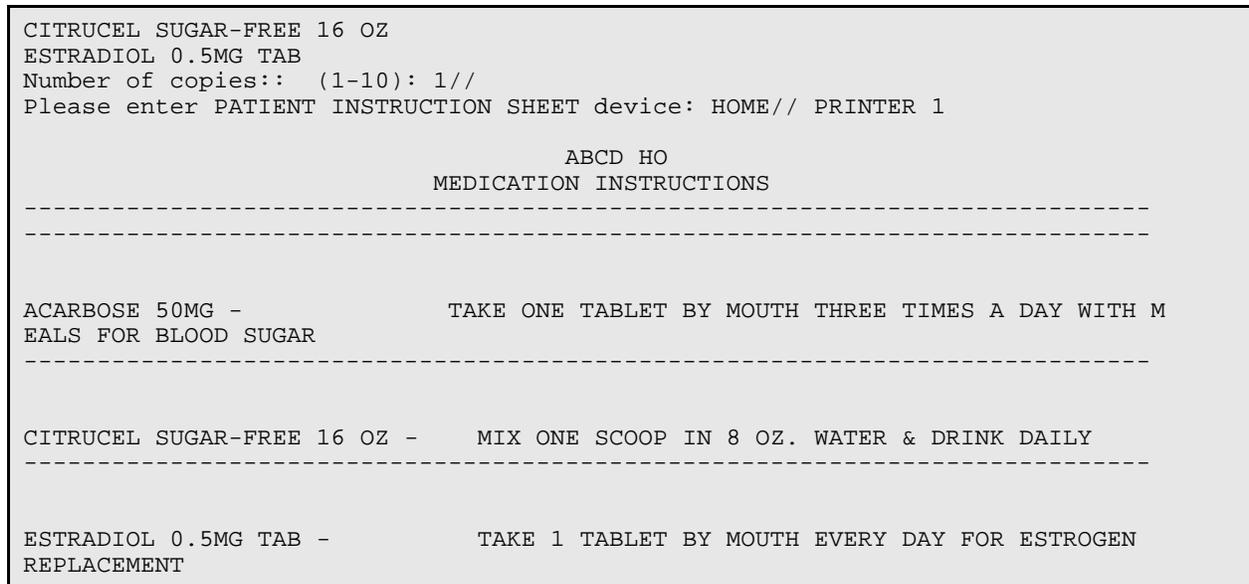


Figure 4-22: Print patient instruction sheet

4.17 Outside Rx Menu (OUT)

- AORX: Enter Outside Rx [APSP ENTER OUTSIDE RX]
- EORX: Edit Outside Rx [APSP EDIT OUTSIDE RX]
- DORX: Delete Outside Rx [APSP DELETE OUTSIDE RX]
- DISP: Display Outside Rx [APSP DISPLAY OUTSIDE RX]

Note: that outside prescriptions entered through this option will display in the pharmacy package medication profiles and on the IHS Health Summary medication component, but do not display on the EHR Medication tab.

4.18 Print Patient Medication Sheets (PMI)

4.19 Pharmacy Prepack Main Menu (PREP)

- PEDT: Enter/Edit Prepack Log [APSP PREPACK LOG]
- LBET: Enter/Edit Prepack Label [APSP PREPACK LABEL]
- PRPT: Print Prepack Log Report [APSP PREPACK LOG REPORT]
- LRPT: Print Prepack by Location Report [APSP PREPACK LOCATION REPORT]

- EXPT: Print Prepack Expiration Date Report [APSP PREPACK EXP REPORT]
- LEDT: Enter/Edit Prepack Location [APSP PREPACK LOCATION]
- MEDT: Enter/Edit Prepack Manufacturer [APSP PREPACK MANUFACTURER]
- DELP: Delete Prepack Log Entry [APSP PREPACK LOG DELETE]

```
PREPACK PRINTABLE LINES: 8//
PREPACK SKIP LINES BEGINNING: 0//
PREPACK SKIP LINES END: 3//
PREPACK LABELS TO SKIP: 0//
PREPACK LEFT MARGIN: 7//
PREPACK LABEL WIDTH: 32//
UNIT DOSE PRINTABLE LINES: 3//
UNIT DOSE SKIP LINES BEGINNING: 0//
UNIT DOSE SKIP LINES END: 3//
UNIT DOSE LABELS TO SKIP: 0//
UNIT DOSE LEFT MARGIN: 1//
UNIT DOSE LABEL WIDTH:
UNIT DOSE LABELS TWO ACROSS: YES//
UNIT DOSE 2ND LEFT MARGIN: 36//
PREPACK LABEL LINE 1: PATIENT://
PREPACK LABEL LINE 2: PROVIDER:          DATE:  Replace
USING PREPACKS SYSTEM: YES//
```

Figure 4-23: Prepack options in site parameters

Medication Instruction: SST would expand to Take ____ tablet(s) ____ daily as directed.
 SSC would expand to Take ____capsule(s)____ daily as directed.

Figure 4-24: Example abbreviation

Name: _____ Chart _____
 Dr. _____ Date _____

Figure 4-25: Example label

4.20 Print Signature Label (PSL)

```
Select IHS-Specific Pharmacy Options Option: PSL PRINT SIGNATURE LABEL
Select PATIENT NAME:
  FISHER,ZITA M          <A>   F 08-29-1957 111222222   CR 11553

#  RX #          DRUG          QTY ST  ISSUE  LAST REF DAY
-----
#  RX #          DRUG          QTY ST  DATE   FILL REM SUP
-----
-----ACTIVE-----
1  8071609      ACARBOSE 50MG          45 A   08-10 09-02   4  15
2  8055673      CITRUCEL SUGAR-FREE 16 OZ          1 E   07-26 07-26   3  30
3  8055674      ESTRADIOL 0.5MG TAB          90 E   07-26 07-26   3  90
4  8071611      PROPOXYPHENE 65MG UD          180 E   07-01 07-01   0  30
-----PENDING-----
5  TMP/SMX DS          QTY: 6          ISDT: 08-10  REF: 0
```

```

        (%) indicates this is a free text drug name not in drug file
Press RETURN to continue:

ALLERGIES: T3T,

ADVERSE REACTIONS:

Select Date: T-1 (SEP 02, 2004)
    
```

Figure 4-26: Print signature label setup

```

PT: FISHER,ZITA M (11553)
DT: 9/3/04
RX NUMBER(S) 8071609
SIGNATURE:
    
```

Figure 4-27: Sample signature label

4.21 Summary Label Print (SUM)

```

Select IHS-Specific Pharmacy Options Option: SUM Summary label Print
Select PATIENT NAME: FISHER,ZITA M <A> F 08-29-1957 11122222 CR 11553
                                     ISSUE LAST REF DAY
#  RX #      DRUG                      QTY ST  DATE  FILL  REM  SUP
-----
-----ACTIVE-----
1  8071609    ACARBOSE 50MG                        45  A   08-10 09-02   4  15
2  8055673    CITRUCEL SUGAR-FREE 16 OZ           1  E   07-26 07-26   3  30
3  8055674    ESTRADIOL 0.5MG TAB                 90  E   07-26 07-26   3  90
4  8071611    PROPOXYPHENE 65MG UD                180 E   07-01 07-01   0  30
        (%) indicates this is a free text drug name not in drug file
Press RETURN to continue:
ALLERGIES: T3T,
ADVERSE REACTIONS:
Select Date: T-1 (SEP 02, 2004)
    
```

Figure 4-28: Summary label print setup

```

FISHER,ZITA M : 11553 9-02-04
ACARBOSE 50MG TAKE ONE TABLET B-
Y MOUTH THREE TIMES A DAY WI 45
    
```

Figure 4-29: Sample summary label

4.22 Total Drugs Dispensed Report (TDDR)

```

Select IHS-Specific Pharmacy Options Option: TDDR Total Drugs Dispensed Report
Pharmacy 'Total Drugs Dispensed List
Enter The Start Date: T-30 (AUG 04, 2004)
Ending Date: TODAY// (SEP 03, 2004)
Select one of the following:
    1          VA Drug Class
    2          Drug
Sort By: 2 Drug
Would you like all divisions? YES//
    
```

```

Would you like all drugs? YES//
Suppress printing drug names in header? YES//
Select Printer: HOME//      Right Margin: 80//
    
```

Figure 4-30: Total drugs dispensed report setup

```

CROW "Total Drugs Dispensed" List                               Page 1
Date of Listing: 09/03/04
Outpatient Drugs dispensed from 08/04/04 through 09/03/04.
Total Number of Days = 31
Drugs Selected ---->      All Drugs
    
```

Drug Name	Number of Rx's	Type of Units Dispensed	Total
ACARBOSE 50MG	3	TAB	180
ACETAMINOPHEN 160MG/5ML	1	BT	120
ACETAMINOPHEN 325MG TAB	6	TAB	320
ACETAMINOPHEN SUPP 120MG	1	SUPP	12
ALBUTEROL 90MCG/INH MDI 17GM	2	GRAM	51
AMOX/CLAVULANATE 875/125	1	TAB	20
AMOXICILLIN 250MG CAP	2	CAP	100

Figure 4-31: Example total drugs dispensed report

5.0 Outpatient Pharmacy Manager Menu

- 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
 - 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
 - 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
 - Prescription Cost Update
 - Purge Drug Cost Data
 - Purge External Batches
 - Recompile AMIS Data
- Medication Profile
- Output Reports...
 - Action Profile (132 COLUMN PRINTOUT)
 - Alpha Drug List and Synonyms

- AMIS Report
 - Commonly Dispensed Drugs
 - Cost Analysis Reports ...
- Clinic Costs
Division Costs by Drug
Drug Costs
Drug Costs by Division
Drug Costs by Division by Provider
Drug Costs by Provider
High Cost Rx Report
Patient Status Costs
Pharmacy Cost Statistics Menu
- Pharmacy Statistics
Sort Statistics By Division
- Provider by Drug Costs
Provider Costs
Request Statistics
- Daily AMIS Report
 - Drug List By Synonym
 - Free Text Dosage Report
 - Inactive Drug List
 - List Prescriptions on Hold
 - Management Reports Menu ...
- Daily Management Report Menu ...
- All Reports
Cost of Prescriptions
Count of Prescriptions
Intravenous Admixture
Type of Prescriptions Filled
- Date Range Recompile Data
Initialize Daily Compile
Monthly Management Report Menu ...

All Reports
Cost of Prescriptions
Count of Prescriptions
Intravenous Admixture
Type of Prescriptions Filled

One Day Recompile Data
Purge Data

- Medication Profile
- Monthly Drug Cost
- Narcotic Prescription List
- Non-Formulary List
- Non-VA Meds Usage Report
- Poly Pharmacy Report
- Released and Unreleased Prescription Report
- Pharmacy Intervention Menu ...
 - Enter Pharmacy Intervention
 - Edit Pharmacy Intervention
 - Print Pharmacy Intervention
 - Delete Intervention
 - View Intervention
- Process Drug/Drug Interactions
- 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

- List One Patient's Archived Rx's
- Reprint an Outpatient Rx Label
- View Prescriptions
- 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
 - Reprint Batches from Suspense
- Update Patient Record
- Verification ...
 - List Non-Verified Scripts
 - Non-Verified Counts
 - Rx Verification by Clerk

5.1 Autocancel Rx's on Admission

5.2 Using the Bingo Board Menu

Bingo Board

- BM: Bingo Board Manager
- BU: Bingo Board User

5.2.1.1 Bingo Board Manager (BM)

Note: The site manager must set up a dedicated device to be used for the bingo board. Only devices with the sub-type C-VT can be entered at the "DISPLAY DEVICE" prompt. A DEC VT-220 with a coaxial output connected to a cable ready TV monitor is all that is needed on the hardware side.

- 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

5.2.2 Enter/Edit Display

```

Select Bingo Board Manager Option: Enter/Edit Display

Select GROUP DISPLAY NAME: MAIN
  Are you adding 'MAIN' as a new GROUP DISPLAY (the 3RD)? Y (Yes)

NAME: MAIN// <Enter> [The name of the Display Group.]
NAME/TICKET: NAME NAME [Select either Name or Ticket # to display.]
MESSAGE:
  1>WEST CLINIC VAMC
  2>    <- This is a free text field. The message will appear on the screen for
        The users to view.
EDIT Option: <Enter>
TWO COLUMN DISPLAY: Y YES <- Display names ticket #s in one or two columns.

DISPLAY WAIT TIME: Y YES <- Average display waiting time.

NORMAL WAIT TIME: 10 <- Normal wait time (in minutes) i8s entered by the site.

DISPLAY SETUP HELP TEXT: Y YES
  <- In order to automatically start and stop the bingo board monitor, a dedicated
  device must be setup by your IRM Service. Once a dedicated device is setup,
  the bingo board can be scheduled to automatically start and/or stop at
  user-defined times. Enter 'NO' at the DISPLAY SETUP HELP TEXT prompt to not
  display this help text.

DISPLAY DEVICE: ? <- Device dedicated by IRMS for bingo board setup.

  Only devices with Sub-type starting with "C-VT" are allowed.
  Answer with DEVICE NAME, or LOCAL SYNONYM, or $I, or VOLUME SET(CPU), or SIGN-
  ON/SYSTEM DEVICE, or FORM CURRENTLY MOUNTED

DISPLAY DEVICE: <- Select print device.

AUTO-START DISPLAY DEVICE: Y YES <- Sets the display group to automatically
                           start

Do you want to initialize auto-start now? NO// Y YES
Enter Start Time: ?

Enter time as HH:MM in 12 hour format (For example, '8:00' or '8:00AM').

Enter Start Time: 9:30am <- Start time for the display group.

Enter Stop Time: 4:00pm <- Stop time for the display group.

```

Figure 5-1: Enter/edit display

5.2.3 Auto-Start Enter/Edit

```

Select Bingo Board Manager Option: Auto-Start Enter/Edit

```

```

You want to edit Display Group(s) Start/Stop times? NO// Y YES
Select GROUP DISPLAY NAME: MAIN
Enter Start Time: 3:00AM// <Enter>
Enter Stop Time: 4:00PM// <Enter>

Select GROUP DISPLAY NAME: <Enter>
    
```

Figure 5-2: Auto-start enter/edit

5.2.4 Print Bingo Board Statistics

5.2.5 Print Bingo Board Wait Time

Name	The name of the patient. For a patient with multiple entries, his/her name is printed only once.
Time In	The time that the patient's name was entered in the computer.
Time Out	The time that the patient's name was entered on the bingo board monitor.
Rx#	The prescription number.
Wait Time	The amount of time it took to fill the prescription. It is the difference between Time In and Time Out. For orders with more than one prescription, the wait time is the same for each.
Display	The Display Group that the entries were entered under. Multiple site hospitals may have multiple display groups set up to coincide with each site.
Total	A summation of all the Wait Times in the PATIENT NOTIFICATION (Rx READY) file. It includes the wait time of the patients with multiple entries. For example, if it took 3 minutes to fill each of the three prescriptions for Missouri, Roy, the Total function sums up the Wait Time as though it took 9 minutes.
Count	The number of Wait Time entries. It counts the number of wait time entries for each prescription, not each patient.
Mean	The average or middle value of the Wait Time range of values.
Minimum	The least Wait Time value in the range.
Maximum	The greatest Wait Time value in the range.
Dev. (Deviation)	A relative number which signifies the overall departure from the average.

If this report is not printed each day, data may be lost because many sites purge the PATIENT NOTIFICATION (Rx READY) file each morning.

```

Select Bingo Board Option: BM Bingo Board Manager
    
```

```

BINGO BOARD CONTROL PANEL

Select Bingo Board Manager Option: PRINT
  1   Print Bingo Board Statistics
  2   Print Bingo Board Wait Time
CHOOSE 1-2: 2 Print Bingo Board Wait Time
DEVICE: HOME

BINGO BOARD WAIT TIME PRINTOUT          MAY 21,1997  15:34  PAGE 1
NAME                                     TIME      TIME      Rx#      WAIT
-----                                     IN        OUT                                     TIME
                                     -----
      DISPLAY: WAITING ROOM
VIRGINIA,SAMUEL                        1503      1504      2004342      1
                                           1503      1504      2004343      1
                                           1503      1504      2004345      1
                                           1509      1512      2004346      3
INDIANA,SUSAN                          1509      1512      2004350      3
                                           1509      1512      2004354      3
MISSOURI,RAY                           1509      1512      2002744      3
                                           1509      1512      2001376      3
                                           1509      1512      2001377      3
MARYLAND, MARK                         1524      1527      2002403      3
                                           1524      1527      2001034      3
NEVADA,NORMAN                          1524      1527      2002365      3
                                           1524      1527      2002573      3
                                     -----
TOTAL                                     33
COUNT                                  13
MEAN                                     3
MINIMUM                                  1
MAXIMUM                                  3
DEV.                                     1
    
```

Figure 5-3" Print bingo board wait time

5.2.6 Purge Bingo Board Data

If this option is used before the end of the workday, all data will be lost except the statistical data on those prescriptions already picked up.

- 5.2.7 Start Bingo Board Display
- 5.2.8 Stop Bingo Board Display
- 5.2.9 Bingo Board User (BU)
- 5.2.10 Enter New Patient
- 5.2.11 Display Patient's Name on Monitor
- 5.2.12 Remove Patient's Name from Monitor
- 5.2.13 Status of Patient's Order

```
Select Bingo Board User Option: Status of Patient's Order

Enter Patient Name: KENTUCKY,KENNETH      02-23-53  M 231447629      CR 9267
PATIENT

      KENTUCKY,KENNETH has the following orders for 10/31/96

Being Processed: ***Entered on OCT 31, 1996***
  Division: GENERAL HOSPITAL      Time In: 10:27      Time Out:
  Rx #: 500416,

Pending:
  Orderable Item: ACETAMINOPHEN      Provider: RICHMOND, ARTHUR
  Entered By: TOPEKA,MARK      Time In: 10/31/96@06:46
  Drug: ACETAMINOPHEN 325MG TAB UD      Routing: MAIL

Ready For Pickup:
  Division: GENERAL HOSPITAL      Time In: 10:36      Time Out: 10:46
  Rx #: 1022731,
Enter Patient Name: <Enter>
```

Figure 5-4: Status of patient's order

5.3 Changing the Label Printer

5.4 Handling Copay Charges

5.4.1 Copay Menu

5.4.2 CHAMPUS Billing Exemption

```
Select Copay Menu Option:  CHAMPUS Billing Exemption
Select RX PATIENT STATUS NAME:  ZZPOW
EXEMPT FROM CHAMPUS BILLING: ?
  Answer YES if this Rx Patient status is to be exempt from Champus billing.
  Choose from:
    0          NO
    1          YES
EXEMPT FROM CHAMPUS BILLING: 1  YES
```

Figure 5-5: CHAMPUS billing exemption

5.4.3 Exempt Rx Patient Status from Copayment [PSOCP EXEMPTION]

```
Select RX PATIENT STATUS NAME: Inpatient
EXEMPT FROM COPAYMENT: NO// Y  YES
          **** WARNING ****
By setting the Exempt from Copayment for the Rx Patient Status of
INPATIENT to 'YES', every prescription entered
with this Rx Patient Status will NOT be charged a Copayment.

A mail message will be sent to PSORPH and PSO COPAY Key holders informing
them of your change.

Are you sure you want to do this? Y// <Enter> ES
Setting INPATIENT Rx Patient Status to Exempt from Copayment.
```

Figure 5-6: Exempt RX patient status from copayment

5.4.4 Reset Copay Status/Cancel Charges

5.5 Evaluating Drug Usage

5.5.1 DUE Supervisor

[PSOD 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.

5.5.2 Enter a New Answer Sheet

5.5.3 Edit an Existing Answer Sheet

[PSOD EDIT ANSWER SHEET]

5.5.4 Create/Edit a Questionnaire

[PSO DUE BUILD QUESTIONNAIRE]

5.5.5 Batch Print Questionnaires

5.5.6 DUE Report

5.6 Enter/Edit Clinic Sort Groups

5.7 External Interface Menu

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

5.7.1 Purge External Batches

```
Select External Interface Menu Option: Purge External Batches
Enter cutoff date for purge of External Interface file: T-7 (FEB 28, 1997)

Purge entries that were not successfully processed? NO// <Enter>

Purge queued to run in background.

Select External Interface Menu Option: <Enter>
```

Figure 5-7: Purge external batches

5.7.2 Reprint External Batches

```
Select External Interface Menu Option: Reprint External Batches

Enter a date/time range to see all batches sent to the External Interface.

Start date/time: T-7 (FEB 28, 1997)

End date/time: T (MAR 07, 1997)

Gathering batches, please wait...

-----
BATCH      QUEUED TO PRINT ON:      PATIENT:      BROWNS PLACE
-----
1          FEB 28,1997@08:06:14      IDAHO,PETER
2          FEB 28,1997@08:10:56      IDAHO,PETER
3          FEB 28,1997@08:19:20      MISSISSIPPI,RANDALL
4          FEB 28,1997@08:38:17      OREGON,ROBERT
5          FEB 28,1997@08:50:32      FLORIDA,FRANK
6          FEB 28,1997@09:15:35      FLORIDA,FRANK
7          FEB 28,1997@09:33:48      MAINE,JOE
8          FEB 28,1997@09:39:31      ALABAMA,CHRISTOPHER P
9          FEB 28,1997@10:36:51      GEORGIA,PAUL
10         FEB 28,1997@13:37:24      ARIZONA,ALICE
11         FEB 28,1997@13:46:07      DELAWARE,DAVID

Select Batch(s) to reprint: (1-11): 5,6

Batches selected for Reprint are:

Batch 5 Queued for FEB 28,1997@08:50:32 by BISMARK,ANDREW
Batch 6 Queued for FEB 28,1997@09:15:35 by BISMARK,ANDREW

Before Reprinting, would you like a list of these prescriptions? N// <Enter> 0

Are you sure you want to Reprint labels? Y// <Enter> YES..

Select LABEL DEVICE:

LABEL(S) QUEUED TO PRINT!

Select External Interface Menu Option: <Enter>
```

Figure 5-8: Reprint external batches

5.7.3 View External Batches

```
Select External Interface Menu Option: View External Batches
Enter a date/time range to see all batches sent to the External Interface.
Start date/time: T-7 (FEB 28, 1997)
End date/time: T (MAR 07, 1997)
Gathering batches, please wait...
```

Figure 5-9: View external batches setup

```
BATCH      QUEUED TO PRINT ON:      PATIENT:      BROWNS PLACE
-----
 1         FEB 28,1997@08:06:14      IDAHO,PETER
 2         FEB 28,1997@08:10:56      IDAHO,PETER
 3         FEB 28,1997@08:19:20      MISSISSIPPI,RANDALL
 4         FEB 28,1997@08:38:17      OREGON,ROBERT
 5         FEB 28,1997@08:50:32      FLORIDA,FRANK
 6         FEB 28,1997@09:15:35      FLORIDA,FRANK
 7         FEB 28,1997@09:33:48      MAINE,JOE
 8         FEB 28,1997@09:39:31      ALABAMA,CHRISTOPHER P
 9         FEB 28,1997@10:36:51      GEORGIA,PAUL
10         FEB 28,1997@13:37:24      ARIZONA,ALICE
11         FEB 28,1997@13:46:07      DELAWARE,DAVID

Select Batch(s) to reprint: (1-11): 5,6
Batches selected for Viewing are:
Batch 5 Queued for FEB 28,1997@08:50:32 by BISMARK,ANDREW
Batch 6 Queued for FEB 28,1997@09:15:35 by BISMARK,ANDREW

Print list to the screen or to a printer: (S/P): Screen// <Enter>
Enter RETURN to continue or '^' to exit: <Enter>

RX #          NAME -> FLORIDA,FRANK          BATCH 5
-----
2820          NADOLOL 40MG TAB          ACTIVE

Enter RETURN to continue or '^' to exit: <Enter>

RX #          NAME -> FLORIDA,FRANK          BATCH 6
-----
2821          MICONAZOLE NITRATE 2% LOT 60ML          ACTIVE
END OF LIST

Enter a date/time range to see all batches sent to the External Interface.
Start date/time: <Enter>
Select External Interface Menu Option: <Enter>
```

Figure 5-10: View external batches print out

5.8 Label/Profile Monitor Reprint

5.9 Implementing and Maintaining Outpatient Pharmacy

5.9.1 Maintenance (Outpatient Pharmacy)

- Site Parameter Enter/Edit
- Edit Provider
- 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
- Prescription Cost Update
- Purge Drug Cost Data
- Purge External Batches
- Recompile AMIS Data

5.9.2 Site Parameter Enter/Edit

```
Select CPRS ORDERING INSTITUTION: ANN ARBOR, MI// ?
```

```
Answer with CPRS ORDERING INSTITUTION
```

```
Choose from:
```

```
ANN ARBOR, MI  
ATLANTA, GA  
BIRMINGHAM, AL.  
DAYTON, OH
```

```
You may enter a new CPRS ORDERING INSTITUTION, if you wish
```

```
Enter the Institution for this Outpatient site for CPRS orders.
```

```
Answer with INSTITUTION NAME, or STATION NUMBER, or CONTACT
```

```
Do you want the entire 191-Entry INSTITUTION List? NO
Select CPRS ORDERING INSTITUTION: ANN ARBOR, MI// ANN ARBOR, MI
```

Figure 5-11: Site parameter enter/edit showing CPRS ordering institution field

5.9.3 Edit Provider

5.9.4 Queue Background Jobs

- TPB HL7 Data Extract/Transmission – for VA sites only
- Autocancel Rx's on Admission - optional
- Nightly Rx Cost Compile - set this job to run nightly
- Nightly Management Data Compile – set this job to run nightly
- Compile AMIS Data (NIGHT JOB) – set this job to run nightly
- Expire Prescriptions - optional
- Auto-delete from Suspense - optional
- AWP Auto Queue – set this job to run nightly

```
Select Maintenance (Outpatient Pharmacy) Option: Queue Background Jobs
If time to run option is current do not edit.
```

Figure 5-12: Example view of queue background jobs screen

5.9.5 Autocancel Rx's on Admission

5.9.6 Bingo Board Manager (BM)

- 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

5.9.6.1 Enter/Edit Display

```
Select Bingo Board Manager Option: Enter/Edit Display

Select GROUP DISPLAY NAME: MAIN
  Are you adding 'MAIN' as a new GROUP DISPLAY (the 3RD)? Y (Yes)

NAME: MAIN// <Enter> [The name of the Display Group.]
NAME/TICKET: NAME NAME [Select either Name or Ticket # to display.]
MESSAGE:
  1>WEST CLINIC VAMC
  2> <- This is a free text field. The message will appear on the screen for the
      users to view.
EDIT Option: <Enter>
TWO COLUMN DISPLAY: Y YES < Display names ticket #s in one or two columns.

DISPLAY WAIT TIME: Y YES <- Average display waiting time.

NORMAL WAIT TIME: 10 <- Normal wait time (in minutes) is entered by the site.

DISPLAY SETUP HELP TEXT: Y YES
  <- In order to automatically start and stop the bingo board monitor, a dedicated
  device must be setup by your IRM Service. Once a dedicated device is setup,
  the bingo board can be scheduled to automatically start and/or stop at
  user-defined times. Enter 'NO' at the DISPLAY SETUP HELP TEXT prompt to not
  display this help text.

DISPLAY DEVICE: ? <- Device dedicated by IRMS for bingo board setup.

  Only devices with Sub-type starting with "C-VT" are allowed.
  Answer with DEVICE NAME, or LOCAL SYNONYM, or $I, or VOLUME SET(CPU), or SIGN-
  ON/SYSTEM DEVICE, or FORM CURRENTLY MOUNTED

DISPLAY DEVICE: <- Select print device.

AUTO-START DISPLAY DEVICE: Y YES <- Sets the display group to automatically
  start.

Do you want to initialize auto-start now? NO// Y YES
Enter Start Time: ?

Enter time as HH:MM in 12 hour format (For example, '8:00' or '8:00AM').

Enter Start Time: 9:30am <- Start time for the display group.

Enter Stop Time: 4:00pm <- Stop time for the display group.
```

Figure 5-13: Enter/edit display

Note: At the "QUEUED TO RUN AT WHAT TIME" prompt a time must be entered that is at least 2 minutes in the future. The software will convert it to today's date with the time entered. For example, if the time is 8:00am, to queue it for later today 9:30am can be entered. It will default to today's date. To enter a time for it to queue tomorrow, "T+1@00:00am/pm" must be entered. For example, if the time is 3:00pm, to queue it for 8:30am, "T+1(or tomorrow's date)@8:30am" must be entered.

5.9.6.2 Auto-Start Enter/Edit

```
Select Bingo Board Manager Option: AUTO-Start Enter/Edit
You want to edit Display Group(s) Start/Stop times? NO// Y YES
Select GROUP DISPLAY NAME: MAIN
Enter Start Time: 3:00AM// <Enter>
Enter Stop Time: 4:00PM// <Enter>
Select GROUP DISPLAY NAME: <Enter>
```

Figure 5-14: Auto start enter/edit

5.9.6.3 Print Bingo Board Statistics

5.9.6.4 Print Bingo Board Wait Time

Name	The name of the patient. For a patient with multiple entries, his/her name is printed only once.
Time In	The time that the patient's name was entered in the computer.
Time Out	The time that the patient's name was entered on the bingo board monitor.
Rx#	The prescription number.
Wait Time	The amount of time it took to fill the prescription. It is the difference between Time In and Time Out. For orders with more than one prescription, the wait time is the same for each.
Display	The Display Group that the entries were entered under. Multiple site hospitals may have multiple display groups set up to coincide with each site.
Total	A summation of all the Wait Times in PATIENT NOTIFICATION (Rx READY) file. It includes the wait time of the patients with multiple entries. For example, if it took 3 minutes to fill 3 prescriptions for Missouri, Roy, the Total function sums up the Wait Time as though it took 9 minutes.

Count	The number of Wait Time entries. It counts the number of wait time entries for each prescription, not each patient.
Mean	The average or middle value of the Wait Time range of values.
Minimum	The least Wait Time value in the range.
Maximum	The greatest Wait Time value in the range.
Dev. (Deviation)	A relative number which signifies the overall departure from the average.

Data may be lost if this report is not printed each day, because many sites purge the Patient Notification (Rx READY) file each morning.

```

Select Bingo Board Option: BM Bingo Board Manager

                BINGO BOARD CONTROL PANEL

Select Bingo Board Manager Option: PRINT
  1 Print Bingo Board Statistics
  2 Print Bingo Board Wait Time
CHOOSE 1-2: 2 Print Bingo Board Wait Time
DEVICE: [Select Print Device]
report follows
BINGO BOARD WAIT TIME PRINTOUT                MAY 21,1997  15:34    PAGE 1
NAME                TIME            TIME            Rx#            WAIT
                   IN              OUT
-----
                DISPLAY: WAITING ROOM
VIRGINIA,SAMUEL    1503            1504            2004342        1
                   1503            1504            2004343        1
                   1503            1504            2004345        1
                   1509            1512            2004346        3
INDIANA,SUSAN     1509            1512            2004350        3
                   1509            1512            2004354        3
CALIFORNIA,JAMES  1509            1512            2002744        3
                   1509            1512            2001376        3
                   1509            1512            2001377        3
MARYLAND,MARK     1524            1527            2002403        3
                   1524            1527            2001034        3
NEVADA,NORMAN    1524            1527            2002365        3
                   1524            1527            2002573        3
-----
TOTAL                COUNT                33
COUNT                MEAN                13
MEAN                MINIMUM                3
MINIMUM                MAXIMUM                1
MAXIMUM                DEV.                3
DEV.
    
```

Figure 5-15: Example print bingo board wait time

5.9.6.5 Purge Bingo Board Data

IMPORTANT

If this option is used before the end of the workday, all data will be lost except the statistical data on those prescriptions already picked up.

5.9.6.6 Start Bingo Board Display

5.9.6.7 Stop Bingo Board Display

5.9.7 Enter/Edit Clinic Sort Groups

```
Select Maintenance (Outpatient Pharmacy) Option: ENT
  1   Enter/Edit Clinic Sort Groups
  2   Enter/Edit Local Drug Interaction
CHOOSE 1-2: 1 Enter/Edit Clinic Sort Groups

Select Clinic Sort Group: ?
Answer with OUTPATIENT CLINIC SORT GROUP NAME
Choose from:
  CLINIC 1
  Clinic 2
  You may enter a new OUTPATIENT CLINIC SORT GROUP, if you wish
  Answer must be 3-30 characters in length.
Select Clinic Sort Group: CLINIC 3
  Are you adding 'CLINIC 3' as
  a new OUTPATIENT CLINIC SORT GROUP (the 6TH)? Y (Yes)
NAME: Stan 1// <Enter>
Select SORT GROUPS: ?

Answer with SORT GROUP SORT GROUPS
  You may enter a new SORT GROUP, if you wish
  Enter name of clinic to be included in the sort group.

Answer with HOSPITAL LOCATION NAME, or ABBREVIATION
Do you want the entire 122-Entry HOSPITAL LOCATION List? N (No)
Select SORT GROUPS: 2 EAST
  Are you adding '2 EAST' as a new SORT GROUP (the 1ST for this OUTPATIENT CLINIC
  SORT GROUP)? Y (Yes)
Select SORT GROUPS: <Enter>
```

Figure 5-16: Enter/edit clinic sort group

5.9.8 Initialize Rx Cost Statistics

5.9.9 Edit Pharmacy Intervention

5.9.10 Delete Intervention

5.9.10.1 Auto-delete from Suspense

5.9.11 Delete a Prescription

5.9.12 Expire Prescriptions

5.9.13 Manual Auto Expire Rxs

5.9.14 Prescription Cost Update

5.9.15 Purge Drug Cost Data

```
Select Maintenance (Outpatient Pharmacy) Option: PURGE Drug Cost Data

Purge Cost Data Starting: FEB 1997// <Enter> (FEB 1997)
Purge Cost Data Ending: 3/97 (MAR 1997)

Are you sure you want to purge cost data
from 02/00/97 to 03/00/97? NO// Y YES

Do you want this option to run IMMEDIATELY or QUEUED? Q// <Enter> UEUED
Requested Start Time: NOW// <Enter> (MAY 06, 1997@10:31:23)
Task #223079 QUEUED.
```

Figure 5-17: Purge drug cost data

5.9.16 Purge External Batches

```
Select External Interface Menu Option: Purge External Batches
Enter cutoff date for purge of External Interface file: T-7 (FEB 28, 1997)

Purge entries that were not successfully processed? NO// <Enter>

Purge queued to run in background.
```

```
Select External Interface Menu Option: <Enter>
```

Figure 5-18: Purge external batches

5.9.17 Recompile AMIS Data

5.10 Medication Profile

```
ALASKA, FRED                                ID#: 17821
123-09-8788
123 OAK ST                                    DOB: FEB 23, 1974
PLANO                                         PHONE: 972-555-1234
TEXAS 75024                                  ELIG:
CANNOT USE SAFETY CAPS.

WEIGHT(Kg):                                HEIGHT(cm):
DISABILITIES:

ALLERGIES: _____
ADVERSE REACTIONS: _____

Outpatient prescriptions are discontinued 72 hours after admission

Medication Profile Sorted by ISSUE DATE

Rx #: 100001968A                            Drug: LOPERAMIDE 2MG CAP
SIG: TAKE TWO CAPSULES BY MOUTH EVERY DAY
QTY: 60 # of Refills: 5 Issue/Expr: 12-15-03/06-16-04
Prov: MIAMI, STEPHEN Entry By: 10000000013 Filled: 01-14-04 (M)
Last Released: Original Release:
Refilled: 02-19-04 (M) Released:
Remarks:
Division: ALBANY (500) Active 4 Refills Left
```

Figure 5-19: Example medication profile

5.11 Output Reports

5.11.1 Action Profile (132 COLUMN PRINTOUT)

```
Select Outpatient Pharmacy Manager Option: Output Reports

Select Output Reports Option: Action Profile (132 COLUMN PRINTOUT)
Action or Informational (A or I): A// <Enter> Action
Do you want generate a Polypharmacy report?: NO// YES
Minimum Number of Active Prescriptions: (1-100): 7// <Enter>
By Patient, Clinic or Clinic Group (P/C/G): P// ?

Enter 'P' to print by patient
'C' for printing by clinic
```

```
'G' for printing by clinic group
'E' to exit process

Select one of the following:

    P      Patient
    C      Clinic
    G      Clinic Group
    E      Exit

By Patient, Clinic or Clinic Group (P/C/G): P// G  Clinic Group
Select Clinic Sort Group: WEST CLINIC
FOR DATE: T+1  (FEB 10, 1996)
Profile Expiration/Discontinued Cutoff:  (0-9999): 120// <Enter>
Select a Printer: [Select Print Device]
DO YOU WANT YOUR OUTPUT QUEUED? NO// <Enter>  (NO)

Select Clinic Sort Group: <Enter>
```

Figure 5-20: Example action profile with polypharmacy report

5.11.2 Alpha Drug List and Synonyms

[PSO ALPHA]

5.11.3 AMIS Report

[PSO AMIS]

5.11.4 Commonly Dispensed Drugs

[PSO COMMON]

5.11.5 Cost Analysis Reports

[PSO COMMON]

5.11.5.1 Clinic Costs

[PSO CLINIC COSTS]

5.11.5.2 Division Costs by Drug

[PSO DIV COSTS BY DRUG]

5.11.5.3 Drug Costs

[PSO DRUG COSTS]

5.11.5.4 Drug Costs by Division

[PSO COST BY DIVISION]

5.11.5.5 Drug Costs by Division by Provider

[PSO COST DIVISION BY PROVIDER]

5.11.5.6 Drug Costs by Provider

[PSO COST BY PROVIDER]

5.11.5.7 High Cost Rx Report

[PSO HI COST]

5.11.5.8 Patient Status Costs

[PSO COST BY PATIENT STATUS]

5.11.5.9 Pharmacy Cost Statistics Menu

[PSO COST STAT MENU]

Pharmacy Statistics

[PSO COST STATISTICS]

Sort Statistics By Division

[PSO COST STATS BY DIVISION]

5.11.5.10 Provider by Drug Costs

[PSO COST PROVIDER BY DRUG]

5.11.5.11 Provider Costs

[PSO COST PER PROVIDER]

5.11.5.12 Request Statistics

[PSO REQ STATS]

5.11.6 Daily AMIS Report

[PSO DAILY AMIS]

5.11.7 Drug List By Synonym

[PSO SYNONYM]

5.11.8 Free Text Dosage Report

[PSO DOSAGE REPORT]

Run Date: NOV 13,2001		Page 1	
Free Text Dosage Entry Report			
for the Period: APR 27,2001 to NOV 13,2001			
Drug	Provider:Count	Free Text Entry	Count

ACETAMINOPHEN AND CODEINE 30MG (342)	RICHMOND,ARTHUR:3	3 TABLETS	3
ALCOHOL PREP PADS (3718)	JACKSON,ROBERT:2	1 PAD	2
	JACKSON,ROBERT:1	PAD	1
AMINOPHYLLINE 500MG SUPP (3422)	JACKSON,ROBERT:1	1 SUPPOSITORY(IES) 500MG	1
ASPIRIN BUFFERED 325MG TAB (280)	RICHMOND,ARTHUR:2	1625MG	2
	RICHMOND,ARTHUR:2 JACKSON,ROBERT:1	975MG	3

Figure 5-21: Free text dosage report

5.11.9 Inactive Drug List

[PSO INACTIVE]

5.11.10 List Prescriptions on Hold

[PSO HOLDRPT]

5.11.11 Management Reports Menu

[PSO MGMT REPORT MENU]

Important

Before printing the first management report, the Initialize Daily Compile option must be run. This option compiles past management data for a user specified date range and then queues a job to run every morning at 1:00 a.m. to compile the previous day's data.

5.11.11.1 Daily Management Report Menu

[PSO MGMT REPORT DAILY MENU]

All Reports

[PSO MGMT REPORTS ALL DAILY]

Cost of Prescriptions

[PSO MGMT REPORT RX COSTS]

Count of Prescriptions

[PSO MGMT REPORT RX COUNTS]

Intravenous Admixture

[PSO MGMT REPORT IV]

Type of Prescriptions Filled

[PSO MGMT REPORT TYPE OF RX]

5.11.11.2 Date Range Recompile Data

[PSO MGMT RPT RANGE COMPILE]

5.11.11.3 Initialize Daily Compile

[PSO MGMT RPT DAILY COMPILE]

This option must be run to initialize the compiling of management report data before the management reports are printed.

5.11.11.4 Monthly Management Report Menu

[PSO MGMT REPORT MONTHLY MENU]

All Reports

[PSO MGMT MONTHLY ALL REPORTS]

Cost of Prescriptions

[PSO MGMT MONTHLY RX COSTS]

Count of Prescriptions

[PSO MGMT MONTHLY RX COUNTS]

Intravenous Admixture

[PSO MGMT MONTHLY IV]

Type of Prescriptions Filled

[PSO MGMT MONTHLY TYPE OF RX]

5.11.11.5 One Day Recompile Data

[PSO MGMT REPORT MONTHLY MENU]

5.11.11.6 Purge Data

[PSO MGMT DATA PURGE]

5.11.12 Medication Profile

[PSO P]

5.11.13 Monthly Drug Cost

[PSO MONTHLYCOST]

5.11.14 Narcotic Prescription List

[PSO NARC]

5.11.15 Non-Formulary List

[PSO NONFORM]

5.11.16 Poly Pharmacy Report

[PSO POLY]

5.11.17 Released and Unreleased Prescription Report

[PSO RELEASE REPORT]

5.12 Pharmacy Intervention Menu

[PSO INTERVENTION MENU]

This menu is locked with the PSORPH key.

5.12.1 Enter Pharmacy Intervention

[PSO INTERVENTION NEW ENTRY]

5.12.2 Edit Pharmacy Intervention

[PSO INTERVENTION EDIT]

5.12.3 Print Pharmacy Intervention

[PSO INTERVENTION PRINTOUT]

5.12.4 Delete Intervention

[PSO INTERVENTION DELETE]

5.12.5 View Intervention

[PSO INTERVENTION VIEW]

5.13 Processing Drug/Drug Interactions

[PSO INTERACTION VERIFY]

5.14 Releasing Medication

5.14.1 Release Medication

[PSO RELEASE]

5.14.2 Changes to Releasing Orders function - ScripTalk®

```
Prescription Number 400693 Released
No Refill(s) to be Released
No Partial(s) to be Released

KANSAS,THOMAS T added to the WAITING display.
This patient is enrolled in ScripTalk and may benefit from
a non-visual announcement that prescriptions are ready.

Press Return to Continue:
```

Figure 5-22: Releasing medication to a ScripTalk® patient

5.15 Returning Medication to Stock

[PSO RETURNED STOCK]

5.16 Processing a Prescription

5.16.1 Rx (Prescriptions)

[PSO RX]

- Patient Prescription Processing
- Barcode Rx Menu ...
- Complete Orders from OERR
- Discontinue Prescription(s)
- Edit Prescriptions
- Reprint an Outpatient Rx Label
- View Prescriptions

5.16.1.1 Patient Prescription Processing

[PSO LM BACKDOOR ORDERS]

- Enter a new Rx
- Release
- Discontinue
- Reprint
- Edit
- Copy
- Refill
- Verify a prescription
- Renew
- Show a profile
- Hold
- View activity log
- Unhold
- Pull early from suspense
- Order a partial

Entering a New Order

```
Select Outpatient Pharmacy Manager Option: RX (Prescriptions)

      Orders to be completed for all divisions: 14

Do you want an Order Summary? No// <Enter>
```

Figure 5-23: Entering a new order

```
Patient Prescription Processing
Barcode Rx Menu ...
Complete Orders from OERR
Discontinue Prescription(s)
Edit Prescriptions
List One Patient's Archived Rx's
Reprint an Outpatient Rx Label
View Prescriptions

Select Rx (Prescriptions) Option: PATient Prescription Processing
Select PATIENT NAME: Kansas,T KANSAS,THOMAS T      10-30-70      521339521

Patient is enrolled to receive ScripTalk 'talking' prescription labels.

Enter RETURN to continue or '^' to exit: <Enter>
```

Figure 5-24: Entering a new order - continued

```

Patient Information          May 22, 2001 10:44:38          Page:    2 of    2
KANSAS,THOMAS T
  PID: 521-33-9521          Ht(cm): 177.80 (02/08/1999)
  DOB: OCT 30,1970 (34)    Wt(kg): 90.45 (02/08/1999)
  SEX: MALE
+
Adverse Reactions:

      Enter ?? for more actions
EA  Enter/Edit Allergy/ADR Data          PU  Patient Record Update
DD  Detailed Allergy/ADR List           EX  Exit Patient List
Select Action: Quit// <Enter>
    
```

Figure 5-25: Entering and new order - continued

```

Medication Profile          May 22, 2001 10:44:56          Page:    1 of    1
KANSAS,THOMAS T
  PID: 521-33-9521 (HRN:37663)  Ht(cm): 177.80 (02/08/1999)
  DOB: OCT 30,1970 (34)        Wt(kg): 90.45 (02/08/1999)

#  RX #          DRUG
-----
1  503902        ACETAMINOPHEN 500MG TAB          60 A> 05-22 05-22   3  30
2  503886$      DIGOXIN (LANOXIN) 0.2MG CAP      60 A> 05-07 05-07   5  30
-----
3  AMPICILLIN 250MG CAP          QTY: 40          ISDT: 05-29  REF:  0

      Enter ?? for more actions
PU  Patient Record Update          NO  New Order
PI  Patient Information           SO  Select Order
Select Action: Quit//
    
```

Figure 5-26: Entering a new order - continued

```

The following actions are also available:
RP  Reprint (OP)          OTH  Other OP Actions          LS  Last Screen
RN  Renew (OP)           RD   Re Display Screen          FS  First Screen
DC  Discontinue (OP)     PL   Print List                GO  Go to Page
RL  Release (OP)         PS   Print Screen              +   Next Screen
RF  Refill (OP)          >   Shift View to Right        -   Previous Screen
PP  Pull Rx (OP)        <   Shift View to Left        ADPL Auto Display (On/Off)
IP  Inpat. Profile (OP)  SL   Search List              UP  Up a Line
DN  Down a Line          QU   Quit
    
```

Figure 5-27: Available action

```

Medication Profile          May 22, 2001 10:44:56          Page:    1 of    1

:  <- Patient information is displayed here.
:

      Enter ?? for more actions
PU  Patient Record Update          NO  New Order
    
```

```

PI Patient Information          SO Select Order
Select Action: Quit// NO   New Order
DRUG: AMPICILLIN
  1  AMPICILLIN  500MG INJ          AM052    N/F          NATL FORM (IEN)
  2  AMPICILLIN  250MG CAP          AM052    N/F          NATL N/F (IEN)
  3  AMPICILLIN  250MG/5ML SUSPENSION 100ML AM052    N/F          NATL N/F (IEN)
  4  AMPICILLIN  SOD. 1GM INJ       AM052          NATL FORM (IEN)
CHOOSE 1-4: 2 AMPICILLIN 250MG CAP          AM052    N/F          NATL N/F (IEN)

Now doing order checks.  Please wait...
    
```

Figure 5-28: Entering a new order - continued

```

Available Dosage(s)
  1. 250MG
  2. 500MG
  3. 1000MG

Select from list of Available Dosages, Enter Free Text Dose
or Enter a Question Mark (?) to view list: 3 500MG

You entered 500MG is this correct? Yes// <Enter> YES
    
```

Figure 5-29: Entering a new order - continued

```

DISPENSE UNITS PER DOSE(CAPSULES): 2// <Enter> 2
Dosage Ordered: 500MG
    
```

Figure 5-30: Entering a new order - continued

```

ROUTE: PO// <Enter>   ORAL       PO MOUTH
ROUTE: PO// @ <Enter to delete>
    
```

Figure 5-31: Entering a new order - continued

```

Schedule: QID// <Enter> (FOUR TIMES A DAY)
    
```

Figure 5-32: Entering a new order - continued

Note: Do not use this field for Days Supply.

```

LIMITED DURATION (IN DAYS, HOURS OR MINUTES): 10 (DAYS)
    
```

Figure 5-33: Entering a new order - continued

```

CONJUNCTION: <Enter>
    
```

Figure 5-34: Entering a new order - continued

```

PATIENT INSTRUCTIONS: WF           WITH FOOD
(TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS WITH FOOD)
    
```

Figure 5-35: Entering a new order - continued

Patch PSS*1*47 adds two new optional fields, OTHER LANGUAGE PREFERENCE and PMI LANGUAGE PREFERENCE in the PHARMACY PATIENT file (#55). When printing locally from Outpatient Pharmacy this parameter is not used. These fields are accessed through the option Update Patient Record [PSO PAT] and the protocol Patient Record Update [PSO PATIENT RECORD UPDATE]. Do NOT type anything in either of these fields because it can cause problems with the information that prints on the Rx label.

```
DAYS SUPPLY: (1-90): 30// 10
QTY ( CAP ) : 80// <Enter> 80
```

Figure 5-36: Entering a new order - continued

```
COPIES: 1// <Enter> 1
# OF REFILLS: (0-11): 11// 0
PROVIDER: BISMARK,ANDREW
CLINIC: OUTPT NURSE GREEN TEAM
MAIL/WINDOW: WINDOW// <Enter> WINDOW
METHOD OF PICK-UP: <Enter>
REMARKS: <Enter>
ISSUE DATE: TODAY// <Enter> (MAY 30, 2001)
FILL DATE: (5/30/2001 - 6/9/2001): TODAY// <Enter> (MAY 30, 2001)
Nature of Order: WRITTEN// ??
```

Nature of Order Activity	Require E.Signature	Print Chart Copy	Print on Summary
WRITTEN			x
VERBAL	x	x	x
TELEPHONED	x	x	x
SERVICE CORRECTION			
POLICY		x	x
DUPLICATE			

```
Nature of Order: WRITTEN// <Enter> W
```

Figure 5-37: Entering a new order - continued

```
Do you want to enter a Progress Note? No// <Enter>
Rx # 503906 05/30/01
NEBRASKA,NICK #80
TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS WITH FOOD
AMPICILLIN 250MG CAP
BISMARK,ANDREW BISMARK,ANDREW
# of Refills: 11
```

Figure 5-38: Entering a new order - continued

Entering a new order with Local or Free-Text Dosage

```

DRUG:      TYLENOL #3  ACETAMINOPHEN AND CODEINE 30MG          CN101
          ...OK? Yes//   (Yes)
Now doing order checks.  Please wait...
Available Dosage(s)
          1. 1 TABLET
          2. 2 TABLET(S)
          3. 3 TABLET(S)

Select from list of Available Dosages, Enter Free Text Dose
or Enter a Question Mark (?) to view list: 2 2 TABLET(S)
You entered 2 TABLET(S) is this correct? Yes// <Enter> YES
OTHER LANGUAGE DOSAGE: DOS TABLET(S)

```

Figure 5-39: Entering a new order with local or free text dosage

Patch PSS*1*47 adds two new optional fields, OTHER LANGUAGE PREFERENCE in the PHARMACY PATIENT file (#55) that stores if a patient has another language preference. This field is accessed through the option Update Patient Record [PSO PAT] and the protocol Patient Record Update [PSO PATIENT RECORD UPDATE]. Do NOT type anything in either of these fields because it can cause problems with the information that prints on the Rx label.

```

ROUTE: PO// <Enter>   ORAL      PO MOUTH
ROUTE: PO// @ <Enter to delete>

```

Figure 5-40: Entering a new order with local or free text dosage - continued

```

Schedule: QID// <Enter> (FOUR TIMES A DAY)

```

Figure 5-41: Entering a new order with local or free text dosage - continued

```

LIMITED DURATION (IN DAYS, HOURS OR MINUTES): 90 (DAYS)

```

Figure 5-42: Entering a new order with local or free text dosage - continued

```

CONJUNCTION: <Enter>

```

Figure 5-43: Entering a new order with local or free text dosage - continued

```

PATIENT INSTRUCTIONS: WF          WITH FOOD
(TAKE 2 TABLETS BY MOUTH FOUR TIMES A DAY FOR 90 DAYS WITH FOOD)

```

Figure 5-44: Entering a new order with local or free text dosage - continued

Patch PSS*1*47 adds two new optional fields, OTHER LANGUAGE PREFERENCE and PMI LANGUAGE PREFERENCE in the PHARMACY PATIENT file (#55 These fields are accessed through the option Update Patient Record [PSO PAT] and the protocol Patient Record Update [PSO PATIENT RECORD UPDATE]. Do NOT type anything in either of these fields because it can cause problems with the information that prints on the Rx label.

DAYS SUPPLY: (1-90): 30// 90
 QTY (CAP): 720

Figure 5-45: Entering a new order with local or free text dosage - continued

COPIES: 1// <Enter> 1
 # OF REFILLS: (0-1): 1// 1
 PROVIDER: BISMARK,ANDREW
 CLINIC: OUTPT NURSE GREEN TEAM
 MAIL/WINDOW: WINDOW// <Enter> WINDOW
 METHOD OF PICK-UP: <Enter>
 REMARKS: <Enter>
 ISSUE DATE: TODAY// <Enter> (MAY 30, 2001)
 FILL DATE: (5/30/2001 - 6/9/2001): TODAY// <Enter> (MAY 30, 2001)
 Nature of Order: WRITTEN// <Enter> W

Figure 5-46: Entering a new order with local or free text dosage - continued

Do you want to enter a Progress Note? No// <Enter>
 Rx # 503908 05/30/01
 NEBRASKA,NICK #80
 TAKE 2 TABLETS BY MOUTH FOUR TIMES A DAY FOR 90 DAYS WITH FOOD
 ACETAMINOPHEN AND CODEINE 30MG
 BISMARK,ANDREW BISMARK,ANDREW
 # of Refills: 1
 Is this correct? YES//
 Another New Order for NEBRASKA,NICK? YES//

Figure 5-47: Entering a new order with local or free text dosage - continued

OP Medications (ACTIVE) May 30, 2001 16:48:05 Page: 1 of 3
 NEBRASKA,NICK <A>
 PID: 505-09-3368 (HRN: 3217) Ht(cm): 175.26 (06/07/2000)
 DOB: SEP 12,1919 (81) Wt(kg): 79.09 (06/07/2000) f

Rx #: 503908
 (1) *Orderable Item: ACETAMINOPHEN TAB
 (2) Drug: ACETAMINOPHEN AND CODEINE 30MG
 Verb: TAKE
 (3) *Dosage: 2 TABLET(S)
 Oth. Lang. Dosage: TRE TABLETA(S)
 *Route: ORAL
 *Schedule: QID
 *Duration: 10D (DAYS)
 (4) Pat Instructions: WITH FOOD

```

Other Pat. Instruc: CON ALIMENTO
                SIG: TAKE 2 TABLET(S) BY MOUTH FOUR TIMES A DAY FOR 90 DAYS
                WITH FOOD
(5) Patient Status: OUTPATIENT
    
```

Figure 5-48: View of Rx

Editing an Order

Note: Do not use the up-arrow (^) after editing one field to jump past the rest of the fields. Using just the up-arrow results in the changes just entered being deleted. The user must <Enter> through all the order fields when editing to save the changes.

```

OP Medications (ACTIVE)      May 30, 2001 16:48:05      Page:      1 of      3
NEBRASKA,NICK                                     <A>
  PID: 505-09-3368 (HRN: 3217)                      Ht(cm): 175.26 (06/07/2000)
  DOB: SEP 12,1919 (81)                             Wt(kg): 79.09 (06/07/2000) f

          Rx #: 503908
(1) *Orderable Item: AMPICILLIN CAP,ORAL *** (N/F)***
(2)      Drug: AMPICILLIN 250MG CAP *** (N/F)***
(3)      *Dosage: 500 (MG)
          Verb: TAKE
          Dispense Units: 2
          Noun: CAPSULES
          *Route: ORAL
          *Schedule: QID
          *Duration: 10D (DAYS)
(4) Pat Instructions: with food
          SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS
          WITH FOOD
(5) Patient Status: OUTPATIENT
+      Enter ?? for more actions
DC  Discontinue      PR  Partial      RL  Release
ED  Edit             RF  (Refill)     RN  Renew
Select Action: Next Screen// ED  Edit
Select fields by number: (1-19): 4
PATIENT INSTRUCTIONS: WITH FOOD// WITH FOOD AVOIDING DAIRY FOODS
    
```

Figure 5-49: Editing an order

```

NDC : 0182-0141-10// 0182-0141-10
AWP : 0.016190// 0.016190

UNIT PRICE OF DRUG: 0.018000// 0.018000
MANUFACTURER:
EXPIRATION DATE: (8/25/2004 - 12/31/2699):
This is a required response. Enter '^' to exit
EXPIRATION DATE: (8/25/2004 - 12/31/2699): T+365 (AUG 25, 2005)
CHRONIC MEDICATION: YES// YES
BILL STATUS: 1// 1 AUTO BILL
    
```

Figure 5-50: Editing IHS special fields

```

Select from list of Available Dosages, Enter Free Text Dose
or Enter a Question Mark (?) to view list: 500// 750MG 750MG
    
```

```

You entered 750MG is this correct? Yes// <Enter> YES
VERB: TAKE// <Enter> TAKE
DISPENSE UNITS PER DOSE (CAPSULE(S)): 3// <Enter> 3
Dosage Ordered: 750MG
NOUN: CAPSULE(S)// <Enter> CAPSULE(S)
ROUTE: ORAL// <Enter> ORAL
Schedule: QID// <Enter> (FOUR TIMES A DAY)
LIMITED DURATION (IN DAYS, HOURS OR MINUTES): 10D// <Enter> 10D (DAYS)
CONJUNCTION: <Enter>

New OP Order (ROUTINE)          May 30, 2001 17:11:44          Page: 1 of 2
NEBRASKA,NICK                    <A>
  PID: 505-09-3368 (HRN: 3217)          Ht(cm): 175.26 (06/07/2000)
  DOB: SEP 12,1919 (81)                Wt(kg): 79.09 (06/07/2000)

  Orderable Item: AMPICILLIN CAP,ORAL *** (N/F)***
  (1) Drug: AMPICILLIN 250MG CAP *** (N/F)***
  (2) Patient Status: OUTPATIENT
  (3) Issue Date: MAY 30,2001          (4) Fill Date: MAY 30,2001
  (5) Dosage Ordered: 750 (MG)
      Verb: TAKE
      Dispense Units: 3
      Noun: CAPSULE(S)
      Route: ORAL
      Schedule: QID
      *Duration: 10D (DAYS)
  (6) Pat Instruction: WITH FOOD AVOIDING DAIRY FOODS
      SIG: TAKE THREE CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10
          DAYS WITH FOOD AVOIDING DAIRY FOODS
+ This change will create a new prescription!
AC Accept                          ED Edit
Select Action: Next Screen//

New OP Order (ROUTINE)          May 30, 2001 17:15:09          Page: 2 of 2
NEBRASKA,NICK                    <A>
  PID: 505-09-3368                    Ht(cm): 175.26 (06/07/2000)
  DOB: SEP 12,1919 (81)                Wt(kg): 79.09 (06/07/2000)
+
  (7) Days Supply: 10                  (8) QTY (CAP): 120
  (9) # of Refills: 0                  (10) Routing: WINDOW
  (11) Clinic: OUTPT NURSE GREEN TEAM
  (12) Provider: BISMARK,ANDREW        (13) Copies: 1
  (14) Remarks: New Order Created by editing Rx # 503908.
      Entry By: BISMARK,ANDREW          Entry Date: MAY 30,2001 17:11:44

      This change will create a new prescription!
AC Accept                          ED Edit
Select Action: Edit// AC
    
```

Figure 5-51: Editing an order - continued

Note: If the DAYS SUPPLY field is edited, the QTY field is recalculated. If the QTY field is edited, the DAYS SUPPLY field value does not change but a message is displayed warning the user of the change and recommending that the value be checked.

```

New OP Order (ROUTINE)          May 31, 2001 12:57:06          Page:      2 of      2
NEBRASKA,NICK                    <A>
  PID: 505-09-3368 (HRN: 3217)          Ht(cm): 175.26 (06/07/2000)
  DOB: SEP 12,1919 (81)              Wt(kg): 79.09 (06/07/2000)
+
(7)   Days Supply: 30                  (8)   QTY (CAP): 120
(9)   # of Refills: 0                  (10)  Routing: WINDOW
(11)  Clinic: OUTPT NURSE GREEN TEAM
(12)  Provider: BISMARK,ANDREW          (13)  Copies: 1
(14)  Remarks: New Order Created by editing Rx # 503910.
      Entry By: BISMARK,ANDREW          Entry Date: MAY 31,2001 12:57:06

Enter ?? for more actions
AC  Accept          ED  Edit
Select Action: Edit// <Enter> Edit
Select Field to Edit by number: (1-14): 7
DAYS SUPPLY: (1-90): 10// 7
    
```

Figure 5-52: Editing an order - continued

```

Checking for Drug/Drug Interactions !
Nature of Order: WRITTEN// ??

Nature of Order Activity      Require E.Signature      Print Chart Copy      Print on Summary
-----
WRITTEN                      x                      x                      x
VERBAL                       x                      x                      x
TELEPHONED                   x                      x                      x
SERVICE CORRECTION POLICY          x                      x
DUPLICATE
REJECTED

Nature of Order: WRITTEN// <Enter> WRITTEN
    
```

Figure 5-53: Editing an order - continued

Using the Copy Action

```

The following actions are also available:
AL  Activity Logs (OP)  OTH  Other OP Actions      GO  Go to Page
VF  Verify (OP)        DIN  Drug Restr/Guide (OP)LS  Last Screen
CO  Copy (OP)          +    Next Screen            PS  Print Screen
RP  Reprint (OP)       -    Previous Screen        PT  Print List
HD  Hold (OP)          <    Shift View to Left    QU  Quit
UH  Unhold (OP)        >    Shift View to Right   RD  Re Display Screen
PI  Patient Information ADPL Auto Display(On/Off) SL  Search List
PP  Pull Rx (OP)       DN   Down a Line            UP  Up a Line
IP  Inpat. Profile (OP) FS   First Screen
    
```

Figure 5-54: Available actions

```

Medication Profile          Jun 04, 2001 15:49:09          Page:      1 of      1
    
```

```

COLORADO,ALBERT                                     <A>
  PID: 505-44-5034 (HRN: 3124)                       Ht(cm): 175.26 (08/10/1999)
  DOB: FEB 8,1922 (79)                               Wt(kg): 75.45 (08/10/1999)

#  RX #          DRUG                                ISSUE  LAST REF DAY
          QTY ST  DATE  FILL  REM  SUP
-----
-----ACTIVE-----
  1 503911$      AMPICILLIN 250MG CAP                80 A  05-25 06-01   0  10
  2 503901      LISINOPRIL 10MG TAB                   150 A> 05-17 05-17   2  30

      Enter ?? for more actions
PU Patient Record Update                          NO New Order
PI Patient Information                             SO Select Order
Select Action: Quit// SO      Select Order
Select Orders by number: (1-2): 1
    
```

Figure 5-55: Copying an order

```

OP Medications (ACTIVE)      Jun 04, 2001 15:50:49      Page: 1 of 3
COLORADO,ALBERT                                     <A>
  PID: 505-44-5034 (HRN: 3124)                       Ht(cm): 175.26 (08/10/1999)
  DOB: FEB 8,1922 (79)                               Wt(kg): 75.45 (08/10/1999)

      Rx #: 503911$
(1) *Orderable Item: AMPICILLIN CAP,ORAL *** (N/F)***
(2)      Drug: AMPICILLIN 250MG CAP *** (N/F)***
(3)      *Dosage: 500 (MG)
          Verb: TAKE
          Dispense Units: 2
          Noun: CAPSULES
          *Route: ORAL
          *Schedule: QID
(4)Pat Instructions: Prov Comments
      Provider Comments: Prov Comments
          SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY PROV COMMENTS
(5) Patient Status: OUTPT NON-SC
(6)      Issue Date: 05/25/01                        (7) Fill Date: 06/01/01
+      Enter ?? for more actions
DC Discontinue      PR Partial      RL Release
ED Edit            RF (Refill)      RN Renew
Select Action: Next Screen//CO CO
    
```

Figure 5-56: Copying an order - continued

```

New OP Order (COPY)      Jun 04, 2001 15:51:32      Page: 1 of 2
COLORADO,ALBERT                                     <A>
  PID: 505-44-5034 (HRN: 3124)                       Ht(cm): 175.26 (08/10/1999)
  DOB: FEB 8,1922 (79)                               Wt(kg): 75.45 (08/10/1999)

      Orderable Item: AMPICILLIN CAP,ORAL *** (N/F)***
(1)      Drug: AMPICILLIN 250MG CAP *** (N/F)***
(2) Patient Status: OUTPT NON-SC
(3)      Issue Date: JUN 4,2001                      (4) Fill Date: JUN 4,2001
(5) Dosage Ordered: 500 (MG)
          Verb: TAKE
          Dispense Units: 2
          Noun: CAPSULES
          Route: ORAL
          Schedule: QID
(6)Pat Instruction: Prov Comments
          SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY PROV
              COMMENTS
(7)      Days Supply: 10                            (8) QTY (CAP): 80
    
```

```

+          Enter ?? for more actions
AC  Accept                               ED  Edit
Select Action: Next Screen// AC  Accept
    
```

Figure 5-57: Copying an order - continued

```

-----
DUPLICATE DRUG AMPICILLIN 250MG CAP in Prescription: 503911

          Status: Active                               Issued: 05/25/01
          SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY PROV
          COMMENTS
          QTY: 80                                       # of refills: 0
          Provider: BISMARK,ANDREW                     Refills remaining: 0
                                                    Last filled on: 06/01/01
                                                    Days Supply: 10
-----
Discontinue Rx # 503911? YES

Duplicate Drug will be discontinued after the acceptance of the new order.

Now doing order checks. Please wait...
Nature of Order: WRITTEN// <Enter>          W

Do you want to enter a Progress Note? No// <Enter> NO
    
```

Figure 5-58: Copying an order - continued

```

Rx # 503913          06/04/01
COLORADO,ALBERT          #80
TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY PROV COMMENTS

AMPICILLIN 250MG CAP
BISMARK,ANDREW          BISMARK,ANDREW
# of Refills: 0

Is this correct? YES// <Enter>...
-Rx 503911 has been discontinued...
    
```

Figure 5-59: Copying an order - continued

```

Medication Profile          Jun 04, 2001 16:03:55          Page: 1 of 1
COLORADO,ALBERT          <A>
  PID: 505-44-5034          Ht(cm): 175.26 (08/10/1999)
  DOB: FEB 8,1922 (79)          Wt(kg): 75.45 (08/10/1999)

#  RX #          DRUG          QTY ST  ISSUE  LAST REF DAY
          DATE  FILL  REM SUP
-----
          -ACTIVE-
1  503913          AMPICILLIN 250MG CAP          80 A  06-04 06-04  0 10
2  503901          LISINOPRIL 10MG TAB          150 A> 05-17 05-17  2 30

          Enter ?? for more actions
PU  Patient Record Update          NO  New Order
PI  Patient Information          SO  Select Order
Select Action: Quit// <Enter>

Print/Queue/Cpro/Med sheet/Hold/SUspend/Refill/CAnce/Summary/B=Sum+Cpro/'^'=Exi
    
```

```
t: P//

Select PATIENT NAME: <Enter>
```

Figure 5-60: Copying an order - continued

Renewing a Prescription

```
OP Medications (ACTIVE)      Jun 04, 2001 16:14:40      Page: 1 of 3
NEBRASKA,NICK                <A>
PID: 505-09-3368 (HRN: 2408)  Ht(cm): 175.26 (06/07/2000)
DOB: SEP 12,1919 (81)       Wt(kg): 79.09 (06/07/2000)

Rx #: 503910
(1) *Orderable Item: AMPICILLIN CAP,ORAL *** (N/F)***
(2) Drug: AMPICILLIN 250MG CAP *** (N/F)***
(3) *Dosage: 500 (MG)
    Verb: TAKE
    Dispense Units: 2
    Noun: CAPSULES
    *Route: ORAL
    *Schedule: QID
    *Duration: 10D (DAYS)
(4) Pat Instructions: with food
    SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS
    WITH FOOD
(5) Patient Status: OUTPATIENT
+ Enter ?? for more actions
DC Discontinue PR Partial RL Release
ED Edit RF (Refill) RN Renew
Select Action: Next Screen// RN Renew
FILL DATE: (6/4/2001 - 7/4/2001): TODAY// <Enter> (JUN 04, 2001)
MAIL/WINDOW: WINDOW// <Enter> WINDOW
METHOD OF PICK-UP: <Enter>
Nature of Order: WRITTEN// <Enter> W

Do you want to enter a Progress Note? No// <Enter> NO

Now Renewing Rx # 503910 Drug: AMPICILLIN 250MG CAP

Now doing order checks. Please wait...

503910A AMPICILLIN 250MG CAP QTY: 80
# OF REFILLS: 0 ISSUED: 06-04-01
SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS WITH FOOD
FILLED: 06-20-01
ROUTING: WINDOW PHYS: BISMARK,ANDREW

Edit renewed Rx ? Y// <Enter> ES
```

Figure 5-61: Renewing a prescription

```
Prescription Renew          Jun 04, 2001 16:18:17      Page: 2 of 2
NEBRASKA,NICK                <A>
PID: 505-09-3368 (HRN: 2408)  Ht(cm): 175.26 (06/07/2000)
DOB: SEP 12,1919 (81)       Wt(kg): 79.09 (06/07/2000)
+
    SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS
    WITH FOOD
    Days Supply: 30
    QTY (CAP): 80
```

```

(3) # of Refills: 0
(4) Routing: WINDOW
(5) Clinic: OUTPT NURSE GREEN TEAM
(6) Provider: BISMARK,ANDREW
(7) Copies: 1
(8) Remarks: RENEWED FROM RX # 503910
Entry By: BISMARK,ANDREW Entry Date: JUN 4,2001 16:16:27

Enter ?? for more actions
AC Accept DC Discontinue
BY Bypass ED Edit
Select Item(s): Quit// ED Edit [Or enter the field(s), e.g., 1,5,7]

Select Field to Edit by number: (1-8): 5
CLINIC: OUTPT NURSE GREEN TEAM //OUT
1 OUTPT NURSE BLUE TEAM
2 OUTPT NURSE GREEN TEAM
3 OUTPT NURSE YELLOW TEAM
CHOOSE 1-3: 1 OUTPT NURSE BLUE TEAM
    
```

Figure 5-62: Renewing a prescription - continued

```

Prescription Renew Jun 04, 2001 16:24:32 Page: 2 of 2
NEBRASKA,NICK <A>
PID: 505-09-3368 (HRN: 2408) Ht(cm): 175.26 (06/07/2000)
DOB: SEP 12,1919 (81) Wt(kg): 79.09 (06/07/2000)
+
SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS
WITH FOOD
Days Supply: 30
QTY (CAP): 80
(3) # of Refills: 0
(4) Routing: WINDOW
(5) Clinic: OUTPT NURSE BLUE TEAM
(6) Provider: BISMARK,ANDREW
(7) Copies: 1
(8) Remarks: RENEWED FROM RX # 503910
Entry By: BISMARK,ANDREW Entry Date: JUN 4,2001 16:23:56

Enter ??for more actions
AC Accept DC Discontinue
BY Bypass ED Edit
Select Item(s): Quit// AC Accept
    
```

Figure 5-63: Renewing a prescription - continued

5.16.1.2 Barcode Rx Menu

[PSO BARCODE MENU]

- Barcode Batch Prescription Entry
- Check Quality of Barcode
- Process Internet Refills

Barcode Batch Prescription Entry

[PSO BATCH BARCODE]

Check Quality of Barcode

[PSO BARCODE CHECK]

1. Barcode too faint (change printer ribbon)
2. Improper scanning (move the wand at a steady rate)
3. Defective barcode reader (replace the reader)

5.16.1.3 Complete Orders from OERR

[PSO LMOE FINISH]

Note: Enter "E" at the "Select By:" prompt to stop processing orders.

```
Select Outpatient Pharmacy Manager Option: RX (Prescriptions)

      Orders to be completed for all divisions: 16

Do you want an Order Summary? No//  <Enter> NO
Patient Prescription Processing
Barcode Rx Menu ...
Complete Orders from OERR
Discontinue Prescription(s)
Edit Prescriptions
List One Patient's Archived Rx's
Reprint an Outpatient Rx Label
View Prescriptions

Select Rx (Prescriptions) Option: COMplete Orders from OERR

Select By: (PA/RT/PR/CL/E): PATIENT// <Enter>
All Patients or Single Patient: (A/S/E): SINGLE// <Enter>
Select Patient: KANSAS,THOMAS T  KANSAS,THOMAS T
                                                    F 10-30-70 521339521  CR 1259

Do you want to see Medication Profile? Yes//
```

Figure 5-64: Finishing an order from OERR

Note: The user may enter a question mark at the "Select Patient" prompt to get a list of patients with pending orders.

```
Pending OP Orders (ROUTINE)   May 22, 2001 10:32:41           Page:    1 of    2
KANSAS,THOMAS T
  PID: 521-33-9521 (HRN: 1259)           Ht(cm): 177.80 (02/08/1999)
  DOB: OCT 30,1970 (34)                 Wt(kg): 90.45 (02/08/1999)

*(1) Orderable Item: ACETAMINOPHEN TAB    <- * Editing starred field will
      create a new order
(2)      CMOP Drug: ACETAMINOPHEN 500MG TAB
      Drug Message: NATL FORM
(3)      *Dosage: 500 (MG)
          Verb: TAKE
```

```

Dispense Units: 1
  *Route: ORAL
  *Schedule: BID
(4) Pat Instruct:
  Provider Comments: ProvComments
      SIG: TAKE ONE TABLET BY MOUTH TWICE A DAY
(5) Patient Status: OUTPATIENT
(6) Issue Date: MAY 22,2001      (7) Fill Date: MAY 22,2001
(8) Days Supply: 30      (9) QTY (TAB): 60
+ Enter ?? for more actions
BY Bypass      DC Discontinue
ED Edit      FN Finish
Select Item(s): Next Screen//// FN Finish
    
```

Figure 5-65: Finishing an order from OERR - continued

Note: If an order is sent from OERR without a drug selected, and only one drug is tied with this order item, that drug is inserted in the DRUG field (#2 on the screen). If more than one drug is tied with this order item, a “No Dispense Drug Selected” message displays in the DRUG field (#2 on the screen), and the user will need to select a drug to complete the order.

```

The following Drug are available for selection:
1. ACETAMINOPHEN 325MG
2. ACETAMINOPHEN EXTRA STR 500MG

Select Drug by number: (1-2): 1
    
```

Figure 5-66: Available drugs

Note: If the drug list is empty, the user should select a new orderable item or the order can be discontinued.

```

Copy Provider Comments into the Patient Instructions? No// Y YES
(TAKE ONE TABLET BY MOUTH TWICE A DAY PROVCOMMENTS)

Rx # 503902      05/22/01
KANSAS,THOMAS T      #60
TAKE ONE TABLET BY MOUTH TWICE A DAY PROVCOMMENTS

ACETAMINOPHEN 500MG TAB
BISMARK,ANDREW      BISMARK,ANDREW
# of Refills: 3

Are you sure you want to Accept this Order? NO// Y YES
    
```

Figure 5-67: Finishing an order from OERR - continued

```

METHOD OF PICK-UP:

Do you want to enter a Progress Note? No// <Enter> NO

Press Return to Continue:
    
```

Figure 5-68: Finishing an order from OERR - continued

Finishing an Order from OERR with Multiple Institutions

```
Select Outpatient Pharmacy Manager Option: RX (Prescriptions)

      Orders to be completed for all divisions: 21

Do you want an Order Summary:? No// <Enter> NO

Select Rx (Prescriptions) Option: Complete Orders from OERR

There are multiple Institutions associated with this Outpatient Site for finishing
orders entered through CPRS. Select the Institution from which to finish orders.
Enter '?' to see all choices.
```

Figure 5-69: Finishing an order from OERR with multiple institutions

```
Select CPRS ORDERING INSTITUTION: BIRMINGHAM, AL.// <Enter> BIRMINGHAM, AL.521

You have selected BIRMINGHAM, AL..
After completing these orders, you may re-enter this option and select again.

Select By: (PA/RT/PR/CL/E): PATIENT// PA
```

Figure 5-70: Finishing an order from OERR with multiple institutions - continued

Activity Log

```
OP Medications (ACTIVE)      Jun 08, 2001 11:01:29      Page: 1 of 3
NEBRASKA,NICK                <A>
  PID: 505-09-3368 (HRN: 2408)      Ht(cm): 175.26 (06/07/2000)
  DOB: SEP 12,1919 (81)           Wt(kg): 79.09 (06/07/2000)

      Rx #: 503915
(1) *Orderable Item: AMPICILLIN CAP,ORAL *** (N/F)***
(2)   Drug: AMPICILLIN 250MG CAP *** (N/F)***
(3)   *Dosage: 750 (MG)
      Verb: TAKE
      Dispense Units: 3
      Noun: CAPSULE(S)
      *Route: ORAL
      *Schedule: QID
      *Duration: 10D (DAYS)
(4) Pat Instructions: WITH FOOD AVOIDING DAIRY FOODS
      SIG: TAKE THREE CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS
      WITH FOOD AVOIDING DAIRY FOODS
(5) Patient Status: OUTPATIENT
+   Enter ?? for more actions
DC  Discontinue      PR  Partial      RL  Release
ED  Edit            RF  (Refill)     RN  Renew
Select Action: Next Screen// AL
Select Activity Log by number
1. Refill  2. Partial  3. Activity
4. Labels  5. Copay    6. All Logs: (1-6): 6// <Enter>
```

Figure 5-71: Example activity log

```
Rx Activity Log      Jun 08, 2001 11:02:51      Page: 1 of 2
PATIENT,THOMAS T
  PID: 521-00-9999 (HRN: 1444)      Ht(cm): 177.80 (02/08/1999)
```

```

DOB: OCT 30,1970 (34)                                Wt(kg): 90.45 (02/08/1999)

Rx #: 503904    Original Fill Released: 5/25/01
Routing: Window    Finished by: BISMARK,ANDREW

Refill Log:
#  Log Date  Refill Date  Qty          Routing  Lot #      Pharmacist
=====
There are NO Refills For this Prescription

Partial Fills:
#  Log Date  Date      Qty          Routing  Lot #      Pharmacist
=====
There are NO Partial for this Prescription

Activity Log:
#  Date      Reason          Rx Ref      Initiator Of Activity
=====
1  05/25/01          ORIGINAL
Comments: Patient Instructions Not Sent By Provider.
2  05/25/01  PROCESSED      ORIGINAL    BISMARK,ANDREW
Comments: Label never queued to print by User

Label Log:
#  Date      Rx Ref      Printed By
=====
1  05/25/01  ORIGINAL    BISMARK,ANDREW
Comments: ScripTalk label printed
        <- This shows an extended view of what is seen on the
           screen

Enter ?? for more actions

Select Action:Quit// <Enter>
    
```

Figure 5-72: Example activity log - continued

5.16.2 Discontinue Prescription(s)

[PSO C]

5.16.3 Edit Prescriptions

[PSO RXEDIT]

5.16.4 List One Patient's Archived Rx's

[PSO ARCHIVE LIST RX'S]

5.16.5 View Prescriptions

[PSO VIEW]

5.16.6 Reprint an Outpatient Rx Label

[PSO RXRPT]

```
Select OPTION NAME: REPRINT AN OUTPATIENT RX LABEL

Reprint Prescription Label: 400693          ADHESIVE TAPE WATERPROOF 1IN ROLL
Patient is a ScripTalk patient. Use ScripTalk label for prescription bottle.

Number of Copies? : (1-99): 1// <Enter>
Print adhesive portion of label only? N// <Enter> 0
Comments:

Rx # 400693                06/27/03
KANSAS,THOMAS T                #1

USE AS DIRECTED ON AFFECTED AREA

ADHESIVE TAPE WATERPROOF 1IN ROLL
TULSA,LARRY                BISMARK,ANDREW
# of Refills: 2
```

Figure 5-73: Reprinting and outpatient Rx label

5.17 ScripTalk® ‘Talking’ Prescription Labels

Note: The pharmacy should check each ScripTalk® label for accuracy by using the ScripTalk® reader to read the label aloud. The printer encodes the chip while printing the label, but nothing in or attached to RPMS can see or tell if the label is valid.

5.17.1 ScripTalk Main Menu

[PSO SCRIPTALK MAIN MENU]

- PT ScripTalk Patient Enter/Edit
- QBAR Queue ScripTalk Label by Barcode
- QRX Queue ScripTalk Label by Rx#
- RPT ScripTalk Reports...
 - Reprint a non-voided Outpatient Rx Label
- PARM Set Up and Test ScripTalk Device...

5.17.1.1 ScripTalk Patient Enter/Edit

[PSO SCRIPTALK PATIENT ENROLL]

5.17.1.2 Queue ScripTalk Label by Barcode

[PSO SCRIPTALK MANUAL INTERNAL]

```
Select ScripTalk Main Menu Option: QBAR Queue ScripTalk Label by Barcode
Enter Barcode Rx#:
```

Figure 5-74: Queuing a ScripTalk® label to print by barcode

5.17.1.3 Queue ScripTalk Label by Rx#

[PSO SCRIPTALK MANUAL EXTERNAL]

```
Select ScripTalk Main Menu Option: QRX Queue ScripTalk Label by Rx#
Select PRESCRIPTION RX #: 400675B ADHESIVE TAPE WATERPROOF 1IN ROLL

Queuing ScripTalk label

Select PRESCRIPTION RX #: 12345
  1 12345 NIACIN 250MG SR CAP
  2 1234567A DIGOXIN 0.05MG CAP
CHOOSE 1-2: 2 1234567A DIGOXIN 0.05MG CAP
Patient not enrolled in ScripTalk program.

Select PRESCRIPTION RX #:
```

Figure 5-75: Queuing a ScripTalk® label to print by Rx#

5.17.1.4 ScripTalk Reports

[PSO SCRIPTALK REPORTS]

- AUD ScripTalk Audit History Report
- WHO Report of ScripTalk Enrollees
- ScripTalk Audit History Report

[PSO SCRIPTALK AUDIT HISTORY]

```
Select ScripTalk Reports Option: AUD ScripTalk Audit History Report
Select PATIENT: NEBRASKA,NICK M 03-04-54 234435432 CR 2408

You may queue the report to print, if you wish.

DEVICE: HOME// <Enter> GENERIC INCOMING TELNET
```

Figure 5-76: ScripTalk® audit history report

```
SCRIPTALK AUDIT HISTORY Date printed: JUN 24,2003 Page: 1
Name: NEBRASKA,NICK Currently enrolled: YES
```

Date-Time Set	Previous Status	Previous Indication	Entered by
-----	-----	-----	-----
Jun 16, 2003 08:09	YES	BLIND PATIENT	HELENA,LAURIE
Jun 16, 2003 08:09	YES	LOW VISION	HELENA,LAURIE
Jun 16, 2003 08:10	NO		HELENA,LAURIE
Jun 16, 2003 08:49	YES	LOW VISION	HELENA,LAURIE

** End of Report **
Press Return to continue:

Figure 5-77: ScripTalk® audit history report - continued

Report of ScripTalk Enrollees

[PSO SCRIPTALK ENROLLEES]

```
Select ScripTalk Reports Option: WHO Report of ScripTalk Enrollees
Do you want to report only active enrollees? Y// <Enter> ES
You may queue the report to print, if you wish.
DEVICE: HOME// <Enter> GENERIC INCOMING TELNET
```

Figure 5-78: Report of ScripTalk ® enrollees - setup

Patient name	SSN	Enrollment last updated
-----	-----	-----
HAWAII, LOU BLIND PATIENT	333-22-1212	Jun 16, 2003@11:57:39
IDAHO, PETER LOW VISION	112-22-3334	Jun 15, 2003@18:17:30
MINNESOTA, RONALD LOW VISION	123-32-1123	Jun 18, 2003@03:52:18
NEBRASKA, NICK LOW VISION	742-34-8743	Jun 16, 2003@08:49:34

Figure 5-79: : Sample report of ScripTalk ® enrollees

5.17.1.5 Reprint a Non-Voided Outpatient Rx Label

[PSO SCRIPTALK REPRINT VISTA LB]

```
Select ScripTalk Main Menu Option: REprint a non-voided Outpatient Rx Label
Reprint Prescription Label: 400675B ADHESIVE TAPE WATERPROOF 1IN ROLL
Patient is a ScripTalk patient. Use ScripTalk label for prescription bottle.
```

```

Number of Copies? : (1-99): 1// <Enter>
Print adhesive portion of label only? N// <Enter> 0
Comments:

Rx # 400675B          06/17/03
NEBRASKA,NICK        #1

    USE ON AFFECTED AREA AS DIRECTED

ADHESIVE TAPE WATERPROOF 1IN ROLL
MAIMI,STEPHEN          RICHMOND,ARTHUR
# of Refills: 2

Select LABEL DEVICE: PRINTER #3

LABEL(S) QUEUED TO PRINT
    
```

Figure 5-80: Reprinting a non-voided outpatient Rx label

5.17.1.6 Set Up and Test ScripTalk Device

[PSO SCRIPTALK SET-UP]

- ScripTalk Device Definition Enter/Edit
- Print Sample ScripTalk Label
- Test ScripTalk Device
- Reinitialize ScripTalk Printer

ScripTalk Device Definition Enter/Edit

[PSO SCRIPTALK DEVICE DEF'N]

```

Select Set Up and Test ScripTalk Device Option: SCripTalk Device Definition
Enter/Edit

Division: TROY      514
SCRIPTALK DEVICE: ?
    Enter ScripTalk Device.
    Answer with DEVICE NAME, or LOCAL SYNONYM, or $I, or VOLUME SET(CPU), or
    SIGN-ON/SYSTEM DEVICE, or FORM CURRENTLY MOUNTED
    Do you want the entire DEVICE List? N (No)
SCRIPTALK DEVICE: S
    1  SCRIPT$PRT      SPECIAL PRINTER      USER$:[TCP$SPOOL]SCRIPT$PRT.TXT
    2  SPOOL           COMPUTER ROOM        2
    3  SYS..//./nul   CONSOLE - CROOM PAA CONSOLE    C-ROOM    //./nul
    4  SYS..100      PAA100                100
    5  SYS..3        PAA3                  3
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1 SCRIPT$PRT      SPECIAL PRINTER      USER$:[TCP$SPOOL]SCRIPT$PRT.TXT
SCRIPTALK AUTO-PRINT SETTINGS: ?
    Enter 'A' if ScripTalk label printing should be automatic, "M" if label
    will be queued manually.
    Choose from:
    A          AUTO PRINT
    
```

```

M          MANUAL PRINT
SCRIPTALK AUTO-PRINT SETTINGS: A  AUTO PRINT

```

Figure 5-81: Defining the ScripTalk ® device

Print Sample ScripTalk Label

[PSO SCRIPTALK SAMPLE LABEL]

```

Select Set Up and Test ScripTalk Device Option: Print Sample ScripTalk Label
The following test data will be sent to the ScripTalk printer:

```

```

^XA
^FO250,700^XGE:RX.GRF^FS
^FO250,700^XGE:RX.GRF^FS
^AFR,20,10^FO531,50^FR^CI0^FD7305 N. MILITARY TRL Exp: January 01,2002^FS
^AFR,20,10^FO503,50^FR^CI0^FDJR#82382787 January 01,2001 Fill 01 OF 01^FS
^AFR,20,10^FO475,50^FR^CI0^FDJOE PATIENT^FS
^AFR,20,10^FO447,50^FR^CI0^FDTAKE 1 CAPSULE THREE TIMES DAILY^FS
^AFR,20,10^FO419,50^FR^CI0^FD^FS
^AFR,20,10^FO391,50^FR^CI0^FD^FS
^AFR,20,10^FO363,50^FR^CI0^FD^FS
^AFR,20,10^FO335,50^FR^CI0^FDDr. BEN CASEY MD^FS
^AFR,20,10^FO279,50^FR^CI0^FDQTY: 24 TABS^FS
^AFR,20,10^FO251,50^FR^CI0^FDAMOXICILLIN 500MG CAP^FS
^RX01,JOE PATIENT^FS
^RX02,AMOXICILLIN 500MG CAP^FS
^RX03,TAKE 1 CAPSULE THREE TIMES DAILY ^FS
^RX04,010101^FS
^RX05,00^FS
^RX06,020000^FS
^RX07,BEN CASEY^FS
^RX08,2928993888^FS
^RX09,82382787^FS
^RX10, ^FS
^PQ1,0,1,Y
^XZ

Task Queued !

Select Set Up and Test ScripTalk Device Option:

```

Figure 5-82: Printing a sample ScripTalk ® label

Test ScripTalk Device

[PSO SCRIPTALK TEST DEVICE]

```

Select Set Up and Test ScripTalk Device Option: Test ScripTalk Device
Enter ZPL test string: ^AFR,20,10^FO475,50^FR^CI0^FDJOE PATIENT^FS

Task Queued!

```

Figure 5-83: Testing the ScripTalk ® device

Reinitialize ScripTalk Printer

[PSO SCRIPTALK REINITIALIZE]

```
Select Set Up and Test ScripTalk Device Option: ?
    ScripTalk Device Definition Enter/Edit
    Print Sample ScripTalk Label
    Test ScripTalk Device
    Reinitialize ScripTalk Printer

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Set Up and Test ScripTalk Device Option: REinitialize ScripTalk Printer
Task Queued !
```

Figure 5-84: Reinitializing printer

5.18 Using the Supervisor Menu

5.18.1 Supervisor Functions

[PSO SUPERVISOR]

- 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

5.18.1.1 Daily Rx Cost

[PSO COSTDAY]

5.18.1.2 Delete a Prescription

[PSO RXDL]

5.18.1.3 Edit Provider

[PSO PROVIDER EDIT]

5.18.1.4 Initialize Rx Cost Statistics

[PSO COSTINIT]

5.18.1.5 Inter-Divisional Processing

[PSO INTERDIV]

5.18.1.6 Inventory

[PSO INVENTORY]

5.18.1.7 Look-up Clerk by Code

[PSO CLERK]

5.18.1.8 Monthly Rx Cost Compilation

[PSO COSTMONTH]

5.18.1.9 Patient Address Changes Report

[PSO ADDRESS CHANGE REPORT]

Select Maintenance (Outpatient Pharmacy) Option: **P**atient Address Changes Report
<- This option provides a report that displays changes made to address information and temporary address information in the PATIENT file (#2). Changes can only be displayed if the edits were made using VA FileMan, and the Audit function was turned on for the field(s) at the time of the edit.

```

Print report for a Single patient, or All patients: (S/A): Single// <Enter>
Select PATIENT: TESTING,PATIENT 7-20-39 xxxxxxxxxx xx xxxxxx

This report will be sorted by Date/time of edit.
A beginning and ending date must now be entered for the search.

Beginning Date: T-100 (JUL 23, 2002)
Ending Date: T (OCT 31, 2002)
DEVICE: HOME// <Enter> GENERIC INCOMING TELNET <Enter>

Address changes for TESTING,PATIENT (xx-xxxx) PAGE: 1
made between JUL 23, 2002 and OCT 31, 2002
-----
Date/time of edit: OCT 31, 2002@11:10:18
Field edited: STREET ADDRESS [LINE 1]
Edited by: USER,PHARMACY
Option/Protocol: PSO LM BACKDOOR ORDERS/PSO PATIENT RECORD UPDATE
Old Value: <no previous value>
New Value: TEST ADDRESS LINE 1

Date/time of edit: OCT 31, 2002@11:10:21
Field edited: STREET ADDRESS [LINE 2]
Edited by: USER,PHARMACY
Option/Protocol: PSO LM BACKDOOR ORDERS/PSO PATIENT RECORD UPDATE
Old Value: <no previous value>
New Value: TEST ADDRESS LINE 2

Date/time of edit: OCT 31, 2002@11:10:25
Field edited: STREET ADDRESS [LINE 3]

Press Return to continue, '^' to exit:
    
```

Figure 5-85 Patient address changes report

5.18.1.10 Pharmacist Enter/Edit

[PSO RPH]

5.18.1.11 Purge Drug Cost Data

[PSO PURGE DRUG COST]

```

Select Maintenance (Outpatient Pharmacy) Option: PURGE Drug Cost Data

Purge Cost Data Starting: FEB 1997// <Enter> (FEB 1997)
Purge Cost Data Ending: 3/97 (MAR 1997)

Are you sure you want to purge cost data
from 02/00/97 to 03/00/97? NO// Y YES

Do you want this option to run IMMEDIATELY or QUEUED? Q// <Enter> UEUED
    
```

```
Requested Start Time: NOW// <Enter> (MAY 06, 1997@10:31:23)
Task #223079 QUEUED.
```

Figure 5-86: Purge drug cost data

5.18.1.12 Recompile AMIS Data

[PSO AMIS RECOMPILE]

5.18.1.13 Site Parameter Enter/Edit

[PSO SITE PARAMETERS]

```
Select CPRS ORDERING INSTITUTION: ANN ARBOR, MI// ?
Answer with CPRS ORDERING INSTITUTION
Choose from:
ANN ARBOR, MI
ATLANTA, GA
BIRMINGHAM, AL.
DAYTON, OH

You may enter a new CPRS ORDERING INSTITUTION, if you wish
Enter the Institution for this Outpatient site for CPRS orders.
Answer with INSTITUTION NAME, or STATION NUMBER, or CONTACT
Do you want the entire 191-Entry INSTITUTION List? NO
Select CPRS ORDERING INSTITUTION: ANN ARBOR, MI// ANN ARBOR, MI
```

Figure 5-87: Site parameter enter/edit new fields

5.18.1.14 View Provider

[PSO PROVIDER INQUIRE]

5.19 Using the Suspend Functions

[PSOPND]

- Auto-delete from Suspend
- Change Suspend Date
- Count of Suspended Rx's by Day
- Delete Printed Rx's from Suspend
- Log of Suspended Rx's by Day (this Division)
- Print from Suspend File
- Pull Early from Suspend

- Reprint Batches from Suspend

5.19.1 Auto-delete from Suspend

[PSO PNDEL]

```
Select Suspend Functions Option: Auto-delete from Suspend

                                Edit Option Schedule
Option Name: PSO PNDEL1
Menu Text: Auto-delete from Suspend                                TASK ID: 1091148
-----

QUEUED TO RUN AT WHAT TIME: JUL 13,1997@01:00
DEVICE FOR QUEUED JOB OUTPUT:
QUEUED TO RUN ON VOLUME SET:
RESCHEDULING FREQUENCY: 8D
TASK PARAMETERS:
SPECIAL QUEUEING:
-----

COMMAND:                                Press <PF1>H for help
```

Figure 5-88: Auto-delete from suspend

5.19.2 Change Suspend Date

[PSO PNDCHG]

5.19.3 Count of Suspended Rx's by Day

[PSO PNDCNT]

5.19.4 Delete Printed Rx's from Suspend

[PSO PNDPRI]

5.19.5 Log of Suspended Rx's by Day (this Division)

[PSO PNDLOG]

5.19.6 Print from Suspense File

[PSO PNDLBL]

5.19.7 Pull Early from Suspense

[PSO PNDRX]

5.19.8 Reprint Batches from Suspense

[PSO PNDRPT]

5.20 Update Patient Record

[PSO PAT]

5.21 Verifying Prescriptions

[PSO VER]

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

5.21.1 List Non-Verified Scripts

[PSO VRPT]

5.21.2 Non-Verified Counts

[PSO NVCNT]

5.21.3 Rx Verification by Clerk

[PSO VR]

6.0 Pharmacist Menu

6.1 Using the Bingo Board

[PSO BINGO USER]

6.1.1 Enter New Patient

[PSO BINGO NEW PATIENT]

6.1.2 Display Patient's Name on Monitor

[PSO BINGO DISPLAY PATIENT]

6.1.3 Remove Patient's Name from Monitor

[PSO BINGO DELETE PATIENT]

6.1.4 Status of Patient's Order

[PSO BINGO STATUS]

```
Select Bingo Board User Option: Status of Patient's Order

Enter Patient Name: KENTUCKY,KENNETH      02-23-53  M 231447629   CR 9267
PATIENT

      KENTUCKY,KENNETH has the following orders for 10/31/96

Being Processed: ***Entered on OCT 31, 1996***
  Division: GENERAL HOSPITAL      Time In: 10:27      Time Out:
  Rx #: 500416,

Pending:
  Orderable Item: ACETAMINOPHEN      Provider: RICHMOND, ARTHUR
  Entered By: TOPEKA,MARK      Time In: 10/31/96@06:46
  Drug: ACETAMINOPHEN 325MG TAB UD      Routing: MAIL

Ready For Pickup:
  Division: GENERAL HOSPITAL      Time In: 10:36      Time Out: 10:46
  Rx #: 1022731,

Enter Patient Name: <Enter>
```

Figure 6-1: Status of patient's order

6.2 Changing the Label Printer

[PSO CHANGE PRINTER]

6.3 Changing the Suspense Date

[PSO PNDCHG]

6.4 Evaluating Drug Usage

6.4.1 DUE Supervisor

[PSOD 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.

6.4.1.1 Enter a New Answer Sheet

[PSOD CREATE ANSWER SHEET]

6.4.1.2 Edit an Existing Answer Sheet

[PSOD EDIT ANSWER SHEET]

6.4.1.3 Create/Edit a Questionnaire

[PSOD DUE BUILD QUESTIONNAIRE]

6.4.1.4 Batch Print Questionnaires

[PSOD BATCH PRINT QUESTIONNAIRE]

6.4.1.5 DUE Report

[PSOD DUE SORT AND PRINT]

6.5 Enter/Edit Clinic Sort Groups

[PSO SETUP CLINIC GROUPS]

```
Select Pharmacist Menu Option: ENTER/Edit Clinic Sort Groups

Select Clinic Sort Group: ?
  Answer with OUTPATIENT CLINIC SORT GROUP NAME
Choose from:
  CLINIC 1
  Clinic 2

  You may enter a new OUTPATIENT CLINIC SORT GROUP, if you wish
  Answer must be 3-30 characters in length.
Select Clinic Sort Group: CLINIC 3
```

Figure 6-2: Enter/edit clinic sort groups

```
Are you adding 'CLINIC 3' as
  a new OUTPATIENT CLINIC SORT GROUP (the 6TH)? Y <Enter> (Yes)
NAME: CLINIC 3// <Enter>
Select SORT GROUPS: ?
  Answer with SORT GROUP SORT GROUPS
  You may enter a new SORT GROUP, if you wish
  Enter name of clinic to be included in the sort group.
  Answer with HOSPITAL LOCATION NAME, or ABBREVIATION
Do you want the entire 122-Entry HOSPITAL LOCATION List? N (No)
Select SORT GROUPS: 2 EAST
  Are you adding '2 EAST' as a new SORT GROUP (the 1ST for this OUTPATIENT CLINIC
  SORT GROUP)? Y (Yes)
Select SORT GROUPS: <Enter>
```

Figure 6-3: Enter/edit clinic sort groups - continued

6.6 Using the Interface Menu

[PSO EXTERNAL INTERFACE]

This menu is locked with the PSOINTERFACE key. The PSOINTERFACE key should be assigned to all persons responsible for performing these functions.

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

6.6.1 Purge External Batches

[PSO INTERFACE PURGE]

```
Select External Interface Menu Option: Purge External Batches
Enter cutoff date for purge of External Interface file: T-7 (FEB 28, 1997)

Purge entries that were not successfully processed? NO// <Enter>

Purge queued to run in background.

Select External Interface Menu Option: <Enter>
```

Figure 6-4: Purge external batches

6.6.2 Reprint External Batches

[PSO INTERFACE REPRINT]

```
Select External Interface Menu Option: Reprint External Batches
Enter a date/time range to see all batches sent to the External Interface.

Start date/time: T-7 (FEB 28, 1997)
End date/time: T (MAR 07, 1997)
Gathering batches, please wait...
```

BATCH	QUEUED TO PRINT ON:	PATIENT:	BROWNS PLACE
1	FEB 28,1997@08:06:14	IDAHO,PETER	
2	FEB 28,1997@08:10:56	IDAHO,PETER	
3	FEB 28,1997@08:19:20	MISSISSIPPI,RANDALL	
4	FEB 28,1997@08:38:17	OREGON,ROBERT	
5	FEB 28,1997@08:50:32	FLORIDA,FRANK	
6	FEB 28,1997@09:15:35	FLORIDA,FRANK	
7	FEB 28,1997@09:33:48	MAINE,JOE	
8	FEB 28,1997@09:39:31	ALABAMA,CHRISTOPHER P	
9	FEB 28,1997@10:36:51	GEORGIA,PAUL	
10	FEB 28,1997@11:12:07	ALASKA,FRED	
11	FEB 28,1997@12:23:22	ALASKA,FRED	
12	FEB 28,1997@12:30:16	ALASKA,FRED	
13	FEB 28,1997@12:43:32	ALASKA,FRED	
14	FEB 28,1997@13:37:24	ARIZONA,ALICE	
15	FEB 28,1997@13:46:07	DELAWARE,DAVID	

```
Select Batch(s) to reprint: (1-15): 5,6

Batches selected for Reprint are:

Batch 5 Queued for FEB 28,1997@08:50:32 by BISMARK,ANDREW
Batch 6 Queued for FEB 28,1997@09:15:35 by BISMARK,ANDREW

Before Reprinting, would you like a list of these prescriptions? N// <Enter> 0

Are you sure you want to Reprint labels? Y// <Enter> ES..
```

```
Select LABEL DEVICE: [Select Print Device]

LABEL(S) QUEUED TO PRINT!

Select External Interface Menu Option: <Enter>
```

Figure 6-5: Reprint external batches

6.6.3 View External Batches

[PSO INTERFACE VIEW]

```
Select External Interface Menu Option: View External Batches
Enter a date/time range to see all batches sent to the External Interface.
Start date/time: T-7 (FEB 28, 1997)
End date/time: T (MAR 07, 1997)
Gathering batches, please wait...

  BATCH      QUEUED TO PRINT ON:      PATIENT:      BROWNS PLACE
-----
  1          FEB 28,1997@08:06:14      IDAHO,PETER
  2          FEB 28,1997@08:10:56      IDAHO,PETER
  3          FEB 28,1997@08:19:20      MISSISSIPPI,RANDALL
  4          FEB 28,1997@08:38:17      OREGON,ROBERT
  5          FEB 28,1997@08:50:32      FLORIDA,FRANK
  6          FEB 28,1997@09:15:35      FLORIDA,FRANK
  7          FEB 28,1997@09:33:48      MAINE,JOE
  8          FEB 28,1997@09:39:31      ALABAMA,CHRISTOPHER P
  9          FEB 28,1997@10:36:51      GEORGIA,PAUL
 10          FEB 28,1997@11:12:07      ALASKA,FRED
 11          FEB 28,1997@12:23:22      ALASKA,FRED
 12          FEB 28,1997@12:30:16      ALASKA,FRED
 13          FEB 28,1997@12:43:32      ALASKA,FRED
 14          FEB 28,1997@13:37:24      ARIZONA,ALICE
 15          FEB 28,1997@13:46:07      DELAWARE,DAVID

Select Batch(s) to view: (1-15): 5,6

Batches selected for Viewing are:
Batch 5 Queued for FEB 28,1997@08:50:32 by BISMARK,ANDREW
Batch 6 Queued for FEB 28,1997@09:15:35 by BISMARK,ANDREW

Print list to the screen or to a printer: (S/P): Screen// <Enter>
Enter RETURN to continue or '^' to exit: <Enter>

RX #          NAME -> FLORIDA,FRANK          BATCH 5
-----
2820          NADOLOL 40MG TAB          ACTIVE

Enter RETURN to continue or '^' to exit: <Enter>
```

```

RX #                NAME -> FLORIDA,FRANK                BATCH 6
-----
2821                MICONAZOLE NITRATE 2% LOT 60ML        ACTIVE
END OF LIST

Enter a date/time range to see all batches sent to the External Interface.

Start date/time: <Enter>

Select External Interface Menu Option: <Enter>
    
```

Figure 6-6: View external batches

6.7 Medication Profile

[PSO P]

```

ALASKA, FRED                ID#: 17821
123-09-8788
123 OAK ST                DOB: FEB 23,1974
PLANO                    PHONE: 972-555-1234
TEXAS 75024              ELIG:
CANNOT USE SAFETY CAPS.

WEIGHT(Kg):                HEIGHT(cm):
DISABILITIES:

ALLERGIES: _____
ADVERSE REACTIONS: _____

Outpatient prescriptions are discontinued 72 hours after admission

Medication Profile Sorted by ISSUE DATE

Rx #: 100001968A          Drug: LOPERAMIDE 2MG CAP
SIG: TAKE TWO CAPSULES BY MOUTH EVERY DAY
QTY: 60                  # of Refills: 5          Issue/Expr: 12-15-03/06-16-04
Prov: MIAMI,STEPHEN      Entry By: 10000000013 Filled: 01-14-04 (M)
Last Released:                Original Release:
Refilled: 02-19-04 (M)      Released:
Remarks:
Division: ALBANY (500)      Active                4 Refills Left
    
```

Figure 6-7: Medication profile example

6.8 Pharmacy Intervention Menu

[PSO INTERVENTION MENU]

This menu is locked with the PSORPH key.

- Enter Pharmacy Intervention

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

6.8.1 Enter Pharmacy Intervention
[PSO INTERVENTION NEW ENTRY]

6.8.2 Edit Pharmacy Intervention
[PSO INTERVENTION EDIT]

6.8.3 Print Pharmacy Intervention
[PSO INTERVENTION PRINTOUT]

6.8.4 Delete Intervention
[PSO INTERVENTION DELETE]

6.8.5 View Intervention
[PSO INTERVENTION VIEW]

6.9 Print from Suspense File
[PSO PNDLBL]

6.10 Process Drug/Drug Interactions
[PSO INTERACTION VERIFY]

6.11 Pull Early from Suspense
[PSO PNDRX]

6.12 Releasing Medication

[PSO RELEASE]

6.12.1 Changes to Releasing Orders function - ScripTalk®

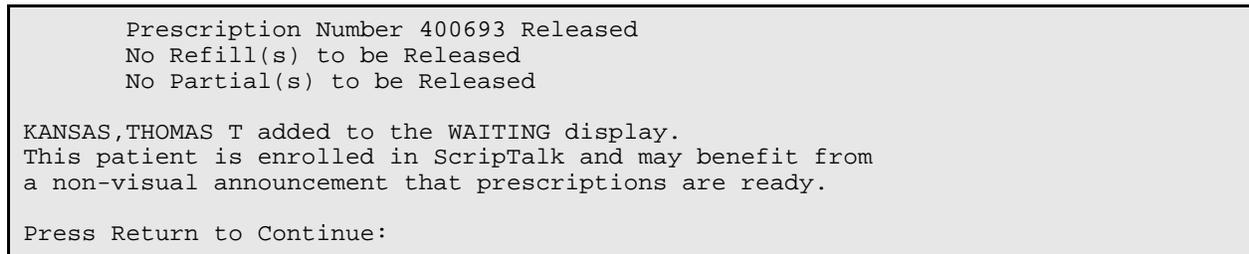


Figure 6-8: Releasing medication to a ScripTalk® patient

6.13 Returning Medication to Stock

[PSO RETURNED STOCK]

6.14 Ordering/Processing a Prescription

6.14.1 Rx (Prescriptions)

[PSO RX]

- Patient Prescription Processing
- Barcode Rx Menu ...
- Complete Orders from OERR
- Discontinue Prescription(s)
- Edit Prescriptions
- Reprint an Outpatient Rx Label
- View Prescriptions

6.14.1.1 Patient Prescription Processing

[PSO LM BACKDOOR ORDERS]

- Enter a new Rx
- Release

- Discontinue
- Reprint
- Edit
- Copy
- Refill
- Verify a prescription
- Renew
- Show a profile
- Hold
- View activity log
- Unhold
- Pull early from suspense
- Order a partial

Entering a New Order

```
Select Outpatient Pharmacy Manager Option: RX (Prescriptions)

      Orders to be completed for all divisions: 14

Do you want an Order Summary? No// <Enter>
```

Figure 6-9: Entering a new order

```
Patient Prescription Processing
Barcode Rx Menu ...
Complete Orders from OERR
Discontinue Prescription(s)
Edit Prescriptions
List One Patient's Archived Rx's
Reprint an Outpatient Rx Label
View Prescriptions

Select Rx (Prescriptions) Option: PATient Prescription Processing
Select PATIENT NAME: Kansas,T KANSAS,THOMAS T      10-30-70      521339521

Patient is enrolled to receive ScripTalk 'talking' prescription labels.

Enter RETURN to continue or '^' to exit: <Enter>
```

Figure 6-10: Patient prescription processing

```
Patient Information      May 22, 2001 10:44:38      Page:      2 of      2
KANSAS,THOMAS T
  PID: 521-33-9521      Ht (cm): 177.80 (02/08/1999)
  DOB: OCT 30,1970 (34)      Wt (kg): 90.45 (02/08/1999)
  SEX: MALE
+
Adverse Reactions:
```

```

Enter ?? for more actions
EA Enter/Edit Allergy/ADR Data      PU Patient Record Update
DD Detailed Allergy/ADR List        EX Exit Patient List
Select Action: Quit// <Enter>
    
```

Figure 6-11: Patient information screen

```

Medication Profile      May 22, 2001 10:44:56      Page: 1 of 1
KANSAS,THOMAS T
  PID: 521-33-9521 (HRN:37663)      Ht(cm): 177.80 (02/08/1999)
  DOB: OCT 30,1970 (34)            Wt(kg): 90.45 (02/08/1999)

#  RX #      DRUG
-----ISSUE  LAST REF DAY
      QTY ST  DATE  FILL  REM  SUP
-----
1  503902    ACETAMINOPHEN 500MG TAB      60 A> 05-22 05-22   3  30
2  503886$   DIGOXIN (LANOXIN) 0.2MG CAP  60 A> 05-07 05-07   5  30
-----PENDING-----
3  AMPICILLIN 250MG CAP                QTY: 40      ISDT: 05-29  REF:  0

Enter ?? for more actions
PU Patient Record Update      NO New Order
PI Patient Information        SO Select Order
Select Action: Quit//
    
```

Figure 6-12: Entering a new order - continued

```

The following actions are also available:
RP Reprint (OP)      OTH Other OP Actions      LS Last Screen
RN Renew (OP)        RD Re Display Screen      FS First Screen
DC Discontinue (OP)  PL Print List             GO Go to Page
RL Release (OP)      PS Print Screen           + Next Screen
RF Refill (OP)       > Shift View to Right     - Previous Screen
PP Pull Rx (OP)      < Shift View to Left     ADPL Auto Display (On/Off)
IP Inpat. Profile (OP) SL Search List             UP Up a Line
DN Down a Line       QU Quit
    
```

Figure 6-13: Available actions

```

Medication Profile      May 22, 2001 10:44:56      Page: 1 of 1
: <- Patient information is displayed here.
:
Enter ?? for more actions
PU Patient Record Update      NO New Order
PI Patient Information        SO Select Order
Select Action: Quit// NO New Order
DRUG: AMPICILLIN
  1  AMPICILLIN 500MG INJ                AM052      N/F      NATL FORM (IEN)
  2  AMPICILLIN 250MG CAP                AM052      N/F      NATL N/F (IEN)
  3  AMPICILLIN 250MG/5ML SUSPENSION 100ML AM052      N/F      NATL N/F (IEN)
  4  AMPICILLIN SOD. 1GM INJ            AM052      NATL FORM (IEN)
CHOOSE 1-4: 2 AMPICILLIN 250MG CAP      AM052      N/F      NATL N/F (IEN)

Now doing order checks. Please wait...
    
```

Figure 6-14: Entering a new order - continued

```

Available Dosage(s)
  1. 250MG
  2. 500MG
  3. 1000MG

Select from list of Available Dosages, Enter Free Text Dose
or Enter a Question Mark (?) to view list: 3 500MG

You entered 500MG is this correct? Yes// <Enter> YES
    
```

Figure 6-15: Entering a new order - continued

```

DISPENSE UNITS PER DOSE(CAPSULES): 2// <Enter> 2
Dosage Ordered: 500MG
    
```

Figure 6-16: Entering a new order - continued

```

ROUTE: PO// <Enter> ORAL PO MOUTH
ROUTE: PO// @ <Enter to delete>
    
```

Figure 6-17: Entering a new order - continued

```

Schedule: QID// <Enter> (FOUR TIMES A DAY)
    
```

Figure 6-18: Entering a new order - continued

Note: Do not use this field for Days Supply.

```

LIMITED DURATION (IN DAYS, HOURS OR MINUTES): 10 (DAYS)
    
```

Figure 6-19: Entering a new order - continued

```

CONJUNCTION: <Enter>
    
```

Figure 6-20: Entering a new order - continued

```

PATIENT INSTRUCTIONS: WF WITH FOOD
(TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS WITH FOOD)
    
```

Figure 6-21: Entering a new order - continued

Patch PSS*1*47 adds two new optional fields, OTHER LANGUAGE PREFERENCE and PMI LANGUAGE PREFERENCE in the PHARMACY PATIENT file (#55). When printing locally from Outpatient Pharmacy this parameter is not used. These fields are accessed through the option Update Patient Record [PSO PAT] and the protocol Patient Record Update [PSO PATIENT RECORD UPDATE]. Do NOT type anything in either of these fields because it can cause problems with the information that prints on the Rx label.

DAYS SUPPLY: (1-90): 30// 10
 QTY (CAP) : 80// <Enter> 80

Figure 6-22: Entering a new order - continued

COPIES: 1// <Enter> 1
 # OF REFILLS: (0-11): 11// 0
 PROVIDER: BISMARK,ANDREW
 CLINIC: OUTPT NURSE GREEN TEAM
 MAIL/WINDOW: WINDOW// <Enter> WINDOW
 METHOD OF PICK-UP: <Enter>
 REMARKS: <Enter>
 ISSUE DATE: TODAY// <Enter> (MAY 30, 2001)
 FILL DATE: (5/30/2001 - 6/9/2001): TODAY// <Enter> (MAY 30, 2001)
 Nature of Order: WRITTEN// ??

Nature of Order Activity	Require E.Signature	Print Chart Copy	Print on Summary
WRITTEN			x
VERBAL	x	x	x
TELEPHONED	x	x	x
SERVICE CORRECTION POLICY		x	x
DUPLICATE			

Nature of Order: WRITTEN// <Enter> W

Figure 6-23: Entering a new order - continued

Do you want to enter a Progress Note? No// <Enter>

Rx # 503906 05/30/01
 NEBRASKA,NICK #80
 TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS WITH FOOD

AMPICILLIN 250MG CAP
 BISMARK,ANDREW BISMARK,ANDREW
 # of Refills: 11

Figure 6-24: Entering a new order - continued

Entering a new order with Local or Free-Text Dosage

DRUG: TYLENOL #3 ACETAMINOPHEN AND CODEINE 30MG CN101

```

        ...OK? Yes// (Yes)
Now doing order checks. Please wait...
Available Dosage(s)
    1. 1 TABLET
    2. 2 TABLET(S)
    3. 3 TABLET(S)

Select from list of Available Dosages, Enter Free Text Dose
or Enter a Question Mark (?) to view list: 2 2 TABLET(S)
You entered 2 TABLET(S) is this correct? Yes// <Enter> YES
OTHER LANGUAGE DOSAGE: DOS TABLET(S)
    
```

Figure 6-25: Entering a new order with local or free text dosage

Patch PSS*1*47 adds two new optional fields, OTHER LANGUAGE PREFERENCE in the PHARMACY PATIENT file (#55) that stores if a patient has another language preference. This field is accessed through the option Update Patient Record [PSO PAT] and the protocol Patient Record Update [PSO PATIENT RECORD UPDATE]. Do NOT type anything in either of these fields because it can cause problems with the information that prints on the Rx label.

```

ROUTE: PO// <Enter> ORAL PO MOUTH
ROUTE: PO// @ <Enter to delete>
    
```

Figure 6-26: Entering a new order with local or free text dosage - continued

```

Schedule: QID// <Enter> (FOUR TIMES A DAY)
    
```

Figure 6-27: Entering a new order with local or free text dosage - continued

```

LIMITED DURATION (IN DAYS, HOURS OR MINUTES): 90 (DAYS)
    
```

Figure 6-28: Entering a new order with local or free text dosage - continued

```

CONJUNCTION: <Enter>
    
```

Figure 6-29: Entering a new order with local or free text dosage - continued

```

PATIENT INSTRUCTIONS: WF WITH FOOD
(TAKE 2 TABLETS BY MOUTH FOUR TIMES A DAY FOR 90 DAYS WITH FOOD)
    
```

Figure 6-30: Entering a new order with local or free text dosage - continued


```

*Duration: 10D (DAYS)
(4)Pat Instructions: WITH FOOD
Other Pat. Instruc: CON ALIMENTO
                SIG: TAKE 2 TABLET(S) BY MOUTH FOUR TIMES A DAY FOR 90 DAYS
                WITH FOOD
(5) Patient Status: OUTPATIENT
    
```

Figure 6-34: View of Rx

Editing an Order

Note: Do not use the up-arrow (^) after editing one field to jump past the rest of the fields. Using just the up-arrow results in the changes just entered being deleted. The user must <Enter> through all the order fields when editing to save the changes.

```

OP Medications (ACTIVE)          May 30, 2001 16:48:05          Page:      1 of      3
NEBRASKA,NICK                    <A>
PID: 505-09-3368 (HRN: 3217)      Ht(cm): 175.26 (06/07/2000)
DOB: SEP 12,1919 (81)            Wt(kg): 79.09 (06/07/2000) f

                Rx #: 503908
(1) *Orderable Item: AMPICILLIN CAP,ORAL *** (N/F)***
(2)      Drug: AMPICILLIN 250MG CAP *** (N/F)***
(3)      *Dosage: 500 (MG)
                Verb: TAKE
Dispense Units: 2
                Noun: CAPSULES
                *Route: ORAL
                *Schedule: QID
                *Duration: 10D (DAYS)
(4)Pat Instructions: with food
                SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS
                WITH FOOD
(5) Patient Status: OUTPATIENT
+      Enter ?? for more actions
DC  Discontinue          PR  Partial          RL  Release
ED  Edit                RF  (Refill)         RN  Renew
Select Action: Next Screen// ED  Edit
Select fields by number: (1-19): 4
PATIENT INSTRUCTIONS: WITH FOOD// WITH FOOD AVOIDING DAIRY FOODS
    
```

Figure 6-35: Editing an order

```

NDC : 0182-0141-10// 0182-0141-10
AWP : 0.016190// 0.016190
UNIT PRICE OF DRUG: 0.018000// 0.018000
MANUFACTURER:
EXPIRATION DATE: (8/25/2004 - 12/31/2699):
This is a required response. Enter '^' to exit
EXPIRATION DATE: (8/25/2004 - 12/31/2699): T+365 (AUG 25, 2005)
CHRONIC MEDICATION: YES// YES
BILL STATUS: 1// 1 AUTO BILL
    
```

Figure 6-36: Editing IHS Special fields

```
Select from list of Available Dosages, Enter Free Text Dose
or Enter a Question Mark (?) to view list: 500// 750MG 750MG

You entered 750MG is this correct? Yes// <Enter> YES
VERB: TAKE// <Enter> TAKE
DISPENSE UNITS PER DOSE (CAPSULE(S)): 3// <Enter> 3
Dosage Ordered: 750MG
NOUN: CAPSULE(S)// <Enter> CAPSULE(S)
ROUTE: ORAL// <Enter> ORAL
Schedule: QID// <Enter> (FOUR TIMES A DAY)
LIMITED DURATION (IN DAYS, HOURS OR MINUTES): 10D// <Enter> 10D (DAYS)
CONJUNCTION: <Enter>
```

Figure 6-37: Editing an order - continued

```
New OP Order (ROUTINE)          May 30, 2001 17:11:44          Page:    1 of    2
NEBRASKA,NICK                                <A>
  PID: 505-09-3368 (HRN: 3217)                Ht(cm): 175.26 (06/07/2000)
  DOB: SEP 12,1919 (81)                       Wt(kg): 79.09 (06/07/2000)

  Orderable Item: AMPICILLIN CAP,ORAL *** (N/F)***
(1)      Drug: AMPICILLIN 250MG CAP *** (N/F)***
(2) Patient Status: OUTPATIENT
(3)      Issue Date: MAY 30,2001              (4) Fill Date: MAY 30,2001
(5) Dosage Ordered: 750 (MG)
      Verb: TAKE
      Dispense Units: 3
      Noun: CAPSULE(S)
      Route: ORAL
      Schedule: QID
      *Duration: 10D (DAYS)
(6)Pat Instruction: WITH FOOD AVOIDING DAIRY FOODS
      SIG: TAKE THREE CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10
      DAYS WITH FOOD AVOIDING DAIRY FOODS
+      This change will create a new prescription!
AC  Accept          ED  Edit
Select Action: Next Screen//
```

Figure 6-38: Editing an order - continued

```
New OP Order (ROUTINE)          May 30, 2001 17:15:09          Page:    2 of    2
NEBRASKA,NICK                                <A>
  PID: 505-09-3368                            Ht(cm): 175.26 (06/07/2000)
  DOB: SEP 12,1919 (81)                       Wt(kg): 79.09 (06/07/2000)
+
(7)      Days Supply: 10                      (8)  QTY (CAP): 120
(9)      # of Refills: 0                      (10) Routing: WINDOW
(11)     Clinic: OUTPT NURSE GREEN TEAM
(12)     Provider: BISMARK,ANDREW              (13) Copies: 1
(14)     Remarks: New Order Created by editing Rx # 503908.
      Entry By: BISMARK,ANDREW                 Entry Date: MAY 30,2001 17:11:44

      This change will create a new prescription!
AC  Accept          ED  Edit
Select Action: Edit// AC
```

Figure 6-39: Editing an order - continued

Note: If the DAYS SUPPLY field is edited, the QTY field is recalculated. If the QTY field is edited, the DAYS SUPPLY field value does not change but a message is displayed warning the user of the change and recommending that the value be checked.

```

New OP Order (ROUTINE)          May 31, 2001 12:57:06          Page:    2 of    2
NEBRASKA,NICK                               <A>
  PID: 505-09-3368 (HRN: 3217)                Ht(cm): 175.26 (06/07/2000)
  DOB: SEP 12,1919 (81)                      Wt(kg): 79.09 (06/07/2000)
+
(7)    Days Supply: 30                        (8)    QTY (CAP): 120
(9)    # of Refills: 0                        (10)   Routing: WINDOW
(11)   Clinic: OUTPT NURSE GREEN TEAM
(12)   Provider: BISMARK,ANDREW              (13)   Copies: 1
(14)   Remarks: New Order Created by editing Rx # 503910.
      Entry By: BISMARK,ANDREW                Entry Date: MAY 31,2001 12:57:06

      Enter ?? for more actions
AC  Accept                                ED  Edit
Select Action: Edit// <Enter>  Edit
Select Field to Edit by number: (1-14): 7
DAYS SUPPLY: (1-90): 10// 7
    
```

Figure 6-40: Editing an order - continued

```

Checking for Drug/Drug Interactions !

Nature of Order: WRITTEN// ??

      Nature of Order Activity      Require      Print      Print on
      -----                     E.Signature  Chart Copy  Summary
      -----                     -----
WRITTEN
VERBAL                x            x            x
TELEPHONED           x            x            x
SERVICE CORRECTION
POLICY                x            x            x
DUPLICATE
REJECTED

Nature of Order: WRITTEN// <Enter>  WRITTEN
    
```

Figure 6-41: Editing an order - continued

Using the Copy Action

The following actions are also available:

AL	Activity Logs (OP)	OTH	Other OP Actions	GO	Go to Page
VF	Verify (OP)	DIN	Drug Restr/Guide (OP)	LS	Last Screen
CO	Copy (OP)	+	Next Screen	PS	Print Screen
RP	Reprint (OP)	-	Previous Screen	PT	Print List
HD	Hold (OP)	<	Shift View to Left	QU	Quit

UH	Unhold (OP)	>	Shift View to Right	RD	Re Display Screen
PI	Patient Information	ADPL	Auto Display(On/Off)	SL	Search List
PP	Pull Rx (OP)	DN	Down a Line	UP	Up a Line
IP	Inpat. Profile (OP)	FS	First Screen		

Figure 6-42: Available actions

Medication Profile		Jun 04, 2001 15:49:09		Page: 1 of 1	
COLORADO,ALBERT				<A>	
PID: 505-44-5034 (HRN: 3124)		Ht(cm): 175.26 (08/10/1999)			
DOB: FEB 8,1922 (79)		Wt(kg): 75.45 (08/10/1999)			
#	RX #	DRUG	QTY ST	ISSUE DATE	LAST REF DAY
				DATE	FILL REM SUP
-----ACTIVE-----					
1	503911\$	AMPICILLIN 250MG CAP	80 A	05-25 06-01	0 10
2	503901	LISINOPRIL 10MG TAB	150 A>	05-17 05-17	2 30
Enter ?? for more actions					
PU	Patient Record Update		NO	New Order	
PI	Patient Information		SO	Select Order	
Select Action: Quit// SO Select Order <- Or enter the order number here					
e.g., 1					
Select Orders by number: (1-2): 1					

Figure 6-43: Copying an order

OP Medications (ACTIVE)		Jun 04, 2001 15:50:49		Page: 1 of 3	
COLORADO,ALBERT				<A>	
PID: 505-44-5034 (HRN: 3124)		Ht(cm): 175.26 (08/10/1999)			
DOB: FEB 8,1922 (79)		Wt(kg): 75.45 (08/10/1999)			
	Rx #:	503911\$			
(1)	*Orderable Item:	AMPICILLIN CAP,ORAL *** (N/F)***			
(2)	Drug:	AMPICILLIN 250MG CAP *** (N/F)***			
(3)	*Dosage:	500 (MG)			
	Verb:	TAKE			
	Dispense Units:	2			
	Noun:	CAPSULES			
	*Route:	ORAL			
	*Schedule:	QID			
(4)	Pat Instructions:	Prov Comments			
	Provider Comments:	Prov Comments			
	SIG:	TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY PROV COMMENTS			
(5)	Patient Status:	OUTPT NON-SC			
(6)	Issue Date:	05/25/01	(7)	Fill Date:	06/01/01
+ Enter ?? for more actions					
DC	Discontinue	PR	Partial	RL	Release
ED	Edit	RF	(Refill)	RN	Renew
Select Action: Next Screen//CO CO					

Figure 6-44: Copying an order - continued

New OP Order (COPY)		Jun 04, 2001 15:51:32		Page: 1 of 2	
COLORADO,ALBERT				<A>	
PID: 505-44-5034 (HRN: 3124)		Ht(cm): 175.26 (08/10/1999)			
DOB: FEB 8,1922 (79)		Wt(kg): 75.45 (08/10/1999)			
	Orderable Item:	AMPICILLIN CAP,ORAL *** (N/F)***			
(1)	Drug:	AMPICILLIN 250MG CAP *** (N/F)***			
(2)	Patient Status:	OUTPT NON-SC			

```

(3)      Issue Date: JUN 4,2001          (4) Fill Date: JUN 4,2001
(5) Dosage Ordered: 500 (MG)
      Verb: TAKE
      Dispense Units: 2
      Noun: CAPSULES
      Route: ORAL
      Schedule: QID
(6)Pat Instruction: Prov Comments
      SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY PROV
      COMMENTS
(7)      Days Supply: 10                  (8)  QTY (CAP): 80
+      Enter ?? for more actions
AC  Accept                               ED  Edit
Select Action: Next Screen// AC  Accept
    
```

Figure 6-45: Copying an order - continued

```

-----
DUPLICATE DRUG AMPICILLIN 250MG CAP in Prescription: 503911

      Status: Active                      Issued: 05/25/01
      SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY PROV
      COMMENTS
      QTY: 80                             # of refills: 0
      Provider: BISMARK,ANDREW           Refills remaining: 0
                                          Last filled on: 06/01/01
                                          Days Supply: 10
-----
Discontinue Rx # 503911? YES

Duplicate Drug will be discontinued after the acceptance of the new order.

Now doing order checks.  Please wait...
Nature of Order: WRITTEN// <Enter>      W

Do you want to enter a Progress Note? No// <Enter>  NO
    
```

Figure 6-46: Copying an order - continued

```

Rx # 503913          06/04/01
COLORADO,ALBERT    #80
TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY PROV COMMENTS

AMPICILLIN 250MG CAP
BISMARK,ANDREW      BISMARK,ANDREW
# of Refills: 0

Is this correct? YES// <Enter>...
-Rx 503911 has been discontinued...
    
```

Figure 6-47: Copying an order - continued

```

Medication Profile          Jun 04, 2001 16:03:55          Page: 1 of 1
COLORADO,ALBERT              <A>
  PID: 505-44-5034           Ht(cm): 175.26 (08/10/1999)
  DOB: FEB 8,1922 (79)      Wt(kg): 75.45 (08/10/1999)

#  RX #          DRUG                ISSUE  LAST REF DAY
      QTY ST    DATE  FILL  REM SUP
-----
1  503913        AMPICILLIN 250MG CAP          80 A  06-04 06-04  0  10
-----ACTIVE-----
    
```

```

2 503901      LISINOPRIL 10MG TAB                150 A> 05-17 05-17    2  30

      Enter ?? for more actions
PU Patient Record Update                NO  New Order
PI Patient Information                   SO  Select Order
Select Action: Quit// <Enter>

Print/Queue/Cpro/Med sheet/Hold/SUSpend/Refill/CAnce/Summary/B=Sum+Cpro/ '^ '=Exit: P//

Select PATIENT NAME: <Enter>
    
```

Figure 6-48: Copying an order - continued

Renewing a Prescription

```

OP Medications (ACTIVE)      Jun 04, 2001 16:14:40      Page: 1 of 3
NEBRASKA,NICK                <A>
PID: 505-09-3368 (HRN: 2408)      Ht (cm): 175.26 (06/07/2000)
DOB: SEP 12,1919 (81)           Wt (kg): 79.09 (06/07/2000)

      Rx #: 503910
(1) *Orderable Item: AMPICILLIN CAP,ORAL *** (N/F)***
(2)      Drug: AMPICILLIN 250MG CAP *** (N/F)***
(3)      *Dosage: 500 (MG)
      Verb: TAKE
      Dispense Units: 2
      Noun: CAPSULES
      *Route: ORAL
      *Schedule: QID
      *Duration: 10D (DAYS)
(4) Pat Instructions: with food
      SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS
      WITH FOOD
(5) Patient Status: OUTPATIENT
+      Enter ?? for more actions
DC Discontinue      PR Partial      RL Release
ED Edit            RF (Refill)      RN Renew
Select Action: Next Screen// RN Renew
FILL DATE: (6/4/2001 - 7/4/2001): TODAY// <Enter> (JUN 04, 2001)
MAIL/WINDOW: WINDOW// <Enter> WINDOW
METHOD OF PICK-UP: <Enter>
Nature of Order: WRITTEN// <Enter> W

Do you want to enter a Progress Note? No// <Enter> NO

Now Renewing Rx # 503910 Drug: AMPICILLIN 250MG CAP

Now doing order checks. Please wait...

503910A      AMPICILLIN 250MG CAP      QTY: 80
# OF REFILLS: 0 ISSUED: 06-04-01
SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS WITH FOOD
FILLED: 06-20-01
ROUTING: WINDOW      PHYS: BISMARCK,ANDREW

Edit renewed Rx ? Y// <Enter> ES
    
```

Figure 6-49: Renewing a prescription

```

Prescription Renew          Jun 04, 2001 16:18:17          Page:    2 of    2
NEBRASKA,NICK              <A>
  PID: 505-09-3368 (HRN: 2408)          Ht(cm): 175.26 (06/07/2000)
  DOB: SEP 12,1919 (81)              Wt(kg): 79.09 (06/07/2000)
+
      SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS
      WITH FOOD
      Days Supply: 30
      QTY (CAP): 80
(3)  # of Refills: 0
(4)  Routing: WINDOW
(5)  Clinic: OUTPT NURSE GREEN TEAM
(6)  Provider: BISMARK,ANDREW
(7)  Copies: 1
(8)  Remarks: RENEWED FROM RX # 503910
Entry By: BISMARK,ANDREW          Entry Date: JUN 4,2001 16:16:27

Enter ?? for more actions
AC  Accept          DC  Discontinue
BY  Bypass         ED  Edit
Select Item(s): Quit// ED Edit Select Field to Edit by number: (1-8): 5
CLINIC: OUTPT NURSE GREEN TEAM //OUT
      1  OUTPT NURSE BLUE TEAM
      2  OUTPT NURSE GREEN TEAM
      3  OUTPT NURSE YELLOW TEAM <- Or enter the field(s), e.g., 1,5,7
CHOOSE 1-3: 1  OUTPT NURSE BLUE TEAM
    
```

Figure 6-50: Renewing a prescription - continued

```

Prescription Renew          Jun 04, 2001 16:24:32          Page:    2 of    2
NEBRASKA,NICK              <A>
  PID: 505-09-3368 (HRN: 2408)          Ht(cm): 175.26 (06/07/2000)
  DOB: SEP 12,1919 (81)              Wt(kg): 79.09 (06/07/2000)
+
      SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS
      WITH FOOD
      Days Supply: 30
      QTY (CAP): 80
(3)  # of Refills: 0
(4)  Routing: WINDOW
(5)  Clinic: OUTPT NURSE BLUE TEAM
(6)  Provider: BISMARK,ANDREW
(7)  Copies: 1
(8)  Remarks: RENEWED FROM RX # 503910
Entry By: BISMARK,ANDREW          Entry Date: JUN 4,2001 16:23:56

Enter ?? for more actions
AC  Accept          DC  Discontinue
BY  Bypass         ED  Edit
Select Item(s): Quit// AC Accept
    
```

Figure 6-51: Renewing a prescription - continued

6.14.2 Barcode Rx Menu

[PSO BARCODE MENU]

- Barcode Batch Prescription Entry
- Check Quality of Barcode

- Process Internet Refills

6.14.2.1 Barcode Batch Prescription Entry

[PSO BATCH BARCODE]

6.14.2.2 Check Quality of Barcode

[PSO BARCODE CHECK]

1. Barcode too faint (change printer ribbon)
2. Improper scanning (move the wand at a steady rate)
3. Defective barcode reader (replace the reader)

6.14.3 Complete Orders from OERR

[PSO LMOE FINISH]

Note: Enter “E” at the “Select By:” prompt to stop processing orders.

```
Select Outpatient Pharmacy Manager Option: RX (Prescriptions)

      Orders to be completed for all divisions: 16

Do you want an Order Summary? No//  <Enter> NO
Patient Prescription Processing
Barcode Rx Menu ...
Complete Orders from OERR
Discontinue Prescription(s)
Edit Prescriptions
List One Patient's Archived Rx's
Reprint an Outpatient Rx Label
View Prescriptions

Select Rx (Prescriptions) Option: COMplete Orders from OERR

Select By: (PA/RT/PR/CL/E): PATIENT// <Enter>
All Patients or Single Patient: (A/S/E): SINGLE// <Enter>
Select Patient: KANSAS,THOMAS T  KANSAS,THOMAS T
                                     F 10-30-70 521339521  CR 1259

Do you want to see Medication Profile? Yes//
```

Figure 6-52: Finishing an order from OERR

Note: The user may enter a question mark at the “Select Patient” prompt to get a list of patients with pending orders.

```

Pending OP Orders (ROUTINE)   May 22, 2001 10:32:41           Page:    1 of  2
KANSAS,THOMAS T
  PID: 521-33-9521  (HRN: 1259)                Ht(cm): 177.80 (02/08/1999)
  DOB: OCT 30,1970 (34)                       Wt(kg): 90.45 (02/08/1999)

*(1) Orderable Item: ACETAMINOPHEN TAB  <- Editing starred fields will create
      a new order
(2)      CMOP Drug: ACETAMINOPHEN 500MG TAB
      Drug Message: NATL FORM
(3)      *Dosage: 500 (MG)
          Verb: TAKE
          Dispense Units: 1
          *Route: ORAL
          *Schedule: BID
(4)      Pat Instruct:
          Provider Comments: ProvComments
          SIG: TAKE ONE TABLET BY MOUTH TWICE A DAY
(5) Patient Status: OUTPATIENT
(6)      Issue Date: MAY 22,2001              (7) Fill Date: MAY 22,2001
(8)      Days Supply: 30                      (9) QTY (TAB): 60
+
Enter ?? for more actions
BY Bypass          DC Discontinue
ED Edit           FN Finish
Select Item(s): Next Screen//// FN Finish
    
```

Figure 6-53: Finishing an order from OERR - continued

Note: If an order is sent from OERR without a drug selected, and only one drug is tied with this order item, that drug is inserted in the DRUG field (#2 on the screen). If more than one drug is tied with this order item, a “No Dispense Drug Selected” message displays in the DRUG field (#2 on the screen), and the user will need to select a drug to complete the order.

```

The following Drug are available for selection:
1. ACETAMINOPHEN 325MG
2. ACETAMINOPHEN EXTRA STR 500MG
Select Drug by number: (1-2): 1
    
```

Figure 6-54: Available drugs

Note: If the drug list is empty, the user should select a new orderable item or the order can be discontinued.

```

Copy Provider Comments into the Patient Instructions? No//  Y  YES
(TAKE ONE TABLET BY MOUTH TWICE A DAY PROVCOMMENTS)

Rx # 503902                05/22/01
KANSAS,THOMAS T          #60
TAKE ONE TABLET BY MOUTH TWICE A DAY PROVCOMMENTS

ACETAMINOPHEN 500MG TAB
BISMARK,ANDREW          BISMARK,ANDREW
# of Refills: 3
    
```

```
Are you sure you want to Accept this Order? NO// Y YES
```

Figure 6-55: Finishing an order from OERR - continued

```
METHOD OF PICK-UP:
Do you want to enter a Progress Note? No// <Enter> NO
Press Return to Continue:
```

Figure 6-56: Finishing an order from OERR - continued

Finishing an Order from OERR with Multiple Institutions

```
Select Outpatient Pharmacy Manager Option: RX (Prescriptions)
Orders to be completed for all divisions: 21
Do you want an Order Summary: No// <Enter> NO
Select Rx (Prescriptions) Option: COmplete Orders from OERR
There are multiple Institutions associated with this Outpatient Site for finishing
orders entered through CPRS. Select the Institution from which to finish orders.
Enter '?' to see all choices.
```

Figure 6-57: Finishing an order from OERR with Multiple Institutions

```
Select CPRS ORDERING INSTITUTION: BIRMINGHAM, AL.// <Enter> BIRMINGHAM, AL.521
You have selected BIRMINGHAM, AL..
After completing these orders, you may re-enter this option and select again.
Select By: (PA/RT/PR/CL/E): PATIENT// PA
```

Figure 6-58: Finishing an order from OERR with Multiple Institutions - continued

Activity Log

```
OP Medications (ACTIVE) Jun 08, 2001 11:01:29 Page: 1 of 3
NEBRASKA,NICK <A>
PID: 505-09-3368 (HRN: 2408) Ht(cm): 175.26 (06/07/2000)
DOB: SEP 12,1919 (81) Wt(kg): 79.09 (06/07/2000)
Rx #: 503915
(1) *Orderable Item: AMPICILLIN CAP,ORAL *** (N/F)***
(2) Drug: AMPICILLIN 250MG CAP *** (N/F)***
(3) *Dosage: 750 (MG)
Verb: TAKE
Dispense Units: 3
Noun: CAPSULE(S)
*Route: ORAL
*Schedule: QID
*Duration: 10D (DAYS)
(4) Pat Instructions: WITH FOOD AVOIDING DAIRY FOODS
SIG: TAKE THREE CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS
WITH FOOD AVOIDING DAIRY FOODS
(5) Patient Status: OUTPATIENT
+ Enter ?? for more actions
```

```

DC   Discontinue      PR   Partial          RL   Release
ED   Edit             RF   (Refill)        RN   Renew
Select Action: Next Screen// AL
Select Activity Log by number
1. Refill  2. Partial  3. Activity
4. Labels  5. Copay   6. All Logs:  (1-6): 6// <Enter>
    
```

Figure 6-59: Activity log

```

Rx Activity Log          Jun 08, 2001 11:02:51          Page:    1 of    2
KANSAS,THOMAS T
  PID: 521-33-9521  (HRN: 1259)          Ht(cm): 177.80 (02/08/1999)
  DOB: OCT 30,1970 (34)          Wt(kg): 90.45 (02/08/1999)

Rx #: 503904  Original Fill Released: 5/25/01
Routing: Window          Finished by: BISMARK,ANDREW

Refill Log:
#  Log Date  Refill Date  Qty          Routing  Lot #          Pharmacist
=====
There are NO Refills For this Prescription

Partial Fills:
#  Log Date  Date        Qty          Routing  Lot #          Pharmacist
=====
There are NO Partial for this Prescription

Activity Log:
#  Date        Reason          Rx Ref          Initiator Of Activity
=====
1  05/25/01          ORIGINAL
Comments: Patient Instructions Not Sent By Provider.
2  05/25/01  PROCESSED      ORIGINAL        BISMARK,ANDREW
Comments: Label never queued to print by User

Label Log:
#  Date        Rx Ref          Printed By
=====
1  05/25/01  ORIGINAL        BISMARK,ANDREW
Comments: ScripTalk label printed

    <- This shows an extended view of what is seen on the screen

    Enter ?? for more actions

Select Action:Quit// <Enter>
    
```

Figure 6-60: Activity log - continued

6.14.4 Discontinue Prescription(s)

[PSO C]

6.14.5 Edit Prescriptions

[PSO RXEDIT]

6.14.6 List One Patient's Archived Rx's

[PSO ARCHIVE LIST RX'S]

6.14.7 View Prescriptions

[PSO VIEW]

6.14.8 Reprint an Outpatient Rx Label

[PSO RXRPT]

```

Select OPTION NAME: REPRINT AN OUTPATIENT RX LABEL

Reprint Prescription Label: 400693          ADHESIVE TAPE WATERPROOF 1IN ROLL
Patient is a ScripTalk patient. Use ScripTalk label for prescription bottle.

Number of Copies? : (1-99): 1// <Enter>
Print adhesive portion of label only? N// <Enter> 0
Comments:

Rx # 400693                06/27/03          #1
KANSAS,THOMAS T

USE AS DIRECTED ON AFFECTED AREA

ADHESIVE TAPE WATERPROOF 1IN ROLL
TULSA,LARRY                BISMARK,ANDREW
# of Refills: 2

```

Figure 6-61: Reprinting an outpatient Rx label

6.15 Update Patient Record

[PSO PAT]

6.16 Verifying Prescriptions

6.16.1 Verification

[PSO VER]

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

Note: Prescriptions in a non-verified status cannot be canceled, edited, or deleted through the usual options. If a non-verified prescription is autocanceled on admission, it can be reinstated, but it returns to the non-verified status.

6.16.2 List Non-Verified Scripts

[PSO VRPT]

6.16.3 Non-Verified Counts

[PSO NVCNT]

6.16.4 Rx Verification by Clerk

[PSO VR]

7.0 Pharmacy Technician's Menu

7.1 Using the Bingo Board

7.1.1 Bingo Board User [PSO BINGO USER]

7.1.1.1 Enter New Patient [PSO BINGO NEW PATIENT]

7.1.1.2 Display Patient's Name on Monitor [PSO BINGO DISPLAY PATIENT]

7.1.1.3 Remove Patient's Name from Monitor [PSO BINGO DELETE PATIENT]

7.1.2 Status of Patient's Order [PSO BINGO STATUS]

```
Select Bingo Board User Option: Status of Patient's Order

Enter Patient Name: KENTUCKY,KENNETH      02-23-53  M 231447629   CR 9267
PATIENT

      KENTUCKY,KENNETH has the following orders for 10/31/96

Being Processed: ***Entered on OCT 31, 1996***
  Division: GENERAL HOSPITAL      Time In: 10:27   Time Out:
  Rx #: 500416,

Pending:
  Orderable Item: ACETAMINOPHEN      Provider: RICHMOND, ARTHUR
  Entered By: TOPEKA,MARK            Time In: 10/31/96@06:46
  Drug: ACETAMINOPHEN 325MG TAB UD   Routing: MAIL

Ready For Pickup:
  Division: GENERAL HOSPITAL      Time In: 10:36   Time Out: 10:46
  Rx #: 1022731,

Enter Patient Name: <Enter>
```

Figure 7-1: Status of patient's order

7.2 Changing the Label Printer

[PSO CHANGE PRINTER]

7.3 Creating, Editing, and Printing a DUE Answer Sheet

7.3.1 DUE User

[PSOD DUE USER]

- Enter a New Answer Sheet
- Edit an Existing Answer Sheet
- Batch Print Questionnaires

7.3.1.1 Enter a New Answer Sheet

[PSOD CREATE ANSWER SHEET]

7.3.1.2 Edit an Existing Answer Sheet

[PSOD EDIT ANSWER SHEET]

7.3.1.3 Batch Print Questionnaires

[PSOD BATCH PRINT QUESTIONNAIRE]

7.4 Medication Profile

[PSO P]

ALASKA, FRED	ID#: 17821
123-09-8788	
123 OAK ST	DOB: FEB 23, 1974
PLANO	PHONE: 972-555-1234
TEXAS 75024	ELIG:
CANNOT USE SAFETY CAPS.	
WEIGHT (Kg):	HEIGHT (cm):
DISABILITIES:	

```
ALLERGIES: _____
ADVERSE REACTIONS: _____

Outpatient prescriptions are discontinued 72 hours after admission

Medication Profile Sorted by ISSUE DATE

Rx #: 100001968A          Drug: LOPERAMIDE 2MG CAP
SIG: TAKE TWO CAPSULES BY MOUTH EVERY DAY
QTY: 60          # of Refills: 5          Issue/Expr: 12-15-03/06-16-04
Prov: MIAMI,STEPHEN      Entry By: 10000000013Filled: 01-14-04 (M)
Last Released:          Original Release:
Refilled: 02-19-04 (M)      Released:
Remarks:
Division: ALBANY (500)          Active          4 Refills Left
```

Figure 7-2: Example medication profile

7.5 Processing a Prescription

7.5.1 Patient Prescription Processing

[PSO LM BACKDOOR ORDERS]

- Enter a new Rx
- Release
- Discontinue
- Reprint
- Edit
- Copy
- Refill
- Verify a prescription
- Renew
- Show a profile
- Hold
- View activity log
- Unhold
- Pull early from suspense
- Order a partial

Entering a New Order

```
Select Outpatient Pharmacy Manager Option: RX (Prescriptions)

      Orders to be completed for all divisions: 14

Do you want an Order Summary? No// <Enter>
```

Figure 7-3: Entering a new order

```
Patient Prescription Processing
Barcode Rx Menu ...
Complete Orders from OERR
Discontinue Prescription(s)
Edit Prescriptions
List One Patient's Archived Rx's
Reprint an Outpatient Rx Label
View Prescriptions

Select Rx (Prescriptions) Option: PATient Prescription Processing
Select PATIENT NAME: Kansas,T KANSAS,THOMAS T      10-30-70      521339521

Patient is enrolled to receive ScripTalk 'talking' prescription labels.

Enter RETURN to continue or '^' to exit: <Enter>
```

Figure 7-4: Entering a new order - continued

```
Patient Information      May 22, 2001 10:44:38      Page:      2 of      2
KANSAS,THOMAS T
  PID: 521-33-9521      Ht(cm): 177.80 (02/08/1999)
  DOB: OCT 30,1970 (34)      Wt(kg): 90.45 (02/08/1999)
  SEX: MALE
+
Adverse Reactions:

      Enter ?? for more actions
EA Enter/Edit Allergy/ADR Data      PU Patient Record Update
DD Detailed Allergy/ADR List      EX Exit Patient List
Select Action: Quit// <Enter>
```

Figure 7-5: Entering a new order - continued

```
Medication Profile      May 22, 2001 10:44:56      Page:      1 of      1
KANSAS,THOMAS T
  PID: 521-33-9521 (HRN:37663)      Ht(cm): 177.80 (02/08/1999)
  DOB: OCT 30,1970 (34)      Wt(kg): 90.45 (02/08/1999)

#  RX #      DRUG      QTY ST      ISSUE DATE      LAST FILL      REF REM      DAY SUP
-----
1  503902      ACETAMINOPHEN 500MG TAB      60 A> 05-22 05-22      3 30
2  503886$      DIGOXIN (LANOXIN) 0.2MG CAP      60 A> 05-07 05-07      5 30
-----
3  AMPICILLIN 250MG CAP      QTY: 40      ISDT: 05-29      REF: 0
```

```

Enter ?? for more actions
PU Patient Record Update          NO New Order
PI Patient Information             SO Select Order
Select Action: Quit//
    
```

Figure 7-6: Entering a new order - continued

```

The following actions are also available:
RP Reprint (OP)          OTH Other OP Actions      LS Last Screen
RN Renew (OP)           RD Re Display Screen    FS First Screen
DC Discontinue (OP)     PL Print List          GO Go to Page
RL Release (OP)         PS Print Screen        + Next Screen
RF Refill (OP)          > Shift View to Right  - Previous Screen
PP Pull Rx (OP)         < Shift View to Left  ADPL Auto Display (On/Off)
IP Inpat. Profile (OP)  SL Search List         UP Up a Line
DN Down a Line          QU Quit
    
```

Figure 7-7: Available actions

```

Medication Profile          May 22, 2001 10:44:56      Page: 1 of 1
: <-Patient informationn is displayed here.
:
Enter ?? for more actions
PU Patient Record Update          NO New Order
PI Patient Information             SO Select Order
Select Action: Quit// NO New Order
DRUG: AMPICILLIN
  1 AMPICILLIN 500MG INJ          AM052 N/F NATL FORM (IEN)
  2 AMPICILLIN 250MG CAP          AM052 N/F NATL N/F (IEN)
  3 AMPICILLIN 250MG/5ML SUSPENSION 100ML AM052 N/F NATL N/F (IEN)
  4 AMPICILLIN SOD. 1GM INJ      AM052 NATL FORM (IEN)
CHOOSE 1-4: 2 AMPICILLIN 250MG CAP AM052 N/F NATL N/F (IEN)
Now doing order checks. Please wait...
    
```

Figure 7-8: Entering a new order - continued

```

Available Dosage(s)
  1. 250MG
  2. 500MG
  3. 1000MG

Select from list of Available Dosages, Enter Free Text Dose
or Enter a Question Mark (?) to view list: 3 500MG

You entered 500MG is this correct? Yes// <Enter> YES
    
```

Figure 7-9: Entering a new order - continued

```

DISPENSE UNITS PER DOSE(CAPSULES): 2// <Enter> 2
Dosage Ordered: 500MG
    
```

Figure 7-10: Entering a new order - continued

```

ROUTE: PO// <Enter> ORAL PO MOUTH
    
```

```
ROUTE: PO// @ <Enter to delete>
```

Figure 7-11: Entering a new order - continued

```
Schedule: QID// <Enter> (FOUR TIMES A DAY)
```

Figure 7-12: Entering a new order - continued

Note: Do not use this field for Days Supply.

```
LIMITED DURATION (IN DAYS, HOURS OR MINUTES): 10 (DAYS)
```

Figure 7-13: Entering a new order - continued

```
CONJUNCTION: <Enter>
```

Figure 7-14: Entering a new order - continued

```
PATIENT INSTRUCTIONS: WF WITH FOOD
(TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS WITH FOOD)
```

Figure 7-15: Entering a new order - continued

Patch PSS*1*47 adds two new optional fields, OTHER LANGUAGE PREFERENCE and PMI LANGUAGE PREFERENCE in the PHARMACY PATIENT file (#55). When printing locally from Outpatient Pharmacy this parameter is not used. These fields are accessed through the option Update Patient Record [PSO PAT] and the protocol Patient Record Update [PSO PATIENT RECORD UPDATE]. Do NOT type anything in either of these fields because it can cause problems with the information that prints on the Rx label.

```
DAYS SUPPLY: (1-90): 30// 10
QTY ( CAP ) : 80// <Enter> 80
```

Figure 7-16: Entering a new order - continued

```
COPIES: 1// <Enter> 1
# OF REFILLS: (0-11): 11// 0
PROVIDER: BISMARK, ANDREW
CLINIC: OUTPT NURSE GREEN TEAM
MAIL/WINDOW: WINDOW// <Enter> WINDOW
METHOD OF PICK-UP: <Enter>
REMARKS: <Enter>
ISSUE DATE: TODAY// <Enter> (MAY 30, 2001)
FILL DATE: (5/30/2001 - 6/9/2001): TODAY// <Enter> (MAY 30, 2001)
Nature of Order: WRITTEN// ??
```

Nature of Order Activity	Require E. Signature	Print Chart Copy	Print on Summary
WRITTEN			x
VERBAL	x	x	x
TELEPHONED	x	x	x
SERVICE CORRECTION POLICY		x	x
DUPLICATE			

Nature of Order: WRITTEN// <Enter> W

Figure 7-17: Entering a new order - continued

Do you want to enter a Progress Note? No// <Enter>
 Rx # 503906 05/30/01
 NEBRASKA,NICK #80
 TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS WITH FOOD

 AMPICILLIN 250MG CAP
 BISMARCK,ANDREW BISMARCK,ANDREW
 # of Refills: 11

Figure 7-18: Entering a new order - continued

Entering a new order with Local or Free-Text Dosage

DRUG: TYLENOL #3 ACETAMINOPHEN AND CODEINE 30MG CN101
 ...OK? Yes// (Yes)
 Now doing order checks. Please wait...
 Available Dosage(s)
 1. 1 TABLET
 2. 2 TABLET(S)
 3. 3 TABLET(S)

 Select from list of Available Dosages, Enter Free Text Dose
 or Enter a Question Mark (?) to view list: 2 2 TABLET(S)
 You entered 2 TABLET(S) is this correct? Yes// <Enter> YES
 OTHER LANGUAGE DOSAGE: DOS TABLET(S)

Figure 7-19: Entering a new order with local or free text dosage

Patch PSS*1*47 adds two new optional fields, OTHER LANGUAGE PREFERENCE in the PHARMACY PATIENT file (#55) that stores if a patient has another language preference. This field is accessed through the option Update Patient Record [PSO PAT] and the protocol Patient Record Update [PSO PATIENT RECORD UPDATE]. Do NOT type anything in either of these fields because it can cause problems with the information that prints on the Rx label.

ROUTE: PO// <Enter> ORAL PO MOUTH
 ROUTE: PO// @ <Enter to delete>

Figure 7-20: Entering a new order with local or free text dosage - continued

Schedule: QID// <Enter> (FOUR TIMES A DAY)

Figure 7-21: Entering a new order with local or free text dosage - continued

LIMITED DURATION (IN DAYS, HOURS OR MINUTES): 90 (DAYS)

Figure 7-22: Entering a new order with local or free text dosage - continued

CONJUNCTION: <Enter>

Figure 7-23: Entering a new order with local or free text dosage - continued

PATIENT INSTRUCTIONS: WF WITH FOOD
(TAKE 2 TABLETS BY MOUTH FOUR TIMES A DAY FOR 90 DAYS WITH FOOD)

Figure 7-24: Entering a new order with local or free text dosage - continued

Patch PSS*1*47 adds two new optional fields, OTHER LANGUAGE PREFERENCE and PMI LANGUAGE PREFERENCE in the PHARMACY PATIENT file (#55These fields are accessed through the option Update Patient Record [PSO PAT] and the protocol Patient Record Update [PSO PATIENT RECORD UPDATE]. Do NOT type anything in either of these fields because it can cause problems with the information that prints on the Rx label.

DAYS SUPPLY: (1-90): 30// 90
QTY (CAP): 720

Figure 7-25: Entering a new order with local or free text dosage - continued

COPIES: 1// <Enter> 1
OF REFILLS: (0-1): 1// 1
PROVIDER: BISMARK,ANDREW
CLINIC: OUTPT NURSE GREEN TEAM
MAIL/WINDOW: WINDOW// <Enter> WINDOW
METHOD OF PICK-UP: <Enter>
REMARKS: <Enter>
ISSUE DATE: TODAY// <Enter> (MAY 30, 2001)
FILL DATE: (5/30/2001 - 6/9/2001): TODAY// <Enter> (MAY 30, 2001)
Nature of Order: WRITTEN// <Enter> W

Figure 7-26: Entering a new order with local or free text dosage - continued

Do you want to enter a Progress Note? No// <Enter>

Rx # 503908 05/30/01
NEBRASKA,NICK #80
TAKE 2 TABLETS BY MOUTH FOUR TIMES A DAY FOR 90 DAYS WITH FOOD

ACETAMINOPHEN AND CODEINE 30MG
BISMARK,ANDREW BISMARK,ANDREW
of Refills: 1

Is this correct? YES//
 Another New Order for NEBRASKA,NICK? YES//

Figure 7-27: Entering a new order with local or free text dosage - continued

```

OP Medications (ACTIVE)      May 30, 2001 16:48:05      Page:      1 of      3
NEBRASKA,NICK                                     <A>
  PID: 505-09-3368 (HRN: 3217)                    Ht(cm): 175.26 (06/07/2000)
  DOB: SEP 12,1919 (81)                           Wt(kg): 79.09 (06/07/2000) f

          Rx #: 503908
(1) *Orderable Item: ACETAMINOPHEN TAB
(2)      Drug: ACETAMINOPHEN AND CODEINE 30MG
          Verb: TAKE
(3)      *Dosage: 2 TABLET(S)
  Oth. Lang. Dosage: TRE TABLETA(S)
          *Route: ORAL
          *Schedule: QID
          *Duration: 10D (DAYS)
(4)Pat Instructions: WITH FOOD
  Other Pat. Instruc: CON ALIMENTO
          SIG: TAKE 2 TABLET(S) BY MOUTH FOUR TIMES A DAY FOR 90 DAYS
          WITH FOOD
(5) Patient Status: OUTPATIENT
    
```

Figure 7-28: View of Rx

Editing an Order

Note: Do not use the up-arrow (^) after editing one field to jump past the rest of the fields. Using just the up-arrow results in the changes just entered being deleted. The user must <Enter> through all the order fields when editing to save the changes.

```

OP Medications (ACTIVE)      May 30, 2001 16:48:05      Page:      1 of      3
NEBRASKA,NICK                                     <A>
  PID: 505-09-3368 (HRN: 3217)                    Ht(cm): 175.26 (06/07/2000)
  DOB: SEP 12,1919 (81)                           Wt(kg): 79.09 (06/07/2000) f

          Rx #: 503908
(1) *Orderable Item: AMPICILLIN CAP,ORAL *** (N/F)***
(2)      Drug: AMPICILLIN 250MG CAP *** (N/F)***
(3)      *Dosage: 500 (MG)
          Verb: TAKE
  Dispense Units: 2
          Noun: CAPSULES
          *Route: ORAL
          *Schedule: QID
          *Duration: 10D (DAYS)
(4)Pat Instructions: with food
          SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS
          WITH FOOD
(5) Patient Status: OUTPATIENT
+      Enter ?? for more actions
DC Discontinue      PR Partial      RL Release
ED Edit            RF (Refill)      RN Renew
Select Action: Next Screen// ED Edit
    
```

```
Select fields by number: (1-19): 4
PATIENT INSTRUCTIONS: WITH FOOD// WITH FOOD AVOIDING DAIRY FOODS
```

Figure 7-29: Editing an order

```
NDC : 0182-0141-10// 0182-0141-10
AWP : 0.016190// 0.016190
UNIT PRICE OF DRUG: 0.018000// 0.018000
MANUFACTURER:
EXPIRATION DATE: (8/25/2004 - 12/31/2699):
This is a required response. Enter '^' to exit
EXPIRATION DATE: (8/25/2004 - 12/31/2699): T+365 (AUG 25, 2005)
CHRONIC MEDICATION: YES// YES
BILL STATUS: 1// 1 AUTO BILL
```

Figure 7-30: Editing IHS special fields

```
Select from list of Available Dosages, Enter Free Text Dose
or Enter a Question Mark (?) to view list: 500// 750MG 750MG

You entered 750MG is this correct? Yes// <Enter> YES
VERB: TAKE// <Enter> TAKE
DISPENSE UNITS PER DOSE (CAPSULE(S)): 3// <Enter> 3
Dosage Ordered: 750MG
NOUN: CAPSULE(S)// <Enter> CAPSULE(S)
ROUTE: ORAL// <Enter> ORAL
Schedule: QID// <Enter> (FOUR TIMES A DAY)
LIMITED DURATION (IN DAYS, HOURS OR MINUTES): 10D// <Enter> 10D (DAYS)
CONJUNCTION: <Enter>
```

Figure 7-31: Editing an order - continued

```
New OP Order (ROUTINE)          May 30, 2001 17:11:44          Page: 1 of 2
NEBRASKA,NICK                  <AQ>
  PID: 505-09-3368 (HRN: 3217)    Ht(cm): 175.26 (06/07/2000)
  DOB: SEP 12,1919 (81)          Wt(kg): 79.09 (06/07/2000)

  Orderable Item: AMPICILLIN CAP,ORAL *** (N/F)***
  (1) Drug: AMPICILLIN 250MG CAP *** (N/F)***
  (2) Patient Status: OUTPATIENT
  (3) Issue Date: MAY 30,2001      (4) Fill Date: MAY 30,2001
  (5) Dosage Ordered: 750 (MG)
      Verb: TAKE
      Dispense Units: 3
      Noun: CAPSULE(S)
      Route: ORAL
      Schedule: QID
      *Duration: 10D (DAYS)
  (6)Pat Instruction: WITH FOOD AVOIDING DAIRY FOODS
      SIG: TAKE THREE CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10
          DAYS WITH FOOD AVOIDING DAIRY FOODS
+ This change will create a new prescription!
AC Accept                      ED Edit
Select Action: Next Screen//
```

Figure 7-32: Editing an order - continued

```
New OP Order (ROUTINE)          May 30, 2001 17:15:09          Page: 2 of 2
```

```

NEBRASKA,NICK                                     <A>
PID: 505-09-3368                                Ht(cm): 175.26 (06/07/2000)
DOB: SEP 12,1919 (81)                           Wt(kg): 79.09 (06/07/2000)
+
(7) Days Supply: 10                               (8) QTY (CAP): 120
(9) # of Refills: 0                               (10) Routing: WINDOW
(11) Clinic: OUTPT NURSE GREEN TEAM
(12) Provider: BISMARK,ANDREW                    (13) Copies: 1
(14) Remarks: New Order Created by editing Rx # 503908.
      Entry By: BISMARK,ANDREW                    Entry Date: MAY 30,2001 17:11:44

      This change will create a new prescription!
AC  Accept                                         ED  Edit
Select Action: Edit// AC
    
```

Figure 7-33: Editing an order - continued

Note: If the DAYS SUPPLY field is edited, the QTY field is recalculated. If the QTY field is edited, the DAYS SUPPLY field value does not change but a message is displayed warning the user of the change and recommending that the value be checked.

```

New OP Order (ROUTINE)           May 31, 2001 12:57:06           Page: 2 of 2
NEBRASKA,NICK                                     <A>
PID: 505-09-3368 (HRN: 3217)                   Ht(cm): 175.26 (06/07/2000)
DOB: SEP 12,1919 (81)                           Wt(kg): 79.09 (06/07/2000)
+
(7) Days Supply: 30                               (8) QTY (CAP): 120
(9) # of Refills: 0                               (10) Routing: WINDOW
(11) Clinic: OUTPT NURSE GREEN TEAM
(12) Provider: BISMARK,ANDREW                    (13) Copies: 1
(14) Remarks: New Order Created by editing Rx # 503910.
      Entry By: BISMARK,ANDREW                    Entry Date: MAY 31,2001 12:57:06

      Enter ?? for more actions
AC  Accept                                         ED  Edit
Select Action: Edit// <Enter> Edit
Select Field to Edit by number: (1-14): 7
DAYS SUPPLY: (1-90): 10// 7
    
```

Figure 7-34: Editing an order - continued

```

Checking for Drug/Drug Interactions !

Nature of Order: WRITTEN// ??

Nature of Order Activity   Require   Print   Print on
-----                E.Signature   Chart Copy   Summary
WRITTEN                                x
VERBAL                x                x                x
    
```

```

TELEPHONED                x          x          x
SERVICE CORRECTION
POLICY                     x          x
DUPLICATE
REJECTED

Nature of Order: WRITTEN// <Enter> WRITTEN
    
```

Figure 7-35: Editing an order - continued

Using the Copy Action

```

The following actions are also available:
AL  Activity Logs (OP)   OTH  Other OP Actions   GO  Go to Page
VF  Verify (OP)         DIN  Drug Restr/Guide (OP)LS  Last Screen
CO  Copy (OP)           +    Next Screen         PS  Print Screen
RP  Reprint (OP)        -    Previous Screen     PT  Print List
HD  Hold (OP)           <    Shift View to Left  QU  Quit
UH  Unhold (OP)         >    Shift View to Right RD  Re Display Screen
PI  Patient Information ADPL Auto Display(On/Off) SL  Search List
PP  Pull Rx (OP)        DN  Down a Line         UP  Up a Line
IP  Inpat. Profile (OP) FS   First Screen
    
```

Figure 7-36: Available actions

```

Medication Profile           Jun 04, 2001 15:49:09           Page: 1 of 1
COLORADO,ALBERT                <A>
  PID: 505-44-5034 (HRN: 3124)      Ht(cm): 175.26 (08/10/1999)
  DOB: FEB 8,1922 (79)             Wt(kg): 75.45 (08/10/1999)

#  RX #          DRUG                QTY ST  ISSUE  LAST REF DAY
                                DATE  FILL  REM  SUP
-----ACTIVE-----
1  503911$      AMPICILLIN 250MG CAP             80 A  05-25 06-01  0 10
2  503901       LISINOPRIL 10MG TAB             150 A> 05-17 05-17  2 30

Enter ?? for more actions
PU Patient Record Update           NO  New Order
PI Patient Information             SO  Select Order
Select Action: Quit// SO  Select Order  <- Or enter the order number here,
                                e.g, 1
Select Orders by number: (1-2): 1
    
```

Figure 7-37: Copying an order

```

OP Medications (ACTIVE)       Jun 04, 2001 15:50:49           Page: 1 of 3
PATIENT,ALBERT                <A>
  PID: 505-44-5034 (HRN: 3124)      Ht(cm): 175.26 (08/10/1999)
  DOB: FEB 8,1922 (79)             Wt(kg): 75.45 (08/10/1999)

Rx #: 503911$
(1) *Orderable Item: AMPICILLIN CAP,ORAL *** (N/F)***
(2)      Drug: AMPICILLIN 250MG CAP *** (N/F)***
(3)      *Dosage: 500 (MG)
          Verb: TAKE
          Dispense Units: 2
          Noun: CAPSULES
          *Route: ORAL
          *Schedule: QID
(4)Pat Instructions: Prov Comments
    Provider Comments: Prov Comments
    
```

```

                SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY PROV COMMENTS
(5) Patient Status: OUTPT NON-SC
(6) Issue Date: 05/25/01                (7) Fill Date: 06/01/01
+ Enter ?? for more actions
DC Discontinue                PR Partial                RL Release
ED Edit                        RF (Refill)                RN Renew
Select Action: Next Screen//CO CO
    
```

Figure 7-38: Copying an order - continued

```

New OP Order (COPY)                Jun 04, 2001 15:51:32                Page: 1 of 2
COLORADO,ALBERT                                <A>
PID: 505-44-5034 (HRN: 3124)                Ht(cm): 175.26 (08/10/1999)
DOB: FEB 8,1922 (79)                        Wt(kg): 75.45 (08/10/1999)

Orderable Item: AMPICILLIN CAP,ORAL *** (N/F)***
(1) Drug: AMPICILLIN 250MG CAP *** (N/F)***
(2) Patient Status: OUTPT NON-SC
(3) Issue Date: JUN 4,2001                (4) Fill Date: JUN 4,2001
(5) Dosage Ordered: 500 (MG)
Verb: TAKE
Dispense Units: 2
Noun: CAPSULES
Route: ORAL
Schedule: QID
(6) Pat Instruction: Prov Comments
                SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY PROV
                COMMENTS
(7) Days Supply: 10                (8) QTY (CAP): 80
+ Enter ?? for more actions
AC Accept                ED Edit
Select Action: Next Screen// AC Accept
    
```

Figure 7-39: Copying an order - continued

```

-----
DUPLICATE DRUG AMPICILLIN 250MG CAP in Prescription: 503911

                Status: Active                Issued: 05/25/01
                SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY PROV
                COMMENTS
                QTY: 80                # of refills: 0
Provider: BISMARCK,ANDREW                Refills remaining: 0
                Last filled on: 06/01/01
                Days Supply: 10
-----

Discontinue Rx # 503911? YES

Duplicate Drug will be discontinued after the acceptance of the new order.

Now doing order checks. Please wait...
Nature of Order: WRITTEN// <Enter> W

Do you want to enter a Progress Note? No// <Enter> NO
    
```

Figure 7-40: Copying an order - continued

```

Rx # 503913                06/04/01
COLORADO,ALBERT                #80
TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY PROV COMMENTS

AMPICILLIN 250MG CAP
    
```

```

BISMARK,ANDREW          BISMARK,ANDREW
# of Refills: 0

Is this correct? YES// <Enter>...
-Rx 503911 has been discontinued...
    
```

Figure 7-41: Copying an order - continued

```

Medication Profile          Jun 04, 2001 16:03:55          Page: 1 of 1
COLORADO,ALBERT              <A>
PID: 505-44-5034            Ht(cm): 175.26 (08/10/1999)
DOB: FEB 8,1922 (79)        Wt(kg): 75.45 (08/10/1999)

#  RX #          DRUG                QTY ST  ISSUE  LAST REF DAY
                                DATE  FILL  REM  SUP
-----ACTIVE-----
1  503913        AMPICILLIN 250MG CAP          80 A  06-04 06-04  0  10
2  503901        LISINOPRIL 10MG TAB          150 A> 05-17 05-17  2  30

Enter ?? for more actions
PU Patient Record Update          NO New Order
PI Patient Information            SO Select Order
Select Action: Quit// <Enter>

Print/Queue/Cpro/Med sheet/Hold/SUspend/Refill/CAnce/Summary/B=Sum+Cpro/'^'=Exit:
P//

Select PATIENT NAME: <Enter>
    
```

Figure 7-42: Copying an order - continued

Renewing a Prescription

```

OP Medications (ACTIVE)      Jun 04, 2001 16:14:40          Page: 1 of 3
NEBRASKA,NICK                <A>
PID: 505-09-3368 (HRN: 2408)  Ht(cm): 175.26 (06/07/2000)
DOB: SEP 12,1919 (81)        Wt(kg): 79.09 (06/07/2000)

Rx #: 503910
(1) *Orderable Item: AMPICILLIN CAP,ORAL *** (N/F)***
(2) Drug: AMPICILLIN 250MG CAP *** (N/F)***
(3) *Dosage: 500 (MG)
    Verb: TAKE
    Dispense Units: 2
    Noun: CAPSULES
    *Route: ORAL
    *Schedule: QID
    *Duration: 10D (DAYS)
(4) Pat Instructions: with food
    SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS
    WITH FOOD
(5) Patient Status: OUTPATIENT
+ Enter ?? for more actions
DC Discontinue          PR Partial          RL Release
ED Edit                RF (Refill)        RN Renew
Select Action: Next Screen// RN Renew
FILL DATE: (6/4/2001 - 7/4/2001): TODAY// <Enter> (JUN 04, 2001)
MAIL/WINDOW: WINDOW// <Enter> WINDOW
    
```

```

METHOD OF PICK-UP:  <Enter>
Nature of Order: WRITTEN// <Enter>      W

Do you want to enter a Progress Note? No// <Enter>  NO

Now Renewing Rx # 503910   Drug: AMPICILLIN 250MG CAP

Now doing order checks.  Please wait...

503910A      AMPICILLIN 250MG CAP      QTY: 80
# OF REFILLS: 0  ISSUED: 06-04-01
SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS WITH FOOD
FILLED: 06-20-01
ROUTING: WINDOW      PHYS: BISMARK,ANDREW

Edit renewed Rx ? Y// <Enter> ES
    
```

Figure 7-43: Renewing a prescription

```

Prescription Renew      Jun 04, 2001 16:18:17      Page: 2 of 2
NEBRASKA,NICK      <A>
  PID: 505-09-3368  (HRN: 2408)      Ht(cm): 175.26 (06/07/2000)
  DOB: SEP 12,1919 (81)      Wt(kg): 79.09 (06/07/2000)
+
      SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS
      WITH FOOD
  Days Supply: 30
      QTY (CAP): 80
(3)  # of Refills: 0
(4)  Routing: WINDOW
(5)  Clinic: OUTPT NURSE GREEN TEAM
(6)  Provider: BISMARK,ANDREW
(7)  Copies: 1
(8)  Remarks: RENEWED FROM RX # 503910
  Entry By: BISMARK,ANDREW      Entry Date: JUN 4,2001 16:16:27

  Enter ?? for more actions
AC  Accept      DC  Discontinue
BY  Bypass      ED  Edit
Select Item(s): Quit// ED  Edit  <- Or denter the fields, e.g., 1,5,7

Select Field to Edit by number: (1-8): 5
CLINIC: OUTPT NURSE GREEN TEAM //OUT
  1  OUTPT NURSE BLUE TEAM
  2  OUTPT NURSE GREEN TEAM
  3  OUTPT NURSE YELLOW TEAM
CHOOSE 1-3: 1  OUTPT NURSE BLUE TEAM
    
```

Figure 7-44: Renewing a prescription - continued

```

Prescription Renew      Jun 04, 2001 16:24:32      Page: 2 of 2
NEBRASKA,NICK      <A>
  PID: 505-09-3368  (HRN: 2408)      Ht(cm): 175.26 (06/07/2000)
  DOB: SEP 12,1919 (81)      Wt(kg): 79.09 (06/07/2000)
+
      SIG: TAKE TWO CAPSULES BY MOUTH FOUR TIMES A DAY FOR 10 DAYS
      WITH FOOD
  Days Supply: 30
      QTY (CAP): 80
(3)  # of Refills: 0
(4)  Routing: WINDOW
(5)  Clinic: OUTPT NURSE BLUE TEAM
    
```

```

(6)      Provider: BISMARK,ANDREW
(7)      Copies: 1
(8)      Remarks: RENEWED FROM RX # 503910
Entry By: BISMARK,ANDREW                      Entry Date: JUN 4,2001 16:23:56

Enter ?? for more actions
AC  Accept                                DC  Discontinue
BY  Bypass                                ED  Edit
Select Item(s): Quit// AC  Accept

```

Figure 7-45: Renewing a prescription - continued

7.6 Pull Early from Suspense

[PSO PNDRX]

7.7 Releasing Medication

7.7.1 Release Medication

[PSO RELEASE]

7.7.1.1 Changes to Releasing Orders function - ScripTalk®

```

Prescription Number 400693 Released
No Refill(s) to be Released
No Partial(s) to be Released

KANSAS,THOMAS T added to the WAITING display.
This patient is enrolled in ScripTalk and may benefit from
a non-visual announcement that prescriptions are ready.

Press Return to Continue:

```

Figure 7-46: Release medication to ScripTalk® patient

7.8 Update Patient Record

[PSO PAT]

8.0 Glossary

Action Profile

A list of all active and recently canceled or expired prescriptions for a patient sorted by classification. This profile also includes a signature line for each prescription to allow the physician to cancel or renew it.

Activity Log

A log, by date, of changes made to or actions taken on a prescription. An entry is made in this log each time the prescription is edited, canceled, reinstated after being canceled, or renewed. An entry will be made into this log each time a label is reprinted. A CMOP activity log will contain information related to CMOP dispensing activities.

Allergy/ADR

Includes non-verified and verified allergy information and/or adverse reaction information as defined in the Adverse Reaction Tracking (ART) package. The allergy data is sorted by type (DRUG, OTHER, FOOD). If no data is found for a category, the heading for that category is not displayed.

AMIS

Automated Management Information System

Answer Sheet

An entry in the DUE ANSWER SHEET file. It contains the questions and answers of a DUE questionnaire. This term is also used to refer to the hard copy representation of a DUE ANSWER SHEET entry.

APSP

Originally Indian Health Service Pharmacy's name space now owned by the Outpatient Pharmacy software.

Bypass

Take no action on a medication order.

CMOP

Consolidated Mail Outpatient Pharmacy.

CPRS

Computerized Patient Record System. CPRS is an entry point in VISTA that allows the user to enter all necessary orders for a patient in different packages (e.g., Outpatient Pharmacy, Inpatient Pharmacy, etc.) from a single entry point.

Critical

Interactions with severe consequences that require some type of action (finding facts, contacting prescribers) to prevent potential serious harm.

DEA

Drug Enforcement Agency

DEA Special

The Drug Enforcement Agency special Handling code used for Handling drugs to designate if they are over-the counter, narcotics, bulk compounds, supply items, etc.

DHCP

See VISTA.

Dispense Drug

The Dispense Drug name has the strength attached to it (e.g., Acetaminophen 325 mg). The name alone without a strength attached is the Orderable Item name.

Dosage Ordered

After the user has selected the drug during order entry, the dosage ordered prompt is displayed.

Drug/Drug

The pharmacological or clinical response to Interaction, the administration of a drug combination different from that anticipated from the known effects of the two agents when given alone.

DUE

Acronym for Drug Usage Evaluation

Expiration/Stop

The date on which a prescription is no longer active. Typically, this date is 30 days after the issue date for narcotics, 365 days after the issue date for other medications and 365 days after the issue date for supplies.

Finish

Term used for completing orders from Order Entry/Results Reporting V. 3.0.

GUI

Acronym for Graphical User Interface.

Issue Date

The date on which the prescription was written. This date is usually, but not always, the same as the first fill date. This date cannot be later than the first fill date.

HFS

Host File Server.

JCAHO

Acronym for Joint Commission on Accreditation of Healthcare Organizations

Label/Profile

A file for each printer which records, in the monitor order in which they were printed, the last 1000 labels or profiles printed on that printer. This allows a rapid reprint of a series of labels or profiles that were damaged by a printer malfunction or other event.

Local Possible Dosages

Free text dosages that are associated with drugs that do not meet all of the criteria for Possible Dosages.

Medication Instruction File

The MEDICATION INSTRUCTION file is used by Unit Dose and Outpatient Pharmacy. It contains the medication instruction name, expansion and intended use.

Medication Order

A prescription.

Medication Profile

A list of all active or recently canceled or expired prescriptions for a patient sorted either by date, drug, or classification. Unlike the action profile, this profile is for information only and does not provide a signature line for a physician to indicate action to be taken on the prescription.

Medication Routes File

The MEDICATION ROUTES file contains medication route names. The user can enter an abbreviation for each route to be used at the local site. The abbreviation will most likely be the Latin abbreviation for the term.

Med Route

The method in which the prescription is to be administered (e.g., oral, injection).

Non-Formulary Drugs

The medications, which are defined as commercially available drug products not included in the VA National Formulary.

Non-VA Meds

Term that encompasses any Over-the-Counter (OTC) medications, Herbal supplements, Patients 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.

Order

Request for medication.

Orderable Item

An Orderable Item name has no strength attached to it (e.g., Acetaminophen). The name with a strength attached to it is the Dispense drug name (e.g., Acetaminophen 325mg).

Partial Prescription

A prescription that has been filled for a quantity smaller than requested. A possible reason for a partial fill is that a patient is to return to the clinic in ten days but the prescription calls for a thirty-day supply. Partial prescriptions do count as workload but do not count against the total number of refills for a prescription.

Pending Order

A pending order is one that has been entered by a provider through CPRS without Pharmacy finishing the order. Once Pharmacy has finished the order, it will become active.

Pharmacy Narrative

OUTPATIENT NARRATIVE field that may be used by pharmacy staff to display information specific to the patient.

Polypharmacy

The administration of many drugs together.

POE

Acronym for Pharmacy Ordering Enhancements (POE) project. Patch PSO*7*46 contains all the related changes for Outpatient Pharmacy.

Possible Dosages

Dosages that have a numeric dosage and numeric dispense units per dose appropriate for administration. For a drug to have possible dosages, it must be a single ingredient product that is matched to the DRUG file. The DRUG file entry must have a numeric strength and the dosage form/unit combination must be such that a numeric strength combined with the unit can be an appropriate dosage selection.

Prescription

This term is now referred to throughout the software as medication orders.

Prescription Status

A prescription can have one of the following statuses.

- Active - A prescription with this status can be filled or refilled.
- Canceled - This term is now referred to throughout the software as Discontinued. (See Discontinued.)
- Discontinued - This status is used when a prescription was made inactive either by a new prescription or by the request of a physician.
- Discontinued (Edit) - Discontinued (Edit) is the status used when a medication order has been edited and causes a new order to be created due to the editing of certain data elements.

- Deleted - This status is used when a prescription is deleted. Prescriptions are no longer physically deleted from the system, but marked as deleted. Once a prescription is marked deleted no access is allowed other than view.
- Expired - This status indicates the expiration date has passed.

*Note: A prescription that was canceled or has expired more recently than the date specified by the cutoff date, typically 120 days in the past, can still be acted upon.

- Hold - A prescription that was placed on hold due to reasons determined by the pharmacist.
- Non-verified - There are two types of non-verified statuses. Depending on a site parameter, prescriptions entered by a technician do not become active until a pharmacist reviews them. Until such review, they remain non-verified and cannot be printed, canceled or edited except through the Verification menu. The second non-verified status is given to prescriptions when a drug/drug interaction is encountered during the new order entry or editing of a prescription.
- Pending - A prescription that has been entered through OERR.
- Refill - A second or subsequent filling authorized by the provider.
- Suspended - A prescription that will be filled at some future date.

Progress Notes

A component of Text Integration Utilities (TIU) that can function as part of CPRS.

Provider

The person who authorized an order. Only users identified as providers who are authorized to write medication orders may be selected.

Reprinted Label

Unlike a partial prescription, a reprint does not count as workload.

Questionnaire

An entry in the DUE QUESTIONNAIRE file. This file entry contains the set of questions related to a DUE as well as the drugs being evaluated.

Schedule

The frequency by which the doses are to be administered, such as Q8H, BID, NOW, etc.

Sig

The instructions printed on the label.

Significant

The potential for harm is either rare or generally known so that it is reasonable to expect that all prescribers have taken this information into account.

Speed Actions

See Actions.

Suspense

A prescription may not be able to be filled on the day it was requested. When the prescription is entered, a label is not printed. Rather, the prescription is put in the RX SUSPENSE file to be printed at a later date.

Time In

This is the time that the patient's name was entered in the computer.

Time Out

This is the time that the patient's name was entered on the bingo board monitor.

TIU

Text Integration Utilities; a package for document handling, that includes Consults, Discharge summary, and Progress Notes, and will later add other document types such as surgical pathology reports. TIU components can be accessed for individual patients through the CPRS, or for multiple patients through the TIU interface.

Units per Dose

The number of Units (tablets, capsules, etc.) to be dispensed as a Dose for an order. Fractional numbers will be accepted for medications that can be split.

VISTA

Acronym for Patients Health Information Systems and Technology Architecture, the new name for Decentralized Hospital Computer Program (DHCP).

Wait Time

This is the amount of time it took to fill the prescription. It is the difference between Time In and Time Out. For orders with more than one prescription, the wait time is the same for each.

9.0 Appendix A: Creating A Sig

Creating A Sig: Using Information From EHR Order Entry

```

Orderable Item: DIGOXIN TAB
Dispense Drug: DIGOXIN 0.25 MG TAB
Complex dose? NO//<Enter>
Take (in TABLET(S)): 2
Route: ORAL
Schedule: Q12H
Limit duration to (in DAYS): 30
Quantity: 60
Refills (0-11)://5
Pick up: WINDOW//<Enter>
Provider Instructions:
1>
    
```

Figure 9-1: Prompts for creating a Sig

The Take prompt in the above example will vary, depending on the Dose Form associated with the selected medication. For example:

Dosage Form	Prompt
TAB	Take
CREAM, TOP	Apply
INJ	Inject
SOLN, OPH	Instill

```

TAKE 2 TABLET(S) BY MOUTH EVERY 12 HOURS FOR 30 DAY(S)
    
```

Figure 9-2: Example Sig

User Enters	Expansion
30D	FOR 30 DAYS
30H	FOR 30 HOURS
30M	FOR 30 MINUTES
30	FOR 30 DAYS (Default to DAYS)

```

Medication: DIGOXIN TAB
Dispense Drug: DIGOXIN 0.25 MG TAB
Complex dose? NO://YES
Take (in TABLET(S)): 2
Route: ORAL
Schedule: Q12H
Limit duration to (in DAYS): 30
Then Take (in TABLET(S)): 1
Route: ORAL
Schedule: Q8H
Limit duration to (in DAYS): 10
Then Take (in TABLET(S)): <Enter>
Quantity: 90
Refills (0-11)://5
    
```

```
Pick up: WINDOW//<Enter>
Provider Instructions:
1>
```

Figure 9-3 Additional instructions sample

```
TAKE 2 TABLET(S) BY MOUTH EVERY 12 HOURS FOR 30 DAY(S) THEN
TAKE 1 TABLET(S) BY MOUTH EVERY 8 HOURS FOR 10 DAY(S)
```

Figure 9-4: Additional instructions on sample Sig

Creating A New Order When Finishing An EHR Order In Outpatient Pharmacy

```
Medication: DIGOXIN TAB
Dispense Drug: DIGOXIN 0.25 MG TAB
Instructions:
  1. Take: 2
    Route: ORAL
    Schedule: Q12H
    Duration: 30
  2. Take: 1
    Route: ORAL
    Schedule: Q8H
    Duration: 10
Quantity: 90
Refills: 5
Pick up: Window
```

Figure 9-5: Sample order entry dialogue

```
TAKE 2 TABLET(S) BY MOUTH EVERY 12 HOURS FOR 30 DAY(S) THEN
TAKE 1 TABLET(S) BY MOUTH EVERY 8 HOURS FOR 10 DAY(S)
```

Figure 9-6: Possible Sig

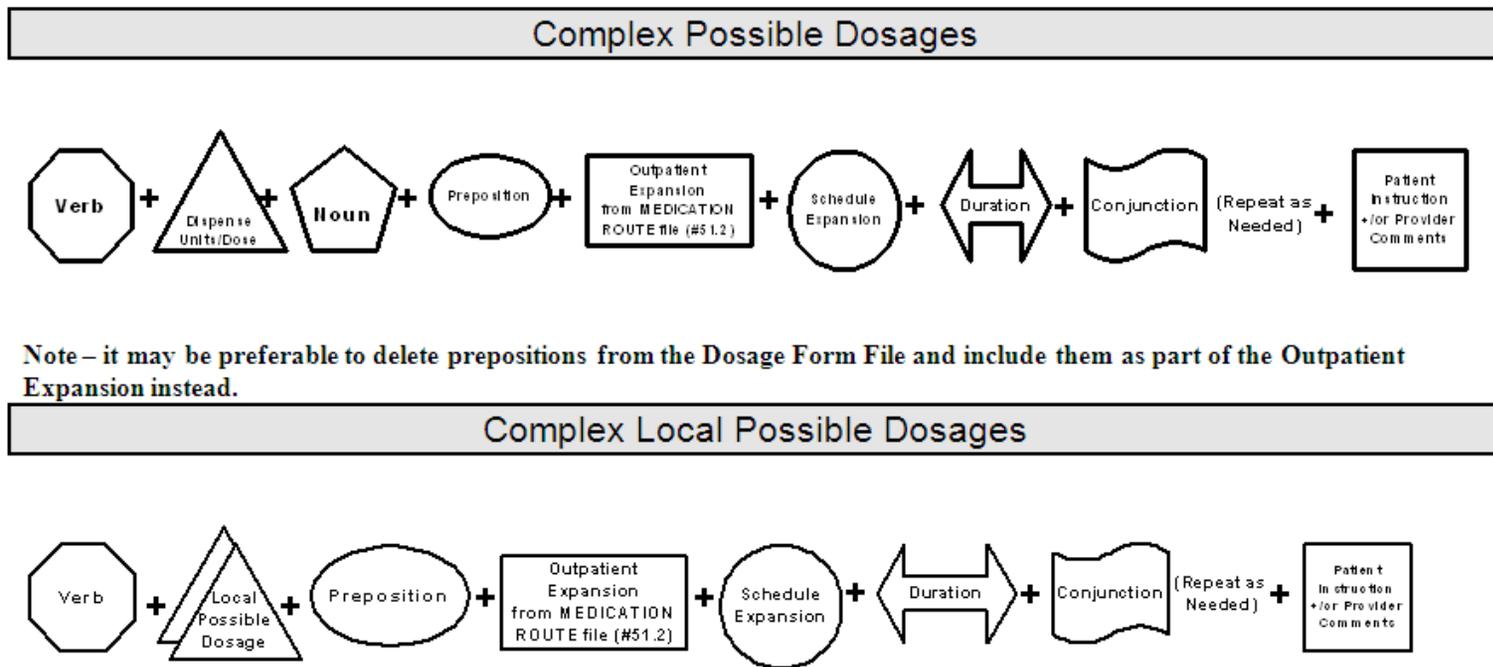
```
Med Route: ORAL
Schedule: Q12H
Schedule: Q8H
```

Figure 9-7: Med route and schedules

ENTRY IN FILE	MED ROUTE	SCHEDULE
SLC SUBLINGUAL	(no schedule)	
BID (no med route)	BID	
PO BID ORAL	BID	

Figure 9-8: Associating med route and schedules with entries - sample

Creating the Sig Formula



Note – it may be preferable to delete prepositions from the Dosage Form File and include them as part of the Outpatient Expansion instead.

Figure 9-9: Complex Possible Dosages

Note – it may be preferable to delete prepositions from the Dosage Form File and include them as part of the Outpatient Expansion instead.

Table A: Formula Symbols

Symbol	File	Symbol	File
	DOSAGE FORM file #50.606		ADMINISTRATION SCHEDULE file #51.1
	DRUG file #50		ORDERABLE ITEM file #50.7 or Provider Comments stored within CPRS orders
	DOSAGE FORM file #50.606		
	DOSAGE FORM file #50.606		
	MEDICATION ROUTES file #51.2		

Figure 9-10: Formula Symbols

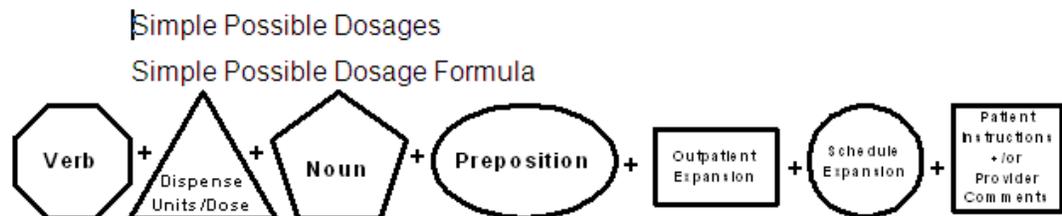


Figure 9-11: Simple Possible Dosages and Dosage Formula

The table below defines each element of the Sig and identifies which files provided that element's information. The complete Sig is displayed at the top of the table.

TAKE 2 TABLETS BY MOUTH EVERY 12 HOURS AFTER MEALS	
TAKE	
2	
TABLETS	
BY	
MOUTH	
EVERY 12 HOURS	
AFTER MEALS	

Figure 9-12: Elements of the Sig

10.0 Appendix B: Default Quantity (QTY)

Calculating Default Quantity (QTY) values

Note: Some of the Sigs used in the following examples do not make sense for a prescription but are used to illustrate how QTY defaults are calculated. All examples are in days or hours, but the calculations will also work for minutes. When a default QTY ends in a decimal, it is rounded up to the next whole number.

Examples of Default Quantity Calculation, Simple Dosage Order

Simple Order, No Duration Given

```
(TAKE TWO TABLETS BY MOUTH EVERY 12 HOURS)
DAYS SUPPLY: (1-90): 30// <Enter>
QTY (TAB): 120//
```

Figure 10-1: Simple order, no duration given

Simple Order, Duration Less Than Days Supply

```
(TAKE ONE TABLET BY MOUTH EVERY 4 HOURS FOR 36 HOURS)
DAYS SUPPLY: (1-90): 30// 2
QTY (TAB): 9//
```

Figure 10-2: Simple order, duration less than days supply

Simple Order, Days Supply Less Than Duration

```
(TAKE TWO TABLETS BY MOUTH EVERY 12 HOURS FOR 20 DAYS)
DAYS SUPPLY: (1-90): 30// 10
QTY (TAB): 40//
```

Figure 10-3: Simple order, days supply less than duration

Simple Order, Days Supply Equals Duration

```
(TAKE TWO TABLETS BY MOUTH EVERY NIGHT FOR 20 DAYS)
DAYS SUPPLY: (1-90): 30// 20
QTY (TAB): 40//
```

Figure 10-4: Simple order, days supply equals duration

Examples of Default Quantity Calculation – Complex Order, all Conjunctions “AND”

Complex Order, No Duration For Any Dosing Sequence

```
(TAKE ONE TABLET BY MOUTH EVERY MORNING AND TAKE TWO TABLETS AT NOON AND TAKE ONE
TABLET AT BEDTIME)
```

```
DAYS SUPPLY: (1-90): 31// <Enter>
QTY ( ): 124://
```

Figure 10-5: Complex order, no duration for any dosing sequence

Complex Order, Durations For Some But Not All Dosing Sequences

```
(TAKE THREE TABLETS BY MOUTH EVERY MORNING FOR 10 DAYS, AND TAKE TWO TABLETS EVERY
NIGHT FOR 10 DAYS, AND TAKE ONE TABLET EVERY 12 HOURS AND TAKE ONE TABLET EVERY
SIX HOURS)
DAYS SUPPLY: (1-90): 30// 20
QTY (TAB): 110//
```

Figure 10-6: Complex order, durations for some but not all dosing sequences

Complex Order, Different Durations For All Dosing Sequences

```
(TAKE THREE TABLETS BY MOUTH EVERY MORNING FOR 10 DAYS, AND TAKE TWO TABLETS EVERY
NIGHT FOR 5 DAYS, AND TAKE ONE TABLET EVERY 12 HOURS
FOR 3 DAYS)
DAYS SUPPLY: (1-90): 30// <Enter>
QTY (TAB): 46//
```

Figure 10-7: Complex order, different durations for all dosing sequences

Examples of Default Quantity Calculation – Complex Order, All Conjunctions “THEN”

Complex Order, Durations For All Dosing Sequences

```
(TAKE ONE TABLET BY MOUTH EVERY 12 HOURS FOR 5 DAYS, THEN TAKE TWO TABLETS EVERY
MORNING FOR 4 DAYS, THEN TAKE ONE TABLET EVERY NIGHT FOR 3 DAYS.)
DAYS SUPPLY: (1-90): 30//20
QTY (TAB): 21//
```

Figure 10-8: Complex order, durations for all dosing sequences

Complex Order, One Duration Missing

```
(TAKE ONE TABLET BY MOUTH EVERY 12 HOURS FOR 6 DAYS, THEN TAKE TWO TABLETS
EVERY MORNING FOR 8 DAYS, THEN TAKE THREE TABLETS EVERY NIGHT)
DAYS SUPPLY: (1-90): 30// <Enter>
QTY (TAB): 76//
```

Figure 10-9: Complex order, one duration missing

Examples of Default Quantity Calculation – Complex Order, Both “AND” And “THEN”

Complex Order, One Missing Duration

```
(TAKE ONE TABLET BY MOUTH EVERY MORNING FOR TWO DAYS, AND TAKE TWO TABLETS EVERY
MORNING FOR 2 DAYS, AND TAKE TWO TABLETS EVERY 12 HOURS FOR 3 DAYS, THEN TAKE TWO
TABLETS EVERY 12 HOURS FOR 4 DAYS, AND TAKE ONE TABLET EVERY 12 HOURS FOR 4 DAYS,
THEN TAKE ONE TABLET EVERY MORNING)
DAYS SUPPLY: (1-90): 30// 90
QTY (TAB): 121//
```

Figure 10-10: Complex order, one missing duration

Complex Order, Missing Durations In More Than One Sub-Sequence

(TAKE THREE TABLETS BY MOUTH EVERY 12 HOURS FOR 8 DAYS, THEN TAKE TWO TABLETS EVERY 12 HOURS FOR 3 DAYS, AND TAKE TWO TABLETS EVERY NIGHT, THEN TAKE THREE TABLETS EVERY NIGHT FOR TWO DAYS, THEN TAKE TWO TABLETS EVERY MORNING FOR 2 DAYS, AND TAKE THREE TABLETS EVERY MORNING FOR 2 DAYS, THEN TAKE ONE TABLET EVERY 12 HOURS)
 DAYS SUPPLY: (1-90): 30// 50
 QTY (TAB): 146//

Figure 10-11: Complex order, missing duration in more than one sub-sequence

Sub-sequence	Sub-sequence text	QTY	QTY calc.	Days Supply	Comments
#1	TAKE THREE TABLETS BY MOUTH EVERY 12 HOURS FOR 8 DAYS	48	$(3*2)*8$	8	The Duration and Days Supply are the same.
#2	THEN TAKE TWO TABLETS EVERY 12 HOURS FOR 3 DAYS, AND TAKE TWO TABLETS EVERY NIGHT	18	$((2+2)*3)+(2*3)$	3	Value for first sequence applied to missing Duration within the sub-sequence
#3	THEN TAKE THREE TABLETS EVERY NIGHT FOR TWO DAYS	6	$(3*2)$	2	Only one value given.
#4	THEN TAKE TWO TABLETS EVERY MORNING FOR 2 DAYS, AND TAKE THREE TABLETS EVERY MORNING FOR 2 DAYS	10	$(2+3)*2$	2	Same Duration given for both sequences within the sub-sequence; do not add together
SUBTOT		82		15	

Sub-sequence	Sub-sequence text	QTY	QTY calc.	Days Supply	Comments
SUBTOT		82		15	
#5	THEN TAKE ONE TABLET EVERY 12 HOURS	70	$(2*35)$	35	Difference between Days Supply Entered (50) and subtotal Days Supply (15) = Days Supply for last sub-sequence (35).
TOTALS		152		50	

Example of No Default Quantity Calculation – Complex Order Including “EXCEPT”

(TAKE TWO TABLETS BY MOUTH EVERY DAY FOR 14 DAYS, THEN TAKE ONE TABLET

```

EVERY DAY FOR 7 DAYS)
DAYS SUPPLY: (1-90): 30// 21
QTY ( TAB ) TAB (GREEN): 35// <<- Auto Calculation: 2 Tabs * 14 Days + 1 Tab *7
days = 35
    
```

Figure 10-12: Example of no default quantity calculation – complex order including EXCEPT

```

CONJUNCTION: E EXCEPT <- Will also accept "X" or "EX"
VERB: TAKE
Available Dosage(s)
    1. 2.5MG
    2. 5MG

Select from list of Available Dosages, Enter Free Text Dose
or Enter a Question Mark (?) to view list: 5 5MG
You entered 5MG is this correct? Yes// <Enter> YES
VERB: TAKE
DISPENSE UNITS PER DOSE(TABLETS): 2//<Enter> 2
Dosage Ordered: 5MG
NOUN: TABLETS
Schedule: 1300// Q SU (EVERY SU)
LIMITED DURATION (IN DAYS, HOURS OR MINUTES): <Enter>
CONJUNCTION: <Enter>
PATIENT INSTRUCTIONS: <Enter>

(TAKE TWO TABLETS BY MOUTH EVERY DAY FOR 14 DAYS, THEN TAKE ONE TABLET
EVERY DAY FOR 7 DAYS, EXCEPT TAKE TWO TABLETS EVERY SU)

DAYS SUPPLY: (1-90): 30// 21
QTY ( TAB ) TAB (GREEN):
QTY ( TAB ) TAB (GREEN): 36 << Manual calculation by user: 2*14 days +1*6 days
+2 for Sun
    
```

Figure 10-13: Example of no default quantity calculation - complex order including EXCEPT - continued

11.0 Appendix C: Laser Printed Prescriptions

Tips for Working with Laser Printed Prescription Labels

Narrative Text

Accessing the Laser Label Format

Note: Installation of PSO*7*120 has no major effect on the existing label functionality, and will not change the printed format of the label until you perform further steps, as described in the Outpatient Pharmacy V. 7.0 Technical Manual. An example of a CONTROL CODE follows:

```
NUMBER: 11                                CTRL CODE ABBREVIATION: MLI
FULL NAME: MAILING LABEL INITIALIZATION
CONTROL CODE: S PSOFONT="F10",PSOX=1700,PSOY=175,PSOYI=50
```

Figure 11-1: Accessing the laser label format

Note: The detailed description of these control codes is found in the Outpatient Pharmacy V. 7.0 Technical Manual.

Modifications to Existing Features

Affected Options

- Rx (Prescriptions) [PSO RX] option
- Outpatient Pharmacy Manager [PSO MANAGER] option
- Patient Prescription Processing [PSO LM BACKDOOR ORDERS] option
- Complete Orders from OERR [PSO LMOE FINISH] option
- Pharmacist Menu [PSO USER1] option
- Pharmacy Technician's Menu [PSO USER2] option
- Suspense Functions [PSO PND] option
- Print from Suspense File [PSO PNDLBL] option
- Reprint Batches from Suspense [PSO PNRPT] option
- Pull Early from Suspense [PSO PNDRX] option
- Reprint an Outpatient Rx Label [PSO RXRPT] option
- Label/Profile Monitor Reprint [PSO B] option
- Barcode Batch Prescription Entry [PSO BATCH BARCODE] option
- Change Label Printer [PSO CHANGE PRINTER] option

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13.0 Contact Information

If you have any questions or comments regarding this distribution, please contact the OIT Help Desk (IHS).

Phone: (505) 248-4371 or (888) 830-7280 (toll free)

Fax: (505) 248-4363

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Email: support@ihs.gov