



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Pharmacy Package

Announcement and Agenda

March 2016

Office of Information Technology
Division of Information Technology

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1.0 General Information

1.1 Purpose of Training

TBD

1.2 Prerequisites

TBD

1.3 Intended Audience

TBD

1.4 Course Material and References

TBD

2.0 Learning Objectives

3.0 Detailed Agenda

All Times Mountain

3.1 Day 1

Start	Topic
8:00 am	Introductions
8:15 am	Course Overview: Pharmacy Data Management Introduction
8:30 am	Drug Enter/Edit: <ul style="list-style-type: none"> • Demonstrate and discuss the entry of a drug in the drug file, including explanation of each field. • Hands on – students to enter sample drug and discuss with local proctor.
10:30 am	BREAK
10:45 am	FileMan Basics: <ul style="list-style-type: none"> • Overview and basic skills. • Helpful pharmacy related reports.
11:45 am	LUNCH
1:00 pm	Drug File Optimization: Discussion, recommendations, and reports on: <ul style="list-style-type: none"> • GENERIC NAME field • LONG NAME field • DEA SPECIAL HANDLING field • ORDER UNIT field • DISPENSE UNIT field • DISPENSE UNIT/ORDER UNIT field • NCPDP CODE field • NDC field • AVAILABLE TO E-RX field • VA PRODUCT NAME Field • VA DRUG CLASS Field • DOSAGES File • DOSAGE FORM File • ORDERABLE ITEM Report • DOSAGES Report • RxNorm • Schedules
3:00 pm	BREAK
3:15 pm	Hands on Work, Individual Classroom
4:30 pm	ADJOURN

3.2 Day 2

Start	Topic
8:00 am	Review of Day 1
8:15am	Drug File Optimization (Continued)
10:15 am	BREAK
10:30 am	Quick Orders and Menus: <ul style="list-style-type: none"> • Build Medication Quick Orders. • Build Medication Menus. • Hang Quick Order on Menus. • Discuss Medication Menu Organization. • Discuss Quick Order Maintenance and Troubleshooting. • Hands on time for students to practice. • Abx stewardship menu – mention it.
12:00 pm	LUNCH
1:15 pm	Completing Pharmacy Patches, Background Jobs, Menus and Keys, and Indian Health Service Parameters: <ul style="list-style-type: none"> • Updates and patches – process and importance: <ul style="list-style-type: none"> – National Drug File and Benchmark Price Update. • Background jobs for pharmacy. • Recommendation on pharmacy security keys and menus.
2:00 pm	Hands on Time in Individual Classroom
4:00 pm	ADJOURN

3.3 Day 3

Start	Topic
8:00 am	Review of Day 2
8:15am	Autofinish and RX Print Formats: <ul style="list-style-type: none"> • Reasons for setting up Autofinish. • Autofinish Parameters. • Queue Print Button. • RX Print Formats. • Printing defaults. • Hands on editing print templates.
9:00am	Adverse Reaction Tracking Package: <ul style="list-style-type: none"> • Pharmacists Role. • Optimization. • Maintenance. • Tips and Tricks.
9:45 am	BREAK

Start	Topic
10:00 am	Electronic Health Record (EHR) Medication Management – Provider perspective: <ul style="list-style-type: none"> • Discuss and demonstrate medication management through EHR. • Compare and contrast with pharmacy package in RPMS. • Hands on time acting as provider in EHR. • Discuss pharmacy role in provider EHR training/education.
10:45 am	Finding information in EHR and RPMS: <ul style="list-style-type: none"> • Ad hoc Health Summary. • Reports Tab – medications. • Other frequently sought out information. • Helpful tips on EHR settings (Meds tab, personal note lists, customized views, lab worksheets, etc.)
11:30 am	Resources: <ul style="list-style-type: none"> • Where to find documentation and help. • LISTSERV and Archives. • Indian Health Service ftp site. • PSG Best Practices Document. • Other.
12:00 pm	LUNCH
1:15 pm	Multi-Divisional Drug File
1:45pm	Frequently Asked Questions and Common Troubleshooting Scenarios: <ul style="list-style-type: none"> • Hands on time to work through scenarios provided and questions brought to class by students.
2:15 pm	Hands on Time in Individual Classrooms
4:00 pm	ADJOURN

3.4 Day 4

Start	Topic
8:00 am	Review of Day 3
8:15 am	Pharmacy Point of Sale Package: <ul style="list-style-type: none"> • Overview. • Helpful tips.
9:15 am	Text Integration Utility (TIU) note templates for pharmacy: <ul style="list-style-type: none"> • Building/adjusting templates. • Share examples from other sites. • TIU Patient Data objects – medications – options. • Hands on build test template and explore different medication objects.
10:15 am	BREAK

Start	Topic
10:30 am	Pharmacy Processes Discussion: <ul style="list-style-type: none">• Best practice recommendations (look at Purpose of Visit section).• Workflow processes.• Nature of Order.• ScriptPro/prepack menu.
11:30 pm	CSM Report Tool
12:00 pm	Wrap Up: <ul style="list-style-type: none">• Address questions.• Training Evaluation and feedback.
12:30 pm	ADJOURN

Acronym List

Acronym	Meaning
CSM	Controlled Substance Monitoring
EHR	Electronic Health Record
PSG	Pharmacy Specialty Group
RPMS	Resource and Patient Management System
TIU	Text Integration Utility