



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **e-Prescribing 2.0 Drug File Optimization**

## **Announcement and Agenda**

Five Week Series eLearning Course

April 8, 2014

April 15, 2014

April 22, 2014

April 29, 2014

May 6, 2014

1:00 PM to 3:00 PM Eastern Time

Office of Information Technology  
Division of Information Technology  
Albuquerque, New Mexico

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## 1.0 General Information

### 1.1 Purpose of Training

The purpose of this training is to cover the required drug file optimization steps in order to deploy e-Prescribing. The course will include a discussion of several new fields made available in Pharmacy Data Management with the release of EHR p12/APSP 1016.

Participants will:

- Be instructed on the proper way to optimize and maintain the pharmacy drug file specifically related to e-Prescribing requirements
- Learn how to run a series of VA FileMan reports in order to be able to fully optimize the drug file

Hands-on practice includes, but is not limited to:

- Running VA FileMan Reports
- Making data entry changes in Pharmacy Data Management and the Associated Files

### 1.2 Prerequisites

- Access to the Resource and Patient Management System (RPMS) Electronic Health Record (EHR) database at a local facility
- Background in drug file optimization or maintenance

### 1.3 Intended Audience

The audience for this course is pharmacy informaticists and other individuals involved in pharmacy drug file optimization or maintenance who are interested in the e-Prescribing functionality. Before a site can deploy e-Prescribing the drug file optimization steps are *required* and a complete copy of the drug file must be submitted to the e-Prescribing federal team for review. Pharmacy informaticists at sites already using e-Prescribing are invited to join as well.

### 1.4 Instructors and Facilitators

**Carla D Stearle, PharmD, BCPS**  
**CDR United States Public Health Service**  
**Pharmacy Informatics Specialist/Federal Lead, Adverse Reaction Tracking Package**

**Lori Moore, Pharm D**  
**CDR United States Public Health Service**  
**National Pharmacy Consultant|Federal Lead, E-Prescribing**

**Katie Johnson, Pharm D**  
**CDR United States Public Health Service**  
**Northwest Portland Area Indian Health Board**  
**EHR Integrated Care Coordinator/Manager, NPAIHB REC**

## 1.5 Course Materials and References

Download the course materials from the Training FTP site at

<ftp://ftp.ihs.gov/pubs/EHR/Training/Manuals/E%20Prescribing%20Drug%20File%20Training/>

## 2.0 Detailed Agenda

### 2.1 Week 1 - April 8

<b>Overview of Pharmacy Data Management and e-Rx Demonstration</b>	<b>Duration</b>
<b>Welcome:</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Ground rules</li> <li>• How to navigate Adobe Connect sessions</li> </ul>	5 min
<b>Overview of Pharmacy Data Management:</b> At the end of this session participants should be able to: <ul style="list-style-type: none"> <li>• Navigate the Pharmacy Data Management menu including several new fields introduced with EHR p12/APSP 1016.</li> <li>• Understand the importance of drug file optimization as it relates to e-Prescribing deployment.</li> </ul>	60 min
<b>Demonstration of e-Prescribing by instructors/facilitators:</b> At the end of this session participants should be able to understand the details of e-Prescribing from an end user perspective.	50 min
<b>Review, Questions, and Adjour</b>	5 min.

### 2.2 Week 2 - April 15

<b>VA FileMan Reports: GENERIC NAME field, LONG NAME field, UNIT fields, and AVAILABLE TO E-RX fields</b>	<b>Duration</b>
<b>Review of Previous Week's Material</b> Open Discussion	5 min
<b>Overview of Pharmacy Drug File Reports:</b> At the end of this session participants should be able to generate VA FileMan reports to review: <ul style="list-style-type: none"> <li>• GENERIC NAME field</li> <li>• LONG NAME field</li> <li>• DEA SPECIAL HANDLING field</li> <li>• ORDER UNIT field</li> <li>• DISPENSE UNIT field</li> <li>• DISPENSE UNIT/ORDER UNIT field</li> <li>• NCPDP CODE field</li> <li>• NDC field</li> <li>• AVAILABLE TO E-RX field</li> </ul>	60 min
<b>LONG NAME Field and AVAILABLE TO E-RX Field Discussion</b> At the end of this session participants should be able to: <ul style="list-style-type: none"> <li>• Describe the requirements for the LONG NAME field.</li> <li>• Give several examples of proper format and structure for LONG NAME field.</li> <li>• Understand the AVAILABLE TO E-RX field as it relates to e-prescribing.</li> <li>• Give several examples of items to be blocked from e-Prescribing.</li> </ul>	50 min
<b>Review, Questions, and Adjour</b>	5 min.

## 2.3 Week 3 – April 22

<b>VA FileMan Reports: NATIONAL DRUG FILE (NDF) fields, DOSAGES file, and DOSAGE FORM file</b>	<b>Duration</b>
<b>Review of Previous Week's Material</b> Open Discussion	5 min
<b>Overview of Pharmacy Drug File Reports:</b> At the end of this session participants should be able to generate VA FileMan reports to review: <ul style="list-style-type: none"> <li>• VA PRODUCT NAME Field</li> <li>• VA DRUG CLASS Field</li> <li>• DOSAGES File</li> <li>• DOSAGE FORM File</li> </ul>	60 min
<b>Review, Questions, and Adjourn</b>	5 min.

## 2.4 Week 4 - April 29

<b>VA FileMan Reports: PHARMACY ORDERABLE ITEM (OI) file and RPMS OI and Dosages Report</b>	<b>Duration</b>
<b>Review of Previous Week's Material</b> Open Discussion	5 min
<b>Overview of Pharmacy Drug File Reports:</b> At the end of this session participants should be able to: <ul style="list-style-type: none"> <li>• Generate VA FileMan reports to review the PHARMACY ORDERABLE ITEM File.</li> <li>• Generate RPMS reports from the PDM menu: <ul style="list-style-type: none"> <li>– ORDERABLE ITEM Report</li> <li>– DOSAGES Report</li> </ul> </li> </ul>	60 min
<b>Review, Questions, and Adjourn</b>	5 min.

## 2.5 Week 5 - May 6

<b>Medication Quick Orders and Summary of Course</b>	<b>Duration</b>
<b>Review of Previous Week's Material</b> Open Discussion	5 min
<b>Medication Quick Orders:</b> At the end of this session participants should be able to: <ul style="list-style-type: none"> <li>• Build Medication Quick Orders specific to E-Prescribing.</li> <li>• Build Medication Quick Order menus specific to e-Prescribing.</li> <li>• Hang Medication Quick Orders on the Medication Quick Order menus.</li> </ul>	60 min
<b>Final Drug File Report Discussion and e-Prescribing Deployment Requirements:</b> At the end of this session participants should be able to generate the Final Drug File Report for submission to the Federal e-Prescribing Team.	50 min
<b>Review, Questions, and Adjourn</b>	5 min.