RESOURCE AND PATIENT MANAGEMENT SYSTEM

RPMS Electronic Health Record

(EHR)

Patch 9 Guide

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Preface

This document provides an overview of RPMS-EHR 1.1 Patch 9 and assumes that the site has already completed the setup for RPMS-EHR 1.1 and has loaded patches up through Patch 8.

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1.0 Introduction

This document provides an overview of RPMS-EHR 1.1 Patch 9 and assumes that the site has already completed the setup for RPMS-EHR 1.1 and has loaded patches up through Patch 8. Read the installations notes and all accompanying documentation referring to EHRv1.1 p9.

PLEASE thoroughly review this manual, patch notes, and requirements.

1. Contents of Distribution
    a. ehr_0110.09.exe – self-extracting zip file
    b. ehr_0110.09n – installation notes
    c. ehr_0110.09k – KIDS build
    d. ehr_0110.09o.pdf (this Notes file)
2. This patch has several dependencies that need to be loaded in a specific order.
    a. VA Kernel v8.0 or later
    b. VA Fileman v22.0 or later
    c. Cache v5.0 or later
    d. EHR*1.1*8
    e. APSP v7.0 patch 1012

Please also review the documentation for concurrent releases:

- EHRv1.1 Manuals
- APSP v7.0, patch 1012
- e-Prescribing Manuals
- CCD/C32 Manuals

2.0 Enhancements, Fixes, and New Features

The following provides general information about the fixes and enhancements for Patch 9. Please see the following sections for detailed information, set up, and reference to supporting documentation

2.1 Allergy/ADR

In EHRv1.1 p9, "Other" and "Other Reaction" are properly filtered out for both reactant and signs/symptoms. Results of this change are that "Other" and "Other Reaction" are no longer available in the Reactant selection list and the Signs/Symptoms list, respectively.

2.2 CCD/C32 Viewer

- When running a session on a Windows 7-based system, attempting to save a .PDF format CCD/C32 no longer causes an exception that terminates the session. Viewer components were updated for .PDF. Click Save to have the CCD/C32 saved in a .PDF format.
- The system will now warn the user when trying to run a query when no patient is selected. In this case, the warning "**You must select a patient**" displays.
- PRINT and SAVE buttons were always active allowing the user to choose those options before the system had finished compiling the report. The PRINT and SAVE buttons are now inactive until the CCD/C32 processing is complete. Please review the CCD/C32 viewer documentation and manuals for updated information and configuration.

Tip:	**Important Note about Admin Rights:** If the site uses Terminal Services for Remote Desktop Access to the server for session operation, create a directory C:\C32 on the Terminal Services server, **giving full control to the Windows Users or Group that will be using the CCD Viewer support**. If the users do not have sufficient permissions, the application will fail. Otherwise, there are no specific implementation or maintenance tasks associated with this component.

2.3 Chart Review

Adding a problem from Visit Diagnosis or Historical Diagnosis now stores Reviewed and Updated. The Chart Review button displays [U] Updated, and automatically stores Reviewed and Updated in the V UPDATED/REVIEWED file when the context changes.

2.4 Code Set Versioning (CSV)

ICD-9 look up now returns the long narrative.

2.5 Immunizations

- The Immunization component no longer stores CPT codes when documenting immunizations for the current visit. CPT codes should be documented by entering the appropriate code in the Visit Services or using a Superbill with or without associations or EHR Reminders. Please see EHRv1.1 p7 patch guide for recommendations.
- Education now stores properly when "Patient/Family Counseled by provider" is checked. The topic stored when "Patient/Family Counseled by provider" is now mapped to IM-INFORMATION and now stores without error and displays correctly in the Patient Education component.

2.6 Medication Order Dialog

2.6.1 Clinical Indications Prompt

The Clinical Indication prompt behavior has been modified to support and comply with e-Prescribing (eRx) requirements. The user must select a clinical indication for each new medication ordered. The clinical indication must be a coded entry (ICD-9).

2.6.1.1 Clinical Indication and "Other" Selection

Users must select an indication for each medication order. New medication orders will display a blank clinical indication field. The field is no longer populated with the last entered clinical indication.

The selection of "Other" in the clinical indication field returns coded entries for selection. When "Other" is selected (Figure 2–1), the user will be prompted to search for diagnosis (Figure 2–2). Searches can be done by entering the diagnosis description (e.g. diabetes) or the diagnosis code (e.g. 250.0).

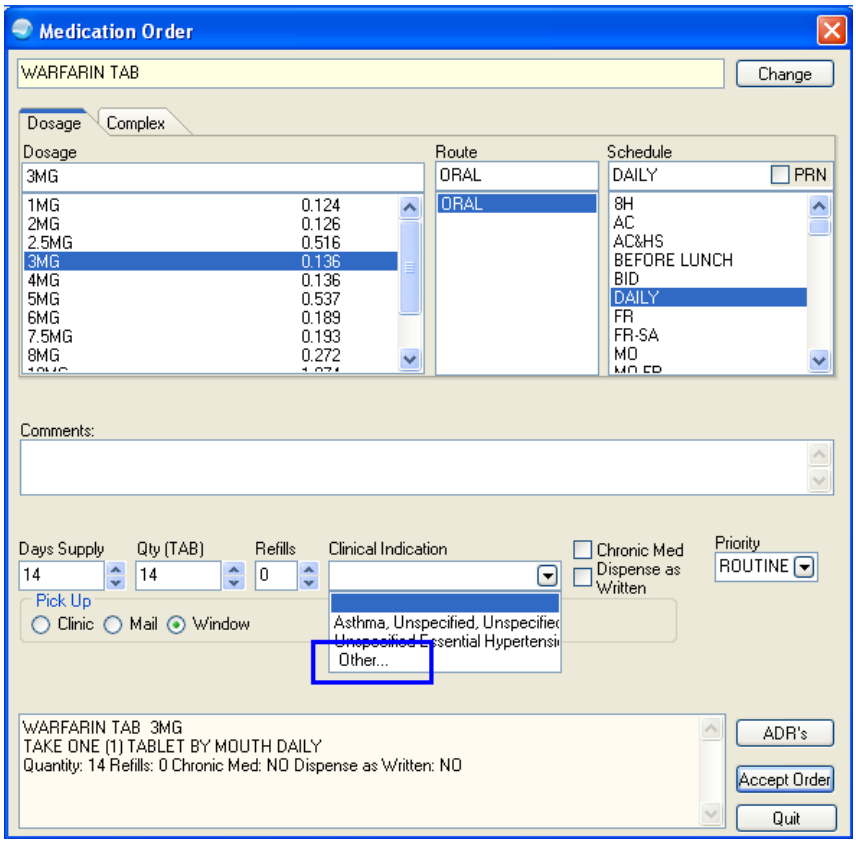


Figure 2-1: Other option on the Clinical Indication drop-down list

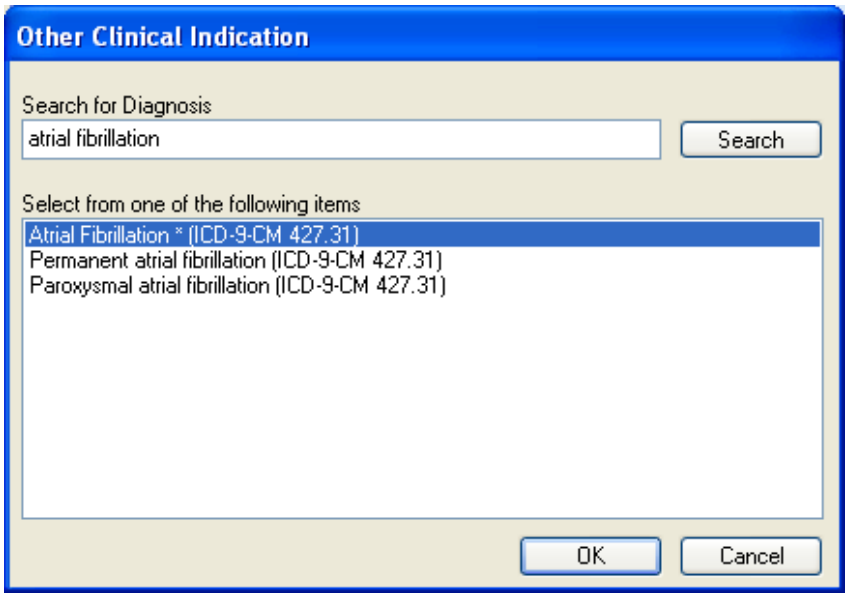


Figure 2-2: Other Clinical Indication dialog

The .9999 code or text entries will no longer be permitted. ICD-9 coded clinical indications are now required for medication orders. For renew, change, or copy medication orders the previously entered clinical indication will pre-populate this field.

Tip:	Encourage maintenance of a clean problem list and selection of POV before ordering medications. Once a clinical indication is chosen, the indication "follows" the medication order through the lifecycle (refill, renew, change, copy).

2.6.1.2 Clinical Indication New Order Display

When an order with a Clinical Indication is copied to a new order using the "Copy to New Order" command, the New Order dialog will now display the Clinical Indication (Figure 2–3).

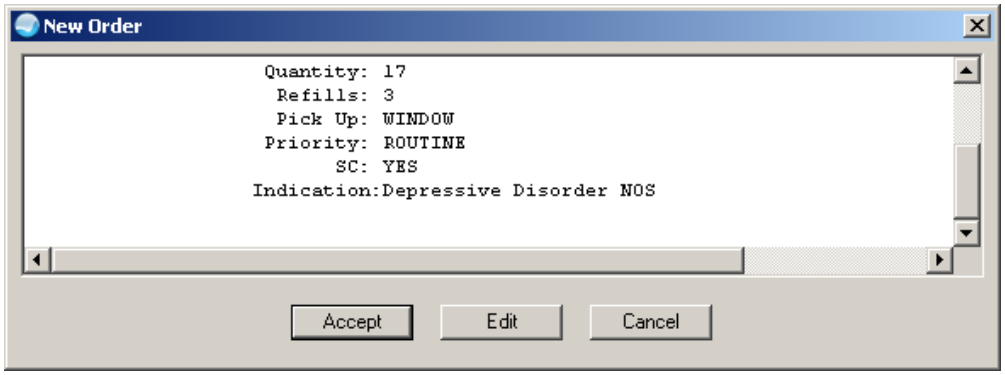


Figure 2-3: Sample New Order dialog

2.6.2 Medication Order Field Restrictions

The user may only enter up to 140 characters in the SIG of an electronic prescription being transmitted to an outside pharmacy. If the SIG is >140 characters, the application displays the "Unable to Save Order" alert (Figure 2–4).

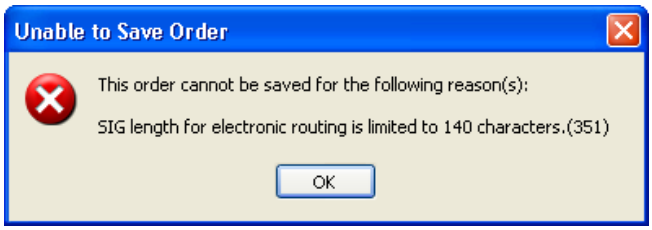


Figure 2-4: Unable to Save Order alert for SIG

The user can only enter up to 210 characters in the ***Comments*** field of an electronic prescription being transmitted to an outside pharmacy. If the Comments field contains >210 characters, the application displays the "Unable to Save Order" alert (Figure 2–5).

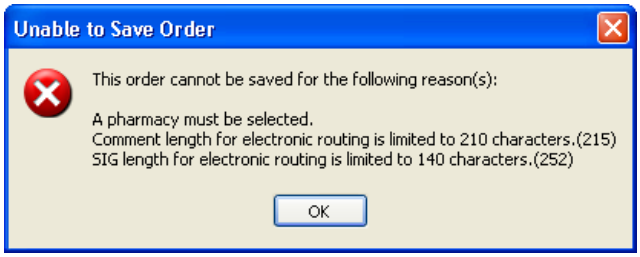


Figure 2-5: Unable to Save Order alert for Comments

After clicking OK, focus returns to the order dialogue.

Tips:	Recommend setting APSP AUTO RX ADD PRV COMMENT to "No" at system level. Add Comments to the Prescription template to communicate comments to outside pharmacies.

2.6.3 Pharmacy Type

The APSP AUTO RX parameter sets the type of pharmacy the site has. Selection includes Internal, Internal/External, and External. Sites will be required to set this parameter for electronic prescribing.

ALERT:	The APSP AUTO RX setting and associated parameters **are designed for use in advance of electronic prescribing**. These provide enhanced Med Order dialog and Prescription/CII order printing capability.

Even though a site may not have instituted ePrescribing, there are benefits to setting the APSP AUTO RX parameter. Review Appendix A: Benefits of Setting APSP AUTO RX.

2.6.3.1 Pharmacy Type Settings

The settings for the APSP AUTO RX parameter (e.g. Internal, Internal/External, and External) have different meanings. Table 1–1 provides the meaning of each setting. Sites must review the following definitions and match them to their processes and facility in order to set the parameters properly.

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

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

2.6.3.2 Enabling Pharmacy Type in RPMS

APSP AUTO RX parameter may be set at division or system level. Based on the settings and the type of medication ordered, the system will display the appropriate pick up locations on the EHR Medication Order dialog.

See Section 2.6.4 for explanation of Pick Up Locations.

2.6.4 Pick Up Locations

The medication order dialog has up to five pick up locations (Table 1–2) exposed to the user depending on APSP AUTO RX parameter settings. These include locations of clinic, mail, window, outside pharmacy – eRx (Surescripts®), and outside pharmacy - print that display on the Medication Order display as radio buttons for the user to select.

Table 1-2 Pick Up locations and APSP AUTO RX settings

Pick Up Location	APSP AUTO RX	Surescripts® Provider Identifier	Status on Signature
Clinic	Internal Internal/External External	N/A	Pending Pending Active
Mail Window	Internal Internal/External	N/A	Pending Pending
Outside Pharmacy – eRx*	Internal/External External	Yes** Yes**	Active Active
Outside Pharmacy - Print	Internal/External External	N/A N/A	Active Active

*Requires Surescripts® implementation, **Currently legend drugs only

2.6.4.1 Internal Setting (Legend and Controlled Drugs)

When APSP AUTO RX is set to Internal, the Pick Up locations for legend and controlled drugs are as indicated in the example (Figure 2–6). The application will display the Clinic, Window, and Mail radio buttons.

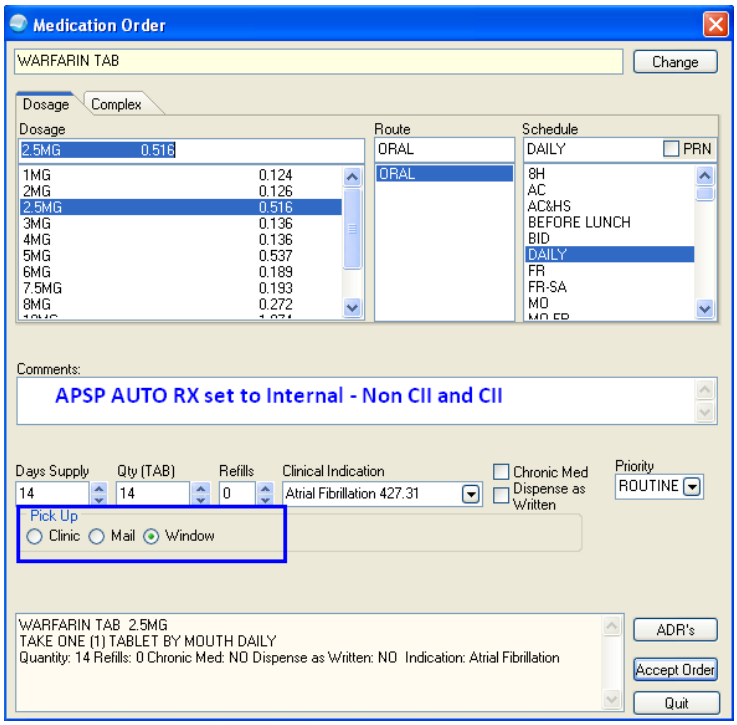


Figure 2-6: Example of Clinic, Mail, and Window radio buttons in Pick Up group box

2.6.4.2 Internal/External Setting (Legend Drugs, Provider Has a SPI)

When APSP AUTO RX is set to Internal/External and the provider has a Surescripts® Provider Identifier or SPI, the Pick Up locations for legend drugs are as indicated in the example (Figure 2–7). The system will display the Clinic, Mail, Window, Outside Pharmacy – eRx and Outside Pharmacy – Print radio buttons.

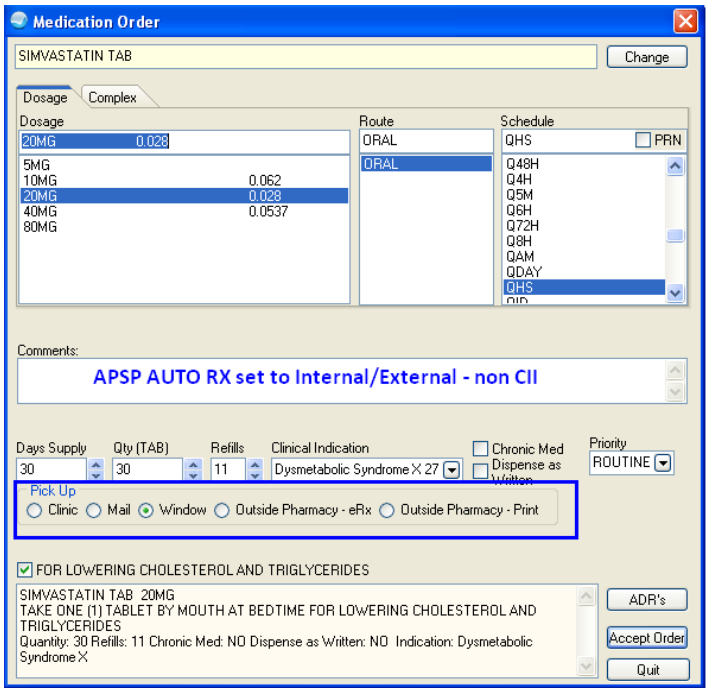


Figure 2-7: Example of Clinic, Mail, Window, Outside Pharmacy - eRx, and Outside Pharmacy - Print radio buttons in the Pick Up group box

2.6.4.3 Internal/External Setting (Legend Drugs When Provider Has No SPI and Controlled Drugs With Or Without SPI)

When APSP AUTO RX is set to Internal/External, the provider selects a legend drugs and does not have a Surescripts® Provider Identifier OR selects a controlled drug (with or without a Surescripts® Provider Identifier assigned), the Pick Up locations are as indicated in the example (Figure 2–8). The application will display the Clinic, Mail, Window, and Outside Pharmacy – Print radio buttons.

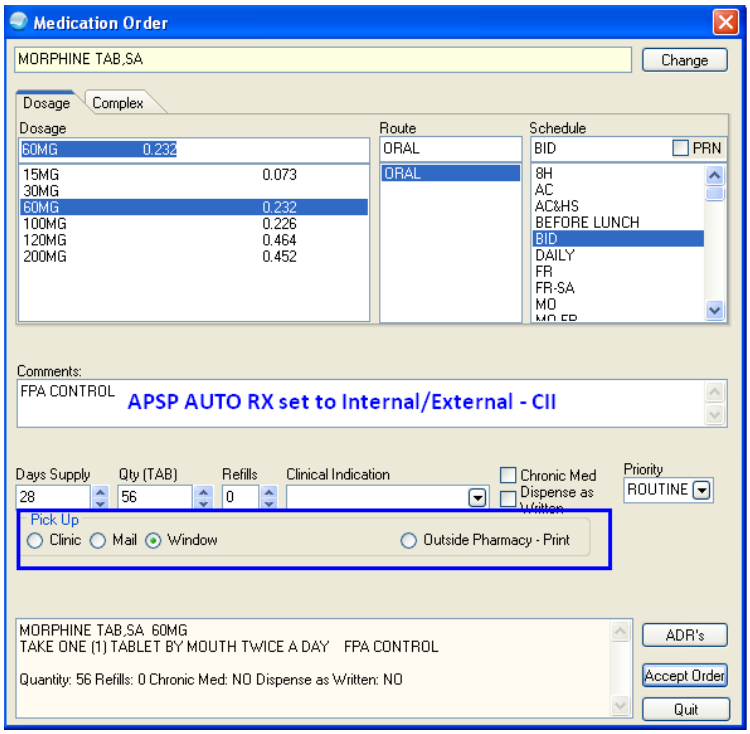


Figure 2-8: Example of Clinic, Mail, Window, and Outside Pharmacy - Print radio buttons in Pick Up group box

2.6.4.4 External Setting (Legend Drugs, Provider has SPI)

When APSP AUTO RX is set to External and the provider has a Surescripts® Provider Identifier, the Pick Up locations for legend drugs are as indicated in the example (Figure 2–9). The application will display the Clinic, Outside Pharmacy - eRx and the Outside Pharmacy – Print radio buttons.

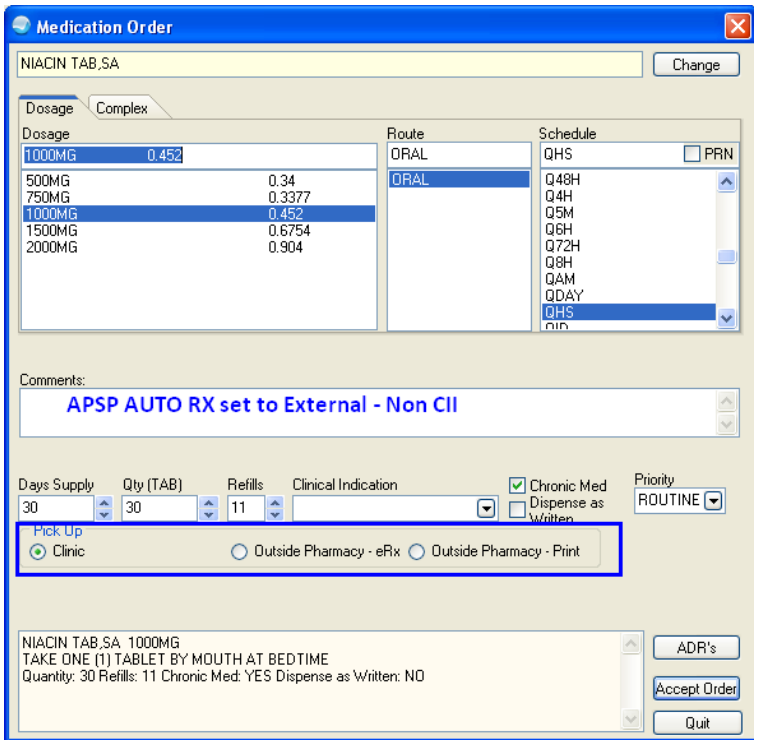


Figure 2-9: Example of Clinic, Outside Pharmacy - eRx, and Outside Pharmacy - Print radio buttons in Pick Up group box

2.6.4.5 External Setting (Controlled Drugs)

When APSP AUTO RX is set to External, Pick Up Locations for controlled drugs are as indicated in the example (Figure 2–10). The application will display the Clinic and the Outside Pharmacy – Print radio buttons.

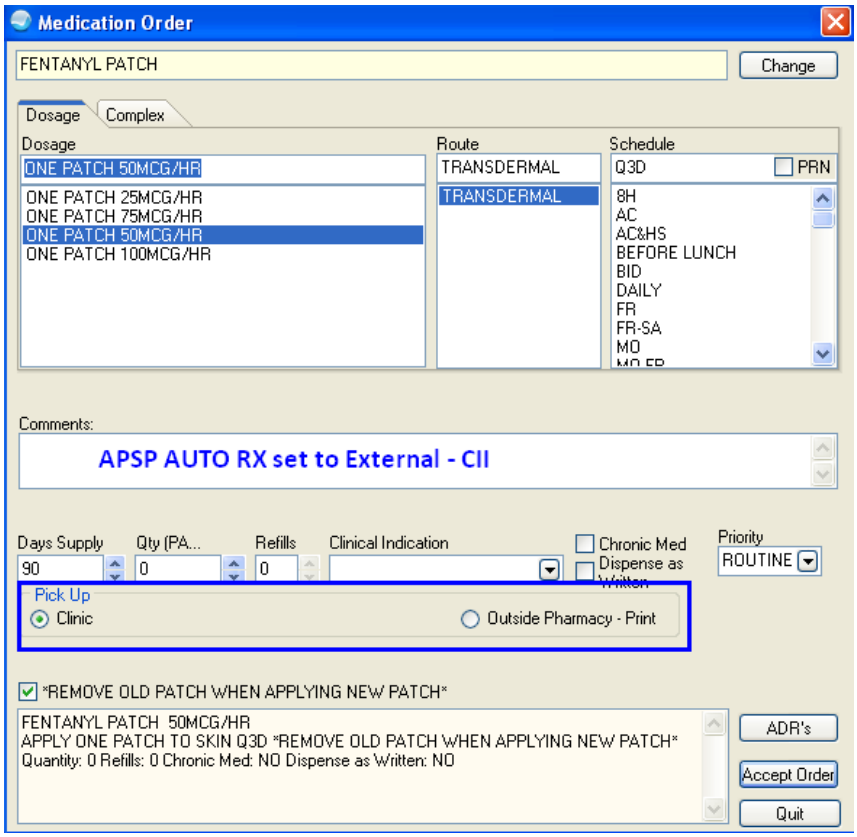


Figure 2-10: Clinic and Outside Pharmacy - Print radio buttons

2.6.5 CII Prescribing

With EHRv1.1 p9, sites may now restrict CII ordering by using the APSP AUTO RX CII PRESCRBING parameter at the following levels: User, Class, Division, or System.

The "CII ordering disabled" information message will display when a user selects a CII drug from the Medication Order dialog (Figure 2–11). This works for meds ordered via Medication Order (i.e., "other meds") and not quick order menus. *EHRv1.1 patch 10 will add this functionality.*

Figure 2-11: CII ordering disable information message

With EHRv1.1 p9, APSP AUTO RX ERX OF CII parameter is also delivered. This parameter is pre-placed for eventual allowance of electronic transmission. The default is "Null" which disallows transmission and is **not editable at this time**.

APSP AUTO RX SCHEDULE RESTRICT parameter is delivered as pre-placed for the allowance of electronic prescribing of controlled substances. This parameter is defaulted to schedules: 2, 3, 4, & 5 and is **not editable at this time**.

TIP:	**DO NOT TOUCH ANY OF THE OTHER APSP AUTO RX PARAMTERS**. The majority of these are for use in eRx configuration for Surescripts®. This is a separate set up and deployment.

2.6.6 Printing Functionality

Smart logic is used to determine which order requires a print job and if so which type based on three factors:

- Status after signature (Active or Pending)
- Transmitted
- Type of drug (Controlled or Legend)

This "Queues" the print job for printing. Formats may be defaulted to specific templates and can be defaulted to specific printers at the User, Location, Division and System level.

2.6.6.1 Process Icons

Depending on the parameter settings, icons will display in the medications list. Icons have been added to the Medication orders (Table 1–3). These icons display in the Process field and can be sorted by icon type.

Table 1-3: Process Icons

Facility type	Pick up Location	Status after Signing	CII?	Print Format	Icon
Internal	Clinic Mail Window	Pending Pending Pending	No No No	N/A N/A N/A	
	Clinic Window	Pending Pending	Yes Yes	CII Order for Sig CII Order for Sig	

Facility type	Pick up Location	Status after Signing	CII?	Print Format	Icon
External	Clinic	Active	No Yes	N/A Prescription (CII)	
	Outside Pharmacy - eRx	Active	No	Receipt (Non CII)	
	Outside Pharmacy - Print	Active	No Yes	Prescription (Non CII) Prescription (CII)	
Internal/ External	Clinic Mail Window	Pending Pending Pending	No No No	N/A N/A N/A	
	Clinic Window	Pending Pending	Yes Yes	CII Order for Sig CII Order for Sig	
	Outside Pharmacy - eRx	Active	No	Receipt (Non CII)	
	Outside Pharmacy - Print	Active	No Yes	Prescription (Non CII) Prescription (CII)	

2.6.6.2 Print Queue

After the user signs the medication order, the medications that have print jobs associated with them are highlighted and the Queue Print button will be active (Figure 2–12). This button displays on the tool bar across the top of the medications.

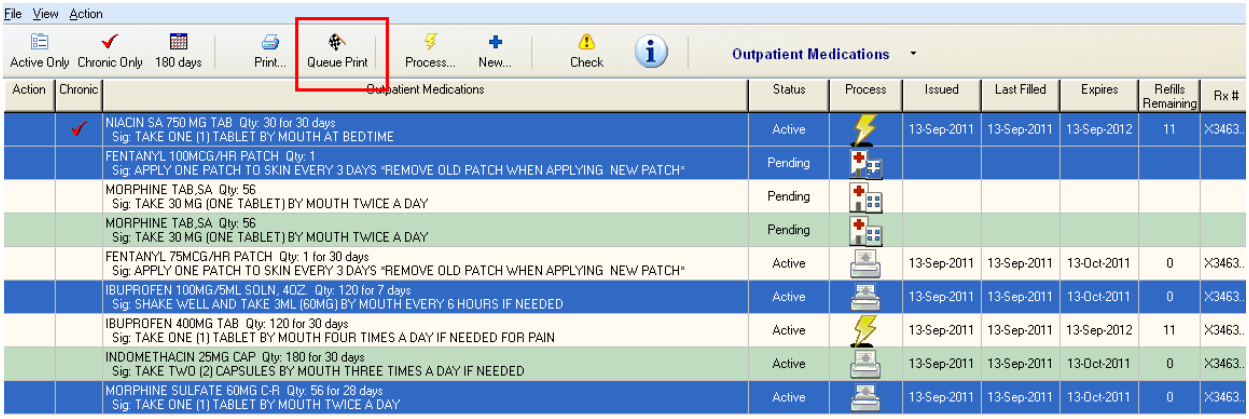


Figure 2-12: Queue Print button in the Medications toolbar

When the user clicks the Queue Print button, the application will display the Confirm information message (Figure 2–13) requiring the user to choose to continue to print or cancel the print.

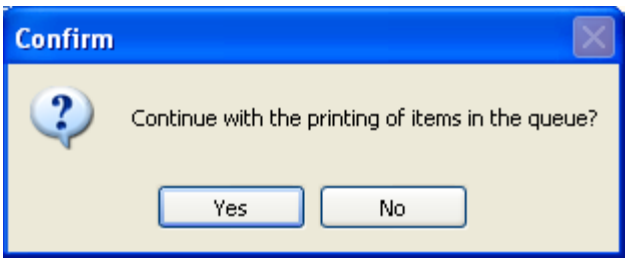


Figure 2-13: Confirm information message

The Queue Print is associated with pre-defined templates and default printer for each format. The user may change the template. By selecting the check box for multiple orders per page (Figure 2–14), multiple orders will be printed on each page for each type of print format (example – if there are 2 non CII prescriptions for outside pharmacy, these will print on the same page).

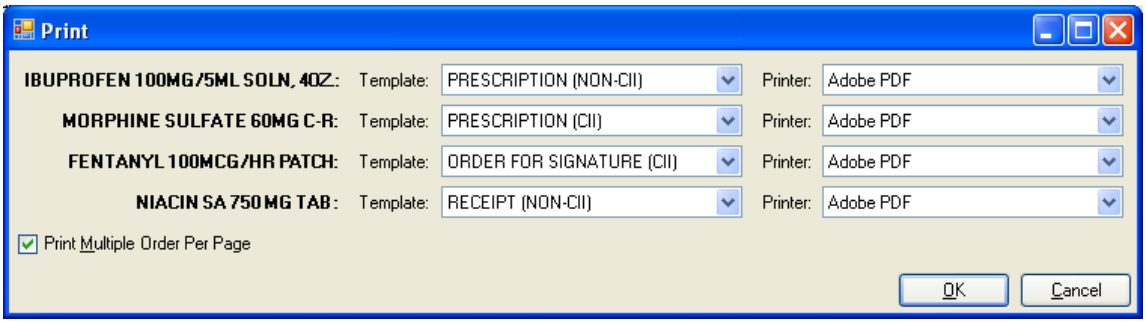


Figure 2-14: Templates associated with the various selected records

2.6.7 Print Configuration

Printer configuration is done in the following steps.

1. Copy/Edit Formats (Templates) using the Rx Print Format Editor

TIP:	To Copy a template, export then import – users will be prompted for a name for the template on import so provide a local name, set "active on" date then make changes. It is highly recommend using the copy process and creating local templates rather than editing nationally delivered default templates.

2. Set the Default Format Type with the Format (Template) using the BEHORX PRINT FORMATS parameter

3. Set the Default Printer for the Format Type by populating the BEHORX PRINT FORMAT parameter either in RPMS using the General Parameters menu or using the Rx Printer Preference Editor in the EHR GUI.

2.6.8 Rx Print Format (Template) Editor

Sites use the provided Template Editor to modify, develop, and save template types. This enables sites to configure templates for specific needs and abilities (Figure 2–15) Review Rx Print Format (Template) Editor set up for steps on configuration.

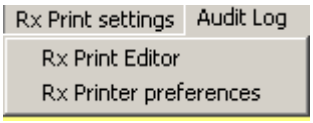


Figure 2-15: Drop down menu selection for Rx Print settings

Depending on the site set up, a drop down displays after the user selects Rx Print settings from the menu bar. Select the Rx Print Editor to display the Edit Med Order Template screen.

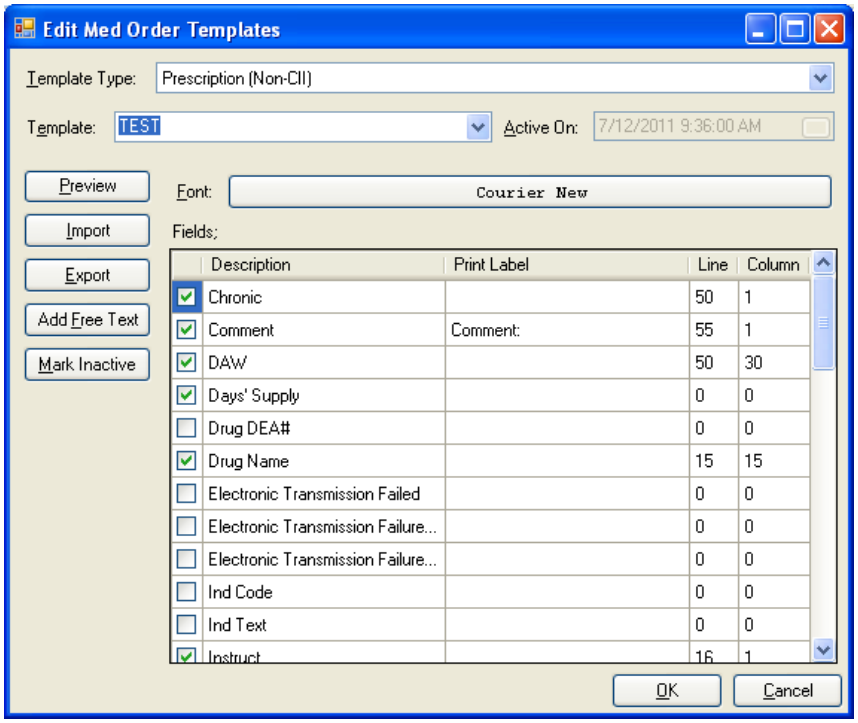


Figure 2-16: Sample Edit Med Order Templates

Templates are highly configurable and can be site specific.

Tip:	If you have inactivated a template, and then attempt to import or create a template with the exact same name, it will not be available for use. Ensure all templates have unique names.

2.6.8.1 Template Types

There are six default templates for prescribing delivered with EHRp9. Template types, or formats, include:

- Prescription (Non-CII)
- Prescription (CII)
- Order for signature (CII)
- Order for signature (Non-CII)
- Receipt (Non-CII)
- Receipt (CII)

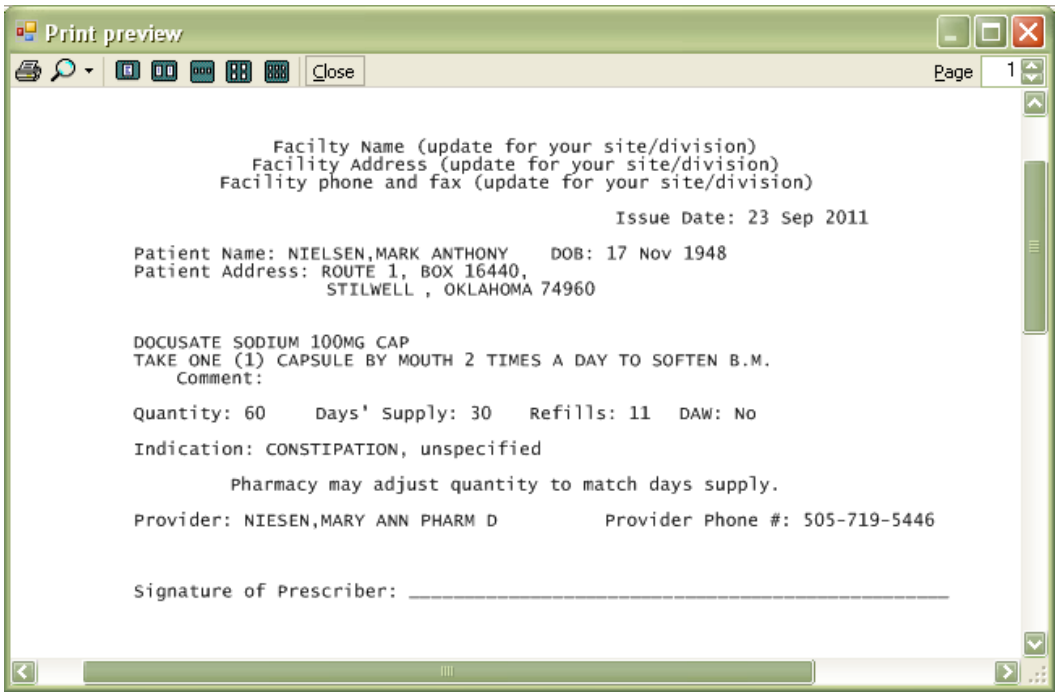


Figure 2-17: Sample default template for a Demo Patient

TIP:	Default templates for each template type are delivered with EHRv1.1p9. Naming conventions for these ends with (SAMPLE).

The template type can be selected by using the Template Type drop down list on the Edit Med Order Templates dialog (Figure 2–18).

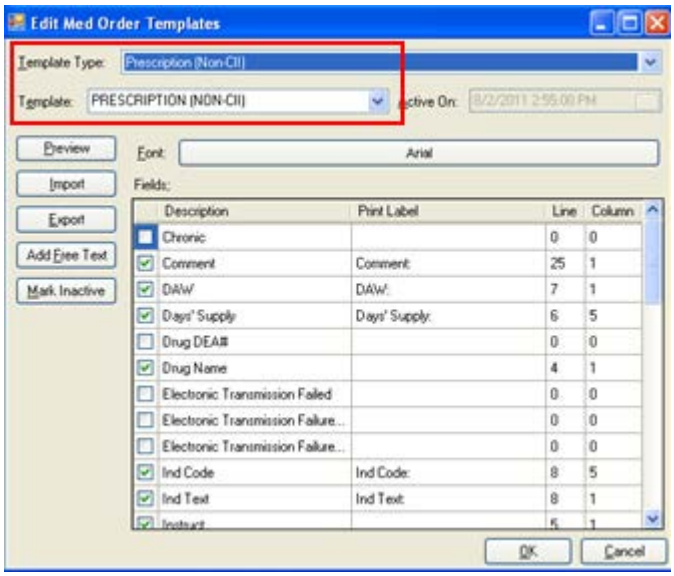
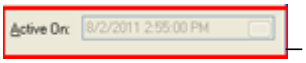


Figure 2-18: Location of the Template Type selection

The template editor has several other options to support sites in configuration of templates.

- Active On  – Sets activation date of the template (usually Yesterday at 6:00 am).

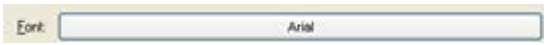
TIP:	Use Yesterday at 6:00 am when activating a template. This will enable the template for use immediately otherwise the site may have to wait up to 24 hours for the template to be active.

- Preview – Displays a preview of current the template.
- Import – Import templates that may have been developed by IHS OIT staff or other sites. See Importing templates through the Rx Print Format (Template) Editor.
- Export – Exports templates for other sites.

TIP:	To Copy a template, export then import – Users will be prompted for a name for the template on import so provide a local name, set "active on" date then make changes. It is highly recommend using the copy process and creating local templates rather than editing nationally delivered default templates.

- Add Free Text

– Sites may add as many free text fields as required/needed. Site may configure the free text to include header information for format, alternate signature lines, etc.
- Mark Inactive

– Inactivates template so users cannot select.
- Change font 

- A site can select a font that is consistent with their policies and procedures.
- Fields

- Set fields for inclusion, change print labels, and set lines and columns in the Fields group box. Sites can determine which fields are displayed by checking or un-checking the check boxes associated with the field.

2.6.9 Print format default templates

Association of the Format (Template) with the Format type is done through the BEHORX PRINT FORMATS parameter in RPMS.

- Associates the Format type with the Format (Template)
- May set at the User, Class, Location, Division and System level
- Most commonly will be set at System or Division level

2.6.10 Rx Printer Preference Editor

The Rx Printer Preference Editor is an EHR tool to populate the BEHORX PRINT FORMAT TYPE parameter. This parameter defaults the printer for each selected Format Type. Selection of the preferred printer is done through Printer Preferences (Figure 2–19). To set up, review Rx Printer Preferences Edit set up.

Print Prompt Behavior may be set at the system, division or current user level to determine if the user is prompted for the printer or not through selecting the appropriate radio button.

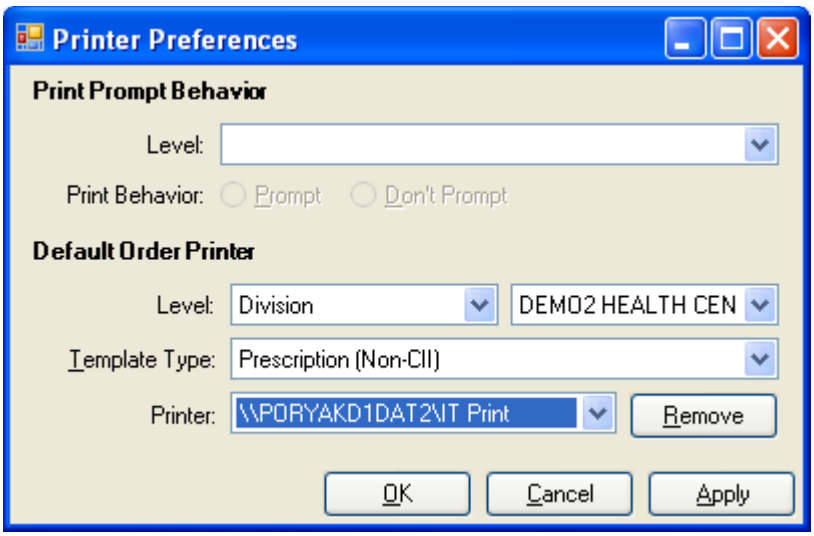


Figure 2-19: Sample Printer Preferences dialog

The default printer for each Template (Format) Type is set using the drop-down list to select level (System, Division, Current User), template type, printer settings. Then click APPLY to store the parameter. To remove a parameter level, bring up the parameter level and click Remove.

2.6.11 Pharmacy Search

Once Surescripts® set up had been completed at a site, several new searches can be conducted with EHRv1.1 p9 functionality. Users can search for pharmacies using Quick Pick lists (Figure 2–20), zip code (Figure 2–21), pharmacy name (Figure 2–22), or City/State (Figure 2–23), or multiple restrictions (Figure 2–24).

Note:	The "Quick Pick" list will be populated after a provider has used that pharmacy with that patient.

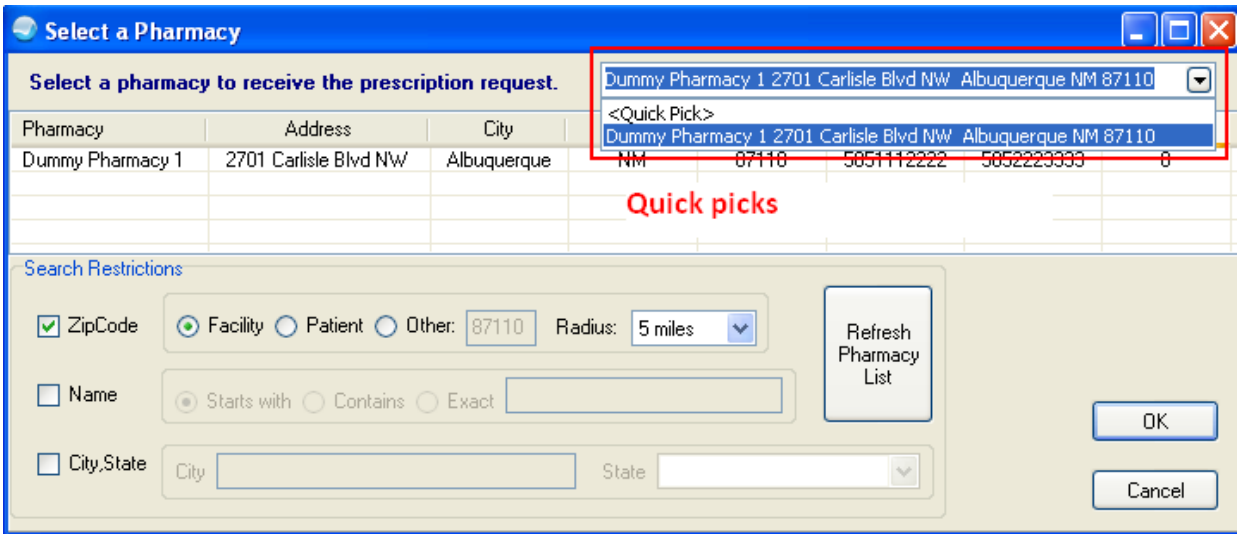


Figure 2-20: Sample Select a Pharmacy dialog

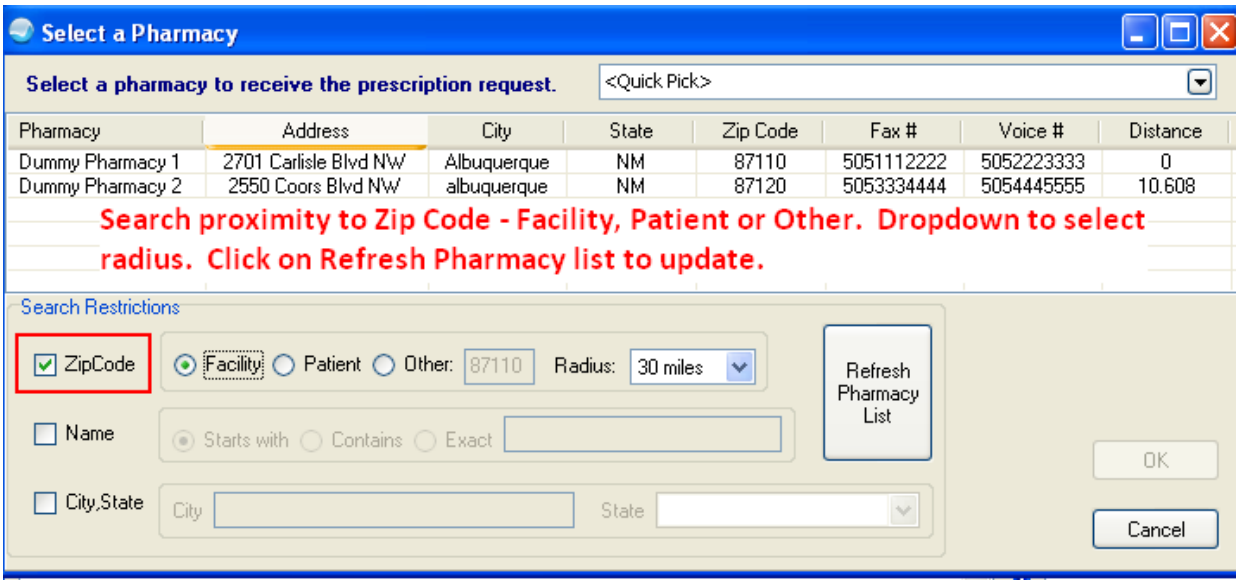


Figure 2-21: Using the Zip Code search

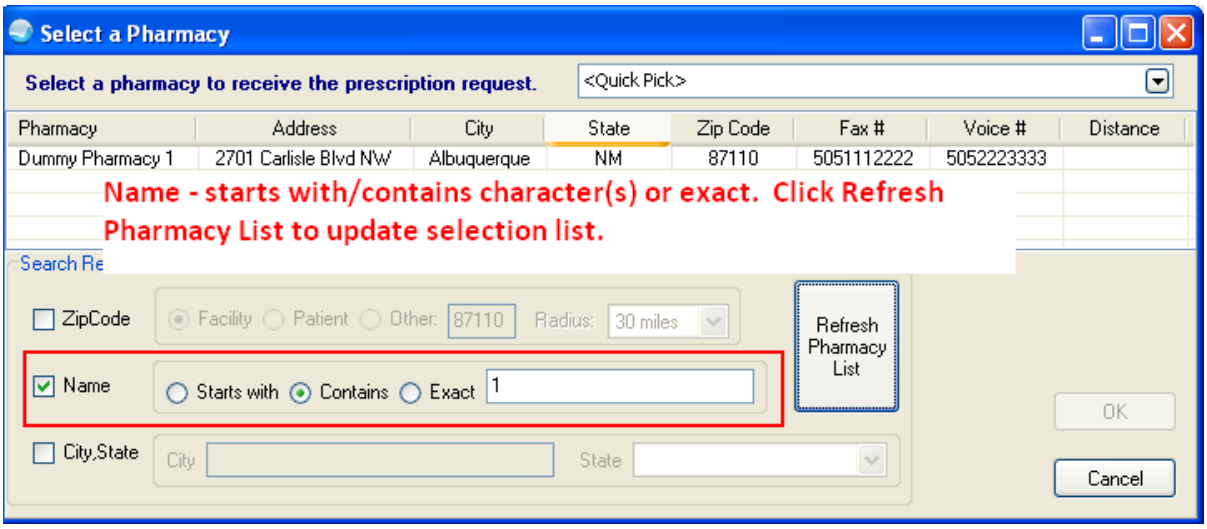


Figure 2-22: Using the Pharmacy Name search

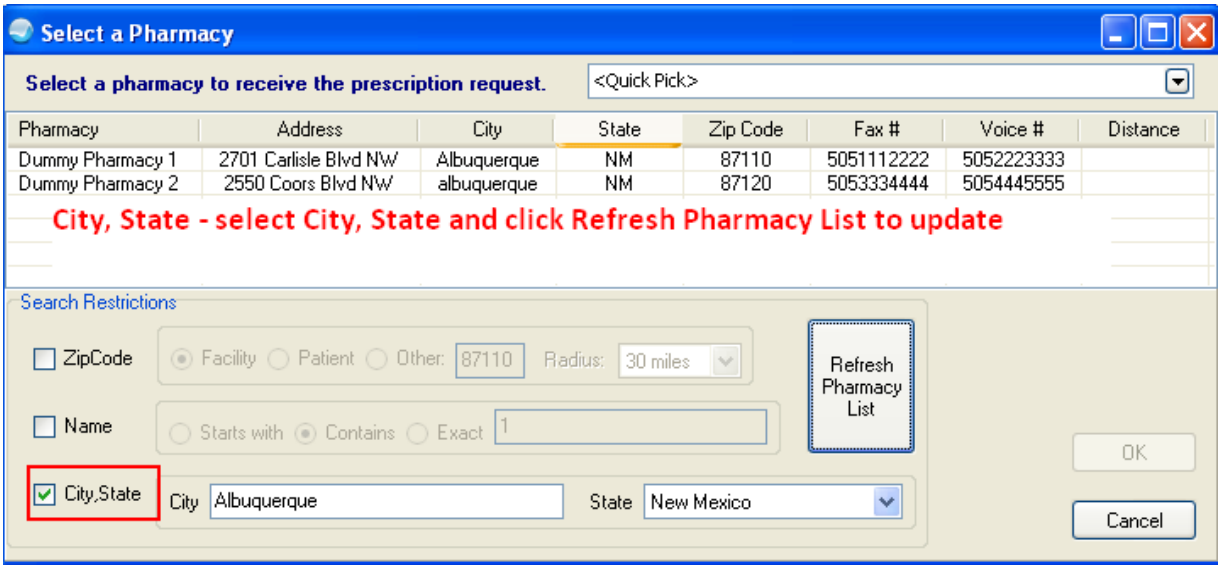


Figure 2-23: Using the City/State search

After completing the search, highlight selected pharmacy and click OK (Figure 2–24).

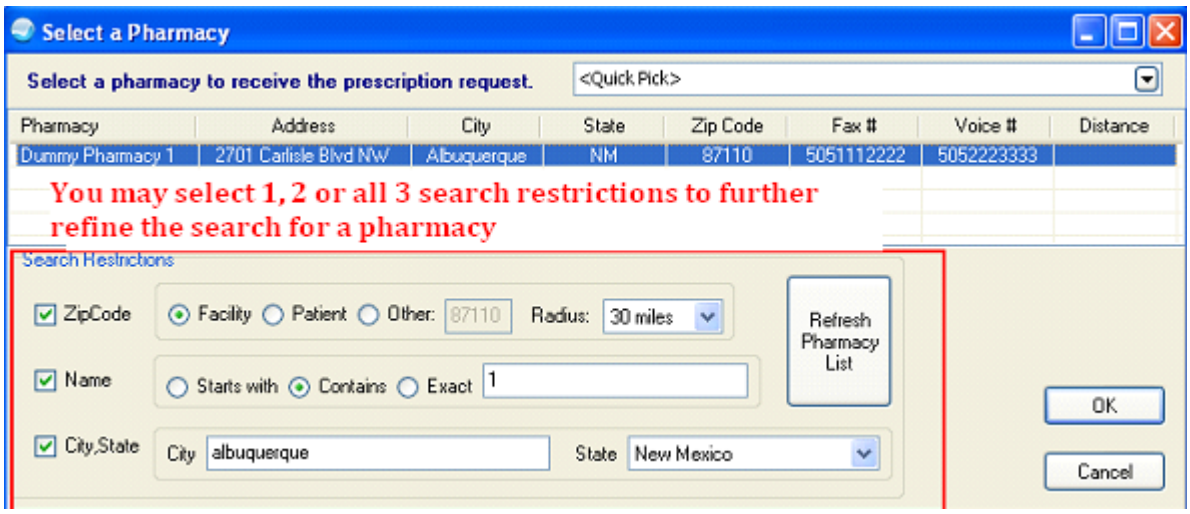


Figure 2-24: Using the search restrictions and using the pharmacy list

2.6.12 Printing

Once the user has entered and signed the medication orders, any prescriptions that require printing will be highlighted and the "Queue Print" button will be active (Figure 2–25).

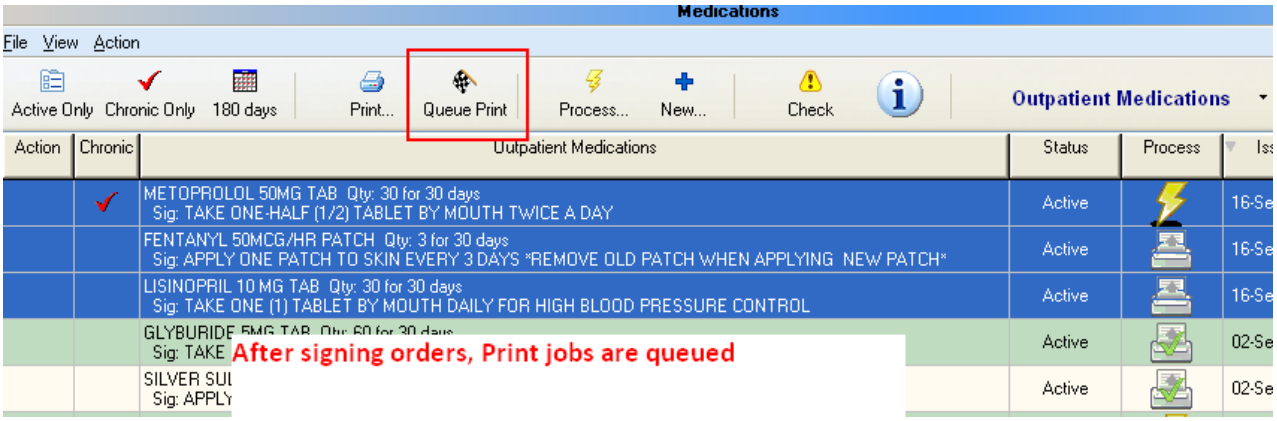


Figure 2-25: Using the Queue Print button

After clicking Queue Print, the application displays the Confirm information message (Figure 2–26).

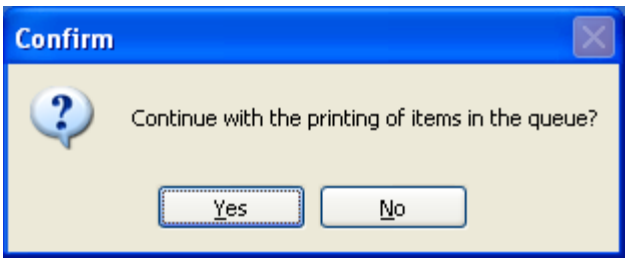


Figure 2-26: Confirm information message

After clicking Yes, the application displays the Print dialog where you select the templates for the various selected records (Figure 2–27).

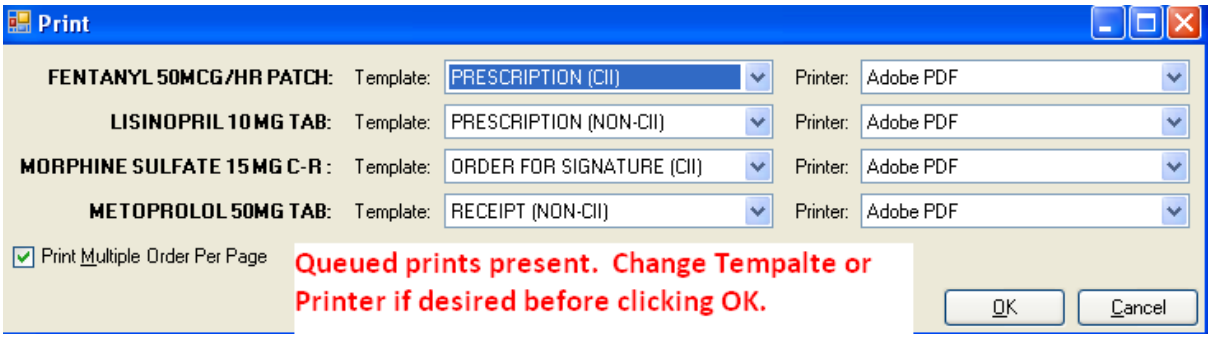


Figure 2-27: Print dialog to select template and/or template

After clicking OK on Print, focus returns to the Medications component. Notice the green check boxes on two of the printers (under Process), indicating the completed print jobs (Figure 2–28).

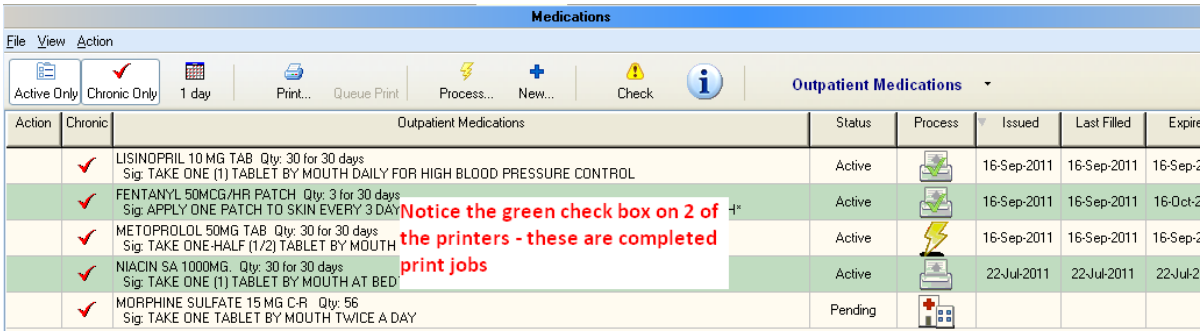


Figure 2-28: Sample Medications component showing green check boxes on 2 of the print jobs

2.6.13 Configuration Summary

This is in addition to pharmacy package optimization for eRx and Surescripts® credentialing/set up/deployment. Review the Configuration Summary for Internal, Internal/External, and External prescribing.

- Set APSP AUTO RX DIV.
- Set APSP AUTO RX facility type
- Verify APSP AUTO RX ERX OF CII set to NULL at the System level
- Review Formats (Templates) for Prescriptions, CII orders for signature and Receipts using the Prescription Print Service Template Editor tool and copy/edit accordingly
- Set BEHORX PRINT FORMATS parameter to the default format (template) for print Format types
- Determine printers for system, division, and/or locations and set using Rx Print Service Printer Preferences tool or the BEHORX PRINT FORMAT TYPE parameter

Check the following:

Parameters	Setting
APSP AUTO RX	Appropriate facility type (Internal, Internal/External, and External)
APSP AUTO RX ERX OF CII	Verify is set to NULL at System Level
APSP AUTO RX ADD PRV COMMENTS	Set to NO at the System Level (recommended)

TIP: ***DO NOT TOUCH ANY OF THE OTHER APSP AUTO RX PARAMTERS.*** The majority of these are for use in eRx configuration for Surescripts®. This is a separate set up and deployment.

2.7 Notifications

Flagged OI expiring notifications work properly now.

The EHR now honors BEHOPTCX REQUIRES HRN parameter. If set, this will not allow the user to process notifications for patients not registered in the logged-in division.

2.8 Order Checks

When Weight (WT) and Height (HT) limits were entered for CT and MRIs, the order checks were not firing if the patient exceeded the limits. Height and Weight limits are now honored for CT and MRI order checks.

2.9 Outside Med Details

Outside med order detail now displays logged in user as “Documented by.” The person documenting the order should be listed in “Documented by” and not the Visit Context Provider.

2.10 Patient Education

In EHRv1.1 p9, patient education codes displayed in patient education will be readable even when the window is resized through a built-in wrapping function. The education objective and standards now wrap instead of having to scroll to the right to see the text.

2.11 Quick Order

Now honors default clinical indication in a Quick Order.

2.12 Reminder Dialogs

Measurements “done elsewhere” now store the correct date/time. Historical Entry of Measurements in Reminder Dialogs stores the correct date.

Visit Date and Event Date/time should match what the user entered. For historical entries the date/time entered is “now” and Event date/time is date entered in reminder dialog.

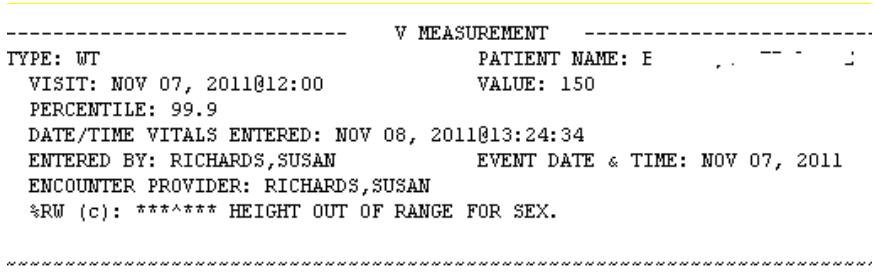


Figure 2-29: Information from V Measurement

Reminder Dialogs no longer create a second Primary Provider when processing these on inpatients.

2.13 Reports

Requestor no longer displays for Outside Medication entries in the Order Summary Report.

2.14 Suicide Form

EHRv1.1 p9 brings changes to the Suicide Reporting Form. All the fields in the form, except the Local Case Number and Narrative, are required. If the mandatory fields are not populated the Required information message will display (Figure 2–30).

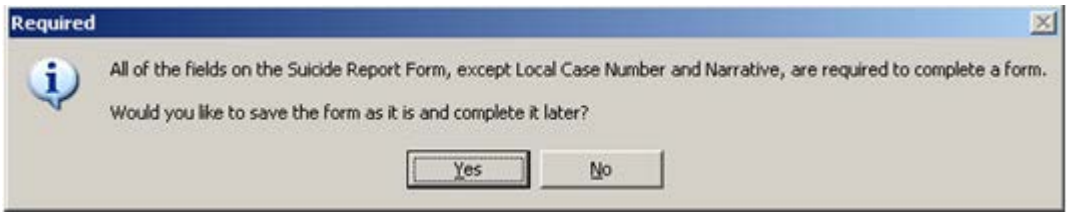


Figure 2-30: Required information message

2.15 Visit Context

The application will not display any ancillary visits ("in-hospital" service category) on the Cover Sheet or on the visit tab under appointment. However, the application will display the main inpatient visit (hospital admission).

2.16 Windows 7

Patient Education: When using a Patient Education pick list the first box is no longer automatically checked.

Superbill Component: When the user checks the box associated with a CPT code, the check mark is now visible to the user.

3.0 Parameters

3.1 APSP Pharmacy Parameters

3.1.1 Internal Only

This information pertains to sites with in-house pharmacies only.

Parameter	Meaning
SPI	Surescripts® Provider Identifier - field in File 200 required for eRx with Surescripts®, if not populated will suppress eRx button for provider. This will be populated during eRx Deployment.
APSP AUTO RX ELECTRONIC	If set to YES, will enable electronic prescribing without SPI. **However**, this is ONLY FOR USE if not using Surescripts® for eRx (e.g., if a site is paying for its own interface from RPMS to a COTS pharmacy program). The Certified EHR will require Surescripts® for eRx.
APSP AUTO RX ERX OF CII	If set to YES, allows transmission of CII – (this should NOT be set to Yes on live systems). This is currently not editable.
APSP AUTO RX SCHEDULE RESTRICT	If set for DEA class, restricts from eRx. Currently, this defaults to 2,3,4,5 and is not editable.
APSP AUTO RX CII PRESCRIBING	If set to YES, allows ordering of CII if prescriber also has DEA.

3.1.2 External Only

This information pertains to sites without pharmacies.

Parameter	Meaning
SPI	Surescripts® Provider Identifier - field in File 200 required for eRx with Surescripts®, if not populated will suppress eRx button for provider.

Parameter	Meaning
APSP AUTO RX ELECTRONIC	If set to YES, will enable electronic prescribing without SPI. **However**, this is ONLY FOR USE if not using Surescripts® for eRx (e.g., if a site is paying for its own interface from RPMS to a COTS pharmacy program). The Certified EHR will require Surescripts® for eRx.
APSP AUTO RX ERX OF CII	If set to YES, allows transmission of CII – (this should NOT be set to Yes on live systems). This is currently not editable.
APSP AUTO RX SCHEDULE RESTRICT	If set for DEA class, restricts from eRx. Currently, this defaults to 2,3,4,5 and is not editable.

3.1.3 Internal and External

This information pertains to sites with in-house pharmacies who also send prescriptions out.

Parameter	Meaning
SPI	Surescripts® Provider Identifier - field in File 200 required for eRx with Surescripts®, if not populated will suppress eRx button for provider.
APSP AUTO RX ELECTRONIC	If set to YES, will enable electronic prescribing without SPI. **However**, this is ONLY FOR USE if not using Surescripts® for eRx (e.g., if a site is paying for its own interface from RPMS to a COTS pharmacy program). The Certified EHR will require Surescripts® for eRx.
APSP AUTO RX ERX OF CII	If set to YES, allows transmission of CII – (this should NOT be set to Yes on live systems). This is currently not editable.
APSP AUTO RX SCHEDULE RESTRICT	If set for DEA class, restricts from eRx. Currently, this defaults to 2,3,4,5 and is not editable.

3.2 APSP AUTO RX DIV

This must be configured before the APSP AUTO RX and can only be setup for divisions that have been setup in the Outpatient Site File APSP AUTO RX DIV. This parameter can be configured on a Division and System level.

```
Select PARAMETER DEFINITION NAME:    APSP AUTO RX DIV   Auto Rx Division

APSP AUTO RX DIV may be set for the following:

     70  Division      DIV    [choose from INSTITUTION]
     80  System        SYS    [DEMO-HO.BEM.IHS.GOV]

Enter selection: 80  System   DEMO-HO.BEM.IHS.GOV

--------- Setting APSP AUTO RX DIV  for System: DEMO-HO.BEM.IHS.GOV ---------
Pharmacy Division: RED LAKE PHARMACY// ?
    Answer with OUTPATIENT SITE NAME, or SITE NUMBER, or
        RELATED INSTITUTION
   Choose from:
   RED LAKE PHARMACY     497
   RLHC RX     497  Inactive as of: Apr 25,2007

Pharmacy Division: RED LAKE PHARMACY//
```

3.3 APSP AUTO RX

```
----------- Setting APSP AUTO RX  for System: DEMO-HO.BEM.IHS.GOV -----------
Enable Auto Rx Pharmacy as: ?

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

     Select one of the following:

          0          INTERNAL
          1          INTERNAL AND EXTERNAL
          2          EXTERNAL

Enable Auto Rx Pharmacy as: 1
```

Figure 3-1: Setting APSP AUTO RX in RPMS

3.4 APSP AUTO RX ADD PRV COMMENT

Recommend setting this parameter to "No" at the system level. Instead, add the **Comments** field to the Prescription template to communicate comments to outside pharmacies.

```
Select PARAMETER DEFINITION NAME: APSP AUTO RX ADD PRV COMMENT     Add Provider
Comment to SIG

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

     70  Division      DIV    [choose from INSTITUTION]
     80  System        SYS    [DEMO-HO.BEM.IHS.GOV]

Enter selection: 80  System   DEMO-HO.BEM.IHS.GOV

--- Setting APSP AUTO RX ADD PRV COMMENT  for System: DEMO-HO.BEM.IHS.GOV ---
Add provider comment to SIG: NO//
```

3.5 APSP AUTO RX CII PRESCRIBING

Using the APSP AUTO RX CII PRESCRIBING parameter sites may now restrict CII ordering at the following levels: User, Class, Division, or System (Figure 3–2).

```
APSP AUTO RX CII PRESCRIBING may be set for the following:

     100 User          USR    [choose from NEW PERSON]
     200 Class         CLS    [choose from USR CLASS]
     700 Division      DIV    [choose from INSTITUTION]
     800 System        SYS    [DEMO-HO.BEM.IHS.GOV]

Enter selection:    User   NEW PERSON
Select NEW PERSON NAME:    RICHARDS,SUSAN     SR     ADP     NURSE PRACTITIONER

------- Setting APSP AUTO RX CII PRESCRIBING  for User: RICHARDS,SUSAN -------
Allow CII prescribing: NO
```

Figure 3-2: Setting the APSP AUTO RX CII PRESCRIBING parameter in RPMS

3.6 APSP AUTO RX ERX OF CII

Pre-placed for eventual allowance of electronic transmission

Defaulted to “null” which disallows transmission

Not editable at this time

3.7 APSP AUTO RX SCHEDULE RESTRICT

Pre-placed for eventual allowance of electronic transmission

Defaulted to schedules 2,3,4 & 5 to disallow transmission

Not editable at this time

3.8 BEHORX PRINT FORMATS

In RPMS set the BEHORX PRINT FORMATS parameter using the General Parameters menu.

- Associates the Format type with the Format (Template)
- May set at User, Class, Location, Division and System level
- Most commonly will be set at System or Division level

Select Format Type: Instance values are (“*” *Commonly set format types)*:

- PC:RX CII*
- PN:RX NON-CII*
- OC:ORDER CII*
- ON:ORDER NON-CII
- RC:RECEIPT CII
- RN:RECEIPT NON-CII*
- LC:LABEL CII
- LN:LABEL NON-CII

NOTE: The label formats are currently hard coded and cannot be changed. Editing these label formats will be allowed in a future EHR patch.

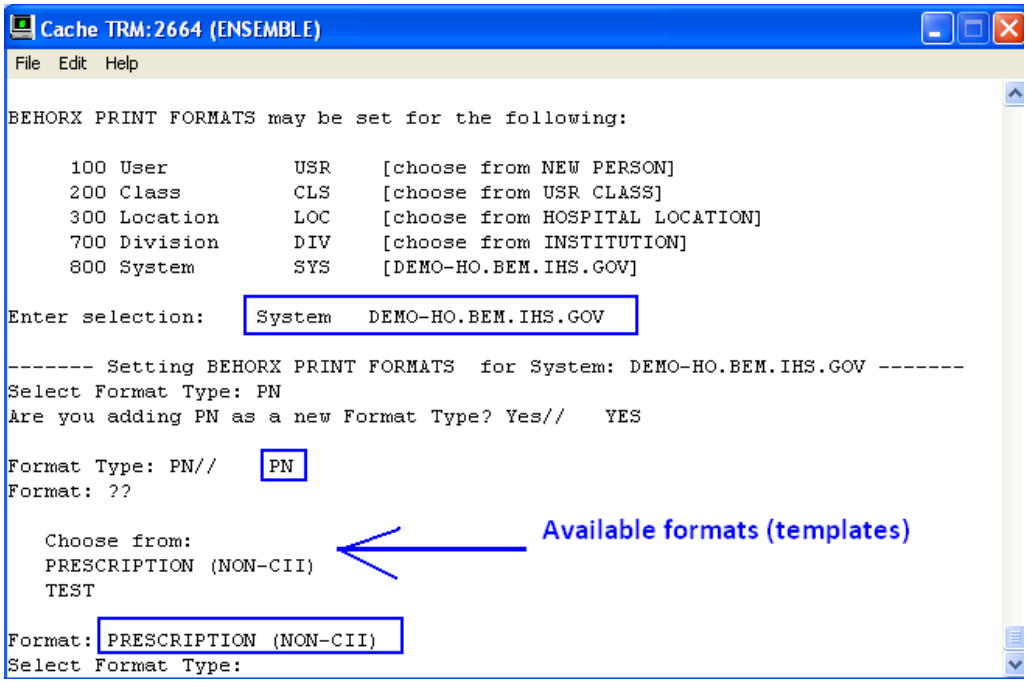


Figure 3-3: Available formats for templates (in RPMS)

Populate the BEHORX PRINT FORMAT TYPE parameter to associate the Format type (CII order for signature, Prescription (CII), Prescription (Non-CII), Receipt (Non-CII) with a default printer.

- Set at User, Location, Division or System level
- In RPMS or in the EHR Rx Printer Preferences tool

3.9 BEHORX PRINT FORMAT TYPE

Associate a printer with a template (format) type by using the EP Edit Parameters Values menu option. This parameter is also populated by the Rx Printer Preferences Editor in EHR.

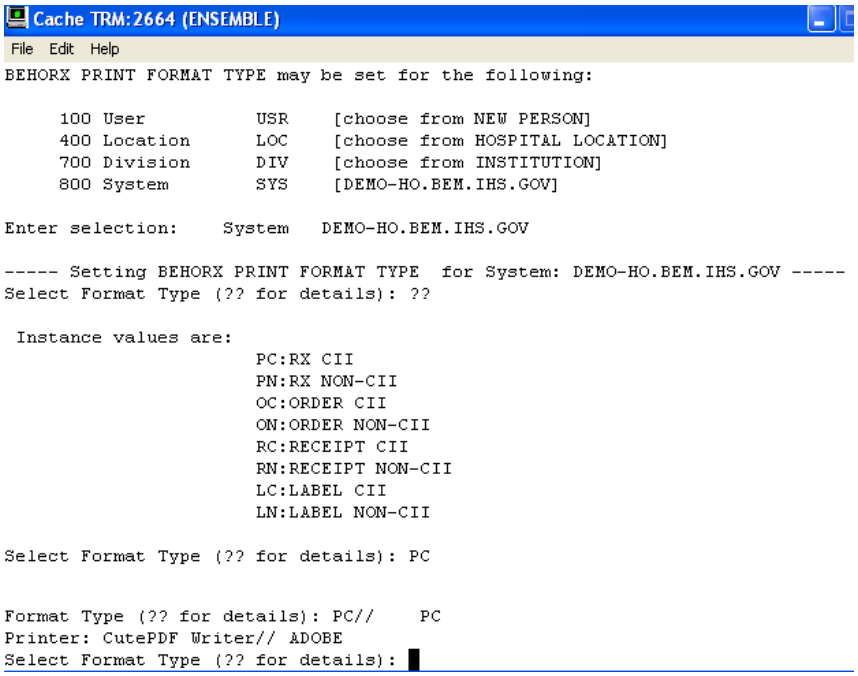


Figure 3-4: Setting BEHORX PRINT FORMAT TYPE in RPMS

To display the BEHORX PRINT FORMAT TYPE settings, use the LV List Values for a Selected Parameter menu option.

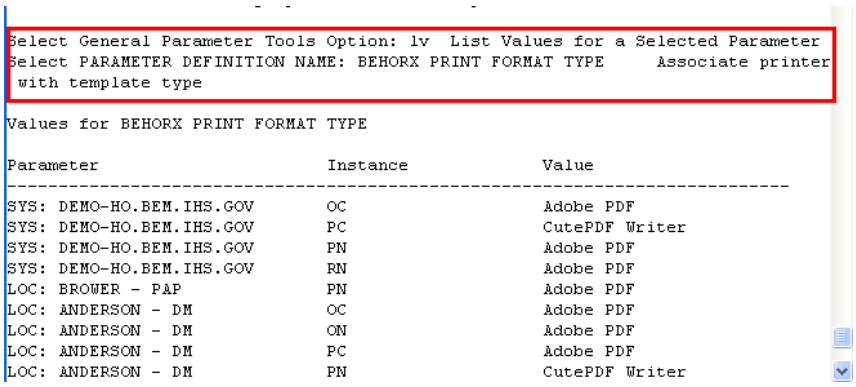


Figure 3-5: Values for BEHORX PRINT FORMAT TYPE

3.10 ORWDPS ROUTING DEFAULT

Sites may set ORWDPS ROUTING DEFAULT parameter at the System or Location level. Set this to Window if the site is Internal or Internal/External.

Setting it to Window does not work if a site is EXTERNAL.

If a user has not defined a pickup location in their quick order and has not set this parameter, "Clinic" is defaulted because it is first alphabetically in the list of available pickups.

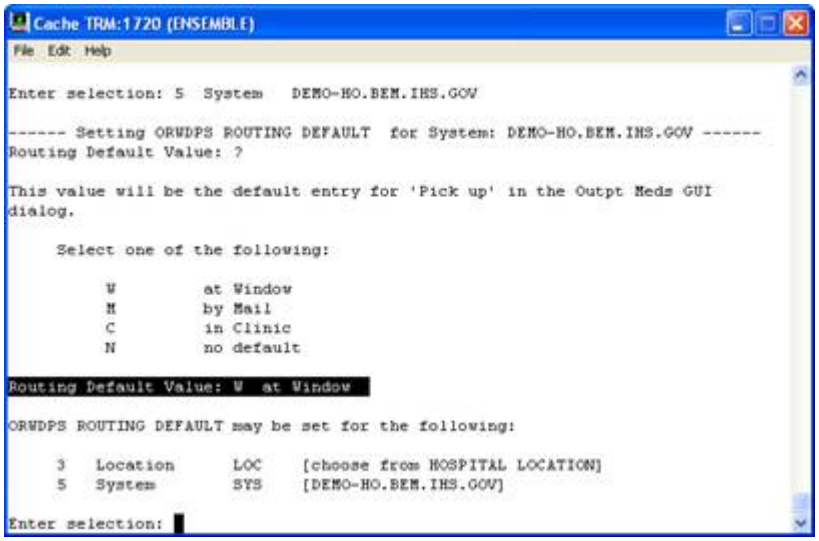


Figure 3-4: Accessing the Setting process

The following figures show that once this parameter is set, when using a quick order with no default pick up location, the pick up radio button now defaults to whatever is set in the parameter, in this case "window."

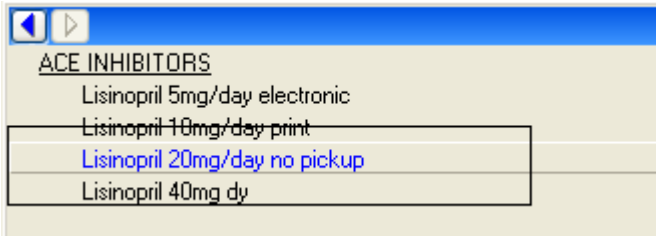


Figure 3-5: Selecting the drug

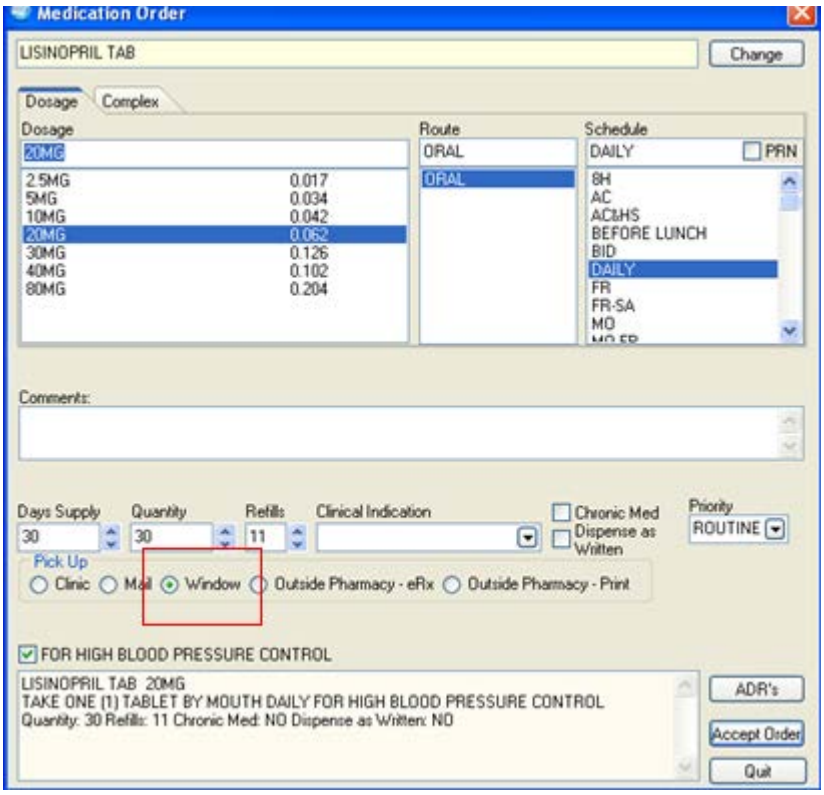


Figure 3-6: Window radio button on Medication Order

Appendix A: Benefits of Setting APSP AUTO RX

There are many benefits to setting these parameters. Benefits of Setting APSP Auto RX include:

1. Provide enhanced Med Order dialog with pick up locations presented to prescriber based on facility type and other configurable settings.
2. Can enable “Internal/External” and “External” without using ePrescribing:
   a. Meds for outside fill are auto-finished and queued for printing
   b. Can help sort out workflow issues prior to eRx
3. Provide enhanced printing:
   a. CII order for signature, CII prescriptions, Non CII prescriptions and receipts for electronically transmitted prescriptions “queued”
   b. Configurable default settings for formats and printers.
   c. A single click sends all queued jobs to designated printers.

Tip:	There is now a P (for print) for pick up location in quick orders.

Appendix B: Rx Print Format (Template) Editor Set Up

Use the Rx Print Format (Template) Editor Set Up to add the Rx Template Editor to an EHR template. Follow these steps:

1. Select Design mode | Desktop Properties | Customize Menus
2. Add Menu item “Rx Template Editor”

   Optionally, add a “Print Rx” menu with Rx Template Editor and Rx Print Config as submenus (as shown in the following figure).
3. Add the following in Action (lightening bolt):

   $(BEHRXGENERATORSERVICE.RXGENERATOR.edittemplates)

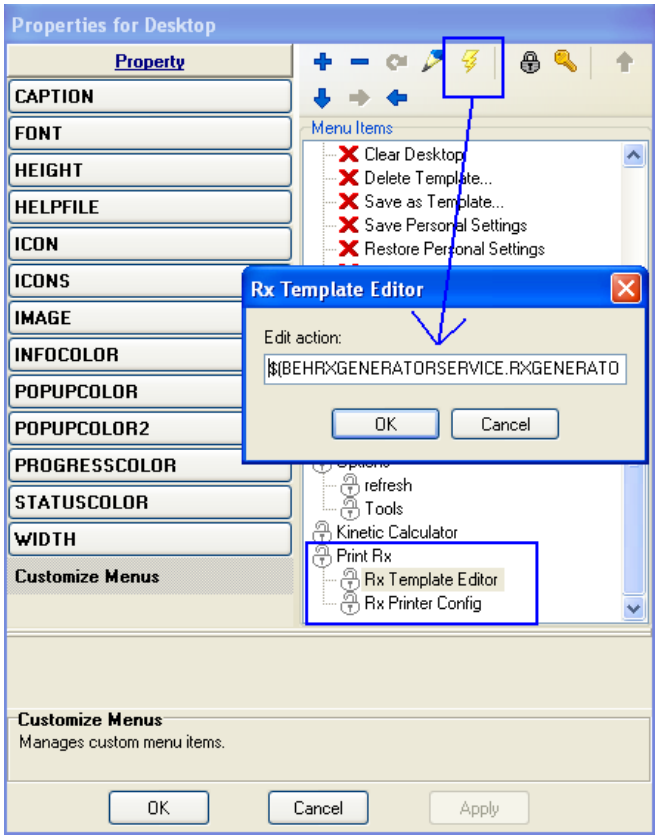


Figure B–1: Sample Rx Template Editor dialog

4. Click Apply and OK (on Properties for Desktop).
5. Make sure the BEH Rx Generator Service is checked under “required services” in Design Mode. Click on Design Mode | Design | Required Services.

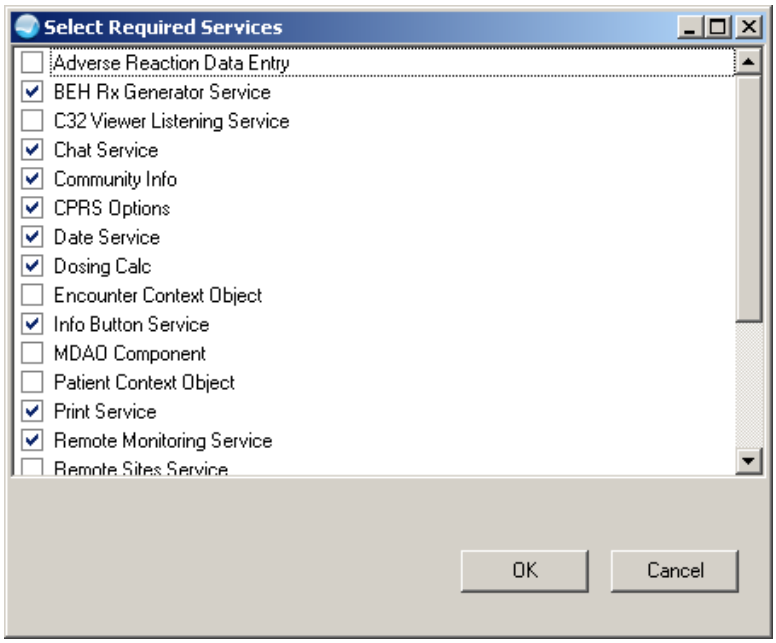


Figure B–2: Options on Select Required Services

6. This option should only be placed on the EHR GUI template for those responsible for editing these format, for example, the CAC, and designated pharmacy personnel.

Appendix C: Rx Print Format (Template) Editor – Export and Import Files

C.1 Export Process

Steps to export templates from the Edit Med Order Templates screen:

1. Open Rx template editor
2. Select template type

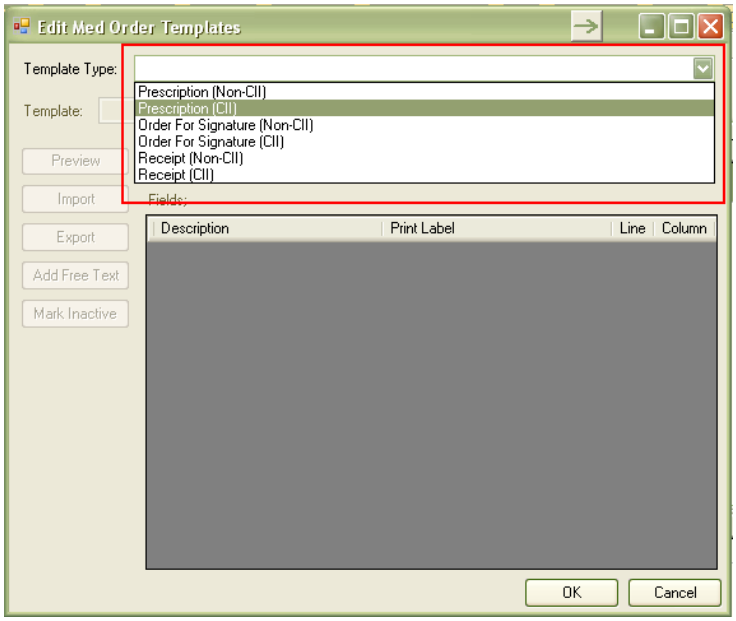


Figure C–1: Selecting the template type

3. Select the template to export.

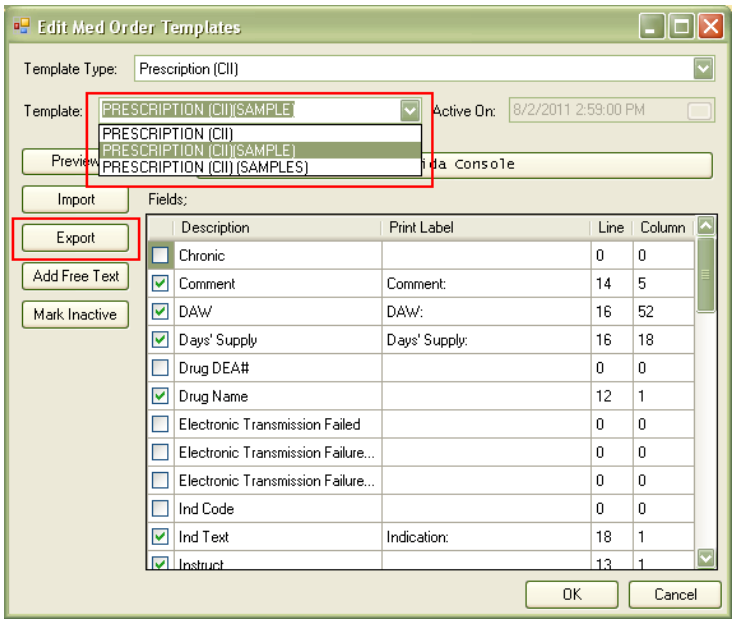


Figure C–2: Selecting the template to export

4. Click Export.

5. Choose the location to save in, name the file, and click Save.

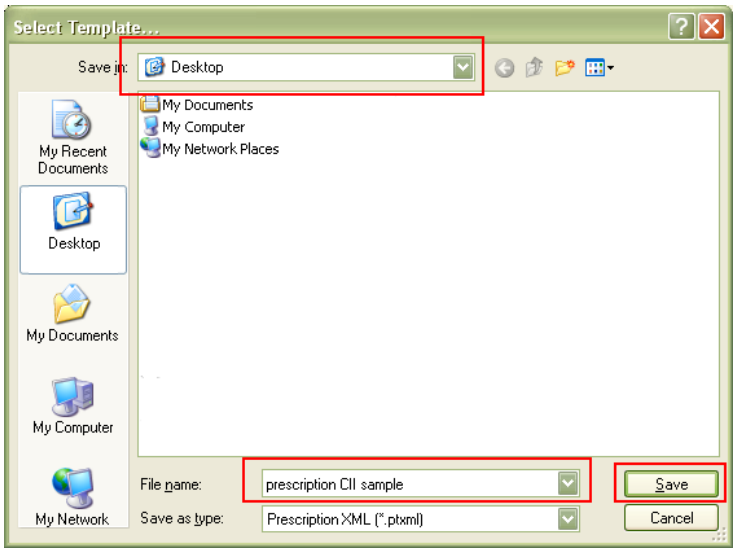


Figure C–3: Completing the export process

C.2 Import Process

Steps to import templates from the Edit Med Order Templates screen:

> **Tip**: If you have inactivated a template, and then attempt to import or create a template with the exact same name, it will not be available for use. Ensure all templates have unique names.

1. Open the Rx Template Editor.
2. Select the template type.

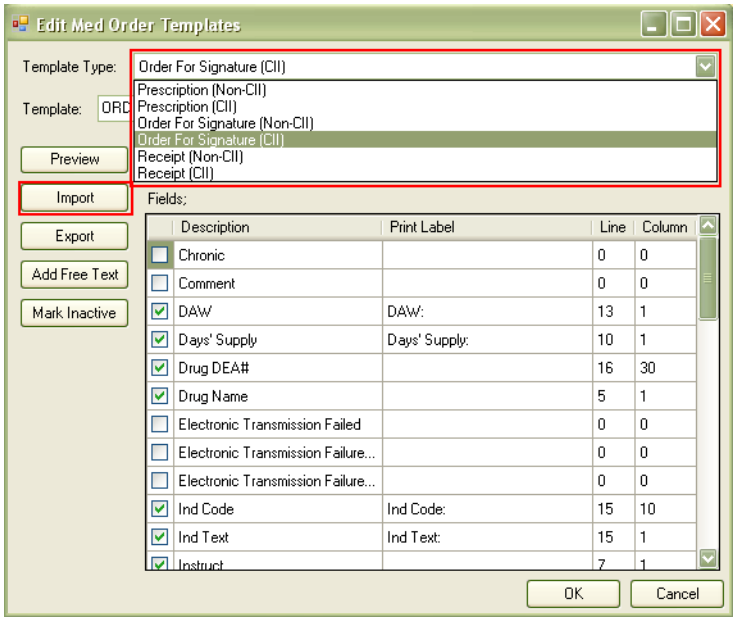


Figure C–4: Selecting the template type

3. Click Import.
4. Select the file to import.

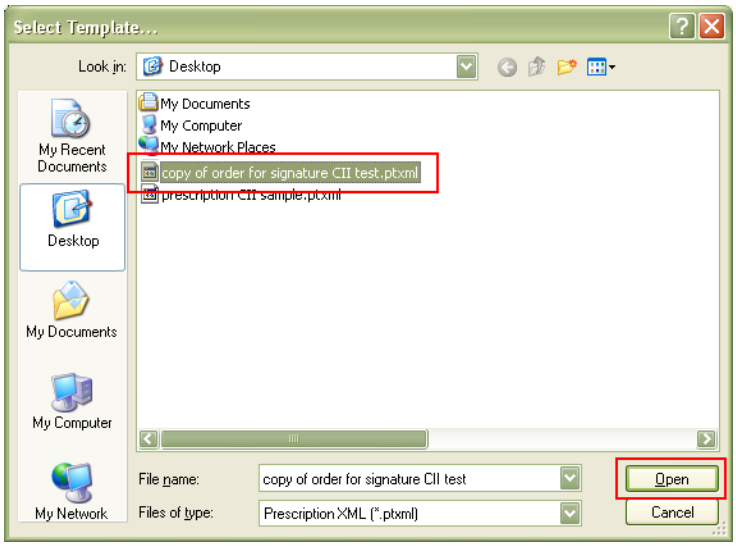


Figure C–5: Selecting the file to import

5. Change the name, if needed. Then click OK.

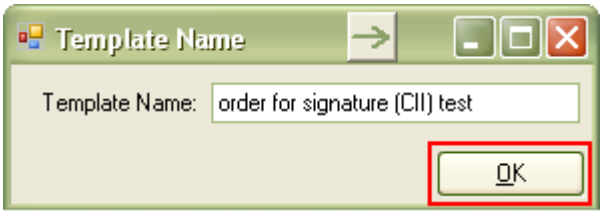


Figure C–6: Change the template name, if needed

6. Click the Active On field to display a calendar.

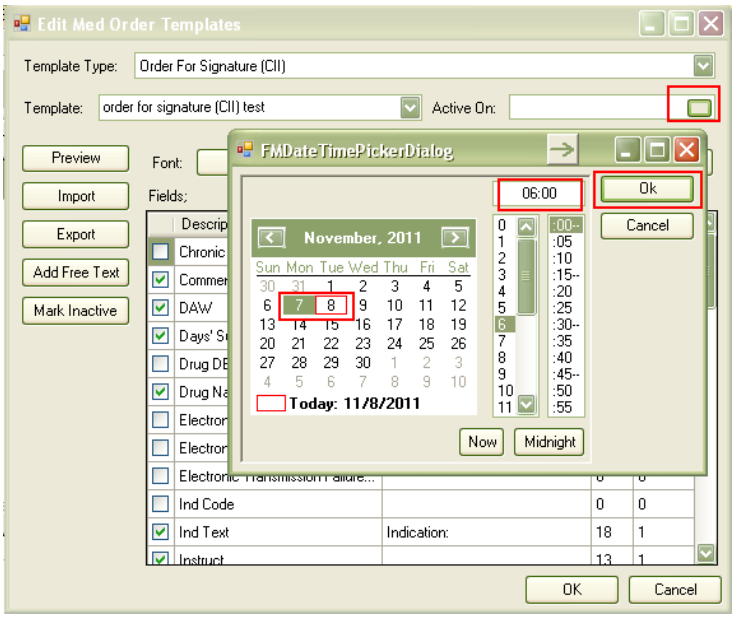


Figure C–7: Selecting the date and time

7. Select Yesterday at 6:00 am, then OK.

TIP:	You MUST set an active date to allow users to select this template (and to be able to edit the template). If the "active on" date is today, it may not be available for up to 24 hours. For this reason, we strongly recommend setting the "active on" date to yesterday at 6:00am.

8. Now you can edit the template.

9. Click OK to store.

Appendix D: Rx Printer Preferences Editor Set up

Follow these steps:

1. Select Design mode | Desktop Properties | Custom Menus.
2. Add Menu item “Rx Printer Config” (Figure D–1).

   Optionally, you can add a “Print Rx” menu with the Rx Template Editor and Rx Printer Config as submenus (as shown in the following figure).
3. Add the following in Edit Action (lightning bolt):

   $(BEHRXGENERATORSERVICE.RXGENERATOR.EditPrinterPreferences)

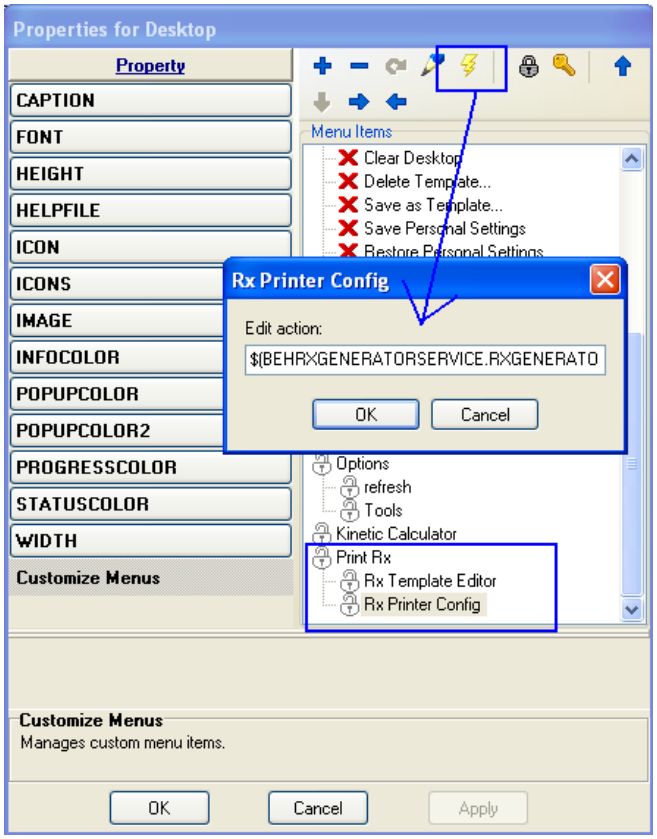


Figure D–1: Sample Rx Printer Config dialog

4. Click Apply and OK on the Properties for Desktop dialog.
5. Make sure to have BEH Rx Generator Service checked under “required services.”

6. Users without the BEHORX PRINT key will only be able to set their own defaults.

   If the site does not want users to be able to set their own defaults, only add this menu option to EHR GUI templates for those users who are allowed to set this parameter.

7. Assign the BEHORX PRINT key for CAC/IT staff who will set Location, Division, System settings.

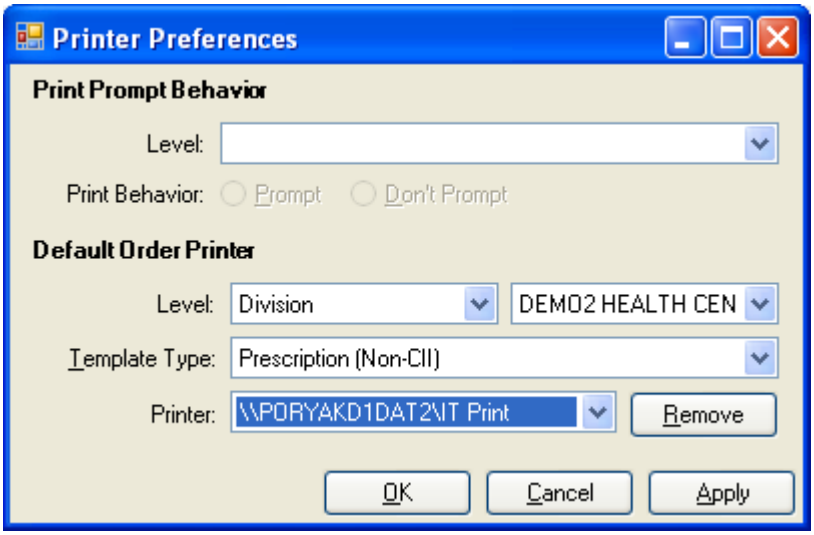


Figure D–2: Using Printer Preferences

Appendix E: Configuration Summary

The following provides information about the settings for various parameters.

E.1 Internal Set Up

Parameter/Key	Setting	Meaning
APSP AUTO RX DIV	Your pharmacy division	You are required to have a pharmacy division mapped even if you do not have an in house pharmacy. You must do this prior to setting the APSP AUTO RX parameter.
APSP AUTO RX	Internal	Internal pharmacy only. Able to print "Order for Signature (CII)" using Queue Print button
BEHORX PRINT key	Assign to CAC, Site Manager	Allows GUI configuration of Rx printing
BEHORX PRINT FORMATS	Set default Template for: Order for Signature (CII)	
BEHORX PRINT FORMAT TYPE	Set default Printer for Order for Signature (CII)	Depends on workflow

E.2 Internal/External Set Up

Parameter/Key	Setting	Meaning
APSP AUTO RX DIV	Your pharmacy division	You are required to have a pharmacy division mapped even if you do not have an in house pharmacy. You must do this prior to setting the APSP AUTO RX parameter.
APSP AUTO RX	Internal/External	Internal pharmacy that also sends prescriptions out. Auto finishes on signature med orders with "Outside Pharmacy Print" pick up location. Enables printing of "Order for Signature (CII)"
BEHORX PRINT key	Assign to CAC, Site Manager	Allows GUI configuration of Rx printing
BEHORX PRINT FORMATS	Set default Template for: Prescription (CII) Prescription (Non CII) Receipt (Non CII) *	

BEHORX PRINT FORMAT TYPE	Set default Printer for: Order for Signature (CII) Prescription (CII) Prescription (Non CII) Receipt (Non CII) *	Depends on workflow

* After Surescripts® configuration and deployment

E.3 External Set Up

Parameter	Setting	Meaning
APSP AUTO RX DIV	Your pharmacy division	You are required to have a pharmacy division mapped even if you do not have an in house pharmacy. You must do this prior to setting the APSP AUTO RX parameter.
APSP AUTO RX	External	External pharmacy – sends prescriptions out. Auto finishes on signature med orders with "Outside Pharmacy Print" pick up location.
BEHORX PRINT key	Assign to CAC, Site Manager	Allows GUI configuration of Rx printing
BEHORX PRINT FORMATS	Set default Template for: Prescription (CII) Prescription (Non CII) Receipt (Non CII) *	
BEHORX PRINT FORMAT TYPE	Set default Printer for: Prescription (CII) Prescription (Non CII) Receipt (Non CII) *	Depends on workflow

* After Surescripts® configuration and deployment

Appendix F: Label Printing

The following provides information about printing labels from EHR.

The BEHORX PRINT LABEL parameter can be set to expose the "Label" radio button option on the dialog that launches from the "Print" button on the Medication Management component.

```
BEHORX PRINT LABEL may be set for the following:

     800 Division      DIV    [choose from INSTITUTION]
     900 System        SYS    [DEMO-HO.BEM.IHS.GOV]

Enter selection: 900  System   DEMO-HO.BEM.IHS.GOV

-------- Setting BEHORX PRINT LABEL  for System: DEMO-HO.BEM.IHS.GOV --------
Enable Print Label Feature: YES//
```

Figure F–1: Enabling Print Label feature in RPMS

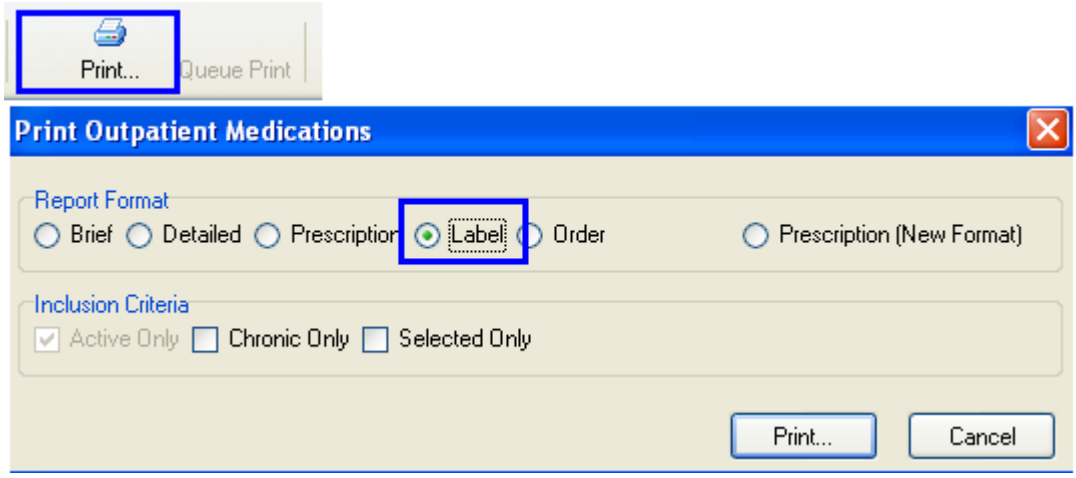


Figure F–2: Accessing the Label button after using Print

The following Business Rules for an order must be met to be available for label printing:

- The order must have a prescription number
- The current date must not be greater than the issue date

What does this mean?

- Medications that are auto-finished (APSP AUTO RX set to External, provider selects "clinic" for example) may have a label printed the day that they are "issued" (signed/auto-finished).

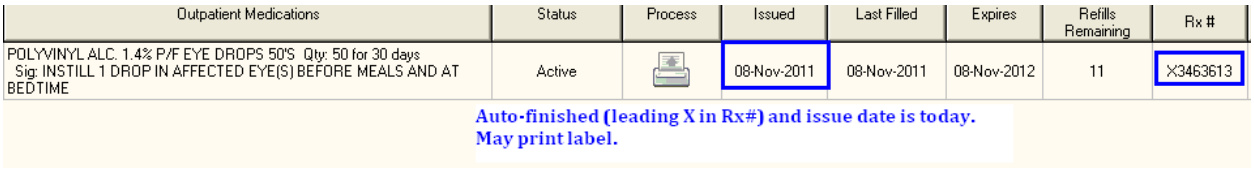


Figure F–3: Auto-finishing (leading X in Rx#) and issue date is today, can print label

- Mediations that are ordered then finished in pharmacy may have a label printed day they are issued (completed in pharmacy package).

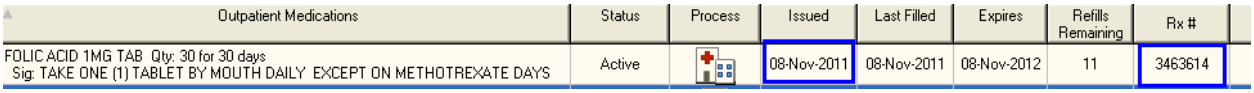


Figure F–4: Medications that are ordered then finished in pharmacy can have a label printed the day they are issued

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

Web: http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm

Email: support@ihs.gov