



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Electronic Prescribing

(eRx)

Post-Patch-Installation Checklist

NCPDP Release
April 2020

Office of Information Technology
Division of Information Technology

Table of Contents

1.0	Local Ensemble Production Steps.....	1
1.1	Configure the Local Production	1
1.2	Modify an Ensemble Class if Needed	1
1.3	Run the Directory Download Task in Ensemble	1
2.0	Import and Confirm the Import of Pharmacy List.....	3
3.0	Update and Confirm the APSP NCPDP SITE Parameter	5
4.0	Configuring SPI Number Menu.....	6
4.1	User Settings	6
5.0	MailMan Configuration.....	8
5.1	APSP e-Prescribing.....	8
5.2	SPI NOTIFICATION.....	9
6.0	Updating SPI	10
	Contact Information	11

Revision History

Version	Date	Author	Section	Page Number	Summary of Change
1.0	2/26/2020	Sean Cook			
1.1	3/11/2020	Sean Cook			

Preface

This document is a checklist that describes the steps to take after the patches have been installed.

1.0 Local Ensemble Production Steps

1.1 Configure the Local Production

1. In the HL7 to Ensemble Business operation, change the port field (under the Basic Settings group) to **11106**.
2. Click **Apply**.
3. Within the Ensemble Configuration, change the **Web Service URL** field of the GetFile Business Operation to the following:

<http://surescripts.ihs.gov:57774/csp/healthshare/bepr61/BEPR.WebService.RetrieveFile.cls>

4. Click **Apply**.

1.2 Modify an Ensemble Class if Needed

1. Identify the File Path settings value within the PlaceFile Business Operation settings.
2. Identify the zipDirectory value within the PlaceFile Business Operation settings.
3. Identify which 7Zip command is installed, 7Z.exe or 7Za.exe. If 7Za.exe, skip Step 4.
4. If 7z.exe is installed, edit the **BEPR.Operations.PlaceFile.cls** file in Studio as follows:
 - a. Open your eRx namespace within Studio.
 - b. Open the **BEPR.Operations.PlaceFile.cls** file.
 - c. Within the DecompressAndArchive Method, do all of the following:
 - Place two slashes before the set commandLine="7Za e " line.
 - Remove the two slashes before the //set commandLine="7Z e " line.
 - Place two slashes before the set commandSwitches=" -ao-o" line.
 - Remove the two slashes before the //set commandSwitches=" -o" line.
 - d. Select build-compile.Run.

1.3 Run the Directory Download Task in Ensemble

1. Stop the Local Production.

2. Start the Local Production.
3. At the Management Portal home page, select **System Operation | Task Manager | Task Schedule** and do the following:
 - a. Identify the Directory Download task that runs nightly for your eRx namespace.
 - b. Select the **Run** option | **Perform Action now** | **Continue**.
4. Once the Directory Download task is complete, verify that you have the following:
 - A .txt document in the File Path directory.
 - A zip file in the File Path.Archive directory.

2.0 Import and Confirm the Import of Pharmacy List

1. Launch an RPMS telnet session.
2. From the “Programmer” prompt, run **APSP SS DIRECTORY UPDATE** in RPMS.
 - a. Type **D ^XUP**.
 - b. At the “Option” prompt, type **APSP SS DIRECTORY UPDATE**.
 - c. Confirm the APSP PHARMACY LIST file was updated by visually checking the process. If the file imports, there will be a list of entries displayed and returned to the prompt.

```
TEHRB>D ^XUP

Setting up programmer environment
This is a TEST account.

Terminal Type set to: C-VT100

Select OPTION NAME: APSP SS DIR
   1  APSP SS DIRECTORY FOLDER           Folder path for Surescripts updates
   2  APSP SS DIRECTORY UPDATE           Surescripts nightly RX directory
update
CHOOSE 1-2: 2  APSP SS DIRECTORY UPDATE           Surescripts nightly RX
directory update
Surescripts nightly RX directory update8224: The new record '+2,+1,' for
file #9009033.93 lacks a .01 field.
8278: The new record '+2,+1,' for file #9009033.93 lacks a .01 field.
9398: The new record '+3,+1,' for file #9009033.93 lacks a .01 field.
10195: The new record '+2,+1,' for file #9009033.93 lacks a .01 field.
10301: The new record '+2,+1,' for file #9009033.93 lacks a .01 field.
10483: The new record '+2,+1,' for file #9009033.93 lacks a .01 field.
10583: The new record '+2,+1,' for file #9009033.93 lacks a .01 field.
10589: The value '11115 E DR MARTIN LUTHER KING JR BLVD' for field ADDRESS
LINE 1 in fileAPSP PHARMACY LIST is not valid.
10629: The new record '+2,+1,' for file #9009033.93 lacks a .01 field.
```

Figure 2-1: Setting up Programmer Environment

- d. If RPMS cannot find the file, an error message displays, e.g., “Update file not found.”

```
TEHRB>D ^XUP

Setting up programmer environment
This is a TEST account.

Access Code: *****
Terminal Type set to: C-VT100

Select OPTION NAME: APSP SS DIR
   1  APSP SS DIRECTORY FOLDER           Folder path for Surescripts updates
   2  APSP SS DIRECTORY UPDATE           Surescripts nightly RX directory
update
```

```
CHOOSE 1-2: 2  APSP SS DIRECTORY UPDATE      Surescripts nightly RX
directory update
Surescripts nightly RX directory updateFile not found

TEHRB>
```

Figure 2-2: Setting up Programmer Environment – file not found

3.0 Update and Confirm the APSP NCPDP SITE Parameter

Access the **XPAR** menu structure and configure XPAR parameter APSP NCPDP SITE for services in which the site would like to participate, e.g., New, Controlled Substances, RxFill, and Cancel:

- The New (NewRx) message is an electronic prescription sent from the prescribing system to the pharmacy system using the NCPDP SCRIPT standard. A Status, Error, or Verify response is always sent after a NewRx message.
- RxFill messages are used to provide prescribers with information regarding dispensing activity for a prescription.
- Controlled Substance allows the transmission of controlled substances electronically.
- Cancel (RxCancel) is used to notify the pharmacy that a previously sent prescription should be cancelled and not filled. The message is originated by the prescribing system as a CancelRx.

Note: Do not select any other service levels.

4.0 Configuring the SPI Number Menu

This section describes the configuration of RPMS to facilitate using the SPI menu. Best practice recommends assigning the SPI menu to your local Credentialing Officer.

4.1 User Settings

1. From the **User Management** menu, type **Edit an Existing User** and press Enter.
2. At the “Select NEW PERSON NAME” prompt, type the name of the existing user who will be making SPI requests and press Enter.
3. Use the down arrow to navigate to the “Select SECONDARY MENU OPTIONS” prompt.
4. Type **APSP SPI REQUEST** and press Enter.

```

Are you adding ' APSP SPI REQUEST ' as a new SECONDARY MENU OPTIONS (the
8TH for this NEW PERSON)? No// YES

                                Edit an Existing User
NAME: ADAM,ADAM                                Page 1 of 5
-----
NAME... ADAM,ADAM                                INITIAL: AA
TITLE:                                           NICK NAME: ADAM
SSN: 1111111111                                DOB:
DEGREE:                                         MAIL CODE:
DISUSER:                                       TERMINATION DATE:
Termination Reason:

                                PRIMARY MENU OPTION: AKMOEVE
Select SECONDARY MENU OPTIONS: APSP SPI REQUEST
Want to edit ACCESS CODE (Y/N):                FILE MANAGER ACCESS CODE: @
Want to edit VERIFY CODE (Y/N):

                                Select DIVISION: DEMO IHS CLINIC
                                SERVICE/SECTION: IRM
  
```

Figure 4-1: Configuring SPI Number Menu

5. When prompted to add the APSP SPI REQUEST as a new SECONDARY MENU OPTIONS, type **YES** and press Enter.

```

                                SECONDARY MENU OPTIONS

SECONDARY MENU OPTIONS: APSP SPI REQUEST
SYNONYM: SPI
  
```

Figure 4-2: Secondary Menu Options

6. At the SECONDARY MENU OPTIONS pop-up, use the down arrow to navigate to SYNONYM.

7. Type **SPI**, then press Enter.
8. Press Enter to close the SECONDARY MENU OPTIONS.
9. Use the arrow keys to scroll down to the option to SAVE these settings.
10. Click **Save** and **EXIT** the user's profile.

5.0 MailMan Configuration

There are two new MailMan groups associated with e-Prescribing.

Table 5-1: New MailMan Groups

New Group	Group Function	Who to be Assigned
APSP EPRESCRIBING	Contains recipients for bulletins regarding the status of e-Prescribing messages	Facility IT IMS group
SPI NOTIFICATION	Delivers new SPI number from the Surescripts network to the credentialing officer	The credentialing officer

5.1 APSP e-Prescribing

1. Locate your **Manage Mailman** menu to setup the following groups.
2. Select the **Manage Mailman** option: **Group/Distribution Management**.
3. Select **Mail Group Edit**.
4. At the “Mail Group Name” prompt, type **APSP EPRESCRIBING**.
5. At the “Select Member” prompt, type your local IT staff.
6. When prompted to add the **Mail Group** option to the user profile, click **YES**.
7. No other changes are required. You can enter through the remaining prompts until you return to the “Select Mail Group name” prompt.

```

Manage Mailman:

    Check MailMan Files for Errors
    Create a Mailbox for a user
    Disk Space Management ...
    Group/Distribution Management ...
    Local Delivery Management ...
    MailMan Site Parameters
    Network Management ...
    New Features for Managing MailMan
    Remote MailLink Directory Menu ...
    Super Search Message File

Select Manage Mailman Option: GRoup/Distribution Management:

    Bulletin edit
    Edit Distribution List
    Enroll in (or Disenroll from) a Mail Group
    Mail Group Coordinator's Edit
    Mail Group Coordinator's Edit W/Remotes
    Mail Group Edit
  
```

```
Select Group/Distribution Management Option: MAIL GROUP Edit

Select MAIL GROUP NAME: APSP EPRESCRIBING
MAIL GROUP NAME: APSP EPRESCRIBING//
Select MEMBER: USER, DEMO
Are you adding 'USER, DEMO' as a new MEMBER (the 1ST for this MAIL GROUP)?
No// YES
```

Figure 5-1: APSP e-Prescribing

5.2 SPI NOTIFICATION

1. Locate your **Manage Mailman** menu to setup the following groups.
2. Select the **Manage Mailman option: Group/Distribution Management**.
3. Select **Mail Group Edit**.
4. At the Mail group Name, type **SPI NOTIFICATION**.
5. At the “Select Member” prompt, type your local IT staff.
6. When prompted to add the **Mail Group** option to the user’s profile, type **YES**.
7. No other changes are required and you can press **Enter** through the remaining prompts until you return to the “Select Mail Group name” prompt.

```
Manage Mailman:
  Check MailMan Files for Errors
  Create a Mailbox for a user
  Disk Space Management ...
  Group/Distribution Management ...
  Local Delivery Management ...
  MailMan Site Parameters
  Network Management ...
  New Features for Managing MailMan
  Remote MailLink Directory Menu ...
  Super Search Message File

Select Manage Mailman Option: GGroup/Distribution Management
  Bulletin edit
  Edit Distribution List
  Enroll in (or Disenroll from) a Mail Group
  Mail Group Coordinator's Edit
  Mail Group Coordinator's Edit W/Remotes
  Mail Group Edit

Select Group/Distribution Management Option: MAIL GROUP Edit

Select MAIL GROUP NAME: SPI NOTIFICATION
MAIL GROUP NAME: SPI NOTIFICATION//
Select MEMBER: USER, DEMO//
Are you adding 'USER, DEMO' as a new MEMBER (the 1ST for this MAIL GROUP)?
No// YES
```

Figure 5-2: SPI Notification

6.0 Updating SPI

1. From a menu prompt, type ^SPI and press **Enter**.
2. Select **Update** for all ePrescribing providers to add additional service levels as appropriate.

```

Select Provider: EPCS,PROVIDER EDSCII-V      PE

Processing request for: EPCS,PROVIDER EDSCII-V
User has already been assigned an SPI number.

      Select one of the following:

          1          Update
          2          Deactivate

Action Choice: 1// 1  Update
Updates overwrite existing entries so please answer all questions
Will provider be doing New messages electronically? YES//
Will provider be doing Renew messages electronically? NO//
Will provider be doing Change messages electronically? NO//
Will provider be doing Cancel messages electronically? YES//
Will provider be doing Controlled Substance messages electronically? NO//
YES
Will provider be doing Fill/Dispense messages electronically? NO// YES

Are you sure you want to update this provider? Yes//  YES

An update message has been sent.

```

Figure 6-1: Update SPI

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

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

Contact Information

If you have any questions or comments regarding this distribution, please contact the IHS IT Service Desk.

Phone: (888) 830-7280 (toll free)

Web: <https://www.ihs.gov/itsupport/>

Email: itsupport@ihs.gov