



# **NATIONAL DRUG FILE (NDF)**

## **USER MANUAL**

Version 4.0  
October 1998

(Revised September 2003)



## Revision History

The table below lists changes made since the initial release of this manual. Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. Either update the existing manual with the Change Pages document, or replace it with the updated manual.

**Note:** The Change Pages document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revised Pages	Patch Number	Description
09/03	iii, 4, 7, 16, 37B-37D, 53-54	PSN*4*70	<ul style="list-style-type: none"> <li>- Added the new options, <i>Local Drugs Excluded from Drug-Drug Interactions</i> and <i>VA Products Excluded from Drug-Drug Interactions</i> to the Menu list and the Reports section.</li> <li>- Corrected the name of the DEA, SPECIAL HDLG field.</li> <li>- Corrected a drug name in the <i>Local Drug/VA Print Name Report</i>.</li> <li>- Updated the TOC and the Index with the new reports.</li> </ul>
07/03	Title Page, i, 7-10, 25-26, 41A-C	PSN*4*65	<ul style="list-style-type: none"> <li>-Replaced the Title Page and Revision History page.</li> <li>-Updated introduction to include DEA/PKI changes.</li> <li>-Updated screen captures changed by this patch.</li> </ul>
02/2003	Title Page, i-ii, 41D-46, 51, 52	PSN*4*62	<ul style="list-style-type: none"> <li>-Replaced the Title Page and Revision History page.</li> <li>-Updated the <i>Print a PMI Sheet</i> option and example.</li> <li>-Updated the Glossary for the PMI Sheet term.</li> <li>- (Included pages for double-sided printing.)</li> </ul>
09/2001	Title Page, i, ii, 41D,42	Developer Request	<ul style="list-style-type: none"> <li>- Replaced the Title Page (and associated blank page) and the Revision History page (and associated blank page after it p. ii.)</li> <li>- The <i>Print a PMI Sheet</i> option stated that a specific vendor supplied the information for these sheets and the verbiage was changed to a “commercial vendor”.</li> </ul>
03/2001	Title Page, i, ii, iii, iv, 4, 37A-B, 53	PSN*4*48	<ul style="list-style-type: none"> <li>- Replaced the Title Page (and associated blank page), and pages i, ii (blank), iii, and iv (blank), which include the Revision History and Table of Contents. Pages ii and iv have no changes, but were included for two-sided printing only.</li> <li>- Replaced pages 4 and 53 with the new pages. Pages 3 and 54 have no changes, but were included for two-sided printing only.</li> <li>- Inserted pages 37A-37B, which introduce the new <i>Local Drug/VA Print Name Report</i> option. Pages 37 and 38 have no changes, but were included for two-sided printing only.</li> </ul>

<b>Date</b>	<b>Revised Pages</b>	<b>Patch Number</b>	<b>Description</b>
02/2000	4, 5, 6, 8, 9, 17, 34, 41, 41A-C	PSN*4*22	Added a new option called <i>Inquire to National Files</i> .

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## Pharmacy Pre-Installation Preparation

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### Entering National Drug Codes

The National Drug File (NDF) software uses National Drug Codes (NDCs) in an initial automatic process of matching a drug in the local DRUG file (#50) with a drug in the National Drug files. It is important to make sure that as many drugs as possible have been assigned their correct NDCs.

The more complete and accurate the NDC fields in the local DRUG file (#50), the more effective the automatic matching process.

It is important that you enter all National Drug Codes (NDCs) in the local DRUG file (#50) using Pharmacy Data Management's (PDM) option *Drug Enter/Edit* [PSS DRUG ENTER/EDIT] before the IRM staff installs this version of the software. The correct NDC format is

Manufacturer Code	-	Product Code	-	Package Code
(1 - 6 characters)		(1 - 4 characters)		(1-2 characters)

The correct NDC format: 4-4-2, 5-3-2, 5-4-1, or 5-4-2 (e.g., 0023-2323-01)

Please note that the software ***will not*** insert the dashes in the NDC for you; therefore, you must include the dashes when you enter the information.

## Menu

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### National Drug File V. 4.0 Menu

REMA Rematch/Match Single Drugs [PSNDRUG]  
VER Verify Matches [PSNVFY]  
SVER Verify Single Match [PSNVER]  
MERG Merge National Drug File Data Into Local File [PSNMRG]  
AUTO Automatic Match of Unmatched Drugs [PSNAUTO]  
CLAS Allow Unmatched Drugs to be Classed [PSNSTCL]  
[Locked: PSNMGR]  
RPRT National Drug File Reports [PSNSUBM]  
LDF Local Drug File Report [PSNLDG]  
VAGN Report of VA Generic Names from National Drug [PSNVAGN]  
ATMP Report of Attempted Match Drugs [PSNEXC]  
PROD VA Product Names Matched Report [PSNPFN]  
NOCL Local Drugs with No VA Drug Class Report [PSNOCLS]  
CLVA VA Drug Classification [PSNCLS]  
DFL NDF Info from Your Local Drug File [PSNRPT]  
SUPL Supply (XA000) VA Class Report [PSNSUPLY]  
MANC Manually Classed Drugs Report [PSNMCLS]  
NMAT Local Drugs with NO Match to NDF Report [PSNONDF]  
\*LOCF Local Formulary Report [PSNFRMLY] [Locked: PSNMGR]  
NATF National Formulary Report [PSNNFL]  
DDIN Drug-Drug Interaction Report [PSNTER]  
CMOP VA Products Marked for CMOP Transmission [PSNCMOP]  
PNCL VA Product Names By Class Report [PSNCLPR]  
LDPN Local Drug/VA Print Name Report [PSNVAPRINT]  
LDRG Local Drugs Excluded from Drug-Drug Interactions [PSNODDI]  
VDRG VA Products Excluded from Drug-Drug Interactions [PSNEXMPT]  
INQ Inquiry Options [PSNQUER]  
LINQ Inquire to Local Drug File [PSNVIEW]  
\*\*PNIN Inquire to VA Product Info For Local Drug [PSNLOOK]  
NDCU NDC/UPN Inquiry [PSNUPN]  
NAT Inquire to National Files [PSNACT]  
PMIS Print a PMI Sheet [PSNPMIS]

\* Formerly *Formulary Report*

\*\* Formerly *Lookup National Drug Info in Local File.*

### Example 3: Rematch—Selecting Inactive Drug

```
Select National Drug File Menu Option: REM Rematch / Match Single Drugs

Enter name of drug from your local drug file and a match
with the National Drug File will be attempted.
Press return at the "Select DRUG GENERIC NAME: " prompt to exit.

Select DRUG GENERIC NAME: MORPHINE SO4 200MG TAB,SA      CN101      08-21-03
OUTPATIENT REQUIRES "WET" SIGNATURE
This drug has an Inactivation date in the future. Do you want to continue? Y
(Yes)

This drug has been manually classed but not matched (merged with NDF).
Do you wish to match/rematch it? N// Y

Deleting Possible Dosages...

Match local drug MORPHINE SO4 200MG TAB,SA
                                ORDER UNIT: BT
                                DISPENSE UNITS/ORDER UNITS: 100
                                DISPENSE UNIT: TAB
I will try to match NDC: 00034-513-10 to NDF.

Local drug MORPHINE SO4 200MG TAB,SA
matches MORPHINE SO4 200MG TAB,SA
PACKAGE SIZE: 100
PACKAGE TYPE: BOTTLE
Is this a match ?
Enter Yes or No: YES// <ENTER>

The CS Federal Schedule associated with this drug in the VA Product file
represents a DEA, Special Handling code of 2A

Enter RETURN to continue...
```

A warning message displays if a discrepancy is found between entries in the CS FEDERAL SCHEDULE field and the DEA, SPECIAL HDLG field when using the *Rematch / Match Single Drugs* [PSNDRUG] option. The following warning displays: "The CS Federal Schedule associated with this drug in the VA Product file represents a DEA, Special Handling code of XX," where XX is the DEA, SPECIAL HDLG code mapped to the corresponding CS FEDERAL SCHEDULE code as shown here:

	If a drug entry has a CS FEDERAL SCHEDULE of:	And its corresponding DEA, SPECIAL HDLG field is blank, the following DEA, SPECIAL HDLG code will be inserted:
Schedule I narcotics	1	1
Schedule II narcotics	2	2A
Schedule II non-narcotics	2n	2C
Schedule III narcotics	3	3A
Schedule III non-narcotics	3n	3C
Schedule IV narcotics	4	4
Schedule V narcotics	5	5

## Verify Matches

[PSNVFY] **Synonym: VER**

With this option you can loop through the list of matched but unverified drugs and verify each one. It is not necessary to verify all matches at once. You can press the Return key to skip any entries you do not want to verify. It will also allow you to rematch a drug if you do not like the match. This option can be used any time after drugs from the local DRUG file (#50) have been matched with drugs in the National Drug files using the options *Rematch/Match Single Drugs*, or *Automatic Match of Unmatched Drugs*.

All matched drugs must be verified. Unverified matches are stored in the NATIONAL DRUG TRANSLATION file (#50.612), and will not merge until they are verified. To ensure accuracy one individual should match the drugs and another verify the matches.

Print VA Product Names Matched report to have a list of unverified matched drugs in the same order they will appear on the screen for verification.

### Example: Verify Match

```
Select National Drug File Menu Option: VER Verify Matches

LOCAL DRUG NAME: MORPHINE SO4 200MG TAB,SA
                                ORDER UNIT: BT
                                DISPENSE UNITS/ORDER UNITS: 100
                                DISPENSE UNIT: TAB

VA PRODUCT NAME: MORPHINE SO4 200MG TAB,SA
VA PRINT NAME: MORPHINE SO4 200MG SA TAB
VA DISPENSE UNIT: TAB
MARKED
                                PACKAGE SIZE: 100
                                PACKAGE TYPE: BOTTLE
VA CLASS: CN101 OPIOID ANALGESICS
CS FEDERAL SCHEDULE: 2
INGREDIENTS:
NATIONAL FORMULARY INDICATOR: YES
NATIONAL FORMULARY RESTRICTION:

                                CMOP ID: M0532
                                MARKABLE FOR CMOP: NOT

< Enter "Y" for yes, "N" for no >
< Press RETURN to Pass to Next Drug >

Is this a match ?
```

## Example: Attempt to Class Item already Matched, Classed, and Merged

```
Select DRUG GENERIC NAME: SODIUM METHOHEXITAL 5GM S.P.      CN202      N/F
SORRY, CLASSIFICATION CANNOT BE CHANGED
Select DRUG GENERIC NAME: <RET>
```

After this option has been completed, print and review *Local Drug With No VA Class Report*.



To change the VA Drug Classification of a drug previously matched automatically by NDC, first attempt to rematch the drug using the *Rematch/Match Single Drugs* option. If that fails, classify the drug manually using this option.

## Using the National Drug File Reports Menu

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### National Drug File Reports Menu [PSNSUBM] Synonym: RPRT

This option is a sub-menu containing the following reports:

<i>LDF</i>	<i>Local Drug File Report</i>
<i>VAGN</i>	<i>Report of VA Generic Names From National Drug</i>
<i>ATMP</i>	<i>Report of Attempted Match Drugs</i>
<i>PROD</i>	<i>VA Product Names Matched Report</i>
<i>NOCL</i>	<i>Local Drug with No VA Drug Class Report</i>
<i>CLVA</i>	<i>VA Drug Classification</i>
<i>DFL</i>	<i>NDF Info From Your Local Drug File</i>
<i>SUPL</i>	<i>Supply (XA000) VA Class Report</i>
<i>MANC</i>	<i>Manually Classed Drugs Report</i>
<i>NMAT</i>	<i>Local Drugs With NO Match to NDF Report</i>
<i>LOCF</i>	<i>Local Formulary Report</i>
<i>NATF</i>	<i>National Formulary Report</i>
<i>DDIN</i>	<i>Drug-Drug Interaction Report</i>
<i>CMOP</i>	<i>VA Products Marked for CMOP Transmission</i>
<i>PNCL</i>	<i>VA Product Names By Class</i>
<i>LDPN</i>	<i>Local Drug/VA Print Name Report</i>
<i>LDRG</i>	<i>Local Drugs Excluded from Drug-Drug Interactions</i>
<i>VDRG</i>	<i>VA Products Excluded from Drug-Drug Interactions</i>

## Example: Local Drug/VA Print Name Report (cont.)

Local Drug/VA Print Name Report for Drug Names Beginning with the letter A through B	
Date printed: MAR 16,2001	Page: 1
Generic Name	VA Print Name
A AND D OINTMENT	A & D OINT
ABSORBABLE GELATIN FILM	
ABSORBABLE GELATIN SPONGE SZ. 12	HYDROCORTISONE 10MG TAB
ABSORBABLE GELATIN SPONGE SZ.7	
ABSORBABLE GELATIN SPONGE-100	
ACE BANDAGE 4 INCH	ADHESIVE ELASTIC BANDAGE
ACETAMINOPHEN 325MG TABLET	ACETAMINOPHEN 325MG TAB
ACETAMINOPHEN 650MG SUPPOS.	ACETAMINOPHEN 650MG RTL SUPP
ACETAMINOPHEN AND CODEINE 30MG	CODEINE 30/ACETAMINOPHEN 300MG TAB
ACETAMINOPHEN, CODEINE ELIXIR (OZ)	CODEINE 12/APAP 120MG/5ML ELIXIR
ACETAMINPHEN 325MG CT	ACETAMINOPHEN 325MG TAB
ACETAZOLAMIDE 250MG S.T.	ACETAZOLAMIDE 250MG TAB
ACETAZOLAMIDE 500MG INJ	ACETAZOLAMIDE NA 500MG/VIL INJ
ACETAZOLAMIDE 500MG SEQUELS	ACETAZOLAMIDE 500MG SA CAP
ACETEST 100'S	ACETEST TAB (NOT FOR ORAL USE)
ACETIC ACID 0.25% IRRIG. 500ML	ACETIC ACID 0.25% IRRG SOLN
ACETIC ACID 2% OTIC SOL 15 ML	ACETIC ACID 2% OTIC SOLN
ACETIC ACID 2%/HC 1% OTIC SOL	ACETIC ACID 2/HC 1% OTIC SOLN
ACETYLCHOLINE CHL INTRAOCULAR	ACETYLCHOLINE CHLORIDE 1% OPH SOLN
ACETYLCYSTEINE 20% 30ML	ACETYLCYSTEINE 20% INHL SOLN
ACTIVATED CHARCOAL USP	ACTIVATED CHARCOAL 250MG TAB

*[This report has been abbreviated to save space.]*

## Local Drugs Excluded from Drug-Drug Interactions [PSNODDI] Synonym: LDRG

This option generates a report of local dispense drugs which are matched to VA Products that are marked as EXCLUDE from drug-drug interaction checking.

### Example: Local Drugs Excluded from Drug-Drug Interactions

Select National Drug File Reports Menu Option: LDRG Local Drugs Excluded from Drug-Drug Interactions

This report gives you a printed copy of Dispense Drugs from your local file which are matched to VA Products that are marked as EXCLUDE from Drug-Drug Interaction checking.  
You may queue the report to print, if you wish.

START WITH GENERIC NAME: FIRST//<ENTER>

DEVICE: GENERIC INCOMING TELNET

DISPENSE DRUGS MATCHED TO VA PRODUCTS EXCLUDED FROM DRG-DRG INTERACTION CHECKING

GENERIC NAME VA PRODUCT NAME	VA DRUG CLASS	DOSE FORM
A AND D OINTMENT VITAMIN A/VITAMIN D OINT, TOP	DE350	OINT, TOP
ABSORBABLE GELATIN SPONGE SZ.7 GELATIN, ABSORBABLE SPONGE, SZ 12, 7MM	BL300	SPONGE
ABSORBABLE GELATIN SPONGE-100 GELATIN, ABSORBABLE SPONGE, SZ 100	BL300	SPONGE
ACE BANDAGE 4 INCH ADHESIVE BANDAGE, ELASTIC	XA108	BANDAGE
ACETIC ACID 0.25% IRRIG. 500ML ACETIC ACID 0.25% SOLN, IRRG	IR100	SOLN, IRRG

*[This report has been abbreviated to save space.]*

## VA Products Excluded from Drug-Drug Interactions [PSNexmpt] Synonym: VDRG

This option generates a report of active VA Products marked as EXCLUDE from drug-drug interaction checking.

### Example: VA Products Excluded from Drug-Drug Interactions

Select National Drug File Reports Menu Option: **VDRG** VA Products Excluded from Drug-Drug Interactions

This report gives you a printed copy of active VA Products marked as EXCLUDE from Drug-Drug Interaction checking.  
You may queue the report to print, if you wish.

START WITH NAME: FIRST//<ENTER>

DEVICE: GENERIC INCOMING TELNET

VA Products Marked As Exclude From Drg-Drg Interaction Checking

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ABSORBASE OINT, TOP  
ABSORBTIVE DRESSING 6GM #740036  
ACCESS PIN, NEEDLE-FREE ALARIS #2200E  
ACCU-CHEK ACTIVE (GLUCOSE) HI/LO CONTROL SOLN  
ACCU-CHEK ACTIVE (GLUCOSE) TEST STRIP  
ACCU-CHEK COMFORT CURVE (GLUCOSE) HI/LO CONTROL SOLN  
ACCU-CHEK COMFORT CURVE (GLUCOSE) HI/MED/LO CONTROL SOLN  
ACCU-CHEK COMFORT CURVE (GLUCOSE) TEST STRIP  
ACCU-CHEK COMFORT CURVE-H (GLUCOSE) HI/LO CONTROL SOLN  
ACCU-CHEK COMFORT CURVE-H (GLUCOSE) TEST STRIP  
ACCU-CHEK COMPACT (GLUCOSE) TEST DRUM,17  
ACCU-CHEK II CONTROL  
ACCU-CHEK INSTANT (GLUCOSE) CONTROL SOLN  
ACCU-CHEK INSTANT (GLUCOSE) METER  
ACCU-CHEK INSTANT (GLUCOSE) TEST STRIP  
ACCU-CHEK INSTANT DM (GLUCOSE) METER

## Using the Inquire Options

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### Inquiry Options

[PSNQUER] **Synonym: INQ**

This sub-menu contains all the inquiry options in the National Drug File package.

*LINQ     Inquire To Local Drug File*  
*PNIN     Inquire to VA Product Info For Local Drug \**  
*NDCU     NDC/UPN Inquiry*  
*NAT      Inquire to National Files*

*\*Formerly Lookup National Drug Info In Local File.*

### Inquire to Local Drug File

[PSNVIEW] **Synonym: LINQ**

This option allows you to view the local DRUG file (#50) by Generic Name/Synonym or VA Drug Class Code. If you choose a VA Drug Class Code, you may enter either the code or the class name. For VA Drug Class Code, the software will sort by the least expensive price in the PRICE PER DISPENSE UNIT field (#16). The Generic Name, VA Drug Class Code, Price Per Dispense Unit, Message, and Synonyms not marked as quick codes are displayed. Only active formulary drugs can be viewed.

### Example 1: Inquire to Local Drug File by Generic Name Chosen

```
Select Inquiry Options Option: LINQ Inquire To Local Drug File

You may look-up by DRUG GENERIC NAME or VA CLASS CODE

Enter a "G" for GENERIC NAME or a "C" for VA CLASS CODE: G          GENERIC

Select DRUG GENERIC NAME : NORPACE
 1  NORPACE  PENICILLAMINE 125MG CAP          MS104
 2  NORPACE  DISOPYRAMIDE 150MG CAP
 3  NORPACE 100MG CAP  DISOPYRAMIDE 100MG CAP          CV300
 4  NORPACE 150MG CAP  DISOPYRAMIDE 150MG CAP          CV300
 5  NORPACE CR 100MG CAP  DISOPYRAMIDE **CR** 100MG CAP          CV300

Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 2 DISOPYRAMIDE 150MG CAP
```

..... report follows on the next page .....

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