CONTROLLED SUBSTANCES (CS)

INSPECTOR'S USER MANUAL

Version 3.0
March 1997

(Revised June 2018)

Department of Veterans Affairs
Product Development

Revision History

The table below lists changes made since the initial release of this manual. Use the Change Pages document to update an existing manual or use the entire updated manual.

Date	Revised Pages	Patch Number	Description
06/2018	26	PSD*3*82	Added NAOU Usage Report [PSD NAOU USAGE] option to the PSD TECH ADV key. REDACTED
05/2013	i, ii, 25-26, 27-28	PSD*3*76	Updated Glossary with description of patch's new security key PSDRPH Updated Index REDACTED
04/2011	25-26	PSD*3*71	Clarified description of PSD TECH ADV key. Corrected option name in PSD TRAN entry. REDACTED
05/2010	24-26, 28	PSD*3*69	Added description of patch's new security key PSD TECH ADV, and PSD TECH key. Added PSD TECH ADV and PSD TECH key to index REDACTED
04/03	All	PSD*3*41	Updated the manual to Standards. Added the *CS Monitoring Menu* options.
03/97			Original Released Inspector's Manual.

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1. Introduction

The Controlled Substances (CS) computer software package V. 3.0 is one segment of the Veterans Health Information Systems and Technology Architecture (V*IST*A) in use at the Department of Veterans Affairs Medical Centers (VAMCs). This package provides functionality to monitor and track the receipt, inventory, and dispensing of all controlled substances. It also provides the pharmacy with the capability to define a controlled substance location and a list of controlled substances to maintain a perpetual inventory.

This package provides the capability for pharmacy personnel to receive a Controlled Substances order, automatically update the quantity on hand, and view a receipt history. Nursing personnel are provided with the ability to request orders for Controlled Substances via on-demand requests. Pharmacy may dispense controlled substances via the software automating all necessary documents (VA FORMs 10-2321 and 10-2638) to complete an order request. The software provides functionality to record Automated Management Information System (AMIS) and cost data, address returns to stock, destructions, order cancellations, transfers between locations, and log outpatient prescriptions.

2. Orientation

Within this documentation, several notations need to be outlined.

- Menu options will be italicized.
  Example: *Controlled Substance Balances Report* indicates a menu option.

- Screen prompts will be denoted with quotation marks around them.
  Example: "Select INPATIENT SITE NAME" indicates a screen prompt.

- Responses in bold face indicate what the user is to type in.
  Example: Okay to Continue? No// **YES**.

- Text centered between arrows represents a keyboard key that needs to be pressed in order for the system to capture a user response or move the cursor to another field. **<Enter>** indicates that the Enter key (or Return key on some keyboards) must be pressed. **<Tab>** indicates that the Tab key must be pressed.
  Example: Press **<Tab>** to move the cursor to the next field.
        Press **<Enter>** to select the default.

- **Note**: Indicates especially important or helpful information.

- Options are locked with a particular security key. The user must hold the particular security key to be able to perform the menu option.

  Example: The PSDMGR key is required. Please contact the Pharmacy Supervisor.

- **?, ??, ???** One, two, or three question marks can be entered at any of the prompts for on-line help. One question mark elicits a brief statement of what information is appropriate for the prompt. Two question marks provide more help, plus the hidden actions and three question marks will provide more detailed help, including a list of possible answers, if appropriate.

- ^ Up Caret (arrow or a circumflex) and pressing **<Enter>** can be used to exit the current option.

3. Controlled Substances Inspector Menu

[PSD INSPECTOR MENU]

This menu contains some options associated with a Controlled Substances narcotic inspection. This menu should be assigned to the CS Inspector prior to starting the inspection process. Access to this menu should be removed after the inspection is completed.

Example: Controlled Substances Inspector Menu

```
Select Controlled Substances Inspector Menu Option: ?

        Controlled Substance Balances Report
        Inspector's Log for Controlled Substances
        Inspector's Log by Rec'd Date
        Inventory Sheet Print
        Barcode TRAKKER for CS Inspections ...
        Place Green Sheet on Hold
        Remove Green Sheet from Hold
        Under Inspector's Review - Green Sheets
        Green Sheet History
```

3.1. Controlled Substance Balances Report

[PSD NAOU BALANCE REPORT]

The *Controlled Substance Balances Report* option will show the balance for one or all drugs on a ward.

3.2. Inspector's Log for Controlled Substances

[PSD PRINT INSPECTOR LOG]

The *Inspector's Log for Controlled Substances* option will allow Pharmacy personnel to list all active Green Sheets and ones that are flagged ready for pharmacy pickup.

3.3. Inspector's Log by Rec'd Date

[PSD INSP LOG BY RECD DATE]

The *Inspector's Log by Rec'd Date* option will allow pharmacy personnel to list all dispensing transactions for a Narcotic Area of Use (NAOU) received within a given date range. It also includes any Returns to Stock.

3.4. Inventory Sheet Print
[PSD INVEN SHEET PRT]

The *Inventory Sheet Print* option prints an inspector's report that is used to inventory on-hand balances within a pharmacy-dispensing site (vault).

3.5. Barcode TRAKKER for CS Inspections
[PSD IRL INSP MENU]

The *Barcode TRAKKER for CS Inspections* menu contains the access to download an Interactive Reader Language (IRL) program and the vault inventory to the TRAKKER, and also upload inventory data from the TRAKKER to V*IST*A.

🔑 The PSDMGR key is required. Please contact the Pharmacy Supervisor.

Example: Barcode TRAKKER for CS Inspections Menu

```
Select Controlled Substances Inspector Menu Option: ?

        Load Software and Insp. Inventory into TRAKKER
        Send Inspections Inventory TRAKKER Data to DHCP
```

3.5.1. Load Software and Insp. Inventory into TRAKKER
[PSD IRL INSPECTOR INV]

The *Load Software and Insp. Inventory into TRAKKER* option enables pharmacy personnel to download an IRL program to the TRAKKER, download the vault drug balances to the TRAKKER, and perform the inventory via the TRAKKER.

Example: Load Software and Insp. Inventory into TRAKKER

Turn the TRAKKER on and the following will be displayed:

```
 _____
|                   |
|  TRAKKER          |
|                   |
|                   |
|  Ready            |
|_____|
```
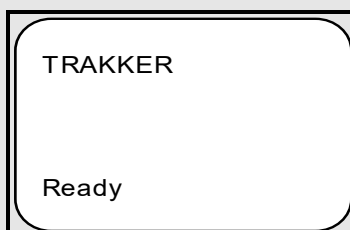
---------------------------------------***example follows***---------------------------------------

Example: Load Software and Insp. Inventory into TRAKKER (continued)

```
Select Controlled Substances Inspector Menu Option: BARcode TRAKKER for CS Inspections

        Load Software and Insp. Inventory into TRAKKER
        Send Inspections Inventory TRAKKER Data to DHCP

Select Barcode TRAKKER for CS Inspections Option: LOAd Software and Insp. Inventory into TRAKKER
```

```
Select Dispensing site to Inventory: INPATIENT//<Enter>
```

Note: This prompt is displayed if more than one dispensing vault is defined for the site. If the default dispensing site is selected upon entering the *Controlled Substances Menu* option, it will be offered as the default.

```
Compiling inventory data...

DEVICE:  TRAKKERSL
```

```
.$1
$$
I
OA(300,10)
OB(300,60)
OC(300,10)
•
•
•
```

```
Awaiting TRAKKER signal
```

```
Press F1 on the
TRAKKER, to accept
the data

=> [data will scroll
    across]
```

------------------------------------*example follows*-----------------------------------

Example: Load Software and Insp. Inventory into TRAKKER (continued)

```
*1
17
MORPHINE SULF 4MG/ML
INJ
1053
```

You can now disconnect the TRAKKER.

```
Inventory Menu
1. Perform Inventory
2. Send Data to DHCP
=> 1
```

```
Please Identify
yourself.
=>Pxxx-xx-xxxx
```

[Scan your user ID barcode]

Note: The system will check the files for a match. If no match is found, the system will inform the user that this drug is not in the files. If a match is found, the drug name and quantity will be displayed as follows:

--*example follows*--

Example: Load Software and Insp. Inventory into TRAKKER (continued)

```
Scan Drug Barcode
=> DIAZEPAM 2 MG
   TAB
```
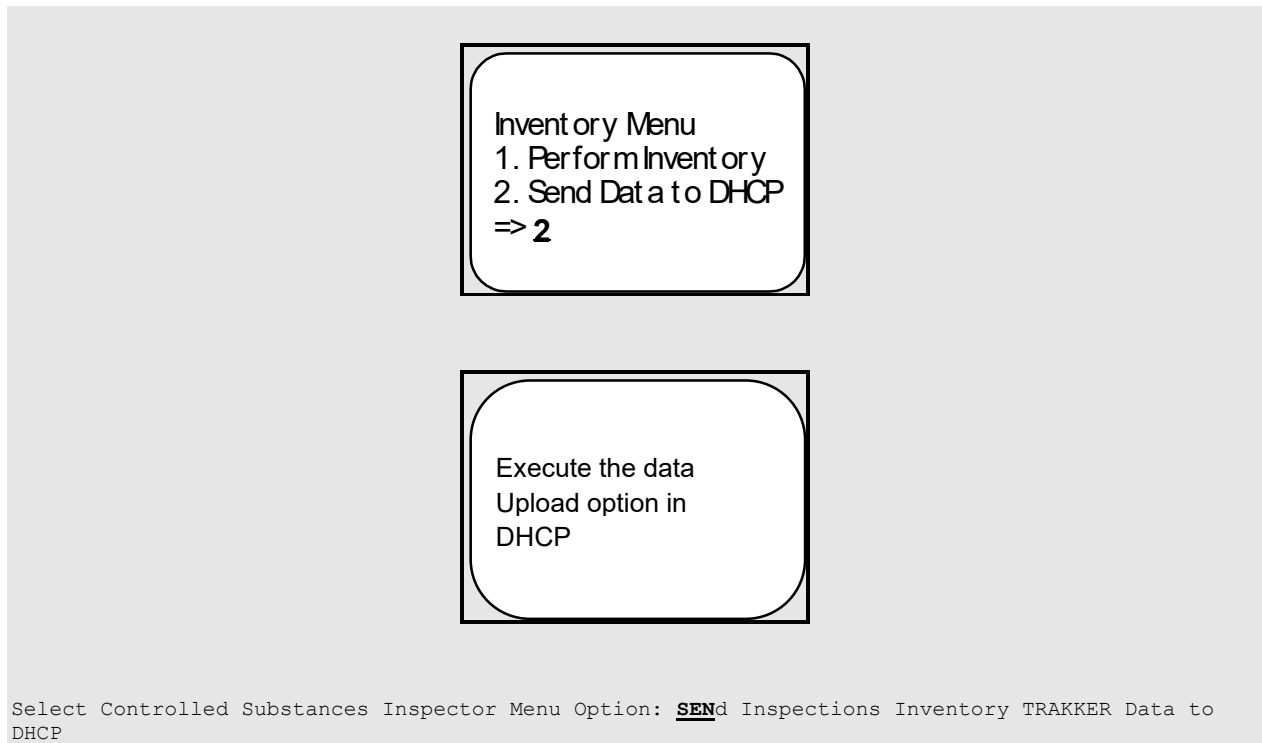
Note: At this point, an **N** can be entered to adjust the count.

```
Quantity: 930
Correct
YES // Y

Scan Drug
=>
```

3.5.2. Send Inspections Inventory TRAKKER Data to DHCP
[PSD IRL INSP DATA]

The *Send Inspections Inventory TRAKKER Data to DHCP* option enables pharmacy personnel to upload the inventory data from the TRAKKER to V*IST*A.
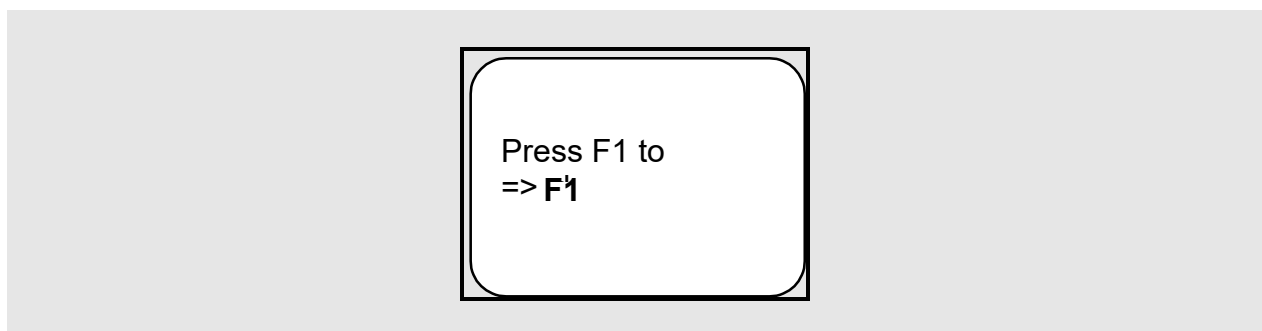
Example: Load Software and Insp. Inventory into TRAKKER

```
Inventory Menu
1. Perform Inventory
2. Send Data to DHCP
=> 2
```

```
Execute the data
Upload option in
DHCP
```

```
Select Controlled Substances Inspector Menu Option: SENd Inspections Inventory TRAKKER Data to
DHCP
```

Note: Use the Send data to DHCP option on the TRAKKER at this time.

```
Press F1 to
=> F1
```

--------------------------------------*example follows*--------------------------------------

Example: Load Software and Insp. Inventory into TRAKKER (continued)

[When you press F1, the data will print across the terminal screen]

```
P123-45-6767^>94/08/22:10:23:44*12
P123-45-6767^614^DIAZEPAM 2MG TAB^337^^^^335^^^^>94/08/22:10:24:07
P123-45-6767^614^DIAZEPAM 2MG TAB^335^^^^^^^^>94/08/22:10:24:22
P123-45-6767^615^DIAZEPAM 10MG TAB^421^^^^^^^^>94/08/22:10:24:22
```

```
data
sent
```

<Enter>
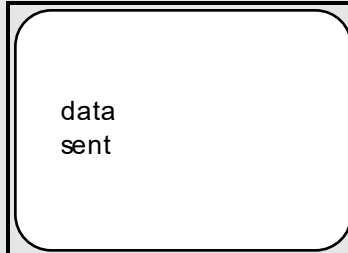
```
Updating DHCP now...done
```

Note: Anyone holding the appropriate security key will also receive a MailMan message on the adjustment.

Example: MailMan Message

```
Subj: CS PHARM TRAKKER ADJUSTMENT  [#3194] 22 Aug 94 13:23  7 Lines
From: CONTROLLED SUBSTANCES PHARMACY  in 'IN' basket.   Page 1
-----------------------------------------------------------------------------

CS PHARM TRAKKER adjustment/error has been filed.
Adjustment/Error Date/Time: AUG 22,1994@13:23:46

Dispensing Site: INPATIENT
Drug: DIAZEPAM 2MG TAB
Quantity Adjusted: -3
Adjusted by: CSPHARMACIST,ONE
```

Note: Data should be cleared out or deleted from the TRAKKER to avoid duplication of inventory information.

After the upload is completed, the user should clear the TRAKKER's data files. To accomplish this, press **<Ctrl> <Enter> <E>** to end the IRL session, then press **<Ctrl> <Enter> <C>**. The user will be asked if the data files are to be cleared, enter **Y** (YES).

To restart the IRL session press **<Ctrl> <Enter> <B>**.

3.6. Place Green Sheet on Hold
[PSD INSP PLACE HOLD]

The *Place Green Sheet on Hold* option provides the Controlled Substances Narcotic Inspector the tools to place a Green Sheet on hold for review. The status of this Green Sheet will remain UNDER REVIEW BY INSPECTOR until the review is completed. This option should be utilized when removing both the Green Sheet and drug from an NAOU for further investigation.

3.7. Remove Green Sheet from Hold
[PSD INSP REMOVE HOLD]

The *Remove Green Sheet from Hold* option provides the Controlled Substances Narcotic Inspector the tools to replace a Green Sheet back on the NAOU after review. The status of the Green Sheet will return to DELIVERED - ACTIVELY ON NAOU. This option should be utilized when returning both the Green Sheet and drug to an NAOU after completing the investigation.

3.8. Under Inspector's Review—Green Sheets
[PSD PRT GS INSP HOLD]

The *Under Inspector's Review – Green Sheets* option lists all Green Sheets placed on hold for review by a Controlled Substances Narcotic Inspector.

3.9. Green Sheet History
[PSD GS HISTORY]

The *Green Sheet History* option provides pharmacy with a detailed account of every transaction affecting this VA FORM 10-2638. This history may be displayed to the user's screen or directed to a printer.

4. CS Monitoring Menu
[PSD NM MENU]

The *CS Monitoring Menu* option is a standalone menu that contains the CS Monitoring reports to help facilitate the monitoring of controlled substances and Schedule II narcotics. The menu should be assigned to the appropriate CS Inspectors and Pharmacy Managers at the site. The menu options are shown below.

Example: CS Monitoring Menu

```
Select CS Monitoring Menu Option: ?

          CS Application Security Key Report
          CS Balance Adjustments Report
          CS RXs by Same Person Report
          Label Reprint for CS RXs Report
          Option Access By User
          Partial Request for CS RXs Report
          Patients Without VA Visit Report
```

4.1. CS Application Security Key Report
[PSD NM SECURITY KEY]

The *CS Application Security Key Report* option lists holders of the PSJ RPHARM and/or PSDMGR security keys. The holders of these keys have the ability to override discrepancies, make controlled substance vault inventory adjustments and transfer medications between vaults. The list requires routine monitoring and validation for accuracy.

Example: CS Application Security Key Report

```
Select CS Monitoring Menu Option: CS Application Security Key Report

     This report lists current holders of the
     PSJ RPHARM and/or PSDMGR security keys.


Okay to Continue? No// YES
DEVICE: HOME// <Enter>  UCX DEVICE    Right Margin: 80// <Enter>


          Compiling report, please wait ...

----------------------------------report follows----------------------------------
```

Example: CS Application Security Key Report (continued)

```
                    CS Monitoring - Security Key Report
                       SECURITY KEY: PSDMGR & PSJ RPHARM
Station: 677        Report Run Date: Feb 27, 2003@13:34:32      PAGE: 1
================================================================================
Name                            Title                    Termination Date
_____

SERVICE/SECTION: INFO RESOURCES MANAGEMENT SERV
   CSSPECIALIST,ONE             COMPUTER SPECIALIST

SERVICE/SECTION: INFORMATION MANAGEMENT
   CSSPECIALIST,TWO             COMPUTER SPECIALIST

SERVICE/SECTION: RX PHARMACY SERVICE
   CSPHARMACIST,TWO             PHARMACIST
   CSPHARMACIST,THREE           PHARMACIST
   CSPHARMACIST,FOUR            CHIEF,PHARMACY SERVICE
```

```
                    CS Monitoring - Security Key Report
                            SECURITY KEY: PSDMGR
Station: 677        Report Run Date: Jan 29, 2003@13:34:32      PAGE: 1
================================================================================
Name                            Title                    Termination Date
_____

SERVICE/SECTION: INFO RESOURCES MANAGEMENT SERV
   CSSPECIALIST,THREE           COMPUTER SPECIALIST
```

```
                    CS Monitoring - Security Key Report
                           SECURITY KEY: PSJ RPHARM
Station: 677        Report Run Date: Jan 29, 2003@13:34:32      PAGE: 1
================================================================================
Name                            Title                    Termination Date
_____

SERVICE/SECTION: BEHAVIORAL HEALTH
   CSPHARMACIST,FIVE            PHARM D CANDIDATE
   CSPHARMACIST,SIX             STAFF PHARMACIST

SERVICE/SECTION: CLINICAL SUPPORT
   CSPHARMACIST,SEVEN           PHARMACIST
   CSPHARMACIST,EIGHT           CLINICAL PHARMACIST

SERVICE/SECTION: CONSOLIDATED MAIL OUT PHARMACY
   CSPHARMACIST,NINE            PHARMACIST

SERVICE/SECTION: FISCAL
   CSDIRECTOR,ONE               ISC DIRECTOR

SERVICE/SECTION: INFORMATION MANAGEMENT
   CSSPECIALIST,FOUR                    INTEGRATION SPECIALIST

SERVICE/SECTION: RX PHARMACY SERVICE
   CSPHARMACIST,TEN             PHARMACY STUDENT         JUN 10, 1998
   CSPHARMACIST,ELEVEN          PROGRAM
   CSPHARMACIST,TWELVE          PHARMACY TECH
   CSPHARMACIST,THIRTEEN        PHARMACIST
   CSPHARMACIST,FOURTEEN        PHARMACY STUDENT         OCT 13, 2000
   CSPHARMACIST,FIFTEEN         PHARMACY STUDENT
   CSPHARMACIST,SIXTEEN         PHARMACY STUDENT         AUG 31, 2000
   CSPHARMACIST,SEVENTEEN       PHARMACY TECH
```

4.2. CS Balance Adjustments Report

[PSD NM CS ADJ]

The *CS Balance Adjustments Report* option lists Drug Accountability transactions in which the controlled substances vault inventory balance was manually adjusted during the date range entered. The adjuster and reason will display on the report for the CS Inspectors and Pharmacy Managers to review regularly for appropriateness and authorization.

Example: CS Balance Adjustments Report

```
Select CS Monitoring Menu Option: CS BALance Adjustments Report

     This report lists Drug Accountability Balance Adjustments
     made for the Inpatient Site Pharmacy Location(s) entered.


Select INPATIENT SITE NAME: XXXXXX

Select 'ALL' XXXXXX Pharmacy locations? Yes// <Enter>  NOTE: If No, the Select XXXXXX Pharmacy
Location prompt displays.

Start with Balance Adjustment Date: 1-1-00  (JAN 01, 2000)
End with Balance Adjustment Date: 1-5-00  (JAN 05, 2000)

Okay to Continue? No// YES

        This report should be queued to run during non-peak hours.

DEVICE: HOME// <Enter>  ***    Right Margin: 80// <Enter>


          Compiling report, please wait ...
```

```
                CS Monitoring - Balance Adjustments Report
                 Inpatient Site: XXXXXX all Pharmacy Locations
            Balance Adjustments made: JAN 01, 2000 thru JAN 05, 2000
Report Run: Feb 05, 2003@14:46                              PAGE: 1
================================================================================
Trans. #  Date               Quantity    Drug
_____

Pharmacy Location: 1-3C
                 NO DATA FOUND

Pharmacy Location: 1-4A
                 NO DATA FOUND

Pharmacy Location: 1-4C
                 NO DATA FOUND

Pharmacy Location: 1-5C
                 NO DATA FOUND

Pharmacy Location: 2-2
                 NO DATA FOUND

Pharmacy Location: 2-3B
                 NO DATA FOUND
Enter RETURN to continue or '^' to exit: <Enter>
```

-------------------------------------*report continues*-------------------------------------

Example: CS Balance Adjustments Report (continued)

```
                    CS Monitoring - Balance Adjustments Report
                     Inpatient Site: XXXXXX all Pharmacy Locations
                 Balance Adjustments made: JAN 01, 2000 thru JAN 05, 2000
Report Run: Feb 05, 2003@14:47                                  PAGE: 2
================================================================================
Trans. #  Date              Quantity   Drug
_____

Pharmacy Location: EMERGENCY NARCOTIC BOX
                   NO DATA FOUND

Pharmacy Location: ICU
                   NO DATA FOUND

Pharmacy Location: LAB
                   NO DATA FOUND

Pharmacy Location: MASTER VAULT

TRANSACTOR: CSPHARMACIST,EIGHTEEN
409112    JAN 03, 2000@12:56      20     MIDAZOLAM HCL 5MG/ML INJ 1ML
          Reason: RETURNED TO STOCK FROM ICU--NOT USED
410131    JAN 03, 2000@15:45       5     MORPHINE SO4 1MG/ML INJ 30ML
          Reason: RETURNED TO STOCK FROM 1-4A
Enter RETURN to continue or '^' to exit: <Enter>
```

```
                    CS Monitoring - Balance Adjustments Report
                     Inpatient Site: XXXXXX all Pharmacy Locations
                 Balance Adjustments made: JAN 01, 2000 thru JAN 05, 2000
Report Run: Feb 05, 2003@14:47                                  PAGE: 3
================================================================================
Trans. #  Date              Quantity   Drug
_____
411182    JAN 04, 2000@08:29      10     METHYLPHENIDATE HCL 5MG TAB
          Reason: RETURNED TO STOCK FROM WARD 3-1B-OUTDATED
411166    JAN 04, 2000@12:46    -100     LORAZEPAM 2MG TAB
          Reason: CHANGED TO U/D FOR SPECIAL PACKAGING
411167    JAN 04, 2000@12:46     100     LORAZEPAM 2MG TAB UD
          Reason: CHANGED FROM BULK FOR U/D  PACKAGING

Pharmacy Location: OPT WORKING STOCK
                   NO DATA FOUND

Pharmacy Location: RECOVERY ROOM
                   NO DATA FOUND

Pharmacy Location: SURG RM307
                   NO DATA FOUND

Pharmacy Location: SURG RM308
                   NO DATA FOUND
```

4.3. CS RXs by Same Person Report
[PSD NM RX SAME PERSON]

The *CS RXs by Same Person Report* option lists the controlled substance prescriptions that were entered, finished and released by the same person for the date range entered. Different pharmacists in the prescription filling process normally perform these functions. This process is frequently necessary on off-shifts and weekends also. Inspectors and Pharmacy Managers should monitor this activity very closely.

Note: This report should be queued to run during non-peak hours.

Example: CS RXs by Same Person Report

```
Select CS Monitoring Menu Option: CS RXs by Same Person Report

    This report lists CS prescriptions that were entered,
    finished and released by the same person.


    Select Outpatient Division: XXXXXX     677
    Select another Outpatient Division: XXXXXXXXXX     677A4
    Select another Outpatient Division: <Enter>

    Start with Fill Date: 8-27-98  (AUG 27, 1998)
    End with Fill Date: 8-27-98  (AUG 27, 1998)

    Include RXs with CS schedule(s):  (2-5): 2-5// ?

    Enter range or combination of DEA Codes (schedules) between 2 and 5.
    Enter '^' to exit.

    Include RXs with CS schedule(s):  (2-5): 2-5// 2-4

    Okay to Continue? No// YES


      This report should be queued to run during non-peak hours.

DEVICE: HOME// <Enter>  UCX DEVICE    Right Margin: 80// <Enter>


       Compiling report, please wait ...
```

```
              CS Monitoring - RX by Same Person Report
               Outpatient Division(s): 677, 677A4
               Fill Date range: AUG 27, 1998 thru AUG 27, 1998
                  Controlled Substance schedule(s): 2,3,4
Station: XXXXXX        Report Run Date: Feb 03, 2003@14:18:06     PAGE: 1
===============================================================================
Pharmacy User
RX#                     Fill Date     Drug Name
_____

CSPHARMACIST,NINETEEN
1231550                 AUG 27, 1998   NARCOTIC HCL 5MG TAB

CSPHAMACIST,TWENTY
1231555                 AUG 27, 1998   CONTROLLED SUB 10MG CAP
1231567                 AUG 27, 1998   NARCOTIC 80MG CAP
```

4.4. Label Reprint for CS RXs Report
[PSD NM RX REPRINT]

The *Label Reprint for CS RXs Report* option lists the controlled substance prescriptions for which a prescription label reprint was requested. An individual could fill the same prescription more than once and be diverting prescription drugs. CS Inspectors and Pharmacy Managers should monitor this activity very closely.

 Note: This report should be queued to run during non-peak hours.

Example: Label Reprint for CS RXs Report

```
Select CS Monitoring Menu Option: LAbel Reprint for CS RXs Report

     This report lists CS Prescriptions with label reprint
     request activity within the issue date range entered.



Select Outpatient Division: XXXXXX    677
Select another Outpatient Division: XXXXXXXXXX    677A4
Select another Outpatient Division: <Enter>

Start with Issue Date: 1-5-00  (JAN 05, 2000)
End with Issue Date: 1-6-00  (JAN 06, 2000)

Include RXs with CS schedule(s):  (2-5): 2-5// 2-4

Okay to Continue? No// YES

        This report should be queued to run during non-peak hours.

DEVICE: HOME// <Enter>  ***    Right Margin: 80// <Enter>



        Compiling report, please wait ...
```

```
                CS Monitoring - Label Reprint Request Report
                    Outpatient Division(s): 677, 677A4
                Issue Date range: JAN 05, 2000 thru JAN 06, 2000
                    Controlled Substance schedule(s): 2,3,4
Division: XXXXXXXXXXX    Report Run Date: Feb 05, 2003@08:32:19      PAGE: 1
================================================================================
RX#            Activity Log Date       Initiator of Activity
               Activity Log Comment
_____

ALPRAZOLAM 0.5MG TAB
1314827B       JAN 06, 2000@16:34:08    CSPHARMACIST,TWENTYONE
               NNNNN (1 COPIES)
1314827B       MAR 16, 2000@08:35:53    CSPHARMACIST,TWENTYTWO
               NEED LABEL (1 COPIES)


----------------------------------------report continues----------------------------------------
```

Example: Label Reprint for CS RXs Report (continued)

```
                  CS Monitoring - Label Reprint Request Report
                       Outpatient Division(s): 677, 677A4
                    Issue Date range: JAN 05, 2000 thru JAN 06, 2000
                       Controlled Substance schedule(s): 2,3,4
Division: XXXXXX        Report Run Date: Feb 05, 2003@08:32:19       PAGE: 1
===============================================================================
RX#             Activity Log Date      Initiator of Activity
                Activity Log Comment
_____

CLONAZEPAM 0.5MG TAB
1118067F       JAN 13, 2000            CSPHARMACIST,TWENTYTHREE
               GROUP REPRINT

PHENOBARBITAL 65MG TAB
1112651A       APR 10, 2000@12:50:18   CSPHARMACIST,TWENTYFOUR
               label lost (1 COPIES)
```

4.5. Option Access by User
[XUOPTWHO]

The *Option Access by User* option prompts for a menu option and then lists the users who can access this option. The list can be printed with or without the menu paths to the option.

Example: Option Access by User

```
Select CS Monitoring Menu Option: OPtion Access By User

Select OPTION NAME: PSD MENU        Controlled Substances Menu

Show menu paths? No// <Enter>  (No)
DEVICE: HOME// <Enter>  UCX DEVICE    Right Margin: 80// <Enter>
```



```
Page 1                                              Feb 27, 2003 7:33:09 am

            Access to 'Controlled Substances Menu'  [PSD MENU]

USER NAME                  LAST ON   PRIMARY MENU
------------------------   --------  ----------------------------------------
CSPHARMACIST,TWENTYFIVE    02/26/03  PSZPHARM  (Secondary menu)          132M-U
CSPHARMACIST,TWENTYSIX     02/26/03  PSZPHARM  (Secondary menu)          132MU
CSPHARMACIST,TWENTYSEVEN   02/26/03  PSZSUPV   (Secondary menu)          119
CSPHARMACIST,TWENTYEIGHT   02/26/03  PSZPHARM  (Secondary menu)          119
CSPHARMACIST,TWENTYNINE    02/27/03  PSZPHARM  (Secondary menu)          119
CSPHARMACIST,THIRTY        02/26/03  PSZTECH   (Secondary menu)          132M-U

Press return to continue or '^' to escape ^
```

4.6. Partial Request for CS RXs Report
[PSD NM RX PARTIAL]

The *Partial Request for CS RXs Report* option lists the controlled substance prescriptions for which a prescription partial fill was requested. An individual could partially fill the same prescription more than once and be diverting prescription drugs. CS Inspectors and Pharmacy Managers should monitor this activity very closely.

Note: This report should be queued to run during non-peak hours.

Example: Partial Request for CS RXs Report

```
Select CS Monitoring Menu Option: PARtial Request for CS RXs Report

     This report lists CS Prescriptions with Partial Fill
     request activity within the fill date range entered.



Select Outpatient Division: XXXXXX    677
Select another Outpatient Division: XXXXXXXXXX    677A4
Select another Outpatient Division: <Enter>

Start with Fill Date: 1-1-00  (JAN 01, 2000)
End with Fill Date: 1-3-00  (JAN 03, 2000)

Include RXs with CS schedule(s):  (2-5): 2-5// <Enter>

Okay to Continue? No// YES

        This report should be queued to run during non-peak hours.

DEVICE: HOME// <Enter>  ***    Right Margin: 80// <Enter>


        Compiling report, please wait ...
```

```
                  CS Monitoring - Partial Request Report
                   Outpatient Division(s): 677, 677A4
                Fill Date range: JAN 01, 2000 thru JAN 03, 2000
                  Controlled Substance schedule(s): 2,3,4,5
Division: XXXXXXXXXXX    Report Run Date: Feb 05, 2003@09:05:29       PAGE: 1
==============================================================================
RX#           Activity Log Date       Initiator of Activity
              Activity Log Comment
_____

CODEINE 30/ACETAMINOPHEN 300MG TAB
171027        MAR 17, 2000            CSPHARMACIST,TWENTYONE
              OK'ED BY DR EXXXXXX ON 3-17-00. PT CLAIMS MED NEVER ARRIVED.

PAREGORIC
119827A       JAN 04, 2000            CSPHARMACIST,TWENTYTWO
              OWE PATIENT.
```

--*report continues*--

Example: Partial Request for CS RXs Report (continued)

```
                   CS Monitoring - Partial Request Report
                    Outpatient Division(s): 677, 677A4
                  Fill Date range: JAN 01, 2000 thru JAN 03, 2000
                     Controlled Substance schedule(s): 2,3,4,5
Division: XXXXXX        Report Run Date: Feb 05, 2003@09:05:29        PAGE: 1
=============================================================================
RX#           Activity Log Date        Initiator of Activity
              Activity Log Comment
_____

LORAZEPAM 1MG TAB
1161823        JAN 05, 2000             CSPHARMACIST,THIRTYTHREE
               13 - RCVD FROM PYXIS


PROPOXYPHENE N 100/APAP 650MG TAB
1111458D       FEB 26, 2000             CSPHARMACIST,THIRTYFOUR
               13-MED SENT TO WRONG PT. (N8838)
1111372        DEC 02, 1999             CSPHARMACIST,THIRTYFIVE
               13--DISPENSED FROM PYXIS 11/30--DR KXXXXXXX


VALSARTAN 80MG CAP
1111825        NOV 01, 1999             CSPHARMACIST,THIRTYSIX
               08
```

4.7. Patients Without VA Visit Report
[PSD NM RX WITHOUT VA]

The *Patients Without VA Visit Report* option prompts for a date range and then lists patients that receive prescriptions but have not had a VA clinic visit within one year of a prescription release. This option excludes prescriptions that were released on the same day as a discharge and within a user defined discharge date range. Patients in Fee Basis and Aid and Attendance programs may be included on the list and should be reviewed. This report does display a message of the prescriptions that meet the sort criteria and were released after the entered date of death for that patient. This list represents a potential diversion tactic that could be employed to prevent detection and suspicion.

Note: This report should be queued to run during non-peak hours.

Example: Patients Without VA Visit Report

```
Select CS Monitoring Menu Option:  PATients Without VA Visit Report

    This report lists released RXs without a visit within 12 months of the
    RX Release date.  Excluding RXs released on the same day as a discharge
    and within a user defined discharge date range.

----------------------------------------report continues----------------------------------------
```

Example: Patients Without VA Visit Report (continued)

```
Select Outpatient Division: XXXXXX    677
Select another Outpatient Division: <Enter>

Start with RX Release Date: T-1M  (JAN 27, 2003)
End with RX Release Date: T  (FEB 27, 2003)

Number of days to ignore BEFORE discharge date:  (0-3): 0// ?

Enter number of days (0-3) to ignore BEFORE discharge date.  Enter '^'
to Exit.

Number of days to ignore BEFORE discharge date:  (0-3): 0//  1
Number of days to ignore AFTER  discharge date:  (0-3): 0// ?

Enter number of days (0-3) to ignore AFTER discharge date.  Enter '^' to
Exit.

Number of days to ignore AFTER  discharge date:  (0-3): 0// 2

Screen for controlled substance RXs? Yes// <Enter>  YES

Okay to Continue? No// YES

        This report should be queued to run during non-peak hours.

DEVICE: HOME// <Enter> ***    Right Margin: 80// <Enter>


          Compiling report, please wait
```

```
      CS Monitoring - No Visits within 12 months of RX Release Report
                      Outpatient Division(s): 677
              Prescriptions released: JAN 03, 2000 thru JAN 03, 2000
      Exclude RXs released: 1 day(s) before 2 day(s) after a discharge date
Division: XXXXXX        Report Run Date: Feb 11, 2003@17:18:33     PAGE: 1
================================================================================
RX#          Release Date                Drug
_____

            RX PATIENT STATUS: FEE A&A

PATIENT NAME: CSPATIENT,ONE  (11-1111)
1119358     JAN 03, 2000@10:20:21       LEVOTHYROXINE NA (SYNTHROID) 0.075MG TAB
            * Date of Death JAN 1,2000 before RX Release Date!

            RX PATIENT STATUS: PENSION NSC

PATIENT NAME: CSPATIENT,ONE  (11-1111)
1117993A    JAN 03, 2000@10:20:21       NIFEDIPINE (ADALAT CC) 30MG SA TAB
            * Date of Death JAN 1,2000 before RX Release Date!

            RX PATIENT STATUS: SELF MED

PATIENT NAME: CSPATIENT,TWO (22-2222)
1291358     JAN 03, 2000@10:20:21       LEE NA (SYNTHROID) 0.075MG TAB

PATIENT NAME: CSPATIENT,THREE (12-3456)
Enter RETURN to continue or '^' to exit: ^
```

5. Glossary

Completion Status
A review status is attached to each Controlled Substances Green Sheet returned to pharmacy. The following are valid:

NO DISCREPANCY—No discrepancy found.

TURN IN FOR DESTRUCTION—CS drug turned in to be destroyed.

RETURNED TO STOCK—CS Drug returned to stock. The dispensing site inventory balance will be updated.

MATH ERROR—CS drug discrepancy found.

GREEN SHEET NOT SIGNED BY NURSE—GS missing nurse's signature.

OTHER—REFERRED TO PHARMACY SUPERVISOR—CS drug discrepancy referred to supervisor for resolution.

Dispensing Number
Control number assigned by pharmacy when dispensing a Controlled Substances drug. This number is used to track the Green Sheet and drug. Also referred to as the Disp #, Green Sheet #, GS #, or transaction # throughout the CS package.

Dispensing/Receiving Report (in lieu of VA Form 10-2321)
This report can be printed in lieu of VA Form 2321 and lists all Controlled Substances orders dispensed to an NAOU. The signatures of the dispensing pharmacist and the nurse receiving the drug are required.

Dispensing Site
An NAOU set up as a pharmacy vault that dispenses Controlled Substances drugs.

Dispensing Worksheet
This worksheet compiles a list of all pending Controlled Substances request orders for a selected dispensing site. A worksheet number, drug name, quantity ordered, requesting NAOU, ordered by, comments, and blanks for pharmacy dispensing number, manufacturer, lot number, and expiration date are listed on the worksheet.

Drug Address Code (Location Code)	A code that represents the location of a drug in the NAOU . For example, if TYLOX is stored in an NAOU on the second set of shelves, third shelf from the top, its drug address code could be expressed as S,2,3. The address code can consist of up to three levels separated by a comma. Each level should further define the exact location. The code is associated with an expansion code for clarity.
Drug Address Code Expansion	Text used to clarify the meaning of a drug address code. For example, the code S would be expanded and printed as shelf. (These codes and expansions are locally created terms.)
Green Sheet	The CONTROLLED SUBSTANCE ADMINISTRATION RECORD (VA Form 10-2638) is referred to as a Green Sheet or GS throughout the Controlled Substances V. 3.0 package. Pharmacy dispensing number, drug name, expiration date, quantity dispensed, lot number, ordered by, dispensed by, and ward (NAOU) are printed on the form.
Green Sheet number	Control number assigned by pharmacy when dispensing a Controlled Substances drug. This number is used to track the Green Sheet and drug. It is also referred to as the GS #, dispensing #, or disp #, or transaction # throughout the Controlled Substances V. 3.0 package.
Inpatient Site	Inpatient Site must be defined for each NAOU. The Controlled Substances V. 3.0 software utilizes this data to distinguish multi-divisional sites.
Inspector's Log	This report lists all active Green Sheets by NAOU. It includes the following information: Green Sheet #, drug name, date dispensed, quantity dispensed, expiration date (if available), blanks for quantity on hand, and a signature blank for verification.
Intranet	A company wide computer network available via modem that connects users.
Master Vault	An NAOU set up as your primary dispensing site.

NAOU - Narcotic Area of Use	A Narcotic Area of Use (NAOU) is a place where commonly stocked Controlled Substances drugs are stored for use by pharmacy, wards or treatment areas. There are three types of NAOUs: Master Vault, Satellite Vault, and Narcotic Locations.
NAOU Inventory Group	An NAOU Inventory Group is defined by pharmacy to represent the Narcotic Areas of Use, which are inventoried together as a group. By grouping the commonly inventoried NAOUs under an easy to remember group name, the elements of the inventory are established, and do not have to be redefined every time an inventory is scheduled.
Narcotic Location	An NAOU set up for the nursing wards, pharmacy IV room, or a pharmacy working stock area.
Order Entry Banner	Provides a free text field as a site parameter to appear upon Nursing CS Order Entry. When the user accesses the following 3 options, the free text field will be displayed: 1) Nursing Order Entry 2) Pharmacy Order Entry from Nursing 3) Infusion Order Entry
Order Status	A processing status is attached to each Controlled Substances request order. The following are valid: **REQUESTED—NOT ORDERED** Requests created by batch processing but not yet approved. **ORDERED—NOT PROCESSED** Ordered by nursing but not processed by pharmacy. **PROCESSED—NOT DISPENSED** Processed (filled) by pharmacy but not yet dispensed. **FILLED—NOT DELIVERED** Dispensed and verified by pharmacy but not delivered to the requesting NAOU. **DELIVERED—ACTIVELY ON NAOU** Drug stored on the NAOU. **COMPLETED—GREEN SHEET READY FOR PICKUP** Nursing has flagged the Green Sheet ready for pharmacy pickup.

Order Status (cont.)   **COMPLETED—GREEN SHEET PICKED UP** Green Sheet returned to pharmacy but not yet reviewed.

COMPLETED—REVIEWED Pharmacy has reviewed the Green Sheet .

COMPLETED—PENDING PROBLEM RESOLUTION Pharmacy has reviewed the Green Sheet and a problem exists

CANCELLED Order cancelled.

TRANSFERRED TO ANOTHER NAOU Order and drug transferred to another NAOU.

UNDER REVIEW BY INSPECTOR Order and drug pulled from NAOU by CS Inspector for review.

LOGGED BY TRAKKER All drug doses from this order have been logged out to patients using the TRAKKER.

PSD ERROR   This key should be allocated to pharmacy supervisors responsible for maintaining the narcotic vault. This key controls access to reports listing various error and exception conditions generated when entries are filed from the barcode TRAKKER. Also, the holders of this key will receive electronic mail messages created by using the TRAKKER.

PSD NURSE   This key should be allocated to nurses, usually LPNs, who may only receive and administer controlled substances but cannot place the order requests.

PSD PARAM   This key should be allocated **only** to the Inpatient Pharmacy Package Coordinator(s). This lock controls the printing of the Green Sheets and the range of automated dispensing numbers for a dispensing site (vault).

PSD TECH   Allocate this key to control substance technicians. This key controls access to the *List On-Hand Amounts* [PSD ON-HAND TECH], *Transfer Drugs between Dispensing Sites Report* [PSD PRINT VAULT TRANSFERS TECH], and the *Daily Activity Log (in lieu of VA FORM 10-2320)* [PSD DAILY LOG TECH] options on the Technician (CS Pharmacy) Menu [PSD PHARM TECH].

PSD TECH ADV   Allocate this key to specific control substance technicians who perform advance functions. This key controls access to the *Receipts Into Pharmacy* [PSD RECEIPTS MENU], *Dispensing Menu* [PSD DISPENSING MENU], *Destructions Menu* [PSD DESTROY MENU], *Manufacturer, Lot #, and Exp. Date - Enter/Edit* [PSD MFG/LOT/EXP], *Outpatient Rx's* [PSD OUTPATIENT], *Complete Green Sheet* [PSD COMPLETE GS], *Destroyed Drugs Report* [PSD DEST DRUGS REPORT], *DEA Form 41 Destroyed Drugs Report* [PSD DESTROY DEA41], *Destructions Holding Report* [PSD DESTRUCTION HOLDING], *Add Existing Green Sheets at Setup* [PSD EXISTING GS], *Green Sheet Transfer Between NAOUs Report* [PSD GS TRANSFER (NAOU) REPORT], *NAOU Usage Report* [PSD NAOU USAGE], *Transfer Drugs between Dispensing Sites* [PSD TRANSFER VAULT DRUGS] options on the *Technician (CS Pharmacy) Menu* [PSD PHARM TECH]. The CS technician may perform all functions of the *Outpatient Rx's* [PSD OUTPATIENT] option except releasing prescriptions.

PSD TRAN   This key should be allocated to the Inpatient Pharmacy Coordinator(s). This key controls the access to the *NAOU to NAOU Transfer Stock Entries* [PSD TRANSFER NAOU] option. Users can copy stock entries from one NAOU into another NAOU or from an AR/WS AOU into an NAOU.

PSDMGR   This key should be allocated to the Inpatient Pharmacy Supervisor and Package Coordinator(s) or his/her designee. This lock controls the editing of Controlled Substances V. 3.0 files for package set up. This key locks the *Supervisor (CS) Menu* [PSD MGR] option.

PSDRPH   This key authorizes pharmacists to verify and dispense controlled substance prescription(s). The PSDRPH security key should be given to registered pharmacists working on controlled substances to honor Drug Enforcement Administration (DEA) regulations and should not be given to non-pharmacists except in cases where the package coordinator (ADPAC) is not a registered pharmacist.

PSJ PHARM TECH   This key should be allocated to pharmacy technicians handling narcotic orders.

PSJ RNURSE   This key should be allocated to nurses who request narcotic orders, receive, and administer controlled substances on the wards.

PSJ RPHARM   This key should be given to pharmacists dispensing and receiving narcotic orders.

Satellite Vault   An NAOU set up as a secondary dispensing site.

Stock Drug   A drug (from the DRUG file) stored in an NAOU.

Stock Level   The quantity of a drug stocked in a specific NAOU.

V*ISTA*   Veterans Health Information Systems and Technology Architecture

Ward (for Drug)   The name of the ward or wards that will use this particular drug. It is important to accurately answer this prompt because this is the link between the Inpatient Medications V. 5.0 package and the Controlled Substances V. 3.0 package. The Inpatient Medications V. 5.0 package looks at this field to know if the drug is a Controlled Substances stocked drug.

6. Index