



PHARMACY DATA MANAGEMENT

USER MANUAL

Version 1.0
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Department of Veterans Affairs
Office of Information & Technology
Office of Enterprise Development

Revision History

Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. If the Revised Pages column lists “All,” replace the existing manual with the reissued manual. If the Revised Pages column lists individual entries (e.g., 25, 32), either update the existing manual with the Change Pages Document or print the entire new manual.

Date	Revised Pages	Patch Number	Description
12/08	19a-19d, 149-150	PSS*1*139	Added explanations of DEA special handling code N for Nutritional Supplement. (M. Anthony, PM; G. O'Connor, Tech. Writer)
08/08	55	PSS*1*94	Added text clarifying administration times and frequency. (S. Templeton, PM; G. O'Connor, Tech. Writer)
07/07	i-iii, 33, 34, 149, 151	PSS*1*88	- Prompts for injection site in BCMA and Display ON IVP/IVPB TAB IN BCMA added to the PSS MEDICATION ROUTES input template. - Updated index to include BCMA prompts (R. Singer, PM; E. Phelps, Tech. Writer)
01/07	v, 19a, 53	PSS*1*120	Added new prompts for warning label source for Consolidated Mail Outpatient Pharmacy (CMOP) and Outpatient Pharmacy Automation Interface (OPAI) to the Pharmacy System Parameters Edit section. Updated formatting on pages iii and 19a. (E. Williamson, PM; S. Krakosky, Tech. Writer)
06/06	24g	PSS*1*92	Added Service Code field to <i>Drug Enter/Edit</i> option. (R. Hardy, PM; M. Rentachintala, Tech. Writer)
04/06	i-iii, 19-19d, 20, 24, 24b, 24e-f, 29	PSS*1*90	HIPAA NCPDP Global Project. In Drug Enter/Edit section: - Added description of a new code ("E") added to the DEA, SPECIAL HDLG field, as well as a list of DEA, SPECIAL HDLG field effects on ePharmacy Billing. - Added description of the new Dispense As Written DAW CODE field and how it is used in ePharmacy Billing. Updated existing Drug Enter/Edit screen capture examples to include the DAW CODE prompt. - Added new screen capture example: Drug Enter/Edit Dispense As Written (DAW) Code Editing. (S. Spense, PM; M. Newman, Tech. Writer)
03/05	i – vi, 3, 20 - 24f, 29, 53, 58a - 58h, 149-152	PSS*1*87	Laser Labels II project. Added <i>Warning Builder</i> option and section. Added <i>Warning Mapping</i> option and section. Added Warning Label and Gender-Specific Warnings prompts to the <i>Drug Enter/Edit</i> option. Added Warning Label Source prompt to the <i>Pharmacy System Parameters Edit</i> option. Updated the Table of Contents and Index to reflect the new options. Cleaned up footers, misspelled words, etc. on many pages. (H. Whitley, PM; L. Woodson, Tech. Writer)
01/05	55	PSS*1*59	- Added text about odd schedules and note regarding schedule name of OTHER to Standard Schedule Edit, section 1.15. (S. Templeton, PM, R. Singer, PM, M. Newman, Tech. Writer)

Date	Revised Pages	Patch Number	Description
10/04	i, iii, 3, 58a-b, 153	PSS*1*82	<ul style="list-style-type: none"> - Added <i>Send Entire Drug File to External Interface</i> option to menu list. -Added new section for <i>Send Entire Drug File to External Interface</i> option. - Updated the Table of Contents and the Index to reflect the new option.
07/03	i-iii 3, 19-24d 29-30 58	PSS*1*61	<ul style="list-style-type: none"> - Described functionality change for deriving the DEA, SPECIAL HDLG code. - Added description of changes to Drug Enter/Edit option and included the related screen capture, resulting in pages 19-24 being renumbered to pages 19-24d. - Added new <i>Controlled Substances/PKI Reports</i> menu and related reports to the PDM options list, and updated the Table of Contents to reflect this addition. - Noted additional code (F=NON REFILLABLE) for DEA, SPECIAL HDLG field. - Updated screen captures for <i>Lookup into Dispense Drug File</i> option to include CS FEDERAL SCHEDULE field in drug details.
04/03	i 10-12a,19- 23a,36 23b-24,30 150	PSS*1*68	<ul style="list-style-type: none"> -Updated the Revision History Page. -Added Non-VA Med messages to the examples in the Enter/Edit Dosages, Drug Enter/Edit, and Edit Orderable Items sections. -Added Non-VA Med examples to the Drug Enter/Edit and Lookup into Dispense Drug File sections. -Updated the index to cover Non-VA Meds.
03/03	i-ii iii iv 1 3 9-12b 19-23b 31 33-38 55 57-58	PSS*1*47	<ul style="list-style-type: none"> -Updated the Revision History Pages. -Added <i>Other Language Translation Setup</i> option to the table of contents. -Added appendices on Spanish terms to the TOC. -Added information about PDM now allowing users to enter SIG components in another language. -Added <i>Other Language Translation Setup</i> to the list of options. -Updated Dosage Form File Enter/ Edit section to show the new <i>Other Language</i> options. -Updated Enter/Edit Dosages section to show new Other Language Dosage Name field. -Updated Drug Enter/Edit section to show new Other Language Dosage Name field. -Updated Medication Instruction File Add/Edit section to show Other Language Expansion field. -Updated Medication Route File Enter/Edit section to show new Other Language Expansion field. -Updated Orderable Item Management and Dispense Drug/Orderable Item Maintenance sections to show new Other Language Instructions field.

Date	Revised Pages	Patch Number	Description
	97-152		<ul style="list-style-type: none"> -Updated Standard Schedule Edit section to show Other Language Expansion field. -Added the stand-alone <i>Other Language Translation Setup</i> option. -Updated the index. - Added appendices with Spanish equivalents for common terms, moved appendices after the Glossary, and renumbered pages from Glossary through the Index.
10/02	<ul style="list-style-type: none"> i, (ii) iii, (iv) 3, (4) 51-52 52a-52b 53, (54) 55, (56) 57, (58) <ul style="list-style-type: none"> 104a-104b 109-112 	PSS*1*55	<ul style="list-style-type: none"> - Updated this Revision History Page. - Changed Table of Contents to include new menu option. - Added new <i>Drug Text File Report</i> option to menu item list. - Updated Drug Text Enter/Edit section to show the new <i>Drug Text File Report</i> option. - Added new section for new menu option <i>Drug Text File Report</i>. Adding this section changed the section numbering for remaining sections in Chapter 1. - Added Appendix B. - Updated the Index.
09/01	All	PSS*1*38	Added this Revision History Page. Added Patch Release changes and Pharmacy Ordering Enhancements (POE) enhancements edits. Updated manual to comply with current documentation standards.
09/97			Original Release of User Manual

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1.3 Drug Enter/Edit

[PSS DRUG ENTER/EDIT]

The *Drug Enter/Edit* option allows users to make a new Dispense Drug entry into the DRUG file (#50) or to make changes to existing DRUG file (#50) Dispense Drug entries. This option consolidates entries for all Pharmacy packages if the user possesses the proper package key. It will also allow the user to match Dispense Drugs to corresponding NATIONAL DRUG file (#50.6) and Pharmacy Orderable Item entries and to tie the Dispense Drug to a DRUG TEXT file (#51.7) entry. Dispense Drug formulary status is designated via this option and formulary alternatives may be designated for non-formulary Dispense Drug entries.

Dosages created as the result of National Drug File matching or auto creation of dosages may be reviewed and edited via this option.

Outpatient Pharmacy designated Dispense Drug entries may be marked or unmarked as a LAB MONITOR or CLOZAPINE DRUG. This will allow lab values to print on the Outpatient Action Profile for the designated drug and provide lab monitor checks for Clozapine drugs during the medication order entry process.

The *Drug Enter/Edit* option allows the user to enter a dosage in a language other than English. PDM does not translate English terms into another language; instead, it allows the user to enter a translation of a term. If a value has not been entered in the OTHER LANGUAGE DOSAGE NAME field, PDM defaults to the value entered in the LOCAL POSSIBLE DOSAGE field. If no values exist in the LOCAL POSSIBLE DOSAGE and OTHER LANGUAGE DOSAGE NAME fields, the system will not display default values for those fields during CPRS or Outpatient Pharmacy prescription order entry processing. However, when building the SIG, Outpatient Pharmacy will default to the value the user input during order entry.

Patch PSS*1*61 adds a new code "F" for NON REFILLABLE to the DEA, SPECIAL HDLG field of the DRUG file (#50), which will allow sites to mark drugs other than controlled substances or clozapine drugs as NON REFILLABLE.

Patch PSS*1*81 adds a new code "E" to the DEA, SPECIAL HDLG field of the DRUG file (#50) to indicate that the drug is electronically billable. This will allow OTC drugs, supply items, and other drugs that are usually not billable to be marked for electronic billing.

DEA Special Handling Code

Sites will need to determine all the nutritional supplements in their drug file and mark the DEA, SPECIAL HDLG field entry for all of their nutritional supplements drug file entries with an "N". They will also need to append any entries that may be third party reimbursable with an "E". Usually only Rx Only nutritional supplements are third party reimbursable.

```
Select OPTION NAME: DRUG ENTER/EDIT  PSS DRUG ENTER/EDIT  Drug Enter/Edit
Drug Enter/Edit

Select DRUG GENERIC NAME: TRAZO
  Lookup: GENERIC NAME
    1  TRAZODONE 100MG TAB                N/F
    2  TRAZODONE 50MG TAB
CHOOSE 1-2: 1  TRAZODONE 100MG TAB                N/F

*****
This entry is marked for the following PHARMACY packages:
  Outpatient
  Non-VA Med
GENERIC NAME: TRAZODONE 100MG TAB//
VA CLASSIFICATION:
DEA, SPECIAL HDLG: 6// ?
  ANSWER MUST BE 1-6 CHARACTERS IN LENGTH

THE SPECIAL HANDLING CODE IS A 2 TO 6 POSITION FIELD.  IF APPLICABLE,
A SCHEDULE CODE MUST APPEAR IN THE FIRST POSITION.  FOR EXAMPLE,
A SCHEDULE 3 NARCOTIC WILL BE CODED '3A', A SCHEDULE 3 NON-NARCOTIC WILL BE
CODED '3C' AND A SCHEDULE 2 DEPRESSANT WILL BE CODED '2L'.
THE CODES ARE:

0          MANUFACTURED IN PHARMACY
1          SCHEDULE 1 ITEM
2          SCHEDULE 2 ITEM
3          SCHEDULE 3 ITEM
4          SCHEDULE 4 ITEM
5          SCHEDULE 5 ITEM
6          LEGEND ITEM
9          OVER-THE-COUNTER
L          DEPRESSANTS AND STIMULANTS
A          NARCOTICS AND ALCOHOLS
P          DATED DRUGS
I          INVESTIGATIONAL DRUGS
M          BULK COMPOUND ITEMS
C          CONTROLLED SUBSTANCES - NON NARCOTIC
R          RESTRICTED ITEMS
S          SUPPLY ITEMS
B          ALLOW REFILL (SCH. 3, 4, 5 ONLY)
W          NOT RENEWABLE
F          NON REFILLABLE
E          ELECTRONICALLY BILLABLE
N          NUTRITIONAL SUPPLEMENT
DEA, SPECIAL HDLG: N//
```

DEA, SPECIAL HDLG field effects on ePharmacy Billing:

- If the DEA, SPECIAL HDLG field contains an “I” (Investigational), “S” (Supply), “N” (Nutritional Supplement), or “9” (OTC), the drug is NOT billable. However, if the same drug also contains the “E” (electronically billable), the drug becomes BILLABLE.
- If the DEA, SPECIAL HDLG field contains an “M” or “0” (both designating a Compound Drug), the drug is NOT billable. If the same drug contains the “E” (electronically billable), the drug is STILL NOT billable.
- If the DEA, SPECIAL HDLG field is NULL (empty), the drug is NOT billable .

Note that ALL other drugs are billable.

Follow these guidelines to ensure proper electronic billing:

- If an item is to be billed, then there must be an entry in the DEA, SPECIAL HDLG field. It is not necessary to include a numeric value; any value (other than the non-billable codes listed above) will allow ePharmacy to submit a bill.
- Add an “E” to all items that contain “9”, “N”, “I”, or “S”, but are actually billable. This will most often occur with Insulin and Glucose test strips, which are usually marked with a 9 but are, in fact, billable for most insurance companies.
- Add a non-billable code (“0” (zero), “9”, or “M”) to all items that should NOT be billed. Specifically, the VA may not disclose any information on the following diseases: HIV, drug abuse, alcohol abuse, or sickle cell anemia. In order to avoid disclosing these diagnoses, it has been decided that the VA will not bill for any drug that is used exclusively or almost exclusively for these conditions. Drugs to mark as non-billable include Antiretrovirals, Disulfiram, Naltrexone, and Methadone for maintenance or detox.



Note: The NDF option, *Rematch/Match Single Drugs*, screens out those items with a DEA, SPECIAL HDLG code of “0”, “I”, or “M”. When sites receive NDF data updates that cause one of these items to be unmatched from NDF, they cannot use the *Rematch/Match Single Drugs* option to rematch if they have added “0”, “I”, or “M” to drugs like Antiretrovirals, Disulfiram, Naltrexone, or Methadone for maintenance or detox. Sites can either:

1. Rematch to NDF using another option, or
2. Remove the DEA, SPECIAL HDLG code, use the *Rematch/Match Single Drugs* option, and then add the DEA, SPECIAL HDLG code back in.

Patch PSS*1*90 adds a new multiple field to the DRUG file (#50) to store the latest National Drug Code (NDC) numbers that have been dispensed at window as well as by CMOP for a specific division. This way, when the next prescription is entered by the division for the same drug, the last used NDC is automatically retrieved from this new multiple, saved in the PRESCRIPTION file (#52), and sent to the third party payer through ECME. This field is populated automatically and does not require user input. Below is the multiple field and the fields under it:

```

32 NDC BY OUTPATIENT SITE
   .01 -OUTPATIENT SITE
     1  -LAST LOCAL NDC
     2  -LAST CMOP NDC

```

DAW CODE field effects on ePharmacy Billing:

Patch PSS*1*90 adds a new DAW CODE field to the DRUG file (#50). DAW stands for Dispense as Written, and refers to a set of ten NCPDP codes (0-9) that tells third party payers why a brand or generic product was selected to fill a prescription. See table below.

<u>DAW Code</u>	<u>DAW Description</u>
0	No Product Selection Indicated
1	Substitution Not Allowed by Prescriber
2	Substitution Allowed-Patient Requested Product Dispensed
3	Substitution Allowed-Pharmacist Selected Product Dispensed
4	Substitution Allowed-Generic Drug Not in Stock
5	Substitution Allowed-Brand Drug Dispensed as a Generic
6	Override
7	Substitution Not Allowed-Brand Drug Mandated by Law
8	Substitution Allowed-Generic Drug Not Available in Marketplace
9	Other

Since the VA primarily uses generic products, this has not been a major issue to date. The DAW CODE field default is 0, which means the physician did not specify whether to dispense a generic or brand name product. We anticipate getting some rejections from third parties for cases where we still dispense branded products, even though a generic is available in the marketplace. Our use of Coumadin[®] instead of generic Warfarin is one example.

DAW codes are typically set for individual prescriptions, but can be set at the DRUG file (#50) level as well. An example scenario of each is given below.

Example: Setting the DAW CODE at the Prescription Level

If you are informed that a prescription for Coumadin[®] was rejected for DAW reasons, you might try changing the DAW CODE of the prescription and resubmitting. The change can be made through the *Patient Prescription Processing* option or the *Edit Prescriptions* option in Outpatient Pharmacy V. 7.0. The DAW CODE will display for ePharmacy prescriptions. For original fills, this information can be edited by selecting screen field 21. For refills, the user must select screen field 20 (Refill Data), then select the refill number to be edited; the “DAW CODE:” prompt displays after the “DIVISION:” prompt. In the case of the Coumadin[®] reject, you may try changing the field to a 5 or a 1, then resubmitting to see if the claim gets processed. Both 5 and 1 are appropriate choices for the VA setting. Whether or not a claim will get rejected for these reasons and which code to use will vary from third party to third party. We are using brand name products, but are not charging for brand name products. The most common DAW codes are explained as follows:

#1: Physician stipulates that a particular brand be used.

#5: A brand name product is dispensed even though a generic product exists. Patient will be charged at the generic price.

Example: Setting the DAW CODE at the Drug File Level

If you are told that almost every prescription for Coumadin[®] is being rejected, you may choose to make the change at the DRUG file (#50) level. Editing the DAW Code field in the DRUG file (#50) for the Coumadin[®] entry will make a global change, such that each ePharmacy prescription filled for that product will use the DAW code you specify.

Note: Ask your Pharmacy ADPAC to make the change at the DRUG file (#50) level.

When using the *Drug Enter/Edit* option, a warning message is displayed if a discrepancy is found between the CS FEDERAL SCHEDULE field (#19) of the VA PRODUCT file (#50.68) and the DEA, SPECIAL HDLG field (#3) of the DRUG file (#50). The warning message says, "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 corresponding CS FEDERAL SCHEDULE code defined as follows (schedule I, IV and V are identical):

	CS FEDERAL SCHEDULE	DEA, SPECIAL HDLG
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

Example 1: Drug Enter/Edit

```
Select Pharmacy Data Management Option: DRUG
  1 Drug Enter/Edit
  2 Drug Interaction Management
  3 Drug Text Enter/Edit
CHOOSE 1-3: 1 Drug Enter/Edit

Select DRUG GENERIC NAME: PROPRA
  1 PROPRANOLOL 10MG S.T. CV100
  2 PROPRANOLOL 40MG S.T. CV100
  3 PROPRANOLOL 80MG S.T. CV100
  4 PROPRANOLOL TABS,80MG.PINACIDIL STUDY STUDY DRUG
CHOOSE 1-4: 2 PROPRANOLOL 40MG S.T. CV100

*****
This entry is marked for the following PHARMACY packages:
  Outpatient
  Unit Dose
  Non-VA Med
  GENERIC NAME: PROPRANOLOL 40MG S.T. Replace
  VA CLASSIFICATION: CV100//<Enter>
  DEA, SPECIAL HDLG: 6P//<Enter>
  NATIONAL FORMULARY INDICATOR: YES
  LOCAL NON-FORMULARY: <Enter>
  VISN NON-FORMULARY: <Enter>
  Select DRUG TEXT ENTRY: <Enter>
  Select FORMULARY ALTERNATIVE: <Enter>
  Select SYNONYM: 000719179613// <Enter>
    SYNONYM: 000719179613//<Enter>
    INTENDED USE: DRUG ACCOUNTABILITY// <Enter>
    NDC CODE: 000719-1796-13// <Enter>
  Select SYNONYM: <Enter>
  MESSAGE: <Enter>
  RESTRICTION: <Enter>
  FSN: 6505-00-221-3393A//<Enter>
  NDC: 719-1796-13// <Enter>
  INACTIVE DATE: <Enter>
  WARNING LABEL SOURCE is 'NEW'.
  The following WARNING LABEL may continue to be used for a limited time for some
  external interfaces.
  WARNING LABEL: <Enter>

Current Warning labels for PROPRANOLOL 40MG S.T.
Labels will print in the order in which they appear for local and CMOP fills:

13N It is very important that you take or use this exactly as directed. Do
not skip doses or discontinue unless directed by your doctor.

9N Some non-prescription drugs may aggravate your condition. Read all labels
carefully. If a warning appears, check with your doctor.

Pharmacy fill card display: DRUG WARNING 13N,9N
NOTE: Because the NEW WARNING LABEL LIST field is empty, the warnings above
are the warnings that our national data source distributes for this drug.

Would you like to edit this list of warnings? N// <Enter> 0
ORDER UNIT: BT// <Enter>
PRICE PER ORDER UNIT: 50.34//<Enter>
DISPENSE UNIT: <Enter>
DISPENSE UNITS PER ORDER UNIT: 1000// <Enter>
PRICE PER DISPENSE UNIT: 0.050
DAW CODE: 0// <Enter> - NO PRODUCT SELECTION INDICATED

points to PROPRANOLOL HCL 40MG TAB in the National Drug file.

This drug has already been matched and classified with the National Drug
file. In addition, if the dosage form changes as a result of rematching,
you will have to match/rematch to Orderable Item.
```

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