PHARMACY DATA MANAGEMENT

USER MANUAL

Version 1.0
September 1997

(Revised February 2011)

Department of Veterans Affairs
Product 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
02/11	i, 63	PSS*1*142	Added functionality to denote the default med route for IV orders in the selection list in CPRS if all of the orderable items on the order have the same default med route defined. Updated TOC. Released with CPRS version 28. REDACTED
06/10	i, iii, 84, 84a-84b, 205, 206-207	PSS*1*143	Added new Schedule Validation Requirements. Updated Index. REDACTED
02/10	iii-iv, 3-4, 44a-d, 47-48, 61-62d, 89-90b, 112, 203-206	PSS*1*147	Described new process for requesting changes to Standard Medication Routes and the New Term Rapid Turnaround (NTRT) process; Added *IV Additive/Solution Reports* menu, with suboptions *IV Solution Report* option and *V Additive Report* [PSS IV ADDITIVE REPORT] option Added *Default Med Route for OI Report* option to the *Medication Routes Management...* menu.(this change was made but not documented with PSS*1*140) Updated *Drug Enter/Edit* option to display NUMERIC DOSE and DOSE UNIT fields defined for Local Possible Dosage Updated the Drug Enter/Edit option display to include the new ADDITIVE FREQUENCY field Updated Table of Contents and Index REDACTED
10/09	i, 64a-b, 65, 65a-b, 66	PSS*1*141	Added ASSOCIATED IMMUNIZATION field to *Edit Orderable Items* option and *Dispense Drug/Orderable Item Maintenance* option. Reorganized content within sections to accommodate new information. REDACTED
08/09	iii-iv, 53, 62a-b, 63, 81, 203	PSS*1*140	Added DEFAULT MED ROUTE FOR CPRS field and *Default Med Route For OI Report* [PSS DEF MED ROUTE OI RPT] option for the enhancement of default medication route being defined for an orderable item. REDACTED
07/09	27-34	PSS*1*131	Added explanations of DEA special handling code U for sensitive drug. REDACTED
05/09	81	PSS*1*137	Added Automate CPRS Refill field to the *Pharmacy System Parameters Edit* [PSS MGR] option.

Date	Revised Pages	Patch Number	Description
			REDACTED
02/09	All	PSS*1*129	Pages renumbered to accommodate added pages. Pharmacy Reengineering (PRE) V.0.5 Pre-Release. Restructured *Pharmacy Data Management* menu: - Grouped related options under the following new sub-menus: *Drug Text Management, Medication Instruction Management, Medication Routes Management,* and *Standard Schedule Management* - Added temporary *Enhanced Order Checks Setup Menu* - Added the following options: *Find Unmapped Local Medication Routes, Find Unmapped Local Possible Dosages, Map Local Medication Route to Standard, Map Local Possible Dosages, Mark PreMix Solutions, Request Change to Dose Unit*, and *Request Change to Standard Medication Route* - Added the following reports: *Administration Schedule File Report, IV Solution Report, Local Possible Dosages Report, Medication Instruction File Report, Medication Route Mapping Report, Medication Route Mapping History Report,* and *Strength Mismatch Report* - Updated Table of Contents, Index, and Glossary REDACTED
09/97			Original Release of User Manual

Table of Contents

Introduction **1**
Chapter One Pharmacy Data Management Options **3**
1.1 CMOP Mark/Unmark (Single drug) **5**
1.2 Dosages **7**
1.2.1 Auto Create Dosages *7*
1.2.2 Dosage Form File Enter/Edit *8*
1.2.3 Enter/Edit Dosages *9*
1.2.4 Most Common Dosages Report *17*
1.2.5 Noun/Dosage Form Report *19*
1.2.6 Review Dosages Report *21*
1.2.7 Local Possible Dosages Report *23*
1.2.8 Request Change to Dose Unit *25*
1.3 Drug Enter/Edit **26**
1.4 Drug Interaction Management **47**
1.4.1 Enter/Edit Local Drug Interaction *47*
1.4.2 Report of Locally Entered Interactions *46*
1.5 Electrolyte File (IV) **47**
1.6 Lookup into Dispense Drug File **47**
1.7 Medication Instruction Management **49**
1.7.1 Medication Instruction File Add/Edit *49*
1.7.2 Medication Instruction File Report *51*
1.8 Medication Routes Management **53**
1.8.1 Medication Route File Enter/Edit *54*
1.8.2 Medication Route Mapping Report *56*
1.8.3 Medication Route Mapping History Report *59*
1.8.4 Request Change to Standard Medication Route *61*
1.8.5 Default Med Route for OI Report *62d*
1.9 Orderable Item Management **63**
1.9.1 Edit Orderable Items *63*
1.9.2 Dispense Drug/Orderable Item Maintenance *65*
1.9.3 Orderable Item/Dosages Report *68*
1.9.4 Patient Instructions Report *70*
1.9.5 Orderable Item Report *71*
1.10 Formulary Information Report **75**
1.11 Drug Text Management **77**
1.11.1 Drug Text Enter/Edit *77*
1.11.2 Drug Text File Report *79*
1.12 Pharmacy System Parameters Edit **81**
1.13 Standard Schedule Management **83**
1.13.1 Standard Schedule Edit *83*
1.13.2 Administration Schedule File Report *84b*
1.14 Synonym Enter/Edit **85**
1.15 Other Language Translation Setup **87**

1.16 Controlled Substances/PKI Reports 87
1.17 Send Entire Drug File to External Interface 89
1.18 IV Additive/Solution Reports.....89
1.18.1 IV Additive Report.....90
1.18.2 IV Solution Report.....90c
1.19 Warning Builder 91
1.20 Warning Mapping.....97
1.21 Enhanced Order Checks Setup Menu.....99
1.21.1 Find Unmapped Local Medication Routes 99
1.21.2 Map Local Medication Route to Standard.....102
1.21.3 Medication Route Mapping Report.....104
1.21.4 Medication Route File Enter/Edit.....104
1.21.5 Medication Route Mapping History Report.....104
1.21.6 Request Change to Standard Medication Route 104
1.21.7 Find Unmapped Local Possible Dosages 104
1.21.8 Map Local Possible Dosages.....107
1.21.9 Local Possible Dosages Report 109
1.21.10 Strength Mismatch Report 110
1.21.11 Enter/Edit Dosages 111
1.21.12 Request Change to Dose Unit.....111
1.21.13 Mark PreMix Solutions 111
1.21.14 IV Solution Report.....112
1.21.15 Administration Schedule File Report.....112
1.21.16 Medication Instruction File Report 112
Chapter Two Understanding Dosages 113
2.1 Possible Dosages.....113
2.2 Local Possible Dosages 127
2.3 Possible Dosages and Local Possible Dosages 133
2.4 Multi-Ingredient Drugs 137
Chapter Three Creating the Sig 139
3.1 SIG Formulas 143
Glossary 151
Appendix A Convertible Dosage Form/Unit Combinations 155
Appendix B Original Drug Text File Entries Combinations 163
Appendix C Administration Schedules - Spanish Translations 165
Appendix D Dosage Forms - Spanish Translations 171
Appendix E Local Possible Dosages - Spanish Translations.....179
Appendix F Medication Instructions - Spanish Translations 185
Appendix G Medication Routes – Spanish Translations.....199
Index.....203

User Manual

1.9 Orderable Item Management
[PSS ORDERABLE ITEM MANAGEMENT]

The *Orderable Item Management* sub-menu provides an option through which the Pharmacy Orderable Items are maintained.

1.9.1 Edit Orderable Items
[PSS EDIT ORDERABLE ITEMS]

The *Edit Orderabl*e *Items* option allows the user to enter and edit data in the PHARMACY ORDERABLE ITEM file (#50.7). If a Pharmacy Orderable Item Drug Text Entry is identified at the "OI-DRUG-TEXT" prompt, it will be viewable during medication order entry processes through CPRS, Outpatient Pharmacy, and Inpatient Medications. Pharmacy Orderable Item defaults can be entered for selected fields. These defaults will be displayed to the user during the medication order entry processes for all applications through which medication orders can be entered.

The *Edit Orderable Items* option allows the user to enter a default medication route. If a default medication route has been defined for an orderable item and the Default Med Route for CPRS field is set to YES (see the *Pharmacy System Parameters Edit* [PSS SYS EDIT] section for details), that default medication route will be the only route displayed for selection from the drop-down list on the CPRS Inpatient Medications dialog and the Outpatient Pharmacy dialog. If all of the orderable items on the order have the same default med route defined, the default med route will be denoted in the selection list in CPRS. However, the provider can still type in a valid medication route or valid medication route abbreviation to change the medication route for the order. If the Default Med Route for CPRS is set to NO and a default medication route has been defined for an orderable item, the medication route in the order dialog will be the default medication route; however the additional medication routes associated with the dosage form will display for selection from the drop-down list. If a default medication route has not been defined for the orderable item, all possible medication routes for the dosage form will be available for the provider to select in CPRS.

Additionally, a report is available to view all current default medication routes for the listed orderable items. See the section entitled *Default Med Route For OI Report* [PSS DEF MED ROUTE OI RPT].

The *Edit Orderable Items* option allows the user to enter patient instructions 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 INSTRUCTIONS field, PDM will default to the value entered in the PATIENT INSTRUCTIONS field. If the PATIENT INSTRUCTIONS field does not contain data for the selected orderable item, the system will not present default patient instructions to the user during CPRS or Outpatient Pharmacy prescription order processing. However, when building the SIG, Outpatient Pharmacy will default to the value the user input through backdoor Outpatient Pharmacy order entry.

Example: Editing Pharmacy Orderable Items

```
Select Orderable Item Management Option: EDIT Orderable Items

This option enables you to edit Orderable Item names, Formulary status,
drug text, Inactive Dates, and Synonyms.

Select PHARMACY ORDERABLE ITEM NAME: IBUPROFEN
     1   IBUPROFEN    TAB
     2   IBUPROFEN    SUSP
CHOOSE 1-2: 1  IBUPROFEN  TAB


     Orderable Item -> IBUPROFEN
     Dosage Form    -> TAB

List all Drugs/Additives/Solutions tied to this Orderable Item? YES// <Enter>

      Orderable Item ->  IBUPROFEN
      Dosage Form    ->  TAB

Dispense Drugs:
--------------------
IBUPROFEN 200MG TAB
IBUPROFEN 400MG TAB
IBUPROFEN 800MG TAB

Are you sure you want to edit this Orderable Item? NO// YES
```

Example: Editing Pharmacy Orderable Items (continued)

```
   Now editing Orderable Item:
   IBUPROFEN   TAB
Orderable Item Name: IBUPROFEN// <Enter>

This Orderable Item is Formulary.

This Orderable Item is marked as a Non-VA Med.

Select OI-DRUG TEXT ENTRY: <Enter>
INACTIVE DATE:  <Enter>
DAY (nD) or DOSE (nL) LIMIT: 7D// <Enter>
MED ROUTE: <Enter>
SCHEDULE TYPE: PRN// <Enter>
SCHEDULE: BID// <Enter>
PATIENT INSTRUCTIONS:  WF// <Enter>
OTHER LANGUAGE INSTRUCTIONS: CON ALIMENTO

Select SYNONYM: <Enter>
```

1.10 Standard Schedule Management
[PSS SCHEDULE MANAGEMENT]

The *Standard Schedule Management* option was created to provide an umbrella for all the options related to working with standard schedules.

1.13.1 Standard Schedule Edit
[PSS SCHEDULE EDIT]

The *Standard Schedule Edit* option allows the user to enter or edit entries in the ADMINISTRATION SCHEDULE file (#51.1). The set of times associated with the standard dosage administration schedules can be assigned, as can ward-specific administration times. This feature may be used to define the outpatient expansion to be used when the schedule is entered for an Outpatient Pharmacy medication order. Entry of a frequency in minutes allows the software to calculate the interval between dosages for Inpatient Medication orders and BCMA and is used by Outpatient Pharmacy to calculate default quantities. When the frequency is entered, a message displays telling the user, in hours, how often the administration will occur. If the schedule type is on call, the system does not require a frequency.

Schedules with a frequency that is not evenly divisible into or by 24 hours are considered 'odd'. Odd schedules are not allowed to have administration times. If the schedule type is continuous and it is an odd schedule, the system does not allow the entry of administration times. Continuous, non-odd schedules still require administration times.

The *Standard Schedule Edit* option allows the user to enter the outpatient expansion value 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 EXPANSION field, PDM defaults to the value entered in the OUTPATIENT EXPANSION field. If no values exist in the OUTPATIENT EXPANSION and OTHER LANGUAGE EXPANSION fields, the system will not present default values for those fields to the user during CPRS or Outpatient Pharmacy prescription order processing. However, when building the SIG, Outpatient Pharmacy will default to the value the user input through Outpatient Pharmacy backdoor order entry. See Appendix C for a list of Spanish equivalents for some of the more common administration schedules.

In order to perform a daily dose range check on a prescribed medication, the software needs to determine how many times per day the single dosage is taken. The schedule from an order will be used to obtain that information. If the schedule is found, the value in the FREQUENCY (IN MINUTES) field (#2) in the ADMINISTRATION SCHEDULE file (#51.1) will be used to calculate the frequency.

If a frequency cannot be determined, a daily dose range check will not be performed. The user will be informed of this and a reason given as to why. A maximum single dose check will still be performed and general dosing information for the drug will be provided.

If the type of schedule for an administration schedule used for an order is designated as ONE-TIME or ON CALL or if the Schedule Type for a Unit Dose order is ONE-TIME or ON CALL only a maximum single dosage check will be performed on the order and a frequency is not needed. General dosing information for the drug will also be provided.

If the TYPE OF SCHEDULE for an Administration Schedule within an order is designated as DAY OF THE WEEK, the number of administration times will be used to determine the frequency in order to perform a daily dose range check. If none are defined, a frequency of '1' will be assumed.

Note: A schedule name of OTHER is not allowed. This name is used to allow building a Day-of-Week and/or admin-time schedule in CPRS.

Example: Standard Schedule Edit

```
Select Pharmacy Data Management Option: STAndard Schedule Edit

Select ADMINISTRATION SCHEDULE: BID

NAME: BID// <Enter>
OUTPATIENT EXPANSION: TWO TIMES A DAY// <Enter>
OTHER LANGUAGE EXPANSION: DOS VECES AL DIA
TYPE OF SCHEDULE: CONTINUOUS// <Enter>
STANDARD ADMINISTRATION TIMES: 0900-1700// <Enter>
FREQUENCY (IN MINUTES): 720// <Enter>

Select WARD ADMINISTRATION SCHEDULE: <Enter>
```

1.13.1.1 PSS Schedule Edit Option Validation

Validation checks were added to the Standard Schedule Edit [PSS SCHEDULE EDIT] option to prevent the Standard Administration Times, Ward Administration Times, Frequency and Schedule Type fields of a schedule from conflicting with one another.

Schedule Edit Validation One

The system shall validate, for schedules with a Schedule Type of Continuous and a frequency of 1 day (1440 minutes) or less that the number of administration times is less than or equal to 1440 divided by the frequency. For example, a schedule frequency of 720 minutes must have at least one administration time and cannot exceed two administration times. Similarly, a schedule frequency of 360 minutes must have at least one administration time but cannot exceed four administration times.

The system shall present warning/error messages to the user if the number of administration times is less than or greater than the maximum admin times calculated for the schedule or if no administration times are entered. If the number of administration times entered is less than the maximum admin times calculated for the schedule, the warning message: "The number of admin times entered is fewer than indicated by the schedule." shall appear. In this case, the user will be allowed to continue after the warning. If the number of administration times entered is greater

than the maximum admin times calculated for the schedule, the error message: “The number of admin times entered is greater than indicated by the schedule.” shall appear. The user will not be allowed to accept the order until the number of admin times is adjusted. If no admin times are entered, the error message: “This order requires at least one administration time.” shall appear. The user will not be allowed to accept the order until at least one admin time is entered.

Schedule Edit Validation Two
The system shall validate for frequencies greater than one day (1440 minutes), that only one administration time is permitted. The system shall present an error message to the user if more than one administration time is entered.

The error message: “This schedule has a frequency greater than one day (1440 minutes). More than one Administration Time is not permitted.” shall appear if more than one administration time is entered.

Schedule Edit Validation Three
In the Standard Administration Times and the Ward Administration Times fields in the PSS SCHEDULE EDIT option, for a schedule that has a Schedule Type of Continuous, the system shall prevent a user from entering administration times to Odd Schedules {a schedule whose frequency is not evenly divisible by or into 1440 minutes (1 day)}.

The system shall present an error message to the user if an administration time is entered. The error message: “This is an odd schedule that does not require administration times. BCMA will determine the administration times based off the start date/time of the medication order.” shall appear.

Schedule Edit Validation Four
A validation to TYPE OF SCHEDULE field in the PSS SCHEDULE EDIT was added to remove frequency from the schedule file entry, if the TYPE OF SCHEDULE is changed from CONTINUOUS to ONE TIME, PRN, ON CALL, or DAY OF WEEK.

The warning message: “The Type of Schedule has changed. The frequency will be removed.” shall appear.

Schedule Edit Validation Five
In the PSS SCHEDULE EDIT option, the system shall prevent a user from creating Day of Week (DOW) schedules that are not in the correct day of week order. The correct order is: SU-MO-TU-WE-TH-FR-SA. The system shall display an error message if the user does not enter the correct order.

The error message: “The day of the week schedule must be in the correct day of week order. The correct order is: SU-MO-TU-WE-TH-FR-SA.” shall appear.

1.13.2 Administration Schedule File Report
[PSS SCHEDULE REPORT]

The *Administration Schedule File Report* option prints out entries from the ADMINISTRATION SCHEDULE file (#51.1) in order to check to see if a frequency is defined. A report can be run for all administration schedules or only the administration schedules without a defined frequency.

Only administration schedules with a PACKAGE PREFIX field (#4) in the ADMINISTRATION SCHEDULE file (#51.1) set to 'PSJ' will be included in the report.

The report can be set to print in either an 80 or 132 column format.

Index

A

Administration Schedule File Report, **84b**, **112**
Administration Schedules, Spanish Translations, **165**
Appendix A
  See Convertible Dosage Form/Unit Combinations, **155**
Appendix B
  See Original Drug Text File Entries Combinations, **163**
Appendix C
  See Administration Schedules, Spanish Translations, **165**
Appendix D
  See Dosage Forms, Spanish Translations, **171**
Appendix E
  See Local Possible Dosages, Spanish Translations, **179**
Appendix F
  See Medication Instructions, Spanish Translations, **185**
Appendix G
  See Medication Routes, Spanish Translations, **199**
Auto Create Dosages, **7**

B

BCMA prompts
  DSPLY ON IVP/IVPB TAB IN BCMA?, **54**
  PROMPT FOR INJ. SITE IN BCMA, **54**

C

CMOP Mark/Unmark (Single drug) option, **3**, **5**, **6**
Complex Local Possible Dosages, **139**
Convertible Dosage Form/Unit Combinations, **155**
Creating the Sig, 139

D

DEA Special Handling Code, **28**
Default Med Route For OI Report, **62a**
Dispense Drug/Orderable Item Maintenance, **65**
Dosage Form Enter/Edit, **8**
Dosage Forms, Spanish Translations, **171**
Dosages, **7**, **113**
Drug Enter/Edit, **26**
Drug Enter/Edit option, **6**
Drug Interaction Management, **45**

Drug Text Enter/Edit, **77**
Drug Text File Report, **79**
Drug Text Management, **77**
DSPLY ON IVP/IVPB TAB IN BCMA?, **54**

E

Edit Orderable Items, **63**
Enhanced Order Checks Setup Menu, **99**
Enter/Edit Dosages, **9**, **111**
Enter/Edit Local Drug Interaction, **45**

F

Find Unmapped Local Medication Routes, **99**
Find Unmapped Local Possible Dosages, **104**
Formulary Information Report, **75**

G

Glossary, **151**

I

Introduction, **1**
IV Additive Report, **90**
IV Additive/Solution Report, **89**
IV Solution Report, **90c, 112**

L

Local Possible Dosages, **113**
Local Possible Dosages Report, **23**, **109**
Local Possible Dosages, Spanish Translations, **179**
Lookup into Dispense Drug File, **47**

M

Mail Message following completion of Auto Create Dosages, **7**
Map Local Medication Routes to Standard, **102**
Map Local Possible Dosage, **107**
Mark PreMix Solutions, **111**
Marking a CMOP Drug (Single drug), **6**
Medication Instruction File Add/Edit, **49**
Medication Instruction File Report, **51**, **112**
Medication Instruction Management, **49**
Medication Instructions, Spanish Translations, **185**

Medication Route File Enter/Edit, **54**, **104**
Medication Route Mapping History Report, **59**, **104**
Medication Route Mapping Report, **56**, **104**
Medication Routes Management, **53**
Medication Routes, Spanish Translations, **199**
Menu Options, **1**
Most Common Dosages Report, **17**

N

New Term Rapid Turnaround (NTRT), 61
Non-VA Meds, Drug Enter/Edit, 39, 40
Noun/Dosage Form Report, **19**

O

Orderable Item Management, **63**
Orderable Item Report, **71**
Original Drug Text File Entries Combinations, **163**
Other Language Translation Setup option, **87**

P

Pharmacy Data Management options, **3**
Pharmacy System Parameters Edit, **81**
Possible Dosages, **113**, **143**
PROMPT FOR INJ. SITE IN BCMA, **54**
PSS Schedule Edit Option Validation, 84
PSXCMOPMGR key, **5**
PSXCOMPMGR key, **2**

R

Request Change to Standard Medication Route, **61**, **104**
Request Changes to Dose Unit, **25**, **111**
Rerun Auto Create Dosages, 7
Review Dosages Report, **21**
Revision History, **i**

S

Screen prompts, **1**
Sig formula, **143**
Sig Formulas (Formulas), **141**
Simple Local Possible Dosages, **139**
Simple Possible Dosage Formula, **143**
Simple Possible Dosages, **139**

Standard Schedule Management, **83**, **89**
Strength Mismatch Report, **110**
Synonym Enter/Edit, **85**

T

Table of Contents, **iii**

U

Unmarking a CMOP Drug (Single drug), **6**

W

Warning Builder, **91**
Warning Mapping, **97**