



# PHARMACY DATA MANAGEMENT

## USER MANUAL

Version 1.0  
September 1997

(Revised July 2007)



# 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
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"> <li>- Added <i>Send Entire Drug File to External Interface</i> option to menu list.</li> <li>-Added new section for <i>Send Entire Drug File to External Interface</i> option.</li> <li>- Updated the Table of Contents and the Index to reflect the new option.</li> </ul>
07/03	i-iii 3, 19-24d 29-30 58	PSS*1*61	<ul style="list-style-type: none"> <li>- Described functionality change for deriving the DEA, SPECIAL HDLG code.</li> <li>- 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.</li> <li>- 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.</li> <li>- Noted additional code (F=NON REFILLABLE) for DEA, SPECIAL HDLG field.</li> <li>- Updated screen captures for <i>Lookup into Dispense Drug File</i> option to include CS FEDERAL SCHEDULE field in drug details.</li> </ul>
04/03	i 10-12a,19- 23a,36  23b-24,30  150	PSS*1*68	<ul style="list-style-type: none"> <li>-Updated the Revision History Page.</li> <li>-Added Non-VA Med messages to the examples in the Enter/Edit Dosages, Drug Enter/Edit, and Edit Orderable Items sections.</li> <li>-Added Non-VA Med examples to the Drug Enter/Edit and Lookup into Dispense Drug File sections.</li> <li>-Updated the index to cover Non-VA Meds.</li> </ul>
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"> <li>-Updated the Revision History Pages.</li> <li>-Added <i>Other Language Translation Setup</i> option to the table of contents.</li> <li>-Added appendices on Spanish terms to the TOC.</li> <li>-Added information about PDM now allowing users to enter SIG components in another language.</li> <li>-Added <i>Other Language Translation Setup</i> to the list of options.</li> <li>-Updated Dosage Form File Enter/ Edit section to show the new <i>Other Language</i> options.</li> <li>-Updated Enter/Edit Dosages section to show new Other Language Dosage Name field.</li> <li>-Updated Drug Enter/Edit section to show new Other Language Dosage Name field.</li> <li>-Updated Medication Instruction File Add/Edit section to show Other Language Expansion field.</li> <li>-Updated Medication Route File Enter/Edit section to show new Other Language Expansion field.</li> <li>-Updated Orderable Item Management and Dispense Drug/Orderable Item Maintenance sections to show new Other Language Instructions field.</li> <li>-Updated Standard Schedule Edit section to show Other</li> </ul>

Date	Revised Pages	Patch Number	Description
	97-152		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	i, (ii) iii, (iv) 3, (4) 51-52 52a-52b 53, (54) 55, (56) 57, (58)  104a-104b 109-112	PSS*1*55	- 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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## 1.8 Medication Route File Enter/Edit

### [PSS MEDICATION ROUTES EDIT]

The *Medication Route File Enter/Edit* option provides the ability to enter and edit data in the MEDICATION ROUTES file (#51.2). Medication routes may be designated for use in all packages or for use only in the National Drug File package. If an Outpatient Pharmacy expansion has been entered at the “OUTPATIENT EXPANSION” prompt, the Outpatient Pharmacy expansion portion of the medication route will appear as part of the SIG on the prescription label exactly as the Outpatient Pharmacy expansion was entered in MEDICATION ROUTES file (#51.2). The IV FLAG field (#6) in the MEDICATION ROUTES file (#51.2) is used to determine that the order can be processed through the IV portion of the Inpatient Medications package. The PROMPT FOR INJ. SITE IN BCMA field (#8) in the MEDICATION ROUTES file (#51.2) is used to send information to be displayed on the BCMA Virtual Due List and Coversheet and to verify whether the user should be prompted for an injection site. The DSPLY ON IVP/IVPB TAB IN BCMA? field (#9) in the MEDICATION ROUTES file (#51.2) is used to send information to be displayed on the BCMA IVP/IVPB Tab and Coversheet.

The *Medication Route File Enter/Edit* option allows the user to enter an interpretation of the OUTPATIENT EXPANSION field 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 will default 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 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. See Appendix G for a list of Spanish equivalents for some of the more common medication routes.

Example 1 demonstrates how to enter a new medication route.

#### Example 1: Enter Medication Route File

```
Select MEDICATION ROUTES NAME: SUBCUTANEOUS      SC
NAME: SUBCUTANEOUS// <Enter>
ABBREVIATION: SC// <Enter>
PACKAGE USE: ALL PACKAGES// <Enter>
OUTPATIENT EXPANSION: SUBCUTANEOUSLY// <Enter>
OTHER LANGUAGE EXPANSION: VIA SUBCUTANEA// <Enter>
IV FLAG: YES// <Enter>
PROMPT FOR INJ. SITE IN BCMA: <Enter>
DSPLY ON IVP/IVPB TAB IN BCMA? <Enter>
```

Text can be entered to edit the existing entries for a medication route, as demonstrated in Example 2 below. Since no value exists in the OTHER LANGUAGE EXPANSION database and the user did not enter a translation, the OUTPATIENT EXPANSION value will print on the patient’s prescription label by default.

## Example 2: Medication Route File Edit

```
Select MEDICATION ROUTES NAME: SUBLINGUAL          SL
NAME: SUBLINGUAL// <Enter>
ABBREVIATION: SL// <Enter>
PACKAGE USE: ALL PACKAGES// <Enter>
OUTPATIENT EXPANSION: UNTIL DISSOLVED// UNDER THE TONGUE UNTIL DISSOLVED
OTHER LANGUAGE EXPANSION:<Enter>
IV FLAG:
PROMPT FOR INJ. SITE IN BCMA: <Enter>
DSPLY ON IVP/IVPB TAB IN BCMA? <Enter>
```

If the text to be replaced is more than 29 characters, the “REPLACE” prompt will automatically appear. Replacement text for shorter text entries may be entered after the double slashes. Some files may be set up to refuse deletions, depending on the site’s File Manager setup.

## Example 3: Medication Route File Deletions Not Allowed

```
Select MEDICATION ROUTES NAME: NEW INHALATION MED ROUTE EXAMPLE          NIMRE
NAME: NEW INHALATION MED ROUTE EXAMPLE          Replace @
          DELETIONS ARE NOT ALLOWED!??          Required
NAME: NEW INHALATION MED ROUTE EXAMPLE          Replace ... With <Enter>
          Replace <Enter>

          DELETIONS ARE NOT ALLOWED!??          Required
NAME: NEW INHALATION MED ROUTE EXAMPLE          Replace <Enter>
ABBREVIATION: NIMRE// <Enter>
PACKAGE USE: NATIONAL DRUG FILE ONLY// <Enter>
OUTPATIENT EXPANSION: AS NEEDED// <Enter>
OTHER LANGUAGE EXPANSION: <Enter>
IV FLAG: <Enter>
PROMPT FOR INJ. SITE IN BCMA: <Enter>
DSPLY ON IVP/IVPB TAB IN BCMA? <Enter>
```

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