

DRUG ACCOUNTABILITY/ INVENTORY INTERFACE V. 3.0

**RELEASE NOTES**

## PSA\*3\*69 May 2009

Department of Veterans Affairs

Office of Enterprise Development

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# Introduction

PSA\*3\*69 provides a new module enhancement for the Drug Accountability application. From the main menu, *Drug Accountability Menu* [PSA DRUG ACCOUNTABILITY MENU] option, *Return Drug Credit Menu* has been added.

The new module is being added to the Drug Accountability application to address one of the findings in the GAO Report GAO-04-755 dated July 2004 related to implementing better control over return drug credits. The new module, *Return Drug Credit Menu*, contains the following four options.

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Batch Work List [PSA RET DRG BATCH WORKLIST]

Batch Complete List [PSA RET DRG BAT COMPLETE LIST] View/Update Batch [PSA RET DRG VIEW/UPDATE BATCH] Return Drug Credit Report [PSA RET DRG REPORT]

These options can be used to document and track drugs that are awaiting return. When the drugs, or items, are returned, the options can be used to document and track the items’ credit from them awaiting credit to estimating the credit that will be received to the actual credit received.

The *Return Drug Credit Menu* [PSA RET DRG MENU] option is accessible for users holding the PSORPH (pharmacist key) security key. Other users must be assigned the PSORET security key before they can access this menu.

The following information provides descriptions of the four new options within the new module.

# Batch Work List

[PSA RET DRG BATCH WORKLIST]

The *Batch Work List* option allows the user to add, edit, pick up, complete, or cancel a batch in addition to update credits and edit and cancel individual items. Only items with a status of Awaiting Pickup and Picked Up are displayed in this option.

To complete the process of returning drugs for credit, perform the following steps.

1. **Add a return contractor** (first time)
   1. The user must first have a return contractor defined before they can add a batch with items for return.
   2. From the “Return Drug Batch List” screen, type **CON** at the “Select Action” prompt and add the return contractor information.
2. **Add a batch** (example follows)
   1. Each new batch is automatically assigned the status of Awaiting Pickup.
   2. The user can edit the batch information from the “Return Drug Batch” screen.
3. **Add items (drugs) to the batch** (example follows)
   1. The user can enter the following information about the item being returned.
      * Drug\*  Manufacturer
      * National Drug Code (NDC)  Order Unit\*
      * Dispense Unit  Number of Dispense Unit per Order Unit\*
      * Number of Order Units\*  Number of Dispense Units\*
      * Universal Product Code (UPC)

* Expiration Date
  + Return Reason\*  Update Inventory\*

\*Required fields

* 1. If a user edits an item, the changes to the fields are saved, and the activity log is updated and displays the changes below the drug information on the “Return Drug Item” screen.

1. **Pick up the batch** (example follows)
   1. After all items have been entered into a batch and when the return contractor is ready to physically pick up the drugs, the batch status is changed to Picked Up. At this point, credits can be entered for each item in the batch.
2. **Update credit** (example follows)
   1. On the “Return Drug Batch” screen, the “Total Batch Credit” reflects the total actual credit amount that has been entered for each item in the batch. If only an estimated amount has been entered, the “Total Batch Credit” will still be $0.00.
3. **Complete the batch** (example follows)
   1. After the batch has been picked up and all credits have been updated, the user can complete the batch. The batch status is changed from Picked Up to Completed. And, the batch has moved from being displayed under the *Batch Work List* option to being displayed under the *Batch Complete List* option. This also finishes the process of returning drugs for credit.
   2. NOTE: Any item without an actual credit amount is marked DENIED when the batch is being completed and a message appears before the user can continue completing the batch as shown in the following example.

**Example: Adding a Batch**

Return Drug Batch List

Sep 19, 2008@10:08:21

Page: 1 of 2

Pharmacy Location: OUTPATIENTNo Inpatient or Outpatient Sites defined Date Range : ALL

DATE DATE DATE TOTAL # OF

+

Select the entry # to view or ?? for more actions

ADD New Batch SEL Select Batch CON Rtn Contractor Add/Edit Select Action: Next Screen// **ADD <Enter>** New Batch

New Batch #: 0908-020

RETURN CONTRACTOR: MORRISON CONTRACTING SERVICES

Save Batch? NO// **YES <Enter>**

Please wait...

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | BATCH # | CREATED | PICKED UP COMPLETED  AWAITING PICKUP | CREDIT | RETURN CONTRACTOR ITEMS |
| 1 | 0908-001 | 09/04/08 |  | 0.00 | MORRISON CONTRACTING 14 |
| 2 | 0908-002 | 09/05/08 |  | 0.00 | MORRISON CONTRACTING 1 |
| 3 | 0908-003 | 09/06/08 |  | 0.00 | ANWER CONTRACTING CO 2 |
| 4 | 0908-005 | 09/07/08 |  | 0.00 | JEN MANUFACTURING 1 |
| 5 | 0908-006 | 09/08/08 |  | 0.00 | MORRISON CONTRACTING 6 |
| 6 | 0908-007 | 09/09/08 |  | 0.00 | MORRISON CONTRACTING 5 |
| 7 | 0908-008 | 09/10/08 |  | 0.00 | MORRISON CONTRACTING 10 |
| 8 | 0908-009 | 09/11/08 |  | 0.00 | MORRISON CONTRACTING 8 |
| 9 | 0908-010 | 09/12/08 |  | 0.00 | MORRISON CONTRACTING 7 |
| 10 | 0908-011 | 09/13/08 |  | 0.00 | MORRISON CONTRACTING 3 |
| 11 | 0908-012 | 09/14/08 |  | 0.00 | MORRISON CONTRACTING 12 |
| 12 | 0908-013 | 09/15/08 |  | 0.00 | MORRISON CONTRACTING 5 |
| 13 | 0908-017 | 09/16/08 |  | 0.00 | MORRISON CONTRACTING 4 |
| 14 | 0908-018 | 09/17/08 |  | 0.00 | MORRISON CONTRACTING 2 |
| 15 | 0908-019 | 09/18/08 |  | 0.00 | MORRISON CONTRACTING 0 |

**Example: Adding Items to a Batch**

Return Drug Batch

Sep 19, 2008@10:08:29

Page:

0 of

0

Pharm Location: OUTPATIENTNo Inpatient or Outpat Date Created: 09/19/08@10:08 Batch Number : 0908-020 Status: AWAITING PICKUP Rtn Contractor: MORRISON CONTRACTING SERVICES Date Picked Up:

Reference # : Total Batch Credit: $0.00

ORD ORDER DISP DISP ACTUAL

# RETURN DRUG (NDC) QTY UNIT QTY UNIT CREDIT($)

This batch contains no return items.

Select the entry # to view or ?? for more actions

ADD New Item EDT Edit Batch

CRE Credit Update PKP Pick up Batch

SEL Select Item

CAN Cancel Batch COM Complete Batch Select Action: Quit// **ADD <Enter>** New Item

04

DRUG: **MEPERIDINE**

1

2

3

4

5

MEPERIDINE 100MG SYRINGE MEPERIDINE 25MG SYRINGE MEPERIDINE 50MG SYRINGE MEPERIDINE 50MG TAB

CN101 CN101 CN101

CN101

MEPERIDINE 50MG/5ML ELIXIR (OZ)

CN101

Press <RETURN> to see more, '^' to exit this list, OR CHOOSE 1-5: **4 <Enter>** MEPERIDINE 50MG TAB CN101 MFR: **TEST MFR <Enter>**

NDC: 00555-0381-04// **<Enter>** 00555-0381- ORDER UNIT: BOTTLE

DISPENSE UNIT: TABLET

NUMBER OF TABLET(S) PER BOTTLE: 500 NUMBER OF BOTTLE(S) TO RETURN: **5 <Enter>**

NUMBER OF TABLET(S) TO RETURN: 2500// **<Enter>**

UPC: **<Enter>**

EXPIRATION DATE: **07/01/08 <Enter>** (JUL 01, 2008) RETURN REASON: **? <Enter>**

Select the reason why the drug is being returned to the contractor/ manufacturer.

Choose from:

E EXPIRED

R RECALLED

D DAMAGED

O OVERSTOCKED

M MISCELLANEOUS

X DESTRUCTION

RETURN REASON: **EXPIRED <Enter>**

UPDATE INVENTORY: NO// **<Enter>**

Save Item? YES// **<Enter>**

Saving...OK

Add another Item? YES// **NO <Enter>**

If File #50 contains this information, it is populated for the user; otherwise, the user is prompted to enter values that are saved for this item but are not saved to File #50.

**Example: Picking up a Batch and Updating Credits**

Return Drug Batch

Sep 19, 2008@10:11:30

Page:

1 of

1

Pharm Location: OUTPATIENTNo Inpatient or Outpat Date Created: 09/19/08@10:08 Batch Number : 0908-020 Status: AWAITING PICKUP Rtn Contractor: MORRISON CONTRACTING SERVICES Date Picked Up:

Reference # : Total Batch Credit: $0.00

# RETURN DRUG (NDC)

1 BACLOFEN 10MG TABS (00028-0023-01)

2 MEDROXYPROGESTERONE 100MG (00009-0248-02) 3 MEPERIDINE 50MG TAB (00555-0381-04)

ORD ORDER QTY UNIT

3 BOTTLE

15 BOX

5 BOTTLE

DISP DISP ACTUAL QTY UNIT CREDIT($)

3 TABLET

15 VIAL 2500 TABLET

0.00

0.00

0.00

Select the entry # to view or ?? for more actions

ADD New Item EDT Edit Batch

CRE Credit Update PKP Pick up Batch

SEL Select Item

CAN Cancel Batch COM Complete Batch Select Action: Quit// **PKP <Enter>** Pick up Batch

RETURN CONTRACTOR: MORRISON CONTRACTING SERVICES// RETURN CONTRACTOR REF#: **2242 <Enter>**

Do you want to update credit for items? YES// **<Enter>**

Select one of the following:

E A B

ESTIMATED ACTUAL BOTH

CREDIT TYPE: A// **BOTH <Enter>**

ITEM(S): (1-3): **3 <Enter>**

Item 3: MEPERIDINE 50MG TAB (00555-0381-04) - Quantity: 5 (BOTTLE) ESTIMATED CREDIT AMOUNT: **100 <Enter>**

ACTUAL CREDIT AMOUNT: **75 <Enter>**

Return Drug Batch

Sep 19, 2008@10:14:18

Page:

1 of

1

Pharm Location: OUTPATIENTNo Inpatient or Outpat Date Created: 09/19/08@10:08 Batch Number : 0908-020 Status: PICKED UP

Rtn Contractor: MORRISON CONTRACTING SERVICES Date Picked Up: 09/19/08@10:13 Reference # : 2242 Total Batch Credit: $75.00

# RETURN DRUG (NDC)

1 BACLOFEN 10MG TABS (00028-0023-01)

2 MEDROXYPROGESTERONE 100MG (00009-0248-02) 3 MEPERIDINE 50MG TAB (00555-0381-04)

ORD ORDER QTY UNIT

3 BOTTLE

15 BOX

5 BOTTLE

DISP DISP ACTUAL QTY UNIT CREDIT($)

3 TABLET

15 VIAL 2500 TABLET

0.00

0.00

75.00

Enter ?? for more actions

ADD New Item EDT Edit Batch

CAN Cancel Batch Select Action: Quit//

CRE Credit Update PKP Pick up Batch COM Complete Batch

SEL Select Item

**Example: Completing a Batch with One Item Denied**

Return Drug Batch Sep 19, 2008@10:15:06 Page: 1 of 1

Pharm Location: OUTPATIENTNo Inpatient or Outpat Date Created: 09/19/08@10:08 Batch Number : 0908-020 Status: PICKED UP

Rtn Contractor: MORRISON CONTRACTING SERVICES Date Picked Up: 09/19/08@10:13 Reference # : 2242 Total Batch Credit: $135.00

ORD ORDER DISP DISP ACTUAL

# RETURN DRUG (NDC) QTY UNIT QTY UNIT CREDIT($)

1. BACLOFEN 10MG TABS (00028-0023-01) 3 BOTTLE 3 TABLET 0.00
2. MEDROXYPROGESTERONE 100MG (00009-0248-02) 15 BOX 15 VIAL 60.00

3 MEPERIDINE 50MG TAB (00555-0381-04) 5 BOTTLE 2500 TABLET 75.00

Enter ?? for more actions

ADD New Item CRE Credit Update SEL Select Item

EDT Edit Batch PKP Pick up Batch

CAN Cancel Batch COM Complete Batch Select Action: Quit// **COM <Enter>** Complete Batch

WARNING: The following items will have their CREDIT STATUS set to DENIED because no credit amount has been entered for them:

RETURN DRUG (NDC) DISP QTY UNIT

BACLOFEN 10MG TABS (00028-0023-01) 3 TABLET

Complete Batch? NO// **YES <Enter>**

Completing Batch...OK

Note: See *Drug Accountability/Inventory Interface V. 3.0 User Manual* for more details.

# Batch Complete List

[PSA RET DRG BAT COMPLETE LIST]

The *Batch Complete List* option allows the user to view a comprehensive list of the batches with any status: Awaiting Pickup, Picked Up, Cancelled, and Completed. Additional features include editing the contractor/manufacturer and adding/editing/cancelling a batch and an item as done from the *Batch Work List* [PSA RET DRG BATCH WORKLIST] option.

# View/Update Batch

[PSA RET DRG VIEW/UPDATE BATCH]

The *View/Update Batch* option allows the user to avoid extra steps and go straight to the batch if the batch number or the contractor reference # are known. The “Return Drug Batch List” screen is available then allowing the user to add, edit, pick up, complete, or cancel a batch in addition to update credits and edit and cancel items all as done from the *Batch Work List* option.

# Return Drug Credit Report

[PSA RET DRG REPORT]

The *Return Drug Credit Report* option allows the user to produce reports, either detailed or summarized, on the batches. Use filtering information to include the batches of interest.

On the summary format report, the “ACTUAL CREDIT$” column is included on reports that have a STATUS of COMPLETED only. On the detailed format report, the “Total Batch Credit” is included on reports that have a STATUS of COMPLETED only.

**Example: Report – Summary Format**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Return Drug Credit Report (SUMMARY) Page: 1 PHARM LOCATION: OUTPATIENTNo Inpatient or Outpa STATUS: COMPLETED  Date Range: 09/19/08 THRU 09/19/08 Run Date: 09/19/08@10:16:17 | | | | |  |
| DRUG (NDC) | ORD ORDER QTY UNIT | DISP DISP QTY UNIT | UPD INV | ACTUAL CREDIT$ |
| Batch #: 0908-020 Date Completed: 09/19/08 - MORRISON CONTRACTING SERVICES BACLOFEN 10MG TABS (00028-0023-01) 3 BOTTLE 3 TABLET NO  MEDROXYPROGESTERONE (00009-0248-02) 15 BOX 15 VIAL NO 60.00  MEPERIDINE 50MG TAB (00555-0381-04) 5 BOTTLE 2500 TABLET NO 75.00 | | | | |
| ========  BATCH ENTRIES: 3 BATCH TOTAL: $135.00 | | | | |
| CREDIT TOTAL: $135.00  Enter RETURN to continue or '^' to exit: | | | | |

**Example: Report – Detailed Format**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Return Drug Credit Report (DETAILED) Page: 1 PHARM LOCATION: OUTPATIENTNo Inpatient or Outpatient Sit BATCH #: 0908-020 CONTRACTOR/MFR: MORRISON CONTRACTING SERVICES STATUS: COMPLETED  Date Range: 09/19/08 THRU 09/19/08 Run Date: 09/19/08@10:16:58 Total Batch Credit: $135.00 | | | | |  |
| Drug: Manufacturer:  NDC:  Rtrn Ord Qty: Rtrn Disp Qty:  UPC:  Return Rsn: | BACLOFEN 10MG TABS TEST MFR  00028-0023-01  3 BOTTLE  3 TABLET  DAMAGED |  | Credit Status: Credit Amount: Exp. Date: Created By: Created On: Upd Inventory: | DENIED  09/15/09  USER,ONE 09/19/08 NO |
| Drug: Manufacturer:  NDC:  Rtrn Ord Qty: Rtrn Disp Qty:  UPC:  Return Rsn: | MEDROXYPROGESTERONE TEST MFR  00009-0248-02  15 BOX  15 VIAL  DAMAGED | 100MG | Credit Status: Credit Amount: Exp. Date: Created By: Created On: Upd Inventory: | ACTUAL  $60.00 (ACTUAL) 10/31/09 USER,ONE 09/19/08  NO |
| Press ENTER to Continue or ^ to Exit: | | | | |
| Return Drug Credit Report (DETAILED) Page: 2 PHARM LOCATION: OUTPATIENTNo Inpatient or Outpatient Sit BATCH #: 0908-020 CONTRACTOR/MFR: MORRISON CONTRACTING SERVICES STATUS: COMPLETED  Date Range: 09/19/08 THRU 09/19/08 Run Date: 09/19/08@10:17:13 Total Batch Credit: $135.00 | | | | |
| Drug: Manufacturer:  NDC:  Rtrn Ord Qty: Rtrn Disp Qty:  UPC:  Return Rsn: | MEPERIDINE 50MG TAB TEST MFR  00555-0381-04  5 BOTTLE 2500 TABLET  EXPIRED |  | Credit Status: Credit Amount: Exp. Date: Created By: Created On: Upd Inventory: | ACTUAL  $75.00 (ACTUAL) 07/01/08 USER,ONE 09/19/08  NO |
| Enter RETURN to | continue or '^' to | exit: |  |  |