



CONTROLLED SUBSTANCES (CS)

PHARMACIST'S USER MANUAL

Version 3.0
March 1997

(Revised May 2013)

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 |
|---------|---|--------------|---|
| 05/2013 | i, 44-47 45a 47-49 50-52 | PSD*3*76 | Updated Glossary with description of patch's new security key PSDRPH Page 45a was unnecessary and has been removed Updated Index Pages 50 through 52 were unnecessary and have been removed REDACTED |
| 04/2011 | 44-45a | PSD*3*71 | Clarified description of PSD TECH ADV key. Corrected option name in PSD TRAN entry. REDACTED |
| 05/2010 | 44-45, 50 | PSD*3*69 | Added description of patch's new security key PSD TECH ADV, and PSD TECH key. PSD TECH and PSD TECH ADV entries added to the Index REDACTED |
| 03/1997 | | | Original Released Pharmacist's Guide. |

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Preface

The Controlled Substances (CS) software package is one segment of the Veterans Health Information Systems and Technology Architecture (*VISTA*) installed at VA medical centers. The Controlled Substances module provides functionality to monitor and track the receipt, inventory, and dispensing of all controlled substances. This module provides the pharmacy with the capability to define a controlled substance location and a list of controlled substances to maintain a perpetual inventory.

This software 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 AMIS and Cost data, address returns to stock, destructions, order cancellations, transfers between locations, and log outpatient prescriptions.

Monthly (or more frequent) inspections can be conducted by management, with discrepancies in stock levels automatically identified.

Controlled Substances (CS) Version 3.0 will provide many new enhancements for both pharmacy and nursing users.

A list of the new additions and modifications to existing options that will be discussed in this document follows:

- Batch Order Entry process
- Electronic Signature
- HL7 Interface to Narcotic Dispensing Equipment
- Electronic Error & Enhancement Requests (E3Rs)
- Green Sheets now print on plain paper
- Other Enhancements

This software is continually being enhanced to provide additional options and capabilities. The CS Development Team encourages you to send to them questions and comments about the completeness and accuracy of this manual and suggestions for its improvement. Electronic mail messages can be sent to **REDACTED**

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], *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 CS files for package set up. This key locks the *Supervisor's Menu* options [PSD MGR].

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.

TRAKKER

A barcode collection system utilized by scanning barcode labels or by pressing the key pad on the barcode reader device.

VISTA

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 Unit Dose package and the Controlled Substances package. The Unit Dose package looks at this field to know if the drug is a Controlled Substances stocked drug.

Index

I

1358 obligation number, 5

B

Barcode TRAKKER for Inventory, 29

C

COMPLETE - PENDING PROBLEM RESOLUTION., 15

COMPLETE - REVIEWED, 15

Complete Green Sheet, 15

Control Point Transaction number, 5

Control Point Transaction Review, 6

CS Order Entry For Ward, 25

D

Destroy a Controlled Substances Drug, 23

Destructions Menu, 23

Dispensing Menu, 7

Dispensing/Receiving Report (VA FORM 10-2321), 9

Drug Receipt History, 6

E

Electronic Signature, 3

Electronic Signature Codes, 3

F

Fill/Dispense CS Orders from Worksheet, 7

G

REDACTED

GREEN SHEET NOT SIGNED BY NURSE, 15

Green Sheet Reprint (VA FORM 10-2638), 10

Green Sheet—Print (VA FORM 10-2638), 9

H

Hold a CS Drug (No Inventory Update), 23

I

IFCAP purchase orders, 5

Infusion Order Entry, 21

Index

Intranet, 4
Invoice Review (Prime Vendor), 6

L

Label for Dispensing (Barcode), 12
Label Reprint for Dispensing Drug, 11
Load Software and Inventory into TRAKKER, 29

M

Manufacturer, Lot #, and Exp. Date—Enter/Edit, 35
Master Vault, 5
MATH ERROR, 15

N

Narcotic Dispensing Equipment Orders, 13
NO DISCREPANCY, 15
Non—VA Drug Placed on Hold for Destruction, 23

O

Order Entry Banner, 42
ORDER ENTRY BANNER, 25
Order Entry Steps, 21
OTHER - REFERRED TO PHARMACY SUPERVISOR, 15
Outpatient RX's, 17

P

Pharmacy Dispense without (VA FORM 10-2638), 12
Prime Vendor receipts, 5
Print CS Dispensing Worksheet, 7
PSD ERROR, 33, 44
PSD NURSE, 44
PSD PARAM, 44
PSD TECH, 44
PSD TECH ADV, 44
PSD TRAN, 45
PSDMGR, 19, 45
PSDRPH, 45
PSJ PHARM TECH, 45
PSJ RNURSE, 45
PSJ RPHARM, 45
purchase order number, 5
Purchase Order Review, 6

R

Receipt of Controlled Substances from Pharmacy, 27
Receipts Into Pharmacy, 5
Receiving, 5
REPRINT, 11

Reprint Disp/Receiving Report (VA FORM 10-2321), 10
Reprint Reports Menu, 10
Reprint Transfer Between NAOUs (VA FORM 10-2321), 11
RETURNED TO STOCK, 15

S

Send Vault TRAKKER Inventory Data to DHCP, 32

T

Transfer Drugs between Dispensing Sites, 19
Transfer Green Sheet and Drug to another NAOU, 22
TRANSFERRED BETWEEN NAOUs, 11
TURN IN FOR DESTRUCTION, 15
TURNED IN FOR DESTRUCTION, 15

V

VA, 21
VA FORM 10-2321, 10, 40
VA FORM 10-2638, 12, 21, 40
VA FORM 10-2638., 25
VA FORM 2320, 39
VA FORM 2321, 11
VA-FORM 10-2321, 15
VISTA, iii