OUTPATIENT PHARMACY

TECHNICAL MANUAL/SECURITY GUIDE

Change Pages for
PSO*7*288

Version 7.0
December 1997
(Revised June 2008)

Department of Veterans Affairs
Veterans Health Information Technology
(This page included for two-sided copying.)
# 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Revised Pages</th>
<th>Patch Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/08</td>
<td>9, 34</td>
<td>PSO<em>7</em>288</td>
<td>Update for the new menu option [Pharmacy Patient Non-VA Meds Report/Clean-up]. (A. Scott, PM, T. Dawson, Tech Writer)</td>
</tr>
<tr>
<td>05/08</td>
<td>vii-ix, 82, 250-251</td>
<td>PSO<em>7</em>294</td>
<td>Included description of Medication Reconciliation. (S. Templeton, PM, D. Dertien, Tech Writer)</td>
</tr>
<tr>
<td>04/08</td>
<td>183-184</td>
<td>PSO<em>7</em>281</td>
<td>Update for the ePharmacy Phase 4 Iteration II project. For more information, see the ePharmacy/ECME Enhancements Release Notes for PSO<em>7</em>281. (M. Anthony, PM, M. Anthony, Tech Writer)</td>
</tr>
<tr>
<td>10/07</td>
<td>i-iv, 13-14, 38-43</td>
<td>PSO<em>7</em>260</td>
<td>Updated Routine List with routines PSO260PI, PSOBPSR1, PSOBPSRP, PSOBPSU1, PSOBPSU2, PSONVAVW, PSOPMP0, PSOPMP1, PSOPMPPF, and PSOREJP3. Updated menu listing with new ePharmacy menu options. (S. Spence, PM; S. Krakosky, Tech Writer)</td>
</tr>
<tr>
<td>10/07</td>
<td>All</td>
<td>PSO<em>7</em>264</td>
<td>Re-numbered pages; removed section heading numbering. Updated Routine List with routines PSOATRD, PSOATRF, PSOATRF1, PSOATRP, PSOATRPP, PSOATRR, and PSORESUS. Updated menu listing with new option. (E. Williamson, PM; S. Krakosky, Tech Writer)</td>
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</tbody>
</table>
Queue Background Jobs

[PSO AUTOQUEUE JOBS]

This option is used to queue all background jobs. Once the Queue Background Jobs [PSO AUTOQUEUE JOBS] option is selected, the option automatically pre-selects the jobs. Entering “E” for exit will not exit the option. An up arrow (^) must be entered to exit a specific job and go on to the next one. The background jobs are as follows:

- Autocancel Rx’s on Admission
- Nightly Rx Cost Compile
- Nightly Management Data Compile
- Compile AMIS Data (NIGHT JOB)
- Expire Prescriptions
- Auto-delete from Suspense

A date and time at least 2 minutes in the future must be entered. The jobs should be set to run at a time convenient for the site.

NOTE: The options listed above must be scheduled to run through the Queue Background Jobs [PSO AUTOQUEUE JOBS] option. Attempting to run them from any other option will cause problems.
Only the following prompts require responses. All others will be left blank.

**QUEUED TO RUN AT WHAT TIME:** This is the date/time desired for TaskMan to start this option.

**RESCHEDULING FREQUENCY:** If this field is blank then the job will run only once.

**Example: View of Queue Background Jobs Screen**

Select Maintenance (Outpatient Pharmacy) Option: Queue Background Jobs

If time to run option is current do not edit.
Autocancel System Parameter must be set to 'YES'
before prescriptions are discontinued.

<table>
<thead>
<tr>
<th>Edit Option Schedule</th>
<th>Option Name: PSO AUTOCANCEL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Menu Text: Autocancel on Admission</td>
</tr>
<tr>
<td></td>
<td>TASK ID: 2617405</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>QUEUED TO RUN AT WHAT TIME:</th>
<th>JUN 13,20000801:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEVICE FOR QUEUED JOB OUTPUT:</td>
<td>PP6;P-OTHER;132;64</td>
</tr>
<tr>
<td>QUEUED TO RUN ON VOLUME SET:</td>
<td>1D</td>
</tr>
<tr>
<td>RESCHEDULING FREQUENCY:</td>
<td>1D</td>
</tr>
<tr>
<td>TASK PARAMETERS:</td>
<td></td>
</tr>
<tr>
<td>SPECIAL QUEUEING:</td>
<td></td>
</tr>
</tbody>
</table>

COMMAND: Press <PF1>H for help  Insert

These default values are highlighted on the screen display, not to indicate user input.
Outpatient Pharmacy V. 7.0 Menu Diagrams

Three main menus are exported with the package. The Outpatient Pharmacy Manager [PSO MANAGER] menu should be assigned to supervisors, package coordinators, and members of the ADP/IRMS staff. Pharmacists should have the Pharmacist Menu [PSO USER1] option and clerks and technicians should have the Pharmacy Technician’s Menu [PSO USER2] option.

Outpatient Pharmacy Manager

Archiving ...
  Find
  Save to Tape
  Tape Retrieval
  Archive to File
  File Retrieval
  Purge
  **> Out of order: Unavailable - Under Construction
  List One Patient's Archived Rx's
  Print Archived Prescriptions

Autocancel Rx’s on Admission

Bingo Board ...
  BM     Bingo Board Manager ...
     Enter/Edit Display
     Auto-Start Enter/Edit
     Print Bingo Board Statistics
     Print Bingo Board Wait Time
     Purge Bingo Board Data
     Start Bingo Board Display
     Stop Bingo Board Display
  BU     Bingo Board User ...
     Enter New Patient
     Display Patient’s Name on Monitor
     Remove Patient’s Name from Monitor
     Status of Patient’s Order

Change Label Printer

Clozapine Pharmacy Manager
  Display Lab Tests and Results
  Edit Data for a Patient in the Clozapine Program
  List of Override Prescriptions
  Register Clozapine Patient

Copay Menu ...
  CHAMPUS Billing Exemption
  Exempt Rx Patient Status from Copayment
  Reset Copay Status/Cancel Charges
DUE Supervisor ...
1 Enter a New Answer Sheet
2 Edit an Existing Answer Sheet
3 Create/Edit a Questionnaire
4 Batch Print Questionnaires
5 DUE Report

Enter/Edit Clinic Sort Groups

External Interface Menu ...
- Purge External Batches
- Reprint External Batches
- View External Batches

Label/Profile Monitor Reprint

Maintenance (Outpatient Pharmacy) ...
- Site Parameter Enter/Edit
- Edit Provider
- Add New Providers
- Queue Background Jobs
- Autocancel Rx’s on Admission
- Bingo Board Manager ...
  - Enter/Edit Display
  - Auto-Start Enter/Edit
  - Print Bingo Board Statistics
  - Print Bingo Board Wait Time
  - Purge Bingo Board Data
  - Start Bingo Board Display
  - Stop Bingo Board Display
- Edit Data for a Patient in the Clozapine Program
- Enter/Edit Clinic Sort Groups
- Initialize Rx Cost Statistics
- Edit Pharmacy Intervention
- Delete Intervention
- Auto-delete from Suspense
- Automate Internet Refill
- Delete a Prescription
- Expire Prescriptions
- Manual Auto Expire Rxs
- Pharmacy Patient Non-VA Meds Report/Clean-up
- Prescription Cost Update
- Purge Drug Cost Data
- Purge External Batches
- Recompile AMIS Data

Medication Profile