## 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.

<table>
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<tr>
<th>Date</th>
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<tr>
<td>3/2015</td>
<td>12</td>
<td>PSO<em>7</em>438</td>
<td>Updated help text for patient lookup. T. Downing, PM; R. Sutton, Technical Writer</td>
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<tr>
<td>08/2014</td>
<td>i-v, vii-xii, 8, 73, 205-206, 258, 272, 395, 399</td>
<td>PSO<em>7</em>313</td>
<td>Updated Outpatient Pharmacy Hidden Actions Updated Automate Internet Refill Added section on titration Updated [PSO LM BACKDOOR ORDERS] Updated [PSO BATCH BARCODE] Updated Activity Log Updated Glossary Updated Index (Y.Olinger, PM; J. Owczarzak, Tech Writer)</td>
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<td>Date</td>
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<td>11/2013</td>
<td>i-xiii, 229, 234, 239-240, 279-280, 283-288, 290-293, 296-297, 300, 321-324, 329, 358-359, 389, 399</td>
<td>PSO<em>7</em>421</td>
<td>Updated Revision History and Table of Contents. Multiple format fixes (doc corruption problem). Changed NCPDP number. Added content to record Reject Resolution Required, changes to ePharmacy Site Parameters screen, and the change from PSORPH to ePHARMACY SITE MANAGER security key. Added “Reject Resolution Required” term to glossary. Restored proper numerical sequence throughout the PSO Managers User Manual. This was done to overcome document corruption issues with page suffixes. This resequencing negates the need for change pages as the entire manual has changed. We recommend users print out entire document anew. (S. Taubenfeld, PM; K. McGarghan, Tech. Writer)</td>
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Chapter 3: Using the Outpatient Pharmacy Manager Menu

This manual describes options available on the *Outpatient Pharmacy Manager* menu. This menu should be assigned to supervisors, package coordinators, and members of the Automated Data Processing (ADP)/Information Resources Management Service (IRMS) staff.

**Example: Accessing the Outpatient Pharmacy Manager menu**

```
Select OPTION NAME: **PSO MANAGER**
Outpatient Pharmacy Manager
Outpatient Pharmacy software - Version 7.0
```

The following options are available on the *Outpatient Pharmacy Manager* menu.

- Archiving...
- Autocancel Rx's on Admission
- Bingo Board...
- Change Label Printer
- Check Drug Interaction
- Clozapine Pharmacy Manager...
- Copay Menu...
- DUE Supervisor...
- Enter/Edit Clinic Sort Groups
- External Interface Menu...
- Label/Profile Monitor Reprint
- Maintenance (Outpatient Pharmacy)...
- Medication Profile
- Output Reports...
- Pharmacy Intervention Menu...
- Process Drug/Drug Interactions
- Release Medication
- Return Medication to Stock
- Rx (Prescriptions)...
- ScripTalk Main Menu...
- Supervisor Functions...
- Suspense Functions...
- Update Patient Record
- Verification...

**Patient Lookup**

The ability to look up a patient by prescription number or wand a barcode with the prescription has been added to the patient lookup prompt on the following options.

- *Patient Prescription Processing* [PSO LM BACKDOOR ORDERS]
- *Medication Profile* [PSO P]
- *Rx (Prescriptions)* [PSO RX]
Update Patient Record [PSO PAT]
Manual Print of Multi-Rx Forms [PSO LM MULTI-RX PRINT]
ScripTalk Patient Enter/Edit [PSO SCRIPTALK PATIENT ENROLL]
Patient Address Changes Report [PSO ADDRESS CHANGE REPORT]
List Prescriptions Not Mailed [PSO BAI NOT MAILED]
Non-VA Meds Usage Report [PSO NON-VA MEDS USAGE REPORT]
Enter New Patient [PSO BINGO NEW PATIENT]
Action Profile (132 COLUMN PRINTOUT) [PSO ACTION PROFILE]
Poly Pharmacy Report [PSOPOLY]

The help text for patient lookup reads as follows.

Enter the prescription number prefixed by a # (ex. #XXXXXXX) or
Wand the barcode of the prescription. The format of the barcode is
NNN-NNNNNNN where the first 3 digits are your station number.
- OR -
Enter the universal Member ID number from the patient's VHIC Card
or wand the barcode of the VHIC card
- OR -
Answer with PATIENT NAME, or SOCIAL SECURITY NUMBER, or last 4 digits
of SOCIAL SECURITY NUMBER, or first initial of last name with last 4
digits of SOCIAL SECURITY NUMBER
Do you want the entire NNNNNNNN-Entry PATIENT List?