## 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>
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<tbody>
<tr>
<td>08/2014</td>
<td>i-iv, viii, x, 8-9, 139, 140, 193, 206, 288-289, 292</td>
<td>PSO<em>7</em>313</td>
<td>Updated Outpatient Pharmacy Hidden Actions</td>
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Added Order Check information to Chapter 14  
Changed Chapter 14 heading to Processing Order Checks  
Updated screen captures with new checking messages  
Added Chapter 14.5: Dosing Order Checks  
Added references to the *Dosing Order Check User Manual*  
Updated Index (D. McCance, PM; G. Tucker, PM; G. Scorca/D. Hoff, Tech Writers) |
| 05/2013 | i, ii, vii-x, 48-48d, 95-96, 160b-160d, 167-167d, 169-170, 177 - 178 | PSO*7*391 | Updated Revision History  
Updated Table of Contents  
New security key named "PSDRPH" introduced.  
Updated Changes to OERR.  
Added Changes to Processing a Prescription section.  
Added Hash Counts and DEA Certification section.  
Added two System Error messages.  
Updates to Index (Niha Goyal, PM; John Owczarzak, Tech Writer) |
| 01/2013 | i-x, 4, 6, 8, 11, 18a-18d, 28, 29, 30a, 30c, 30d, 39y, 39bb, 39ff, 39hh, 39qq, 39tt - 39uu2, 39vv, 39ww-39ww2, 39mmm, 53, 58, 60-60o, 66, 73, 77, 79, 80, 83, 89, 100, 155, 171-176, | PSO*7*390 | Added Check Drug Interaction  
Added Creatinine Clearance (CrCl) and Body Surface Area (BSA) to the Patient and Medication Profile displays.  
Added drug allergy changes  
Added Clinic Order section  
Updated Glossary  
Updated Index (D. McCance, PM; G. Tucker, PM; G. Scorca, Tech Writer) |
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<tr>
<td>09/2012</td>
<td>i, ii, viii, v, viii, 83a–83d, 89–91b, 99, 107a, 170m</td>
<td>PSO<em>7</em>386</td>
<td>Added section on HOLD and UNHOLD functionality. Updated Flagging and Unflagging Pending Orders. Updated Activity Log for HOLD/UNHOLD comments. Added PSO TECH ADV key information. (Niha Goyal, PM; John Owczarzak, Tech Writer)</td>
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<tr>
<td>03/2012</td>
<td>i, viii, 8, 15, 24, 35-36, 41, 160, 170a, 170e-170l, 170m-170n, 177-178</td>
<td>PSO<em>7</em>367</td>
<td>To add functionality to Outpatient Pharmacy for the printing and storing of FDA Medication Guides. Updates to Index (N. Goyal, PM; B. Thomas, Tech Writer)</td>
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<td>03/2012</td>
<td>i, vii, 63,107a-107b,160-160b,171, 172, 173</td>
<td>PSO<em>7</em>354</td>
<td>Update to TOC Automated Dispensing Device (ADD) enhancement ADD, DNS, OPAI added to Glossary. (Niha Goyal, PM; John Owczarzak, Tech Writer)</td>
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<td>02/2012</td>
<td>i-ii, iia-iib, v-viii, 10, 13-14, 36-37, 43, 48a-48b, 50, 67, 67a-67n, 75, 111, 117-119, 122-123, 123a-123b, 125-128, 128a-128b, 130-134, 134a-134b, 135-138, 138a-138b, 139-140, 140a-140b, 141, 141a-141b, 142-146, 147-149, 149a, 150-154, 156a-156b, 157, 170e-</td>
<td>PSO<em>7</em>385</td>
<td>Removed incorrect listing of View Additional Reject Info (ARI) action Added signature alerts Updated wording for ¾ Days Supply Hold Added rounding functionality for ¾ Days Supply Hold Added new actions Submit Multiple Actions (SMA) and Suspense Date Calculation (SMA) Added new option View ePharmacy Rx (VER) Corrected earlier formatting errors Corrected typos Updated Service Code values Updated changed security key names Added TRICARE and CHAMPVA examples of rejects on a new order Updated name of TRICARE CHAMPVA Bypass/Override Report Updated screen shots related to patch changes Updated wording based on reviewer feedback Added CHAMPVA functionality Added separate section to list changes to security keys</td>
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<td>09/2011</td>
<td>i, vi-vii, 30a-30f</td>
<td>PSO<em>7</em>382</td>
<td>Added new action View Additional Reject Info (ARI)</td>
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<td>Expanded ECME Numbers to twelve digits</td>
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<td>Updated screen shots related to patch changes</td>
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<td>Added TRICARE to Glossary</td>
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<td>Corrected typos</td>
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<td>Corrected formatting errors from 11/10 reissue (S. Spence, PM; C. Smith, Tech Writer)</td>
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| 04/2011  | i, vii, viii, 5, 8, 10, 27-27b, 28, 30, 39-39nnn, 40, 54-54t, 58, 59, 60-60l, 78, 82, 159, 163, 167-180 | PSO*7*251     | The following changes are included in this patch:  
  - Outpatient List Manager Screen Views  
  - Added HP and H to Hold Status  
  - Removed DC code; Added DF, DE, DP, DD and DA  
  - Added to Hidden Action List: IN  
  - Removed DC code; Added DF, DE, DP, DD and DA, and  
  - Added HP and H to Hold Status  
  - Replaced Medication Short Profile  
  - Inserted enhanced Order checks, Outpatient Pharmacy generated order checks  
  - Added IN to Screen Scrape  
  - Modified New Order Screen Scrape  
  - Inserted Drug Allergy Screens  
  - Updated Glossary and Index to start on odd pages (G. Tucker, PM; G. Scorca, Tech Writer) |
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<td>11/2010</td>
<td>All</td>
<td>PSO<em>7</em>358</td>
<td>Added information regarding TRICARE Active Duty Bypass/Override details (S. Spence, PM; G. Johnson, Tech Writer)</td>
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Preface

This user manual describes the functional characteristics of Outpatient Pharmacy V. 7.0. It is intended for pharmacists and technicians who are familiar with the functioning of Outpatient Pharmacy in a Veterans Affairs Medical Center (VAMC).
Chapter 3: Using the Pharmacist Menu

The options on the **Pharmacist Menu** are intended for use by pharmacists.

**Example: Accessing the Pharmacist Menu**

```
Select OPTION NAME: PSO USER1
Pharmacist Menu
Outpatient Pharmacy software - Version 7.0
```

The following options are available on the **Pharmacist Menu**:
- Bingo Board User ...
- Change Label Printer
- Change Suspense Date
- Check Drug Interaction
- DUE Supervisor ...
- Enter/Edit Clinic Sort Groups
- External Interface Menu ...
- Medication Profile
- Pharmacy Intervention Menu ...
- Print from Suspense File
- Process Drug/Drug Interactions
- Pull Early from Suspense
- Queue CMOP Prescription
- Release Medication
- Return Medication to Stock
- Rx (Prescriptions) ...
- 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.
- Bingo Board User ... [PSO BINGO USER]
- Medication Profile [PSO P]
- Rx (Prescriptions) ... [PSO RX]
- Update Patient Record [PSO PAT]

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?
(This page included for two-sided copying.)