PHARMACY DATA MANAGEMENT

USER MANUAL

Version 1.0
September 1997

(Revised June 2012)

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.

Date	Revised Pages	Patch Number	Description
06/12	i, ii, iii, 3-4, 4a – 4b, 44c, 44ib, 44j, 105	PSS*1*146	New sub-menu named Inpatient Drug Management [PSS INP MGR]. Enter/Edit dosages Additive Solution enhancement. (N. Goyal, PM; J. Owczarzak Tech Writer)
03/12	i, ii, iii, 27, 44ia – 44ib, 89	PSS*1*156	Added Patch PSS*1*156 information, which adds a new multiple named Outpatient Pharmacy Automation Interface (OPAI) in the DRUG file (#50) sub-file (#50.0906). (N. Goyal, PM; J. Owczarzak Tech Writer)
12/11	i, ii, iii, 38-40b, 62d-64d	PSS*1*159	Updated screens. Updated the Edit Orderable Items option for the default medication route. Due to data being moved, pages 62e and 62f have been removed. (N. Goyal, PM; C. Bernier Tech Writer)
08/11	i-iii, 101- 101b, 102	PSS*1*163	Updated the Schedule/Reschedule Check PEPS Interface section - Updated overview of Schedule/Reschedule Check PEPS Interface - Updated the Schedule/Reschedule Check PEPS Interface example - Added a warning regarding the DEVICE FOR QUEUED JOB OUTPUT field - Added a blank page for two-sided copying (G. Tucker, PM; G. Scorca, Technical Writer)
04/11	i-iii, 3-4b, 7-16b, 44d-j, 114, 118, 121, 129, 137, 204-206	PSS*1*155	Utilized three new fields that were added to the VA PRODUCT file (#50.68) with PSN*4*261. The fields are used during the Match/Rematch process of the *Drug Enter/Edit* [PSS DRUG ENTER/EDIT] and the *Enter/Edit Dosages* [PSS EDIT DOSAGES] options to determine whether possible dosages should be auto-created for supra-therapeutic drugs. Retired the *Auto Create Dosages* [PSS DOSAGE CONVERSION] option and removed the option from the *Dosages* [PSS DOSAGES MANAGEMENT] menu. Updated Index. (N. Goyal, PM; E. Phelps/C. Bernier Tech Writers)
04/11	i, ii, iii, added iv, v; changed 3, 4, 45, 46; added 46a-46d, re-numbered all sections starting on page 87 and ending with page 106; changed page. 89; added 90e and 90f; changed 99-	PSS*1*136 & PSS*1*117	Besides the developer's changes, this document incorporates the comments from Lina Bertuzis and colleagues for the PRE functionality included with patch PSS*1*117 (a combined patch with PSS*1*136). Sections changed are: - Changed overview of menu item descriptions to match application - Changed menu item description named *Drug Interaction Management* to *Order Check Management* and changed text

Date	Revised Pages	Patch Number	Description
	106; added 106a-b; deleted 107-112; changed 151, 153, 154; added 154a-b; updated index;		• Changed submenu item *Enter/Edit Local Drug Interaction* [PSS-INTERACTION-LOCAL-ADD] to *Request Changes to Enhanced Order Check Databas*e. [PSS ORDER CHECK CHANGES] and changed text. • Changed example in *Report of Locally Entered Interactions* option Section deleted: • Deleted *Enhanced Order Checks Setup Menu* and all its sub-menu items (*Find Unmapped Local Medication Routes; Map Local Medication Route to Standard; Medication Route Mapping Report; Medication Route File Enter/Edit; Medication Route Mapping History Report; Request Change to Standard Medication Route; Find Unmapped Local Possible Dosages; Map Local Possible Dosages; Local Possible Dosages Report; Strength Mismatch Report; Enter/Edit Dosages; Request Change to Dose Unit; Mark PreMix Solutions; IV Solution Report; Administration Schedule File Report; Medication Instruction File Report*) The deleted Enhanced Order Checks Setup Menu and its submenus is replaced by the following addition: • Added *PEPS Services* menu and its submenus: *Check Vendor Database Link; Check PEPS Services Setup; and Schedule/Reschedule PEPS Interface* Added a heading for *Stand-Alone Menu Options* with the description for the *Enable/Disable Vendor Database Link* option and a short description for the *Other Language Translation Setup* option. Added definitions in the glossary for PECS and PEPS, and updated the index. Jim Pollard, Project Manager, Ron Ruzbacki, Bill Tatum, Developers; Marella Colyvas, Technical Writer
04/11	i-ii, 38, 40, 62d-f, 64, 64a	PSS*1*153	Renamed the MED ROUTE field (#.06) of the PHARMACY ORDERABLE ITEM file (#50.7) to be DEFAULT MED ROUTE. Provided the ability to print the POSSIBLE MED ROUTES multiple on *the Default Med Route For OI Report* [PSS DEF MED ROUTE OI RPT] option. (N. Goyal, PM; E. Phelps, Tech Writer)
02/11	i, 63	PSS*1*142	Added functionality to denote the default med route for IV orders in the selection list in CPRS if all of the orderable items on the order have the same default med route defined. Updated TOC. Released with CPRS version 28. (N. Goyal, PM; E. Phelps/C. Bernier Tech Writers)
06/10	i, iii, 84, 84a-84b, 203, 205-206	PSS*1*143	Added new Schedule Validation Requirements. Updated Index. (R. Singer, DM; B. Thomas, Tech. Writer)
02/10	iii-iv, 3-4, 44a-d, 47-48, 61-62d, 89-90b, 112, 203-206	PSS*1*147	Described new process for requesting changes to Standard Medication Routes and the New Term Rapid Turnaround (NTRT) process; Added *IV Additive/Solution Reports* menu, with suboptions *IV Solution Report* option and *V Additive Report* [PSS IV

Date	Revised Pages	Patch Number	Description
			ADDITIVE REPORT] option Added *Default Med Route for OI Report* option to the *Medication Routes Management...* menu.(this change was made but not documented with PSS*1*140) Updated *Drug Enter/Edit* option to display NUMERIC DOSE and DOSE UNIT fields defined for Local Possible Dosage Updated the Drug Enter/Edit option display to include the new ADDITIVE FREQUENCY field Updated Table of Contents and Index J.Freese, DM; K. Lowry, Tech. Writer
10/09	i, 64a-b, 65, 65a-b, 66	PSS*1*141	Added ASSOCIATED IMMUNIZATION field to *Edit Orderable Items* option and *Dispense Drug/Orderable Item Maintenance* option. Reorganized content within sections to accommodate new information. (R. Singer, DM; D. Dertien/R. Silverman, Tech Writer)
08/09	iii-iv, 53, 62a-b, 63, 81, 203	PSS*1*140	Added DEFAULT MED ROUTE FOR CPRS field and *Default Med Route For OI Report* [PSS DEF MED ROUTE OI RPT] option for the enhancement of default medication route being defined for an orderable item. (G. Tucker, PM; S. B. Scudder, Tech. Writer)
07/09	27-34	PSS*1*131	Added explanations of DEA special handling code U for sensitive drug. (M. Anthony, PM; C. Liles, Tech. Writer)
05/09	81	PSS*1*137	Added Automate CPRS Refill field to the *Pharmacy System Parameters Edit* [PSS MGR] option. (G. Tucker, PM; S. B. Scudder, Tech. Writer)
02/09	All	PSS*1*129	Pages renumbered to accommodate added pages. Pharmacy Reengineering (PRE) V.0.5 Pre-Release. Restructured *Pharmacy Data Management* menu: - Grouped related options under the following new sub-menus: *Drug Text Management, Medication Instruction Management, Medication Routes Management,* and *Standard Schedule Management* - Added temporary *Enhanced Order Checks Setup Menu* - Added the following options: *Find Unmapped Local Medication Routes, Find Unmapped Local Possible Dosages, Map Local Medication Route to Standard, Map Local Possible Dosages, Mark PreMix Solutions, Request Change to Dose Unit,* and *Request Change to Standard Medication Route* - Added the following reports: *Administration Schedule File Report, IV Solution Report, Local Possible Dosages Report, Medication Instruction File Report, Medication Route Mapping Report, Medication Route Mapping History Report,* and *Strength Mismatch Report* - Updated Table of Contents, Index, and Glossary (G. Tucker, PM; V. Howell, Tech. Writer)
09/97			Original Release of User Manual

- The page symbol indicates a referral to a diagram.

- **?, ??, ???** One, two or three question marks can be entered at any of the prompts for online help. One question mark elicits a brief statement of what information is appropriate for the prompt. Two question marks provide more help, plus the hidden actions, and three question marks will provide more detailed help, including a list of possible answers, if appropriate.

^ Up arrow (caret or a circumflex) and pressing **<Enter>** can be used to exit the present option.

Chapter One   Pharmacy Data Management Options

The PDM options listed below show the Menu structure (latest modification was with the installation of PSS*1*146).

CMOP Mark/Unmark (Single *drug)* 🔑

Dosages ...

> The *CMOP Mark/Unmark (Single drug)* option is displayed before the *Warning Builder* option in the PDM Main Menu. For documentation purposes, it is being left at the beginning of this menu.

   Dosage Form File Enter/Edit
   Enter/Edit Dosages
   Most Common Dosages Report
   Noun/Dosage Form Report
   Review Dosages Report
   Local Possible Dosages Report
   Request Change to Dose Unit
 Drug Enter/Edit
   Order Check Management...
      Request Changes to Enhanced Order Check Database
      Report of Locally Entered Interactions
 Electrolyte File (IV)
 Lookup into Dispense Drug File
 Medication Instruction Management ...
      Medication Instruction File Add/Edit
      Medication Instruction File Report
 Medication Routes Management ...
      Medication Route File Enter/Edit
      Medication Route Mapping Report
      Medication Route Mapping History Report
      Request Change to Standard Medication Route
      Default Med Route for OI Report
 Orderable Item Management ...
      Edit Orderable Items
      Dispense Drug/Orderable Item Maintenance
      Orderable Item/Dosages Report
      Patient Instructions Report
      Orderable Item Report
 Formulary Information Report
 Drug Text Management ...
      Drug Text Enter/Edit
      Drug Text File Report
 Pharmacy System Parameters Edit
 Standard Schedule Management ...
      Standard Schedule Edit
      Administration Schedule File Report
 Synonym Enter/Edit
 Controlled Substances/PKI Reports...
      DEA Spec Hdlg & CS Fed Sch Discrepancy

Stand-Alone Menu Options

The following is a list of all stand-alone options that are **NOT** exported as part of the main PDM menu [PSS MGR]:

Other Language Translation Setup
[PSS OTHER LANGUAGE SETUP]

Drug Inquiry (IV)
[PSSJI DRUG INQUIRY]

Electrolyte File (IV)
[PSSJI ELECTROLYTE FILE]

Enable/Disable Vendor Database Link
[PSS ENABLE/DISABLE DB LINK]

Add Default Med Route
[PSS ADD DEFAULT MED ROUTE]

The *Enable/Disable Vendor Database Link* option exists **ONLY** as a way for technical personnel to turn on/off the database connection if required for debugging. Normally, it is enabled and the Vendor Database updates are performed centrally on the MOCHA servers, not at the individual sites. This option is rarely used. It is **NOT** exported as part of the main PDM menu [PSS MGR]

In the rare case where this option is used and the database link is disabled, NO drug-drug interaction, duplicate therapy, or dosing order checks will be performed in Pharmacy or in the Computerized Patient Record System (CPRS).

*Other Language Translation Setup is a stand-alone option that must be assigned to the person(s) responsible for maintaining it.

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Pharmacy Data Management V. 1.0
User Manual
PSS*1*146

1.1 CMOP Mark/Unmark (Single drug)
[PSSXX MARK]

The *CMOP Mark/Unmark (Single drug)* option allows the user to mark/unmark a single drug for transmission to the Consolidated Mail Outpatient Pharmacy (CMOP). Pertinent DRUG file (#50) and VA PRODUCT file (#50.68) fields shall be displayed to the user for review whenever a drug is marked or unmarked for CMOP transmission.

If the user marks the entry to transmit to CMOP, it will replace the Dispense Unit with the VA Dispense Unit. In addition, if the user overwrites the local drug name with the VA Print Name, the entry may not be edited. The VA Print Name will be displayed on all profiles and prescription labels if the local drug name is overwritten with the VA Print Name. The local drug name will no longer be selectable during order entry.

If the user chooses not to overwrite the local drug name with the VA Print Name, the local drug name will continue to be displayed on all profiles and can be used for drug selection during order entry. The VA Print Name will be displayed on all prescription labels regardless of the local drug name.

A drug cannot be marked for CMOP if:

1. It is inactive in DRUG file (#50) or VA PRODUCT file (#50.68).
2. It is not marked for Outpatient Medications use.
3. It is not matched to National Drug File.
4. It is a Schedule I or II narcotic.
5. It is not marked for CMOP in National Drug File.

The ability to mark/unmark a single drug for CMOP transmission is also available utilizing the *Drug Enter/Edit* option.

 Locked: PSXCMOPMGR

Without the PSXCMOPMGR key, the *CMOP Mark/Unmark (Single drug)* option will not appear on your menu.

```
   LOCAL DRUG NAME: TIMOLOL 0.5% OPTH SOL 10ML
                                         ORDER UNIT: BT
                          DISPENSE UNITS/ORDER UNITS: 1
                                         DISPENSE UNIT:


VA PRODUCT NAME: TIMOLOL MALEATE 0.5% SOLN,OPH
VA PRINT NAME: TIMOLOL MALEATE 0.5% OPH SOLN           CMOP ID: T0056
VA DISPENSE UNIT: ML                                  MARKABLE FOR CMOP: YES
     PACKAGE SIZE: 10 ML
     PACKAGE TYPE: BOTTLE
VA CLASS: OP101  BETA-BLOCKERS,TOPICAL OPHTHALMIC
CS FEDERAL SCHEDULE:
INGREDIENTS:
     TIMOLOL MALEATE 0.5 %
NATIONAL FORMULARY INDICATOR: YES
NATIONAL FORMULARY RESTRICTION:


< Enter "Y" for yes, "N" for no >


         Is this a match ? Y

You have just VERIFIED this match and MERGED the entry.

Resetting Possible Dosages..

Press Return to continue: <ENTER>
```

```
This drug has the following Local Possible Dosages:

1 DROP                                                PACKAGE: IO
   BCMA UNITS PER DOSE:
   NUMERIC DOSE:    DOSE UNIT:
2 DROP(S)                                             PACKAGE: IO
   BCMA UNITS PER DOSE:
   NUMERIC DOSE:    DOSE UNIT:
```

```
Do you want to merge new Local Possible Dosages? Y// NO
Just a reminder...you are editing TIMOLOL 0.5% OPTH SOL 10ML.
```

```
LOCAL POSSIBLE DOSAGES:
  1 DROP                                              PACKAGE: IO
    BCMA UNITS PER DOSE:
         NUMERIC DOSE:              DOSE UNIT:
  2 DROP(S)                                           PACKAGE: IO
    BCMA UNITS PER DOSE:
         NUMERIC DOSE:              DOSE UNIT:
```

```
Do you want to edit Local Possible Dosages? N// YES
```

```
This drug has the following Local Possible Dosages:

1 DROP                                                PACKAGE: IO
   BCMA UNITS PER DOSE:
   NUMERIC DOSE:    DOSE UNIT:
2 DROP(S)                                             PACKAGE: IO
   BCMA UNITS PER DOSE:
   NUMERIC DOSE:    DOSE UNIT:
```

```
Do you want to merge new Local Possible Dosages? Y// NO
.
.
```

Example 2: Editing Additive Frequency for IV Additive

```
Select Pharmacy Data Management Option:  Drug Enter/Edit

Select DRUG GENERIC NAME:    CIMETIDINE 150MG/ML MDV INJ (8ML)        GA301

          ...OK? Yes// <ENTER>  (Yes)
*************************************************************************
This entry is marked for the following PHARMACY packages:
 IV
 Ward Stock
GENERIC NAME: CIMETIDINE 150MG/ML MDV INJ (8ML) Replace <ENTER>
VA CLASSIFICATION: GA301// <ENTER>
DEA, SPECIAL HDLG: <ENTER>
DAW CODE: <ENTER>
.
.
.

*************************************************************************
This entry is marked for the following PHARMACY packages:
 IV
 Ward Stock

MARK THIS DRUG AND EDIT IT FOR:
O  - Outpatient
U  - Unit Dose
I  - IV
W  - Ward Stock
D  - Drug Accountability
C  - Controlled Substances
X  - Non-VA Med
A  - ALL

Enter your choice(s) separated by commas : I
                                            I - IV
** You are NOW editing IV fields. **

AN IV ITEM? Yes// <ENTER>  (Yes)
Edit Additives or Solutions:

     Select one of the following:

          A         ADDITIVES
          S         SOLUTIONS

Enter response: ADDITIVES
Select IV SOLUTIONS PRINT NAME: CIMETIDINE// <ENTER>

PRINT NAME: CIMETIDINE// <ENTER>
Select DRUG GENERIC NAME: CIMETIDINE 150MG/ML MDV INJ (8ML)// <ENTER>
  ARE YOU SURE YOU WANT TO SELECT CIMETIDINE 150MG/ML MDV INJ (8ML) ? No// Y  (Yes)
USED IN IV FLUID ORDER ENTRY: YES// <ENTER>
DRUG UNIT: MG// <ENTER>
NUMBER OF DAYS FOR IV ORDER: <ENTER>
USUAL IV SCHEDULE: <ENTER>
ADMINISTRATION TIMES: <ENTER>
Select QUICK CODE: <ENTER>
AVERAGE DRUG COST PER UNIT: <ENTER>
Select ELECTROLYTE: <ENTER>
Select SYNONYM: <ENTER>
DRUG INFORMATION: <ENTER>
  1>
INACTIVATION DATE: <ENTER>
CONCENTRATION: <ENTER>
MESSAGE: <ENTER>
ADDITIVE FREQUENCY: ALL BAGS//  <ENTER>
Edit Additives or Solutions: <ENTER>

     Select one of the following:
```

Multiple Automated Dispensing Devices (ADD)

Patch PSS*1*156, in conjunction will PSO*7*354, allows sites to send prescriptions to multiple ADDs. Defining a dispensing device at the drug level for a division will override the dispensing device settings in the OUTPATIENT SITE File (#59). If populated, the drug will be sent to the dispensing device for that division. There are two types of ADDs, window and mail, and these are based on the route of the prescription. The prompt "OP EXTERNAL DISPENSE:" must be YES for an ADD to be added to a drug.The following example illustrates the set-up for the drug CIMETIDINE 200MG TAB to be sent to the dispensing device SCRIPTPRO1 for window prescriptions and SCRIPTPRO2 for mail prescriptions.

Example 1: Assigning Dispensing Device for a Drug

```
Select OPTION NAME: PSS DRUG ENTER/EDIT     Drug Enter/Edit

Select DRUG GENERIC NAME:    CIMETIDINE 200MG TAB        GA301
         ...OK? Yes//   (Yes)


*****************************************************************************
This entry is marked for the following PHARMACY packages:
 Outpatient
 Unit Dose
 Non-VA Med
GENERIC NAME: CIMETIDINE 200MG TAB  Replace
VA CLASSIFICATION: GA301//
DEA, SPECIAL HDLG: 6P//


*****************************************************************************
This entry is marked for the following PHARMACY packages:
 Outpatient
 Unit Dose
 Non-VA Med

MARK THIS DRUG AND EDIT IT FOR:
O  - Outpatient
U  - Unit Dose
I  - IV
D  - Drug Accountability
C  - Controlled Substances
X  - Non-VA Med

Enter your choice(s) separated by commas : O
                                     O - Outpatient
** You are NOW editing OUTPATIENT fields. **

AN Outpatient Pharmacy ITEM? Yes//   (Yes)
.
.
QUANTITY DISPENSE MESSAGE:
OP EXTERNAL DISPENSE: YES//


Defining a dispensing device at the drug level for a division will override
the dispensing device settings in the OUTPATIENT SITE File (#59). If populated,
the drug will be sent to the dispensing device for that division.

Select DIVISION: ALBANY //
    DIVISION: ALBANY //
    WINDOW DNS NAME: SCRIPTPRO1//
    MAIL DNS NAME: SCRIPTPRO2//
Select DIVISION:
```

The following actions will apply when OP EXTERNAL DISPENSE field (#28) is YES:

- To change where a drug is being routed, simply change the ADD associated with the drug.

```
Select DIVISION: ALBANY//
  DIVISION: ALBANY//
  WINDOW DNS NAME: SCRIPTPRO1// scriptpro3    MACHINE2@VA.GOV  9002
  MAIL DNS NAME: SCRIPTPRO2//
Select DIVISION:
```

ADDs can be removed from an ADD defined in the DRUG file (#50) for specific drugs for a site.

```
Select DIVISION: troy   514
         ...OK? Yes//   (Yes)

  DIVISION: TROY// @
   SURE YOU WANT TO DELETE THE ENTIRE DIVISION? y  (Yes)
Select DIVISION:
```

- If the response to OP EXTERNAL DISPENSE field (#28) is NO, then there will be no prompt to add an ADD.

```
OP EXTERNAL DISPENSE: N  NO

Do you wish to mark to transmit to CMOP?
Enter Yes or No:
```

Patch PSS*1*146 addresses a functionality change to prevent erroneous matching with Dispense Drugs. It is very easy to select the wrong item and incorrectly change the PRINT NAME field (#.01) of the IV ADDITIVES file (#52.6) and/or IV SOLUTIONS file (#52.7). Also, once an additive or solution is selected, it is unclear as to whether or not the user is still selecting or editing.

Patch PSS*1*146 enhances this process by displaying the previously entered Print Name as the default if only one is entered.

Example:

```
Select IV ADDITIVES PRINT NAME: ADDITIVE1//
```

If more than one Print Name were previously entered, the software will display the list of all linked Additives and/or Solutions to select from so an edit may be made.

Example:

```
<DRUG NAME> currently linked to the following IV
Additives:
          1. ADDITIVE1
          2. ADDITIVE2

       Select 1-2 from list above or type 'NEW' to link
       to a new IV Additive:
```

The Patch PSS*1*146 enhancement also allows the user to enter a new Additive or Solution and link it to the dispense drug. The software will give the user the choice to enter and link the dispense drug to a new Additive or Solution as well as require a confirmation of the selected dispense drug that will be linked to the selected Additive/Solution.

Example (Create new IV Additive and link to drug):

```
 <DRUG NAME> currently linked to the following IV Additives:

    1. ADDITIVE1
    2. ADDITIVE2

    Select 1-2 from list above or type 'NEW' to link
    to a new IV Additive: NEW

 Select IV ADDITIVES PRINT NAME: TEST
   Are you adding 'TEST' as a new IV ADDITIVES (the 33RD)? No// Yes
 IV ADDITIVES DRUG UNIT: GM   GM
 PRINT NAME: TEST//
 Select DRUG GENERIC NAME: CEFAMANDOLE 1GM INJ//   AM116
 ARE YOU SURE YOU WANT TO SELECT CEFAMANDOLE 1GM INJ? No// Y  (Yes)
 ...

 <DRUG NAME> currently linked to the following IV Additives:

    1. ADDITIVE1
    2. ADDITIVE2
    3. TEST

    Select 1-3 from list above or type 'NEW' to link
    to a new IV Additive: NEW
```

1.3 Order Check Management
[PSS ORDER CHECK MANAGEMENT]

Note: Dosing Checks during Drug Order Entry will be available *only* with the release of MOCHA V2.0.

The *Order Check Management* sub-menu provides options to request custom changes to the Enhanced Order Check (drug interaction, duplicate therapy, and dosing) vendor database. It also allows the user to review drug interactions and their severity, which have been added locally to the DRUG INTERACTION file (#56) in order to determine whether the same changes need to be requested as custom changes to the new vendor database.

1.4.1 Request Changes to Enhanced Order Check Database
[PSS ORDER CHECK CHANGES]

The Request Changes to Enhanced Order Check Database option allows Pharmacy users to request custom changes to the Enhanced Order Check (drug interaction, duplicate therapy and dosing) vendor database. The user can request the following custom changes:

- Add a new drug interaction

- Change an existing drug interaction severity

- Change to a duplicate therapy

- Change to a dosing record for a drug
  Note that although the ability to request a custom dosing record change is available with the release of MOCHA V1.0, the introduction of dosing order checks via backdoor Pharmacy will be available only with MOCHA V2.0.

Depending on the request, the user is prompted for different pieces of information.

The request is directed to an Outlook mail group (VAOITVHITPSCUSTOMREQ@VA.GOV) that will review and act on the requests. A copy of the request is also sent to the user's VistA email account. If the user is not ready to send the request just yet, answering 'No' at the transmit prompt will send the request just to the user's VistA email account. Once the user is ready to send the request, if no changes are needed, the user can retrieve the VistA email message and forward it to the Outlook mail group (VAOITVHITPSCUSTOMREQ). If the VistA email message is no longer available for retrieval, the user must reenter and transmit the request.

NOTE: The option will use whatever editor (line or screen) the user has defined for his or her "Preferred editor" in the NEW PERSON (#200) File.

1.21.2 Other Language Translation Setup
[PSS OTHER LANGUAGE SETUP]

This is a stand-alone menu option that is not exported with the main menu. The *Other Language Translation Setup* option provides the ability to enter/edit data in the PHARMACY SYSTEM file (#59.7). This option allows sites to enter appropriate terms in another language that make up parts of the SIG when printing prescription bottle labels. If the user does not enter a translation, the English word will print. The *Other Language Translation Setup* option is a stand-alone option that must be assigned to the person(s) responsible for maintaining it. See Appendices C-G for lists of Spanish equivalents for some of the more common terms used for administration schedules, dosage forms, local possible dosages, medication instructions, and medication routes.

Example: Other Language Translation Setup

```
USE OF ANOTHER LANGUAGE: YES  <If No is entered the remaining fields will not be prompted for
SECONDS: SEGUNDOS
MINUTES: MINUTOS
DAYS: DIAS
WEEKS: SEMANAS
HOURS: HORAS
MONTHS: MESES
AND: Y
THEN: LUEGO
EXCEPT: EXCEPTO
ONE: UNA
TWO: DOS
THREE: TRES
FOUR: CUATRO
FIVE: CINCO
SIX: SEIS
SEVEN: SIETE
EIGHT: OCHO
NINE: NUEVE
TEN: DIEZ
ONE-HALF: MEDIA
ONE-FOURTH: UN-CUARTO
ONE-THIRD: UN-TERCIO
TWO-THIRDS: DOS-TERCIOS
THREE-FOURTHS: TRES-CUARTOS
FOR: POR
```

1.21.3 All Stand-Alone Menu Items

The following is a list of all stand-alone options that are **NOT** exported as part of the main PDM menu [PSS MGR]:

*Other Language Translation Setup
[PSS OTHER LANGUAGE SETUP]

Drug Inquiry (IV)
[PSSJI DRUG INQUIRY]

Electrolyte File (IV)
[PSSJI ELECTROLYTE FILE]

Enable/Disable Vendor Database Link
[PSS ENABLE/DISABLE DB LINK]

Add Default Med Route
[PSS ADD DEFAULT MED ROUTE]

        The *Enable/Disable Vendor Database Link* option exists **ONLY** as a way for technical personnel to turn on/off the database connection if required for debugging. Normally, it is enabled and the Vendor Database updates are performed centrally on the MOCHA servers, not at the individual sites. This option is rarely used. It is **NOT** exported as part of the main PDM menu [PSS MGR]

In the rare case where this option is used and the database link is disabled, NO drug-drug interaction, duplicate therapy, or dosing order checks will be performed in Pharmacy or in the Computerized Patient Record System (CPRS).

*Other Language Translation Setup is a stand-alone option that must be assigned to the person(s) responsible for maintaining it.

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