

e-Pharmacy Preparation Setup Checklist for Outpatient Pharmacy

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. All dispensing pharmacies must have an NCPDP number and register with AAC.			
2. Verify use of Drug Accountability Software for managing NDC numbers.			
3. Prepare DEA Special Handling Field values for all sensitive diagnosis and billable drugs – explicit instructions available			
4. Establish Patient signature log process			
5. Determine feasibility of installing fax machine in pharmacy			
6. Ensure pharmacist validates NDC as prescription is released. If NDC dispensed does not match, the correct NDC should be selected prior to release. IF the correct NDC is not available it should be added to the system and then selected prior to release.			
7. Verify each pharmacist and technician has taken OPECC Orientation <i>and</i> e-Pharmacy Claims Software Web-based courses			
8. Post Quick Reference materials at computer station(s)			
9. Check with IRMS to ensure correct menus and security keys are installed. Make sure one or more Pharmacy staff, e.g. the Pharmacy ADPAC and ePharmacy Site Manager, has the following menus and keys. <ul style="list-style-type: none"> • ECME ... [BPSMENU] *Locked with BPSMENU • ECME User Screen [BPS USER SCREEN] *Locked with BPS USER • Pharmacy ECME Manager Menu ... [BPS MANAGER MENU] *Locked with BPS MANAGER • Pharmacy ECME Setup Menu ... [BPS SETUP MENU] *Locked with BPS MASTER • Pharmacy Electronic Claims Reports ... [BPS MENU RPT MAIN] *Locked with BPS REPORTS 			

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The ePharmacy Menu ... [PSO EPHARMACY MENU], used to resolve rejects, is locked with the PSORPH security key.			
10. Review and document current parameters controlling CMOP transmissions (timing, Days to Pull From Suspense & Thru Days)			
11. Identify person or function responsible for obtaining prior-authorizations.			
12. Establish a working relationship with OPECC and develop parameters for providing assistance with NDC, DAW, Prior Approval, and other rejects.			
13. Coordinate with OPECC and AR to determine the appropriate auto-reversal setting			
14. Establish process for daily management of the ECME Claims Submitted, Not Yet Released report. It reports only the e-Pharmacy prescriptions that have not been released, whether they are CMOP, Local Mail or Window processed. It also provides the patient and drug names – two pieces of information which help assess the situation.			
15. Establish process for daily management of work list			
16. Establish written process for maintaining NDC numbers in Drug Accountability Software			
17. Make sure ADPAC (or individual responsible for drug file) understand that NDCs for all items <i>not</i> purchased through a prime vendor need to be entered into the drug file as a drug accountability synonym.			
18. Establish written process for ongoing maintenance of DEA Special Handling Field			
19. Ensure each Outpatient site is assigned the correct NPI Institution by entering it via the ‘Site Parameters Enter/Edit’ option of the VISTA Outpatient pharmacy program. Choose the NPI Institution of the <u>Pharmacy</u>			

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that processes the prescriptions for the site.			
20. At the agreed upon date, activate for ePharmacy claims processing by entering your Outpatient sites under their respective BPS Pharmacy. This is done through the 'Edit ECME Pharmacy Data' option in the 'Pharmacy ECME Setup Menu' of the 'Pharmacy ECME Manager Menu'. Assign any Outpatient sites that enter outpatient orders to the BPS Pharmacy that processes their prescriptions. Enter the appropriate answers for the CMOP SWITCH, Auto-reverse Parameter, and Default DEA# questions.			
21. Register your Pharmacy data using the 'Register Pharmacy with Austin Automation Center' option of the 'Pharmacy ECME Setup Menu' of the 'Pharmacy ECME Manager Menu'.			