Resources

March 2016 Pharmacy Informatics
Where to go for help

You could try the kid down the street, but we suggest some more professional alternatives.
Where to go for help (cont.)

- LISTSERVs
- www.ihs.gov Website
- FTP sites – Training Materials
- PSG Best Practice Document
LISTSERV E mail Groups

- http://www.ihs.gov/listserv/topics/
- IHSRX
- IHSRXIP
- EHR
- Lots of traffic!
- Electronic Prescribing
- Pharmacy Anticoag
- Pharmacy Automation
- Pharmacy Billing (POS)
Search the Archives

The Archives are huge and can be a great resource.
LISTSERV Archives

Visit [http://www.ihs.gov/listserv/](http://www.ihs.gov/listserv/) and select Archives on the left side of the page.
Choose Your Listserv

You will be able to choose which Listserv Archives you would like to search.
Listserv Login Process

IHSRX Home Page

IHSRX@LISTSERV.IHS.GOV

Options

Log In
Get Password
Subscribe or Unsubscribe
Listserv Login Process (cont.)

Login Required

Please enter your email address and your LISTSERV password and click on the "Log In" button. If this is the first time you see this prompt, or if you have forgotten your password, you will need to get a new LISTSERV password first.

Email Address: john.doe@ihs.gov
Password: **********

Log In  Change Password

LISTSERV.IHS.GOV
Click on Search

Click on the Search button in the upper right-hand corner for an Advanced Search.
Fill in any or all boxes
Less may be more
An example of results you might receive if you searched the term “refill” on the IHSRX listserv:

<table>
<thead>
<tr>
<th>Item #</th>
<th>Date</th>
<th>Time</th>
<th>From</th>
<th>Subject</th>
<th>List Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>005982</td>
<td>2015-06-08</td>
<td>22:05</td>
<td>Katie Johnson</td>
<td>NPC Recommendation on Pharmacy Refill documentation</td>
<td>IHSRX</td>
</tr>
<tr>
<td>005835</td>
<td>2015-03-06</td>
<td>18:53</td>
<td>Laura Wong</td>
<td>Re: refill auth from phsyicians</td>
<td>IHSRX</td>
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<td>005830</td>
<td>2015-03-06</td>
<td>14:52</td>
<td>Winter, Vicki (IHS/ALB)</td>
<td>Re: refill auth from physicians</td>
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<td>005821</td>
<td>2015-03-02</td>
<td>16:46</td>
<td>Raisor, Thomas S (IHS/PHX)</td>
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<td>Rose, Angela</td>
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<td>005685</td>
<td>2014-11-21</td>
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<td>Raisor, Thomas S (IHS/PHX)</td>
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<td>Lauren Corcoran</td>
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<tr>
<td>005458</td>
<td>2014-04-01</td>
<td>07:20</td>
<td><a href="mailto:john.chui@frth.org">john.chui@frth.org</a></td>
<td>Refill clinic policy and procedure</td>
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<td>005219</td>
<td>2013-08-16</td>
<td>16:40</td>
<td><a href="mailto:michael.shuster@ihs.gov">michael.shuster@ihs.gov</a></td>
<td>Suggestions to improve the automated refill line</td>
<td>IHSRX</td>
</tr>
</tbody>
</table>
Basic Search

Type search term in Search Archives box in upper right corner and select Search. Example shown for “best practices”.
Basic Search Results

An example of results you might receive if you searched the term “best practices” on the IHSRX listserv.
Click on blue Item number in the first column to view.
Hello all,

NPC and PSG have been working on a Best Practices document and are now ready to release the first version. Please see attached zip folder that includes the document and several supporting documents as well. I also pulled out just the actual Best Practice document and attached separately for easy access. We are also working on posting this on some websites and will let you know when that is completed. There will be periodic updates and additions to this “living” document.

Have a great day,

Katie Johnson, Pharm.D,
Chair, Pharmacy PSG
CDR USPHS
EHR Integrated Care Coordinator
Northwest Portland Area Indian Health Board
2111 SW Broadway Suite 300
Portland, OR 97201
kjohnson@npaihb.org
503-416-3272
IHS.GOV Website Navigation

A-Z Index in the upper right corner of the www.ihs.gov website is a quick way to find a specific website.
IHS.GOV - RPMS

Visit Applications section for User Manuals and Patch Notes.
Application Manuals

- On RPMS website: http://www.ihs.gov/RPMS/index.cfm
- Click Applications (on left hand side of website page)
Application Manuals (cont.)

From here you can choose which package you’re interested in and find user and technical manuals.

**Pharmacy - Controlled Drug Export System (BPDM)**

**Version:** 2.0

Distribution of the application you selected is restricted. Please contact the ITSC Verification team to obtain this software:

**Phone:** (505) 917-1061  
**Email:** Ginny.Bronson@ihs.gov

**Description:**
The Controlled Drug Export System creates export files containing controlled substance prescription dispensing information in the specified American Society for Automation in Pharmacy [ASAP] format which may be uploaded to a centralized database administered by an authorized public health entity such as a state prescription drug monitoring program [PDMP].

**Manuals:**
- [User] [PDF - 191KB]  
- [Technical] [PDF - 174KB]  
- [Install] [PDF - 85KB]  
- [Security]

**Software:**  
- Unix  
- Windows  
- Patch  
- Notes

**Legacy:**  
- Versions  
- Patches
Patch Notes

• From the Applications pages, you can also find patch notes if available
• You must know the RPMS namespace (located in parenthesis behind each RPMS package name on the Applications page)
• Look for the files ending in the letter n for “notes” and check the date to see the most recent additions
Patch Notes (cont.)

Pharmacy - National Drug File (PSN)

Version: 4.0

Distribution of the application you selected is restricted. Please contact the ITSC Verification team to obtain this software:

Phone: (605) 917-1061
Email: Ginny Bronson@ihs.gov

Description:
Provides for the systematic management and classification of all medications updated from data supplied by the Food and Drug Administration (FDA) for merging into a facility’s drug file. This is a restricted package. Contact your Area Office for the latest version.

Manuals:
- User [PDF - 709KB]
- Install [PDF - 117KB]
- Technical [PDF - 898KB]

Software: Unix | Windows | Patch | Notes

Legacy: Versions | Patches

Supporting Documentation:
- User Manual, Part 2 (Appendix C) [PDF - 179KB]
- User Manual, Part 3 (Appendix D) [PDF - 562KB]
- User Manual, Part 4 (Appendix E) [PDF - 987KB]
Patch Notes (cont.)

FTP directory /RPMS/patches/ at ftp.ihs.gov

To view this FTP site in File Explorer: press Alt, click View, and then click Open FTP Site in File Explorer.

*****WARNING***WARNING***WARNING*****
This is an IHS computer system. IHS computer systems are provided for the
processing of Official U.S. Government information only.
All data contained on IHS computer systems is owned by the IHS and may
be monitored, intercepted, recorded, read, copied, or captured in any manner
and disclosed in any manner, by authorized personnel.
THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM.
System personnel may give to law enforcement officials any potential
evidence of crime found on IHS computer systems.
USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES
CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR
CAPTURING, AND DISCLOSURE.
*****WARNING***WARNING***WARNING*****

Up to higher level directory

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Visit **Training** website:

- **Training** – List of classes, schedules, and training agendas.
- **Computer-Based Training** – Recorded training sessions.
- **Course Materials** – Link to FTP site with RPMS training materials.
IHS.GOV - EHR

- EHR FTP Site links to more EHR training materials.
- Location has moved under Clinical Application Coordinator EHR v1.1 Manuals section.
FTP Sites

• From RPMS training link –
  • ftp://ftp.ihs.gov/pubs/rpms-training

• From EHR training link –
  • ftp://ftp.ihs.gov/pubs/EHR/

• Additional Recorded Trainings Link:
  • https://ihs.adobeconnect.com/admin/show-event-catalog?folder-id=1547484315
Pharmacy PSG Best Practices

• Posted on website:
  • [http://www.npaihb.org/programs/project/psg_best_practices](http://www.npaihb.org/programs/project/psg_best_practices)

• Sent to IHSRX Listserv

• Ask your Area Pharmacy Consultant or Pharmacy PSG representative to email you a copy
# Pharmacy PSG Best Practices

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**If you are unable to access any of the links in this document, please contact your Area Pharmacy Consultant, Area PSG Representative**
Questions?