

## RPMS Pharmacy Informatics Drug File Optimization FileMan Report #2: Unit Fields and Available to eRx Field

Remember that FileMan access is not always granted; if it is, be careful when using it. We will only be using it for reports in this class. If you cannot get access to the full menu, see if the local IT will grant you search only permission or help print the reports.

```

Enter or Edit File Entries
Print File Entries
Search File Entries
Modify File Attributes
Inquire to File Entries
Utility Functions ...
Data Dictionary Utilities ...
Transfer Entries
Other Options ...

Select VA FileMan Option: SEARCH File Entries
    
```

To begin, at the “Select VA FileMan Option” prompt, type **SEARCH File Entries** and press Enter.

### Step by Step Method of Running the FileMan Report

1. Turn on session logging (or capture, or whatever the telnet client uses to capture screen contents).
2. At each of the following prompts, enter the input described in the User Input column.

VA FileMan Search Prompt	User Input	Guidance
OUTPUT FROM WHAT FILE:	<b>DRUG</b> <Enter>	This report focuses on the Drug File (File #50).
-A- SEARCH FOR DRUG FIELD:	<b>INACTIVE DATE</b> <Enter>	The first step is to exclude any drug that has been inactivated in the system.
-A- CONDITION:	<b>NULL</b> <Enter>	Adding NULL formats the report to exclude any inactive prompt that has been populated.
-B- SEARCH FOR DRUG FIELD:	<Enter>	No other requirements are needed for this particular report; press Enter at this prompt.
IF: A//	<Enter>	Press Enter at this prompt.
STORE RESULTS OF SEARCH IN TEMPLATE:	<Enter>	We will not be storing these results at this time.

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VA FileMan Search Prompt	User Input	Guidance
SORT BY:	<b>GENERIC NAME</b> <Enter>	We will now print the report but before we do we have to tell it how to sort and the fields that we would like it to print.
START WITH GENERIC NAME:	<b>FIRST</b> <Enter>	This will default to FIRST; press Enter to accept the default.
FIRST PRINT FIELD:	<b>NUMBER;L8</b> <Enter>	Type exactly what is displayed in the field. The first field printed is the IEN NUMBER for the drug. Remember the IEN is unique to each drug and this will be useful for quickly locating the drugs that need to be modified.
THEN PRINT FIELD:	<b>GENERIC NAME;L50</b> <Enter>	Type exactly what is displayed in the field. The second field printed is the Generic Drug Name.
THEN PRINT FIELD:	<b>DEA,SPECIAL HDLG;L5</b> <Enter>	Type exactly what is displayed in the field. This prints the DEA, SPECIAL HDLG field for review.
THEN PRINT FIELD:	<b>ORDER UNIT;L5</b> <Enter>	Type exactly what is displayed in the field. you see in the field. This prints the ORDER UNIT field for review.
THEN PRINT FIELD:	<b>DISPENSE UNIT; L10</b> <Enter>	Type exactly what is displayed in the field. This prints the DISPENSE UNIT field for review.
THEN PRINT FIELD:	<b>DISPENSE UNITS PER ORDER UNIT;L5</b> <Enter>	Type exactly what is displayed in the field. This prints the DISPENSE UNITS PER ORDER UNIT field for review.

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VA FileMan Search Prompt	User Input	Guidance
THEN PRINT FIELD:	<b>DISPENSE UNIT NCPDP CODE;L5</b> <Enter>	Type exactly what is displayed in the field. This prints the DISPENSE UNIT NCPDP CODE field for review.
THEN PRINT FIELD:	<b>NDC;L15</b> <Enter>	Type exactly what is displayed in the field. This prints the NDC field for review.
THEN PRINT FIELD:	<b>ERX;L10</b> <Enter>	Type exactly what is displayed in the field. This prints the Available to e-Rx field for review.
THEN PRINT FIELD:	<Enter>	At the next "Then Print Field" prompt, press Enter to end the process.
Heading (S/C):	<b>DRUG SEARCH</b> <Enter>	Press Enter to accept the default at the HEADING prompt.
DEVICE:	<b>HOME;180;99999</b> <Enter>	With session logging activated, type <b>HOME;180;99999</b> : <ul style="list-style-type: none"> <li>• <b>HOME</b>. Sends the final report to the home screen.</li> <li>• <b>180</b>. Instructs the report to print no more than 180 characters in each line.</li> <li>• <b>99999</b>. Instructs the report to scroll until it comes to the 99,999 row. This should allow the entire report to be captured without having to press Enter between each screen.</li> </ul>

3. Once the report is complete, turn off session logging.
4. Find the log file created by the session logging.
5. Import the report into Excel; it should look similar to Figure 1:

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### Copy and Paste Method of Running the FileMan Report

```
Select VA FileMan Option: search File Entries
OUTPUT FROM WHAT FILE: DRUG//
-A- SEARCH FOR DRUG FIELD:
```

1. At the “OUTPUT FROM WHAT FILE” field, press Enter to accept the default (DRUG).
2. At the “-A- SEARCH FOR DRUG FIELD” prompt:
  - a. Turn on session logging (or capture, or whatever the telnet client uses to capture screen contents).
  - b. Copy all the lines in the following box (including the blank lines!).

```
INACTIVE DATE
NULL

.001;L8
.01;L50
3;L5
12;L5
14.5;L10
15;L5
9999999.145;L5
31;L15
9999999.353;L10

0;180;999999
```

- c. Paste the copied lines at the “-A- SEARCH FOR DRUG FIELD” prompt.
3. Once the report is complete, turn off session logging.
  4. Find the log file created by the session logging.
  5. Import the report into Excel; it should look similar to Figure 1:

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NUMBER	GENERIC NAME	DEA, SPECIAL HDLG	ORDER UNIT	DISPENSE UNIT	DU/OU	NCPDP CODE	NDC	AVAILABLE TO ERX
359	PHENYTOIN 100MG CAP	6P	BT	TAB	100	U2	00378-1560-01	
361	PHENYTOIN 125MG/5ML SUSP	6P	BT	ML	237	ML	00071-2214-20	
362	PRIMIDONE 250MG TAB	6P	BT	TAB	100	U2	00603-5372-21	
371	DOXEPIN 25MG CAP	6P	BT	CAP	100	AV	00378-3125-01	
376	IMIPRAMINE 25MG TAB	6P	BT	TAB	1000	U2	49884-0055-10	
393	CHLORDIAZEPOXIDE 10MG CAP	4CP	BT	CAP	100	AV	51079-0375-20	
404	CHLORPROMAZINE 25MG/ML INJ (1ML)	6P	AM	ML	25	ML	00641-1397-31	
405	CHLORPROMAZINE 100MG TAB	6P	BT	TAB	1000	U2	00832-0303-10	
409	CHLORPROMAZINE 25MG TAB	6P	BT	TAB	100	U2	00832-0301-00	
420	DIAZEPAM 5MG TAB	4CP	BX	TAB	1000	U2	00591-5619-10	
430	FLUPHENAZINE 2.5MG TAB	6P	BT	TAB	500	U2	00781-1437-05	
433	HALOPERIDOL 1MG TAB	6P	BT	TAB	100	U2	00781-1392-01	
434	HALOPERIDOL 2MG TAB	6P	BT	TAB	100	U2	00781-1393-01	
437	HALOPERIDOL 5MG/ML INJ	6P		ML	10	ML	00045-0255-49	
441	hydrOXYzine HCL 50MG/ML INJ	6P	VI	ML	10	ML	00641-2518-41	
475	THIORIDAZINE 25MG TAB	6P	BT	TAB	100	U2	00378-0614-01	
483	TRIFLUOPERAZINE 2MG TAB	6P	BT	TAB	100	U2	00108-4904-20	
486	LITHIUM CARBONATE 300MG CAP	6P	BT	CAP	100	AV	00054-2527-25	

Figure 1: Sample Excel Table

## Clean-up Instructions

### DEA Special HDLG

The following items should be addressed when looking at the DEA Special HDLG field:

- No blanks
- Accurate information:
  - Controlled substances. Should contain a 2,3,4,5,L,A,C, etc.
  - Supplies. Should contain an “S”.
  - Compounds. Should contain a zero (0).

### Order Unit

The following items should be addressed when looking at the Order Unit field:

- No blanks

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- Accurate Information

### Dispense Unit

The following items should be addressed when looking at the Dispense Unit field:

- No blanks
- Accurate Information
- This field often matches the NCPDP Code field

### Dispense Unit per Order Unit

The following items should be addressed when looking at the Dispense Unit field:

- No blanks
- Accurate Information

### NCPDP Code

- No blanks
- Accurate information
- This field often matches the Dispense Unit field
- Minimize or avoid the use of “EA” for Each

\*\*\*More options are now available for this field. See Table 1.

### NDC Number

Address the following when looking at the NDC Number:

- No blanks (unless it is a supply or compound)

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- Accurate
- Format should follow the recommended “5-4-2” format

### Mark this Drug for e-Prescribing?

The options are:

- 0      AVAILABLE
- 1      NOT AVAILABLE

It is not necessary to mark the Available drugs as “0” as that is the default for this field.

The following items should be marked as NOT AVAILABLE:

- PYXIS/OMNICELL items
- SAMPLES
- ER ITEMS
- Drugs with no NDC numbers (some herbals, homeopathic products)
- Unknown Medication Miscellaneous or any other Generic entry

## RPMS Pharmacy Informatics Drug File Optimization FileMan Report #2: Unit Fields and Available to eRx Field

Table 1: All NCPDP Codes

DESCRIPTION	CODE Populate this in the Dispense Unit NCPDP Code prompt in the PDM drug file
Ampule	AM
Applicator	AL
Applicatorful	AF
Bag	BG
Bar	BA
Bead	BE
Blister	BL
Block	BK
Bolus	BS
Bottle	BO
Box	BX
Can	CA
Canister	CN
Caplet	CP
Capsule	AV
Carton	CR
Cartridge	CQ
Case	CS
Cassette	CT
Container	CH



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DESCRIPTION	CODE Populate this in the Dispense Unit NCPDP Code prompt in the PDM drug file
Cylinder	CY
Disk	DK
Dose Pack	DD
Dual Pack	DP
Each	EA
Film	FM
Fluid Ounce	FO
Gallon	GL
Gram	GR
Gum	Y7
Implant	IP
Inhaler	IH
Intravenous Bag	IB
Kilogram	KG
Kit	KT
Liter	LT
Lozenge	UU
Metric Drop	X4
Milligram	ME
Milliliter	ML
Millimeter	MM

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DESCRIPTION	CODE Populate this in the Dispense Unit NCPDP Code prompt in the PDM drug file
Nebule	NB
Needle Free Injection	NF
Not Specified	0
Ocular System	OS
Ounce	ON
Package	PH
Packet	12
Pad	PD
Paper	PP
Patch	FG
Pint	PT
Pouch	PC
Pound	PO
Puff	PF
Quart	QT
Ring	RG
Sachet	ST
Scoopful	SC
Sponge	SG
Spray	SP
Stick	SI

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DESCRIPTION	CODE Populate this in the Dispense Unit NCPDP Code prompt in the PDM drug file
Strip	SR
Suppository	AR
Swab	SW
Syringe	SZ
Tablespoon	Y2
Tablet	U2
Tabminder	TM
Tampon	TP
Teaspoon	Y3
Tray	TY
Troche	TE
Tube	TB
Vial	VI
Wafer	WA

Table 2: Description Changes

CODE used in the NCPDP Field in PDM	Old Description	NEW Description
FG	Transdermal Patch	Patch
PH	Pack	Package
X4	Drop	Metric Drop

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Table 3: Deleted Codes

Code	Description
F2	International Units
MR	Meter
UM	Million Units
ZZ	Mutually Defined
UN	Unit

Table 4: New Codes

Code	Description
AL	Applicator
AF	Applicatorful
BA	Bar
BE	Bead
BL	Blister
BK	Block
BS	Bolus
CA	Can
CN	Canister
CP	Caplet
CR	Carton
CS	Case
CT	Cassette

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Code	Description
CY	Cylinder
DK	Disk
DP	Dual Pack
FM	Film
GL	Gallon
IB	Intravenous Bag
KG	Kilogram
MM	Millimeter
NB	Nebule
NF	Needle Free Injection
OS	Ocular System
ON	Ounce
PD	Pad
PP	Paper
PC	Pouch
PO	Pound
PF	Puff
QT	Quart
RG	Ring
ST	Sachet
SC	Scoopful
SG	Sponge

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Code	Description
SP	Spray
SI	Stick
SR	Strip
SW	Swab
TM	Tabminder
TP	Tampon
TY	Tray
TE	Troche
WA	Wafer