

RPMS Pharmacy Informatics Drug File Optimization FileMan Report #4: Dosages and Application Packages

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
    
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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:	DRUG <Enter>	This report focuses on the Drug File (File #50).
-A- SEARCH FOR DRUG FIELD:	INACTIVE DATE <Enter>	The first step is to exclude any drug that has been inactivated in the system.
-A- CONDITION:	NULL <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>	
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:	GENERIC NAME <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:	FIRST <Enter>	This will default to FIRST; press Enter to accept the default.
FIRST PRINT FIELD:	NUMBER;L10 <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 to be modified.
THEN PRINT FIELD:	GENERIC NAME;L50 <Enter>	Type exactly what is displayed in the field. The second field printed is the Generic Drug Name.
THEN PRINT FIELD:	APPLICATION PACKAGES' USE;L10 <Enter>	Type exactly what is displayed in the field. The letters that are available depend on the keys you hold. Marking a drug "O" authorizes it to be ordered in an Outpatient (aka Ambulatory Setting) and it will be processed through the Outpatient Pharmacy Drug File Marking a drug "U" authorizes the drug to be ordered on the inpatient ward and is processed through the Unit Dose package Marking a drug "I" authorizes it for IV drugs and allows for processing in the IV package for inpatient OR outpatient sites. Marking a drug "X" allows it to be ordered as a NON-VA Medication.

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VA FileMan Search Prompt	User Input	Guidance
<p>THEN PRINT FIELD:</p>	<p>POSSIBLE DOSAGES (multiple) <Enter></p>	<p>Type exactly what is displayed in the field.</p> <p>There are two types of dosages that can be assigned to a drug.</p> <p>Possible dosages are normally assigned automatically when you match the drug to the NDF.</p> <p>There are some drugs that will not automatically receive a possible dose when matched and in those cases we will optimize the local possible dosage field that follow.</p> <p>Best practice supports of possible dosages over local possible dosages HOWEVER we have already indicated that not all drugs will have possible dosing.</p>
<p>THEN PRINT POSSIBLE DOSAGES SUB-FIELD:</p>	<p>DOSE;L10 <Enter></p>	<p>Type exactly what is displayed in the field.</p> <p>When possible dosages are auto-created, the system automatically creates entries for 1x strength of the dispense unit and 2x strength of dispense unit.</p> <p>Keep in mind that this is automatically done for you however you should always confirm that the dose automatically assigned is therapeutically and clinically appropriate.</p> <p>If the dose is inappropriate it can be removed by using the at sign (@).</p> <p>If the drug has additional dosing options (1/2 tab, 3 tabs, etc.) the package owner may create those in order to optimize dosing options for the provider during CPOE.</p>

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VA FileMan Search Prompt	User Input	Guidance
<p>THEN PRINT POSSIBLE DOSAGES SUB-FIELD:</p>	<p>PACKAGE;L5 <Enter></p>	<p>Type exactly what is displayed in the field.</p> <p>These are the package settings and sites will need to mark dose as either:</p> <ul style="list-style-type: none"> • IO = Both • OI = Both • O = Outpatient • I = Inpatient <p>Don't confuse the package settings with the application packages' field.</p> <p>Remember the application package authorizes the drug to be dispensed from a specific location (i.e. ambulatory vs inpatient on visit box in EHR).</p> <p>The package setting in both possible dosages and local possible dosages "speaks" to the medication dialog box.</p> <p>When a drug has both possible dosages and local possible dosages set up for the same package settings, possible dosages will always override local possible dosages and will be the ones displayed in EHR</p>
<p>THEN PRINT POSSIBLE DOSAGES SUB-FIELD:</p>	<p><Enter></p>	<p>Type exactly what is displayed in the field.</p> <p>No other possible dosage fields are required for this report –press Enter to select the next print field.</p>

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VA FileMan Search Prompt	User Input	Guidance
<p>THEN PRINT FIELD:</p>	<p>LOCAL POSSIBLE DOSAGE (multiple) <Enter></p>	<p>Type exactly what is displayed in the field. Again drugs can have two types of dosages. Create dosages manually for drugs that are not automatically assigned a possible dosage. Drugs that need local possible dosage include: combination products, ophthalmic products, topical, inhalers, etc. When creating a local possible dosage keep in mind that it needs to “speak” to the patient. Be consistent with expanding numeric values in local possible dosage. Remember best practice supports use of possible dosages over local possible dosages in most cases.</p>
<p>THEN PRINT LOCAL POSSIBLE DOSAGE SUB-FIELD:</p>	<p>LOCAL POSSIBLE DOSAGE;L30 <Enter></p>	<p>Type exactly what is displayed in the field. Keep in mind that a local possible dosage is free text and requires more customization so that it displays correctly on the label and is easily understood by the patient. Best practice indicates that range dosing should be avoided to prevent drug errors.</p>

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VA FileMan Search Prompt	User Input	Guidance
THEN PRINT LOCAL POSSIBLE DOSAGE SUB-FIELD:	PACKAGE;L15 <Enter>	Type exactly what is displayed in the field. These are the package settings and sites will need to mark dose as: I = Inpatient O = Outpatient IO = Both OI = Both Remember that drugs that share possible dosages and local possible dosages should be reviewed for package settings. If they share the same package setting, only the possible dosage will show in EHR.
THEN PRINT LOCAL POSSIBLE DOSAGE SUB-FIELD:	<Enter>	At the next "Then Print Local Possible Dosage Sub-Field" prompt, press Enter to end the process.
THEN PRINT FIELD:	<Enter>	At the next "Then Print Field" prompt, press Enter to end the process.
Heading (S/C):	DRUG SEARCH <Enter>	
DEVICE:	HOME;180;99999 <Enter>	With session logging activated, type HOME;180;99999 : <ul style="list-style-type: none"> • HOME. Sends the final report to the home screen. • 180. Instructs the report to print no more than 180 characters in each line. • 99999. 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.

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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:

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

NUMBER;L10
GENERIC NAME;L50
APPLICATION PACKAGES' USE;L10
POSSIBLE DOSAGES
DOSE;L10
PACKAGE;L5

LOCAL POSSIBLE DOSAGE
LOCAL POSSIBLE DOSAGE;L30
PACKAGE;L15

0;300;999999
```

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- 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:

GENERIC NAME	NUMBER	DOSE	PACKAGE	LOCAL POSSIBLE DOSAGE	PACKAGE	APPLICATION PACKAGES' USE
ACARBOSE 50MG TAB (SAMPLE)	84241	50	IO			OUX
ACETAMINOPHEN 120MG SUPP RTL	83605	120	I			
		240	I	1 SUPPOSITORY(IES)	Both	
				2 SUPPOSITORY(IES)	Both	OUX
ACETAMINOPHEN 120MG/CODEINE 12MG ELIX	3958					OX
ACETAMINOPHEN 120MG/CODEINE 12MG ELIXIR	84130			1 ML	Both	
				2 MLS	Both	
				1 TEASPOONFUL	Both	
				2 TEASPOONFULS	Both	
				1 TABLESPOONFUL	Both	OXN
ACETAMINOPHEN 120MG/CODEINE 12MG ELX U/D	84564			1 TEASPOONFUL	Outpatient	
				2 TEASPOONFULS	Outpatient	

Figure 1: Sample Excel Table

Clean-up Instructions

Run this report on your own system. Once complete review it for E-Prescribing for the following requirements:

ALL Sites:

- For all drugs:
 - Review drug file for accuracy.
 - Update missing information in your system.

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- Verify that all drug dosages are therapeutically and clinically appropriate.
- Optimize doses for all drugs.