

RPMS Pharmacy Informatics Drug File Optimization

FileMan Report #5: Dosage Form

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:	DOSAGE FORM <Enter>	This report focuses on the Dosage Form File (File #50.606).
-A- SEARCH FOR DRUG FIELD:	INACTIVATION 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>	

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VA FileMan Search Prompt	User Input	Guidance
STORE RESULTS OF SEARCH IN TEMPLATE:	<Enter>	We will not be storing these results at this time.
SORT BY:	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:	NAME;L40 <Enter>	Now we will tell the report what to print. The first field we will print is the Name of the dosage form.
THEN PRINT FIELD:	MED ROUTE FOR DOSAGE FORM <Enter>	The field that we will print is the medication route for the dosage form. This field is a multiple, so we have to select which of the subfields we will need to print.
THEN PRINT MED ROUTE FOR DOSAGE FORM SUB-FIELD:	MED ROUTE FOR DOSAGE FORM;L50 <Enter>	This will print each of the routes that are associated with a particular dosage form. The route will be used to build the sig on the prescription.
THEN PRINT MED ROUTE FOR DOSAGE FORM SUB-FIELD:	<Enter>	
THEN PRINT FIELD:	VERB;L5 <Enter>	The verb is used in building the sig on the prescription.
THEN PRINT FIELD:	PREPOSITION;L10 <Enter>	The preposition is used by the VA, in IHS we tend to add this to the route.
THEN PRINT FIELD:	NOUN <Enter>	This is another multiple field, so we will need to select some subfields.
THEN PRINT NOUN SUB-FIELD:	NOUN;L20 <Enter>	The noun is used in building the sig on the prescription.

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VA FileMan Search Prompt	User Input	Guidance
THEN PRINT NOUN SUB-FIELD:	PACKAGE;L15 <Enter>	The package shows where this noun can be used.
THEN PRINT NOUN SUB-FIELD:	<Enter>	
THEN PRINT FIELD:	CONJUNCTION;L5 <Enter>	The conjunction is used with the doses to help the provider determine which drug or strength it refers to.
THEN PRINT FIELD:	<Enter>	
Heading (S/C):	DOSAGE FORM SEARCH <Enter>	Accept the default at the Heading prompt
STORE PRINT LOGIC IN TEMPLATE:	<Enter>	We will not be storing the print logic at this time.
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.

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: DOSAGE FORM//
-A- SEARCH FOR DOSAGE FORM FIELD:
```

1. At the “OUTPUT FROM WHAT FILE” field, press Enter to accept the default (DOSAGE FORM).
2. At the “-A- SEARCH FOR DOSAGE FORM 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!).

```
INACTIVATION DATE
NULL

NAME;L40
MED ROUTE FOR DOSAGE FORM
MED ROUTE FOR DOSAGE FORM;L50

VERB;L10
PREPOSITION;L10
NOUN
NOUN;L20
PACKAGE;L15

CONJUNCTION;L5

0;180;999999
```

- c. Paste the copied lines at the “-A- SEARCH FOR DOSAGE FORM FIELD” prompt.
3. Once the report is complete, turn off session logging.
 4. Find the log file created by the session logging.

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5. Import the report into Excel; it should look similar to Figure 1:

NAME	MED ROUTE FOR DOSAGE FORM	VERB	PREPOSITION	NOUN	PACKAGE	CONJUNCTION
AEROSOL	ORAL			SPRAY(S)	Both	
AEROSOL,ORAL	ORAL	INHALE		PUFF(S)	Both	
AEROSOL,RTL	RECTAL	INSERT		APPLICATORFUL(S)	Both	
AEROSOL,SUBLINGUAL				SPRAY(S)	Both	
CAP,EC	ORAL	TAKE		CAPSULE(S)	Both	
CAP,INHL	INHALATION	INHALE	IN INHALER	CAPSULE(S)	Both	
CAP,IRRIGATION						
CAP,ORAL	ORAL	TAKE		CAPSULE(S)	Both	
ENEMA	RECTAL	INSTILL		CONTENTS	Both	OF

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 dosage forms:
 - Review dosage form file for accuracy
 - Ensure each dosage form has at least one (accurate) med route.
 - Review prepositions and remove those that result in duplicate display in the sig.
 - Update nouns, verbs, and conjunctions as needed.