

RPMS Pharmacy Informatics Drug File Optimization

FileMan Report #6: Pharmacy Orderable Item

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:	PHARMACY ORDERABLE ITEM <Enter>	This report focuses on the Pharmacy Orderable Item File (File #50.7).
-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>	

RPMS Pharmacy Informatics Drug File Optimization FileMan Report #6: Pharmacy Orderable Item

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.
WITHIN NAME, SORT BY:	<Enter>	
FIRST PRINT FIELD:	NAME;L50 <Enter>	The first print field will be the Pharmacy Orderable Item Name.
THEN PRINT FIELD:	DOSAGE FORM;L10 <Enter>	Pulls in the Pharmacy Orderable Item dosage form.
THEN PRINT FIELD:	MED ROUTE;L10 <Enter>	Pulls in any populated medication routes for your Pharmacy Orderable Item file. Remember medication routes that are blank will automatically default to ORAL.
THEN PRINT FIELD:	SCHEDULE TYPE;L5 <Enter>	If your site is in the habit of adding PRN or one time dose to this field you will need to reconsider. Sites that use this field to populate PRN and one-time orders have had serious issues on the inpatient wards. It is recommended that you do not use this field to populate PRN or one-time orders in this prompt. The PRN option can be populated in the Quick Order but should not be populated at this prompt.

RPMS Pharmacy Informatics Drug File Optimization FileMan Report #6: Pharmacy Orderable Item

VA FileMan Search Prompt	User Input	Guidance
THEN PRINT FIELD:	SCHEDULE;L10 <Enter>	<p>This will allow you to review schedules assigned to your Pharmacy Orderable Item file.</p> <p>It is a good idea to assign a default (most common) schedule in this field especially if your providers use the ALL OTHER MED menu option. If you have difficulties with schedules please see week one materials for more specific information on how to edit this file.</p>
THEN PRINT FIELD:	SYNONYM (multiple) <Enter>	<p>This field will pull out all the synonyms currently assigned to your Pharmacy Orderable Item file. Remember this is the synonym that the providers use when searching the ALL OTHER MED menu option.</p> <p>The current field has multiple entries which we will capture later.</p>
THEN PRINT SYNONYM SUB-FIELD:	SYNONYM;L40 <Enter>	<p>This is a sub-field of the synonym file.</p> <p>When reviewing, it is best to delete any incorrect entries and optimize synonyms so the provider is able to see all the available options in your drug file.</p> <p>Adding key search terms such as OCP (oral contraceptive) will allow providers to pull up all contraceptives within your pharmacy drug file.</p> <p>Each Pharmacy Orderable item can have multiple synonyms.</p>
THEN PRINT SYNONYM SUB-FIELD:	<Enter>	

RPMS Pharmacy Informatics Drug File Optimization FileMan Report #6: Pharmacy Orderable Item

VA FileMan Search Prompt	User Input	Guidance
THEN PRINT FIELD:	PATIENT INSTRUCTIONS;L50 <Enter>	This is our last field for this report. It will include all the patient instructions that you have assigned to your Pharmacy Orderable Item file. If you are having difficulties with Patient Instructions please see week 1 materials for more specific information on how to edit this file.
THEN PRINT FIELD:	<Enter>	
Heading (S/C):	DRUG SEARCH <Enter>	Accept the default at the HEADING prompt
DEVICE:	HOME;300;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. • 300. Instructs the report to print no more than 300 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:

RPMS Pharmacy Informatics Drug File Optimization

FileMan Report #6: Pharmacy Orderable Item

Copy and Paste Method of Running the FileMan Report

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

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

NAME

NAME;L40
DOSAGE FORM;L10
MED ROUTE;L10
SCHEDULE TYPE;L5
SCHEDULE;L10
1
SYNONYM
SYNONYM;L40

PATIENT INSTRUCTIONS;L50

0;180;999999
```

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

RPMS Pharmacy Informatics Drug File Optimization FileMan Report #6: Pharmacy Orderable Item

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

NAME	DOSAGE FORM	MED ROUTE	SCHEDULE TYPE	SCHEDULE	SYNONYM	PATIENT INSTRUCTIONS
70/30 INSULIN	INJ	SUBCUTANEO	FILL		INSULIN, 70/30	
ACETAMINOPHEN	TAB			Q4H PRN	TYLENOL	FOR PAIN.
ACETAMINOPHEN	ELIXIR		PRN	Q4H PRN	TYLENOL	
					A3	FOR PAIN OR FEVER
ACETAMINOPHEN	SOLN,ORAL		PRN	Q4H PRN	TYLENOL	FOR PAIN OR FEVER
ACETAMINOPHEN	SUPP,RTL	RECTAL	PRN	Q4H PRN	TYLENOL	FOR FEVER
ACETAMINOPHEN 300MG/30MG	TAB			Q4H PRN	CODEINE/ACETAMINOPHEN	
					TYLENOL NO 3	
					TYLENOL NO. 3	
ACETAMINOPHEN/BUTALBITAL/CAFFEINE	TAB		PRN	Q4H PRN	FIORICET	
					FIORINAL	
ACETAMINOPHEN/CODEINE	ELIXIR		PRN	Q4H PRN	TYLENOL W/CODEINE	FOR PAIN; MAY CAUSE DROWSINESS
ACETAMINOPHEN/HYDROCODONE	TAB		PRN	Q4H PRN	VICODIN	FOR PAIN; MAY CAUSE DROWSINESS
ACETAMINOPHEN/OXYCODONE	TAB		PRN	Q6H PRN	OXYCODONE/APAP	
					PERCS	
					ENDOCET	
					PERCOCET	FOR SEVERE PAIN; MAY CAUSE DROWSINESS
ACETAMINOPHEN/PROPOXYPHENE	TAB		PRN	Q6H PRN	DARVOCET-N	FOR PAIN; MAY CAUSE DROWSINESS
ACETAZOLAMIDE	TAB				DIAMOX	

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 Pharmacy Orderable items:

- Review schedules:
 - Define default for each orderable item.

RPMS Pharmacy Informatics Drug File Optimization FileMan Report #6: Pharmacy Orderable Item

- If PRN verify that it is assigned to the schedule field.
- Review Synonyms:
 - Correct spelling mistakes.
 - Optimize synonyms for all drugs.
 - Remove duplicates and other non-essential synonyms.
- Review Patient instructions.