

THE INDIAN HEALTH SERVICE

Pharmacy Package/Informatics Drug Enter/Edit



March 2016

Superior Health Information Management
Now and for the Future

Session Content

- This presentation will show how to properly enter a drug in the drug file.
- It will provide explanations for each field encountered during entry.
- Keep the script document for reference when entering a new drug.

Accurate Drug File

- Building an accurate drug file is of utmost importance
- Mistakes or fields that are populated haphazardly can have huge impacts on patient safety, billing, accuracy of reports, and functioning of medication ordering in EHR.
- This presentation will cover how to enter a new entry in the drug file. Optimizing current entries in the drug file will be covered separately.

NDF Menu

- NDF = National Drug File
- Updated Monthly (verify with site manager)
- Comes from the VA

NDF Menu (Cont.)

Select IHS Core Option:

> National Drug File Menu

NDF Menu (Cont.)

WELCOME TO THE NATIONAL DRUG FILE
VERSION 4.0

REMA Rematch / Match Single Drugs
VER Verify Matches
SVER Verify Single Match
MERG Merge National Drug File Data Into Local File
AUTO Automatic Match of Unmatched Drugs
CLAS Allow Unmatched Drugs To Be Classed
RPRT National Drug File Reports Menu ...
INQ Inquiry Options ...
PMIS Print a PMI Sheet
FDA Display FDA Medication Guide

NDF Menu (Cont.)

Select National Drug File Menu Option: INQ Inquiry Options

LINQ	Inquire To Local Drug File
PNIN	Inquire to VA Product Info For Local Drug
NDCU	NDC/UPN Inquiry
NAT	Inquire to National Files

Select Inquiry Options Option: NAT Inquire to National Files

This option allows you to lookup NDF file information three ways (VA Product Name, NDC, or CMOP ID number).

LOOKUP BY (VA) PRODUCT, (N)DC, OR (C)MOP ID ?

PDM Menu

- The menu option Drug Enter/Edit is found on the Pharmacy Data Management Menu
 - PSS MGR menu option
- Need these keys to access this option
 - APSPSS
 - Limit number of persons with access to ensure quality control of drug file

PDM Menu (cont.)

Select IHS Core Option:

> Pharmacy Data Management

PDM Menu (cont.)

CMOP Mark/Unmark (Single drug)
Dosages ...
Drug Enter/Edit
Drug Interaction Management ...
Electrolyte File (IV)
Lookup into Dispense Drug File
Medication Instruction Management ...
Medication Routes Management ...
Orderable Item Management ...
Formulary Information Report
Drug Text Management ...
Pharmacy System Parameters Edit
Standard Schedule Management ...
Synonym Enter/Edit
Controlled Substances/PKI Reports ...
Send Entire Drug File to External Interface
 **> Out of order: Not used in IHS
Enhanced Order Checks Setup Menu ...
IV Additive/Solution Reports ...
Warning Builder
Warning Mapping

Before Entering a New Drug...

- First, check to see if drug entry already exists!
- Tips for looking up drugs in drug file
 - Less may be more
 - Look for misspellings
 - Can type LIS,20 to look for anything starting with LIS and containing 20
 - Including comma and strength can really cut down on the list of items you're looking through

Before Entering a New Drug (Cont.)...

- Second, find the drug in the NDF
- Recommendation to use the VA print name
 - Helps with standardization

“Naming” Drug Entries

- To reiterate: Use the VA Print Name
- If exception to the VA Print Name:
 1. Keep standard format as the VA, not like:
 - LISINOPRIL 5MG TAB
 - Lisinopril 10 mg Tab
 - 20-MG LISINAPRIL Tab

“Naming” Drug Entries (Cont.)

- If exception to the VA Print Name (Cont.):
 2. Keep standard with rest of your file:
 - Ward stocks / Pre-packs
 - Generic vs. Brand
 - Same med – different Manufacturers
 3. If all else fails:
 - Use what is on the bottle/box

Editing Drug Names

- When changed, affects all previously filled prescriptions because the prescription file “points to” the drug file for the name.
- Okay to change:
 - Correct spelling; standardizing format
- Not okay to change:
 - Different strength; Different dosage form

Classroom Activity: Login to “Roll & Scroll”

- NOTE: not all menus look the same
 - Site manager can change
 - Different for different levels of user access
- Can follow along in Roll & Scroll:
 - Pull up Drug Enter/Edit guide too
- Can't enter the same drug so create a unique name:
 - Your initials or Student Number; then drug name
 - Example: ABC LISINOPRIL 5MG TAB

Classroom Activity:

(Leave slides – go to Drug Enter/Edit guide)