

# Drug Compounding System

The Foundation Systems *Drug Compounding System* is fully integrated with the Pharmacy Management System. If you did not order the Drug Compounding System with your system, it is available from Foundation Systems at an additional charge. For more information about purchasing the Drug Compounding System, please contact the **FSI Sales Office** at **800-333-0926**.

<p>DRUG COMPOUND MAINTENANCE</p> <p>FORMULAS</p> <ol style="list-style-type: none"><li>1. Make a Formula (Additions)</li><li>2. Amendments</li><li>3. Delete</li><li>4. List</li><li>5. Batch Record Maintenance</li></ol> <p>Enter Your Choice _</p> <p>&lt;F2&gt; Index</p>
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The 'Drug Compounding System' will be discussed in five sections, 'Main Compound Drug', 'Ingredient Drugs', 'Drug Compounding System', 'Compound Pricing', 'Compound Online Claims' and 'Compound Drugs and Log Of Scripts'.

## Main Compound Drug

The first step in using the FSI Drug Compounding System is adding the compound drug into the drug file in the Pharmacy Management System. A compound drug can be added to the system in two ways, through the 'Drug Maintenance' 'Additions' menu, or the user can press menu option '1. Make a Formula (Additions)' and pressing the **F9** key to 'Add Compound'. When using this latter option, the 'Compound' flag will automatically be set to 'Y'. This process is outlined in greater detail in **Chapter 3** of this manual. There are a couple of key points of setting up a drug to be a compound that will be discussed here.

```

DRUG RECORD AMENDMENTS
Drug Abbreviation [      ] Press Shft F7 for Whlsr Items
Drug Name [      ]
Generic Name [      ]
Strength [      ] Form [      ] MFG [      ]
Spec. Dispensing Pack Size [      ] [ ] Generic Brand (Y,N)
Automatic Sig Codes [ ] [ ] Aller-Chek Code
Cross-Chek Code [ ] [ ] Pat Consult Mess Code
Warning Labels: #1 [ ] #2 [ ] #3 [ ] #4 [ ] [ ] Laser Coupon
Skip Dose-Chek [ ] [ ] Bio-Equiv Rating
National Drug Code [      ] [ ] [ ] Welfare #
Wholesaler Pack Size [      ] Used By DUDS to Divide Pack Price
Price Form: Primary [ ] (0-9/A-Z/a-z) [ ] Secondary
Generic X-Ref Drug Code [      ] SvcCod/MiscID [      ]
Schedule (2,3,4,5) [ ] [ ] St WF Group TPE Grp [ ]
Default Days Supply [ ] [ ] Cont. Therapy TPP Grp [ ]
Refill Reminder System [ ] [ ] Default Exp. Date
Medicaid Pay? (Y,N) [ ] [ ] T.P. Rx Months to Expiry
Compounded Drug [Y] [ ] Fed Must Sub (DAW) DME [ ]
OTC Drug (Y,N) [ ] [ ] Inactive (Y,N) Disc'd [ ]
Taxable [ ](Y,N,C) Wholesaler Num [      ]
Gen Product Identifier [      ] Lot # [      ]
Shape/Color Desc [      ] ID# [      ] [ ]
    
```

The above screen is an example of a 'Drug Additions' screen. Note the **bolded** fields. Those shown in bold are fields that are utilized in adding the compound drug to the drug file of the Pharmacy Management System. Other fields not shown in bold might still be used, depending on your pharmacies needs, and utilities used within the Pharmacy Management System.

**Drug Name:**

This field is used to enter the name of the compounded drug. Good practice is to use a name that will differentiate this drug from it's non-compound counterparts. With few exceptions, this will be the name printed on the pharmacy label. This field is required when adding a drug or ingredient to the drug file.

**Generic Name:**

This field is used to note the generic name for the product being entered. This field can also be used to enter an extended name. Although this field is not typically used with the Pharmacy Management System (some special circumstances apply), the information entered in this field can be displayed on drug lists. When an 'extended' name is entered in this field, it aides in being sure the correct drug is being selected.

**Strength; Form; MFG:**

The 'Strength', 'Form', and 'MFG' fields are self-explanatory for the most part. The 'MFG' field should be left blank, or should have a code entered to indicate the name of your pharmacy to meet most state and federal regulations. The 'Strength', 'Form' and 'MFG' are typically printed on the pharmacy labels.

**Spec. Dispensing Pack Size:**

This field is used to enter the dispensing pack size of the drug. The value entered in this field will be multiplied by the prescription quantity for the total dispensed quantity or 'Decimal Metric Quantity'.

This field should only be used when the dispensed quantity is always in multiples of the same amount. For example: Albuterol has 17 mg in one inhaler. Since this quantity does not change, 17 can be entered in the 'Spec. Dispensing Pack Size', and when filling the prescription, the number of inhalers being dispensed can be entered instead of the total number of mg's.

The amount entered in the 'Spec. Dispensing Pack Size' will be printed on the pharmacy label after the drug name.

#### **National Drug Code:**

A NDC number is required for every drug added to the FSI Pharmacy Management System, even for compounded drugs. A contrived NDC number can be entered in this field. If you elect to use a contrived NDC number, it is recommended to use 99999 as the first five digits, followed by an additional 6 digits. A convention commonly used is to 'serialize' the numbers for the 'Main Compound Drugs' and 'Ingredients' that do not have a true NDC number. For example, the first ingredient in your system could have the contrived NDC of '99999000001', and the second '99999000002', etc.

When 'serializing', it is recommended to keep a list of the numbers that have been used, and to which 'Main Compound Drug' or 'Ingredient' to which it has been assigned.

#### **Wholesaler Pack Size:**

Enter the pack size that corresponds to the NDC number. I.e., bottle of 100, 500, 1000, 250 ml, etc. This field is used to divide the pack price. If you are using the dispensing pack size, this field should reflect the number of packs per package, or per formula batch. For example, some birth control pills are packaged with twenty-eight tablets per compact; six compacts per box. If the dispensing pack size is entered as 28, the wholesaler pack size should be 6. When entering the quantity in the **Prescription Pathway**, enter "1" to reflect the compact (28 pills) dispensed. When adding a compound drug, this is normally set to '1'. Thus in the **Prescription Pathway**, the quantity entered is the number of 'batches' being dispensed.

#### **Price Form:**

Enter the primary pricing schedule of this drug. See section eight for more information about **Price Formula Maintenance** schedules. This formula might be used in the calculation of the Usual and Customary price, when billing to a Third Party. For more details about the calculation of the Usual and Customary, please refer to **Chapter 5** of this manual. It is recommended to use a different formula for compounds than other drug items.

#### **Default Expiry Date:**

This field can be left blank, and after a batch is created, the expiry date for this compound drug will be set to the expiration date of the current compound batch.

#### **Compound Drug:**

Place a 'Y' in this field.

**Note:** The price update from **Medi-Span** will not update prices on this record if the Compounded Drug bracket is set to a 'Y'. Also note that 'non-compound' ingredients used by this compounded drug **WILL** be updated if found in the FSI and Wholesaler update files.

**Lot #:**

This field should be left blank. The 'Drug Compounding System' will record the lot numbers for the 'current' batch. This will be discussed later in the **Batch Records** section of this manual.

**Costs & Prices:**

The second screen of the Drug Additions/Amendments is used to setup the pricing (AWP, Cost, etc) for the drug. When using the 'Drug Compounding System', the price will be calculated proportionally for each ingredient specified in the 'Drug Compounding System'. This will be outlined later in this chapter.

After the compounded drug is added to the drug file in the Pharmacy Management System, the next step is to add/verify that all of the needed ingredients are also added in the same manner to the Pharmacy Management System drug file. Ingredients will consist of both the drug and non-drug items such as 'Distilled Water', 'Hosing', 'Needles', 'Syringes' etc.

## Ingredient Drugs

The second step in using the FSI Drug Compounding System is adding each ingredient for the compound as a drug in the Pharmacy Management System.

Following are some key points of setting up a compound ingredient that differs from setting up a 'Main Compound Drug'.

### National Drug Code:

An NDC number is required for every drug added to the FSI Pharmacy Management System, even for compounded drugs. A contrived NDC number can be entered in this field. If you elect to use a contrived NDC number, it is recommended to use '99999' or '00000' as the first five digits, followed by an additional 6 digits. A convention commonly used it to 'serialize' the numbers for the ingredients that do not have a true NDC number. For example, the first ingredient in your system could have the contrived NDC of '99999000001', and the second '99999000002', etc.

When 'serializing', it is recommended to keep a list of the numbers that have been used, and to which 'Main Compound Drug' or 'Ingredient' to which it has been assigned.

### Wholesaler Pack Size:

Enter the pack size that corresponds to the NDC number. I.e., bottle of 100, 500, 1000, 250 ml, etc. This field is used to divide the pack price. If you are using the dispensing pack size, this field should reflect the number of packs per package. For example, some saline solutions come in a bag of 250 ML's. Since they are dispensed by the bag and not per ML, enter 250 or 250ML in the 'Spec Dispensing Pack Size' and 1 in the 'Wholesaler Pack Size'. If the saline bags come 12 to a box, enter 12 in the 'Wholesaler Pack Size'. When entering the quantity in the **Prescription Pathway**, enter "1" to reflect 1 bag of 250ML dispensed.

### Price Form:

Enter the primary pricing schedule of this drug. See section eight for more information about **Price Formula Maintenance** schedules. This formula might be used in the calculation of the Usual and Customary price, when billing to a Third Party. For more details about the calculation of the Usual and Customary, please refer to **Chapter 5** of this manual. Since drug ingredients can be prescribed individually (not as part of a compound), use standard pricing methods.

### Default Expiry Date:

Enter the expiration date for the ingredient in this field. The date entered should be in absolute format (mm/dd/yy).

### Compound Drug:

Place a 'N' in this field.

**Note:** The price update from **Medi-Span** will not update prices on this record if the Compounded Drug bracket is set to a 'Y'.

**Lot #:**

The lot number for the ingredient should be recorded in this field. This number will be loaded by default as the lot number for this ingredient when creating a batch for this compound.

**Costs & Prices:**

Ingredients differ from 'Main Compound Drugs' in that for the 'Ingredients' the prices are needed. With the Wholesaler Pack size set, enter the various costs (AWP, Cost, etc.) by the pack price, then press the **(F5)** key to divide the pack price.

## Drug Compound System – Formulas

Now that the 'Main Compound Drug', and the 'Ingredients' are setup and ready in the Pharmacy Management System, we can setup the Compound itself. To do this, lets go to the Main Menu of the Pharmacy Management System. Select menu options '3. Utility Programs', '3. Drug Maintenance', and 'E. Compound Drug Maintenance'.

The following screen will be displayed:

```

DRUG COMPOUND MAINTENANCE

FORMULAS

1. Make a Formula (Additions)
2. Amendments
3. Delete
4. List
5. Batch Record Maintenance

Enter Your Choice _

<F2> Index

```

### Additions/Amendments

The 'Additions' and 'Amendments' utilities are used to add and maintain compound drug formula records. 'Additions' is used to add a new compound where 'Amendments' is used to make changes to an existing compound formula. Since both are very similar, 'Additions' will be the one discussed here.

After selecting one of the two options, the following screen will be displayed:

```

DRUG COMPOUND ADDITIONS

Compound Drug [          ] <F9> to Add Compound

Enter the drug that was previously entered in the Drug file
(Compound Drug = 'Y'). This will be the basis to which
other drug ingredients (Compound Drug = 'N') will be linked.

Drug Search Options:
Drug Code
Partial Drug Name (T or G)
Partial Name,Stength
Drug NDC Code
:Partial Speed Code List      ' Multiple Exact Speed Code List
/Drug (Managed Care Formulary Alternatives)
*Drug (Deactivated Drugs)
$Drug (Displays AWP)
@Drug Record Number

```

At this prompt, enter the name of the 'Main Drug Compound' that was added to the drug file. If multiple drugs are found that match the name of the drug that was entered, a list will be displayed. Select the appropriate one from the list. The following screen will be displayed:

```

                                <ShF2> HELP
          DRUG COMPOUND ADDITIONS

Main Drug Name  COMPOUND NAME      WhslPak      DispPak
Extended Name  [                    ]
Description    [                    ]
               [                    ]
Default Administration Route Code [ ]      Expiry Date  <ShF1>
Dosage From Description Code [ ]
Dispensing Unit From Indicator [ ] (Each, Grams, Milliliters)
BE SURE Qty and Units of the Ingredients Match the actual Drug Selected !
Ingredients:   Drug Ident.      Qty      Unit Types
              1 [                ] [         ] [ [ ] [ ] [ ] [ ]
              2 [                ] [         ] [ [ ] [ ] [ ] [ ]
              3 [                ] [         ] [ [ ] [ ] [ ] [ ]
              4 [                ] [         ] [ [ ] [ ] [ ] [ ]
              5 [                ] [         ] [ [ ] [ ] [ ] [ ]
              6 [                ] [         ] [ [ ] [ ] [ ] [ ]
              7 [                ] [         ] [ [ ] [ ] [ ] [ ]
              8 [                ] [         ] [ [ ] [ ] [ ] [ ]
              9 [                ] [         ] [ [ ] [ ] [ ] [ ]
             10 [                ] [         ] [ [ ] [ ] [ ] [ ]
             11 [                ] [         ] [ [ ] [ ] [ ] [ ]
             12 [                ] [         ] [ [ ] [ ] [ ] [ ]
    
```

Each of the fields on this screen will be discussed individually. **Note:** Pressing **F7** allows changes to be made to the 'Main Compound Drug' while on the 'Drug Compound Additions' and/or the 'Drug Compound Amendments' screen.

**Main Drug Name:**

This field will display the 'Drug Name' of the drug from the 'Main Compound Drug' as previously entered in the drug file.

**WhslPak:**

This field will display the 'Wholesaler Pack Size' of the drug from the 'Main Compound Drug' as previously entered in the drug file.

**DispPak:**

This field will display the 'Dispensing Pack Size' of the drug from the 'Main Compound Drug' as previously entered in the drug file.

**Extended Name:**

Since the drug name in drug maintenance is only eighteen characters, you may add/modify the 'Extended Name' to something more descriptive if you want. This extended name is what prints with the 'List' selection.

**Description:**

This field is used for miscellaneous documentation purposes. An additional use for this field is to document the prescriber for whom this compound is formulated. (Example: 'Dr. Welsh's special wart ointment.')

**Formula Qty:**

This field is used to document the final compound quantity. If this batch is to be dispensed by the whole batch, this number should be 1 plus any added units. (Example: '1 vial' or '1 jar'). When set to a unit quantity in this way, it is recommended that the 'Dispensing Pack Size' of the 'Main Compound Drug' be set appropriately. (Example: '15.5ml' or '30gm'). If you will be dispensing by the capsule, grams, or milliliters, enter that number. (Example: '100 caps', '437ml', '30 gm', ...).

**Default Administration Route Code:**

This field is used by NCPDP 4.0 & 5.1 online claim transmission format. Press **(Shift) (F2)** to display a list of recognized codes.

**Expiry Date:**

Displays the time frame for which this compound formula will be good. Examples would be 'D14' for 14 days from the date the batch was created, or 'Y1' for one year, 'M6' for six months. Press **(Shift) (F1)** to enter in the amount of time this compound will be good from after being made.

**Dosage Form Description Code:**

Used by NCPDP 4.0 & 5.1 online claim transmission formats. Press **(Shift) (F2)** to display a list of recognized codes.

**Dispensing Unit From Indicator:**

Used by NCPDP 4.0 & 5.1 online claim transmission formats. Enter the appropriate code as displayed to the right of the field.

**Ingredients:**

This column, after pressing **(Enter)** when finished entering the 'Drug Ident' for each of the individual ingredients, will display the 'Drug Name' as found in the drug file for each of the ingredients.

**Drug Ident.:**

This field is used to enter the 'NDC' (or serialized identification number), abbreviation, or partial name of the ingredients for the compound.

**Qty:**

Enter the quantity of each ingredient in this field.

This reflects the quantity to be USED of the ingredient in it's associated drug record. When the ingredient drug is setup as a 'Spec Pack Size' (example: 250ML) use the quantity of how many specified packs are to be used.

**Unit:**

Enter the unit of measure: EA (each), ML (milliliters), GM (grams), MG (milligrams), etc. IF a ingredient has its unit set to 'MG' AND used in an NCPDP 4.0 or 5.1 transmitted claim, its quantity will be DIVIDED by 1000 before transmission to use the metric GRAM equivalent.

**Types:**

Enter 'A' for an active ingredient, 'I' for an inactive. Other uses would be to indicate if the ingredient is a wetting agent ('W'). A third party profile can be configured to **NOT** transmit 'I' items of an ingredient.

When finished filling in all of the appropriate fields for the each of the ingredients, press **Enter**. Any drug names entered in the 'Drug Ident' column will result in a 'search' screen. Select the correct ingredient from the displayed list as prompted.

When all of the ingredients have been selected/verified, the program enters the 'Drug Compound Amendments' screen. Make amendments as needed. Press **Enter** to save, then **F1** when finished.

DRUG COMPOUND AMENDMENTS				Sh F2 HELP
Main Drug Name	COMPOUND NAME	WhsIPak 1	DispPak	
Extended Name	[COMPOUND NAME		] <F7>Amend	
Description		Formula Qty [	]	
[			]	
Default Administration Route Code	[ ]	Expiry Date		<ShF1>
Dosage From Description Code	[ ]			
Dispensing Unit From Indicator	[ ]	(Each, Grams, Milliliters)		
Ingredients: <F8>Amend <F9>Add				
	Drug Ident.	Qty	Unit	Types
TEST INGREDIENT #1	1 [99999000001 ]	[100	][ ]	[ ][ ]
TEST INGREDIENT #2	2 [99999000002 ]	[30	][ ]	[ ][ ]
TEST INGREDIENT #3	3 [00000000000 ]	[30	][ ]	[ ][ ]
	4 [ ]	[ ]	][ ]	[ ][ ]
	5 [ ]	[ ]	][ ]	[ ][ ]
	6 [ ]	[ ]	][ ]	[ ][ ]
	7 [ ]	[ ]	][ ]	[ ][ ]
	8 [ ]	[ ]	][ ]	[ ][ ]
	9 [ ]	[ ]	][ ]	[ ][ ]
	10 [ ]	[ ]	][ ]	[ ][ ]
	11 [ ]	[ ]	][ ]	[ ][ ]
	12 [ ]	[ ]	][ ]	[ ][ ]
Sh F1 Expiry Date	F5 More Ingredients (12)			
F2->Notes, F3->Print, F4->Make Batch				

Some other options are noted below:

**Shift F2 Code Helps:**

Press **Shift F2** to display a list of codes used for the 'Default Administration Route Code' and 'Dosage From Description Code' fields. These codes are used when billing online compound claims in NCPDP 4.0 & 5.1 transmission formats.

**F7 Amend:**

Press the **F7** key to amend the 'Main Compound Drug'. After the change is made, be sure to press **Enter** to save the changes. This will return the program to a menu of 'Drug Amendments'. Press the **F1** key to return to the 'Drug Compound Amendments' screen.

**<F8> Amend:**

Pressing the **<F8>** key allows for the ingredient drugs to be modified in 'Drug Amendments'. After pressing the **<F8>** key, a prompt will display for the 'Ingredient' number to be amended. Enter in the line number for the appropriate ingredient and press enter. After the change is made, be sure to press **Enter** to save the changes. This will return the program to a menu of 'Drug Maintenance'. Press **F1** to return to 'Drug Compound Amendments'.

**F9 Add:**

Press the **F9** key to add an ingredient drug to the drug file. After pressing the **F9** key, a 'Drug Record Additions' screen will be displayed. Enter in the appropriate information. **Note:** The 'Compound Drug' field is automatically set to 'N'. This is correct for an ingredient drug.

After the addition is made, be sure to press **Enter** to save the changes. This will return the program to a menu of 'Drug Maintenance'. Press **F1** to return to 'Drug Compound Amendments'.

**Shift F1 Expiry Date:**

Press **Shift F1** to set the Expiry Date time frame. This does not actually set the expiry date, but allows an expiration time frame to be specified for this formula. After pressing this option, the following will be displayed:

DRUG COMPOUND AMENDMENTS				Sh F2 HELP
Main Drug Name	COMPOUND NAME	WhsIPak	1	DispPak
Extended Name	COMPOUND NAME			
Description		Formula Qty		
	COMPOUND DESCRIPTION			
Date Format:	Dx,Mx,Yx (Days,Months,Years)	Expiry Date	[	]

**F2 Notes:**

Press the **F2** key to enter up to seven lines of free form text. This is intended to describe to procedure for preparing the compound from the ingredients. These notes will print (using the LIST function) if selected (press **F2** on the 'List' screen).

**F3 Print:**

Press **F3** while in 'Amendments' to print the selected compound record in the same format as 'List'.

**F4) Make Batch:**

Pressing the **F4** key from the 'Drug Compound Amendments' screen will allow a batch to be created from the displayed formula. This serves as a shortcut link to the 'Batch Records' 'Make a Batch (Add)' function. This process is outlined later in this manual.

**F5) More Ingredients:**

When creating a compound formula, the first page will allow for up to twelve ingredients to be specified to the formula. An additional twelve ingredients can be added by pressing the **F5** key. The following screen will be displayed:

Ingredients:	<F8>Add	<F9>Amend	Drug Ident.	Qty	Unit	Types
13	[	]	[	[	][ ]	[ ][ ]
14	[	]	[	[	][ ]	[ ][ ]
15	[	]	[	[	][ ]	[ ][ ]
16	[	]	[	[	][ ]	[ ][ ]
17	[	]	[	[	][ ]	[ ][ ]
18	[	]	[	[	][ ]	[ ][ ]
19	[	]	[	[	][ ]	[ ][ ]
20	[	]	[	[	][ ]	[ ][ ]
21	[	]	[	[	][ ]	[ ][ ]
22	[	]	[	[	][ ]	[ ][ ]
23	[	]	[	[	][ ]	[ ][ ]
24	[	]	[	[	][ ]	[ ][ ]

Add the additional ingredients like the original twelve ingredients. When finished entering, press **Enter**. The new ingredients will be searched for within the drug file and may require user verification to find the correct ingredient. When finished, the program will return to the 'Drug Compound Amendments' screen.

## Delete

This function is used to delete a ingredient drug formula record from the 'Drug Compounding System'.

<b>DRUG COMPOUND DELETIONS</b>	
Drug [	]
Select the Compound for which you wan to DELETE its Formula.	

**Note:** This function will not delete the 'Main Compound Drug' from the drug file. This will only delete the record that links the ingredient list for the compound.

## List

The 'List' function is used to print out a list of all compound drug formulas that have been setup within the 'Drug Compounding System'.

Upon selection of this option, the following will be displayed:

<b>DRUG COMPOUND LISTS</b> Do you want this list to go to the (S)creen, or (P)rinter?
--

Press 'S' to have the list of compounds display to the screen, or press 'P' to have the list printed to the report printer. When using the screen list, one compound drug will be displayed at a time. Pressing **Enter** will advance to the next compound drug, and pressing **F1** will abort out of the compound drug screen list.

Below is an example of the screen list.

<b>DRUG COMPOUND FORMULAS</b>				
Drug Name	Ingredient Name	Formula Qty	Exp Dt	# of Ingr.
		Qty	Unit Types	
TEST COMPOUND		100 CAPS	EA JAN 2004	3
-----				
COMPOUND DESCRIPTION				
VALIUM 5MG TAB		30	MG A	
VICODIN 500-5MG TAB		20	MG A	
DISTILLED WATER		100	ML I W	
Notes:				

If 'P' for printer is selected, the prompt 'Is the Printer Ready? (Y or N)' will be displayed. Make sure that the printer is powered on, and is online or ready, and press 'Y'. The report will then be printed.

When printing a list of the compound drugs, one compound will print out per sheet.

**Note:** Pressing the **F2** key before pressing 'S' for screen or 'P' for printer allows the print manner to be changed from 'Print one compound with notes per page', 'Print consecutively with notes' and 'Print consecutively without notes'.

Below is an example of the printed list.

DRUG COMPOUND FORMULAS				01 May 03
Drug Name	Ingredient Name	Formula Qty	Exp Dt	# of Ingr.
		Qty	Unit Types	
TEST COMPOUND		100 CAPS	EA JAN 2004	3
COMPOUND DESCRIPTION			ORA	
	VALIUM 5MG TAB	30	MG A	
	VICODIN 500-5MG TAB	20	MG A	
	DISTILLED WATER	100	ML I W	
Notes:				

## Batch Records

After a formula has been created, a batch can be created which permits:

Storing long-term information about the batch that will be used to link scripts to a batch:

- Batch creation date
- Lot Number
- Expiry or Discard Date
- Individual Ingredient lot numbers and expiry dates
  
- Update of the current main and ingredient drug records
- Stock on Hand
- Lot Numbers
- Expiry dates of ingredients

A copy of the formula's

- Drug ID's
- Quantities & Units of Measure
- Formula Notes

After selecting this option, the following will be displayed:

DRUG COMPOUND BATCH MAINTENANCE
<ol style="list-style-type: none"> <li>1. Make a Batch (Add)</li> <li>2. Amend a Batch</li> <li>3. Delete a Batch</li> <li>4. Configuration</li> <li>5. Formula Maintenance</li> </ol>
Enter Your Choice _

**Make a Batch (Add)**

This option is used to make a batch. After selecting this option, the following will be displayed:

SEARCH FOR A COMPOUND RECORD	
Drug [	]

Enter in the name of the 'Compound Drug – Formula' the batch is to be created for. The following will be displayed:

<b>MAKE COMPOUND BATCH</b>							
Create Date	05/01/03	Batch Lot #	[	]	Expiry Date	.[	]
Extended Name	COMPOUND NAME				Formula Qty		
<b>Ingredients:</b>		<b>Lot #</b>		<b>Qty</b>	<b>Unit</b>	<b>Exp.Date</b>	
TEST DRUG #1		1	[	100	MG	.[	]
TEST DRUG #2		2	[	30	ML	.[	]
Lot #s & Expiry Dates from Current Drug Records							
F2->Notes, Current S-O-H							

**Batch Lot #:**

Enter a unique 'Batch Lot #' to identify this batch from other batches of this compound formula.

**Expiry Date:**

Enter in the expiry date for this batch. This date will default based on the value entered in the compound drug formula's 'Expiry Date' field. These fields are required to be filled in before the batch can be created.

**Ingredient Lot #'s:**

These fields are used to enter in the lot number from the bottle of each ingredient. Entering in these lot numbers will allow them to be recorded to the dispensing of the compound drug, and thus the lot numbers can be searched for in case of a recall.

**Ingredient Exp.Dates:**

Enter in the expiry date for each ingredient in these fields. These dates should be entered in mmddyycc format as shown in the fields. These fields will have the expiry date defaulted to the date entered in the ingredient drug setup, if entered.

**F2) Notes:**

Pressing the **F2** key will allow three lines of notes unique to this batch to be entered and saved. The following screen will be displayed:

```

                MAKE COMPOUND BATCH NOTES

Extended Name   COMPOUND NAME                Formula Qty
[               ]                            ]
[               ]                            ]
[               ]                            ]
Enter free text batch notes above.
      Main Drug Record Stock-on-Hand (S-O-H) [    ]
Update Main Drug Record & Ingredient S-O-H (YES,NO) [  ]
CAUTION: 'YES' will Update CURRENT Main and Ingredient Drug Record S-O-Hs.
Ingredients:
TEST DRUG #1      1 [    ]      100    MG
TEST DRUG #2      2 [    ]      30     ML
    
```

This screen will allow the notes to be entered. It also displays the 'Main Compound Drug's' and each ingredients 'Stock On Hand' quantity. Entering 'YES' in the field 'Update Main Drug Record & Ingredients S-O-H' will decrease the 'Stock On Hand' for each of the drugs to indicate the stock removed to create the compound.

After all information is entered and verified, press **Enter**. A message will be displayed as shown below:

MAKE COMPOUND BATCH					
Create Date	05/01/03	Batch Lot #	[ ]	Expiry Date	.[ ]
Extended Name	COMPOUND NAME			Formula Qty	
Ingredients:					
		Lot #		Qty	Unit Exp.Date
TEST DRUG #1		1	[ ]	100	MG .[ ]
TEST DRUG #2		2	[ ]	30	ML .[ ]
All Correct (Y, N,C = set as Current Batch)?_					

If everything with the batch is correct, press 'Y' to save the batch, or 'C' to save the batch, and mark it as the 'current' batch at the same time. If the batch is to be used immediately (prepared and dispensed), answer with 'C'. This has the effect of setting the lot numbers and expiry dates in the main drug and ingredient drug records. At the same time, the main compound drug 'Stock On Hand' is increased by the 'Formula Quantity' and individual ingredients are decreased by their formula quantities.

If the batch is to be used at a later time, but you want to record the lot # and expiry now, answer 'Y'.

For a batch to be activated, AMEND the batch, press **Enter** and answer 'U' to the question; 'All correct (Y,N,U = Update lot #s and exp dates)?'. At the same time, the main compound drug 'Stock On Hand' is increased by the 'Formula Quantity' and individual ingredients are decreased by their formula quantities.

This also has the effect of setting the batch as 'current'. 'Current' means that when a script is dispensed using the compound, the batch's record number is stored with that script's dispensing record.

## Amend a Batch

This option is used to make changes to an existing batch. The most common reason to do this will be to set a batch as 'current', and have the 'Stock On Hand's, Lot #'s and Expiry dates corrected.

When amending a batch, after selecting this menu option, the following screen will be displayed:



MAKE COMPOUND BATCH					
Create Date	05/01/03	Batch Lot #	[ ]	Expiry Date	[ ]
Extended Name	COMPOUND NAME			Formula Qty	
Ingredients:		Lot #	Qty	Unit	Exp.Date
TEST DRUG #1		1	100	MG	
TEST DRUG #2		2	30	ML	
Delete This Batch Record and Return to Stock (Y,N)?					

To delete this batch, press 'Y', otherwise, press 'N' or press **F1** to abort. Batches that have been used (linked) to a prescription dispensing **CANNOT** be deleted.

## Configuration

This menu option is used to configure the behavior of some of the options within the 'Drug Compounding System'. After selecting this menu option, the following screen will be displayed:

DRUG COMPOUND BATCH CONFIGURATION	
Create/Verify Batch records in Script Pathway	[ ] (Y,N,A)
'A' = Always create a new batch.	
Use Rx Pathway Script Number as Batch Lot#	[ ] (Y,N)

### Create/Verify Batch records in Script Pathway:

This field is used to specify whether the 'Prescription Pathway' when filling prescriptions should create and/or verify the batch for the compound drug. Setting this field to 'Y' will cause the prescription pathway to check the 'Stock On Hand' of the 'current' batch. If there is enough 'Stock On Hand' for the prescription, the 'Prescription Pathway' process will continue without interruption. If the 'Stock On Hand' is insufficient for the prescription the 'Make a Batch' process will be started automatically.

If this option is set to 'A', the 'Prescription Pathway' process will create a new batch every time the compound drug is dispensed.

When this option is set to a 'N', the 'Prescription Pathway' will not check the 'Stock On Hand' for the compound drug, nor will it force a new batch every time. Batches will have to be created within the 'Drug Compounding System'.

**Use Rx Pathway Script Number as Batch Lot#:**

This option, when set to a 'Y' will use the prescription number as the lot number for the batch. This is recommended when the previous option is set to a 'A' to automatically create a batch.

**Formula Maintenance**

This menu options serves as a link back to the 'Drug Compound Maintenance' menu. Additionally, pressing the **(F1)** key will return to that menu.

## Compound Pricing

The cost basis for the compound drug is calculated by adding the costs of each ingredient. Therefore, EACH ingredient must have a cost in whatever basis you are using for pricing. The most typical is to use Acquisition/Direct, AWP, Cst2, Misc., MAC, MAC2, and Third Party Formulary #s 1 through 8. This is saved to the 'Main Compound Drug's' cost basis field. That is the sum of each ingredient's AWP is saved to the compound drug's AWP. The sum of each ingredient's Misc. Price is saved to the compound drug's Misc. Price, etc. Thus, when the cost of an individual ingredient is changed, that change is reflected in the cost of the compound.

It is recommended you use a DIFFERENT price formula for compounds than for other drugs. This allows you to calculate other fee schedules/markups that are significantly different than standard drugs.

A feature has been added whereby AWP, Misc. Price, MAC, MAC2, or the Third Party 1 – 8 costs can be calculated as a factor of Acquisition/Direct cost. This entry can only be done with the **(F2)** function on the 'Pricing' screen (Price Quote or script pathway). 'Software Selections' 'Page #7 – Billing Functions' 'Cmpd Drug Factor Price Code' allows you to choose the cost basis that will be calculated as a factor of Acquisition/Direct cost. Choices are AWP, Misc. Price, and MAC. The most likely choice is Misc. Price. Some compounding ingredients may have their own AWP which would be overwritten by this function. Likewise for the MAC price.

### Example:

Set the 'Cmpd Drug Factor Price Code' to 'P' (Misc. Price).

Set the 'Price Form: Primary' on the 'Main Compound Drug' to whatever formula you have configured in 'Price Formula Maintenance'. This formula should use 'P' as its cost basis.

Each ingredient of this compound drug should have an Acquisition cost.

Perform a Price Quote for the compound of your choice. When you get to the 'pricing' screen you will probably get a 'Price' error since the Misc. Price is zero. If this happens, press the 'ESC' key. Now, press **(F2)** to update the Misc. Price.

Set it to whatever you want. On this and subsequent price calculations, this factor of Misc. Price / Acquisition will be used. If any of the ingredient Acquisition prices change, the Misc. Price for each ingredient and thus the 'Main Compound Drug' itself will be recalculated using this factor.

# Compound Online Claims

Three options in 'Insurance Company Add/Amend' are used to bill compounds to Third Party companies. On the **(F5)** Misc. Sel.' Screen 'Online Related Items', 'Compound Drug ID Number', 'Cmpd Drug ID Qual. (NCPDP)' and 'Default Cost Basis' are found. A 'print screen' is shown below:

MISCELLANEOUS INFORMATION				
Misc. Info #1 - OnLine Related Items				
Auto Print	<input type="checkbox"/>	(Y,N)	<input type="checkbox"/>	Recalc Copay (A,M)
Miscellaneous (Y,N,M,P)	<input type="checkbox"/>		<input type="checkbox"/>	Auth. Code (Y,N,A,X,x)
Claim Clarification	<input type="checkbox"/>	(Y,N)	<input type="checkbox"/>	Eligibility Clarification
Diagnosis Code (Y,N,Pat)	<input type="checkbox"/>	(Y,N)	<input type="checkbox"/>	Other Coverage
Person Code (Num,Pat,Alpha)	<input type="checkbox"/>	(Y,N)	<input type="checkbox"/>	DUR Codes
<b>Compound Drug ID Number</b>	<input type="checkbox"/>	<b>(1-9)</b>	<input type="checkbox"/>	<b>Compound Drug ID Qual. (NCPDP)</b>
Use Doctor Taxonomy#	<input type="checkbox"/>	(Provider#1-8)		
Use Patient ID Number	<input type="checkbox"/>	(Misc)	<input type="checkbox"/>	<b>Default Cost Basis</b>
- Printed Related Items				
Print Cost & Fee on UCF	<input type="checkbox"/>	(Y,N)	<input type="checkbox"/>	Refill # On UCF
Mark Which Box On HCFA	<input type="checkbox"/>	(1-7)	<input type="checkbox"/>	Drug Name/Form after Dg ID
Print Tot. Price on Receipt	<input type="checkbox"/>	(Y,N)	<input type="checkbox"/>	Print C.F. Copay => Total
Goes to ELCF1	<input type="checkbox"/>	(Y,N)	<input type="checkbox"/>	Print Claim Ref # On Receipt
F1 - Main Screen				More on Next Screen

The fields just mentioned are shown in **bold**.

## Compound Drug ID Number:

Often, different Third Party companies expect different drug Ids for compound drugs. Some want all '9's, another all '9's but with the last character of the ID the same as the drug schedule. Yet another wants the NDC of the most expensive ingredient or maybe the NDC of the most prevalent ingredient. Now, you can use ONE 'Main Compound Drug' and satisfy them all by specifying the 'Compound Drug ID Number' as required for each third party without modifying the NDC of the 'Main Compound Drug'.

Example:

A 'Main Compound Drug' has been entered where the 'T.P. Drug code #1' is '99999999999'. 'T.P. Drug code #2' is '99999999993' (it contains Paregoric). 'T.P. Drug code #3' is '00904080216' (the NDC number for Paregoric) and 'T.P. Drug code #4' is '00000000000'. A particular Third Party wants the drug ID to be the NDC of the most expensive, active ingredient. Set the 'Compound Drug ID Number' to '3'. A different Third Party wants '9's. Set the 'Compound Drug ID Number' for this Third Party to '1'.

**Note:** NCPDP version 5.1 requires the use of a drug ID of all '0's.

**Compound Drug ID Qualifier:**

This field is used when billing compound drug prescriptions to a Third Party company in NCPDP 5.1 format. This number will vary depending on what type of drug ID number the company is using to identify the drug. IF the Third Party is using an NDC number, this field will be set to a '3'.

**Default Cost Basis:**

The 'Default Cost Basis' allows you to choose the cost basis that the Third Party may require. This cost basis may be changed while processing a claim.

IF the 'Miscellaneous Selections' field (example shown below) contains a 'c', the claim will be submitted with the ingredient segment of NCPDP 5.1 format.

```

INSURANCE COMPANY MAINTENANCE

Insurance Company Code [PAID ] Grp Code [      ] Alt Bill Code [      ]
Company/Plan Name [PAID PRESCRIPTIONS      ]
Submitter (Pharmacy) Name [      ]
Pharmacy Provider # [N.A.B.P. NUMBER] Qual. [ ] (1-9)
Use Drug Notes, (2nd, Both) [ ] (Y,N) [ ] Generic Required
For Third Party Billing [Y] (Y,N) [Y] Write Claims to Recon
Claim By Modem [Y] (Y,N,M)
Use Doctor ID Number [D] (Dea,St#,TP1-8,Upin) Qual. [ ] (1-9)
Use Drug ID Number [N] (Ndc,St#,TP ID.# 1-8) Qual. [ ] (1-9)
Printed CF# [1] Electronic CF# [54]
Modem Switch Code [NDC ] HIPAA Compliance Date .[      ]
Ansi Bin Number [      ] CDate:
Processor Ctrl# [      ] Certification# [      ]
Processor Ctrl# [      ] Certification# [      ]
Cost Selections [uCFG ] (CcBDEFGIOPTtUu)
Misc. Selections [c ] (AabCDdEliMmNnrstZ04)
DAW Codes Permitted [      ] (blank = any)
Note [      ]

SF1 Switch Maint. SF2 HELP
-----
F2 Price Table F3 Required Info F4 TPE & TPP F5 Misc Sel. F6 Statistics
    
```

When billing prescriptions to a Third Party company on 'Electronic CF #' of '51', be sure that the '4' is removed from the 'Miscellaneous Selections' field.

NCPDP 5.1 has the capability to transmit ingredient Ids, quantities, and costs in addition to the aggregate information.

## Compound Drugs and Log Of Scripts

With compound drug script dispensings linked to batch records, it is possible to print 'Log Of Scripts' for an individual ingredients lot number or drug record.

At the 'Log Of Scripts' menu, press 'd' to display the 'Drug Special Case' screen:

```
LOG FOR DRUG SPECIAL CASE
Specify Special Case Code [   ]
Search for Partial or Complete String [ ] (P,C)
Leave Top Field Blank to Clear Special Case
Select Controlled Substance Items that require:
    Reporting [ ] (Y,N)
    Pickup ID [ ]
    Serial Number [ ]
St Welf Grp Code [   ] (1-9,A-F)
Compound Drug [ ] ('I' = Ingredients)
```

As shown above, set the 'Compound Drug' field to 'I' (to select and print drug ingredients). Select the 'L. Drug Lot #' or 'D. Set Drugs' as appropriate. Use 'Actions' (1, 2, or 4), set the date range desired to print the scripts with the linked ingredients.

'Log Of Scripts' is discussed in greater detail in **Chapter 6** of the **Pharmacy Management System** manual.