



Official Help Guide

Running Controlled Substance Reports

In several states each pharmacy is required to send a controlled substance report bi-monthly (weekly for Alabama). This report shows a list of scrips for all the controlled drugs filled during that two week period. The report is sent to a processing agency and then transferred to each state for processing. Instructions follow on running the report.

1. Go to reports.
2. Choose #1 RX Reports.
3. Choose #19 Controlled Substance Report.
4. If prompted to delete the existing file, choose D to delete (may have to do this twice).
5. Set the date range on lines 5 and 6 for the period desired for the report (note that the last time the report was run shows on the right side of the screen so you can see the last date range run). We attempt to insert the proper dates based on the following rules:
 - The beginning date defaults to the day after the ending date of the last report;
 - The end date defaults to yesterday (do not put the current day in or the dates will not calculate correctly on the next report)
 - If the dates do not calculate correctly, go to lines 5 and 6 and insert the range manually.
6. Choose P to print.
 - The program will build the report and do an error check. If errors are found you will get a printout and a message will be displayed that says "Errors were found. Do you wish to (F)ix or (T)ransmit anyway?" You could go ahead and transmit the report, but you will have to fix the errors eventually, and it is easier to do it before you send the report than after. So the smart choice here would be to choose (F)ix and then go to the scrips and fix the errors that appear on the printout. After doing this, repeat steps 1-6 to try again.
7. The report is built, then a DOS box appears that sends the report.
8. You will see a splash screen, then the connection window will appear behind that. When the splash screen disappears a transfer window will appear showing the transfer progress. Once done all windows will close on their own.
9. After the transmission is complete the screen will return to the report screen. The report info on the right will be updated. The report is sent. You are done.

Resubmitting a Corrected Data File (entire file or specific Rx's)

You may be requested to resubmit the data after errors are corrected. You can redo the entire file if necessary (follow steps for running the report above), but usually you will only need to resubmit several corrected claims for reprocessing. You need to generate a file with only the corrected claims, not all of the claims for the report period. To do a corrected scrip file for specific RX's, do the following:

1. Go to reports.
2. Choose #1 RX Reports.
3. Choose #19 Controlled Substance Report.
4. If prompted to delete the existing file, choose D to delete (may have to do this twice).
5. Set the date range on lines 5 and 6 for the period desired for the report.
6. Go to line 1 and enter the scrip number.
7. Go to line 2 and press the space bar and Enter to duplicate the scrip number from line 1.
8. Choose P to print.
9. You will be prompted to [T]ransmit File or [A]nother Rx? If there is more than one RX, choose A and repeat steps 6-8.
10. Continue to add scrips to the file until all are added. After the last scrip is added choose [T]ransmit at the prompt instead of Another.
11. The report is built, then a DOS box appears that sends the report.

12. You will see a splash screen, then the connection window will appear behind that. When the splash screen disappears a transfer window will appear showing the transfer progress. Once done all windows will close on their own.
13. After the transmission is complete the screen will return to the report screen. The report is sent. You are done.

Correcting Errors for Virginia

Optimum Technologies (the report administrator) has provided us a way to correct report entries after we are notified of them in a response report. You do this online, by doing the following:

1. Log onto www.varxreport.com
2. Username is: 190-256-130
3. Password is: cecsVA2%

Once logged on, needs to contact Optimum Technologies about how to pull up the report and make the corrections (Phone: **1-866-683-2476** Email: varxreport@otech.com).

Correcting Errors Tennessee

Optimum Technologies (the report administrator) has provided us a way to correct report entries after we are notified of them in a response report. You do this online, by doing the following:

1. Log onto www.tnrxreport.com
2. Username is: Provided by Pharmacy
3. Password is: Provided by Pharmacy

Once logged on, needs to contact Optimum Technologies about how to pull up the report and make the corrections (Phone: **1-866-683-9771** Email: tnrxreport@otech.com).
