



Pharmaceutical Collection Monitoring System

April 30th, 2011
National Medication Take Back Day
Quick Reference Guide

<http://pcms.pharmcollect.org>



Please complete the following prior to arrival at the collection event on April 30th.

- ✓ Visit <http://pcms.pharmcollect.org> and check to see that you can login
 - Your username is your email address
 - Your password was either sent to you by email from noreply@pharmcollect.org or was pre-set as password (you may need to check your junk mail/spam folder)

- ✓ Please go in to User Account and change your password to something you can remember
 - If you have already changed your password and/or cannot remember it, you will need to go to the login screen and click on “Recover password”. A new, secure password will then be sent to the email address on file. PCMS administrators **cannot reset passwords nor can they access them.**
 - Check your email for the new password and attempt to login with it

- ✓ Once logged in, go to the “Collection Entry” tab and select “Quick Entry”
 - Make sure that you can see your ORGANIZATION and EVENT; if you do not see YOUR organization and event, click on the drop down arrow for these respective boxes and see if they are available in the drop down list.
 - For the **Erie, PA** event, your organization and event are listed as:
 - Pennsylvania Sea Grant/LECOM School of Pharmacy
 - Erie, PA 2011.04.30
 - For the **Ft. Worth, TX** event, your organization and event are listed as:
 - North Texas Poison Center
 - Ft. Worth, TX 2011.04.30
 - For the **League City, TX** event, your organization and event are listed as:
 - Southeast Texas Poison Center/Bay Area Alliance
 - League City, TX 2011.04.30
 - For the **Lubbock, TX** event, your organization and event are listed as:
 - Texas Panhandle Poison Center
 - Lubbock, TX 2011.04.30
 - For the **Naples, FL** event, your organization and event are listed as:
 - Drug Free Collier/Collier County Sheriff’s Office
 - Naples, FL 2011.04.30
 - For the **Portland, ME** event, your organization and event are listed as:
 - University of New England College of Pharmacy
 - Portland, ME 2011.04.30
 - For the **St. Louis, MO** event, your organization and event are listed as:
 - St. Louis College of Pharmacy
 - St. Louis, MO 2011.04.30

- For the **Steve Gressitt** event, your organization and event are listed as:
 - International Institute for Pharmaceutical Safety
 - Gressitt/PD ME 2011.04.30
- If you do not see your ORGANIZATION and EVENT, please send an email to Jeanie.jaramillo@ttuhsc.edu ASAP (preferably before Saturday)
- ✓ If you will be doing “Quick Entry” only (this will be the majority of you), review the “How to Complete Quick Entry” pages of this document and practice with the provided examples. When you practice, please **make sure that you are entering data** into the zzz_Testing Data organization and the Sample Data event, however – on Saturday you will be entering the data into your actual EVENT and NOT the Testing Data area.
 - Special notes on entering liquids:
 - We do not pour out liquids or measure them, we estimate their quantity in ml (milliliters) and check the “Estimate” checkbox; please convert any “ounces” into “ml” using the conversion factor 1 ounce (oz.) = 30 ml
 - For creams and ointments, their quantity is usually in grams (g) and we estimate the remaining amount in grams and check the “Estimate” checkbox
- ✓ If you will be doing pill identification by imprint codes, you will be using the “Full Entry” mode. Special configuration of your computer and/or the computer you will be using on Saturday will be needed. Please review the “How to Complete Full Entry Configuration” pages of this document and complete those steps. The review the “How to Complete Full Entry Pill Identification” pages and try the example.
- ✓ If you have problems or need help, please call me (Jeanie 806-354-1611 office or 806-672-0833 cell) as far ahead of Saturday’s event as possible. I will be available Saturday as well, but will be participating in an event also, so will only be available intermittently.

How to Complete Quick Entry

1. Log in
2. Please note that the first use of each screen within PCMS will take longer than subsequent uses; i.e. once you've done each procedure once, the system should move a little faster. Be sure to wait for pages to load before clicking on various items.
3. Move your cursor over the "Collection Entry" tab and select "Quick Entry"
4. For the "Organization" field, select "zzz_Testing Data"
5. For the "Event" field, select "Sample Data"
6. Click on the "Show" button
7. You should now be on the entry screen.
8. The fields to be entered are:
 - a. Collection number (bag number or participant number)
 - b. Classification (if you have knowledge that the item is an OTC, non-controlled Rx, or controlled Rx, indicate that in this field; otherwise leave it as _not selected)
 - c. Skip the "Controlled Substance inventory number"
 - d. Name of Drug of Product (provide the complete name of the product; for instance "Children's Tylenol Cough & Cold" not just "Children's Tylenol")
 - e. Strength (if listed, provide the strength of the components; for OTCs, this may be on the back of the package. For example if an OTC has 15 mg of dextromethorphan and 100 mg of phenylephrine, enter the strength as 15/100)
 - f. Units (if listed, provide the units; for example mg, mcg, percent, etc.)
 - g. Q/Per – quantity per (for tablets the Q/PER field should be 1) (With cough and cold products, you might have 250mg of apap per 5 ml; in this case the strength = 250, units = mg, Q/PER = 5, units = ml)
 - h. Quantity when container was new (if the item is not in a container or you cannot determine the new quantity, check the "Unknown" checkbox beside the field)
 - i. Quantity Collected (type in the quantity that was in the container; this might be written in marker on the label/container)
 - j. Formulation (solid, liquid, powder, etc – use the drop down list to view choices and select what is appropriate)
 - k. Manufacturer (provide the manufacturer or distributor name; on prescription labels, this often appears as a three character code directly after the drug name. For instance, WAT would be displayed for WATSON or MYL for MYLAN. You may enter just the 3 character code if that is all that is provided.)
 - l. If prescription, enter the date filled
 - m. Expiration date (use the date posted on the box for OTCs and others that have it; for prescriptions, you may use the "discard after" date if provided. Leave this field blank if you cannot locate this information) **[Many items only have MM/YYYY as the expiration date – please convert this to the last day of that month as you enter it; i.e. 09/11 would be entered as 09/30/11]**

- n. Sample – check this box if the items appears to be a sample (usually the container states “Professional Sample” or something similar)
 - o. Factory sealed – check this box if the product is still sealed from the factory; i.e. a product in a box that has been unopened, a prescription in its factory container with the tamper seal present
 - p. Mail order – if you can determine that the item was dispensed from a mail order pharmacy, check this checkbox, otherwise leave it unchecked
 - q. Notes – if there is anything strange or that you did not know how to enter, you can write it in the notes field
9. Using the product pictures provided below, enter the indicated fields for the first item. You may want to visually scan the label to begin identifying the needed information.
 10. Begin by clicking on the “New” button to indicate a new entry. When you have completed entry for the first item, click on the “Save and Add New” button. If you do not click the “Save and Add New” button or alternatively the “Save” button, your entry will NOT be saved.
 11. On the page following the picture of each product is an “answer key”. Once you have entered the product as you feel it should be entered, view the “answer key” to view a potential correct entry. There is more than one method for some entries, but the provided example is an acceptable entry example.
 12. Repeat this product for each of the examples provided.

Some of the following example entries are on the difficult side to allow you to understand how they should be entered. Most products that you will be logging will be relatively simple.

Sample Product (Collection #1)

[REDACTED]

DATE 05/03/09

PROPOXYPHENE-N 100 W/ APAP 650 TABS
MFG QUALITEST - SUBSTITUTED FOR DARVO CET-N 100 TABLETS

**TAKE 1 TABLET BY MOUTH
EVERY 4- 6 HOURS AS
NEEDED FOR PAIN**

Patent Pending

RX [REDACTED] USE BEFORE 05/03/10

QTY **15**

NO REFILLS - DR. AUTH REQUIRED C. PYBUS, DDS

Walgreens

3320 BELLEVUE ST, AMARILLO, TX 79109

(806) 468 - 6150

JAF/MAS/MAS/ /MAS

CAUTION: FEDERAL LAW PROHIBITS THE TRANSFER OF THIS DRUG TO ANY PERSON OTHER THAN THE PATIENT FOR WHOM IT WAS PRESCRIBED - R_x ONLY

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Pharmaceutical Collection Monitoring System

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Sunset

Product Quick Entry Only Products without an AAPCC Code

Organization:

Event:

Collection # (from bag, green sticker, or survey)

Created

Updated

Entry needs review

Classification

Controlled Substance inventory number

(white stickers)

Name of Drug or Product

Strength	Units	Q / PER	Units
<input type="text" value="100/650"/>	<input type="text" value="_not selected_"/>	<input type="text" value="1.00"/>	<input type="text" value="tablet"/>

Quantity when container was new

Unknown

Quantity Collected

Estimate

AAPCC Code

Formulation

Manufacturer

If prescription, enter the date filled

Expiration date

Item Appears to be Sample.

Item appears to be factory sealed.

Item appears to be a mail-order prescription.


Notes

cms/Entry/ProductQuickEntryRad.aspx#

Trusted sites

Sample Product (Collection #2)

	Flomax® (tamsulosin hydrochloride) 0.4 mg 7 capsules Professional Sample Rx only Dosage: Read accompanying prescribing information.	Flomax® 0.4 mg LOT: C0900175 EXP: 09/2011 LOT: C0900175 EXP: 09/2011 LBN24	<i>150252</i>
Mkd. by: Boehringer Ingelheim Pharmaceuticals, Inc. Ridgefield, CT 06877 USA and Astellas Pharma US, Inc. Deerfield, IL 60015 USA Lic. from and Mfd. by: Astellas Pharma Inc. Tokyo 103-8411 JAPAN Store at 25°C (77°F); excursions permitted to 15°-30°C (59°-86°F) [see USP Controlled Room Temperature].		©2008, ALL RIGHTS RESERVED astellas L8001A LBN24/01	


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Product Quick Entry
 Organization: Event:

Collection # (from bag, green sticker, or survey)
 Created: ▾
 Updated: ▾

Entry needs review

Classification
 ▾

Name of Drug or Product
 ▾

Controlled Substance inventory number
 (white stickers)

Strength Units Q / PER Units
 ▾ ▾

Quantity when container was new **Quantity Collected**
 Unknown Estimate

AAPCC Code
 ▾



Formulation
 ▾

Manufacturer
 ▾

If prescription, enter the date filled Expiration date

Item Appears to be Sample.
 Item appears to be factory sealed.
 Item appears to be a mail-order prescription.

Notes

  Trusted sites

Notes:

- ✓ This item is a sample – see text under “7 capsules”
- ✓ Samples generally do not have prescription fill dates
- ✓ The box was factory sealed

Sample Product (Collection #3)

SOUTHPARK PHARMACY
5901 SOUTH BELL
AMARILLO, TX 79109
(806) 358-2428


CAUTION: Federal law prohibits transfer of this drug to any person other than patient for whom prescribed.

RX# [REDACTED] **SMJR/JRR**
NDC# 00069551066 **RICHARD H. BECHTOL, MD**
[REDACTED] **09/30/05**

TAKE ONE TABLET BY MOUTH ONCE DAILY

30.00 ZYRTEC 10MG TAB 10MG PFIZER
5 REFILL(S) LEFT UNTIL 09/30/06 S

**MAY CAUSE DROWSINESS,
BE CAREFUL W/ALCOHOL**



Product Quick Entry Only Products without an AAPCC Code

Organization: zzz_Testing Data Event: Sample Data

Save and Add New Save Cancel

Collection # (from bag, green sticker, or survey)

3

Created: 4/26/2011 2:05 PM Updated:

Entry needs review

Classification

Non-controlled Rx

Name of Drug or Product

Zyrtec

Strength: 10 Units: mg Q / PER: 1.00 Units: tablet

Quantity when container was new 30.00 Unknown **Quantity Collected** 8.00 Estimate

Formulation

Solid (tablets/capsules/pills)

Manufacturer

Pfizer

AAPCC Code

Item Appears to be Sample.
 Item appears to be factory sealed.
 Item appears to be a mail-order prescription.

If prescription, enter the date filled: 9/30/2005 Expiration date:

Notes:

Notes:

- ✓ No expiration, “use by” or “discard by” date is provided, so we have left the expiration date field blank
- ✓ Some products, like Zyrtec, that used to require a prescription, no longer do. However, if the item came into your event as a prescription, go ahead and enter it as a prescription (non-controlled Rx) or leave it as _not selected

Sample Product (Collection #4)

ThermaCare™

HEATWRAPS • VENDAS de CALOR

POWERFUL PAIN RELIEF
+ DEEP MUSCLE RELAXATION

8

HOURS OF HEAT
HORAS DE CALOR

AIR-
ACTIVATED

DO NOT OPEN UNTIL READY TO USE
NO LAS ABRA HASTA QUE LAS
VAYA A USAR

DO NOT MICROWAVE
NO LAS PONGA EN
EL MICROONDAS

DO NOT MICROWAVE
NO LAS PONGA EN
EL MICROONDAS

Neck to Arm Wrap • One-Time Use
Venda de Cuello a Brazo • De Un Solo Uso

2




NO lo use por mas de 8 horas en cualquier periodo de 24 horas.

Made in U.S.A. / Hecho en EE.UU. Distr. by / por Procter & Gamble, Cincinnati,
OH 45202 ☎ Questions? / ¿Preguntas? 1-800-323-3383,
or visit our website at / o visitenos por Internet en www.thermacare.com.

U.S. Patents / Patentes de EE.UU. 5,918,590; 6,020,040; 6,146,732; and
additional Pats. Pending / y otras Patentes Pendientes.

(L)5010U018N
EXP 12/2007 13:01

95105316


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Pharmaceutical Collection Monitoring System

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Product Quick Entry **Only Products without an AAPCC Code**

Organization: Event:

Collection # (from bag, green sticker, or survey)

Entry needs review

Classification

Name of Drug or Product

Quantity when container was new Unknown
 Quantity Collected Estimate

Formulation

If prescription, enter the date filled:
 Expiration date:

Item Appears to be Sample.
 Item appears to be factory sealed.
 Item appears to be a mail-order prescription.

Notes

ms/Entry/ProductQuickEntryRad.aspx#

Notes:

- ✓ The package does not specifically state “patch”, but it appears to be a patch
- ✓ The expiration date is printed on the back of the label
- ✓ The manufacturer is listed on the back of the label in small print – **this is very common for OTC products**

Sample Product (Collection #5)

OVAL WHITE
TABLET
Side 1: IP 272

You Should Avoid
Prolonged Or
Excessive Exposure
To Direct And/Or
Artificial Sunlight
While Taking This
Medicine.

Check With Your
Doctor If You Plan
To Become Pregnant
While Using This
Medicine

DATE 10/04/09

SULFAMETH/TRIMETHOPRIM 800/160 TABS
MFG AMNEAL - SUBSTITUTED FOR BACTRIM DS TABLETS
**TAKE 1 TABLET BY
MOUTH TWICE DAILY**

M

RX [REDACTED]

USE BEFORE 10/04/10

QTY **20**
1 REFILL BEFORE 10/04/10

R. BECHTOL, MD

Walgreens
3320 BELL ST, AMARILLO, TX 79109
(806) 468-6150

GRN/GRN/GRN/ /GRN
Rx ONLY

Patent Pending



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Product Quick Entry Only Products without an AAPCC Code

Organization: Event:

Collection # (from bag, green sticker, or survey)

Created
 Updated

Entry needs review

Classification

Controlled Substance inventory number
 (white stickers)

Name of Drug or Product

Strength Units Q / PER Units
 800/160 1.00

Quantity when container was new

Unknown

Quantity Collected

Estimate

AAPCC Code

Formulation

Manufacturer

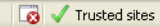
If prescription, enter the date filled

Expiration date

- Item Appears to be Sample.
- Item appears to be factory sealed.
- Item appears to be a mail-order prescription.

Notes

ms/Entry/ProductQuickEntryRad.aspx#



Sample Product (Collection #6)



Product Quick Entry Only Products without an AAPCC Code
 Organization: Event:

Collection # (from bag, green sticker, or survey)
 Created:
 Updated:

Entry needs review
Classification

Name of Drug or Product

Strength: Units: Q / PER: Units:

Quantity when container was new Unknown
Quantity Collected Estimate

Formulation

If prescription, enter the date filled:
 Expiration date:

Item Appears to be Sample.
 Item appears to be factory sealed.
 Item appears to be a mail-order prescription.

Notes

pcms/Entry/ProductQuickEntryRad.aspx# Trusted sites

Notes:

- ✓ The strength can be entered several ways, but please enter the Q/PER and Units in actuations. Acceptable examples include:
 - Strength (XX - obtain from label if there), Units (mcg or as listed), Q/PER (1), Units (actuations/puffs)
 - Strength (XX), Units (mcg), Q/PER (200), Units (acuations/puffs)
- ✓ Please just make sure the Units that you entered in Q/PER Units are the same units that you use to enter the “Quantity when container new” and “Quantity Collected”
- ✓ **For all liquids, like syrups, suspensions, etc., please enter the Q/PER Units in ml (milliliter) and NOT in ounces! Then follow with the Quantity New and Quantity Collected in ml also.**

- ✓ For all liquids, estimate the number of mls left in the bottle – no measuring is required; if a full bottle contained 118 ml and the bottle is sealed, select 118 for the quantity collected.
- ✓ For all liquids, if you are estimating the quantity collected, check the “Estimate” checkbox
- ✓ For inhalers, if they appear to have been used (i.e. they are not in a sealed box), enter the quantity collected as $\frac{1}{2}$ of the container. So, if the full inhaler contained 200 actuations, and the inhaler appears to be partially empty, enter the collected quantity as 100.

How to Complete Full Entry Configuration

Configuration Requirements Necessary For Full Entry Micromedex Link in PCMS

Part 1 of Configuration

1. Open Internet Explorer.
2. Press Alt-t to open the tools menu.
3. Scroll down the drop down tools menu to "Internet Options" and click on this selection.
4. You should now see the Internet Options pop up window. Click on the "Security" tab.
5. Now click on the green checkmark labeled "trusted sites", then click on the "Sites" button.
6. You should now see the "Trusted Sites" pop up window. If the check box near the bottom that indicates "Require server verification (https:) for all sites in this zone" is checked, UNCHECK it.
7. Now, in the "Add this website to the zone:" box, type: <http://pcms.pharmcollect.org> and click on the "Add" button.
8. Now, in the same "Add this website to the zone:" box, type: <http://www.thomsonhc.com> and click on the "Add" button.
9. Now, click on the "Close" button.
10. You should now be looking at the "Internet Options" pop window again. If not, press Alt-t again to bring it up.
11. Now click on the "Custom level.." box.
12. Scroll down to the "ActiveX controls and plug-ins" area and look for the heading that reads, "Initialize and script ActiveX controls not marked as safe for scripting".
13. Click on the circle button beside "Enable" to enable this option.
14. Now, click OK at the bottom and then OK again to close the "Internet Options" pop up window.

Part 2 of Configuration

1. Close or minimize all open windows.
2. Click on the "My Computer" icon on your screen or click on the "Start" button and then select "My Computer".
3. Double click on the Local Disk (C:) drive.
4. If there is not a folder labeled "Users", right click in the empty white area on the screen and select "New" and "Folder".
5. Now, right click on the label "New Folder" and select "Rename".
6. Name the folder "Users".
7. Now open the "User" folder.
8. Look for a folder labeled "Public". If there is not a folder labeled "Public", right click on the empty white area on the screen and select "New" and "Folder".
9. Now, right click on the label "New Folder" and select "Rename".
10. Name the folder "Public".
11. Now open the "Public" folder and look for a folder named "Documents".
12. If there is not a folder named "Documents", right click on the empty white area on the screen and select "New" and "Folder".

13. Now, right click on the label "New Folder" and select "Rename".
14. Name the folder "Documents"
15. Now open the "Documents" folder.
16. Right click on the empty white area and select "New" and "Folder".
17. Now , right click on the label "New Folder" and select "Rename".
18. Name the folder "PDXtemp".
19. You are now done!

How to Complete Full Entry Pill Identification

1. Log in
2. Please note that the first use of each screen within PCMS will take longer than subsequent uses; i.e. once you've done each procedure once, the system should move a little faster. Be sure to wait for pages to load before clicking on various items.
3. Move your cursor over the "Collection Entry" tab and select "Full Entry"
4. For the "Organization" field, select "zzz_Testing Data"
5. For the "Event" field, select "Sample Data"
6. Click on the "Show" button
7. You should now be on the entry screen
8. Enter the collection number
9. Tab to the "Name of Drug or Product" field
10. Type in the letters/numbers from one side of the pill, a space, and then the letters and numbers from the other side of the pill
11. Check the "Imprint" checkbox
12. Click on Search, this should open a second tab or window with Micromedex
13. Now go to the Micromedex tab or window that opened
14. Click on the drug name/blue hyperlink that matches the pill
15. A pop-up window should now appear with the pill details including a physical description
16. Click on the orange "select product" bar; it should turn gray; if it does not, your computer is not correctly configured. Go back to the configuration directions and check each step
17. Once you have selected the product and the orange bar has turned gray, close that window and go back to the PCMS window
18. Click on the Exact button to pull in that information
19. Finish the entry by entering tablet into the second "units" field and enter the quantity that was collected
20. Click on the "Save and Add New" button

Pill ID Sample

Using the full entry directions provided, please try the following pill ID.



LUPIN 40

Internet Explorer - Windows Internet Explorer

cms.pharmcollect.org/pcms/Entry/ProductEntryRad.aspx

Organization: zzz_Testing Data Event: Sample Data

Save and Add New Save Cancel

Collection # (from bag, green sticker, or survey)
7 Created: 4/26/2011 3:34 PM Updated:

Entry needs review

Classification: _not selected_ Regulatory Status: RX DEA Schedule: Controlled Substance inventory number: (white stickers)

Name of Drug or Product: Lisinopril
Lisinopril

Imprint Search Exact Similar

Strength: 40 Units: mg Q / PER: Units: _not selected_

Quantity when container was new: Original Amount Unknown Quantity Collected: Collected Amount Estimate
Enter the actual amount collected.

AAPCC Code: 0077770 PDX Code: 6788371

Formulation: _not selected_ PDX Formulation: Oral Tablet Manufacturer: Apotex

If prescription, enter the date filled: Expiration date:

Item Appears to be Sample.
 Item appears to be factory sealed.
 Item appears to be a mail-order prescription.

Notes:

Notes:

- ✓ The only information that was manually entered was the “Collection #” and the imprint “LUPIN 40” in the “Name of Drug or Product” field. Then the search was done. When the “Exact” button was clicked, the imprint “LUPIN 40” was replaced with the drug name “Lisinopril” and the Regulatory Status, Strength, Units, AAPCC and PDX Code, PDX Formulation, and Manufacturer were pulled in from Micromedex.

- ✓ The only additional information needed in this entry is the Quantity collected. Then
“Save and Add New”