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K-TRACS

Prescription Drug Monitoring Program

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Laura Kelly, Governor

K-TRACS PHARMACY REPORTING GUIDANCE DOCUMENT
IMPLEMENTATION DATE: NOVEMBER 1, 2023

Effective **November 1, 2023**, the Kansas Board of Pharmacy will adopt new standards and regulations for pharmacies reporting prescriptions to the prescription drug monitoring program (K-TRACS). The changes include:

- Reporting of prescriptions based on sold date instead of dispense date
- Moving from 7-day zero reports to 1-day zero reports
- Adoption of ASAP 4.2B standards
- Collection of three additional data elements

Pharmacies and dispensing physicians should notify their software vendors of the new requirements immediately to allow adequate time to implement the changes by **November 1, 2023**. The new standards, data elements and changes in frequency and method of reporting can be implemented at any time but must be in place by the deadline.

REPORTING BASED ON SOLD DATE

All controlled substance and drug of concern prescriptions sold in Kansas or to an address in Kansas must be submitted to K-TRACS by the end of the next business day from the day the drug is sold. This helps clear up confusion among fill dates, dispense dates and sold dates to ensure that the prescriptions reported to K-TRACS have left the pharmacy and are in the hands of the ultimate user.

The sold date should reflect the date the prescription was sold to the patient or patient representative; the date the prescription was mailed or sent out for delivery; and/or the date the prescription was dispensed from a hospital to the patient or patient representative.

Exemptions from reporting standards are available for dispensers who do not dispense controlled substances or drugs of concern. To apply for this exemption, visit https://pharmacy.ks.gov/k-tracs/pharmacists/reporting-to-k-tracs.

ZERO REPORTS

Dispensers shall file zero reports by the <u>end of the next business day</u> for any days in which no controlled substances or drugs of concern were dispensed. This is a change from zero reports being required every 7 days. This means that dispensers should file a daily report with K-TRACS every business day – either a report containing prescriptions or a zero report.

Exemptions from the daily zero report requirements are available for dispensers that do not dispense more than 10 controlled substance or drug of concern prescriptions per month AND do not have the ability (through their pharmacy system vendor) to automate zero report submissions. For dispensers being granted this waiver, all controlled substance and drug of concern prescriptions still must be reported. To apply for this exemption, visit https://pharmacy.ks.gov/k-tracs/pharmacists/reporting-to-k-tracs.

ASAP 4.2B STANDARDS & NEW DATA ELEMENTS

The adoption of ASAP 4.2B brings necessary changes to collect additional data elements and improve the quality and scope of the data reported to the PDMP.

New Data Elements Available in ASAP 4.2B:

Segment	Field	Field Name	V4.1	V4.2b
PHA	PHA13	Pharmacy State License Number	n/a	Situational: Required only for pharmacies without DEA or NPI (typically veterinary pharmacies); license number will only be accepted if it matches a license number registered by the Kansas Board of Pharmacy

*Please note that the diagnosis code was added as a required element in K.S.A. 65-1683 in 2022; however, the Board is not currently mandating reporting of the diagnosis code (DSP25).

Changes to Improve Data Quality in K-TRACS:

Segment	Field	Field Name	V4.1	V4.2b
PAT	PAT02	Patient ID Type	Required	**Required**; code 09 added and should be used for vendor specific IDs.
PAT	PAT03	Patient ID Number	Required	**Required** and must meet one of the two following formats: 1) Drivers license number or other state issued ID number

2) First, middle and last initials plus eight-digit date of birth

Social security numbers shall not be used.

Vendor specific IDs are allowed but are recommended to follow the format of first, middle and last initials plus eight-digit date of birth.

PAT	PAT20	Species Code	Optional	**Required** to designate prescriptions as human or animal
PAT	PAT23	Animal Name	Optional	Situational: Required if prescription is designated as animal (02) in PAT20
DSP	DSP06	Fill Number	Required	**Required**, but clarified to represent the sequential number of the fill (0 = original prescription, 1 = 1st refill, 2 = 2nd refill, etc.)
DSP	DSP16	Payment Type	Required	**Required** and should <u>accurately reflect how the patient paid for the prescription.</u> • Distinguish between Medicaid, Medicare and commercial insurance using the correct codes • Discount cards and manufacturer coupon cards used exclusively should be indicated as private pay • Manufacturer coupon cards used in conjunction with insurance should be indicated as commercial insurance
DSP	DSP17	Date Sold	Optional	**Required**. The date sold should reflect when the prescription leaves the pharmacy, i.e., prescription being sold to the patient; prescription leaving the pharmacy for delivery through mail or courier; prescription being dispensed from the hospital.
PRE	PRE04	Prescriber License Number	Optional	Situational: Required for veterinarians who do not have DEA or NPI numbers for prescribing drugs of concern; license number will only be accepted if it matches a license number in K-TRACS

Reporting Prescriber Identifiers

The prescriber identification number required by K.S.A. 65-1683 should be treated as follows:

- Valid prescriber **DEA number** (PRE02) must be submitted for all controlled substance prescriptions
- For non-controlled substances (such as gabapentin), if the prescriber does not have a DEA number, leave the field blank and enter:
  - Valid **NPI number** (PRE03) for prescribers of human prescriptions OR

o Valid **state license number** (PRE04) for prescribers of animal prescriptions (must validate against K-TRACS database of Kansas veterinarians). If veterinarian does not have Kansas license, contact K-TRACS.

Character & Formatting Changes in ASAP 4.2B:

Segment	Field	Field Name	V4.1	V4.2b
PHA	PHA05	Pharmacy Address Line 1	Optional	Optional – character limit increased to 55 characters
PHA	PHA06	Pharmacy Address Line 2	Optional	Optional – character limit increased to 55 characters
PHA	PHA09	Pharmacy Zip Code	Optional	Optional – exclude hyphen
PHA	PHA10	Pharmacy Phone Number	Optional	Optional – exclude hyphen
PAT	PAT12	Patient Address Line 1	Required	**Required** – character limit increased to 55 characters
PAT	PAT13	Patient Address Line 2	Optional	Optional – character limit increased to 55 characters
PAT	PAT14	Patient City Address	Required	**Required** – character limit increased to 35 characters
PAT	PAT16	Patient Zip Code	Required	**Required** – exclude hyphen

Retail Pharmacy Veterinary Prescription Reporting:

PHARMACY DATA ENTRY INSTRUCTIONS: Prescriptions should be entered according to K.S.A. 65-1626 requirements, with the animal listed as the patient.

PHARMACY SYSTEM VENDOR & DATA SUBMITTER INSTRUCTIONS: Prescription information should be mapped from the pharmacy system to K-TRACS in the following manner:

- PAT01 through PAT19, PAT21, and PAT22 should contain information for the animal owner (human)
- PAT20 should contain the 01 species code for human prescriptions or 02 species code for animal prescriptions
- PAT23 should contain the animal's name if 02 is selected in the PAT20 field