

**2015**

**The  
Pharma  
Report**

# **SHORTAGES DATABASE USER GUIDE**

Guide for using the shortages database. Accessing the database. Searching and reporting.  
Using available tools.

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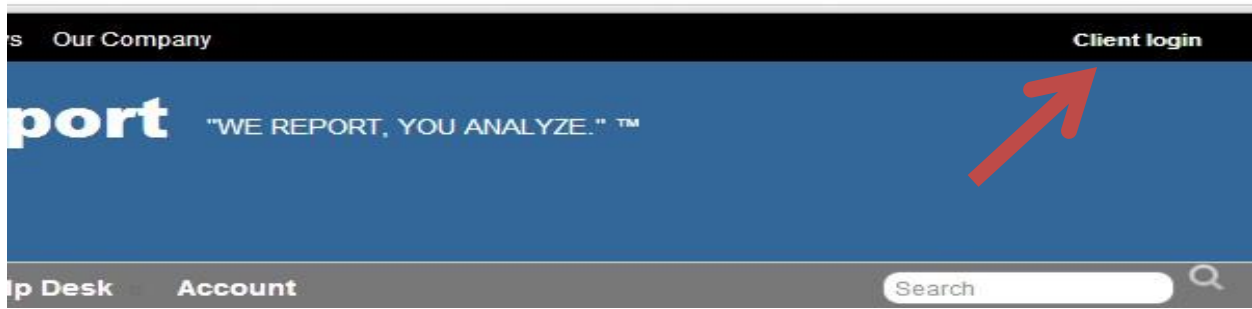
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## Introduction

The **Pharma Report Shortages Database** is intended to quickly provide you with the information you need to make decisions concerning your supply chain. This guide is meant to help new users navigate the database and to serve as a reference guide to features available to subscribers on The Pharma Report website. The guide provides a walk-through tutorial to search current shortages, but can be used to search other sections of the database.

## Getting Started

Go to <http://thepharmareport.com> to access the database. Login to the website. Select “Client login” in the upper right corner, and login through the dashboard.



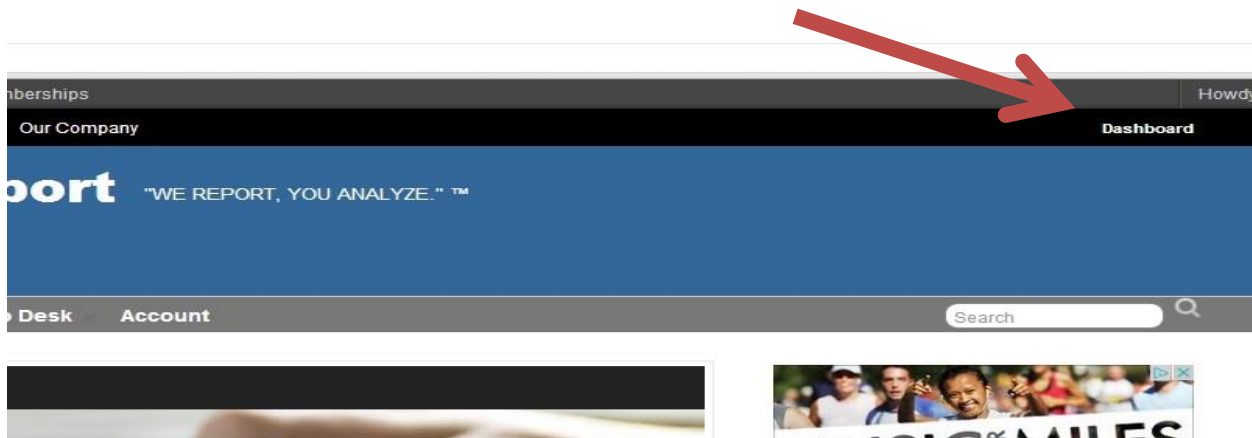
Or, log in from the sidebar widget on the front page

You are not currently logged in.

Username

Password

Once logged in, you can always access your dashboard through the link in the top right corner.



## The Dashboard



### Quadrant I – Navigate the Shortages Database

- Search database and create reports;
- Access tools;
- Connect to other users.

### Quadrant III – Account and Support

### Quadrant IV – News Feed

## Shortage Report

### Quick reports

The fastest way to generate a shortage report is to select “Create a shortage report” from the **Dashboard** – you will be redirected to a new page.

In the Shortage Report page, you can select a drug from the **dropdown menu**

The screenshot shows the 'Shortage Report' page. At the top is a navigation bar with links for 'News', 'Quickview', 'Product News', 'Help Des...', and 'Account'. Below this is the page title 'Shortage Report'. The main content area contains a form with the following elements: a 'Select Drug Name:' dropdown menu currently set to 'All'; a 'Search By Ndc:' section with three input fields labeled 'Labeler Code', 'NDC 2', and 'NDC 3'; and a 'Report' button. Red arrows point from the text above to the dropdown menu, the 'Report' button, and the three NDC input fields. At the bottom of the page, there is a footer with 'The Pharma Report', copyright information '© 2010 - 2014 Stino LLC All Rights Reserved', and links for 'About us' and 'Editor's blog'.

Or, by entering the **NDC code** of the presentations you want to report. You must enter the NDC in its three parts. The first section (5 digits) is the labeler code and is the minimum mandatory item. You do not need to include leading zeroes.

Hit the “Report” button.

A Shortage Report will be generated for all drugs that meet the criteria you set.

Scroll to the bottom of the shortage report. You will have the option of rendering an HTML version of the report; printing the report; or, generating a pdf version of the report.

## Search

With this method, you can refine your results before generating shortage reports.

In the dashboard, select Shortages in the “Search and Report” section. You will be redirected to a new page.

In the shortage search page, you can select a drug from the **dropdown menu**

The screenshot shows the 'Shortage Search' page. At the top, there is a navigation bar with links for 'News', 'Quickview', 'Product News', 'Help Desk', and 'Account'. Below this is the main heading 'Shortage Search'. The search form includes a 'Select Shortage Name:' dropdown menu currently set to 'All'. Below the dropdown are three input fields for 'Search By Ndc', labeled 'Labeler Code', 'NDC 2', and 'NDC 3'. A 'Search' button is positioned below the first input field. At the bottom of the page, there is a footer with 'The Pharma Report' logo, copyright information, and links for 'About us' and 'Editor's blog'. Red arrows are overlaid on the image: one points from the 'Account' link in the navigation bar to the 'Select Shortage Name:' dropdown menu; another points from the 'Search' button to the 'Search' text; and a third points from the 'Search' button to the 'NDC 2' input field.

Or by entering the **NDC code** of the presentations you want to report. You must enter the NDC in its three parts. The first section (5 digits) is the labeler code and is the minimum mandatory item. You do not need to include leading zeroes.

Hit the search button. This will render a table of all the shortages that meet your criteria.

## Refine your search

**Drop down menu** – select how many items to display

**Live search** – results filter as you type

Check only the items you want to keep

The screenshot shows a web application interface for searching drug shortages. At the top, there is a search bar with the text 'injec' and a 'Search' button. Below the search bar is a table with columns: Shortage\_Name, Company, NDC, Package\_Description, Availability, Related\_Information, Shortage\_Reason, and Date\_Updated. The table contains six rows of data for Amikacin Injection. Two rows are checked with checkboxes. Below the table, there are several buttons: 'Export Selected', 'Export All', 'Create Shortage Report', 'Create Product Report', and 'Create inventory for selected items'. Red arrows point from the text labels to these specific elements in the interface.

	Shortage_Name	Company	NDC	Package_Description	Availability	Related_Information	Shortage_Reason	Date_Updated
<input type="checkbox"/>	Amikacin Injection	Bedford Laboratories	250 mg/mL; 2 mL vials (NDC 55390-0226-02)		Available	Check wholesaler for inventory.	Other	Reverified 07/09/20
<input checked="" type="checkbox"/>	Amikacin Injection	Bedford Laboratories	250 mg/mL; 4 mL vials (NDC 55390-0226-04)		Unavailable	Shortage: Pending Manufacturing Change or Addition. Availability of products are updated on the Bedford Laboratories website	Other	Reverified 07/09/20
<input type="checkbox"/>	Amikacin Injection	Heritage Pharmaceuticals Inc.	250 mg/mL; 2 mL vials, package of 10 (NDC 23155-290-41)		Available from March 2014	Expected new launch	Other	New 01/15/2014
<input checked="" type="checkbox"/>	Amikacin Injection	Heritage Pharmaceuticals Inc.	250 mg/mL; 4 mL vials, package of 10 (NDC 23155-290-42)		Available from March 2014	Expected new launch	Other	New 01/15/2014
<input type="checkbox"/>	Amikacin Injection	Teva Pharmaceuticals	250 mg/mL; 2 mL vials (NDC 00703-9032-03)			Product is available and shipping	Demand increase for the drug	Reverified 06/17/20
<input type="checkbox"/>	Amikacin Injection	Teva Pharmaceuticals	250 mg/mL; 4 mL vials (NDC 00703-9040-03)			Product is available and shipping	Demand increase for the drug	Reverified 06/17/20

Showing 1 to 6 of 6 entries

Export Selected   Export All   Create Shortage Report   Create Product Report   Create inventory for selected items

Once you have selected all the rows you want to analyze, select one of your button options

Use the selected items to begin an inventory analysis.

Export selected or all items as csv file.

Create a shortage report or Product report for the checked items

This is the same process you apply when conducting any search in The Pharma Report.

## Inventory analysis

From the Dashboard, select “Analyze Inventory.” Here, you will be asked to upload a csv file that adheres to the below table format. NDC1 (Labeler code) is always mandatory, but the remaining columns are optional. If the tool only sees NDC1, it will identify *all* items in the shortages database produced by that labeler. This may take a long time to generate results. Try to be specific and include values for all variables.

You can include count\_on\_hand for each item, including items in transit; and, you can also include 30\_day\_usage, which can either be expected usage or actual usage for the trailing 30 days.

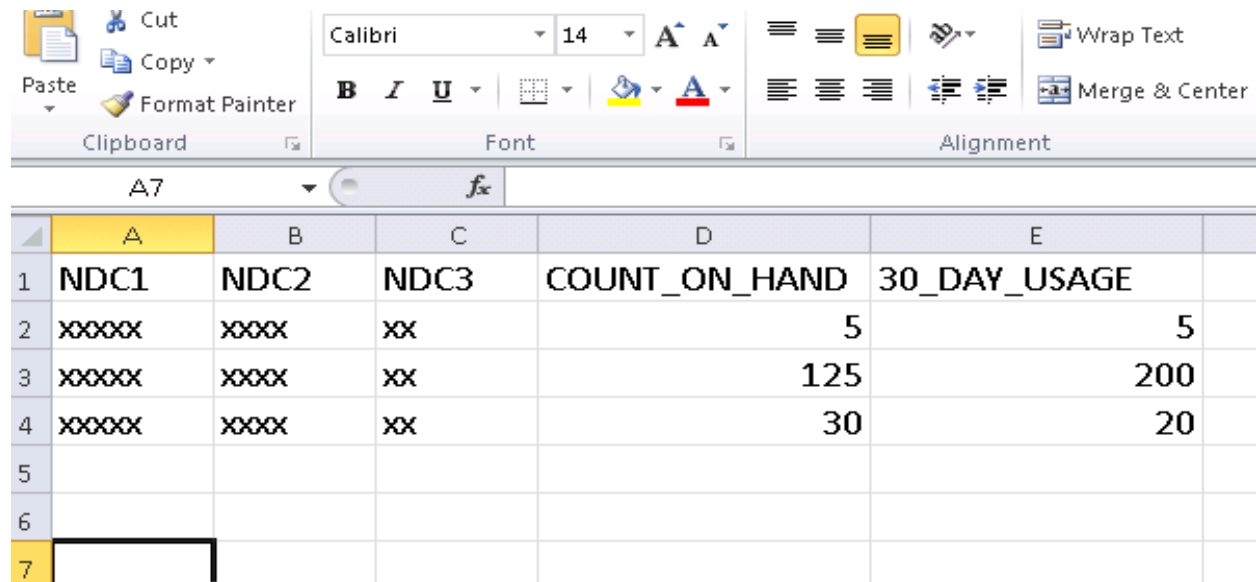
## Getting the upload file ready

Option 1: Create an inventory file from scratch, in the correct layout, and format.

Option 2: Search the shortages database and choose the items you want to use in the inventory. Select the button “create inventory report for selected items.” This will generate a file in the correct format. You can then modify the file, add more items, or add count and usage information.

## File layout and format

You must adhere to this layout and naming convention. You do not have to include column titles in the first row.



	A	B	C	D	E
1	NDC1	NDC2	NDC3	COUNT_ON_HAND	30_DAY_USAGE
2	XXXXX	XXXX	XX	5	5
3	XXXXX	XXXX	XX	125	200
4	XXXXX	XXXX	XX	30	20
5					
6					
7					



## Upload the file

Once you have a file ready, Choose file, and select Upload.

Check if the first row includes column names.

Click “Generate Results.” Click “Download results.”

## Generate Results Instantly

The tool will identify all items in your inventory that are flagged in the database. It will also determine days’ inventory on hand if you include the count and usage information. It will identify low-inventory products that are also in short supply nationally. This lets you know which shortages to focus on resolving.

Font		Alignment		Number			
fx							
B	C	D	E	F	G	H	I
Name	therapeut	dateFirstReported	resolvedC	status	company	dateUpda	companyCpre
Iroxamic Ac	Renal	7/15/2014		Currently	Mission PI	New 07/15/2014	250
Injection	Anti-Infec	No date available		Currently	Bedford L	Reverified 07/09/20	250
Injection	Anti-Infec	No date available		Currently	Bedford L	Reverified 07/09/20	250
Injection	Anti-Infec	No date available		Currently	Heritage F	New 01/15/2014	250
Injection	Anti-Infec	No date available		Currently	Heritage F	New 01/15/2014	250
Injection	Anti-Infec	No date available		Currently	Teva Phar	Reverified 06/17/20	250
Injection	Anti-Infec	No date available		Currently	Teva Phar	Reverified 06/17/20	250
um Chloride	Endocrino	3/8/2013		Currently	Hospira In	Reverified 07/09/20	5 m
Sulfate Inje	Anesthesi	No date available		Currently	American	Reverified 07/14/20	0.4
Sulfate Inje	Anesthesi	No date available		Currently	American	Reverified 07/14/20	0.4

## Other Tools

### Creating Documents

The Pharma Report allows you to create simple markup documents collaboratively. Use this feature to work on a shortage management plan as a team. Assign one team member as the coordinator.

Go to <http://thepharmareport.com/docs> for the Documents directory. You will find all documents started or shared by you. You can create a new doc here as well. When you create a doc, you will be walked through sharing and privacy settings.

After you have created and saved a new document, you can then find it and edit it in the docs directory.

### Member Directory

<http://thepharmareport.com/members> – Find your connections, add contacts

### Group Directory

Groups <http://thepharmareport.com/groups> are a great way to take coordination to another levels. Groups can be public or private. They can be listed or unlisted. Groups may be hidden from the main directory, allowing your team members to collaborate in privacy. It is up to the group creator and administrator. Depending on settings for a group, membership may be open to all or by invitation only. Groups may also have their own documents and forums.

### Forums

The forum directory at <http://thepharmareport.com/forums> allows you a further method to communicate with your team, especially in larger health systems. Groups can have their own forums. In addition, forums are a great way to connect with other health system professionals who share the same concerns, specifically or in general.

### Help Desk

Find help 24 hours a day through the website.

<http://thepharmareport.com/help-desk>  
<http://thepharmareport.com/faq>  
<http://thepharmareport.com/downloads>  
<http://thepharmareport.com/account>

Help Desk  
Frequently Asked Questions  
Downloads  
Account management and billing

# Document Control

## Revision History

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Date	Rev	Description of revision
2015-Jan-01	0.1	Initial release