



# **BAR CODE MEDICATION ADMINISTRATION (BCMA)**

## **NURSING CHUI USER MANUAL**

Version 3.0  
February 2004

(Revised July 2004)



# Revision History

Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. Either update your existing manual with the Change Pages document, or replace it with the updated manual.

**Note:** The Change Pages document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revised Pages	Patch Number	Description
07/2004	36, 37	PSB*3*5	– Updated the second paragraph to include the “Allergies” information. (p. 36) – Updated the “Example 25: Medication Administration History Report by Patient” to show the removal of the Reactions header and the inclusion of the ADRs header and the Allergies header. (p. 37)
02/2004			Original Released BCMA V. 3.0 Nursing CHUI User Manual.



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16. At the “Comment (Required):” prompt, type a **free-text comment** (up to 150 characters), and then press <**Enter**>. This is a required prompt anytime an entry is creating using the *Manual Medication Entry* [PSB MED LOG NEW ENTRY] option. You must enter the reason the medication entry is being edited. This information displays on the Medication Administration Log when a user requests an audit.
  17. At the “COMMAND:” prompt, type **S** for Save, **E** for Exit, or **R** for Refresh, and then press <**Enter**>.
    - ☛ If **E** is selected, and the data has not been saved, the system will display the “Save changes before leaving form (Y/N)?” prompt. If you enter **N** for No, the data will not be saved. If you enter **Y** for Yes, the changes will be saved.
  18. The screen will display the “Enter RETURN to continue or '^' to exit” prompt.
    - To edit another medication administration entry, press <**Enter**> twice.
    - To return to the Main Options Menu, enter ^, and then press <**Enter**>.

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### 3.11 Medication Administration History (MAH) Report

The *Medication Administration History (MAH)* [PSBO MH] option lets Nursing personnel print an MAH Report for Unit Dose and IV medication orders. This report lists a clinician's name and initials, and the exact time that an action was taken on an order (in a conventional MAR format). Each order is listed alphabetically by the orderable item. The Date column lists three asterisks (\*\*\*) to indicate that a medication was not due. This information is also noted in the Legend at the bottom of the MAH Report.

An MAH Report also includes patient demographics data, allergies and ADR information, plus detailed information about the order, such as the drug/additive/solution; the medication schedule, dose, route, and injection site; the actual administration times; the name and initials of the clinician who administered the medication; and the individuals who verified the order. It also includes information about when an order is placed "On Hold" and taken "Off Hold" by a provider, and the order Start and Stop Date/Time for the medication.

☛ If no parameter is defined in CPRS, the maximum date range defaults to a seven-date range. For example, a report would list the Sunday preceding, and the Saturday following, the date that you selected for the report.

☛ When a student nurse is administering medications under the supervision of an instructor, and both individuals hold the appropriate security keys (i.e., PSB STUDENT and PSB INSTRUCTOR), an asterisk prints next to the student's initials on the MAH. A legend prints at the bottom of the MAH to indicate the date/time the medication was given, along with the names of the student and the instructor.

#### To print an MAH Report:

1. At the "Select Medication Administration Menu Nursing Option:" prompt, type **9**, and then press **<Enter>** to access the *Medication Administration History (MAH)* [PSBO MH] option.
2. See Section 3.2, "Using ScreenMan Format to Request a Report," for instructions about requesting an MAH. Exhibit 25, MAH Report by Patient, shows an example of the MAH Report.

## EXHIBIT 25: MEDICATION ADMINISTRATION HISTORY REPORT BY PATIENT

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Continuing/PRN/Stat/One Time Medication/Treatment Record (VAF 10-2970 B, C, D)
Run Date: FEB 12, 2004@13:48
Page: 1

Patient: IOWA, LUKE          SSN: 000-00-9678          DOB: SEP 2, 1947 (56)
Sex: MALE                   Ht/Wt: */*              Ward: 7A GEN MED Rm 724-A
Dx: CHF                     Last Mvmt: DEC 2, 2003@07:30:35  Type: ADMISSION

ADRs:      No ADRs on file.

Allergies: LATEX, STRAWBERRIES
=====
Start Date      Stop Date      Admin   02/06/2004  02/07/2004  02/08/2004  02/09/2004  02/10/2004  02/11/2004
and Time        and Time      Times
-----
12/08/2003      06/21/2004    0100
@13:30          @12:00        0500
                0900
AMPICILLIN INJ          1300
  AMPICILLIN 50 GM, DEXTROSE 1700
  5% IN N. SALINE 1000 ML Give: 2100
IV Q4H INFUSE OVER 20 MIN.
RPH: A12 RN:

12/08/2003      06/21/2004    0000
@14:12          @12:00
DEXTROSE/SALINE INJ,SOLN
  DEXTROSE 5% IN N. SALINE
  1000 ML Give: IV 100 ml/hr
Spec Inst: Bolus one bag.
RPH: A12 RN:

12/08/2003      06/21/2004    0100
@12:50          @12:00        0500
                0900
HALOPERIDOL TAB        1300
  HALOPERIDOL 1MG S.T. Give: 1700
2MG PO Q4H             2100
ENTERED AS ACTIVE BY
PHARMACIST
A12 DEC 08, 2003@12:50:05
PLACED ON HOLD BY PHARMACIST
A12 DEC 08, 2003@12:50:16
RPH: A12 RN:          HOLD      HOLD      HOLD      HOLD      HOLD      HOLD

01/30/2004      02/06/2004    0300
@18:00          @24:00        0900
                1500
                2100
METHYLDOPATE INJ
  METHYLDOPATE 250MG/5ML INJ
Give: 50MG/1ML PO Q6H
RPH: RN: DD          ***      ***      ***      ***      ***

01/16/2004      04/25/2004    0100
@10:00          @12:00        0500
                0900
SODIUM BICARBONATE TAB 1300
  SODIUM BICARBONATE 325MG 1700
TABS Give: 325MG PO Q4H 2100
RPH: PI RN:

Initial - Name Legend

Status Codes
C - Completed
G - Given
H - Held
I - Infusing
M - Missing Dose Requested
R - Refused
RM - Removed
S - Stopped
*** - Medication Not Due

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### 3.12 Missing Dose Request

The *Missing Dose Request* [PSB MISING DOSE REQUEST] option lets Nursing personnel submit a Missing Dose Request to Pharmacy for filling an active medication order that is missing. This electronic request is communicated to the Pharmacy via a predefined printer and/or via an electronic MailMan message sent to a predefined mail group. Your VAMC may opt to use both mechanisms for Missing Dose Request notifications.

#### To submit a Missing Dose Request:

1. At the “Select Medication Administration Menu Nursing Option:” prompt, type **10**, and then press **<Enter>** to access the *Missing Dose Request* [PSB MISING DOSE REQUEST] option. The prompts you complete are shown in Exhibit 26, Missing Dose Request Screen.
2. At the “Patient Name:” prompt, type the **patient’s name or SSN**, and then press **<Enter>**.
3. At the “Missing Drug:” prompt, type the **medication**, and then press **<Enter>**.

➡ To view a list of appropriate formats for the “Missing Drug:” prompt, enter a **?** at the “Missing Drug:” prompt, and then press **<Enter>**. An explanation about the ways to enter a medication will display at the bottom portion of the screen.

#### EXHIBIT 26: MISSING DOSE REQUEST SCREEN

Request #: MD-20040130-092626 Missing Dose Request

Requesting User: DENVER, DONNA Division: ALBANY  
Request Date/Time: JAN 30, 2004@09:26

Patient Name: IOWA, LUKE  
Ward Location: 7A GEN MED  
Room/Bed: 724-A

Missing Drug: ACETAMINOPHEN 325MG TAB  
Dosage Needed: 650MG  
Reason Needed: EMPTY PACKAGE

Schedule: Q6H  
Administration Date/Time: JAN 30, 2004@15:00  
Needed by Date/Time: JAN 30, 2004@12:00

Exit Save Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND: Press <PF1>H for help Insert

Connected to 10.4.21.2 Macro Print Capture Hold VT340 1 hr 29 min Row 24 Col 10