

# Table of Contents

## Chapter 5: Administering Active IV Medications

<b>Working with IV Medications .....</b>	<b>5-1</b>
Benefits of this Chapter.....	5-1
Preparing to Administer IV Medications .....	5-1
Schedule Types that You Can Administer .....	5-1
Start and Stop Times for IV Medications.....	5-1
Medication Orders that Display on the VDL .....	5-2
Medications Available for Scanning .....	5-3
IV Bag Chronology Display Area on the VDL.....	5-4
Understanding the Status of a Medication Order .....	5-5
Information Stored by BCMA.....	5-5
Viewing a Patient’s Active IV Medications.....	5-6
<b>Medication Pass FlowChart for IV Medications.....</b>	<b>5-9</b>
<b>Administering IV Bags with Unique ID Number .....</b>	<b>5-11</b>
How BCMA Validates IV Bags with Unique Identifier Number .....	5-11
Scanning and Verifying Medication Information .....	5-12
Changing the Status of an IV Bag.....	5-19
<b>Administering Ward Stock Items.....</b>	<b>5-21</b>
How BCMA Validates Ward Stock Items .....	5-21
Scanning and Verifying Medication Information .....	5-21
Changing the Status of a Ward Stock Item .....	5-24
<b>Administering a Patient’s IV Medications .....</b>	<b>5-27</b>
Administering an Order with Special Instructions.....	5-27
Marking an IV Bag as Held or Refused.....	5-28
Adding Comments to a Patient’s Medication Record .....	5-31
Submitting a Missing Dose Request .....	5-33
<b>Working with Patient Records .....</b>	<b>5-37</b>
Opening a Patient Record.....	5-37
Closing a Patient Record.....	5-39

# Table of Contents

## Chapter 6: Using the CPRS Med Order Button

<b>Understanding the CPRS Med Order Button .....</b>	<b>6-1</b>
Benefits of this Chapter.....	6-1
Providing a Link to CPRS.....	6-1
How the CPRS Med Order Button Works .....	6-1
Verifying the Documentation Process.....	6-1
Enabling the CPRS Med Order Button Functionality .....	6-2
<b>Workflow for CPRS Med Order Button.....</b>	<b>6-3</b>
<b>Using the CPRS Med Order Button .....</b>	<b>6-5</b>
Ordering and Documenting STAT or NOW Orders .....	6-5
Accepting an Administered Unit Dose Order .....	6-8
Accepting an Administered IV Order .....	6-9
Reviewing and Signing STAT or NOW Orders.....	6-10
Processes Completed By Each Application .....	6-12

## Chapter 7: Viewing and Printing BCMA Reports

<b>Viewing and Printing BCMA Reports .....</b>	<b>7-1</b>
Benefits of this Chapter.....	7-1
Enhancements to Report Printing.....	7-1
Viewing/Printing Demographics Data .....	7-3
Viewing/Printing Allergy and ADR Information.....	7-5
Viewing/Printing an Order from Inpatient Medications .....	7-7
Viewing/Printing a Due List Report .....	7-10
Viewing/Printing a Medication Log Report.....	7-15
Viewing/Printing an MAH Report .....	7-18
Viewing/Printing a Missed Medications Report .....	7-21
Viewing/Printing a PRN Effectiveness List Report.....	7-24
Viewing/Printing an Administration Times Report .....	7-27
Viewing/Printing a Medication History Report .....	7-30
Viewing/Printing a Medication Variance Log Report .....	7-32
Viewing/Printing a Cumulative Vitals/ Measurement Report .....	7-35

## Chapter 8: Glossary

<b>Glossary .....</b>	<b>8-1</b>
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# Working with IV Medications

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## Benefits of this Chapter

Use this chapter when you need to administer active large-volume IV and continuous syringe medications to patients on your ward. The options and features available within the BCMA VDL apply specifically to active IV medication orders only.

## Preparing to Administer IV Medications



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**TIP:**

A medication displays on the VDL if it has an “active” status *and* the patient has a status and location of “inpatient.”

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Before administering any active IV medications to a patient, review this section to learn more about the medication orders that display on the BCMA VDL, the different display areas for the IV Medication Tab, and how BCMA indicates “actions” taken on IV bags displayed in the IV Bag Chronology display area of the BCMA VDL.

Then you will be ready to administer active IV medications to your patients.

### Schedule Types that You Can Administer

The Schedule Types area of the BCMA VDL is grayed out for IV medications since they are not applicable to these types of medications.

**Note:** Each time that you open a VDL (i.e., patient record), BCMA defaults to the Unit Dose Medication Tab and the Schedule Types of Continuous, One-Time, and On-Call already selected. This occurs even if you change the Schedule Types or Medication Tab during a medication pass. The PRN Schedule Type controls the default display of PRN medications on the BCMA VDL, and is based on the GUI BCMA Site Parameters entry for “Include Schedule Types.”

### Start and Stop Times for IV Medications

The Virtual Due List Time Parameters area of the BCMA VDL is grayed out since administration times are not used for large-volume IV or continuous syringe medications.

# Working with IV Medications

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## Preparing to Administer IV Medications (cont.)



**TIP:**

IV medications display on the VDL until the Stop Time of the order.

### Medication Orders that Display on the VDL

Once a large-volume IV or continuous syringe medication order becomes active, it displays on the BCMA VDL under the IV Medication Tab. This includes all active IV medication types listed below:

- Admixture
- Hyperal
- “Syringe,” with the “INTERMITTENT SYRINGE?” prompt set to “NO”
- “Chemotherapy,” with the “CHEMOTHERAPY TYPE:” prompt set to “Admixture” or “Syringe,” and the “INTERMITTENT SYRINGE?” prompt set to “NO”

An “active” status occurs once a pharmacist or a nurse verifies a medication order using Inpatient Medications V. 5.0 or CPRS. This includes orders on “Hold” and any orders entered through the IV package. Orders placed “On Hold” by a provider display grayed out on the BCMA VDL. You can only mark these order types as “Held,” although it is not necessary that you do so.

BCMA determines *when* to display an order on the BCMA VDL by subtracting the information in the “Before Scheduled Admin Time” site parameter field from the Start Date/Time of the medication order. You can define this parameter using the Parameters Tab in the GUI BCMA Site Parameters application.

**Note:** If an IV medication order becomes expired or discontinued while an IV bag is Infusing or Stopped, the order will continue to display on the BCMA VDL until you mark the IV bag as “Completed.”

# Working with IV Medications

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## Preparing to Administer IV Medications (cont.)

### Medications Available for Scanning

Administering IV medications to a patient involves the scanning of the patient's medication (drug) bar code, which was applied by the Pharmacy. BCMA recognizes the following numbers on the IV Medication Tab.

- **Internal Entry Number (IEN):** Drug numbers provided on medication bar codes are considered a unique drug identifier by the Pharmacy. BCMA reviews the SYNONYM field (#.01) of the DRUG file (#50), after a medication bar code is scanned, to ensure that a valid number exists for the dispensed drug and strength scheduled for administration.
- **Unique Identifier Number:** This number is generated (with a "V") for IV medications when the Pharmacy prints a bar code label for an IV bag. It is designed to communicate which IVs have been manufactured by the Pharmacy. This number displays in the IV Bag Chronology display area of the BCMA VDL.
- **Ward Stock Number:** This number is generated when you use a "Ward Stock" item to complete an IV medication order because the IV bag is not available from the Pharmacy (with a Unique Identifier Number). When you scan the Bar Code number on the bag, BCMA generates a Ward Stock number (with a "WS") and displays this number in the IV Bag Chronology display area of the BCMA VDL. You must scan every Additive and Solution for the Ward Stock item. When you do, BCMA then searches for a match to the Bar Code number in any of the active IV orders displayed on the BCMA VDL.

**Note:** Most Pharmacies use a combination of bar codes to identify drug products at the point of administration.

# Working with IV Medications

## Preparing to Administer IV Medications (cont.)



**TIP:**

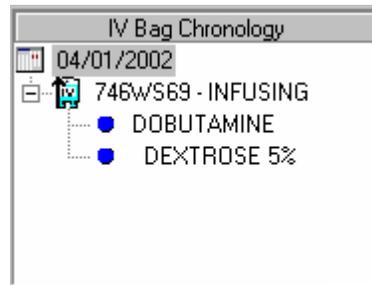
A Ward Stock Number displays on the VDL with the letters "WS" *only* after you scan the related Additives and Solutions. See first Example on this page.

### IV Bag Chronology Display Area on the VDL

Unlike Unit Dose, IV Push, and IV Piggyback medications, large-volume IV or continuous syringe medications administered under the IV Medication Tab display the status (and related icon) in the IV Bag Chronology display area of the BCMA VDL opposite the Unique Identifier Number or Ward Stock Number. The display area lists IV bags labeled by the Pharmacy and any Ward Stock bags that you have created. This information also displays on the Medication Log Report and the MAH Report.

The examples provided below show the various "actions" that you can take on an IV bag (or the status that you can mark an IV bag), and the related icons in the IV Bag Chronology display area of the BCMA VDL.

#### Example: Ward Stock IV Bag with Status of "Infusing"



#### Example: IV Bag with Other Possible Statuses



# Working with IV Medications

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## Preparing to Administer IV Medications (cont.)

### Understanding the Status of a Medication Order

You can mark a large-volume IV or continuous syringe medication with the following status:

- Available to Infusing to Held or Refused
- Infusing to Stopped to Completed
- Stopped to Completed or Missing
- Missing to Infusing, Held, or Refused

### Information Stored by BCMA

BCMA stores the following information each time you administer an active large-volume IV medication to a patient:

- Patient
- Location of the patient (i.e., bed, ward, and division)
- Clinician administering the medication
- Clinician who created the Medication Log Entry
- Entered date and time
- Audit information (i.e., clinician, text, date and time)
- Administration date and time
- Status of the administration, such as Available, Infusing, Stopped, Completed, Held, Refused, or Missing
  - “Cancelled” administrations are not stored in the Medication Log.
- IV Additive (strength), IV Solution (volume), and/or number of units given
- Infusion (flow) rate
- Any comments associated with the drug administration dose
- Injection site for the medications

# Working with IV Medications

## Viewing a Patient's Active IV Medications



**TIP:**

Press F11 or click the IV Medication Tab to display active large-volume IV or continuous syringe medication orders under this Tab.



**TIP:**

If the number of medications that need administered is greater than the VDL can display, use the Scroll Bar to view all of them

The “view” or active window shown below, displays when you select the IV Medication Tab on the BCMA VDL.

The IV Medication Tab provides an “alert light” which turns **GREEN** *only* when the patient has active medication orders associated to them and the admin time is within 12 hours before and 12 hours after NOW. When you click a “lit” Tab, BCMA displays the patient’s active medication orders on the BCMA VDL. This safeguard is provided to ensure that all large-volume IV medications that are due are given to the patient in the correct dosage and on time.

**Note:** Discontinued and expired orders, with a Stop Date/Time greater than 72 hours from NOW, will not display on the BCMA VDL even if an Infusing or Stopped bag exists on the order.

### Example: BCMA VDL for Active IV Medications

The screenshot shows the 'Bar Code Medication Administration' window. At the top, there are menu options: File, View, Reports, Due List, Tools, Help. Below the menu is a patient information section for ID#WALUKE (MALE), SSN = 000-00-9678, DOB = 9/2/1947 (56), Height = 5', Weight = 170, Location = 7A GEN MED 724-A. There are also 'Virtual Due List Parameters' for Start Time (12/31@0800) and Stop Time (12/31@1000). On the right, 'Schedule Types' are listed: Continuous (checked), On-Call (checked), PRN (checked), and One-Time (unchecked). Below this, an 'ALLERGIES' section states 'no allergy assessment ADRs: No ADRs on file'. The main table displays active medication orders:

Status	Ver	Type	Medication/Solutions	Infusion Rate	Route	Bag Information
Active	***	Admixture	DOPAMINE INJ SOLN DOPAMINE 800 MG IN BAG 1 DEXTROSE 5% IN N. SALINE 1000 ML TITRATE to maintain systolic BP>90	TITRATE@1.	IV	
Active	***	Admixture	DEXTROSE/SALINE INJ SOLN DEXTROSE 5% IN N. SALINE 1000 ML Bolus: one bag	100 ml/hr.	IV	

Below the table are two sections: 'IV Bag Chronology' and 'IV Bag Detail', both showing 'No Order Selected.' and 'No Bag Selected.' respectively. At the bottom, there are status indicators for 'Unit Dose', 'IVP/IVPB', and 'IV'. A 'Scanner Status' section shows 'Ready' and a 'Scan Medication Bar Code' field. On the right, 'BCMA Clinical Reminders' shows a count of 0 and 'PRN Effectiveness'. The bottom status bar displays 'DENVER, DONNA', 'ALBANY', and 'Server Time: 12/31/2003 09:05'.

# Working with IV Medications

Take a few minutes to get better acquainted with the various elements comprising the display areas of the BCMA VDL for IV medications.

## Example: Elements Comprising the Display Areas for IV Medications

The screenshot shows the 'Bar Code Medication Administration' window. At the top, there are menu options (File, View, Reports, Due List, Tools, Help) and tabs for 'Missing Dose', 'Medication Log', 'Medication Admin History', 'Allergies', and 'CPRS Med Order'. Patient information for IDWA, LUKE (MALE) is displayed, including SSN, DOB, and location. Virtual Due List Parameters show a start time of 12/31@0800 and a stop time of 12/31@1000. Schedule Types include Continuous, PRN, On-Call, and One-Time, with Continuous and PRN selected. A red banner indicates 'ALLERGIES: no allergy assessment' and 'ADR's: No ADR's on file'.

The main table lists active medications:

Status	Ver	Type	Medication/Solutions	Infusion Rate	Route	Bag Information
Active	****	Admixture	DOPAMINE INJ.SOLN DOPAMINE 800 MG IN BAG 1 DEXTROSE 5% IN N. SALINE 1000 ML <i>TITRATE to maintain systolic BP&gt;80</i>	TITRATE@1,	IV	
Active	****	Admixture	DEXTROSE/SALINE INJ.SOLN DEXTROSE 5% IN N. SALINE 1000 ML <i>Rolls one bag.</i>	100 ml/hr,	IV	

Below the table is the 'IV Bag Chronology' section, which includes a list of bags (e.g., 780V14 - INFUSING, 780V15 - AVAILABLE) and an 'IV Bag Detail' table:

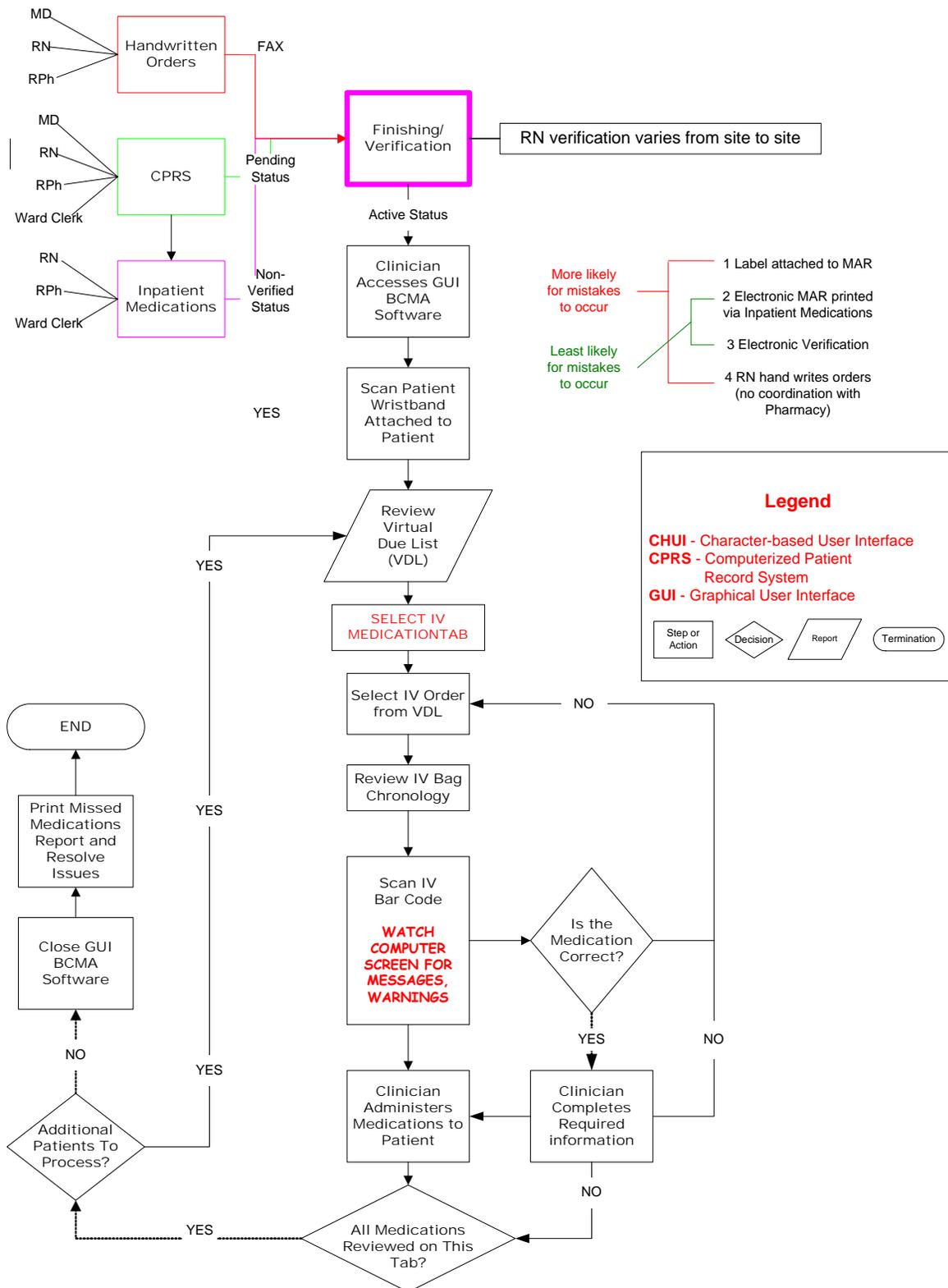
Date/Time	Nurse	Action	Comments
12/31/2003@0911	DD	INFUSING	

Annotations on the left side of the screenshot include: 'VDL lists Orderable Item, Additive, and Solution' pointing to the medication details; 'Select order to display available bags' pointing to the medication table; 'Action date' pointing to the IV Bag Chronology; and 'Click to display bag contents' pointing to the bag list. Annotations on the right side include: 'Identifies an action of Infusing or Stopped, and when an order has been changed.' pointing to the IV Bag Detail table; 'Information displays here when an IV bag is selected in the IV Bag Chronology display area' pointing to the IV Bag Detail table; and 'Contents of an IV bag' pointing to the bag list.

At the bottom, there is a 'Scanner Status: Ready' indicator, a 'Scan Medication Bar Code:' field, and 'BCMA Clinical Reminders' showing a count of 0 for PRN Effectiveness. The footer shows 'DENVER, DONNA', 'ALBANY', and 'Server Time: 12/31/2003 09:11'.



# Medication Pass FlowChart for IV Medications





# Administering IV Bags with Unique ID Number

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## How BCMA Validates IV Bags with Unique Identifier Number



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### TIP:

BCMA uses the default settings in the IV Parameters fields of the GUI BCMA Site Parameters application when an IV bag is scanned *and* an order has been changed.

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When you scan the bar code on a patient's IV bag, BCMA verifies whether the IV bag has a valid Unique Identifier Number, and if the patient has an active order entered into Inpatient Medications V. 5.0 for the bag scanned.

A variety of dialog boxes will display for a patient, depending on the IV bag scheduled for administration. (See the descriptions provided below to learn when a dialog will display on the VDL.) If the administration is successful, the patient's VDL displays the word "Infusing" in the IV Bag Chronology display area of the BCMA VDL opposite the Unique Identifier Number that you just scanned.

- If you scan a new IV bag, and have not marked the previous IV bag as "Completed," BCMA displays a message.
- If the IV PARAMETERS fields in the GUI BCMA Site Parameters application are set to "Warning," and an IV field is edited in Inpatient Medications V. 5.0, a Warning message displays.
- If no order exists for the medication scanned, the medication has already been given, it's not time to give it yet, or the Unique Identifier Number is not located, an Error message displays.
- If no IV bags are available for the medication displayed on the BCMA VDL, an Information message displays.

# Administering IV Bags with Unique ID Number

## Scanning and Verifying Medication Information



### TIP:

You do *not* have to select an active IV medication order on the VDL before scanning the Unique Identifier Number.



### TIP:

BCMA does *not* require that you scan the Unique Identifier Number for IV medications, in sequence.



### TIP:

If the Scanner Status Indicator is **RED**, click in the Indicator field to activate the **GREEN** Ready Light *before* scanning a medication bar code.

Now you are ready to scan (and verify) the patient's active IV bags to officially begin the medication administration process.

### To scan and verify IV bag with Unique Identifier Number

- 1 At the patient's VDL, scan the bar code on the patient's IV bag. (The Pharmacy generates the Unique Identifier Number when they print labels for the bag.) BCMA briefly displays the Unique Identifier Number in the Scan Medication Bar Code field, then processes the scan and displays screens related to the medication order.

**Note:** If the medication bar code is unreadable, locate the Unique Identifier Number in the IV Bag Chronology display area. Enter this number manually into the Scan Medication Bar Code field on the BCMA VDL to start the validation process.

**Keyboard Shortcut:** Press **TAB** to move to the Scan Medication Bar Code field, or Scanner Status Indicator field, at the lower, left-hand corner of the BCMA VDL.

### Example: Scan Medication Bar Code Field with Unique Identifier Number Entered

Unit Dose	IVP/IVPB	IV
Scanner Status: <b>Ready</b>	Scan Medication Bar Code: 746V377	

- 2 Perform one of the following actions if you receive an Error or Information message.
  - If an Error message indicates that the Unique Identifier number was not located, [click here](#).
  - If an Error message indicates that no order exists for the medication that you just scanned, [click here](#).
  - If no bags are available for the medication displayed on the BCMA VDL, [click here](#).
  - If IV Parameters fields set to "Warning" and a field is edited in Inpatient Medications V. 5.0, [click here](#).

# Administering IV Bags with Unique ID Number

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## Scanning and Verifying Medication Information (cont.)

### ➤ If Unique Identifier Number Not Located

The Error message, provided below, displays when BCMA does not locate the Unique Identifier Number. This occurs if the Unique Identifier Number is invalid.

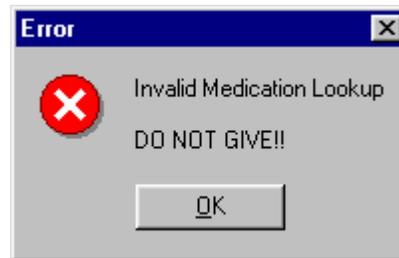
**Note:** If you receive this Error message more than once, contact the Pharmacy directly about the problem.

### To review the Error message

- 1 Review the Error message, and then click **OK** to return to the patient's VDL.

**Keyboard Shortcut:** Press **TAB** to activate the **OK** button, and then press **ENTER** to return to the patient's VDL.

### Example: Error Message When Unique Identifier Number Not Located



- 2 Continue administering active IV medication orders.

# Administering IV Bags with Unique ID Number

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## Scanning and Verifying Medication Information (cont.)

### ➤ If No Order Exists for Medication Scanned

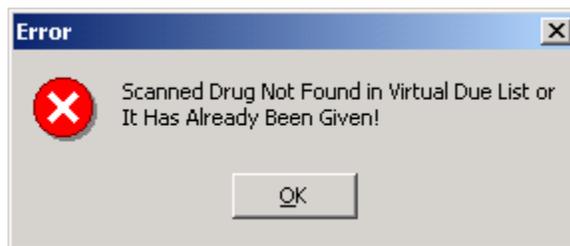
The Error message, provided below, displays if the patient does not have an order for the medication that you just scanned.

#### To review the Error message

- 1 Review the Error message, and then click **OK** to return to the patient's VDL.

**Keyboard Shortcut:** Press **TAB** to activate the **OK** button, and then press **ENTER** to return to the patient's VDL.

#### Example: Error Message When No Order Exists for Medication Scanned



- 2 Continue administering active IV medications to the patient.

# Administering IV Bags with Unique ID Number

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## Scanning and Verifying Medication Information (cont.)

### ➤ If No IV Bags Available for Medication Displayed on the VDL

The Information message, provided below, displays if the medication is incorrect.

#### To review the Information message

- 1 Review the Information message, and then click **OK** to return to the patient's VDL.

**Keyboard Shortcut:** Press **TAB** to activate the **OK** button, and then press **ENTER** to return to the patient's VDL.

#### Example: Information Message When No Bags Available for Medication Displayed on VDL



- 2 Continue administering active IV medications to the patient.

# Administering IV Bags with Unique ID Number

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## Scanning and Verifying Medication Information (cont.)

### ➤ If IV Parameters Fields Set to “Warning” and Field Edited in Inpatient Medications V. 5.0

The Warning message, provided below, displays when the IV Parameters fields in the GUI BCMA Site Parameters application are set to “Warning” and an IV field is edited in Inpatient Medications V. 5.0. The message could include changes to the Start/Stop Times and Infusion Rate.

#### To acknowledge IV Parameters Warning messenger

- 1 Review the Warning message, and then click **OK** to return to the patient’s VDL.

**Keyboard Shortcut:** Press **TAB** to activate the **OK** button, and then press **ENTER** to return to the patient’s VDL.

#### Example: Warning Message When IV Field Edited in Inpatient Medications V. 5.0



- 2 Continue administering active IV medications to the patient.

# Administering IV Bags with Unique ID Number

## Scanning and Verifying Medication Information (cont.)



### TIP:

The Action drop-down list box in the Scan IV dialog box automatically defaults to “Infusing” when you administer an IV bag with an “Available” status.



### TIP:

In the Scan IV dialog box, IV bags marked as “Infusing” do *not* require a Comment; however, you can add a Comment later using the Right Click drop-down menu.

## To scan and verify IV Bag with Unique Identifier Number (cont.)

- 3 In the Injection Site list box, select an injection site, and then click **OK**. BCMA marks the IV bag as “Infusing” in the IV Bag Chronology display area of the BCMA VDL.

**Keyboard Shortcut:** Press **TAB** to activate the **OK** button, and then press **ENTER**. BCMA marks the IV bag as “Infusing.”

**Note:** BCMA automatically populates the Scan IV dialog box with pertinent information about the IV bag. Changes to an IV order, with an Infusing or Stopped IV bag, display in the “Order Changes” area of the dialog box.

## Example: Scan IV Dialog Box for Scanned Unique Identifier Number

Scan IV

Bag Information  
Current Bag Status: **AVAILABLE**  
IV Bag Number: 748V110  
Medication/Solutions:  
DEXTROSE 5% IN N. SALINE 1000 ML

Order Changes

Enter a Comment (150 Characters Maximum)

Select an Action: Infusing

Select an Injection Site: IV

- IV/LOCK
- Left Arm
- Left Hand
- Left Leg
- Right Arm
- Right Hand
- Right Leg

**THEN —**  
**(See Next Page)**

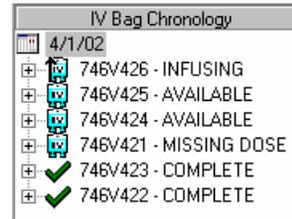
# Administering IV Bags with Unique ID Number

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## Scanning and Verifying Medication Information (cont.)

To scan and verify IV Bag with Unique Identifier Number (cont.)

### Example: IV Bag Marked As Infusing in IV Bag Chronology Display Area of VDL



- 4 Continue administering active IV medications to the patient.

# Administering IV Bags with Unique ID Number

## Changing the Status of an IV Bag



### TIP:

In the Scan IV dialog box, you must enter a "Comment" for an IV bag with a status of "Stopped."



### TIP:

Marking an IV medication as "Stopped" is particularly helpful when a patient needs lab work completed. Then you can scan it again and mark it as "Infusing."

Use this section when you want to change the status of an IV bag, from the Pharmacy, from "Infusing" to "Stopped" or "Completed."

### To change the status of an IV bag from the Pharmacy

- 1 Scan the Unique Identifier Number for the IV bag, from the Pharmacy, that you want to change the status. BCMA processes the scan, and then displays the Scan IV dialog box.

### Example: Scan IV Dialog Box for Scanned Unique Identifier Number

**Scan IV**

Bag Information  
**Current Bag Status: INFUSING**  
IV Bag Number: 356V30  
Medication/Solutions:  
DOPAMINE 800 MG  
DEXTROSE 5% IN N. SALINE 1000 ML

**Order Changes**  
IV Bag 356V30 is currently INFUSING, and the associated order has been changed. The order changes are listed below.  
9/2/2003@1543 - OTHER PRINT INFO changed to TITRATE TO MAINTAIN BP>90

Enter a Comment (150 Characters Maximum)

Select an Action:

Select an Injection Site:

OK Cancel

- 2 In the Action drop-down list box, select the "action" that you want to take on the IV bag that you just scanned.
- 3 In the Comment area, enter the comments that you want to associate with the action just taken on the IV bag.

# Administering IV Bags with Unique ID Number

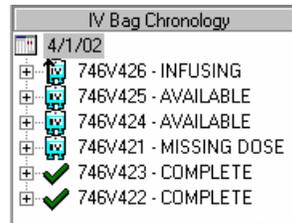
---

## Changing the Status of an IV Bag (cont.)

To change the status of an IV bag from the Pharmacy (cont.)

- 4 Click **OK**. BCMA marks the IV bag as “Stopped” or “Complete” in the IV Bag Chronology display area of the BCMA VDL.

### Example: IV Bag Marked As Complete in IV Bag Chronology Display Area of VDL



- 5 Continue administering active IV medications to the patient.

# Administering Ward Stock Items

## How BCMA Validates Ward Stock Items

When you scan the bar code on a Ward Stock Item, BCMA recognizes that it is a number other than a Unique Identifier Number. BCMA then displays the Ward Stock dialog box, requiring you to scan every Additive and Solution associated with the order on the BCMA VDL.

After you complete the scanning process, you then select the injection site where you are administering the medication on the patient. BCMA marks the Ward Stock Item (IV bag) as “Infusing” in the IV Bag Chronology display area of the BCMA VDL. Unlike IV bags, which display with a “V” in the Unique Identifier Number, Ward Stock Items display with a “WS” and a system-assigned Unique Identifier Number.

## Scanning and Verifying Medication Information



### TIP:

You do *not* have to select a medication order on the VDL, for a Ward Stock Item, before scanning the IEN on the Item.

Now you are ready to scan (and verify) the patient’s Ward Stock Items, and to officially begin the medication administration process.

### To scan and verify Ward Stock Item with an IEN

- 1 At the patient’s VDL, scan the bar code on the Ward Stock Item. BCMA briefly displays the number in the Scan Medication Bar Code field, and then processes the scan and displays the Ward Stock dialog box.

**Keyboard Shortcut:** Press **TAB** to move to the Scan Medication Bar Code field, or Scanner Status Indicator field, at the lower, left-hand corner of the BCMA VDL.

### Example: Scan Medication Bar Code Field with Ward Stock Number Entered

<input checked="" type="radio"/> Unit Dose	<input checked="" type="radio"/> IVP/IVPB	<input checked="" type="radio"/> IV
Scanner Status: <span style="background-color: red; color: black;">Not Ready</span>	Scan Medication Bar Code: <input type="text" value="1804"/>	

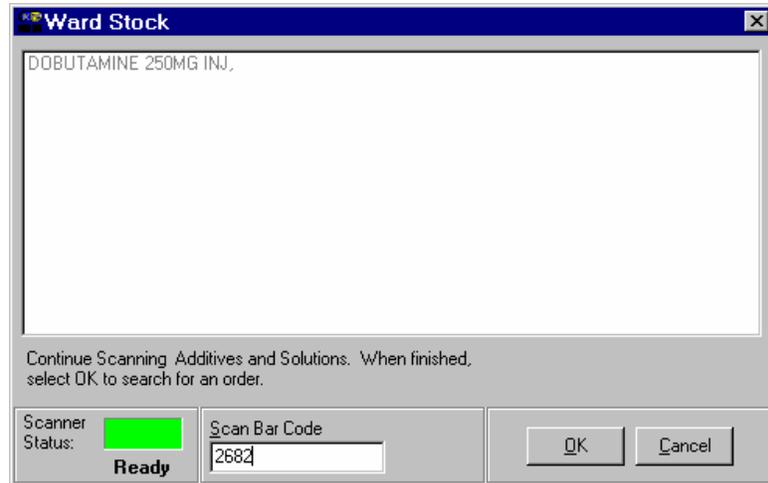
# Administering Ward Stock Items

## Scanning and Verifying Medication Information (cont.)

### To scan and verify Ward Stock Item with an IEN (cont.)

- 2 At the Ward Stock dialog box, scan **each** Additive and Solution for the Ward Stock Item that you want to administer to the patient.

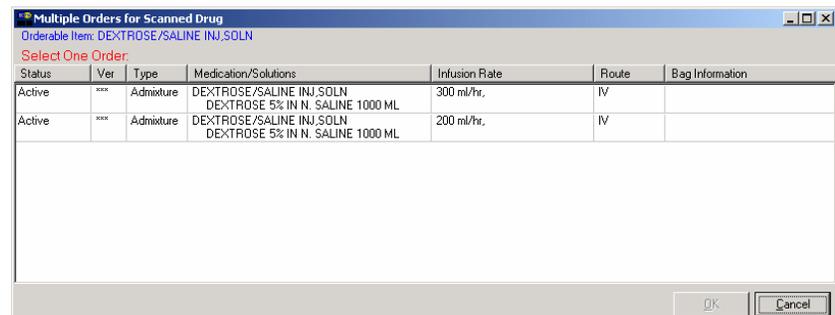
#### Example: Ward Stock Dialog Box for Scanned Ward Stock Item



- 3 When finished scanning the related Additives and Solutions, click **OK**. BCMA processes the information, searches for a “match” (order) on the BCMA VDL. If multiple matches, it then displays the Multiple Orders for Scanned Drug dialog box, provided below.

**Keyboard Shortcut:** Press **TAB** to activate the **OK** button, and then press **ENTER** to display the Multiple Orders for Scanned Drug dialog box.

#### Example: Multiple Orders for Scanned Drug Dialog Box



# Administering Ward Stock Items

## Scanning and Verifying Medication Information (cont.)

### To scan and verify Ward Stock Item with an IEN (cont.)

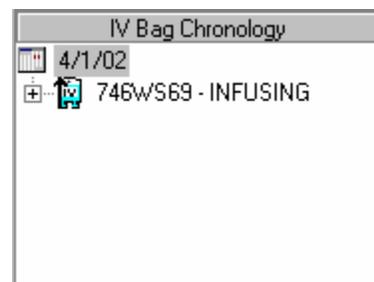
- 4 Select the order related to the Additives and Solutions that you just scanned, and then click **OK**. The Injection Site Selection dialog box displays.

#### Example: Injection Site Selection Dialog Box



- 5 In the Injection Site Selection drop-down list box, select the location where you are injecting the medication into the patient, and then click **OK**. BCMA processes the information, then marks the IV bag as “Infusing” in the IV Bag Chronology display area of the BCMA VDL opposite the Unique Identifier Number assigned to the bag.

#### Example: Ward Stock Item Marked As Infusing in IV Bag Chronology Display Area of VDL



- 6 Write the Ward Stock Unique Identifier Number on the bag to identify the order related to its contents.
- 7 Continue administering active IV medications to the patient.



#### TIP:

BCMA assigns a Unique Identifier Number (with the letters “WS”), *after* you complete the administration process for the Item.

# Administering Ward Stock Items

## Changing the Status of a Ward Stock Item



### TIP:

Marking an IV medication as “Stopped” is particularly helpful when a patient needs lab work completed. Then you can scan it again and mark it as “Infusing.”

Use this section when you want to change the status of a Ward Stock Item (IV bag) from “Infusing” to “Stopped” or “Completed.”

### To change the status of a Ward Stock Item

- 1 In the IV Bag Chronology display area of the BCMA VDL, right click the Ward Stock Item (IV bag) that you want to take an action on. The Right Click drop-down menu displays
- 2 Select the Take Action On WS command. The Scan IV dialog box displays since the Ward Stock Item includes a Unique Identifier Number.

### Example: Scan IV Dialog Box for Selected Ward Stock Unique Identifier Number

Scan IV

Bag Information  
**Current Bag Status: INFUSING**  
IV Bag Number: 748WS9  
Medication/Solutions:  
DEXTROSE 5% IN N. SALINE 1000 ML

Order Changes

Enter a Comment (150 Characters Maximum)

Select an Action: Stopped  
Select an Injection Site: Completed

OK Cancel

- 3 In the Action drop-down list box, select the “action” that you want to take on the IV bag that you just selected on the BCMA VDL.

# Administering Ward Stock Items

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## Changing the Status of a Ward Stock Item (cont.)



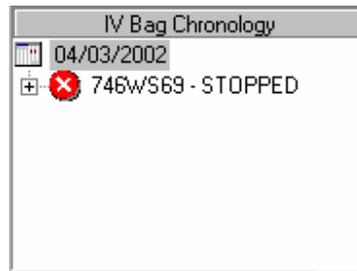
**TIP:**

In the Scan IV dialog box, you must enter a "Comment" for an IV bag with a status of "Stopped."

## To change the status of a Ward Stock Item (cont.)

- 4 In the Comment area, enter the comments that you want to associate with the action just taken on the IV bag.
- 5 Click **OK**. BCMA marks the IV bag as "Stopped" or "Complete" in the IV Bag Chronology display area of the BCMA VDL.

### Example: IV Bag Marked As Stopped in IV Bag Chronology Display Area of VDL



- 6 Continue administering active IV medications to the patient.



# Administering a Patient's IV Medications

---

## Administering an Order with Special Instructions



**TIP:**

Special Instructions help to ensure that the patient receives the medication dosage required by the provider.

Information messages, like the ones provided below, display when the Pharmacy answers “YES” to a question in Inpatient Medications V. 5.0 about including Special Instructions in a Pop-up box after a nurse scans a medication. If the Pharmacy answers “NO” to the question, the Special Instructions *only* display in **RED** below the dispensed drug name in the Medication Order Display Area. You must acknowledge the message after administering the medication.

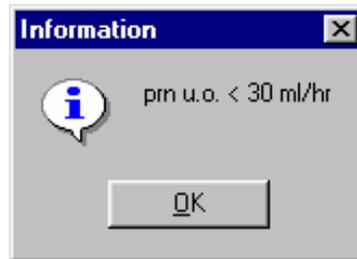
The Special Instructions may include those provided below, or they could even include the sliding scale range written by the provider. That way, you know how much insulin to administer to the patient, based on the patient's blood sugar level.

### To review Special Instructions from the Pharmacy

- 1 Review the Information message from the Pharmacy, and then click **OK** to return to the BCMA VDL.

**Keyboard Shortcut:** Press **TAB** to activate the **OK** button, and then press **ENTER** to continue the medication administration process.

### Example: Special Instructions Pop-up Boxes



- 2 Continue administering active IV medications to the patient.

# Administering a Patient's IV Medications

---

## Marking an IV Bag as Held or Refused



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**TIP:**

You can quickly mark an IV bag as "Held" or "Refused" using the Mark command from the Right Click drop-down menu.

---

Use this section when you need to "mark" an IV bag listed as "Available" or "Missing Dose" to "Held" or "Refused." The action taken on the IV bag displays in the IV Bag Chronology display area of the BCMA VDL.

**Note:** You can mark an IV bag that is on "Hold" to "Held," although it is not necessary that you do so unless required by your medical center.

### To mark an IV bag as Held or Refused

- 1 Select the IV bag in the IV Bag Chronology display area of the BCMA VDL that you want to mark as "Held" or "Refused."
- 2 Select the Mark command from the Due List menu. The Mark drop-down menu displays, with the "actions" available for the IV bag selected in the IV Bag Chronology display area of the BCMA VDL.

**Keyboard Shortcut:** Press **ALT+D** to display the Due List menu, and then press **M** to display the Mark drop-down menu.

- 3 In the Action drop-down list box, select the action that represents how you want to "mark" the IV bag selected in the IV Bag Chronology display area of the BCMA VDL.

**Keyboard Shortcut:** Use the **ARROW** keys to select the command that represents the "action" that you want to take on the IV bag selected on the BCMA VDL.

# Administering a Patient's IV Medications

## Marking an IV Bag as Held or Refused (cont.)



**TIP:**

The Mark options, available to you, will depend on the current Status of the IV bag.

To mark an IV bag as Held or Refused (cont.)

### Example: Selecting a Reason for Marking an IV Bag as Held or Refused

The screenshot shows the 'Scan IV' application window. The 'Bag Information' section displays 'Current Bag Status: AVAILABLE', 'IV Bag Number: 748V114', and 'Medication/Solutions: DEXTROSE 5% IN N. SALINE 1000 ML'. The 'Order Changes' section is empty. Below this is a text area for 'Enter a Comment' with a '(150 Characters Maximum)' limit. At the bottom, there are two dropdown menus: 'Select an Action:' set to 'Held' and 'Select a Reason:' set to 'Vomiting'. A list of reasons is displayed below the 'Select a Reason:' dropdown, with 'Vomiting' highlighted in blue.

Section	Content
Bag Information	Current Bag Status: <b>AVAILABLE</b> IV Bag Number: 748V114 Medication/Solutions: DEXTROSE 5% IN N. SALINE 1000 ML
Order Changes	
Enter a Comment	(150 Characters Maximum)
Select an Action:	Held
Select a Reason:	Vomiting
Reason List	Blood Pressure Out of Range Blood Sugar Out of Range Lab Out of Range NPO Patient Off Ward Provider Hold Vomiting

# Administering a Patient's IV Medications

---

## Marking an IV Bag as Held or Refused (cont.)

### To mark an IV bag as Held or Refused (cont.)

- 4 Specify a reason, from the drop-down list box, why you are changing the status of the IV bag selected on the BCMA VDL. BCMA processes the information, and then lists the “action” in the IV Bag Chronology display area of the BCMA VDL.

### Example: An IV Bag Marked as Held on the VDL



- 5 Continue administering active IV medications to the patient.

# Administering a Patient's IV Medications

## Adding Comments to a Patient's Medication Record



### TIP:

You can quickly add comments to a patient's IV bag that is Infusing, Held, or Refused by selecting the IV bag, and then selecting the Add Comment command from the Right Click drop-down menu.

You can add a comment (free text), up to 150 characters in length, to a patient's IV medication marked as "Infusing," "Held," or "Refused" in the IV Bag Chronology display area of the BCMA VDL. Your comments will also display in the Medication Log Report.

### To add comments to a patient's medication record

- 1 Select an IV bag in the IV Bag Chronology display area of the BCMA VDL that you want to add Comments.
- 2 Select the Add Comment command from the Due List menu. The Medication Log dialog box displays.

**Keyboard Shortcut:** Press **ALT+D** to display the Due List menu, and then press **A** to display the Medication Log dialog box.

- 3 In the Add Comment area, enter the comments that you want to associate with the medication selected on the BCMA VDL.

### Example: Medication Log Dialog Box

Medication Log

Active Medication: SODIUM CHLORIDE 0.9% INJ

Dispensed Drug:

Special Instructions

Message

Okay to administer

Add Comment

Enter a Comment (150 Characters Maximum)

Add comments about the Infusing, Stopped, or Completed IV bag here.

OK Cancel

- 4 Click **OK** once you've read your entry and are satisfied with it. An Information message displays, indicating that BCMA has successfully filed your comments.

**Keyboard Shortcut:** Press **TAB** to activate the **OK** button, and then press **ENTER** to continue.

# Administering a Patient's IV Medications

## Adding Comments to a Patient's Medication Record (cont.)

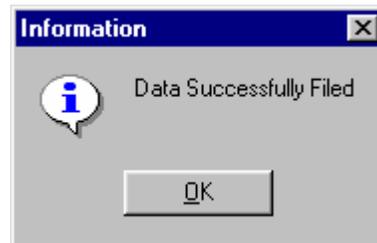


**TIP:**

BCMA automatically wraps words in the Comments section.

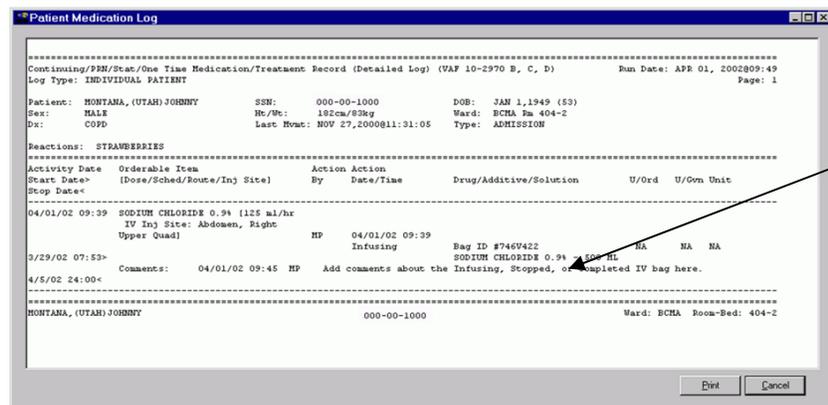
To add comments to a patient's medication record (cont.)

### Example: Information Message Received When Comments Entered Successfully



- 5 Verify that your comments were entered in the patient's record by clicking the Med Log button in the Tool Bar to access the Medication Log Report.

### Example: Medication Log with Comments Entered



**Note:** You can view comments on the Medication Log Report if you select the “Audits” check box in the Include area of the Patient Medication Log dialog box. See chapter 7, Viewing and Printing BCMA Reports” for more information.

# Administering a Patient's IV Medications

## Submitting a Missing Dose Request



### TIP:

You can quickly submit a Missing Dose Request by selecting an IV bag in the IV Bag Chronology display area of the VDL, and then clicking once on the Missing Dose button in the Tool Bar.



### TIP:

When the Pharmacy reprints a bar code label, the Unique Identifier Number falls off the VDL and a new one is assigned.

You can use the Missing Dose command or the Missing Dose button on the Tool Bar to send Missing Dose Requests directly to the Pharmacy. Your request will automatically print on a dedicated printer in the Pharmacy that your medical center predefined using the GUI BCMA Site Parameters application. BCMA will also send a MailMan message to a predefined mail group. If both are predefined, both will be notified.

BCMA V. 3.0 displays the word “Missing” in the IV Bag Chronology display area, opposite the related Unique Identifier Number, after you submit a Missing Dose Request to the Pharmacy. This functionality will benefit the Pharmacy by identifying requests that have already been submitted, and by reducing the number of duplicate submissions that they receive on a daily basis.

### To submit a Missing Dose Request

- 1 Select an IV bag, in the IV Bag Chronology display area of the BCMA VDL, that is considered “Missing.”
- 2 Select the Missing Dose command from the Due List menu. The Missing Dose Request dialog box displays.

**Keyboard Shortcut:** Press **ALT+D** to display the Due List menu, and then press **I** (not “L”) to display the Missing Dose Request dialog box.

**Note:** You cannot submit a Missing Dose Request for an IV bag marked as “Complete” in the IV Bag Chronology display area of the BCMA VDL. You can, however, change the status from Missing to Held or Refused

- 3 Verify the patient’s name on the Tab at the top of the dialog box, and their location and medication information within the dialog box.

### Example: Missing Dose Request Dialog Box

Missing Dose Request

MONTANA,(UTAH)JOHNNY

Ward  
BCMA

Ordered Drug      Dosage  
SODIUM CHLORIDE 0.9% INJ      125 ml/hr

Administration Time  
04/01@0000

Date@Time Needed      Reason

Submit      Cancel

# Administering a Patient's IV Medications

## Submitting a Missing Dose Request (cont.)



### TIP:

Enter "N" (for NOW) if you want BCMA to automatically enter the current date and time in the dialog box for you when you move to the Reason drop-down list box.



### TIP:

When you select the Missing Dose option, BCMA automatically populates the fields in the Missing Dose Request dialog box. You must complete all fields *before* submitting the request to the Pharmacy.

## To submit a Missing Dose Request (cont.)

- 4 In the Date@Time Needed field, enter the day and time when you need the medication for the patient using the VA FileMan Date/Time formatting guidelines listed below. You can use a date in the future or the past.

### Date Formatting

- May 1, 2004, 01 MAY 04, 5/01/04, 050104
- N (for NOW)
- T (for Today)

### Time Formatting

- 00:00 (For example, 14:00 for 2:00 p.m.)

**Keyboard Shortcut:** Press **TAB** to move among the fields on the dialog box.

**Note:** If the year is omitted, the computer uses the current year. A two-digit year assumes no more than 20 years in the future, or 80 years in the past.

- 5 In the Reason field, click once on the drop-down arrow to display pre-defined reasons why you are sending this request to the Pharmacy.

**Keyboard Shortcut:** Use the **ARROW** keys to locate and select a Reason in the drop-down list box.

## Example: Missing Dose Request Dialog Box

Missing Dose Request

MONTANA,UTAH|JOHNNY

Ward: BCMA

Ordered Drug: SODIUM CHLORIDE 0.9% INJ

Dosage: 125 ml/hr

Administration Time: 04/01@0000

Date@Time Needed: APR 01, 2002@08:01

Reason: Not Available

- Dropped
- Empty Package
- Not Available
- Wrong Dose/Drug Delivered

# Administering a Patient's IV Medications

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## Submitting a Missing Dose Request (cont.)

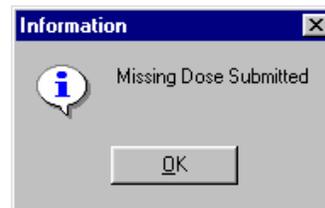
### To submit a Missing Dose Request (cont.)

- 6 Verify the information in the dialog box, and then click **SUBMIT** to send the request to the Pharmacy, where it prints on a predefined printer. An Information message displays. A MailMan message will also be sent to a mail group if predefined using the GUI BCMA Site Parameters application.

**Keyboard Shortcut:** Press **TAB** to activate the **SUBMIT** button, and then press **ENTER** to display the Information message.

- 7 Read the Information message, and then click **OK**. BCMA processes the request, and then displays the word "Missing" in the IV Bag Chronology display area opposite the related Unique Identifier Number.

### Example: Missing Dose Submission Message





# Working with Patient Records

## Opening a Patient Record



**TIP:**

Press **CTRL+O** to access a patient record.

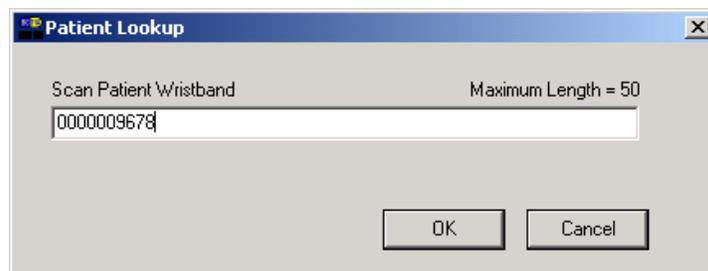
Once you finish administering active IV medications to a patient, you can open another patient record (VDL), and then another. The process for doing so is quick and easy.

### To open a patient record

- 1 Select the Open Patient Record command from the File menu. The Patient Lookup dialog box displays.

**Keyboard Shortcut:** Press **ALT+F** to display the File menu, and then press **O** to display the Patient Lookup dialog box.

### Example: Patient Lookup Dialog Box



- 2 At the Patient Lookup dialog box, scan the bar code on the patient's wristband. The maximum character length is 50. A Confirmation dialog box displays the patient's personal data such as name, SSN, ward, room-bed, allergies, and ADRs.
- 3 Verify the information provided in the Confirmation dialog box, with the information on the patient's wristband.

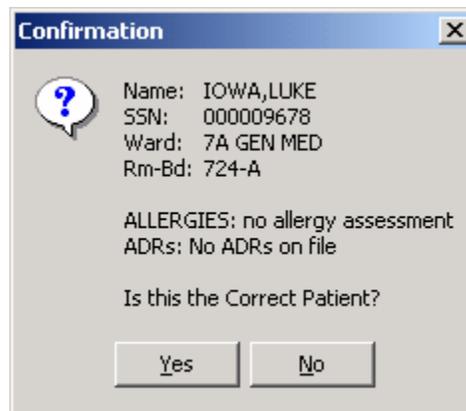
**Keyboard Shortcut:** Press **TAB** to activate the **OK** button, and then press **ENTER** to accept your entry and begin the scan process.



**TIP:**

The Confirmation dialog box that displays, after a patient's wristband is scanned, includes the patient's allergies and ADRs.

### Example: Confirmation Dialog Box



# Working with Patient Records

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## Opening a Patient Record (cont.)

### To open a patient record (cont.)

4 Perform one of the following actions:

- **If the information matches** the data printed on the patient's wristband, click **YES** to access their VDL and to begin administering active medications to the patient.

**Keyboard Shortcut:** Press **TAB** to activate the **YES** button, and then press **ENTER** to access the patient's VDL.

- **If this information does not match** the data on the patient's wristband, click **NO**, and then verify the patient's identity against the information on their wristband.
  - **If correct**, scan the wristband again.
  - **If incorrect**, correct the wristband for the patient.

5 Continue administering active IV medications to your patient.

# Working with Patient Records

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## Closing a Patient Record



**TIP:**

It is *not* necessary or required to close a patient record *before* opening another, although it is advised if you are leaving the patient's room for awhile.



**TIP:**

BCMA displays an Information message to verify if you want to view active orders on other Medication Tabs *before* closing the patient's record.

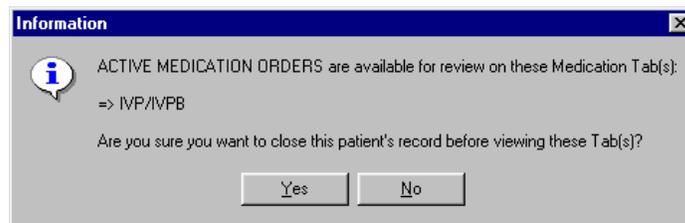
Once you finish administering active medications to your patient, you can close their patient record (VDL), and then open another patient record. This feature is particularly useful when you need to leave the patient's room for a few minutes, and do not want to leave their record open on your computer.

### To close a patient record

- 1 Select the Close Patient Record command from the File menu. The Information message, provided on the following page, displays.

**Keyboard Shortcut:** Press **ALT+F** to display the File menu, and then press **C** to display the Information message provided on the following page.

### Example: Information Message



**Note:** The Information message, provided above, displays only for IV Piggyback medications since you automatically view Unit Dose orders when the BCMA VDL opens. The message lets you verify if you want to view active orders under the IVP/IVPB Medication Tab *before* closing the patient's record.

- 2 Perform one of the following actions:
  - Click **YES** to close the current record without viewing medication orders, for the patient, on other Medication Tabs. The Patient Lookup dialog box then displays.
  - Click **NO** to view active medication orders under the Medication Tab listed in the Information message.

**Keyboard Shortcut:** Press **TAB** to activate the **YES** button, and then press **ENTER** to continue.

**Note:** BCMA provides the "BCMA Idle Timeout" site parameter for defining the number of minutes that an idle BCMA session can stay open. Once the allowable time-out has been reached, BCMA will close. If the BCMA session displays a prompt, it will not time-out until the prompt is answered. The allowable entry for this parameter is 1 to 1440 minutes/day. The default is 30 minutes.



# Understanding the CPRS Med Order Button

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## Benefits of this Chapter

This chapter describes the process for using the CPRS Med Order Button (or “Hot Button”) in BCMA V. 3.0. It describes the many benefits of this new enhancement, and the steps for using it — plus it provides a flow chart for you to discover the workflow using this button.

## Providing a Link to CPRS



**TIP:**

The CPRS Med Order button is particularly useful in ICU-type environments, where STAT and medication orders are quite common.

BCMA V. 3.0 includes the CPRS Med Order Button, a “link” to CPRS for electronically ordering, documenting, reviewing, and signing verbal- and phone-type STAT and (One-Time) medication orders for Unit Dose and IV medications that you have already administered to patients. This feature is particularly beneficial in ICU-type environments, as it helps streamline the workflow in such a busy setting. For instance, this button provides a secure, seamless environment for interfacing with three **VISTA** applications to electronically document the medication administration process. They include BCMA V. 3.0, CPRS V. 1.0, and Inpatient Medications V. 5.0.

## How the CPRS Med Order Button Works

Using the “Hot Button” in BCMA is quick and easy. Simply click the CPRS Med Order button on the BCMA VDL Tool Bar to perform tasks using the BCMA Order Manager and CPRS Order dialog boxes. These order types are then passed to the Inpatient Medications V. 5.0 software application as “nurse-verified” expired orders with a priority of “Done.” A pharmacist must still verify these order types. The provider selected during the Ordering process will receive an “alert,” requesting their electronic signature on the order.

## Verifying the Documentation Process

Order types documented with the CPRS Med Order button do not display on the BCMA VDL *unless* they are large-volume IV or non-intermittent syringe type orders administered over a period of time. In that case, they display on the BCMA VDL under the IV Medication Tab as “Infusing.”



**TIP:**

Unit Dose and IV Piggyback orders do *not* display on the VDL since One-Time orders only display until the Stop Date/Time of the order or once it is Given.

You can, however, print the Medication Log and the MAH Reports from the Reports menu (or Tool Bar) within BCMA, or using the Reports Tab in CPRS, to verify that these orders were properly documented. On the Medication Log, the text titled “BCMA/CPRS Interface Entry,” displays opposite the order. You can edit these orders using the *Edit Medication Log* [PSB MED LOG EDIT] option in the CHUI version of BCMA.

# Understanding the CPRS Med Order Button

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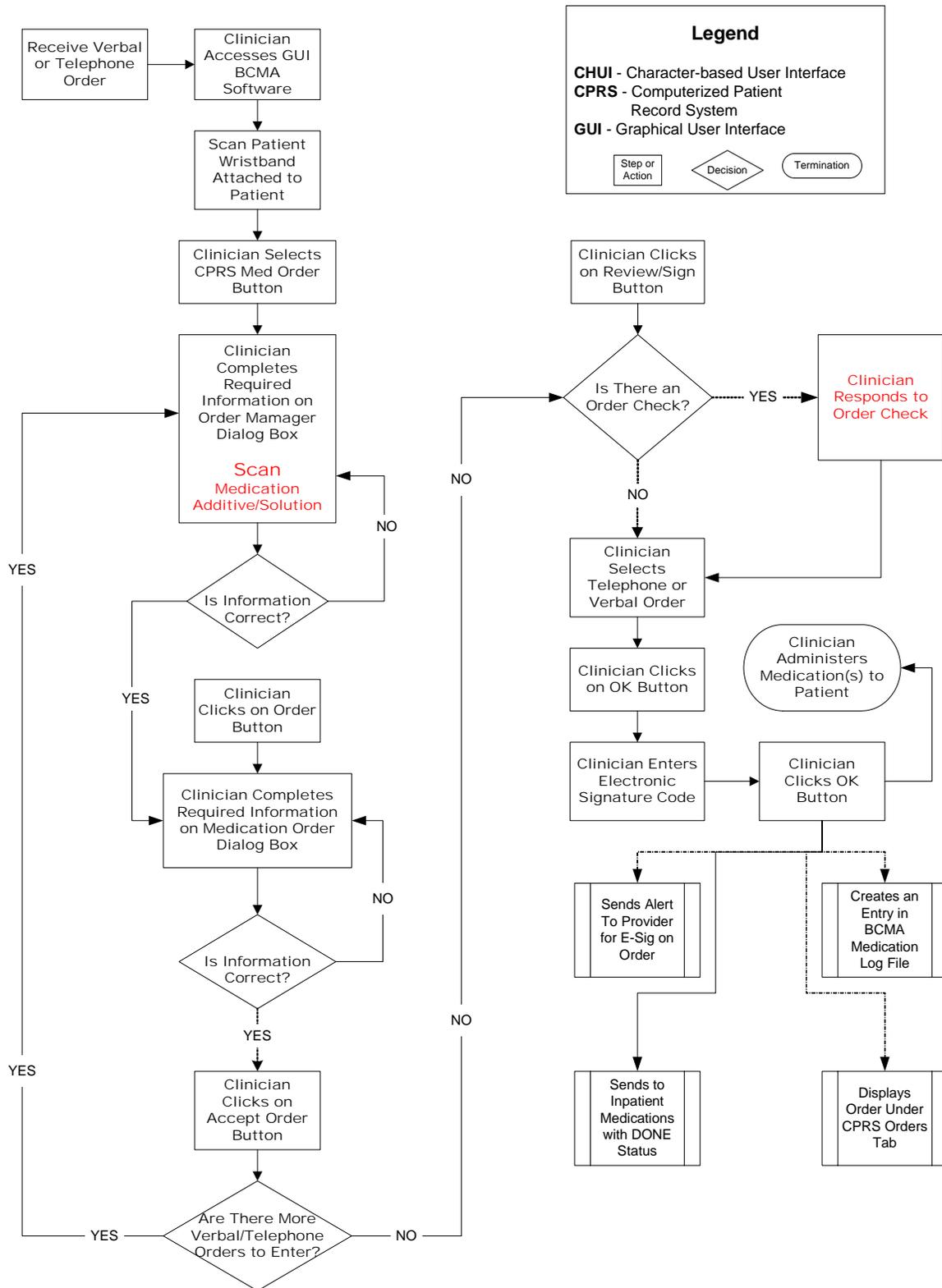
## Enabling the CPRS Med Order Button Functionality

You can enable the CPRS Med Order Button functionality, at your division, by performing the steps listed below.

### To enable the CPRS Med Order Button functionality

- 1 Select the “Enable CPRS Med Order Button” check box under the Parameters Tab of the GUI BCMA Site Parameters application.
- 2 Assign the secondary menus “PSB GUI CONTEXT – USER” and “OR BCMA ORDER COM” to each BCMA user.
- 3 Assign the PSB CPRS MED BUTTON security key to appropriate site personnel.
- 4 Verify that the user has been assigned the ORELSE security key associated with CPRS.

# Workflow for CPRS Med Order Button





# Using the CPRS Med Order Button

## Ordering and Documenting STAT or NOW Orders

**TIP:**

You can enter Unit Dose and IV orders using the same CPRS Med Order Button session, regardless of the Medication Tab selected on the VDL.

Follow the instructions in this section to use the CPRS Med Order Button from the BCMA VDL. Once you activate the button, BCMA passes patient data from the BCMA Order Manager dialog box to CPRS, for ordering, documenting, reviewing, and signing STAT or NOW medication orders already administered to patients.

**Note:** The patient that you are ordering and documenting orders about must have a status and location of “inpatient.”

### To order/document STAT or NOW orders

- 1 Click the **CPRS MED ORDER** button on the Tool Bar of the BCMA VDL. The BCMA Order Manager dialog box then displays.

### Example: BCMA Order Manager Dialog Box

**Order Manager**

Order Type:  Unit Dose  IV

IV's: IV Type: [dropdown] Int Syringe: [dropdown]

Provider: [text field]

Injection Site: [dropdown]

Action Date/Time: [text field]

Medications and/or Solutions Scanned

Scanner Status: [red box] Not Ready

Scan Medication Bar Code: [text field]

[Review/Sign] [Order] [Cancel]

# Using the CPRS Med Order Button

---

## Ordering and Documenting STAT or NOW Orders (cont.)

---

### TIP:

If you omit the year, the computer uses the current year. A two-digit year assumes no more than 20 years in the future, or 80 years in the past.

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---

### TIP:

 You can document/order several Unit Dose medications, one after the other, provided you are scanning (or entering) the same orderable item.

---

## To order/document STAT or NOW orders (cont.)

- 2 Under the Order Type area of the dialog box, perform one of the following actions:
  - Select the Unit Dose Radio button if you want to order/document a STAT or NOW Unit Dose medication. Proceed to step #3.
  - Select the IV Radio button if you want to order/document a STAT or NOW IV medication. Then complete the IV's area of the dialog box, and proceed to step #3.
    - The fields that need completed under the IVs area of the dialog box relate to the IV Type selected.
- 3 Complete the Provider field, and then press **TAB** to move to the Injection Site field, and complete that field if applicable to the order.
  - **If you enter the provider's full last name and first name**, BCMA finds an exact match.
  - **If you enter the provider's last name or a portion of their last name**, and then press **TAB**. BCMA provides matches in a list box so you can select the correct provider for the order.
    - The provider selected for this field will receive an "alert" notifying them that they need to sign the order.

**Keyboard Shortcut:** Press **TAB** to move among the fields within the dialog box. Use the **DOWN ARROW**, within a list box, to make your selection.

- 4 Complete the Action Date/Time field, and then press **TAB** to display your date/time entry and continue with the order/document process.
  - Enter the date and time when you administered the medication to the patient, using the VA FileMan Date/Time formatting guidelines listed below. Keep in mind that the system does not accept a date/time in the future.

### Date Formatting

- May 1, 2002, 01 MAY 02, 5/01/02, 050102
- N (for NOW)
- T (for Today)
- T-1 (for Yesterday)

### Time Formatting

- 00:00 (For example, 14:00 for 2:00 p.m.)

# Using the CPRS Med Order Button

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## Ordering and Documenting STAT or NOW Orders (cont.)

### To order/document STAT or NOW orders (cont.)

- 5 Scan the bar code number on the Unit Dose medication or IV Additive/Solution ordered for the patient. BCMA will process the scan, and then display the medication or additive/solution in the Medications and/or Solutions Scanned list box.
  - **If multiple drugs are available for the selected order,** BCMA provides a list box with choices. Select the medication that you want to document/order, and then click **OK** to enter your selection in the Medications and/or Solutions Scanned list box.
  - **If the bar code is missing or unreadable,** enter one or more alpha characters in the Scan Medication Bar Code field, and then press **ENTER**. BCMA will perform a look-up for you, and then display its findings. Select a drug name, and then click **OK** to enter your selection directly into the Medications and/or Solutions Scanned list box.

**Note:** If your Scanner setting has an **ENTER** (carriage return) defined at the end of each scanning session, the medication look-up will occur without you having to press **ENTER**.

- 6 Click the **ORDER** button to continue the ordering process. A CPRS Order dialog box displays related to the type of medication order that you entered.
  - If you placed a Unit Dose medication order, [click here](#) to proceed to the section “Accepting an Administered Unit Dose Order.”
  - If you placed an IV medication order, [click here](#) to proceed to the section “Accepting an Administered IV Order.”

# Using the CPRS Med Order Button

## Accepting an Administered Unit Dose Order

The CPRS Medication Order dialog box displays so you can complete and accept the STAT or NOW Unit Dose medication order that you just ordered/documentated for your patient.

### Example: CPRS Medication Order Dialog Box

Dosage	Route	Schedule
325MG		NOW
10MG 0.029		NOW
20MG 0.058		STAT
325MG 0.025		
650MG 0.05		

Comments: Give with milk.

ACETAMINOPHEN TAB  
325MG NOW Give with milk.

Accept Order  
Quit



#### TIP:

CPRS provides a message if information is missing from fields, or needs corrected.

### To accept an administered Unit Dose order

- 1 Enter data in the Dosage, Route, and Schedule fields of the dialog box, if they are not populated from BCMA. You can enter information in the Comments field, if desired.
- 2 When you are done entering the data, click the **ACCEPT ORDER** button. CPRS will perform order checks, and prompt you to address these checks should they occur. CPRS returns you to the BCMA Order Manager dialog box to order/document additional administered STAT or NOW Unit Dose orders, or to the Review/Sign Changes dialog box to review and sign this order. [Click here](#) to proceed to the section “Ordering and Documenting STAT or NOW Orders.”

**Keyboard Shortcut:** Press **TAB** to move among the fields of the dialog box and to activate the **ACCEPT ORDER** button. Once activated, press **ENTER** to display the BCMA Order Manager dialog box again for ordering/documenting additional Unit Dose medication orders.

**Note:** If you click **QUIT**, CPRS displays a message asking if you want to save the order. If you click **NO**, CPRS cancels the order and returns you to the BCMA Order Manager dialog box so you can begin again.

# Using the CPRS Med Order Button

## Accepting an Administered IV Order

The CPRS IV Fluid Order dialog box displays so you can complete and accept the STAT or NOW IV Additives/Solutions medication order that you just ordered/documentated for your patient.

### Example: CPRS IV Fluid Order Dialog Box

Solution/Additive	Volume/Strength
DEXTROSE INJ,SOLN	500 ML

Infusion Rate: 500 ml/hr

Comments:

Order text: DEXTROSE INJ,SOLN 500 ml 500 ml/hr

Buttons: Accept Order, Quit



#### TIP:

CPRS provides a message if information is missing from fields, or needs corrected.

### To accept an administered IV order

- 1 Enter the volume or strength for the additive or solution, and then enter data in the Infusion Rate field of the dialog box, if it is not populated from BCMA. You can enter information in the Comments field, if desired.
- 2 When you are done entering the data, click the **ACCEPT ORDER** button. CPRS will perform order checks, and prompt you to address these checks should they occur. CPRS returns you to the BCMA Order Manager dialog box to order/document additional administered STAT or NOW IV orders, or to the Review/Sign Changes dialog box to review and sign this order. [Click here](#) to proceed to the section “Ordering and Documenting STAT or NOW Orders.”

**Keyboard Shortcut:** Press **TAB** to move among the fields of the dialog box and to activate the **ACCEPT ORDER** button. Once activated, press **ENTER** to display the BCMA Order Manager dialog box again for ordering/documenting additional IV medication orders.

**Note:** If you click **QUIT**, CPRS displays a message asking if you want to save the order. If you click **NO**, CPRS cancels the order and returns you to the BCMA Order Manager dialog box so you can begin again.

# Using the CPRS Med Order Button

## Reviewing and Signing STAT or NOW Orders

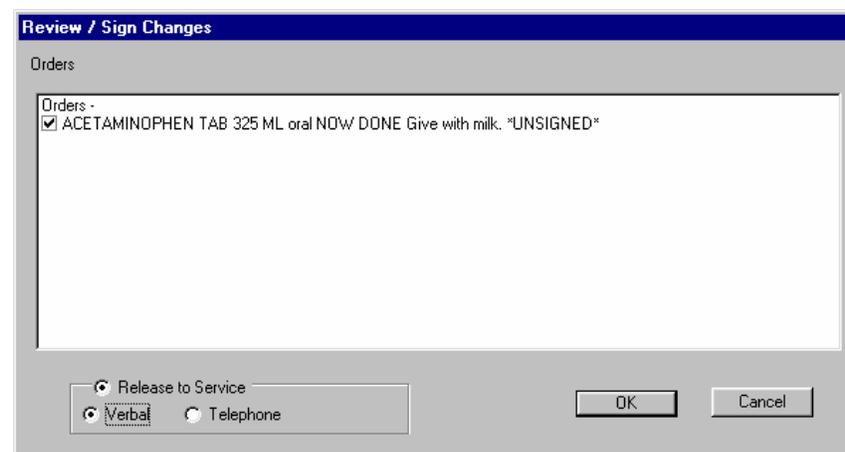
**TIP:**

The Example provided on this page shows information for a Unit Dose order.

### To review/sign STAT or NOW orders

- 1 At the BCMA Order Manager dialog box, perform one of the following actions:
  - Order/document another STAT or NOW medication order, beginning at step #1 of this chapter.
  - Proceed to the next step to submit orders for review and signature.
- 2 Click the **REVIEW/SIGN** button to display the Review/Sign Changes dialog box.

### Example: Review/Sign Changes Dialog Box



- 3 Review the medication orders to ensure that they are accurate and properly entered.
  - **If a medication is not applicable to the patient's order,** click inside the appropriate check box to de-select the medication.

**Keyboard Shortcut:** Use the **ARROW** keys to move among the medication orders in the list box, and the **SPACEBAR** to deselect an order listed.

- 4 Under the Release to Service area, select the Radio button (Verbal or Telephone) that applies to the STAT or NOW medication orders that are "selected" in this dialog box, and then click **OK**. The Electronic Signature Code dialog box displays. Proceed to the next step.

**Keyboard Shortcut:** Press **TAB** to move among the Radio buttons.

# Using the CPRS Med Order Button

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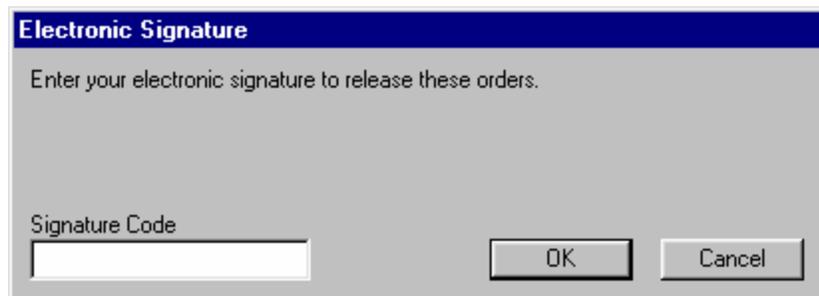
## Reviewing and Signing STAT or NOW Orders (cont.)

### To review/sign STAT or NOW orders (cont.)

- 5 At the Electronic Signature dialog box, enter your signature code, and then click **OK** to finalize the order(s).
  - **If there are *no* problems** with the order, it will process and you will be returned to the BCMA VDL.
  - **If there is a problem** with the order, a message displays noting the problems, and the order is cancelled. You are returned to the BCMA VDL. The provider also receives an alert message about the order(s).

**Keyboard Shortcut:** Enter your signature code, and then press **TAB** to activate the **OK** button. Once activated, press **ENTER** to finalize the order.

### Example: Electronic Signature Dialog Box



The dialog box has a blue title bar with the text "Electronic Signature". Below the title bar, the text "Enter your electronic signature to release these orders." is displayed. Underneath this text is a text input field with the label "Signature Code" positioned to its left. To the right of the input field are two buttons: "OK" and "Cancel".

# Using the CPRS Med Order Button

---

## Processes Completed By Each Application

This section describes the many tasks that are completed in the “background” by BCMA, CPRS, and Inpatient Medications — and those tasks that involve your Pharmacy staff.

- **BCMA** processes the orders by passing the administration date/time to Inpatient Medications, and creates an entry in the Medication Log. It then refreshes the BCMA VDL with any IV Admixture or Non-Intermittent syringe type STAT or NOW orders.
  - Unit Dose and IV Piggyback orders will not display on the BCMA VDL.
  - An IV bag will display on the BCMA VDL as “Infusing” in the IV Bag Chronology display area.
- **CPRS** performs order checks, marks all medications as “nurse-verified” with a priority of “Done,” and sends them to Inpatient Medications V. 5.0. The order displays under the Orders Tab in CPRS.
- **Inpatient Medications** displays orders as “nurse-verified,” expired orders requiring verification by the Pharmacy. A pharmacist can enter a Progress Note after verifying the order.
  - The letter “d” (lowercase letter) immediately precedes the order on the Inpatient Profile to indicate that the order is done.
  - The Inpatient Medications Order View screen displays “(DONE)” in the upper left-hand corner of the screen, after the order type designation of Unit Dose or IV.

# Viewing and Printing BCMA Reports

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## Benefits of this Chapter

This chapter describes a variety of reports originating from BCMA that you can view and print on-screen via the BCMA VDL or via Tabs in CPRS. You can also use it to view patient demographic and allergy information.

## Enhancements to Report Printing



**TIP:**

All reports from BCMA print in a 132-column format.

Here's the changes to the report printing functionality in BCMA V. 3.0:

- **Medication Administration History (MAH) Report:** The Date column lists three asterisks (\*\*\*) to indicate that a medication is not due. This information is also noted in the Legend at the bottom of the MAH Report.

The report 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.

- **Medication Variance Report:** Provides “exceptions” (variances) to the medication administration process. It also lists “event” information within a selected date range, such as the type and number of events, and the total percentage of events that occurred. A variance preceded by a minus sign (such as -24) indicates the number of minutes that a medication was given before the administration time.
- **Cumulative Vitals/Measurement Report:** Lists a patient’s vitals from the Vitals package, along with their demographics and hospital location information. You cannot print this report by ward.
- **Ward-Specific Reports:** Simply click **CANCEL** at the Patient Lookup dialog box to access the Menu Bar — without opening a patient record — and print ward-specific reports only, except for the Cumulative Vitals/Measurement Report. A patient’s file must be opened to access patient-specific reports.
- **CHUI Missing Dose Report:** Changed the line item “Dosage Schedule” on the BCMA CHUI Missing Dose Report to “Schedule” to coincide with the Missing Dose E-mail Notification change described on the next page.

# Viewing and Printing BCMA Reports

---

## Enhancements to Report Printing (cont.)

- **Missed Medications Report:** Indicates when a medication order is placed “On Hold” and taken “Off Hold” in CPRS or Inpatient Medications V. 5.0. The Hold information is provided below the medication information on the report, and only applies to administrations due within the Hold timeframe.

The “Order Num” column on the report lists the actual order number and order type (i.e., Unit Dose or IV). This information is quite helpful when troubleshooting problems with BCMA.



# Viewing and Printing BCMA Reports

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## Viewing/Printing Demographics Data (cont.)

### To view/print a patient's demographics data (cont.)

- 2 Perform one of the following actions:
  - Review the patient's demographics data, and then click **CANCEL** to return to the patient's VDL.
  - Click **PRINT** to display the Printer dialog box. Proceed to step #3.

**Keyboard Shortcut:** Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 3 Select a printer from the drop-down list box that you want to use for outputting a report with the patient's demographics data. Then click **OK**. An Information message displays.

**Note:** The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

- 4 Note the task number for your print job, and then click **OK** to return to the Patient Inquiry dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.
- 5 Retrieve the hard copy report, containing the patient's demographics data, from your printer.

# Viewing and Printing BCMA Reports

---

## Viewing/Printing Allergy and ADR Information



**TIP:**

Use the Allergies Button on the Tool Bar to quickly display an alphabetical listing of all food, drug, and “other” allergy and ADR information documented about the patient.

Clicking on the Allergies command (or button) displays allergy and adverse drug reaction information documented about the patient in the ART package. This includes the causative agent, drug class, signs and symptoms, and whether the allergy/ADR was verified and observed. If the Allergies command/button is grayed out, no allergies or adverse drug reactions were documented about the patient.

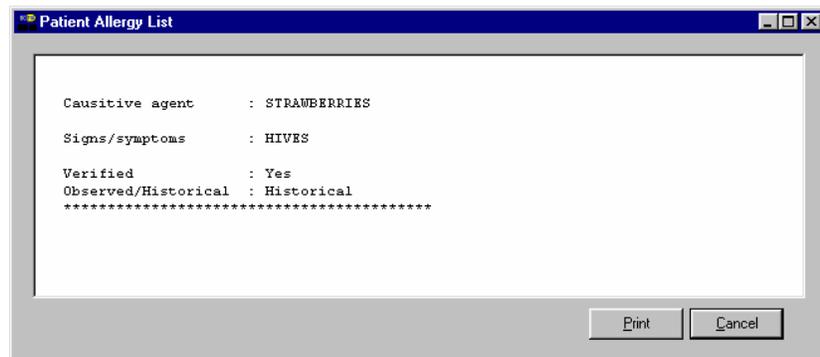
**Note:** BCMA only displays allergy information, not a drug “interaction” check.

### To view/print a patient’s allergy and ADR information

- 1 Select the Allergies command from View menu. The Patient Allergy List dialog box displays, with the patient’s allergy and ADR information.

**Keyboard Shortcut:** Press **ALT+V** to display the View menu, and then press **A** to display the Patient Allergy List dialog box.

### Example: Patient Allergy List Dialog Box



# Viewing and Printing BCMA Reports

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## Viewing/Printing Allergy and ADR Information (cont.)

To view/print a patient's allergy and ADR information (cont.)

- 2 Perform one of the following actions:
  - Review the patient's allergy and ADR information, and then click **CANCEL** to return to the patient's VDL.
  - Click **PRINT** to display the Printer dialog box. Proceed to step #3.

**Keyboard Shortcut:** Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 3 Select a printer from the drop-down list box that you want to use for outputting a report with the patient's allergy and ADR information. Then click **OK**. An Information message displays.

**Note:** The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

- 4 Note the task number for your print job, and then click **OK** to return to the Patient Allergy List dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.
- 5 Retrieve the hard copy report, containing the patient's allergy and ADR information, from your printer.

# Viewing and Printing BCMA Reports

## Viewing/Printing an Order from Inpatient Medications



**TIP:**

Double-click on a medication order, displayed on the VDL, to view the details of the order from Inpatient Medications.

BCMA provides several ways for you to view (and print) Unit Dose and IV medication orders from Inpatient Medications V. 5.0. They include the following: 1) select a medication on the BCMA VDL, and then press **F4**; 2) double-click on an order displayed on the BCMA VDL; 3) use the Display Order command in the Due List menu; or 4) use the Display Order command in the Right Click drop-down menu.

### To view/print an order from Inpatient Medications

- 1 Select a medication order on the patient's VDL.
- 2 Select the Display Order command from the Due List menu. The Display Order dialog box displays, with the details of the medication order.

**Keyboard Shortcut:** Press **F4** to display the Display Order dialog box.

### Example: Display Order Dialog Box for Unit Dose Medication Order

The screenshot shows a window titled "Display Order" with the following text:

```
Orderable Item: DIGOXIN ELIXIR
Dosage Ordered: 0.05MG/1ML          Start: 01/16/2004 10:26
Med Route: PO                       Stop: 01/23/2004 24:00
Schedule Type: ONE TIME             Self Med: NO
Schedule: STAT
Admin Times:
Provider: DENVER,DONNA
Spec Inst:

Dispense Drugs
Drug Name                               Units   Inactive Date
-----
DIGOXIN 0.05MG/ML ELIX (60CC)         1
-----

Pharmacy Activity Log:
Date: Jan 16, 2004@10:26:04User: DENVER,DONNA
Activity: VERIFIED BY NURSE
```

At the bottom right of the dialog box are two buttons: "Print" and "Cancel".

# Viewing and Printing BCMA Reports

## Viewing/Printing an Order from Inpatient Medications (cont.)

This section provides examples of an IV Piggyback and IV medication order as they were entered using Inpatient Medications V. 5.0.

### Example: Display Order Dialog Box for IV Piggyback Medication Order

The screenshot shows a window titled "Display Order" with a text area containing the following information:

```
Orderable Item: FUROSEMIDE INJ,SOLN
Dosage Ordered: 20MG/2ML           Start: 01/16/2004 10:28
Med Route: IVP                     Stop: 04/25/2004 12:00
Schedule Type: PRN                 Self Med: NO
Schedule: BID
Admin Times: 0900-1700
Provider: DENVER,DONNA
Spec Inst: For congestion

Dispense Drugs
-----
Drug Name                               Units   Inactive Date
-----
FUROSEMIDE 10MG/ML 10ML INJ           2

Pharmacy Activity Log:
Date: Jan 16, 2004@10:28:04User: DENVER,DONNA
Activity: VERIFIED BY NURSE
```

At the bottom right of the dialog box are two buttons: "Print" and "Cancel".

### Example: Display Order Dialog Box for IV Medication Order

The screenshot shows a window titled "Display Order" with a text area containing the following information:

```
Orderable Item: DOPAMINE INJ,SOLN
Infusion Rate: TITRATE@1           Start: 01/16/2004 10:28
Med Route: IV                       Stop: 01/23/2004 24:00
Schedule Type: CONTINUOUS
Provider: DENVER,DONNA
Spec Inst: TITRATE to maintain systolic BP>80

Additives
-----
Name                               Strength
-----
DOPAMINE                           800 MC

Solution
-----
Name                               Volume
-----
DEXTROSE 5% IN N. SALINE           1000 ML

Pharmacy Activity Log:
Date: Jan 16, 2004@10:28:43User: DENVER,DONNA
Activity: VERIFY
Reason: ORDER VERIFIED BY NURSE
```

At the bottom right of the dialog box are two buttons: "Print" and "Cancel".

# Viewing and Printing BCMA Reports

---

## Viewing/Printing an Order from Inpatient Medications (cont.)

### To view/print an order from Inpatient Medications (cont.)

- 3 Perform one of the following actions:
  - Review the patient's medication order, and then click **CANCEL** to return to the patient's VDL.
  - Click **PRINT** to display the Printer dialog box. Proceed to step #4.

**Keyboard Shortcut:** Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 4 Select a printer from the drop-down list box that you want to use for outputting a report, with the patient's medication order. Then click **OK**. An Information message displays.

**Note:** The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

- 5 Note the task number for your print job, and then click **OK** to return to the Display Order dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.
- 6 Retrieve the hard copy report, containing the patient's medication order information, from your printer.

# Viewing and Printing BCMA Reports

## Viewing/Printing a Due List Report



### TIP:

BCMA lists information on the Due List Report by IV orders, then by Unit Dose orders. Within each section, medications are listed alphabetically.



### TIP:

The Patient Due List dialog box “defaults” include all check boxes selected, and today’s date listed.

BCMA lets you print (and yes, still view) a Due List Report directly from the BCMA VDL. This report provides detailed information about active and future Unit Dose and IV medication orders that are “due” for administering to a patient — during a timeframe that you specify — within a 24-hour period.

The Due List Report includes patient demographic data and ADR information, plus detailed information about an order, such as whether (or not) the medication is a self-med; the medication type, schedule, dose, and route; Special Instructions; administration times; Last Given date and time; Start/Stop date and time; and the individual(s) who verified the order.

### To view/print a Due List Report

- 1 Select the Due List command from the Reports menu. The Patient Due List dialog box displays.

**Keyboard Shortcut:** Press **ALT+R** to display the Reports menu, and then press **D** to display the Patient Due List dialog box.

### Example: Patient Due List Dialog Box

Due List

Date For Report: 03/17/2002 Start Time: 0001 Stop Time: 2400

Include Schedule Types:

- Continuous
- PRN
- On-Call
- One-Time

Include Order Types:

- IVs
- Unit Dose

Include Future Orders

Include Addendums

Print by:

- Patient
- Ward

Print by Patient

Print by Room - Bed

OK Cancel

# Viewing and Printing BCMA Reports

---

## Viewing/Printing a Due List Report (cont.)



**TIP:**

You can type the information in the list boxes, or use the drop-down arrows to make your selection.



**TIP:**

The bottom of the Due List Report includes blank lines for making any "Changes/Addendums" to the patient's orders. Future orders display on a separate page.

### To view/print a Due List Report (cont.)

- 2 Use the **DOWN ARROW**, within the list boxes, to select the Date, and Start and Stop Times of the Due List Report that you want to view on-screen or print.

**Note:** Clicking on the **DOWN ARROW** on the Date for Report list box displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar. Clicking inside the Start/Stop Time list boxes provides selections.

**Keyboard Shortcut:** Use **TAB** to move among the different areas of the dialog box.

- 3 In the Schedule Types, Order Types, and Include areas, click inside a check box to include your selection on the Due List Report.

**Keyboard Shortcut:** Press **SPACEBAR** to select a check box.

- 4 In the Print by area, click inside a Radio button to print the Due List Report by Patient or by Ward.

**Note:** If you choose to print the Due List Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information alphabetically by patient.

**Keyboard Shortcut:** Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

- 5 Click **OK** to display the Due List Report on-screen.
- 6 Perform one of the following actions:
  - Review the Due List Report, and then click **CANCEL** to return to the patient's VDL.
  - Click **PRINT** to display the Printer dialog box. Proceed to step #7.

**Keyboard Shortcut:** Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 7 Select a printer from the drop-down list box that you want to use for outputting the Due List Report. Then click **OK**. An Information message displays.

**Note:** The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

# Viewing and Printing BCMA Reports

## Viewing/Printing a Due List Report (cont.)

### To view/print a Due List Report (cont.)

- 8 Note the task number for your print job, and then click **OK** to return to the Patient Due List dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.
- 9 Retrieve the Due List Report from your printer. An example of each report type is provided in this section.

### Example: Due List Report By Patient

The screenshot shows a window titled "Patient Due List" with a text-based report. The report header includes "MEDICATION DUE LIST for MAR 28, 2002 0800-1200" and "Run Date: MAR 28, 2002@08:28". Patient information includes: MONTANA, (UTAH) JOHNNY, SSN: 000-00-1000, DOB: JAN 1, 1949 (53), Sex: MALE, Ht/Wt: 182cm/83kg, Ward: BCMA Rm 404-2, Dx: COPD, Last Mvat: NOV 27, 2000@11:31:05, Type: ADMISSION. Reactions: STRAWBERRIES. The main table lists four medications with columns for Self Med, Sched, Medication, Dose, Route, Last Given, Start Date @Time, Stop Date @Time, and Verifying Pph/Rn.

Self Med	Sched	Medication	Dose	Route	Last Given	Start Date @Time	Stop Date @Time	Verifying Pph/Rn
	UD-C	INSULIN INJ *INSULIN LENTE U-100 INJ (961) Spec Inst: !QTY DEPENDANT ON BLOOD SUGAR LEVELS	Give: SLIDING SCALE Q4H Admin Times: 0900	IM	03/25/02@1236	3/25/02 @12:34	7/3/02 @24:00	CJ/***
	UD-C	INSULIN NPH (HUMAN) INJ *INSULIN NPH (HUMULIN) U-100 10ML (5177) Spec Inst: !SLIDING SCALE ORDER	Give: 100UNT/1ML Q4H Admin Times: 0900	SC	03/25/02@1632	3/21/02 @12:48	6/29/02 @24:00	CJ/***
	UD-C	NITROGLYCERIN PATCH *NITROGLYCERIN PATCHES 10MG/24HR (2313) Spec Inst: !Apply patch at 9am and remove patch at 9pm daily.	Give: 10MG/24 HOURS QD Admin Times: 0900	TOP	03/25/02@1613	3/14/02 @06:04	6/22/02 @24:00	AA/***
	UD-C	VINCRIStINE INJ *VINCRIStINE 1MG INJ (1625) Spec Inst: !FOR 4 DAYS ONLY	Give: 1MG QD Admin Times: 1200	IVP		1/25/02 @07:45	5/5/02 @24:00	PP/DD

At the bottom of the window, there are "Print" and "Cancel" buttons.

# Viewing and Printing BCMA Reports

## Viewing/Printing a Due List Report (cont.)

This section provides an example of a Due List Report by Ward/Patient.

### Example: Due List Report By Ward/Patient

The screenshot shows a window titled "Patient Due List" with a scrollable text area. The text is divided into two sections, one for patient KENTUCKY, KENNETH and one for MAINE, JOE. Each section starts with a header "MEDICATION DUE LIST for MAR 18, 2002 0900-0900" and "Order Type(s): Ward: BCMA Room-Bed: 401-34 Unit Dose -- Continuous" for the first patient, and "Ward: BCMA Room-Bed: 420-34 Unit Dose -- Continuous" for the second. Patient details (SSN, DOB, Sex, Ht/Wt, Dx, Last Mvmt, Type) are listed for each. Reactions are noted as "STRAWBERRIES" for the first patient and "STRAWBERRIES, CAPTOPRIL" for the second. A table with columns "Med", "Sched", "Medication", "Dose", "Route", "Last Given", "Start Date @Time", "Stop Date @Time", and "Verifying Rph/Rn" follows. The first patient's table is empty, showing "\*\* NO SPECIFIED MEDICATIONS TO PRINT \*\*". The second patient's table contains two entries: "ALBUTEROL SOLN, INHL" and "ARTIFICIAL TEARS SOLN, OPH". At the bottom right of the window are "Print" and "Cancel" buttons.

```
=====
MEDICATION DUE LIST for MAR 18, 2002 0900-0900                               Run Date: MAR 28, 2002@15:31
Order Type(s): Ward: BCMA Room-Bed: 401-34 Unit Dose -- Continuous                Page: 1
Patient: KENTUCKY,KENNETH                SSN: 000-00-1016                DOB: JAN 1,1949 (53)
Sex: MALE                                Ht/Wt: 192cm/83kg                Ward: BCMA Rm 420-3
Dx: COPD                                  Last Mvmt: NOV 27,2000@11:26:18  Type: ADMISSION
Reactions: STRAWBERRIES
=====
Self
Med Sched Medication                Dose                Route Last Given        Start Date  Stop Date  Verifying
                                     @Time              @Time              Rph/Rn
-----
** NO SPECIFIED MEDICATIONS TO PRINT **
=====
KENTUCKY,KENNETH                000-00-1016                Ward: BCMA Room-Bed: 420-3
=====
MEDICATION DUE LIST for MAR 18, 2002 0900-0900                               Run Date: MAR 28, 2002@15:31
Order Type(s): Ward: BCMA Room-Bed: 420-34 Unit Dose -- Continuous                Page: 1
Patient: MAINE,JOE                SSN: 000-00-1075                DOB: JAN 1,1949 (53)
Sex: MALE                                Ht/Wt: 192cm/83kg                Ward: BCMA Rm 420-1
Dx: COPD                                  Last Mvmt: NOV 27,2000@11:27:53  Type: ADMISSION
Reactions: STRAWBERRIES, CAPTOPRIL
=====
Self
Med Sched Medication                Dose                Route Last Given        Start Date  Stop Date  Verifying
                                     @Time              @Time              Rph/Rn
-----
UD-C  ALBUTEROL SOLN,INHL                Give: 3ML Q4H                INHL 02/20/02@1510  3/8/02    6/16/02    CT/***
                                     @14:07                    @24:00
      *ALBUTEROL 0.083% INHL SOLUTION
      3ML EA. (5322)                Admin Times: 0900
      Spec Inst: BEGIN TODAY
-----
UD-C  ARTIFICIAL TEARS SOLN,OPH                Give: 2 DROPS Q2H                OU                3/8/02    6/16/02    CT/***
                                     @14:07                    @24:00
      *ARTIFICIAL TEARS /ML (798)
      Admin Times: 0900
=====
```

# Viewing and Printing BCMA Reports

## Viewing/Printing a Due List Report (cont.)

This section provides an example of a Due List Report by Ward/Room-Bed.

### Example: Due List Report By Ward/Room-Bed

**Patient Due List**

MEDICATION DUE LIST for MAR 18, 2002 0001-2400 Run Date: MAR 18, 2002@14:03  
 Order Type(s): Ward: BCMA Room-Bed: 401-44 Unit Dose -- Continuous PRN On-Call One-Time Page: 1

Patient: CALIFORNIA, JAMES SSN: 000-00-1002 DOB: JAN 1, 1949 (53)  
 Sex: MALE Ht/Wt: 182cm/83kg Ward: BCMA Rm 404-1  
 Dx: COPD Last Mvmt: NOV 27, 2000@11:32:50 Type: ADMISSION

Reactions: STRAWBERRIES

Self	Med	Sched	Medication	Dose	Route	Last Given	Start Date @Time	Stop Date @Time	Verifying
	UD-P		PROMETHAZINE INJ, SOLN	Give: 50MG/2ML Q4H PRN	IV		3/6/02 @12:34	6/14/02 @24:00	PP/**
			*PROMETHAZINE 25MG/ML INJ. (2512)						
			Spec Inst: FOR NAUSEA						

CALIFORNIA, JAMES 000-00-1002 Ward: BCMA Room-Bed: 404-1

---

MEDICATION DUE LIST for MAR 18, 2002 0001-2400 Run Date: MAR 18, 2002@14:03  
 Order Type(s): Ward: BCMA Room-Bed: 404-16 Unit Dose -- Continuous PRN On-Call One-Time Page: 1

Patient: MONTANA, (UTAH) JOHNNY SSN: 000-00-1000 DOB: JAN 1, 1949 (53)  
 Sex: MALE Ht/Wt: 182cm/83kg Ward: BCMA Rm 404-2  
 Dx: COPD Last Mvmt: NOV 27, 2000@11:31:05 Type: ADMISSION

Reactions: STRAWBERRIES

Self	Med	Sched	Medication	Dose	Route	Last Given	Start Date @Time	Stop Date @Time	Verifying
	UD-C		ACETAMINOPHEN TAB	Give: 325MG Q8H	PO	03/18/02@1347	2/14/02 @13:20	5/25/02 @24:00	***/DD
			*ACETAMINOPHEN 325MG TABLET (5591)						
			Admin Times: 0700-1500-2300						
			Spec Inst: <None Entered>						
	UD-C		NITROGLYCERIN PATCH	Give: 10MG/24 HOURS QD	TOP		3/14/02	6/22/02	AA/**

Print Cancel

# Viewing and Printing BCMA Reports

## Viewing/Printing a Medication Log Report



### TIP:

Medications ordered and documented using the CPRS Med Order Button in BCMA display on the Med Log Report opposite the text titled "BCMA/CPRS Interface Entry."



### TIP:

Use the Med Log Button on the BCMA Tool Bar, or the Reports Tab in CPRS, to quickly display the Patient Medication Log dialog box.

You can print (and still view on-screen) a patient's Medication Log Report (or Med Log Report), listing *every* action taken on a medication order within a specified 24-hour period. You can choose to include Comments and Audits performed on the patient's medication orders. Audits include "actions" taken on a medication.

The Medication Log Report also includes patient demographic data and ADR information, plus detailed information about the order, such as the drug/additive/solution; the orderable item dose, schedule, route, and injection site; Action date and time; Activity Start/Stop date and time; Unique Identifier Number for the bag; Unit ordered and given, and the clinician(s) who took an action on the medication.

**Note:** The Medication Log Report lists medications with a "Not Given" status in the Audit Trail section of the Log, not on the BCMA VDL. Administrations that were Cancelled are not listed on the Report.

### To view/print a Medication Log Report

- 1 Select the Medication Log command from the Reports menu. The Patient Medication Log dialog box displays.

**Keyboard Shortcut:** Press **ALT+R** to display the Reports menu, and then press **L** to display the Patient Medication Log dialog box.

### Example: Patient Medication Log Dialog Box

The screenshot shows the 'Patient Medication Log' dialog box. It features a title bar with the text 'Patient Medication Log' and standard window controls. The main area is titled 'Med Log' and contains the following elements:

- 'Date For Report': A dropdown menu showing '03/17/2002'.
- 'Start Time': A dropdown menu showing '0001'.
- 'Stop Time': A dropdown menu showing '2400'.
- 'Include:': A section with two checkboxes: 'Audits' (unchecked) and 'Comments' (unchecked).
- 'Print by:': A section with four radio buttons: 'Patient' (selected), 'Ward', 'Print by Patient', and 'Print by Room - Bed'. A dropdown menu is positioned to the right of the 'Ward' radio button.
- At the bottom, there are two buttons: 'OK' and 'Cancel'.

# Viewing and Printing BCMA Reports

---

## Viewing/Printing a Medication Log Report (cont.)



**TIP:**

You can type the information in the list boxes, or use the drop-down arrows to make your selection.



**TIP:**

See the section "Viewing/Printing a Due List Report" to see how a Ward Report by Room-Bed looks when printed.

### To view/print a Medication Log Report (cont.)

- 2 Use the **DOWN ARROW**, within the list boxes, to select the Date, and Start and Stop Times of the Medication Log Report that you want to view on-screen or print.

**Note:** Clicking on the **DOWN ARROW** on the Date for Report list box displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar. Clicking inside the Start/Stop Time list boxes provides selections.

**Keyboard Shortcut:** Use **TAB** to move among the different areas of the dialog box.

- 3 In the Include area, click inside a check box to include your selection on the Medication Log Report.

**Keyboard Shortcut:** Press **SPACEBAR** to select a check box.

- 4 In the Print by area, click inside a Radio button to print the Medication Log Report by Patient or by Ward.

**Note:** If you choose to print the Medication Log Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information alphabetically by patient.

**Keyboard Shortcut:** Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

- 5 Click **OK** to display the Medication Log Report on-screen.
- 6 Perform one of the following actions:
  - Review the Medication Log Report, and then click **CANCEL** to return to the patient's VDL.
  - Click **PRINT** to display the Printer dialog box. Proceed to step #7.

**Keyboard Shortcut:** Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 7 Select a printer from the drop-down list box that you want to use for outputting the Medication Log Report. Then click **OK**. An Information message displays.

**Note:** The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

# Viewing and Printing BCMA Reports

## Viewing/Printing a Medication Log Report (cont.)

### To view/print a Medication Log Report (cont.)

- 8 Note the task number for your print job, and then click **OK** to return to the Patient Medication Log dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.
- 9 Retrieve the Medication Log Report from your printer. An example is provided below.

### Example: Medication Log Report By Patient

Continuing/PRN/Stat/One Time Medication/Treatment Record (Detailed Log) (VAF 10-2970 B, C, D) Run Date: MAR 17, 2002@19:13  
 Log Type: INDIVIDUAL PATIENT Page: 1

Patient: MONTANA, (UTAH) JOHNNY SSN: 000-00-1000 DOB: JAN 1, 1949 (53)  
 Sex: MALE Ht/Wt: 182cm/83kg Ward: BCMA Ea 404-2  
 Dx: COPD Last Mvmt: NOV 27, 2000@11:31:05 Type: ADMISSION

Reactions: STRAWBERRIES

Activity Date Start Date> Stop Date<	Orderable Item [Dose/Sched/Route/Inj Site]	Action By	Action Date/Time	Drug/Additive/Solution	U/Ord	U/Ovn	Unit
03/06/02 12:37	SODIUM CHLORIDE 0.9% [bolus@1 IV Inj Site: IV/LOCK]	DD	03/06/02 12:39 Stopped	Bag ID #746V366 SODIUM CHLORIDE 0.9% - 500 ML	NA	NA	NA
2/19/02 11:31>	Comments: 03/06/02 12:39 DD			Patient's IV infiltrated.			
3/21/02 24:00<	Audits: 03/06/02 12:39 DD			Field: ACTION DATE/TIME 'MAR 06, 2002@12:37:53' deleted.			
				03/06/02 12:39 DD Field: ACTION DATE/TIME Set to 'MAR 06, 2002@12:39:03'.			
				03/06/02 12:39 DD Field: ACTION STATUS 'INFUSING' by 'DD' deleted.			
				03/06/02 12:39 DD Field: ACTION STATUS Set to 'STOPPED' by 'DD'.			
03/06/02 13:50	DIGOXIN [0.125MG NOW PO]	DD	03/06/02 13:50 Given	DIGOXIN 0.25MG S.T.	0.50	0.50	TAB
3/4/02 13:42:28>	Comments: <No Comments>						
3/6/02 13:50:10<	Audits: <No Audits>						
03/01/02 16:14	DEXTROSE 5% / NAACL 0.45% [125 ml/hr IV Inj Site: Left Arm]	DD	03/06/02 14:08 completed	Bag ID #746V275 D5 1/2 NS - 1000 ML	NA	NA	NA
3/1/02 16:11>	Comments: <No Comments>						
3/6/02 14:05<	Audits: 03/06/02 14:08 DD			Field: ACTION DATE/TIME 'MAR 01, 2002@16:14:14' deleted.			
				03/06/02 14:08 DD Field: ACTION DATE/TIME Set to 'MAR 06, 2002@14:08:32'.			
				03/06/02 14:08 DD Field: ACTION STATUS 'INFUSING' by 'DD' deleted.			
				03/06/02 14:08 DD Field: ACTION STATUS Set to 'COMPLETED' by 'DD'.			

Print Cancel

Unique Identifier Number for IV Bag

# Viewing and Printing BCMA Reports

## Viewing/Printing an MAH Report



### TIP:

You can specify the date range (as defined for CPRS), for an MAH Report. See "Note" on this page for more information.



### TIP:

Use the Med Admin Hist Button on the BCMA Tool Bar, or the Reports Tab in CPRS, to quickly display the Patient Medications Given dialog box.

You can view on-screen and 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 is not due. This information is also noted in the Legend at the bottom of the MAH Report.

An MAH Report includes patient demographic 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.

**Note:** 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.

### To view/print an MAH Report

- 1 Select the Medication Admin History command from the Reports menu. The Patient Medications Given dialog box displays.

**Keyboard Shortcut:** Press **ALT+R** to display the Reports menu, and then press **H** to display the Patient Medications Given dialog box.

### Example: Patient Medications Given Dialog Box



# Viewing and Printing BCMA Reports

---

## Viewing/Printing an MAH Report (cont.)



**TIP:**

You can type the information in the list boxes, or use the drop-down arrows to make your selection.



**TIP:**

See the section "Viewing/Printing a Due List Report" to see how a Ward Report by Room-Bed looks when printed.

### To view/print an MAH Report (cont.)

- 2 Use the **DOWN ARROW**, within the list boxes, to select the Start and Stop Dates of the MAH Report that you want to view on-screen or print.

**Note:** Clicking on the **DOWN ARROW** on the Start and Stop Date list boxes displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar. Clicking inside the Start/Stop Time list boxes provides selections.

**Keyboard Shortcut:** Use **TAB** to move among the different areas of the dialog box.

- 3 In the Print by area, click inside a Radio button to print the MAH Report by Patient or by Ward.

**Note:** If you choose to print the MAH Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information alphabetically by patient.

**Keyboard Shortcut:** Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

- 4 Click **OK** to display the MAH Report on-screen.
- 5 Perform one of the following actions:
  - Review the MAH Report, and then click **CANCEL** to return to the patient's VDL.
  - Click **PRINT** to display the Printer dialog box. Proceed to step #6.

**Keyboard Shortcut:** Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 6 Select a printer from the drop-down list box that you want to use for outputting the MAH Report. Then click **OK**. An Information message displays.

**Note:** The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

- 7 Note the task number for your print job, and then click **OK** to return to the Patient Medications Given dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.

# Viewing and Printing BCMA Reports

## Viewing/Printing an MAH Report (cont.)



**TIP:**

You can print this report, after a patient has been discharged, using CHUI BCMA.

### To view/print an MAH Report (cont.)

- Retrieve the MAH Report from your printer. An example is provided below.

**Note:** If you select dates that do not have applicable data, the MAH Report will appear “empty” when displayed on-screen or printed.

### Example: MAH Report By Patient

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 and Time	Stop Date and Time	Admin Times	02/06/2004	02/07/2004	02/08/2004	02/09/2004	02/10/2004	02/11/2004	02/12/2004
12/08/2003 @13:30	06/21/2004 @12:00	0100 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 @14:12	06/21/2004 @12:00	0000							
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 @12:50	06/21/2004 @12:00	0100 0500 0900							
HALOPERIDOL TAB 1300 HALOPERIDOL 1MG S.T. Give: 1700 2MG PO Q4H 2100 ENTERED AS ACTIVE BY PHARMACIST									

Print    Cancel

# Viewing and Printing BCMA Reports

---

## Viewing/Printing a Missed Medications Report

BCMA V. 3.0 lets you print a Missed Medications Report (or Missed Meds Report), for Continuous and One-Time Unit Dose and IV Piggyback medications that were not administered to a patient during a medication pass.

A Missed Medications Report includes patient demographic data and ADR information, plus detailed information about the order, such as the medication type; the administration date and time; and the order number.

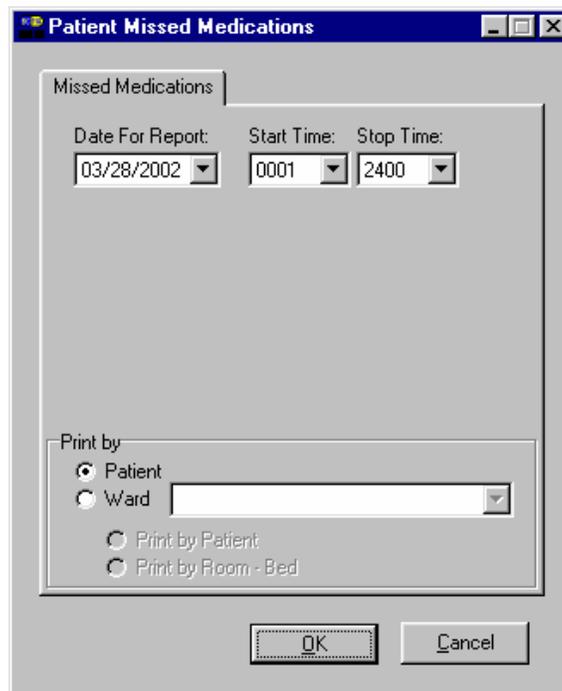
**Note:** Self-medications do not display on the Missed Medications Report.

### To view/print a Missed Medications Report

- 1 Select the Missed Medications command from the Reports menu. The Patient Missed Medications dialog box displays.

**Keyboard Shortcut:** Press **ALT+R** to display the Reports menu, and then press **M** to display the Patient Missed Medications dialog box.

### Example: Patient Missed Medications Dialog Box



# Viewing and Printing BCMA Reports

---

## Viewing/Printing a Missed Medications Report (cont.)



**TIP:**

You can type the information in the list boxes, or use the drop-down arrows to make your selection.



**TIP:**

See the section "Viewing/Printing a Due List Report" to see how a Ward Report by Room-Bed looks when printed.

### To view/print a Missed Medications Report (cont.)

- 2 Use the **DOWN ARROW**, within the list boxes, to select the Date, and Start and Stop Times for the Missed Medications Report that you want to view on-screen or print.

**Note:** Clicking on the **DOWN ARROW** on the Date for Report list box displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar. Clicking inside the Start/Stop Time list boxes provide selections.

**Keyboard Shortcut:** Use **TAB** to move among the different areas of the dialog box.

- 3 In the Print by area, click inside a Radio button to print the Missed Medications Report by Patient or by Ward.

**Note:** If you choose to print the Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information alphabetically by patient.

**Keyboard Shortcut:** Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

- 4 Click **OK** to display the Missed Medications Report on-screen.
- 5 Perform one of the following actions:
  - Review the Missed Medications Report, and then click **CANCEL** to return to the patient's VDL.
  - Click **PRINT** to display the Printer dialog box. Proceed to step #6.

**Keyboard Shortcut:** Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 6 Select a printer from the drop-down list box that you want to use for outputting the Missed Medications Report. Then click **OK**. An Information message displays.

**Note:** The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

- 7 Note the task number for your print job, and then click **OK** to return to the Patient Missed Medications dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.

# Viewing and Printing BCMA Reports

## Viewing/Printing a Missed Medications Report (cont.)

### To view/print a Missed Medications Report (cont.)

- 8 Retrieve the Missed Medications Report from your printer. An example is provided below.

**Note:** Medications placed “On Hold” or taken “Off Hold,” in CPRS or Inpatient Medications V. 5.0, display on the Missed Medications Report with the Hold information below the medication. The Hold information applies only to administrations due within the Hold timeframe. The “Order Num” column on the report lists the actual order number and order type (i.e., Unit Dose or IV). This information is quite helpful when troubleshooting problems with BCMA.

### Example: Missed Medications Report By Patient

MISSED MEDICATIONS from Jul 17, 2003@08:00 thru Jul 17, 2003@13:00 Run Date: JUL 17, 2003@11:29  
Page: 1

Patient: MONTANA, (UTAH) JOHNNY SSN: 000-00-1000 DOB: JAN 1, 1949 (54)  
Sex: MALE Ht/Wt: 182cm/83kg Ward: BCMA Rm 404-2  
Dx: COPD Last Mvmt: NOV 27, 2000@11:31:05 Type: ADMISSION

Reactions: STRAWBERRIES, ASPIRIN

Order Num	Administration Date/Time	Medication
161UD	Jul 17, 2003@09:00	HETASTARCH INJ (On Hold) Jul 10, 2003@12:20 (Off Hold) Jul 17, 2003@11:18
158UD	Jul 17, 2003@10:00	CEPTAZIDIME INJ
159UD	Jul 17, 2003@10:00	DOXORUBICIN INJ
160UD	Jul 17, 2003@10:00	LACRI-LUBE OINT, OPH
122IV	Jul 17, 2003@11:23	CISPLATIN INJ, SOLN (On Hold) Jul 11, 2003@11:26
160UD	Jul 17, 2003@12:00	LACRI-LUBE OINT, OPH
121IV	Jul 17, 2003@12:30	DOPAMINE INJ, SOLN
161UD	Jul 17, 2003@13:00	HETASTARCH INJ
120IV	*** ONE-TIME ***	FLUORESCHEIN INJ, SOLN (On Hold) Jul 17, 2003@11:20 (Off Hold) Jul 17, 2003@11:28

Start Date/Time: 7/10/03 08:37  
Stop Date/Time: 10/18/03 08:37

MONTANA, (UTAH) JOHNNY 000-00-1000 Ward: BCMA Room-Bed: 404-2

Print Cancel

# Viewing and Printing BCMA Reports

---

## Viewing/Printing a PRN Effectiveness List Report



**TIP:**

You can print this report, after a patient has been discharged, using CHUI BCMA.

You can view (and print) a PRN Effectiveness List Report using BCMA V. 3.0. This Report lists PRN medications administered to a patient that need Effectiveness comments. It also includes patient demographic data, ADR information; plus the PRN medication, administration date and time; and the individual(s) who administered the order.

### To view/print a PRN Effectiveness Report

- 1 Select the PRN Effectiveness List command from the Reports menu. The PRN Effectiveness List dialog box displays.

**Keyboard Shortcut:** Press **ALT+R** to display the Reports menu, and then press **P** to display the PRN Effectiveness List dialog box.

### Example: PRN Effectiveness List Dialog Box

PRN Effectiveness List

Date For Report: 03/28/2002 Start Time: 0001 Stop Time: 2400

Print by:

Patient

Ward

Print by Patient

Print by Room - Bed

OK Cancel

# Viewing and Printing BCMA Reports

---

## Viewing/Printing a PRN Effectiveness List Report (cont.)



**TIP:**

You can type the information in the list boxes, or use the drop-down arrows to make your selection.



**TIP:**

See the section "Viewing/Printing a Due List Report" to see how a Ward Report by Room-Bed looks when printed.

## To view/print a PRN Effectiveness List Report (cont.)

- 2 Use the **DOWN ARROW**, within the list boxes, to select the Date, and Start and Stop Times for the PRN Effectiveness List Report that you want to view on-screen or print.

**Note:** Clicking on the **DOWN ARROW** on the Date for Report list box displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar. Clicking inside the Start/Stop Time list boxes provide selections.

**Keyboard Shortcut:** Use **TAB** to move among the different areas of the dialog box.

- 3 In the Print by area, click inside a Radio button to print the PRN Effectiveness List Report by Patient or by Ward.

**Note:** If you choose to print the Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information alphabetically by patient.

**Keyboard Shortcut:** Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

- 4 Click **OK** to display the PRN Effectiveness List Report on-screen.
- 5 Perform one of the following actions:
  - Review the PRN Effectiveness List Report, and then click **CANCEL** to return to the patient's VDL.
  - Click **PRINT** to display the Printer dialog box. Proceed to step #6.

**Keyboard Shortcut:** Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 6 Select a printer from the drop-down list box that you want to use for outputting the PRN Effectiveness List Report. Then click **OK**. An Information message displays.

**Note:** The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

- 7 Note the task number for your print job, and then click **OK** to return to the PRN Effectiveness List dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.

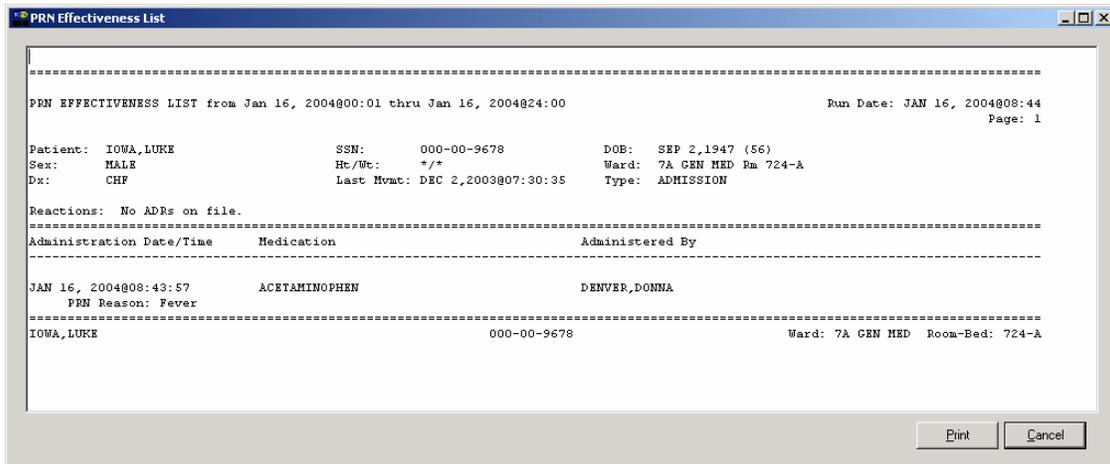
# Viewing and Printing BCMA Reports

## Viewing/Printing a PRN Effectiveness List Report (cont.)

### To view/print a PRN Effectiveness List Report (cont.)

- 8 Retrieve the PRN Effectiveness List Report from your printer. An example is provided below.

### Example: PRN Effectiveness List Report By Patient



# Viewing and Printing BCMA Reports

---

## Viewing/Printing an Administration Times Report

You can print, and still view on-screen, an Administration Times Report. This report lists a patient's medications by the scheduled administration time (from the earliest to the latest).

The Administration Times Report includes patient demographic data and ADR information, plus detailed information about the order, such as the medication type, dose, route, and the administration time.

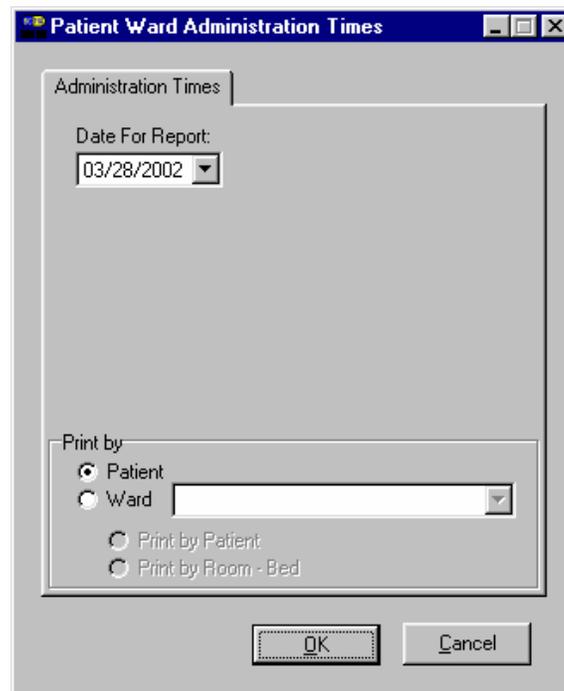
**Note:** Self-medications no longer display on the Administration Times Report.

### To view/print an Administration Times Report

- 1 Select the Administration Times command from the Reports menu. The Patient Ward Administration Times dialog box displays.

**Keyboard Shortcut:** Press **ALT+R** to display the Reports menu, and then press **A** to display the Patient Ward Administration Times dialog box.

### Example: Patient Ward Administration Times Dialog Box



# Viewing and Printing BCMA Reports

---

## Viewing/Printing an Administration Times Report (cont.)



**TIP:**

You can type the information in the list boxes, or use the drop-down arrows to make your selection.



**TIP:**

See the section “Viewing/Printing a Due List Report” to see how a Ward Report by Room-Bed looks when printed.

## To view/print an Administration Times Report (cont.)

- 2 Use the **DOWN ARROW**, within the list box, to select the date of the Administration Times Report that you want to view on-screen or print.

**Note:** Clicking on the **DOWN ARROW** on the Date for Report list box displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar.

**Keyboard Shortcut:** Use **TAB** to move among the different areas of the dialog box.

- 3 In the Print by area, click inside a Radio button to print the Administration Times Report by Patient or by Ward.

**Note:** If you choose to print the Administration Times Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information chronologically by patient.

**Keyboard Shortcut:** Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

- 4 Click **OK** to display the Administration Times Report on-screen.
- 5 Perform one of the following actions:
  - Review the Administration Times Report, and then click **CANCEL** to return to the patient’s VDL.
  - Click **PRINT** to display the Printer dialog box. Proceed to step #6.

**Keyboard Shortcut:** Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 6 Select a printer from the drop-down list box that you want to use for outputting the Administration Times Report. Then click **OK**. An Information message displays.

**Note:** The printer that you select becomes the “default” printer for *all* reports printed from BCMA.

- 7 Note the task number for your print job, and then click **OK** to return to the Patient Ward Administration Times dialog box. At the dialog box, click **CANCEL** to return to the patient’s VDL.

# Viewing and Printing BCMA Reports

## Viewing/Printing an Administration Times Report (cont.)

To view/print an Administration Times Report (cont.)

- 8 Retrieve the Administration Times Report from your printer. An example is provided below.

### Example: Administration Times Report By Patient\*\*\*

Patient Ward Administration Times

PATIENT ADMINISTRATION TIMES  
ADMINISTRATION DATE: MAR 18, 2002

Run Date: MAR 28, 2002 09:28  
Page: 1

Patient: MONTANA, (UTAH) JOHNNY      SSN: 000-00-1000      DOB: JAN 1, 1949 (53)  
Sex: MALE      Ht/Wt: 182cm/83kg      Ward: BCMA Rm 404-2  
Dx: COPD      Last Mvmt: NOV 27, 2000@11:31:05      Type: ADMISSION

Reactions: STRAMBERRIES

Time	Self Med	Medication	Dose/Route
1:00a		AMPICILLIN INJ	Dosage:    Route: IVPB OVER ONE HOUR
3:51a		SODIUM CHLORIDE 0.9% INJ	Dosage:    Route: IV 125 ml/hr
4:50a		POTASSIUM CHLORIDE INJ,SOLN	Dosage:    Route: IV 150 ml/hr
5:00a		AMPICILLIN INJ	Dosage:    Route: IVPB OVER ONE HOUR
6:05a		DEXTROSE 5% / NACL 0.45% INJ,SOLN	Dosage:    Route: IV 100 ml/hr
7:00a		ACETAMINOPHEN TAB	Dosage: 325MG    Route: PO
7:51a		SODIUM CHLORIDE 0.9% INJ	Dosage:    Route: IV 125 ml/hr
9:00a		AMPICILLIN INJ	Dosage:    Route: IVPB OVER ONE HOUR
9:00a		NITROGLYCERIN PATCH	Dosage: 10MG/24 HOURS    Route: TOP
11:30a		POTASSIUM CHLORIDE INJ,SOLN	Dosage:    Route: IV 150 ml/hr
11:51a		SODIUM CHLORIDE 0.9% INJ	Dosage:    Route: IV 125 ml/hr
12:00n		VINCRIStINE INJ	Dosage: 1MG    Route: IVP
1:00p		AMPICILLIN INJ	Dosage:    Route: IVPB OVER ONE HOUR
3:00p		ACETAMINOPHEN TAB	Dosage: 325MG    Route: PO
3:51p		SODIUM CHLORIDE 0.9% INJ	Dosage:    Route: IV 125 ml/hr
4:05p		DEXTROSE 5% / NACL 0.45% INJ,SOLN	Dosage:    Route: IV 100 ml/hr

Print    Cancel

# Viewing and Printing BCMA Reports

## Viewing/Printing a Medication History Report



**TIP:**

Right click on a medication displayed on the VDL, and then select the Med History command in the Right Click drop-down menu to display the Medication History dialog box.

BCMA provides two ways to access a patient’s Medication History Report (or Med History Report). They include the Med History command in the Due List menu and in the Right Click drop-down menu.

This Report lists the administration date and time, and orderable item of a medication selected on the BCMA VDL. It also includes the medication status, schedule type, and dose; room location; and initials of the clinician who administered the medication.

**Note:** A Medication History Report is called an “Administration History Report” in CPRS. You can access it by selecting the Meds Tab in CPRS, and then right clicking on a medication.

### To view/print a Medication History Report

- 1 Select the Med History command from the Due List menu. The Medication History dialog box displays.

**Keyboard Shortcut:** Press **ALT+D** to display the Due List menu, and then press **E** to display the Medication History dialog box.

### Example: Medication History Report

Medication Administration History

PATIENT: MONTANA, (UTAH) JOHNNY  
MEDICATION: ACETAMINOPHEN

Location	St	Sch	Administration Date	Admin By	Injection Site	Medication & Dosage
BCMA 404-2	G	O	MAR 28, 2002@08:00	CJ		ACETAMINOPHEN 325MG TAB 1 TAB
BCMA 404-2	G	P	MAR 27, 2002@10:30:04	CJ		ACETAMINOPHEN 325MG TAB 2 TAB
BCMA 404-2	G	C	MAR 21, 2002@13:44:11	CJ		ACETAMINOPHEN 325MG TABLET 1 TAB
BCMA 404-2	G	P	MAR 21, 2002@12:48:53	MP		ACETAMINOPHEN 325MG TAB 2 TAB
BCMA 404-2	G	C	MAR 20, 2002@17:44:26	JCS		ACETAMINOPHEN 325MG TABLET 1 TAB
BCMA 404-2	R	C	MAR 20, 2002@15:43:16	CJ		ACETAMINOPHEN 325MG TABLET 0 TAB
BCMA 404-2	G	P	MAR 18, 2002@13:47:37	MP		ACETAMINOPHEN 325MG TAB 1 TAB
BCMA 404-2	H	C	MAR 11, 2002@10:01:13	DD		ACETAMINOPHEN 325MG TABLET 0 TAB
BCMA 404-2	H	C	MAR 11, 2002@10:01:10	DD		ACETAMINOPHEN 325MG TABLET 0 TAB
BCMA 404-2	G	P	MAR 11, 2002@08:25:45	MP		ACETAMINOPHEN 325MG TAB 2 TAB
BCMA 404-2	G	P	MAR 08, 2002@15:05:49	CJ		ACETAMINOPHEN 325MG TAB 2 TAB
BCMA 404-2	G	P	MAR 05, 2002@11:23:27	JCS		ACETAMINOPHEN 325MG TAB 1 TAB

Print Cancel

# Viewing and Printing BCMA Reports

---

## Viewing/Printing a Medication History Report (cont.)

### To view/print a Medication History Report (cont.)

- 2 Perform one of the following actions:
  - Review the patient's Medication History Report, and then click **CANCEL** to return to the patient's VDL.
  - Click **PRINT** to display the Printer dialog box. Proceed to step #3.

**Keyboard Shortcut:** Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 3 Select a printer from the drop-down list box that you want to use for outputting the Medication History Report for the medication selected on the BCMA VDL. Then click **OK**. An Information message displays.

**Note:** The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

- 4 Note the task number for your print job, and then click **OK** to return to the Medication History dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.
- 5 Retrieve the Medication History Report from your printer.

# Viewing and Printing BCMA Reports

## Viewing/Printing a Medication Variance Log Report



**TIP:**

A variance preceded by a minus sign (such as -24), indicates the number of minutes that a medication was given *before* the administration time.



**TIP:**

The Medication Variance Log dialog box “defaults” include today’s date listed, and the Patient report selected for printing.

With GUI BCMA, you can print the Medication Variance Log Report by patient or by ward, using the Medication Variance Log in the Reports menu.

This Report lists “event” information within a selected date range, such as the type and number of events (i.e., Early/Late/PRN), and the total percentage of events that occurred. It also includes the medication type, date/time of the variance, and the initials of and comments by the clinician who administered the medication.

### To view/print a Medication Variance Log Report

- 1 Select the Medication Variance Log command from the Reports menu. The Medication Variance Log dialog box displays.

**Keyboard Shortcut:** Press **ALT+R** to display the Reports menu, and then press **E** to display the Medication Variance Log dialog box.

### Example: Medication Variance Log Dialog Box

Medication Variance Log

Medication Variance

Start Date: 7/18/2003 Start Time: 0001

Stop Date: 7/18/2003 Stop Time: 2400

Print by:

Patient

Ward

Print by Patient

Print by Room - Bed

OK Cancel

# Viewing and Printing BCMA Reports

---

## Viewing/Printing a Medication Variance Log Report (cont.)



**TIP:**

You can type the information in the list boxes, or use the drop-down arrows to make your selection.

### To view/print a Medication Variance Log Report (cont.)

- 2 Use the **DOWN ARROW**, within the list boxes, to select the Start and Stop Date and Times of the Medication Variance Log Report that you want to view on-screen or print.

**Note:** Clicking on the **DOWN ARROW** on the Start/Stop Date list boxes displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar. Clicking inside the Start/Stop Time list boxes provides selections.

**Keyboard Shortcut:** Use **TAB** to move among the different areas of the dialog box.

- 3 In the Print by area, click inside a Radio button to print the Medication Variance Log Report by Patient or by Ward.

**Note:** If you choose to print the Medication Variance Log Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information alphabetically by patient.

**Keyboard Shortcut:** Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

- 4 Click **OK** to display the Medication Variance Log Report on-screen.
- 5 Perform one of the following actions:
  - Review the Medication Variance Log Report, and then click **CANCEL** to return to the patient's VDL.
  - Click **PRINT** to display the Printer dialog box. Proceed to step #6.

**Keyboard Shortcut:** Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 6 Select a printer from the drop-down list box that you want to use for outputting the Medication Variance Log Report. Then click **OK**. An Information message displays.

**Note:** The printer that you select becomes the “default” printer for *all* reports printed from BCMA.

# Viewing and Printing BCMA Reports

## Viewing/Printing a Medication Variance Log Report (cont.)

### To view/print a Medication Variance Log Report (cont.)

- 7 Note the task number for your print job, and then click **OK** to return to the Medication Variance Log dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.
- 8 Retrieve the Medication Variance Log Report from your printer. An example of the report is provided below.

### Example: Medication Variance Log Report By Patient

The screenshot shows a window titled "Medication Variance Log" with a standard Windows-style title bar. The report content is as follows:

```
=====
MEDICATION VARIANCE LOG                                     Run Date: JAN 16, 2004@10:04
                                                           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

Reactions: No ADRs on file.
=====
Event Date/Time      Event              Var      Medication
-----
JAN 16, 2004@10:02:02  EARLY/LATE DOSE   -658     SODIUM BICARBONATE
Ward: 7A GEN MED 724-A
Comments: 01/16/04 10:02 By: DD Per Dr's Orders.
JAN 16, 2004@10:03:02  EARLY/LATE DOSE   -657     AMPICILLIN
Ward: 7A GEN MED 724-A
Comments: 01/16/04 10:03 By: DD Needed Early
JAN 16, 2004@10:04:23  EARLY/LATE DOSE   -236     NITROGLYCERIN
Ward: 7A GEN MED 724-A
Comments: 01/16/04 10:04 By: DD Per DR's Orders.

Total Number of Events for the reporting period is: 3.
Total number of EARLY/LATE DOSE events is 3.
Percentage of Total Events: 100%
=====
IOWA, LUKE                                000-00-9678          Ward: 7A GEN MED Room-Bed: 724-A
=====
```

At the bottom right of the window, there are two buttons: "Print" and "Cancel".

# Viewing and Printing BCMA Reports

---

## Viewing/Printing a Cumulative Vitals/Measurement Report

BCMA lets you view/print the Cumulative Vitals/Measurement Report, which lists a patient's vitals from the Vitals package, along with their demographics and hospital location information. You can print the report using the Vitals Cumulative command from the Reports menu.

### To view/print a Cumulative Vitals/Measurement Report

- 1 Select the Vitals Cumulative command from the Reports menu. The Vitals Cumulative dialog box displays.

**Keyboard Shortcut:** Press **ALT+R** to display the Reports menu, and then press **V** to display the Vitals Cumulative dialog box.

### Example: Vitals Cumulative Dialog Box

Vitals Cumulative

Start Date: 9/ 3/2003 Stop Date: 9/ 3/2003

Print by

Patient  
 Ward  
 Print by Patient  
 Print by Room - Bed

OK Cancel



#### TIP:

The Vitals Cumulative dialog box "defaults" include today's date listed, and the Patient report selected for printing. The Ward Radio button is disabled for this report.

# Viewing and Printing BCMA Reports

---

## Viewing/Printing a Cumulative Vitals/Measurement Report (cont.)



**TIP:**

You can type the information in the list boxes, or use the drop-down arrows to make your selection.

### To view/print a Cumulative Vitals/Measurement Report (cont.)

- 2 Use the **DOWN ARROW**, within the list boxes, to select the Start and Stop Date of the Cumulative Vitals/Measurement Report that you want to view on-screen or print.

**Note:** Clicking on the **DOWN ARROW** on the Start/Stop Date list boxes displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar.

**Keyboard Shortcut:** Use **TAB** to move among the different areas of the dialog box.

- 3 Click **OK** to display the Cumulative Vitals/Measurement Report on-screen.

**Note:** You can only print the Cumulative Vitals/Measurement Report by patient, not by Ward. The Ward Radio button is disabled on the Vitals Cumulative dialog box.

- 4 Perform one of the following actions:
  - Review the Cumulative Vitals/Measurement Report, and then click **CANCEL** to return to the patient's VDL.
  - Click **PRINT** to display the Printer dialog box. Proceed to step #6.

**Keyboard Shortcut:** Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

- 5 Select a printer from the drop-down list box that you want to use for outputting the Cumulative Vitals/Measurement Report. Then click **OK**. An Information message displays.

**Note:** The printer that you select becomes the “default” printer for *all* reports printed from BCMA.

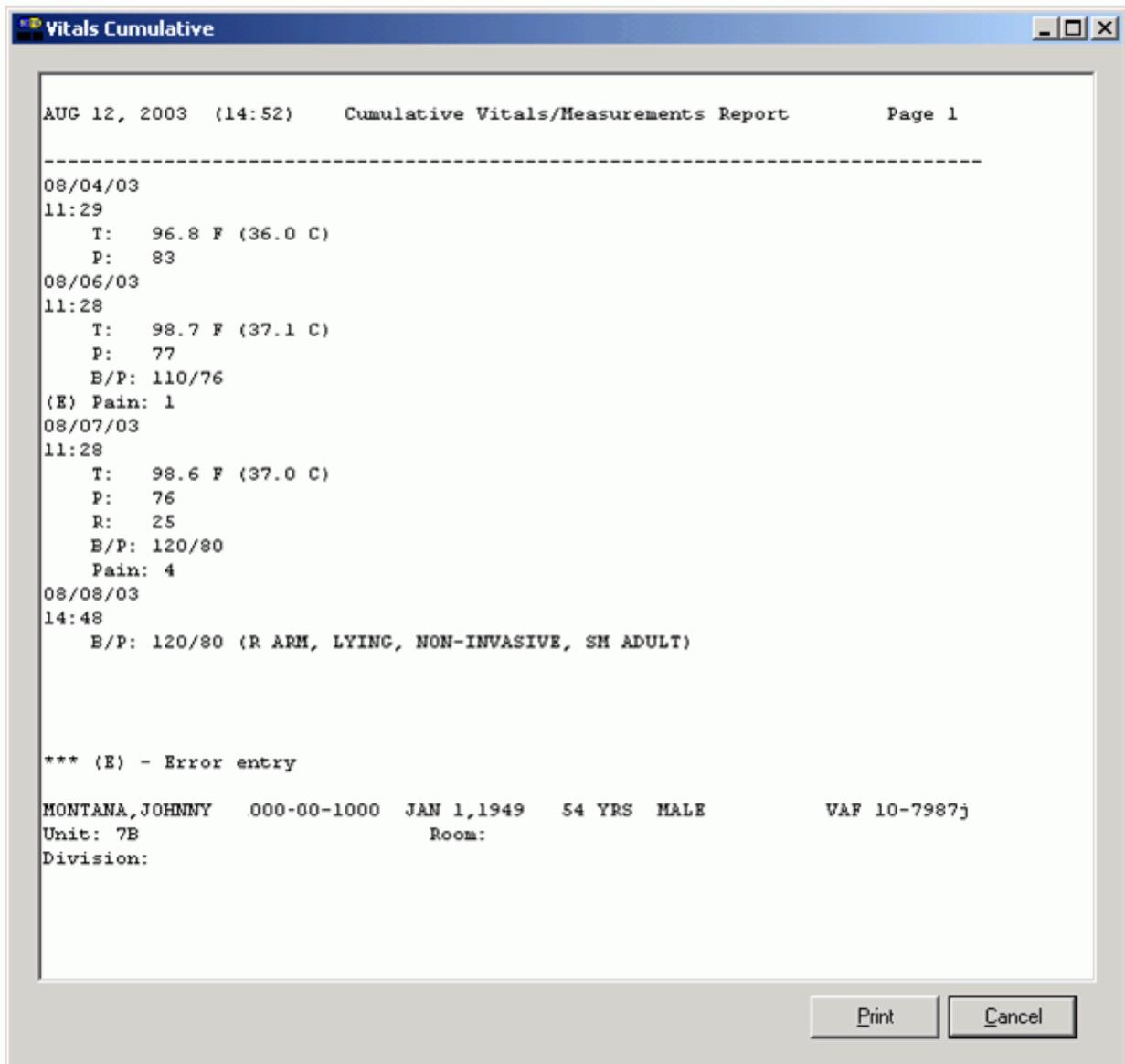
# Viewing and Printing BCMA Reports

## Viewing/Printing a Cumulative Vitals/Measurement Report (cont.)

### To view/print a Cumulative Vitals/Measurement Report (cont.)

- 6 Note the task number for your print job, and then click **OK** to return to the Vitals Cumulative dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.
- 7 Retrieve the Cumulative Vitals/Measurement Report from your printer. An example of the report is provided below.

### Example: Cumulative Vitals/Measurement Report





# Glossary

## BCMA Lingo

The alphabetical listings, in this chapter, are designed to familiarize you with the many acronyms and terms used within this manual and the BCMA software.

### Example: Alphabetical Listing of BCMA Acronyms and Terms

Acronym/Term	Definition
<b>Active</b>	When a medication has been verified, it becomes “active,” and displays on the VDL under the related Medication Tab. A nurse can then administer the medication to the patient. Under the IV Medication Tab, this information is listed in the Status column.
<b>Additive</b>	A drug added in small amounts to an IV solution to improve, strengthen, or otherwise alter it for parenteral administration.
<b>Administration History Report</b>	A report in CPRS that lists the date, time, and orderable item of a medication selected on the CPRS Meds Tab. This report is called “Medication History Report” in BCMA.
<b>Administration Times Report</b>	A report that lists a patient’s medications by the scheduled administration time (from the earliest to the latest).
<b>ADR</b>	<b>Adverse Drug Reaction.</b> See definition under “Adverse Drug Reaction.”
<b>Adverse Drug Reaction</b>	Also called “ADR,” any response to a drug which is noxious and unintended, and which occurs at doses normally used in humans for treatment, diagnosis, or therapy of a disease, or for modifying physiological functions, including toxicity caused by overdose, drug interaction, drug abuse, drug withdrawal, significant failure of expected action, food-drug interaction, or allergy.
<b>Allergy</b>	A type of Adverse Drug Reaction (ADR) that involves a hypersensitivity (i.e., shortness of breath, hives) to a specific substance (i.e., food, drug, chemical).
<b>Audits</b>	The process that tracks the activities of nurses administering medications, by recording selected types of events in the patient’s Medication Log.
<b>Available</b>	This status for an IV bag indicates that the Pharmacy has printed a bag label, and the bag is either being prepared, has been prepared, or has been delivered to the ward for administration. Multiple available bags may display for any specific IV order at any given point in time.
<b>BCMA</b>	<b>Bar Code Medication Administration.</b> A <b>VISTA</b> software application used in VAMCs for validating patient information and medications against active medication orders <i>before</i> being administered to a patient.
<b>BCMA Clinical Reminders</b>	A marquee located in the lower, right-hand corner of the VDL that identifies PRN medication orders needing effectiveness documentation. The setting is based on the “PRN Documentation” site parameter, and applies to current admissions or to the site parameter timeframe (whichever is greater). A mouse-over list displays when the pointer is placed over the PRN Effectiveness Activity, or a full list is available by double clicking on the Activity.

# Glossary

## Example: Alphabetical Listing of BCMA Acronyms and Terms

Acronym/Term	Definition
<b>CHUI</b>	<b>Character-based User Interface.</b>
<b>Clinician</b>	VAMC personnel who administer active medication orders to patients.
<b>Completed</b>	This status for an IV bag indicates that the infusion has been completed, and the bag is being taken down or replaced with a new bag. No additional actions may be taken on a bag marked as "Completed," other than to enter comments.
<b>Continuous Order</b>	A medication given continuously to a patient for the life of the order, as defined by the order Start and Stop Date/Time.
<b>Cumulative Vitals/ Measurement Report</b>	A report that lists a patient's vitals from the Vitals package, along with their demographics and hospital location information
<b>CPRS</b>	<b>Computerized Patient Record System.</b> A <i>VISTA</i> software application that allows users to enter patient orders into different software packages from a single application. All pending orders that appear in the Unit Dose and IV packages are initially entered through the CPRS package. Clinicians, managers, quality assurance staff, and researchers use this integrated record system.
<b>CPRS Med Order Button</b>	Also called the "Hot Button," a direct link to CPRS for electronically ordering, documenting, reviewing and signing verbal- and phone-type STAT and medication orders that a clinician has already administered to patients. This feature is particularly useful in ICU-type environments, as it helps to streamline the workflow in such a busy setting.
<b>Dispensed Drug</b>	A drug whose name has the strength associated with it (e.g., Acetaminophen 325 mg). The name without the strength is called the "Orderable Item Name."
<b>Due List Report</b>	A report that provides detailed information about active <i>and</i> future Unit Dose and IV medication orders that are "due" for administering to a patient during a time frame that you specify within a 24-hour period.
<b>Electronic Signature Code</b>	Authorizes that you are the user logged in to BCMA. This code is a site parameter setting in GUI BCMA.
<b>Finish</b>	The process in which the pharmacist adds the information necessary to make the order active. For example: dispense drug, and start/stop date.
<b>Frequency</b>	Intervals between medication doses administered to a patient.
<b>Given</b>	When a medication is administered to a patient, it is considered to be "Given" and marked as such (with a "G") in the Status column of the VDL.
<b>GUI</b>	<b>Graphical User Interface.</b> The type of interface chosen for BCMA.

# Glossary

## Example: Alphabetical Listing of BCMA Acronyms and Terms

Acronym/Term	Definition
<b>Held</b>	When a medication is not actually taken by a patient, it is considered to be “Held” and marked as such (with an “H”) in the Status column of the VDL. Reasons might include the patient being temporarily off the ward. You can select and mark multiple medications as Held on the VDL using the Right Click drop-down menu. In the case of IV bags, this status indicates that the dose was Held. The only actions available for this type of IV bag are to mark the bag as Infusing or Refused, or to submit a Missing Dose Request to the Pharmacy.
<b>Hold</b>	To display a medication order grayed out on the VDL until its Stop Date/Time or until it is Given. Some medical centers require that a nurse mark these order types as “Held,” although it is <i>not</i> necessary that they do so.
<b>Hospital-supplied Self Medication</b>	Also called “HSM,” a medication supplied to a patient by a VAMC’s Pharmacy, but administered by a patient.
<b>HSM</b>	<b>Hospital-supplied Self Medication.</b> A medication supplied to a patient by a medical center’s Pharmacy, but administered by a patient.
<b>IEN</b>	<b>Internal Entry Number.</b> The internal entry drug number entered by Pharmacy personnel into the DRUG file (#50) to identify Unit Dose and IV medications.
<b>Inactive Date</b>	The date that a medication order is no longer active and cannot be administered to a patient.
<b>Infusing</b>	This status, for an IV bag, indicates that the bag is actively being infused. A nurse can enter a comment by right clicking on the bag. If an IV bag is scanned, the only allowable actions are to mark the IV bag as Stopped or Completed.
<b>Infusion Rate</b>	The flow rate at which medication (fluid) in an IV Bag is given to a patient.
<b>Internal Entry Number</b>	Also called “IEN,” the internal entry drug number entered by Pharmacy personnel into the DRUG file (#50) to identify Unit Dose and IV medications.
<b>IV</b>	A medication given intravenously (within a vein) to a patient from an IV Bag. IV types include Admixture, Chemotherapy, Hyperal, Piggyback, and Syringe.
<b>IVP</b>	Also called “IV Push,” a Unit Dose order with a Medication Route of “IVP” or “IV PUSH.”
<b>IVPB</b>	Also called “IV Piggyback,” an IV order with an IV type of Piggyback.
<b>IV Bag Chronology</b>	On the IV Medication Tab, the area of the VDL that displays the components (with related icons) for all displayable IV bags or Ward Stock bags.
<b>IV Bag Detail</b>	Provides detailed information about the actions taken on the IV bag or Ward Stock bag identifier currently selected in the IV Bag Chronology display area such as the date/time, clinician, action, and comments.

# Glossary

## Example: Alphabetical Listing of BCMA Acronyms and Terms

Acronym/Term	Definition
<b>Last Action Column</b>	Based on the orderable item ( <i>not</i> the medication), to identify to the nurse the last action that occurred on the active medication displayed.
<b>MAH</b>	<b>Medication Administration History.</b> A patient report that 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 is not due. The report also lists 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.
<b>MAR</b>	<b>Medication Administration Record.</b> The traditional, handwritten record used for noting when a patient received a medication. BCMA replaces this record with an MAH.
<b>Medication Administration History Report</b>	Also called "MAH," <b>Medication Administration History.</b> A patient report that 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 is not due. The report also lists 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.
<b>Medication History Report</b>	A report in BCMA that lists the date, time, and orderable item of a medication selected on the VDL. This report is called "Administration History Report" in CPRS.
<b>Medication Log Report</b>	Also called "Med Log," a report that lists every action taken on a medication order within a specified 24-hour period. You can choose to include Comments and Audits performed on the patient's medication orders.
<b>Medication Order Display Area</b>	The area of the VDL that displays active medication orders, scheduled for administration, according to the Virtual Due List Parameters and Schedule Types selected.
<b>Medication Route</b>	Also called "Route" or "Med Route," the method by which a patient receives medication (i.e., PO, IV, IM, ID, SQ, and SC). Each VAMC determines routes and associated abbreviations, which cannot exceed five characters in length. Otherwise they will <i>not</i> fit on bar code labels and the MAH.
<b>Medication Tab</b>	Used to separate and view a type of active medication order (i.e., Unit Dose IV Push, IV Piggyback, and large-volume IVs) that needs to be administered to a patient. The Tab under which an order displays depends on how it was entered. The "alert light" on a Tab turns <b>GREEN</b> <i>only</i> when a medication order exists for the Schedule Type selected within the respective start/stop date and time selected on the BCMA VDL. If grayed out, then none exist.

# Glossary

## Example: Alphabetical Listing of BCMA Acronyms and Terms

Acronym/Term	Definition
<b>Medication Variance Log Report</b>	A report in BCMA that provides “exceptions” (variances) to the medication administration process. It also lists “event” information within a selected date range, such as the type and number of events, and the total percentage of events that occurred. A variance preceded by a minus sign (such as –24) indicates the number of minutes that a medication was given before the administration time.
<b>Missing Dose</b>	A medication considered “Missing.” BCMA automatically marks this order type (with an “M”) in the Status column of the VDL after you submit a Missing Dose Request to the Pharmacy. If an IV bag displayed in the IV Bag Chronology display area of the VDL is <i>not</i> available for administration, you may mark the IV bag as a “Missing Dose” using the Missing Dose button or by right clicking the IV bag and selecting the Missing Dose command in the Right Click drop-down menu.
<b>Missed Medications Report</b>	A report that lists information about Continuous and One-Time Unit Dose and IV Piggyback medications that were <i>not</i> administered to a patient.
<b>National Drug Code</b>	Also called “NDC,” the number assigned by a manufacturer to each item/medication administered to a patient.
<b>NDC</b>	<b>National Drug Code.</b> The number assigned by a manufacturer to each item/medication administered to a patient.
<b>Not Given</b>	The status that a scanned medication marked as “Given,” but <i>not</i> actually taken by a patient, is changed to on the VDL. The administration will display on the VDL as it appeared <i>before</i> it was marked as “Given.” BCMA notes the status change only in the Audit Trail section of the Medication Log ( <i>not</i> on the VDL).
<b>NOW Order</b>	A medication order given ASAP to a patient, entered as a One-Time order by Providers and Pharmacists. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time.
<b>Order</b>	A medication order given ASAP to a patient, entered as a One-Time order by providers and pharmacists. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time.
<b>On-Call Order</b>	A specific order or action dependent upon another order or action taking place <i>before</i> it is carried out. For example, “Cefazolin 1gm IVPB On Call to Operating Room.” Since it may be unkn when the patient will be taken to the operating room, the administration of the On-Call Cefazolin is dependent upon that event.
<b>One-Time Order</b>	A medication order given one time to a patient such as a STAT or NOW a order. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time or until it is Given.
<b>Orderable Item</b>	A drug whose name does NOT have the strength associated with it (e.g., Acetaminophen 325 mg). The name with a strength is called the “Dispensed Drug Name.”

# Glossary

## Example: Alphabetical Listing of BCMA Acronyms and Terms

Acronym/Term	Definition
<b>Patient Transfer Notification</b>	A message that displays when a patient's record is opened or the Unit Dose or IVP/IVPB Medication Tab is viewed for the first time. It indicates that the patient has had a movement type (usually a transfer) within the site-definable parameter, and the last action for the medication occurred before the movement, but still within the defined timeframe.
<b>Pending Order</b>	An order entered by a provider through CPRS without Pharmacy personnel verifying the order.
<b>PRN Effectiveness List Report</b>	A report that lists PRN medications administered to a patient that needs Effectiveness comments.
<b>PRN Order</b>	The Latin abbreviation for <b>Pro Re Nata</b> . A medication dosage given to a patient on an "as needed" basis.
<b>Provider</b>	Another name for the "Physician" involved in the prescription of a medication (Unit Dose or IV) to a patient.
<b>PSB CPRS MED BUTTON</b>	The name of the security "key" that must be assigned to nurses who document verbal- and phone-type STAT and medication orders using the CPRS Med Order Button on the BCMA VDL.
<b>PSB INSTRUCTOR</b>	The name of the security "key" that must be assigned to nursing instructors, supervising nursing students, so they can access user options within BCMA V. 3.0.
<b>PSB MANAGER</b>	The name of the security "key" that must be assigned to managers so they can access the PSB Manager options within BCMA V. 3.0.
<b>PSB STUDENT</b>	The name of the security "key" that must be assigned to nursing students, supervised by nursing instructors, so they can access user options with BCMA V. 3.0. This key requires that a nursing instructor sign on to BCMA V. 3.0.
<b>Refused</b>	The status for an IV bag or Unit Dose to indicate that the patient refused to take the dose.
<b>Removed</b>	The status for a patch (i.e., Nitroglycerin, Fentanyl, or Nicotine) to indicate that it has been removed from a patient. Once removed, the letters "RM" (for "Removed") display in the Status column of the VDL.
<b>Schedule</b>	The frequency at which a medication is administered to a patient. For example, QID, QD, QAM, Q4H.
<b>Schedule Type</b>	Identifies the type of schedule (i.e., Continuous, PRN, On-Call, and One-Time) for the medication being administered to a patient.
<b>Schedule Type Indicator</b>	A <b>GREEN</b> "alert light" indicates that a medication order exists for the Schedule Type selected within the respective start/stop date and time selected on the BCMA VDL. If grayed out, then none exist.
<b>Security Keys</b>	Used to access specific options within BCMA that are otherwise "locked" without the security key. Only users designated as "Holders" may access these options.

# Glossary

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## Example: Alphabetical Listing of BCMA Acronyms and Terms

ACRONYM/TERM	DEFINITION
<b>SM</b>	<b>Self Medication.</b> A medication supplied <i>and</i> administered by a patient.
<b>Solution</b>	A homogeneous mixture of two or more substances. For IVs, these would be liquids.
<b>Start Date/Time</b>	The date and time that a medication is scheduled for administration to a patient.
<b>STAT Order</b>	A medication order given immediately to a patient, entered as a One-Time order by providers and pharmacists. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time.
<b>Status</b>	A code used to inform a clinician about the condition or progress of a medication order. For Unit Dose and IVP/IVPB orders, status codes include G=Given, H=Held, R=Refused, M=Missing, and RM=Removed (patch removal only). For IV orders, status codes include I=Infusing, H=Held, R=Refused, S=Stopped, C=Completed, and M=Missing.
<b>Status Bar</b>	Includes the name of the clinician(s) administering medications, plus the name of the division, and the time current Server time (system time).
<b>Stop Date/Time</b>	The date and time that a medication order will expire, and should no longer be administered to a patient.
<b>Stopped</b>	This status, for an IV bag, indicates that the IV bag was scanned as Infusing, but was then stopped by a nurse. An IV bag may be stopped and restarted for a variety of reasons. The only actions allowed on a "Stopped" IV bag is to mark the bag as Infusing, Completed, Held, or Refused.
<b>Strength</b>	The degree of concentration, distillation, or saturation of a medication.
<b>Unique Identifier Number</b>	The number generated for IV and IV Piggyback medications when the Pharmacy prints a bar code label for an IV bag. It helps to identify which IVs have been manufactured by the Pharmacy. For IV Piggyback orders, use the Available Bags command in the Right Click drop-down menu. For IV orders, locate it in the IV Bag Chronology display area of the VDL.
<b>Unit Dose</b>	A medication given to a patient, such as tablets or capsules.
<b>Verify</b>	When a nurse or a pharmacist confirms that a medication order is accurate and complete, according to the information supplied by the provider.
<b>VDL</b>	<b>Virtual Due List.</b> An on-line "list" used by clinicians when administering active medication orders (i.e., Unit Dose, IV Push, IV Piggyback, and large-volume IVs) to a patient. This is the Main Screen in BCMA.
<b>Virtual Due List</b>	Also called "VDL," an on-line list used by clinicians when administering active medication orders to a patient. This is the Main Screen in BCMA.
<b>Ward Stock</b>	Unit Dose and IV medications that are "stocked" on an ongoing basis on wards and patient care areas. They are packaged in a ready-to-use form or compounded by the medication administrator.

