



INPATIENT MEDICATIONS (IM)

SUPERVISOR'S USER MANUAL

Version 5.0
December 1997

(Revised December 2003)

Revision History

The table below lists changes made since the initial release of this manual. Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. Either update the existing manual with the Change Pages Document, or replace it with the updated manual.

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

Date	Revised Pages	Patch Number	Description
12/03	i, 24, 25	PSJ*5*119	Updated Revision History page to reflect new text preceding the table created by the technical writers for clarity, which was unrelated to this patch. Updated section 2.2.1. to add the ROUND ATC PICK LIST UNITS field, which allows rounding of fractional units per dose, and updated screen shot in the example to reflect the new field.
05/02	All	PSJ*5*58	Updated the Title Page, Revision History Page, Introduction Page, Glossary, and Index. Added the PSJI PHARM TECH key.
01/02	None	PSJ*5*65	There were no changes necessary for this patch.
01/02	Title, i, ii, 1, 2, 19, 20, 21, 22, 23, 24, 25, 26	PSJ*5*63	Updated the Title Page, Revision History Page, and the Introduction Page. The Ward and System Parameters were updated to include the new parameters for determining the stop date for one-time orders. Included pages for double-sided printing.
09/01	All	PSJ*5*50	Added this Revision History Page. Re-formatted the manual into sections. Added Patch Release changes and Pharmacy Ordering Enhancements (POE).
12/97			Original Released Supervisor's User Manual.

(This page included for two-sided copying.)

Example: Inpatient Ward Parameters Edit (continued)

```
MAR ORDER SELECTION DEFAULT: ?
  Answer must be 1-10 characters in length.
Enter the number corresponding to the type of orders to be included on
MARs printed for this ward. Multiple types (except 1) may be selected
using "-" or "," as delimiters.
Choose from:
    1 - All Medications
    2 - Non-IV Medications only
    3 - IV Piggybacks
    4 - LVPs
    5 - TPNS
    6 - Chemotherapy Medications (IV)
MAR ORDER SELECTION DEFAULT: 1      1 - All Medications
PRINT PENDING ORDERS ON MAR: ?
  Enter YES to include acknowledged pending orders on the MARs
  Choose from:
    1      YES
PRINT PENDING ORDERS ON MAR: <Enter>
'SELF MED' IN ORDER ENTRY: ?
  Answer 'YES' to have the prompts for patient self-medication included in
  the order entry process.
  Choose from:
    1      YES
    0      NO
'SELF MED' IN ORDER ENTRY: <Enter>
Select WARD:
```

3.4.4. Systems Parameters Edit [PSJ SYS EDIT]

The PHARMACY SYSTEM file allows a hospital to tailor various aspects of the Unit Dose module that affect the entire medical center. Currently the following fields can be edited by using the *Systems Parameters Edit* option.

- “NON-FORMULARY MESSAGE:”

This is a message that will be shown to non-pharmacist users when ordering a non-formulary drug for a patient (a drug that is not currently stocked by the pharmacy). This is typically a warning and/or a procedure the non-pharmacist users must follow before the pharmacy will dispense the non-formulary drug. The message will show exactly as entered here.

“EDIT Option:”

This field is used to edit the non-formulary message displayed above.

- “PRINT 6 BLOCKS FOR THE PRN MAR:”

This field is used to indicate if 4 or 6 blocks are to be used for ONE-TIME/PRN orders on the 7/14 DAY MAR ONE-TIME/PRN SHEET. The 7/14 DAY MAR ONE-TIME/PRN SHEET will print 4 blocks if this field is not set to **YES**.

- “PRINT DIET ABBR LABEL ON MAR:”

If this field contains a **1** or **YES**, the Dietetics Abbreviated Label will be printed on the MAR.

- “MAR SORT:”

This parameter allows the sorting of the MAR by the order’s schedule type or alphabetically by the medication names.

CHOOSE FROM:

- 0 Sort by order’s Schedule Type and then by Medication Names
- 1 Sort by order’s Medication Names

- “ATC SORT PARAMETER:”

This parameter allows sending of the Pick List to the ATC machine by ATC mnemonic within Patient (as in Inpatient Medications versions up to 4.0), or else by admin time within patient.

CHOOSE FROM:

- 0 ATC MNEMONIC
- 1 ADMIN TIME

- “CALC UNITS NEEDED PRN ORDERS:”

This parameter controls whether or not the Units Needed will be calculated for the orders with PRN in the schedule field on the Pick List.

- “DAYS UNTIL STOP FOR ONE-TIME:”

This parameter indicates the number of days a one-time order should last if there is no ward parameter defined. This number can be between 1 and 30.

- “ROUND ATC PICK LIST UNITS:”

This parameter allows the site to decide whether or not fractional units per dose will be rounded to the next whole number before the pick list is sent to the ATC.

Example: Systems Parameters Edit

```
Select PARAmeters Edit Menu Option: SYStems Parameters Edit

NON-FORMULARY MESSAGE:
  1>This is the Non formulary message!!!
EDIT Option: ?
  Choose, by first letter, a Word Processing Command
  or type a Line Number to edit that line.
EDIT Option: ^
PRINT 6 BLOCKS FOR THE PRN MAR: ?
  Enter 1 to allow 6 blocks to be printed for the ONE-TIME/PRN orders on the
  7/14 DAY MAR ONE-TIME/PRN SHEET.
  Choose from:
    1      YES
PRINT 6 BLOCKS FOR THE PRN MAR: <Enter>
PRINT DIET ABBR LABEL ON MAR: ?
  Enter 1 or Yes, the Dietetics Abbreviated Label will print on the MAR
  Choose from:
    1      YES
PRINT DIET ABBR LABEL ON MAR: <Enter>
MAR SORT: Sort by order's Medication Names.// ?
  Choose from:
    0      Sort by order's Schedule Type and then Medication Names.
    1      Sort by order's Medication Names.
MAR SORT: Sort by order's Medication Names.// <Enter>
ATC SORT PARAMETER: ATC MNEMONIC// ?
  Enter '0' to send Pick List to ATC by drug, '1' for admin time.
  Choose from:
    0      ATC MNEMONIC
    1      ADMIN TIME
ATC SORT PARAMETER: ATC MNEMONIC// <Enter>
CALC UNITS NEEDED PRN ORDERS: YES// ?
  Enter a 1 if you would like to have the UNITS NEEDED calculated for PRN
  orders on the Pick List.
  Choose from:
    1      YES
CALC UNITS NEEDED PRN ORDERS: YES// <Enter>
DAYS UNTIL STOP FOR ONE-TIME: ?
  Type a Number between 1 and 30, indicating the number of days a one-time
  order should last if there is no ward parameter defined.
DAYS UNTIL STOP FOR ONE-TIME: <Enter>
ROUND ATC PICK LIST UNITS: YES// ?
  The purpose of this field is to allow rounding of fractional doses to be
  sent by the pick list to the ATC.
```

3.5. PATient Order Purge – Temporarily Unavailable [PSJU PO PURGE]



Note: The *PATient Order Purge* option is “**Out of Order**” and **TEMPORARILY UNAVAILABLE**.

The *PATient Order Purge* option will start a background job to delete all orders for patients that have been discharged before or on the user-specified date. This option does not affect orders for currently admitted patients.

Patient order purge looks at the earliest start date of the last Pick List that has not been filed away and allows the user to purge orders three days before that start date.

This option is very CPU-intensive, and should be queued to run at a time of day when the fewest users are on the system, such as on a weekend. The supervisor should only purge several months of data at one time.

3.6. Pick List Menu [PSJU PL MENU]

The *Pick List Menu* option is used to control deletion of a pick list, auto purging parameters, and the physical purging of pick lists.

Example: Pick List Menu

```
Select Supervisor's Menu Option: PPick List Menu

Delete a Pick List
Ppick List Auto Purge Set/Reset
PUrge Pick Lists
```