



BAR CODE MEDICATION ADMINISTRATION (BCMA)

MANAGER'S USER MANUAL

Version 3.0
February 2004

(Revised September 2007)

Revision History

Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. If the Revised Pages column lists “All,” replace the existing manual with the reissued manual. If the Revised Pages column lists individual entries (e.g., 25, 32), either update the existing manual with the Change Pages Document or print the entire new manual.

Date	Revised Pages	Patch Number	Description
09/2007	All	PSB*3*32	Re-issue of manual to fix pagination problems and new functionality in patch PSB*3*32, including new Max Date Range parameter, and the ability to create a customized Tools menu to display in the BCMA GUI. (R. Singer, PM, E. Phelps, Tech Writer)

Table of Contents

Introduction	1
Benefits of BCMA V. 3.0	1
Benefits of This Manual.....	1
Our Target Audience.....	1
Other Sources of Information.....	2
Background/Technical Information	2
This Manual and Related Documentation	2
Conventions Used in This Manual	2
Obtaining On-line Help.....	4
Setting Site Parameters for GUI BCMA.....	5
Signing on to GUI BCMA Site Parameters Application.....	5
Running the Unknown Action Status Report	9
Creating a Listing of Unknown Actions	9
Defining and Updating Site Parameters for Your Division	11
Working with the Facility Tab	13
Working with the Parameters Tab.....	14
Working with the Default Answer Lists Tab	19
Working with the IV Parameters Tab.....	27
Accessing the CHUI BCMA Manager Menu	33
Accessing the CHUI BCMA Manager Menu	33
Checking the Drug IEN Code for Unit Dose Meds.....	35
Verifying the Drug IEN Code for a Unit Dose Medication	35
Responding to Missing Dose Requests.....	37
Creating a Follow-up Message for a Missing Dose Request	37
Resetting User Parameters	41
Resetting a User's Default Parameter Settings	41
Using the Trouble Shoot Med Log.....	43
Identifying Scanning Problems	43
Running the Unknown Action Status Report	47
Creating a Listing of Unknown Actions	47

Customizing the BCMA GUI Tools Menu	51
Defining the Tools Menu in VistA.....	51
Glossary	55
Learning BCMA Lingo.....	55
Index	61

Introduction

Benefits of BCMA V. 3.0



TIP:

BCMA is designed to augment, not replace, the clinical judgment of the medication administrator, or clinician.

The Bar Code Medication Administration (BCMA) V. 3.0 software includes routines, files, enhancements, maintenance fixes, and Phase Release changes for BCMA V. 2.0. The enhancements are a direct result of feedback from the BCMA Workgroup and our many end users.

BCMA V. 3.0 software is designed to improve the accuracy of the medication administration process. By automating this process, Department of Veterans Affairs Medical Centers (VAMCS) can expect enhanced patient safety and patient care.

The electronic information that BCMA V. 3.0 provides clinicians improves their ability to administer medications safely and effectively to patients on wards during their medication passes. It also helps to improve the daily communication that occurs between Nursing and Pharmacy staffs.

Benefits of This Manual



TIP:

Only individuals holding the PSB MANAGER security key can access the Bar Code Medication Administration Manager menu.

This manual provides detailed instructions for setting the Graphical User Interface (GUI) BCMA site parameters; using the BCMA Character-based User Interface (CHUI) Manager Option; checking the Drug Internal Entry Number (IEN) Code on Unit Dose medications; entering a reason for a Missing Dose Request; resetting user parameters; and using the Trouble Shoot Med Log.

Our Target Audience

We have developed this manual for individuals within the following groups, who are responsible for managing the site parameter settings for your VAMC.

- Information Resources Management (IRM)
- Clinical Applications Coordinator (CAC) — called Applications Package Coordinator (ADPAC) at some VAMCs

Introduction

Other Sources of Information



TIP:

Bookmark these sites for future reference.

Refer to the Web sites listed below when you want to receive more background and technical information about BCMA V. 3.0, and to download this manual and related documentation.

Background/Technical Information

From your Intranet, enter <http://vista.med.va.gov/bcma> in the Address field to access the BCMA Main Web page.

This Manual and Related Documentation

From your Intranet, enter <http://www.va.gov/vdl> in the Address field to access this manual, and those listed below, from the VistA Documentation Library (VDL).

- Installation Guide
- Technical Manual/Security Guide
- GUI User Manual
- Nursing CHUI User Manual
- Pharmacy CHUI User Manual

Conventions Used in This Manual



TIP:

In a CHUI environment, when you press **ENTER**, instead of typing a response, the system accepts the default value shown to the left of the double slash (//) at a prompt or a field.

Throughout this manual, you will find a variety of elements designed to help you work more efficiently with BCMA 3.0. They include the many conventions listed below.

- **Keyboard Responses:** Keys provided in **boldface**, within the copy, help you quickly identify what to press on your keyboard to perform an action. For example, when you see **ENTER** or **<Enter>** in the copy, press this key on your keyboard.
 - **Within the GUI Steps:** Use the **ARROW** keys to Select your division name, and then press **ENTER**.
 - **Within the CHUI Steps:** At the “Select User to Reset:” prompt, enter the user’s name and then press **<Enter>**.
- **Mouse Responses:** Buttons provided in **boldface**, within the steps, indicate what you should select on your computer screen using the mouse. For example, when you see **NEXT**, **YES/NO**, or **OK** in the steps, click or select the appropriate button on your computer screen.

Introduction

Conventions Used in This Manual (cont.)

- **User Responses:** Information presented in **boldface**, within the steps, indicate what you should “type” (enter) onto your computer screen. For example, At the “Select OPTION NAME:” prompt, type **XPD MAIN** and then press **<Enter>**.
- **Screen Captures:** Provide “shaded” examples of what you will see on your computer screen, and possible user responses.
- **Notes:** Provided within the steps, describe exceptions or special cases about the information presented. They reflect the experience of our Staff, Developers, and Testers.
- **Tips:** Located in the left margin, these helpful hints are designed to help you work more efficiently with BCMA V. 3.0.
- **Menu Options:** When provided in *italics*, identifies a menu option. When provided in **boldface**, ALL CAPS, identifies the letters that you should type onto your computer screen, before pressing **<Enter>**. The system then goes directly to the menu option or field. (**Note:** The letters do *not* have to be entered as capital letters, even though they are provided within the steps in this format.) See the example provided below.
 - At the *Bar Code Medication Administration Manager* menu, type **T**, and then press **<Enter>** to access the *Trouble Shoot Med Log* [PSB MED LOG TROUBLE SHOOTER] option.

Introduction

Obtaining On-line Help

On-line help is designed right into the CHUI version of BCMA V. 3.0, making it quick and easy for you to get answers to your questions. Here's how to access help in CHUI BCMA:

- **CHUI BCMA:** Lets you enter up to three question marks at any prompt to receive on-line help.
 - **One Question Mark:** Provides a brief statement related to the prompt.
 - **Two Question Marks:** Displays more detailed information about the prompt, plus any hidden actions.
 - **Three Question Marks:** Provides more detailed help, including a list of possible answers.

Setting Site Parameters for GUI BCMA

Signing on to GUI BCMA Site Parameters Application



TIP:

Accessing the GUI BCMA Site Parameters application Main Screen is simple. Just double-click on the BCMA icon on your desktop, and then enter information when prompted by the system. See the example provided below.



BCMA Parameter.Ink

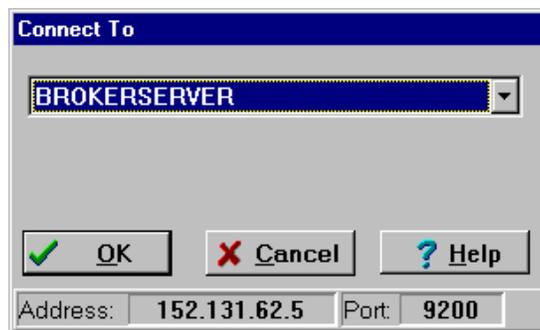
Use this section to sign on (log on) to the GUI BCMA Site Parameters application.

Note: The initial process of signing on to the GUI BCMA Site Parameters application is the same for each site.

To sign on to GUI BCMA Site Parameters application

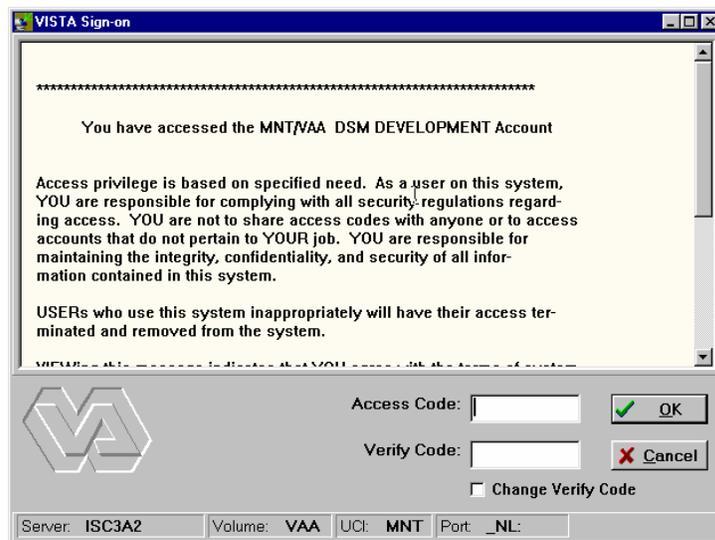
- 1 Double-click on the BCMA icon on your desktop. The Connect To Selection dialog box may display. This will depend on your system set-up.

Example: Connect To Selection Dialog Box



- 2 Select the Server connection for your site, and then click **OK**. The Vista Sign-on dialog box displays.

Example: Vista Sign-on Dialog Box



Setting Site Parameters for GUI BCMA

Signing on to GUI BCMA Site Parameters Application (cont.)



TIP:

You can skip steps 3 and 4 by typing your Access Code, and then your Verify Code — separated by a semi-colon — in the Access Code field. Click **OK** after typing the codes.

To sign on to GUI BCMA Site Parameters application (cont.)

- 3 In the Access Code field, type your Access Code, and then press **TAB**.
 - If the “blinking” cursor does *not* display in this field, click once in the field to activate it.

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

- 4 In the Verify Code field, type your Verify Code, and then click **OK**. A Warning message displays.
 - If the “blinking” cursor does *not* display in this field, click once in the field to activate it.

Keyboard Shortcut: Press **ENTER** after typing the codes to display a Warning message.

Setting Site Parameters for GUI BCMA

Signing on to GUI BCMA Site Parameters Application (cont.)

➤ If Your VAMC Has Multiple Divisions

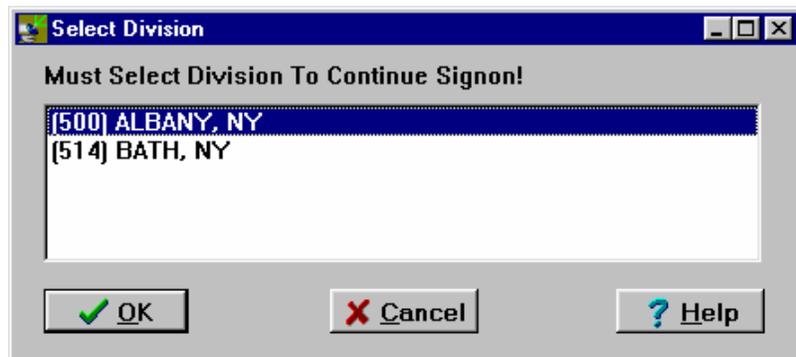
The Select Division dialog box, provided below, displays if your VAMC has multiple divisions.

To Select a Division:

- 1 Select a division that corresponds to your VAMC, and then click **OK**.

Keyboard Shortcut: Use the **ARROW** keys to Select your division name, and then press **ENTER**.

Example: Select Division Dialog Box



- 2 Continue with the sign-on process.

Setting Site Parameters for GUI BCMA

Signing on to GUI BCMA Site Parameters Application (cont.)

To sign on to GUI BCMA Site Parameters application (cont.)

Example: Warning Message About Updates to Parameters Being Immediate



- 3 Review the Warning message, and then click **OK**. The BCMA Site Parameters Opening Screen displays.

Example: BCMA Site Parameters Opening Screen



Running the Unknown Action Status Report

Creating a Listing of Unknown Actions



TIP:

Administrations with an Unknown action status also display on the BCMA VDL and Cover Sheet in the GUI.



TIP:

The CHUI version of this report allows the user to select by Division.

You can use the *Unknown Action Status Report* [PSBO XA] option from the *Bar Code Medication Administration Manager* menu to print a listing of administrations that have an unknown action status. When a user is in the process of documenting an administration in *Manual Medication Entry* [PSB MED LOG NEW ENTRY], the administration status initially defaults to blank (null). If the order is not completed with a valid administration status, the Admin Status will be listed as unknown, and appear on the Unknown Action Status Report.

The unknown (null) status can occur during *Manual Medication Entry* when the user's network connection is broken, their terminal emulator software malfunctions, or if the user improperly exits out of the application.

Use the BCMA GUI Edit Med Log to correct the administration status of any entries found on this report.

Note: This report is only accessible to users with the PSB MANAGER security key.

To run the Unknown Action Status Report

- 1 At the *Bar Code Medication Administration Manager* menu, type **U**, and then press **<Enter>** to access the *Unknown Action Status Report* [PSBO XA] option. The associated screen then displays.

Example: Unknown Action Status Report Report Criteria Screen

MAI - KEAI 420

File Edit View Tools Options Help

Start Date: JUL 5, 2006 Stop Date: JUL 12, 2006

Select Division: ALBANY

Print to DEVICE:
Queue To Run At: JUL 12, 2006@14:03

Instructions: PF1-E Submit PF1-Q Cancel1 PF1-R Refresh <Ret> Re-Edit:

COMMAND: 1(006,014) Press <PF1>H for help Insert

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division

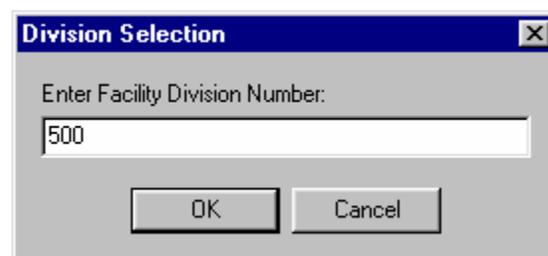
You are now ready to update existing GUI BCMA site parameters for your VAMC.

To define and update site parameters for your division

- 2 Select the Open command from the File menu. The Division Selection dialog box displays.

Keyboard Shortcut: Press **ALT+F** to display the File menu, and then press **O** to select the Open command.

Example: Division Selection Dialog Box



- 3 Enter the **number of the division** that corresponds to your VAMC, and then click **OK**. The BCMA Site Parameters Main Screen displays, with the Facility Tab selected.

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

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)

To define and update site parameters for your division (cont.)

Example: BCMA Site Parameters Main Screen with Facility Tab Selected

The screenshot shows a window titled "BCMA Site Parameters" with a menu bar containing "File" and "Help". Below the menu bar are four tabs: "Facility", "Parameters", "Default Answer Lists", and "IV Parameters". The "Facility" tab is selected. The main content area is divided into two sections. The first section, "Facility Information (Read-Only)", contains the following fields: "Name:" with the value "ALBANY, NY (500)"; "Address Line 1:" with the value "VA MEDICAL CENTER"; "Address Line 2:" with the value "1 3RD sT."; "City:" with the value "ALBANY"; "State:" with the value "NEW YORK"; and "Zip Code:" with the value "12180-00". The second section, "BCMA Status for Division", contains a checkbox labeled "BCMA On-Line:" which is checked. To the right of this checkbox is a "Notice:" box with the text: "This parameter only affects users signing on to the current division. Multi-Division sites must enable/disable access for each division."

- 4 Review the sections that follow to acquaint yourself with each Tab and the options available to your VAMC.

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)



TIP:

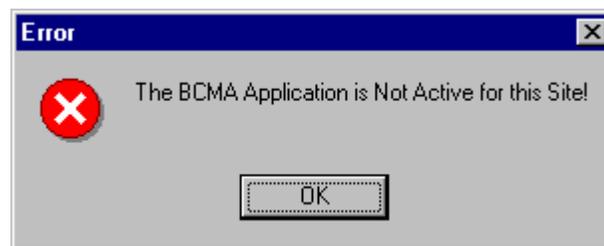
Modifying the “BCMA On-line” parameter affects *all* users signing on to your division. Multi-division sites must disable access to each site.

Working with the Facility Tab

The Facility Tab, on the BCMA Site Parameters Main Screen, provides the following functions:

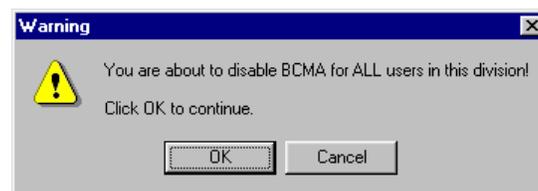
- **Facility Information (Read-Only):** This area provides read-only information populated by the INSTITUTION file (#4).
- **BCMA On-Line:** This option (check box) under the “BCMA Status for Division” section lets IRM personnel enable or disable all GUI BCMA options. It does *not* affect CHUI BCMA options.
 - **If the “BCMA On-Line” check box is checked,** the system is on-line and all GUI BCMA options are available.
 - **If the “BCMA On-Line” check box is *not* checked,** all users currently logged on to GUI BCMA options will *not* be affected. However, when a user attempts to log on to the GUI options, the following Error message displays:

Example: Error Message When BCMA Not Active for Your Site



- If the “BCMA On-Line” check box is checked and you try to take it off-line by deselecting the check box, the following Warning message displays:

Example: Warning Message When All BCMA Users Are Being Disabled for Your Division



Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)

Working with the Parameters Tab

You can activate the Parameters Tab by placing the cursor over the Tab, and then clicking once on it. Doing so activates the site parameters for this Tab.

This section describes the fields and check boxes available on the Parameters Tab.

Example: BCMA Site Parameters Tab

➤ Output Devices Area

- **Scratch HFS (Host File Server) Directory:** This field lists the directory accessible to all BCMA V. 3.0 users, required at every division running BCMA. The directory includes reports that BCMA V. 3.0 generates and retrieves.
 - **If the field is blank,** BCMA V. 3.0 uses the Default Directory for the HFS entry in the Kernel SYSTEM PARAMETERS file.

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)

Working with the Parameters Tab (cont.)

➤ Output Devices Area (cont.)

- **Missing Dose Request Printer:** This field identifies the default division printer for Missing Dose requests.

➤ Mail Groups Area

- **Mail Groups:** This area lists the mail groups that must be created using the *VistA Mail Group Edit* [XM EDIT MG] option, and by setting the TYPE field to PUBLIC. BCMA V. 3.0 includes the following mail groups listed below:
 - **Due List Error:** This field generates an E-mail message for any medication order that BCMA cannot resolve for VDL placement, and sends it to the mail group members. An example might include no administration times entered for a Continuous order.
 - **Missing Dose Notification:** This field generates an E-mail message for any Missing Dose Request entered using the BCMA CHUI or GUI menu options. The E-mail is sent to all members of the mail group, specifically Pharmacy, as a “fail safe” even if the designated Missing Dose printer is not functioning.
 - **Unknown Actions:** This field generates an E-mail message for any administration with an “Unknown” status while processing administrations to display on the VDL.

➤ Reports Area

- **Include Comments:** This check box, when selected, will automatically check the “Include Comments” check box in the Report dialog box as the default setting for the Medication History Report and the Medication Log Report. If this parameter is unchecked, the “Include Comments” check box will be unchecked, by default, in the related Report dialog box. Users can choose to change the check box setting in the Printer dialog box as needed, depending on whether they wish to have the comments for the administration included on the report.
- **Med Hist Days Back:** This field lets you define the number of days in the past, from the current system date, that the Medication History Report should retrieve data. The allowable entry for this parameter is 1 to 9999 days. The default is 30 days.
 - A user can change the date range, for the report, in the Report dialog box.

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)

Working with the Parameters Tab (cont.)

➤ Bar Code Options Area

- **Default Bar Code Format:** This field lets you select the desired bar code format that you want to produce on the bar code label printer. The following options are available from a drop-down list box: C39, 128, and I25.
- **Default Bar Code Prefix:** This field lets you specify up to five alphanumeric characters of text that will print as a prefix on a bar code label printed on the bar code label printer.
- **Using Robot RX:** This check box should be checked *only* if your site is using the Robot RX product.

➤ Administration Area

- **Require ESig To Administer Medication:** This check box requires that users enter the Access/Verify and Electronic Signature Code (ESig) before launching GUI BCMA. Otherwise, the clinician administering medications will be asked for Access/Verify codes only.
- **Allow Multiple Admins for On-Call:** When checked, your division allows multiple administrations for an On-Call order.

➤ Allowable Time Limits In Minutes Area

- **Before and After Scheduled Admin Time:** This parameter defines the allowable medication administration timeframe. In the example provided, the allowable timeframe is set to one hour before through one hour after the scheduled administration time. Each window may be defined up to 240 minutes.
- **PRN Effectiveness Entry:** This parameter defines the allowable time for the PRN Effectiveness to be assessed, after a PRN medication is given by a clinician, and before a variance is logged. If a medication administration is outside the allowable time, a variance will be logged when the effectiveness is entered. You can define this window up to 240 minutes.

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)



TIP:

The Continuous, One-Time, and On-Call Schedule Type parameter check boxes are “checked” and “disabled” to ensure that these Schedule Types automatically display on the CHUI Due List and on the BCMA VDL.

Working with the Parameters Tab (cont.)

➤ Virtual Due List Default Times Area

- **Start Time** and **Stop Time:** This option lets you enter the number of hours before and after NOW that GUI BCMA will initially display orders on a patient’s VDL (i.e., patient record).

➤ Include Schedule Types Area

- These check boxes let you select the default display for the CHUI Menu Option *Due List* [PSBO DL] and the BCMA VDL. The PRN check box controls the default display of PRN medications on the VDL. Your VAMC can choose to have the PRN Schedule Types display on the VDL by default, or to display PRN medications once the clinician selects the PRN Schedule Type check box on the VDL. All other Schedule Types will display by default and cannot be changed.

➤ Individual client settings are not allowed.

➤ Misc Options Area

- **Max Client/Server Clock Variance:** This field lets you specify the number of minutes allowed for a variance, between the Client clock and the Server clock time.
 - **If outside the range,** a Warning message displays.
- **Patient Transfer Notification Timeframe In Hours:** This field lets you define the number of hours, before the current system time, that a patient movement must be less than for the movement type (usually a transfer) to display on the BCMA VDL. The allowable entry for this parameter is a minimum value of 2 and a maximum value of 99. The default is 72 hours.
 - Individual client settings are not allowed.
- **BCMA Idle Timeout In Minutes:** This field lets you define the number of minutes before BCMA becomes inactive. The default is 1 minute.

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)



TIP:

Users can double click on the PRN Effectiveness Activity in the BCMA Clinical Reminders marquee to document ALL PRN medication orders needing effectiveness documentation.

Working with the Parameters Tab (cont.)

➤ Misc Options Area (cont.)

- **PRN Documentation In Hours:** This field lets you define the minimum number of hours from NOW that BCMA V. 3.0 will search for PRN medication orders needing effectiveness comments. The four most recent PRN orders that need documentation display within the PRN Effectiveness mouse-over list in the “BCMA Clinical Reminders” marquee, which is located in the lower, right-hand corner of the VDL. BCMA displays PRN medications based on the current admission or the site parameter timeframe (whichever is greater). The allowable entry for this parameter is a minimum value of 1 and a maximum value of 999. The default is 72 hours.
 - Individual client settings are not allowed.
- **Max Date Range:** This field lets you specify the maximum number of days allowed for the IV Bag Status and Medication Therapy reports. A warning message will display if the user attempts to run these reports beyond the number of days allowed by this site parameter. No default.
- **Patch Display Duration:** This field lets you specify the number of days after an order’s Stop Date that a “Given” patch will continue to display on the VDL and Cover Sheet. The allowed values are: Always Display and 7-14 days. The display date will be calculated by adding the number of days defined in the site parameter to the Stop Date of the order. If the value of the site parameter is Always Display, then the patch will continue to display on the VDL until it is marked as removed using the Due List—regardless of the order Stop Date. The default is Always Display.
- **Enable CPRS Med Order Button:** Selecting this button allows clinicians to use the CPRS Med Order Button in BCMA V. 3.0 to electronically order, document, review, and sign verbal- and phone-type STAT and NOW (One-Time) medication orders that they are administering to patients.
 - Clinicians can access the CPRS Med Order Button functionality only if they hold the PSB CPRS MED BUTTON security key.
 - Clinicians must be able to accept *and* sign orders in CPRS to use the CPRS Med Order Button functionality in BCMA V. 3.0.

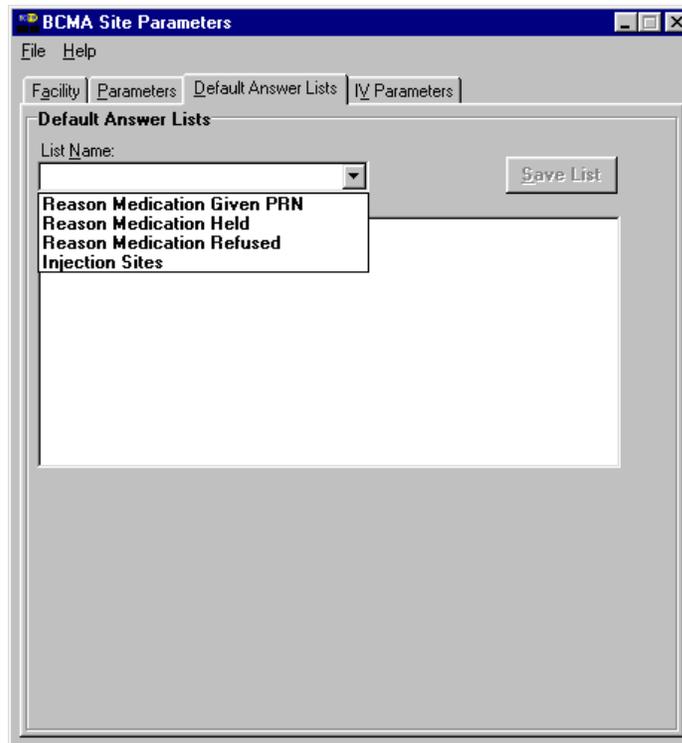
Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)

Working with the Default Answer Lists Tab

You can activate the Default Answer Lists Tab by placing the cursor over the Tab, and then clicking once on it. Doing so activates the site parameters for the Default Answer Lists Tab.

Example: Default Answer Lists Tab Selected and List Names Provided



TIP:

The maximum characters allowed for the free-text Default Answer Lists is 30.

You can use the Default Answer Lists Tab to define the Selection Lists for the following options. These lists are free-text and definable on a divisional basis.

- Reason Medication Given PRN
- Reason Medication Held
- Reason Medication Refused
- Injection Sites

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)



TIP:

The maximum characters allowed for a new, or a renamed, Answer Lists item is 30.



TIP:

If you select the “Requires Pain Score” check box when adding or renaming a “Reason Medication Given PRN” item, users will be required to select a pain score in the Medication Log and PRN Effectiveness dialog boxes when administering a medication.

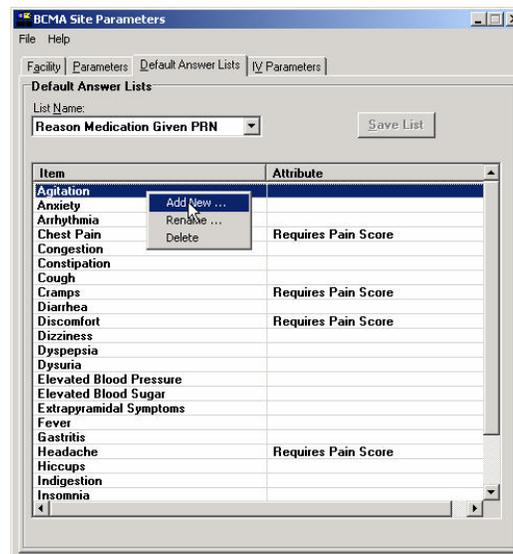
Working with the Default Answer Lists Tab (cont.)

You can create a list by pointing inside the text box associated with a list item, and then clicking the right mouse button. You may Add, Rename, or Delete any item within the box by highlighting the option within the List Items box, and then clicking on the right mouse button to make your selection. To activate the Rename or Delete functions for one of the listings, highlight the listing, and then click on the related command in the list box.

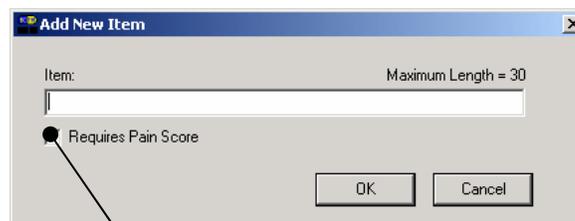
After you complete a list, click on the Save List button to store your list before exiting the Default Answer Lists Tab.

Note: A warning message displays if you attempt to enter more than 100 entries in a Default Answer Lists.

Example: Creating a Default Answer List for “Reason Medication Given PRN”



— THEN —



This is the “Attribute” shown in the example above.

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)

Working with the Default Answer Lists Tab (cont.)

This section provides suggested entries for the Default Answers Lists for GUI BCMA V. 3.0.

Example: Suggested Default Answer List for "Reason Medication Given PRN"

Reason #:	Value
1	Agitation
2	Anxiety
3	Arrhythmia
4	Chest Pain
5	Congestion
6	Constipation
7	Cough
8	Cramps
9	Diarrhea
10	Discomfort
11	Dizziness
12	Dyspepsia
13	Dysuria
14	Elevated Blood Pressure
15	Elevated Blood Sugar
16	Extrapyramidal Symptoms
17	Fever
18	Gastritis
19	Headache
20	Hiccups
21	Indigestion
22	Insomnia

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)

Working with the Default Answer Lists Tab (cont.)

This section provides suggested entries for the Default Answers Lists for GUI BCMA V. 3.0.

Example: Suggested Default Answer List for “Reason Medication Given PRN” (cont.)

Reason #:	Value
23	Irritation
24	Itching
25	Low Blood Pressure
26	Low Blood Sugar
27	Muscle Spasm
28	Nausea
29	Nervousness
30	Nightmares
31	Nocturia
32	Oliguria
33	Pain
34	Psychosis
35	Seizures
36	Shortness of Breath
37	Sore Throat
38	Tremors
39	Vertigo
40	Vomiting
41	Wheezing
42	Withdrawals

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)

Working with the Default Answer Lists Tab (cont.)

This section provides suggested entries for the Default Answers Lists for GUI BCMA V. 3.0.

Example: Suggested Default Answer List for “Reason Medication Held”

Reason #:	Value
1	Agitation
2	Apical Pulse Out of Range
3	Authorized Absence
4	Blood Pressure Out of Range
5	Blood Sugar Out of Range
6	Constipation
7	Diarrhea
8	NPO
9	Obtunded
10	Off Ward
11	On Pass
12	Provider Ordered
13	Respirations Out of Range
14	Sleeping
15	Somnolent
16	Temperature Out of Range
17	HEALED

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)

Working with the Default Answer Lists Tab (cont.)

This section provides suggested entries for the Default Answers Lists for GUI BCMA V. 3.0.

Example: Suggested Default Answer List for “Reason Medication Refused”

Reason #:	Value
1	Diarrhea
2	Emesis
3	Nausea
4	Patient Request
5	Patient Spit Out

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)

Working with the Default Answer Lists Tab (cont.)

This section provides suggested entries for the Default Answers Lists for GUI BCMA V. 3.0.

Example: Suggested Default Answer List for “Injection Sites”

Injection Site #:	Value
1	Abdomen, Left Lower Quad
2	Abdomen, Left Upper Quad
3	Abdomen, Right Lower Quad
4	Abdomen, Right Upper Quad
5	Arm, Left Upper
6	Arm, Right Upper
7	Back, Upper Left
8	Back, Upper Right
9	Buttock, Left
10	Buttock, Right
11	Deltoid, Left
12	Deltoid, Right
13	Gluteal, Left Ventral
14	Gluteal, Right Ventral
15	Gluteus Medius, Left
16	Gluteus Medius, Right
17	IV/Lock
18	Thigh, Left
19	Thigh, Right
20	Thigh, Mid-Anterior Left
21	Thigh, Mid-Anterior Right
22	Vastus Lateralis, Left
23	Vastus Lateralis, Right

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)

Working with the IV Parameters Tab

You can activate the IV Parameters Tab by placing the cursor over the Tab, and then clicking once on it. Doing so activates the site parameters for this Tab.

The IV Parameters Tab lets you configure the business logic that BCMA V. 3.0 will use when processing an IV order that has been changed. You can configure this option using the following hierarchy: Division and Ward.

When BCMA V. 3.0 is first installed, it automatically sets up the recommended default settings for the division and all IV types.

Note: Although the default settings are highly recommended by the BCMA Workgroup, you can still change them for your site.

Example: Site Parameters Available When IV Parameters Tab Selected

The screenshot shows the 'BCMA Site Parameters' dialog box with the 'IV Parameters' tab selected. The dialog has a menu bar with 'File' and 'Help'. Below the menu bar are four tabs: 'Facility', 'Parameters', 'Default Answer Lists', and 'IV Parameters'. The 'IV Parameters' tab is active. The dialog is divided into two main sections: 'Location' and 'Prompts'.
The 'Location' section contains a 'Ward' dropdown menu with 'ALL' selected. Below it is the 'IV Type' section, which has a 'Type' dropdown menu with 'Admixture' selected and a 'Reset IV Type' button.
The 'Prompts' section contains a list of 14 dropdown menus, each with a label and a value: Additive (Invalid Bag), Strength (Invalid Bag), Bottle (Invalid Bag), Solution (Invalid Bag), Volume (Invalid Bag), Infusion Rate (Warning), Med Route (Invalid Bag), Schedule (Invalid Bag), Admin Time (Invalid Bag), Remarks (Invalid Bag), Other Print Info (Warning), Provider (Invalid Bag), Start Date/Time (Invalid Bag), Stop Date/Time (Invalid Bag), and Provider Comments (Invalid Bag). At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)



TIP:

In the Example provided, the **RESET IV TYPE** button is located below the Type drop-down list box.



TIP:

If you later determine that you need to use the default settings for “ALL” (wards) simply select the ward in the Ward drop-down list box, and then click the **RESET IV TYPE** button. A Warning message will display, informing you that the system will revert to the Division (ALL) settings.

Working with the IV Parameters Tab (cont.)

This section describes each field that is available when you select the IV Parameters Tab.

➤ Location Area

- **Ward:** This field lets you configure the IV parameter by division (ALL) or by an individual ward. “ALL” is the default setting for a division. This setting includes all wards.
 - A ward provided in **boldface**, in the drop-down list box, indicates that an IV parameter has been set up.
 - You may change the configuration on an individual ward basis by selecting a ward from the Ward drop-down list box, making selections from the Prompts section, and then clicking **OK** to accept the changes.

Example: Ward Drop-Down List Box for Location Area

The screenshot shows the 'BCMA Site Parameters' dialog box with the 'IV Parameters' tab selected. The 'Location' section has a 'Ward' dropdown menu with 'ALL' selected. Below it, a list of wards is displayed, with '3E NORTH' in bold. The 'Prompts' section contains various dropdown menus for Additive, Strength, Bottle, Solution, Volume, Infusion Rate, Med Route, Schedule, Admin Time, Remarks, Other Print Info, Provider, Start Date/Time, Stop Date/Time, and Provider Comments. The 'OK' and 'Cancel' buttons are at the bottom.

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)

Working with the IV Parameters Tab (cont.)

This section describes each field that is available when you select the IV Parameters Tab.

➤ IV Type Area

- **Type:** This field lets you configure the IV parameter by IV Type. They include: Admixture, Chemotherapy, Hyperal, Piggyback, and Syringe.
 - An IV Type listed in **boldface**, in the list box, is set up for the selected ward.

Example: Type Drop-Down List Box for IV Type Area



TIP:

In the Example provided, the **RESET IV TYPE** button is located below the Type drop-down list box.

The screenshot shows the 'BCMA Site Parameters' dialog box with the 'IV Parameters' tab selected. The 'Location' section has 'Ward' set to 'ALL'. The 'IV Type' section has a 'Type' dropdown menu with a list box showing options: 'Admixture', 'Chemotherapy', 'Hyperal', 'Piggyback', and 'Syringe'. The 'Admixture' option is currently selected and bolded. The 'Prompts' section contains various dropdown menus for 'Additive', 'Strength', 'Bottle', 'Solution', 'Volume', 'Infusion Rate', 'Med Route', 'Schedule', 'Admin Time', 'Remarks', 'Other Print Info', 'Provider', 'Start Date/Time', 'Stop Date/Time', and 'Provider Comments'. Most are set to 'Invalid Bag', while 'Infusion Rate' and 'Other Print Info' are set to 'Warning'. 'OK' and 'Cancel' buttons are at the bottom.

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)

Working with the IV Parameters Tab (cont.)

This section describes each field that is available when you select the IV Parameters Tab.

➤ Prompts Area

- Includes fields from the Inpatient Medications V. 5.0 IV Order Entry screen. They include the following: Additive, Strength, Bottle, Solution, Volume, Infusion Rate, Med Route, Schedule, Admin Time, Remarks, Other Print Info, Provider, Start Date/Time, Stop Date/Time, and Provider Comments.
 - Each field offers a selection of Warning, Non-Verify, and Invalid Bag.

Example: Prompts Drop-Down List Box for Additive Field

The screenshot shows the 'BCMA Site Parameters' dialog box with the 'IV Parameters' tab selected. The 'Prompts' section contains the following fields and their current values:

Field	Value
Additive	Invalid Bag
Strength	Warning
Bottle	Non-Verify
Solution	Invalid Bag
Volume	Invalid Bag
Infusion Rate	Warning
Med Route	Invalid Bag
Schedule	Invalid Bag
Admin Time	Invalid Bag
Remarks	Invalid Bag
Other Print Info	Warning
Provider	Invalid Bag
Start Date/Time	Invalid Bag
Stop Date/Time	Invalid Bag
Provider Comments	Invalid Bag

Buttons: OK, Cancel

Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Division (cont.)

Working with the IV Parameters Tab (cont.)

➤ Prompts Area (cont.)

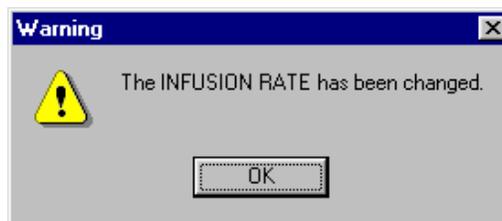
- Should you determine that you need to change the Prompts default settings, you will receive an Information message notifying you that your selection is *not* recommended for that particular option.

Example: Information Message When Prompts Default Settings Changed



- **If a field is set to Warning**, and an order is changed, the IV bags from the old order are carried to the new order and display on the BCMA VDL. When you scan the bar code on an IV bag, a Warning message alerts you about fields that have changed. GUI BCMA would then display the Scan IV dialog box so you can begin infusing the IV bag.

Example: Warning Message That Fields in Inpatient Medications V. 5.0 Changed



- **If a field is set to Non-Verify**, and an order is changed, the IV bags from the old order are carried to the new order and display on the BCMA VDL. When you scan a bar code on an IV bag, NO warning message displays. The Scan IV dialog box automatically displays so you can begin infusing the IV bag.
- **If a field is set to Invalid Bag**, and an order is changed, the IV bags from the old order do *not* carry to the new order or display on the BCMA VDL.

Accessing the CHUI BCMA Manager Menu

Accessing the CHUI BCMA Manager Menu



TIP:

You must hold the PSB MANAGER security key to access the BCMA Manager Menu.

You can use the *Bar Code Medication Administration Manager* menu to access information entered by clinicians via the BCMA VDL within CHUI BCMA V. 3.0. You can access this menu option from any Vista-enabled terminal within your VAMC.

Because BCMA operates in real time, scanned patient and medication information is available as soon as the “scan” is successfully completed using GUI BCMA.

To access the CHUI BCMA Manager Menu

- 1 At a Vista-enabled terminal, enter your **Access and Verify Codes** when prompted by the system. The menus available to you will then display.

Example: Accessing the CHUI BCMA Manager Menu

```
Smart Term Office - [Birmingham.Stw]
File Edit View Tools Properties Connection Window Help
You last signed on Apr 25,2002 at 00:0
There was 1 unsuccessful attempt since you last signed on.
Select TERMINAL TYPE NAME: C-VT100//
Digital Equipment Corporation VT-100 video

1 Bar Code Medication Administration Manager ...
2 Clinician Menu ...
3 IV Menu ...
4 Unit Dose Medications ...
Assume another Identity
Resume Your Own Identity

Select BCMA NURSING MENU Option: 1 Bar Code Medication Administration Manager

Drug File Inquiry
Medication Administration Menu Nursing ...
Medication Administration Menu Pharmacy ...
Missing Dose Followup
Reset User Parameters
Trouble Shoot Med Log
Unknown Action Status Report

Select Bar Code Medication Administration Manager Option:
Connected to 10.4.21.2 Macro Print Capture | 11:02 | VT340 | 0 hr 1 min | Row 24 Col 59
```

- 2 At the “Select BCMA NURSING MENU Option:” prompt, type **BAR**, and then press **<Enter>** to access the *Bar Code Medication Administration Manager* menu. The options available to you then display.
- 3 At the “Select Bar Code Medication Administration Manager Option:” prompt, enter the **text of the desired option**, and then press **<Enter>**. The Main Screen for the associated option then displays.

Checking the Drug IEN Code for Unit Dose Meds

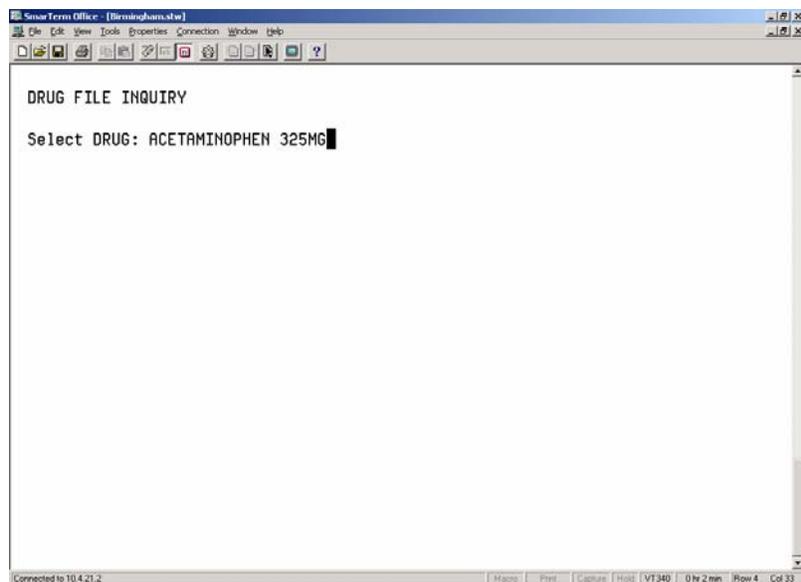
Verifying the Drug IEN Code for a Unit Dose Medication

You can use the *Drug File Inquiry* [PSB DRUG INQUIRY] option from the *Bar Code Medication Administration* menu to verify the Drug IEN Code for Unit Dose medications. This option is particularly useful when you need to resolve a discrepancy with an IEN Code for a medication.

To verify the drug IEN code for a Unit Dose medication

- 1 At the *Bar Code Medication Administration Manager* menu, type **D** to access the *Drug File Inquiry* [PSB DRUG INQUIRY] option. The associated screen displays.

Example: Drug File Inquiry Screen



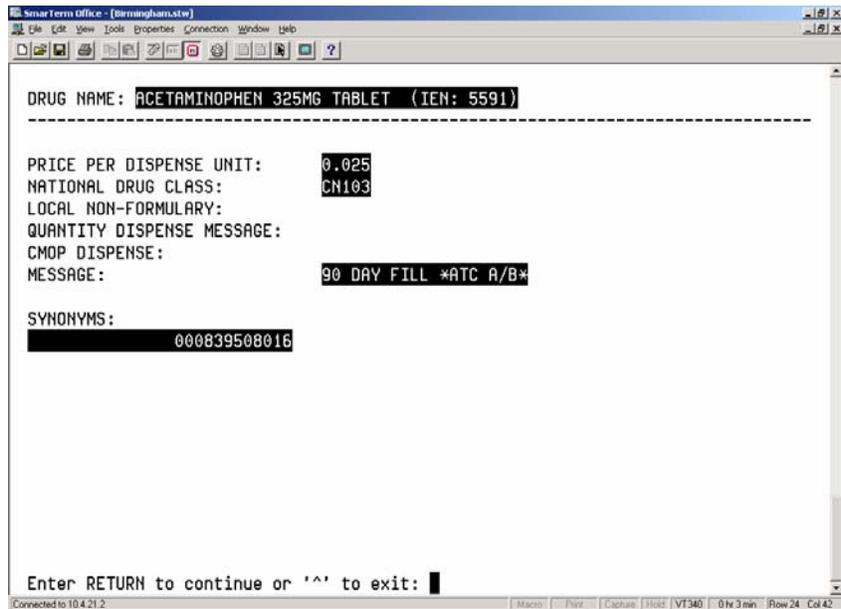
- 2 At the "Select DRUG:" prompt, type the **name and dosage of the drug that you want an IEN Code**, and then press **<Enter>**. The associated drug file information, or other IEN information, then displays. See the next page for an example.

Checking the Drug IEN Code for Unit Dose Meds

Verifying the Drug IEN Code for a Unit Dose Medication (cont.)

To verify the drug IEN code for a Unit Dose medication (cont.)

Example: Results of Drug File Inquiry



Note: The IEN Code appears on the first line, to the right of the Drug Name. Typically, this is the bar code number on the Unit Dose package prepared by the Pharmacy. Manufacturers' National Drug Code (NDC) bar codes may appear in the SYNONYMS field within this screen. If the drug is non-formulary, the NON-FORMULARY field will be set to N/F.

Responding to Missing Dose Requests

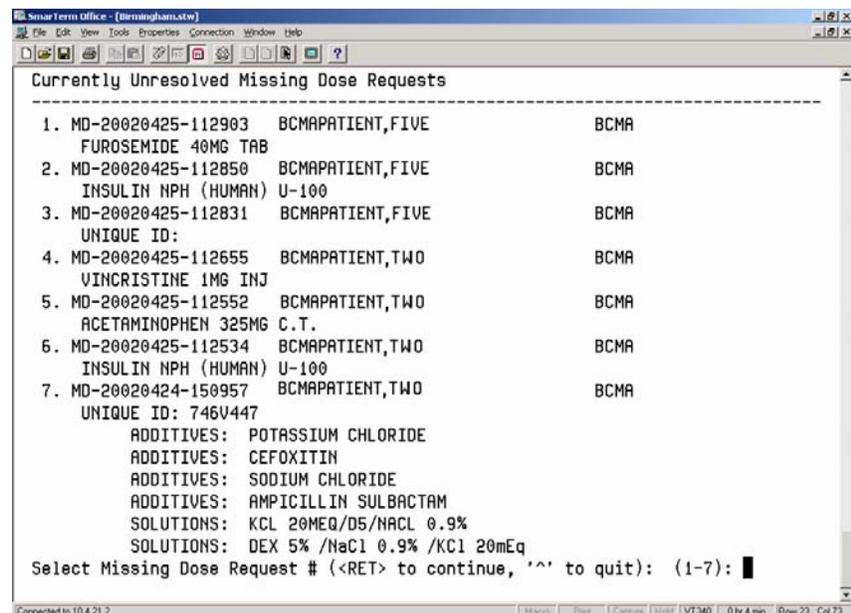
Creating a Follow-up Message for a Missing Dose Request

The *Missing Dose Followup* [PSB MISSING DOSE FOLLOWUP] option from the *Bar Code Medication Administration Manager* menu lets the Pharmacy electronically respond to a Missing Dose Request submitted by a clinician from BCMA V. 3.0. The Pharmacy can enter a reason that the dose was missing, the time the dose was delivered, and the name of the individual who delivered the dose.

To create a follow-up message for a Missing Dose Request

- 1 At the *Bar Code Medication Administration Manager* menu, type **MI**, and then press <Enter> to access the *Missing Dose Followup* [PSB MISSING DOSE FOLLOWUP] option. The associated screen then displays.

Example: Missing Dose Request Selection Screen



- 2 At the “Select Missing Dose Request # (<RET> to continue, ‘^’ to quit): (1-7):” prompt, type the **number opposite the Missing Dose that you want to create a follow-up message for**, and then press <Enter>. The Missing Dose Request Pharmacy Follow-up Information screen, provided on the following page, then displays.

Responding to Missing Dose Requests

Creating a Follow-up Message for a Missing Dose Request (cont.)

To create a follow-up message for a Missing Dose Request (cont.)

Example: Missing Dose Request Entry Screen

Request #: MD-20040126-102417 Missing Dose Request

Requesting User: BCMANURSE, ONE Division: ALBANY

Request Date/Time: JAN 26, 2004@10:24

Patient Name: BCMAPATIENT, ONE Ward: 7A GEN MED

Drug Requested: ACETAMINOPHEN 325MG TAB Room/Bed: 724-A

***** Pharmacy Followup Information *****

Dose Delivered: YES

Delivered By: BCMANURSE, ONE

Delivery Date/Time: FEB 4, 2004@13:02

Pharmacy Reason Needed: FOUND IN DRAWER

Exit Save Refresh

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

COMMAND: Press <PF1>H for help Insert

Connected to 10.4.21.2 Macro Print Capture Hold VT340 1 hr 0 min Row 24 Col 10

- 3 At the DOSE DELIVERED field, type **Yes**, and then press **<Enter>**.
 - If a medication is no longer active or will *not* be delivered, type **No** in this field.
- 4 At the DELIVERY DATE/TIME field, type **N** (for Now) or the **date and time that the dose was delivered**, and then press **<Enter>**.

Responding to Missing Dose Requests

Creating a Follow-up Message for a Missing Dose Request (cont.)



TIP:

You can type a ? to display a listing of the Pharmacy Reasons Needed.

To create a follow-up message for a Missing Dose Request (cont.)

- 5 At the PHARMACY REASON NEEDED field, type the **number that corresponds to your selection** from the Pharmacy Reasons Needed Selection Table provided below.
- 6 At the COMMAND field, perform one of the following actions:
 - Type **S**, and then press <Enter> to save the information that you entered for the Missing Dose Request selected.
 - Type **E**, and then press <Enter> to exit the Followup Information Screen.
 - **If you try to exit the screen without saving the data**, the system displays the message: “Save changes before leaving form (Y/N)?” Type **N** (for No), or **Y** (for Yes), and then press <Enter>. The system confirms that the data has been saved, and returns you to the “Select Bar Code Medication Administration Manager Option:” prompt.
 - Type **R**, and then press <Enter> to refresh the Followup Information Screen.

Example: Pharmacy Reasons Needed Selection Table

Number	Pharmacy Reasons Needed
1	WS/FILL ON REQUEST
2	FOUND IN DRAWER
3	PHARMACIST ERROR
4	EXPIRED/NO ORDER
5	ATC ERROR
6	NOT ENOUGH PRNS
7	TECHNICIAN ERROR
8	ON PRE-EXCHANGE/PICK LIST
9	PATIENT TRANSFERRED
10	NURSE ADMIN ERROR

Resetting User Parameters

Resetting a User's Default Parameter Settings



TIP:

The *Reset User Parameters* [PSB USER PARAM RESET] option is particularly useful when a user is unable to access a screen, or is *not* satisfied with their user-defined parameters.

Once a clinician uses BCMA V. 3.0, the parameters become their default settings. For example, when they change the default settings for certain fields (i.e., Start and Stop Times, and Column Sort Selection) on the BCMA VDL, these settings are retained in their user parameters — and become the default settings each time they log on to BCMA V. 3.0. This does *not* apply to the Unit Dose Tab, which is the default view or to Schedule Types, which are all selected each time you open a VDL (i.e., patient record).

You can reset these user-selected parameters to site-defined parameters using the *Reset User Parameters* [PSB USER PARAM RESET] option in BCMA V. 3.0.

To reset a user's default parameter settings

- 1 At the *Bar Code Medication Administration Manager* menu, type **RE** to access the *Reset User Parameters* [PSB USER PARAM RESET] option. The associated screen then displays.

Example: Reset User Parameters Sequence Screen

```
Sinar Term Office - [mirningham.stw]
File Edit View Tools Properties Connection Window Help
[Icons]

Drug File Inquiry
Medication Administration Menu Nursing ...
Medication Administration Menu Pharmacy ...
Missing Dose Followup
Reset User Parameters
Trouble Shoot Med Log

Select Bar Code Medication Administration Manager Option: REset User Parameters
Select User to Reset: BCMANURSE,ONE          DD          NURSE

Are you sure you want to reset all parameters for this user? No// Y (Yes)
Resetting...Done.

Drug File Inquiry
Medication Administration Menu Nursing ...
Medication Administration Menu Pharmacy ...
Missing Dose Followup
Reset User Parameters
Trouble Shoot Med Log

Select Bar Code Medication Administration Manager Option:

Connected to 10.4.21.2          Macro F100 Capture Hold VT340 0 hr 6 min Row 24 Col 59
```

- 2 At the “Select User to Reset:” prompt, enter the **user's name**, and then press **<Enter>**. A prompt displays.

Resetting User Parameters

Resetting a User's Default Parameter Settings (cont.)

To reset a user's default parameter settings (cont.)

- 3 At the "Are you sure you want to reset all parameters for this user? No//?" prompt, perform one of the following actions:
 - **To accept the default answer of No**, press <Enter>. The system will *not* reset the user's parameters. You will be returned to the Bar Code Medication Administration Manager Menu.
 - **To reset the user parameters**, type **Y** at the prompt, and then press <Enter>. The system then provides a message of "Resetting...Done" to indicate that the user parameters have been reset. See the Example on the previous page for more details.

Using the Trouble Shoot Med Log

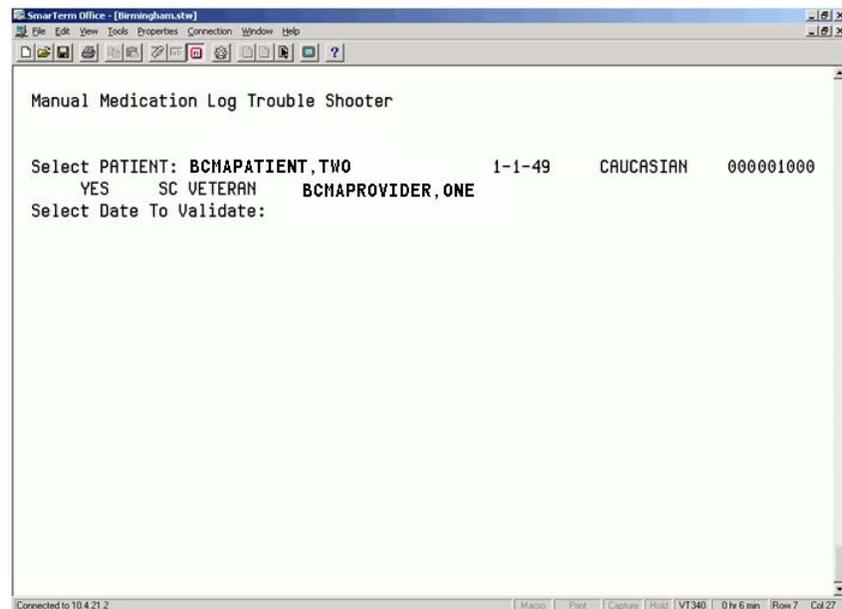
Identifying Scanning Problems

You can use the *Trouble Shoot Med Log* [PSB MED LOG TROUBLE SHOOTER] option from the *Bar Code Medication Administration Manager* menu to determine the reason that a medication is *not* being marked on the BCMA VDL within BCMA V. 3.0 as “Given,” even though it is being scanned during a medication pass.

To identify scanning problems using the Trouble Shoot Med Log

- 1 At the *Bar Code Medication Administration Manager* menu, type **T** to access the *Trouble Shoot Med Log* [PSB MED LOG TROUBLE SHOOTER] option. The associated screen then displays.

Example: Medication Log Trouble Shooter Screen



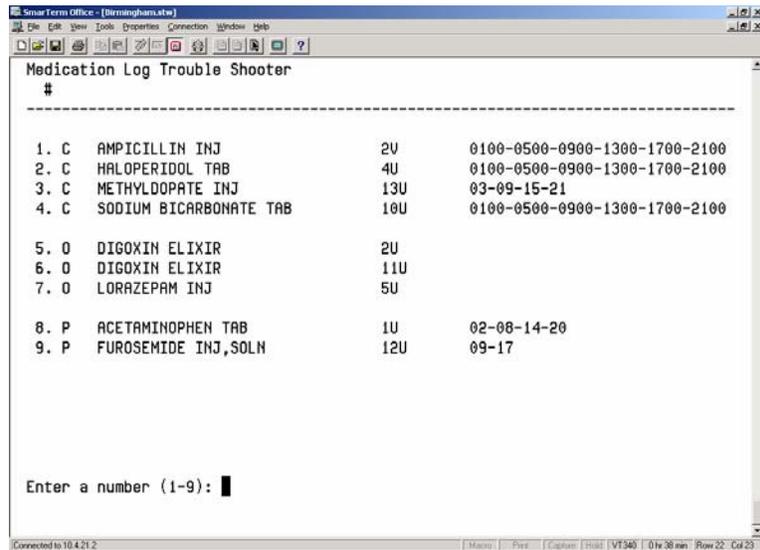
- 2 At the “Select PATIENT:” prompt, enter the **patient’s name**, and then press **<Enter>**. CHUI BCMA provides data related to the patient name that you entered.
 - **For a list of standard name and date formats**, type **?** in the “Select PATIENT:” and “Select Date To Validate:” prompts, and then press **<Enter>**.
- 3 At the “Select Date To Validate:” prompt, enter the **desired date**, and then press **<Enter>**. CHUI BCMA searches the database for every order for the selected patient and date you entered, and then displays a list of related orders. See the Example on the next page for more details.

Using the Trouble Shoot Med Log

Identifying Scanning Problems (cont.)

To identify scanning problems using the Trouble Shoot Med Log (cont.)

Example: Medication Log Trouble Shooter Screen (cont.)



- 4 At the “Enter a number (###):” prompt, enter the **number that corresponds to the desired order in the selection list**, and then press <Enter>. The selected order will display with the prompt “Is this the correct Order? Yes//”
 - **If the list is longer than one screen**, you will receive the prompt “Enter RETURN to continue or ‘^’ to exit.” Press <Enter> to display the rest of the list.

Using the Trouble Shoot Med Log

Identifying Scanning Problems (cont.)

To identify scanning problems using the Trouble Shoot Med Log (cont.)

Example: Order Validation Screen

```
Order:          94U
Medication:    ACETAMINOPHEN TAB
Dosage:        325MG
Schedule:      CONTINUOUS
Admin Times:   0700-1500-2300
Start D/T:
Stop D/T:

Is this the correct Order? Yes//  (Yes)

Enter the DATE of Administration: Today//  (APR 25, 2002)

Select one of the following:

      1      0700
      2      1500
      3      2300

Select Administration Time: 1 0700
!^Admin is 456 minutes after the scheduled administration time
Enter RETURN to continue or '^' to exit: █
```



TIP:

The reason also displays on the BCMA VDL being used by the clinician administering medications for the administration time listed.

- 5 At the “Is this the correct Order? Yes//” prompt, press **<Enter>** to accept the default answer of Yes, and to display information about the order that you selected. The Order Validation Screen displays.
- 6 At the “Enter the DATE of Administration: Today//” prompt, press **<Enter>** to select today’s date. Otherwise, enter another date, and then press **<Enter>**. A variance reason displays, related to the order that you selected.
 - If there is more than one administration time for the order, the system will list the times.
- 7 At the “Select Administration Time:” prompt, type the **number corresponding to the desired administration time listed**, and then press **<Enter>**. The system lists information related to the order’s administration time.
- 8 Perform one of the following actions:
 - Press **<Enter>** to return to the list of medications for the selected patient and administration date.
 - Press **^** to exit the option.

Running the Unknown Action Status Report

Creating a Listing of Unknown Actions



TIP:

Administrations with an Unknown action status also display on the BCMA VDL and Cover Sheet in the GUI.



TIP:

The CHUI version of this report allows the user to select by Division.

You can use the *Unknown Action Status Report* [PSBO XA] option from the *Bar Code Medication Administration Manager* menu to print a listing of administrations that have an unknown action status. When a user is in the process of documenting an administration in *Manual Medication Entry* [PSB MED LOG NEW ENTRY], the administration status initially defaults to blank (null). If the order is not completed with a valid administration status, the Admin Status will be listed as unknown, and appear on the Unknown Action Status Report.

The unknown (null) status can occur during *Manual Medication Entry* when the user's network connection is broken, their terminal emulator software malfunctions, or if the user improperly exits out of the application.

Use the BCMA GUI Edit Med Log to correct the administration status of any entries found on this report.

Note: This report is only accessible to users with the PSB MANAGER security key.

To run the Unknown Action Status Report

- 1 At the *Bar Code Medication Administration Manager* menu, type **U**, and then press **<Enter>** to access the *Unknown Action Status Report* [PSBO XA] option. The associated screen then displays.

Example: Unknown Action Status Report Report Criteria Screen

MAI - KEAI 420

File Edit View Tools Options Help

Start Date: JUL 5, 2006 Stop Date: JUL 12, 2006

Select Division: ALBANY

Print to DEVICE:
Queue To Run At: JUL 12, 2006@14:03

Instructions: PF1-E Submit PF1-Q Cancel1 PF1-R Refresh <Ret> Re-Edit:

COMMAND: 1(006,014) Press <PF1>H for help

Running the Unknown Action Status Report

Creating a listing of Unknown Actions (cont.)

- 2 At the "Report Criteria" screen, enter the desired Start Date, Stop Date, Division, and Print to DEVICE fields. Note the Start Date defaults to Today minus 7 days, and the Stop Date defaults to today.
- 3 Press <PF1> E to run the report. A sample report is shown below.

Example: Unknown Action Status Report

```
BCMA UNKNOWN ACTION STATUS REPORT
Page: 1 of 1
Date/Time: JUL 12, 2006@13:18:38
Report Date Range: Start Date: JUL 01, 2005 Stop Date: JUL 12, 2006
Division: ALBANY
Total *UNKNOWN* entries found: 1
This is a report of entries, created within the given date range,
in the BCMA Medication Log File with UNKNOWN Action Status data.
These entries can be corrected using the BCMA GUI "Edit Med Log".

=====
1.)
Action Status...: *UNKNOWN*
Patient.....: (000009678) BCMAPATIENT, ONE
Ward/Bed.....: GENERAL MEDICINE
Order Number...: 2U
Orderable Item...: VITAMIN E CAP, ORAL
Schedule.....: Q4H
Scheduled Adm Tm: JULY 12, 2006@17:00
Created Dt/Tm...: JULY 12, 2006@13:06:26
Created By.....: (10000000035) BCMANURSE, ONE
=====
```

Running the Unknown Action Status Report

Creating a Listing of Unknown Actions (cont.)



TIP:

Administrations with an Unknown action status also display on the BCMA VDL and Cover Sheet in the GUI.



TIP:

The CHUI version of this report allows the user to select by Division.

You can use the *Unknown Action Status Report* [PSBO XA] option from the *Bar Code Medication Administration Manager* menu to print a listing of administrations that have an unknown action status. When a user is in the process of documenting an administration in *Manual Medication Entry* [PSB MED LOG NEW ENTRY], the administration status initially defaults to blank (null). If the order is not completed with a valid administration status, the Admin Status will be listed as unknown, and appear on the Unknown Action Status Report.

The unknown (null) status can occur during *Manual Medication Entry* when the user's network connection is broken, their terminal emulator software malfunctions, or if the user improperly exits out of the application.

Use the BCMA GUI Edit Med Log to correct the administration status of any entries found on this report.

Note: This report is only accessible to users with the PSB MANAGER security key.

To run the Unknown Action Status Report

- 1 At the *Bar Code Medication Administration Manager* menu, type **U**, and then press **<Enter>** to access the *Unknown Action Status Report* [PSBO XA] option. The associated screen then displays.

Example: Unknown Action Status Report Report Criteria Screen

MAI - KEAI 420

File Edit View Tools Options Help

Start Date: JUL 5, 2006 Stop Date: JUL 12, 2006

Select Division: ALBANY

Print to DEVICE:
Queue To Run At: JUL 12, 2006@14:03

Instructions: PF1-E Submit PF1-Q Cancel PF1-R Refresh <Ret> Re-Edit:

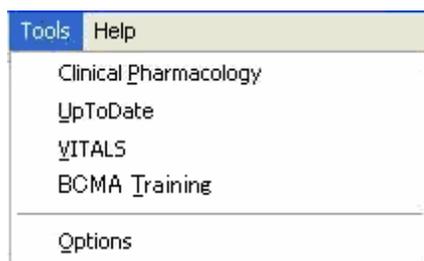
COMMAND: 1(006,014) Press <PF1>H for help

Customizing the BCMA GUI Tools Menu

Defining the Tools Menu in VistA

BCMA provides a feature to define custom tools menus in VistA for use in the BCMA GUI. This allows users a convenient way to launch frequently used applications directly from within the BCMA GUI. Applications can be added to menus that correspond to the following levels: User, Location, Service, Division, System, and Package. The following is an example of a customized menu displayed in the BCMA GUI.

Example: Customized Tools Menu



To define a custom tools menu for use in BCMA GUI

- 1 In VistA, select the *BCMA GUI Tool Menu Items* [PSB TOOL MENU ITEMS] option. The following menu appears:

```
1  User      USR  [choose from NEW PERSON]
2  Location  LOC  [choose from HOSPITAL LOCATION]
2.5 Service  SRV  [choose from SERVICE/SECTION]
3  Division  DIV  [choose from INSTITUTION]
4  System    SYS  [CTST.FO-BIRM.MED.VA.GOV]
9  Package   PKG  [BAR CODE MED ADMIN]
```

- 2 Enter a menu level (above) to customize, then press **<Enter>**. For example, 1 for User, 2 for Location, etc. When prompted, type the specific New Person, Hospital Location, etc., to which the custom menu will be assigned then press **<Enter>**.

Note: The lowest menu level defined here determines which menu level is loaded when the BCMA GUI is executed. For example, if the User and Division menu levels are both defined, the User menu displays in BCMA. When all menu items in the User level menu are deleted (using @ symbol), then the Division menu will display in BCMA.

Customizing the BCMA GUI Tools Menu

Defining the Tools Menu in Vista (cont.)

To define a custom tools menu for use in BCMA GUI (cont.)

- 3 At the “Select Sequence” prompt, enter a sequence number for the menu item you want to add or edit, then press **<Enter>**. This number controls the order in the menu items are displayed in BCMA. 1 is the first item, 2 is the second item, etc. If adding a new menu item, answer **Yes** at the “Are you adding # as a new Sequence?” prompt. If editing an existing sequence, press **<Enter>** to confirm the sequence number shown.

Note: At the Select Sequence prompt, type ? **<Enter>** to see a list of existing menu definitions for the selected level, or type ?? **<Enter>** to get extended help for this option.

- 4 At the “Name=Command:” prompt, enter the name of the menu option as you want it to display in the BCMA Tools menu, then an equal sign, then the command string used to run the application or web page, then press **<Enter>**. For example, Calculator=C:\WINDOWS\SYSTEM32\CALC.EXE.

Note: Be sure to specify the complete path or web address, including any parameters that must be passed to the executable.

Note: In each menu item, you can place an ampersand character “&” before the letter you want to designate as a keyboard shortcut. For example, &Calculator would assign the letter C to be the keyboard shortcut for this menu item. The ampersand can be assigned to any letter in the menu option name.

- 5 Repeat steps 3 and 4 above for each menu option you want to add or edit at the selected menu level.

Example: Command Strings for Customized Tools Menu

Sequence	Value
1	Clinical &Pharmacology="http://www.clinicalpharmacology-ip.com"
2	&UpToDate=http://vha99webapp.v99.med.va.gov/uptodate.asp
3	&VITALS="C:\V99Library\Vitalsldr.exe" S=<server> P=<port>
4	BCMA &Training=http://vaww.vistau.med.va.gov/vistau/barcode/default.htm

Customizing the BCMA GUI Tools Menu

Defining the Tools Menu in VistA (cont.)

To define a custom tools menu for use in BCMA GUI (cont.)

- 6 When you have defined all desired menu options for a selected level, run the BCMA GUI and select the Tools menu and confirm the following:
 - All menu options are displayed in the order you want.
 - All menu options can be executed by clicking the mouse or using keyboard navigation, and any defined shortcut keys work as expected.
 - All menu options launch the correct application or web page.

Glossary

Learning BCMA Lingo

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this manual.

Example: Alphabetical Listing of BCMA Acronyms and Terms

Acronym/Term	Definition
Active	When a medication has been finished <i>and</i> 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.
BCMA	Bar Code Medication Administration. A VistA software application used in VAMCs for validating patient information and medications against active medication orders <i>before</i> being administered to a patient.
BCMA Clinical Reminders	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 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.
CHUI	Character-based User Interface.
Client	An architecture in which one computer can get information from another. The Client is the computer that asks for access to data, software, or services.
Clinician	Nursing personnel who administer active medication orders to patients on a ward. In a VAMC, a number of teams may be assigned to take care of one ward, with specific rooms and beds assigned to each team.
Continuous Order	A medication given continuously to a patient for the life of the order, as defined by the order Start and Stop Date/Time.
CPRS	Computerized Patient Record System. A VistA 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.
ESig	Electronic Signature Code.
FileMan	The VistA database management system.
Finish	The process in which the Pharmacist adds the information necessary to make the order active. For example: dispense drug, and start/stop date.

Glossary

Learning BCMA Lingo (cont.)

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this manual.

Example: Alphabetical Listing of BCMA Acronyms and Terms

Acronym/Term	Definition
Given	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.
GUI	Graphical User Interface.
IEN	Internal Entry Number. The internal entry drug number entered by Pharmacy personnel into the DRUG file (#50) to identify Unit Dose and IV medications.
Internal Entry Number	Also called "IEN," the internal entry drug number entered by Pharmacy personnel into the DRUG file (#50) to identify Unit Dose and IV medications.
IV	A medication given intravenously (within a vein) to a patient from an IV Bag. IV types include Admixture, Chemotherapy, Hyperal, Piggyback, and Syringe.
MAH	Medication Administration History. 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.
MAR	Medication Administration Record. The traditional, handwritten record used for noting when a patient received a medication. BCMA replaces this record with an MAH.
Medication Administration History Report	Medication Administration History. 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.

Glossary

Learning BCMA Lingo (cont.)

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this manual.

Example: Alphabetical Listing of BCMA Acronyms and Terms

Acronym/Term	Definition
Medication Route	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.
Medication Tab	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 GREEN <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.
Missing Dose	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.
National Drug Code	Also called "NDC," the number assigned by a manufacturer to each item/medication administered to a patient.
NDC	National Drug Code. The number assigned by a manufacturer to each item/medication administered to a patient.
On-Call Order	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 unknown when the patient will be taken to the operating room, the administration of the On-Call Cefazolin is dependent upon that event.

Glossary

Learning BCMA Lingo (cont.)

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this manual.

Example: Alphabetical Listing of BCMA Acronyms and Terms

Acronym/Term	Definition
One-Time Order	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.
Orderable Item	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."
Patient Transfer Notification	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.
Pending Order	An order entered by a provider through CPRS without Pharmacy personnel verifying the order.
PRN Effectiveness List Report	A report that lists PRN medications administered to a patient that needs Effectiveness comments.
PRN Order	The Latin abbreviation for Pro Re Nata . A medication dosage given to a patient on an "as needed" basis.
Provider	Another name for the "Physician" involved in the prescription of a medication (Unit Dose or IV) to a patient.
PSB CPRS MED BUTTON	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.
PSB INSTRUCTOR	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.
PSB MANAGER	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.
PSB STUDENT	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.

Glossary

Learning BCMA Lingo (cont.)

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this manual.

Example: Alphabetical Listing of BCMA Acronyms and Terms

Acronym/Term	Definition
Refused	The status for an IV bag or Unit Dose to indicate that the patient refused to take the dose.
Schedule Type	Identifies the type of schedule (i.e., Continuous, PRN, On-Call, and One-Time) for the medication being administered to a patient.
Security Keys	Used to access specific options within BCMA V. 3.0 that are otherwise “locked” without the security key. Only users designated as “Holders” may access these options.
Solution	A homogeneous mixture of two or more substances. For IVs, these would be liquids.
Start Date/Time	The date and time that a medication is scheduled for administration to a patient.
STAT Order	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.
Stop Date/Time	The date and time that a medication order will expire, and should no longer be administered to a patient.
Strength	The degree of concentration, distillation, or saturation of a medication.
Unit Dose	A medication given to a patient, such as tablets or capsules.
VDL	Virtual Due List. 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 V. 3.0.
Verify	When a nurse or a Pharmacist confirms that a medication order is accurate and complete, according to the information supplied by the Provider.
Virtual Due List	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 V. 3.0.
VistA	Veterans Health Information Systems and Technology Architecture.

Index

A

Accessing

- Bar Code Medication Administration Manager Menu, 31
- CHUI BCMA Manager Menu Screen, 31
- Administration Area, Parameters Tab, 14

B

- Background, technical information, 2
- Bar Code Medication Administration Manager Menu Screen, 31
- Bar Code Options Area, Parameters Tab, 14
- BCMA V. 3.0
 - Benefits, 1
 - Clinical Reminders, 16
 - Idle Timeout, 15
 - Lingo, 45-49
 - Site Parameters Main Screen with Facility Tab Selected, 10
 - Site Parameters Opening Screen, 8
 - Target Audience, 1
- Benefits of This Manual, 1

C

- Checking Drug IEN Code for Unit Dose Medications, 33-34
- CHUI BCMA
 - Manager Menu Screen, 31
 - On-line Help, 4
- Connect to Selection Dialog Box, 5
- Conventions Used in This Manual
 - Keyboard Responses, 2
 - Menu Options, 3
 - Mouse Responses, 2
 - Notes, 3
 - Screen Captures, 3
 - Tips, 3
 - User Responses, 3
- Creating
 - Default Answer List for Injection Sites, 24
 - Default Answer List for Reason Medication Given PRN, 19-21
 - Default Answer List for Reason Medication Held, 22
 - Default Answer List for Reason Medication Refused, 23
 - Follow-up Message for a Missing Dose Request, 35-37

D

- Default
 - Answer Lists Tab, 17-24
 - Answer Lists Tab Selected and List Names Provided Screen, 17
 - Parameter Settings, Resetting for a User, 39-40
- Defining and Updating Site Parameters for Your Division, 9-29
- Division Selection Dialog Box, 9
- Drug File Inquiry Screen, 33
- Drug IEN Code for Unit Dose Medications, Verifying, 33-34

E

- Enable CPRS Med Order Button, Selecting, 16
- Error Message When BCMA Not Active for Your Site, 11

F

- Facility Tab, 11
- Follow-up Message
 - Creating for a Missing Dose Request, 35-37

G

- GUI BCMA Site Parameters Application Desktop Icon, 5

I

- Identifying Scanning Problems Using the Trouble shoot Med Log, 41-43
- Include Comments Parameter, 12-13
- Information Message When Prompts Default Setting Changed, 29
- Introducing
 - BCMA V. 3.0, 1
 - This Manual, 3
- IV Parameters Tab
 - IV Type Area, 27
 - Location Area, 26
 - Prompts Area, 28-29

K

- Keyboard Response Conventions, 2

Index

L

Location Area, IV Parameters Tab, 26

M

Mail Groups Area, Parameters Tab, 13

Med Hist Days Back Parameter, 12-13

Med Log

 Identifying Scanning Problems, 41-43

 Trouble Shooter Screens, 41-42

Menu Option Conventions, 3

Misc Options Area, Parameters Tab, 15

Missing Dose

 Creating a Followup Message, 35-37

 Request Entry Screen, 36

 Request Selection Screen, 35

Mouse Response Conventions, 2

N

Notes Conventions, 3

O

Online Help, CHUI, 4

Order Validation Screen, Trouble Shoot Med

 Log, 43

Other Sources of Information, 2

Output Devices Area, Parameters Tab, 12-13

P

Parameters Tab

 Administration Area, 14

 Bar Code Options Area, 14

 Mail Groups Area, 13

 Misc Options Area, 15-16

 Output Devices Area, 12-13

 Reports Area, 12-13

 Virtual Due List Setup Area, 15

Patient Transfer Notification, 15

Pharmacy Reasons Needed Selection Table, 37

PRN Documentation, 16

Prompts Area, IV Parameters Tab, 28-29

Prompts Drop-Down List Box for Additive
 Field, 28

PSB CPRS MED BUTTON Security key, 16

PSB MANAGER Security Key, 1

R

Related Documentation, 2

Reports Area, Parameters Tab, 12-13

Reset User Parameters Sequence Screen, 39

Resetting a User's Default Parameter Settings,
 39-40

Responding to Missing Dose Requests, 35-37

Results of Drug File Inquiry Screen, 34

S

Screen Capture Conventions, 3

Security Keys

 PSB CPRS MED BUTTON, 16

 PSB MANAGER, 1

Select Division Dialog Box, 7

Selecting a Default Answer Lists Name Screen,
 18

Setting Site Parameters for GUI BCMA V. 3.0,
 5

Signing on to GUI BCMA Site Parameters
 Application, 5-8

 For VAMCs with Multiple Divisions, 7

Site Parameters

 Available Using Parameters Tab, 12-15

 Available When IV Parameters Tab Selected
 Screen, 25

Suggested Default Answer Lists

 For Injection Sites, 24

 For Reason Medication Given PRN, 20-21

 For Reason Medication Held, 22

 For Reason Medication Refused, 23

T

Tabs

 Facility, 11

 Default Answer Lists, 17-24

 IV Parameters, 25-29

 Parameters, 12-16

Target Audience for This Manual, 1

This Manual

 Benefits of, 1

 Conventions Used, 2-3

 Other Sources of Information, 2

 Related Documentation, 2

 Target Audience, 1

Tips Conventions, 3

Trouble Shoot Med Log, Using, 41-43

Type Drop-Down List Box for IV Type Area, 27

Index

U

Unit Dose Medications

 Verifying the Drug IEN Code for, 33

Updating and Defining Site Parameters for
Your Division, 9-29

User Response Conventions, 3

Using the Trouble Shoot Med Log, 41-43

V

Verifying the Drug IEN Code for Unit Dose
Medications, 33-34

Virtual Due List Setup Area, Parameters Tab, 15

VistA Sign-on Dialog Box, 5

W

Ward Drop-Down List Box for Location Area,
26

Warning Message

 About Updates to Parameters Being
 Immediate, 8

 That Fields in Inpatient Medications V. 5.0
 Changed, 29

 When All BCMA Users Are Being Disabled
 from Your Division, 11

Working with

 Default Answer Lists Tab, 17-24

 Facility Tab, 11

 IV Parameters Tab, 25-29

 Parameters Tab, 12-16

