



BAR CODE MEDICATION ADMINISTRATION (BCMA)

PHARMACY CHUI USER MANUAL

Version 3.0
February 2004

(Revised March 2008)

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 |
|---------|-----------------------------------|--------------|---|
| 03/2008 | iii-iv 5, 31-32, 34 a-b, 41 | PSB*3*2 | Section 3.1 – Exhibit 1 screen updated (p. 5). Section 3.10 - References to Zebra printers restored (p. 31); sample barcode screens deleted (p. 32). Section 3.12 added, references to “Dosage” changed to “Dose” and space between colon and dose measurement deleted (pp. 34 a-b). (E. Williamson, PM; G. O’Connor, S.B. Scudder, Tech Writer) |
| 08/2006 | iv, 31- 32 | PSB*3*2 | Note: The functionality listed below will be activated with the release of PSB*3*2. – Updated Table of Exhibits to include Exhibits 22a and 22b. (p. iv) – Updated Section 3.10, Label Print. Removed specific references to the Zebra printer to accommodate new feature to support multiple bar code printers, and updated instructions for creating a bar code label. Included new sample bar code label samples for Unit Dose and Ward Stock labels. (p. 31-32) (R. Singer, PM; M. Newman, Tech Writer) |
| 07/2004 | 19, 20 | PSB*3*5 | – Updated the second paragraph to include the “Allergies” information. (p. 19) – Updated the “Exhibit 12: Medication Administration History Report by Patient” to show the removal of the Reactions header and the inclusion of the ADRs header and the Allergies header. (p. 20) |
| 02/2004 | | | Original Released BCMA V. 3.0 Pharmacy CHUI User Manual. |

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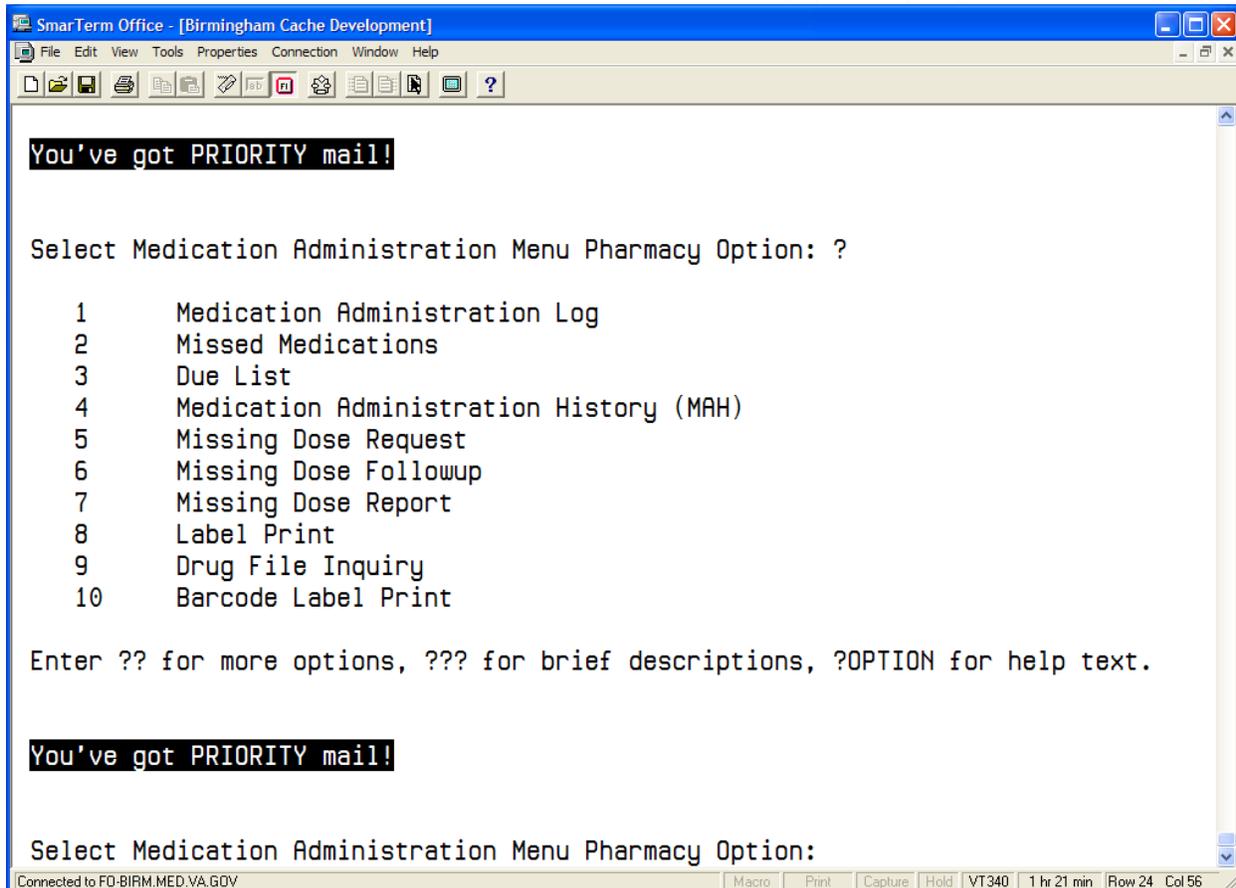
3 BCMA MENU—PHARMACY OPTION

3.1 Using the Medication Administration Menu Pharmacy Option

The BCMA Pharmacy Option Menu, as illustrated in Exhibit 1, lets Pharmacy personnel access information that has been entered via the BCMA Graphical User Interface (GUI) VDL. Because BCMA operates in real time, scanned information is available as soon as the scan is successfully completed. You can access the Pharmacy Option Menu from any VistA-enabled terminal within the VAMC.

Several of these options are available under both the Nursing and the Pharmacy menu options. The options that are unique to Pharmacy include Missing Dose Followup, Missing Dose Report, Label Print, and Barcode Label Print.

EXHIBIT 1: BCMA PHARMACY OPTION MENU SCREEN



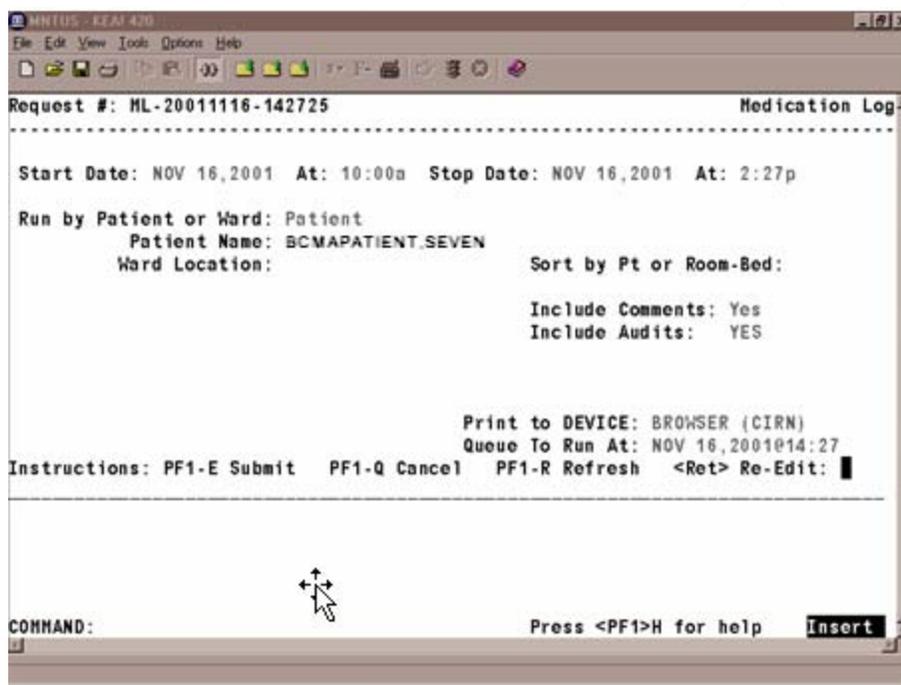
To select a Pharmacy option:

1. At the "Select Medication Administration Menu Pharmacy Option:" prompt, enter the number of the desired option.
2. Press <Enter> to display the Sort Screen for the option chosen.

3.2 Using ScreenMan Format to Request a Report

Many of the Pharmacy options use a common screen to define selection criteria for reports, as illustrated in Exhibit 2, Report Request Using ScreenMan Format Screen. Other options use specific screens. This section explains the screen prompts for all reports using the Report Information Sort Screen and gives instructions for entering information. Following this section are sample reports that you can run from each of the Medication Administration Menu Pharmacy options.

EXHIBIT 2: REPORT REQUEST USING SCREENMAN FORMAT SCREEN



Many of the reports can be sorted and printed in the following ways:

- By patient. The information will display chronologically.
- By ward. The system can sort the information by patient or room/bed, and display it chronologically within each patient.

To request a report using ScreenMan:

1. At the "Start Date:" prompt, type the **start date of the report**, and then press **<Enter>**.
Note: The cursor moves to the next prompt each time that you press **<Enter>**.

To display a list or a standard date and time format, enter a **?** in any date or time prompt, and then press **<Enter>**.
2. At the first "At:" prompt, type the **start time of the report** (in HHMM format), and then press **<Enter>**.
3. At the "Stop Date:" prompt, type the **stop date**, and then press **<Enter>**.
4. At the second "At:" prompt, type the **stop time** (in HHMM format), and then press **<Enter>**.

3.3 Label Print

BCMA V. 3.0 includes the *Label Print* [PSBO BL] option for printing individual or batch Unit Dose bar code labels. It is specifically coded to the Zebra-brand printers using the Zebra Programming Language (ZPL). Model 105SE was used in the development of the labels. Routine [PSBOBL] uses site-specific printers or terminals to produce labels.

EXHIBIT 21: BAR CODE LABEL SCREEN

BCMA CHUI - KEA! 420
File Edit View Tools Options Help

Request #: BL-19990802-095832 Bar Code Label

Drug Name: [REDACTED]
Lot #:
Expiration Date:
Manufacturer:

Quantity:
Filled By:
Checked By:
Labels: 1
Patient Name:
Dosage:

Print to DEVICE:
Queue To Run At: AUG 2, 1999@09:58

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

COMMAND: Press <PF1>H for help Insert

1(004,013)

Show Buttons

To create bar code labels:

1. At the “Select Medication Administration Menu Pharmacy Option:” prompt, type **8**, and then press **<Enter>** to access the *Label Print* [PSBO BL] option. The Bar Code Label Screen will display, as shown in Exhibit 21.
2. At the “Drug Name:” prompt, enter the **drug name** and then press **<Enter>**.
3. At the “Lot #:” prompt, enter the **Lot #**, and then press **<Enter>**.
4. At the “Expiration Date:” prompt, enter a **date**, and then press **<Enter>**.
5. At the “Manufacturer:” prompt, enter the **manufacturer's name**, and then press **<Enter>**.
6. At the “Quantity:” prompt, enter a **quantity** between 0.25 and 9999 (up to two decimal places), and then press **<Enter>**.
7. At the “Filled By:” prompt, type the **initials of the person who filled the order**, and then press **<Enter>**.

If it is unknown, leave the field blank by pressing **<Enter>**. This will provide space for another individual to initial the label at a later time.
8. At the “Checked By:” prompt, type the **initials of the person who will check the order**, and then press **<Enter>**.

-
- . If it is unknown, leave the field blank by pressing <Enter>. This will provide space for another individual to initial the label at a later time.
 - 9. At the “# Labels:” prompt, type the **number of labels** needed between 1 and 999, and then press <Enter>.
 - 10. At the “Patient Name:” prompt, type the **patient’s name**, and then press <Enter>.
 - . If preparing a Ward Stock label, leave the field blank by pressing <Enter>.
 - 11. At the “Dosage:” prompt, enter a **dosage** and then press <Enter>.
 - . The “Dosage:” prompt will accept entries from two to 30 alpha/numeric characters.
 - 12. At the “Print to Device:” prompt, type the **bar code printer** assigned to the ward, and then press <Enter>.
 - 13. At the “Queue to Run:” prompt, enter a **date and time**, and then press <Enter>.
 - 14. At the “<RET> Re-Edit:” prompt, press **PF1 - E** to print the label, **PF1 - Q** to Quit or **PF1 - R** to refresh the screen.

3.4 Barcode Label Print

BCMA V. 3.0 includes the *Barcode Label Print* [PSBO BZ] option for printing individual or batch Unit Dose bar code labels. This option allows the user to have the flexibility to use any printer that has bar code printing capabilities to produce BCMA bar code labels. Routine PSBOBZ uses site-specific printers or terminals to produce labels.

EXHIBIT 25: BAR CODE LABEL PRINT SCREEN

```
Request #: BZ-20080311-115134 BZ
-----
Drug Name:
  Lot #:
Expiration Date:
  Manufacturer:

Quantity:
  Filled By:
  Checked By:
  # Labels: 1
Patient Name:
  Dosage:

Print to DEVICE:
Queue To Run At: MAR 11, 2008@11:51
Instructions: PF1-E Submit PF1-Q Cancel PF1-R Refresh <Ret> Re-Edit:
-----
COMMAND: Press <PF1>H for help Insert
Connected to FO-BIRM.MED.VA.GOV
```

To print bar code labels:

1. At the “Select Medication Administration Menu Pharmacy Option:” prompt, type **10**, and then press **<Enter>** to access the *Barcode Label Print* [PSBO BZ] option. The Bar Code Label Print Screen will display, as shown in Exhibit 25.
2. At the “Drug Name:” prompt, enter the **drug name** and then press **<Enter>**.
3. At the “Lot #:” prompt, enter the **Lot #**, and then press **<Enter>**.
4. At the “Expiration Date:” prompt, enter a **date**, and then press **<Enter>**.
5. At the “Manufacturer:” prompt, enter the **manufacturer's name**, and then press **<Enter>**.
6. At the “Quantity:” prompt, enter a **quantity** between 0.25 and 9999 (up to two decimal places), and then press **<Enter>**.
7. At the “Filled By:” prompt, type the **initials of the person who filled the order**, and then press **<Enter>**.

If it is unknown, leave the field blank by pressing **<Enter>**. This will provide space for another individual to initial the label at a later time.
8. At the “Checked By:” prompt, type the **initials of the person who will check the order**, and then press **<Enter>**.

9. If it is unknown, leave the field blank by pressing **<Enter>**. This will provide space for another individual to initial the label at a later time.
10. At the “# Labels:” prompt, type the **number of labels** needed between 1 and 999, and then press **<Enter>**.
11. At the “Patient Name:” prompt, type the **patient’s name**, and then press **<Enter>**.
 - . If preparing a Ward Stock label, leave the field blank by pressing **<Enter>**.
12. At the “Dosage:” prompt, enter a **dosage** and then press **<Enter>**.
 - . The “Dosage” prompt will accept entries between 1-22 alphanumeric characters.
13. At the “Print to Device:” prompt, type the name of the **bar code printer** assigned to the ward, and then press **<Enter>**.
 - . To view all available printers, type a question mark (?) and then press **<Enter>**. Type the number of the printer and then press **<Enter>**. The printer name populates the field
14. At the “Queue to Run At:” prompt, enter a **date and time**, and then press **<Enter>**.
15. At the “<RET> Re-Edit:” prompt, press **PF1 - E** to print the label, **PF1 - Q** to Quit or **PF1 - R** to refresh the screen. Sample labels are shown in the Exhibits below.

EXHIBIT 26A: SAMPLE UNIT DOSE BAR CODE LABEL

| | |
|---|---------------------------|
| Drug: BACLOFEN 10MG TABS (Qty: 1) | |
| Dose: 25MG | Patient: BCMAPATIENT, ONE |
|  | Ward: GEN MED |
| | Lot: 123141 |
| | Exp: 4/5/2006 Mfg: DRUGCO |
| | Filled/Checked By: XX/XX |
| *500-2564* | |

EXHIBIT 26B: SAMPLE WARD STOCK BAR CODE LABEL

| | |
|---|----------------------------------|
| Drug: BACLOFEN 10MG TABS (Qty: 1) | |
| Dose: 25MG | Patient: |
|  | Ward: |
| | Lot: 123141 |
| | Exp: 4/5/2006 Mfg: DRUGCO |
| | Filled/Checked By: _____ / _____ |
| *500-2564* | |

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