



INPATIENT MEDICATIONS

NURSE'S USER MANUAL

Version 5.0
January 2005

(Revised February 2009)

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
02/2009	125	PSJ*5*196	Update to IV Duration (A. Scott, PM; G. Werner, Tech Writer)
08/2008	19-37, 58-59, 65, 134	PSJ*5*134	Inpatient Medication Route changes added, plus details on IV type changes for infusion orders from CPRS, pending renewal functions, and expected first dose changes. (S. Templeton, PM; G. O’Connor, Tech Writer)
10/2007	iv, 74a- 74d 5, 12, 16- 17, 26, 34-38, 41-42, 72-73	PSJ*5*175 PSJ*5*160	Modified outpatient header text for display of duplicate orders. Added new functionality to Duplicate Drug and Duplicate Class definitions. Modifications for remote allergies, to ensure all allergies are included when doing order checks using VA Drug Class; Analgesic order checks match against specific class only; check for remote data interoperability performed when entering patient’s chart; and list of remote allergies added to Patient Information screen. (R. Singer, PM; E. Phelps/C. Varney, Tech Writer)
07/2007	79a-79b, 86a-86b, 92a-92b	PSJ*5*145	On 24-Hour, 7-Day, and 14-Day MAR Reports, added prompt to include Clinic Orders when printing by Ward or Ward Group. Also added prompt to include Ward Orders when printing by Clinic or Clinic Group. (R. Singer, PM; E. Phelps, Tech. Writer)
05/2007	24	PSJ*5*120	Modified Inpatient Medications V. 5.0 to consider the duration the same way as all other stop date parameters, rather than as an override. (R. Singer, PM; E. Phelps, Tech. Writer)
12/2005	1, 73-74b	PSJ*5*146	Remote Data Interoperability (RDI) Project: Removed document revision dates in Section 1. Introduction. Updated Section 4.9. Order Checks, to include new functionality for remote order checking. (E. Williamson, PM; M. Newman, Tech. Writer)

Date	Revised Pages	Patch Number	Description
01/2005	All	PSJ*5*111	Reissued entire document to include updates for Inpatient Medications Orders for Outpatients and Non-Standard Schedules. (S. Templeton, PM, R. Singer, PM, M. Newman, Tech. Writer)

Table of Contents

1. Introduction	1
2. Orientation	3
3. List Manager	5
3.1. Using List Manager	7
3.2. Hidden Actions	7
4. Order Options	11
4.1. Order Entry	12
4.2. Non-Verified/Pending Orders	13
4.3. Inpatient Order Entry	16
4.4. Patient Actions	17
4.4.1. Patient Record Update	17
4.4.2. New Order Entry	18
4.4.3. Detailed Allergy/ADR List	34
4.4.4. Intervention Menu	35
4.4.5. View Profile	39
4.4.6. Patient Information	41
4.4.7. Select Order	42
4.5. Order Actions	44
4.5.1. Discontinue	45
4.5.2. Edit	47
4.5.3. Verify	49
4.5.4. Hold	51
4.5.5. Renew	53
4.5.6. Activity Log	59
4.5.7. Finish	60
4.5.8. Flag	66
4.5.9. Speed Actions	67
4.6. Discontinue All of a Patient's Orders	68
4.7. Hold All of a Patient's Orders	68
4.8. Inpatient Profile	70
4.9. Order Checks	72

4.9.1 Outpatient Duplicate Orders	76
4.9.2 Inpatient Duplicate Orders.....	76
4.9.3 Discontinuing Duplicate Inpatient Orders	78
5. Maintenance Options	75
5.1. Edit Inpatient User Parameters	75
5.2. Edit Patient's Default Stop Date	76
6. Output Options	77
5.3. Patient Profile (Unit Dose)	77
6.2. Reports Menu.....	78
6.2.1. 24 Hour MAR	79
6.2.2. 7 Day MAR.....	86
6.2.3. 14 Day MAR.....	92
6.2.4. Action Profile #1.....	98
Action Profile #2.....	100
6.2.5. Authorized Absence/Discharge Summary	103
6.2.6. Extra Units Dispensed Report.....	108
6.2.7. Free Text Dosage Report	109
6.2.8. INpatient Stop Order Notices	110
6.2.9. Medications Due Worksheet.....	112
6.2.10. Patient Profile (Extended).....	114
6.3. Align Labels (Unit Dose).....	116
6.4. Label Print/Reprint	116
7. Inquiries Option.....	117
7.1. Dispense Drug Look-Up.....	117
7.2. Standard Schedules	118
8. Glossary	119
9. Index.....	133

Since the documentation is arranged in a topic oriented format and the screen options are not, a menu tree is provided below for the newer users who may need help finding the explanations to the options.

Menu Tree

Topic-Oriented Section

	Align Labels (Unit Dose)	Output Options
	Clinic Stop Dates	Maintenance Options
	Discontinue All of a Patient's Orders	Order Options
EUP	Edit Inpatient User Parameters	Maintenance Options
	Hold All of a Patient's Orders	Order Options
IOE	Inpatient Order Entry	Order Options
IPF	Inpatient Profile	Order Options
	INquiries Menu...	Inquiries Option
	Dispense Drug Look-Up	Inquiries Option
	Standard Schedules	Inquiries Option
	Label Print/Reprint	Output Options
	Non-Verified/Pending Orders	Order Options
	Order Entry	Order Options
	PAtient Profile (Unit Dose)	Output Options
	Reports Menu...	Output Options
	24 Hour MAR	Output Options
	7 Day MAR	Output Options
	14 Day MAR	Output Options
	Action Profile #1	Output Options
	Action Profile #2	Output Options
	AUthorized Absence/Discharge	Output Options
	Summary	
	Extra Units Dispensed Report	Output Options
	Free Text Dosage Report	Output Options
	INpatient Stop Order Notices	Output Options
	Medications Due Worksheet	Output Options
	Patient Profile (Extended)	Output Options

(This page included for two-sided copying.)

1. Introduction

The Inpatient Medications package provides a method of management, dispensing, and administration of inpatient drugs within the hospital. Inpatient Medications combines clinical and patient information that allows each medical center to enter orders for patients, dispense medications by means of Pick Lists, print labels, create Medication Administration Records (MARs), and create Management Reports. Inpatient Medications also interacts with the Computerized Patient Record System (CPRS) and the Bar Code Medication Administration (BCMA) packages to provide more comprehensive patient care.

This user manual is written for the Nursing Staff, the Automated Data Processing Application Coordinator (ADPAC), and other healthcare staff for managing, dispensing, and administering medications to the patients within the hospital. The main text of the manual outlines patients' ordering options for new and existing orders, editing options, output options, and inquiry options.

The Inpatient Medications documentation is comprised of several manuals. These manuals are written as modular components and can be distributed independently and are listed below.

Nurse's User Manual V. 5.0

Pharmacist's User Manual V. 5.0

Supervisor's User Manual V. 5.0

Technical Manual/Security Guide V. 5.0

Pharmacy Ordering Enhancements (POE) Phase 2 Release Notes V. 1.0

Pharmacy Ordering Enhancements (POE) Phase 2 Installation Guide V. 1.0

(This page included for two-sided copying.)

2. Orientation

Within this documentation, several notations need to be outlined.

- Menu options will be italicized.
Example: *Inpatient Order Entry* indicates a menu option.
- Screen prompts will be denoted with quotation marks around them.
Example: "Select DRUG:" indicates a screen prompt.
- Responses in bold face indicate what the user is to type in.
Example: Printing a MAR report by group (**G**), by ward (**W**), clinic (**C**), or patient (**P**).
- Text centered between arrows represents a keyboard key that needs to be pressed in order for the system to capture a user response or move the cursor to another field. **<Enter>** indicates that the Enter key (or Return key on some keyboards) must be pressed. **<Tab>** indicates that the Tab key must be pressed.

Example: Press **<Tab>** to move the cursor to the next field.
Press **<Enter>** to select the default.

- Text depicted with a black background, displayed in a screen capture, designates reverse video or blinking text on the screen.

Example:

```
(9) Admin Times: 01-09-15-20
*(10) Provider: PSJPHARMACIST,ONE
```

-  **Note:** Indicates especially important or helpful information.
-  Options are locked with a particular security key. The user must hold the particular security key to be able to perform the menu option.
Example:  When the nurse holds the PSJ RNURSE key, it will be possible to take any available actions on selected Unit Dose or IV orders and verify non-verified orders.
- Some of the menu options have several letters that are capitalized. By entering in the letters and pressing **<Enter>**, the user can go directly to that menu option (the letters do not have to be entered as capital letters).
Example: From the *Unit Dose Medications* option: the user can enter **INQ** and proceed directly into the *INquiries Menu* option.

- **?, ??, ???** One, two, or three question marks can be entered at any of the prompts for on-line help. One question mark elicits a brief statement of what information is appropriate for the prompt. Two question marks provide more help, plus the hidden actions and three question marks will provide more detailed help, including a list of possible answers, if appropriate.
- **^** Caret (up arrow or a circumflex) and pressing **<Enter>** can be used to exit the current option.

3. List Manager

The new screen, which was designed using List Manager, has dramatically changed from the previous version.

This new screen will give the user:

- More pertinent information
- Easier accessibility to vital reports and areas of a patient’s chart the user may wish to see.

Please take the time to read over the explanation of the screen and the actions that can now be executed at the touch of a button. This type of preparation before using List Manager is effective in saving time and effort.

Inpatient List Manager

Screen Title	Sep 15, 2000 11:32:08		CWAD* Indicator	Page: 1 of 1
Patient Information	PSJPATIENT2,TWO	Ward: 1 West	<A>	
	PID: 000-00-0002	Room-Bed: A-6	Ht(cm): 167.64 (04/21/99)	
	DOB: 02/22/42 (58)		Wt(kg): 85.00 (04/21/99)	
	Sex: MALE		Admitted: 09/16/99	
	Dx: TEST PATIENT		Last transferred: *****	
Allergies - Verified: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE, CHOCOLATE, NUTS, STRAWBERRIES, DUST				
Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH, FLUPHENAZINE DECANOATE				
Remote:				
Adverse Reactions:				
Inpatient Narrative: Inpatient narrative for PSJPATIENT2				
Outpatient Narrative: This patient doesn't like waiting at the pickup window. He gets very angry.				
-----Enter ?? for more actions-----				
PU Patient Record Update		NO New Order Entry		
DA Detailed Allergy/ADR List		IN Intervention Menu		
VP View Profile				
Select Action: View Profile//				

Header Area (indicated by a bracket on the right side of the top section)

List Area (scrolling region) (indicated by a bracket on the left side of the middle section)

Message Window (indicated by an arrow on the left side of the bottom section)

Action Area (indicated by a bracket on the right side of the bottom section)

* Crises, Warnings, Allergies, and Directives (CWAD)

Screen Title: The screen title changes according to what type of information List Manager is displaying (e.g., Patient Information, Non-Verified Order, Inpatient Order Entry, etc).

CWAD Indicator: This indicator will display when the crises, warnings, allergies, and directives information has been entered for the patient. (This information is entered via the Text Integration Utilities (TIU) package.) When the patient has Allergy/ADR data defined, an “<A>” is displayed to the right of the ward location to alert the user of the existence of this information.



Note: This data may be displayed using the Detailed Allergy/ADR List action). Crises, warnings, and directives are displayed respectively, “<C>”, “<W>”, “<D>”. This data may be displayed using the CWAD hidden action. Any combination of the four indicators can display.

Header Area: The header area is a “fixed” (non-scrollable) area that displays the patient’s demographic information. This also includes information about the patient’s current admission. The status and type of order are displayed in the top left corner of the heading, and will include the priority (if defined) for pending orders.

List Area: (scrolling region): This is the section that will scroll (like the previous version) and display the information that an action can be taken on. The Allergies/Reactions line includes non-verified and verified Allergy/ADR information as defined in the Allergy package. The allergy data is sorted by type (DRUG, OTHER, FOOD). If no data is found for a category, the heading is displayed as “Allergies/Reactions: No Allergy Assessment”. The Inpatient and Outpatient Narrative lines may be used by the inpatient pharmacy staff to display information specific to the current admission for the patient.

Message Window: This section displays a plus sign (+), if the list is longer than one screen, and informational text (i.e., Enter ?? for more actions). If the plus sign is entered at the action prompt, List Manager will “jump” forward to the next screen. The plus sign is only a valid action if it is displayed in the message window.

Action Area: The list of valid actions available to the user display in this area of the screen. If a double question mark (??) is entered at the “Select Action:” prompt, a “hidden” list of additional actions that are available will be displayed.

3.1. Using List Manager

List Manager is a tool designed so that a list of items can be presented to the user for an action.

For Inpatient Medications, the List Manager gives the user the following:

- Capability to browse through a list of orders.
- Capability to take action(s) against those items.
- Capability to print MARs, labels, and profiles from within the *Inpatient Order Entry* option.
- Capability to select a different option than the option being displayed.

3.2. Hidden Actions

A double question mark (??) can be entered at the “Select Action:” prompt for a list of all actions available. Typing the name(s) or synonym(s) at the “Select Action:” prompt enters the actions.

The following is a list of generic List Manager actions with a brief description. The synonym for each action is shown, followed by the action name and description.

<u>Synonym</u>	<u>Action</u>	<u>Description</u>
+	Next Screen	Moves to the next screen
-	Previous Screen	Moves to the previous screen
UP	Up a Line	Moves up one line
DN	Down a line	Moves down one line
FS	First Screen	Moves to the first screen
LS	Last Screen	Moves to the last screen
GO	Go to Page	Moves to any selected page in the list
RD	Re Display Screen	Redisplays the current screen
PS	Print Screen	Prints the header and the portion of the list currently displayed

<u>Synonym</u>	<u>Action</u>	<u>Description</u>
PT	Print List	Prints the list of entries currently displayed
SL	Search List	Finds selected text in list of entries
Q	Quit	Exits the screen
ADPL	Auto Display (On/Off)	Toggles the menu of actions to be displayed/not displayed automatically
>	Shift View to Right	Shifts the view on the screen to the right
<	Shift View to Left	Shifts the view on the screen to the left

The following is a list of Inpatient Medications specific hidden actions with a brief description. The synonym for each action is shown followed by the action name and description.

<u>Synonym</u>	<u>Action</u>	<u>Description</u>
MAR	MAR Menu	Displays the <i>MAR Menu</i>
24	24 Hour MAR	Shows the 24 Hour MAR
7	7 Day MAR	Shows the 7 Day MAR
14	14 Day MAR	Shows the 14 Day MAR
MD	Medications Due Worksheet	Shows the Worksheet
LBL	Label Print/Reprint	Displays the <i>Label Print/Reprint Menu</i>
ALUD	Align Labels (Unit Dose)	Aligns the MAR label stock on a printer
LPUD	Label Print/Reprint	Allows print or reprint of a MAR label
ALIV	Align Labels (IV)	Aligns the IV bag label stock on a printer
ILIV	Individual Labels (IV)	Allows print or reprint of an IV bag label
SLIV	Scheduled Labels (IV)	Allows print of the scheduled IV bag label
RSIV	Reprint Scheduled Labels (IV)	Allows reprint of scheduled IV bag labels
OTH	Other Pharmacy Options	Displays more pharmacy options
PIC	Pick List Menu	Displays the <i>Pick List Menu</i>
EN	Enter Units Dispensed	Allows entry of the units actually dispensed for a Unit Dose order
EX	Extra Units Dispensed	Allows entry of extra units dispensed for a Unit Dose order
PL	Pick List	Creates the Pick List report
RRS	Report Returns	Allows the entry of units returned for a Unit Dose order

<u>Synonym</u>	<u>Action</u>	<u>Description</u>
RPL	Reprint Pick List	Allows reprint of a pick list
SND	Send Pick list to ATC	Allows a pick list to be sent to the ATC (Automated Tablet Counter)
UP	Update Pick List	Allows an update to a pick list
RET	Returns/Destroyed Menu	Displays the Returns/Destroyed options
RR	Report Returns	Allows entry of units returned for a Unit Dose order
RD	Returns/Destroyed Entry (IV)	Allows entry of units returned or destroyed for an order
PRO	Patient Profiles	Displays the <i>Patient Profile Menu</i>
IP	Inpatient Medications Profile	Generates an Inpatient Profile for a patient
IV	IV Medications Profile	Generates an IV Profile for a patient
UD	Unit Dose Medications Profile	Generates a Unit Dose Profile for a patient
OP	Outpatient Prescriptions	Generates an Outpatient Profile for a patient
AP1	Action Profile #1	Generates an Action Profile #1
AP2	Action Profile #2	Generates an Action Profile #2
EX	Patient Profile (Extended)	Generates an Extended Patient Profile
CWAD	CWAD Information	Displays the crises, warnings, allergies, and directives information on a patient

The following actions are available while in the Unit Dose Order Entry Profile.

<u>Synonym</u>	<u>Action</u>	<u>Description</u>
DC	Speed Discontinue	Speed discontinue one or more orders (This is also available in the <i>Inpatient Order Entry</i> and <i>Order Entry (IV) options.</i>)
RN	Speed Renew	Speed renewal of one or more orders
SF	Speed Finish	Speed finish one or more orders
SV	Speed Verify	Speed verify one or more orders

The following actions are available while viewing an order.

<u>Synonym</u>	<u>Action</u>	<u>Description</u>
CO	Copy an order	Allows the user to copy an active, discontinued, or expired Unit Dose order
DIN	Drug Restriction/Guideline Information	Displays the Drug Restriction/Guideline Information for both the Orderable Item and Dispense Drug
I	Mark Incomplete	Allows the user to mark a Non-Verified Pending order incomplete
JP	Jump to a Patient	Allows the user to begin processing another patient
N	Mark Not to be Given	Allows the user to mark a discontinued or expired order as not to be given

4. Order Options

The *Unit Dose Medications* option is used to access the order entry, patient profiles, and various reports, and is the main starting point for the Unit Dose system.

Example: Unit Dose Menu

```
Select Unit Dose Medications Option: ?
```

```
Align Labels (Unit Dose)
Discontinue All of a Patient's Orders
EUP Edit Inpatient User Parameters
ESD Edit Patient's Default Stop Date
Hold All of a Patient's Orders
IOE Inpatient Order Entry
IPF Inpatient Profile
INquiries Menu ...
Label Print/Reprint
Non-Verified/Pending Orders
Order Entry
Patient Profile (Unit Dose)
Pick List Menu ...
Reports Menu ...
Supervisor's Menu ...
```

Within the Inpatient Medications package there are three different paths the nurse can take to enter a new order or take action on an existing order. They are (1) *Order Entry*, (2) *Non-Verified/Pending Orders* and (3) *Inpatient Order Entry*. Each of these paths differs by the prompts that are presented. Once the nurse has reached the point of entering a new order or selecting an existing order, the process becomes the same for each path.



Note: When the selected order type (non-verified or pending) does not exist (for that patient) while the user is in the *Non-Verified/Pending Orders* option, the user cannot enter a new order or take action on an existing order for that patient.

Patient locks and order locks are incorporated within the Inpatient Medications package. When a user (User 1) selects a patient through any of the three paths, *Order Entry*, *Non-Verified/Pending Orders*, or *Inpatient Order Entry*, and this patient has already been selected by another user (User 2), the user (User 1) will see a message that another user (User 2) is processing orders for this patient. This will be a lock at the patient level within the Pharmacy packages. When the other user (User 2) is entering a new order for the patient, the user (User 1) will not be able to access the patient due to a patient lock within the VistA packages. A lock at the order level is issued when an order is selected through Inpatient Medications for any action other than new order entry. Any users attempting to access this patient's order will receive a message that another user is working on this order. This order-level lock is within the VistA packages.

The three different paths for entering a new order or taking an action on an existing order are summarized in the following sections.

4.1. Order Entry

[PSJU NE]

The *Order Entry* option allows the nurse to create, edit, renew, hold, and discontinue Unit Dose orders while remaining in the Unit Dose Medications module.

The *Order Entry* option functions almost identically to the *Inpatient Order Entry* option, but does not include IV orders on the profile and only Unit Dose orders may be entered or processed.

After selecting the *Order Entry* option from the *Unit Dose Medications* option, the nurse will be prompted to select the patient. At the “Select PATIENT:” prompt, the user can enter the patient’s name or enter the first letter of the patient’s last name and the last four digits of the patient’s social security number (e.g., P0001). The Patient Information Screen is displayed:

Example: Patient Information Screen

Patient Information	Sep 11, 2000 16:09:05	Page:	1 of	1
PSJPATIENT1,ONE	Ward: 1 EAST			
PID: 000-00-0001	Room-Bed: B-12	Ht (cm):	_____	(_____)
DOB: 08/18/20 (80)		Wt (kg):	_____	(_____)
Sex: MALE		Admitted:	05/03/00	
Dx: TESTING		Last transferred:	*****	
Allergies/Reactions: No Allergy Assessment				
Remote:				
Adverse Reactions:				
Inpatient Narrative: INP NARR...				
Outpatient Narrative:				
Enter ?? for more actions				
PU Patient Record Update		NO New Order Entry		
DA Detailed Allergy/ADR List		IN Intervention Menu		
VP View Profile				
Select Action: View Profile//				

The nurse can now enter a Patient Action at the “Select Action: View Profile//” prompt in the Action Area of the screen.

4.2. Non-Verified/Pending Orders

[PSJU VBW]

The *Non-Verified/Pending Orders* option allows easy identification and processing of non-verified and/or pending orders. This option will also show pending and pending renewal orders, which are orders from CPRS that have not been finished by Pharmacy Service. Unit Dose and IV orders are displayed using this option.

The first prompt is “Display an Order Summary? NO// ”. A **YES** answer will allow the nurse to view an Order Summary of Pending/Non-Verified Order Totals by Ward Group, Clinic Group, and Clinic. The Pending IV, Pending Unit Dose, Non-Verified IV, and Non-Verified Unit Dose totals are then listed by Ward Group, Clinic Group, and Clinic. The nurse can then specify whether to display Non-Verified Orders, Pending Orders or both.

A ward group indicates inpatient nursing units (wards) that have been defined as a group within Inpatient Medications to facilitate processing of orders. A clinic group is a combination of outpatient clinics that have been defined as a group within Inpatient Medications to facilitate processing of orders.

Example: Non-Verified/Pending Orders

```
Select Unit Dose Medications Option: NON-Verified/Pending Orders
Display an Order Summary? NO// YES
```

```
Searching for Pending and Non-Verified orders.....
```

Pending/Non-Verified Order Totals by Ward Group/Clinic Location				
Ward Group/Clinic Location	Pending		Non-Verified	
	IV	UD	IV	UD
Ward Groups				
SOUTH WING	0	25	6	25
NORTH WING	5	9	18	11
GENERAL MEDICINE	2	4	0	0
ICU	1	26	0	3
PSYCH / DEPENDENCY	0	3	0	2
^OTHER	29	16	125	52
Clinic Groups				
SHOT CLINIC GROUP	10	25	16	15
CHEMO CLINIC GROUP	13	5	11	3
ALLERGY CLINIC GROUP	6	10	28	9
Clinics				
ORTHO CLINIC	0	30	4	28
DENTAL CLINIC	0	6	0	2

1) Non-Verified Orders
2) Pending Orders



Note: The Ward Group of ^OTHER includes all orders from wards that do not belong to a ward group. Use the *Ward Group Sort* option to select ^OTHER.

Next, the nurse can select which packages to display: Unit Dose Orders, IV Orders, or both, provided this user holds the PSJ RNFINISH and the PSJI RNFINISH keys. If the user holds only one of the RNFINISH keys, then either Unit Dose or IV orders will be displayed.

The next prompt allows the nurse to select non-verified and/or pending orders for a group (**G**), ward (**W**), clinic (**C**), or patient (**P**). When group is selected, a prompt to select by ward group (**W**) or clinic group (**C**) displays. If ward or ward groups is selected, patients will be listed by wards and then by teams. The nurse will then select the patient from the list.

```
1) Unit Dose Orders
2) IV Orders

Select Package(s) (1-2): 1-2

Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): PATIENT <Enter>

Select by WARD GROUP (W) or CLINIC GROUP (C): WARD <Enter>

Select PATIENT:    PSJPATIENT1,ONE          000-00-0001  08/18/20    B-12 1 EAST

Select PATIENT: <Enter>

SHORT, LONG, or NO Profile?  SHORT// <Enter>  SHORT
```

A profile prompt is displayed asking the nurse to choose a profile for the patient. The nurse can choose a short, long, or no profile. If **NO** profile is chosen, the orders for the patient selected will be displayed, for finishing or verification, by login date with the earliest date showing first. When a pending Unit Dose order has a STAT priority, this order will always be displayed first in the profile view and will be displayed in blinking reverse video. If a profile is chosen, the orders will be selected from this list for processing (any order may be selected). The following example displays a short profile.

Example: Short Profile

```

Non-Verified/Pending Orders   Mar 24, 2002@21:02:14           Page:   1 of   1
PSJPATIENT1,ONE              Ward: 1 EAST
PID: 000-00-0001             Room-Bed: B-12           Ht(cm): _____ (_____)
DOB: 08/18/20 (81)           Wt(kg): _____ (_____)
Sex: MALE                    Admitted: 05/03/00
Dx: TESTING                  Last transferred: *****
----- A C T I V E -----
1  ->POTASSIUM CHLORIDE 40 MEQ          C 03/22 03/29  A
    in DEXTROSE 5% 1000 ML 150 ml/hr
----- P E N D I N G -----
2  PENICILLIN INJ                    ? ***** *****  P
    Give: 5000000UNT/1VIL IV Q8H

Enter ?? for more actions
PI Patient Information             SO Select Order
PU Patient Record Update         NO New Order Entry
Select Action: Quit//
    
```

The nurse can enter a Patient Action at the “Select Action: Quit//” prompt in the Action Area of the screen or choose a specific order or orders.

 When the nurse holds the PSJ RNURSE key, it will be possible to take any available actions on selected Unit Dose or IV orders and verify non-verified orders.

The following keys may be assigned if the user already holds the PSJ RNURSE key:

 PSJ RNFINISH key will allow the nurse to finish Unit Dose orders.

 PSJI RNFINISH key will allow the nurse to finish IV orders.

4.3. Inpatient Order Entry

[PSJ OE]

The *Inpatient Order Entry* option, if assigned, allows the nurse to create, edit, renew, hold, and discontinue Unit Dose and IV orders, as well as put existing IV orders on call for any patient, while remaining in the Unit Dose Medications module.

When the user accesses the *Inpatient Order Entry* option from the Unit Dose Medications module for the first time within a session, a prompt is displayed to select the IV room in which to enter orders. When only one active IV room exists, the system will automatically select that IV room. The user is then given the label and report devices defined for the IV room chosen. If no devices have been defined, the user will be given the opportunity to choose them. If this option is exited and then re-entered within the same session, the current label and report devices are shown. The following example shows the option re-entered during the same session.

Example: Inpatient Order Entry

```
Select Unit Dose Medications Option: IOE Inpatient Order Entry
You are signed on under the BIRMINGHAM ISC IV ROOM
Current IV LABEL device is: NT TELNET TERMINAL
Current IV REPORT device is: NT TELNET TERMINAL
Select PATIENT: PSJPATIENT1
```

At the “Select PATIENT:” prompt, the user can enter the patient’s name or enter the first letter of the patient’s last name and the last four digits of the patient’s social security number (e.g., P0001). The Patient Information Screen is displayed:

Example: Patient Information Screen

```
Patient Information          Sep 12, 2000 10:36:38          Page: 1 of 1
PSJPATIENT1,ONE           Ward: 1 EAST
PID: 000-00-0001          Room-Bed: B-12          Ht (cm): _____ (_____)
DOB: 08/18/20 (80)        Wt (kg): _____ (_____)
Sex: MALE                  Admitted: 05/03/00
Dx: TESTING                Last transferred: *****

Allergies/Reactions: No Allergy Assessment
Remote:
Adverse Reactions:
Inpatient Narrative: INP NARR...
Outpatient Narrative:

Enter ?? for more actions
PU Patient Record Update          NO New Order Entry
DA Detailed Allergy/ADR List      IN Intervention Menu
VP View Profile
Select Action: View Profile//
```

The nurse can now enter a Patient Action at the “Select Action: View Profile//” prompt in the Action Area of the screen.

4.4. Patient Actions

The Patient Actions are the actions available in the Action Area of the List Manager Screen. These actions pertain to the patient information and include editing, viewing, and new order entry.

4.4.1. Patient Record Update

The Patient Record Update action allows editing of the Inpatient Narrative and the Patient's Default Stop Date and Time for Unit Dose Order entry.

Example: Patient Record Update

Patient Information	Sep 12, 2000 14:39:07	Page: 1 of 1
PSJPATIENT1,ONE	Ward: 1 EAST	
PID: 000-00-0001	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING	Last transferred: *****	

Allergies/Reactions: No Allergy Assessment
Remote:
Adverse Reactions:
Inpatient Narrative: INP NARR ...
Outpatient Narrative:

Enter ?? for more actions

PU Patient Record Update	NO New Order Entry
DA Detailed Allergy/ADR List	IN Intervention Menu
VP View Profile	

Select Action: View Profile// **PU**
INPATIENT NARRATIVE: INP NARR...// **Narrative for Patient** PSJPATIENT1
UD DEFAULT STOP DATE/TIME: SEP 21,2000@24:00//

The “INPATIENT NARRATIVE: INP NARR...//” prompt allows the nurse to enter information in a free text format, up to 250 characters.

The “UD DEFAULT STOP DATE/TIME:” prompt is the date and time entry to be used as the default value for the STOP DATE/TIME of the Unit Dose orders during order entry and renewal processes. This value is used only if the corresponding ward parameter is enabled. The order entry and renewal processes will sometimes change this date and time.



Note: If the Unit Dose order, being finished by the nurse, is received from CPRS and has a duration assigned, the UD DEFAULT STOP DATE/TIME is displayed as the Calc Stop Date/Time.

When the SAME STOP DATE ON ALL ORDERS parameter is set to Yes, the module will assign the same default stop date for each patient. This date is initially set when the first order is entered for the patient, and can change when an order for the patient is renewed. This date is shown as the default value for the stop date of each of the orders entered for the patient.



Note: If this parameter is not enabled, the user can still edit a patient's default stop date. Unless the parameter is enabled, the default stop date will not be seen or used by the module.

Examples of Valid Dates and Times:

- JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
- T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
- T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
- If the year is omitted, the computer uses CURRENT YEAR. Two-digit year assumes no more than 20 years in the future, or 80 years in the past.
- If only the time is entered, the current date is assumed.
- Follow the date with a time, such as JAN 20@10, T@10AM, 10:30, etc.
- The nurse may enter a time, such as NOON, MIDNIGHT, or NOW.
- The nurse may enter NOW+3' (for current date and time plus 3 minutes--the apostrophe following the number indicates minutes).
- Time is REQUIRED in this response.

4.4.2. New Order Entry

Unit Dose

The New Order Entry action allows the nurse to enter new Unit Dose and IV orders for the patient depending upon the order option selected (*Order Entry, Non-Verified Pending Orders, or Inpatient Order Entry*). Only one user is able to enter new orders on a selected patient due to the patient lock within the VistA applications. This minimizes the chance of duplicate orders.

For Unit Dose order entry, a response must be entered at the "Select DRUG:" prompt. The nurse can select a particular drug or enter a pre-defined order set.

Depending on the entry in the "Order Entry Process:" prompt in the *Inpatient User Parameters Edit* option, the nurse will enter a regular or abbreviated order entry process. The abbreviated order entry process requires entry into fewer fields than regular order entry. Beside each of the prompts listed below, in parentheses, will be the word regular, for regular order entry and/or abbreviated, for abbreviated order entry.

- **"Select DRUG:"** (Regular and Abbreviated)

Nurses select Unit Dose medications directly from the DRUG file. The Orderable Item for the selected drug will automatically be added to the order, and all Dispense Drugs entered for the order must be linked to that Orderable Item. If the Orderable Item is edited, data in the DOSAGE ORDERED field and the DISPENSE DRUG field will be deleted. If multiple Dispense Drugs are needed in an order, they may be entered by selecting the DISPENSE DRUG field from the edit list before accepting the new order. After each Dispense Drug is selected, it will be checked against the patient's current medications for duplicate drug or class, and drug-drug/drug-allergy interactions. (See Section 4.9 Order Checks for more information.)



Note: No special order checks are performed for specific drugs (e.g., Clozapine). Orders for Clozapine or similar special meds entered through Inpatient Medications will not yield the same results that currently occur when the same order is entered through Outpatient Pharmacy (including eligibility checks and national rollup to the National Clozapine Coordinating Center (NCCC). Any patients requiring special monitoring should also have an order entered through Outpatient Pharmacy at this time.

The nurse can enter an order set at this prompt. An order set is a group of pre-written orders. The maximum number of orders is unlimited. Order sets are created and edited using the *Order Set Enter/Edit* option found under the *Supervisor's Menu*.

Order sets are used to expedite order entry for drugs that are dispensed to all patients in certain medical practices or for certain procedures. Order sets are designed to be used when a recognized pattern for the administration of drugs can be identified. For example:

- A pre-operative series of drugs administered to all patients undergoing a certain surgical procedure.
- A certain series of drugs to be dispensed to all patients prior to undergoing a particular radiographic procedure.
- A certain group of drugs, prescribed by a provider for all patients, that is used for treatment on a certain medical ailment or emergency.

Order sets allow rapid entering of this repetitive information, expediting the whole order entry process. Experienced users might want to set up most of their common orders as order sets.

Order set entry begins like other types of order entry. At the “Select DRUG:” prompt, **S.NAME** should be entered. The **NAME** represents the name of a predefined order set. The characters **S.** tell the software that this will not be a single new order entry for a single drug, but a set of orders for multiple drugs. The **S.** is a required prefix to the name of the order set. When the user types the characters **S.?**, a list of the names of the order sets that are currently available will be displayed. If **S.** (<Spacebar> and <Enter>) is typed, the previous order set is entered.

After the entry of the order set, the software will prompt for the Provider’s name and Nature of Order. After entry of this information, the first order of the set will automatically be entered. The options available are different depending on the type of order entry process that is enabled—regular, abbreviated, or ward. If regular or abbreviated order entry is enabled, the user will be shown one order at a time, all fields for each order of the order set and then the “Select Item(s): Next Screen //” prompt. The user can then choose to take an action on the order. Once an action is taken or bypassed, the next order of the order set will be entered automatically. After entry of all the orders in the order set, the software will prompt for more orders for the patient. At this point the user can proceed exactly as in new order entry, and respond accordingly.

When a drug is chosen, if an active drug text entry for the Dispense Drug and/or Orderable Item linked to this drug exists, then the prompt, “Restriction/Guideline(s) exist. Display?:” will be displayed along with the corresponding defaults. The drug text indicator will be <DIN> and will

be displayed on the right hand corner on the same line as the Orderable Item. This indicator will be highlighted.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.

- **“DOSAGE ORDERED:”** (Regular and Abbreviated)

To allow pharmacy greater control over the order display shown for Unit Dose orders on profiles, labels, MARs, etc., the DOSAGE ORDERED field is not required if only one Dispense Drug exists in the order. If more than one Dispense Drug exists for the order, then this field is required.

When a Dispense Drug is selected, the selection list/default will be displayed based on the Possible Dosages and Local Possible Dosages.

Example: Dispense Drug with Possible Dosages

```
Select DRUG:      BACLOFEN 10MG TABS      MS200
...OK? Yes// <Enter> (Yes)

Available Dosage(s)
1.      10MG
2.      20MG

Select from list of Available Dosages or Enter Free Text Dose: 1 10MG

You entered 10MG is this correct? Yes// <Enter>
```

All Local Possible Dosages will be displayed within the selection list/default.

Example: Dispense Drug with Local Possible Dosages

```
Select DRUG:      GENTAMICIN CREAM 15GM      DE101      DERM CLINIC ONLY
...OK? Yes// <Enter> (Yes)

Available Dosage(s)
1.      SMALL AMOUNT
2.      THIN FILM

Select from list of Available Dosages or Enter Free Text Dose: 2 THIN FILM

You entered THIN FILM is this correct? Yes// <Enter>
```



Note: If an order contains multiple Dispense Drugs, Dosage Ordered should contain the total dosage of the medication to be administered.

The user has the flexibility of how to display the order view on the screen. When the user has chosen the drug and when no Dosage Ordered is defined for an order, the order will be displayed as:

Example: Order View Information when Dosage Ordered is not Defined

```
DISPENSE DRUG NAME
Give: UNITS PER DOSE  MEDICATION ROUTE  SCHEDULE
```

When the user has chosen the drug and Dosage Ordered is defined for the order, it will be displayed as:

Example: Order View Information when Dosage Ordered is Defined

ORDERABLE ITEM NAME	DOSE FORM
Give: DOSAGE ORDERED	MEDICATION ROUTE SCHEDULE

The DOSAGE ORDERED and the UNITS PER DOSE fields are modified to perform the following functionality:

- Entering a new backdoor order:
 1. If the Dosage Ordered entered is selected from the Possible Dosages or the Local Possible Dosages, the user will not be prompted for the Units Per Dose. Either the BCMA Units Per Dose or the Dispense Units Per Dose, defined under the Dispense Drug, will be used as the default for the Units Per Dose.
 2. If a free text dose is entered for the Dosage Order, the user will be prompted for the Units Per Dose. A warning message will display when the entered Units Per Dose does not seem to be compatible with the Dosage Ordered. The user will continue with the next prompt.
- Finishing pending orders:
 1. If the Dosage Ordered was selected from the Possible Dosages or the Local Possible Dosages, either the BCMA Units Per Dose or the Dispense Units Per Dose, defined under the Dispense Drug, will be used as the default for the Units Per Dose.
 2. If a free text dose was entered for the pending order, the UNITS PER DOSE field will default to 1. A warning message will display when the Units Per Dose does not seem to be compatible with the Dosage Ordered when the user is finishing/verifying the order.
- Editing order:
 1. Any time the DOSAGE ORDERED or the UNITS PER DOSE field is edited, a check will be performed and a warning message will display when the Units Per Dose does not seem to be compatible with the Dosage Ordered. Neither field will be automatically updated.



Note: There will be no Dosage Ordered check against the Units Per Dose if a Local Possible Dosage is selected.

- **“UNITS PER DOSE:”** (Regular)
This is the number of units (tablets, capsules, etc.) of the selected Dispense Drug to be given when the order is administered.

When a selection is made from the dosage list provided at the “DOSAGE ORDERED:” prompt, then this “UNITS PER DOSE:” prompt will not be displayed unless the selection list/default contains Local Possible Dosages. If a numeric dosage is entered at the “DOSAGE ORDERED:” prompt, but not from the selection list, then the default for “UNITS PER DOSE:” will be calculated as follows: $DOSAGE\ ORDERED / STRENGTH = UNITS\ PER\ DOSE$ and will not be displayed.

If free text or no value is entered at the “DOSAGE ORDERED:” prompt, the “UNITS PER DOSE:” prompt will be displayed. When the user presses <Enter> past the “UNITS PER DOSE:” prompt, without entering a value, a “1” will be stored. A warning message will be generated when free text is entered at the “DOSAGE ORDERED:” prompt and no value or an incorrect value is entered at the “UNITS PER DOSE:” prompt.

- **“MED ROUTE:”** (Regular and Abbreviated)

Inpatient Medications uses the medication route provided by CPRS as the default when finishing an IV order, and transmits any updates to an order’s medication route to CPRS.

Inpatient Medications determines the default medication route for a new order entered through Inpatient Medications, and sends the full Medication Route name for display on the BCMA VDL.

This is the administration route to be used for the order. If a Medication Route is identified for the selected Orderable Item, it will be used as the default for the order. Inpatient Medications applies the Medication Route provided by CPRS as the default when finishing an IV order.

- If no medication route is specified, Inpatient Medications will use the Medication Route provided by CPRS as the default when finishing an IV order.
- If updates are made to the medication route, Inpatient Medications will transmit any updates to an order’s Medication Route to CPRS.
- Inpatient Medications determines the default Medication Route for a new order.
- Inpatient Medications sends the full Medication Route name for display on the BCMA VDL.

- **“SCHEDULE TYPE:”** (Regular)

This defines the type of schedule to be used when administering the order. If the Schedule Type entered is one-time, the ward parameter, DAYS UNTIL STOP FOR ONE-TIME, is accessed to determine the stop date. When the ward parameter is not available, the system parameter, DAYS UNTIL STOP FOR ONE-TIME, will be used to determine the stop date. When neither parameter has been set, one-time orders will use the ward parameter, DAYS UNTIL STOP DATE/TIME, to determine the stop date instead of the start and stop date being equal.

When a new order is entered or an order entered through CPRS is finished by pharmacy, the default Schedule Type is determined as described below:

- If no Schedule Type has been found and a Schedule Type is defined for the selected Orderable Item, that Schedule Type is used for the order.
- If no Schedule Type has been found and the schedule contains PRN, the Schedule Type is PRN.
- If no Schedule Type has been found and the schedule is “ON CALL”, “ON-CALL” or “ONCALL”, the Schedule Type is ON CALL.
- For all others, the Schedule Type is CONTINUOUS.



Note: During backdoor order entry, the Schedule Type entered is used unless the schedule is considered a ONE-TIME schedule. In that case, the Schedule Type is changed to ONE TIME.

- **“SCHEDULE:”** (Regular and Abbreviated)

This defines the frequency the order is to be administered. Schedules must be selected from the ADMINISTRATION SCHEDULE file, with the following exceptions:

- Schedule containing PRN: (Ex. TID PC PRN). If the schedule contains PRN, the base schedule must be in the ADMINISTRATION SCHEDULE file.
- Day of week schedules (Ex. MO-FR or MO-FR@0900)
- Admin time only schedules (Ex. 09-13)

While entering a new order, if a Schedule is defined for the selected Orderable Item, that Schedule is displayed as the default for the order.

- **“ADMINISTRATION TIME:”** (Regular)

This defines the time(s) of day the order is to be given. Administration times must be entered in a two or four digit format . If you need to enter multiple administration times, they must be separated by a dash (e.g., 09-13 or 0900-1300). If the schedule for the order contains “PRN”, all Administration Times for the order will be ignored. In new order entry, the default Administration Times are determined as described below:

- If Administration Times are defined for the selected Orderable Item, they will be shown as the default for the order.
- If Administration Times are defined in the INPATIENT WARD PARAMETERS file for the patient’s ward and the order’s schedule, they will be shown as the default for the order.

- If Administration Times are defined for the Schedule, they will be shown as the default for the order.

- **“SPECIAL INSTRUCTIONS:”** (Regular and Abbreviated)

These are the Special Instructions (using abbreviations whenever possible) needed for the administration of this order. This field allows up to 180 characters and utilizes the abbreviations and expansions from the MEDICATION INSTRUCTION file. For new order entry, when Special Instructions are added, the nurse is prompted whether to flag this field for display in a BCMA message box. When finishing orders placed through CPRS, where the Provider Comments are not too long to be placed in this field, the nurse is given the option to copy the comments into this field. Should the nurse choose to copy and flag these comments for display in a BCMA message box on the Virtual Due List (VDL), an exclamation mark “!” will appear in the order next to this field.



Note: For “DONE” Orders (CPRS Med Order) only, the Provider Comments are automatically placed in the SPECIAL INSTRUCTIONS field. If the Provider Comments are greater than 180 characters, Special Instructions will display “REFERENCE PROVIDER COMMENTS IN CPRS FOR INSTRUCTIONS.”

- **“START DATE/TIME:”** (Regular and Abbreviated)

This is the date and time the order is to begin. For Inpatient Medications orders, the Start Date/Time is initially assigned to the CLOSEST ADMINISTRATION TIME, NEXT ADMINISTRATION TIME or NOW (which is the login date/time of the order), depending on the value of the DEFAULT START DATE CALCULATION field in the INPATIENT WARD PARAMETERS file. Start Date/Time may not be entered prior to 7 days from the order’s Login Date.

- **“EXPECTED FIRST DOSE:”** (Regular and Abbreviated)

Inpatient Medications no longer displays an expected first dose for orders containing a schedule with a schedule type of One-time. The system also no longer displays an expected first dose for orders containing a schedule with a schedule type of On-call. The Inpatient Medications application performs the following actions.

- Modifies order entry to allow entry of a Day-of-Week schedule in the following format: days@schedule name. For example, MO-WE-FR@BID or TU@Q6H.
- Translates the schedule into the appropriate administration times. For example, MO-WE-FR@BID is translated to MO-WE-FR@10-22.
- Modifies the expected first dose calculation to accept the new format of schedules. For example, MO-WE-FR@BID or MO@Q6H.
- Accepts the new formatted schedules from CPRS. For example, MO-WE-FR@BID or TU@Q6H.

Translates a schedule received in the new format from CPRS into the appropriate schedule and administration times.

- **“STOP DATE/TIME:” (Regular)**

This is the date and time the order will automatically expire. The system calculates the default Stop Date/Time for order administration based on the STOP TIME FOR ORDER site parameter. The default date shown is the least of (1) the <IV TYPE> GOOD FOR HOW MANY DAYS site parameter (where <IV TYPE> is LVPs, PBs, etc.), (2) the NUMBER OF DAYS FOR IV ORDER field (found in the IV ADDITIVES file) for all additives in this order, (3) the DAY (nD) or DOSE (nL) LIMIT field (found in the PHARMACY ORDERABLE ITEM file) for the orderable item associated with this order or (4) the duration received from CPRS (if applicable). The Site Manager or Application Coordinator can change any fields. This package initially calculates a default Stop Date/Time, depending on the INPATIENT WARD PARAMETERS file except for one-time orders and Inpatient orders for Outpatients.

For a one-time order, the ward parameter, DAYS UNTIL STOP FOR ONE-TIME, is accessed. When this parameter is not available, the system parameter, DAYS UNTIL STOP FOR ONE-TIME, will be used to determine the stop date. When neither parameter has been set, the ward parameter, DAYS UNTIL STOP DATE/TIME, will be used instead of the start and stop date being equal.

- **“PROVIDER:” (Regular and Abbreviated)**

This identifies the provider who authorized the order. Only users identified as active Providers, who are authorized to write medication orders, may be selected.

- **“SELF MED:” (Regular and Abbreviated)**

Identifies the order as one whose medication is to be given for administration by the patient. This prompt is only shown if the ‘SELF MED’ IN ORDER ENTRY field of the INPATIENT WARD PARAMETERS file is set to On.

- **“NATURE OF ORDER:” (Regular and Abbreviated)**

This is the method the provider used to communicate the order to the user who entered or took action on the order. Nature of Order is defined in CPRS. Written will be the default for new orders entered. When a new order is created due to an edit, the default will be Service Correction. The following table shows some Nature of Order examples.

Nature of Order	Description	Prompted for Signature in CPRS	Chart Copy Printed?
Written	The source of the order is a written doctor’s order	No	No
Verbal	A doctor verbally requested the order	Yes	Yes
Telephoned	A doctor telephoned the service to request the order	Yes	Yes
Service Correction	The service is discontinuing or adding new orders to carry out the intent of an order already received	No	No

Nature of Order	Description	Prompted for Signature in CPRS	Chart Copy Printed?
Duplicate	This applies to orders that are discontinued because they are a duplicate of another order	No	Yes
Policy	These are orders that are created as a matter of hospital policy	No	Yes

The Nature of Order abbreviation will display on the order next to the Provider's Name. The abbreviations will be in lowercase and enclosed in brackets. Written will display as [w], telephoned as [p], verbal as [v], policy as [i], electronically entered as [e], and service correction as [s]. If the order is electronically signed through the CPRS package AND the CPRS patch OR*3*141 is installed on the user's system, then [es] will appear next to the Provider's Name instead of the Nature of Order abbreviation.

Example: New Order Entry

```

Patient Information          Feb 14, 2001 10:21:33          Page: 1 of 1
PSJPATIENT1,ONE           Ward: 1 EAST
PID: 000-00-0001          Room-Bed:
DOB: 08/18/20 (80)        Ht (cm): _____ (_____)
Sex: MALE                  Wt (kg): _____ (_____)
Dx: TEST                   Admitted: 11/07/00
                           Last transferred: *****
Allergies/Reactions: No Allergy Assessment
Remote:
Adverse Reactions:
Inpatient Narrative: Narrative for Patient PSJPATIENT1
Outpatient Narrative:

```

```

Enter ?? for more actions
PU Patient Record Update          NO New Order Entry
DA Detailed Allergy/ADR List      IN Intervention Menu
VP View Profile
Select Action: View Profile// NO  New Order Entry

Select DRUG: POT
1  POTASSIUM CHLORIDE 10 mEq U/D TABLET          TN403
2  POTASSIUM CHLORIDE 10% 16 OZ                   TN403      N/F      BT
3  POTASSIUM CHLORIDE 20% 16 OZ                   TN403      N/F
4  POTASSIUM CHLORIDE 20MEQ PKT                    TN403          UNIT DOSE INPAT
5  POTASSIUM CHLORIDE 2MEQ/ML INJ 20ML VIAL       TN403          N/F
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  POTASSIUM CHLORIDE 10 mEq U/D TABLET          TN403
1.      10
2.      20
DOSAGE ORDERED (IN MEQ): 1

You entered 10MEQ is this correct? Yes// <Enter> YES
MED ROUTE: ORAL// <Enter> PO
SCHEDULE TYPE: CONTINUOUS// <Enter> CONTINUOUS
SCHEDULE: BID      08-16
ADMIN TIMES: 08-16// <Enter>
SPECIAL INSTRUCTIONS: <Enter>
START DATE/TIME: FEB 14,2001@16:00// <Enter> FEB 14,2001@16:00
STOP DATE/TIME: FEB 23,2001@24:00// <Enter> FEB 23,2001@24:00
PROVIDER: PSJPROVIDER,ONE// <Enter>

```

-----report continues-----

Example: New Order Entry (continued)

```

NON-VERIFIED UNIT DOSE      Feb 14, 2001 10:23:37      Page: 1 of 2
PSJPATIENT1,ONE            Ward: 1 EAST
PID: 000-00-0001          Room-Bed:           Ht(cm): _____ (_____)
DOB: 08/18/20 (80)        Wt(kg): _____ (_____)

(1)Orderable Item: POTASSIUM CHLORIDE TAB,SA
    Instructions:
(2)Dosage Ordered: 10MEQ
    Duration:                (3)Start: 02/14/01 16:00
(4) Med Route: ORAL
                                (5) Stop: 02/23/01 24:00

(6) Schedule Type: CONTINUOUS
(8) Schedule: BID
(9) Admin Times: 08-16
(10) Provider: PSJPROVIDER,ONE [w]
(11) Special Instructions:

(12) Dispense Drug                U/D      Inactive Date
-----
POTASSIUM CHLORIDE 10 mEq U/D TABLET      1

+      Enter ?? for more actions
ED Edit      AC ACCEPT
Select Item(s): Next Screen// AC ACCEPT
NATURE OF ORDER: WRITTEN// <Enter>

...transcribing this non-verified order....

```

```

NON-VERIFIED UNIT DOSE      Feb 14, 2001 10:24:52      Page: 1 of 2
PSJPATIENT1,ONE            Ward: 1 EAST
PID: 000-00-0001          Room-Bed:           Ht(cm): _____ (_____)
DOB: 08/18/20 (80)        Wt(kg): _____ (_____)

*(1)Orderable Item: POTASSIUM CHLORIDE TAB,SA
    Instructions:
*(2)Dosage Ordered: 10MEQ
    Duration:                (3)Start: 02/14/01 16:00
*(4) Med Route: ORAL
                                (5) Stop: 02/23/01 24:00

(6) Schedule Type: CONTINUOUS
*(8) Schedule: BID
(9) Admin Times: 08-16
*(10) Provider: PSJPROVIDER,ONE [w]
(11) Special Instructions:

(12) Dispense Drug                U/D      Inactive Date
-----
POTASSIUM CHLORIDE 10 mEq U/D TABLET      1

+      Enter ?? for more actions
DC Discontinue      ED Edit      AL Activity Logs
HD (Hold)           RN (Renew)
FL Flag             VF Verify
Select Item(s): Next Screen// VF Verify
...a few moments, please....

Pre-Exchange DOSES: <Enter>

ORDER VERIFIED.

Enter RETURN to continue or '^' to exit:

```

IV

For IV order entry, the nurse must bypass the “Select DRUG:” prompt (by pressing <Enter>) and then choosing the IV Type at the “Select IV TYPE:” prompt. The following are the prompts that the nurse can expect to encounter while entering a new IV order for the patient.



This option is only available to those nurses who have Inpatient Order Entry access.

- **“Select IV TYPE:”**

IV types are admixture, piggyback, hyperal, syringe, and chemotherapy. An admixture is a Large Volume Parenteral (LVP) solution intended for continuous parenteral infusion. A piggyback is a small volume parenteral solution used for intermittent infusion. Hyperalimentation (hyperal) is long-term feeding of a protein-carbohydrate solution. A syringe IV type order uses a syringe rather than a bottle or a bag. Chemotherapy is the treatment and prevention of cancer with chemical agents.

When an order is received from CPRS, Inpatient Medications will accept and send updates to IV Types from CPRS. When an IV type of Continuous is received, Inpatient Medications defaults to an IV type of Admixture. However, when an IV type of Intermittent is received, Inpatient Medications defaults to an IV type of piggyback.

- **“Select ADDITIVE:”**

There can be any number of additives for an order, including zero. An additive or additive synonym can be entered. If the Information Resources Management Service (IRMS) Chief/Site Manager or Application Coordinator has defined it in the IV ADDITIVES file, the nurse may enter a quick code for an additive. The quick code allows the user to pre-define certain fields, thus speeding up the order entry process. The entire quick code name must be entered to receive all pre-defined fields in the order.



Note: Drug inquiry is allowed during order entry by entering two question marks (??) at the STRENGTH prompt for information on an additive or solution.

When an additive is chosen, if an active drug text entry for the Dispense Drug and/or Orderable Item linked to this additive exists, then the prompt, “Restriction/Guideline(s) exist. Display?:” will be displayed along with the corresponding defaults. The drug text indicator will be <DIN> and will be displayed on the right side of the IV Type on the same line. This indicator will be highlighted.

If the Dispense Drug tied to the Additive or the Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Additive or Orderable Item.

- **“Select SOLUTION:”**

There can be any number of solutions in an order, depending on the type. It is even possible to require zero solutions when an additive is pre-mixed with a solution. If no solutions are chosen, the system will display a warning message, in case it is an oversight, and gives the opportunity to add one. The nurse may enter an IV solution or IV solution synonym.

When a solution is chosen, if an active drug text entry for the Dispense Drug and/or Orderable Item linked to this solution exists, then the prompt, “Restriction/Guideline(s) exist. Display?:” will be displayed along with the corresponding defaults. The drug text indicator will be <DIN> and will be displayed on the right side of the IV Type on the same line. This indicator will be highlighted.

If the Dispense Drug tied to the Solution or the Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Solution or Orderable Item.

- **“INFUSION RATE:”**

The infusion rate is the rate at which the IV is to be administered. This value, in conjunction with the total volume of the hyperal or the admixture type, is used to determine the time covered by one bag; hence, the system can predict the bags needed during a specified time of coverage. This field is free text for piggybacks. For admixtures, a number that will represent the infusion rate must be entered. The nurse can also specify the # of bags per day that will be needed.

Example: 125 = 125 ml/hr (IV system will calculate bags needed per day), 125@2 = 125 ml/hr with 2 labels per day, Titrate@1 = Titrate with 1 label per day. The format of this field is either a number only or <FREE TEXT > @ <NUMBER OF LABELS PER DAY > (e.g., Titrate @ 1).

When an order is received from CPRS, Inpatient Medications accepts infusion rates in both ml/hr and as “infuse over time.” In the Order View screen, for orders with an IV Type considered Intermittent, the infusion rate will display as “infuse over” followed by the time. For example, infuse over 30 minutes.



Note: If an administration time(s) is defined, the number of labels will reflect the administration time(s) for the IVPB type orders. **Example:** one administration time of 12:00 is specified. The infusion rate is entered as 125@3. Only 1 label will print.

- **“MED ROUTE:”** (Regular and Abbreviated)

Inpatient Medications uses the medication route provided by CPRS as the default when finishing an IV order, and transmits any updates to an order’s medication route to CPRS.

Inpatient Medications determines the default medication route for a new order entered through Inpatient Medications, and sends the full Medication Route name for display on the BCMA VDL.

This is the administration route to be used for the order. If a Medication Route is identified for the selected Orderable Item, it will be used as the default for the order. Inpatient Medications applies the Medication Route provided by CPRS as the default when finishing an IV order.

- If no medication route is specified, Inpatient Medications will use the Medication Route provided by CPRS as the default when finishing an IV order.
- If updates are made to the medication route, Inpatient Medications will transmit any updates to an order’s Medication Route to CPRS.
- Inpatient Medications determines the default Medication Route for a new order.
- Inpatient Medications sends the full Medication Route name for display on the BCMA VDL.

- **“SCHEDULE:”**

This prompt occurs on piggyback and intermittent syringe orders. Schedules must be selected from the ADMINISTRATION SCHEDULE file, with the following exceptions:

- Schedule containing PRN: (Ex. TID PC PRN). If the schedule contains PRN, the base schedule must be in the ADMINISTRATION SCHEDULE file.
- Day of week schedules (Ex. MO-FR or MO-FR@0900)
- Admin time only schedules (Ex. 09-13)

- **“ADMINISTRATION TIME:”**

This is free text. The pharmacist might want to enter the times of dose administration using military time such as 03-09-15-21. Administration times must be entered in a two or four digit format . If multiple administration times are needed, they must be separated by a dash (e.g., 09-13 or 0900-1300). This field must be left blank for odd schedules, (e.g., Q16H).

- **“OTHER PRINT INFO:”**

Free text is entered and can be up to 60 characters. For new order entry, when Other Print Info is added, the nurse is prompted whether to flag this field for display in a BCMA message box.

When finishing orders placed through CPRS, where the Provider Comments are not too long to be placed in this field, the nurse is given the option to copy the comments into this field. Should the nurse choose to copy and flag these comments for display in a BCMA message box on the VDL, an exclamation mark “!” will appear in the order next to this field.



Note: For “DONE” Orders (CPRS Med Order) only, the Provider Comments are automatically placed in the OTHER PRINT INFO field. If the Provider Comments are greater than 60 characters, Other Print Info will display “REFERENCE PROVIDER COMMENTS IN CPRS FOR INSTRUCTIONS.”

- **“START DATE / TIME:”**

The system calculates the default Start Date/Time for order administration based on the DEFAULT START DATE CALCULATION field in the INPATIENT WARD PARAMETERS file. This field allows the site to use the NEXT or CLOSEST administration or delivery time, or NOW, which is the order’s login date/time as the default Start Date. When NOW is selected for this parameter, it will always be the default Start Date/Time for IVs. This may be overridden by entering the desired date/time at the prompt.

When NEXT or CLOSEST is used in this parameter and the IV is a continuous-type IV order, the default answer for this prompt is based on the delivery times for the IV room specified for that order entry session. For intermittent type IV orders, if the order has administration times, the start date/time will be the NEXT or CLOSEST administration time depending on the parameter. If the intermittent type IV order does not have administration times, the start date/time will round up or down to the closest hour. The Site Manager or Application Coordinator can change this field.

- **“EXPECTED FIRST DOSE:” (Regular and Abbreviated)**

Inpatient Medications no longer displays an expected first dose for orders containing a schedule with a schedule type of One-time. The system also no longer display an expected first dose for orders containing a schedule with a schedule type of On-call. The Inpatient Medications application performs the following actions.

- Modifies order entry to allow entry of a Day-of-Week schedule in the following format: days@schedule name. For example, MO-WE-FR@BID or TU@Q6H.
- Translates the schedule into the appropriate administration times. For example, MO-WE-FR@BID is translated to MO-WE-FR@10-22.
- Modifies the expected first dose calculation to accept the new format of schedules. For example, MO-WE-FR@BID or MO@Q6H.
- Accepts the new formatted schedules from CPRS. For example, MO-WE-FR@BID or TU@Q6H.
- Translates a schedule received in the new format from CPRS into the appropriate schedule and administration times.

- **“STOP DATE / TIME:”**

The system calculates the default Stop Date/Time for order administration based on the STOP TIME FOR ORDER site parameter. The default date shown is the least of (1) the <IV TYPE> GOOD FOR HOW MANY DAYS site parameter (where <IV TYPE> is LVPs, PBs, etc.), (2) the NUMBER OF DAYS FOR IV ORDER field (found in the IV ADDITIVES file) for all additives in this order, or (3) the DAY (nD) or DOSE (nL) LIMIT field (found in the PHARMACY ORDERABLE ITEM file) for the orderable item associated with this order. The Site Manager or Application Coordinator can change these fields.

- **“NATURE OF ORDER:”**

This is the method the provider used to communicate the order to the user who entered or took action on the order. Nature of Order is defined in CPRS. “Written” will be the default for new orders entered. When a new order is created due to an edit, the default will be Service Correction. The following table shows some Nature of Order examples.

Nature of Order	Description	Prompted for Signature in CPRS?	Chart Copy Printed?
Written	The source of the order is a written doctor’s order	No	No
Verbal	A doctor verbally requested the order	Yes	Yes
Telephoned	A doctor telephoned the service to request the order	Yes	Yes
Service Correction	The service is discontinuing or adding new orders to carry out the intent of an order already received	No	No
Duplicate	This applies to orders that are discontinued because they are a duplicate of another order	No	Yes
Policy	These are orders that are created as a matter of hospital policy	No	Yes

The Nature of Order abbreviation will display on the order next to the Provider’s Name. The abbreviations will be in lowercase and enclosed in brackets. Written will display as [w], telephoned as [p], verbal as [v], policy as [i], electronically entered as [e], and service correction as [s]. If the order is electronically signed through the CPRS package AND the CPRS patch OR*3*141 is installed on the user’s system, then [es] will appear next to the Provider’s Name instead of the Nature of Order abbreviation.

- **“Select CLINIC LOCATION:”**

This prompt is only displayed for Outpatient IV orders entered through the Inpatient Medications package. The user will enter the hospital location name when prompted.



Note: While entering an order, the nurse can quickly delete the order by typing a caret (^) at any one of the prompts listed above except at the “STOP DATE/TIME:” prompt. Once the user has passed this prompt, if the order still needs to be deleted, a caret (^) can be entered at the “Is this O.K.:” prompt.

Example: New Order Entry

```

Inpatient Order Entry      Feb 28, 2002@13:48:47      Page: 1 of 3
-----
PSJPATIENT1,ONE          Ward: 1 EAST
PID: 000-00-0001         Room-Bed: B-12      Ht(cm): _____ (_____)
DOB: 08/18/20 (81)      Wt(kg): _____ (_____)
Sex: MALE                Admitted: 05/03/00
Dx: TESTING              Last transferred: *****
-----
- - - - - A C T I V E - - - - -
1  BACLOFEN TAB          C 02/20 03/06 A
   Give: 10MG PO QDAILY
   PATIENT SPITS OUT MEDICINE
2  PREDNISON TAB        C 02/25 03/11 A
   Give: 5MG PO TU-TH-SA@09
3  RESERPINE TAB        C 02/20 03/06 A
   Give: 1MG PO QDAILY
4 d->FUROSEMIDE 1 MG     O 02/11 02/11 E
   in 5% DEXTROSE 50 ML NOW
5 d->FUROSEMIDE 10 MG    O 02/11 02/11 E
   in 5% DEXTROSE 50 ML STAT
+  Enter ?? for more actions
PI Patient Information      SO Select Order
PU Patient Record Update   NO New Order Entry
Select Action: Next Screen// NO New Order Entry
-----
Select IV TYPE: P PIGGYBACK.
Select ADDITIVE: MULTI
  1 MULTIVITAMIN INJ
  2 MULTIVITAMINS
CHOOSE 1-2: 2 MULTIVITAMINS

(The units of strength for this additive are in ML)
Strength: 2 ML
Select ADDITIVE: <Enter>
Select SOLUTION: 0.9
  1 0.9% SODIUM CHLORIDE 100 ML
  2 0.9% SODIUM CHLORIDE 50 ML
CHOOSE 1-2: 1 0.9% SODIUM CHLORIDE 100 ML
INFUSION RATE: 125 INFUSE OVER 125 MIN.
MED ROUTE: IV// <Enter>
SCHEDULE: QID
  1 QID 09-13-17-21
  2 QID AC 0600-1100-1630-2000
CHOOSE 1-2: 1 09-13-17-21
ADMINISTRATION TIMES: 09-13-17-21// <Enter>
REMARKS: <Enter>
OTHER PRINT INFO: <Enter>
START DATE/TIME: FEB 28,2002@13:56// <Enter> (FEB 28, 2002@13:56)
STOP DATE/TIME: MAR 30,2002@24:00// <Enter>
PROVIDER: PSJPROVIDER,ONE // <Enter>

```

After entering the data for the order, the system will prompt the nurse to confirm that the order is correct. The IV module contains an integrity checker to ensure the necessary fields are answered for each type of order. The nurse must edit the order to make corrections if all of these fields are not answered correctly. If the order contains no errors, but has a warning, the user will be allowed to proceed.

Example: New Order Entry (continued)

Orderable Item: MULTIVITAMINS INJ
Give: IV QID

754
[29]0001 1 EAST 02/28/02
PSJPATIENT1,ONE B-12

MULTIVITAMINS 2 ML
0.9% SODIUM CHLORIDE 100 ML

INFUSE OVER 125 MIN.

QID

09-13-17-21

Fld by: _____ Chkd by: _____

1[1]

Start date: FEB 28,2002 13:56 Stop date: MAR 30,2002 24:00

Is this O.K.: YES//<Enter> YES

NATURE OF ORDER: WRITTEN// <Enter> W

...transcribing this non-verified order...

NON-VERIFIED IV Feb 28, 2002@13:56:44 Page: 1 of 2

PSJPATIENT1,ONE Ward: 1 EAST
PID: 000-00-0001 Room-Bed: B-12 Ht (cm): _____ (_____)
DOB: 08/18/20 (81) Wt (kg): _____ (_____)
Sex: MALE Admitted: 05/03/00
Dx: TESTING Last transferred: *****

* (1) Additives: Type: PIGGYBACK
MULTIVITAMINS 2 ML
(2) Solutions:
0.9% SODIUM CHLORIDE 100 ML
Duration: (4) Start: 02/28/02 13:56
(3) Infusion Rate: INFUSE OVER 125 MIN.
* (5) Med Route: IV (6) Stop: 03/30/02 24:00
* (7) Schedule: QID Last Fill: *****
(8) Admin Times: 09-13-17-21 Quantity: 0
* (9) Provider: PSJPROVIDER,ONE [w] Cum. Doses:
* (10) Orderable Item: MULTIVITAMINS INJ
Instructions:
(11) Other Print:

+ Enter ?? for more actions

DC Discontinue RN (Renew) VF Verify
HD (Hold) OC (On Call)
ED Edit AL Activity Logs

Select Item(s): Next Screen// VF Verify

4.4.3. Detailed Allergy/ADR List

The Detailed Allergy/ADR List action displays a detailed listing of the selected item from the patient's Allergy/ADR List. Entry to the *Edit Allergy/ADR Data* option is provided with this list also.

- **Enter/Edit Allergy/ADR Data**

Provides access to the Adverse Reaction Tracking (ART) package to allow entry and/or edit of allergy adverse reaction data for the patient. See the Allergy package documentation for more information on Allergy/ADR processing.

- **Select Allergy**

Allows the user to view a specific allergy.

4.4.4. Intervention Menu



This option is only available to those users who hold the PSJ RPHARM key.

The Intervention Menu action allows entry of new interventions and existing interventions to be edited, deleted, viewed, or printed. Each kind of intervention will be discussed and an example will follow.

- **New:** This option is used to add an entry into the APSP INTERVENTION file.

Example: New Intervention

```
Patient Information          Sep 22, 2000 08:03:07          Page: 1 of 1
PSJPATIENT2,TWO           Ward: 1 West
PID: 000-00-0002          Room-Bed: A-6          Ht(cm): 167.64 (04/21/99)
DOB: 02/22/42 (58)       Wt(kg): 85.00 (04/21/99)
Sex: MALE                 Admitted: 09/16/99
Dx: TEST PATIENT         Last transferred: *****
Allergies - Verified: CAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE,
                        CHOCOLATE, NUTS, STRAWBERRIES, DUST
Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH,
                FLUPHENAZINE DECANOATE
Remote:
Adverse Reactions:
Inpatient Narrative: Inpatient narrative
Outpatient Narrative: This is the Outpatient Narrative. This patient doesn't
like waiting at the pickup window. He gets very angry.

Enter ?? for more actions
PU Patient Record Update          NO New Order Entry
DA Detailed Allergy/ADR List      IN Intervention Menu
VP View Profile
Select Action: View Profile// IN Intervention Menu

--- Pharmacy Intervention Menu ---
NE Enter Pharmacy Intervention     DEL Delete Pharmacy Intervention
ED Edit Pharmacy Intervention      VW View Pharmacy Intervention
PRT Print Pharmacy Intervention

Select Item(s): NE Enter Pharmacy Intervention
Select APSP INTERVENTION INTERVENTION DATE: T SEP 22, 2000
Are you adding 'SEP 22, 2000' as a new APSP INTERVENTION (the 155TH)? No// Y
(Yes)
APSP INTERVENTION PATIENT: PSJPATIENT2,TWO 02-22-42 000000002 N
SC VETERAN
APSP INTERVENTION DRUG: WAR
1 WARFARIN 10MG BL100 TAB
2 WARFARIN 10MG U/D BL100 TAB **AUTO STOP 2D**
3 WARFARIN 2.5MG BL100 TAB
4 WARFARIN 2.5MG U/D BL100 TAB **AUTO STOP 2D**
5 WARFARIN 2MG BL100 TAB
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1 WARFARIN 10MG BL100 TAB
PROVIDER: PSJPROVIDER,ONE PROV
INSTITUTED BY: PHARMACY// <Enter> PHARMACY
INTERVENTION: ALLERGY
RECOMMENDATION: NO CHANGE
WAS PROVIDER CONTACTED: N NO
RECOMMENDATION ACCEPTED: Y YES
REASON FOR INTERVENTION:
1>
ACTION TAKEN:
1>
CLINICAL IMPACT:
1>
FINANCIAL IMPACT:
1>
Select Item(s):
```

- **Edit:** This option is used to edit an existing entry in the APSP INTERVENTION file.

Example: Edit an Intervention

```

Patient Information          Sep 22, 2000 08:03:07          Page: 1 of 1
-----
PSJPATIENT2,TWO          Ward: 1 West          <A>
PID: 000-00-0002          Room-Bed: A-6          Ht(cm): 167.64 (04/21/99)
DOB: 02/22/42 (58)          Wt(kg): 85.00 (04/21/99)
Sex: MALE          Admitted: 09/16/99
Dx: TEST PATIENT          Last transferred: *****

Allergies - Verified: CAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE,
                    CHOCOLATE, NUTS, STRAWBERRIES, DUST
Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH,
                    FLUPHENAZINE DECANOATE

Remote:
Adverse Reactions:
Inpatient Narrative: Inpatient narrative
Outpatient Narrative: This is the Outpatient Narrative. This patient doesn't
like waiting at the pickup window. He gets very angry.

Enter ?? for more actions

PU Patient Record Update          NO New Order Entry
DA Detailed Allergy/ADR List          IN Intervention Menu
VP View Profile
Select Action: View Profile// IN Intervention Menu

--- Pharmacy Intervention Menu ---

NE Enter Pharmacy Intervention          DEL Delete Pharmacy Intervention
ED Edit Pharmacy Intervention          VW View Pharmacy Intervention
PRT Print Pharmacy Intervention
Select Item(s): ED Edit Pharmacy Intervention
Select INTERVENTION:T SEP 22, 2000          PSJPATIENT2,TWO          WARFARIN 10MG
INTERVENTION DATE: SEP 22,2000// <Enter>
PATIENT: PSJPATIENT2,TWO// <Enter>
PROVIDER: PSJPROVIDER,ONE // <Enter>
PHARMACIST: PSJPHARMACIST,ONE // <Enter>
DRUG: WARFARIN 10MG// <Enter>
INSTITUTED BY: PHARMACY// <Enter>
INTERVENTION: ALLERGY// <Enter>
OTHER FOR INTERVENTION:
1>
RECOMMENDATION: NO CHANGE// <Enter>
OTHER FOR RECOMMENDATION:
1>
WAS PROVIDER CONTACTED: NO// <Enter>
PROVIDER CONTACTED:
RECOMMENDATION ACCEPTED: YES// <Enter>
AGREE WITH PROVIDER: <Enter>
REASON FOR INTERVENTION:
1>
ACTION TAKEN:
1>
CLINICAL IMPACT:
1>
FINANCIAL IMPACT:
1>

```

- **Delete:** This option is used to delete an entry from the APSP INTERVENTION file. The nurse may only delete an entry that was entered on the same day.

Example: Delete an Intervention

```
Patient Information          Sep 22, 2000 08:03:07          Page: 1 of 1
-----
PSJPATIENT2,TWO          Ward: 1 West          <A>
PID: 000-00-0002          Room-Bed: A-6          Ht(cm): 167.64 (04/21/99)
DOB: 02/22/42 (58)          Wt(kg): 85.00 (04/21/99)
Sex: MALE          Admitted: 09/16/99
Dx: TEST PATIENT          Last transferred: *****

Allergies - Verified: CAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE,
                   CHOCOLATE, NUTS, STRAWBERRIES, DUST
Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH,
                   FLUPHENAZINE DECANOATE

Remote:
Adverse Reactions:
Inpatient Narrative: Inpatient narrative
Outpatient Narrative: This is the Outpatient Narrative. This patient doesn't
like waiting at the pickup window. He gets very angry.

Enter ?? for more actions

PU Patient Record Update          NO New Order Entry
DA Detailed Allergy/ADR List          IN Intervention Menu
VP View Profile
Select Action: View Profile// IN Intervention Menu

--- Pharmacy Intervention Menu ---

NE Enter Pharmacy Intervention          DEL Delete Pharmacy Intervention
ED Edit Pharmacy Intervention          VW View Pharmacy Intervention
PRT Print Pharmacy Intervention
Select Item(s): DEL Delete Pharmacy Intervention
You may only delete entries entered on the current day.

Select APSP INTERVENTION INTERVENTION DATE: T SEP 22, 2000          PSJPATIENT2,TWO
WARFARIN 10MG
SURE YOU WANT TO DELETE THE ENTIRE ENTRY? YES
```

- **View:** This option is used to display Pharmacy Interventions in a captioned format.

Example: View an Intervention

```
Patient Information          Sep 22, 2000 08:03:07          Page: 1 of 1
-----
PSJPATIENT2,TWO          Ward: 1 West          <A>
PID: 000-00-0002          Room-Bed: A-6          Ht(cm): 167.64 (04/21/99)
DOB: 02/22/42 (58)          Wt(kg): 85.00 (04/21/99)
Sex: MALE          Admitted: 09/16/99
Dx: TEST PATIENT          Last transferred: *****

Allergies - Verified: CAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE,
                   CHOCOLATE, NUTS, STRAWBERRIES, DUST
Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH,
                   FLUPHENAZINE DECANOATE

Remote:
Adverse Reactions:
Inpatient Narrative: Inpatient narrative
Outpatient Narrative: This is the Outpatient Narrative. This patient doesn't
like waiting at the pickup window. He gets very angry.

Enter ?? for more actions

PU Patient Record Update          NO New Order Entry
DA Detailed Allergy/ADR List          IN Intervention Menu
VP View Profile
Select Action: View Profile// IN Intervention Menu

--- Pharmacy Intervention Menu ---

NE Enter Pharmacy Intervention          DEL Delete Pharmacy Intervention
ED Edit Pharmacy Intervention          VW View Pharmacy Intervention
PRT Print Pharmacy Intervention
Select Item(s): VW View Pharmacy Intervention
Select APSP INTERVENTION INTERVENTION DATE: T SEP 22, 2000          PSJPATIENT2,TWO
WARFARIN 10MG
ANOTHER ONE: <Enter>
INTERVENTION DATE: SEP 22, 2000          PATIENT: PSJPATIENT2,TWO
PROVIDER: PSJPROVIDER,ONE          PHARMACIST: PSJPHARMACIST,ONE
DRUG: WARFARIN 10MG          INSTITUTED BY: PHARMACY
INTERVENTION: ALLERGY          RECOMMENDATION: NO CHANGE
WAS PROVIDER CONTACTED: NO          RECOMMENDATION ACCEPTED: YES
```

- **Print:** This option is used to obtain a captioned printout of Pharmacy Interventions for a certain date range. It will print out on normal width paper and can be queued to print at a later time.

Example: Print an Intervention

```

Patient Information          Sep 22, 2000 08:03:07          Page: 1 of 1
PSJPATIENT2,TWO           Ward: 1 West          <A>
  PID: 000-00-0002         Room-Bed: A-6        Ht(cm): 167.64 (04/21/99)
  DOB: 02/22/42 (58)      Wt(kg): 85.00 (04/21/99)
  Sex: MALE                Admitted: 09/16/99
  Dx: TEST PATIENT        Last transferred: *****

Allergies - Verified: CAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE,
                   CHOCOLATE, NUTS, STRAWBERRIES, DUST
Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH,
                   FLUPHENAZINE DECANOATE
Remote:
Adverse Reactions:
Inpatient Narrative: Inpatient narrative
Outpatient Narrative: This is the Outpatient Narrative. This patient doesn't
like waiting at the pickup window. He gets very angry.

Enter ?? for more actions
PU Patient Record Update          NO New Order Entry
DA Detailed Allergy/ADR List      IN Intervention Menu
VP View Profile
Select Action: View Profile// IN Intervention Menu

--- Pharmacy Intervention Menu ---

NE Enter Pharmacy Intervention    DEL Delete Pharmacy Intervention
ED Edit Pharmacy Intervention     VW View Pharmacy Intervention
PRT Print Pharmacy Intervention
Select Item(s): PRT Print Pharmacy Intervention
* Previous selection: INTERVENTION DATE equals 7/2/96
START WITH INTERVENTION DATE: FIRST// T (SEP 22, 2000)
GO TO INTERVENTION DATE: LAST// T (SEP 22, 2000)
DEVICE: <Enter> NT/Cache virtual TELNET terminal Right Margin: 80//
PHARMACY INTERVENTION LISTING     SEP 22,2000 09:20 PAGE 1
-----

INTERVENTION: ALLERGY

INTERVENTION DATE: SEP 22,2000    PATIENT: PSJPATIENT2,TWO
PROVIDER: PSJPROVIDER,ONE        PHARMACIST: PSJPHARMACIST,ONE
DRUG: WARFARIN 10MG              INSTITUTED BY: PHARMACY
RECOMMENDATION: NO CHANGE        RECOMMENDATION ACCEPTED: YES
WAS PROVIDER CONTACTED: NO
PROVIDER CONTACTED:

SUBTOTAL                          1
SUBCOUNT                          1
-----
TOTAL                              1
COUNT                             1

```

4.4.5. View Profile

The View Profile action allows selection of a Long, Short, or NO profile for the patient. The profile displayed in the *Inpatient Order Entry* and *Non-Verified/Pending Orders* options will include IV and Unit Dose orders. The long profile shows all orders, including discontinued and expired orders. The short profile does not show the discontinued or expired orders.

Example: Profile View

Inpatient Order Entry		Feb 28, 2002@14:06:01		Page: 1 of 3	
PSJPATIENT1,ONE		Ward: 1 EAST			
PID: 000-00-0001		Room-Bed: B-12		Ht (cm): _____ (_____)	
DOB: 08/18/20 (81)				Wt (kg): _____ (_____)	
Sex: MALE				Admitted: 05/03/00	
Dx: TESTING		Last transferred: *****			
- - - - - A C T I V E - - - - -					
1	BACLOFEN TAB	C	02/20	03/06	A
	Give: 10MG PO QDAILY				
	PATIENT SPITS OUT MEDICINE				
2	MULTIVITAMINS 2 ML	C	02/28	03/30	A
	in 0.9% SODIUM CHLORIDE 100 ML QID				
3	PREDNISON TAB	C	02/25	03/11	A
	Give: 5MG PO TU-TH-SA@09				
4	RESERPINE TAB	C	02/20	03/06	A
	Give: 1MG PO QDAILY				
5	d->FUROSEMIDE 1 MG	O	02/11	02/11	E
	in 5% DEXTROSE 50 ML NOW				
+ Enter ?? for more actions					
PI	Patient Information	SO	Select Order		
PU	Patient Record Update	NO	New Order Entry		
Select Action: Next Screen//					

The orders on the profile are sorted first by status (ACTIVE, NON-VERIFIED, NON-VERIFIED COMPLEX, PENDING, PENDING COMPLEX, PENDING RENEWALS) then alphabetically by SCHEDULE TYPE. Pending orders with a priority of STAT are listed first and are displayed in a bold and blinking text for easy identification. After SCHEDULE TYPE, orders are sorted alphabetically by DRUG (the drug name listed on the profile), and then in descending order by START DATE.

Sets of Complex Orders with a status of “Pending” or “Non-Verified” will be grouped together in the Profile View. They appear as one numbered list item, as shown in the following examples. Once these orders are made active, they will appear individually in the Profile View, with a status of “Active”.

If an order has been verified by pharmacy but has not been verified by nursing, it will be listed under the ACTIVE heading with an arrow (->) to the right of its number. A CPRS Med Order will have a “DONE” priority and will display a “d” to the right of the number on the long profiles. These orders will display under the Non-Active header.

Orders may be selected by choosing the Select Order action, or directly from the profile using the number displayed to the left of the order. Multiple orders may be chosen by entering the numbers of each order to be included separated by commas (e.g., 1,2,3), or a range of numbers using the dash (e.g., 1-3).



Note: The START DATE and DRUG sort may be reversed using the INPATIENT PROFILE ORDER SORT prompt in the *Edit Inpatient User Parameters* option.

Example: Pending Complex Order in Profile View

Inpatient Order Entry		Mar 07, 2004@13:03:55		Page: 1 of 1	
PSJPATIENT1,ONE		Ward: 1 EAST			
PID: 000-00-0001	Room-Bed: B-12	Ht (cm): _____	(_____)		
DOB: 08/18/20 (81)		Wt (kg): _____	(_____)		
Sex: MALE		Admitted: 03/03/04			
Dx: TESTING		Last transferred: *****			
- - - - - P E N D I N G C O M P L E X - - - - -					
1	CAPTOPRIL TAB	?	*****	*****	P
	Give: 25MG PO QDAILY				
	CAPTOPRIL TAB	?	*****	*****	P
	Give: 50MG PO BID				
	CAPTOPRIL TAB	?	*****	*****	P
	Give: 100MG PO TID				
Enter ?? for more actions					
PI	Patient Information	SO	Select Order		
PU	Patient Record Update	NO	New Order Entry		
Select Action: Next Screen//					

Example: Non-Verified Complex Order in Profile View

Inpatient Order Entry		Mar 07, 2004@13:03:55		Page: 1 of 1	
PSJPATIENT1,ONE		Ward: 1 EAST			
PID: 000-00-0001	Room-Bed: B-12	Ht (cm): _____	(_____)		
DOB: 08/18/20 (81)		Wt (kg): _____	(_____)		
Sex: MALE		Admitted: 03/03/04			
Dx: TESTING		Last transferred: *****			
- - - - - N O N - V E R I F I E D C O M P L E X - - - - -					
1	CAPTOPRIL TAB	C	03/26	03/27	N
	Give: 25MG PO QDAILY				
	CAPTOPRIL TAB	C	03/28	03/29	N
	Give: 50MG PO BID				
	CAPTOPRIL TAB	C	03/30	03/31	N
	Give: 100MG PO TID				
Enter ?? for more actions					
PI	Patient Information	SO	Select Order		
PU	Patient Record Update	NO	New Order Entry		
Select Action: Next Screen//					

Example: Active Complex Order in Profile View

Inpatient Order Entry		Mar 07, 2004@15:00:05		Page: 1 of 1	
PSJPATIENT1,ONE		Ward: 1 EAST			
PID: 000-00-0001		Room-Bed: B-12		Ht (cm): _____ (_____)	
DOB: 08/18/20 (81)				Wt (kg): _____ (_____)	
Sex: MALE		Admitted: 03/03/04			
Dx: TESTING		Last transferred: *****			
----- A C T I V E -----					
1	CAPTOPRIL TAB	C	03/26	03/27	A
	Give: 25MG PO QDAILY				
2	CAPTOPRIL TAB	C	03/28	03/29	A
	Give: 50MG PO BID				
3	CAPTOPRIL TAB	C	03/30	03/31	A
	Give: 100MG PO TID				
Enter ?? for more actions					
PI	Patient Information	SO	Select Order		
PU	Patient Record Update	NO	New Order Entry		
Select Action: Next Screen//					

4.4.6. Patient Information

The Patient Information screen is displayed for the selected patient. The header contains the patient's demographic data, while the list area contains Allergy/Adverse Reaction data, including remote data and Pharmacy Narratives. If an outpatient is selected, all future appointments in clinics that allow Inpatient Medications orders will display in the list area, too.

Example: Patient Information

Patient Information		Sep 13, 2000 15:04:31		Page: 1 of 1	
PSJPATIENT1,ONE		Ward: 1 EAST			
PID: 000-00-0001		Room-Bed: B-12		Ht (cm): _____ (_____)	
DOB: 08/18/20 (80)				Wt (kg): _____ (_____)	
Sex: MALE		Admitted: 05/03/00			
Dx: TESTING		Last transferred: *****			
Allergies/Reactions: No Allergy Assessment					
Remote:					
Adverse Reactions:					
Inpatient Narrative: Narrative for Patient PSJPATIENT1					
Outpatient Narrative:					
Enter ?? for more actions					
PU	Patient Record Update	NO	New Order Entry		
DA	Detailed Allergy/ADR List	IN	Intervention Menu		
VP	View Profile				
Select Action: View Profile//					

Example: Patient Information Screen for Outpatient Receiving Inpatient Medications

```

Patient Information          May 12, 2003 14:27:13          Page: 1 of 1
PSJPATIENT3,THREE        Last Ward: 1 West
  PID: 000-00-0003        Last Room-Bed:          Ht(cm): _____ (_____)
  DOB: 02/01/55 (48)          Wt(kg): _____ (_____)
  Sex: FEMALE                Last Admitted: 01/13/98
  Dx: TESTING                Discharged: 01/13/98

Allergies/Reactions: No Allergy Assessment
Remote:
Adverse Reactions:
Inpatient Narrative:
Outpatient Narrative:

Clinic:                    Date/Time of Appointment:
Clinic A                   May 23, 2003/9:00 am
Flu Time Clinic           June 6, 2003/10:00 am
      Enter ?? for more actions

PU Patient Record Update    NO New Order Entry
DA Detailed Allergy/ADR List  IN Intervention Menu
VP View Profile
Select Action: View Profile//
  
```

4.4.7. Select Order

The Select Order action is used to take action on a previously entered order by selecting it from the profile, after the patient is selected and length of profile is chosen (i.e., short or long).

Example: Selecting an Order

```

Inpatient Order Entry      Mar 07, 2002@13:01:56      Page: 1 of 1
PSJPATIENT1,ONE          Ward: 1 EAST
  PID: 000-00-0001        Room-Bed: B-12          Ht(cm): _____ (_____)
  DOB: 08/18/20 (81)          Wt(kg): _____ (_____)
  Sex: MALE                Admitted: 05/03/00
  Dx: TESTING                Last transferred: *****

- - - - - A C T I V E - - - - -
1  in 0.9% SODIUM CHLORIDE 1000 ML 125 ml/hrC 03/07 03/07 E
2  in 5% DEXTROSE 50 ML 125 ml/hr          C 03/06 03/06 E
3  CEPHAPIRIN 1 GM                          C 03/04 03/09 A
   in DEXTROSE 5% IN N. SALINE 100 ML QID
4  ASPIRIN CAP,ORAL                          O 03/07 03/07 E
   Give: 650MG PO NOW

- - - - - P E N D I N G - - - - -
5  in DEXTROSE 10% 1000 ML 125 ml/hr        ? ***** ***** P

      Enter ?? for more actions

PI Patient Information      SO Select Order
PU Patient Record Update    NO New Order Entry
Select Action: Quit// 1
  
```

-----report continues-----

Example: Select an Order (continued)

ACTIVE UNIT DOSE	Mar 07, 2002@13:10:46	Page: 1 of 2
PSJPATIENT1,ONE	Ward: 1 EAST	
PID: 000-00-0001	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (81)		Wt (kg): _____ (_____)
* (1) Orderable Item: ASPIRIN CAP,ORAL <DIN>		
Instructions:		
* (2) Dosage Ordered: 325MG		* (3) Start: 03/07/02 13:10
Duration:		
* (4) Med Route: ORAL		
BCMA ORDER LAST ACTION: 03/07/02 13:09 Given*		* (5) Stop: 03/08/02 24:00
(6) Schedule Type: CONTINUOUS		
* (8) Schedule: QID		
(9) Admin Times: 09-13-17-21		
* (10) Provider: PSJPROVIDER,ONE [es]		
(11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
ASPIRIN BUFFERED 325MG TAB	1	
+ Enter ?? for more actions		
DC Discontinue	ED Edit	AL Activity Logs
HD Hold	RN Renew	
FL (Flag)	VF (Verify)	
Select Item(s): Next Screen//		

The list area displays detailed order information and allows actions to be taken on the selected order. A number displayed to the left of the field name identifies fields that may be edited. If a field, marked with an asterisk (*) next to its number, is edited, it will cause this order to be discontinued and a new one created. If a pending order is selected, the system will determine any default values for fields not entered through CPRS and display them along with the data entered by the provider.

The BCMA ORDER LAST ACTION field will only display when an action has been performed through BCMA on this order. This information includes the date and time of the action and the BCMA action status. If an asterisk (*) appears after the BCMA status, this indicates an action was taken on the prior order that is linked to this order.

Actions, displayed in the Action Area, enclosed in parenthesis are not available to the user. In the example above, the action Verify is not available to the user since it was previously verified.

In the order display for an outpatient with inpatient orders, the clinic location and the appointment date and time will display in the screen header area in the same location that the ward and room-bed information displays for an admitted patient.

 Only users with the appropriate keys will be allowed to take any available actions on the Unit Dose or IV order.

Example: Order View For An Outpatient With Inpatient Orders

```
ACTIVE UNIT DOSE          Nov 28, 2003@10:55:47          Page: 1 of 2
PSJPATIENT3,THREE        Clinic: CLINIC (PAT)
  PID: 000-00-0003        Clinic Date: 10/31/03 08:00  Ht(cm): _____ (_____)
  DOB: 02/01/55 (48)      Wt(kg): _____ (_____)

*(1)Orderable Item: CAPTOPRIL TAB <DIN>
  Instructions:
*(2)Dosage Ordered: 25MG
*(3)Start: 10/31/03 08:00
*(4) Med Route: ORAL (BY MOUTH)
*(5) Stop: 11/29/03 12:56
(6) Schedule Type: CONTINUOUS
*(8) Schedule: BID
(9) Admin Times: 08-20
*(10) Provider: PSJPROVIDER,ONE [s] DURATION:
(11) Special Instructions:
(12) Dispense Drug          U/D          Inactive Date
    CAPTOPRIL 25MG TABS      1
+ Enter ?? for more actions
DC Discontinue             ED Edit
HD Hold                    RN Renew
FL Flag                    VF (Verify)
AL Activity Logs
Select Item(s): Next Screen//
```

4.5. Order Actions

The Order Actions are the actions available in the Action Area of the List Manager Screen. These actions pertain to the patient's orders and include editing, discontinuing, verifying, etc.

4.5.1. Discontinue

When an order is discontinued, the order's Stop Date/Time is changed to the date/time the action is taken. An entry is placed in the order's Activity Log recording who discontinued the order and when the action was taken. Pending and Non-verified orders are deleted when discontinued and will no longer appear on the patient's profile.



Note: Any orders placed through the Med Order Button cannot be discontinued.

Example: Discontinue an Order

ACTIVE IV		Mar 20, 2001@16:37:49		Page: 1 of 1	
PSJPATIENT1,ONE		Ward: 1 EAST			
PID: 000-00-0001		Room-Bed: B-12		Ht(cm): _____ (_____)	
DOB: 08/18/20 (80)				Wt(kg): _____ (_____)	
* (1) Additives: Order number: 65 Type: ADMIXTURE <DIN> POTASSIUM CHLORIDE 40 MEQ					
* (2) Solutions: 0.9% SODIUM CHLORIDE 1000 ML Duration: *(4) Start: 03/19/01 11:30					
* (3) Infusion Rate: 100 ml/hr					
* (5) Med Route: IV *(6) Stop: 03/26/01 24:00					
* (7) Schedule: Last Fill: 03/19/01 14:57					
(8) Admin Times: Quantity: 2					
* (9) Provider: PSJPROVIDER,ONE [w] Cum. Doses: 43					
(10) Other Print:					
(11) Remarks : Entry By: PSJPROVIDER,ONE Entry Date: 03/19/01 11:30 Enter ?? for more actions					
DC Discontinue RN Renew FL Flag					
ED Edit OC On Call					
HD Hold AL Activity Logs					
Select Item(s): Quit// DC Discontinue					
NATURE OF ORDER: WRITTEN// <Enter> W					
Requesting PROVIDER: PSJPROVIDER,ONE // <Enter> PROV					
REASON FOR ACTIVITY: TESTING					
DISCONTINUED IV		Mar 20, 2001@16:38:28		Page: 1 of 1	
PSJPATIENT1,ONE		Ward: 1 EAST			
PID: 000-00-0001		Room-Bed: B-12		Ht(cm): _____ (_____)	
DOB: 08/18/20 (80)				Wt(kg): _____ (_____)	
* (1) Additives: Order number: 65 Type: ADMIXTURE <DIN> POTASSIUM CHLORIDE 40 MEQ					
* (2) Solutions: 0.9% SODIUM CHLORIDE 1000 ML Duration: *(4) Start: 03/19/01 11:30					
* (3) Infusion Rate: 100 ml/hr					
* (5) Med Route: IV *(6) Stop: 03/20/01 16:38					
* (7) Schedule: Last Fill: 03/19/01 14:57					
(8) Admin Times: Quantity: 2					
* (9) Provider: PSJPROVIDER,ONE [w] Cum. Doses: 43					
(10) Other Print:					
(11) Remarks : Entry By: PSJPROVIDER,ONE Entry Date: 03/19/01 11:30 Enter ?? for more actions					
DC (Discontinue) RN (Renew) FL Flag					
ED (Edit) OC (On Call)					
HD (Hold) AL Activity Logs					
Select Item(s): Quit// <Enter> QUIT					

When an action of DC (Discontinue) is taken on one child order that is part of a Complex Order, a message will display informing the user that the order is part of a Complex Order, and the user is prompted to confirm that the action will be taken on all of the associated child orders.

Example: Discontinue a Complex Order

```

ACTIVE UNIT DOSE                      Feb 25, 2004@21:25:50          Page: 1 of 2
PSJPATIENT1,ONE                      Ward: 1 EAST
  PID: 000-00-0001                    Room-Bed: B-12              Ht(cm): _____ (_____)
  DOB: 08/18/20 (80)                  Wt(kg): _____ (_____)
-----
*(1)Orderable Item: ASPIRIN TAB                      <DIN>
  Instructions:
*(2)Dosage Ordered: 650MG
  Duration:
*(4)  Med Route: ORAL
                                     *(3)Start: 03/26/01 14:40
                                     *(5) Stop: 03/28/01 24:00
  (6) Schedule Type: CONTINUOUS
*(8)  Schedule: QDAILY
  (9)  Admin Times: 1440
*(10) Provider: PSJPROVIDER,ONE [es]
*(11) Special Instructions:
-----
(12) Dispense Drug                                U/D      Inactive Date
      ASPIRIN BUFFERED 325MG TAB                    2
+      Enter ?? for more actions
DC Discontinue          ED (Edit)          AL Activity Logs
HD Hold                RN Renew
FL Flag                VF (Verify)
Select Item(s): Next Screen// <Enter>

Select Item(s): Next Screen// DC Discontinue

This order is part of a complex order. If you discontinue this order the
following orders will be discontinued too (unless the stop date has already
been reached).

Press Return to continue... <Enter>

      CAPTOPRIL TAB                                C 03/26 03/27 N
      Give: 25MG PO QDAILY

      CAPTOPRIL TAB                                C 03/26 03/29 N
      Give: 100MG PO TID

Press Return to continue... <Enter>

Do you want to discontinue this series of complex orders? Yes//

```

4.5.2. Edit

This action allows modification of any field shown on the order view that is preceded by a number in parenthesis (#).

Example: Edit an Order

ACTIVE UNIT DOSE	Sep 13, 2000 15:20:42	Page:	1 of 2
PSJPATIENT1,ONE	Ward: 1 EAST		
PID: 000-00-0001	Room-Bed: B-12	Ht(cm): _____ (_____)	
DOB: 08/18/20 (80)		Wt(kg): _____ (_____)	
*(1)Orderable Item: AMPICILLIN CAP			
Instructions:			
*(2)Dosage Ordered: 500MG			
Duration:		*(3)Start: 09/07/00 15:00	
*(4) Med Route: ORAL		*(5) Stop: 09/21/00 24:00	
(6) Schedule Type: CONTINUOUS			
*(8) Schedule: QID			
(9) Admin Times: 01-09-15-20			
*(10) Provider: PSJPROVIDER,ONE [es]			
(11) Special Instructions:			
(12) Dispense Drug		U/D	Inactive Date
AMPICILLIN 500MG CAP		1	
+ Enter ?? for more actions			
DC Discontinue	ED Edit	AL Activity Logs	
HD Hold	RN Renew		
FL (Flag)	VF Verify		
Select Item(s): Next Screen//			

If a field marked with an asterisk (*) to the left of the number is changed, the original order will be discontinued, and a new order containing the edited data will be created. The Stop Date/Time of the original order will be changed to the date/time the new edit order is accepted. The old and new orders are linked and may be viewed using the History Log function. When the screen is refreshed, the field(s) that was changed will now be shown in **blinking reverse video** and “This change will cause a new order to be created” will be displayed in the message window.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.

Once a Complex Order is made active, the following fields may not be edited:

- ADMINISTRATION TIME
- Any field where an edit would cause a new order to be created. These fields are denoted with an asterisk in the Detailed View of a Complex Order.

If a change to one of these fields is necessary, the Complex Order must be discontinued and a new Complex Order must be created.

Example: Edit an Order (continued)

NON-VERIFIED UNIT DOSE	Sep 13, 2000 15:26:46	Page:	1 of 2
PSJPATIENT1,ONE	Ward: 1 EAST	Ht(cm):	_____ (_____)
PID: 000-00-0001	Room-Bed: B-12	Wt(kg):	_____ (_____)
DOB: 08/18/20 (80)			
* (1) Orderable Item: AMPICILLIN CAP			
Instructions:			
* (2) Dosage Ordered: 500MG		* (3) Start: 09/13/00 20:00	
Duration:			
* (4) Med Route: ORAL		* (5) Stop: 09/27/00 24:00	
(6) Schedule Type: CONTINUOUS			
* (8) Schedule: QID			
(9) Admin Times: 01-09-15-20			
* (10) Provider: PSJPROVIDER,ONE			
(11) Special Instructions:			
(12) Dispense Drug		U/D	Inactive Date
AMPICILLIN 500MG CAP		1	
+ This change will cause a new order to be created.			
ED Edit		AC ACCEPT	
Select Item(s): Next Screen//			

If the ORDERABLE ITEM or DOSAGE ORDERED fields are edited, the Dispense Drug data will not be transferred to the new order. If the Orderable Item is changed, data in the DOSAGE ORDERED field will not be transferred. New Start Date/Time, Stop Date/Time, Login Date/Time, and Entry Code will be determined for the new order. Changes to other fields (those without the asterisk) will be recorded in the order's activity log.

4.5.3. Verify

Orders must be accepted and verified before they can become active and are included on the pick list, BCMA VDL, etc. If AUTO-VERIFY is enabled for the nurse, new orders immediately become active after entry or finish (pending orders entered through CPRS). Orders verified by nursing prior to pharmacy verification are displayed on the profile under the active header marked with an arrow (->) to the right of the order number. When verify is selected and when the order has not been verified by the pharmacist, the nurse must enter any missing data and correct any invalid data before the verification is accepted.

When an action of VF (Verify) is taken on one child order that is part of a Complex Order, a message will display informing the user that the order is part of a Complex Order, and the user is prompted to confirm that the action will be taken on all of the associated child orders.



Note: Orders that have been accepted by the pharmacist will appear on the BCMA VDL if verified by a nurse.



Note: The ALLOW AUTO-VERIFY FOR USER field in the INPATIENT USER PARAMETERS file controls AUTO-VERIFY.



Note: The user will not be allowed to finish an order that contains a schedule that is considered to be non-standard. Schedules must be selected from the ADMINISTRATION SCHEDULE file, with the following exceptions:

- a. Schedule containing PRN: (Ex. TID PC PRN). If the schedule contains PRN, the base schedule must be in the ADMINISTRATION SCHEDULE file.
- b. Day of week schedules (Ex. MO-FR or MO-FR@0900)
- c. Admin time only schedules (Ex. 09-13)

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.

Example: Verify an Order

```

NON-VERIFIED UNIT DOSE      Sep 07, 2000 13:57:03      Page: 1 of 2
-----
PSJPATIENT1,ONE           Ward: 1 EAST
PID: 000-00-0001         Room-Bed: B-12      Ht(cm): _____ (_____)
DOB: 08/18/20 (80)      Wt(kg): _____ (_____)
-----
*(1)Orderable Item: PROPRANOLOL TAB
    Instructions:
*(2)Dosage Ordered:
    Duration: (3)Start: 09/07/00 17:00
*(4) Med Route: ORAL
    (5) Stop: 09/21/00 24:00
    (6) Schedule Type: CONTINUOUS
*(8) Schedule: QD
    (9) Admin Times: 17
*(10) Provider: PSJPROVIDER,ONE [es]
(11) Special Instructions:
(12) Dispense Drug                U/D      Inactive Date
-----
    PROPRANOLOL 10MG U/D                1
+      Enter ?? for more actions
DC Discontinue      ED Edit
HD (Hold)           RN (Renew)      AL Activity Logs
FL (Flag)           VF Verify
Select Item(s): Next Screen// VF
...a few moments, please.....

Pre-Exchange DOSES:
ORDER VERIFIED.
Enter RETURN to continue or '^' to exit:

```

4.5.4. Hold

Only active orders may be placed on hold. Orders placed on hold will continue to show under the ACTIVE heading on the profiles until removed from hold. Any orders placed on hold through the pharmacy options cannot be released from hold using any of the CPRS options. An entry is placed in the order's Activity Log recording the user who placed/removed the order from hold and when the action was taken.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.

Example: Place an Order on Hold

```
ACTIVE UNIT DOSE                Feb 25, 2001@21:25:50                Page: 1 of 2
PSJPATIENT1,ONE                Ward: 1 EAST
  PID: 000-00-0001              Room-Bed: B-12                Ht (cm): _____ (_____)
  DOB: 08/18/20 (80)            Wt (kg): _____ (_____)

* (1) Orderable Item: ASPIRIN TAB                <DIN>
  Instructions:
* (2) Dosage Ordered: 650MG
  Duration:
* (4) Med Route: ORAL
  * (3) Start: 02/26/01 14:40
  * (5) Stop: 02/28/01 24:00
  (6) Schedule Type: CONTINUOUS
* (8) Schedule: QDAILY
  (9) Admin Times: 1440
* (10) Provider: PSJPROVIDER,ONE [es]
  (11) Special Instructions:

  (12) Dispense Drug                U/D                Inactive Date
  ASPIRIN BUFFERED 325MG TAB                2

+ Enter ?? for more actions
DC Discontinue                ED Edit                AL Activity Logs
HD Hold                RN Renew
FL Flag                VF (Verify)
Select Item(s): Next Screen// HD Hold

Do you wish to place this order 'ON HOLD'? Yes// <Enter> (Yes)
NATURE OF ORDER: WRITTEN// <Enter> W...
COMMENTS:
  1>TESTING
  2>
EDIT Option: . <Enter>
Enter RETURN to continue or '^' to exit: <Enter>
```

-----report continues-----

Notice that the order shows a status of “H” for hold in the right side of the Aspirin Tablet order below.

Example: Place an Order on Hold (continued)

```

HOLD UNIT DOSE                Feb 25, 2001@21:27:57                Page: 1 of 2
PSJPATIENT1,ONE                Ward: 1 EAST
PID: 000-00-0001                Room-Bed: B-12                Ht(cm): _____ (_____)
DOB: 08/18/20 (80)                Wt(kg): _____ (_____)

*(1)Orderable Item: ASPIRIN TAB                <DIN>
  Instructions:
*(2)Dosage Ordered: 650MG
  Duration:
*(3)Start: 02/26/01 14:40
*(4) Med Route: ORAL
*(5) Stop: 02/28/01 24:00
(6) Schedule Type: CONTINUOUS
*(8) Schedule: QDAILY
(9) Admin Times: 1440
*(10) Provider: PSJPROVIDER,ONE [es]
(11) Special Instructions:

(12) Dispense Drug                U/D                Inactive Date
ASPIRIN BUFFERED 325MG TAB                2
+ Enter ?? for more actions
DC Discontinue                ED (Edit)                AL Activity Logs
HD Hold                RN (Renew)
FL Flag                VF (Verify)
Select Item(s): Next Screen// <Enter>
  
```

```

HOLD UNIT DOSE                Feb 25, 2001@21:28:20                Page: 2 of 2
PSJPATIENT1,ONE                Ward: 1 EAST
PID: 000-00-0001                Room-Bed: B-12                Ht(cm): _____ (_____)
DOB: 08/18/20 (80)                Wt(kg): _____ (_____)
+
(7)Self Med: NO
Entry By: PSJPROVIDER,ONE                Entry Date: 02/25/01 21:25
(13) Comments:
TESTING

Enter ?? for more actions
DC Discontinue                ED (Edit)                AL Activity Logs
HD Hold                RN (Renew)
FL Flag                VF (Verify)
Select Item(s): Quit// <Enter>
  
```

```

Unit Dose Order Entry                Feb 25, 2001@21:30:15                Page: 1 of 1
PSJPATIENT1,ONE                Ward: 1 EAST
PID: 000-00-0001                Room-Bed: B-12                Ht(cm): _____ (_____)
DOB: 08/18/20 (80)                Wt(kg): _____ (_____)
Sex: MALE                Admitted: 05/03/00
Dx: TESTING                Last transferred: *****

- - - - - A C T I V E - - - - -
1 ASPIRIN TAB                C 02/26 02/28 H
  Give: 650MG ORAL QDAILY

Enter ?? for more actions
PI Patient Information                SO Select Order
PU Patient Record Update                NO New Order Entry
Select Action: Quit//
  
```

4.5.5. Renew

Medication orders (referred to in this section as orders) that may be renewed include the following:

- All non-complex active Unit Dose and IV orders.
- Orders that have been discontinued due to ward transfer or treating specialty change.
- Expired orders containing an administration schedule (Unit Dose and scheduled IV orders) that have not had a scheduled administration time since the last BCMA action was taken.
- Expired orders not containing an administration schedule (continuous IV orders) that have had an expired status less than the time limit defined in the EXPIRED IV TIME LIMIT field in the PHARMACY SYSTEM file.



Note: Complex Orders may only be renewed if all associated child orders are renewable.

Renewing Active Orders

The following applies when the RN (Renew) action is taken on any order with a status of “Active”:

- A new Default Stop Date/Time is calculated for the order using the same calculation applied to new orders. The starting point of the Default Stop Date/Time calculation is the date and time that the order was signed in CPRS or the date and time that the RN (Renew) action was taken in Inpatient Medications.
- The RN (Renew) action does not create a new order.
- The Start Date/Time is not available for editing when an order is renewed.



Note: Orders having a schedule type of One-Time or On Call must have a status of “Active” in order to be renewed.

Renewing Discontinued Orders

IV and Unit Dose orders that have been discontinued, either through the (DC) Discontinue action or discontinued due to edit, cannot be renewed.

IV and Unit Dose medication orders that have been discontinued due to ward transfer or treating specialty change will allow the (RN) Renew action.

Renewing Expired Unit Dose Orders

The following applies to expired Unit Dose orders having a schedule type of Continuous or PRN.

1. The RN (Renew) action will not be available on an order with a status of “Expired” if either of the following two conditions exist:
 - a. If the difference between the current system date and time and the last scheduled administration time is greater than the frequency of the schedule. This logic will be used for schedules with standard intervals (for example, Q7H).
 - b. If the current system date and time is greater than the time that the next dose is due. This logic is used for schedules with non-standard intervals (for example, Q6H – 0600-1200-1800-2400).
2. A new Default Stop Date/Time is calculated for the order using the same calculation applied to new orders. The starting point of the Default Stop Date/Time calculation is the date and time that the order was signed in CPRS or the date and time that the RN (Renew) action was taken in Inpatient Medications.
3. The (RN) Renew action does not create a new order.
4. The Start Date/Time is not available for editing when an order is renewed.
5. The renewed order has a status of “Active.”

Renewing Expired Scheduled IV Orders

The following applies to only IV orders that have a scheduled administration time.

1. The RN (Renew) action is not available on a scheduled IV order with a status of “Expired” if either of the following two conditions exist:
 - a. If the difference between the current system date and time and the last scheduled administration time is greater than the frequency of the schedule. This logic is used for schedules with standard intervals (for example, Q7H).
 - b. If the current system date and time is greater than the time that the next dose is due. This logic is used for schedules with non-standard intervals (for example, Q6H – 0600-1200-1800).
2. A new Default Stop Date/Time is calculated for the order using the same calculation applied to new orders. The starting point of the Default Stop Date/Time calculation is the date and time that the order was signed in CPRS or the date and time that the RN (Renew) action was taken in Inpatient Medications.
3. The RN (Renew) action does not create a new order.
4. The Start Date/Time is not available for editing when an order is renewed.
5. The renewed order has a status of “Active.”

Renewing Expired Continuous IV Orders

The following applies to IV orders that do not have a scheduled administration time.

1. For Continuous IV orders having a status of “Expired,” the “Expired IV Time Limit” system parameter controls whether or not the RN (Renew) action is available. If the number of hours between the expiration date/time and the current system date and time is less than this parameter, the RN (Renew) action is allowed. This parameter has a range of 0 to 24 hours, and may be changed using the *PARameters Edit Menu* option.
2. If the RN (Renew) action is taken on a renewable continuous IV order, a new Default Stop Date/Time is calculated using existing Default Stop Date/Time calculations. The starting point of the Default Stop Date/Time calculation is the date and time that the order was signed in CPRS or the date and time that the RN (Renew) action was taken in Inpatient Medications.
3. The RN (Renew) action does not create a new order.
4. The Start Date/Time is not available for editing when an order is renewed.
5. The renewed order has a status of “Active.”

Renewing Complex Orders

When an action of RN (Renew) is taken on one child order that is part of a Complex Order, a message will display informing the user that the order is part of a Complex Order, and the user is prompted to confirm that the action will be taken on all of the associated child orders.



Notes:

Only Complex Orders created with the conjunction AND will be available for renewal.

Orders created by checking the “Give additional dose now” box in CPRS, when ordered in conjunction with a Complex Order, will not be available for renewal.

Example: Renew a Complex Order

ACTIVE UNIT DOSE	Feb 25, 2004@21:25:50	Page:	1 of 2
PSJPATIENT1,ONE	Ward: 1 EAST		
PID: 000-00-0001	Room-Bed: B-12	Ht (cm): _____ (_____)	
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)	
* (1) Orderable Item: ASPIRIN TAB <DIN>			
Instructions:			
* (2) Dosage Ordered: 650MG		* (3) Start: 03/26/01 14:40	
Duration:		* (5) Stop: 03/28/01 24:00	
* (4) Med Route: ORAL			
(6) Schedule Type: CONTINUOUS			
* (8) Schedule: QDAILY			
(9) Admin Times: 1440			
* (10) Provider: PSJPROVIDER,ONE [es]			
(11) Special Instructions:			
(12) Dispense Drug	U/D	Inactive Date	
ASPIRIN BUFFERED 325MG TAB	2		
+ Enter ?? for more actions			
DC Discontinue	ED (Edit)	AL Activity Logs	
HD Hold	RN Renew		
FL Flag	VF (Verify)		
Select Item(s): Next Screen// RN Renew			
This order is part of a complex order. If you RENEW this order the following orders will be RENEWED too.			
Press Return to continue... <Enter>			
DIGOXIN TAB	C 03/26 03/29	A	
Give: 200MG PO BID			
DIGOXIN TAB	C 03/26 03/28	A	
Give: 100MG PO TID			
Press Return to continue... <Enter>			
RENEW THIS COMPLEX ORDER SERIES? YES//			

Viewing Renewed Orders

The following outlines what the user may expect following the renewal process:

1. The patient profile will contain the most recent renewal date in the Renewed field.
2. The patient detail will contain the most recent renewal date and time in the Renewed field.
3. The Activity Log will display the following:
 - ORDER EDITED activity, including the previous Stop Date/Time and the previous Provider (if a new Provider is entered at the time the order is renewed).
 - ORDER RENEWED BY PHARMACIST activity, including the pharmacist that renewed the order and the date and time that the RN (Renew) action was taken.

Example: Renewed Order in Profile View

Inpatient Order Entry	Feb 25, 2004@21:25:50	Page:	1 of	1
PSJPATIENT1,ONE	Ward: 1 EAST			
PID: 000-00-0001	Room-Bed: B-12	Ht (cm):	_____	(_____)
DOB: 08/18/20 (83)		Wt (kg):	_____	(_____)
Sex: MALE		Admitted:	05/03/00	
Dx: TESTING		Last transferred:	*****	
- - - - - A C T I V E - - - - -				
1	ASPIRIN TAB 650	C	03/26	03/28 A 03/27
	Give: 650MG PO QDAILY			
Enter ?? for more actions				
PI Patient Information		SO Select Order		
PU Patient Record Update		NO New Order Entry		
Select Action: Quit//	1			

Example: Renewed Order in Detailed Order View

ACTIVE UNIT DOSE	Feb 25, 2004@21:25:50	Page:	1 of 2
PSJPATIENT1,ONE	Ward: 1 EAST		
PID: 000-00-0001	Room-Bed: B-12	Ht (cm): _____ (_____)	
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)	
* (1) Orderable Item: ASPIRIN TAB <DIN>			
Instructions:			
* (2) Dosage Ordered: 650MG		* (3) Start: 03/26/04 14:40	
Duration:		Renewed: 03/27/04 11:00	
* (4) Med Route: ORAL		* (5) Stop: 03/28/04 24:00	
(6) Schedule Type: CONTINUOUS			
* (8) Schedule: QDAILY			
(9) Admin Times: 1440			
* (10) Provider: PSJPROVIDER,ONE [es]			
* (11) Special Instructions:			
(12) Dispense Drug	U/D	Inactive Date	
ASPIRIN BUFFERED 325MG TAB	2		
+ Enter ?? for more actions			
DC Discontinue	ED (Edit)	AL Activity Logs	
HD Hold	RN Renew		
FL Flag	VF (Verify)		
Select Item(s): Next Screen//			

ACTIVE UNIT DOSE	Feb 25, 2004@21:28:20	Page:	2 of 2
PSJPATIENT1,ONE	Ward: 1 EAST		
PID: 000-00-0001	Room-Bed: B-12	Ht (cm): _____ (_____)	
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)	
+ Enter ?? for more actions			
(7) Self Med: NO			
Entry By: PSJPROVIDER,ONE	Entry Date: 03/25/04 21:25		
Renewed By: PSJPROVIDER,ONE			
(13) Comments:			
TESTING			
+ Enter ?? for more actions			
DC Discontinue	ED (Edit)	AL Activity Logs	
HD Hold	RN (Renew)		
FL (Flag)	VF (Verify)		
Select Item(s): Quit// <Enter>			

Discontinuing a Pending Renewal

When a pharmacist attempts to discontinue a pending renewal, the following message displays.

This order is in a pending status. If this pending order is discontinued, the original order will still be active.

If this occurs, a pharmacist may discontinue a pending order, both orders, or exit the discontinue function. When a pending renewal is discontinued, the order will return to its previous status.

Orders That Change Status During Process of Renew

Orders that are active during the renewal process but become expired during the pharmacy finishing process follow the logic described in Renewing Expired Unit Dose Orders, Renewing Expired Scheduled IV Orders, and Renewing Expired Continuous IV Orders.

4.5.6. Activity Log

This action allows viewing of a long or short activity log, dispense log, or a history log of the order. A short activity log only shows actions taken on orders and does not include field changes. The long activity log shows actions taken on orders and does include the requested Start and Stop Date/Time values. If a history log is selected, it will find the first order, linked to the order where the history log was invoked. Then the log will display an order view of each order associated with it, in the order that they were created. When a dispense log is selected, it shows the dispensing information for the order.

Example: Activity Log

ACTIVE UNIT DOSE	Sep 21, 2000 12:44:25	Page:	1 of	2
PSJPATIENT1,ONE	Ward: 1 EAST			
PID: 000-00-0001	Room-Bed: B-12	Ht (cm):	_____	(_____)
DOB: 08/18/20 (80)		Wt (kg):	_____	(_____)
* (1) Orderable Item: AMPICILLIN CAP				
Instructions:				
* (2) Dosage Ordered: 500MG				
Duration:				
* (3) Start: 09/07/00 15:00				
* (4) Med Route: ORAL				
* (5) Stop: 09/21/00 24:00				
(6) Schedule Type: CONTINUOUS				
* (8) Schedule: QID				
(9) Admin Times: 01-09-15-20				
* (10) Provider: PSJPROVIDER,ONE [es]				
(11) Special Instructions:				
(12) Dispense Drug				
U/D				
Inactive Date				
AMPICILLIN 500MG CAP				
1				
+ Enter ?? for more actions				
DC	Discontinue	ED	Edit	AL Activity Logs
HD	Hold	RN	Renew	
FL	Flag	VF	Verify	
Select Item(s): Next Screen// AL Activity Logs				
1 - Short Activity Log				
2 - Long Activity Log				
3 - Dispense Log				
4 - History Log				
Select LOG to display: 2 Long Activity Log				
Date: 09/07/00 14:07 User: PSJPHARMACIST,ONE				
Activity: ORDER VERIFIED BY PHARMACIST				
Date: 09/07/00 14:07 User: PSJPHARMACIST,ONE				
Activity: ORDER VERIFIED				
Field: Requested Start Date				
Old Data: 09/07/00 09:00				
Date: 09/07/00 14:07 User: PSJPHARMACIST,ONE				
Activity: ORDER VERIFIED				
Field: Requested Stop Date				
Old Data: 09/07/00 24:00				
Enter RETURN to continue or '^' to exit:				

4.5.7. Finish



Nurses who hold the PSJ RNFINISH key will have the ability to finish and verify Unit Dose orders placed through CPRS.



Nurses who hold the PSJI RNFINISH key will have the ability to finish and verify IV orders placed through CPRS.

When an order is placed or renewed by a provider through CPRS, the nurse or pharmacist needs to finish and/or verify this order. The same procedures are followed to finish the renewed order as to finish a new order with the following exceptions:

The PENDING RENEWAL orders may be speed finished from within the Unit Dose *Order Entry* option. The user may enter an **SF**, for speed finish, at the “Select ACTION:” prompt and then select the pending renewals to be finished. A prompt is issued for the Stop Date/Time. This value is used as the Stop Date/Time for the pending renewals selected. All other fields will retain the values from the renewed order.

When an action of FN (Finish) is taken on one child order that is part of a Complex Order, a message will display informing the user that the order is part of a Complex Order, and the user is prompted to confirm that the action will be taken on all of the associated child orders.



Note: Complex orders cannot be speed finished because it may not be appropriate to assign the same stop date to all components of a complex order.

Example: Finish an Order Without a Duration

```

PENDING IV (ROUTINE)          Sep 07, 2000 16:11:42          Page: 1 of 2
PSJPATIENT1,ONE              Ward: 1 EAST
PID: 000-00-0001             Room-Bed: B-12          Ht(cm): _____ (_____)
DOB: 08/18/20 (80)           Wt(kg): _____ (_____)

(1) Additives:                                     Type:
(2) Solutions:                                     Duration:          (4) Start: *****
(3) Infusion Rate:                                REQUESTED START: 09/07/00 09:00
* (5) Med Route: IVPB                               (6) Stop: *****
* (7) Schedule: QID                                 Last Fill: *****
(8) Admin Times: 01-09-15-20                        Quantity: 0
* (9) Provider: PSJPROVIDER,ONE [es]                Cum. Doses:
* (10) Orderable Item: AMPICILLIN INJ
      Instructions:
(11) Other Print:
      Provider Comments: THIS IS AN INPATIENT IV EXAMPLE.
+      Enter ?? for more actions
DC Discontinue          FL (Flag)
ED Edit                 FN Finish
Select Item(s): Next Screen// FN Finish
COMPLETE THIS ORDER AS IV OR UNIT DOSE? IV// IV
Copy the Provider Comments into Other Print Info? Yes// YES
IV TYPE: PB
CHOOSE FROM:
      A ADMIXTURE
      C CHEMOTHERAPY
      H HYPERAL
      P PIGGYBACK
      S SYRINGE
Enter a code from the list above.
Select one of the following:
      A ADMIXTURE
      C CHEMOTHERAPY
      H HYPERAL
      P PIGGYBACK
      S SYRINGE IIV TYPE: PIGGYBACK
      **AUTO STOP 7D**
This patient is already receiving an order for the following drug in the same
class as AMPICILLIN INJ 2GM:
      AMPICILLIN CAP          C 09/07 09/21 A
      Give: 500MG PO QID
Do you wish to continue entering this order? NO// Y
Select ADDITIVE: AMPICILLIN// <Enter>
ADDITIVE: AMPICILLIN// <Enter>
Restriction/Guideline(s) exist. Display? : (N/D): No// D
Dispense Drug Text:
      Refer to PBM/MAP PUD treatment guidelines
      RESTRICTED TO NEUROLOGY
(The units of strength for this additive are in GM)
Strength: 1 GM
Select ADDITIVE: <Enter>
Select SOLUTION: 0.9
      1 0.9% NACL          500 ML
      2 0.9% NACL          100 ML
      3 0.9% NACL          50 ML
      4 0.9% NaCl          250 ML
      BT
CHOOSE 1-4: 2 0.9% NACL          100 ML
INFUSION RATE: <Enter>

```

-----report continues-----



Note: When the CPRS patch, OR*3*141, is installed on the user's system AND the order is electronically signed through the CPRS package, the electronically signed abbreviation, [es], will appear next to the Provider's Name on the order.

Example: Finish an Order Without a Duration (continued)

```

PENDING IV (ROUTINE)          Sep 07, 2000 16:23:46          Page: 1 of 2
PSJPATIENT1,ONE              Ward: 1 EAST
  PID: 000-00-0001            Room-Bed: B-12          Ht (cm): _____ (_____)
  DOB: 08/18/20 (80)          Wt (kg): _____ (_____)

(1) Additives:                                Type: PIGGYBACK    <DIN>
    AMPICILLIN 1 GM
(2) Solutions:
    0.9% NAACL 100 ML
    Duration:                      (4)      Start: 09/07/00 15:00
(3) Infusion Rate:                      REQUESTED START: 09/07/00 09:00
* (5) Med Route: IVPB                    (6)      Stop: 09/14/00 16:54
* (7) Schedule: QID                      Last Fill: *****
(8) Admin Times: 01-09-15-20            Quantity: 0
* (9) Provider: PSJPROVIDER,ONE [es]    Cum. Doses:
* (10) Orderable Item: AMPICILLIN INJ
    Instructions:
(11) Other Print: THIS IS AN INPATIENT IV EXAMPLE.
+ Enter ?? for more actions
AC Accept          ED Edit
Select Item(s): Next Screen// AC

```

```

Orderable Item: AMPICILLIN INJ
Give: IVPB QID

0001 1 EAST 09/07/00
PSJPATIENT1,ONE B-12

AMPICILLIN 1 GM
0.9% NAACL 100 ML

Dose due at: _____

THIS IS AN INPATIENT IV EXAMPLE
QID
01-09-15-20
M2***
Fld by: _____ Chkd by: _____
1[1]

Start date: SEP 7,2000 15:00   Stop date: SEP 14,2000 16:54

Is this O.K.? YES// <Enter>

```

The Requested Start date/time value is added to the order view to indicate the date/time requested by the provider to start the order. This date/time is the CPRS expected first dose when no duration is received from CPRS.

Example: Finish an Order With a Duration

```

PENDING IV (ROUTINE)          Sep 07, 2000 16:11:42          Page:    1 of    2
PSJPATIENT1,ONE              Ward: 1 EAST
PID: 000-00-0001             Room-Bed: B-12          Ht(cm): _____ (_____)
DOB: 08/18/20 (80)           Wt(kg): _____ (_____)
-----
(1) Additives:                                     Type:
(2) Solutions:                                     (4) Start: *****
    Duration: 10 DAYS
(3) Infusion Rate:
*(5) Med Route: IVPB                                (6) Stop: *****
*(7) Schedule: QID                                  Last Fill: *****
(8) Admin Times: 01-09-15-20                        Quantity: 0
*(9) Provider: PSJPROVIDER,ONE [es]                 Cum. Doses:
*(10)Orderable Item: AMPICILLIN INJ
    Instructions:
(11) Other Print:
    Provider Comments: THIS IS AN INPATIENT IV EXAMPLE.
+      Enter ?? for more actions
DC Discontinue          FL (Flag)
ED Edit                FN Finish
Select Item(s): Next Screen// FN Finish
COMPLETE THIS ORDER AS IV OR UNIT DOSE? IV// IV
Copy the Provider Comments into Other Print Info? Yes// YES
IV TYPE: PB
CHOOSE FROM:
      A  ADMIXTURE
      C  CHEMOTHERAPY
      H  HYPERAL
      P  PIGGYBACK
      S  SYRINGE
Enter a code from the list above.

      Select one of the following:
      A  ADMIXTURE
      C  CHEMOTHERAPY
      H  HYPERAL
      P  PIGGYBACK
      S  SYRINGE
IV TYPE: PIGGYBACK
      **AUTO STOP 7D**

This patient is already receiving an order for the following drug in the same
class as AMPICILLIN INJ 2GM:

      AMPICILLIN CAP          C 09/07 09/21 A
      Give: 500MG PO QID

Do you wish to continue entering this order? NO// Y
Select ADDITIVE: AMPICILLIN// <Enter>
ADDITIVE: AMPICILLIN// <Enter>
Restriction/Guideline(s) exist. Display? : (N/D): No// D

Dispense Drug Text:

      Refer to PBM/MAP PUD treatment guidelines
      RESTRICTED TO NEUROLOGY
(The units of strength for this additive are in GM)
Strength: 1 GM
Select ADDITIVE: <Enter>
-----report continues-----

```

Example: Finish an Order With a Duration (continued)

```
Select SOLUTION: 0.9
  1  0.9% NACL          500 ML
  2  0.9% NACL          100 ML
  3  0.9% NACL          50 ML
  4  0.9% NaCl          250 ML
      BT
CHOOSE 1-4: 2  0.9% NACL          100 ML
INFUSION RATE: <Enter>
```

PENDING IV (ROUTINE) Sep 07, 2000 16:23:46 Page: 1 of 2

```
PSJPATIENT1,ONE Ward: 1 EAST
PID: 000-00-0001 Room-Bed: B-12 Ht(cm): _____ (_____)
DOB: 08/18/20 (80) Wt(kg): _____ (_____)
-----
```

```
(1) Additives: Type: PIGGYBACK <DIN>
    AMPICILLIN 1 GM
(2) Solutions:
    0.9% NACL 100 ML
    Duration: 10 DAYS (4) Start: 09/07/00 09:00
(3) Infusion Rate: Calc Start: 09/07/00 08:13
*(5) Med Route: IVPB (6) Stop: 09/17/00 09:00
    Calc Stop: 09/22/00 24:00
    Last Fill: *****
*(7) Schedule: QID Quantity: 0
(8) Admin Times: 01-09-15-20 Cum. Doses:
*(9) Provider: PSJPROVIDER,ONE [es]
*(10)Orderable Item: AMPICILLIN INJ
    Instructions:
(11) Other Print: THIS IS AN INPATIENT IV EXAMPLE.
```

```
+ Enter ?? for more actions
AC Accept ED Edit
Select Item(s): Next Screen// AC
```

-----report continues-----



Note: When the CPRS patch, OR*3*141, is installed on the user's system AND the order is electronically signed through the CPRS package, the electronically signed abbreviation, [es], will appear next to the Provider's Name on the order.

Example: Finish an Order With a Duration (continued)

```
Orderable Item: AMPICILLIN INJ
Give: IVPB QID

0001 1 EAST 09/07/00
PSJPATIENT1,ONE B-12

AMPICILLIN 1 GM
0.9% NACL 100 ML

Dose due at: _____

THIS IS AN INPATIENT IV EXAMPLE
QID
01-09-15-20
M2***
Fld by: _____ Chkd by: _____
1[1]

Start date: SEP 7,2000 09:00 Stop date: SEP 17,2000 09:00

Is this O.K.? YES// <Enter>
```

The calculated Start Date/Time (Calc Start) and the Stop Date/Time (Calc Stop) will display according to how the following Inpatient Ward Parameters settings are configured:

- DAYS UNTIL STOP DATE/TIME:
- DAYS UNTIL STOP FOR ONE-TIME:
- SAME STOP DATE ON ALL ORDERS:
- TIME OF DAY THAT ORDERS STOP:
- DEFAULT START DATE CALCULATION:

The CPRS Expected First Dose will display as the default Start Date/Time when a duration is received from CPRS.

The default Stop Date/Time is derived from the CPRS Expected First Dose and the duration, when the duration is available from CPRS.



Note: When an order is placed through CPRS prior to the next administration time for today, the Expected First Dose will be today at the next administration time. However, if the order is placed after the last administration time of the schedule for today, the Expected First Dose will be at the next administration time. This Expected First Dose date/time is seen through CPRS and is always based on the logic of using “next administration time,” regardless of what the site has set for the ward parameter. The Expected First Dose displayed in CPRS displays as Requested Start Date/Time on the order view if no duration is received from CPRS. The Expected First Dose displays as the default Start Date/Time on the order view when a duration is received. Expected First Dose does not display for On-call or One-time orders.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.

When more than one IV Additive/Solution is tied to the same Orderable Item, the user shall be presented with a list of selectable Additives and Solutions to choose from for that order.

A prompt is added to the finishing process, “COMPLETE THIS ORDER AS IV OR UNIT DOSE?” to determine if the user should complete the order as either an IV or Unit Dose order. The prompt will be displayed only if the user selected the *Inpatient Order Entry* option to finish the order. Also, the prompt will appear only if the correct combination of the entry in the IV FLAG in the MEDICATION ROUTES file and the entry in the APPLICATION PACKAGES’ USE field in the DRUG file for the order’s Dispense Drug are found.

The following table will help explain the different scenarios:

IV FLAG in the MEDICATION ROUTES file	Dispense Drug’s Application Use	Which Order View screen will be displayed to the user	Special Processing
IV	IV	IV	None
IV	Unit Dose	Unit Dose	Prompt user to finish order as IV or Unit Dose
IV	IV and Unit Dose	IV	Prompt user to finish order as IV or Unit Dose
Non-IV	IV	IV	Prompt user to finish order as IV or Unit Dose
Non-IV	Unit Dose	Unit Dose	None
Non-IV	IV and Unit Dose	Unit Dose	Prompt user to finish order as IV or Unit Dose

4.5.8. Flag

 This option is only available to those users who hold the PSJ RPHARM key.

The flag action is available to alert the users that the order is incomplete or needs clarification. Flagging is applied to any orders that need more information or corrections from the clinician. When the user flags the order, an alert is sent to the specified user defining the information that is needed to process the medication order. The specified user can send a return alert with the needed information. The Activity Log will record the flagging activities including acknowledgement that the alert was viewed. The flag action can be performed in either CPRS or in Inpatient Medications.

When a flagged order appears on the order view, the order number on the right hand side will be highlighted using reverse video. The nurse, or any user without the PSJ RPHARM key, does not have the ability to flag or un-flag orders; however, they can view the flagged or un-flagged comments via the Activity Log.

Example: Flagged Order

Unit Dose Order Entry	Aug 22, 2002@07:44:06	Page:	1 of	1
PSJPATIENT1,ONE Ward: 1 EAST				
PID: 000-00-0001	Room-Bed: B-5	Ht (cm):	_____ (_____)	
DOB: 02/14/54 (48)		Wt (kg):	_____ (_____)	
Sex: MALE		Admitted:	03/26/99	
Dx: Sick		Last transferred:	*****	
- - - - - A C T I V E - - - - -				
1	DOXEPIN CAP,ORAL Give: 200MG PO Q8H	C	08/09	11/05 A
2	WARFARIN TAB Give: 4MG PO TU-TH@2000	C	08/07	11/05 A
3	WARFARIN TAB Give: 7MG PO QPM	C	08/14	11/05 A
Enter ?? for more actions				
PI	Patient Information	SO	Select Order	
PU	Patient Record Update	NO	New Order Entry	
Select Action: Quit//				

4.5.9. Speed Actions

From the list of orders in the patient’s profile, the nurse can select one or more of the orders on which to take action. The nurse can quickly discontinue this patient’s orders by selecting Speed Discontinue, or quickly renewing an order by selecting Speed Renew. Other “quick” selections include Speed Finish and Speed Verify.



Note: Any orders placed through the Med Order Button cannot be Speed Discontinued.



Note: Complex orders cannot be speed finished because it may not be appropriate to assign the same stop date to all components of a complex order.

4.6. Discontinue All of a Patient's Orders

[PSJU CA]

The *Discontinue All of a Patient's Orders* option allows a nurse to discontinue all of a patient's orders. Also, it allows a ward clerk to mark all of a patient's orders for discontinuation. If the ALLOW USER TO D/C ORDERS parameter is turned on to take action on active orders, then the ward clerk will also be able to discontinue orders. This ALLOW USER TO D/C ORDERS parameter is set using the *Inpatient User Parameter's Edit* option under the *PARAmeter's Edit Menu* option, which is under the *Supervisor's Menu* option.

This option is then used to discontinue the selected orders. If a non-verified or pending order is discontinued, it is deleted completely from the system.

4.7. Hold All of a Patient's Orders

[PSJU HOLD ALL]

The *Hold All of a Patient's Orders* option allows a nurse to place all of a patient's active orders on hold in order to temporarily stop the medication from being dispensed, or take all of the patient's orders off of hold to restart the dispensing of the medication.

The option will take no action on individual orders that it finds already on hold. When this option is used to put all orders on hold, the system will print labels for each medication order newly put on hold, indicating on the label that the medication is on hold. Also, the profile will notify the user that the patient's orders have been placed on hold; the letter **H** will be placed in the Status/Info column on the profile for each formerly active order.

When the option is used to take all orders off of hold, the system will reprint labels for the medication orders that were taken off hold and indicate on the label that the medication is off hold. Again, this option will take no action on individual orders that it finds were not on hold. The profile will display to the user that the patient's orders have been taken off hold.

Example 1: Hold All of a Patient's Orders

```
Select Unit Dose Medications Option: Hold All of a Patient's Orders
Select PATIENT: PSJPATIENT2,TWO      000-00-0002   02/22/42   A-6
DO YOU WANT TO PLACE THIS PATIENT'S ORDERS ON HOLD? Yes// <Enter> (Yes)
HOLD REASON: SURGERY SCHEDULED FOR 9:00AM
...a few moments, please.....DONE!
```

To take the orders off of hold, choose this same option and the following will be displayed:

Example 2: Take All of a Patient's Orders Off of Hold

```
Select Unit Dose Medications Option: HOLD All of a Patient's Orders
Select PATIENT:      PSJPATIENT2,TWO      000-00-0002  02/22/42  A-6
THIS PATIENT'S ORDERS ARE ON HOLD.
DO YOU WANT TO TAKE THIS PATIENT'S ORDERS OFF OF HOLD? Yes// <Enter> (Yes).....
.....DONE!
.....DONE!
```



Note: Individual orders can be placed on hold or taken off of hold through the *Order Entry* and *Non-Verified/Pending Orders* options.

4.8. Inpatient Profile

[PSJ PR]

The *Inpatient Profile* option allows the user to view the Unit Dose and IV orders of a patient simultaneously. The user can conduct the Inpatient Profile search by ward group, ward, or patient. If the selection to sort is by ward, the administration teams may be specified. The default for the administration team is ALL and multiple teams may be entered. If selecting by ward or ward group, the profile may be sorted by patient name or room-bed. To print Outpatients, the user should select the ward group ^OTHER or print by Patient.

When the user accesses this option from the Unit Dose Medications module for the first time within a session, a prompt is displayed to select the IV room. When only one active IV room exists, it will be selected automatically. The user is then given the label and report devices defined for the IV room chosen. If no devices have been defined, the user will be given the opportunity to choose them. If this option is exited and then re-entered within the same session, the current label and report devices are shown.

In the following description, viewing a profile by patient is discussed; however, ward and ward group are handled similarly.

After the user selects the patient for whom a profile view is needed, the length of profile is chosen. The user can choose to view a long or short profile or, if the user decides not to view a profile for the chosen patient, “NO Profile” can be selected. When **NO Profile** is chosen, the system will return to the “Select PATIENT:” prompt and the user may choose a new patient.

Once the length of profile is chosen, the user can print the patient profile (by accepting the default or typing **P** at the “SHOW PROFILE only, EXPANDED VIEWS only, or BOTH: Profile//” prompt), an expanded view of the patient profile (by typing **E**), or both (by typing **B**). The expanded view lists the details of each order for the patient. The activity logs of the orders can also be printed when the expanded view or both, the expanded view and profile, are chosen.

The advantage of this option is that by viewing the combined Unit Dose/IV profile of a patient, the user can quickly determine if any corrections or modifications need to be made for existing or future orders based on Unit Dose or IV medications already being received by the patient. Sometimes the nurse must revise a prospective order for a patient based on the Unit Dose or IV medications already prescribed for the patient.



Note: For Unit Dose orders, the long activity log shows all activities of an order, while the short activity log excludes the field changes, and shows only the major activities. For IV orders, the short and long activity logs give the user the same results.

Example: Inpatient Profile

```
Select Unit Dose Medications Option: IPF Inpatient Profile
Select by WARD GROUP (G), WARD (W), or PATIENT (P): Patient <Enter>
Select PATIENT: PSJPATIENT1,ONE 000-00-0001 08/18/20 1 EAST
Select another PATIENT: <Enter>
SHORT, LONG, or NO Profile? SHORT// <Enter> SHORT
Show PROFILE only, EXPANDED VIEWS only, or BOTH: PROFILE// BOTH
Show SHORT, LONG, or NO activity log? NO// SHORT
Select PRINT DEVICE: 0;80 NT/Cache virtual TELNET terminal
```

```

                I N P A T I E N T   M E D I C A T I O N S           09/21/00 12:33
                SAMPLE HEALTHCARE SYSTEM
-----
PSJPATIENT1,ONE           Ward: 1 EAST
PID: 000-00-0001         Room-Bed: B-12           Ht(cm): _____ (_____)
DOB: 08/18/20 (80)      Wt(kg): _____ (_____)
Sex: MALE                Admitted: 05/03/00
Dx: TESTING
Allergies:
ADR:
-----
                A C T I V E -----
1 -> AMPICILLIN CAP           C 09/07 09/21  A
    Give: 500MG PO QID
-----
                N O N - V E R I F I E D -----
2   DOXEPIN CAP,ORAL        ? ***** *****  N
    Give: 100MG PO Q24H
-----
Patient: PSJPATIENT1,ONE           Status: ACTIVE
Orderable Item: AMPICILLIN CAP
Instructions:
Dosage Ordered: 500MG
Duration:                               Start: 09/07/00 15:00
Med Route: ORAL (PO)                   Stop: 09/21/00 24:00
Schedule Type: CONTINUOUS
Schedule: QID
Admin Times: 01-09-15-20
Provider: PSJPROVIDER,ONE [es]
-----
Dispense Drugs                U/D  Units  Units  Inactive
                               U/D  Disp'd  Ret'd  Date
-----
AMPICILLIN 500MG CAP          1    0      0
-----
ORDER NOT VERIFIED
Entry By: PSJPROVIDER,ONE           Entry Date: 09/07/00 13:37
Enter RETURN to continue or '^' to exit:
Date: 09/07/00 14:07      User: PSJPHARMACIST,ONE
Activity: ORDER VERIFIED BY PHARMACIST
-----
-----report continues-----

```

Example: Inpatient Profile (continued)

Patient: PSJPATIENT1,ONE	Status: NON-VERIFIED			
Orderable Item: DOXEPIIN CAP,ORAL				
Instructions:				
Dosage Ordered: 100MG				
Duration:	Start: 09/20/00 09:00			
Med Route: ORAL (PO)	Stop: 10/04/00 24:00			
Schedule Type: NOT FOUND				
Schedule: Q24H				
(No Admin Times)				
Provider: PSJPROVIDER,ONE [es]				
Special Instructions: special for DOXEPIIN				
Dispense Drugs	U/D	Units Disp'd	Units Ret'd	Inactive Date
DOXEPIIN 100MG U/D	1	0	0	
DOXEPIIN 25MG U/D	1	0	0	
ORDER NOT VERIFIED				
Self Med: NO				
Entry By: PSJPROVIDER,ONE	Entry Date: 09/19/00	09:55		

4.9. Order Checks

Order checks (allergy/adverse drug reactions, drug-drug interactions, duplicate drug, and duplicate class) are performed when a new medication order is placed through either the Inpatient Medications or CPRS applications. They are also performed when medication orders are renewed or during the finishing processes. This functionality will ensure the user is alerted to possible adverse drug reactions and will reduce the possibility of a medication error due to the omission of an order check when a non-active medication order is renewed.



Note: The check for remote data availability is performed when entering a patient's chart, rather than on each order.

The following actions will initiate an order check:

- Action taken through Inpatient Medications to enter a medication order will initiate order checks (allergy, drug-drug interaction, duplicate drug, and duplicate class) against existing medication orders.
- Action taken through Inpatient Medications to finish a medication order placed through CPRS will initiate order checks (allergy, drug-drug interaction, duplicate drug, and duplicate class) against existing medication orders.
- Action taken through IV Menu to finish a medication order placed through CPRS will initiate order checks (allergy, drug-drug interaction, duplicate drug, and duplicate class) against existing medication orders.
- Action taken through Inpatient Medications to renew a medication order will initiate order checks (allergy, drug-drug interaction, duplicate drug, and duplicate class) against existing medication orders.
- Action taken through IV Menu to renew a medication order will initiate order checks (allergy, drug-drug interaction, duplicate drug, and duplicate class) against existing medication orders.

The following are the different items used for the order checks:

- Checks each Dispense Drug within the Unit Dose order for allergy/adverse drug reactions.
- Checks each Dispense Drug within the Unit Dose order against existing orders for drug-drug interaction, duplicate drug, and duplicate class.
- Checks each additive within an IV order for drug-drug interaction, duplicate drug, and duplicate class against solutions or other additives within the order.
- Checks each IV order solution for allergy/adverse reactions.
- Checks each IV order solution for drug-drug interaction against other solutions or additives within the order.
- Checks each IV order additive for allergy/adverse reaction.
- Checks each IV order additive for drug-drug interaction, duplicate drug, and duplicate class against existing orders for the patient.
- Checks each IV order solution for drug-drug interaction against existing orders for the patient.

Override capabilities are provided based on the severity of the order check, if appropriate.

Order Checks warnings will be displayed/processed in the following order:

- Duplicate drug or class
- Critical or significant drug-drug interactions
- Critical or significant drug-allergy interactions

These checks will be performed at the Dispense Drug level. Order checks for IV orders will use the Dispense Drugs linked to each additive/solution in the order. All pending, non-verified, active and renewed Inpatient orders, active Outpatient orders and active Non-Veterans Affairs (VA) Meds documented in CPRS will be included in the check. In addition, with the release of OR*3*238, order checks will be available using data from the Health Data Repository Historical (HDR-Hx) and the Health Data Repository Interim Messaging Solution (HDR-IMS). This will contain both Outpatient orders from other VAMCs as well as from Department of Defense (DoD) facilities, if available. Any remote Outpatient order that has been expired for 30 days or less will be included in the list of medications to be checked.

There is a slight difference in the display of local Outpatient orders compared with remote Outpatient orders. Below are examples of the two displays:

Example: Local Outpatient Order Display

The patient has this Outpatient order:

```
-----  
Rx #: 40074          PHENYTOIN 100MG (Extended) CAP  
Status: Active      Issued: 07/11/05  
SIG: TAKE ONE CAPSULE BY MOUTH TWICE A DAY  
QTY: 60             # of refills: 11  
Provider: PSOPROVIDER,ONE  Refills remaining: 11  
                               Last filled on: 07/11/05  
                               Days Supply: 30  
-----
```

Example: Remote Outpatient Order Display

```
-----  
DAYTON Rx #: 2663878          WARFARIN NA 10MG TAB  
Status: ACTIVE      Issued: 07/11/05  
SIG: TAKE ONE-HALF TABLET BY MOUTH BEFORE BREAKFAST --TO  
      THIN BLOOD--  
QTY: 4  
Provider: PSOPROVIDER,TWO  Refills remaining: 0  
                               Last filled on: 07/11/05  
                               Days Supply: 1  
-----
```

In the Remote Outpatient Order Display example above, notice the name of the remote location has been added. In addition, the number of refills is not available.

If the order is entered by the Orderable Item only, these checks will be performed at the time the Dispense Drug(s) is specified. The checks performed include:

- **Duplicate Drug** - If the patient is already receiving orders containing the Dispense Drug selected for the new order, these duplicate orders are displayed. Inpatient duplicate orders of this kind are displayed in a numbered list. The user is first asked whether or not to continue the current order. If the user selects to continue the order then the user is prompted with which, if any, numbered Inpatient duplicate orders to discontinue. The user may enter a range of numbers from the numbered list of duplicate orders or bypass the prompt by selecting <Enter> and continue with the order. Entry of duplicate drug orders will be allowed. Only Additives are included in the duplicate drug check for IV orders. The solutions are excluded from this check.
- **Duplicate Class** - If the patient is already receiving orders containing a Dispense Drug in the same class as one of the Dispense Drugs in the new order, the orders containing the drug in that class are displayed. Inpatient duplicate orders of this kind are displayed in a numbered list. The user is first asked whether or not to continue the current order. If the user selects to continue the order then the user is prompted with which, if any, numbered Inpatient duplicate orders to discontinue. The user may enter a range of numbers from the numbered list of duplicate orders or bypass the prompt by selecting <Enter> and continue with the order. Entry of orders with duplicate drugs of the same class will be allowed.
- **Drug-Drug Interactions** - Drug-drug interactions will be either critical or significant. If the Dispense Drug selected is identified as having an interaction with one of the drugs the patient is already receiving, the order the new drug interacts with will be displayed.
- **Drug-Allergy Interactions** - Drug-allergy interactions will be either critical or significant. If the Dispense Drug selected is identified as having an interaction with one of the patient's allergies, the allergy the drug interacts with will be displayed.



Note: For a Significant Interaction, the user who holds the PSJ RPHARM key is allowed to enter an intervention, but one is not required. For a Critical Interaction, the user who holds the PSJ RPHARM key must enter an intervention before continuing.

4.9.1 Outpatient Duplicate Orders

Outpatient duplicate order check results display together on the first screen before all other order check information. These results are displayed for informational purposes only. The header for Outpatient duplicate orders reads as follows:

```
The patient has the following Outpatient order(s):
```

4.9.2 Inpatient Duplicate Orders

Duplicate drug and duplicate drug class Inpatient orders display together in a numbered sequence. The user selects from the numbered sequence the order(s) to be discontinued, if any. The header for Inpatient duplicate orders reads as follows:

```
This patient is already receiving the following INPATIENT order(s) for  
the same drug or in the same drug class as WARFARIN SOD. 50MG COMB.  
PACK.:
```

After the user has discontinued an order, if any duplicate Inpatient orders remain, they are displayed again in a numbered list. The following header is displayed:

```
Now, this patient is already receiving the following INPATIENT order(s)  
for the same drug or in the same drug class as WARFARIN SOD. 50MG COMB.  
PACK.:
```

This cycle repeats until there are no more duplicate Inpatient orders or until the user indicates there are no more duplicate Inpatient orders they wish to discontinue.


```
Now, this patient is already receiving the following INPATIENT order(s) for the
same drug or drug class as WARFARIN SOD. 50MG COMB.PACK.:
```

```
1.          WARFARIN TAB                      C 06/27 07/03 A
          Give: 2MG PO Q2H                      PSJProvider, Two
```

```
Do you wish to DISCONTINUE any of the listed orders? NO// <cr>          NO
```

```
There is a CRITICAL interaction, you must enter an intervention log to continue
Do you wish to log an intervention? NO// yes YES
```

```
Now creating Pharmacy Intervention
```

```
PROVIDER: PSJPROVIDER,ONE          BIRMINGHAM          ALABAMA          RR          SYSTEMS ANALYST
RECOMMENDATION: no change
```

4.9.3 Discontinuing Duplicate Inpatient Orders

When duplicate Inpatient orders are found, the following prompt is presented after each display or redisplay of a numbered list:

```
Do you wish to DISCONTINUE any of the listed orders? NO//
```

Note: If the user selects the default of NO, the order process continues.

If the user enters YES to the DISCONTINUE prompt, the following prompt is presented to allow selecting orders:

```
Choose for DISCONTINUE 1-N:
```

Note: N represents the highest numbered duplicate order in the numbered list.

Exiting the Order Process

When duplicate Inpatient orders have been found, the following prompt is displayed after the first numbered list of duplicate Inpatient orders:

```
Do you wish to continue with the current order? YES//
```

Note: The wording of this existing prompt has been slightly modified. Also, the current default of NO has been changed to YES.

Each time a user chooses to discontinue an Inpatient duplicate order(s), a prompt is presented to enter a value for NATURE OF ORDER. This value applies to all of those orders just selected to be discontinued.

Also, each time a user chooses to discontinue an Inpatient duplicate order(s), a prompt is presented to enter a value for Requesting PROVIDER. This value applies to all of those orders just selected to be discontinued.

5. Maintenance Options

All of these maintenance options are located on the *Unit Dose Medications* menu.

5.1. Edit Inpatient User Parameters

[PSJ UEUP]

The *Edit Inpatient User Parameters* option allows users to edit various Inpatient User parameters. The prompts that will be encountered are as follows:

- “PRINT PROFILE IN ORDER ENTRY:”

Enter **YES** for the opportunity to print a profile after entering Unit Dose orders for a patient.

- “INPATIENT PROFILE ORDER SORT:”

This is the sort order in which the Inpatient Profile will show inpatient orders. The options will be sorted either by medication or by start date of order. Entering the words “**Medication Name**” (or the number **0**) will show the orders within schedule type (continuous, one-time, and then PRN) and then alphabetically by drug name. Entering the words “**Start Date of Order**” (or the number **1**) will show the order chronologically by start date, with the most recent dates showing first and then by schedule type (continuous, one-time, and then PRN).



Note: The Profile first shows orders by status (active, non-verified, and then non-active).

- “LABEL PRINTER:”

Enter the device on which labels are to be printed.

- “USE WARD LABEL SETTINGS:”

Enter **YES** to have the labels print on the printer designated for the ward instead of the printer designated for the pharmacy.

5.2. Edit Patient's Default Stop Date

[PSJU CPDD]



This option is locked with the PSJU PL key.

The “UD DEFAULT STOP DATE/TIME:” prompt accepts the date and time entry to be used as the default value for the STOP DATE/TIME of the Unit Dose orders during order entry and renewal processes. This value is used only if the corresponding ward parameter is enabled. The order entry and renewal processes will sometimes change this date and time.



Note: If the Unit Dose order, being finished by the user, is received from CPRS and has a duration assigned, the UD DEFAULT STOP DATE/TIME is displayed as the Calc Stop date/time.

When the SAME STOP DATE ON ALL ORDERS parameter is set to yes, the module will assign a default stop date for each patient. This date is initially set when the first order is entered for the patient, and can change when an order for the patient is renewed. This date is shown as the default value for the stop date of each order entered for the patient. However, if a day or dose limit exists for the selected Orderable Item, and the limit is less than the default stop date, the earlier stop date and time will be displayed.

6. Output Options

Most of the Output Options are located under the *Reports Menu* option on the *Unit Dose Medications* menu. The other reports are located directly on the *Unit Dose Medications* menu.

5.3. PAtient Profile (Unit Dose)

[PSJU PR]

The *PAtient Profile (Unit Dose)* option allows a user to print a profile (list) of a patient's orders for the patient's current or last (if patient has been discharged) admission, by group (**G**), ward (**W**), clinic (**C**), or patient (**P**). When group is selected, a prompt to select by ward group (**W**) or clinic group (**C**) displays. If the user's terminal is selected as the printing device, this option will allow the user to select any of the printed orders to be shown in complete detail, including the activity logs, if any.

Example: Patient Profile

```
Select Unit Dose Medications Option: Patient Profile (Unit Dose)
Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): P Patient <Enter>
Select PATIENT: PSJPATIENT1,ONE      000-00-0001   08/18/20   1 EAST
Select another PATIENT: <Enter>
SHORT, LONG, or NO Profile? SHORT// <Enter> SHORT
Show PROFILE only, EXPANDED VIEWS only, or BOTH: PROFILE// <Enter>
Select PRINT DEVICE: <Enter> NT/Cache virtual TELNET terminal
```

```

                U N I T   D O S E   P R O F I L E                09/13/00  16:20
                S A M P L E   H E A L T H C A R E   S Y S T E M
-----
PSJPATIENT1,ONE          Ward: 1 EAST
PID: 000-00-0001        Room-Bed: B-12          Ht(cm): _____ (_____)
DOB: 08/18/20 (80)      Sex: MALE                Wt(kg): _____ (_____)
                        Admitted: 05/03/00
Dx: TESTING
Allergies: No Allergy Assessment
ADR:
-----
- - - - - A C T I V E - - - - -
 1 -> AMPICILLIN CAP          C 09/07  09/21  A  NF
      Give: 500MG PO QID
 2 -> HYDROCORTISONE CREAM, TOP  C 09/07  09/21  A  NF
      Give: 1% TOP QDAILY
 3 -> PROPRANOLOL 10MG U/D    C 09/07  09/21  A  NF
      Give: PO QDAILY

View ORDERS (1-3): 1
```

-----report continues-----

Example: Patient Profile (continued)

```
-----
Patient: PSJPATIENT1,ONE                               Status: ACTIVE
Orderable Item: AMPICILLIN CAP
Instructions:
Dosage Ordered: 500MG
Duration:                                               Start: 09/07/00 15:00
Med Route: ORAL (PO)                                   Stop: 09/21/00 24:00
Schedule Type: CONTINUOUS
Schedule: QID
Admin Times: 01-09-15-20
Provider: PSJPROVIDER,ONE [w]

Dispense Drugs          U/D   Units  Units  Inactive
                        U/D   Disp'd Ret'd   Date
-----
AMPICILLIN 500MG CAP    1     0     0
ORDER NOT VERIFIED
Self Med: NO
Entry By: PSJPROVIDER,ONE                               Entry Date: 09/07/00 13:37
```

6.2. Reports Menu

[PSJU REPORTS]

The *Reports Menu* option contains various reports generated by the Unit Dose package.



Note: All of these reports are QUEUABLE, and it is strongly suggested that these reports be queued when run.

Example: Reports Menu

```
Select Reports Menu Option: ?

7      7 Day MAR
14     14 Day MAR
24     24 Hour MAR
AP1    Action Profile #1
AP2    Action Profile #2
        AUTHORIZED Absence/Discharge Summary
        Extra Units Dispensed Report
        Free Text Dosage Report
        INpatient Stop Order Notices
        Medications Due Worksheet
        Patient Profile (Extended)
```

6.2.1. 24 Hour MAR [PSJU 24H MAR]

The *24 Hour MAR* option creates a report that can be used to track the administration of a patient's medications over a 24-hour period. The 24 Hour MAR report includes:

- Date/time range covered by the MAR using a four-digit year format
- Institution Name
- Ward/Clinic*
- Patient demographic data
- Time line
- Information about each order

*For Outpatients receiving Inpatient Medication orders in an appropriate clinic.

The order information consists of:

- Order date
- Start date
- Stop date
- Schedule type (a letter code next to the administration times)
- Administration times (will be blank if an IV order does not have a schedule)
- Drug name
- Strength (if different from that indicated in drug name)
- Medication route abbreviation
- Schedule
- Verifying pharmacist's and nurse's initials

The MAR is printed by group (**G**), ward (**W**), clinic (**C**), or patient (**P**). When group is selected, a prompt to select by ward group (**W**) or clinic group (**C**) displays. If the user chooses to print by patient, the opportunity to select more than one patient will be given. The system will keep prompting, "Select another PATIENT:". If a caret (^) is entered, the user will return to the report menu. When all patients are entered, press <Enter> at this prompt to continue.



Note: If the user chooses to select by ward, administration teams may be specified and the MAR may be sorted by administration team, and then by room-bed or patient name. The default for the administration team is ALL and multiple administration teams may be entered. If selecting by ward group, the MAR may be sorted by room-bed or patient name. When the report is printed by clinic or clinic group, and the order is for an outpatient, the report leaves Room/Bed blank.

When selecting by Ward, Ward Group, Clinic, or Clinic Group, the following prompts are included. All orders for a patient are grouped together by the patient's name, regardless of location.

Select by Ward:

Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): **WARD**
Include Clinic Orders?

Entering **YES** for Clinic Orders prints both ward and clinic orders for patients on a ward.
Entering **NO** for Clinic Orders prints only the ward orders.

Select by Ward Group:

Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): **GROUP**
Select by WARD GROUP (W) or CLINIC GROUP (C): **WARD**
Include Clinic Orders?

Entering **YES** for Clinic Orders prints both ward and clinic orders for patients in a Ward Group.
Entering **NO** for Clinic Orders prints only the ward orders for patients in a Ward Group.

Select by Clinic:

Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): **CLINIC**
Include Ward Orders?

Entering **YES** for Ward Orders prints both clinic and ward orders for patients in a clinic.
Entering **NO** for Ward Orders prints only the clinic orders.

Select by Clinic Group:

Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): **GROUP**
Select by WARD GROUP (W) or CLINIC GROUP (C): **CLINIC**
Include Ward Orders?

Entering **YES** for Ward Orders prints both clinic and ward orders for patients in a Clinic Group.
Entering **NO** for Ward Orders prints only the clinic orders for patients in a Clinic Group.

(This page included for two-sided copying)

There are six medication choices. The user may select multiple choices of medications to be printed on the 24 Hour MAR. Since the first choice is ALL Medications, the user will not be allowed to combine this with any other choices. The default choice is “Non-IV Medications only” if:

1. The MAR ORDER SELECTION DEFAULT parameter was not defined.
2. Selection by Ward group.
3. Selected by patients and patients are from different wards.

The MAR is separated into two sheets. The first sheet is for continuous medications and the second sheet is for one-time and PRN medications. When the 24 Hour MAR with orders is run, both sheets will print for each patient, even though the patient might only have one type of order. The user can also print blank MARs and designate which sheets to print. The user can print continuous medication sheets only, PRN sheets only, or both. The blank MARs contain patient demographics, but no order data. Order information can be added manually or with labels.

Each sheet of the 24 Hour MAR consists of three parts:

1. The top part of each sheet contains the patient demographics.
2. The main body of the MAR contains the order information and an area to record the medication administration.
 - a. The order information prints on the left side of the main body, and is printed in the same format as on labels. Labels can be used to add new orders to this area of the MAR (Labels should never be placed over order information already on the MAR). Renewal dates can be recorded on the top line of each order.
 - b. The right side of the main body is where the actual administration is to be recorded. It is marked in one-hour increments for simplicity.
3. The bottom of the form allows space for signatures/titles, initials for injections, allergies, injection sites, omitted doses, reason for omitted doses, and initials for omitted doses.

At the “Enter START DATE/TIME for 24 Hour MAR:” prompt, indicate the date and the time of day, in military time, the 24 Hour MAR is to start, including leading and trailing zeros. The time that is entered into this field will print on the 24 Hour MAR as the earliest time on the time line. If the time is not entered at this prompt, the time will default to the time specified in the ward parameter, “START TIME OF DAY FOR 24 HOUR MAR:”. If the ward parameter is blank, then the time will default to 0:01 a.m. system time.

Please keep in mind that the MAR is designed to print on stock 8 ½” by 11” paper at 16 pitch (6 lines per inch).



Note: It is strongly recommended that this report be queued to print at a later time.

Example: 24 Hour MAR

```
Select Reports Menu Option: 24 24 Hour MAR
Select the MAR forms: 3// ?

    Select one of the following:
    1      Print Blank MARs only
    2      Print Non-Blank MARs only
    3      Print both Blank and Non-Blank MARs

Select the MAR forms: 3// <Enter> Print both Blank and Non-Blank MARs

Enter START DATE/TIME for 24 hour MAR: 090700@1200 (SEP 07, 2000@12:00)

Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): PATIENT <Enter>

Select PATIENT: PSJPATIENT1,ONE 000-00-0001 08/18/20 1 EAST

Select another PATIENT: <Enter>
Enter medication type(s): 2,3,6// ?

1. All medications
2. Non-IV medications only
3. IVPB (Includes IV syringe orders with a med route of IV or IVPB.
   All other IV syringe orders are included with non-IV medications).
4. LVPs
5. TPNS
6. Chemotherapy medications (IV)

A combination of choices can be entered here except for option 1.
e.g. Enter 1 or 2-4,5 or 2.

Enter medication type(s): 2,3,6// 1
Select PRINT DEVICE: 0;132 NT/Cache virtual TELNET terminal

-----report continues-----
```


6.2.2. 7 Day MAR [PSJU 7D MAR]

The *7 Day MAR* option creates a report form that can be used to track the administration of patients' medications.

The 7 Day MAR report includes:

- Date/time range covered by the MAR using a four-digit year format
- Institution Name
- Ward/Clinic*
- Patient demographic data
- Time line
- Information about each order

*For Outpatients receiving Inpatient Medication orders in an appropriate clinic.

The order information consists of:

- Order date
- Start date
- Stop date
- Schedule type (a letter code next to the administration times)
- Administration times (will be blank if an IV order does not have a schedule)
- Drug name
- Strength (if different from that indicated in drug name)
- Medication route abbreviation
- Schedule
- Verifying pharmacist's and nurse's initials

The MAR is printed by group (**G**), ward (**W**), clinic (**C**), or patient (**P**). When group is selected, a prompt to select by ward group (**W**) or clinic group (**C**) displays. If the user chooses to print by patient, the opportunity to select more than one patient will be given. The system will keep prompting, "Select another PATIENT:". If a caret (^) is entered, the user will return to the report menu. When all patients are entered, press <Enter> at this prompt to continue.



Note: If the user chooses to select by ward, administration teams may be specified and the MAR may be sorted by administration team, and then by room-bed or patient name. The default for the administration team is ALL and multiple administration teams may be entered. If selecting by ward group, the MAR may be sorted by room-bed or patient name. When the report is printed by clinic or clinic group, and the order is for an outpatient, the report leaves Room/Bed blank.

When selecting by Ward, Ward Group, Clinic, or Clinic Group, the following prompts are included. All orders for a patient are grouped together by the patient's name, regardless of location.

Select by Ward:

Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): **WARD**
Include Clinic Orders?

Entering **YES** for Clinic Orders prints both ward and clinic orders for patients on a ward.
Entering **NO** for Clinic Orders prints only the ward orders.

Select by Ward Group:

Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): **GROUP**
Select by WARD GROUP (W) or CLINIC GROUP (C): **WARD**
Include Clinic Orders?

Entering **YES** for Clinic Orders prints both ward and clinic orders for patients in a Ward Group.
Entering **NO** for Clinic Orders prints only the ward orders for patients in a Ward Group.

Select by Clinic:

Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): **CLINIC**
Include Ward Orders?

Entering **YES** for Ward Orders prints both clinic and ward orders for patients in a clinic.
Entering **NO** for Ward Orders prints only the clinic orders.

Select by Clinic Group:

Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): **GROUP**
Select by WARD GROUP (W) or CLINIC GROUP (C): **CLINIC**
Include Ward Orders?

Entering **YES** for Ward Orders prints both clinic and ward orders for patients in a Clinic Group.
Entering **NO** for Ward Orders prints only the clinic orders for patients in a Clinic Group.

(This page included for two-sided copying.)

There are six medication choices. The user may select multiple choices of medications to be printed on the 7 Day MAR. Since the first choice is ALL Medications, the user will not be allowed to combine this with any other choices. The default choice is “Non-IV Medications only” if:

1. The MAR ORDER SELECTION DEFAULT parameter was not defined.
2. Selection by Ward group.
3. Selected by patients and patients are from different wards.

The *7 Day MAR* option also allows the nurse to choose whether to print one of the two sheets, continuous, PRN, or both. The MAR is separated into two sheets. The first sheet is for continuous medications and the second sheet is for one-time and PRN medications. When the 7 Day MAR with orders is run, both sheets will print for each patient, even though the patient might only have one type of order. The user can also print blank MARs and designate which sheets to print. The user can print continuous medication sheets only, PRN sheets only, or both. The blank MARs contain patient demographics, but no order data. Order information can be added manually or with labels.

Each sheet of the 7 Day MAR consists of three parts:

1. The top part of each sheet contains the patient demographics.
2. The main body of the MAR contains the order information and an area to record the medication administration.
 - a. The order information prints on the left side of the main body, printed in the same format as on labels. Labels can be used to add new orders to this area of the MAR (Labels should never be placed over order information already on the MAR). Renewal dates can be recorded on the top line of each order.
 - b. The right side of the main body is where the actual administration is to be recorded. On the continuous medication sheet, the right side will be divided into seven columns, one for each day of the range of the MAR. Asterisks will print at the bottom of the columns corresponding to the days on which the medication is not to be given (e.g., Orders with a schedule of Q3D would only be given every three days, so asterisks would appear on days the medication should not be given).
3. The bottom of the form is designed to duplicate the bottom of the current CMR (VA FORM 10-2970), the back of the current PRN and ONE TIME MED RECORD CMR (VA FORM 10-5568d). The MAR is provided to record other information about the patient and his or her medication(s). It is similar to the bottom of the 24 Hour MAR, but lists more injection sites and does not allow space to list allergies.

For IV orders that have no schedule, ***** will print on the bottom of the column corresponding to the day the order is to expire. On the continuous medication sheet only, there might be additional information about each order under the column marked notes. On the first line, SM will print if the order has been marked as a self-med order. The letters HSM will print if the order is marked as a hospital supplied self-med. On the second line, WS will print if the order is found to be a ward stock item, CS will print if the item is a Controlled Substance and/or NF will print if the order is a non-formulary. If the order is printed in more than one block, the RPH and RN initial line will print on the last block.

The answer to the prompt, “Enter START DATE/TIME for 7 Day MAR:” determines the date range covered by the 7 Day MAR. The stop date is automatically calculated. Entry of time is not required, but if a time is entered with the date, only those orders that expire after the date and time selected will print. If no time is entered, all orders that expire on or after the date selected will print.

Please keep in mind that the MAR is designed to print on stock 8 ½” by 11” paper at 16 pitch (6 lines per inch).



Note: It is strongly recommended that this report be queued to print at a later time.

Example: 7 Day MAR

```
Select Reports Menu Option: 7 7 Day MAR
Select the MAR forms: 3// <Enter> Print both Blank and Non-Blank MARS

Select TYPE OF SHEETS TO PRINT: BOTH// <Enter>

Enter START DATE/TIME for 7 day MAR: 090700@1200 (SEP 07, 2000@12:00:00)

Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): PATIENT <Enter>

Select PATIENT: PSJPATIENT1,ONE 000-00-0001 08/18/20 1 EAST
Select another PATIENT: <Enter>
Enter medication type(s): 2,3,6// 1

Select PRINT DEVICE: 0;132 NT/Cache virtual TELNET terminal
```

-----report continues-----

6.2.3. 14 Day MAR [PSJU 14D MAR]

The *14 Day MAR* option creates a report form that can be used to track the administration of patients' medications.

- Date/time range covered by the MAR using a four-digit year format
- Institution Name
- Ward/Clinic*
- Patient demographic data
- Time line
- Information about each order

*For Outpatients receiving Inpatient Medication orders in an appropriate clinic.

The order information consists of:

- Order date
- Start date
- Stop date
- Schedule type (a letter code next to the administration times)
- Administration times (will be blank if an IV order does not have a schedule)
- Drug name
- Strength (if different from that indicated in drug name)
- Medication route abbreviation
- Schedule
- Verifying pharmacist's and nurse's initials

The MAR is printed by group (**G**), ward (**W**), clinic (**C**), or patient (**P**). When group is selected, a prompt to select by ward group (**W**) or clinic group (**C**) displays. If the user chooses to print by patient, the opportunity to select more than one patient will be given. The system will keep prompting, "Select another PATIENT:". If a caret (^) is entered, the user will return to the report menu. When all patients are entered, press <Enter> at this prompt to continue.



Note: If the user chooses to select by ward, administration teams may be specified and the MAR may be sorted by administration team, and then by room-bed or patient name. The default for the administration team is ALL and multiple administration teams may be entered. If selecting by ward group, the MAR may be sorted by room-bed or patient name. When the report is printed by clinic or clinic group, and the order is for an outpatient, the report leaves Room/Bed blank.

When selecting by Ward, Ward Group, Clinic, or Clinic Group, the following prompts are included. All orders for a patient are grouped together by the patient's name, regardless of location.

Select by Ward:

Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): **WARD**
Include Clinic Orders?

Entering **YES** for Clinic Orders prints both ward and clinic orders for patients on a ward.
Entering **NO** for Clinic Orders prints only the ward orders.

Select by Ward Group:

Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): **GROUP**
Select by WARD GROUP (W) or CLINIC GROUP (C): **WARD**
Include Clinic Orders?

Entering **YES** for Clinic Orders prints both ward and clinic orders for patients in a Ward Group.
Entering **NO** for Clinic Orders prints only the ward orders for patients in a Ward Group.

Select by Clinic:

Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): **CLINIC**
Include Ward Orders?

Entering **YES** for Ward Orders prints both clinic and ward orders for patients in a clinic.
Entering **NO** for Ward Orders prints only the clinic orders.

Select by Clinic Group:

Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): **GROUP**
Select by WARD GROUP (W) or CLINIC GROUP (C): **CLINIC**
Include Ward Orders?

Entering **YES** for Ward Orders prints both clinic and ward orders for patients in a Clinic Group.
Entering **NO** for Ward Orders prints only the clinic orders for patients in a Clinic Group.

(This page included for two-sided copying.)

There are six medication choices. The user may select multiple choices of medications to be printed on the 14 Day MAR. Since the first choice is ALL Medications, the user will not be allowed to combine this with any other choices. The default choice is “Non-IV Medications only” if:

1. The MAR ORDER SELECTION DEFAULT parameter was not defined.
2. Selection by Ward group.
3. Selected by patients and patients are from different wards.

The *14 Day MAR* option allows the nurse to choose whether to print continuous, PRN, or both. The MAR is separated into two sheets. The first sheet is for continuous medications and the second sheet is for one-time and PRN medications. When the 14 Day MAR with orders is run, both sheets will print for each patient, even though the patient might only have one type of order.

The user can also print blank MARs and designate which sheets to print. The user can print continuous medication sheets only, PRN sheets only, or both. The blank MARs contain patient demographics, but no order data. Order information can be added manually or with labels.

Each sheet of the MAR consists of three parts:

1. The top part of each sheet contains the patient demographics.
2. The main body of the MAR contains the order information and an area to record the medication administration.
 - a. The order information prints on the left side of the main body, printed in the same format as on labels. Labels can be used to add new orders to this area of the MAR (Labels should never be placed over order information already on the MAR). Renewal dates can be recorded on the top line of each order.
 - b. The right side of the main body is where the actual administration is to be recorded. On the continuous medication sheet, the right side will be divided into 14 columns, one for each day of the range of the MAR. Asterisks will print at the bottom of the columns corresponding to the days on which the medication is not to be given (e.g., Orders with a schedule of Q3D would only be given every three days, so asterisks would appear on two days out of three).
3. The bottom of the MAR is provided to record other information about the patient and his or her medication(s). It is similar to the bottom of the 24-hour MAR, but lists more injection sites.

For IV orders that have no schedule, **** will print on the bottom of the column corresponding to the day the order is to expire. On the continuous medication sheet only, there might be additional information about each order under the column marked notes. On the first line, SM will print if the order has been marked as a self-med order. The letters HSM will print if the order is marked as a hospital supplied self-med. On the second line, WS will print if the order is found to be a ward stock item, CS will print if the item is a Controlled Substance and/or NF will print if the order is a non-formulary. If the order is printed in more than one block, the RPH and RN initial line will print on the last block.

The answer to the prompt, “Enter START DATE/TIME for 14 Day MAR:” determines the date range covered by the 14 Day MAR. The stop date is automatically calculated. Entry of time is not required, but if a time is entered with the date, only those orders that expire after the date and time selected will print. If no time is entered, all orders that will expire on or after the date selected will print.

Please keep in mind that the MAR is designed to print on stock 8 ½” by 11” paper at 16 pitch (6 lines per inch).



Note: It is strongly recommended that this report be queued to print at a later time.

Example: 14 Day MAR

```
Select Reports Menu Option: 14 Day MAR
Select the MAR forms: 3// <Enter> Print both Blank and Non-Blank MARs

Select TYPE OF SHEETS TO PRINT: BOTH// <Enter>

Enter START DATE/TIME for 14 day MAR: 090700@1200 (SEP 07, 2000@12:00:00)

Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): PATIENT <Enter>

Select PATIENT: PSJPATIENT1,ONE 000-00-0001 08/18/20 1 EAST
Select another PATIENT: <Enter>
Enter medication type(s): 2,3,6// 1
Select PRINT DEVICE: 0;132 NT/Cache virtual TELNET terminal
```

-----report continues-----

Example: 14 Day MAR (continued)

CONTINUOUS SHEET		14 DAY MAR														09/07/2000 through 09/20/2000		
SAMPLE HEALTHCARE SYSTEM																Printed on 09/20/2000 16:11		
Name: PSJPATIENT1,ONE																Ward: 1 EAST		
PID: 000-00-0001 DOB: 08/18/1920 (80)																Room-Bed: B-12		
Sex: MALE Dx: TESTING																Admitted: 05/03/2000 13:29		
Allergies: No Allergy Assessment ADR:																		
Order	Start	Stop	Admin Times	SEP 07	08	09	10	11	12	13	14	15	16	17	18	19	20	notes
09/07	09/07 15:00	09/21/00 24:00 (A9111)	01 09 C 15 20	****														
AMPICILLIN CAP Give: 500MG PO QID																		
RPH: PI RN: _____																		
09/07	09/07 15:00	09/14/00 16:54 (A9111)	01 09 C 15 20	****								****	****	****	****	****	****	
AMPICILLIN 1 GM in 0.9% NAACL 100 ML IVPB QID See next label for continuation																		
THIS IS AN INPATIENT IV EXAMPLE																		
RPH: PI RN: _____																		
09/07	09/07 17:00	09/07/00 12:34 (A9111)	C 17	****	****	****	****	****	****	****	****	****	****	****	****	****	****	
HYDROCORTISONE CREAM, TOP Give: 1% 0 QDAILY																		
RPH: MLV RN: _____																		
09/07	09/07 17:00	09/07/00 12:50 (A9111)	C 09 21	****	****	****	****	****	****	****	****	****	****	****	****	****	****	
METHYLPREDNISOLNE INJ Give: 500MG IV Q12H THIS IS AN INPATIENT IV EXAMPLE																		
RPH: MLV RN: _____																		
09/07	09/07 17:00	09/07/00 12:50 (A9111)	C 17	****	****	****	****	****	****	****	****	****	****	****	****	****	****	
METHYLPREDNISOLNE INJ Give: 1000MG IV QDAILY THIS IS AN INPATIENT IV EXAMPLE																		
RPH: MLV RN: _____																		
SIGNATURE/TITLE	INIT	INJECTION SITES		MED/DOSE OMITTED		REASON		INIT										
		Indicate RIGHT (R) or LEFT (L)																
		(IM) (SUB Q)																
		1. DELTOID	6. UPPER ARM															
		2. VENTRAL GLUTEAL	7. ABDOMEN															
		3. GLUTEUS MEDIUS	8. THIGH															
		4. MID(ANTERIOR) THIGH	9. BUTTOCK															
		5. VASTUS LATERALIS	10. UPPER BACK															
		PRN: E=Effective N=Not Effective																
PSJPATIENT1,ONE		000-00-0001 Room-Bed: B-12		LAST PAGE: 1		VA FORM 10-2970												

6.2.4. Action Profile #1 [PSJU AP-1]

The *Action Profile #1* option creates a report form that contains all of the active inpatient medication orders for one or more patients. These patients may be selected by ward group (**G**), ward (**W**), or patient (**P**). If selection by ward is chosen, the administration teams may be specified. The default for the administration team is ALL and multiple administration teams may be entered. If selecting by ward or ward group, the profile may be sorted by patient name or room-bed. Entering a Ward Group of ^OTHER will automatically sort by patient and print a report for Outpatients that are receiving Inpatient Medications and that meet the report parameters. If the user chooses to run this option by patient, the opportunity is given to select as many patients as needed, but only those that have active orders will print.

Start and stop dates will be prompted next. If the user chooses to enter a start and stop date, only patients with active orders occurring between those dates will print. The start and stop dates must be in the future (**NOW** is acceptable). Time is required only if the current date of **TODAY** or **T** is entered.

There are six medication choices. The user may select multiple choices of medications to be printed on the Action Profile #1 report. Since the first choice is ALL Medications, the user will not be allowed to combine this with any other choices. The default choice is “Non-IV Medications only” if:

1. The MAR ORDER SELECTION DEFAULT parameter was not defined.
2. Selection by Ward group.
3. Selected by patients and patients are from different wards.

The form is printed so the attending provider will have a method of periodically reviewing these active medication orders. If the user chooses to run this option by patient, the opportunity is given to select as many patients as needed, but only those that have active orders will print.

Also on this profile, the provider can renew, discontinue, or not take any action regarding the active orders for each patient. A new order will be required for any new medication prescribed or for any changes in the dosage or directions of an existing order. If no action is taken, a new order is not required.

If the user chooses to enter a start and stop date, only patients with active orders occurring between those dates will print (for the ward or wards chosen). The start and stop dates must be in the future (**NOW** is acceptable). Time is required only if the current date of **TODAY** or **T** is entered.

It is recommended that the action profiles be printed on two-part paper, if possible. Using two-part paper allows a copy to stay on the ward and the other copy to be sent to the pharmacy.



Note: This report uses a four-digit year format.

Example: Action Profile #1

```
Select Reports Menu Option: API Action Profile #1
Select by WARD GROUP (G), WARD (W), or PATIENT (P): Patient <Enter>
Select PATIENT: PSJPATIENT1,ONE 000-00-0001 08/18/20 1 EAST
Select another PATIENT: <Enter>
Enter medication type(s): 2,3,6// 1
...this may take a few minutes...(you should QUEUE this report)...
Select PRINT DEVICE: <Enter> NT/Cache virtual TELNET terminal
Enter RETURN to continue or '^' to exit: <Enter>
```

```
UNIT DOSE ACTION PROFILE #1 09/11/2000 11:01
SAMPLE HEALTHCARE SYSTEM
(Continuation of VA FORM 10-1158) Page: 1
```

This form is to be used to REVIEW/RENEW/CANCEL existing active medication orders for inpatients. Review the active orders listed and beside each order circle one of the following:

R - to RENEW the order
D - to DISCONTINUE the order
N - to take NO ACTION (the order will remain active until the stop date indicated)

A new order must be written for any new medication or to make any changes in dosage or directions on an existing order.

PSJPATIENT1,ONE Ward: 1 EAST
PID: 000-00-0001 Room-Bed: B-12 Ht(cm): _____ (_____)
DOB: 08/18/1920 (80) Wt(kg): _____ (_____)
Sex: MALE Admitted: 05/03/2000
Dx: TESTING
Allergies: No Allergy Assessment
ADR:

No.	Action	Drug	ST	Start	Stop	Status/Info
----- A C T I V E -----						
1	R D N	AMPICILLIN 1 GM in 0.9% NAACL 100 ML QID Special Instructions: THIS IS AN INPATIENT IV EXAMPLE	C	09/07	09/14	A
2	R D N	AMPICILLIN CAP Give: 500MG PO QID	C	09/07	09/21	A
3	R D N	HYDROCORTISONE CREAM, TOP Give: 1% TOP QDAILY	C	09/07	09/21	A
4	R D N	MULTIVITAMINS 5 ML in 0.9% NAACL 1000 ML 20 ml/hr	C	09/07	09/12	A
5	R D N	PROPRANOLOL 10MG U/D Give: PO QDAILY	C	09/07	09/21	A

Date AND Time

PHYSICIAN'S SIGNATURE

MULTIDISCIPLINARY REVIEW
(WHEN APPROPRIATE)

PHARMACIST'S SIGNATURE

NURSE'S SIGNATURE

-----report continues-----

Example: Action Profile #2

```
Select Reports Menu Option: AP2 Action Profile #2
Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): PATIENT <Enter>
Select PATIENT: PSJPATIENT1,ONE          000-00-0001   08/18/20   1 EAST
Select another PATIENT: <Enter>
Enter START date/time: NOW// <Enter> (SEP 11, 2000@11:02)
Enter STOP date/time: SEP 11,2000@11:02// T+7 (SEP 18, 2000)
Print (A)ll active orders, or (E)xpiring orders only? A// <Enter> (ALL)

Enter medication type(s): 2,3,6// 1
Select PRINT DEVICE: <Enter> NT/Cache virtual TELNET terminal
...this may take a few minutes...(you really should QUEUE this report)...
Enter RETURN to continue or '^' to exit: <Enter>
-----report continues-----
```

Example: Action Profile #2 (continued)

UNIT DOSE ACTION PROFILE #2	09/11/2000 11:03
SAMPLE HEALTHCARE SYSTEM	
(Continuation of VA FORM 10-1158)	Page: 1

A new order must be written for any new medication or to make any changes in dosage or directions on an existing order.

PSJPATIENT1,ONE	Team: NOT FOUND	
PID: 000-00-0001	Ward: 1 EAST	
DOB: 08/18/1920 (80)	Room-Bed: B-12	Ht(cm): _____ (_____)
Sex: MALE		Wt(kg): _____ (_____)
Dx: TESTING		Admitted: 05/03/2000
Allergies: No Allergy Assessment		
ADR:		

No. Action	Drug	ST	Start	Stop	Status/Info
----- A C T I V E -----					
1	AMPICILLIN 1 GM in 0.9% NACL 100 ML QID Special Instructions: THIS IS AN INPATIENT IV EXAMPLE	C	09/07	09/14	A
	<input type="checkbox"/> TAKE NO ACTION <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> RENEW				COST/DOSE: 1.32

2	AMPICILLIN CAP Give: 500MG PO QID	C	09/07	09/21	A
	<input type="checkbox"/> TAKE NO ACTION <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> RENEW				COST/DOSE: 0.731

3	HYDROCORTISONE CREAM, TOP Give: 1% TOP QDAILY	C	09/07	09/21	A
	<input type="checkbox"/> TAKE NO ACTION <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> RENEW				COST/DOSE: 0.86

4	MULTIVITAMINS 5 ML in 0.9% NACL 1000 ML 20 ml/hr	C	09/07	09/12	A
	<input type="checkbox"/> TAKE NO ACTION <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> RENEW				COST/DOSE: 468.795

_____ Date AND Time	_____ PHYSICIAN'S SIGNATURE
MULTIDISCIPLINARY REVIEW (WHEN APPROPRIATE)	
	_____ PHARMACIST'S SIGNATURE
	_____ NURSE'S SIGNATURE

ADDITIONAL MEDICATION ORDERS:

_____ Date AND Time	_____ PHYSICIAN'S SIGNATURE
------------------------	--------------------------------

PSJPATIENT1,ONE	000-00-0001	08/18/1920
-----------------	-------------	------------

6.2.5. Authorized Absence/Discharge Summary [PSJU DS]

The *Authorized Absence/Discharge Summary* option creates a report to allow the user to determine what action to take on a patient's Unit Dose orders if the patient is discharged from the hospital or will leave the hospital for a designated period of time (authorized absence). The form is printed so that the provider can place the active orders of a patient on hold, not take any action on the order, or continue the order upon discharge or absence. If the provider wishes to continue the order upon discharge, then he or she can identify the number of refills, the quantity, and the number of days for the order to remain active. If no action is taken on the order, it will expire or be discontinued.

The user can run the Authorized Absence Discharge Summary by ward group, ward, or by patient. If the user chooses to run this report by patient, the opportunity is given to select as many patients as desired, but only patients with active orders will print.

If the option by ward or ward groups is chosen, the user will be prompted for start and stop date. Entry of these dates is not required, but if a start and stop date is entered, a discharge summary will print only for those patients that have at least one order that will be active between those dates. If the user does not enter a start date, all patients with active orders will print (for the ward or ward group chosen). If a clinic visit has been scheduled, the date will print. If more than one has been scheduled, only the first one will print. It is recommended that this report be queued to print when user demand for the system is low.

For co-payment purposes, information related to the patient's service connection is shown on the first page of the form (for each patient). If the patient is a service-connected less than 50% veteran, the provider is given the opportunity to mark each non-supply item order as either SERVICE CONNECTED (SC) or NON-SERVICE CONNECTED (NSC).



Note: This report uses a four-digit year format.

Example: Authorized Absence/Discharge Summary

```
Select Reports Menu Option: Authorized Absence/Discharge Summary
Print BLANK Authorized Absence/Discharge Summary forms? NO// <Enter>
Select by WARD GROUP (G), WARD (W), or PATIENT (P): Patient <Enter>
Select PATIENT: PSJPATIENT2,TWO      000-00-0002   02/22/42   1 West
Select another PATIENT: <Enter>
...this may take a few minutes...(you should QUEUE this report)...
Select PRINT DEVICE: <Enter> TELNET
```

-----report continues-----

Example: Authorized Absence/Discharge Summary (continued)

```

AUTHORIZED ABSENCE/DISCHARGE ORDERS      09/19/2000  12:43
VAMC: REGION 5 (660)
VA FORM: 10-7978M
Effective Date:                               Page: 1
=====
Instructions to the physician:
  A. A prescription blank (VA FORM 10-2577F) must be used for:
    1. all class II narcotics
    2. any medications marked as 'nonrenewable'
    3. any new medications in addition to those entered on this form.
  B. If a medication is not to be continued, mark "TAKE NO ACTION".
  C. To continue a medication, you MUST:
    1. enter directions, quantity, and refills
    2. sign the order, enter your DEA number, and enter the date AND time.
=====
PSJPATIENT2,TWO           Ward: 1 West
PID: 000-00-0002         Room-Bed: A-6           Ht(cm): 167.64 (04/21/1999)
DOB: 02/22/1942 (58)     Team: * NF *           Wt(kg): 85.00 (04/21/1999)
Sex: MALE                Admitted: 09/16/1999
Dx: TEST PATIENT
Allergies: CAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE, CHOCOLATE,
           NUTS, STRAWBERRIES, DUST
NV Aller.: AMOXICILLIN, AMPICILLIN, TAPE, FISH, FLUPHENAZINE DECANOATE
ADR:
=====

*** THIS PATIENT HAS NON-VERIFIED ORDERS. ***

___ AUTHORIZED ABSENCE <96 HOURS   ___ AUTHORIZED ABSENCE >96 HOURS
   NUMBER OF DAYS: _____ (NO REFILLS allowed on AA/PASS meds)

___ REGULAR DISCHARGE   ___ OPT NSC   ___ SC

SC Percent: %
Disabilities: NONE STATED

Next scheduled clinic visit:
=====
No.      Medication                               Schedule      Cost per
                               Type           Dose
-----
  1 ACETAMINOPHEN 650 MG SUPP
    Inpt Dose: 650MG RECTALLY QDAILY              CONTINUOUS    0.088

___ TAKE NO ACTION (PATIENT WILL NOT RECEIVE MEDICATION)

Outpatient Directions: _____

___SC ___NSC Qty: _____ Refills: 0 1 2 3 4 5 6 7 8 9 10 11

_____  

Physician's Signature          DEA #          Date AND Time
Enter RETURN to continue or '^' to exit:
=====

```

-----report continues-----

Example: Authorized Absence/Discharge Summary (continued)

AUTHORIZED ABSENCE/DISCHARGE ORDERS		Page: 2
VAMC: REGION 5 (660)		
VA FORM: 10-7978M		
PSJPATIENT2,TWO	000-00-0002	02/22/1942

No.	Medication	Schedule Type	Cost per Dose
2	BENZOYL PEROXIDE 10% GEL (2OZ) Inpt Dose: APPLY SMALL AMOUNT TOP QDAILY Special Instructions: TEST	CONTINUOUS	3.78
<p>___ TAKE NO ACTION (PATIENT WILL NOT RECEIVE MEDICATION)</p> <p>Outpatient Directions: _____</p> <p>___SC ___NSC Qty: _____ Refills: 0 1 2 3 4 5 6 7 8 9 10 11</p>			
_____ Physician's Signature		_____ DEA #	_____ Date AND Time
3	RANITIDINE 150MG Inpt Dose: 150MG PO BID	CONTINUOUS	0.5
<p>___ TAKE NO ACTION (PATIENT WILL NOT RECEIVE MEDICATION)</p> <p>Outpatient Directions: _____</p> <p>___SC ___NSC Qty: _____ Refills: 0 1 2 3 4 5 6 7 8 9 10 11</p>			
_____ Physician's Signature		_____ DEA #	_____ Date AND Time
4	THEO-24 200MG Inpt Dose: 400MG PO QID Special Instructions: TESTING DO	CONTINUOUS	0.086
<p>___ TAKE NO ACTION (PATIENT WILL NOT RECEIVE MEDICATION)</p> <p>Outpatient Directions: _____</p> <p>___SC ___NSC Qty: _____ Refills: 0 1 2 3 4 5 6 7 8 9 10 11</p>			
_____ Physician's Signature		_____ DEA #	_____ Date AND Time

OTHER MEDICATIONS:

5 Medication: _____

Outpatient Directions: _____

___SC ___NSC Qty: _____ Refills: 0 1 2 3 4 5 6 7 8 9 10 11

Physician's Signature _____
DEA # _____
Date AND Time

6 Medication: _____

Outpatient Directions: _____

___SC ___NSC Qty: _____ Refills: 0 1 2 3 4 5 6 7 8 9 10 11

Physician's Signature _____
DEA # _____
Date AND Time

Enter RETURN to continue or '^' to exit: <Enter>

-----report continues-----

Example: Authorized Absence/Discharge Summary (continued)

```
AUTHORIZED ABSENCE/DISCHARGE INSTRUCTIONS 09/19/2000 12:43
VAMC: REGION 5 (660)
VA FORM: 10-7978M
Effective Date:
=====
PSJPATIENT2,TWO          Ward: 1 West
PID: 000-00-0002        Room-Bed: A-6          Ht(cm): 167.64 (04/21/1999)
DOB: 02/22/1942 (58)    Team: * NF *          Wt(kg): 85.00 (04/21/1999)
Sex: MALE                Admitted: 09/16/1999
Dx: TEST PATIENT
Allergies: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE, CHOCOLATE,
NUTS, STRAWBERRIES, DUST
NV Aller.: AMOXICILLIN, AMPICILLIN, TAPE, FISH, FLUPHENAZINE DECANOATE
ADR:
=====
Next scheduled clinic visit:
=====
DIETARY INSTRUCTIONS: (Check One)
__ NO RESTRICTIONS __ RESTRICTIONS (Specify) _____
_____
_____
=====
PHYSICAL ACTIVITY LIMITATIONS: (Check One)
__ NO RESTRICTIONS __ RESTRICTIONS (Specify) _____
_____
_____
=====
SPECIAL INSTRUCTIONS: (list print information, handouts, or other
instructions pertinent to patient's condition)_____
_____
_____
=====
DIAGNOSES: _____
_____
_____
Enter RETURN to continue or '^' to exit: <Enter>
```

-----report continues-----

6.2.6. Extra Units Dispensed Report [PSJU EUDD]

The *Extra Units Dispensed Report* option allows the user to print a report showing the amounts, date dispensed, and the initials of the person who entered the dispensed drug. This can be printed by ward group, ward, or by patient. If the user chooses to select by ward, the administration teams may be specified. The default for the administration team is ALL and multiple administration teams may be entered. If selecting by ward or ward group, the profile may be sorted by patient name or room-bed.

Example: Extra Units Dispensed Report

```
Select Reports Menu Option: EXtra Units Dispensed Report

Enter Start Date and Time: T@1000 (SEP 19, 2000@10:00)
Enter Ending Date and Time: T@2400 (SEP 19, 2000@24:00)

Select by WARD GROUP (G), WARD (W), or PATIENT (P): Patient <Enter>

Select PATIENT: PSJPATIENT2,TWO 2-22-42 000000002 YES ACTIVE DUTY

Select another PATIENT: <Enter>
Select output device: 0;80 TELNET

this may take a while...(you should QUEUE the Extra Units Dispensed report)
```

```
EXTRA UNITS DISPENSED REPORT PAGE: 1
REPORT FROM: 09/19/00 10:00 TO: 09/19/00 24:00

PSJPATIENT2,TWO Room_Bed: A-6
000-00-0002 Ward: 1 West

DRUG NAME UNIT DATE DISP.
DISPENSED BY
ACETAMINOPHEN 650 MG SUPP 3 09/19/00 12:54 MV
5 09/19/00 12:54 MV
..... 8
BENZOYL PEROXIDE 10% GEL (2OZ) 2 09/19/00 12:58 PM
..... 2
RANITIDINE 150MG 3 09/19/00 12:54 MV
3 09/19/00 12:58 PM
..... 6
TOTAL FOR PSJPATIENT2,TWO..... 16

Press Return to continue...
```

6.2.7. Free Text Dosage Report [PSJU DOSAGE REPORT]

The *Free Text Dosage Report* option creates a report to track commonly ordered free text dosages over a date range. This report evaluates Unit Dose orders that were active during the specified dates against the DISPENSE DRUG file. If the applicable Possible Dosages or Local Possible Dosages do not match the Dosage Ordered, then this is considered a Free Text Dosage Entry and is contained in this report. This report includes the:

- Dispense Drug
- Free Text Dosage Entry
- Total number of occurrences of each Free Text Dosage Entry
- Number of occurrences by the Provider Name

Each entry in the Free Text Dosage Report consists of at least two lines of display. The first line shows the Dispense Drug name, followed by the drug internal entry number in parentheses. The first line continues with the Free Text Dosage Entry and the total number of occurrences of this entry. The second line shows the name of the Providers that used this Free Text Dosage Entry during the requested date range, and the number of times Providers used this free text dosage. Since all Providers are listed, multiple lines will be displayed.

Unit Dose orders that were active during the specified date range and have free text dosages are included in this report. The user is prompted to enter the “Beginning Date:” and an “Ending Date:” for the report to print. If no value is entered in either of the two prompts, the report will not print. The date range will be listed in the “Period:” section of the report header with the beginning date appearing as the first date and the ending date appearing as the second date.



Note: It is strongly recommended that this report be queued to print at a later time.

Example: Free Text Dosage Report

```
Select Reports Menu Option: FREE Text Dosage Report
Beginning Date: T-100 (SEP 29, 2001)
Ending Date: T (JAN 07, 2002)
DEVICE: HOME// 0;80 NT/Cache virtual TELNET terminal
Working - please wait.....
```

-----*report follows*-----

Example: Free Text Dosage Report (continued)

Inpatient Free Text Dosage Entry Report			Page 1
Period: Sep 29, 2001 to Jan 07, 2002			
Drug	Free Text Entry	Count	
Provider:Count			

A-METHYL-PARA-TYROSINE CAPS, 25 (5098)	100MG	1	
PSJPROVIDER, ONE:1			
ACETAMINOPHEN 325MG C.T. (263)	1000MG	1	
PSJPROVIDER, TWO:1			
	100MG	2	
PSJPROVIDER, THREE:1	PSJPROVIDER, FOUR:1		
	100mg	1	
PSJPROVIDER, FOUR:1			
	300MG	1	
PSJPROVIDER, TWO:1			
	325MG	7	
PSJPROVIDER, ONE:1	PSJPROVIDER, TWO:4		
PSJPROVIDER, FIVE:2			

Press Return to Continue or ^ to Exit:

6.2.8. INpatient Stop Order Notices [PSJ EXP]

The *INpatient Stop Order Notices* option produces a list of patients' medication orders that are about to expire. Action must be taken (using VA FORM 10-1158) if these medications are to be re-ordered. This option will list both Unit Dose orders and IV orders. The user may choose to print All, which is the default, or either the Unit Dose or IV orders.

The next prompt allows the user to select by group (**G**), ward (**W**), clinic (**C**), or patient (**P**). When group is selected, a prompt to select by ward group (**W**) or clinic group (**C**) displays.

Start and stop dates will be prompted next.

Special Instructions for Unit Dose orders and Other Print Information for IV orders are listed on the report. IV orders are sorted by the Orderable Item of the first additive or solution in the order. The Orderable Item with each additive and solution is displayed along with the strength/volume specified. The schedule type for all IV orders is assumed to be continuous.

If the user chooses to print by ward, the selection to sort by administration teams is displayed. ALL teams, which is the default, multiple teams, or one administration team may be chosen.

Example: Inpatient Stop Order Notices

```
Select Reports Menu Option: Inpatient Stop Order Notices
Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): PATIENT <Enter>
Select PATIENT:    PSJPATIENT2,TWO    000-00-0002    02/22/42    1 West
Enter start date: T (SEP 19, 2000)
Enter stop date: T+7 (SEP 26, 2000)
List IV orders, Unit Dose orders, or All orders: ALL// <Enter>
Select PRINT DEVICE: 0;80 TELNET
...this may take a few minutes...
...you really should QUEUE this report, if possible...
Enter RETURN to continue or '^' to exit: <Enter>
```

```
AS OF: 09/19/00 13:14 Page: 1

      THE FOLLOWING MEDICATIONS WILL EXPIRE
      FROM 09/19/00 00:01 THROUGH 09/26/00 24:00
      TO CONTINUE MEDICATIONS, PLEASE REORDER ON VA FORM 10-1158.

PSJPATIENT2,TWO      Ward: 1 West
PID: 000-00-0002      Room-Bed: A-6      Ht(cm): 167.64 (04/21/99)
DOB: 02/22/42 (58)      Wt(kg): 85.00 (04/21/99)
Sex: MALE      Admitted: 09/16/99
Dx: TEST PATIENT
Allergies: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE, CHOCOLATE,
NUTS, STRAWBERRIES, DUST
NV Aller.: AMOXICILLIN, AMPICILLIN, TAPE, FISH, FLUPHENAZINE DECANOATE
ADR:
```

Medication Dosage	ST	Start	Stop	Status/Info Provider
AMPICILLIN 1 GM in 0.45% NAACL 100 ML QID IV	C	09/19	09/22/00	18:00 A PSJPROVIDER,ONE
PENTAMIDINE ISETHIONATE 1 MG in 0.45% NAACL 1000 ML 8 MG/HR IV 8 MG/HR@1	C	09/19	09/22/00	18:00 A PSJPROVIDER,ONE
ACETAMINOPHEN 300/CODEINE 30 TAB Give: 2TABS PO QDAILY	C	09/16	09/22/00	22:00 A PSJPROVIDER,ONE
BENZOYL PEROXIDE GEL, TOP Give: APPLY SMALL AMOUNT TOP QDAILY Special Instructions: TEST	C	09/19	09/22/00	22:00 A PSJPROVIDER,ONE
RANITIDINE TAB Give: 150MG PO BID	C	09/18	09/22/00	22:00 A PSJPROVIDER,ONE
THEOPHYLLINE CAP, SA Give: 400MG PO QID Special Instructions: TESTING	C	09/18	09/22/00	22:00 A PSJPROVIDER,ONE

```
PSJPATIENT2,TWO      000-00-0002    1 West      A-6
```

6.2.9. Medications Due Worksheet

[PSJ MDWS]

The *Medications Due Worksheet* option creates a report that lists active medications (Unit Dose and IV) that are due within a selected 24-hour period. The user will be able to select by ward group, ward, or individual patients. If the user chooses to select by ward, the administration teams may be specified. The default for the administration team is ALL and multiple administration teams may be entered. If selecting by ward or ward group, the Medications Due Worksheet may be sorted by administration time, patient name, or room-bed. However, if the user chooses to select by patient, multiple patients can be entered.



Note: If you specify ^OTHER as the ward group, it will select orders for outpatients in clinics that allow inpatient medication orders.

For IV orders that have no schedule, the projected administration times will be calculated based on the order's volume, flow rate, and start time. An asterisk (*) will be printed for the administration times instead of the projected administration times.

If the MAR ORDER SELECTION DEFAULT prompt for the ward parameter is defined, the default will be displayed at the "Enter medication type(s):" prompt.

The default choice is 2 or Non-IV Medications only if:

1. The MAR ORDER SELECTION DEFAULT parameter was not defined.
2. Selection by Ward group.
3. Selected by patients and patients are from different wards.

The PRN medication orders will be printed if the user enters **YES** at the "Would you like to include PRN Medications (Y/N)? NO//" prompt. PRN orders will be listed after all continuous and one-time orders are printed.

Example: Medications Due Worksheet

```
Select Reports Menu Option: MEDications Due Worksheet
Would you like to include PRN Medications (Y/N)? NO// YES
Enter Start Date and Time: T@1000 (SEP 19, 2000@10:00)
Enter Ending Date and Time: T@2400 (SEP 19, 2000@24:00)
Select by WARD GROUP (G), WARD (W), or PATIENT (P): Patient <Enter>
Select PATIENT: PSJPATIENT2,TWO 2-22-42 000000002 YES ACTIVE DUTY
Select another PATIENT: <Enter>
Enter medication type(s): 2// 1
Select output device: 0;80 TELNET
```

-----report continues-----

Example: Medications Due Worksheet (continued)

```
MEDICATIONS DUE WORKSHEET For: PSJPATIENT2,TWO                               Page: 1
Report from: 09/19/00 10:00 to: 09/19/00 24:00                             Report Date: 09/19/00
Continuous/One time Orders for: ALL MEDS

For date: 09/19/00

PSJPATIENT2,TWO      A-6      12:00 09/18 | 09/18 12:00 | 09/22/00 22:00
000-00-0002          RANITIDINE TAB
1 West              Give: 150MG PO BID
                   RN/LPN Init: _____

                   09/18 | 09/18 12:00 | 09/22/00 22:00
                   THEOPHYLLINE CAP,SA
                   Give: 400MG PO QID
                   TESTING
                   RN/LPN Init: _____

*                   09/19 | 09/19 12:00 | 09/22/00 18:00
                   AMPICILLIN 1 GM
                   in
                   0.45% NAACL 1000 ML QID
                   IV QID
                   RN/LPN Init: _____

15:00 09/18 | 09/18 12:00 | 09/22/00 22:00
                   RANITIDINE TAB
                   Give: 150MG PO BID
                   RN/LPN Init: _____

                   09/18 | 09/18 12:00 | 09/22/00 22:00
                   THEOPHYLLINE CAP,SA
                   Give: 400MG PO QID
                   TESTING
                   RN/LPN Init: _____

20:00 09/18 | 09/18 12:00 | 09/22/00 22:00
                   RANITIDINE TAB
                   Give: 150MG PO BID
                   RN/LPN Init: _____

                   09/18 | 09/18 12:00 | 09/22/00 22:00
                   THEOPHYLLINE CAP,SA
                   Give: 400MG PO QID
                   TESTING
                   RN/LPN Init: _____

* Projected admin. times based on order's volume, flow rate, and start time.
Enter RETURN to continue or '^' to exit:
```

6.2.10. Patient Profile (Extended)

[PSJ EXTP]

The *Patient Profile (Extended)* option creates a report to allow the viewing of all the orders on file for a patient. The user can view all of the orders that have not been purged or enter a date to start searching from.

```
Select Reports Menu Option: PATient Profile (Extended)
Select PATIENT:      PSJPATIENT1,ONE      000-00-0001  08/18/20   1 EAST
Date to start searching from (optional):  083101
Select another PATIENT: <Enter>
Show PROFILE only, EXPANDED VIEWS only, or BOTH: PROFILE// BOTH
Show SHORT, LONG, or NO activity log? NO// SHORT
Select PRINT DEVICE: <Enter>  DECSERVER
```

```
                I N P A T I E N T   M E D I C A T I O N S                02/28/02  14:12
                VAMC:  ALBANY, NY (500)
-----
PSJPATIENT1,ONE      Ward: 1 EAST
PID: 000-00-0001      Room-Bed: B-12      Ht (cm): _____ (_____)
DOB: 08/18/20 (81)    Sex: MALE            Wt (kg): _____ (_____)
Dx: TESTING           Admitted: 05/03/00
Allergies: No Allergy Assessment      Last transferred: *****
ADR:
-----
- - - - - A C T I V E - - - - -
1  MULTIVITAMINS 5 ML      C  02/28/02  03/30/02  A
   in 0.9% SODIUM CHLORIDE 1000 ML Q8H
2  BACLOFEN TAB           C  02/20/02  03/06/02  A
   Give: 10MG PO QDAILY
   PATIENT SPITS OUT MEDICINE
3  PREDNISONE TAB        C  02/25/02  03/11/02  A
   Give: 5MG PO TU-TH-SA@09
4  RESERPINE TAB         C  02/20/02  03/06/02  A
   Give: 1MG PO QDAILY
5  PANCREATIN CAP,ORAL   O  02/21/02  03/23/02  A
   Give: 1 CAPSULE PO ONCE
- - - - - N O N - A C T I V E - - - - -
6  CEFTAZIDIME INJ       ?  *****  *****  N
   Give: 1 GM IV QDAILY
7  TRACE ELEMENTS INJ    ?  *****  *****  N
   Give: 1 ML IV QDAILY
- - - - - N O N - A C T I V E - - - - -
8  in DEXTROSE 5% 1000 ML 1 ml/hr  ?  *****  *****  P
9  CEFAZOLIN INJ         ?  *****  *****  P
   Give: 1GM/1VIAL IVPB ONE TIME
10 PENICILLIN INJ,SUSP    ?  *****  *****  P
   Give: 600000UNT/1ML IM BID
11 PENICILLIN INJ,SUSP    ?  *****  *****  P
   Give: 600000UNT/1ML IM QDAILY
- - - - - N O N - A C T I V E - - - - -
12 CEFAZOLIN 1 GM        C  11/02/01  12/07/01  E
   in 5% DEXTROSE 1000 ML QID
13 zC2TESTDRUG 1 LITER   C  12/14/01  12/21/01  E
   in 5% DEXTROSE 1000 ML QDAILY
Enter RETURN to continue or '^' to exit: <Enter>
```

-----report continues-----

Example: Patient Profile (Extended) (continued)

```

Patient: PSJPATIENT1,ONE                               Status: ACTIVE
*(1) Additives: Order number: 29                       Type: PIGGYBACK
    MULTIVITAMINS 5 ML
(2) Solutions:
    0.9% SODIUM CHLORIDE 1000 ML
    Duration: * (4) Start: 02/28/02 13:56
(3) Infusion Rate: INFUSE OVER 8 HOURS.
*(5) Med Route: IV * (6) Stop: 03/30/02 24:00
*(7) Schedule: QDAILY Last Fill: *****
(8) Admin Times: 09-13-17-21 Quantity: 0
*(9) Provider: PSJPROVIDER,ONE [w] Cum. Doses:
*(10) Orderable Item: MULTIVITAMINS INJ
    Instructions:
(11) Other Print:

(12) Remarks :
    Entry By: PSJPROVIDER,ONE Entry Date: 02/28/02 13:56
ACTIVITY LOG:
# DATE TIME REASON USER
=====
1 FEB 28,2002 13:58:30 VERIFY PSJPHARMACIST,ONE
    Comment: ORDER VERIFIED BY PHARMACIST
-----
Patient: PSJPATIENT1,ONE                               Status: ACTIVE
Orderable Item: BACLOFEN TAB
Instructions:
Dosage Ordered: 10MG
    Duration: Start: 02/20/02 15:20
    Med Route: ORAL (PO) Stop: 03/06/02 24:00
Schedule Type: CONTINUOUS
    Schedule: QDAILY
Admin Times: 1440
    Provider: PSJPROVIDER,ONE [w]
Special Instructions: PATIENT SPITS OUT MEDICINE

Dispense Drugs U/D Units Disp'd Units Ret'd Inactive
Date
-----
BACLOFEN 10MG TABS 1 0 0

Entry By: PSJPROVIDER,ONE Entry Date: 02/20/02 15:20
ACTIVITY LOG:
# DATE TIME REASON USER
=====
( THE ORDERABLE ITEM IS CURRENTLY LISTED AS INACTIVE. )

Date: 02/20/02 15:20 User: PSJPHARMACIST,ONE
Activity: ORDER ENTERED AS ACTIVE BY PHARMACIST
-----
Patient: PSJPATIENT1,ONE                               Status: ACTIVE
Orderable Item: PREDNISONE TAB
Instructions:
Dosage Ordered: 5MG
    Duration: Start: 02/25/02 10:58
    Med Route: ORAL (PO) Stop: 03/11/02 24:00
Schedule Type: CONTINUOUS
    Schedule: TU-TH-SA@09
Admin Times: 09
    Provider: PSJPROVIDER,ONE [w]

Dispense Drugs U/D Units Disp'd Units Ret'd Inactive
Date
-----
PREDNISONE 5MG TAB 1 0 0
Self Med: NO
Entry By: PSJPROVIDER,ONE Entry Date: 02/25/02 10:58
ACTIVITY LOG:
# DATE TIME REASON USER
=====
Date: 02/25/02 10:58 User: PSJPHARMACIST,ONE
Activity: ORDER VERIFIED BY PHARMACIST

```

6.3. Align Labels (Unit Dose)

[PSJU AL]

The *Align Labels (Unit Dose)* option allows the user to align the label stock on a printer so that Unit Dose order information will print within the physical boundaries of the label.

Example: Align Labels (Unit Dose)

```
Select Unit Dose Medications Option: ALIGn Labels (Unit Dose)

Select LABEL PRINTER: <Enter> TELNET
\----- FIRST LINE OF LABEL -----/
<----->
<----- LABEL BOUNDARIES ----->
<----->
/-----LAST LINE OF LABEL-----\

  XX/XX | XX/XX | XX/XX/XX  XX:XX (PXXXX) | A T  PATIENT NAME
      ROOM-BED
  DRUG NAME          SCHEDULE TYPE | D I  XXX-XX-XXXX      DOB (AGE)
      TEAM
  DOSAGE ORDERED    MED ROUTE    SCHEDULE      | M M  SEX          DIAGNOSIS
  SPECIAL INSTRUCTIONS | I E  ACTIVITY DATE/TIME  ACTIVITY
  WS HSM NF          RPH:_____ RN:_____ | N S  WARD GROUP
      WARD

Are the labels aligned correctly? Yes// Y (Yes)
```

6.4. Label Print/Reprint

[PSJU LABEL]

The *Label Print/Reprint* option allows the user to print new unprinted labels and/or reprint the latest label for any order containing a label record. When entering this option, the nurse will be informed if there are any unprinted new labels from auto-cancelled orders (i.e., due to ward or service transfers). The nurse will be shown a list of wards to choose from if these labels are to be printed at this time. The nurse can delete these auto-cancel labels; however, deletion will be for all of the labels.

Next, the nurse will be instructed if there are any unprinted new labels. The nurse can then decide whether to print them now or later.

The nurse can choose to print the labels for a group (**G**), ward (**W**), clinic (**C**), or patient (**P**). When group is selected, a prompt to select by ward group (**W**) or clinic group (**C**) displays. If ward, ward group, clinic, or clinic group is chosen, the label start date will be entered and the labels will print on the specified printer device. When the option to print by individual patient is chosen, an Inpatient Profile will be displayed and the nurse can then choose the labels from the displayed Unit Dose and IV orders to be printed on a specified printer.

7. Inquiries Option

All of the Inquiries Options are located under the *INquiries Menu* option on the *Unit Dose Medications* menu.

INquiries Menu [PSJU INQMGR]

The *INquiries Menu* option allows the user to view information concerning standard schedules and drugs. No information in this option can be edited, so there is no danger of disrupting the Unit Dose Medications module's operation. The *INquiries Menu* contains the following sub-options:

Example: Inquiries Menu

```
Select Unit Dose Medications Option: INquiries Menu
Select INquiries Menu Option: ?
    Dispense Drug Look-Up
    Standard Schedules
```

7.1. Dispense Drug Look-Up [PSJU INQ DRUG]

The *Dispense Drug Look-Up* option allows the user to see what drugs are in the DRUG file and any Unit Dose information pertaining to them.

At the "Select DRUG:" prompt, the nurse can answer with drug number, quick code, or VA drug class code (for IV, solution print name, or additive print name). Information about the selected drug will be displayed.

Example: Dispense Drug Look-Up

```
Select Unit Dose Medications Option: Inquiries Menu
Select INquiries Menu Option: Dispense Drug Look-Up
Select DRUG: ASP
1  ASPIRIN 10 GRAIN SUPPOSITORIES          CN103      02-18-98      INPATIENT
2  ASPIRIN 325MG                          CN103      N/F           *90-DAY FILL*
3  ASPIRIN 325MG E.C.                      CN103      *90-DAY FILL*
4  ASPIRIN 325MG E.C. U/D                  CN103      N/F           TAB
5  ASPIRIN 325MG U/D                       CN103
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 5 ASPIRIN 325MG U/D          CN103
FORMULARY ITEM
A UNIT DOSE DRUG

DAY (nD) or DOSE (nL) LIMIT:
UNIT DOSE MED ROUTE:
UNIT DOSE SCHEDULE TYPE:
UNIT DOSE SCHEDULE:
CORRESPONDING OUTPATIENT DRUG:
ATC MNEMONIC:
ATC CANISTER: WEST WING          12
                SOUTH WING       12
                JUNK ONE          12
                TESSS             12
                11;PS(57.5,       12
                13;PS(57.5,       12
                14;PS(57.5,       12
                15;PS(57.5,       12
                16;PS(57.5,       12
                17;PS(57.5,       12
                18;PS(57.5,       12
                21;PS(57.5,       12
                22;PS(57.5,       12

Select DRUG:
```

7.2. Standard Schedules

[PSJU INQ STD SCHD]

It is extremely important for all users to know the method of schedule input. When the user enters a standard schedule, the system will echo back the corresponding Administration times.

At the “Select STANDARD SCHEDULE:” prompt, enter an administration schedule abbreviation to view information pertaining to that schedule. An explanation of the selected schedule will be displayed. To view a list of the available administration schedule abbreviations, enter a question mark (?) at the prompt “Select STANDARD SCHEDULE:”.

Example: Standard Schedules

```
Select INquiries Menu Option: Standard Schedules
Select STANDARD SCHEDULE: q4H          01-05-09-13-17-21
Schedule: Q4H                               Type: CONTINUOUS
Standard Admin Times: 01-05-09-13-17-21
Select STANDARD SCHEDULE:
```

8. Glossary

Action Prompts

There are three types of Inpatient Medications “Action” prompts that occur during order entry: ListMan, Patient/Order, and Hidden action prompts.

ListMan Action Prompts

+	Next Screen
-	Previous Screen
UP	Up a Line
DN	Down a Line
>	Shift View to Right
<	Shift View to Left
FS	First screen
LS	Last Screen
GO	Go to Page
RD	Re Display Screen
PS	Print Screen
PT	Print List
SL	Search List
Q	Quit
ADPL	Auto Display (on/off)

Patient/Order Action Prompts

PU	Patient Record Updates
DA	Detailed Allergy/ADR List
VP	View Profile
NO	New Orders Entry
IN	Intervention Menu
PI	Patient Information
SO	Select Order
DC	Discontinue
ED	Edit
FL	Flag
VF	Verify
HD	Hold

Patient/Order Action Prompts
(continued)

RN	Renew
AL	Activity Logs
OC	On Call
NL	Print New IV Labels
RL	Reprint IV Labels
RC	Recycled IV
DT	Destroyed IV
CA	Cancelled IV

Hidden Action Prompts

LBL	Label Patient/Report
JP	Jump to a Patient
OTH	Other Pharmacy Options
MAR	MAR Menu
DC	Speed Discontinue
RN	Speed Renew
SF	Speed Finish
SV	Speed Verify
CO	Copy
N	Mark Not to be Given
I	Mark Incomplete
DIN	Drug Restr/Guide

Active Order

Any order which has not expired or been discontinued. Active orders also include any orders that are on hold or on call.

Activity Reason Log

The complete list of all activity related to a patient order. The log contains the action taken, the date of the action, and the user who took the action.

Activity Ruler

The activity ruler provides a visual representation of the relationship between manufacturing times, doses due, and order start times. The intent is to provide the on-the-floor user with a means of tracking activity in the IV room and determining when to call for doses before the normal delivery. The activity ruler can be enabled or disabled under the *Site Parameters (IV)* option.

Additive	A drug that is added to an IV solution for the purpose of parenteral administration. An additive can be an electrolyte, a vitamin or other nutrient, or an antibiotic. Only an electrolyte or multivitamin type additives can be entered as IV fluid additives in CPRS.
ADMINISTRATION SCHEDULE File	File #51.1. This file contains administration schedule names and standard dosage administration times. The name is a common abbreviation for an administration schedule type (e.g., QID, Q4H, PRN). The administration time entered is in military time, with each time separated from the next by a dash, and times listed in ascending order.
Administering Teams	Nursing teams used in the administration of medication to the patients. There can be a number of teams assigned to take care of one ward, with specific rooms and beds assigned to each team.
Admixture	An admixture is a type of intravenously administered medication comprised of any number of additives (including zero) in one solution. It is given at a specified flow rate; when one bottle or bag is empty, another is hung.
APSP INTERVENTION File	File #9009032.4. This file is used to enter pharmacy interventions. Interventions in this file are records of occurrences where the pharmacist had to take some sort of action involving a particular prescription or order. A record would record the provider involved, why an intervention was necessary, what action was taken by the pharmacists, etc.
Average Unit Drug Cost	The total drug cost divided by the total number of units of measurement.
BCMA	A VistA computer software package named Bar Code Medication Administration. This package validates medications against active orders prior to being administered to the patient.
Calc Start Date	Calculated Start Date. This is the date that would have been the default Start Date/Time for an order if no duration was received from CPRS. Due to the existence of a duration, the default Start Date/Time of the order becomes the <u>expected first dose</u> .

Calc Stop Date

Calculated Stop Date. This is the date that would have been the default Stop Date/Time for an order if no duration was received from CPRS. Due to the existence of a duration, the default Stop Date/Time of the order becomes the expected first dose plus the duration.

Chemotherapy

Chemotherapy is the treatment or prevention of cancer with chemical agents. The chemotherapy IV type administration can be a syringe, admixture, or a piggyback. Once the subtype (syringe, piggyback, etc.) is selected, the order entry follows the same procedure as the type that corresponds to the selected subtype (e.g., piggyback type of chemotherapy follows the same entry procedure as regular piggyback IV).

Chemotherapy “Admixture”

The Chemotherapy “Admixture” IV type follows the same order entry procedure as the regular admixture IV type. This type is in use when the level of toxicity of the chemotherapy drug is high and is to be administered continuously over an extended period of time (e.g., hours or days).

Chemotherapy “Piggyback”

The Chemotherapy “Piggyback” IV type follows the same order entry procedure as the regular piggyback IV type. This type of chemotherapy is in use when the chemotherapy drug does not have time constraints on how fast it must be infused into the patient. These types are normally administered over a 30 - 60 minute interval.

Chemotherapy “Syringe”

The Chemotherapy “Syringe” IV type follows the same order entry procedure as the regular syringe IV type. Its administration may be continuous or intermittent. The pharmacist selects this type when the level of toxicity of the chemotherapy drug is low and needs to be infused directly into the patient within a short time interval (usually 1-2 minutes).

Child Orders

One or more Inpatient Medication Orders that are associated within a Complex order and are linked together using the conjunctions AND and OR to create combinations of dosages, medication routes, administration schedules, and order durations.

Clinic Group	A clinic group is a combination of outpatient clinics that have been defined as a group within Inpatient Medications to facilitate processing of orders.
Complex Order	An order that is created from CPRS using the Complex order dialog and consists of one or more associated Inpatient Medication orders, known as “child” orders.
Continuous IV Order	Inpatient Medications IV order not having an administration schedule. This includes the following IV types: Hyperals, Admixtures, Non-Intermittent Syringe, and Non-Intermittent Syringe or Admixture Chemotherapy.
Continuous Syringe	A syringe type of IV that is administered continuously to the patient, similar to a hyperal IV type. This type of syringe is commonly used on outpatients and administered automatically by an infusion pump.
Coverage Times	The start and end of coverage period designates administration times covered by a manufacturing run. There must be a coverage period for all IV types: admixtures and primaries, piggybacks, hyperals, syringes, and chemotherapy. For one type, admixtures for example, the user might define two coverage periods; one from 1200 to 0259 and another from 0300 to 1159 (this would mean that the user has two manufacturing times for admixtures).
CPRS	A VistA computer software package called Computerized Patient Record Systems. CPRS is an application in VistA that allows the user to enter all necessary orders for a patient in different packages from a single application. All pending orders that appear in the Unit Dose and IV modules are initially entered through the CPRS package.
Cumulative Doses	The number of IV doses actually administered, which equals the total number of bags dispensed less any recycled, destroyed, or cancelled bags.
Default Answer	The most common answer, predefined by the system to save time and keystrokes for the user. The default answer appears before the two slash marks (//) and can be selected by the user by pressing <Enter>.

Dispense Drug	The Dispense Drug is pulled from the DRUG file (#50) and usually has the strength attached to it (e.g., Acetaminophen 325 mg). Usually, the name alone without a strength attached is the Orderable Item name.
Delivery Times	The time(s) when IV orders are delivered to the wards.
Dosage Ordered	After the user has selected the drug during order entry, the dosage ordered prompt is displayed.
DRUG ELECTROLYTES file	File #50.4. This file contains the names of anions/cations, and their concentration units.
DRUG file	File #50. This file holds the information related to each drug that can be used to fill a prescription.
Duration	The length of time between the Start Date/Time and Stop Date/Time for an Inpatient Medications order. The default duration for the order can be specified by an ordering clinician in CPRS by using the Complex Dose tab in the Inpatient Medications ordering dialog.
Electrolyte	An additive that disassociates into ions (charged particles) when placed in solution.
Entry By	The name of the user who entered the Unit Dose or IV order into the computer.
Hospital Supplied Self Med	Self medication, which is to be supplied by the Medical Center's pharmacy. Hospital supplied self med is only prompted for if the user answers Yes to the SELF MED: prompt during order entry.
Hyperalimentation (Hyperal)	Long term feeding of a protein-carbohydrate solution. Electrolytes, fats, trace elements, and vitamins can be added. Since this solution generally provides all necessary nutrients, it is commonly referred to as Total Parenteral Nutrition (TPN). A hyperal is composed of many additives in two or more solutions. When the labels print, they show the individual electrolytes in the hyperal order.
Infusion Rate	The designated rate of flow of IV fluids into the patient.

**INPATIENT USER
PARAMETERS file**

File #53.45. This file is used to tailor various aspects of the Inpatient Medications package with regards to specific users. This file also contains fields that are used as temporary storage of data during order entry/edit.

**INPATIENT WARD
PARAMETERS file**

File #59.6. This file is used to tailor various aspects of the Inpatient Medications package with regards to specific wards.

Intermittent Syringe

A syringe type of IV that is administered periodically to the patient according to an administration schedule.

Internal Order Number

The number on the top left corner of the label of an IV bag in brackets ([]). This number can be used to speed up the entry of returns and destroyed IV bags.

IV ADDITIVES file

File #52.6. This file contains drugs that are used as additives in the IV room. Data entered includes drug generic name, print name, drug information, synonym(s), dispensing units, cost per unit, days for IV order, usual IV schedule, administration times, electrolytes, and quick code information.

IV CATEGORY file

File #50.2. This file allows the user to create categories of drugs in order to run “tailor-made” IV cost reports for specific user-defined categories of drugs. The user can group drugs into categories.

IV Duration

The duration of an order may be entered in CPRS at the IV DURATION OR TOTAL VOLUME field in the IV Fluids order dialog. The duration may be specified in terms of volume (liters or milliliters), or time (hours or days). Inpatient Medications uses this value to calculate a default stop date/time for the order at the time the order is finished.

IV Label Action

A prompt, requesting action on an IV label, in the form of “Action ()”, where the valid codes are shown in the parentheses. The following codes are valid:

P – Print a specified number of labels now.

B – Bypass any more actions.

S – Suspend a specified number of labels for the IV room to print on demand.

IV Room Name	The name identifying an IV distribution area.
IV SOLUTIONS file	File #52.7. This file contains drugs that are used as primary solutions in the IV room. The solution must already exist in the DRUG file (#50) to be selected. Data in this file includes: drug generic name, print name, status, drug information, synonym(s), volume, and electrolytes.
IV STATS file	File #50.8. This file contains information concerning the IV workload of the pharmacy. This file is updated each time the <i>COmpile IV Statistics</i> option is run and the data stored is used as the basis for the AMIS (IV) report.
Label Device	The device, identified by the user, on which computer-generated labels will be printed.
Local Possible Dosages	Free text dosages that are associated with drugs that do not meet all of the criteria for Possible Dosages.
LVP	Large Volume Parenteral — Admixture. A solution intended for continuous parenteral infusion, administered as a vehicle for additive(s) or for the pharmacological effect of the solution itself. It is comprised of any number of additives, including zero, in one solution. An LVP runs continuously, with another bag hung when one bottle or bag is empty.
Manufacturing Times	The time(s) that designate(s) the general time when the manufacturing list will be run and IV orders prepared. This field in the <i>SItE Parameters (IV)</i> option (IV ROOM file (#59.5)) is for documentation only and does not affect IV processing.
MEDICATION ADMINISTERING TEAM file	File #57.7. This file contains wards, the teams used in the administration of medication to that ward, and the rooms/beds assigned to that team.
MEDICATION INSTRUCTION file	File #51. This file is used by Unit Dose and Outpatient Pharmacy. It contains the medication instruction name, expansion, and intended use.

MEDICATION ROUTES file

File #51.2. This file contains medication route names. The user can enter an abbreviation for each route to be used at their site. The abbreviation will most likely be the Latin abbreviation for the term.

**Medication Routes/
Abbreviations**

Route by which medication is administered (e.g., oral). The MEDICATION ROUTES file (#51.2) contains the routes and abbreviations, which are selected by each VAMC. The abbreviation cannot be longer than five characters to fit on labels and the MAR. The user can add new routes and abbreviations as appropriate.

Non-Formulary Drugs

The medications that are defined as commercially available drug products not included in the VA National Formulary.

Non-VA Meds

Term that encompasses any Over-the-Counter (OTC) medications, Herbal supplements, Veterans Health Administration (VHA) prescribed medications but purchased by the patient at an outside pharmacy, and medications prescribed by providers outside VHA. All Non-VA Meds must be documented in patients' medical records.

Non-Verified Orders

Any order that has been entered in the Unit Dose or IV module that has not been verified (made active) by a nurse and/or pharmacist. Ward staff may not verify a non-verified order.

Orderable Item

An Orderable Item name has no strength attached to it (e.g., Acetaminophen). The name with a strength attached to it is the Dispense Drug name (e.g., Acetaminophen 325mg).

Order Sets

An Order Set is a set of N pre-written orders. (N indicates the number of orders in an Order Set is variable.) Order Sets are used to expedite order entry for drugs that are dispensed to all patients in certain medical practices and procedures.

Order View

Computer option that allows the user to view detailed information related to one specific order of a patient. The order view provides basic patient information and identification of the order variables.

Parenteral	Introduced by means other than the digestive track.
Patient Profile	A listing of a patient's active and non-active Unit Dose and IV orders. The patient profile also includes basic patient information, including the patient's name, social security number, date of birth, diagnosis, ward location, date of admission, reactions, and any pertinent remarks.
Pending Order	A pending order is one that has been entered by a provider through CPRS without Pharmacy or Nursing finishing the order. Once Pharmacy or Nursing has finished and verified the order, it will become active.
PHARMACY SYSTEM file	File #59.7. This file contains data that pertains to the entire Pharmacy system of a medical center, and not to any one site or division.
Piggyback	Small volume parenteral solution for intermittent infusion. A piggyback is comprised of any number of additives, including zero, and one solution; the mixture is made in a small bag. The piggyback is given on a schedule (e.g., Q6H). Once the medication flows in, the piggyback is removed; another is not hung until the administration schedule calls for it.
Possible Dosages	Dosages that have a numeric dosage and numeric dispense units per dose appropriate for administration. For a drug to have possible dosages, it must be a single ingredient product that is matched to the VA PRODUCT file (#50.68). The VA PRODUCT file (#50.68) entry must have a numeric strength and the dosage form/unit combination must be such that a numeric strength combined with the unit can be an appropriate dosage selection.
Pre-Exchange Units	The number of actual units required for this order until the next cart exchange.
Primary Solution	A solution, usually an LVP, administered as a vehicle for additive(s) or for the pharmacological effect of the solution itself. Infusion is generally continuous. An LVP or piggyback has only one solution (primary solution). A hyperal can have one or more solutions.

Print Name	Drug generic name as it is to appear on pertinent IV output, such as labels and reports. Volume or Strength is not part of the print name.
Print Name{2}	Field used to record the additives contained in a commercially purchased premixed solution.
Profile	The patient profile shows a patient's orders. The Long profile includes all the patient's orders, sorted by status: active, non-verified, pending, and non-active. The Short profile will exclude the patient's discontinued and expired orders.
Prompt	A point at which the system questions the user and waits for a response.
Provider	Another term for the physician/clinician involved in the prescription of an IV or Unit Dose order for a patient.
PSJI MGR	The name of the <i>key</i> that allows access to the supervisor functions necessary to run the IV medications software. Usually given to the Inpatient Medications package coordinator.
PSJI PHARM TECH	The name of the <i>key</i> that must be assigned to pharmacy technicians using the IV module. This key allows the technician to finish IV orders, but not verify them.
PSJI PURGE	The <i>key</i> that must be assigned to individuals allowed to purge expired IV orders. This person will most likely be the IV application coordinator.
PSJI RNFINISH	The name of the <i>key</i> that is given to a user to allow the finishing of IV orders. This user must also be a holder of the PSJ RNURSE key.
PSJI USR1	The <i>primary menu option</i> that may be assigned to nurses.
PSJI USR2	The <i>primary menu option</i> that may be assigned to technicians.
PSJU MGR	The name of the <i>primary menu</i> and of the <i>key</i> that must be assigned to the pharmacy package coordinators and supervisors using the Unit Dose Medications module.

PSJU PL	The name of the <i>key</i> that must be assigned to anyone using the Pick List options.
PSJ PHARM TECH	The name of the <i>key</i> that must be assigned to pharmacy technicians using the Unit Dose Medications module.
PSJ RNFINISH	The name of the <i>key</i> that is given to a user to allow the finishing of a Unit Dose order. This user must also be a holder of the PSJ RNURSE key.
PSJ RNURSE	The name of the <i>key</i> that must be assigned to nurses using the Unit Dose Medications module.
PSJ RPHARM	The name of the <i>key</i> that must be assigned to a pharmacist to use the Unit Dose Medications module. If the package coordinator is also a pharmacist he/she must also be given this key.
Quick Code	An abbreviated form of the drug generic name (from one to ten characters) for IV orders. One of the three drug fields on which lookup is done to locate a drug. Print name and synonym are the other two. Use of quick codes will speed up order entry, etc.
Report Device	The device, identified by the user, on which computer-generated reports selected by the user will be printed.
Schedule	The frequency of administration of a medication (e.g., QID, QDAILY, QAM, STAT, Q4H).
Schedule Type	Codes include: O - one time (i.e., STAT - only once), P - PRN (as needed; no set administration times). C - continuous (given continuously for the life of the order; usually with set administration times). R - fill on request (used for items that are not automatically put in the cart - but are filled on the nurse's request. These can be multidose items (e.g., eye wash, kept for use by one patient and is filled on request when the supply is exhausted)). And OC - on call (one time with no specific time to be given, i.e., 1/2 hour before surgery).

Scheduled IV Order	Inpatient Medications IV order having an administration schedule. This includes the following IV Types: IV Piggyback, Intermittent Syringe, IV Piggyback Chemotherapy, and Intermittent Syringe Chemotherapy.
Self Med	Medication that is to be administered by the patient to himself.
Standard Schedule	Standard medication administration schedules stored in the ADMINISTRATION SCHEDULE file (#51.1).
Start Date/Time	The date and time an order is to begin.
Status	A - active, E - expired, R - renewed (or reinstated), D - discontinued, H - on hold, I - incomplete, or N - non-verified, U – unreleased, P – pending, O – on call, DE – discontinued edit, RE – reinstated, DR – discontinued renewal.
Stop Date/Time	The date and time an order is to expire.
Stop Order Notices	A list of patient medications that are about to expire and may require action.
Syringe	Type of IV that uses a syringe rather than a bottle or bag. The method of infusion for a syringe-type IV may be continuous or intermittent.
Syringe Size	The syringe size is the capacity or volume of a particular syringe. The size of a syringe is usually measured in number of cubic centimeters (ccs).
TPN	Total Parenteral Nutrition. The intravenous administration of the total nutrient requirements of the patient. The term TPN is also used to mean the solution compounded to provide those requirements.
Units per Dose	The number of Units (tablets, capsules, etc.) to be dispensed as a Dose for an order. Fractional numbers will be accepted.

VA Drug Class Code	A drug classification system used by VA that separates drugs into different categories based upon their characteristics. IV cost reports can be run for VA Drug Class Codes.
VDL	Virtual Due List. This is a Graphical User Interface (GUI) application used by the nurses when administering medications.
Ward Group	A ward group indicates inpatient nursing units (wards) that have been defined as a group within Inpatient Medications to facilitate processing of orders.
WARD GROUP file	File #57.5. This file contains the name of the ward group, and the wards included in that group. The grouping is necessary for the pick list to be run for specific carts and ward groups.
Ward Group Name	A field in the WARD GROUP file (#57.5) used to assign an arbitrary name to a group of wards for the pick list and medication cart.
WARD LOCATION file	File #42. This file contains all of the facility ward locations and their related data, i.e., Operating beds, Bed section, etc. The wards are created/edited using the <i>Ward Definition</i> option of the ADT module.

9. Index

1

14 Day MAR Report, 92, 93
14 Day MAR Report Example, 94

2

24 Hour MAR Report, 79, 80, 87
24 Hour MAR Report Example, 81

7

7 Day MAR Report, 86, 87, 88
7 Day MAR Report Example, 88

A

Abbreviated Order Entry, 18, 19
Action Area, 6, 12, 15, 16, 17, 45, 46
Action Profile #1 Report, 98, 100
Action Profile #1 Report Example, 99
Action Profile #2 Report, 100
Action Profile #2 Report Example, 101
Activity Log, 47, 50, 53, 61, 68, 72, 77
Activity Log Example, 61
Additive, 29, 30, 67, 75, 77, 110, 117, 121, 124, 126, 128
Administration Schedule, 23, 31, 51, 121
Administration Team, 79, 86, 92, 98
Administration Time, 66
Administration Times, 24, 31, 49, 67, 79, 86, 92
Admixture, 29, 30, 121, 122, 123, 126
Adverse Reaction Tracking (ART) Package, 35
Align Labels (Unit Dose), 116
Align Labels (Unit Dose) Example, 116
Asterisk, 45, 49, 50, 112
Authorized Absence/Discharge Summary Report, 103
Authorized Absence/Discharge Summary Report Example, 103
Auto-Verify, 51

B

BCMA, 1, 21, 24, 31, 45
BCMA Units Per Dose, 21
BCMA Virtual Due List (VDL), 51

C

Chemotherapy, 29, 122, 123
Clinic, 13, 14, 77, 79, 86, 92, 110, 116
Clinic Group, 13, 14, 77, 79, 86, 92, 100, 110, 116, 123
Clinic Location, 34
Complex Orders, 58
 Active Complex Order, 43
 Non-Verified Complex Order, 41, 42
 Pending Complex Order, 41, 42
CPRS, 1, 13, 23, 24, 26, 31, 33, 45, 51, 53, 62, 67, 68, 74, 121, 123, 128
CPRS Med Order, 24, 32
CWAD Indicator, 5, 6

D

- Default Start Date Calculation, 24
 - Default Start Date Calculation = CLOSEST, 24
 - Default Start Date Calculation = NEXT, 24
 - Default Start Date Calculation = NOW, 24, 98
- Default Stop Date, 17, 18, 33, 76
- Default Stop Date/Time, 33
- Detailed Allergy/ADR List, 35, 36, 119
- Discontinue All of a Patient's Orders, 70
- Discontinue an Order, 47
- Discontinue an Order Example, 47
- Discontinuing a Pending Renewal, 60
- Dispense Drug, 18, 19, 20, 21, 22, 29, 30, 49, 50, 52, 53, 67, 68, 75, 77, 124, 127
- Dispense Drug Look-Up, 117
- Dispense Drug Look-Up Example, 118
- Dispense Log, 61
- Dispense Units Per Dose, 21
- DONE Order, 24, 32
- Dosage Ordered, 18, 20, 21, 22, 23, 50, 124
- Drug File, 18, 68, 117
- Drug Prompt, 18
- Drug Text Indicator, 19, 29, 30

E

- Edit an Order, 49
- Edit an Order Example, 49, 50
- Edit Inpatient User Parameters, 42, 75
- Edit Patient's Default Stop Date, 76
- Enter/Edit Allergy/ADR Data, 35
- Expected First Dose, 67
- Extra Units Dispensed Report, 108
- Extra Units Dispensed Report Example, 108

F

- Finish an Order, 62
- Finish an Order With a Duration Example, 65
- Finish an Order Without a Duration Example, 63
- Flag an Order, 68
- Flag an Order Example, 69
- Free Text Dosage, 109
- Free Text Dosage Report, 109
- Free Text Dosage Report Example, 109, 110
- Free Text Dose, 21

G

- Glossary, 119

H

- Header Area, 6
- Hidden Actions, 4, 7, 8
- History Log, 49, 61
- Hold, 3, 12, 16, 36, 53, 54, 70, 71, 103, 120
 - Hold All of a Patient's Orders, 70
 - Hold All of a Patient's Orders Example, 70
 - Hold an Order, 53
 - Hold an Order Example, 53
 - Take All of a Patient's Orders Off of Hold Example, 71
- Hyperal, 29, 30, 123, 124, 128

I

- Infusion Rate, 30
- Inpatient Medication Orders for Outpatients, 33, 86, 92, 98, 100
- Inpatient Narrative, 17
- Inpatient Order Entry, 3, 6, 7, 11, 12, 16, 18, 29, 41, 68
- Inpatient Order Entry Example, 16
- Inpatient Profile, 72, 116
- Inpatient Profile Example, 73
- Inpatient Stop Order Notices, 100, 110
- Inpatient Stop Order Notices Example, 111
- Inpatient User Parameters File, 42, 51
- Inpatient Ward Parameters, 24, 25, 26, 32
- Inquiries Menu, 117
- Inquiries Menu Example, 117
- Intermittent Syringe, 31
- Intervention, 36, 77, 78, 121
- Intervention Menu, 36, 119
 - Delete an Intervention Example, 38
 - Edit an Intervention Example, 37
 - New Intervention Example, 36
 - Print an Intervention Example, 40
 - View an Intervention Example, 39
- Introduction, 1
- IRMS, 29
- IV Additives, 33, 125
- IV Duration, 125
- IV Flag, 68
- IV Room, 16, 32, 72, 120, 125, 126
- IV Solution, 30, 121
- IV Type, 29, 30, 33

L

- Label Print/Reprint, 116
- Large Volume Parenteral (LVP), 29, 126
- List Area, 6
- List Manager, 5, 6, 7, 17, 46
- Local Possible Dosages, 20, 21, 22, 23, 126
- Local Possible Dosages Example, 20

M

Maintenance Options, 75
Medication Administration Records (MARs), 1
Medication Routes, 22, 31, 68, 127
Medications Due Worksheet Report, 112
Medications Due Worksheet Report Example, 112
Menu Option, 3
Menu Tree, v
Message Window, 6, 49

N

Nature of Order, 19, 26, 33
New Order Entry, 18
 New IV Order Entry Example, 34
 New Unit Dose Order Entry Example, 27
Non-Formulary Status, 20, 29, 30, 49, 52, 53, 67
Non-Verified Order, 6
Non-Verified/Pending Orders, 11, 13, 17, 18, 41
Non-Verified/Pending Orders Example, 13

O

Order Actions, 46
Order Check, 18, 74, 75
 Drug-Allergy Interactions, 18, 74, 75, 77
 Drug-Drug Interactions, 18, 74, 75, 77
 Duplicate Class, 18, 74, 75, 77
 Duplicate Drug, 18, 74, 75, 77
Order Entry, 9, 11, 12, 18, 71
Order Locks, 11
Order Options, 11
Order Set, 18, 19
Orderable Item, 18, 19, 20, 22, 23, 24, 29, 30, 31, 49, 50, 52, 53, 67, 77, 76, 110, 124, 127
Orientation, 3
Other Print Info, 31, 32

P

Parenteral, 29, 121, 126, 128
Patient Action, 12, 15, 16, 17
Patient Information, 6, 12, 16, 43, 119
Patient Information Example, 43, 44
Patient Information Screen Example, 12, 16
Patient Lock, 11, 18
Patient Profile (Extended) Report, 114
Patient Profile (Unit Dose), 77
Patient Profile (Unit Dose) Example, 77
Patient Record Update, 17
Patient Record Update Example, 17
Pick List, 1, 51, 130, 132
Piggyback, 29, 30, 31, 122, 123, 128
Possible Dosages, 20, 21, 126, 128
Possible Dosages Example, 20
Provider, 19, 26
Provider Comments, 24, 32
PSJ RNFINISH Key, 14, 15, 62, 68

PSJ RNURSE Key, 3, 15, 130
PSJ RPHARM Key, 36
PSJI RNFINISH Key, 14, 15, 62
PSJU PL Key, 76

Q

Quick Code, 29, 117, 125

R

Regular Order Entry, 18
Renew an Order, 55
 Active Orders, 55
 Complex Orders, 58
 Discontinued Orders, 56
 Expired Continuous IV Orders, 57
 Expired Scheduled IV Orders, 57
 Expired Unit Dose Orders, 56
 Viewing Renewed Orders, 59
Reports Menu, 77, 78
Reports Menu Example, 78
Requested Start Date/Time, 64, 67
Requested Stop Date/Time, 64
Revision History, i

S

Schedule, 23, 24, 31, 87, 88, 93, 110, 112, 118, 125, 128
Schedule Type, 23
Screen Prompts, 3
Screen Title, 5, 6
Select Action, 6, 7, 12, 15, 16
Select Allergy, 35
Select Order, 41, 44, 119
Select Order Example, 44, 45
Self Med, 26
Service Connection, 103
Short Profile Example, 15
Solution, 29, 30, 67, 75, 77, 110, 117, 121, 124, 126, 128, 129, 131
Special Instructions, 24
Speed Actions, 69
 Speed Discontinue, 120
 Speed Finish, 120
 Speed Renew, 120
 Speed Verify, 120
Speed Discontinue, 69
Speed Finish, 62, 69
Speed Renew, 69
Speed Verify, 69
Standard Schedules, 118
Standard Schedules Example, 118
Start Date/Time, 24, 25, 32, 47, 50, 131
Stop Date/Time, 25, 33, 34, 47, 49, 50, 61, 62, 131
Strength, 22
Syringe, 29, 122, 123, 125, 131

T

Table of Contents, iii
Topic Oriented Section, v

U

Unit Dose Medications, 3, 11, 12, 75, 77, 117
Unit Dose Order Entry Profile, 9
Units Per Dose, 21, 22, 23

V

VA Drug Class Code, 117
VA FORM 10-1158, 99, 102, 110
VA FORM 10-2970, 87
VA FORM 10-5568d, 87
VDL, 24, 31, 51, 132
Verify an Order, 51
Verify an Order Example, 52
View Profile, 12, 16, 41, 119
View Profile Example, 41
VISTA, i, 18, 123
Volume, 29

W

Ward, 14, 72, 77, 79, 98, 100, 110, 116
Ward Group, 13, 14, 72, 77, 79, 86, 92, 98, 100, 103, 108, 110, 112, 116, 132
Ward Group Sort
 ^OTHER, 13, 14, 98, 100
Ward Stock, 88, 93