

INPATIENT MEDICATIONS

**PHARMACIST’S USER MANUAL**

Version 5.0

January 2005

(Revised August 2008)

Department of Veterans Affairs

VistA Health Systems Design and Development

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** |
| 08/2008 | iii, 20-27, | PSJ\*5\*134 | Inpatient Medication Route changes added, plus details on IV type |
|  | 54, 68-76, |  | changes for infusion orders from CPRS, pending renewal |
|  | 94-95, |  | functions, and expected first dose changes. |
|  | 104-106,  236, 240- |  | REDACTED |
|  | 241 |  |  |
| 10/2007 | iii, [124](#_bookmark0) | PSJ\*5\*175 | Modified outpatient header text for display of duplicate orders. |
|  | [a](#_bookmark0)-d |  | Added new functionality to Duplicate Drug and Duplicate Class |
|  |  |  | Order Check definitions. |
|  |  |  | REDACTED |
|  | 5, 17-18,  27-28,  30-34, 37-  38, 65-68,  76-80, | PSJ\*5\*160 | 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. |
|  | 83-84, |  |  |
|  | 119-120, |  |  |
|  | 123-124, |  |  |
|  | 149-150, |  |  |
|  | 195-196, |  |  |
|  | 209-210 |  |  |
| 07/2007 | 155a-  155b,  162a-  162b,  168a-168b | 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.  REDACTED |
| 05/2007 | 25 | 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.  REDACTED |

August 2008 Inpatient Medications V. 5.0 i Pharmacist’s User Manual

PSJ\*5\*134

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Revised Pages** | **Patch Number** | **Description** |
| 12/2005 | 1,  124-124b | PSJ\*5\*146 | Remote Data Interoperability (RDI) Project:  Removed document revision dates in Section 1. Introduction.  Updated Section 4.3. Order Checks to include new functionality for checking allergies, drug reactions, and interactions.  REDACTED |
| 03/2005 | iv-v,1,  114-116,  223,  236-241 | PSJ\*5\*112 | Updated TOC to correct Index page number. (p. iv)  In Unit Dose Menu Tree, changed Clinic Stop Dates to Clinic Definition. (p. v)  In Section 1., Introduction, updated revision dates and added reference to Release Notes. (p. 1)  In Sections 4.2.5.1., 4.2.5.3., and 4.2.5.3., added a sentence that refers to the IMO parameter NUMBER OF DAYS UNTIL STOP from the CLINIC DEFINITION file.  (p.114-116)  Updated Glossary; added definition for CLINIC DEFINITION File. (p. 223)  Updated Index; added CLINIC DEFINITION file and Inpatient Medication Orders for Outpatients page number references; reflowed all following Index pages. (p. 236-241)  REDACTED |
| 01/2005 | All | PSJ\*5\*111 | Reissued entire document to include updates for Inpatient Medication Orders for Outpatients and Non-Standard Schedules.  REDACTED |

ii Inpatient Medications V. 5.0 August 2008 Pharmacist’s User Manual

PSJ\*5\*134

# Table of Contents

### Introduction. 1

### Orientation 3

### List Manager 5

* 1. Using List Manager 7
  2. Hidden Actions 7

### Order Options 11

* 1. Unit Dose Medications Option 11
     1. Order Entry 12
     2. Non-Verified/Pending Orders 13
     3. Inpatient Order Entry 17
     4. Patient Actions 18
     5. Order Actions 40
     6. Discontinue All of a Patient’s Orders 60
     7. Hold All of a Patient’s Orders 60
     8. Inpatient Profile 61
  2. IV Menu Option 63
     1. Order Entry (IV) 64
     2. Inpatient Order Entry 65
     3. Patient Actions 66
     4. Order Actions 86
     5. IV Types. 115
     6. Profile (IV) 118
     7. Inpatient Profile 122
  3. Order Checks 123
     1. Outpatient Duplicate Orders 124a
     2. Inpatient Duplicate Orders 124b
     3. Discontinuing Duplicate Inpatient Orders 124d

August 2008 Inpatient Medications V. 5.0 Pharmacist’s User Manual

PSJ\*5\*134

iii

### Maintenance Options 125

* 1. Unit Dose 125
     1. Edit Inpatient User Parameters 125
     2. Edit Patient’s Default Stop Date 126

5.2. IV 126

* + 1. Change Report/Label Devices (IV) 126
    2. Change to Another IV Room (IV) 127

### PIck List Menu 129

* 1. PIck List 129
  2. ENter Units Dispensed 134
  3. EXtra Units Dispensed 136
  4. Report Returns 137
  5. Reprint Pick List 138
  6. Send Pick List To ATC 140
  7. Update Pick List 141

### Production Options 143

* 1. Ward List (IV) 143
  2. Update Daily Ward List (IV) 144
  3. Manufacturing List (IV) 146
  4. RETurns and Destroyed Entry (IV) 148
  5. Barcode ID – Return and Destroy (IV) 152

### Output Options 153

* 1. Unit Dose 153
     1. PAtient Profile (Unit Dose) 153
     2. Reports Menu 154
     3. Align Labels (Unit Dose) 192
     4. Label Print/Reprint 192

8.2. IV 193

* + 1. Label Menu (IV) 193
    2. REPorts (IV) 200
    3. SUSpense Functions (IV) 208

iv Inpatient Medications V. 5.0 January 2005 Pharmacist’s User Manual

**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 pharmacist may enter a time, such as NOON, MIDNIGHT, or NOW.
* The pharmacist may enter NOW+3' (for current date and time Plus 3 minutes \*Note--the Apostrophe following the number of minutes)
* Time is REQUIRED in this response.

### 4.1.4.2. New Order Entry

The New Order Entry action allows the pharmacist to enter new Unit Dose or 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 pharmacist 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 pharmacist 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)

Pharmacists 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 4.3 Order Checks for more information.)

January 2005 Inpatient Medications V. 5.0 19

Pharmacist’s User Manual

**Note**: No special order checks are performed for specific drugs (e.g., Clozapine). Orders for Clozapine or similar special medications 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 National Clozapine Coordinating Center (NCCC) package). Any patients requiring special monitoring should also have an order entered through Outpatient Pharmacy at this time.



The pharmacist 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 physician 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 be entered automatically. 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 automatically be entered. 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.

20 Inpatient Medications V. 5.0 August 2008 Pharmacist’s User Manual

PSJ\*5\*134

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.



August 2008 Inpatient Medications V. 5.0 21

Pharmacist’s User Manual PSJ\*5\*134

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 a pending order:

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 an 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.

22 Inpatient Medications V. 5.0 August 2008 Pharmacist’s User Manual

PSJ\*5\*134

**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 Dispense Drug selected 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.

August 2008 Inpatient Medications V. 5.0 23

Pharmacist’s User Manual PSJ\*5\*134

* **“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. If so, 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.

**Note:** Order entry will permit the entry of a Day-of-Week schedule in the following format: days@schedule name (e.g. MO-WE-FR@BID, TU@Q6H).



**Note:** Inpatient Medications will translate a Day of Week schedule into appropriate administration times. For example: “MO-WE-FR@BID” is translated to “MO-WE-





24 Inpatient Medications V. 5.0 August 2008 Pharmacist’s User Manual

PSJ\*5\*134

FR@10-22”. The schedule after the “@” will be a valid schedule from the ADMINISTRATION SCHEDULE file (#51.1).

* **“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 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. 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 user 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 pharmacist is given the option to copy the comments into this field. Should the pharmacist 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. 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.

* **“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.

August 2008 Inpatient Medications V. 5.0 25

Pharmacist’s User Manual PSJ\*5\*134

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 field except duration.

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:”

This is the method the provider used to communicate the order to the user who entered or took action on the order. Nature of Orders 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 |

26 Inpatient Medications V. 5.0 August 2008 Pharmacist’s User Manual

PSJ\*5\*134

|  |  |  |  |
| --- | --- | --- | --- |
| **Nature of Order** | **Description** | **Prompted for Signature in CPRS?** | **Chart Copy Printed?** |
| 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 PID: 000-00-0001  DOB: 08/18/20 (80) Sex: MALE  Dx: TEST | Ward: 1 EAST  Room-Bed: Ht(cm): ( )  Wt(kg): ( ) 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
2. POTASSIUM CHLORIDE 10% 16 OZ TN403
3. POTASSIUM CHLORIDE 20% 16 OZ TN403

TN403

N/F N/F

BT

1. POTASSIUM CHLORIDE 20MEQ PKT TN403 UNIT DOSE INPAT
2. 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----------------------------------------**

August 2008 Inpatient Medications V. 5.0 27

Pharmacist’s User Manual PSJ\*5\*134

**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   1. Schedule: BID 2. Admin Times: 08-16 3. Provider: PSJPROVIDER,ONE [w] 4. Special Instructions: 5. 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 10:2 | | | 4:52 | Page: 1 of 2 |
| PSJPATIENT1,ONE Ward: 1  PID: 000-00-0001 Room-Bed:  DOB: 08/18/20 (80) | | EAST |  | Ht(cm): ( )  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 HD (Hold)

ED Edit

RN (Renew)

AL Activity Logs

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:

28 Inpatient Medications V. 5.0 January 2005 Pharmacist’s User Manual

### 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** |  |  |

January 2005 Inpatient Medications V. 5.0 53

Pharmacist’s User Manual

**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 DOB: 08/18/20 (80) | | Ht(cm): ( )  Wt(kg): ( ) |
| \*(1)Orderable Item: ASPIRIN TAB | | <DIN> |
| Instructions: | |  |
| \*(2)Dosage Ordered: 650MG | |  |
| Duration: | | \*(3)Start: 03/26/04 14:40 |
| \*(4) | Med Route: ORAL | Renewed: 03/27/04 11:00 |
|  | | \*(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 HD Hold

ED (Edit) RN Renew

AL Activity Logs

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ACTIVE UNIT DOSE | Feb 25, | 2004@21:28:20 Page: 2 of 2 | | |
| PSJPATIENT1,ONE PID: 000-00-0001  DOB: 08/18/20 (80)  + | Ward: Room-Bed: | 1 EAST B-12 | Ht(cm): ( )  Wt(kg): ( ) | |
| (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 has a pending status. If this pending order is discontinued, the original order may 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.

54 Inpatient Medications V. 5.0 August 2008 Pharmacist’s User Manual

PSJ\*5\*134

### 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

DA Detailed Allergy/ADR List VP View Profile

Select Action: View Profile// **PU**

NO New Order Entry IN Intervention Menu

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 pharmacist to enter information in a free text format, up to 250 characters.

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 pharmacist, 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.

January 2005 Inpatient Medications V. 5.0 67

Pharmacist’s User Manual

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 pharmacist may enter a time, such as NOON, MIDNIGHT, or NOW.
* The pharmacist may enter NOW+3' (for current date and time Plus 3 minutes \*Note--the Apostrophe following the number of minutes)
* Time is REQUIRED in this response.

### New Order Entry

The New Order Entry action, from the *Inpatient Order Entry* option, allows the pharmacist to enter new Unit Dose and IV orders for the patient. 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 IV order entry, the pharmacist 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 pharmacist can expect to encounter while entering a new IV order for the patient.

### “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 pharmacist 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.

68 Inpatient Medications V. 5.0 August 2008 Pharmacist’s User Manual

PSJ\*5\*134

**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 any 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 an opportunity to add one. The pharmacist 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 pharmacist can also specify the # of bags per day that will be needed.

**Example:** 125 = 125 ml/hour (IV system will calculate bags needed per day), 125@2 = 125 ml/hour 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).

August 2008 Inpatient Medications V. 5.0 69

Pharmacist’s User Manual PSJ\*5\*134

When an order is received from CPRS, Inpatient Medications accepts infusion rates in both ml/hour 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:”

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.

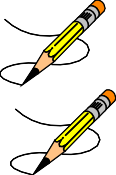
This is the administration route to be used for the order. If a Medication Route is identified for the selected Orderable Item, it will be used as the default for the order. Inpatient Medications applies the Medication Route provided by CPRS as the default when finishing an IV order.

* + 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)

**Note**: Order entry will permit the entry of a Day-of-Week schedule in the following format: days@schedule name (e.g., MO-WE-FR@BID, TU@Q6H).

**Note:** Inpatient Medications will translate a Day of Week schedule into appropriate

70 Inpatient Medications V. 5.0 August 2008 Pharmacist’s User Manual

PSJ\*5\*134

administration times. For example: “MO-WE-FR@BID” is translated to “MO-WE- FR@10-22”. The schedule after the “@” will be a valid schedule from the ADMINISTRATION SCHEDULE file (#51.1).

### “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 pharmacist 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 pharmacist is given the option to copy the comments into this field.

Should the pharmacist 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. 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.

### “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

August 2008 Inpatient Medications V. 5.0 71

Pharmacist’s User Manual PSJ\*5\*134

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 pharmacist 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.

72 Inpatient Medications V. 5.0 August 2008 Pharmacist’s User Manual

PSJ\*5\*134

**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   1. PREDNISONE TAB C 02/25 03/11 A |

Give: 5MG PO TU-TH-SA@09

1. RESERPINE TAB

Give: 1MG PO QDAILY

1. d->FUROSEMIDE 1 MG

in 5% DEXTROSE 50 ML NOW

1. d->FUROSEMIDE 10 MG

C 02/20 03/06 A O 02/11 02/11 E

O 02/11 02/11 E

in 5% DEXTROSE 50 ML STAT

+ Enter ?? for more actions PI Patient Information

PU Patient Record Update Select Action: Next Screen// **NO**

SO Select Order

NO New Order Entry

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>**

**-----------------------------------------report continues----------------------------------------**

After entering the data for the order, the system will prompt the pharmacist 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 pharmacist 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.

January 2005 Inpatient Medications V. 5.0 73

Pharmacist’s User Manual

**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  3 6 9 12 15 18 21 24  ..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:  P  N  Next delivery time is 1330 \*\*\* Action (PB) B// **<Enter>** BYPASS | | | | |

When the order is correct and verified, and the Activity Ruler site parameter is turned on, the system will display a time line. The time line is a visual representation of the relationship between start of coverage times, doses due, and order start times. The letters **P**, **A**, **H**, **S**, or **C** show the start of coverage times for each IV type. If there is an asterisk (**\***) after the letter, this means that the Ward List has been run for this start of coverage type. The caret (**^**) shows when the doses are due, and the **N** indicates current time in relation to the order. The next delivery time will also be listed.

74 Inpatient Medications V. 5.0 January 2005 Pharmacist’s User Manual

PSJ\*5\*134

The “Action (PBS)” prompt will appear next, with all of the valid actions listed in parentheses. The following are the codes for the possible actions:

* **P –** Print specified number of labels now.
* **B –** Bypass any more action (entering a caret (**^**) will also do this).
* **S –** Suspend a specified number of labels for the IV room to print on demand.

The **S** will only appear as a valid action if the USE SUSPENSE FUNCTIONS site parameter is answered with **1** or **YES**. The user can perform more than one action, but each action must be done one at a time. As each action is taken, those that operate on labels will reduce the total labels by that amount (e.g., eight labels are needed, three are suspended, then five are available to print).

### 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.

### 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 edit, delete, view, or printing of an existing intervention. Each kind of intervention will be discussed and an example will follow.

January 2005 Inpatient Medications V. 5.0 75

Pharmacist’s User Manual

**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 PID: 000-00-0002  DOB: 02/22/42 (58) Sex: MALE  Dx: TEST PATIENT | Ward: 1 West <A>  Room-Bed: A-6 Ht(cm): 167.64 (04/21/99)  Wt(kg): 85.00 (04/21/99)  Admitted: 09/16/99  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  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 ED Edit Pharmacy Intervention PRT Print Pharmacy Intervention

DEL Delete Pharmacy Intervention VW View 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**

SC VETERAN

APSP INTERVENTION DRUG: **WAR**

02-22-42

000000002

N

1. WARFARIN 10MG
2. WARFARIN 10MG U/D
3. WARFARIN 2.5MG
4. WARFARIN 2.5MG U/D

BL100

BL100 BL100

BL100

TAB

TAB \*\*AUTO STOP 2D\*\*

TAB

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 PROVIDER: **PSJPROVIDER,ONE**

BL100 PROV

TAB

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**>

76 Inpatient Medications V. 5.0 August 2008 Pharmacist’s User Manual

PSJ\*5\*134

**Example: Edit an Order and Create a New Order (continued)**

Patient: PSJPATIENT1,ONE

\*(1)

(2)

Additives: MVI 1 ML

Solutions:

Order number: 42

Status: ACTIVE

Type: PIGGYBACK

DEXTROSE 10% 1000 ML

Duration: TST ISC ROOM \*(4) Start: 04/02/01 20:56

(3)

\*(5)

\*(7)

(8)

Infusion Rate: INFUSE OVER 8 HOURS. Med Route: IVPB

Schedule: QDAILY Admin Times: 1440

\*(6)

Stop: 04/03/01 Last Fill: \*\*\*\*\*\*\*\*

24:00

\*(9)

Provider: PSJPROVIDER,ONE [es]

Quantity: 0 Cum. Doses:

\*(10)Orderable Item: MVI INJ Instructions:

(11) Other Print:

(12) Remarks :

Entry By: PSJPROVIDER,ONE

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

(A)ctivity (L)abel (H)istory: **^**

Entry Date: 04/02/01

20:56

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

Change the Volume of a Solution

There are times when the pharmacist will need to change the volume of the solution for one specific order. The syringe type of order does have a separate volume prompt so the user will not have to add any steps. For other types, the user can simply enter an order and then edit it to change the volume, or use the following method:

An order calls for 25 ML of D5W, but when D5W is selected, there is no solution in the file with that volume.

* Choose the solution that is most like the one needed (e.g., D5W 50 ML). In this example, D5W 50 ML is now the selected solution.
* At the next prompt, enter the characters **<^SOL>** and choose the solution just entered.
* The next prompt is “SOLUTION: (DEFAULT) //”. Enter the characters **<^VOL>.**
* The prompt “VOLUME: (DEFAULT) //” will be displayed.
* Change the volume for this specific order to the desired volume (the example below shows 25). The terminal dialog follows:

**Example: Change the Volume of a Solution**

Select SOLUTION: **D5W**

INFUSION RATE: **^SOL**

50ML

Select SOLUTION: D5W// **<Enter>** SOLUTION: D5W // **<Enter>** VOLUME: 50 ML // **25** ML

January 2005 Inpatient Medications V. 5.0 93

Pharmacist’s User Manual

### Verify

Orders must be accepted and verified before they can become active and are included on the BCMA VDL. If AUTO-VERIFY is enabled for the pharmacist, 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, and are included on the BCMA VDL.

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.

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.

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



**Note**: AUTO-VERIFY is controlled by the ALLOW AUTO-VERIFY FOR USER field in the INPATIENT USER PARAMETERS file. For more information on the Auto- Verify function, see the Edit User Parameters section of the Pharmacy Supervisor Manual.



**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:



1. Schedule containing PRN: (Ex. TID PC PRN). If the schedule contains PRN, the base schedule must be in the ADMINISTRATION SCHEDULE file.

94 Inpatient Medications V. 5.0 August 2008 Pharmacist’s User Manual

PSJ\*5\*134

1. Day of week schedules (Ex. MO-FR or MO-FR@0900)
2. 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 IV Feb 28, 2002@13: | | 56:44 Page: 1 of 2 | | |
| PSJPATIENT1,ONE Ward: 1 EAST PID: 000-00-0001 Room-Bed: B-12 DOB: 08/18/20 (81)  Sex: MALE  Dx: TESTING Last | | Ht(cm): ( )  Wt(kg): ( )  Admitted: 05/03/00 transferred: \*\*\*\*\*\*\*\* | | |
| \*(1) Additives: | | Type: PIGGYBACK | |  |
| AMPICILLIN 1000 MG | |  | |  |
| (2) Solutions: | |  | |  |
| 0.9% SODIUM CHLORIDE 100 ML | |  | |  |
| Duration: | | (4) | Start: 02/28/02 | 13:56 |
| (3) Infusion Rate: INFUSE OVER 30 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 [es] | Cum. Doses: | |  |
| \*(10)Orderable Item: AMPICILLIN INJ | |  | |  |
| Instructions: | |  | |  |
| (11) Other Print: | |  | |  |

+ Enter ?? for more actions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DC | Discontinue | RN (Renew) | VF | Verify |
| HD | (Hold) | OC (On Call) | FL | Flag |
| ED Edit  Select Item(s): Next | | AL Activity Logs  Screen// **VF** |  |  |

3

6

9

12

15

18

21

24

..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:

P

N

Next delivery time is 1330 \*\*\*

Action (PB) B// **<Enter>** BYPASS

August 2008 Inpatient Medications V. 5.0 95

Pharmacist’s User Manual PSJ\*5\*134

**Example: Verify a “DONE” Order (CPRS Med 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 d->in 0.9% SODIUM CHLORIDE 1000 ML 125 ml/hrC 03/07 03/07 E |
| 2 d->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 1000 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 PU Patient Record Update Select Action: Quit// **1**

SO Select Order

NO New Order Entry

|  |
| --- |
| EXPIRED IV (DONE) Mar 07, 2002@13:02:26 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) Additives: Order number: 483 Type: ADMIXTURE  \*(2) Solutions:  0.9% SODIUM CHLORIDE 1000 ML \*N/F\*  Duration: \*(4) Start: 03/07/02 12:59  \*(3) Infusion Rate: 125 ml/hr  \*(5) Med Route: IV \*(6) Stop: 03/07/02 12:59 BCMA ORDER LAST ACTION: 03/07/02 12:59 Infusing  \*(7) Schedule: Last Fill: \*\*\*\*\*\*\*\*  (8) Admin Times: Quantity: 0  \*(9) Provider: PSJPROVIDER,ONE [es] Cum. Doses:   1. Other Print: Provider Comments: TESTING 2. Remarks : |

+ Enter ?? for more actions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DC | (Discontinue) | RN (Renew) | VF | (Verify) |
| HD | (Hold) | OC (On Call) | FL | Flag |
| ED (Edit) AL Activity Logs  Select Item(s): Next Screen// **VF** Verify | | |  |  |

**-----------------------------------------report continues----------------------------------------**

96 Inpatient Medications V. 5.0 January 2005 Pharmacist’s User Manual

### 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 PU Patient Record Update Select Action: Quit// **1**

SO Select Order

NO New Order Entry

**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 DOB: 08/18/20 (80) | | Ht(cm): ( )  Wt(kg): ( ) |
| \*(1)Orderable Item: ASPIRIN TAB | | <DIN> |
| Instructions: | |  |
| \*(2)Dosage Ordered: 650MG | |  |
| Duration: | | \*(3)Start: 03/26/04 14:40 |
| \*(4) | Med Route: ORAL | Renewed: 03/27/04 11:00 |
|  | | \*(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 HD Hold

ED (Edit) RN Renew

AL Activity Logs

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

**-----------------------------------------report continues----------------------------------------**

January 2005 Inpatient Medications V. 5.0 103

Pharmacist’s User Manual PSJ\*5\*134

**Example: Renewed Order in Detailed Order View (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ACTIVE UNIT DOSE | Feb 25, | 2004@21:28:20 Page: 2 of 2 | | |
| PSJPATIENT1,ONE PID: 000-00-0001  DOB: 08/18/20 (80)  + | Ward: Room-Bed: | 1 EAST B-12 | Ht(cm): ( )  Wt(kg): ( ) | |
| (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 HD Hold

FL (Flag)

Select Item(s): Quit//

ED RN

(Edit) (Renew)

AL Activity Logs

VF

(Verify)

**<Enter>**

### Discontinuing a Pending Renewal

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

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

If this occurs, a pharmacist may discontinue a pending order, both orders, or exit the discontinue function.

### 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.

### Activity Log

This action allows the viewing of an activity log, label log, or a history log of the order. An activity log provides a trace of every action taken on an order since the original entry. If a history log is selected, it will find the first order, linked to the order where the history log was invoked from, then show an order view of each order associated with it, in the order that they were created. When a label log is selected, it shows the print, tracking, and counting information on the labels for the order.

**Example: Activity Log**

|  |  |  |  |
| --- | --- | --- | --- |
| ACTIVE IV Feb 20, 2002@15:5 | 5:14 | Page: 1 of 2 | |
| PSJPATIENT4,FOUR Ward: 7A GEN PID: 000-00-0004 Room-Bed: 726-B DOB: 10/10/49 (52) |  | Ht(cm): ( )  Wt(kg): ( ) | |
| \*(1) Additives: Order number: 445 |  | Type: ADMIXTURE |  |
| POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ |  |  |  |
| \*(2) Solutions: |  |  |  |
| DEXTROSE 5% ½ NS 1000 ML |  |  |  |
| Duration: | \*(4) | Start: 02/20/02 | 15:46 |

**-----------------------------------------report continues----------------------------------------**

104 Inpatient Medications V. 5.0 August 2008 Pharmacist’s User Manual

PSJ\*5\*134

**Example: Activity Log (continued)**

|  |  |  |
| --- | --- | --- |
| \*(3) Infusion Rate: 80 ml/hr  \*(5) Med Route: IV \*(6) Stop: 02/20/02 24:00  BCMA ORDER LAST ACTION: 02/20/02 15:50 Infusing\* | | |
| \*(7) | Schedule: | Last Fill: 02/20/02 15:55 |
| (8) | Admin Times: | Quantity: 1 |
| \*(9) | Provider: PSJPROVIDER,ONE [es] | Cum. Doses: 1 |
| (10) | Other Print: |  |
| (11) | Remarks : |  |

+ Enter ?? for more actions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DC | Discontinue | RN Renew | VF | (Verify) |
| HD | Hold | OC On Call | FL | Flag |
| ED | Edit | AL Activity Logs |  |  |
| Select Item(s): Next Screen// **AL** Activity Logs (A)ctivity (L)abel (H)istory: **A**ctivity Log  ACTIVITY LOG:  # DATE TIME REASON USER  ===============================================================================   1. FEB 20,2002 15:55:09 COMPLETE PSJPHARMACIST,ONE Comment: DISCONTINUED (EDIT) 2. FEB 20,2002 15:55:12 VERIFY PSJPHARMACIST,ONE Comment: ORDER VERIFIED BY PHARMACIST | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| (A)ctivity (L)abel (H)istory: **L**abel Log LABEL LOG:  # DATE/TIME ACTION USER #LABELS TRACK COUNT  ===================================================================================  1 FEB 20,2002@15:55:12  DISPENSED PSJPHARMACIST,ONE 1 ORDER ACTION YES  Enter RETURN to continue or '^' to exit: **<Enter>**  Unique IDs for this order: | | | |
| Label Date/Time | Unique ID | Status | Count BCMA Action - Date/Time |
| 02/20/02 15:55 | 739V443 |  | YES |

(A)ctivity (L)abel (H)istory: **H**istory Log

DEVICE: HOME// **<Enter>** NT/Cache virtual TELNET terminal Right Margin: 80// **<Enter>**

Patient: PSJPATIENT4,FOUR

\*(1) Additives:

Order number: 444

Status: DISCONTINUED

Type: ADMIXTURE

POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ

\*(2) Solutions:

DEXTROSE 5% 1/2 NS 1000 ML

Duration: \*(4) Start: 02/20/02 15:46

\*(3) Infusion Rate: 80 ml/hr \*(4) Start: 02/20/02 15:46

\*(5) Med Route: IV \*(6) Stop: 02/20/02 15:55 BCMA ORDER LAST ACTION: 02/20/02 15:50 Infusing

\*(7)

(8)

\*(9)

(10)

Schedule: Admin Times:

Provider: PSJPROVIDER,ONE [es] Other Print:

Last Fill: 02/20/02 15:46 Quantity: 2

Cum. Doses: 2

(11) Remarks :

Entry By: PSJPROVIDER,ONE

Entry Date: 02/20/02 15:46

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

**-----------------------------------------report continues----------------------------------------**

August 2008 Inpatient Medications V. 5.0 105

Pharmacist’s User Manual PSJ\*5\*134

**Example: Activity Log (continued)**

Patient: PSJPATIENT4,FOUR

Status: ACTIVE

\*(1) Additives:

Order number: 445

Type: ADMIXTURE

POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ

\*(2) Solutions:

DEXTROSE 5% 1/2 NS 1000 ML

Duration:

\*(3) Infusion Rate: 80 ml/hr

\*(4)

Start: 02/20/02 15:46

\*(5) Med Route: IV \*(6) Stop: 02/20/02 24:00 BCMA ORDER LAST ACTION: 02/20/02 15:50 Infusing\*

\*(7)

(8)

\*(9)

(10)

Schedule: Admin Times:

Provider: PSJPROVIDER,ONE [es] Other Print:

Last Fill: 02/20/02 15:55 Quantity: 1

Cum. Doses: 1

(11) Remarks :

Entry By: PSJPROVIDER,ONE

Entry Date: 02/20/02 15:55

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

(A)ctivity (L)abel (H)istory:

### Finish

CPRS.

Users must hold the PSJ RPHARM key for the ability to finish orders placed through

Pharmacy Technicians must hold the PSJI PHARM TECH key for the ability to finish



orders placed through CPRS. These users are not allowed to verify orders, only finish orders.

When an order is placed or renewed by a provider through CPRS, the pharmacist needs to finish this order. The same procedures are followed to finish the renewed order as to finish a new 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.



**Note:** For more details on ordering, see **New Order Entry**.



### Expected First Dose Changes

Inpatient Medications no longer displays an expected first dose for an order containing a schedule with a schedule type of One-time. The system also no longer displays an expected first dose for an order containing a schedule with a schedule type of On-call.

106 Inpatient Medications V. 5.0 August 2008 Pharmacist’s User Manual

PSJ\*5\*134

# 11. Index

## 1

14 Day MAR, 168, 169, 170

14 Day MAR Report Example, 170

## 2

24 Hour MAR, 155, 156, 163

24 Hour MAR Report Example, 157

## 7

7 Day MAR, 162, 163, 164

7 Day MAR Report Example, 164

## A

Abbreviated Order Entry, 19, 20

Action Area, 6, 12, 16, 17, 18, 40, 65, 66, 85, 86

Action Profile #1, 174, 176

Action Profile #1 Report Example, 175

Action Profile #2, 176

Action Profile #2 Report Example, 177 Active Order List (IV), 201

Active Order List (IV) Example, 201

Activity Log, 40, 43, 47, 55, 59, 61, 62, 87, 98, 104, 113, 118, 119, 121, 144, 153, 205

Activity Log Example, 55, 104, 105, 106, 150, 151

Activity Ruler, 74, 220

Additive, 68, 69, 93, 98, 111, 112, 115, 116, 117, 118, 119, 123, 125, 146, 186, 202, 215, 217, 221, 225, 227, 229

Administration Schedule, 24, 44, 70, 94

Administration Team, 61, 121, 155, 162, 168, 174, 184, 186, 188, 202

Administration Times, 25, 43, 49, 50, 51, 58, 70, 71, 89, 99, 100, 101, 110, 111, 119, 130, 140, 143, 155, 162, 168, 188, 221,

224, 226, 231

Admixture, 68, 69, 112, 114, 116, 117, 118, 143, 146, 201, 221, 222, 224, 227

Adverse Reaction Tracking (ART) Package, 29, 75 Align Labels (IV), 193

Align Labels (IV) Example, 193 Align Labels (Unit Dose), 192

Align Labels (Unit Dose) Example, 192 Allergy Indicator, 5

Asterisk, 39, 42, 43, 74, 85, 89, 144, 188

ATC, 131, 134, 136, 140

Authorized Absence, 179

Authorized Absence/Discharge Summary, 179

Authorized Absence/Discharge Summary Report Example, 179 Auto-Verify, 44, 94, 97

## B

Bar Code ID, 148, 152, 193, 197, 199

Barcode ID – Return and Destroy (IV), 152

Barcode ID – Return and Destroy (IV) Example, 152 BCMA, 1, 22, 25, 40, 44, 71, 85, 94, 151, 194, 199

BCMA Units Per Dose, 22

BCMA Virtual Due List (VDL), 44, 94

January 2005 Inpatient Medications V. 5.0 235

Pharmacist’s User Manual

## C

Change Report/Label Devices (IV), 126 Change to Another IV Room (IV), 127

Chemotherapy, 68, 117, 118, 143, 146, 201, 222, 224

Clinic, 13, 14, 153, 155, 162, 168, 186, 192, 202

CLINIC DEFINITION file, 114, 115, 223

Clinic Group, 13, 14, 153, 155, 162, 168, 176, 186, 192, 202, 223

Clinic Location, 72

Complex Orders, 52

Active Complex Order, 37

Non-Verified Complex Order, 35, 36, 81, 82

Pending Complex Order, 35, 36, 81, 82

Controlled Substance, 130, 164, 169

Coverage Times, 74

CPRS, 1, 13, 24, 25, 26, 39, 44, 47, 56, 58, 59, 71, 72, 85, 94, 98, 106, 111, 113, 123, 221, 224, 228

CPRS Med Order, 25, 71

CWAD Indicator, 6

## D

Default Start Date Calculation, 25, 71, 111, 114, 115, 116

Default Start Date Calculation = CLOSEST, 25, 71, 114, 115, 116

Default Start Date Calculation = NEXT, 25, 71, 114, 115, 116

Default Start Date Calculation = NOW, 19, 25, 68, 71, 114, 115, 116, 174, 176 Default Start Date/Time, 71

Default Stop Date, 18, 19, 67, 71, 126 Default Stop Date/Time, 71

Delete Labels from Suspense (IV), 208

Delete Labels from Suspense (IV) Example, 208 Detailed Allergy/ADR List, 29, 75, 219

Discharge, 179

Discontinue All of a Patient’s Orders, 60

Discontinue an Order, 12, 17, 35, 39, 40, 42, 59, 60, 64, 65, 81, 85, 87, 89, 113, 114, 118, 119, 131, 137, 144, 174, 179, 220,

229, 231

Discontinue an Order Example, 40, 41, 87 Discontinuing a Pending Renewal**,** 104

Dispense Drug, 19, 20, 21, 22, 23, 43, 44, 46, 47, 58, 69, 93, 95, 98, 111, 123, 125, 130, 224, 228

Dispense Drug Look-Up, 215 Dispense Drug Look-Up Example, 216 Dispense Log, 55

Dispense Units Per Dose, 22 DONE Order, 25, 71, 96, 97

Dosage Ordered, 19, 21, 22, 23, 24, 43, 130, 224

Drug File, 19, 58, 111, 215

Drug Inquiry (IV), 217

Drug Inquiry (IV) With Information Example, 217 Drug Inquiry (IV) With No Information Example, 217 Drug Name, 130

Drug Prompt, 3, 19, 20, 68, 215

Drug Text Indicator, 20, 69

## E

Edit an Order, 42, 89

Edit an Order and Create a New Order Example, 91 Edit an Order Example, 42, 43, 89, 90

Edit Inpatient User Parameters, 125 Edit Patient’s Default Stop Date, 126 Enter Units Dispensed, 134

236 Inpatient Medications V. 5.0 August 2008 Pharmacist’s User Manual

PSJ\*5\*134

## N

Nature of Order, 20, 26, 72

New Order Entry, 19, 68

New IV Order Entry Example, 73

New Unit Dose Order Entry Example, 27

Non-Formulary Status, 21, 43, 44, 47, 58, 69, 93, 95, 98, 111

Non-Standard Schedules, 126

Non-Verified/Pending Orders, 11, 13, 18, 19, 35, 61, 67, 81 Non-Verified/Pending Orders Example, 13

NUMBER OF DAYS UNTIL STOP, 114, 115, 116

## O

On Call, 113

Order Actions, 40, 86

Order Checks, 19, 123, 124

Drug-Allergy Interactions, 19, 123, 124, 125

Drug-Drug Interactions, 19, 123, 124, 125

Duplicate Class, 19, 123, 124, 125

Duplicate Drug, 19, 123, 124, 125

Order Entry, 3, 6, 7, 11, 12, 19, 61, 63, 64

Order Lock, 11, 64

Order Options, 11

Order Set, 19, 20, 228

Orderable Item, 19, 20, 21, 23, 24, 25, 43, 44, 46, 47, 58, 69, 70, 93, 95, 98, 111, 125, 126, 130, 186, 202, 224, 228

Orientation, 3 Other Print Info, 71

## P

Parenteral, 68, 114, 115, 221, 227, 229

Patient Action, 12, 16, 17, 18, 65, 66

Patient Information, 6, 12, 17, 37, 64, 66, 83, 219

Patient Information Example, 12, 37, 38, 65, 66, 83, 84

Patient Lock, 11, 19, 64, 68 Patient Profile (Extended), 190

Patient Profile (Extended) Report Example, 190 Patient Profile (Unit Dose), 117, 153

Patient Profile (Unit Dose) Example, 153 Patient Profile Report (IV), 117, 205 Patient Profile Report (IV) Example, 205 Patient Profiles, 11, 63

Patient Record Update, 18, 67

Patient Record Update Example, 18, 67

Pick List, 1, 44, 94, 129, 130, 131, 134, 135, 136, 138, 140, 141, 232

Pick List Menu, 3, 129

Pick List Menu Example, 129 Pick List Report, 129

Pick List Report Example, 131

Piggyback, 68, 69, 70, 115, 117, 118, 143, 146, 201, 222, 224, 229

Possible Dosages, 21, 22, 227, 229 Possible Dosages Example, 21

Pre-Exchange Units Report, 46 Production Options, 143

Profile (IV), 64, 117

Profile Report Example, 119, 120, 207

Provider, 20, 26, 112, 229

Provider Comments, 25, 71

January 2005 Inpatient Medications V. 5.0 239

Pharmacist’s User Manual

PSJ RPHARM Key, 16, 29, 75, 106 PSJI PHARM TECH Key, 106 PSJU PL Key, 3, 126, 129

## Q

Quick Code, 68, 116, 117, 215, 217, 226, 231

## R

Regular Order Entry, 19, 20

Renew an Order, 49, 99

Active Orders, 49, 99

Complex Orders, 52

Discontinued Orders, 50, 100

Expired Continuous IV Orders, 51, 101

Expired Scheduled IV Orders, 51, 101

Expired Unit Dose Orders, 50, 100

Viewing Renewed Orders, 53, 54, 103 Renewal List (IV), 207

Renewal List (IV) Example, 207 Report Returns, 137

Reporting Medication Returns Example, 137 Reports (IV), 200

Reports (IV) Example, 200 Reports Menu, 153, 154 Reports Menu Example, 154

Reprint Labels from Suspense (IV), 210, 212 Reprint Labels from Suspense (IV) Example, 212 Reprint Pick List, 138

Reprint Pick List Example, 138 Reprint Scheduled Labels (IV), 199

Requested Start Date/Time, 57, 58, 108, 111 Returns and Destroyed Entry (IV), 148 Revision History, i

## S

Schedule, 24, 25, 35, 70, 118, 119, 130, 155, 162, 168, 231

Schedule Type, 24, 35, 81, 130, 134, 186, 202, 221, 231

Scheduled Labels (IV), 197, 199 Scheduled Labels (IV) Example, 197 Screen Title, 5, 6

Select Action, 6, 7, 12, 16, 17, 56, 65, 66

Select Allergy, 29, 75

Select Order, 35, 38, 81, 84, 219

Select Order Example, 38, 39, 84, 85

Self Med, 26

Send Pick List To ATC, 140 Service Connection, 179

Solution, 68, 69, 93, 98, 111, 112, 114, 115, 117, 119, 123, 125, 146, 186, 202, 215, 217, 221, 225, 226, 227, 229, 232

Special Instructions, 25, 186, 202

Speed Actions, 59, 114

Speed Discontinue, 59, 114, 220

Speed Finish, 56, 59, 220

Speed Renew, 59, 220

Speed Verify, 59, 220

Standard Schedule, 216, 231 Standard Schedule Example, 216

Start Date/Time, 25, 40, 43, 71, 87, 114, 115, 116, 129, 130, 131, 192, 231

240 Inpatient Medications V. 5.0 August 2008 Pharmacist’s User Manual

PSJ\*5\*134

Stop Date/Time, 18, 25, 40, 42, 43, 55, 56, 67, 71, 72, 87, 89, 114, 115, 116, 126, 129, 130, 231

Strength, 23, 69, 118, 119, 146, 186, 202, 217, 224, 228, 229

Suspense Functions (IV), 208

Suspense Functions (IV) Menu Example, 208 Suspense List (IV), 213

Suspense List (IV) Example, 213

Syringe, 68, 93, 117, 118, 143, 146, 201, 222, 223, 224, 225, 232

Syringe Size, 117

## T

Table of Contents, iii Team, 129

Test Control Codes (IV), 199

Test Control Codes (IV) Example, 199, 200 Topic Oriented Section, vi, vii

Total Parenteral Nutrition (TPN), 115, 225

## U

Unit Dose Medications, 3, 11, 12, 125, 153, 215 Unit Dose Menu Example, 11

Units Dispensed, 130, 134, 135

Units Needed, 130

Units Per Dose, 22, 23, 24, 130, 131, 140, 229

Update Daily Ward List (IV), 144 Update Daily Ward List Example, 145 Update Pick List, 141

## V

VA Drug Class Code, 215

VA FORM 10-1158, 175, 178, 186, 202

VA FORM 10-2970, 163 VA FORM 10-5568d, 163 VDL, 25, 44, 71, 94

Verify a DONE Order (CPRS Med Order) Example, 96, 97 Verify an Order, 44, 94

Verify an Order Example, 45, 46, 95

View Profile, 12, 17, 35, 65, 66, 81, 219

View Profile Example, 35, 81

VISTA, 1, 11, 19, 64, 68, 224

Volume, 68, 69, 93, 112, 115, 117, 118, 186, 188, 202, 226, 229, 232

Change the Volume of a Solution Example, 93

## W

Ward, 14, 61, 121, 129, 153, 155, 174, 176, 184, 186, 188, 192, 202

Ward Group, 13, 14, 61, 121, 129, 130, 131, 140, 153, 155, 162, 168, 174, 176, 179, 184, 186, 188, 192, 202, 232

Ward Group File, 232 Ward Group Sort

^OTHER, 13, 14, 15, 174, 176

Ward List, 63, 74, 143, 144, 146, 197, 209

Ward List (IV), 143, 199, 201

Ward List Report Example, 144 Ward Stock, 130, 164, 169

August 2008 Inpatient Medications V. 5.0 241

Pharmacist’s User Manual PSJ\*5\*134

(*This page included for two-sided copying.)*

242 Inpatient Medications V. 5.0 January 2005 Pharmacist’s User Manual