######

INPATIENT MEDICATIONS

**PHARMACIST’S USER MANUAL**

# Version 5.0

January 2005

##### (Revised February 2010)

Department of Veterans Affairs Office of Enterprise 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** |
| 02/2010 | i-ii, iv-v, 192a-b,214a-b,239-241 | PSJ\*5\*214 | Updated Table of Contents to include new sections. Added new sections 8.1.5 and 8.2.4 to reference *Patients on Specific Drug(s)* option that is now commonly used by pharmacists who may have been assigned this option directly and not as part of the Supervisor’s Menu. Added *Patients on Specific Drug(s)* option to the Index.REDACTED |
| 12/2009 | 56, 56a,56biii | PSJ\*5\*222 | Added description of warning displayed when finishing a Complex Unit Dose Order with overlapping admin times. Corrected page numbers in Table of Contents.REDACTED |
| 07/2009 | 43 | PSJ\*5\*215 | When Dispense Drug is edited for an active Unit Dose, an entry is added to the activity log.REDACTED |
| 02/2009 | 226 | PSJ\*5\*196 | Update to IV DurationREDACTED |
| 08/2008 | iii, 20-27,54, 68-76,94-95,104-106,236, 240-241 | 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.REDACTED |
| 10/2007 | iii, [124](#_bookmark0) [a](#_bookmark0)-d5, 17-18,27-28,30-34, 37-38, 65-68,76-80,83-84,119-120,123-124,149-150,195-196,209-210 | PSJ\*5\*175PSJ\*5\*160 | Modified outpatient header text for display of duplicate orders. Added new functionality to Duplicate Drug and Duplicate Class Order Check definitions.REDACTEDModifications 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. |

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| **Date** | **Revised Pages** | **Patch Number** | **Description** |
| 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 |
| 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 |

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**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.**

**Unit Dose Menu Tree Topic-Oriented Section**

|  |  |  |
| --- | --- | --- |
|  | Align Labels (Unit Dose) | Output Options |
| Clinic Definition | Maintenance Options |
| Discontinue All of a Patient's Orders | Order Options |
| EUP | Edit Inpatient User Parameters | Maintenance Options |
| ESD | Edit Patient's Default Stop Date | Maintenance Options |
|  | Hold All of a Patient's Orders | Order Options |
| IOE | Inpatient Order Entry | Order Options |
| IPF | Inpatient Profile | Order Options |
|  | INQuiries Menu ... |  |
|  | Dispense Drug Look-Up | Inquiries Options |
|  | Standard Schedules | Inquiries Options |
|  | Label Print/Reprint | Output Options |
|  | Non-Verified/Pending Orders | Order Options |
|  | Order Entry | Order Options |
|  | PAtient Profile (Unit Dose) | Output Options |
|  | PIck List Menu | Pick List Menu |
|  | ENter Units Dispensed | Pick List Menu |
|  | EXtra Units Dispensed | Pick List Menu |
|  | PIck List | Pick List Menu |
|  | Report Returns | Pick List Menu |
|  | Reprint Pick List | Pick List Menu |
|  | Send Pick List to ATC | Pick List Menu |
|  | Update Pick List | Pick List Menu |
|  | Reports Menu … | Output Options |
|  | 7 Day MAR | Output Options |
|  | 14 Day MAR | Output Options |
|  | 24 Hour MAR | Output Options |
|  | Action Profile #1 | Output Options |
|  | Action Profile #2 | Output Options |
|  | AUthorized Absence/Discharge Summary | Output Options |
|  | 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 |

**8.1.5 Patients on Specific Drug(s)**

#### [PSJ PDV]

##### The *Patients on Specific Drug(s)* option creates a report that lists patients on specific Orderable Item(s), Dispense Drug(s), or Veterans Affairs (VA) class(es) of drugs. When more than one of these drugs is chosen, the user will have the option to only display patients with orders containing ALL of the selected drugs or classes. The default behavior will be to display patients with orders of ANY of the selected drugs or classes.

This option can be found under the *Supervisor’s* menu or may have been added to a locally created pharmacist’s menu.

##### The user will be prompted for the start and stop dates. Orders that are active between these two dates will be listed on the report. The user then has the choice to see only IV orders, Unit Dose orders, or both types of orders. These orders may be sorted by patient name or by the start date of the orders. The user will choose to sort by Orderable Items, Dispense Drug, or VA class of drugs and then choose one or multiple drugs or classes. If a single drug or class is chosen, the orders for that drug or class will be listed. If multiple matches for drugs or classes are designated, the report will only include patients for whom orders are found meeting the designated number of matches to drugs or classes. By using the “Select number of matches” prompt, the user may select how many of the items entered must be on the patient’s record in order for the patient to be displayed in the report.

For example: Patient A has an order for ACETAMINOPHEN TAB, patient B has an order for ASPIRIN TAB, and patient C has orders for both. If the user chooses two Orderable Items (ACETAMINOPHEN TAB and ASPIRIN TAB), and enters ‘1’ (default) on the number of matches screen, the orders of all three patients will print. If the user chooses two Orderable Items and enters ‘2’ on the number of matches screen, only patient C’s orders will print.

##### Selecting a parent VA class will function as if the user had selected all of its children classes manually. Users will also be able to select one or more divisions and/or wards, which will limit the results to print only patients from the locations entered. When selecting all divisions and all wards, an additional prompt is shown to allow selection of one pharmacy ward group for selected locations.

**Example: Patients on Specific Drug(s) Report**

Select MANagement Reports Menu Option: **Patients on Specific Drug(s)**

Enter start date: **T-9** (JAN 30, 2001) Enter stop date: **T** (FEB 08, 2001)

List IV orders, Unit Dose orders, or All orders: ALL// **<Enter>**

Do you wish to sort by (P)atient or (S)tart Date: Patient// **<Enter>**

List by (O)rderable Item, (D)ispense Drug, or (V)A Class of Drugs: **O**rderable Item Select PHARMACY ORDERABLE ITEM NAME: **WARFARIN** TAB

**Example: Patients on Specific Drug(s) Report (continued)**

Dispense Drugs for WARFARIN are:

WARFARIN 10MG U/D WARFARIN 5MG U/D WARFARIN 2.5MG U/D WARFARIN 2MG U/D WARFARIN 5MG WARFARIN 7.5MG U/D WARFARIN 2.5MG WARFARIN 2MG WARFARIN 7.5MG WARFARIN 10MG

Select PHARMACY ORDERABLE ITEM NAME: **<Enter>**

Select number of matches: 1// **<Enter>**

Select division: ALL// **<Enter>**

Select ward: ALL// **<Enter>**

You may optionally select a ward group... Select a Ward Group: **<Enter>**

Select PRINT DEVICE: NT/Cache virtual TELNET terminal

...this may take a few minutes...

...you really should QUEUE this report, if possible...

Press RETURN to continue "^" to exit: **<Enter>**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 02/08/01 |  |  | PAGE: 1 |  |
| LISTING OF PATIENTS WITH ORDERS CONTAINING ORDERABLE ITEM(S): |
| WARFARIN |
|  | FROM 01/30/01 00:01 TO 02/08/01 | 24:00 |  |
| Patient | Order |  | Start Stop Date Date |
| PSJPATIENT,ONE 000-00-00011 EAST | WARFARIN TABGive: 5MG PO QPM PRN |  | 01/30 01/31 |
|  | WARFARIN TABGive: 5MG PO QPM PRN |  | 01/30 01/31 |

### 8.2.4. Patients on Specific Drug(s)

#### [PSJ PDV]

##### The *Patients on Specific Drug(s)* option creates a report that lists patients on specific Orderable Item(s), Dispense Drug(s), or Veterans Affairs (VA) class(es) of drugs. When more than one of these drugs is chosen, the user will have the option to only display patients with orders containing ALL of the selected drugs or classes. The default behavior will be to display patients with orders of ANY of the selected drugs or classes.

This option can be found under the *SUPervisor’s Menu (IV)* or may have been added to a locally created pharmacist’s IV menu.

##### The user will be prompted for the start and stop dates. Orders that are active between these two dates will be listed on the report. The user then has the choice to see only IV orders, Unit Dose orders, or both types of orders. These orders may be sorted by patient name or by the start date of the orders. The user will choose to sort by Orderable Items, Dispense Drug, or VA class of drugs and then choose one or multiple drugs or classes. If a single drug or class is chosen, the orders for that drug or class will be listed. If multiple matches for drugs or classes are designated, the report will only include patients for whom orders are found meeting the designated number of matches to drugs or classes. By using the “Select number of matches” prompt, the user may select how many of the items entered must be on the patient’s record in order for the patient to be displayed in the report.

For example: Patient A has an order for ACETAMINOPHEN TAB, patient B has an order for ASPIRIN TAB, and patient C has orders for both. If the user chooses two Orderable Items (ACETAMINOPHEN TAB and ASPIRIN TAB), and enters ‘1’ (default) on the number of matches screen, the orders of all three patients will print. If the user chooses two Orderable Items and enters ‘2’ on the number of matches screen, only patient C’s orders will print.

##### Selecting a parent VA class will function as if the user had selected all of its children classes manually. Users will also be able to select one or more divisions and/or wards, which will limit the results to print only patients from the locations entered. When selecting all divisions and all wards, an additional prompt is shown to allow selection of one pharmacy ward group for selected locations.

**Example: Patients on Specific Drug(s) Report**

Select MANagement Reports Menu Option: **Patients on Specific Drug(s)**

Enter start date: **T-9** (JAN 30, 2001) Enter stop date: **T** (FEB 08, 2001)

List IV orders, Unit Dose orders, or All orders: ALL// **<Enter>**

Do you wish to sort by (P)atient or (S)tart Date: Patient// **<Enter>**

List by (O)rderable Item, (D)ispense Drug, or (V)A Class of Drugs: **O**rderable Item Select PHARMACY ORDERABLE ITEM NAME: **WARFARIN** TAB

**Example: Patients on Specific Drug(s) Report (continued)**

Dispense Drugs for WARFARIN are:

WARFARIN 10MG U/D WARFARIN 5MG U/D WARFARIN 2.5MG U/D WARFARIN 2MG U/D WARFARIN 5MG WARFARIN 7.5MG U/D WARFARIN 2.5MG WARFARIN 2MG WARFARIN 7.5MG WARFARIN 10MG

Select PHARMACY ORDERABLE ITEM NAME: **<Enter>**

Select number of matches: 1// **<Enter>**

Select division: ALL// **<Enter>**

Select ward: ALL// **<Enter>**

You may optionally select a ward group... Select a Ward Group: **<Enter>**

Select PRINT DEVICE: NT/Cache virtual TELNET terminal

...this may take a few minutes...

...you really should QUEUE this report, if possible...

Press RETURN to continue "^" to exit: **<Enter>**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 02/08/01 |  |  | PAGE: 1 |  |
| LISTING OF PATIENTS WITH ORDERS CONTAINING ORDERABLE ITEM(S): |
| WARFARIN |
|  | FROM 01/30/01 00:01 TO 02/08/01 | 24:00 |  |
| Patient | Order |  | Start Stop Date Date |
| PSJPATIENT,ONE 000-00-00011 EAST | WARFARIN TABGive: 5MG PO QPM PRN |  | 01/30 01/31 |
|  | WARFARIN TABGive: 5MG PO QPM PRN |  | 01/30 01/31 |

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