INPATIENT MEDICATIONS

NURSE'S USER MANUAL

Version 5.0
January 2005

(Revised July 2009)

Revision History

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

Date	Revised Pages	Patch Number	Description
07/2009	48	PSJ*5*215	When Dispense Drug is edited for an active Unit Dose, an entry is added to the activity log. REDACTED
02/2009	125	PSJ*5*196	Update to IV Duration REDACTED
08/2008	19-37, 58-59, 65, 134	PSJ*5*134	Inpatient Medication Route changes added, plus details on IV type changes for infusion orders from CPRS, pending renewal functions, and expected first dose changes. REDACTED
10/2007	iv, 74a-74d	PSJ*5*175	Modified outpatient header text for display of duplicate orders. Added new functionality to Duplicate Drug and Duplicate Class definitions.
	5, 12, 16- 17, 26, 34-38, 41-42, 72-73	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. REDACTED
07/2007	79a-79b, 86a-86b, 92a-92b	PSJ*5*145	On 24-Hour, 7-Day, and 14-Day MAR Reports, added prompt to include Clinic Orders when printing by Ward or Ward Group. Also added prompt to include Ward Orders when printing by Clinic or Clinic Group. REDACTED
05/2007	24	PSJ*5*120	Modified Inpatient Medications V. 5.0 to consider the duration the same way as all other stop date parameters, rather than as an override. REDACTED

Date	Revised Pages	Patch Number	Description
12/2005	1, 73-74b	PSJ*5*146	Remote Data Interoperability (RDI) Project: Removed document revision dates in Section 1. Introduction. Updated Section 4.9. Order Checks, to include new functionality for remote order checking. <mark>REDACTED</mark>
01/2005	All	PSJ*5*111	Reissued entire document to include updates for Inpatient Medications Orders for Outpatients and Non-Standard Schedules. <mark>REDACTED</mark>

4.5.1. Edit

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

Example: Edit an Order

```
ACTIVE UNIT DOSE              Sep 13, 2000 15:20:42         Page:    1 of   2
PSJPATIENT1,ONE                      Ward: 1 EAST
   PID: 000-00-0001            Room-Bed: B-12        Ht(cm):       (         )
   DOB: 08/18/20 (80)                                Wt(kg):_____(_____)

 *(1)Orderable Item: AMPICILLIN CAP
      Instructions:
 *(2)Dosage Ordered: 500MG
         Duration:                             *(3)Start: 09/07/00  15:00
 *(4)    Med Route: ORAL
                                               *(5) Stop: 09/21/00  24:00
  (6) Schedule Type: CONTINUOUS
 *(8)      Schedule: QID
  (9)   Admin Times: 01-09-15-20
*(10)      Provider: PSJPROVIDER,ONE [es]
 (11) Special Instructions:

 (12) Dispense Drug                            U/D        Inactive Date
      AMPICILLIN 500MG CAP                      1
+         Enter ?? for more actions
DC Discontinue         ED  Edit               AL Activity Logs
HD  Hold               RN  Renew
FL  (Flag)             VF Verify
Select Item(s): Next Screen//
```

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

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

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

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

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

Example: Edit an Order (continued)

```
NON-VERIFIED UNIT DOSE         Sep 13, 2000 15:26:46      Page:   1 of   2
PSJPATIENT1,ONE                  Ward: 1 EAST
   PID: 000-00-0001          Room-Bed: B-12      Ht(cm):        (          )
   DOB: 08/18/20 (80)                            Wt(kg):_____ (_____)

 *(1)Orderable Item: AMPICILLIN CAP
      Instructions:
 *(2)Dosage Ordered: 500MG
          Duration:                          *(3)Start: 09/13/00  20:00
 *(4)    Med Route: ORAL
                                             *(5) Stop: 09/27/00  24:00
  (6) Schedule Type: CONTINUOUS
 *(8)     Schedule: QID
  (9)   Admin Times: 01-09-15-20
 *(10)      Provider: PSJPROVIDER,ONE
 (11) Special Instructions:

 (12) Dispense Drug                          U/D       Inactive Date
      AMPICILLIN 500MG CAP                    1

+       This change will cause a new order to be created.
ED  Edit                          AC  ACCEPT
Select Item(s): Next Screen//
```

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

If the DISPENSE DRUG is edited, an entry in the order's activity log is made to record the change.