

INPATIENT MEDICATIONS

**NURSE’S USER MANUAL**

# Version 5.0

January 2005

(Revised December 2009)

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** |
| 12/2009 | 60a, 60b  vi | 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 | 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  5, 12,  16- 17, 26,  34-38,  41-42,  72-73 | PSJ\*5\*175  PSJ\*5\*160 | Modified outpatient header text for display of duplicate orders.  Added new functionality to Duplicate Drug and Duplicate Class definitions.  Modifications for remote allergies, to ensure all allergies are included when doing order checks using VA Drug Class; Analgesic order checks match against specific class only; check for remote data interoperability performed when entering patient’s chart; and list of remote allergies added to Patient Information screen.  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.  REDACTED |
| 01/2005 | All | PSJ\*5\*111 | Reissued entire document to include updates for Inpatient Medications Orders for Outpatients and Non-Standard Schedules.  REDACTED |

**Table of Contents**

## Introduction 1

## Orientation 3

## List Manager 5

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

## Order Options 11

* 1. Order Entry 12
  2. Non-Verified/Pending Orders 13
  3. Inpatient Order Entry 16
  4. Patient Actions 17
     1. Patient Record Update 17
     2. New Order Entry 18
     3. Detailed Allergy/ADR List 34
     4. Intervention Menu 35
     5. View Profile 39
     6. Patient Information 41
     7. Select Order 42
  5. Order Actions 44
     1. Discontinue 45
     2. Edit 47
     3. Verify 49
     4. Hold 51
     5. Renew 53
     6. Activity Log 59
     7. Finish 60
     8. Flag 66
     9. Speed Actions 67
  6. Discontinue All of a Patient’s Orders 68
  7. Hold All of a Patient’s Orders 68
  8. Inpatient Profile 70
  9. Order Checks 72
     1. Outpatient Duplicate Orders 74b
     2. Inpatient Duplicate Orders 74b
     3. Discontinuing Duplicate Inpatient Orders 74d

## Maintenance Options 75

* 1. Edit Inpatient User Parameters 75
  2. Edit Patient’s Default Stop Date 76

## Output Options 77

* 1. PAtient Profile (Unit Dose) 77
  2. Reports Menu 78
     1. 24 Hour MAR 79
     2. 7 Day MAR 86
     3. 14 Day MAR 92
     4. Action Profile #1 98
     5. AUthorized Absence/Discharge Summary 103
     6. Extra Units Dispensed Report 108
     7. Free Text Dosage Report 109
     8. INpatient Stop Order Notices 110
     9. Medications Due Worksheet 112
     10. Patient Profile (Extended) 114
  3. Align Labels (Unit Dose) 116
  4. Label Print/Reprint 116

## Inquiries Option 117

* 1. Dispense Drug Look-Up 117
  2. Standard Schedules 118

## Glossary 119

1. **Index 133**

**Example: Complex Unit Dose Orders with Overlapping Administration Times**

When finishing (FN) a complex unit dose drug order with overlapping admin times, after you select the order, a warning message is displayed with the warning and the overlapping admin times.

\*\*WARNING\*\*

The highlighted admin times for these portions of this complex order overlap.

Part 1 has a schedule of BID and admin time(s) of 10-22. AND

Part 2 has a schedule of QDAY and admin time(s) of 10.

Please ensure the schedules and administration times are appropriate. Press Return to continue...

Enter ?? for more actions

PI Patient Information PU Patient Record Update

Select Action: Next Screen//

SO Select Order

NO New Order Entry

To finish the order, you must correct the order so that there are no overlapping admin times.

*This page intentionally blank for two-sided printing.*