BAR CODE MEDICATION ADMINISTRATION (BCMA)

MANAGER'S USER MANUAL

Version 2.0
May 2002

(Revised March 2003)

Department of Veterans Affairs
V*IST***A** System Design & Development

Revision History

The table below lists changes made since the initial release of this manual. Use the Change Pages document to update an existing manual, or use the entire updated manual.

Note: The Change Pages document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revised Pages	Patch Number	Description
03/03	Title Page, i-iv, 2, 5, 6, 13, 14, 15, 16, 17, 34, 38, 42, 43, 45, 46, 48	PSB*2*20	– Updated the Title Page and included this Revision History Page. (p. i) – Updated the Table of Contents to include the new site parameter, "Patient Transfer Notification Timeframe." (p. iii) – Renumbered the pages with Roman numerals to include this page. (p. i-iv) – Updated the Web address for the **V***IST***A** Documentation Library. (p. 2) – Updated the first paragraph of the "CPRS Med Order Button Link ("Hot Button")" section to indicate that the clinician "is" administering a medication order, rather than "has" administered the order. (p. 5) – Included the new section "Patient Transfer Notification Timeframe." (p. 6) – Updated the "Tip" to indicate that access is available "to each site" rather than "at all sites." Also added the word "Are" to the second line of the Example title for the Warning message. (p. 13) – Updated the "Site Parameters Available Using Parameters Tab" example to include the new site parameter, "Patient Transfer Notification Timeframe" under the Misc Options area. The example also reflects the removal of the "General System Error" and "Auto Update Notification" site parameters under the Mail Groups area, and the "UNC of Auto Update Server" site parameter under the Misc Options area. (p. 14) – Removed the "General System Error" and "Auto Update Notification" information from the "Mail Groups Area" section since these site parameters were removed from the Parameters Tab of the GUI BCMA Site Parameters application. (p. 15) – Removed the words "before allowing the Client to proceed" from the "Max Client/Server Clock Variance" bullet. (p. 16) – Removed the "UNC of the Auto Update Server" information from the "Misc Options Area" section since it was removed from the Parameters Tab, and added an explanation about the new site parameter, "Patient Transfer Notification Timeframe." Updated the "Enable CPRS Med Order Button" bullet to indicate that the clinician "is" administering a medication order, rather than "has" administered the order, included information about the security key, and added the "Tip." (p. 17) – Corrected information about the *Missing Dose Followup* option to indicate that a clinician can also submit Missing Dose Requests using CHUI BCMA. (p. 34) – Corrected the first bullet for resetting a user's default settings, when the answer is "No," to indicate that the system does not reset the "user-entered parameters," but the "user's parameters." (p. 38) – In the Glossary, added the definition for Continuous Order, Patient Transfer Notification, PSB INSTRUCTOR, and PSB STUDENT. Corrected the definition for Held, PSB MANAGER, Refused, and Schedule Type. (p. 42, 43, 45, 46) – Updated the Index to include "Patient Transfer Notification." (p. 48).

Revision History (continued)

Date	Revised Pages	Patch Number	Description
05/02			Original Released Manager's User Manual.

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Introduction

Benefits of BCMA V. 2.0

TIP:

BCMA is designed to augment, not replace, the clinical judgment of the medication administrator, or clinician.

Bar Code Medication Administration (BCMA) software is designed to improve the accuracy of the medication administration process, and to increase the efficiency of the administration documentation process. By automating this process, Veterans Administration (VA) medical centers can expect enhanced patient safety and patient care.

As each patient wristband and medication is scanned with a bar code reader, BCMA validates that the medication is ordered, timely, and in the correct dosage — as well as electronically update the patient's Medication Administration History (MAH) Report.

The electronic information that BCMA provides clinicians improves their ability to administer medications safely and effectively to patients on wards during their Med Passes. Not only does BCMA improve the accuracy of the medication administration process, but also the daily communication that occurs between Nursing and Pharmacy staffs.

Benefits of This Manual

TIP:

Only individuals holding the PSB MANAGER security key can access the *Bar Code Medication Administration Manager* menu.

This manual provides detailed instructions for setting Graphical User Interface (GUI) BCMA site parameters; using the BCMA Character-based User Interface (CHUI) Manager Option; checking the Drug Internal Entry Number (IEN) Code on Unit Dose medications; entering a reason for a Missing Dose Request; resetting user parameters; and using the Trouble Shoot Med Log.

Our Target Audience

We have developed this manual for individuals within the following groups, who are responsible for managing the site parameter settings for your medical center.

- Information Resources Management (IRM)
- Clinical Applications Coordinator (CAC) — called Applications Package Coordinator (ADPAC) at some medical centers

Introduction

Other Sources of Information

TIP:

Bookmark these sites for future reference.

Refer to the Web sites listed below when you want to receive more background and technical information about BCMA, or to download this manual and related documentation.

Background/Technical Information

From your Intranet, enter http://vista.med.va.gov/bcma at the Address field to access the BCMA Main Web page.

This Manual and Related Documentation

From the Internet, enter http://www.va.gov/vdl at the Address field to access this manual, and other BCMA V. 2.0 documentation listed below, from the **V***IST***A** Documentation Library (VDL).

- Installation Guide
- Technical Manual/Security Guide
- Release Notes
- BCMA GUI User Manual
- Nursing CHUI User Manual
- Pharmacy CHUI User Manual

Conventions Used in This Manual

TIP:

In a CHUI environment, when you press **ENTER**, instead of typing a response, the system accepts the default value shown to the left of the double slash (//) at a prompt or a field.

Throughout this manual, you will find a variety of elements designed to help you work more efficiently with BCMA. They include the many conventions listed below.

- **Keyboard Responses:** Keys provided in **boldface**, within the copy, help you quickly identify what to press on your keyboard to perform an action. For example, when you see **ENTER** or **<Enter>** in the copy, press this key on your keyboard.
  - **Within the GUI Steps:** Use the **ARROW** keys to select (highlight) your division name, and then press **ENTER**.
  - **Within the CHUI Steps**: At the "Select User to Reset:" prompt, enter the user's name and then press **<Enter>**.
- **Mouse Responses:** Buttons provided in **boldface**, within the steps, indicate what you should select on your computer screen using the mouse. For example, when you see **NEXT, YES/NO,** or **OK** in the steps, click or select the appropriate button on your computer screen.

Conventions Used in This Manual (cont.)

Review this section to learn the many conventions used throughout this manual.

- **User Responses:** Information presented in **boldface**, within the steps, indicate what you should "type" (enter) onto your computer screen. For example, At the "Select OPTION NAME:" prompt, type **XPD MAIN** and then press **<Enter>**.
- **Screen Captures:** Provide "shaded" examples of what you will see on your computer screen, and possible user responses.
- **Notes:** Provided within the steps, describe exceptions or special cases about the information presented. They reflect the experience of our Staff, Developers, and Testers.
- **Tips:** Located in the left margin, these helpful hints are designed to help you work more efficiently with BCMA.
- **Menu Options:** When provided in *italics*, identifies a menu option. When provided in **boldface**, ALL CAPS, identifies the letters that you should type onto your computer screen, before pressing **<Enter>**. The system then goes directly to the menu option. (**Note:** The letters do *not* have to be entered as capital letters, even though they are provided within the steps in this format.) See the examples provided below.
  - **Italicized:** For example, At the *Bar Code Medication Administration Manager* menu, type **T**, and then press **<Enter>** to access the *Trouble Shoot Med Log* option.
  - **Capitalized:** At the *Bar Code Medication Administration Manager* menu, type **MI**, and then press **<Enter>** to access the *Missing Dose Followup* option.

Obtaining On-line Help

On-line help is designed right into the Character-based User Interface (CHUI) version of BCMA, making it quick and easy for you to get answers to your questions. Here's how to access help in this version of BCMA:

- **CHUI BCMA:** Lets you enter up to two question marks at any prompt to receive on-line help.
  - **One Question Mark:** Provides a brief statement related to the prompt.
  - **Two Question Marks:** Displays more detailed information about the prompt, plus any hidden actions.
  - **Three Question Marks:** Provides more detailed help, including a list of possible answers.

Setting Site Parameters for GUI BCMA

New Site Parameters in BCMA V. 2.0

This new version of BCMA includes three new site parameters: Patient Transfer Notification Timeframe, BCMA Idle Timeout, and Enable CPRS Med Order Button on the Parameters Tab, and the IV Parameters Tab for defining IV Functionality for your division. Each new site parameter is described in this section.

TIP:

You can define the new BCMA V. 2.0 parameters using the GUI BCMA Site Parameters application.

BCMA Idle Timeout

BCMA now provides the "BCMA Idle Timeout" site parameter for defining the number of minutes that an idle BCMA session can stay open. Once the allowable time-out has been reached, BCMA will close. If the BCMA session displays a prompt, it will *not* time-out until the prompt is answered. The allowable entry for this parameter is 1 to 1440 minutes/day. The default is 30 minutes.

CPRS Med Order Button Link ("Hot Button")

Commonly called the "Hot Button," the CPRS Med Order Button on the BCMA Tool Bar, links clinicians directly to the Computerized Patient Record System (CPRS) software application for electronically ordering, documenting, reviewing and signing verbal- and phone-type STAT and NOW (One-Time) medication orders that they are administering to patients. This feature is particularly useful in Intensive Care Unit (ICU) type environments, as it helps to streamline the workflow in such a busy setting. Clinicians can access this functionality only if they hold the PSB CPRS MED BUTTON security key.

TIP:

Clinicians must be able to accept *and* sign orders in CPRS to use the CPRS Med Order Button functionality in BCMA.

When a clinician clicks the CPRS Med Order Button on the BCMA Virtual Due List (VDL), medications are then ordered and signed using the BCMA Order Manager and CPRS Order dialog boxes. These orders are then passed to the Inpatient Medications V. 5.0 software application as "nurse-verified" expired orders with a priority of "Done." A Pharmacist must still verify these order types. The Provider selected during the Ordering process will receive an "alert," requesting their electronic signature on the order.

BCMA documents these order types as administered to the patient in the BCMA Medication Log Report and MAH Report. You can also use the Reports Tab in CPRS to verify that these orders were properly documented.

On the Medication Log, the text titled "BCMA/CPRS Interface Entry," displays opposite the order. You can edit these orders using the *Edit Medication Log* option using the CHUI version of BCMA.

New Site Parameters in BCMA V. 2.0 (cont.)

Patient Transfer Notification Timeframe

The "Patient Transfer Notification Timeframe" site parameter lets you define the number of hours, before the current system time, that a patient movement must be less than for the movement type (usually a transfer) to display on the BCMA VDL. The allowable entry for this parameter is a minimum value of 2 and a maximum value of 99. The default is 72 hours.

Note: This parameter is defined by division. Individual client settings are not allowed.

IV Functionality

The IV Parameters Tab lets you configure the IV business logic that BCMA will use when processing an IV order that has been edited with the Inpatient Medications V. 5.0 package. You can configure this option using the following hierarchy: Division and Ward.

When BCMA V. 2.0 is first installed, it automatically sets up the recommended default settings for the division and all IV types.

Note: Although the default settings are highly recommended by the BCMA Workgroup, you can still change them for your medical center (facility).

Setting Site Parameters for GUI BCMA

Signing on to GUI BCMA Site Parameters Application

TIP:

Accessing the BCMA Site Parameters Main Screen is simple. Just double-click on the BCMA icon on your desktop, and then enter information when prompted by the system.

BCMA Parameter.lnk

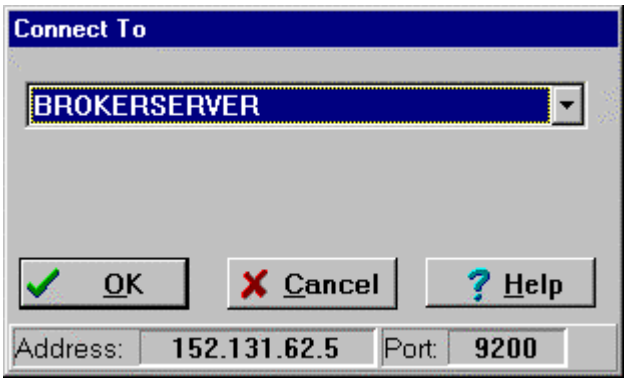
Now that you are familiar with the new site parameters that you can define in BCMA V. 2.0, use this section to sign on (log on) to the GUI BCMA Site Parameters applications.

Note: The initial process of signing on to the GUI BCMA Site Parameters application is the same for each site.

To Sign on to GUI BCMA Site Parameters Application:

1. Double-click on the BCMA icon on your desktop. The Connect To Selection dialog box may display. This will depend on your system set-up.

Example: Connect To Selection Dialog Box

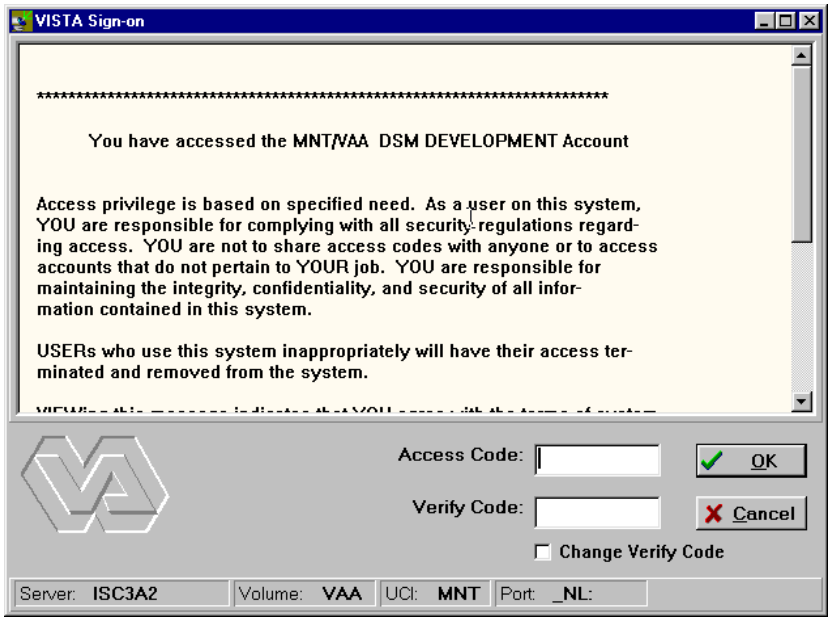


Signing on to GUI BCMA Site Parameters Application (cont.)

To Sign on to GUI BCMA Site Parameters Application: (cont.)

2 Select the Server connection for your site, and then click **OK**. The V*ISTA* Sign-on dialog box displays.

Example: V*ISTA* Sign-on Dialog Box



3 In the Access Code field, type your Access Code, and then press **TAB**.

- If the "blinking" cursor does *not* display in this field, click once in the field to activate it.

Keyboard Only Users: Press **TAB** to move among the fields and buttons on the dialog box.

4 In the Verify Code field, type your Verify Code, and then click **OK**. A Warning message displays.

- If the "blinking" cursor does *not* display in this field, click once in the field to activate it.

Keyboard Only Users: Press **ENTER** after typing the codes to display a Warning message.

TIP:

You can skip steps 3 and 4 by typing your Access Code, and then your Verify Code — separated by a semi-colon — in the Access Code field. Click **OK** after typing the codes.

Signing on to GUI BCMA Site Parameters Application (cont.)

➢ If Your Medical Center Has Multiple Divisions

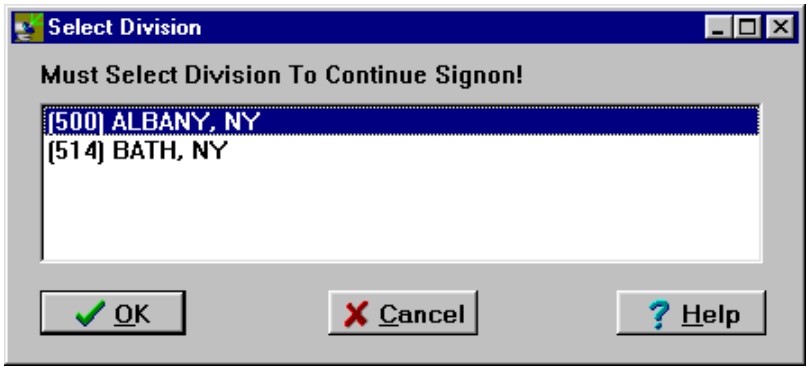
The Select Division dialog box, provided below, displays if your medical center has multiple divisions.

To Select a Division:

1. Select (highlight) a division that corresponds to your medical center, and then click **OK**.

Keyboard Only Users: Use the **ARROW** keys to select (highlight) your division name, and then press **ENTER**.

Example: Select Division Dialog Box

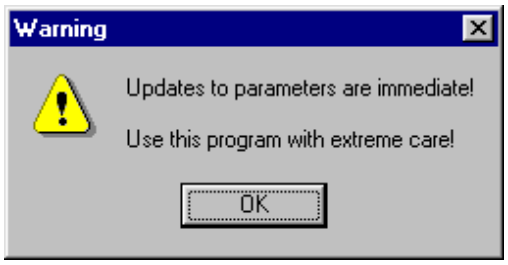


2. Continue with the sign-on process.

Signing on to GUI BCMA Site Parameters Application (cont.)

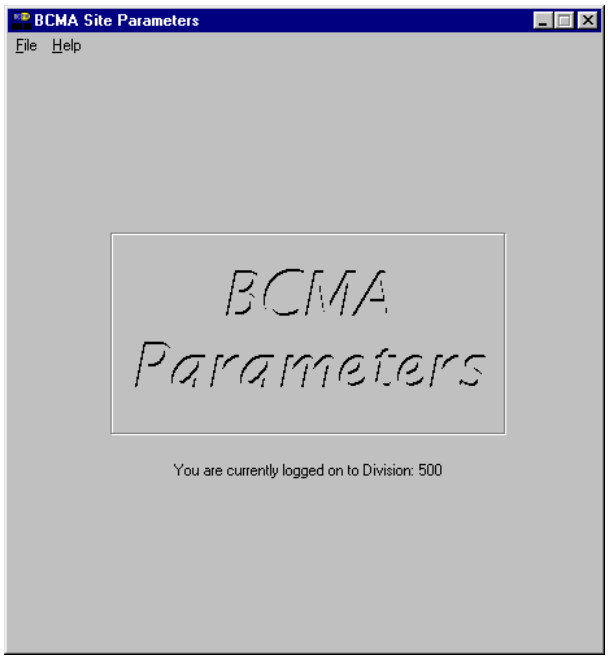
To Sign on to GUI BCMA Site Parameters Application: (cont.)

Example: Warning Message About Updates to Parameters Being Immediate



5 Review the Warning message, and then click **OK**. The BCMA Site Parameters Opening Screen displays.

Example: BCMA Site Parameters Opening Screen



Setting Site Parameters for GUI BCMA

Defining and Updating Site Parameters for Your Facility

You are now ready to define new, and update existing, GUI BCMA site parameters for your medical center.

To Define and Update Site Parameters for Your Facility:

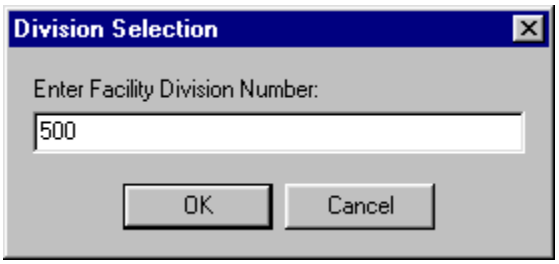
1. Select the Open command from the File menu. The Division Selection dialog box displays.

Keyboard Only Users: Press **ALT+F** to display the File menu, and then press **O** to select the Open command.

TIP:

The Edit Divisional Parameters option is no longer available in CHUI BCMA for accessing the BCMA site parameters and default lists.

Example: Division Selection Dialog Box



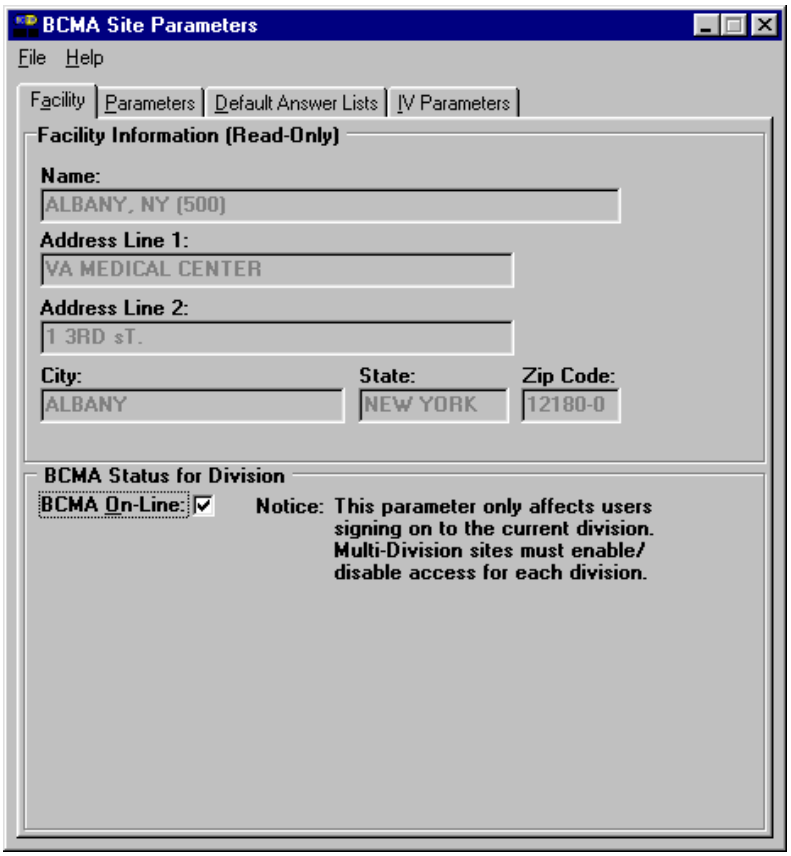
2. Enter the **number of the division** that corresponds to your medical center, and then click **OK**. The BCMA Site Parameters Main Screen displays, with the Facility Tab selected.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER** to continue with the defining and updating process.

Defining and Updating Site Parameters for Your Facility (cont.)

To Define and Update Site Parameters for Your Facility: (cont.)

Example: BCMA Site Parameters Main Screen with Facility Tab Selected



3 Review the sections that follow to acquaint yourself with each Tab and the options available to your medical center.

Defining and Updating Site Parameters for Your Facility (cont.)

TIP:

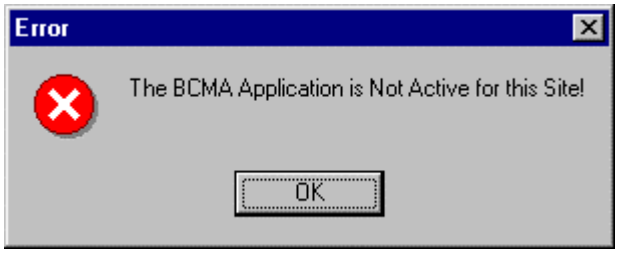
Modifying the "BCMA On-line" parameter affects *all* users signing on to your division. Multi-division sites must disable access to each site.

Working with the Facility Tab

The Facility Tab, on the BCMA Site Parameters Main Screen, provides the following functions:

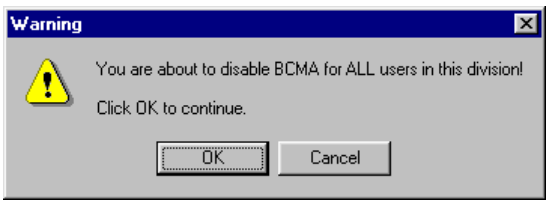
- **Facility Information (Read-Only):** This area provides read-only information populated by the INSTITUTION file (#4).
- **BCMA On-Line:** This option (check box) under the "BCMA Status for Division" section lets IRM personnel enable or disable all BCMA GUI options. It does *not* affect BCMA CHUI options.
  - **If the "BCMA On-Line" check box is checked,** the system is on-line and all BCMA GUI options are available.
  - **If the "BCMA On-line" check box is *not* checked,** all users currently logged on to GUI options will *not* be affected. However, when a user attempts to log on to the GUI options, the following Error mesasge displays:

Example: Error Message When BCMA Not Active for Your Site



  - **If the "BCMA On-Line" check box is checked and you try to take it off-line** by deselecting the check box, the following Warning message displays:

Example: Warning Message When All BCMA Users Are Being Disabled for Your Division



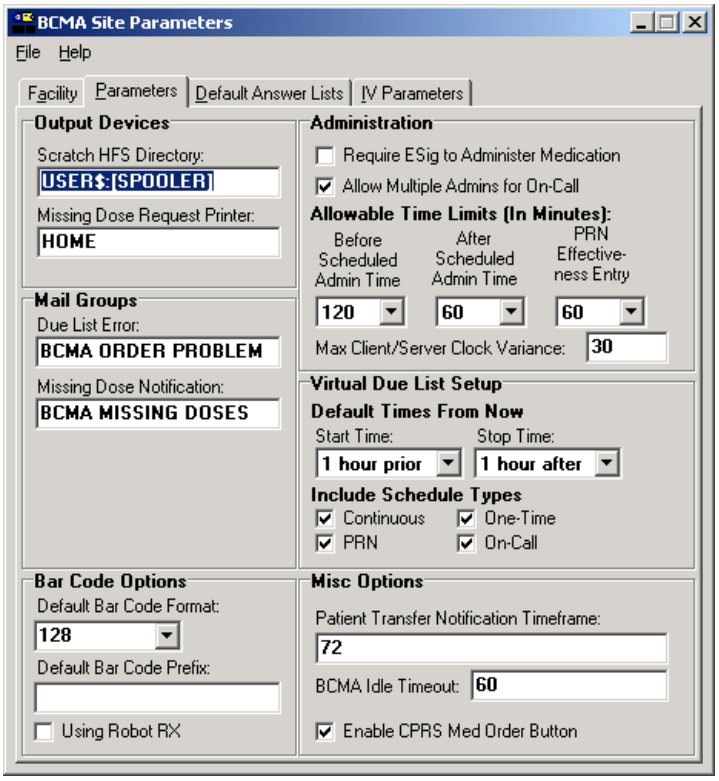
Defining and Updating Site Parameters for Your Facility (cont.)

Working with the Parameters Tab

You can activate the Parameters Tab by placing the cursor over the Tab, then clicking once on it. Doing so activates the site parameters for this Tab.

This section describes the fields and check boxes available on the Parameters Tab.

Example: Site Parameters Available Using Parameters Tab



- **Output Devices Area**
  - **Scratch HFS (Host File Server) Directory:** This field lists the directory accessible to all BCMA users, required at every facility running BCMA. The directory includes reports that BCMA generates and retrieves.
    - **If the field is blank,** BCMA uses the Default Directory for the HFS entry in the Kernel SYSTEM PARAMETERS file.

Defining and Updating Site Parameters for Your Facility (cont.)

Working with the Parameters Tab (cont.)

- **Output Devices Area (cont.)**
  - **Missing Dose Request Printer:** This field identifies the default division printer for Missing Dose requests. The Kernel Parameters Tool Kit contains Ward location-specific and user-specific parameters for the BCMA package.
- **Mail Groups Area**
  - **Mail Groups:** Lists the mail groups that must be created using the **V*IST*A** *Mail Group Edit* option, *and* setting the TYPE field to PUBLIC. The BCMA package includes the four mail groups listed below:
    - **Due List Error:** Generates an E-mail message for any medication order that the BCMA package cannot resolve for the VDL placement, and sends it to the mail group members. For example, no administration times may be entered for a Continuous order.
    - **Missing Dose Notification:** Generates an E-mail message for any Missing Dose Request entered using the CHUI or GUI menu options. E-mail is sent to all members of the mail group. This mail group is a fail-safe to alert the Pharmacy, even if the designated Missing Dose printer is *not* functioning.

Defining and Updating Site Parameters for Your Facility (cont.)

Working with the Parameters Tab (cont.)

- **Bar Code Options Area**
  - **Default Bar Code Format:** This field lets you select the desired bar code format that you want to produce on the Zebra Bar Code Label printer. The following options are available from a drop-down list box: C39, 128, and I25.
  - **Default Bar Code Prefix:** This field lets you specify up to five alphanumeric characters of text that will print as a prefix on a bar code label printed on the Zebra Bar Code Label printer.
  - **Using Robot RX:** This check box should be checked *only* if your site is using the Robot RX product.
- **Administration Area**
  - **Require ESig To Administer Medication:** This check box requires that users enter the Access/Verify and Electronic Signature Codes before launching GUI BCMA. Otherwise, the clinician administering medications will be asked for Access/Verify codes only.
  - **Allow Multiple Admins for On-Call:** This check box determines if the division allows multiple administrations for an On-Call order.
  - **Allowable Time Limits (In Minutes):** This option is definable, on a divisional basis, to meet administration requirements for each medical center. This parameter defines the allowable medication administration window. In our example, the allowable window is set to two hours before through one hour after the scheduled administration time. Each window may be defined up to 240 minutes.
  - **PRN Effectiveness Entry:** This option is a divisional site parameter. It defines the allowable time for the PRN Effectiveness to be assessed, after a PRN medication is given by a clinician, and before a variance is logged. If a medication administration is outside the allowable time, a variance will be logged when the effectiveness is entered. You can define this window up to 240 minutes.
  - **Max Client/Server Clock Variance:** This field lets you specify the number of minutes allowed for variance, between the Client clock and the Server time.
    - **If outside the range,** a Warning message displays.

Defining and Updating Site Parameters for Your Facility (cont.)

Working with the Parameters Tab (cont.)

➢ **Virtual Due List Setup Area**

- **Default Times from Now:** This option lets you enter the number of hours before *and* after NOW that GUI BCMA will initally display orders on a patient's VDL (i.e., patient record).
- **Include Schedule Types:** These check boxes let you select the default display for the VDL. Your medical center can choose to have all Schedule Types display on the VDL, or just specific ones.

➢ **Misc Options Area**

- **Patient Transfer Notification Timeframe:** This field lets you define the number of hours, before the current system time, that a patient movement must be less than for the movement type (usually a transfer) to display on the BCMA VDL. The allowable entry for this parameter is a minimum value of 2 and a maximum value of 99. The default is 72 hours..
  - ➢ This parameter is defined by division. Individual client settings are not allowed.
- **BCMA Idle Timeout:** This field lets you define the number of minutes an idle BCMA session can stay open. Once the allowable time-out has been reached, BCMA will close. The allowable entry for this parameter is 1 to 1440 minutes. The default is 30 minutes.
  - ➢ **If the BCMA session displays a prompt,** it will *not* time-out.
- **Enable CPRS Med Order Button:** This check box lets you enable or disable the Med Order Button for your division on the VDL. This button is used by clinicians for electronically ordering, documenting, reviewing, and signing verbal- and phone-type STAT and NOW (One-Time) medication orders that they are administering to patients. Clinicians can access this functionality only if they hold the PSB CPRS MED BUTTON security key.

TIP:

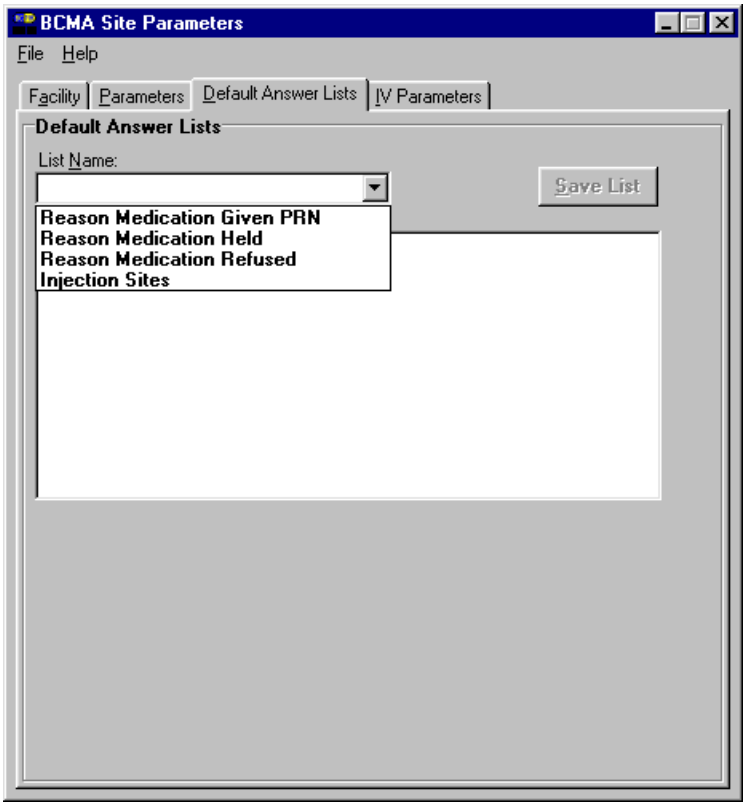
Clinicians must be able to accept *and* sign orders in CPRS to use the CPRS Med Order Button functionality in BCMA.

Defining and Updating Site Parameters for Your Facility (cont.)

Working with the Default Answer Lists Tab

You can activate the Default Answer Lists Tab by placing the cursor over the Tab, and then clicking once on it. Doing so activates the site parameters for the Default Answer Lists Tab.

Example: Default Answer Lists Tab Selected and List Names Provided



You can use the Default Answer Lists Tab to define the Selection Lists for the following options. These lists are free-text and definable on a divisional basis.

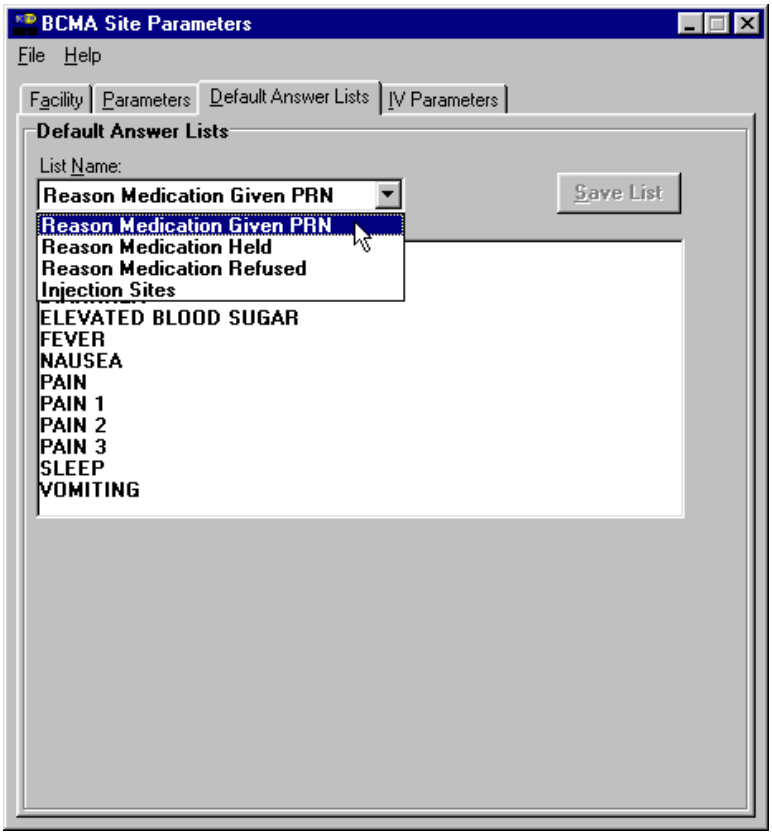
- Reason Medication Given PRN
- Reason Medication Held
- Reason Medication Refused
- Injection Sites

Defining and Updating Site Parameters for Your Facility (cont.)

Working with the Default Answer Lists Tab (cont.)

You can display Default Answer Lists Names by clicking once on the down arrow on the List Name drop-down list box. To select a list, highlight a selection in the list box. Then you are ready to create each list within the text box provided. See the example provided below.

Example: Selecting a Default Answer List Name



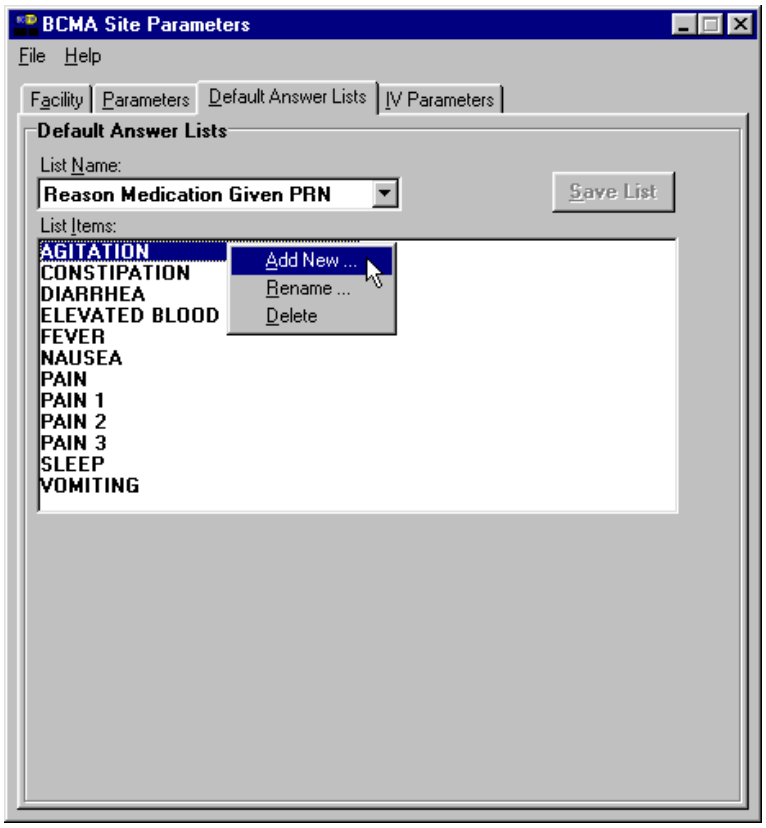
Defining and Updating Site Parameters for Your Facility (cont.)

Working with the Default Answer Lists Tab (cont.)

You can create a list by pointing inside the text box associated with a list item, and then clicking the right mouse button. You may Add, Rename, or Delete any item within the box by highlighting the option within the List Items box, and then clicking on the right mouse button to make your selection. To activate the Rename or Delete functions for one of the listings, highlight the listing, and then click on the related command in the list box.

After you complete a list, click on the Save List button to store your list before exiting the Default Answer Lists Tab.

Example: Creating Default Answers Lists for Reason Medication Given PRN



Defining and Updating Site Parameters for Your Facility (cont.)

Working with the Default Answer Lists Tab (cont.)

This section provides suggested entries for Default Answers Lists for the GUI version of BCMA V. 2.0.

Example: Suggested Default Answers Lists for Reasons a Medication is Given PRN

REASON #:	VALUE
1	Agitation
2	Anxiety
3	Arrhythmia
4	Chest Pain
5	Congestion
6	Constipation
7	Cough
8	Cramps
9	Diarrhea
10	Discomfort
11	Dizziness
12	Dyspepsia
13	Dysuria
14	Elevated Blood Pressure
15	Elevated Blood Sugar
16	Extrapyramidal Symptoms
17	Fever
18	Gastritis
19	Headache
20	Hiccups
21	Indigestion
22	Insomnia

Defining and Updating Site Parameters for Your Facility (cont.)

Working with the Default Answer Lists Tab (cont.)

This section provides suggested entries for Default Answers Lists for the GUI version of BCMA V. 2.0.

Example: Suggested Default Answers Lists for Reasons a Medication is Given PRN (cont.)

REASON #:	VALUE
23	Irritation
24	Itching
25	Low Blood Pressure
26	Low Blood Sugar
27	Muscle Spasm
28	Nausea
29	Nervousness
30	Nightmares
31	Nocturia
32	Oliguria
33	Pain
34	Psychosis
35	Seizures
36	Shortness of Breath
37	Sore Throat
38	Tremors
39	Vertigo
40	Vomiting
41	Wheezing
42	Withdrawals

Defining and Updating Site Parameters for Your Facility (cont.)

Working with the Default Answer Lists Tab (cont.)

This section provides suggested entries for Default Answers Lists for the GUI version of BCMA V. 2.0.

Example: Suggested Default Answers Lists for Reasons a Medication is Held

REASON #:	VALUE
1	Agitation
2	Apical Pulse Out of Range
3	Authorized Absence
4	Blood Pressure Out of Range
5	Blood Sugar Out of Range
6	Constipation
7	Diarrhea
8	NPO
9	Obtunded
10	Off Ward
11	On Pass
12	Provider Ordered
13	Respirations Out of Range
14	Sleeping
15	Somnolent
16	Temperature Out of Range
17	HEALED

Defining and Updating Site Parameters for Your Facility (cont.)

Working with the Default Answer Lists Tab (cont.)

This section provides suggested entries for Default Answers Lists for the GUI version of BCMA V. 2.0.

Example: Suggested Default Answers Lists for Reasons a Medication is Refused

REASON #:	VALUE
1	Diarrhea
2	Emesis
3	Nausea
4	Patient Request
5	Patient Spit Out

Defining and Updating Site Parameters for Your Facility (cont.)

Working with the Default Answer Lists Tab (cont.)

This section provides suggested entries for Default Answers Lists for the GUI version of BCMA V. 2.0.

Example: Suggested Default Answers Lists for Injection Sites

INJECTION SITE #:	VALUE
1	Abdomen, Left Lower Quad
2	Abdomen, Left Upper Quad
3	Abdomen, Right Lower Quad
4	Abdomen, Right Upper Quad
5	Arm, Left Upper
6	Arm, Right Upper
7	Back, Upper Left
8	Back, Upper Right
9	Buttock, Left
10	Buttock, Right
11	Deltoid, Left
12	Deltoid, Right
13	Gluteal, Left Ventral
14	Gluteal, Right Ventral
15	Gluteus Medius, Left
16	Gluteus Medius, Right
17	IV/Lock
18	Thigh, Left
19	Thigh, Right
20	Thigh, Mid-Anterior Left
21	Thigh, Mid-Anterior Right
22	Vastus Lateralis, Left
23	Vastus Lateralis, Right

Defining and Updating Site Parameters for Your Facility (cont.)

Working with the IV Parameters Tab

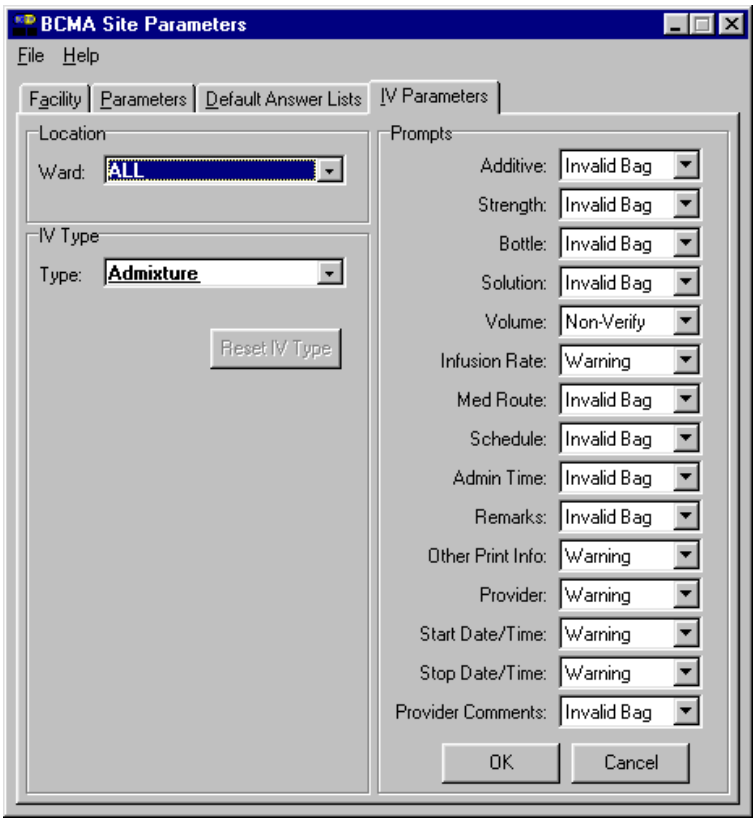
You can activate the IV Parameters Tab by placing the cursor over the Tab, then clicking once on it. Doing so activates the site parameters for this Tab.

The IV Parameters Tab lets you configure the IV business logic that BCMA will use when processing an IV order that has been edited with the Inpatient Medications V. 5.0 package. You can configure this option using the following hierarchy: Division and Ward.

When BCMA V. 2.0 is first installed, it automatically sets up the recommended default settings for the division and all IV types.

Note: Although the default settings are highly recommended by the BCMA Workgroup, you can still change them for your site.

Example: Site Parameters Available When IV Parameters Tab Selected



Defining and Updating Site Parameters for Your Facility (cont.)

Working with the IV Parameters Tab (cont.)

This section describes each field that is available when you select the IV Parameters Tab.

➢ **Location Area**

- **Ward:** This field lets you configure the IV parameter by division (ALL) or by an individual ward. "ALL" is the default setting for a division. This setting includes all wards.
  - ➢ A ward provided in **boldface**, in the list box, indicates that an IV parameter has been set up.
  - ➢ You may change the configuration on an individual ward basis by selecting a ward from the Ward drop-down list box, making selections from the Prompts section, and then clicking **OK** to accept the changes.

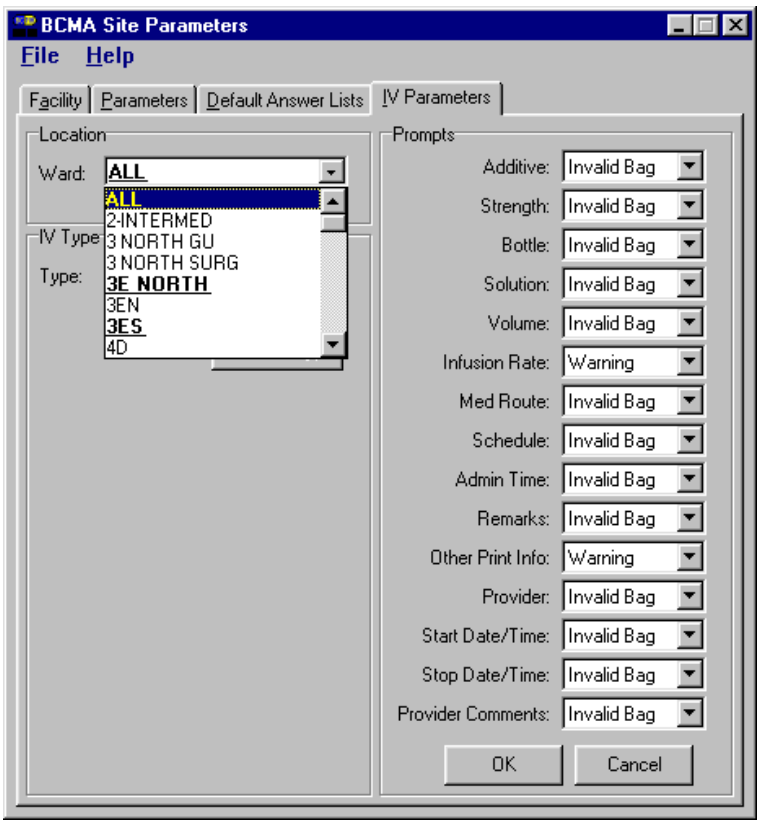
TIP:

In the Example provided, the **RESET IV TYPE** button is located below the Type list box.

TIP:

If you later determine that you need to use the default settings for "ALL," simply select the ward in the Ward drop-down list box, then click the **RESET IV TYPE** button. A Warning message will display, informing you that the system will revert to the default Division (ALL) settings.

Example: Ward Drop-Down List Box for Location Area



Defining and Updating Site Parameters for Your Facility (cont.)

Working with the IV Parameters Tab (cont.)

This section describes each field that is available when you select the IV Parameters Tab.

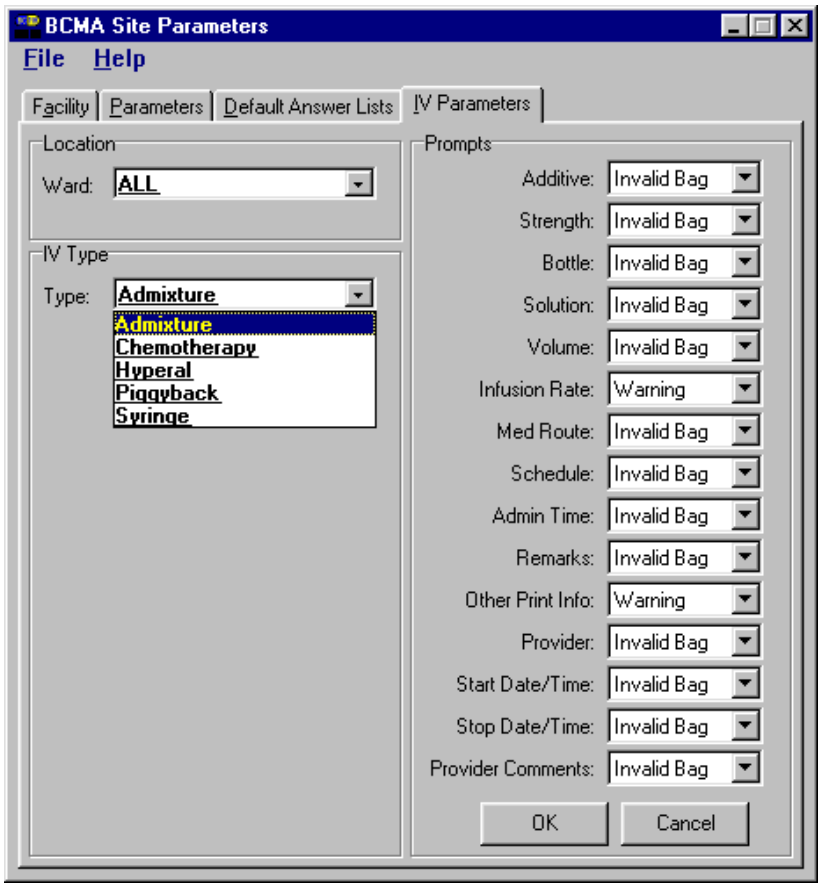
➢ **IV Type Area**

- **Type:** This field lets you configure the IV parameter by IV Type. They include: Admixture, Chemotherapy, Hyperal, Piggyback, and Syringe.
  - ➢ An IV Type listed in boldface, in the list box, is set up for the selected ward.

TIP:

In the Example provided, the **RESET IV TYPE** button is located below the Type list box.

Example: Type Drop-Down List Box for IV Type Area



Defining and Updating Site Parameters for Your Facility (cont.)

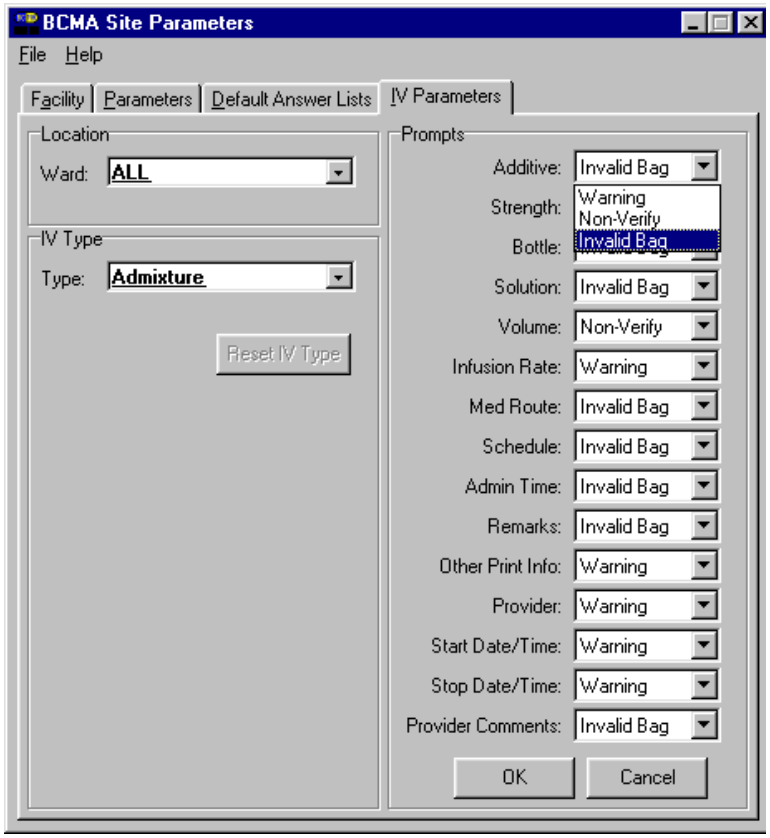
Working with the IV Parameters Tab (cont.)

This section describes each field that is available when you select the IV Parameters Tab.

➢ **Prompts Area**

- Includes fields from the Inpatient Medications V. 5.0 IV Order Entry screen. They include the following: Additive, Strength, Bottle, Solution, Volume, Infusion Rate, Med Route, Schedule, Admin Time, Remarks, Other Print Info, Provider, Start Date/Time, Stop Date/Time, and Provider Comments.
  - ➢ Each field offers a selection of Warning, Non-Verify, and Invalid Bag.

Example: Prompts Drop-Down List Box for Additive Field



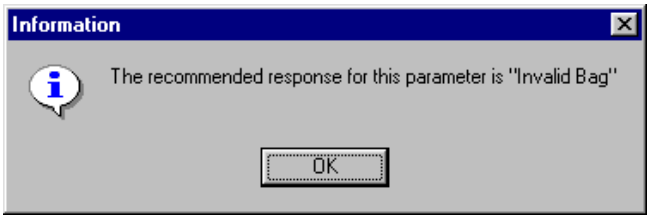
Defining and Updating Site Parameters for Your Facility (cont.)

Working with the IV Parameters Tab (cont.)

➢ **Prompts Area (cont.)**

Should you determine that you need to change the Prompts default settings, you will receive an Information message notifying you that your selection is *not* recommended for that particular option.

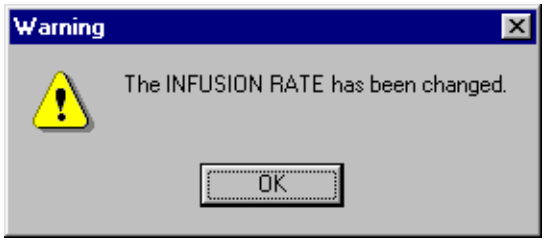
Example: Information Message When Prompts Default Settings Changed



Under the Prompts area, when a field is set to:

- **Warning,** and an order is edited in Inpatient Medications V. 5.0, the IV bags from the old order are carried to the new order and display on the BCMA VDL. When you scan the bar code on an IV bag, a Warning message alerts you about fields that have changed. GUI BCMA would then display the Scan IV dialog box so you can begin infusing the IV bag.

Example: Warning Message That Fields in Inpatient Medications V. 5.0 Changed



- **Non-Verify,** and an order is edited, the IV bags from the old order are carried to the new order and display on the VDL. When you scan a bar code on an IV bag, NO warning message displays. The Scan IV dialog box automatically displays so you can begin infusing the IV bag.
- **Invalid Bag,** and an order is edited, the IV bags from the old order do *not* carry to the new order or display on the VDL.

Accessing the BCMA Administration Manager Menu

Accessing the BCMA CHUI Manager Menu

TIP:

You must hold the PSB MANAGER security key to access the BCMA CHUI Manager Menu.

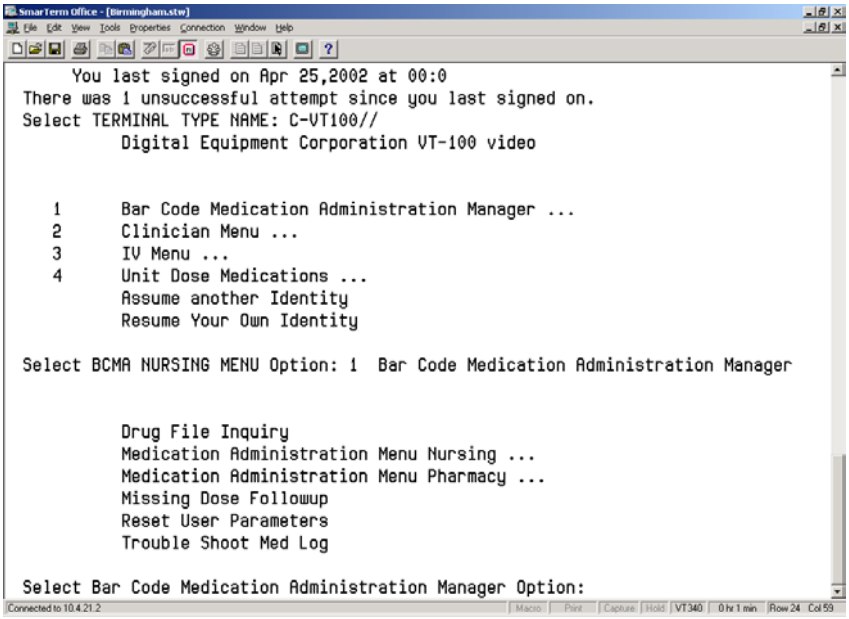
You can use the *Bar Code Medication Administration Manager* menu to access information entered by clinicians via the VDL within GUI BCMA. You can access this menu option from any **V*IST*A**-enabled terminal within your medical center.

Because BCMA operates in real time, scanned patient and medication information is available as soon as the "scan" is successfully completed using GUI BCMA.

To Access the BCMA CHUI Manager Menu:

1. At a **V*IST*A**-enabled terminal, enter your **Access and Verify Codes** when prompted by the system. The menus available to you will then display.

Example: Accessing the BCMA CHUI Manager Menu



2. At the "Select BCMA NURSING MENU Option:" prompt, type **BAR**, and then press **<Enter>** to access the *Bar Code Medication Administration Manager* menu. The options available to you then display.
3. At the "Select Bar Code Medication Administration Manager Option:" prompt, enter the **text of the desired option**, and then press **<Enter>**. The Main Screen for the associated option then displays.

Checking the Drug IEN Code for Unit Dose Meds

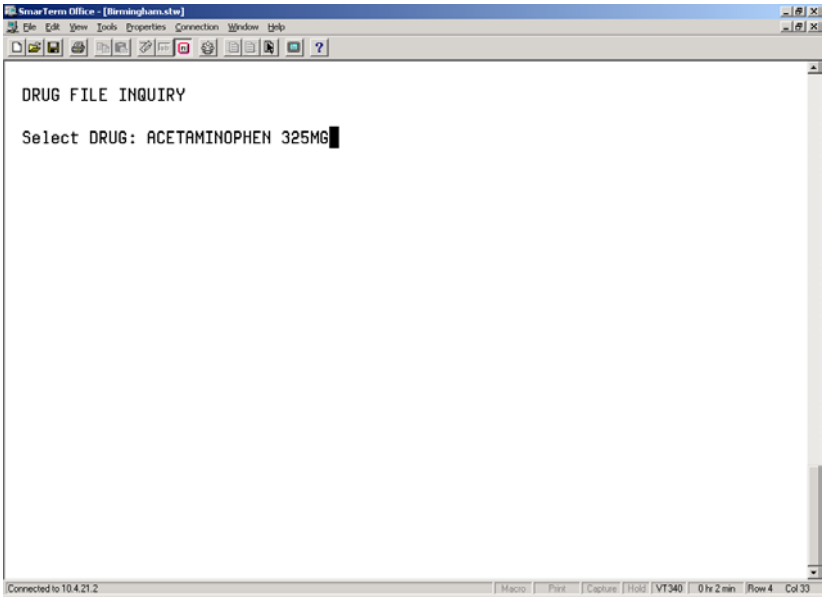
Verifying the Drug IEN Code for a Unit Dose Medication

You can use the *Drug File Inquiry* option from the *Bar Code Medication Administration* menu to verify the Drug IEN Code for Unit Dose medications. This option is particularly useful when you need to resolve a discrepancy with an IEN Code for a medication.

To Verify the Drug IEN Code for a Unit Dose Medication:

1. At the *Bar Code Medication Administration Manager* menu, type **D** to access the *Drug File Inquiry* option. The associated screen displays.

Example: Drug File Inquiry Screen

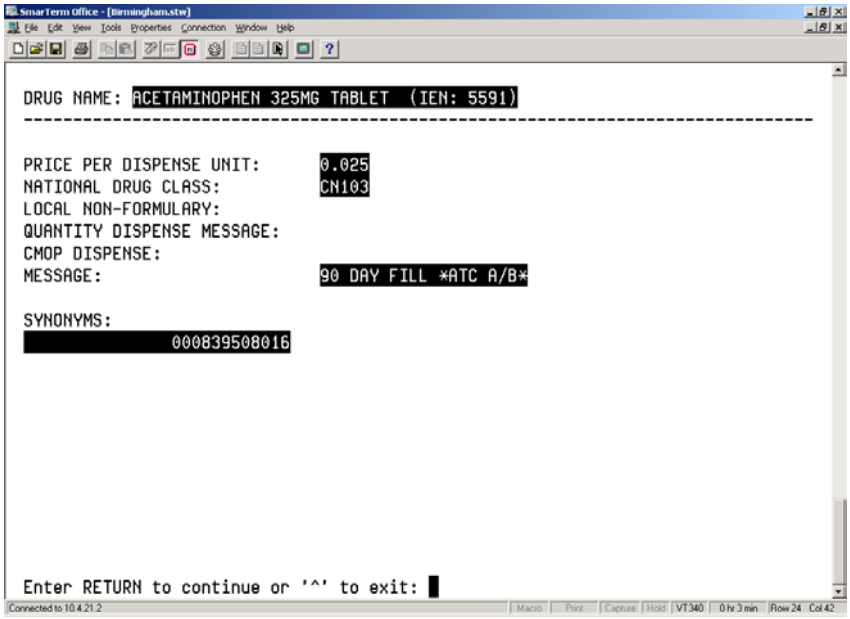


2. At the "Select DRUG:" prompt, type the **name and dosage of the drug that you want an IEN Code for**, and then press **<Enter>**. The associated drug file information, provided on the following page, then displays.

Verifing the Drug IEN Code for a Unit Dose Medication (cont.)

To Verify the Drug IEN Code for a Unit Dose Medication: (cont.)

Example: Results of Drug File Inquiry



Note: The IEN Code appears on the first line, to the right of the Drug Name. Typically, this is the bar code number on the Unit Dose package prepared by the Pharmacy. Manufacturers' National Drug Code (NDC) bar codes may appear in the SYNONYMS field within this screen. If the drug is non-formulary, the NON-FORMULARY field will be set to N/F.

Responding to Missing Dose Requests

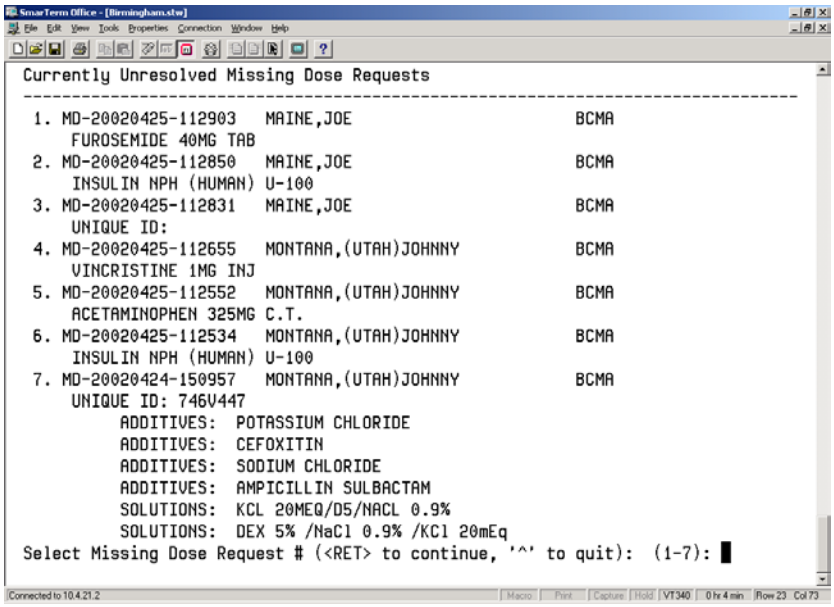
Creating a Follow-up Message for a Missing Dose Request

The *Missing Dose Followup* option from the *Bar Code Medication Administration Manager* menu lets the Pharmacy electronically respond to a Missing Dose Request submitted by a clinician from CHUI or GUI BCMA V. 2.0. Pharmacy can enter a reason that the dose was missing, the time the dose was delivered, and the name of the individual who delivered the dose.

To Create a Follow-up Message for a Missing Dose Request:

1. At the *Bar Code Medication Administration Manager* menu, type **MI**, and then press **<Enter>** to access the *Missing Dose Followup* option. The associated screen then displays.

Example: Missing Dose Followup Screen

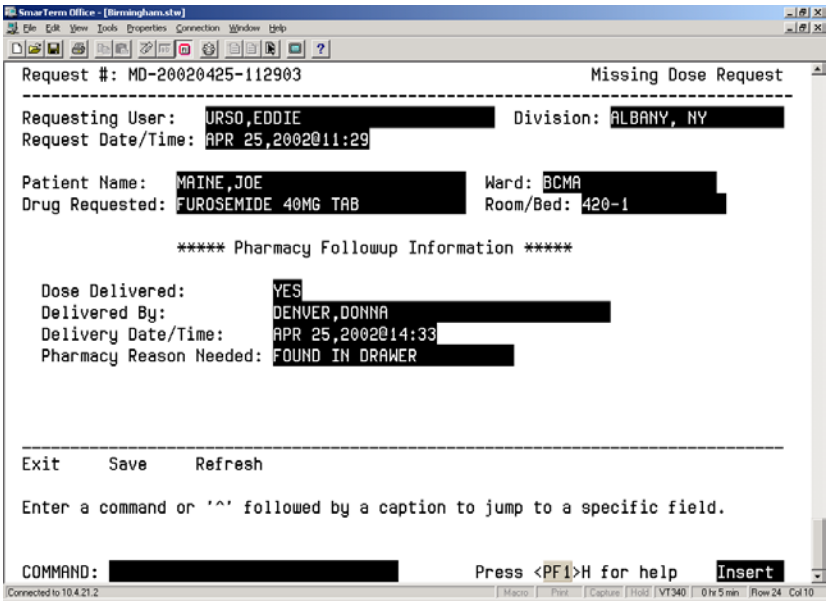


2. At the "Select Missing Dose Request # (<RET> to continue, '^' to quit): (1-7):" prompt, type the **number opposite the Missing Dose that you want to create a follow-up message for**, and then press **<Enter>**. The Missing Dose Request Pharmacy Follow-up Information screen, provided on the following page, then displays.

Creating a Follow-up Message for a Missing Dose Request (cont.)

To Create a Follow-up Message for a Missing Dose Request: (cont.)

Example: Missing Dose Request Pharmacy Followup Information Screen



3 At the DOSE DELIVERED field, type **Yes**, and then press **<Enter>**.

- **If a medication is no longer active or will *not* be delivered,** type **No** in this field.

4 At the DELIVERY DATE/TIME field, type **N** (for Now) or the **date and time that the dose was delivered**, and then press **<Enter>**.

Creating a Follow-up Message for a Missing Dose Request (cont.)

TIP:

You can type a **?** to display a listing of the Pharmacy Reasons Needed.

To Create a Follow-up Message for a Missing Dose Request: (cont.)

5 At the PHARMACY REASON NEEDED field, type the **number that corresponds to your selection** from the Pharmacy Reasons Needed Selection Table provided below.

6 At the COMMAND field, perform one of the following actions:

- Type **S**, and then press **<Enter>** to save the information that you entered for the Missing Dose Request selected.
- Type **E**, and then press **<Enter>** to exit the Followup Information Screen.
  - **If you try to exit the screen without saving the data,** the system displays the message: "Save changes before leaving form (Y/N)?" Type **N** (for No), or **Y** (for Yes), and then press **<Enter>**. The system confirms that the data has been saved, and returns you to the "Select Bar Code Medication Administration Manager Option:" prompt.
- Type **R**, and then press **<Enter>** to refresh the Followup Information Screen.

Example: Pharmacy Reasons Needed Selection Table

NUMBER	PHARMACY REASONS NEEDED
1	WS/FILL ON REQUEST
2	FOUND IN DRAWER
3	PHARMACIST ERROR
4	EXPIRED/NO ORDER
5	ATC ERROR
6	NOT ENOUGH PRNS
7	TECHNICIAN ERROR
8	ON PRE-EXCHANGE/PICK LIST
9	PATIENT TRANSFERRED
10	NURSE ADMIN ERROR

Resetting User Parameters

Resetting a User's Default Parameter Settings

Once a clinician uses GUI BCMA, the parameters become their default settings. For example, when they change the default settings for certain fields (i.e., Start and Stop Times, and Column Sort Selection) on the VDL within GUI BCMA, these settings are retained in their user parameters — and become the default settings each time they log on to GUI BCMA. This does *not* apply to the Unit Dose Tab, which is the default view or to Schedule Types, which are all selected each time you open a VDL (i.e., patient record).

TIP:

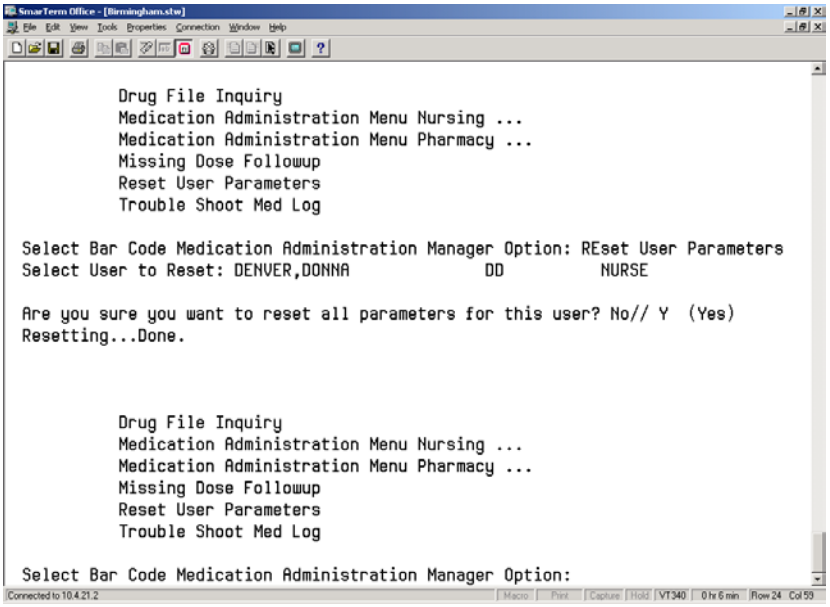
The Reset User Parameters option is particularly useful when a user is unable to access a screen, or is *not* satisfied with their user-defined parameters.

You can reset these user-selected parameters to site-defined parameters using the *Reset User Parameters* option in CHUI BCMA.

To Reset a User's Default Parameter Settings:

1. At the *Bar Code Medication Administration Manager* menu, type **RE** to access the *Reset User Parameters* option. The associated screen then displays.

Example: Reset User Parameters Sequence Screen



2. At the "Select User to Reset:" prompt, enter the **user's name**, and then press <**Enter**>. A prompt displays.

Resetting a User's Default Parameter Settings (cont.)

To Reset a User's Default Parameter Settings: (cont.)

3 At the "Are you sure you want to reset all parameters for this user? No//" prompt, perform one of the following actions:

- **To accept the default answer of No**, press <**Enter**>. The system will *not* reset the user's parameters. You will be returned to the Bar Code Medication Administration Manager Menu.
- **To reset the user parameters,** type **Y** at the prompt, and then press <**Enter**>. The system then provides a message of "Resetting…Done" to indicate the user parameters have been reset. (See the Example on the previous page.)

Using the Trouble Shoot Med Log

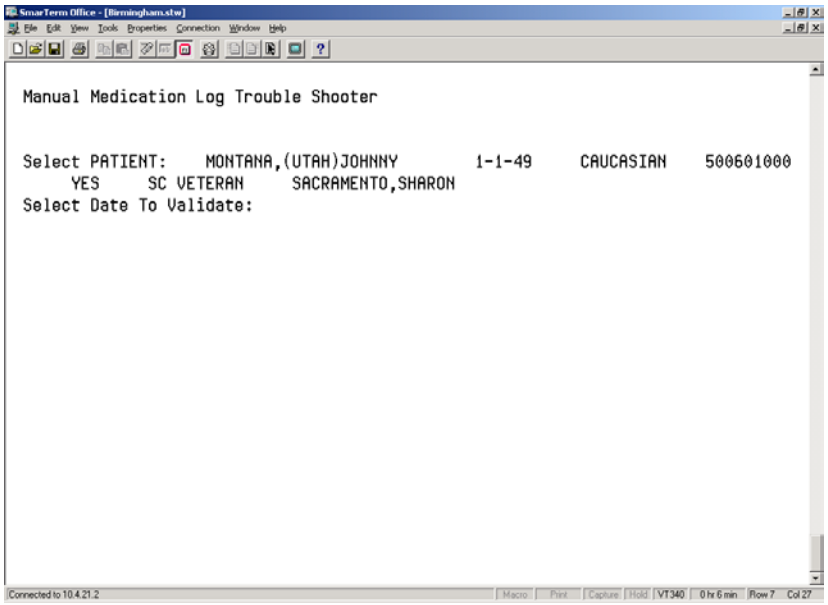
Identifying Scanning Problems

You can use the *Trouble Shoot Med Log* option from the *Bar Code Medication Administration Manager* menu to determine the reason that a medication is *not* being marked on the VDL within GUI BCMA as "Given," even though it is being scanned during a Med Pass.

To Identify Scanning Problems Using the Trouble Shoot Med Log:

1. At the *Bar Code Medication Administration Manager* menu, type **T** to access the *Trouble Shoot Med Log* option. The associated screen then displays.

Example: Trouble Shoot Med Log Sequence Screen

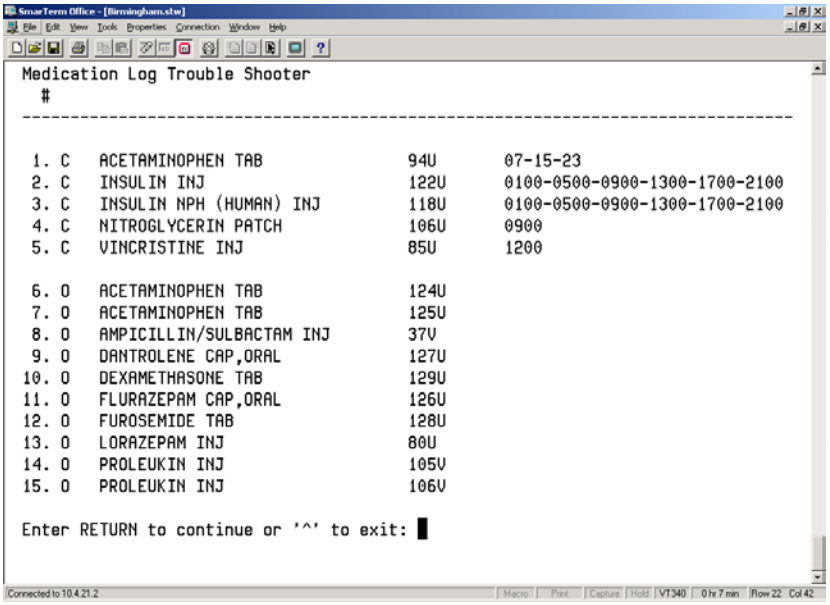


2. At the "Select PATIENT:" prompt, enter the **patient's name,** and then press <**Enter**>. CHUI BCMA provides data related to the patient name that you entered.
   - **For a list of standard name and date formats,** type **?** in the "Select PATIENT:" and Select Date To Validate:" prompts, and then press <**Enter**>.
3. At the "Select Date To Validate:" prompt, enter the **desired date**, and then press <**Enter**>. CHUI BCMA searches the database for every order for the selected patient and date you entered, and then displays a list of related orders. (See the Example on the next page.)

Identifying Scanning Problems (cont.)

To Identify Scanning Problems Using the Trouble Shoot Med Log: (cont.)

Example: Trouble Shoot Med Log Sequence Screen



4 At the “Enter a Number (###):” prompt, enter the **number corresponding to the desired order in the selection list**, and then press <**Enter**>. The selected order will display with the prompt “Is this the correct Order? Yes//”

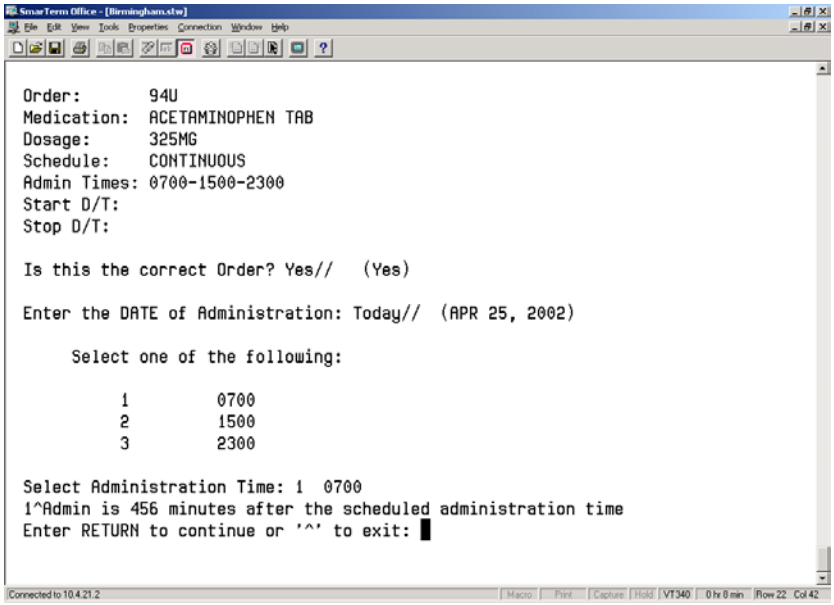
- **If the list is longer than one screen,** you will receive the prompt “Enter RETURN to continue or ‘^’ to exit.” Press <**Enter**> to display the rest of the list.

5 At the “Is this the correct Order? Yes//” prompt, press <**Enter**> to accept the default answer of Yes, and to display information about the order that you selected.

Identifying Scanning Problems (cont.)

To Identify Scanning Problems Using the Trouble Shoot Med Log: (cont.)

Example: Order Validation Screen



TIP:

The reason also displays on the GUI BCMA being used by the clinician administering medications for the administration time listed.

6 At the "Enter the DATE of Administration: Today//" prompt, press <**Enter**> to select today's date. Otherwise, enter another date, and then press <**Enter**>. A variance reason displays, related to the order that you selected.

- **If there is more than one administration time for the order,** the system will list the times.

7 At the "Select Administration Time:" prompt, type the **number corresponding to the desired administration time listed**, and then press <**Enter**>. The system lists information related to the order's administration time.

8 Perform one of the following actions:

- Press <**Enter**> to return to the list of medications for the selected patient and administration date.
- Press ^ to exit the option.

Glossary

Learning BCMA Lingo

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this manual.

Example: Alphabetical Listing of BCMA Acronyms and Terms

ACRONYM/TERM	DEFINITION
Active	When a medication has been finished *and* verified, it becomes "active," and displays on the VDL under the related Medication Tab. A nurse can then administer the medication to the patient. Under the IV Medication Tab, this information is listed in the Status column.
BCMA	**B**ar **C**ode **M**edication **A**dministration. A **V***IST***A** software application used in VA medical centers for validating patient information and medications against active medication orders before being administered to a patient.
CHUI	**Ch**aracter-based **U**ser **I**nterface.
Client	An architecture in which one computer can get information from another. The Client is the computer that asks for access to data, software, or services.
Clinician	Nursing personnel who administer active medication orders to patients on a ward. In a VA medical center, a number of teams may be assigned to take care of one ward, with specific rooms and beds assigned to each team.
Continuous Order	A medication given continuously to a patient for the life of the order, as defined by the order Start and Stop Date/Time.
CPRS	**C**omputerized **P**atient **R**ecord **S**ystem. A **V***IST***A** software application that allows users to enter patient orders into different software packages from a single application. All pending orders that appear in the Unit Dose and IV packages are initially entered through the CPRS package. Clinicians, Managers, Quality Assurance Staff, and Researchers use this integrated record system.
FileMan	The **V***IST***A** database management system.
Finish	To verify a medication order by checking the completed "contents" against the actual order submitted by a Provider.
Given	When a medication is administered to a patient, it is considered to be "Given" and marked as such (with a "G") in the Status column of the VDL.
GUI	**G**raphical **U**ser **I**nterface. The type of interface chosen for BCMA.

Learning BCMA Lingo (cont.)

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this manual.

Example: Alphabetical Listing of BCMA Acronyms and Terms

ACRONYM/TERM	DEFINITION
Held	When a medication is being administered, but *not* actually taken by a patient, it is considered to be "Held" and marked as such (with an "H") in the Status column of the VDL. Reasons might include the patient being temporarily off the ward, or if the patient refuses to take the medication. You can select and mark multiple medications as Held on the VDL using the Right Click drop-down menu. In the case of IV bags, this status indicates that the dose was Held. The only actions available for this type of IV bag are to mark the bag as Infusing or Refused, or to submit a Missing Dose Request to the Pharmacy.
IEN	**I**nternal **E**ntry **N**umber. The internal entry drug number (or drug name) entered by Pharmacy personnel into the Inpatient Medications V. 5.0 package to identify Unit Dose and IV medications.
Internal Entry Number	Also called "IEN," the internal entry drug number (or drug name) entered by the Pharmacy into the Inpatient Medications V. 5.0 package.
IV	A medication given intravenously (within a vein) to a patient from an IV Bag. IV types include Admixture, Chemotherapy, Hyperal, Piggyback, and Syringe.
MAH	**M**edication **A**dministration **H**istory. A patient report that lists a clinician's name and initials, and the exact time that an action was taken on an order (in a conventional MAR format). Each order is listed alphabetically by the orderable item. The date column lists three asterisks (***) if a medication was Discontinued.
MAR	**M**edication **A**dministration **R**ecord. The traditional, handwritten record used for noting when a patient received a medication. BCMA replaces this record with an MAH.
Medication Administration History Report	Also called "MAH," a patient report that lists a clinician's name and initials, and the exact time that an action was taken on an order (in a conventional MAR format). Each order is listed alphabetically by the orderable item. The Date column lists three asterisks (***) if a medication was Discontinued.

Learning BCMA Lingo (cont.)

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this manual.

Example: Alphabetical Listing of BCMA Acronyms and Terms

ACRONYM/TERM	DEFINITION
Medication Route	Also called "Route" or "Med Route," the method by which a patient receives medication (i.e., PO, IV, IM, ID, SQ, and SC). Each VA medical center determines routes and associated abbreviations, which cannot exceed five characters in length. Otherwise they will *not* fit on bar code labels and the MAH.
Medication Tab	Used to separate and view a type of active medication order (i.e., Unit Dose IV Push, IV Piggyback, and large-volume IVs) that needs to be adminstered to a patient. The Tab under which an order displays depends on how it was entered. An "alert light" on a Tab turns **GREEN** *only* when a patient has active medication orders associated to them.
Missing Dose	A medication dose considered "Missing." BCMA automatically marks this order type (with an "M") in the Status column of the VDL after you submit a Missing Dose Request to the Pharmacy. If an IV bag displayed in the IV Bag Chronology display area of the VDL is *not* available for administration, you may mark the IV bag as a "Missing Dose" using the Missing Dose button or by right clicking the IV bag and selecting the Missing Dose command in the Right Click drop-down menu.
National Drug Code	Also called "NDC," the number assigned by a manufacturer to each item/medication administered to a patient.
NDC	**N**ational **D**rug **C**ode. The number assigned by a manufacturer to each item/medication administered to a patient.
Not Given	The status that a scanned medication marked as "Given," but *not* actually taken by a patient, is changed to on the VDL. The administration will display on the VDL as it appeared *before* it was marked as "Given." BCMA notes the status change only in the Audit Trail section of the Medication Log (*not* on the VDL).
On-Call Order	A specific order or action dependent upon another order or action taking place before it is carried out. For example, "Cefazolin 1gm IVPB On Call to Operating Room." Since it may be unknown when the patient will be taken to the operating room, the administration of the On-Call Cefazolin is dependent upon that event.

Learning BCMA Lingo (cont.)

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this manual.

Example: Alphabetical Listing of BCMA Acronyms and Terms

ACRONYM/TERM	DEFINITION
One-Time Order	A medication order given one time to a patient such as a STAT or a NOW order. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time.
Orderable Item	A drug whose name does NOT have the strength associated with it (e.g., Acetaminophen 325 mg). The name with a strength is called the "Dispensed Drug Name."
Patient Transfer Notification	A message that displays when a patient's record is opened or the Unit Dose or IVP/IVPB Medication Tab is viewed for the first time. It indicates that the patient has had a movement type (usually a transfer) within the site-definable parameter, and the last action for the medication occurred before the movement, but still within the defined timeframe.
Pending Order	An order entered by a Provider through CPRS without Pharmacy personnel finishing (verifying) the order. Once Pharmacy finishes the order, it becomes active and displays on the VDL.
PRN Effectiveness List Report	A report that lists PRN medications administered to a patient that needs Effectiveness comments.
PRN Order	The Latin abbreviation for **P**ro **R**e **N**ata. A medication dosage given to a patient on an "as needed" basis.
Provider	Another name for the "Physician" involved in the prescription of a medication (Unit Dose or IV) to a patient.
PSB CPRS MED BUTTON	The name of the security "key" that must be assigned to nurses who document verbal- and phone-type STAT and NOW medication orders using the CPRS Med Order Button on the BCMA VDL.
PSB INSTRUCTOR	The name of the security "key" that must be assigned to nursing instructors, supervising nursing students, so they can access user options within BCMA V. 2.0.
PSB MANAGER	The name of the security "key" that must be assigned to managers so they can access the PSB Manager options within BCMA V. 2.0.
PSB STUDENT	The name of the security "key" that must be assigned to nursing students, supervised by nursing instructors, so they can access user options with BCMA V. 2.0. This key requires that a nursing instructor sign on to BCMA V. 2.0.

Learning BCMA Lingo (cont.)

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this manual.

Example: Alphabetical Listing of BCMA Acronyms and Terms

ACRONYM/TERM	DEFINITION
Refused	The status for an IV bag or Unit Dose to indicate that the patient refused to take the dose.
Schedule Type	Identifies the type of schedule (i.e., Continuous, PRN, On-Call, and One-Time) for the medication being administered to a patient.
Security Keys	Used to access specific options within BCMA that are otherwise "locked" without the security key. Only users designated as "Holders" may access these options.
Solution	A homogeneous mixture of two or more substances. For IVs, these would be liquids.
Start Date/Time	The date and time that a medication order begins.
STAT Order	A medication order given immediately to a patient, entered as a One-Time order by Providers and Pharmacists. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time.
Stop Date/Time	The date and time that a medication order will expire, and should no longer be administered to a patient.
Strength	The degree of concentration, distillation, or saturation of a medication.
Unit Dose	A medication given to a patient, such as tablets, one dose at a time. If a patient receives more than one tablet, the clinician must document the number of dosages and the administration times on the VDL.
VDL	**V**irtual **D**ue **L**ist. An on-line "list" used by clinicians when administering active medication orders (i.e., Unit Dose, IV Push, IV Piggyback, and large-volume IVs) to a patient. This is the Main Screen in BCMA.
Verify	When a nurse or a Pharmacist confirms that a medication order is accurate and complete, according to the information supplied by the Provider.
Virtual Due List	Also called "VDL," an on-line list used by clinicians when administering active medication orders to a patient. This is the Main Screen in BCMA.
VISTA	**V**eterans Health **I**nformation **S**ystems and **T**echnology **A**rchitecture.

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