BAR CODE MEDICATION ADMINISTRATION (BCMA)

GUI USER MANUAL

Version 3.0
February 2004

(Revised November 2015)

Department of Veterans Affairs
Product 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
11/2015	i, 2, 33	PSB*3*86	Added description of maximum days back searched for PRN medication orders needing effectiveness documentation.
12/2013	All	PSB*3*70	Enhancements made in support of the BCMA Clinic Orders and Witness for High Risk/High Alert Medications projects. **Clinic Orders** - BCMA modified to display clinic orders on all medication tabs including Cover Sheet, Unit Dose, IVP/IVPB and IV tabs. - Choice of order modes – Inpatient or Clinic - Inpatient Order Mode Indicator to display showing green when active inpatient orders exist or white when no active inpatient orders exist. - Clinic Order Mode Indicator to display showing green when active clinic orders exist or white when no active clinic orders exist. - "Clinic" column displaying clinic name added to all medication tabs including cover sheet - Ability to view and administer clinic medications that are due each day and to see active clinic orders that were due prior to today and after today. - Ability to see all active IV orders that have been infused, whether infused in an inpatient ward or clinic. - Ability to see clinic order IV bags that have not been completed until marked as completed. - Last Action column updated on Unit Dose and IVP/IVPB tabs to reflect action taken and date/time of action, whether in an Inpatient Ward or in a Clinic. - Last Given calculation and date updated on the PRN medication log dialog to reflect the last date/time the orderable item was given and the elapsed time since it was last given, whether in an inpatient ward or in a clinic. - All pending PRN Effectiveness entries, along with the Location given, displayed in the PRN Medication Log dialog, whether the PRN med was originally given in an inpatient ward or in a clinic. - Indicators to display on the VDL when patient has any Infusing IV's, Stopped IV's and Patches that are not removed. - Mutually exclusive reports which separate Inpatient data from Clinic Order data including Admin Times, Due List, Missed Meds, and Cover Sheet reports. - Combined reports which include both Inpatient data and Clinic Order data including MAH, Med Log, Med History, IV Bag Status, Med Therapy and PRN Effectiveness reports.

Date	Revised Pages	Patch Number	Description
			High Risk/High Alert Medications - High Risk/High Alert medications requiring witness to complete administration identified on the VDL - "Wit" column added to the Cover Sheet and all medication tabs on the VDL displaying the HR/HA Icon when a witness is required for the administration. - New BCMA Witness Sign-On dialog for administrations requiring a witness added. - New BCMA Witness Sign-On dialog for administrations requiring a witness to display Quantity and Units, where applicable. - Witness information stored in the Medication Log for report purposes. (R. Santos, PM; B. Thomas, Tech Writer)

Read Me First!

Before Using this Software

IMPORTANT:

Take a few minutes to review this chapter *before* using this new version of BCMA.

Don't like to read manuals? Join the club. We designed this chapter for users, like you, in mind. It will quickly acquaint you with this new Graphical User Interface (GUI) version of Bar Code Medication Administration, also called Bar Code Med Admin (or BCMA) and its many new features — including system conventions, and help systems. Use it to familiarize yourself with this new version of BCMA, and refer to it later as needed.

Then you will be ready to take a quick tour of this product and learn how to successfully administer active medication orders, i.e., Unit Dose, IV Push (IVP), IV Piggyback (IVPB), and large-volume IVs, electronically to patients at your medical center.

Our Target Audience
We have developed this guide for clinicians who are responsible for administering active medication orders to "inpatients" at Veterans Affairs Medical Centers (VAMCs).

- **Thanks to Our Many Partners!**

The BCMA Development Team would like to extend their sincere appreciation, and special thanks, to the multitude of individuals comprising the various teams so crucial to the development of BCMA V. 3.0. All were key to this version's success. Without the coordinated efforts of these groups, BCMA would not be the dynamic product that it has become.

We are also extremely grateful to the many test sites listed below that have spent numerous hours testing and retesting the new capabilities within this version of BCMA. Thanks to their help and dedication, VA medical centers will benefit from the multi-faceted functionality that this new version has to offer.

- Charleston, South Carolina
- Dublin, Georgia
- Durham, North Carolina
- East Orange, New Jersey
- Fargo, North Dakota
- Hampton, Virginia
- Indianapolis, Indiana
- Iowa City, Iowa
- Iron Mountain, Michigan
- Loma Linda, California
- Madison, Wisconsin
- Manchester, New Hampshire
- Martinez, California
- Martinsburg, West Virginia
- Minneapolis, Minnesota
- Mountain Home, Tennessee
- North Chicago, Illinois
- Palo Alto, California
- Phoenix, Arizona
- Pittsburgh, Pennsylvania
- St. Cloud, Minnesota
- Tampa, Florida
- Temple, Texas
- Tucson, Arizona
- Upstate New York, New York
- Washington, D.C.
- West Palm Beach, Florida

Read Me First!

Discover Benefits of BCMA V. 3.0

Take a few minutes to discover the many exciting new features included in BCMA V. 3.0 *before* using the software. These enhancements are a direct result of feedback from our many users.

Patient Transfer Notification Message

The Patient Transfer Notification Information message displays when you open a patient's record, or view the Unit Dose or the IVP/IVPB Medication Tab for the first time. It indicates that the patient has had a movement type (usually a transfer) within the Patient Transfer Notification Timeframe site-definable parameter, and the last action for the medication occurred before the movement, but still within the defined timeframe.

You can define this site parameter, by division, with a minimum value of 2 and a maximum value of 99. The default is 72 hours.

Note: The display of the message is dependent on the last action displayed in the "Last Action" column of the Virtual Due List (VDL). BCMA evaluates the last action performed on a medication each time the Unit Dose or the IVP/IVPB Medication Tabs are refreshed.

Documenting Fractional Dose Orders

You can document Fractional Dose medication orders on the Unit Dose and the IVP/IVPB Medication Tabs. This functionality is designed to alert you when dispensed drug dosages need to be administered to a patient in "fractional" doses so you can provide comments about this order type once administered. The Fractional Dose dialog box displays when the unit per dose is fractional and *less than* 1.0. The Multiple/Fractional Dose dialog box displays when the units per dose is *greater than* 1.0.

Note: If you do not scan once for each unit listed in the Multiple/Fractional Dose dialog box, the Confirmation dialog box displays requesting that you confirm the actual total units administered to the patient.

BCMA Clinical Reminders Marquee

Located in the lower, right-hand corner of the BCMA VDL, this "marquee" identifies Pro Re Nata (PRN) medication orders needing effectiveness documentation. The setting is based on the PRN Documentation site-definable parameter, and applies to current admissions or to the site parameter timeframe (whichever is greater). Values can be set from 1-999, with 72 hours the default setting. The maximum days back searched for PRN medication orders needing effectiveness documentation is 35 days, or the value of the Med Hist Days Back parameter; whichever is greater. A "mouse-over" list displays when you place the pointer over the PRN Effectiveness Activity in the marquee. It provides the four most recent PRN orders that need comments.

The VDL: In a Nutshell (cont.)

TIP:

Check out the "Reports" and "Administering …" chapters to learn how the features listed here work in BCMA.

Features of the VDL (cont.)

Meds on Patient Indicators: Indicates when the patient has any Infusing IV's, Stopped IV's, and Patches that are not removed. These indicators are updated in real-time, and are applicable to both Inpatient and Clinic orders.

BCMA Clinical Reminders Marquee: Identifies PRN medication orders needing effectiveness documentation. Based on the "PRN Documentation" site parameter, the setting applies to current admissions or to the site parameter timeframe (whichever is greater). Values can be set from 1-999, with 72 hours being the default setting. The maximum days back searched for PRN medication orders needing effectiveness documentation is 35 days, or the value of the Med Hist Days Back parameter; whichever is greater.

Partial List: "Mouse-over" on PRN Effectiveness Activity provides the four most recent PRN orders that need comments. This list is updated each time a PRN Effectiveness is documented and the BCMA VDL is refreshed.

Full List: Double clicking on the PRN Effectiveness Activity lets you document ALL PRN medication orders needing effectiveness comments.

Status Bar: Includes the name of the clinician(s) administering medications, plus the name of the hospital and division, and the Server time (system time).

Student Nurse Information: Will also include the name of a student nurse if logged on using the PSB STUDENT security key.

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