Appendix B: Index

A
A Look at the VDL, 2-2
Accessing the Edit Med Log Option, 7-1-7-5
Accepting
An Administered IV Order, 6-9
An Administered Unit Dose Order, 6-8
Adding Comments to a Patient’s Medication Record
IV Medications, 5-31-5-32
IVP/IVPB Medications, 4-34-35
Unit Dose Medications, 3-45-3-46
Edit Med Log Comment, 7-13
Administering Active
IV Medications, 5-1-5-40
IVP/IVPB Medications, 4-1-4-44
Unit Dose Medications, 3-1-3-54
Administration Times Report, Viewing and Printing, 10-27-10-29
Allergies/ADRs Bar on VDL, 2-2, 2-4
Allergy and ADR Information, Viewing and Printing, 10-5-10-6
Assumptions We Made About You, 1-9
Attribute Column, Default Answers Lists, 1-7

B
Bag Information Column on VDL, 1-4, 5-7
Background Information About BCMA
Augments Nurse’s Clinical Judgment, 1-18
Built on Workgroup’s Findings, 1-19
Commitment to Putting Veterans First, 1-15
Improved Communication Among Medical Center Staff, 1-15
Improved Patient Safety and Patient Care, 1-15
Patient Safety Comes First . . ., 1-20
Provides a System of “Checks and Balances,” 1-17
Provides Immediate Access to Information, 1-19
Reduces Medication Administration Errors, 1-17
Uses a Wireless Network Infrastructure, 1-19
BCMA V. 3.0
Before Using, 1-1
Benefits of, 1-2-1-7
Clinical Reminders Marquee, 1-2, 2-5
Features Unique to BCMA, 1-16
Signing on to BCMA V. 3.0, 3-9
Taking a Quick Tour of, 2-1-2-5
Target Audience, 1-1
VDL Main Screen, 2-2
Index

B (cont.)
Benefits of BCMA V. 3.0
  Bag Information Column on the VDL, 1-4
  CHUI Missing Dose Report, 1-5
  Clinical Reminders Marquee, 1-2
  Cumulative Vitals/Measurement Report, 1-5
  Default Answers Lists, Attribute Column, 1-7
  Fractional Dose Orders, 1-2
  HL7 Messaging, 1-6
  MAH Report, 1-5
  Medication Log Dialog Box, 1-4
  Medication Variance Report, 1-5
  Missed Medications Report, 1-5
  Missing Dose E-mail Notification, 1-6
  Multiple Dose Order, 1-7
  Patient Transfer Notification, 1-2
  PRN Documentation Site Parameter, 1-3
  PRN Effectiveness Log, 1-3
  PRN Effectiveness Dialog Box, 1-4
  PRN Order, 1-7
  PRN Pain Scores, 1-6
  Recording Effectiveness of PRN Medication, 1-7
  Scan IV Dialog Box, 1-4
  Schedule Type Indicator Alert Lights, 1-4
  Schedule Types Site Parameter, 1-3
  Ward-Specific Reports, 1-5
Benefits of this Manual, 1-9

C
Changing the Status of
  IVP/IVPB Medications, 4-33
  Unit Dose Medications, 3-44
Clinical Reminders Marquee, BCMA, 1-2, 2-5
Closing a Patient Record
  IV Medications, 5-39
  IVP/IVPB Medications, 4-43
  Unit Dose Medications, 3-53
Columns on the VDL
  Defined, 2-9-2-11
  Resizing, 2-13
  Sorting Contents of, 2-12
Comments, Adding to a Patient’s Medication Record
  IV Medications, 5-31-5-32
  IVP/IVPB Medications, 4-34-4-35
  Unit Dose Medications, 3-45-3-46
  Edit Med Log Comment, 7-13
Commitment to Putting Veterans First, 1-15
Conventions Used Throughout this Manual, 1-11
Index

C (cont.)
Cover Sheet
   Accessing, 9-17-9-18
   Benefits of, 9-1
   Expired/Expiring Orders View, 9-14-9-16
   Features, 9-1-9-4
   Gridlines, Display/Hide, 9-20
   IV Overview View, 9-12-9-13
   Medication Overview View, 9-5-9-8
   PRN Overview View, 9-9-9-11
   Shortcut Keys, 9-4, 9-19
   Using, 9-19-9-20

CPRS Med Order Button
   Accepting an Administered IV Order, 6-9
   Accepting an Administered Unit Dose Order, 6-8
   Benefits of, 6-1
   Enabling the Button Functionality, 6-2
   How the Button Works, 6-1
   Ordering and Documenting STAT or NOW Orders, 6-5-6-7
   Processes Completed By Each Application, 6-12
   Providing a Link to CPRS, 6-1
   Reviewing and Signing STAT or NOW Orders, 6-10-6-11
   Verifying the Documentation Process, 6-1
   Workflow for the Button, 6-3

Customer Service, 1-21
Cumulative Vitals/Measurement Report, 10-35-10-37

D
Default Answers Lists, Attributes Column, 1-7
Demographics Data, Viewing and Printing, 10-3-10-4
Details button, 3-15-3-16, 3-52, 4-42, 5-38, 7-3, 10-39
Dispensed Drugs
   Adding, via Edit Med Log, 7-12
   Editing, via Edit Med Log, 7-13
Drug IEN Code, Looking up
   IVP/IVPB Medications, 4-36-4-37
   Unit Dose Medications, 3-21-3-22
Due List Report, Viewing and Printing, 10-10-10-14

E
Editing the Medication Log
   Accessing the Edit Med Log Option, 7-1-7-5
   Adding Dispensed Drugs, 7-12
   Administration Selection Dialog box, 7-2, 7-4, 7-6,
   Edit Med Log Dialog box, 7-7
   Editing Dispensed Drugs, 7-11
   Fields that can be Edited, 7-6
   Medication Log Report, 7-6, 7-13
   Patient Select Dialog box, 7-2
E (cont.)
Read-Only BCMA restriction, 7-1
Using the Edit Med Log Option, 7-6-7-13
Enabling the CPRS Med Order Button Functionality, 6-2
Errors, Reducing for Medication Administration, 1-17

F
FAQs, A-1-A-20
Features
Of the VDL, 2-3-2-5
Unique to BCMA V. 3.0, 1-16
Of Read-Only BCMA, 8-1-8-3
Flag button, 2-2-2-3, 10-39-10-40
FlowChart, Workflow
CPRS Med Order Button, 6-3
IV Medications, 5-9
IVP/IVPB Medications, 4-7
Unit Dose Medications, 3-7
Fractional Dose Orders, 1-2, 3-28-3-31

G
Getting Acquainted with the VDL
Accessing BCMA Features and Options, 2-7-2-8
Main Screen, 2-2
Menu Bar, 2-7
Tool Bar, 2-7
Glossary, 11-1-11-8

H
Help, Customer Service, 1-21-1-22
HL7 Messaging, 1-6
How BCMA Validates
IV Bags with Unique Identifier Number, 5-11
IVP/IVPB Medications, 4-6
Unit Dose Medications, 3-5
Ward Stock Items, 5-21
How the CPRS Med order Button Works, 6-1
How this Manual is Organized, 1-10

I
Injection Site, Specifying
Unit Dose Medications, 3-35
IVP/IVPB Medications, 4-25
IV Medications, 5-23
IV Medications
Adding Comments to a Patient’s Medication Record, 5-31-5-32
Administering an Order with Special Instructions, 5-27
Bag Chronology Display Area, 5-4, 5-7
Changing the Status of an IV Bag, 5-19-5-20
Index

I (cont.)
  Changing the Status of a Ward Stock Item, 5-24-5-25
  Closing a Patient Record, 5-40
  Editing the Medication Log, 7-6-7-13
  How BCMA Validates IV Bags, 5-11
  Information Stored by BCMA, 5-5
  Marking an IV Bag as Held or Refused, 5-28-5-30
  Scanning and Verifying Medication Information for IV Bags, 5-12-5-18
  Scanning and Verifying Medication Information for Ward Stock Items, 5-21-5-23
  Schedule Types that You Can Administer, 5-1
  Start/Stop Time Information, 5-1

IV Medications (cont.)
  Submitting a Missing Dose Request, 5-33-5-35
  Viewing on VDL, 5-6
  Workflow, 5-9

IVP/IVPB Medications
  Adding Comments to a Patient’s Medication Record, 4-34-4-35
  Administering a Medication Early/Late, 4-30-4-31
  Administering a PRN Order, 4-26-27
  Administering an Order with Multiple Admin Times, 4-22
  Administering an Order with Special Instructions, 4-23
  Changing the Schedule Types, 4-11
  Changing the Status of an IVP or IVPB Medication, 4-4, 4-33
  Changing the VDL Parameters, 4-10
  Editing the Medication Log, 7-6-7-13
  How BCMA Validates Patient and Medication Information, 4-6
  Information Stored by BCMA, 4-5
  Looking up a Drug IEN Code or Unique Identifier Number, 4-36-4-37
  Marking Multiple Medications on the VDL, 4-32
  Preparing to Administer Medications, 4-9-4-11
  Recording the Effectiveness of a PRN Medication, 4-28-4-29
  Scanning and Verifying Patient Information, 4-6
  Scanning and Verifying Medication Information, 4-12-4-21
  Schedule Types that You Can Administer, 4-1
  Specifying the Injection Site for the Medication, 4-25
  Specifying the Medication Quantity and Units Given, 4-24
  Submitting a Missing Dose Request, 4-38-4-40
  Viewing on VDL, 4-9
  Workflow, 4-7

L
  Linking to CPRS, 6-1
  Looking up a Drug IEN Code
    IVP/IVPB Medications, 4-36-4-37
    Unit Dose Medications, 3-21-3-22
Index

M
MAH Report, Viewing and Printing, 10-18-10-20
Marking A Patch as Removed, 3-36
Marking Multiple Medications
  IVP/IVPB Medications, 4-32
  Unit Dose Medications, 3-43
Med Pass, FlowChart for
  CPRS Med Order Button, 6-3
  IV Medications, 5-9
  IVP/IVPB Medications, 4-7
  Unit Dose Medications, 3-7
  Viewing and Printing, 10-15-10-17
Medication History Report, Viewing and Printing, 10-30-10-31
Medication Log Report
  Edit Med Log and Report Options, 7-6, 7-13
Medication Variance Log Report, Viewing and Printing, 10-32-10-34
Menu Bar, 2-7
Missed Medications Report, Viewing and Printing, 10-21-10-22
Missing Dose E-mail Notification, 1-5-1-6, 1-16
Missing Dose Requests, Submitting
  IV Medications, 5-33-5-35
  IVP/IVPB Medications, 4-38-4-40
  Unit Dose, 3-47-3-49
Multiple Dose Orders, 3-26-3-27

O
Opening a Patient Record
  IV Medications, 5-37-5-38
  IVP/IVPB Medications, 4-41-4-42
  Unit Dose Medications, 3-51-3-52
  Edit Med Log Option, 7-2
Ordering and Documenting STAT or NOW Orders, 6-5-6-7
Organization of this User Manual, 1-10
Other Sources of Information, 1-13

P
Patch, Marking as Removed, 3-36
Patient Record
  Closing, 3-53, 4-43, 5-39
  Opening, 3-51-3-52, 4-41-4-42, 5-37-5-38, 7-2
Patient Record Flag (PRF) Report, 1-16, 2-3, 3-15-3-16, 3-52, 4-42, 5-38, 7-3, 10-39-10-41, 11-6
Patient Transfer Notification, 1-2, 3-17
PRN Effectiveness List Report, Viewing and Printing, 10-24-10-26
PRN Medication, Recording the Effectiveness of,
  IVP/IVPB Medications, 4-28-4-29, 7-10
  Unit Dose Medications, 3-39-3-40, 7-10
PRN Pain Scores, 3-38, 3-40, 4-27, 4-29, 7-10
PSB READ ONLY Security Key, 7-1, 8-4-8-6, 11-6
Providing a Link to CPRS, 6-1
Index

R
Read-Only BCMA
   Features, 8-1-8-3
   Accessing, 8-4-8-5
   PSB READ ONLY Security Key, 7-1, 8-4-8-6, 11-6
   Using, 8-6-8-8

Recording the Effectiveness of a PRN Medication
   IVP/IVPB Medications, 4-28-4-29, 7-10
   Unit Dose Medications, 3-39-3-40, 7-10

Refreshing the VDL, 2-14-2-15

Reports, Viewing and Printing
   Administration Times Report, 10-27-10-29
   Allergy and ADR Information, 10-5-10-6
   Cumulative Vitals/Measurement Report, 10-35-10-37
   Demographics Data, 10-3-10-4
   Due List Report, 10-10-10-14
   Enhancements to Report Printing, 10-1
   MAH Report, 10-18-10-20
   Medication History Report, 10-30-10-31
   Medication Log Report, 10-15-10-17
   Medication Variance Log Report, 10-32-10-34
   Missed Medications Report, 10-21-10-23
   Order from Inpatient Medications, 10-7-10-9
   Patient Record Flag (PRF) Report, 1-16, 2-3, 3-15-3-16, 3-52, 4-42, 5-38, 7-3, 10-39-10-41, 11-6
   PRN Effectiveness List Report, 10-24-10-26

Resizing the Columns on the VDL, 2-13

Reviewing and Signing STAT or NOW Orders, 6-10-6-11

S
Scanning and Verifying Medication Information
   IV Bags with Unique Identifier Number, 5-12-5-18
   IVP/IVPB Medications, 4-12-4-21
   Unit Dose Medications, 3-21-3-25
   Ward Stock Items 5-21-5-23

Scanning and Verifying Patient Information, 3-14-3-17

Schedule Type Indicator Alert Lights, 1-4, 2-4

Schedule Types that You Can Administer
   IV Medications, 5-1
   IVP/IVPB Medications, 4-1
   Unit Dose Medications, 3-1

Shortcut Keys, 2-8

Signing on to BCMA V. 3.0, 3-9

Sorting the Contents of a Column, 2-12

Submitting a Missing Dose Request
   IV Medications, 5-33-5-35
   IVP/IVPB Medications, 4-38-4-40
   Unit Dose, 3-47-3-49
Index

T
Target Audience for BCMA V. 3.0, 1-1
Taking a Quick Tour of BCMA V. 3.0, 2-1-2-5
Terminology Used in This Manual, Windows, 1-12
This Manual
   Assumptions Made About You, 1-9
   Benefits of, 1-9
   Conventions Used Throughout, 1-11
   Organization, 1-10
   Other Sources of Information, 1-13
Tool Bar, 2-7

U
Unit Dose Medications
   Adding a Dispensed Drug, 7-12
   Adding Comments to a Patient’s Medication Record, 3-45-4-46, 7-13
   Administering a Fractional Dose Order, 3-28-3-31
   Administering a Medication Early/Late, 3-41-3-42
   Administering a Multiple Dose Order, 3-26-3-27
   Administering an Order with Multiple Admin Times, 3-32
   Administering an Order with Special Instructions, 3-33
   Administering a PRN Order, 3-37-3-38
   Changing Schedule Types on the VDL, 3-20
   Changing the Status of, 3-3, 3-44
   Changing the VDL Parameters, 3-19
   Displaying on the VDL, 3-2
   Editing a Dispensed Drug, 7-11
   Editing the Medication Log, 7-6-7-13
   How BCMA Validates Patient and Medication Information, 3-5
   Information Stored by BCMA, 3-4
   Looking up a Drug IEN Code, 3-21-3-22
   Marking a Patch as Removed, 3-36
   Marking Multiple Medications on the VDL, 3-43
   Preparing to Administer, 3-1-3-4
   Recording the Effectiveness of a PRN Medication, 3-39-3-40
   Scanning and Verifying Medication Information, 3-21-3-25
   Scanning and Verifying Patient Information, 3-14-3-17
   Schedule Types that You Can Administer, 3-1
   Signing on to BCMA V. 3.0, 3-9
   Specifying the Injection Site for the Medication, 3-35
   Specifying the Medication Quantity and Units Given, 3-34
   Viewing on the VDL, 3-18
   Submitting a Missing Dose Request, 3-47-3-49
   Using Unit Dose Medication Tab, 3-18
   Workflow, 3-7
Index

U (cont.)
Using the CPRS Med Order Button
   Accepting an Administered IV Order, 6-9
   Accepting an Administered Unit Dose Order, 6-8
   Enabling the CPRS Med Order Button Functionality, 6-2
   How the CPRS Med Order Button Works, 6-1
   Ordering and Documenting STAT or NOW Orders, 6-5-6-7
   Processes Completed By Each Application, 6-12
   Providing a Link to CPRS, 6-1
   Reviewing and Signing STAT or NOW Orders, 6-10-6-11
   Scanning and Verifying Medication Information for IV Bags, 5-12-5-18
   Schedule Types that You Can Administer, 5-1
   Verifying the Documentation Process, 6-1
   Workflow Chart for CPRS Med Order Button, 6-3
Using the Edit Med Log Option, 7-6-7-13
Using this Manual
   Benefits of, 1-9
   Conventions Used Throughout, 1-11
   Organization, 1-10
   Other Sources of Information, 1-13
   Windows Terminology Used Throughout, 1-12

V
Validating
   IV Bags with Unique Identifier Number, 5-11
   IVP/IVPB Medications, 4-6
   Unit Dose Medications, 3-5
   Ward Stock Items, 5-21
VDL
   Accessing Features and Options, 2-7-2-8
   Columns, Defined, 2-9-2-11
   Described, 2-1
   Features, 2-3-2-5
   Main Screen, 2-2
   Menu Bar, 2-7
   Refreshing, 2-14-2-15
   Resizing the Columns, 2-13
   Sorting the Contents of a Column, 2-12
   Tool Bar, 2-7
Viewing and Printing BCMA Reports
   Administration Times Report, 10-27-10-29
   Allergy and ADR Information, 10-5-10-6
   Cumulative Vitals/Measurement Report, 10-35-10-37
   Demographics Data, 10-3-10-4
   Due List Report, 10-10-10-14
Index

V (cont.)
   Enhancements to Report Printing, 10-1
   MAH Report, 10-18-10-20
   Medication History Report, 10-30-10-31
   Medication Log Report, 10-15-10-17
   Medication Variance Log Report, 10-32-10-34
   Missed Medications Report, 10-21-10-23
   Order from Inpatient Medications, 10-7-10-9
   PRN Effectiveness List Report, 10-24-10-26
Virtual Due List (VDL)
   Accessing Features and Options, 2-7-2-8
   Columns, Defined, 2-9-2-11
   Described, 2-1
   Features, 2-3-2-5
   Main Screen, 2-2
Virtual Due List (VDL) (cont.)
   Menu Bar, 2-7
   Refreshing, 2-14-2-15
   Resizing the Columns, 2-13
   Sorting the Contents of a Column, 2-12
   Tool Bar, 2-7
Vitals Report, See Cumulative Vitals/Measurement Report

W
Ward Stock Items
   Administering, 5-21
   Changing the Status of, 5-24-5-25
   How BCMA Validates, 5-21
   Scanning and Verifying Medication Information, 5-21-5-23
Windows Terminology Used in this Manual, 1-12
Workflow, Flowchart
   CPRS Med Order Button, 6-3
   IV Medications, 5-19
   IVP/IVPB Medications, 4-7
   Unit Dose Medications, 3-8
Working with Patient Records
   IV Medications, 5-37-5-39
   IVP/IVPB Medications, 4-41-4-43
   Unit Dose Medications, 3-51-3-53