



# **INPATIENT MEDICATIONS**

## **SUPERVISOR'S USER MANUAL**

Version 5.0  
January 2005

(Revised May 2007)



# Revision History

The table below lists changes made since the initial release of this manual. Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. Either update the existing manual with the Change Pages Document, or replace it with the 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
05/07	1, 69-70	PSJ*5*120	Removed revised dates for Inpatient Medications manuals. Modified Glossary to revise definition of Stop Date/Time. <b>REDACTED</b>
5/06	25a-25b, 27-28 29-30 73-74	PSJ*5*154	Added the INPATIENT WARD PARAMETER, PRIORITIES FOR NOTIFICATION to section 3.8.3 description and example.  Added the PHARMACY SYSTEM PARAMETERS, PRIORITIES FOR PENDING NOTIFY, and PRIORITIES FOR ACTIVE NOTIFY to section 3.9.4 description and example. <b>REDACTED</b>
03/05	iii, 1, 5a-5b, 6, 8, 10, 12, 13, 15, 17, 20, 23, 27, 31-33 29-30, 61-70, 71-74	PSJ*5*112	Updated Table of Contents with new Section 3.2, Clinic Definition; renumbered all following sections in Section 3. (p. iii)  In Section 1., Introduction, updated revision dates. (p. 1)  Added new Section 3.2 for the Clinic Definition [PSJ CD] option; renumbered all following sections numbers in Section 3. (p. 5a-5b, 6, 8, 10, 12, 13, 15, 17, 20, 23, 27, 31-33)  Added heading above and <Enter> symbols in Clinic Groups screen shot. (p. 6)  In Section 3.8, PARameters Edit Menu, changed Clinic Stop Dates to Clinic Definition on screen shot. (p. 17)  In Section 3.8.4., removed AUTO-DC IMO ORDERS field from bulleted list and Systems Parameters Edit screen shot; added Note about the new location of field. (p.29-30)

Date	Revised Pages	Patch Number	Description
			<p>In Section 5., Glossary, added definition for CLINIC DEFINITION File and reflowed text to next page. (p. 61-70)</p> <p>Updated Index to include CLINIC DEFINITION File and Option, Auto-Discontinue IMO Orders, and Inpatient Medications for Outpatients; reflowed text to remaining pages. (p. 71-74)</p> <p><b>REDACTED</b></p>
01/05	All	PSJ*5*111	<p>Reissued entire document to include updates for Inpatient Medication Orders for Outpatients and Non-Standard Schedules.</p> <p><b>REDACTED</b></p>

# 1. Introduction

The Inpatient Medications package provides a method of management, dispensing, and administration of inpatient drugs within the hospital. Inpatient Medications combines clinical and patient information that allows each medical center to enter orders for patients, dispense medications by means of Pick Lists, print labels, create Medication Administration Records (MARs), and create Management Reports. Inpatient Medications also interacts with the Computerized Patient Record System (CPRS) and the Bar Code Medication Administration (BCMA) packages to provide more comprehensive patient care.

This user manual is written for the Pharmacy Supervisor or the Automated Data Processing Application Coordinator (ADPAC). The main texts of the manual provide information to setup various function requirements needed for the basic running of the Unit Dose Medications and IV Medications modules. It also outlines options available under the Management Reports menu and Pick List actions.

The Inpatient Medications documentation is comprised of several manuals. These manuals are written as modular components and can be distributed independently and are listed below.

- Nurse's User Manual V. 5.0
- Pharmacist's User Manual V. 5.0
- Supervisor's User Manual V. 5.0
- Technical Manual/Security Guide V. 5.0
- Release Notes (IMO – Phase I & II/ IMR – Phase II)
- Pharmacy Ordering Enhancements (POE) Phase 2 Release Notes V. 1.0
- Pharmacy Ordering Enhancements (POE) Phase 2 Installation Guide V. 1.0

*(This page included for two-sided copying.)*

<b>Status</b>	<b>A</b> - active, <b>E</b> - expired, <b>R</b> - renewed (or reinstated), <b>D</b> - discontinued, <b>H</b> - on hold, <b>I</b> - incomplete, or <b>N</b> - non-verified, <b>U</b> – unreleased, <b>P</b> – pending, <b>O</b> – on call, <b>DE</b> – discontinued edit, <b>RE</b> – reinstated, <b>DR</b> – discontinued renewal.
<b>Stop Date/Time</b>	The date and time an order is to expire. The system calculates the default Stop Date/Time for order administration based on the STOP TIME FOR ORDER site parameter. The default date shown is the least of (1) the <IV TYPE> GOOD FOR HOW MANY DAYS site parameter (where <IV TYPE> is LVPs, PBs, etc.), (2) the NUMBER OF DAYS FOR IV ORDER field (found in the IV ADDITIVES file) for all additives in this order, (3) the DAY (nD) or DOSE (nL) LIMIT field (found in the PHARMACY ORDERABLE ITEM file) for the orderable item associated with this order or (4) the duration received from CPRS (if applicable). The Site Manager or Application Coordinator can change any field except duration.
<b>Stop Order Notices</b>	A list of patient medications that are about to expire and may require action.
<b>Syringe</b>	Type of IV that uses a syringe rather than a bottle or bag. The method of infusion for a syringe-type IV may be continuous or intermittent.
<b>Syringe Size</b>	The syringe size is the capacity or volume of a particular syringe. The size of a syringe is usually measured in number of cubic centimeters (ccs).
<b>TPN</b>	Total Parenteral Nutrition. The intravenous administration of the total nutrient requirements of the patient. The term TPN is also used to mean the solution compounded to provide those requirements.
<b>Units per Dose</b>	The number of Units (tablets, capsules, etc.) to be dispensed as a Dose for an order. Fractional numbers will be accepted.

<b>VA Drug Class Code</b>	A drug classification system used by VA that separates drugs into different categories based upon their characteristics. IV cost reports can be run for VA Drug Class Codes.
<b>VDL</b>	Virtual Due List. This is a Graphical User Interface (GUI) application used by the nurses when administering medications.
<b>Ward Group</b>	A ward group indicates inpatient nursing units (wards) that have been defined as a group within Inpatient Medications to facilitate processing of orders.
<b>WARD GROUP File</b>	File #57.5. This file contains the name of the ward group and the wards included in that group. The grouping is necessary for the pick list to be run for specific carts and ward groups.
<b>Ward Group Name</b>	A field in the WARD GROUP File (#57.5) used to assign an arbitrary name to a group of wards for the pick list and medication cart.
<b>WARD LOCATION File</b>	File #42. This file contains all of the facility ward locations and their related data, i.e., Operating beds, Bedsection, etc. The wards are created/edited using the <i>Ward Definition</i> option of the ADT module.