



# **INPATIENT MEDICATIONS**

## **PHARMACIST'S USER MANUAL**

Version 5.0  
January 2005

(Revised February 2010)



# 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
02/2010	i-ii, iv-v, 192a-b, 214a-b, 239-241	PSJ*5*214	Updated Table of Contents to include new sections. Added new sections 8.1.5 and 8.2.4 to reference <i>Patients on Specific Drug(s)</i> option that is now commonly used by pharmacists who may have been assigned this option directly and not as part of the Supervisor’s Menu. Added <i>Patients on Specific Drug(s)</i> option to the Index. <b>REDACTED</b>
12/2009	56, 56a, 56b iii	PSJ*5*222	Added description of warning displayed when finishing a Complex Unit Dose Order with overlapping admin times. Corrected page numbers in Table of Contents. <b>REDACTED</b>
07/2009	43	PSJ*5*215	When Dispense Drug is edited for an active Unit Dose, an entry is added to the activity log. <b>REDACTED</b>
02/2009	226	PSJ*5*196	Update to IV Duration <b>REDACTED</b>
08/2008	iii, 20-27, 54, 68-76, 94-95, 104-106, 236, 240-241	PSJ*5*134	Inpatient Medication Route changes added, plus details on IV type changes for infusion orders from CPRS, pending renewal functions, and expected first dose changes. <b>REDACTED</b>
10/2007	iii, 124 a-d 5, 17-18, 27-28, 30-34, 37-38, 65-68, 76-80, 83-84, 119-120, 123-124, 149-150, 195-196, 209-210	PSJ*5*175  PSJ*5*160	Modified outpatient header text for display of duplicate orders. Added new functionality to Duplicate Drug and Duplicate Class Order Check definitions. <b>REDACTED</b> Modifications for remote allergies, to ensure all allergies are included when doing order checks using VA Drug Class; Analgesic order checks match against specific class only; check for remote data interoperability performed when entering patient’s chart; and list of remote allergies added to Patient Information screen.

Date	Revised Pages	Patch Number	Description
07/2007	155a-155b, 162a-162b, 168a-168b	PSJ*5*145	On 24-Hour, 7-Day, and 14-Day MAR Reports, added prompt to include Clinic Orders when printing by Ward or Ward Group. Also added prompt to include Ward Orders when printing by Clinic or Clinic Group. <b>REDACTED</b>
05/2007	25	PSJ*5*120	Modified Inpatient Medications V. 5.0 to consider the duration the same way as all other stop date parameters, rather than as an override. <b>REDACTED</b>
12/2005	1, 124-124b	PSJ*5*146	Remote Data Interoperability (RDI) Project: Removed document revision dates in Section 1. Introduction. Updated Section 4.3. Order Checks to include new functionality for checking allergies, drug reactions, and interactions. <b>REDACTED</b>
03/2005	iv-v,1, 114-116, 223, 236-241	PSJ*5*112	Updated TOC to correct Index page number. (p. iv) In Unit Dose Menu Tree, changed Clinic Stop Dates to Clinic Definition. (p. v) In Section 1., Introduction, updated revision dates and added reference to Release Notes. (p. 1) In Sections 4.2.5.1., 4.2.5.3., and 4.2.5.3., added a sentence that refers to the IMO parameter NUMBER OF DAYS UNTIL STOP from the CLINIC DEFINITION file. (p.114-116) Updated Glossary; added definition for CLINIC DEFINITION File. (p. 223) Updated Index; added CLINIC DEFINITION file and Inpatient Medication Orders for Outpatients page number references; reflowed all following Index pages. (p. 236-241) <b>REDACTED</b>
01/2005	All	PSJ*5*111	Reissued entire document to include updates for Inpatient Medication Orders for Outpatients and Non-Standard Schedules. <b>REDACTED</b>

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Since the documentation is arranged in a topic oriented format and the screen options are not, a menu tree is provided below for the newer users who may need help finding the explanations to the options.

<b>Unit Dose Menu Tree</b>	<b>Topic-Oriented Section</b>
Align Labels (Unit Dose)	Output Options
Clinic Definition	Maintenance Options
Discontinue All of a Patient's Orders	Order Options
EUP Edit Inpatient User Parameters	Maintenance Options
ESD Edit Patient's Default Stop Date	Maintenance Options
Hold All of a Patient's Orders	Order Options
IOE Inpatient Order Entry	Order Options
IPF Inpatient Profile	Order Options
INquiries Menu ...	
Dispense Drug Look-Up	Inquiries Options
Standard Schedules	Inquiries Options
Label Print/Reprint	Output Options
Non-Verified/Pending Orders	Order Options
Order Entry	Order Options
PAtient Profile (Unit Dose)	Output Options
Pick List Menu	Pick List Menu
ENter Units Dispensed	Pick List Menu
EXtra Units Dispensed	Pick List Menu
PICK List	Pick List Menu
Report Returns	Pick List Menu
Reprint Pick List	Pick List Menu
Send Pick List to ATC	Pick List Menu
Update Pick List	Pick List Menu
Reports Menu ...	Output Options
7 Day MAR	Output Options
14 Day MAR	Output Options
24 Hour MAR	Output Options
Action Profile #1	Output Options
Action Profile #2	Output Options
AAuthorized Absence/Discharge Summary	Output Options
Extra Units Dispensed Report	Output Options
Free Text Dosage Report	Output Options
INpatient Stop Order Notices	Output Options
Medications Due Worksheet	Output Options
Patient Profile (Extended)	Output Options



## 8.1.5 Patients on Specific Drug(s)

[PSJ PDV]

The *Patients on Specific Drug(s)* option creates a report that lists patients on specific Orderable Item(s), Dispense Drug(s), or Veterans Affairs (VA) class(es) of drugs. When more than one of these drugs is chosen, the user will have the option to only display patients with orders containing ALL of the selected drugs or classes. The default behavior will be to display patients with orders of ANY of the selected drugs or classes.

This option can be found under the *Supervisor's* menu or may have been added to a locally created pharmacist's menu.

The user will be prompted for the start and stop dates. Orders that are active between these two dates will be listed on the report. The user then has the choice to see only IV orders, Unit Dose orders, or both types of orders. These orders may be sorted by patient name or by the start date of the orders. The user will choose to sort by Orderable Items, Dispense Drug, or VA class of drugs and then choose one or multiple drugs or classes. If a single drug or class is chosen, the orders for that drug or class will be listed. If multiple matches for drugs or classes are designated, the report will only include patients for whom orders are found meeting the designated number of matches to drugs or classes. By using the "Select number of matches" prompt, the user may select how many of the items entered must be on the patient's record in order for the patient to be displayed in the report.

For example: Patient A has an order for ACETAMINOPHEN TAB, patient B has an order for ASPIRIN TAB, and patient C has orders for both. If the user chooses two Orderable Items (ACETAMINOPHEN TAB and ASPIRIN TAB), and enters '1' (default) on the number of matches screen, the orders of all three patients will print. If the user chooses two Orderable Items and enters '2' on the number of matches screen, only patient C's orders will print.

Selecting a parent VA class will function as if the user had selected all of its children classes manually. Users will also be able to select one or more divisions and/or wards, which will limit the results to print only patients from the locations entered. When selecting all divisions and all wards, an additional prompt is shown to allow selection of one pharmacy ward group for selected locations.

### Example: Patients on Specific Drug(s) Report

```
Select MANAGEMENT Reports Menu Option: Patients on Specific Drug(s)
Enter start date: T-9 (JAN 30, 2001)
Enter stop date: T (FEB 08, 2001)
List IV orders, Unit Dose orders, or All orders: ALL// <Enter>
Do you wish to sort by (P)atient or (S)tart Date: Patient// <Enter>
List by (O)rderable Item, (D)ispense Drug, or (V)A Class of Drugs: Orderable Item
Select PHARMACY ORDERABLE ITEM NAME: WARFARIN TAB
```

**Example: Patients on Specific Drug(s) Report (continued)**

```
Dispense Drugs for WARFARIN are:
WARFARIN 10MG U/D
WARFARIN 5MG U/D
WARFARIN 2.5MG U/D
WARFARIN 2MG U/D
WARFARIN 5MG
WARFARIN 7.5MG U/D
WARFARIN 2.5MG
WARFARIN 2MG
WARFARIN 7.5MG
WARFARIN 10MG

Select PHARMACY ORDERABLE ITEM NAME: <Enter>
Select number of matches: 1// <Enter>

Select division: ALL// <Enter>
Select ward: ALL// <Enter>

You may optionally select a ward group...

Select a Ward Group: <Enter>

Select PRINT DEVICE:  NT/Cache virtual TELNET terminal

...this may take a few minutes...
...you really should QUEUE this report, if possible...
Press RETURN to continue "^" to exit: <Enter>
```

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LISTING OF PATIENTS WITH ORDERS CONTAINING ORDERABLE ITEM(S):

WARFARIN

FROM 01/30/01 00:01 TO 02/08/01 24:00

---

Patient	Order	Start Date	Stop Date
PSJPATIENT,ONE 000-00-0001 1 EAST	WARFARIN TAB Give: 5MG PO QPM PRN	01/30	01/31
	WARFARIN TAB Give: 5MG PO QPM PRN	01/30	01/31

## 8.2.4. Patients on Specific Drug(s)

[PSJ PDV]

The *Patients on Specific Drug(s)* option creates a report that lists patients on specific Orderable Item(s), Dispense Drug(s), or Veterans Affairs (VA) class(es) of drugs. When more than one of these drugs is chosen, the user will have the option to only display patients with orders containing ALL of the selected drugs or classes. The default behavior will be to display patients with orders of ANY of the selected drugs or classes.

This option can be found under the *SUPervisor's Menu (IV)* or may have been added to a locally created pharmacist's IV menu.

The user will be prompted for the start and stop dates. Orders that are active between these two dates will be listed on the report. The user then has the choice to see only IV orders, Unit Dose orders, or both types of orders. These orders may be sorted by patient name or by the start date of the orders. The user will choose to sort by Orderable Items, Dispense Drug, or VA class of drugs and then choose one or multiple drugs or classes. If a single drug or class is chosen, the orders for that drug or class will be listed. If multiple matches for drugs or classes are designated, the report will only include patients for whom orders are found meeting the designated number of matches to drugs or classes. By using the "Select number of matches" prompt, the user may select how many of the items entered must be on the patient's record in order for the patient to be displayed in the report.

For example: Patient A has an order for ACETAMINOPHEN TAB, patient B has an order for ASPIRIN TAB, and patient C has orders for both. If the user chooses two Orderable Items (ACETAMINOPHEN TAB and ASPIRIN TAB), and enters '1' (default) on the number of matches screen, the orders of all three patients will print. If the user chooses two Orderable Items and enters '2' on the number of matches screen, only patient C's orders will print.

Selecting a parent VA class will function as if the user had selected all of its children classes manually. Users will also be able to select one or more divisions and/or wards, which will limit the results to print only patients from the locations entered. When selecting all divisions and all wards, an additional prompt is shown to allow selection of one pharmacy ward group for selected locations.

### Example: Patients on Specific Drug(s) Report

```
Select MANAGEMENT Reports Menu Option: Patients on Specific Drug(s)
Enter start date: T-9 (JAN 30, 2001)
Enter stop date: T (FEB 08, 2001)
List IV orders, Unit Dose orders, or All orders: ALL// <Enter>
Do you wish to sort by (P)atient or (S)tart Date: Patient// <Enter>
List by (O)rderable Item, (D)ispense Drug, or (V)A Class of Drugs: Orderable Item
Select PHARMACY ORDERABLE ITEM NAME: WARFARIN TAB
```

**Example: Patients on Specific Drug(s) Report (continued)**

```
Dispense Drugs for WARFARIN are:
WARFARIN 10MG U/D
WARFARIN 5MG U/D
WARFARIN 2.5MG U/D
WARFARIN 2MG U/D
WARFARIN 5MG
WARFARIN 7.5MG U/D
WARFARIN 2.5MG
WARFARIN 2MG
WARFARIN 7.5MG
WARFARIN 10MG

Select PHARMACY ORDERABLE ITEM NAME: <Enter>
Select number of matches: 1// <Enter>

Select division: ALL// <Enter>
Select ward: ALL// <Enter>

You may optionally select a ward group...

Select a Ward Group: <Enter>

Select PRINT DEVICE:   NT/Cache virtual TELNET terminal

...this may take a few minutes...
                        ...you really should QUEUE this report, if possible...
Press RETURN to continue "^" to exit: <Enter>
```

02/08/01 PAGE: 1

LISTING OF PATIENTS WITH ORDERS CONTAINING ORDERABLE ITEM(S):

WARFARIN

FROM 01/30/01 00:01 TO 02/08/01 24:00

---

Patient	Order	Start Date	Stop Date
PSJPATIENT,ONE 000-00-0001 1 EAST	WARFARIN TAB Give: 5MG PO QPM PRN	01/30	01/31
	WARFARIN TAB Give: 5MG PO QPM PRN	01/30	01/31

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