

INPATIENT MEDICATIONS

**PHARMACIST’S USER MANUAL**

# Version 5.0

January 2005

(Revised July 2009)

Department of Veterans Affairs Office of Enterprise 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** |
| 07/2009 | 43 | PSJ\*5\*215 | When Dispense Drug is edited for an active Unit Dose, an entry is added to the activity log.  REDACTED |
| 02/2009 | 226 | PSJ\*5\*196 | Update to IV Duration  REDACTED |
| 08/2008 | iii, 20-27, | PSJ\*5\*134 | Inpatient Medication Route changes added, plus details on IV type |
|  | 54, 68-76, |  | changes for infusion orders from CPRS, pending renewal |
|  | 94-95, |  | functions, and expected first dose changes. |
|  | 104-106,  236, 240- |  | REDACTED |
|  | 241 |  |  |
| 10/2007 | iii, [124](#_bookmark0) | PSJ\*5\*175 | Modified outpatient header text for display of duplicate orders. |
|  | a-d |  | Added new functionality to Duplicate Drug and Duplicate Class |
|  |  |  | Order Check definitions. |
|  |  |  | REDACTED |
|  | 5, 17-18,  27-28,  30-34, 37-  38, 65-68,  76-80,  83-84, | PSJ\*5\*160 | 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. |
|  | 119-120, |  |  |
|  | 123-124, |  |  |
|  | 149-150, |  |  |
|  | 195-196, |  |  |
|  | 209-210 |  |  |
| 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.  REDACTED |

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| --- | --- | --- | --- |
| **Date** | **Revised Pages** | **Patch Number** | **Description** |
| 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.  REDACTED |
| 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.  REDACTED |
| 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)  REDACTED |
| 01/2005 | All | PSJ\*5\*111 | Reissued entire document to include updates for Inpatient Medication Orders for Outpatients and Non-Standard Schedules.  REDACTED |

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Once a Complex Order is made active, the following fields may not be edited:

* ADMINISTRATION TIME
* Any field where an edit would cause a new order to be created. These fields are denoted with an asterisk in the Detailed View of a Complex Order.

If a change to one of these fields is necessary, the Complex Order must be discontinued and a new Complex Order must be created.

**Example: Edit an Order**

|  |  |  |  |
| --- | --- | --- | --- |
| NON-VERIFIED UNIT DOSE Sep 13, 2 | | 000 15:26:46 | Page: 1 of 2 |
| PSJPATIENT1,ONE Ward: PID: 000-00-0001 Room-Bed:  DOB: 08/18/20 (80) | | 1 EAST B-12 | Ht(cm): ( )  Wt(kg): ( ) |
| \*(1)Orderable Item: AMPICILLIN CAP | |  | |
| Instructions: | |  | |
| \*(2)Dosage Ordered: 500MG | |  | |
| Duration: | | \*(3)Start: 09/13/00 20:00 | |
| \*(4) | Med Route: ORAL |  | |
|  | | \*(5) Stop: 09/27/00 24:00 | |
| (6) Schedule Type: CONTINUOUS | |  | |
| \*(8) | Schedule: QID |  | |
| (9) | Admin Times: 01-09-15-20 |  | |
| \*(10) | Provider: PSJPROVIDER,ONE |  | |
| (11) Special Instructions: | |  | |
| (12) Dispense Drug | | U/D Inactive Date | |
| AMPICILLIN 500MG CAP | | 1 | |

+ This change will cause a new order to be created.

ED Edit

Select Item(s): Next Screen//

AC ACCEPT

If the ORDERABLE ITEM or DOSAGE ORDERED fields are edited, the Dispense Drug data will not be transferred to the new order. If the Orderable Item is changed, data in the DOSAGE ORDERED field will not be transferred. New Start Date/Time, Stop Date/Time, Login Date/Time, and Entry Code will be determined for the new order. Changes to other fields (those without the asterisk) will be recorded in the order’s activity log.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “\*N/F\*” beside the Dispense Drug or Orderable Item.

If the DISPENSE DRUG is edited, an entry in the order’s activity log is made to record the change.

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* + - 1. **Verify**

Orders must be accepted and verified before they can become active and are included on the pick list, BCMA VDL, etc. If AUTO-VERIFY is enabled for the pharmacist, new orders immediately become active after entry or finish (pending orders entered through CPRS). Orders verified by nursing prior to pharmacy verification are displayed on the profile under the active header marked with an arrow (**->**) to the right of the order number.

When an action of VF (Verify) is taken on one child order that is part of a Complex Order, a message will display informing the user that the order is part of a Complex Order, and the user is prompted to confirm that the action will be taken on all of the associated child orders.

**Note:** Orders that have been accepted by the pharmacist will appear on the BCMA VDL if verified by a nurse.



**Note:** AUTO-VERIFY is controlled by the ALLOW AUTO-VERIFY FOR USER field in the INPATIENT USER PARAMETERS file. For more information on the Auto- Verify function, see the Edit User Parameters section of the Pharmacy Supervisor Manual.



**Note:** The user will not be allowed to finish an order that contains a schedule that is considered to be non-standard. Schedules must be selected from the ADMINISTRATION SCHEDULE file, with the following exceptions:



* + - * 1. Schedule containing PRN: (Ex. TID PC PRN). If the schedule contains PRN, the base schedule must be in the ADMINISTRATION SCHEDULE file.
        2. Day of week schedules (Ex. MO-FR or MO-FR@0900)
        3. Admin time only schedules (Ex. 09-13)

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “\*N/F\*” beside the Dispense Drug or Orderable Item.

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