# INPATIENT MEDICATIONS

## NURSE'S USER MANUAL

Version 5.0
January 2005

(Revised September 2011)

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 |
|---|---|---|---|
| 09/2011 | 65 | PSJ*5*235 | Updated 'Note' section regarding Expected First Dose <br> ==REDACTED== |
| 07/2011 | Cover Page <br><br> i, 16 <br><br> 140 | PSJ*5*243 | Removed the acronym PD on Cover page <br> Update Revision History <br> Update Index <br> Revised the existing display in the *Non-Verified/Pending Orders* [PSJU VBW] option from a pure alphabetic listing of patient names, to a categorized listing by priority. Added "priority" to Index. <br> ==REDACTED== |
| 04/2011 | i <br> v-vi <br> 12 <br> 13 <br> 15-16d <br><br><br><br><br><br> 18 <br> 20 <br><br> 26-27 <br> 33-34b <br> 35-39 <br> 40-40d <br> 46 <br> 67 <br> 71 <br> 72-73 <br> 74 <br><br><br> 74a-74c <br> 74d-74f | PSJ*5*181 | Updated Revision History <br> Updated Table of Contents <br> New Example: Patient Information Screen <br> New Example: Non-Verified/Pending Orders <br> Updated: Example: Short Profile, HOURS OF RECENTLY DC/EXPIRED field (#7) and INPATIENT WARD PARAMETERS file (#59.6) information, and Example: Profile. <br> Updated "Select DRUG:" <br> New Example: Dispense Drug with Possible Dosages and New Example: Dispense Drug with Local Possible Dosages <br> New Example: New Order Entry <br> New Example: New Order Entry (Clinic Location) <br> New Examples of all the New Interventions <br> Updated the View Profile and New Example: Profile View <br> New Medication Profile Discontinue Type Codes <br> New Example: Flagged Order <br> New Example: Inpatient Profile <br> Updated Order Checks <br> New Example: Local Outpatient Order Display and New Example: Remote Outpatient Order Display <br> Duplicate Therapy <br> Drug-Drug Interaction <br> CPRS Order Checks |

| Date | Revised Pages | Patch Number | Description |
|---|---|---|---|
| | 74f-74g 105 | | Updated Example: Authorized Absence/Discharge Summary (continued) |
| | | | CPRS Order checks: How they work |
| | 119-120 | | Error Messages |
| | 121-122 | | Glossary - fix page numbering |
| | 123-136 | | Index - new entries and fix page numbering |
| | 137-140 | | REDACTED |
| 06/2010 | i-vi, 22-23, 23a-23b, 24, 24a-24b, 74a-74b, 74e-74f, 133, 136-137<br><br>77, 100, 103, 108-110, 112, 114 | PSJ*5*113 | Added new Order Validation Requirements.<br><br>Removed Duplicate Order Check Enhancement functionality, PSJ*5*175 (removed in a prior patch).<br><br>Miscellaneous corrections.<br><br>REDACTED |
| 12/2009 | 60a, 60b<br><br>vi | 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. REDACTED |
| 07/2009 | 48 | PSJ*5*215 | When Dispense Drug is edited for an active Unit Dose, an entry is added to the activity log. REDACTED |
| 02/2009 | 125 | PSJ*5*196 | Update to IV Duration REDACTED |
| 08/2008 | 19-37, 58-59, 65, 134 | 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.<br><br>REDACTED |
| 10/2007 | iv, 74a-74d<br><br>5, 12, 16- 17, 26, 34-38, 41-42, 72-73 | PSJ*5*175<br><br>PSJ*5*160 | Modified outpatient header text for display of duplicate orders.<br><br>Added new functionality to Duplicate Drug and Duplicate Class definitions.<br><br>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 |
|---|---|---|---|
| | | | <mark>REDACTED</mark> |
| 07/2007 | 79a-79b, 86a-86b, 92a-92b | 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.<br><br><mark>REDACTED</mark> |
| 05/2007 | 24 | 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.<br><br><mark>REDACTED</mark> |
| 12/2005 | 1, 73-74b | PSJ*5*146 | Remote Data Interoperability (RDI) Project: Removed document revision dates in Section 1. Introduction. Updated Section 4.9. Order Checks, to include new functionality for remote order checking.<br><br><mark>REDACTED</mark> |
| 01/2005 | All | PSJ*5*111 | Reissued entire document to include updates for Inpatient Medications Orders for Outpatients and Non-Standard Schedules. <mark>REDACTED</mark> |

The calculated Start Date/Time (Calc Start) and the Stop Date/Time (Calc Stop) will display according to how the following Inpatient Ward Parameters settings are configured:

> DAYS UNTIL STOP DATE/TIME:
> DAYS UNTIL STOP FOR ONE-TIME:
> SAME STOP DATE ON ALL ORDERS:
> TIME OF DAY THAT ORDERS STOP:
> DEFAULT START DATE CALCULATION:

The CPRS Expected First Dose will display as the default Start Date/Time when a duration is received from CPRS.

The default Stop Date/Time is derived from the CPRS Expected First Dose and the duration, when the duration is available from CPRS.

**Note**: When an order is placed through CPRS prior to the next administration time for today, the Expected First Dose will be today at the next administration time. However, if the order is placed after the last administration time of the schedule for today, the Expected First Dose will be at the next administration time. The Expected First Dose displayed in CPRS displays as Requested Start Date/Time on the order view if no duration is received from CPRS. The Expected First Dose displays as the default Start Date/Time on the order view when a duration is received. Expected First Dose does not display for On-call or One-time orders.

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.
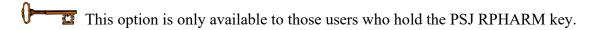
When more than one IV Additive/Solution is tied to the same Orderable Item, the user shall be presented with a list of selectable Additives and Solutions to choose from for that order.

A prompt is added to the finishing process, "COMPLETE THIS ORDER AS IV OR UNIT DOSE?" to determine if the user should complete the order as either an IV or Unit Dose order. The prompt will be displayed only if the user selected the *Inpatient Order Entry* option to finish the order. Also, the prompt will appear only if the correct combination of the entry in the IV FLAG in the MEDICATION ROUTES file and the entry in the APPLICATION PACKAGES' USE field in the DRUG file for the order's Dispense Drug are found.

The following table will help explain the different scenarios:

| IV FLAG in the MEDICATION ROUTES file | Dispense Drug's Application Use | Which Order View screen will be displayed to the user | Special Processing |
|---|---|---|---|
| IV | IV | IV | None |
| IV | Unit Dose | Unit Dose | Prompt user to finish order as IV or Unit Dose |
| IV | IV and Unit Dose | IV | Prompt user to finish order as IV or Unit Dose |
| Non-IV | IV | IV | Prompt user to finish order as IV or Unit Dose |
| Non-IV | Unit Dose | Unit Dose | None |
| Non-IV | IV and Unit Dose | Unit Dose | Prompt user to finish order as IV or Unit Dose |

## 4.5.1. Flag

This option is only available to those users who hold the PSJ RPHARM key.

The flag action is available to alert the users that the order is incomplete or needs clarification. Flagging is applied to any orders that need more information or corrections from the clinician. When the user flags the order, an alert is sent to the specified user defining the information that is needed to process the medication order. The specified user can send a return alert with the needed information. The Activity Log will record the flagging activities including acknowledgement that the alert was viewed. The flag action can be performed in either CPRS or in Inpatient Medications.

When a flagged order appears on the order view, the order number on the right hand side will be highlighted using reverse video. The nurse, or any user without the PSJ RPHARM key, does not have the ability to flag or un-flag orders; however, they can view the flagged or un-flagged comments via the Activity Log.