

INPATIENT MEDICATIONS

**PHARMACIST’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.

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| --- | --- | --- | --- |
| **Date** | **Revised Pages** | **Patch Number** | **Description** |
| 09/2011 | [58](#_bookmark0) | PSJ\*5\*235 | Updated ‘Note’ section regarding Expected First DoseREDACTED |
| 07/2011 | i, 16246 | PSJ\*5\*243 | Update Revision History Update IndexRevised 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.REDACTED |
| 04/2011 | iv-vii 915-15b1719202127-28303132333435-36b3740414661-62b65666773-74 | PSJ\*5\*181 | Updated Revision History Updated Table of Contents New: Intervention MenuNew: Example: Ward Group Sort option ^OTHER for Patient and Example: Ward Group Sort option ^OTHER for Order Updated: Example: Patient Information ScreenUpdate: “Select DRUG” Note was updatedUpdated: Example: Dispense Drug with Possible Dosages and Example: Dispense Drug with Local Possible Dosages Updated: Example: New Order EntryUpdated: Example: New Intervention Updated: Example: Edit an Intervention Updated: Example: Delete an Intervention Updated: Example: View an Intervention Updated: Example: Print an InterventionNew: Discontinued Codes and Example of Inpatient Order Entry New: Example: Patient InformationUpdated: 4.1.5.1 DiscontinueUpdated: Example: Discontinue an Order (continued) Updated: Example: Verify an Order (continued)Updated: 4.1.8 Inpatient Profile, Discontinued Codes, & example Updated: Example: Patient InformationUpdated: Example: Patient Record Updated: Example: Patient Information Updated: Example: New Order EntryUpdated: Example: New Intervention Updated: Example: Edit an Intervention |

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| **Date** | **Revised Pages** | **Patch Number** | **Description** |
|  | 76 |  | Updated: Example: Delete an Intervention |
| 77 | Updated: Example: View an Intervention |
| 78 | Updated: Example: Print an Intervention |
| 79 | Updated: 4.2.3.5 View Profile |
| 80 | Updated: Example: Patient Information |
| 81 | Updated: 4.1.5.4 Hold |
| 83 | Updated text |
| 98 | Updated: 4.2.7. Inpatient Profile, Discontinued Codes, & |
| 118 | example |
| 120-120b | Updated: Example: Inpatient Profile |
|  | Updated: 4.3. Order Checks |
| 122 | Added Note |
| 123-124v | Updated: Example: Extra Units Dispensed Report |
| 125 | Updated: Example: Reporting Medication Returns |
| 136 | Updated: Example: Patient Profile |
| 137 | Updated: Example: Extended Patient Profile Report |
| 153 | Updated: 8.1.5. Patients on Specific Drug(s) |
| 190 | Updated: Example: IV Individual Labels |
| 192a-192b | New: Example: IV Individual Labels (Print New Labels) |
| 194-195 | New: 10. CPRS Order Checks – How They Work |
| 196-196d | New: 11. Error Messages |
| 219-220 | Updated: Glossary page numbering |
| 221-222 | Updated: Index & page numbering |
| 223-238 | REDACTED |
| 239-246 |  |
| 9/2010 | i-ii, 174 | PSJ\*5\*232 | Deleted paragraph referring to Start/Stop date prompts of Action Profile #1 option as this is not how the option works.REDACTED |
| 06/2010 | i-v,33-34,25a-25d,124a-124b,124e-124f,239-241 | PSJ\*5\*113 | Added new Order Validation Requirements.Removed Duplicate Order Check Enhancement functionality, (removed in a prior patch).REDACTED |
| 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 *Patients on Specific Drug(s)* 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 *Patients on Specific Drug(s)* option to the Index.REDACTED |
| 12/2009 | 56, 56a,56b | 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. |

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| **Date** | **Revised Pages** | **Patch Number** | **Description** |
|  | iii |  | REDACTED |
| 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 DurationREDACTED |
| 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.REDACTED |
| 10/2007 | iii, 124 | PSJ\*5\*175 | Modified outpatient header text for display of duplicate orders. Added new functionality to Duplicate Drug and Duplicate Class Order Check definitions.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.REDACTED |
|  | a-d |  |
|  | 5, 17-18, |  |
|  | 27-28, | PSJ\*5\*160 |
|  | 30-34, 37- |  |
|  | 38, 65-68, |  |
|  | 76-80, |  |
|  | 83-84, |  |
|  | 119-120, |  |
|  | 123-124, |  |
|  | 149-150, |  |
|  | 195-196, |  |
|  | 209-210 |  |
| 07/2007 | 155a- | PSJ\*5\*145 | On 24-Hour, 7-Day, and 14-Day MAR Reports, added prompt to |
|  | 155b, |  | include Clinic Orders when printing by Ward or Ward Group. |
|  | 162a- |  | Also added prompt to include Ward Orders when printing by |
|  | 162b, |  | Clinic or Clinic Group. |
|  | 168a-168b |  | REDACTED |
| 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 |

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| 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 |

Example: Finish an Order (continued)

|  |
| --- |
| NON-VERIFIED UNIT DOSE Feb 25, 2001@21:38:29 Page: 1 of 2 |
| PSJPATIENT1,ONE Ward: 1 EASTPID: 000-00-0001 Room-Bed: B-12 Ht(cm): ( ) DOB: 08/18/20 (80) Wt(kg): ( ) |
| \*(1)Orderable Item: MULTIVITAMINS TAB |  |  |  |
| Instructions: 1 TABLET |  |  |  |
| \*(2)Dosage Ordered: 1 TABLET |  |  |  |
| Duration: | (3)Start: | 02/26/01 | 14:40 |
| \*(4) Med Route: PO | REQUESTED START: | 02/26/01 | 14:40 |
|  | (5) Stop: | 02/28/01 | 24:00 |
| (6) Schedule Type: FILL on REQUEST |  |  |  |
| \*(8) Schedule: QDAILY |  |  |  |
| (9) Admin Times: 1440 |  |  |  |
| \*(10) Provider: PSJPROVIDER,ONE [es] |  |  |  |
| (11) Special Instructions: |  |  |  |
| (12) Dispense Drug | U/D | Inactive | Date |
| MULTIVITAMIN TABLETS | 1 |  |  |

+ Enter ?? for more actions

ED Edit AC ACCEPT

Select Item(s): Next Screen// **AC** ACCEPT

...accepting order......

|  |
| --- |
| NON-VERIFIED UNIT DOSE Feb 25, 2001@21:38:45 Page: 1 of 2 |
| PSJPATIENT1,ONE Ward: 1 EASTPID: 000-00-0001 Room-Bed: B-12 Ht(cm): ( ) DOB: 08/18/20 (80) Wt(kg): ( ) |
| \*(1)Orderable Item: MULTIVITAMINS TAB |  |  |  |
| Instructions: 1 TABLET |  |  |  |
| \*(2)Dosage Ordered: 1 TABLET |  |  |  |
| Duration: | (3)Start: | 02/26/01 | 14:40 |
| \*(4) Med Route: PO | REQUESTED START: | 02/26/01 | 14:40 |
|  | (5) Stop: | 02/28/01 | 24:00 |
| (6) Schedule Type: FILL on REQUEST |  |  |  |
| \*(8) Schedule: QDAILY |  |  |  |
| (9) Admin Times: 1440 |  |  |  |
| \*(10) Provider: PSJPROVIDER,ONE [es] |  |  |  |
| (11) Special Instructions: |  |  |  |
| (12) Dispense Drug | U/D | Inactive | Date |
| MULTIVITAMIN TABLETS | 1 |  |  |

+ Enter ?? for more actions

DC Discontinue HD (Hold)

ED Edit

RN (Renew)

AL Activity Logs

FL Flag VF Verify

Select Item(s): Next Screen// **VF** Verify

...a few moments, please.....

Pre-Exchange DOSES: **<Enter>**

ORDER VERIFIED.

Enter RETURN to continue or '^' to exit:

The requested Start date/time is added to the order view to indicate the date/time requested by the provider to start the order. This date/time is the CPRS Expected First Dose when no duration is received 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.

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.

**Note**: When the CPRS patch, OR\*3\*141, is installed on the user’s system AND the order is electronically signed through the CPRS package, the electronically signed abbreviation, [es], will appear next to the Provider’s Name on the order.

A prompt has been 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 andUnit Dose | IV | Prompt user to finish orderas 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 andUnit Dose | Unit Dose | Prompt user to finish orderas IV or Unit Dose |