



INPATIENT MEDICATIONS

PHARMACIST'S USER MANUAL

Version 5.0
January 2005

(Revised July 2011)

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
07/2011	i-ii, 14 244	PSJ*5*243	Update Revision History Update Index Revised the existing display in the <i>Non-Verified/Pending Orders</i> [PSJU VBW] option from a pure alphabetic listing of patient names, to a categorized listing by priority. Added “priority” to Index. REDACTED
04/2011	i v-vi 12 13 15-16d 18 20 26-27 33-34b 35-39 40-40d 46 67 71 72-73 74 74a-74c 74d-74f 74f-74g 105 119-120	PSJ*5*181	Updated Revision History Updated Table of Contents New Example: Patient Information Screen New Example: Non-Verified/Pending Orders Updated: Example: Short Profile, HOURS OF RECENTLY DC/EXPIRED field (#7) and INPATIENT WARD PARAMETERS file (#59.6) information, and Example: Profile. Updated “Select DRUG:” New Example: Dispense Drug with Possible Dosages and New Example: Dispense Drug with Local Possible Dosages New Example: New Order Entry New Example: New Order Entry (Clinic Location) New Examples of all the New Interventions Updated the View Profile and New Example: Profile View New Medication Profile Discontinue Type Codes New Example: Flagged Order New Example: Inpatient Profile Updated Order Checks New Example: Local Outpatient Order Display and New Example: Remote Outpatient Order Display Duplicate Therapy Drug-Drug Interaction CPRS Order Checks Updated Example: Authorized Absence/Discharge Summary (continued) CPRS Order checks: How they work

Date	Revised Pages	Patch Number	Description
	121-122 123-136 137-140		Error Messages Glossary - fix page numbering Index - new entries and fix page numbering REDACTED
06/2010	i-vi, 22-23, 23a-23b, 24, 24a-24b, 74a-74b, 74e-74f, 133, 136-137 77, 100, 103, 108-110, 112, 114	PSJ*5*113	Added new Order Validation Requirements. Removed Duplicate Order Check Enhancement functionality, PSJ*5*175 (removed in a prior patch). Miscellaneous corrections. REDACTED
12/2009	60a, 60b 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. REDACTED
10/2007	iv, 74a-74d 5, 12, 16-17, 26, 34-38, 41-42, 72-73	PSJ*5*175 PSJ*5*160	Modified outpatient header text for display of duplicate orders. Added new functionality to Duplicate Drug and Duplicate Class 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
07/2007	79a-79b, 86a-86b,	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

Date	Revised Pages	Patch Number	Description
	92a-92b		Clinic or Clinic Group. REDACTED
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. REDACTED
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. REDACTED
01/2005	All	PSJ*5*111	Reissued entire document to include updates for Inpatient Medications Orders for Outpatients and Non-Standard Schedules. REDACTED

(This page included for two-sided copying.)



Note: The Ward Group of ^OTHER includes all orders from wards that do not belong to a ward group. Use the *Ward Group Sort* option to select ^OTHER.

The next prompt allows the pharmacist to select non-verified and/or pending orders for a group (**G**), ward (**W**), clinic (**C**), patient (**P**), or priority (**PR**). When group is selected, a prompt to select by ward group (**W**) or clinic group (**C**) displays.

If ward or ward groups is selected, patients will be listed by wards, then by priority, then by teams, and then by patient name. Patients that have one or more STAT pending orders will be listed first, followed by patients with one or more ASAP pending orders, and then all other patients that have only ROUTINE pending orders. Within each priority, the patient listing is sorted alphabetically by team and then by patient name.

When priority is selected, only patients with the selected priority will display, listed by team and then by patient name.

After the list of matching patients has been displayed, the pharmacist will then select a patient from the list.

```

1) Unit Dose Orders
2) IV Orders

Select Package(s) (1-2): 1-2

Select by GROUP (G), WARD (W), CLINIC (C), PATIENT (P), or PRIORITY (PR): GROUP<Enter>

Select by WARD GROUP (W) or CLINIC GROUP (C): WARD <Enter>

Select WARD GROUP: SOUTH WING <Enter>

PHARMACY      HOME
...a few moments, please.....

ORDERS NOT VERIFIED BY A PHARMACIST - 1 EAST

No.   TEAM          PATIENT
-----
  1 TEAM A          PSJPATIENT1,ONE (0001)
  2 TEAM A          PSJPATIENT2,TWO (0002)
  3 TEAM B          PSJPATIENT3,THREE (0003)
  4 TEAM B          PSJPATIENT4,FOUR (0004)

Select 1 - 4:

ORDERS NOT VERIFIED BY A PHARMACIST - 2 EAST

No.   TEAM          PATIENT
-----
  1 Not Found      PSJPATIENT7,SEVEN (0007)
  2 Not Found      PSJPATIENT8,EIGHT (0008)
  3 Not Found      PSJPATIENT9,NINE (0009)

Select 1 - 3: 1

Do you want to print a profile for the patient? NO// YES <Enter>

SHORT, LONG, or NO Profile? SHORT// <Enter> SHORT

```


13. Index

1

14 Day MAR, 168, 169, 170
14 Day MAR Report Example, 170

2

24 Hour MAR, 155, 156, 163
24 Hour MAR Report Example, 157

7

7 Day MAR, 162, 163, 164
7 Day MAR Report Example, 164

A

Abbreviated Order Entry, 19, 20
Action Area, 6, 12, 18, 17, 18, 40, 65, 66, 85, 86
Action Profile #1, 174, 176
Action Profile #1 Report Example, 175
Action Profile #2, 176
Action Profile #2 Report Example, 177
Active Order List (IV), 201
Active Order List (IV) Example, 201
Activity Log, 40, 43, 47, 55, 59, 62a, 62b, 87, 98, 104, 113, 118, 119, 121b, 144, 153, 205
Activity Log Example, 55, 104, 105, 106, 150, 151
Activity Ruler, 74, 224
Additive, 68, 69, 93, 98, 111, 112, 115, 116, 117, 118, 119, 123, 146, 186, 202, 215, 217, 225, 229, 231, 233
Administration Schedule, 24, 44, 70, 94
Administration Team, 61, 121, 155, 162, 168, 174, 184, 186, 188, 202
Administration Times, 25, 24, 43, 49, 50, 51, 58, 70, 71, 89, 99, 100, 101, 110, 111, 119, 130, 140, 143, 155, 162, 168, 188, 225, 228, 230, 235
Admixture, 68, 69, 112, 114, 116, 117, 118, 143, 146, 201, 225, 226, 228, 231
Adverse Reaction Tracking (ART) Package, 29, 75
Align Labels (IV), 193
Align Labels (IV) Example, 193
Align Labels (Unit Dose), 192
Align Labels (Unit Dose) Example, 192
Allergy Indicator, 5
Allergy/ADR Example Order Checks, 124i
Asterisk, 39, 42, 43, 74, 85, 89, 144, 188
ATC, 131, 134, 136, 140
Authorized Absence, 179
Authorized Absence/Discharge Summary, 179
Authorized Absence/Discharge Summary Report Example, 179
Auto-Verify, 44, 94, 97

B

Bar Code ID, 148, 152, 193, 197, 199
Barcode ID – Return and Destroy (IV), 152
Barcode ID – Return and Destroy (IV) Example, 152
BCMA, 1, 22, 23, 40, 44, 71, 85, 94, 151, 194, 199
BCMA Units Per Dose, 22

C

Change Report/Label Devices (IV), 126
Change to Another IV Room (IV), 127
Chemotherapy, 68, 117, 118, 143, 146, 201, 226, 228
Clinic, 13, 14, 153, 155, 162, 168, 186, 192, 202
CLINIC DEFINITION file, 114, 115, 227
Clinic Group, 13, 14, 153, 155, 162, 168, 176, 186, 192, 202, 227
Clinic Location, 72
Complex Orders, 52
 Active Complex Order, 37
 Non-Verified Complex Order, 36, 81, 82
 Pending Complex Order, 36, 81, 82
Controlled Substance, 130, 164, 169
Coverage Times, 74
CPRS, 1, 13, 25, 23, 28, 39, 44, 47, 56, 58, 59, 71, 72, 85, 94, 98, 106, 111, 113, 123, 225, 228, 233
CPRS Med Order, 24, 71
CPRS Order Checks – How They Work, 219
CWAD Indicator, 6

D

Default Start Date Calculation, 24, 71, 111, 114, 115, 116
 Default Start Date Calculation = CLOSEST, 24, 71, 114, 115, 116
 Default Start Date Calculation = NEXT, 24, 71, 114, 115, 116
 Default Start Date Calculation = NOW, 19
 Default Start Date Calculation = NOW, 24
 Default Start Date Calculation = NOW, 68
 Default Start Date Calculation = NOW, 68
 Default Start Date Calculation = NOW, 71
 Default Start Date Calculation = NOW, 71
 Default Start Date Calculation = NOW, 114
 Default Start Date Calculation = NOW, 115
 Default Start Date Calculation = NOW, 116
 Default Start Date Calculation = NOW, 176
Default Start Date/Time, 71
Default Stop Date, 18, 19, 67, 71, 126
Default Stop Date/Time, 71
Delete Labels from Suspense (IV), 208
Delete Labels from Suspense (IV) Example, 208
Detailed Allergy/ADR List, 29, 75, 223
Discharge, 179
Discontinue All of a Patient's Orders, 60
Discontinue an Order, 12, 17, 20, 39, 40, 42, 59, 60, 64, 65, 81, 85, 87, 89, 113, 114, 118, 119, 131, 137, 144, 174, 179, 224, 234, 236
Discontinue an Order Example, 40, 41, 87
Discontinuing a Pending Renewal, 104
Discontinuing Duplicate Inpatient Orders, 124h
Dispense Drug, 19, 20, 21, 22, 23, 43, 44, 46, 47, 58, 69, 93, 95, 98, 111, 123, 130, 192a, 192b, 228, 232
Dispense Drug Look-Up, 215
Dispense Drug Look-Up Example, 216
Dispense Log, 55
Dispense Units Per Dose, 22
DONE Order, 24, 71, 96, 97
Dosage Ordered, 19, 21, 22, 23, 24, 25, 43, 130, 228
Drug File, 19, 58, 111, 215
Drug Inquiry (IV), 217
Drug Inquiry (IV) With Information Example, 217
Drug Inquiry (IV) With No Information Example, 217
Drug Name, 130

Drug Prompt, 3, 19, 20, 68, 215
Drug Text Indicator, 20, 69

E

Edit an Order, 42, 89
Edit an Order and Create a New Order Example, 91
Edit an Order Example, 42, 43, 89, 90
Edit Inpatient User Parameters, 125
Edit Patient's Default Stop Date, 126
Enter Units Dispensed, 134
Enter Units Dispensed Report Example, 135
Enter/Edit Allergy/ADR Data, 29, 75
Entering Barcode ID for Returns and Destroyed Medications Example, 152
Entering Returns and Destroyed Medications Example, 149
Error Information, 222
Error Messages, 221
Exiting the Order Process, 124i
Expected First Dose, 58, 111
Extra Units Dispensed, 136
Extra Units Dispensed Report, 184
Extra Units Dispensed Report Example, 136, 184

F

Finish an Order, 44, 56, 58, 94, 106, 111
Finish an Order Example, 57
Finish an Order With a Duration Example, 109
Finish an Order Without a Duration Example, 107
Flag an Order Example, 59, 113
Free Text Dosage, 185
Free Text Dosage Report, 185
Free Text Dosage Report Example, 185, 186

G

Glossary, 223

H

Header Area, 6
Hidden Actions, 4, 7, 8
History Log, 42, 55, 89, 104
Hold, 3, 12, 17, 29, 47, 48, 60, 61, 64, 65, 98, 106, 118, 130, 134, 144, 179, 224, 236
 Hold All of a Patient's Orders, 60
 Hold All of a Patient's Orders Example, 60
 Hold an Order, 47
 Hold an Order Example, 47, 48, 98
 Take All of a Patient's Orders Off of Hold Example, 61
Hyperal, 68, 69, 115, 116, 117, 118, 143, 146, 201, 227, 228, 229, 233

I

Individual Labels (IV), 194
Individual Labels (IV) Example, 194, 196, 196b
Individual Order Suspension (IV), 209
Individual Order Suspension (IV) Example, 209
Infusion Rate, 69, 70, 112, 118, 119, 229
Inpatient Duplicate Therapy, 124g
Inpatient Medication Orders for Outpatients, 114, 115, 116, 155, 162, 168, 174, 176, 201, 207
Inpatient Order Entry, 11, 12, 17, 19, 20, 58, 63, 64, 65, 68, 81, 111

- Inpatient Order Entry Example, 17, 65
- Inpatient Profile, 61, 120a, 192
- Inpatient Profile Example, 62b, 122
- Inpatient Stop Order Notices, 176, 186, 202
- Inpatient Stop Order Notices Example, 187, 203
- Inpatient User Parameters, 19, 36, 44, 60, 82, 94
- Inpatient Ward Parameters, 25, 24, 28, 71, 114, 115, 116, 130
- Inquiries Menu, 215
- Inquiries Menu Example, 215
- Inquiries Option, 215
- Intermittent Syringe, 70, 117
- Internal Order Number, 148
- Intervention, 29, 75, 225
- Intervention Menu, 29, 75, 223
 - Delete an Intervention Example, 32, 78
 - Edit an Intervention Example, 31, 77
 - New Intervention Example, 30, 76
 - Print an Intervention Example, 19, 80
 - View an Intervention Example, 33, 79
- Introduction, 1
- IRMS, 68
- IV Additives, 68, 71, 114, 115, 116, 217, 230
- IV Bag, 8, 148, 229
- IV Drug Formulary Report (IV), 204
- IV Drug Formulary Report (IV) Example, 204
- IV Duration, 230
- IV Flag, 58, 111
- IV Fluid Orders**, 112
- IV Label Example, 148
- IV Label Menu Example, 193
- IV Menu, 63, 64, 126, 143, 193, 217
- IV Menu Example, 63
- IV Order
 - Continuous Type, 71
 - Intermittent Type, 71
- IV Room, 17, 61, 65, 71, 75, 119, 121, 127, 144, 146, 148, 209, 211, 224, 230
- IV Solution, 69, 217, 225
- IV Stats File, 197
- IV Type, 68, 69, 71, 114

L

- Label Log, 104, 119, 205
- Label Menu (IV), 193
- Label Print/Reprint, 192
- Labels from Suspense (IV), 210
- Labels from Suspense (IV) Example, 210
- Large Volume Parenteral (LVP), 68, 114, 231
- List Area, 6
- List Manager, 5, 6, 7, 18, 40, 66, 86
- Local Possible Dosages, 21, 22, 23, 24, 25, 231
- Local Possible Dosages Example, 21

M

- Maintenance Options, 125
- Maintenance Options - IV, 126
- Maintenance Options – Unit Dose, 125
- Manufacturing List, 143, 146, 197, 211
- Manufacturing List (IV), 146
- Manufacturing List Example, 147
- Manufacturing Record for Suspense (IV), 211

Manufacturing Record for Suspense (IV) Example, 211
Medication Administration Records (MARs), 1
Medication Routes, 23, 58, 111, 119, 130, 231
Medications Due Worksheet, 188
Medications Due Worksheet Example, 188
Menu Tree
 IV Menu Tree, x
 Unit Dose Menu Tree, ix
Message Window, 6

N

Nature of Order, 20, 28, 72
New Order Entry, 19, 68
 New IV Order Entry Example, 73
 New Unit Dose Order Entry Example, 27, 56
Non-Formulary Status, 21, 43, 44, 47, 58, 69, 93, 95, 98, 111
Non-Standard Schedules, 126
Non-Verified/Pending Orders, 11, 13, 18, 19, 20, 61, 67, 81
Non-Verified/Pending Orders Example, 13
NUMBER OF DAYS UNTIL STOP, 114, 115, 116

O

OCXCACHE, 219
On Call, 113
Order Actions, 40, 86
Order check
 data caching, 219
 OCXCACHE, 219
 XTMP, 219
Order Check, 123, 124
 Drug-Allergy Interactions, 123, 124
 Drug-Drug Interactions, 123
 Duplicate Class, 123
 Duplicate Drug, 123
Order Check Data Caching, 219
Order Checks, 19, 123
 Drug-Allergy Interactions, 19
 Drug-Drug Interactions, 19
 Duplicate Class, 19
Order Entry, 3, 6, 7, 11, 12, 19, 61, 63, 64
Order Lock, 11, 64
Order Options, 11
Order Set, 19, 20, 232
Orderable Item, 19, 20, 21, 23, 24, 25, 43, 44, 46, 47, 58, 69, 70, 93, 95, 98, 111, 126, 130, 186, 192a, 202, 228, 232
Orientation, 3
Other Print Info, 71

P

Parenteral, 68, 114, 115, 225, 231, 233
Patient Action, 12, 18, 17, 18, 65, 66
Patient Information, 6, 12, 17, 37, 64, 66, 83, 223
Patient Information Example, 12, 37, 65, 66, 83, 84
Patient Lock, 11, 19, 64, 68
Patient Profile (Extended), 190
Patient Profile (Extended) Report Example, 190
Patient Profile (Unit Dose), 117, 153
Patient Profile (Unit Dose) Example, 153
Patient Profile Report (IV), 117, 205

Patient Profile Report (IV) Example, 205
Patient Profiles, 11, 63
Patient Record Update, 18, 67
Patient Record Update Example, 18, 67
Patients on Specific Drug(s) Report Example, 192a, 192b
Pick List, 1, 44, 94, 129, 130, 131, 134, 135, 136, 138, 140, 141, 237
Pick List Menu, 3, 129
Pick List Menu Example, 129
Pick List Report, 129
Pick List Report Example, 131
Piggyback, 68, 69, 70, 115, 117, 118, 143, 146, 201, 226, 228, 233
Possible Dosages, 21, 22, 231, 233
Possible Dosages Example, 21
Pre-Exchange Units Report, 46
Production Options, 143
Profile (IV), 64, 117
Profile Report Example, 119, 120, 207
Priority 6, 14, 15a, 36a
Provider, 20, 28, 112, 234
Provider Comments, 23, 24, 71
PSJ RNFINISH Key, 59, 113
PSJ RPHARM Key, 18, 29, 75, 106
PSJI PHARM TECH Key, 106
PSJU PL Key, 3, 126, 129

Q

Quick Code, 68, 116, 117, 215, 217, 230, 235

R

Regular Order Entry, 19, 20
Renew an Order, 49, 99
 Active Orders, 49, 99
 Complex Orders, 52
 Discontinued Orders, 50, 100
 Expired Continuous IV Orders, 51, 101
 Expired Scheduled IV Orders, 51, 101
 Expired Unit Dose Orders, 50, 100
 Viewing Renewed Orders, 54
 Viewing Renewed Orders, 53
 Viewing Renewed Orders, 103
Renewal List (IV), 207
Renewal List (IV) Example, 207
Report Returns, 137
Reporting Medication Returns Example, 137
Reports (IV), 200
Reports (IV) Example, 200
Reports Menu, 153, 154
Reports Menu Example, 154
Reprint Labels from Suspense (IV), 210, 212
Reprint Labels from Suspense (IV) Example, 212
Reprint Pick List, 138
Reprint Pick List Example, 138
Reprint Scheduled Labels (IV), 199
Requested Start Date/Time, 57, 58, 108, 111
Returns and Destroyed Entry (IV), 148
Revision History, i

S

- Sample Drug/Drug Interactions, 124o
- Sample Therapeutic Order Check Displays, 124s
- Schedule, 24, 25, 70, 118, 119, 130, 155, 162, 168, 235
- Schedule Type, 25, 81, 130, 134, 186, 202, 225, 235
- Scheduled Labels (IV), 197, 199
- Scheduled Labels (IV) Example, 197
- Screen Title, 5, 6
- Select Action, 6, 7, 12, 18, 17, 56, 65, 66
- Select Allergy, 29, 75
- Select Order, 35b, 37, 81, 84, 223
- Select Order Example, 38, 39, 84, 85
- Self Med, 28
- Send Pick List To ATC, 140
- Service Connection, 179
- Solution, 68, 69, 93, 98, 111, 112, 114, 115, 117, 119, 123, 146, 186, 202, 215, 217, 225, 229, 230, 231, 233, 234, 236
- Special Instructions, 23, 24, 186, 202
- Speed Actions, 59, 114
 - Speed Discontinue, 59, 114, 224
 - Speed Finish, 56, 59, 224
 - Speed Renew, 59, 224
 - Speed Verify, 59, 224
- Standard Schedule, 216, 236
- Standard Schedule Example, 216
- Start Date/Time, 24, 40, 43, 71, 87, 114, 115, 116, 129, 130, 131, 192, 236
- Stop Date/Time, 18, 24, 40, 42, 43, 55, 56, 67, 71, 72, 87, 89, 114, 115, 116, 126, 129, 130, 236
- Strength, 23, 69, 118, 119, 146, 186, 202, 217, 228, 232, 233
- Suspense Functions (IV), 208
- Suspense Functions (IV) Menu Example, 208
- Suspense List (IV), 213
- Suspense List (IV) Example, 213
- Syringe, 68, 93, 117, 118, 143, 146, 201, 226, 227, 228, 229, 236
- Syringe Size, 117

T

- Table of Contents, v
- Team, 129
- Test Control Codes (IV), 199
- Test Control Codes (IV) Example, 199, 200
- Three levels of error messages**, 222
- Topic Oriented Section, ix, x
- Total Parenteral Nutrition (TPN), 115, 229

U

- Unit Dose Medications, 3, 11, 12, 125, 153, 215
- Unit Dose Menu Example, 11
- Units Dispensed, 130, 134, 135
- Units Needed, 130
- Units Per Dose, 22, 23, 24, 25, 130, 131, 140, 233
- Update Daily Ward List (IV), 144
- Update Daily Ward List Example, 145
- Update Pick List, 141

V

- VA Class, 192a
- VA Drug Class Code, 215
- VA FORM 10-1158, 175, 178, 186, 202

VA FORM 10-2970, 163
VA FORM 10-5568d, 163
VDL, 24, 44, 71, 94
Verify a DONE Order (CPRS Med Order) Example, 96, 97
Verify an Order, 44, 94
Verify an Order Example, 45, 46, 95
View Profile, 12, 17, 20, 65, 66, 81, 223
View Profile Example, 20, 81
VISTA, 11, 19, 64, 68, 228
Volume, 68, 69, 93, 112, 115, 117, 118, 186, 188, 202, 230, 233, 236
 Change the Volume of a Solution Example, 93

W

Ward, 14, 61, 121, 129, 153, 155, 174, 176, 184, 186, 188, 192, 202
Ward Group, 13, 14, 61, 121, 129, 130, 131, 140, 153, 155, 162, 168, 174, 176, 179, 184, 186, 188, 192, 202, 236, 237
Ward Group File, 237
Ward Group Sort
 ^OTHER, 13, 14, 15, 174, 176
Ward List, 63, 74, 143, 144, 146, 197, 209
Ward List (IV), 143, 199, 201
Ward List Report Example, 144
Ward Stock, 130, 164, 169

X

XTMP, 219