### 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.

<table>
<thead>
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<th>Date</th>
<th>Revised Pages</th>
<th>Patch Number</th>
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<tbody>
<tr>
<td>04/2013</td>
<td>i-x, 11, 12, 13-14, 14a, 16d-16f, 74m-74x, 77, 98, 100-101, 140-141</td>
<td>PSJ<em>5</em>275</td>
<td>Added Clinic Orders functionality (R. Singer, PM; B. Thomas, Tech Writer)</td>
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<tr>
<td>01/2013</td>
<td>i, v, 5, vii, 9, 11, 10, 20, 140, 16, 16a, 16c, 26, 40, 40a, 40c, 41-42, 52, 57, 67, 71, 74a, 74c, 74d, 77, 99, 104, 106, 107, 111, 114, 73a-73d, 74f-74f1, 74f2</td>
<td>PSJ<em>5</em>260 PSJ<em>5</em>268</td>
<td>Updated Revision History Updated Table of Contents Fix text wrapping (Page 1 of 1) in screen Added new option Check Drug Interaction &amp; Display Drug Allergies Change label for OCI Added Creatinine Clearance (CrCl) and Body Surface Area (BSA) Added new section for Check Drug Interactions function Added Clinic Orders information Drug allergy update Added Hidden Action Check Interactions &amp; Display Drug Allergies, and update OCI Updated Glossary Updated Index (D.McCance, PM; S. Heiress, Tech Writer)</td>
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<tr>
<td>09/2012</td>
<td>i-iii, 12, 12a-12b, 14, 14a-14b, 16d-</td>
<td>PSJ<em>5</em>267</td>
<td>Added No Allergy Assessment logic Updated Special Instructions/Other Print Info</td>
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<tr>
<td>01/2012</td>
<td>i-iv, v-vi, 10</td>
<td>PSJ<em>5</em>254</td>
<td>Updated Table of Contents Added Order Checks/Interventions (OCI) to “Hidden Actions” section Defined OCI Indicator Updated Schedule Type text Updated text under Interventions Menu Updated Pharmacy Interventions for Edit, Renew, and Finish orders Added note to Drug-Drug Interactions Added note to Drug-Allergy Interactions Added “Display Pharmacist Intervention” section Defined Historical Overrides/Interventions Updated Glossary Updated Index (R. Singer, PM; C. Bernier, Tech Writer)</td>
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<tr>
<td>09/2011</td>
<td>65</td>
<td>PSJ<em>5</em>235</td>
<td>Updated ‘Note’ section regarding Expected First Dose Scott PM, G. Werner Tech Writer)</td>
</tr>
<tr>
<td>07/2011</td>
<td>Cover Page</td>
<td>PSJ<em>5</em>243</td>
<td>Removed the acronym PD on Cover page Update Revision History Update Index Revisited 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 (N. Goyal, PM; E. Phelps/John Owczarzak, Tech Writers)</td>
</tr>
<tr>
<td>04/2011</td>
<td>i, v-vi, 12</td>
<td>PSJ<em>5</em>181</td>
<td>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</td>
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<tr>
<td>06/2010</td>
<td>i-vi, 22-23, 23a-23b, 24, 24a-24b, 74a-74b, 74e-74f, 133, 136-137</td>
<td>PSJ<em>5</em>113</td>
<td>Added new Order Validation Requirements. Removed Duplicate Order Check Enhancement functionality, PSJ<em>5</em>175 (removed in a prior patch). Miscellaneous corrections. (R. Singer, DM, B. Thomas, Tech Writer)</td>
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<tr>
<td>12/2009</td>
<td>60a, 60b vi</td>
<td>PSJ<em>5</em>222</td>
<td>Added description of warning displayed when finishing a Complex Unit Dose Order with overlapping admin times. Corrected page numbers in Table of Contents. (E. Wright, PM; R. Sutton, Tech Writer)</td>
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<tr>
<td>07/2009</td>
<td>48</td>
<td>PSJ<em>5</em>215</td>
<td>When Dispense Drug is edited for an active Unit Dose, an entry is added to the activity log. (G. Tucker, PM; S. B. Scudder, Tech Writer)</td>
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<tr>
<td>02/2009</td>
<td>125</td>
<td>PSJ<em>5</em>196</td>
<td>Update to IV Duration (A. Scott, PM; G. Werner, Tech Writer)</td>
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<td>08/2008</td>
<td>19-37, 58-59, 65,</td>
<td>PSJ<em>5</em>134</td>
<td>Inpatient Medication Route changes added, plus details on IV type changes for infusion orders from CPRS, pending renewal</td>
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<td>10/2007</td>
<td>iv, 74a-74d</td>
<td>PSJ<em>5</em>175</td>
<td>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. (R. Singer, PM; E. Phelps/C. Varney, Tech Writer)</td>
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<tr>
<td>07/2007</td>
<td>79a-79b, 86a-86b, 92a-92b</td>
<td>PSJ<em>5</em>145</td>
<td>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. (R. Singer, PM; E. Phelps, Tech. Writer)</td>
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<tr>
<td>05/2007</td>
<td>24</td>
<td>PSJ<em>5</em>120</td>
<td>Modified Inpatient Medications V. 5.0 to consider the duration the same way as all other stop date parameters, rather than as an override. (R. Singer, PM; E. Phelps, Tech. Writer)</td>
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<tr>
<td>12/2005</td>
<td>1, 73-74b</td>
<td>PSJ<em>5</em>146</td>
<td>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. (E. Williamson, PM; M. Newman, Tech. Writer)</td>
</tr>
<tr>
<td>01/2005</td>
<td>All</td>
<td>PSJ<em>5</em>111</td>
<td>Reissued entire document to include updates for Inpatient Medications Orders for Outpatients and Non-Standard Schedules. (S. Templeton, PM, R. Singer, PM, M. Newman, Tech. Writer)</td>
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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.

**Menu Tree**

- Align Labels (Unit Dose)
- Discontinue All of a Patient's Orders
- EUP Edit Inpatient User Parameters
- Hold All of a Patient's Orders
- IOE Inpatient Order Entry
- IPF Inpatient Profile
- Check Drug Interaction
- INquiries Menu…
  - Dispense Drug Look-Up
  - Standard Schedules
- Label Print/Reprint
- Non-Verified/Pending Orders
- Order Entry
- PAtient Profile (Unit Dose)
- Reports Menu…
  - 24 Hour MAR
  - 7 Day MAR
  - 14 Day MAR
  - Action Profile #1
  - Action Profile #2
  - AUthorized Absence/Discharge
  - Summary
- Extra Units Dispensed Report
- Free Text Dosage Report
- INpatient Stop Order Notices
- Medications Due Worksheet
- Patient Profile (Extended)

**Topic-Oriented Section**

- Output Options
- Order Options
- Maintenance Options
- Order Options
- Inquiries Option
- Inquiries Option
- Inquiries Option
- Output Options
- Order Options
- Order Options
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- Output Options
- Output Options
4. Order Options

The *Unit Dose Medications* option is used to access the order entry, patient profiles, and various reports, and is the main starting point for the Unit Dose system.

**Example: Unit Dose Menu**

Select Unit Dose Medications Option: ?

- Align Labels (Unit Dose)
- Discontinue All of a Patient's Orders
- ECO Edit Clinic Med Orders Start Date/Time
- EUP Edit Inpatient User Parameters
- ESD Edit Patient's Default Stop Date
- Hold All of a Patient's Orders
- IOE Inpatient Order Entry
- IPF Inpatient Profile
- RO Act On Existing Orders
- Check Drug Interaction
- INquiries Menu ...
- Label Print/Reprint
- Non-Verified/Pending Orders
- Order Entry
- PAtient Profile (Unit Dose)
- PIck List Menu ...
- Reports Menu

Within the Inpatient Medications package there are three different paths the nurse can take to enter a new order or take action on an existing order. They are (1) *Order Entry*, (2) *Non-Verified/Pending Orders* and (3) *Inpatient Order Entry*. Each of these paths differs by the prompts that are presented. Once the nurse has reached the point of entering a new order or selecting an existing order, the process becomes the same for each path.

**Note:** When the selected order type (non-verified or pending) does not exist (for that patient) while the user is in the *Non-Verified/Pending Orders* option, the user cannot enter a new order or take action on an existing order for that patient.

Patient locks and order locks are incorporated within the Inpatient Medications package. When a user (User 1) selects a patient through any of the three paths, *Order Entry*, *Non-Verified/Pending Orders*, or *Inpatient Order Entry*, and this patient has already been selected by another user (User 2), the user (User 1) will see a message that another user (User 2) is processing orders for this patient. This will be a lock at the patient level within the Pharmacy packages. When the other user (User 2) is entering a new order for the patient, the user (User 1) will not be able to access the patient due to a patient lock within the VistA packages. A lock at the order level is issued when an order is selected through Inpatient Medications for any action other than new order entry. Any users attempting to access this patient’s order will receive a message that another user is working on this order. This order-level lock is within the VistA packages.

The three different paths for entering a new order or taking an action on an existing order are summarized in the following sections.
4.1. Order Entry

[PSJU NE]

The Order Entry option allows the nurse to create, edit, renew, hold, and discontinue Unit Dose orders while remaining in the Unit Dose Medications module. The Order Entry option functions almost identically to the Inpatient Order Entry option, but does not include IV orders on the profile and only Unit Dose orders may be entered or processed.

The Order Entry [PSJU NE] option also allows for processing of clinic orders. New clinic orders cannot be created. Clinic orders are displayed separately from non-clinic orders.

After selecting the Order Entry option from the Unit Dose Medications option, the nurse will be prompted to select the patient. At the “Select PATIENT:” prompt, the user can enter the patient’s name or enter the first letter of the patient’s last name and the last four digits of the patient’s social security number (e.g., P0001).

Before the Patient Information screen displays, if the patient selected has no allergy assessment on file, the following prompt displays to the pharmacist/user:

"NO ALLERGY ASSESSMENT exists for this patient! Would you like to enter one now?"

- If the pharmacist/user enters 'YES,' he/she is prompted to enter the allergy information.
- If the pharmacist/user enters 'NO,' a pharmacist intervention is created, with a type of 'NO ALLERGY ASSESSMENT.' The pharmacist/user is then prompted for Provider and Recommendation information.

Note: If the selected patient is Sensitive, Discharged, both Sensitive and Discharged, or Deceased, there are variations in the Order Entry process and in the prompts that display to the pharmacist/user.

Example: Pharmacist Answers ‘Yes’ and Enters Allergy Information

Select PATIENT: PSJPATIENT1, ONE

NO ALLERGY ASSESSMENT exists for this patient!

Would you like to enter one now? No//YES (Yes)

Does this patient have any known allergies or adverse reactions? : Yes

This patient has no allergy/adverse reaction data.

Enter Causative Agent: LATEX

Checking existing PATIENT ALLERGIES (#120.8) file for matches...

Now checking GMR ALLERGIES (#120.82) file for matches...

Now checking the National Drug File - Generic Names (#50.6)

Now checking the National Drug File - Trade Names (#50.67)
4.2. Non-Verified/Pending Orders

[PSJU VBW]

The Non-Verified/Pending Orders option allows easy identification and processing of non-verified and/or pending orders. This option will also show pending and pending renewal orders, which are orders from CPRS that have not been finished by Pharmacy Service. Unit Dose and IV orders are displayed using this option.

The Non-Verified/Pending Orders [PSJU VBW] option also allows for processing of clinic orders. New clinic orders cannot be created. Clinic orders are displayed separately from non-clinic orders.

If this is the first time into this option, the first prompt will be: Select IV ROOM NAME. If not, then the first prompt is “Display an Order Summary? NO//”. A YES answer will allow the nurse to view an Order Summary of Pending/Non-Verified Order Totals by Ward Group, Clinic Group, and Clinic. The Pending IV, Pending Unit Dose, Non-Verified IV, and Non-Verified Unit Dose totals are then listed by Ward Group, Clinic Group, and Clinic. The nurse can then specify whether to display Non-Verified Orders, Pending Orders or both.

A ward group indicates inpatient nursing units (wards) that have been defined as a group within Inpatient Medications to facilitate processing of orders. A clinic group is a combination of outpatient clinics that have been defined as a group within Inpatient Medications to facilitate processing of orders.

Example: Non-Verified/Pending Orders

<table>
<thead>
<tr>
<th>Non-Verified/Pending Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select IV ROOM NAME: TST ISC ROOM</td>
</tr>
</tbody>
</table>

You are signed on under the TST ISC ROOM IV ROOM

Enter IV LABEL device: HOME// COMPUTER ROOM

Enter IV REPORT device: HOME// COMPUTER ROOM

Display an Order Summary? NO// YES

Searching for Pending and Non-Verified orders.................................

<table>
<thead>
<tr>
<th>Pending/Non-Verified Order Totals by Ward Group/Clinic Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ward Group/Clinic Location</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>----------------------------</td>
</tr>
<tr>
<td>Ward Groups</td>
</tr>
<tr>
<td>GEN MED</td>
</tr>
<tr>
<td>TST 1 Group</td>
</tr>
<tr>
<td>TST 3</td>
</tr>
<tr>
<td>^OTHER</td>
</tr>
<tr>
<td>Clinics</td>
</tr>
<tr>
<td>45 CLINIC PATTERN</td>
</tr>
</tbody>
</table>
1) Non-Verified Orders  
2) Pending Orders
Select Order Type(s) (1-2):

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

Next, the nurse can select which packages to display: Unit Dose Orders, IV Orders, or both, provided this user holds the PSJ RNFINISH and the PSJI RNFINISH keys. If the user holds only one of the RNFINISH keys, then either Unit Dose or IV orders will be displayed.

The next prompt allows the nurse 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.

Before the Patient Information screen displays, if the patient selected has no allergy assessment on file, the following prompt displays to the pharmacist/user:

"NO ALLERGY ASSESSMENT exists for this patient! Would you like to enter one now?"

- If the pharmacist/user enters 'YES,' he/she is prompted to enter the allergy information.
- If the pharmacist/user enters 'NO,' a pharmacist intervention is created, with a type of 'NO ALLERGY ASSESSMENT.' The pharmacist/user is then prompted for Provider and Recommendation information.

**Note:** If the selected patient is Sensitive, Discharged, both Sensitive and Discharged, or Deceased, there are variations in the process and in the prompts that display to the pharmacist/user.

**Example:** Pharmacist Answers ‘Yes’ and Enters Allergy Information

Select PATIENT: PSJPATIENT1, ONE
NO ALLERGY ASSESSMENT exists for this patient! Would you like to enter one now? No// YES (Yes)
Does this patient have any known allergies or adverse reactions? : Yes
This patient has no allergy/adverse reaction data.

Enter Causative Agent: LATEX

Checking existing PATIENT ALLERGIES (#120.8) file for matches...

Now checking GMR ALLERGIES (#120.82) file for matches...
Now checking the National Drug File - Generic Names (#50.6)
Now checking the National Drug File - Trade Names (#50.67)
Now checking the INGREDIENTS (#50.416) file for matches...

...OK? Yes// Y  (Yes)
LATEX   OK? Yes//   (Yes)

Example: Pharmacist Answers ‘No’ and Intervention is Created

Select PATIENT: PSJPATIENT1, ONE

NO ALLERGY ASSESSMENT exists for this patient!

Would you like to enter one now? No// N  (No)

Now creating Pharmacy Intervention

PROVIDER:

Select one of the following:

1  UNABLE TO ASSESS
2  OTHER

RECOMMENDATION: ^

See 'Pharmacy Intervention Menu' if you want to delete this intervention or for more options.

Press Return to continue...

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): PATIENT <Enter>

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

Select PATIENT: PSJPATIENT1,ONE  000-00-0001  08/18/20    B-12 1 EAST
Select PATIENT: <Enter>

A profile prompt is displayed asking the nurse to choose a profile for the patient. The nurse can choose a short, long, or no profile. If NO profile is chosen, the orders for the patient selected will be displayed, for finishing or verification, by login date with the earliest date showing first.

When a pending Unit Dose order has a STAT priority, this order will always be displayed first in the profile view and will be displayed in blinking reverse video. If a profile is chosen, the orders will be selected from this list for processing (any order may be selected). The following example displays a short profile.
**Example: Profile**

<table>
<thead>
<tr>
<th>Inpatient Order Entry</th>
<th>Jun 12, 2006@23:12:54</th>
<th>Page: 1 of 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSJPATIENT11, ONE</td>
<td>Ward: 2ASM</td>
<td></td>
</tr>
<tr>
<td>FID: 000-55-3421</td>
<td>Room-Bed: 102-1</td>
<td></td>
</tr>
<tr>
<td>DOB: 12/02/23 (82)</td>
<td>Ht(cm): _____ (______)</td>
<td></td>
</tr>
<tr>
<td>SEX: MALE</td>
<td>Admitted: 12/11/01</td>
<td></td>
</tr>
<tr>
<td>Dx: HE IS A PAIN.</td>
<td>Last transferred: 12/11/01</td>
<td></td>
</tr>
<tr>
<td>CrCl: &lt;Not Found&gt;</td>
<td>BSA (m2): _____</td>
<td></td>
</tr>
</tbody>
</table>

---

**ACTIVE**

1. **CEFAZOLIN 1 GM**
   - C 06/12 06/22 H
   - in 5% DEXTROSE 50 ML Q8H

2. **CIMETIDINE TAB**
   - C 06/12 07/12 A
   - Give: 300MG PO BID

3. **FUROSEMIDE TAB**
   - C 06/01 06/15 HP
   - Give: 40MG PO QAM

---

**NON-VERIFIED**

4. **CAPTOPRIL TAB**
   - C 06/14 06/28 N
   - Give: 25MG PO BID

---

**PENDING RENEWALS**

5. **HALOPERIDOL TAB**
   - ? ***** **** P 06/14
   - Give: 5MG PO BID

6. **HEPARIN/DEXTROSE INJ,SOLN**
   - ? ***** **** P
   - Give: IV

7. **LACTULOSE SYRUP**
   - ? ***** **** P NF
   - Give: 10GM/15ML PO BID PRN

---

**RECENTLY DISCONTINUED/EXPIRED (LAST 24 HOURS)**

8. **FOLIC ACID TAB**
   - C 06/14 06/16 D
   - Give: 1MG PO QAM

9. **GENTAMICIN 80 MG**
   - C 06/12 06/12 D
   - in 5% DEXTROSE 100 ML Q8H

10. **ISONIAZID TAB**
    - C 04/03 04/17 DF
    - Give: 300MG PO QD

11. **POTASSIUM CHLORIDE 10MEQ**
    - C 06/12 06/12 DA
    - in 5% DEXTROSE 1000 ML Q8H

12. **POTASSIUM CHLORIDE 40 MEQ**
    - C 06/12 06/12 DD
    - in 5% DEXTROSE 250 ML 120 ml/hr

13. **PROPRANOLOL TAB**
    - C 06/15 06/20 DP
    - Give: 40MG PO Q6H

14. **THIAMINE TAB**
    - C 04/03 04/17 E
    - Give: 100MG PO BID

Enter ?? for more actions

PI Patient Information
PU Patient Record Update
SO Select Order
NO New Order Entry

The nurse can enter a Patient Action at the “Select Action: Quit///” prompt in the Action Area of the screen or choose a specific order or orders.

When the nurse holds the PSJ RNURSE key, it will be possible to take any available actions on selected Unit Dose or IV orders and verify non-verified orders.

The following keys may be assigned if the user already holds the PSJ RNURSE key:

- **PSJ RNFINISH** key will allow the nurse to finish Unit Dose orders.
- **PSJI RNFINISH** key will allow the nurse to finish IV orders.
4.3. Inpatient Order Entry
[PSJ OE]

The Inpatient Order Entry [PSJ OE] option, if assigned, allows the nurse to create, edit, renew, hold, and discontinue Unit Dose and IV orders, as well as put existing IV orders on call for any patient, while remaining in the Unit Dose Medications module.

The Inpatient Order Entry [PSJ OE] option also allows for processing of clinic orders. New clinic orders cannot be created. Clinic orders are displayed separately from non-clinic orders.

When the user accesses the Inpatient Order Entry option from the Unit Dose Medications module for the first time within a session, a prompt is displayed to select the IV room in which to enter orders. When only one active IV room exists, the system will automatically select that IV room. The user is then given the label and report devices defined for the IV room chosen. If no devices have been defined, the user will be given the opportunity to choose them. If this option is exited and then re-entered within the same session, the current label and report devices are shown. The following example shows the option re-entered during the same session.

Example: Inpatient Order Entry

Select Unit Dose Medications Option: IOE  Inpatient Order Entry
You are signed on under the BIRMINGHAM ISC IV ROOM
Current IV LABEL device is: NT TELNET TERMINAL
Current IV REPORT device is: NT TELNET TERMINAL
Select PATIENT: PSJPATIENT1

At the “Select PATIENT:” prompt, the user can enter the patient’s name or enter the first letter of the patient’s last name and the last four digits of the patient’s social security number (e.g., P0001).

Before the Patient Information screen displays, if the patient selected has no allergy assessment on file, the following prompt displays to the pharmacist/user:

"NO ALLERGY ASSESSMENT exists for this patient! Would you like to enter one now?"

- If the pharmacist/user enters 'YES,' he/she is prompted to enter the allergy information.
- If the pharmacist/user enters 'NO,' a pharmacist intervention is created, with a type of 'NO ALLERGY ASSESSMENT.' The pharmacist/user is then prompted for Provider and Recommendation information.

Note: If the selected patient is Sensitive, Discharged, both Sensitive and Discharged, or Deceased, there are variations in the Order Entry process and in the prompts that display to the pharmacist/user.
Example: Pharmacist Answers ‘Yes’ and Enters Allergy Information

Select PATIENT: PSJPATIENT1, ONE

NO ALLERGY ASSESSMENT exists for this patient!

Would you like to enter one now? No// YES (Yes)

Does this patient have any known allergies or adverse reactions? : Yes
This patient has no allergy/adverse reaction data.

Enter Causative Agent: LATEX

Checking existing PATIENT ALLERGIES (#120.8) file for matches...

Now checking GMR ALLERGIES (#120.82) file for matches...

Now checking the National Drug File - Generic Names (#50.6)

Now checking the National Drug File - Trade Names (#50.67)

Now checking the INGREDIENTS (#50.416) file for matches...

...OK? Yes// Y (Yes)

LATEX OK? Yes// (Yes)

Example: Pharmacist Answers ‘No’ and Intervention is Created

Select PATIENT: PSJPATIENT1, ONE

NO ALLERGY ASSESSMENT exists for this patient!

Would you like to enter one now? No// N (No)

Now creating Pharmacy Intervention

PROVIDER:

Select one of the following:

1         UNABLE TO ASSESS
2         OTHER

RECOMMENDATION: ^

See 'Pharmacy Intervention Menu' if you want to delete this intervention or for more options.

Press Return to continue...

The Patient Information Screen is displayed:

Example: Patient Information Screen

Patient Information           Sep 12, 2000 10:36:38          Page:    1 of    1
PSJPATIENT1,ONE                  Ward: 1 EAST
PID: 000-00-0001          Room-Bed: B-12        Ht(cm): ______ (________)
DOB: 08/18/20 (80)         Wt(kg): ______ (________)
Sex: MALE                                     Admitted: 05/03/00
Dx: TESTING                          Last transferred: ********

Allergies/Reactions: No Allergy Assessment
Remote:
Adverse Reactions:
Inpatient Narrative: INP NARR...
Outpatient Narrative:

Enter ?? for more actions
PU Patient Record Update NO New Order Entry
DA Detailed Allergy/ADR List IN Intervention Menu
VP View Profile
Select Action: View Profile//

The nurse can now enter a Patient Action at the “Select Action: View Profile//” prompt in the Action Area of the screen.
4.10. Pharmacy - Edit Clinic Med Orders Start Date/Time
[PSJ ECO]

The *Edit Clinic Med Orders Start Date/Time* [PSJ ECO] option allows the user to change the selected date/range of all active or non-verified clinic orders (Unit Dose, IV, IVP/IVPB) to a new single START DATE/TIME for a patient(s) within a selected clinic. This option provides:

- Menu options that allow the pharmacist to edit the Start Date/Time of a patient clinic order
- Workflow user entry prompts for selection by clinic, patient or medication start date
- A patient profile display of active or non-verified clinic orders for date/time change selected
- Automatic retrieval, one patient at a time, based on previous work flow selection, when editing a medication Start Date/Time for one or multiple patient clinic med orders. Entered Date/Time changes are confirmed for each patient.
- Select actions and views for the clinic order entry profile
- Various message prompts to the user when certain med order conditions occur, allowing the user to view, exit, or proceed with the edit process

4.10.1. Search Med Orders Date Entry

A search med orders date entry prompt is the first prompt from the *Edit Clinic Med Orders Start Date/Time* [PSJ ECO] menu option:

- The Begin Search Date defaults to “TODAY/” (current date).
- The End Search Date defaults to the entered Begin Search Date. The End Search Date shall not precede the Begin Search Date.

**Example: Prompt that End Search Date Shall Not Precede Begin Search Date**

<table>
<thead>
<tr>
<th>Begin Search Date: TODAY//06/01 (JUN 01, 2012)</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Search Date: Jun 01, 2012// 05/15 (MAY 15, 2012)</td>
</tr>
<tr>
<td>Response must not precede 6/1/2012.</td>
</tr>
<tr>
<td>End Search Date: Jun 01, 2012//</td>
</tr>
</tbody>
</table>

- Time entry with the date is optional.
- The search must include all active or non-verified clinic orders within the selected date range, not just those with med start date within the range. Current business rules apply for date/time validation entry.

**Example: Prompt to Search Begin and End Dates**

<table>
<thead>
<tr>
<th>Search for Active and Non-Verified CLINIC Medication Orders that fall within the date range selected below:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Search Date: TODAY// (default to current date)</td>
</tr>
<tr>
<td>End Search Date: (default to the entered Begin Search Date:)</td>
</tr>
</tbody>
</table>
4.10.2. Search by Clinic, Clinic Group or Patient

The entry prompt “Search by CLINIC (C), CLINIC GROUP (G), or PATIENT (P):” allows the user to search by clinic, clinic group or patient, with no default, from the Edit Clinic Med Orders Start Date/Time [PSJ ECO] menu option.

Example: Prompt to Select Clinic, Clinic Group or Patient

Search by CLINIC (C), CLINIC GROUP (G) or PATIENT (P):

The appropriate entry prompt “C,” “G,” or “P” is provided and allows the user to enter a Clinic, Clinic Group or Patient name. Current business rules apply to the entry of clinic name, clinic group or patient name.

Table: Prompt Entry for Clinic, Clinic Group or Patient

<table>
<thead>
<tr>
<th>Entry Result</th>
<th>System Prompt</th>
<th>User Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>“SELECT CLINIC:”</td>
<td>Clinic name – case inclusive (display clinics that are marked allow clinic orders)</td>
</tr>
<tr>
<td>G</td>
<td>“SELECT CLINIC GROUP”</td>
<td>Clinic group name</td>
</tr>
<tr>
<td>P</td>
<td>“SELECT PATIENT:”</td>
<td>Patient name</td>
</tr>
</tbody>
</table>

The entry prompt, “SELECT CLINIC:” or “SELECT PATIENT:” is repeated allowing the user to select multiple clinics or multiple patients by entering individual names for the search. A blank return stops the search, and the process continues.

4.10.3. Select Patient from Clinic

If the user selects “Clinic,” the numbered list of active patients’ full names displays in alphabetical order by last name for all active or non-verified clinic orders (Unit Dose, IV, IVP, IVPB) from the med orders date/time range entered.

Example: Display Patient List

CLINIC ORDERS - PATIENT CLINIC

<table>
<thead>
<tr>
<th>No.</th>
<th>PATIENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CPRSPATIENT, ONE (0091)</td>
</tr>
<tr>
<td>2</td>
<td>CPRSPATIENT, TWO (5555)</td>
</tr>
<tr>
<td>3</td>
<td>CPRSPATIENT, THREE (0038)</td>
</tr>
</tbody>
</table>

Select 1 - 3:

If the user selects “Clinic,” an entry prompt of “Select N – N:” displays. N – N represents the begin/end number of displayed patients. The user may select one or multiple patients. Current business rules apply to numbered entry list selection.
4.10.4. View Patient Clinic Order Entry Profile

A Clinic Order Entry Patient profile view of active followed by non-verified orders, is provided based on the filter selection choices previously made.

Example: Display Clinic Order Entry Patient Profile

<table>
<thead>
<tr>
<th>Clinic Order Entry</th>
<th>May 06, 2011@09:46:50</th>
<th>Page: 1 of 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPRSPATIENT,ONE</td>
<td>Ward: 3 North</td>
<td></td>
</tr>
<tr>
<td>PID: 666-01-0123</td>
<td>Room-Bed: 125-A</td>
<td></td>
</tr>
<tr>
<td>DOB: 10/10/58 (52)</td>
<td>Ht(cm): ______ (______)</td>
<td></td>
</tr>
<tr>
<td>Sex: MALE</td>
<td>Wt(kg): ______ (______)</td>
<td></td>
</tr>
<tr>
<td>Dx: SICK</td>
<td>Last Admitted: 03/28/11</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discharged: 03/28/11</td>
<td></td>
</tr>
</tbody>
</table>

**CLINIC ORDERS:** May 10, 2013 to May 12, 2013@24:00

1. FLUOROURACIL INJ,SOLN C 05/12 05/17 A
   Give: IV ONCE
2. ABACAVIR/LAMIVUDINE TAB C 05/10 05/17 N
   Give: 1 TABLET PO BID

+ Enter ?? for more actions
ES Edit Start Date VP View Profile
VD View Order Detail CD Change Date Range
Select Action: Quit//

Note: If the user selects “by Patient” orders for all clinics for that patient are displayed rather than orders from a single clinic. This is the alternate path re-entry point when selecting by patient.

The following user actions are provided in the Clinic Order Entry Patient profile:

- **ES Edit Start Date**
- **VD View Order Detail**
- **VP View Profile**
- **CD Change Date Range**
- **Quit**

4.10.4.1. ES Edit Start Date

The “ES” (Edit Start Date) action allows the user to select medication orders to edit. The system provides an entry prompt “Select Orders: (N-N):” when ES is entered. (N - N) represents the begin/end number from the displayed number list in the Clinic Order Entry profile. The system proceeds to entry prompt “NEW START DATE/TIME:”
4.10.4.2. VD View Order Detail

The “VD” (View Order Detail) action allows the user to select the medication orders to view. The following attributes are provided:

- View Only
- No Patient Demographics
- Order Details Only
- Allowed Action of QUIT

**Example: Display VD View Order Detail**

<table>
<thead>
<tr>
<th>Patient: CPRSPATIENT, THREE</th>
<th>Status: ACTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>*(1) Additives:</td>
<td>Order number: 1</td>
</tr>
<tr>
<td>5-FLOURACIL 11 MG</td>
<td></td>
</tr>
<tr>
<td>*(2) Solutions:</td>
<td></td>
</tr>
<tr>
<td>DEXTROSE 20% DEXTROSE TEST 500 ML</td>
<td>*(4)</td>
</tr>
<tr>
<td>Duration:</td>
<td></td>
</tr>
<tr>
<td>*(3) Infusion Rate: 11 ml/hr</td>
<td>*(6)</td>
</tr>
<tr>
<td>*(5) Med Route: IM</td>
<td></td>
</tr>
<tr>
<td>*(7) Schedule:</td>
<td></td>
</tr>
<tr>
<td>*(8) Admin Times:</td>
<td></td>
</tr>
<tr>
<td>*(9) Provider: MACOY, BONES [es]</td>
<td></td>
</tr>
<tr>
<td>(10) Other Print:</td>
<td></td>
</tr>
<tr>
<td>IV Room: TST ISC ROOM</td>
<td></td>
</tr>
<tr>
<td>(11) Remarks:</td>
<td></td>
</tr>
<tr>
<td>Entry By: PROVIDER, ONE</td>
<td></td>
</tr>
<tr>
<td>Entry Date: 04/12/12 09:44</td>
<td></td>
</tr>
</tbody>
</table>

Enter RETURN to continue or 'quit' to exit: Select Action: Quit// Quit

4.10.4.3. VP View Profile

The “VP” (View Profile) action allows the user to view the order profile for all medication orders. The following attributes are provided:

- Entire Patient Profile Non-Clinic and Clinic medication orders are displayed.
- This is a display only action.
- The Quit action is allowed.

Medication orders display in the following sequence:

a. Non-clinic inpatient medication orders display in the usual manner.

b. Clinic medication orders display by clinic name in alphabetical order as follows:

- Pending
- Non-verified
- Active
- Discontinued/expired

c. Non-active, non-clinic medication orders display at the bottom of the profile list.
### Example: Display VP View Profile

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I N P A T I E N T M E D I C A T I O N S</strong></td>
<td><strong>03/06/13 10:17</strong></td>
<td><strong>VAMC: ALBANY (500)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TESTPATNM, PATIENT</td>
<td>Ward: IP WARD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PID: 666-00-0195</td>
<td>Room-Bed: * NF *</td>
<td>Ht(cm): ______ (________)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOB: 07/07/67 (45)</td>
<td>Wt(kg): ______ (________)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex: FEMALE</td>
<td></td>
<td>Admitted: 10/31/94</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dx: SICK</td>
<td></td>
<td>Last transferred: 05/07/03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CrCl: &lt;Not Found&gt;</td>
<td></td>
<td>BSA (m2): _________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Allergies:** CEFAZOLIN, PENICILLIN, VALIUM, WARFARIN, ASPIRIN, BISMUTH SUBSALICYLATE, EGGS, LACTOSE, MILK, BACON (FREE TEXT), ICE CREAM, STRAWBERRIES

**NV Aller.:** CIMETIDINE

**ADR:** AMPICILLIN

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 BACLOFEN TAB</td>
<td>R 03/04 03/15</td>
<td>Give: 10MG PO Q4H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 CEFAMANDOLE INJ</td>
<td>C 02/13 03/17</td>
<td>Give: 10 GM IVP Q3D0900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 5-FLUOURACIL 100 MG in DEXTROSE 10% 1000 ML 200 ml/hr</td>
<td>C 02/15 03/17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 BACLOFEN TAB</td>
<td>C ***** ****</td>
<td>Give: 20MG PO BID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 CAPTOPRIL TAB</td>
<td>C ***** ****</td>
<td>Give: 25MG PO BID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 FLUOROURACIL INJ,SOLN</td>
<td>C ***** ****</td>
<td>Give: 100MG/2ML IV BID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 BACLOFEN TAB</td>
<td>C 02/25 03/27</td>
<td>Give: 10MG ORALS Q4H</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Instructions too long. See Order View or BCMA for full text.**

View ORDERS (1-7):

### 4.10.4.4. CD Change Date Range

The “CD” (Change Date Range) action in the Clinic Order Entry view allows the user to change the search date range for the current patient’s clinic orders. The user may begin a new search by entering a new Begin Search Date and End Search Date for the current patient and continue with the ECO process. The original date range entry remains unchanged for other patients after completing the CD action for the current patient. To assist the user in selecting clinics and patients, clinics are displayed alphabetically along with the associated patients, within the selected date range and clinic group. The Clinic Order Entry profile displays after the completion of the patient selection for all the selected clinics.
Example: Clinic and Patient Display

Search by CLINIC (C), CLINIC GROUP (G), or PATIENT (P) : GROUP

Select CLINIC GROUP: GROUP ONE

CLINIC ORDERS - BECKY'S CLINIC

<table>
<thead>
<tr>
<th>No.</th>
<th>PATIENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CPRSPATIENT, ONE (0091)</td>
</tr>
<tr>
<td>2</td>
<td>CPRSPATIENT, TWO (5555)</td>
</tr>
<tr>
<td>3</td>
<td>CPRSPATIENT, THREE (0038)</td>
</tr>
<tr>
<td>4</td>
<td>CPRSPATIENT, FOUR (0237)</td>
</tr>
</tbody>
</table>

Select 1 - 4: 3

CLINIC ORDERS - CLINIC (45)

<table>
<thead>
<tr>
<th>No.</th>
<th>PATIENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CPRSPATIENT, TWO (5555)</td>
</tr>
<tr>
<td>2</td>
<td>CPRSPATIENT, THREE (0038)</td>
</tr>
</tbody>
</table>

Select 1 - 2: 1

If the user selects by “Patient,” and no active/non-verified orders exist within the entered date range, the below message displays.

Example: No Active/Non-Verified Clinic Orders by Patient Message

No ACTIVE AND/OR NON-VERIFIED Clinic Orders found for this patient

If the user selects by “Clinic,” and no active/non-verified orders exist within the entered date range, the below message displays.

Example: No Active/Non-Verified Clinic Orders by Clinic Message

NO ACTIVE AND/OR NON-VERIFIED ORDERS FOR SELECTED CLINIC

4.10.4.5. Quit

The entry prompt “Select Action: Quit//” displays on the Clinic Order Entry Patient profile after the Inpatient Medications profile display for the selected patient(s). The number entered forces the use of the VD action with a “Enter RETURN to continue or ‘^’ to exit” prompt.

Example: Entering a Number Response to “Select Action: Quit/”” Prompt

Select Action: Quit// 1

<table>
<thead>
<tr>
<th>Patient: BCMA PATIENT,EIGHT</th>
<th>Status: ACTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orderable Item: ATENOLOL TAB</td>
<td>Status: ACTIVE</td>
</tr>
<tr>
<td>Instructions:</td>
<td>Status: ACTIVE</td>
</tr>
<tr>
<td>Dosage Ordered: 100MG</td>
<td>Status: ACTIVE</td>
</tr>
<tr>
<td>Duration:</td>
<td>Status: ACTIVE</td>
</tr>
<tr>
<td>Med Route: ORAL (PO)</td>
<td>Status: ACTIVE</td>
</tr>
<tr>
<td>Start: 06/18/12 11:00</td>
<td>Status: ACTIVE</td>
</tr>
<tr>
<td>Stop: 06/22/12 11:00</td>
<td>Status: ACTIVE</td>
</tr>
<tr>
<td>Schedule Type: CONTINUOUS</td>
<td>Status: ACTIVE</td>
</tr>
<tr>
<td>Schedule: BID</td>
<td>Status: ACTIVE</td>
</tr>
<tr>
<td>Admin Times: 09-17</td>
<td>Status: ACTIVE</td>
</tr>
</tbody>
</table>
4.10.5. Entering a New Start Date/Time

The entry prompt “NEW START DATE/TIME:” displays allowing the user to enter a new Start Date/Time. After the user enters a new Start Date/Time, a prompt displays giving the user the ability to change the calculated Stop Date/Time.

Example: Prompt Entry for New Start Date/Time

NEW START DATE/TIME: 05/16/2011@1100

4.10.6. Order Entry View with New Start Date

The Clinic Order Entry view, based on Begin search date and the NEW end date, if greater than the original entered end date of the search, re-displays after the user enters “YES” to the “CHANGE ALL START DATES/TIME TO” prompt.

Example: Display Clinic Order Entry with New Start Date

Clinic Order Entry       Apr 13, 2012@14:21:31       Page: 1 of 1
BCMAPATIENT,FIVE       Last Ward: 3 NORTH
FID: 000-00-5555       Last Room-Bed: 1-2
DOB: 09/16/60 (51)       Wt(kg): _____ (_____)
Sex: MALE       Last Admitted: 12/05/08
Dx: FLUID IN LUNGS       Discharged: 04/10/12
Clinic Orders: Apr 20, 2013 to Apr 21, 2013@24:00
--------------------------------------------------------------------------------
- - - - - - - - - - - - - - - -  BECKY’S CLINIC - - - - - - - - - - - - - - - - -
1    DIPHENHYDRAMINE INJ,SOLN       C  04/21  04/26 N
Give: 10MG IM WEEKLY
2    ACETAMINOPHEN TAB       R  04/20  04/25 N
Give: 10 MG PO Q4H
- - - - - - - - - - - - - - - - CLINIC PATTERN 45 - - - - - - - - - - - - - - - - -
3    RANITIDINE TAB       C  04/20  04/23 N
Give: 300 MG PO BID-AM
- - - - - - - - - - - - - - - - CLINIC PATTERN 45 - - - - - - - - - - - - - - - - -
4    HEPARIN 11 ML (1)       ?  04/20  04/21 N
in 5% DEXTROSE 50 ML 100 ml/hr
----------Enter ?? for more actions---------------------------------------------
ES   Edit Start Date      VD   View Order Detail    VP   View Profile
Select Action:Quit//

4.10.7. New Start Date Update Confirmation

After the user answers “YES” to the “Are you sure?” confirmation of the new Start Date/Time change, the prompt “NATURE OF ORDER: SERVICE CORRECTION//” displays for an ACTIVE Clinic Order, with a default of SERVICE CORRECTION.

Example: Nature of Order Prompt

NATURE OF ORDER: SERVICE CORRECTION//
The selected record(s), along with the applicable message for each order, is updated, using current business functionality.

Example: Update Message

Now working on order:  
BACLOFEN  07/01/12  11:11  
Give: 10 MG PO QID  
NATURE OF ORDER: SERVICE CORRECTION// S  
...discontinuing original order...  
...creating new order.....

Pre-Exchange DOSES:

Now working on order:  
CEFAMANDOLE  05/22/12  08:00  
Give: 44 GM IV  
...updating order.......  
...updating OE/RR...  

Now working on order:  
DAPSONE  04/23/12  12:00  
Give: 50 MG PO QAM  
...updating order.......  
...updating OE/RR...  

Now working on order:  
FLUOROURACIL  05/20/12  12:00  
Give: 11 MG IM  
...updating order.......  
...updating OE/RR...  

After the user enters “QUIT” or when editing by clinic with multiple patients, the system mimics the Non-Verified/Pending Orders [PSJU VBW] option when cycling through the remaining selected patient(s).

Note: The Nature of Order prompt does not display for edits made to orders that are not active, e.g., orders with a status of non-verified.

4.10.8. Conditional Messages Displaying after New Start Date

Individual message prompts may or may not be presented after the new start date/time is entered for the patient. These depend on various validations that are being checked which the user may need to review or act upon. None, one, or more messages may display depending upon the entry.

4.10.8.1. New Start Date No Earlier than Now

A change to a new start date, earlier than “NOW” is not allowed. If the new start date entered is earlier than “NOW” the following prompt displays: “Start Date/Time earlier than NOW is not allowed. Re-enter start date. Enter new Start Date/Time:”.

4.10.8.2. New Start Date beyond 365 Days

A change to a new Start DATE beyond 365 days is not allowed.
**Example: Message Start Date Beyond 365 Days**

Start Date cannot be more than 365 days from today. Re-enter Start Date.
Enter new Start Date/Time:

*Note:* The system cycles back to the enter new start/date prompt entry until the new start/date time is less than 365 days.

### 4.10.8.3. Other Orders Exist

The message below displays when orders exist for the date entered at the “new Start Date/Time:” prompt. The existing active orders also display.

**Example: Message Other Orders Exist**

* This patient has active order(s) on Jun 04, 2012. *

<table>
<thead>
<tr>
<th>PROCHLORPERAZINE</th>
<th>06/01/12 11:11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Give: 5 MG/1 ML IV WEEKLY</td>
<td></td>
</tr>
</tbody>
</table>

Do you want to view the profile?

- If the user answers “YES,” a Profile View for the selected orders for the Start Date/Time edit for the new date displays followed by the prompt to continue.

**Example: Display View Profile for Selected Order**

```
<begin profile display>
  VP view
<end profile display>
```

The following orders have been selected for Start Date/Time edit:

<selected orders listed>

The Start Date/Time for the selected orders will be changed to <May 16, 2012@11:00>. Do you want to continue? //

- If the user answers “NO,” the “new Start Date/Time:” prompt to re-enter a new Start Date/Time displays.

### 4.10.8.4. New Start Date After One or More Stop Dates

The message below and prompt display, with no default, when the new start date is after one or more stop date(s).

**Example: Display Start Date After Stop Date**

* The new start date is after one or more stop date(s). *

The stop date(s) will be automatically changed to reflect the new start date.

Do you want to view the profile?

- If the user answers “YES,” the process continues.
- If the user answers “NO,” the “new Start Date/Time:” prompt to re-enter a new Start Date/Time displays.
The selected changed med orders display followed by the message: “The Start Date/Time for the selected orders will now be changed to mm/dd/yy hh:mm (user entered Start Date/Time.) Are you sure?”

**Example: Prompt to Confirm Changed Start Date**

<table>
<thead>
<tr>
<th>Selected Orders:</th>
<th>Current Start Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; TRINEXYPHENIDYL</td>
<td>04/09/12  07:53</td>
</tr>
<tr>
<td>Give: 10MG PO SU-MO-TU-WE-TH-FR-SA</td>
<td></td>
</tr>
<tr>
<td>BACLOFEN</td>
<td>04/19/12  11:11</td>
</tr>
<tr>
<td>Give: 20 MG PO Q2H &gt;</td>
<td></td>
</tr>
</tbody>
</table>

The Start Date/Time for the selected orders will now be changed to <6/1/12  11:00>

Are you sure?

The process returns to the “Enter a new Start Date/Time:” prompt. The existing business rule for a new order is used to calculate the med order stop date from the med start date.

### 4.10.9. Conditional Messages Displaying after Selection of Orders

The following individual message prompts may or may not be presented after the ES selection when selecting the clinic med order(s). These depend on various validations that are being checked which the user may need to review or act upon. None, one, or more messages may display depending upon the entry.

#### 4.10.9.1. ON CALL Orders

ON CALL (OC) status can only be set for IV orders. If the user selects a Clinic IV order with an ON CALL status, the message: “Orders with ON CALL Status cannot be edited…..” displays. ES action changes to orders with ON CALL status are not allowed.

**Example: Selecting ON CALL Orders**

Select Action:Next Screen// es Edit Start Date
Select Orders:  (1-5): 2
Orders with ON CALL Status cannot be edited - no changes will be applied to any of the following orders with ON CALL status:
ON CALL Status orders: Current Start / Stop Dates
---------------------------------------------------------------------------
< GENTAMICIN in INFUSE OVER 5 MINUTES> 07/18/12  07/23/12

Press Return to continue...

#### 4.10.9.2. ON HOLD Orders

If the user selects ON HOLD orders, the message: “ON HOLD orders cannot be edited…..” displays. ES action changes to orders ON HOLD are not allowed.
Example: Selecting ON HOLD Orders

Select Action: Next Screen // es  Edit Start Date
Select Orders:  (1-3): 1-2
ON HOLD orders cannot be edited - no changes will be applied to any of the following ON HOLD orders:
ON HOLD orders:                              Current Start / Stop Dates
---------------------------------------------------------------------------
<ACETAMINOPHEN                                07/21/12    07/26/12
Give: 10 MG PO Q4H>
Press Return to continue...

4.10.9.3. Complex Orders
If the user selects complex orders, the message: “Complex Orders cannot be edited – no changes will be applied to any of the following Complex order components:…….” displays. ES action changes to complex orders are not allowed.

Example: Selecting Complex Orders

Select Action: Next Screen // es  Edit Start Date
Select Orders:  (1-5): 2
Complex Orders cannot be edited - no changes will be applied to any of the following Complex order components:
Complex Component (Child) Orders:            Current Start Date/Time
---------------------------------------------------------------------------
<LANOLIN                                      06/01/12  17:00
Give: 25 MG TOP 5XD>
Press Return to continue...

4.10.9.4. Orders for More than One Clinic
If the user selects orders for more than one clinic, the message: “You have selected orders from different clinics do you want to continue?” displays:

• If the user answers “NO,” the /Clinic Order Entry profile view of order(s) for the selected patient(s) re-displays.
• If the user answers “YES,” the process continues.

4.10.9.5. Orders with different Start Date/Times
If the user selects orders for more than one Start Date/Time, the message: “You have selected orders with different Start Date/Time, do you want to proceed?” displays:

• If the user answers “NO,” the Clinic Order Entry profile view of order(s) for the selected patient(s) re-displays.
• If the user answers “YES,” the process continues.

4.10.9.6. Orders for More than one Clinic with Different Start Date/Times
If the user selects orders for more than one clinic with different Start Date/Times, the message below displays:
Example: Orders for More than One Clinic with Different Start Date/Times

You have selected orders from different clinics and with different Start Date/Times. Do you want to continue?

- If the user answers “NO,” the Clinic Order Entry profile view of order(s) for the selected patient(s) re-displays.
- If the user answers “YES,” the process continues.
6. Output Options

Most of the Output Options are located under the Reports Menu option on the Unit Dose Medications menu. The other reports are located directly on the Unit Dose Medications menu.

6.1 Patient Profile (Unit Dose) [PSJU PR]

The Patient Profile (Unit Dose) [PSJU PR] option allows a user to print a profile (list) of a patient’s orders for the patient’s current or last (if patient has been discharged) admission, by group (G), ward (W), clinic (C), or patient (P). When group is selected, a prompt to select by ward group (W) or clinic group (C) displays. If the user’s terminal is selected as the printing device, this option will allow the user to select any of the printed orders to be shown in complete detail, including the activity logs, if any.

The Patient Profile (Unit Dose) [PSJU PR] option also allows for viewing a list of clinic orders. New clinic orders cannot be created. Clinic orders are displayed separately from non-clinic orders.

Example: Patient Profile

Select Unit Dose Medications Option: Patient Profile (Unit Dose)
Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): P Patient <Enter>
Select PATIENT: PSJPATIENT1,ONE 000-00-0001 08/18/20 1 EAST
Select another PATIENT: <Enter>
SHORT, LONG, or NO Profile? SHORT/<Enter> SHORT
Show PROFILE only, EXPANDED VIEWS only, or BOTH: PROFILE/<Enter>
Select PRINT DEVICE: <Enter> NT/Cache virtual TELNET terminal

UNIT DOSE PROFILE 09/13/00 16:20
SAMPLE HEALTHCARE SYSTEM

PSJPATIENT1,ONE Ward: 1 EAST
PID: 000-00-0001 Room-Bed: B-12
DOB: 08/18/20 (80) Ht(cm): _____ (_______)
Sex: MALE Wt(kg): ______ (_______)
Admitted: 05/03/00
Dx: TESTING
CrCl: <Not Found> BSA (m2): _________
Allergies: No Allergy Assessment
ADR:

----------------------------------------- ACTIVE -----------------------------------------
1  -> AMPICILLIN CAP C 09/07 09/21 A NF
   Give: 500MG PO QID
2  -> HYDROCORTISONE CREAM,TOP C 09/07 09/21 A NF
   Give: 1% TOP QDAILY
3  -> PROPRANOLOL 10MG U/D C 09/07 09/21 A NF
   Give: PO QDAILY

View ORDERS {1-3}: 1

-------------------------------------------------------------------------report continues-------------------------------------------------------------------------
Example: Patient Profile (continued)

<table>
<thead>
<tr>
<th>Patient: PSJPATIENT1,ONE Status: ACTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orderable Item: AMPICILLIN CAP</td>
</tr>
<tr>
<td>Schedule Type: CONTINUOUS</td>
</tr>
<tr>
<td>Schedule: QID</td>
</tr>
<tr>
<td>Admin Times: 01-09-15-20</td>
</tr>
<tr>
<td>Provider: PSJPROVIDER,ONE</td>
</tr>
<tr>
<td>----------------------------------------</td>
</tr>
<tr>
<td>AMPICILLIN 500MG CAP</td>
</tr>
<tr>
<td>U/D                        Units</td>
</tr>
<tr>
<td>-------------------------------</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

ORDER NOT VERIFIED
Self Med: NO
Entry By: PSJPROVIDER,ONE Entry Date: 09/07/00 13:37

6.2. Reports Menu

[PSJU REPORTS]

The Reports Menu option contains various reports generated by the Unit Dose package.

Note: All of these reports are QUEUABLE, and it is strongly suggested that these reports be queued when run.

Example: Reports Menu

Select Reports Menu Option: ?

7  7 Day MAR
14 14 Day MAR
24 24 Hour MAR
AP1 Action Profile #1
AP2 Action Profile #2
Authorized Absence/Discharge Summary
Extra Units Dispensed Report
Free Text Dosage Report
Inpatient Stop Order Notices
Medications Due Worksheet
Patient Profile (Extended)
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Admin</th>
<th>SEP</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/07</td>
<td>09/07 15:00</td>
<td>01</td>
<td>****</td>
<td></td>
</tr>
<tr>
<td>AMPICILLIN</td>
<td>C15</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO QID</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RPH: PI</td>
<td>RN: _____</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See next label for continuation.

**Example: 14 Day MAR (continued)**
6.2.4.  Action Profile #1
[PSJU AP-1]

The Action Profile #1 [PSJU AP-1] option creates a report form that contains all of the active inpatient medication orders for one or more patients. These patients may be selected by ward group (G), ward (W), or patient (P). If selection by ward is chosen, the administration teams may be specified. The default for the administration team is ALL and multiple administration teams may be entered. If selecting by ward or ward group, the profile may be sorted by patient name or room-bed. Entering a Ward Group of ^OTHER will automatically sort by patient and print a report for Outpatients that are receiving Inpatient Medications and that meet the report parameters. If the user chooses to run this option by patient, the opportunity is given to select as many patients as needed, but only those that have active orders will print.

The Action Profile #1 [PSJU AP-1] option also allows for viewing a list of clinic orders. New clinic orders cannot be created. Clinic orders are displayed separately from non-clinic orders.

Start and stop dates will be prompted next. If the user chooses to enter a start and stop date, only patients with active orders occurring between those dates will print. The start and stop dates must be in the future (NOW is acceptable). Time is required only if the current date of TODAY or T is entered.

There are six medication choices. The user may select multiple choices of medications to be printed on the Action Profile #1 report. Since the first choice is ALL Medications, the user will not be allowed to combine this with any other choices. The default choice is “Non-IV Medications only” if:

1. The MAR ORDER SELECTION DEFAULT parameter was not defined.
2. Selection by Ward group.
3. Selected by patients and patients are from different wards.

The form is printed so the attending provider will have a method of periodically reviewing these active medication orders. If the user chooses to run this option by patient, the opportunity is given to select as many patients as needed, but only those that have active orders will print.

Also on this profile, the provider can renew, discontinue, or not take any action regarding the active orders for each patient. A new order will be required for any new medication prescribed or for any changes in the dosage or directions of an existing order. If no action is taken, a new order is not required.

If the user chooses to enter a start and stop date, only patients with active orders occurring between those dates will print (for the ward or wards chosen). The start and stop dates must be in the future (NOW is acceptable). Time is required only if the current date of TODAY or T is entered.

It is recommended that the action profiles be printed on two-part paper, if possible. Using two-part paper allows a copy to stay on the ward and the other copy to be sent to the pharmacy.

Note: This report uses a four-digit year format.
**Example: Action Profile #1**

Select Reports Menu Option: **AP1 Action Profile #1**

Select by WARD GROUP (G), WARD (W), or PATIENT (P): Patient <Enter>

Select PATIENT: **PSJPATIENT1,ONE** 000-00-0001 08/18/20 1 EAST

Enter medication type(s): 2,3,6//

...this may take a few minutes...(you should QUEUE this report)... Select PRINT DEVICE: <Enter> NT/Cache virtual TELNET terminal

Enter RETURN to continue or '"' to exit: <Enter>

---

UNIT DOSE ACTION PROFILE #1 09/11/2000 11:01

SAMPLE HEALTHCARE SYSTEM

(Continuation of VA FORM 10-1158) Page: 1

This form is to be used to REVIEW/RENEW/CANCEL existing active medication orders for inpatients. Review the active orders listed and beside each order circle one of the following:

- **R** - to RENEW the order
- **D** - to DISCONTINUE the order
- **N** - to take NO ACTION (the order will remain active until the stop date indicated)

A new order must be written for any new medication or to make any changes in dosage or directions on an existing order.

---

**PSJPATIENT1,ONE** Ward: 1 EAST

PID: 000-00-0001 Room-Bed: B-12

DOB: 08/18/1920 (80)

Ht(cm): _____ (_______)

Wt(kg): _____ (_______)

Sex: MALE

Admitted: 05/03/2000

Dx: TESTING

CrCl: <Not Found>

BSA (m2): ______

Allergies: No Allergy Assessment

ADR:

---

<table>
<thead>
<tr>
<th>No.</th>
<th>Action</th>
<th>Drug</th>
<th>ST Start Date</th>
<th>Stop Date</th>
<th>Status/Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>R</td>
<td>AMPICILLIN 1 GM</td>
<td>C 09/07 09/14</td>
<td>A</td>
<td>ACTIVE</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>in 0.9% NACL 100 ML QID</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Special Instructions: THIS IS AN INPATIENT IV EXAMPLE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 2   | R     | AMPICILLIN CAP | C 09/07 09/21 | A          |
|     | D     |                   |             |           |
|     | N     |                   |             |           |
|     |       | Give: 500MS PO QID |       | | |

| 3   | R     | HYDROCORTISONE CREAM,TOP | C 09/07 09/21 | A          |
|     | D     |                   |             |           |
|     | N     |                   |             |           |
|     |       | Give: 1% TOP QDAILY |       | | |

| 4   | R     | MULTIVITAMINS 5 ML | C 09/07 09/12 | A          |
|     | D     |                   |             |           |
|     | N     |                   |             |           |
|     |       | in 0.9% NACL 1000 ML 20 ml/hr | | | |

| 5   | R     | PROPRANOLOL 10MG U/D | C 09/07 09/21 | A          |
|     | D     |                   |             |           |
|     | N     |                   |             |           |
|     |       | Give: PO QDAILY |       | | |

---

**Date AND Time**: PHYSICIAN’S SIGNATURE

MULTIDISCIPLINARY REVIEW (WHEN APPROPRIATE)

PHARMACIST’S SIGNATURE

NURSE’S SIGNATURE

---

REPORT CONTINUES---
### 6.2.5. Action Profile #2

[PSJU AP-2]

The Action Profile #2 [PSJU AP-2] option is similar to the Action Profile #1 option (see previous report) with the added feature that the nurse can show only expiring orders, giving in effect, stop order notices (see Inpatient Stop Order Notices).

The Action Profile #2 [PSJU AP-2] option also allows for viewing a list of clinic orders. New clinic orders cannot be created. Clinic orders are displayed separately from non-clinic orders.

The user can run the Action Profile #2 [PSJU AP-2] option by group (G), ward (W), clinic (C), or patient (P). When group is selected, a prompt to select by ward group (W) or clinic group (C) displays. If this option is run by patient, the opportunity to select as many patients as desired is given, but the user will not get a report if the patient has no active orders.

If the option for a ward or a ward group is chosen, a prompt to choose the ward or ward group for which the user wants to run the option is displayed. The user will then be asked to sort (print) Action Profiles by team (T) or treating provider (P). If Ward Group of ^OTHER is entered, the user will not be given a sort (print) option; it will automatically sort by treating provider and print a report of Outpatients that are receiving Inpatient Medications and that meet the report parameters.

At the “Print (A)ll active orders, or (E)xpiring orders only? A//” prompt, the user can choose to print all active orders for the patient(s) selected, or print only orders that will expire within the date range selected for the patient(s) selected.

There are six medication choices. The user may select multiple choices of medications to be printed on the Action Profile #2 report. Since the first choice is ALL Medications, the user will not be allowed to combine this with any other choices.

It is recommended that the action profiles be printed on two-part paper, if possible. Using two-part paper allows a copy to stay on the ward and the other copy to be sent to the pharmacy.
Note: This report uses a four-digit year format.

Example: Action Profile #2

Select Reports Menu Option: AP2  Action Profile #2

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

Select PATIENT: PSJPATIENT1,ONE  000-00-0001   08/18/20   1 EAST

Select another PATIENT: <Enter>

Enter START date/time: NOW// <Enter>  (SEP 11, 2000@11:02)

Enter STOP date/time: SEP 11, 2000@11:02// T+7  (SEP 18, 2000)

Print (A)ll active orders, or (E)xpiring orders only? A// <Enter>  (ALL)

Enter medication type(s): 2,3,6// 1

Select PRINT DEVICE: <Enter>  NT/Cache virtual TELNET terminal

...this may take a few minutes...(you really should QUEUE this report)...

Enter RETURN to continue or '^' to exit: <Enter>

-----------------------------------------report continues--------------------------------
A new order must be written for any new medication or to make any changes in dosage or directions on an existing order.

---

**Team:** NOT FOUND

**PSJPATIENT1,ONE**

<table>
<thead>
<tr>
<th>PID: 000-00-0001</th>
<th>Room-Bed: B-12</th>
<th>Ht(cm): ______ (_______)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dob: 08/18/1920 (80)</td>
<td>Wt(kg): ______ (_______)</td>
<td></td>
</tr>
<tr>
<td>Sex: MALE</td>
<td>Admitted: 05/03/2000</td>
<td></td>
</tr>
</tbody>
</table>

**Dx:** TESTING

**Allergies:** No Allergy Assessment

**ADR:**

---

<table>
<thead>
<tr>
<th>No.</th>
<th>Action</th>
<th>Drug</th>
<th>ST</th>
<th>Start</th>
<th>Stop</th>
<th>Status/Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AMPICILLIN 1 GM</td>
<td>in 0.9% NACL 100 ML QID</td>
<td>C</td>
<td>09/07</td>
<td>09/14</td>
<td>A</td>
</tr>
<tr>
<td>2</td>
<td>AMPICILLIN CAP</td>
<td>Give: 500MG PO QID</td>
<td>C</td>
<td>09/07</td>
<td>09/21</td>
<td>A</td>
</tr>
<tr>
<td>3</td>
<td>HYDROCORTISONE CREAM, TOP</td>
<td>Give: 1% TOP QDAILY</td>
<td>C</td>
<td>09/07</td>
<td>09/21</td>
<td>A</td>
</tr>
<tr>
<td>4</td>
<td>MULTIVITAMINS 5 ML</td>
<td>in 0.9% NACL 1000 ML 20 ml/hr</td>
<td>C</td>
<td>09/07</td>
<td>09/12</td>
<td>A</td>
</tr>
</tbody>
</table>

---

**Date AND Time**

**PHYSICIAN’S SIGNATURE**

---

**MULTIDISCIPLINARY REVIEW**

( WHEN APPROPRIATE)

**PHARMACIST’S SIGNATURE**

**NURSE’S SIGNATURE**

---

**ADDITIONAL MEDICATION ORDERS:**

---

**Date AND Time**

**PHYSICIAN’S SIGNATURE**

---

**PSJPATIENT1,ONE**

<table>
<thead>
<tr>
<th>PID: 000-00-0001</th>
<th>Room-Bed: B-12</th>
<th>Ht(cm): ______ (_______)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dob: 08/18/1920 (80)</td>
<td>Wt(kg): ______ (_______)</td>
<td>Admitted: 05/03/2000</td>
</tr>
</tbody>
</table>
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