



INPATIENT MEDICATIONS

NURSE'S USER MANUAL

Version 5.0
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Department of Veterans Affairs
Product Development

Revision History

Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. If the Revised Pages column lists “All,” replace the existing manual with the reissued manual. If the Revised Pages column lists individual entries (e.g., 25, 32), either update the existing manual with the Change Pages Document or print the entire new manual.

Date	Revised Pages	Patch Number	Description
04/2013	i-x, 11, 12, 13-14, 14a, 16d-16f, 74m-74x, 77, 98, 100-101, 140-141	PSJ*5*275	Added Clinic Orders functionality REDACTED
01/2013	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 124 125-138 139-142	PSJ*5*260 PSJ*5*268	Updated Revision History Updated Table of Contents Fix text wrapping (Page 1 of 1) in screen Added new option Check Drug Interaction & 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 & Display Drug Allergies, and update OCI Updated Glossary Updated Index REDACTED
09/2012	i-iii, 12, 12a-12b, 14, 14a-14b, 16d-	PSJ*5*267	Added No Allergy Assessment logic Updated Special Instructions/Other Print Info

Date	Revised Pages	Patch Number	Description
	16f, 24b-24d, 26-27, 27a-27b, 30, 30a- 30b, 59, 59a-59b 131		REDACTED
01/2012	i-iv v-vi 10 20 23 35 47, 53, 60 74d 74f-74g 74k 74l 124, 127, 131, 133, 134 137-140	PSJ*5*254	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 REDACTED
09/2011	65	PSJ*5*235	Updated ‘Note’ section regarding Expected First Dose REDACTED
07/2011	Cover Page i, 16 140	PSJ*5*243	Removed the acronym PD on Cover page 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	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

Date	Revised Pages	Patch Number	Description
	26-27 33-34b 35-39 40-40d 46 67 71 72-73 74 74a-74c 74d-74f 74f-74g 105 119-120 121-122 123-136 137-140		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 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,	PSJ*5*134	Inpatient Medication Route changes added, plus details on IV type changes for infusion orders from CPRS, pending renewal

Date	Revised Pages	Patch Number	Description
	134		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, 92a-92b	PSJ*5*145	On 24-Hour, 7-Day, and 14-Day MAR Reports, added prompt to include Clinic Orders when printing by Ward or Ward Group. Also added prompt to include Ward Orders when printing by Clinic or Clinic Group. 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

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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

Topic-Oriented Section

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

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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

```
Non-Verified/Pending Orders
Select IV ROOM NAME:      TST ISC ROOM

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.....

                Pending/Non-Verified Order Totals by Ward Group/Clinic Location

Ward Group/Clinic Location      Pending          Non-Verified
                                IV              UD              IV              UD
Ward Groups
GEN MED                          5              5              0              3
TST 1 Group                       1              3              0              0
TST 3                             0              2              0              0
^OTHER                            5              27             1              5

Clinics
45 CLINIC PATTERN                 5              0              0              0
```

- 1) Non-Verified Orders
- 2) Pending Orders

Select Order Type(s) (1-2):



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.

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 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 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.

(This page included for two-sided copying)

Example: Profile

```

Inpatient Order Entry      Jun 12, 2006@23:12:54      Page: 1 of 1
PSJPATIENT11, ONE        Ward: 2ASM
PID: 000-55-3421          Room-Bed: 102-1          Ht (cm): _____ (_____)
DOB: 12/02/23 (82)        Wt (kg): 100.00 (06/24/03)
Sex: MALE                  Admitted: 12/11/01
Dx: HE IS A PAIN.         Last transferred: 12/11/01
CrCL: <Not Found>         BSA (m2): _____

----- A C T I V E -----
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
----- N O N - V E R I F I E D -----
4  CAPTOPRIL TAB          C 06/14 06/28  N
   Give: 25MG PO BID


----- P E N D I N G   R E N E W A L S -----
5  HALOPERIDOL TAB        ? ***** ***** P 06/14
   Give: 5MG PO BID
----- P E N D I N G -----
6  HEPARIN/DEXTROSE INJ,SOLN ? ***** ***** P
   Give: IV
7  LACTULOSE SYRUP        ? ***** ***** P NF
   Give: 10GM/15ML PO BID PRN

----- R E C E N T L Y   D I S C O N T I N U E D / E X P I R E D   ( L A S T   2 4   H O U R S ) -----
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      SO Select Order
PU Patient Record Update   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

```
Begin Search Date: TODAY//06/01 (JUN 01, 2012)
End Search Date: Jun 01, 2012// 05/15 (MAY 15, 2012)
Response must not precede 6/1/2012.
End Search Date: Jun 01, 2012//
```

- 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

```
Search for Active and Non-Verified CLINIC Medication Orders
that fall within the date range selected below:
Begin Search Date: TODAY// (default to current date)
End Search Date: (default to the entered Begin Search Date:)
```

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

Entry Result	System Prompt	User Entry
C	“SELECT CLINIC:”	Clinic name – case inclusive (display clinics that are marked allow clinic orders)
G	“SELECT CLINIC GROUP”	Clinic group name
P	“SELECT PATIENT:”	Patient name

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
No.    PATIENT
-----
  1    CPRSPATIENT, ONE (0091)
  2    CPRSPATIENT, TWO (5555)
  3    CPRSPATIENT, THREE (0038)
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.

Example: Prompt to Select Patient

Select 1 - 1:

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

```
Clinic Order Entry          May 06, 2011@09:46:50          Page: 1 of 2
CPRSPATIENT,ONE           Ward: 3 North
PID: 666-01-0123           Room-Bed: 123-A           Ht (cm) : _____ ( _____ )
DOB: 10/10/58 (52)         Wt (kg) : _____ ( _____ )
Sex: MALE                  Last Admitted: 03/28/11
Dx: SICK                   Discharged: 03/28/11

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

```
Patient: CPRSPATIENT, THREE                               Status: ACTIVE
* (1) Additives:                Order number: 1           Type: ADMIXTURE
      5-FLUOURACIL 11 MG
* (2) Solutions:
      DEXTROSE 20% DEXTROSE TEST 500 ML
      Duration:                * (4)      Start: 04/12/12 09:39
* (3) Infusion Rate: 11 ml/hr
* (5) Med Route: IM                * (6)      Stop: 04/13/12 24:00
* (7) Schedule:                    Last Fill: 04/12/12 09:44
      (8) Admin Times:                Quantity: 1
* (9) Provider: MACOY, BONES [es]   Cum. Doses: 1
      (10) Other Print: (11) Remarks :
           IV Room: TST ISC ROOM
           Entry By: PROVIDER, ONE           Entry Date: 04/12/12 09:44
Enter RETURN to continue or '^' 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

```

                                I N P A T I E N T   M E D I C A T I O N S           03/06/13  10:17
                                VAMC: XXXXX (500)
-----
TESTPATNM,PATIENT                      Ward: IP WARD
PID: 666-00-0195                        Room-Bed: * NF *                Ht (cm): _____ (_____)
DOB: 07/07/67 (45)                      Wt (kg): _____ (_____)
Sex: FEMALE                               Admitted: 10/31/94
Dx: SICK                                  Last transferred: 05/07/03
CrCL: <Not Found>                         BSA (m2): _____
Allergies: CEFAZOLIN, PENICILLIN, VALIUM, WARFARIN, ASPIRIN,
          BISMUTH SUBSALICYLATE, EGGS, LACTOSE, MILK, BACON ( FREE TEXT ),
          ICE CREAM, STRAWBERRIES
NV Aller.: CIMETIDINE
          ADR: AMPICILLIN
-----
                                A C T I V E -----
1      BACLOFEN TAB                      R 03/04 03/15  A
      Give: 10MG PO Q4H
-----
                                N O N - V E R I F I E D -----
2      CEFAMANDOLE INJ                   C 02/13 03/17  N
      Give: 10 GM IVP Q3D@0900
3      5-FLUOURACIL 100 MG               C 02/15 03/17  N
      in DEXTROSE 10% 1000 ML 200 ml/hr
-----
                                P E N D I N G -----
4      BACLOFEN TAB                      C ***** ***** P
      Give: 20MG PO BID
5      CAPTOPRIL TAB                     C ***** ***** P
      Give: 25MG PO BID
6      FLUOROURACIL INJ,SOLN             C ***** ***** P
      Give: 100MG/2ML IV BID
-----
                                CLINIC NAME -----
7      BACLOFEN TAB                      C 02/25 03/27  A
      Give: 10MG ORALSL Q4H
      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
```

No.	PATIENT
1	CPRSPATIENT, ONE (0091)
2	CPRSPATIENT, TWO (5555)
3	CPRSPATIENT, THREE (0038)
4	CPRSPATIENT, FOUR (0237)

```
Select 1 - 4: 3
```

```
CLINIC ORDERS - CLINIC (45)
```

No.	PATIENT
1	CPRSPATIENT, TWO (5555)
2	CPRSPATIENT, THREE (0038)

```
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
```

```
< -----
Patient: BCMAPATIENT,EIGHT                               Status: ACTIVE
Orderable Item: ATENOLOL TAB
Instructions:
Dosage Ordered: 100MG
Duration:                                                Start: 06/18/12 11:00
Med Route: ORAL (PO)                                     Stop: 06/22/12 11:00
Schedule Type: CONTINUOUS
Schedule: BID
Admin Times: 09-17
```

```

Provider: PROVIDER, ONE [s]
Dispense Drugs          U/D  Units  Units  Inactive
                        U/D  Disp'd Ret'd  Date
-----
ATENOLOL 100MG TAB     1    0      0
Self Med: NO
Entry By: MCCOY, BONES          Entry Date: 05/31/12 12:28>
Enter RETURN to continue or '^' to exit:

```

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
PID: 000-00-5555          Last Room-Bed: 1-2          Ht (cm): _____ (_____)
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 (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. *  
  
PROCHLORPERAZINE                06/01/12  11:11  
Give: 5 MG/1 ML IV WEEKLY  
  
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

```

Selected Orders:                               Current Start Date/Time
-----
< TRIHEXYPHENIDYL                             04/09/12  07:53
  Give: 10MG PO SU-MO-TU-WE-TH-FR-SA
  BACLOFEN                                       04/19/12  11:11
  Give: 20 MG PO Q2H >
-----

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                                       07/18/12   07/23/12
  in  INFUSE OVER 5 MINUTES>

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?
You have selected orders from different clinics
and with different Start Date/Times.

- 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
```

```
                U N I T   D O S E   P R O F I L E                09/13/00  16:20
                S A M P L E   H E A L T H C A R E   S Y S T E M
-----
PSJPATIENT1,ONE                Ward: 1 EAST
  PID: 000-00-0001                Room-Bed: B-12
  DOB: 08/18/20 (80)                Ht (cm): _____ (_____)
  Sex: MALE                        Wt (kg): _____ (_____)
  Dx: TESTING                       Admitted: 05/03/00
  CrCL: <Not Found>                BSA (m2): _____
  Allergies: No Allergy Assessment
  ADR:
-----
                A C T I V E
-----
  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)

```
-----
Patient: PSJPATIENT1,ONE                               Status: ACTIVE
Orderable Item: AMPICILLIN CAP
Instructions:
Dosage Ordered: 500MG
  Duration:                                             Start: 09/07/00 15:00
  Med Route: ORAL (PO)                               Stop: 09/21/00 24:00
Schedule Type: CONTINUOUS
  Schedule: QID
  Admin Times: 01-09-15-20
  Provider: PSJPROVIDER,ONE [w]
-----
Dispense Drugs                                         U/D   Units  Units  Inactive
                                                Disp'd Ret'd   Date
-----
AMPICILLIN 500MG CAP                                1     0     0
-----
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)
```

Example: 14 Day MAR (continued)

CONTINUOUS SHEET		14 DAY MAR														09/07/2000 through 09/20/2000			
SAMPLE HEALTHCARE SYSTEM		Printed on 09/20/2000 16:11														Ward: 1 EAST			
Name: PSJPATIENT1,ONE		Weight (kg): _____ (_____)														Room-Bed: B-12			
PID: 000-00-0001 DOB: 08/18/1920 (80)		Height (cm): _____ (_____)														Admitted: 05/03/2000 13:29			
Sex: MALE Dx: TESTING																			
Allergies: No Allergy Assessment ADR:																			
Order	Start	Stop	Admin Times	SEP	07	08	09	10	11	12	13	14	15	16	17	18	19	20	notes
09/07	09/07 15:00	09/21/00 24:00 (A9111)	01 09 C15 20	****															AMPICILLIN CAP Give: 500MG PO QID RPH: PI RN: _____
09/07	09/07 15:00	09/14/00 16:54 (A9111)	01 09 C15 20	****									****	****	****	****	****	****	AMPICILLIN 1 GM in 0.9% NAACL 100 ML IVPB QID See next label for continuation
THIS IS AN INPATIENT IV EXAMPLE																			
RPH: PI RN: _____																			
09/07	09/07 17:00	09/07/00 12:34 (A9111)	C17	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	HYDROCORTISONE CREAM, TOP Give: 1% 0 QDAILY RPH: MLV RN: _____
09/07	09/07 17:00	09/07/00 12:50 (A9111)	C09 21	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	METHYLPREDNISOLNE INJ Give: 500MG IV Q12H THIS IS AN INPATIENT IV EXAMPLE RPH: MLV RN: _____
09/07	09/07 17:00	09/07/00 12:50 (A9111)	C17	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	METHYLPREDNISOLNE INJ Give: 1000MG IV QDAILY THIS IS AN INPATIENT IV EXAMPLE RPH: MLV RN: _____
SIGNATURE/TITLE INIT INJECTION SITES MED/DOSE OMITTED REASON INIT																			
Indicate RIGHT (R) or LEFT (L)																			
(IM) (SUB Q)																			
1. DELTOID 6. UPPER ARM																			
2. VENTRAL GLUTEAL 7. ABDOMEN																			
3. GLUTEUS MEDIUS 8. THIGH																			
4. MID (ANTERIOR) THIGH 9. BUTTOCK																			
5. VASTUS LATERALIS 10. UPPER BACK																			
PRN: E=Effective N=Not Effective																			
PSJPATIENT1,ONE 000-00-0001 Room-Bed: B-12 LAST PAGE: 1 VA FORM 10-2970																			

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: API 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
Select another PATIENT: <Enter>
Enter medication type(s): 2,3,6// 1
...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 Ht (cm): _____ (_____)
DOB: 08/18/1920 (80) Wt (kg): _____ (_____)
Sex: MALE Admitted: 05/03/2000
Dx: TESTING
CrCL: <Not Found> BSA (m2): _____

Allergies: No Allergy Assessment
ADR:

No.	Action	Drug	ST	Start	Stop	Status/Info
----- A C T I V E -----						
1	R D N	AMPICILLIN 1 GM in 0.9% NAACL 100 ML QID Special Instructions: THIS IS AN INPATIENT IV EXAMPLE	C	09/07	09/14	A
2	R D N	AMPICILLIN CAP Give: 500MG PO QID	C	09/07	09/21	A
3	R D N	HYDROCORTISONE CREAM, TOP Give: 1% TOP QDAILY	C	09/07	09/21	A
4	R D N	MULTIVITAMINS 5 ML in 0.9% NAACL 1000 ML 20 ml/hr	C	09/07	09/12	A
5	R D N	PROPRANOLOL 10MG U/D Give: PO QDAILY	C	09/07	09/21	A

Date AND Time PHYSICIAN'S SIGNATURE

MULTIDISCIPLINARY REVIEW
(WHEN APPROPRIATE) PHARMACIST'S SIGNATURE

NURSE'S SIGNATURE

-----report continues-----



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-----
```

Example: Action Profile #2 (continued)

UNIT DOSE ACTION PROFILE #2 SAMPLE HEALTHCARE SYSTEM (Continuation of VA FORM 10-1158)	09/11/2000 11:03 Page: 1																																																												
A new order must be written for any new medication or to make any changes in dosage or directions on an existing order.																																																													
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">PSJPATIENT1,ONE</td> <td style="width: 30%;">Team: NOT FOUND</td> <td style="width: 40%;"></td> </tr> <tr> <td>PID: 000-00-0001</td> <td>Ward: 1 EAST</td> <td></td> </tr> <tr> <td>DOB: 08/18/1920 (80)</td> <td>Room-Bed: B-12</td> <td>Ht (cm) : _____ (_____)</td> </tr> <tr> <td>Sex: MALE</td> <td></td> <td>Wt (kg) : _____ (_____)</td> </tr> <tr> <td>Dx: TESTING</td> <td></td> <td>Admitted: 05/03/2000</td> </tr> <tr> <td>Allergies: No Allergy Assessment</td> <td></td> <td></td> </tr> <tr> <td>ADR:</td> <td></td> <td></td> </tr> </table>		PSJPATIENT1,ONE	Team: NOT FOUND		PID: 000-00-0001	Ward: 1 EAST		DOB: 08/18/1920 (80)	Room-Bed: B-12	Ht (cm) : _____ (_____)	Sex: MALE		Wt (kg) : _____ (_____)	Dx: TESTING		Admitted: 05/03/2000	Allergies: No Allergy Assessment			ADR:																																									
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<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">No. Action</th> <th style="text-align: left;">Drug</th> <th style="text-align: left;">ST</th> <th style="text-align: left;">Start</th> <th style="text-align: left;">Stop</th> <th style="text-align: left;">Status/Info</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center; border-top: 1px dashed black; border-bottom: 1px dashed black;"> - - - - - A C T I V E - - - - - </td> </tr> <tr> <td>1</td> <td>AMPICILLIN 1 GM in 0.9% NACL 100 ML QID Special Instructions: THIS IS AN INPATIENT IV EXAMPLE</td> <td>C</td> <td>09/07</td> <td>09/14</td> <td>A</td> </tr> <tr> <td></td> <td><input type="checkbox"/> TAKE NO ACTION <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> RENEW</td> <td></td> <td></td> <td></td> <td>COST/DOSE: 1.32</td> </tr> <tr> <td>2</td> <td>AMPICILLIN CAP Give: 500MG PO QID</td> <td>C</td> <td>09/07</td> <td>09/21</td> <td>A</td> </tr> <tr> <td></td> <td><input type="checkbox"/> TAKE NO ACTION <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> RENEW</td> <td></td> <td></td> <td></td> <td>COST/DOSE: 0.731</td> </tr> <tr> <td>3</td> <td>HYDROCORTISONE CREAM, TOP Give: 1% TOP QDAILY</td> <td>C</td> <td>09/07</td> <td>09/21</td> <td>A</td> </tr> <tr> <td></td> <td><input type="checkbox"/> TAKE NO ACTION <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> RENEW</td> <td></td> <td></td> <td></td> <td>COST/DOSE: 0.86</td> </tr> <tr> <td>4</td> <td>MULTIVITAMINS 5 ML 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> <tr> <td></td> <td><input type="checkbox"/> TAKE NO ACTION <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> RENEW</td> <td></td> <td></td> <td></td> <td>COST/DOSE: 468.795</td> </tr> </tbody> </table>		No. Action	Drug	ST	Start	Stop	Status/Info	- - - - - A C T I V E - - - - -						1	AMPICILLIN 1 GM in 0.9% NACL 100 ML QID Special Instructions: THIS IS AN INPATIENT IV EXAMPLE	C	09/07	09/14	A		<input type="checkbox"/> TAKE NO ACTION <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> RENEW				COST/DOSE: 1.32	2	AMPICILLIN CAP Give: 500MG PO QID	C	09/07	09/21	A		<input type="checkbox"/> TAKE NO ACTION <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> RENEW				COST/DOSE: 0.731	3	HYDROCORTISONE CREAM, TOP Give: 1% TOP QDAILY	C	09/07	09/21	A		<input type="checkbox"/> TAKE NO ACTION <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> RENEW				COST/DOSE: 0.86	4	MULTIVITAMINS 5 ML in 0.9% NACL 1000 ML 20 ml/hr	C	09/07	09/12	A		<input type="checkbox"/> TAKE NO ACTION <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> RENEW				COST/DOSE: 468.795
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