

INPATIENT MEDICATIONS

**PHARMACIST’S USER MANUAL**

Version 5.0

December 1997

(Revised April 2013)

Department of Veterans Affairs Product Development

Revision History

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

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| **Date** | **Revised Pages** | **Patch Number** | **Description** |
| 04/2013 | i-ix, 11, 12-12a, 13, 17,63, 64-64a,65-66, 117-118, 124cc-124pp, 153-154, 174,176, 244-245 | PSJ\*5\*275 | Updated Revision History Updated Table of Contents Added Clinic Order functionalityREDACTED |
| 01/2013 | i viixi, xii 910, 2111, 6315, 15a, 16,17b, 27-28b,35, 36b, 37-38,40, 45, 53, 59,62, 62b, 65,73, 81-84, 96,98, 103, 113,120, 120b,122, 124a,124d, 124i,136, 137, 149,153, 158-161,175, 180, 187,190, 195,196b, 203,206, 210124f-124f2124f2,124k-124q 124z-124bb 224225-238239-246 | PSJ\*5\*260 PSJ\*5\*268 | Updated Revision History Updated Table of Contents Update Menu TreesAdded DA & CK menu option to table Corrected label for OCIAdded Check Drug Interaction to the Unit Dose & IV menus. Updated screens for Creatinine Clearance (CrCl) and Body Surface Area (BSA), when available, to the header area of Patient andMedication Profile displaysAdded information regarding clinic orders Drug Allergy updatesAdded new section for Check Drug Interaction Added Hidden Action DA & CK, and updated OCI Updated GlossaryUpdated IndexREDACTED |
| 09/2012 | i-vii, 12, 12a-12b, 14, 14a-14b, | PSJ\*5\*267 | Added No Allergy Assessment logic |

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|  | 17, 17a-17b, |  |  |
| 25b-25d, 27, |  |
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| 29, 55, 64, | Updated Special Instructions/Other Print Info |
| 64a-64b, 66, |  |
| 66a-66b, 71, | REDACTED |
| 71a-71b, 119, |  |
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| 01/2012 | i, v-vii,10, | PSJ\*5\*254 | Updated Table of ContentsAdded Order Checks/Interventions (OCI) to “Hidden |
|  |  |  | Actions” section |
|  | 21 |  | Defined OCI Indicator |
|  | 25 |  | Updated Schedule Type text |
|  | 29 |  | Updated text under Interventions Menu |
|  | 42a, 49, 56, |  | Updated Pharmacy Interventions for Edit, Renew, and Finish |
|  | 56a, 75, 89, |  | orders for Unit dose and IV |
|  | 99, 106-106b |  |  |
|  | 124c |  |  |
|  | 124f-124g |  | Added note to Drug-Drug Interactions |
|  | 124k-124l |  | Added note to Drug-Allergy Interactions |
|  | 124x |  | Updated Allergy/ADR Example Order Checks |
|  | 124y-124z |  | Added “Display Pharmacist Intervention” section |
|  | 224, 228, |  | Defined Historical Overrides/Interventions |
|  | 232, 233, 234239-244 |  | Updated Glossary |
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|  |  |  | REDACTED |
| 09/2011 | 58 | PSJ\*5\*235 | Updated ‘Note’ section regarding Expected First DoseREDACTED |
| 07/2011 | i, 16246 | PSJ\*5\*243 | Update Revision History Update IndexRevised the existing display in the *Non-Verified/Pending Orders* [PSJU VBW] option from a pure alphabetic listing of patient names, to a categorized listing by priority. Added “priority” to Index.REDACTED |
| 04/2011 | i | PSJ\*5\*181 | Updated Revision History |
|  | v-vii |  | Updated Table of Contents |
|  | 9 |  | New: Intervention Menu |
|  | 15-15b |  | New: Example: Ward Group Sort option ^OTHER for Patient |
|  |  |  | and Example: Ward Group Sort option ^OTHER for Order |
|  | 17 |  | Updated: Example: Patient Information Screen |
|  | 19 |  | Update: “Select DRUG” |
|  | 20 |  | Note was updated |
|  | 21 |  | Updated: Example: Dispense Drug with Possible Dosages and |
|  |  |  | Example: Dispense Drug with Local Possible Dosages |
|  | 27-28 |  | Updated: Example: New Order Entry |

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|  | 30 |  | Updated: Example: New Intervention |
| 31 | Updated: Example: Edit an Intervention |
| 32 | Updated: Example: Delete an Intervention |
| 33 | Updated: Example: View an Intervention |
| 34 | Updated: Example: Print an Intervention |
| 35-36b | New: Discontinued Codes and Example of Inpatient Order |
|  | Entry |
| 37 | New: Example: Patient Information |
| 40 | Updated: 4.1.5.1 Discontinue |
| 41 | Updated: Example: Discontinue an Order (continued) |
| 46 | Updated: Example: Verify an Order (continued) |
| 61-62b | Updated: 4.1.8 Inpatient Profile, Discontinued Codes, & |
|  | example |
| 65 | Updated: Example: Patient Information |
| 66 | Updated: Example: Patient Record |
| 67 | Updated: Example: Patient Information |
| 73-74 | Updated: Example: New Order Entry |
| 76 | Updated: Example: New Intervention |
| 77 | Updated: Example: Edit an Intervention |
| 78 | Updated: Example: Delete an Intervention |
| 79 | Updated: Example: View an Intervention |
| 80 | Updated: Example: Print an Intervention |
| 81 | Updated: 4.2.3.5 View Profile |
| 83 | Updated: Example: Patient Information |
| 98 | Updated: 4.1.5.4 Hold |
| 118 | Updated text |
| 120-120b | Updated: 4.2.7. Inpatient Profile, Discontinued Codes, & |
|  | example |
| 122 | Updated: Example: Inpatient Profile |
| 123-124v | Updated: 4.3. Order Checks |
| 125 | Added Note |
| 136 | Updated: Example: Extra Units Dispensed Report |
| 137 | Updated: Example: Reporting Medication Returns |
| 153 | Updated: Example: Patient Profile |
| 190 | Updated: Example: Extended Patient Profile Report |
| 192a-192b | Updated: 8.1.5. Patients on Specific Drug(s) |
| 194-195 | Updated: Example: IV Individual Labels |
| 196-196d | New: Example: IV Individual Labels (Print New Labels) |
| 219-220 | New: 10. CPRS Order Checks – How They Work |
| 221-222 | New: 11. Error Messages |
| 223-238 | Updated: Glossary page numbering |
| 239-246 | Updated: Index & page numbering |
|  | REDACTED |
| 9/2010 | i-ii, 174 | PSJ\*5\*232 | Deleted paragraph referring to Start/Stop date prompts of Action Profile #1 option as this is not how the option works.REDACTED |

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| **Date** | **Revised Pages** | **Patch Number** | **Description** |
| 06/2010 | i-v,33-34,25a-25d,124a-124b,124e-124f,239-241 | PSJ\*5\*113 | Added new Order Validation Requirements.Removed Duplicate Order Check Enhancement functionality, (removed in a prior patch).REDACTED |
| 02/2010 | i-ii, iv-v, 192a-b, 214a- b, 239-241 | PSJ\*5\*214 | Updated Table of Contents to include new sections. Added new sections 8.1.5 and 8.2.4 to reference *Patients on Specific Drug(s)* option that is now commonly used by pharmacists who may have been assigned this option directly and not as part of the Supervisor’s Menu. Added *Patients on Specific Drug(s)* option to the Index.REDACTED |
| 12/2009 | 56, 56a, 56biii | 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 | 43 | PSJ\*5\*215 | When Dispense Drug is edited for an active Unit Dose, an entry is added to the activity log.REDACTED |
| 02/2009 | 226 | PSJ\*5\*196 | Update to IV DurationREDACTED |
| 0829/2008 | iii, 20-27, 54,68-76, 94-95,104-106,236, 240-241 | PSJ\*5\*134 | Inpatient Medication Route changes added, plus details on IV type changes for infusion orders from CPRS, pending renewal functions, and expected first dose changes.REDACTED |
| 10/2007 | iii, 124 a-d5, 17-18, 27-28,30-34, 37-38,65-68,76-80,83-84, 119-120, 123-124, 149-150, 195-196,209-210 | PSJ\*5\*175 PSJ\*5\*160 | Modified outpatient header text for display of duplicate orders. Added new functionality to Duplicate Drug and Duplicate Class Order Check definitions.Modifications for remote allergies, to ensure all allergies are included when doing order checks using VA Drug Class; Analgesic order checks match against specific class only; check for remote data interoperability performed when entering patient’s chart; and list of remote allergies added to Patient Information screen.REDACTED |
| 07/2007 | 155a-155b,162a-162b,168a-168b | 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 |

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| 05/2007 | 25 | PSJ\*5\*120 | Modified Inpatient Medications V. 5.0 to consider the duration the same way as all other stop date parameters, rather than as an override.REDACTED |
| 12/2005 | 1,124-124b | PSJ\*5\*146 | Remote Data Interoperability (RDI) Project:Removed document revision dates in Section 1. Introduction. Updated Section 4.3. Order Checks to include new functionality for checking allergies, drug reactions, and interactions.REDACTED |
| 03/2005 | iv-vii,114-116,223,236-241 | PSJ\*5\*112 | Updated TOC to correct Index page number. (p. iv)In Unit Dose Menu Tree, changed Clinic Stop Dates to Clinic Definition. (p. v)In Section 1., Introduction, updated revision dates and added reference to Release Notes. (p. 1)In Sections 4.2.5.1., 4.2.5.3., and 4.2.5.3., added a sentence that refers to the IMO parameter NUMBER OF DAYS UNTIL STOP from the CLINIC DEFINITION file. (p.114- 116)Updated Glossary; added definition for CLINIC DEFINITION File. (p. 223) Updated Index; added CLINIC DEFINITION file and Inpatient Medication Orders for Outpatients page number references; reflowed all following Index pages.(p. 236-241)REDACTED |
| 01/2005 | All | PSJ\*5\*111 | Reissued entire document to include updates for Inpatient Medication Orders for Outpatients and Non-Standard Schedules.REDACTED |

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# Order Options

## Unit Dose Medications Option

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 pharmacist can take to enter a new Unit Dose 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 pharmacist has reached the point of entering a new order or selecting an existing order, the process becomes the same for each path.

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.

### Order Entry

**[PSJU NE]**

The *Order Entry* [PSJU NE] option allows the pharmacist to create, edit, renew, hold, and discontinue Unit Dose orders while remaining in the Unit Dose Medications module.

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.

This 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.

After selecting the *Order Entry* option from the *Unit Dose Medications* option, the pharmacist 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 minor 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)

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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

2

UNABLE TO ASSESS 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 11, 2000 16:09:05 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 |
| 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 pharmacist can now enter a Patient Action at the “Select Action: View Profile//” prompt in the Action Area of the screen.

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### Non-Verified/Pending Orders

**[PSJU VBW]**

The *Non-Verified/Pending Orders* [PSJU VBW] 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.

The first prompt is “Display an Order Summary? NO//.” A **YES** answer will allow the pharmacist 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 pharmacist 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**

Select Unit Dose Medications Option: **NON**-Verified/Pending Orders Display an Order Summary? NO// **YES**

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

|  |
| --- |
| Pending/Non-Verified Order Totals by Ward Group/Clinic LocationPending Non-Verified |
| Ward Group/Clinic Location | IV | UD | IV | UD |
| Ward Groups |  |  |  |  |
| SOUTH WING | 0 | 25 | 6 | 25 |
| NORTH WING | 5 | 9 | 18 | 11 |
| GENERAL MEDICINE | 2 | 4 | 0 | 0 |
| ICU | 1 | 26 | 0 | 3 |
| PSYCH / DEPENDENCY | 0 | 3 | 0 | 2 |
| ^OTHER | 29 | 16 | 125 | 52 |
| Clinic Groups |  |  |  |  |
| SHOT CLINIC GROUP | 10 | 25 | 16 | 15 |
| CHEMO CLINIC GROUP | 13 | 5 | 11 | 3 |
| ALLERGY CLINIC GROUP | 6 | 10 | 28 | 9 |
| Clinics |  |  |  |  |
| ORTHO CLINIC | 0 | 30 | 4 | 28 |
| DENTAL CLINIC | 0 | 6 | 0 | 2 |
| 1. Non-Verified Orders
2. Pending Orders
 |  |  |  |  |

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

The next prompt allows the pharmacist to select non-verified and/or pending orders for a

group (**G**), ward (**W**), clinic (**C**), patient (**P**), or priority (**PR**). When group is selected, a prompt to select by ward group (**W**) or clinic group (**C**) displays.

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

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

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

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...

### Inpatient Order Entry

**[PSJ OE]**

The *Inpatient Order Entry* [PSJ OE] option allows the pharmacist 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

2

UNABLE TO ASSESS 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: Inpatient Profile (continued)**

|  |  |
| --- | --- |
| Patient: PSJPATIENT1,ONEOrderable Item: DOXEPIN CAP,ORAL Instructions:Dosage Ordered: 100MG Duration:Med Route: ORAL (PO) Schedule Type: NOT FOUNDSchedule: Q24H (No Admin Times)Provider: PSJPROVIDER,ONE [es] Special Instructions: special for DOXEPIN | Status: NON-VERIFIEDStart: 09/20/00 09:00Stop: 10/04/00 24:00Units Units Inactive U/D Disp'd Ret'd Date |
| Dispense Drugs |
| DOXEPIN 100MG U/D | 1 0 0 |
| DOXEPIN 25MG U/D | 1 0 0 |
| ORDER NOT VERIFIED |  |
| Self Med: NO |  |
| Entry By: PSJPROVIDER,ONE | Entry Date: 09/19/00 09:55 |

## IV Menu Option

### [PSJI MGR]

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

**Example: IV Menu**

Select IV Menu Option: **?**

CRL Change Report/Label Devices (IV) CIR Change to Another IV Room (IV)

Drug Inquiry (IV)

ECO Edit Clinic Med Orders Start Date/Time IOE Inpatient Order Entry

IPF Inpatient Profile

Barcode ID – Return and Destroy (IV) Check Drug Interaction

Label Menu (IV) ... Manufacturing List (IV) Order Entry (IV) Profile (IV)

REPorts (IV) ...

RETurns and Destroyed Entry (IV) SUPervisor's Menu (IV) ...

SUSpense Functions (IV) ... Update Daily Ward List (IV) Ward List (IV)

Within the Inpatient Medications package, there are two different paths that the pharmacist can take to enter a new IV order or take action on an existing order. They are (1) *Order Entry (IV)* and (2) *Inpatient Order Entry*. Each of these paths differs by the prompts that are presented.

Once the pharmacist has reached the point of entering a new order or selecting an existing order, the process becomes the same for each path.

Patient locks and order locks are incorporated within the Inpatient Medications package. When a user (User 1) selects a patient through either of the two paths, *Order Entry (IV) 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 two different paths for entering a new order or taking an action on an existing order are summarized below.

### Order Entry (IV)

**[PSJI ORDER]**

The *Order Entry (IV)* [PSJI ORDER] option allows the pharmacist to complete, edit, renew, and discontinue orders and to place existing orders on hold or on call. This option also allows the user to create new orders and new labels. A long profile can be chosen to review all of the patient’s IV orders, or the user can bypass the profile by selecting NO Profile, and proceed directly to order entry. The profile is essentially the same as that generated by the *Profile (IV)* option. The long profile shows all orders, including discontinued and expired orders. The short profile omits the discontinued and expired orders.

The *Order Entry (IV)* [PSJI ORDER] 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 (IV)* option from the *IV Menu* option, the pharmacist 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). The Patient Information Screen is displayed, as shown in the following example.

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

2

UNABLE TO ASSESS OTHER

RECOMMENDATION: ^

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

Press Return to continue...

(*This page included for two-sided copying.)*

**Example: Patient Information**

|  |
| --- |
| Patient Information Feb 28, 2011@09:15:52 Page: 1 of 1 |
| BCMA,EIGHTYNINE-PATIENT Ward: BCMA APID: 666-33-0089 Room-Bed: 13-A Ht(cm): ( ) DOB: 04/07/35 (75) Wt(kg): ( )Sex: FEMALE Admitted: 02/08/02Dx: BROKEN LEG Last transferred: \*\*\*\*\*\*\*\*CrCL: <Not Found> BSA (m2):  |
| Allergies - Verified: STRAWBERRIES Non-Verified:Remote: No remote data availableAdverse Reactions:Inpatient Narrative:Outpatient Narrative:Enter ?? for more actionsPU Patient Record Update NO New Order EntryDA Detailed Allergy/ADR List IN Intervention Menu VP View ProfileSelect Action: View Profile// |

The pharmacist can now enter a Patient Action at the “Select Action: View Profile//” prompt in the Action Area of the screen.

### Inpatient Order Entry

**[PSJ OE]**

The *Inpatient Order Entry* [PSJ OE] option allows the pharmacist to complete, create, edit, renew, and discontinue IV and Unit Dose orders, as well as put existing IV and Unit Dose orders on hold for any patient, while remaining in the IV module. The IV orders can also be put on call. This option expedites order entry since the pharmacist is not required to change modules to enter IV and Unit Dose orders.

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* [PSJ OE] option 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 IV MENU 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,ONE**

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)

### Syringe-Type Order Entry

Once the pharmacist selects the syringe-type order, the system will prompt if the syringe is intermittent. If a syringe is continuous (not intermittent), the user will follow the same order entry procedure as in entering a hyperal or admixture order. If the syringe is intermittent, the user will follow the same order entry procedure as a piggyback order.

On all syringe orders, a separate volume prompt appears during order entry to allow any necessary volume changes to the solution (if any) for the order. The pharmacist should use caution during order entry of syringe types to ensure that the total volume for the syringe additive and solution is not greater than the total syringe volume. There is no “BOTTLE” prompt as in other order entry types, and a separate “SYRINGE SIZE” prompt appears during order entry to allow the user to enter the syringe size for the order. All syringe sizes are printed on the labels.

If the pharmacist uses additive quick codes for an intermittent syringe order, they will be handled like they are for piggyback orders. If quick codes are used for a continuous syringe order, they will be handled like they are for admixture orders.

### Chemotherapy-Type Order Entry

Chemotherapy is the treatment and prevention of cancer with chemical agents. A chemotherapy IV order can be one of three types: admixture, piggyback, or syringe. Once the pharmacist selects chemotherapy as the type of order, the system will prompt the user to further identify the order as admixture, piggyback, or syringe. Once the type is established, the prompts are the same as the examples for regular admixture, piggyback, and syringe. All chemotherapy orders have warnings on the labels.

### 4.2.6. Profile (IV)

**[PSJI PROFILE]**

The *Profile (IV)* [PSJI PROFILE] option shows all IV medications a patient has received during his most recent episode of care. The pharmacist is allowed to view all information on file for any or all orders in the profile. Unlike the *Patient Profile (Unit Dose)* option, this option does not allow the user to print a report. To print a report, the *Patient Profile Report (IV)* option under the *Reports (IV)* option must be used.

The *Profile (IV)* [PSJI PROFILE] 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.

After selecting the patient for whom a profile view is needed, the length of the profile is chosen. The user may choose to view a long or short profile or, if the user decides not to view a profile for the chosen patient, “**NO Profile**” can be selected. When “**NO Profile**” is chosen, the system

will return to the “Select PATIENT:” prompt and the user may choose a new patient. Each profile includes:

* + - * + Patient Name
				+ Ward Location
				+ Patient Identification Number (PID)
				+ Room-Bed Location
				+ Height & date/time of measurement
				+ Weight & date/time of measurement
				+ Date of Birth
				+ Sex of Patient
				+ Admission Date
				+ Admitting Diagnosis
				+ Verified Drug Allergies and Adverse Reactions

The patient’s orders are displayed depending on the type of profile chosen. The long profile shows all orders, including discontinued and expired orders. Orders are sorted first by status, with active orders listed first, followed by pending and non-active orders. Within each status, orders are displayed in order of entry, with the most recent order first. Please see the Inpatient Profile section for more discussion on possible statuses and sample displays.

The information is displayed for each order under the following column headings:

* + - * + **Number -** The user can choose a number at the left of the screen to view detailed information about the orders, or to look at the activity log.
				+ **Additive -** The data listed under Additive includes strength of additive, type and volume of solution, and infusion rate or schedule.
				+ **Last fill -** The number of labels printed and the date and time of the last one printed.
				+ **Type of order -** Type will be **A** for admixture, **P** for piggyback, **H** for hyperal, **C** for chemotherapy, or **S** for syringe.
				+ **Start and stop dates -** The start and stop dates for this specific order
				+ **Status of the order -** (Column marked Stat) **A** for active, **P** for pending, **E** for expired, **D**

for order discontinued, **O** for on call, and **H** for hold.

After the patient profile is displayed, the user can choose one or more order numbers (e.g., 1, 3, 5) for a detailed view of the order(s) or, <**Enter**> can be pressed when an order view is not needed.

## 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

### 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:)

### 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.

### 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 - BECKY'S 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:

### 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: 03/28/11Dx: SICK Discharged: 03/28/11CLINIC ORDERS: May 10, 2013 to May 12, 2013@23:59- - - - - - - - - - - - - - - - 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 actionsES Edit Start Date VP View ProfileVD View Order Detail CD Change Date RangeSelect 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

### 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:”

### 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:

5-FLUOURACIL 11 MG

\*(2) Solutions:

Order number: 1

Type: ADMIXTURE

DEXTROSE 20% DEXTROSE TEST 500 ML

Duration:

\*(3) Infusion Rate: 11 ml/hr

\*(4)

Start: 04/12/12 09:39

\*(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

Enter RETURN to continue or '^' to exit:

Entry Date: 04/12/12 09:44 Select Action: Quit// Quit

### 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:

1. Non-clinic inpatient medication orders display in the usual manner.
2. Clinic medication orders display by clinic name in alphabetical order as follows:.
	* Pending
	* Non-verified
	* Active
	* Discontinued/expired
3. 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 - - - - - - - - - - - - - -

1. 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 - - - - - - - - - - - - - - - -

1. BACLOFEN TAB C \*\*\*\*\* \*\*\*\*\* P Give: 20MG PO BID
2. CAPTOPRIL TAB C \*\*\*\*\* \*\*\*\*\* P Give: 25MG PO BID
3. FLUOROURACIL INJ,SOLN C \*\*\*\*\* \*\*\*\*\* P Give: 100MG/2ML IV BID

- - - - - - - - - - - - - - - - - CLINIC NAME - - - - - - - - - - - - - - - -

1. 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):

### 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 - PATIENT 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 message below 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 message below displays.

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

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

### Quit

The entry prompt “Select Action: Quit//” displays on the Clinic Order Entry Patient profile after the Inpatient Medications profile displays 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

Orderable Item: ATENOLOL TAB Instructions:

Dosage Ordered: 100MG Duration:

Med Route: ORAL (PO)

Status: ACTIVE

Start: 06/18/12 11:00

Stop: 06/22/12 11:00

Schedule Type: CONTINUOUS Schedule: BID

Admin Times: 09-17

Provider: PROVIDER, ONE [s]

Units Units Inactive

|  |  |  |  |
| --- | --- | --- | --- |
| Dispense Drugs | 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: |  |  |  |  |

### 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

### 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 1BCMAPATIENT,FIVE Last Ward: 3 NORTHPID: 000-00-5555 Last Room-Bed: 1-2 Ht(cm): ( ) DOB: 09/16/60 (51) Wt(kg): ( )Sex: MALE Last Admitted: 12/05/08Dx: FLUID IN LUNGS Discharged: 04/10/12 CLINIC ORDERS: Apr 20, 2013 to Apr 21, 2013@23:59 |  |
| - - - - - - - - - - - - - - - - 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) - - - - - - - - - - - - - - - - -1. 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 Nin 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//

### 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: BACLOFENGive: 10 MG PO QIDNATURE OF ORDER: SERVICE CORRECTION//...discontinuing original order... | S | 07/01/12 11:11 |  |
| ...creating new order..... |  |  |
| Pre-Exchange DOSES: |  |  |
| Now working on order: CEFAMANDOLEGive: 44 GM IV |  | 05/22/12 08:00 |
| ...updating order..........updating OE/RR... |  |  |
| Now working on order: DAPSONEGive: 50 MG PO QAM |  | 04/23/12 12:00 |
| ...updating order..........updating OE/RR... |  |  |
| Now working on order: FLUOROURACILGive: 11 MG IM |  | 05/20/12 12:00 |
| ...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.


### 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.

### 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:”.

### 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**

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

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

### 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

Give: 5 MG/1 ML IV WEEKLY

06/01/12 11:11

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

### 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 |  |
| < TRIHEXYPHENIDYLGive: 10MG PO SU-MO-TU-WE-TH-FR-SA BACLOFENGive: 20 MG PO Q2H > | 04/09/12 07:5304/19/12 11:11 |
| 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.

### 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 display depending upon the entry.

### 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 07/23/12in INFUSE OVER 5 MINUTES> |
| Press Return to continue... |

### 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

Give: 10 MG PO Q4H>

07/21/12 07/26/12

Press Return to continue...

### 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**

**Give: 25 MG TOP 5XD>**

**Press Return to continue...**

**06/01/12 17:00**

### 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.

### 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.

### 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.

### Pharmacist Selecting Active Orders with Auto Verify Off

The message below, with entry prompt, displays if a pharmacist selects orders from the clinic order entry view, with auto verify off.

**Example: Selecting Active Orders with Auto Verify Off**

\* ATTENTION: One or more selected orders have an ACTIVE status. \* You may choose to have ACTIVE orders remain ACTIVE after editing, or

you may choose to have the status of ACTIVE orders changed to NON-VERIFIED.

Should ACTIVE orders remain ACTIVE after editing?

* + - * + If the user answers “YES,” the med order is auto verified and maintained in active status, after the Start Date/Time update.
				+ If the user answers “NO,” the selected active order(s) is assigned to non-verified status, after the Start Date/Time update.

**Example: Active Orders Assigned Non-Verify after Editing**

All selected orders will have a status of NON-VERIFIED after editing

Enter new Start Date/Time:

### Technician Selecting Active Orders with Auto Verify On or Off

The message below, with entry prompt, displays if a technician selects orders from the clinic order entry view, with auto verify on or off. If the technician changes the order(s) start date, the status of Active orders changes to non-verified.

**Example: Selecting Active Orders with Auto Verify On or Off**

Attention: One or more selected orders have an ACTIVE status. If you continue, the status of ACTIVE orders will be changed to NON-VERIFIED.

Continue editing orders? ?

(*This page included for two-sided copying.)*

# Output Options

## Unit Dose

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*.*

### 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: **PA**tient 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

SAMPLE HEALTHCARE SYSTEM

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - 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

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

- - - - - - - - - - - - - - N O N - V E R I F I E D - - - - - - - - - - - - - -

2

CEFAZOLIN INJ

Give: 2GM/2VIAL IVPB 3ID

C 03/09 03/10 N

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

 **report continues**

**Example: Patient Profile (continued)**

3

CEFAZOLIN INJ

Give: 1GM/1VIAL IVPB 3ID

C 03/03 03/09 DE

View ORDERS (1-3): **1**

Patient: PSJPATIENT1,ONE

Orderable Item: AMPICILLIN CAP Instructions:

Dosage Ordered: 500MG Duration:

Med Route: ORAL (PO) Schedule Type: CONTINUOUS

Schedule: QID

Admin Times: 01-09-15-20 Provider: PSJPROVIDER,ONE

Status: ACTIVE

Start: 09/07/00 15:00

Stop: 09/21/00 24:00

[w]

Units Units Inactive

Dispense Drugs U/D 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

### Reports Menu

**[PSJU REPORTS]**

The *Reports Menu* option contains various reports generated by the Unit Dose package. All of these reports are QUEUABLE, and it is strongly suggested that these reports be queued when run.

**Example: Reports Menu**

Select Unit Dose Medications Option: **REP**orts 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 Report (continued)**

|  |  |  |
| --- | --- | --- |
| CONTINUOUS SHEET | 14 DAY MAR 09/07/2000 through 09/20/2000 |  |
| SAMPLE HEALTHCARE SYSTEM | Printed on 09/20/2000 16:11 |
| Name: PSJPATIENT1,ONE | Weight (kg): ( ) Loc: 1 EAST |
| PID: 000-00-0001 DOB: 08/18/1920 (80) | Height (cm): ( ) Room-Bed: B-12 |
| Sex: MALE Dx: TESTING | Admitted: 05/03/2000 13:29 |
| Allergies: No Allergy Assessment ADR: |  |
| Admin | SEP |
| Order Start Stop Times | 07 08 09 10 11 12 13 14 15 16 17 18 19 20 notes |
| | | |01 | |\*\*\*\*| | | | | | | | | | | | | | |
| 09/07 |09/07 15:00 |09/21/00 24:00 (A9111) |09 | |\*\*\*\*| | | | | | | | | | | | | | |
| AMPICILLIN CAP C|15 | | | | | | | | | | | | | | | | |
| Give: 500MG PO QID |20 | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| RPH: PI RN: | | | | | | | | | | | | | | | | | |
| | | |01 | |\*\*\*\*| | | | | | | |\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*| |
| 09/07 |09/07 15:00 |09/14/00 16:54 (A9111) |09 | |\*\*\*\*| | | | | | | |\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*| |
| AMPICILLIN 1 GM C|15 | | | | | | | | | |\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*| |
| in 0.9% NACL 100 ML |20 | | | | | | | | |\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*| |
| 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) | | | | | | | | | | | | | | | | | |
| HYDROCORTISONE CREAM,TOP C|17 | |\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*| |
| Give: 1% 0 QDAILY | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| RPH: MLV RN: | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| 09/07 |09/07 17:00 |09/07/00 12:50 (A9111) | | | | | | | | | | | | | | | | | |
| METHYLPREDNISOLNE INJ C|09 | |\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*| |
| Give: 500MG IV Q12H |21 | |\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*| |
| THIS IS AN INPATIENT IV EXAMPLE | | | | | | | | | | | | | | | | | |
| RPH: MLV RN: | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| 09/07 |09/07 17:00 |09/07/00 12:50 (A9111) | | | | | | | | | | | | | | | | | |
| METHYLPREDNISOLNE INJ C|17 | |\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*|\*\*\*\*| |
| 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 |

### 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.

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.

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.

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 Report**

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

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

Select PATIENT: **PSJPATIENT1,ONE**

Select another PATIENT: **<Enter>**

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

000-00-0001

08/18/20 1 EAST

...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 orderD - to DISCONTINUE the orderN - 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 EASTPID: 000-00-0001 Room-Bed: B-12 Ht(cm): ( ) DOB: 08/18/1920 (80) Wt(kg): ( )Sex: MALE Admitted: 05/03/2000Dx: TESTINGCrCL: <Not Found> BSA (m2): Allergies: No Allergy AssessmentADR: |
| No. Action Drug ST Start Stop Status/Info- - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - -1 R D N AMPICILLIN 1 GM C 09/07 09/14 A in 0.9% NACL 100 ML QIDSpecial Instructions: THIS IS AN INPATIENT IV EXAMPLE |
| 2 R D N AMPICILLIN CAP C 09/07 09/21 A Give: 500MG PO QID |
| 1. R D N HYDROCORTISONE CREAM,TOP C 09/07 09/21 A Give: 1% TOP QDAILY
2. R D N MULTIVITAMINS 5 ML C 09/07 09/12 A in 0.9% NACL 1000 ML 20 ml/hr
 |
| 5 R D N PROPRANOLOL 10MG U/D C 09/07 09/21 A Give: PO QDAILY |
|  Date AND Time PHYSICIAN'S SIGNATURE |
| MULTIDISCIPLINARY REVIEW(WHEN APPROPRIATE) PHARMACIST'S SIGNATURE |
| NURSE'S SIGNATURE |

 **report continues**

**Example: Action Profile #1 Report (continued)**

|  |  |
| --- | --- |
| ADDITIONAL MEDICATION ORDERS: |  |
|  |
|  |
|  |
|  |
|  Date AND Time PHYSICIAN'S SIGNATUREPSJPATIENT1,ONE 000-00-0001 08/18/1920 |

### 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 pharmacist 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.

Start and stop dates will be prompted next. Only those patients with at least one active order that has a stop date between the dates chosen will print. If entered, 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. A future date does not require time to be entered.

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.

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