



INPATIENT MEDICATIONS

PHARMACIST'S USER MANUAL

Version 5.0
December 1997

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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-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 functionality REDACTED
01/2013	i vii xi, xii 9 10, 21 11, 63 15, 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, 210 124f-124f2 124f2, 124k-124q 124z-124bb 224 225-238 239-246	PSJ*5*260 PSJ*5*268	Updated Revision History Updated Table of Contents Update Menu Trees Added DA & CK menu option to table Corrected label for OCI Added 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 and Medication Profile displays Added information regarding clinic orders Drug Allergy updates Added new section for Check Drug Interaction Added Hidden Action DA & CK, and updated OCI Updated Glossary Updated Index REDACTED
09/2012	i-vii, 12, 12a-12b, 14, 14a-14b,	PSJ*5*267	Added No Allergy Assessment logic

Date	Revised Pages	Patch Number	Description
	17, 17a-17b, 25b-25d, 27, 28, 28a-28b, 29, 55, 64, 64a-64b, 66, 66a-66b, 71, 71a-71b, 119, 119a-119b, 231		Updated Special Instructions/Other Print Info REDACTED
01/2012	i, v-vii, 10, 21, 25, 29, 42a, 49, 56, 56a, 75, 89, 99, 106-106b, 124c, 124f-124g, 124k-124l, 124x, 124y-124z, 224, 228, 232, 233, 234, 239-244	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 for Unit dose and IV Added note to Drug-Drug Interactions Added note to Drug-Allergy Interactions Updated Allergy/ADR Example Order Checks Added “Display Pharmacist Intervention” section Defined Historical Overrides/Interventions Updated Glossary Updated Index REDACTED
09/2011	58	PSJ*5*235	Updated “Note” section regarding Expected First Dose REDACTED
07/2011	i, 16, 246	PSJ*5*243	Update Revision History Update Index Revised the existing display in the <i>Non-Verified/Pending Orders</i> [PSJU VBW] option from a pure alphabetic listing of patient names, to a categorized listing by priority. Added “priority” to Index. REDACTED
04/2011	i, v-vii, 9, 15-15b, 17, 19, 20, 21, 27-28	PSJ*5*181	Updated Revision History Updated Table of Contents New: Intervention Menu New: Example: Ward Group Sort option ^OTHER for Patient and Example: Ward Group Sort option ^OTHER for Order Updated: Example: Patient Information Screen Update: “Select DRUG” Note was updated Updated: Example: Dispense Drug with Possible Dosages and Example: Dispense Drug with Local Possible Dosages Updated: Example: New Order Entry

Date	Revised Pages	Patch Number	Description
	30 31 32 33 34 35-36b 37 40 41 46 61-62b 65 66 67 73-74 76 77 78 79 80 81 83 98 118 120-120b 122 123-124v 125 136 137 153 190 192a-192b 194-195 196-196d 219-220 221-222 223-238 239-246		Updated: Example: New Intervention Updated: Example: Edit an Intervention Updated: Example: Delete an Intervention Updated: Example: View an Intervention Updated: Example: Print an Intervention New: Discontinued Codes and Example of Inpatient Order Entry New: Example: Patient Information Updated: 4.1.5.1 Discontinue Updated: Example: Discontinue an Order (continued) Updated: Example: Verify an Order (continued) Updated: 4.1.8 Inpatient Profile, Discontinued Codes, & example Updated: Example: Patient Information Updated: Example: Patient Record Updated: Example: Patient Information Updated: Example: New Order Entry Updated: Example: New Intervention Updated: Example: Edit an Intervention Updated: Example: Delete an Intervention Updated: Example: View an Intervention Updated: Example: Print an Intervention Updated: 4.2.3.5 View Profile Updated: Example: Patient Information Updated: 4.1.5.4 Hold Updated text Updated: 4.2.7. Inpatient Profile, Discontinued Codes, & example Updated: Example: Inpatient Profile Updated: 4.3. Order Checks Added Note Updated: Example: Extra Units Dispensed Report Updated: Example: Reporting Medication Returns Updated: Example: Patient Profile Updated: Example: Extended Patient Profile Report Updated: 8.1.5. Patients on Specific Drug(s) Updated: Example: IV Individual Labels New: Example: IV Individual Labels (Print New Labels) New: 10. CPRS Order Checks – How They Work New: 11. Error Messages Updated: Glossary page numbering 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

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 <i>Patients on Specific Drug(s)</i> 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 <i>Patients on Specific Drug(s)</i> option to the Index. REDACTED
12/2009	56, 56a, 56b iii	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 Duration REDACTED
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-d 5, 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

Date	Revised Pages	Patch Number	Description
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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4. Order Options

4.1. 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)
      PIRk 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.

4.1.1. 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)
```

```

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 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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4.1.2. 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 Location

Ward Group/Clinic Location      Pending          Non-Verified
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...
```

4.1.3. 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          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: Inpatient Profile (continued)

Patient: PSJPATIENT1,ONE	Status: NON-VERIFIED			
Orderable Item: DOXEPIN CAP,ORAL				
Instructions:				
Dosage Ordered: 100MG				
Duration:	Start: 09/20/00 09:00			
Med Route: ORAL (PO)	Stop: 10/04/00 24:00			
Schedule Type: NOT FOUND				
Schedule: Q24H				
(No Admin Times)				
Provider: PSJPROVIDER,ONE [es]				
Special Instructions: special for DOXEPIN				
Dispense Drugs	U/D	Units Disp'd	Units Ret'd	Inactive Date
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

4.2. 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.

4.2.1. 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          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...
```

(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	A
PID: 666-33-0089	Room-Bed: 13-A	Ht (cm) : _____ (_____)
DOB: 04/07/35 (75)		Wt (kg) : _____ (_____)
Sex: FEMALE		Admitted: 02/08/02
Dx: BROKEN LEG	Last transferred: *****	
CrCL: <Not Found>	BSA (m2) : _____	

Allergies - Verified: STRAWBERRIES
Non-Verified:
Remote: No remote data available

Adverse Reactions:
Inpatient Narrative:
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.

4.2.2. 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)
```

4.2.5.4. 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.

4.2.5.5. 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.

4.5. 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

4.5.1. 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:)

4.5.2. 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.

4.5.3. 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 - 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:

4.5.4. 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@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 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

4.5.4.1. 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:”

4.5.4.2. 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

```

4.5.4.3. 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)                    Admitted: 10/31/94                 Wt (kg): _____ ( )
Sex: FEMALE                       Last transferred: 05/07/03
Dx: SICK                           BSA (m2): _____
CrCL: <Not Found>
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):

```

4.5.4.4. 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 - 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
```

4.5.4.5. 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                               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]
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:				

4.5.5. 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
```

4.5.6. 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@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) - - - - -
  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//

```

4.5.7. 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.

4.5.8. 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.

4.5.8.1. 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:”.

4.5.8.2. 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.

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

4.5.8.4. 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.

4.5.9. 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 display depending upon the entry.

4.5.9.1. 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...
```

4.5.9.2. 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...
```

4.5.9.3. 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...
```

4.5.9.4. 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.

4.5.9.5. 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.

4.5.9.6. 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.

4.5.9.7. 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:

4.5.9.8. 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.)

8. Output Options

8.1. 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.

8.1.1. 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
                SAMPLE HEALTHCARE SYSTEM
-----
PSJPATIENT1,ONE                Ward: 1 EAST
PID: 000-00-0001                Room-Bed: B-12                Ht (cm): _____ (_____)
DOB: 08/18/20 (80)                Sex: MALE                Wt (kg): _____ (_____)
                                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                C 03/09  03/10  N
    Give: 2GM/2VIAL IVPB 3ID
- - - - - 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 )   - - - - -
```

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

Example: Patient Profile (continued)

```
3      CEFAZOLIN INJ                C 03/03 03/09  DE
      Give: 1GM/1VIAL IVPB 3ID
View ORDERS (1-3): 1
```

```
-----
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
-----  -----  -----  -----  -----
AMPICILLIN 500MG CAP                    1    0      0

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

8.1.2. Reports Menu [PSJU REPORTS]

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

Example: Reports Menu

```
Select Unit Dose Medications Option: 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 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:																				
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			RPH: PI RN: _____																	
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% 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											

8.1.2.4. 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.

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): 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
-----
1  R D N AMPICILLIN 1 GM      C 09/07 09/14 A
   in 0.9% NACL 100 ML QID
   Special Instructions: THIS IS AN INPATIENT IV EXAMPLE

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

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

4  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 SIGNATURE
PSJPATIENT1, ONE	000-00-0001
	08/18/1920

8.1.2.5. Action Profile #2 [PSJU AP-2]

The *Action Profile #2* [PSJU AP-2] option is similar to the *Action Profile #1* option (see previous report) with the added feature that the 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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