## Revision History

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

<table>
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<tr>
<th>Date</th>
<th>Revised Pages</th>
<th>Patch Number</th>
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<tr>
<td>03/10</td>
<td>97</td>
<td>PSO<em>7</em>338</td>
<td>When using the <em>Complete Orders from OERR</em> option, the message &lt;There are ## flagged orders for INSTITUTION&gt; now appears in reverse video. (R. Santos, PM; S. B. Gilbert, Technical Writer)</td>
</tr>
</tbody>
</table>
| 11/09  | vii, 130-132, 145-146 | PSO*7*324    | The following changes are included in this patch.  
- Alerts for a discontinued CMOP prescription.  
(E. Wright, PM; R. Sutton, S. B. Gilbert, Technical Writers) |
| 10/09  | v-vii, 12, 27-29, 33, 35, 37, 39, 41, 43, 49, 133, 135, 145-146 | PSO*7*326    | The Social Security Number was removed from print outs given to patients. The patient lookup has been expanded to include the ability to look up by prescription number or wand a barcode with the prescription from many options. TOC chapter numbering was corrected.  
(E. Wright, PM; S. B. Gilbert, Tech Writer) |
| 08/09  | All           | PSO*7*320    | The following changes are included in this patch.  
- Remote Data prompt, notification, and screen has been added.  
- A hidden action, DR [Display Remote] has been added.  
- "THIS PATIENT HAS PRESCRIPTIONS AT OTHER FACILITIES" prints at the end of the Pull Early from Suspense report.  
(G. Tucker, PM; S. B. Scudder, Tech Writer) |
(This page included for two-sided copying.)
Flagging and Unflagging a New Pending Order

Flagging a pending order allows you to prevent an order from being processed and attach a note known as a flag to the pending order. After the flag has been addressed, you can unflag the order, allowing it to then be processed. Note that only new pending orders can be flagged.

Flagged orders will not be processed. They are not a part of any pending orders. When you have flagged orders to process from the Complete Orders from OERR option, you should enter FL at the “Select By” prompt (shown in the following example). This ensures you will view all patients with flagged pending orders, allowing you to address their flagged orders; however, if you know which patients have flagged orders, you can access the flagged orders through the Medication Profile.

The following provides examples of how to flag and unflag pending orders from a medication profile within the Complete Orders from OERR option.

Example: Finishing an Order from OERR

Select Outpatient Pharmacy Manager Option: RX (Prescriptions)

Orders to be completed for all divisions: 16

Do you want an Order Summary? No// <Enter> NO

Patient Prescription Processing
Barcode Rx Menu ...
Complete Orders from OERR
Discontinue Prescription(s)
Edit Prescriptions
ePharmacy Menu...
List One Patient's Archived Rx's
Manual Print of Multi-Rx Forms
Reprint an Outpatient Rx Label
Signature Log Reprint
View Prescriptions

Select Rx (Prescriptions) Option: COMPLETE Orders from OERR

There are multiple Institutions associated with this Outpatient Site for finishing orders entered through CPRS. Select the Institution for which to finish orders from. Enter '?' to see all choices.

Select CPRS ORDERING INSTITUTION: ALBANY// <Enter> NY VAMC 500

You have selected ALBANY.
After completing these orders, you may re-enter this option and select again.

There are 3 flagged orders for ALBANY

Select By: (PA/RT/PR/CL/FL/E): PATIENT// FL <Enter>

Do you want to see Medication Profile? Yes// <Enter>
After answering the “Medication Profile” prompt, a warning displays if no allergy assessment has been made. The patient’s eligibility and RX patient status also displays.

If a pending order is flagged, the row number is highlighted on the Medication Profile screen (shown in the following example). Select the order to view the flag or to flag the new pending order.

Example: A Flagged Pending Order

From the Pending OP Orders screen, you can flag and unflag an order, as well as view the flagged reason. To flag the order, enter FL and then enter a “REASON FOR FLAG”, alert the proper individual that the flag has been added by pressing <Enter> to select the default name or entering a different user name and pressing <Enter>, and the flagging process is complete.

Example: Flagging an Order