Chapter 3: Administering Active Unit Dose Medications

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Working with Unit Dose Medications

Benefits of This Chapter

Use this chapter when you need to administer **active** Unit Dose medications to patients on your ward. The options and features available within the VDL apply specifically to active Unit Dose medication orders only.

Preparing to Administer Unit Dose Medications

Before administering any active Unit Dose medications to a patient, review this section to learn more about the Schedule Types for Unit Dose medications that you can administer, including medication orders that display on the VDL, and how BCMA indicates "actions" taken on medications displayed on the VDL.

Then you will be ready to define the administration Start and Stop Times and Schedule Types of the medications that you want to display on the VDL, and to administer active Unit Dose medications to your patients.

TIP:

A medication displays on the VDL if it has an "active" status *and* the patient has a status and location of "inpatient."

Schedule Types That You Can Administer

You can administer medications for active Unit Dose medication orders with the Schedule Types listed below.

- **Continuous:** A medication given continuously to a patient for the life of the order, as defined by the order Start and Stop Date/Time. Includes Fill-on-Request orders.
  - **Fill-on-Request Orders:** These are grouped, based on whether their Schedule Type is Continuous or PRN. This depends on whether the schedule contains the characters "PRN." If BCMA does *not* find these characters, it looks for administration times, and places the order accordingly on the VDL.
- **PRN:** A medication dosage given to a patient on an "as needed" basis. Includes Fill-on-Request orders.
- **On-Call:** A specific order or action dependent upon another order or action taking place before it is carried out.
- **One-Time:** A medication order given one time to a patient such as a STAT or a NOW order. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time.

Note: Each time that you open a VDL (i.e., patient record), BCMA defaults to the Unit Dose Medication Tab and all four Schedule Types already selected. This occurs even if you change the Schedule Types or Medication Tab during an administration session.

Preparing to Administer Unit Dose Medications (cont.)

TIP:

The administration time of an *active* order must fall within the Start and Stop Date/Times selected on the VDL *before* the order will display.

Medication Orders That Display on the VDL

Once a Unit Dose medication order becomes "active," it displays on the VDL under the Unit Dose Medication Tab for the Start and Stop Date/Times and Schedule Types selected on the VDL. This status occurs once a Pharmacist finishes *and* verifies a medication order (or a nurse with the proper security verifies it) using Inpatient Medications V. 5.0. This includes orders on "Hold" and any orders entered through the Unit Dose or IV package. Orders placed on Hold by a Provider display grayed out on the VDL. You can only mark these order types as "Held," although it is *not* necessary that you do so.

Active Unit Dose orders display under the Unit Dose Medication Tab, except for orders entered with a Medication Route of IVP or IV PUSH. (These order types display under the IVP/IVPB Medication Tab.)

BCMA determines *when* to display an order on the VDL by subtracting the information in the "Before Scheduled Admin Time" site parameter field from the Start Date/Time of the medication order. You can define this parameter using the Parameters Tab in the GUI BCMA Site Parameters application.

Medications Available for Scanning

Administering Unit Dose medications to a patient involves the scanning of the patient's medication (drug) bar code, which was applied by the Pharmacy. BCMA recognizes the following numbers on the Unit Dose Medication Tab

TIP:

Most Pharmacies use a combination of bar codes to identify drug products at the point of administration.

- **Internal Entry Number (IEN):** Drug numbers provided on medication bar codes are considered a unique drug identifier by the Pharmacy. BCMA reviews the DRUG file (#50), after a medication bar code is scanned, to ensure that only one number exists for the dispensed drug and strength scheduled for administration.
- **National Drug Code (NDC):** A universal product identifier used by manufacturers/repackers/distributors of human drugs to identify the labeler/vendor, product, and trade package size. If the manufacturer includes a bar code of the NDC number in their labeling process, BCMA can use the code as a unique product identifier. The Pharmacy can scan these codes into the SYNONYM field of the DRUG file (#50).

Preparing to Administer Unit Dose Medications (cont.)

TIP:

When the patient's VDL uses the Status column to sort orders, BCMA displays medications with no status at the top of the VDL. It then displays all other medications in alphabetical order by the Status code.

TIP:

You can only change a "Given" status to "Not Given." This status does *not* display on the VDL; it only appears in the Audit Trail section of the Medication Log Report.

Marking the Order Status/Last Action Column

When you administer a Unit Dose medication to a patient, BCMA electronically documents the "action" taken on the medication by displaying a letter, for example a "G" (for "Given"), in the Status column of the VDL. This information also displays on the Medication Log Report and the MAH Report.

The Last Action column lists the "last action" taken on an orderable item (*not* the medication), and the date/time of this action, so the nurse will know when the patient last received any dose of a medication regardless of the Schedule Type selected. This information helps to prevent the same medication from being given to the patient from another order or schedule type.

- If the orderable item is the same, the Last Action column lists the last administration action.
- If the patient has two different orders, for the same orderable item, the last administration of either of these orders displays in the Last Action column for both orders. You can view the MAH Report to determine which order the medication was given from on the VDL.
- If a medication was *not* administered *before* to the patient, the Last Action column will *not* list a date/time.

Understanding the Status of a Medication Order

Once you scan and mark a medication as Given, you cannot scan it again for the same administration time. If you do, you will receive an Error message. You can, however, change the status from "Given" to "Not Given." You can also mark a medication that you have *not* Given, to a patient, as "Held" or "Refused."

You can mark a Unit Dose medication with the following status:

- Given to Not Given
- Held to Refused to Given
- Refused to Held to Given
- Held to Given
- Refused to Given
- Missing to Given, Held, or Refused
- Removed (patches only)

Note: A patch marked as "Given," displays on the VDL each time BCMA is opened — until it is marked as "Removed" — even if the order is discontinued or expires, or the patient is discharged or re-admitted to your medical center.

Preparing to Administer Unit Dose Medications (cont.)

Information Stored by BCMA

BCMA stores the following information each time you administer an active Unit Dose medication to a patient:

- Patient name and ID
- Location of the patient (i.e., bed and ward)
- Initials of the nurse administering the medication
- Administration date and time
- Status of the administration, such as Given, Held, Refused, Missing, or Removed (in the case of a patch)
  - Orders changed to "Not Given" do *not* display a code (letter) in the Status column of the VDL. This status appears only in the Audit Trail section of the Medication Log Report, *not* on the VDL.
  - "Cancelled" administrations are *not* listed on the Medication Log.
- Number of minutes that the dose was given too Early or too Late to the patient
- Reason that a PRN medication was administered and the medication effectiveness
- Medication, dosage, and/or number of units given
- Any comments associated with the drug administration dose
- Injection site for medications that must be injected

How BCMA Validates Patient and Medication Information

TIP:

After a med pass, press **F5** to refresh the VDL, then note that the Last Action column lists an administration as the most recent one.

When used as intended, BCMA serves as an excellent check-and-balance system for patients and VA medical centers. The chances for errors increase when the scanning process is circumvented — entered manually — during the medication administration process. In short, here is the validation process completed by BCMA V. 2.0.

First Validation By BCMA

When you scan the bar code on a patient's wristband, BCMA automatically verifies/validates the patient's identity, then provides important clinical information via a Confirmation dialog box and the patient's VDL.

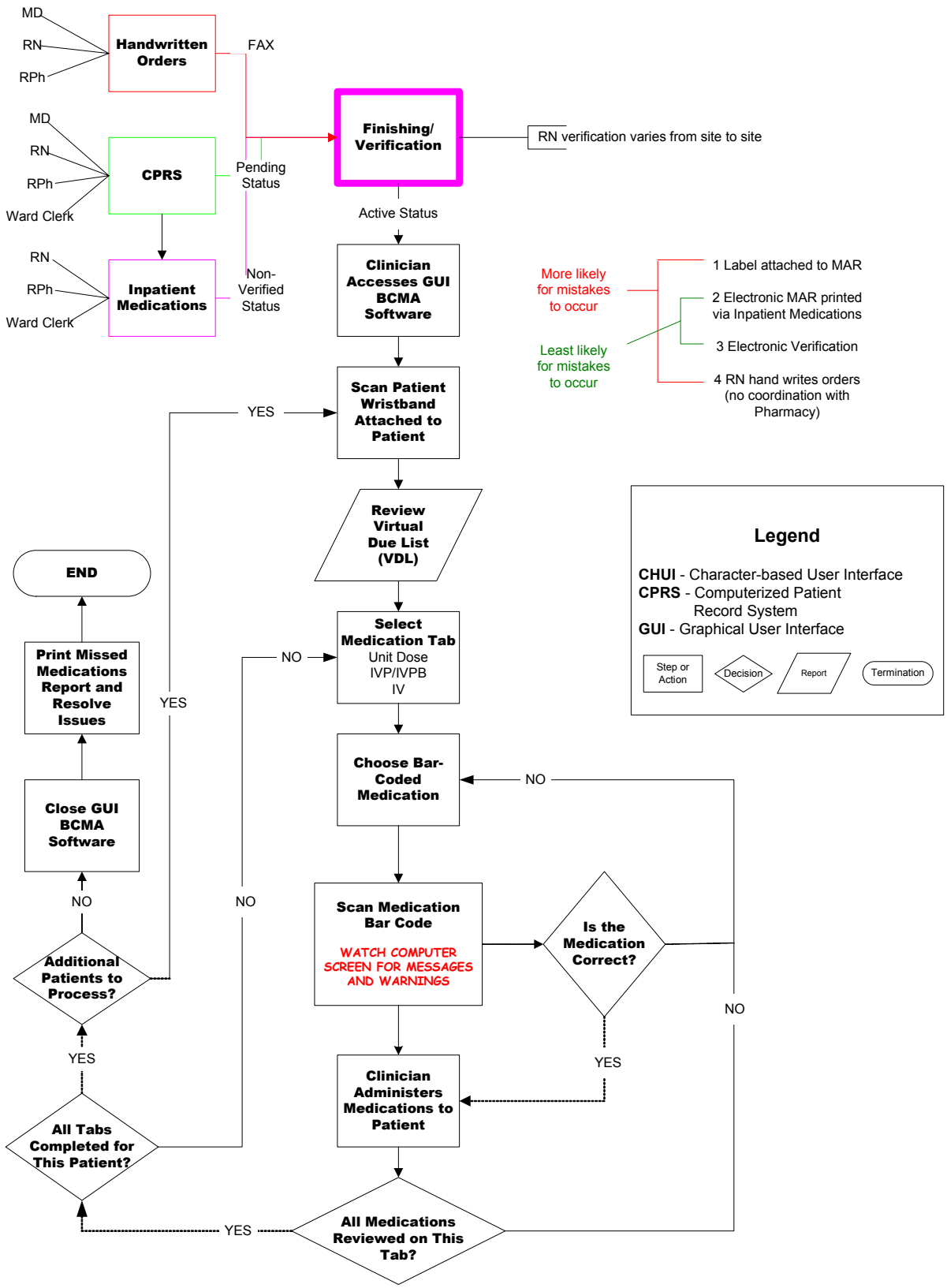
Second Validation By BCMA

The second validation by BCMA occurs when you scan the bar code on the patient's medication. During this validation process, BCMA verifies whether the medication is located in the DRUG file (#50), if the patient has an active order entered into Inpatient Medications V. 5.0 for the medication scanned, and if the dosage is correct and timely for the medication ordered. The lookup is restricted to the IEN, DRUG NAME, and SYNONYM fields in Inpatient Medications V. 5.0.

A variety of dialog boxes will display for each patient, depending on the medications scheduled for administration. (See the examples provided below.) If the administration is successful, the patient's VDL displays the letter "G" (for "Given) in the Status column to document that the patient received the medication as required.

- If the order is active, and includes more than one unit per dose, a dialog box displays so you can select and scan each unit dose scheduled for administration.
- If a patient has more than one active order for the same medication, with different schedule types, both orders display on the VDL.
- If you give the medication outside the medication administration window — Early or Late — (as defined by a site parameter), the Medication Log dialog box displays, requiring that you complete the Comments field. The order is then logged as Early or Late in the Medication Variance Log.
- If a medication is scanned and marked as "Given," you cannot scan it again for the same administration time.
- If you scan a medication twice for the same administration time, you will receive an Error message.

Med Pass FlowChart for Unit Dose Medications



Let's Get Started: Signing on to BCMA

Now that you are familiar with the Unit Dose administration process, and the types of orders that display on the VDL, you are ready to administer active Unit Dose medications to your patients by first signing on (logging on) to BCMA.

TIP:

Starting an administration session in BCMA is quite simple. Just double-click on the BCMA icon on your desktop, then enter information when prompted by the system.

Note: The initial process of signing on to BCMA V. 2.0 is the same for each medical center, although the screens that display may vary. This is a result of how site parameters are set for your facility. For example, your medical center may require that you specify your facility location, enter an electronic signature code, or indicate if you are working with a nursing instructor. If so, you will receive all or just a few of the associated screens shown in this section when accessing BCMA V. 2.0.

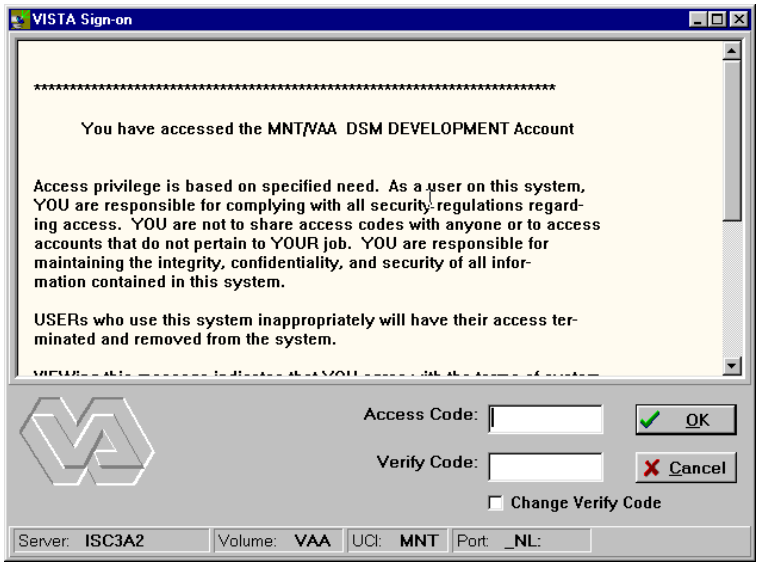
To Sign on to BCMA:

BCMA V2.0

1 Double-click on the BCMA icon on your desktop. BCMA displays the BCMA Splash Screen, and then the **V*IST*A** Sign-on dialog box.

Example: BCMA Splash Screen and V*IST*A Sign-on Dialog Box

— THEN —



TIP:

The dialog boxes and messages that display, during the administration process, will depend on the Schedule Types selected on the VDL.

Let's Get Started: Signing on to BCMA (cont.)

TIP:

You can skip steps 2 and 3 by typing your Access Code, then your Verify Code — separated by a semi-colon — in the Access Code field. Press **ENTER** after typing the codes.

To Sign on to BCMA: (cont.)

2 In the Access Code field, type your Access Code, and then press **TAB**.

- If the "blinking" cursor does *not* display in this field, click once in the field to activate it.
- If you are a nursing student, enter your Access and Verify Codes. When you do, the system will verify that you have been assigned the PSB STUDENT security key. Your instructor should then enter their Codes at the Instructor Sign-On dialog box that displays.

Keyboard Only Users: Press **TAB** to move among the fields and buttons on the dialog box.

3 In the Verify Code field, type your Verify Code, and then click **OK**.

- If the "blinking" cursor does *not* display in this field, click once in the field to activate it.

  - Medical centers with multiple facilities, click here.
  - Nursing students, supervised by a nursing instructor, click here.
  - Medical centers requiring an Electronic Signature Code, click here.

Keyboard Only Users: Press **ENTER** after typing your codes to begin the verification process.

Let's Get Started: Signing on to BCMA (cont.)

➢ For Medical Centers with Multiple Facilities

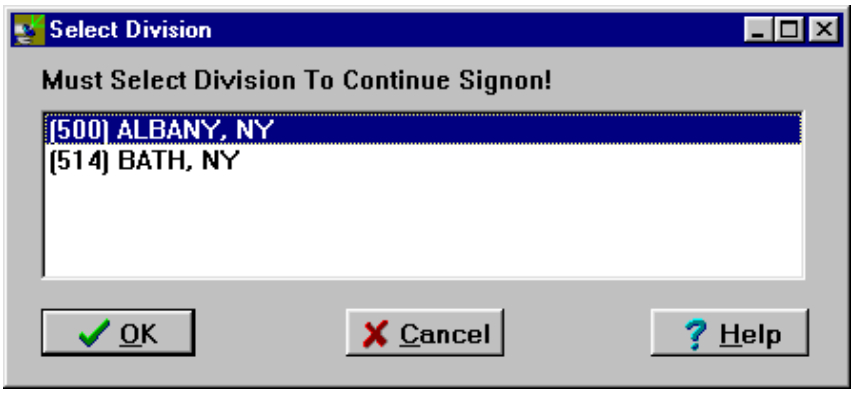
If your medical center has multiple facilities (divisions), the Select Division dialog box provided below displays.

To Select a Facility/Division:

1. Select (highlight) a facility/division that corresponds to your medical center, and then click **OK** to continue with the sign-on process.

Keyboard Only Users: Use the **ARROW** keys to select (highlight) your facility (or division) name, and then press **ENTER**. Press **TAB** to activate the **OK** button, and then press **ENTER**.

Example: Select Division Dialog Box



2. Continue with the medication administration process.

Let's Get Started: Signing on to BCMA (cont.)

TIP:

Student and instructor names display in the bottom left-hand corner of the VDL, on the Status Bar, as the medication administrators for a patient.

TIP:

The Sign On Button is grayed out *until* you click inside the Access Code field in the Instructor Sign-On dialog box.

➢ For Medical Centers with Nursing Students

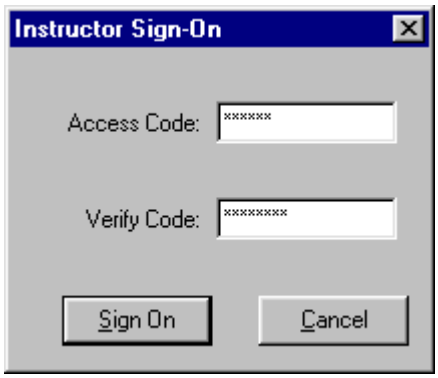
If you are a nursing student, your nursing instructor must enter their Access and Verify Codes, at the Instructor Sign-On dialog box provided below, before you can access the patient's VDL. BCMA will then verify that the instructor has been assigned the PSB INSTRUCTOR security key, and is a recognized nursing instructor.

To Enter Nursing Instructor Codes:

1. Request that your nursing instructor enter their Access and Verify Codes in the Instructor Sign-On dialog box, and then press **SIGN ON**.

Keyboard Only Users: Press **TAB** to activate the **SIGN ON** button, and then press **ENTER**.

Example: Instructor Sign-On Dialog Box



2. Continue with the medication administration process.

Let's Get Started: Signing on to BCMA (cont.)

TIP:

Some medical centers require a nursing instructor, who isn't supervising nursing students, to enter their "Code" at the Electronic Signature Code dialog box.

➢ For Medical Centers Requiring an Electronic Signature Code

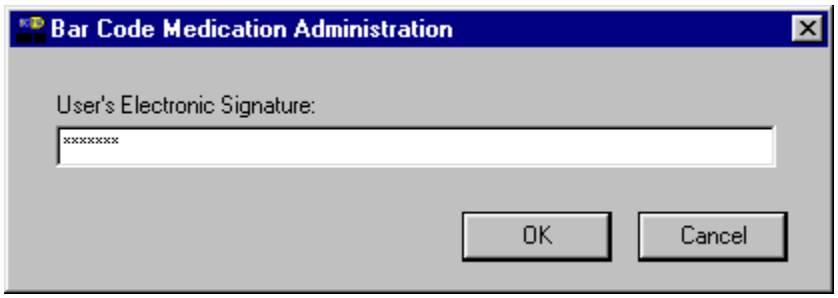
The Electronic Signature dialog box provided below displays if your medical center has set its site parameters to require individuals, such as nursing instructors, working with a nursing student, to enter an Electronic Signature Code.

To Enter an Electronic Signature Code:

1 Enter your electronic signature code, and then click **OK**.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER**.

Example: Electronic Signature Code Dialog Box



2 Continue with the medication administration process.

Scanning and Verifying Patient Information

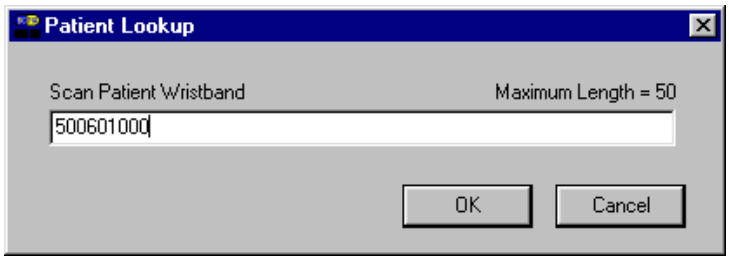
Follow the instructions in this section to scan the bar code on a patient's wristband, to verify their personal and allergy information, and to activate their patient-specific VDL.

To Scan and Verify Patient Information:

1. At the Patient Lookup dialog box, scan the bar code on the patient's wristband. The maximum character length is 50. A Confirmation dialog box displays the patient's personal data such as name, SSN, ward, room-bed, allergies, and ADRs.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER** to accept your entry and begin the scan process.

Example: Patient Lookup Dialog Box



Scanning and Verifying Patient Information (cont.)

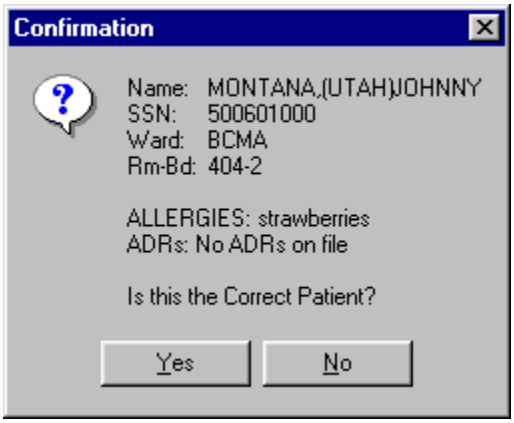
TIP:

The Confirmation dialog box that displays, after scanning a medication, now includes the patient's allergies and ADRs.

To Scan and Verify Patient Information: (cont.)

2 Verify the information provided in the Confirmation dialog box with the information on the patient's wristband.

Example: Confirmation Dialog Box



3 Perform one of the following actions:

- **If the information matches** the data printed on the patient's wristband, click **YES** to access their VDL and to begin administering active medications to the patient.

Keyboard Only Users: Press **TAB** to activate the **YES** button, and then press **ENTER** to access the patient's VDL.

  - If the "Restricted Record" dialog box displays, click here.
  - If the "Means Test" dialog box displays, click here.

- **If this information does *not* match** the data on the patient's wristband, click **NO,** and then verify the patient's identity against the information on their wristband.
  - **If correct,** scan the wristband again.
  - **If incorrect,** correct the wristband for the patient.

Scanning and Verifying Patient Information (cont.)

TIP:

The information in a "Sensitive Record" is considered extremely confidential and should be treated as such.

➢ If Patient's Record Marked as "Sensitive"

BCMA uses the standard Patient Lookup. If a patient record is marked as "Sensitive," you may (or may *not*) receive a Restricted Record Warning message. This will depend on whether you hold the security key for this type of patient record. A "Sensitive Patient" is one for whom a record exists in the DG SECURITY LOG file (#38.1) with a SECURITY LEVEL field (#2) marked as "Sensitive."

Note: Every time a "Sensitive" patient record is accessed, an entry is created in a log for the Information Security Officer at your medical center. The log lists the individual who accessed the record, how they accessed the record, and for what length of time. That way, the Security Officer can monitor the patient's privacy and make sure that "need to know" information is disseminated accordingly.

To Review Information for a Sensitive Record:

1. Review the Warning message, and then click **YES** to return to the patient's VDL and begin administering active medications to the patient.

Keyboard Only Users: Press **TAB** to activate the **YES** button, and then press **ENTER** to display the patient's VDL.

2. Continue with the medication administration process.

Scanning and Verifying Patient Information (cont.)

➢ If Patient Has a "Means Test" Required

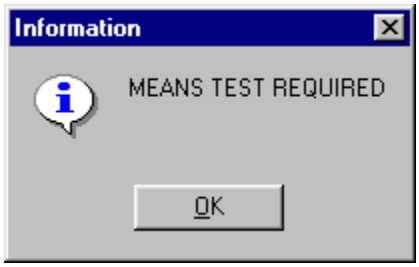
BCMA uses the standard Means Test Lookup. The following Information message displays as a reminder to a clerk to verify if a current "Means Test" exists for this patient (veteran). This financial information is updated/reviewed on an annual basis.

To Review Means Test Information:

1. Review the Information message, and then click **OK** to return to the patient's VDL and begin administering active medications to the patient.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER** to display the patient's VDL.

Example: Means Test Information Message



2. Continue with the medication administration process.

Administering a Patient's Unit Dose Medications

Preparing to Administer Unit Dose Medications

TIP:

If the number of medications that need administered is greater than the VDL can display, use the Scroll Bar to view all of them.

The instructions listed in this section describe how to change the Virtual Due List Parameters (Start and Stop Date/Time) and Schedule Types on the patient's VDL, along with the process for scanning the patient's active Unit Dose medications.

Viewing a Patient's Active Unit Dose Medications

The "view" or active window shown below, displays the *first* time that you open BCMA and display medications under the Unit Dose Medication Tab.

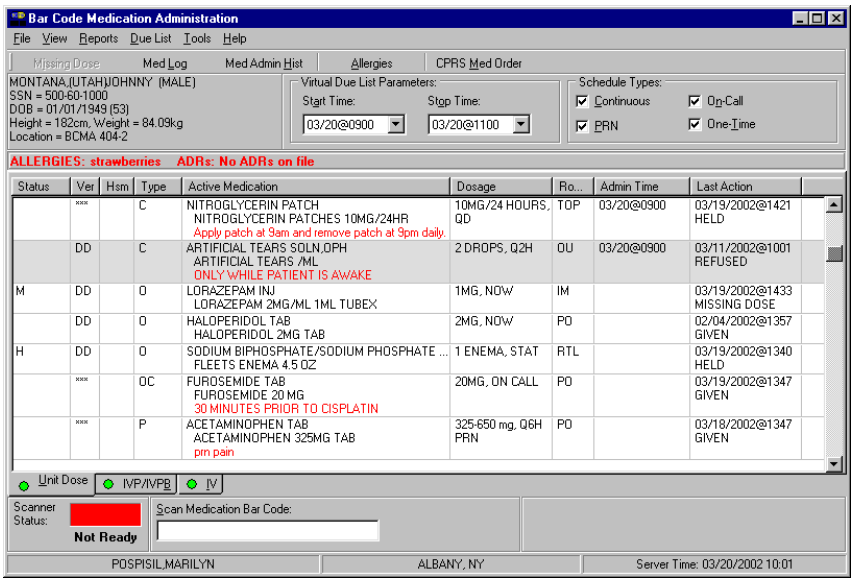
Each time that you open a VDL (i.e., patient record), BCMA defaults to the Unit Dose Medication Tab and all four Schedule Types already selected. This occurs even if you change the Schedule Types or Medication Tab during an administration session.

Note: The Unit Dose Medication Tab provides an "alert light" which turns **GREEN** *only* when the patient has active medication orders associated to them. When you click a "lit" Tab, BCMA displays the patient's active medication orders on the VDL. This safeguard is provided, along with the Missed Medications Report, to ensure that all Unit Dose medications that are due are given to the patient in the correct dosage and on time.

TIP:

Each time you open a patient record, BCMA defaults to the Unit Dose Medication Tab and displays medication orders under this Tab.

Example: BCMA VDL for Active Unit Dose Medications



Preparing to Administer Unit Dose Medications (cont.)

TIP:

The Start and Stop Time Parameters are set to the "Default Times from NOW" settings in the GUI BCMA Site Parameters application.

TIP:

You can expand (or restrict) the number of active Unit Dose medications, that display on the VDL, by changing the default Start and Stop Times in the Virtual Due List Parameters area.

Changing the Virtual Due List Parameters

The Virtual Due List Parameters is the functional timeframe during which you can administer medications to a patient before or after the scheduled administration time. For many medical centers, this timeframe is defined as two hours.

Once you use BCMA, these Parameters become your default settings. For example, when you change the default settings for certain fields (i.e., Start and Stop Times, and Column Sort Selection) on the VDL, these settings are retained in your user parameters and become the default settings each time you log on to BCMA. You can reset these user-selected parameters to site-defined parameters using the *Reset User Parameters* [PSB USER PARAM RESET] option in CHUI BCMA.

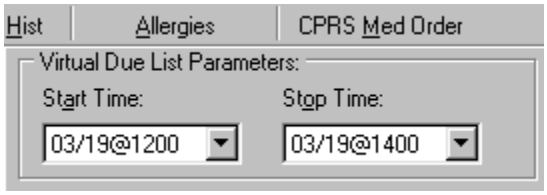
Note: The VDL Start and Stop Times display in one-hour increments, from the top of the nearest hour. For example, 1:15 displays as 1:00 and 1:45 displays as 2:00. You can expand the time range 12 hours before and 12 hours after NOW.

To Change the Virtual Due List Parameters:

1. In the patient's VDL, select the Start and Stop Times in the Virtual Due List Parameters area. The VDL automatically refreshes and displays active medications for the newly selected administration window.

Keyboard Only Users: Press **TAB** to access the Virtual Due List Parameters area and to move among the Time fields.

Example: Virtual Due List Parameters Area on VDL



2. Now you are ready to select the Schedule Types of Unit Dose medications that you want to display on the VDL.

Preparing to Administer Unit Dose Medications (cont.)

TIP:

All Schedule Types are selected (checked) when you open a patient's VDL.

Changing Schedule Types on the VDL

You are now ready to select the Schedule Types of the active Unit Dose medications that you want to display on the VDL. You can choose all Schedule Types available, or just specific ones.

The abbreviation for each Schedule Type is listed as follows in the Type column of the VDL:

- C (for Continuous)
- P (for PRN)
- OC (for On-Call)
- O (for One-Time)

Note: Each time that you open a VDL (i.e., patient record), BCMA defaults to the Unit Dose Medication Tab and all four Schedule Types already selected. This occurs even if you change the Schedule Types or Medication Tab during an administration session.

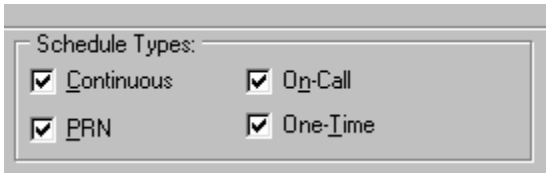
To Select Schedule Types That Display on the VDL:

1. In the Schedule Types area of the VDL, select the check boxes that apply to the types of medication orders that you want to display on the VDL for this patient. You may select all of the check boxes or just specific ones.

   - **If a checkbox is selected for a Schedule Type that you do *not* want displayed,** click on it to deselect it.

Keyboard Only Users: Press **TAB** to access the Schedule Types area and the **ARROW** keys to move among the Schedule Types. Use the Spacebar to select (check) a Schedule Type.

Example: Schedule Types Area of VDL



2. Now you are ready to scan the patient's active Unit Dose medications.

Scanning and Verifying Medication Information

Now you are ready to scan (and verify) the patient's active Unit Dose medications and to officially begin the medication administration process.

To Scan and Verify Medication Information:

1. At the patient's VDL, scan the bar code on the patient's medication. BCMA briefly displays the medication Drug IEN Code in the Scan Medication Bar Code field. BCMA processes the scan, and then displays screens related to the medication order.

TIP:

If the Scanner Status Indicator is **RED**, click in the Indicator field to activate the **GREEN** Ready Light *before* scanning a medication bar code.

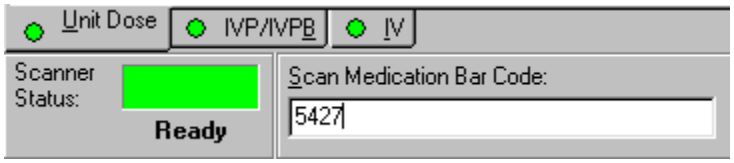
Note: If the medication bar code is missing or unreadable, right click on the medication to select the Drug IEN Code command from the Right Click drop-down menu and to display the number. Enter this number manually into the Scan Medication Bar Code field on the VDL to start the validation process.

Keyboard Only Users: Press **TAB** to move to the Scan Medication Bar Code field, or Scanner Status Indicator field, at the bottom of the VDL.

TIP:

You do *not* have to highlight an active Unit Dose medication on the VDL before scanning the medication bar code.

Example: Scan Medication Bar Code Field with Drug IEN Code Entered



2. Continue with the medication administration process for the patient's active Unit Dose medications.
   - If an Error message indicates that the Drug IEN Code was *not* found in the DRUG file (#50), click here.
   - If an Error message indicates that the medication has already been given or it's *not* time to give it yet, click here.
   - If an Error message indicates that no order exists for the medication that you just scanned, click here.

Scanning and Verifying Medication Information (cont.)

➢ If Drug IEN Code Not Found in DRUG file (#50)

The Error message provided below displays when BCMA does *not* locate the medication Drug IEN Code in the DRUG file (#50). This occurs if the DRUG file contains two entries for the same Drug IEN Code, *or* the code is invalid.

Note: If you receive this Error message more than once, contact the Pharmacy directly about the problem.

To Verify and Manually Enter Drug IEN Code for Medication:

1. Review the Error message, and then click **OK** to return to the patient's VDL.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER** to display the patient's VDL.

Example: Error Message When Drug IEN Code Not Found

2. Select (highlight) a medication order on the patient's VDL.

Scanning and Verifying Medication Information (cont.)

TIP:

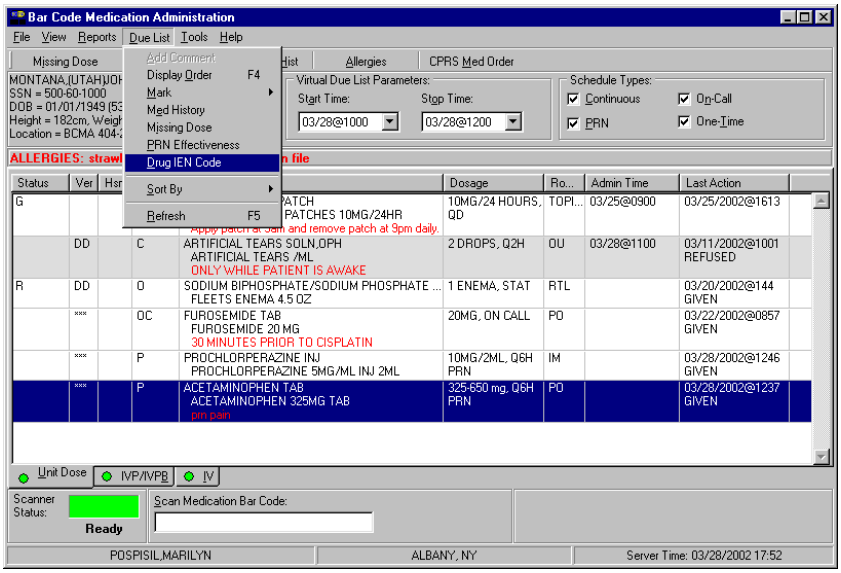
You can quickly look up the Drug IEN Code for a medication by highlighting the medication on the VDL, and then selecting the Drug IEN Code command from the Right Click drop-down menu.

To Verify and Manually Enter Drug IEN Code for Medication: (cont.)

3 Select the Drug IEN Code command from the Due List menu. The Drug IEN Code Information message displays with the medication name, dosage, and related Drug IEN Code.

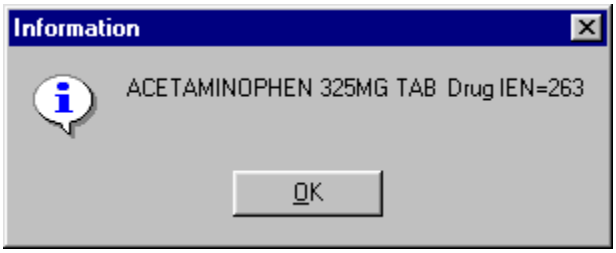
Keyboard Only Users: Press **ALT+D** to display the Due List menu, and then press **D** to display the Drug IEN Code Information message.

Example: Selecting Drug IEN Code Command from Due List Menu



4 Note the Drug IEN Code from the Drug IEN Code Information message.

Example: Drug IEN Code for Medication Highlighted on VDL



Scanning and Verifying Medication Information (cont.)

TIP:

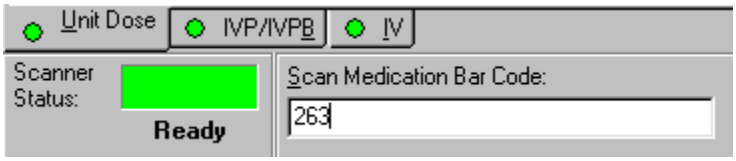
If the Scanner Status Indicator is **RED**, click in the Indicator field to activate the **GREEN** Ready Light *before* manually entering the Drug IEN Code.

To Verify and Manually Enter Drug IEN Code for Medication: (cont.)

5 Manually enter the number into the Scan Medication Bar Code field, and then press **ENTER**. BCMA processes the information, and then displays the letter "G" (for "Given") in the Status column to document that you administered the medication to the patient.

Keyboard Only Users: Press **TAB** to access the Scan Medication Bar Code field. Enter the Drug IEN Code in the field, and then press **ENTER** to begin the scan process.

Example: Drug IEN Code Manually Entered into Scan Medication Bar Code Field on VDL



6 Continue administering active Unit Dose medications to the patient.

Scanning and Verifying Medication Information (cont.)

➢ If Medication Already Given or Not Time To Give Yet

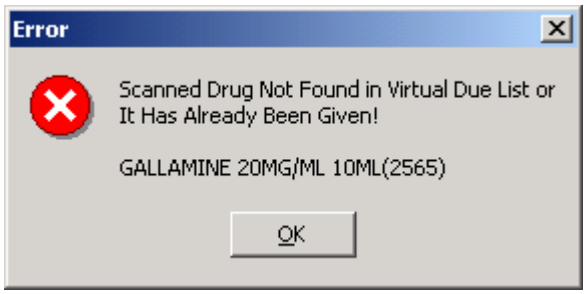
The Error message, provided below, displays if a patient has an order, BUT the medication has already been given to them, *or* it's *not* time yet to give the medication to them.

To Review the Error Message:

1. Review the Error message, and then click **OK** to return to the patient's VDL.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER** to return to the patient's VDL.

Example: Error Message When Medication Already Given or It's Not Time to Give Yet



2. Continue administering active Unit Dose medications to the patient.

Scanning and Verifying Medication Information (cont.)

➢ If No Order Exists for Medication Scanned

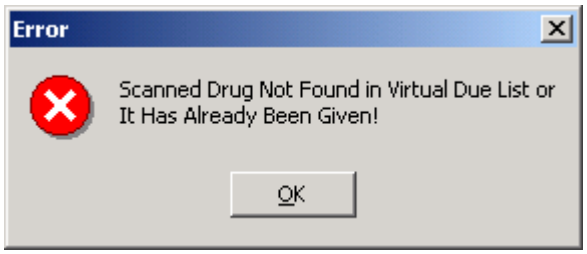
The Error message, provided below, displays if the patient does *not* have an order for the medication that you just scanned.

To Review the Error Message:

1. Review the Error message, and then click **OK** to return to the patient's VDL.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER** to return to the patient's VDL.

Example: Error Message When No Order Exists for Medication Scanned



2. Continue administering active Unit Dose medications to the patient.

Administering a Multiple Dose Order

The Multiple Doses to Scan dialog box, provided below, displays when the patient's order includes multiple doses (variable doses) that need administered for the medication that you just scanned.

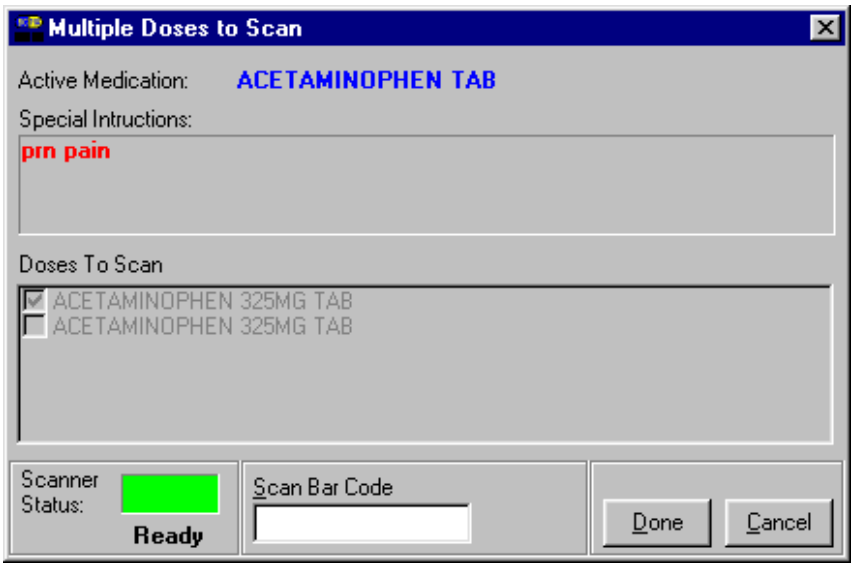
To Administer a Multiple Dose Order:

1 Scan **each** dosage for the medication that you want to administer to the patient.

TIP:

Scanning twice for a two-tablet dose helps to document the actual dosage given to the patient at the time the medication is scanned.

Example: Multiple Doses to Scan Dialog Box



2 Click **DONE** after you scan all multiple dosages needed. BCMA processes the information, and then displays the letter "G" (for "Given") in the Status column to document that you administered the medication to the patient.

TIP:

The Multiple Doses to Scan dialog box closes *automatically* if you are scanning the last dosage for the medication. This is dependent on the Schedule Type selected on the VDL.

Keyboard Only Users: Press **TAB** to activate the **DONE** button, and then press **ENTER** to display the patient's VDL.

3 Continue administering active Unit Dose medications to the patient.

Administering an Order with Multiple Admin Times

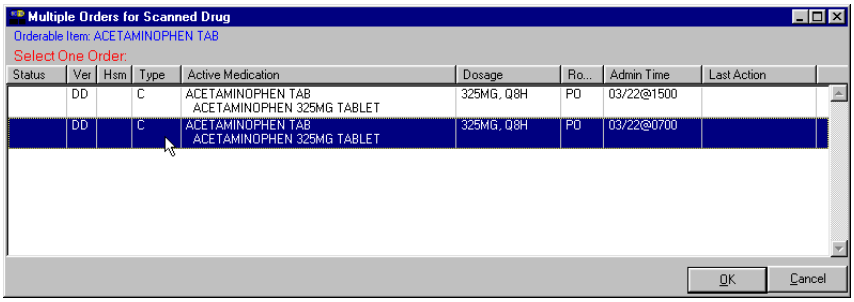
The Multiple Orders for Scanned Drug dialog box, provided below, displays *only* if the patient's order has multiple administration times for the medication that you scanned.

To Administer an Order with Multiple Administration Times:

1. Select (highlight) the order containing the administration time that you need, and then click **OK**. BCMA processes the information, and then displays the letter "G" (for "Given) in the Status column to document that you administered the medication to the patient.

Keyboard Only Users: Use the **ARROW** keys to select (highlight) an order. Press **TAB** to activate the **OK** button, and then press **ENTER** to accept the selection and display the patient's VDL.

Example: Multiple Orders for Scanned Drug Dialog Box



2. Continue administering active Unit Dose medications to the patient.

Administering an Order with Special Instructions

TIP:

Special Instructions help to ensure that the patient receives the medication dosage required by the Provider.

Information messages, like the ones provided below, display when the Pharmacy answers "YES" to a question in Inpatient Medications V. 5.0 about including Special Instructions in a Pop-up box after a nurse scans a medication. If the Pharmacy answers "NO" to the question, the Special Instructions *only* display in **RED** below the dispensed drug name or medication in the Medication Order Display Area. You must acknowledge the message *before* administering the medication.

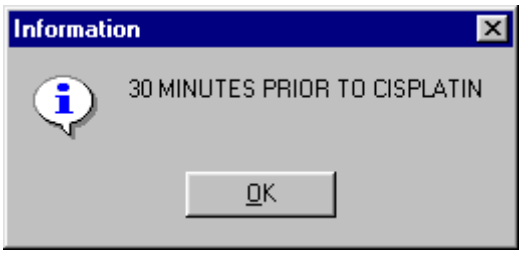
A Pharmacist enters Special Instructions as Quick Codes using the Inpatient Medications V. 5.0 package. These codes expand to full-text in the Medication Order Display Area of the VDL. They might include those provided below, or they could even include the sliding scale range written by the Provider. That way, you know how much insulin to administer to the patient, based on the patient's blood sugar level.

To Review Special Instructions From the Pharmacy:

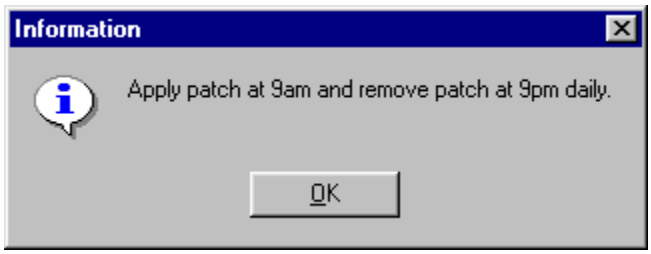
1. Review the Information message from the Pharmacy, and then click **OK** to return to the patient's VDL.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER** to continue the medication administration process.

Example: Special Instructions Pop-up Boxes



— OR —



2. Continue administering active Unit Dose medications to the patient.

Specifying the Medication Quantity and Units Given

TIP:

You may be required to specify the quantity and units given for cc's, milliliters, grams, miliquivelants, milligrams, milimoles, and units.

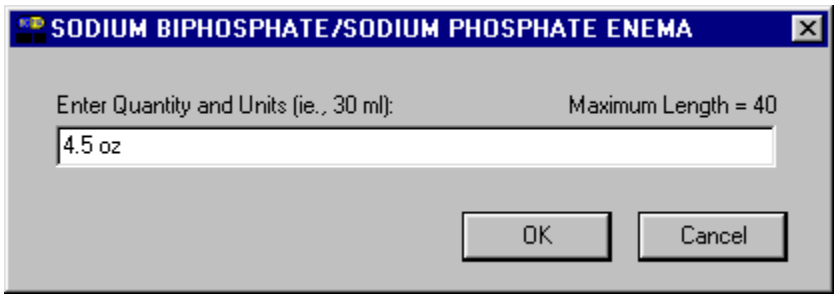
The Quantity and Units dialog box, provided below, displays when the medication order does *not* include the words "CAP" or "TAB" in the DOSAGE ORDERED field of Inpatient Medications V. 5.0.

To Specify Medication Quantity and Units Given to Patient:

1. Enter the quantity and units of the medication that you are administering to the patient, and then click **OK**. The maximum character length is 40. BCMA processes the information, and then displays the letter "G" (for "Given") in the Status column to document that you administered the medication to the patient.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER** to continue.

Example: Quantity and Units Dialog Box



2. Continue administering active Unit Dose medications to the patient.

Specifying the Injection Site for the Medication

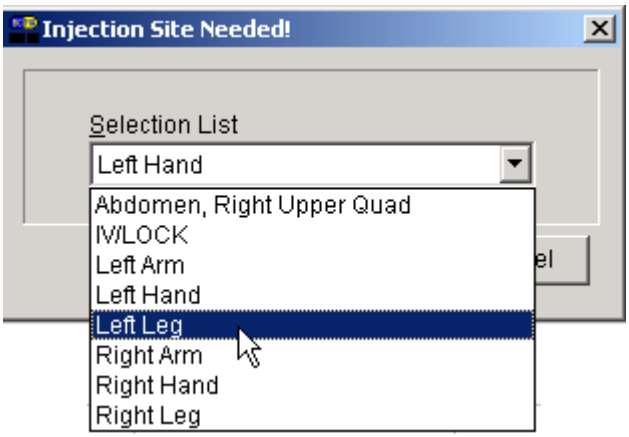
The Injection Site Selection dialog box, provided below, displays when a Unit Dose medication is injectable and has a Med Route of IV, IM, ID, SQ, or SC. (Other routes do *not* have this requirement.) When this occurs, BCMA requires that you enter the quantity/units and location on the patient (the site/location) where you are injecting the medication — *before* proceeding with the administration process.

To Specify an Injection Site for the Medication:

1. In the Injection Site Selection drop-down list box, select the location where you are injecting the medication into the patient, and then click **OK.** BCMA processes the information, and then displays the letter "G" (for "Given") in the Status column to document that you administered the medication to the patient.

Keyboard Only Users: Use the **ARROW** keys to select (highlight) an injection "site" in the drop-down list box. Press **TAB** to activate the **OK** button, and then press **ENTER** to continue.

Example: Injection Site Dialog Box



2. Continue administering active Unit Dose medications to the patient.

Marking a Patch As Removed

BCMA now lets you document when you "remove" a patch (i.e., Nitroglycerin, Fentanyl, or Nicotine) from a patient. Once marked, the letters "RM" (for "Removed") display in the Status column of the VDL.

Note: A patch marked as "Given," displays on the VDL each time BCMA is opened — until it is marked as "Removed" — even if the order is discontinued or expires, or the patient is discharged or re-admitted to your medical center.

TIP:

You can quickly mark a patch as "Removed" by highlighting a medication on the VDL, then selecting the Mark command from the Right Click drop-down menu.

To Mark a Patch as Removed:

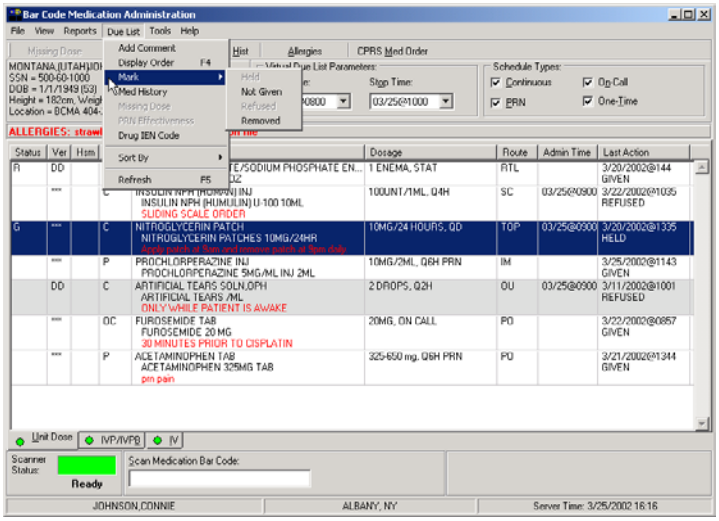
1. Select (highlight) a "patch" medication that you want to mark as "Removed" on the VDL.
2. Select the Mark command from the Due List menu. The Mark drop-down menu displays with the "actions" available for this medication (patch).

Keyboard Only Users: Press **ALT+D** to display the Due List menu, and then press **M** to display the Mark command in the drop-down menu.

TIP:

You *cannot* administer another patch to a patient, until the previous one is marked as "Removed." This requirement applies to all orderable items with "PATCH" in the DOSE FORM field of Inpatient Medications V. 5.0

Example: Marking a Patch as Removed



3. Select the Removed command from the drop-down menu. BCMA processes the information, and then displays the letters "RM" (for "Removed") in the Status column of the VDL to document the action taken on the medication.

Keyboard Only Users: Use the **ARROW** keys to select (highlight) the Removed command.

4. Continue administering active Unit Dose medications to the patient.

Administering a PRN Order

The Medication Log dialog box, provided below, displays when you administer a PRN medication to a patient. BCMA checks for an active order, and then displays the last four "actions" for the same orderable item (*not* the medication), the date/time of each action, and the reasons that the selected PRN medication was administered to the patient.

To Administer a PRN Order:

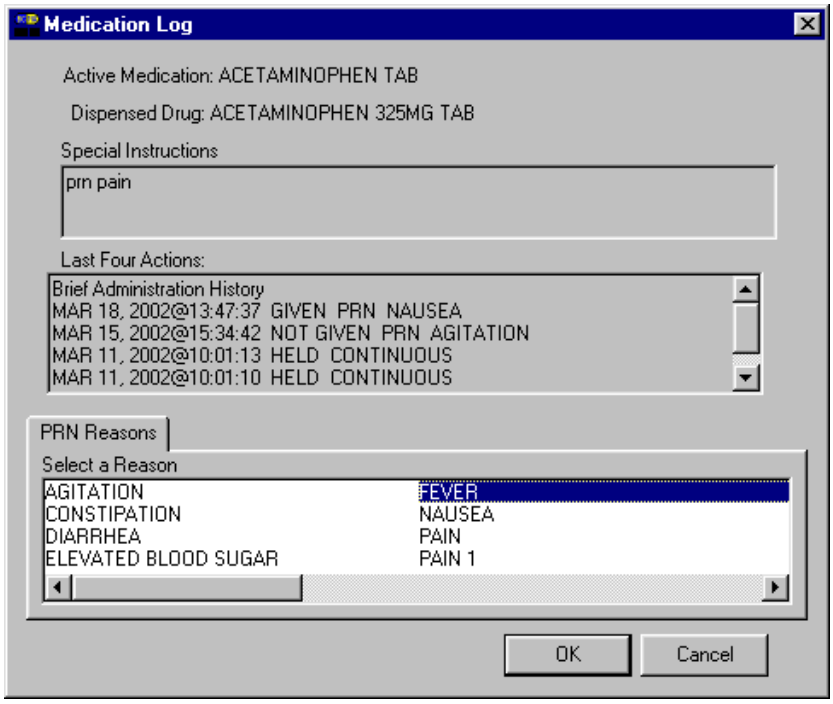
1. In the PRN Reasons area of the dialog box, select a site-defined reason that indicates why you are administering the PRN medication to the patient.

Keyboard Only Users: Use the **ARROW** keys to select (highlight) a PRN reason in the list box.

TIP:

If no administration times are listed in the Medication Log dialog box, the patient has not received any previous doses.

Example: Medication Log Dialog Box for PRN Administration



Administering a PRN Order (cont.)

TIP:

The "G" disappears from the Status column after you refresh the VDL, or close the VDL after administering a PRN medication to the patient.

To Administer a PRN Order: (cont.)

2 Click **OK** to accept your selection and return to the patient's VDL. BCMA processes the information, and then displays the letter "G" (for "Given") in the Status column to document that you administered the medication to the patient.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER** to continue.

3 Continue administering active Unit Dose medications to the patient.

Recording the Effectiveness of a PRN Medication

After administering a PRN medication to a patient, you can record the effectiveness of the medication for the patient.

Note: Effectiveness information is provided on the PRN Effectiveness Log, now available through this GUI version of BCMA.

TIP:

You can enter the Effectiveness for a PRN medication *only* if the status is listed as "G" in the Status column.

To Record the Effectiveness of a PRN Medication:

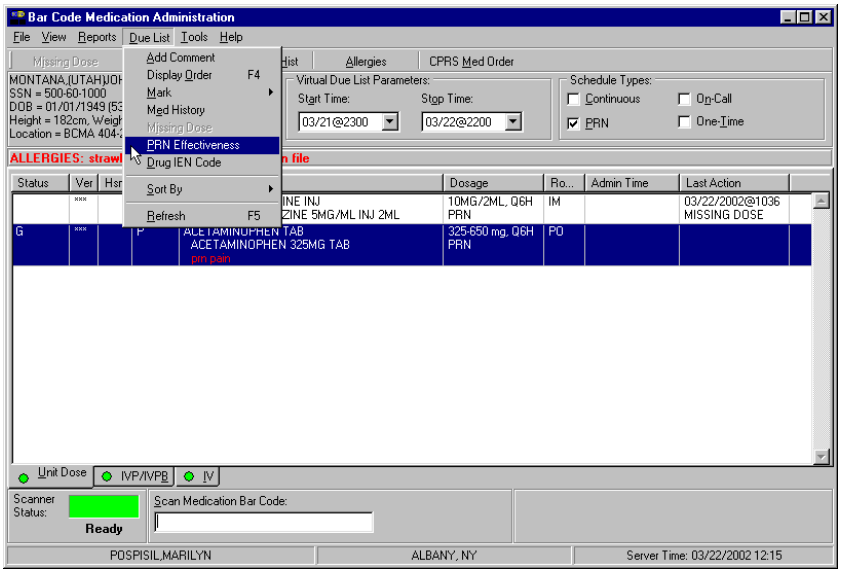
1. Select (highlight) the PRN medication on the VDL for which you want to record Effectiveness comments.
2. Select the PRN Effectiveness command from the Due List menu. The PRN Effectiveness Log dialog box displays with the patient's medication information listed at the top of the box, and all medications with Effectiveness comments displayed in the PRN List section.

Keyboard Only Users: Press **ALT+D** to display the Due List menu, and then press **P** to select the PRN Effectiveness command.

TIP:

You can quickly access the PRN Effectiveness Log by highlighting a medication on the VDL, and then selecting the PRN Effectiveness command from the Right Click drop-down menu.

Example: Recording an Effectiveness for a PRN Medication Highlighted on the VDL



Recording the Effectivness of a PRN Medication (cont.)

TIP:

After you submit your comments, BCMA removes the administration time from the PRN Effectiveness Log.

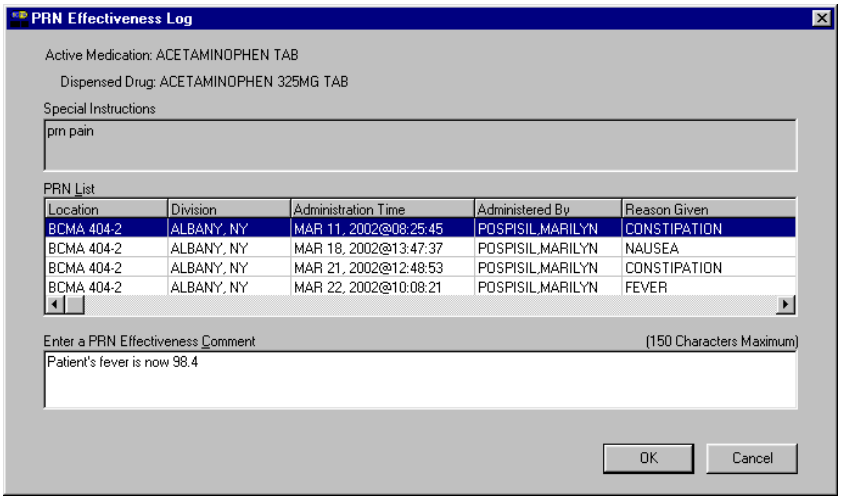
To Record the Effectiveness of a PRN Medication: (cont.)

3 Under the PRN List section, highlight the medication for which you want to enter an Effectiveness comment. Use the scroll bar, as needed, to view every PRN medication displayed in this section.

Keyboard Only Users: Use the **ARROW** keys to locate and select (highlight) a PRN medication in the list box.

4 Under the PRN Effectiveness Comment section, enter the effectiveness of the medication given to the patient.

Example: Entering an Effectiveness Comment for a Selected PRN Medication



5 Click **OK** to submit your comments and return to the patient's VDL. Your comments are available on the PRN Effectiveness List Report using this GUI version of BCMA.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER** to continue.

Administering a Medication Early

TIP:

BCMA will *not* mark the medication as Given (with a "G"), in the Status column of the VDL, until you enter a "Comment" in the Medication Log dialog box.

The Medication Log dialog box, provided below, is designed to "alert" you that you are administering the medication to the patient *before* the scheduled administration time. The dialog box includes the number of minutes that you are administering the medication, "before the scheduled administration time" listed on the VDL. You can add a "Comment" (free text), up to 150 characters in length.

To Administer a Medication Early to a Patient:

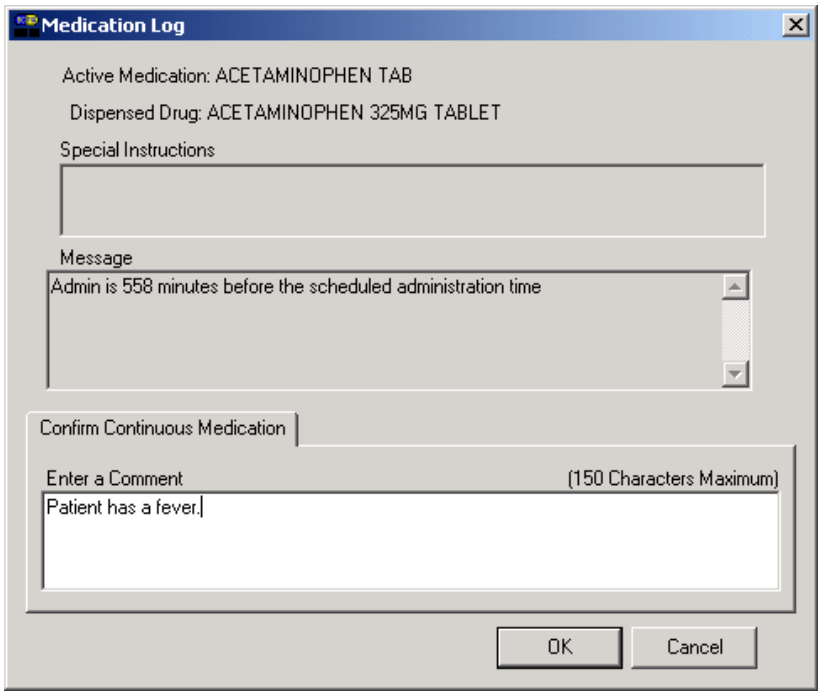
1. In the Comments section of the Medication Log dialog box, specify the reason that you are administering the medication *early* to the patient, and then click **OK**. BCMA processes the information, and then displays the letter "G" (for "Given") in the Status column to document that you administered the medication to the patient.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER** to continue.

TIP:

Medications logged as "Early" are noted in the Medication Variance Log, along with the time scanned, and the reason the medication was administered early.

Example: Medication Log Dialog Box for Early Dose



2. Continue administering active Unit Dose medications to the patient.

Administering a Medication Late

The Medication Log dialog box, provided below, is designed to "alert" you that you are administering the medication to the patient *after* the scheduled administration time. The dialog box includes the number of minutes that you are administering the medication, "after the scheduled administration time" listed on the VDL. You can add a "Comment" (free text), up to 150 characters in length.

TIP:

BCMA will *not* mark the medication as "Given" (with a "G"), in the Status column of the VDL, until you enter a "Comment" in the Medication Log dialog box.

To Administer a Medication Late to a Patient:

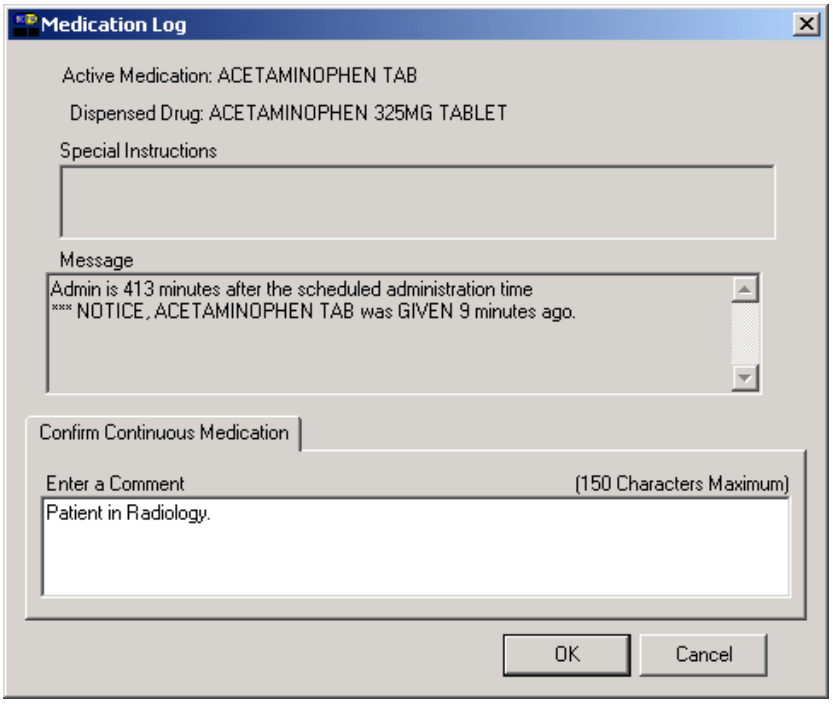
1. In the Comments section of the Medication Log dialog box, specify the reason that you are administering the medication *late* to the patient, and then click **OK**. BCMA processes the information, and then displays the letter "G" (for "Given") in the Status column to document that you administered the medication to the patient.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER** to continue.

TIP:

Medications logged as "Late" are noted in the Medication Variance Log, along with the time scanned, and the reason the medication was administered late.

Example: Medication Log Dialog Box for Late Dose



2. Continue administering active Unit Dose medications to the patient.

Marking Multiple Medications on the VDL

As requested, you can now select and mark multiple medications, for the patient, as "Held" or "Refused" on the VDL. This feature is particularly helpful when a patient is temporarily off their ward, or if they refuse to take their medications.

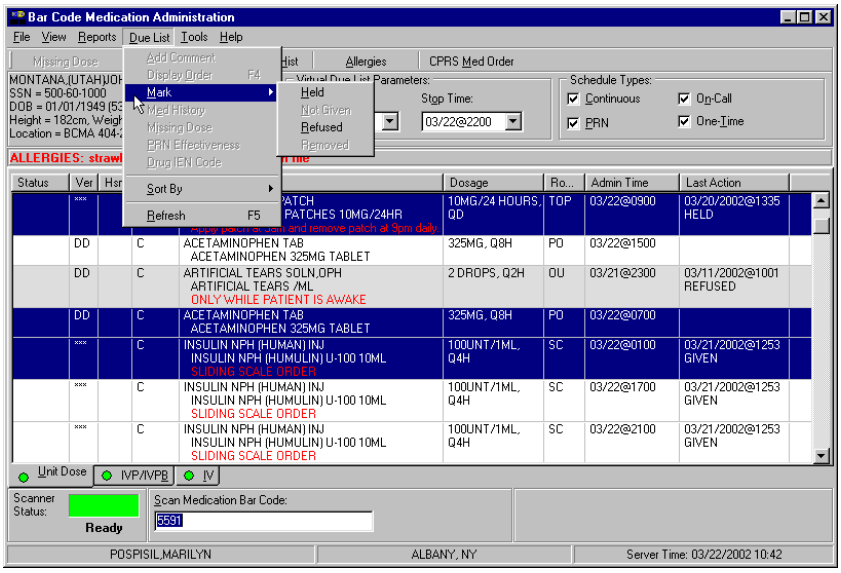
TIP:

You must select (highlight) orders on the VDL, otherwise the Mark options will be grayed out and *not* accessible to you.

To Mark Multiple Medications on the VDL:

1. Perform one of the following actions:
   - Using **SHIFT+CLICK**, select a range of medication orders that you want to mark with the same status on the VDL.
   - Using **CTRL+CLICK**, individually select several medication orders that you want to mark with the same status on the VDL.

Example: Multiple Medications Highlighted on VDL



2. Select the Mark command from the Due List menu. The Mark drop-down menu displays with the "actions" available for these medications.

TIP:

You can quickly mark multiple medications highlighted on the VDL, with the same "action," by selecting the Mark command from the Right Click drop-down menu.

Keyboard Only Users: Press **ALT+D** to display the Due List menu, and then press **M** to display the Mark drop-down menu.

Marking Multiple Medications on the VDL (cont.)

TIP:

The Mark options, available to you, will depend on the current Status of the medication order.

To Mark Multiple Medications on the VDL: (cont.)

3 Select the command that represents the "action" that you want to take on the medications highlighted on the VDL. BCMA processes the information, and then displays a letter in the Status column of the VDL to document the action taken on the medications.

Keyboard Only Users: Use the **ARROW** keys to select (highlight) the command that represents the "action" that you want to take on the medications highlighted on the VDL.

4 Continue administering active Unit Dose medications to the patient.

Changing the Status of a Unit Dose Medication

TIP:

You can change the status of a medication on "Hold" to "Held," although it is not necessary that you do so unless required by your medical center.

Use this section when you need to "mark" (change) the status of a patient's medication.

Once you scan and mark a medication as "Given," you cannot scan it again for the same administration time. If you do, you will receive an Error message. You can, however, change the status from "Given" to "Not Given." You can also mark a medication that you have *not* Given, to a patient, as "Held" or "Refused."

You can mark a medication with the following status:

- Given to Not Given
- Held to Refused to Given
- Refused to Held to Given
- Held to Given
- Refused to Given
- Missing to Given, Held, or Refused
- Removed (patches only)

Note: A patch marked as "Given," displays on the VDL each time BCMA is opened — until it is marked as "Removed" — even if the order is discontinued or expires, or the patient is discharged or re-admitted to your medical center.

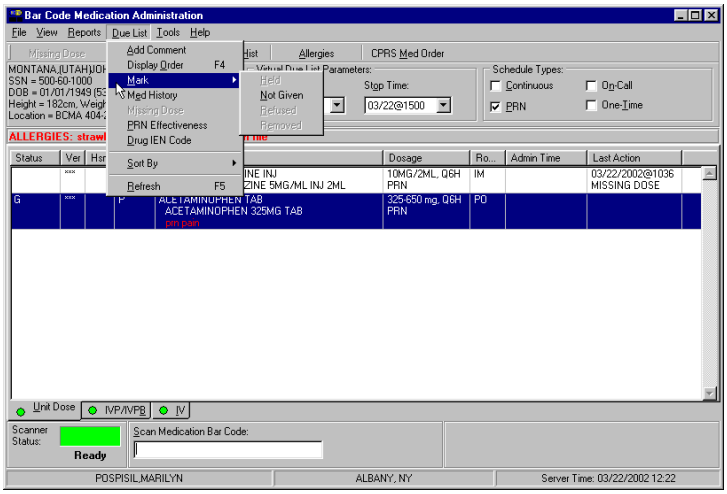
TIP:

You can quickly change the status of a Unit Dose medication by selecting the Mark command from the Right Click drop-down menu.

To Change the Status of a Unit Dose Medication:

1. Select (highlight) the medication on the VDL for which you want to change the status (take an action on).

Example: Changing the Status of a Unit Dose Medication



Changing the Status of a Unit Dose Medication (cont.)

TIP:

The Mark options, available to you, will depend on the current Status of the medication order.

To Change the Status of a Unit Dose Medication: (cont.)

2 Select the Mark command from the Due List menu. The Mark drop-down menu displays with the "actions" available for this medication.

Keyboard Only Users: Press **ALT+D** to display the Due List menu, and then press **M** to display the Mark drop-down menu.

3 Select the command that represents the "action" that you want to take on the medication highlighted on the VDL. BCMA processes the information, and then displays a letter in the Status column of the VDL to document the action taken on the medication.

Keyboard Only Users: Use the **ARROW** keys to select (highlight) the command that represents the "action" that you want to take on the medication highlighted on the VDL.

4 Continue administering active Unit Dose medications to the patient.

Adding Comments to a Patient's Medication Record

You can add a comment (free text), up to 150 characters in length, to a patient's medication marked as "G "(Given), "H" (Held), or "R" (for "Refused") in the Status column of the VDL. Your comments will also display in the Medication Log Report.

To Add Comments to a Patient's Medication Record:

1. Select (highlight) the medication on the VDL that you want to add Comments.
2. Select the Add Comment command from the Due List menu. The Medication Log dialog box displays.

Keyboard Only Users: Press **ALT+D** to display the Due List menu, and then press **A** to display the Medication Log dialog box.

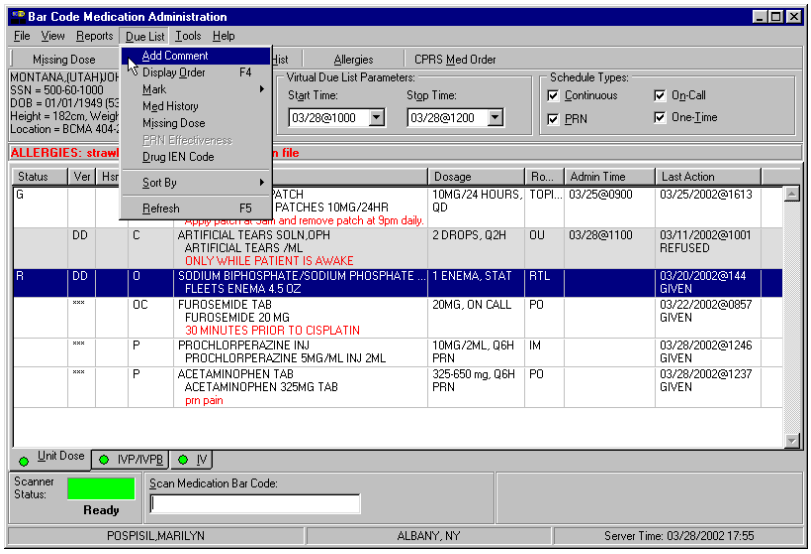
TIP:

You can quickly add comments to a patient's medication by highlighting the medication on the VDL, and then selecting the Add Comment command from the Right Click drop-down menu.

TIP:

You can copy the comments for a medication and paste them into the Add Comment section of another medication.

Example: Selecting the Add Command from the Due List Menu



Adding Comments to a Patient's Medication Record (cont.)

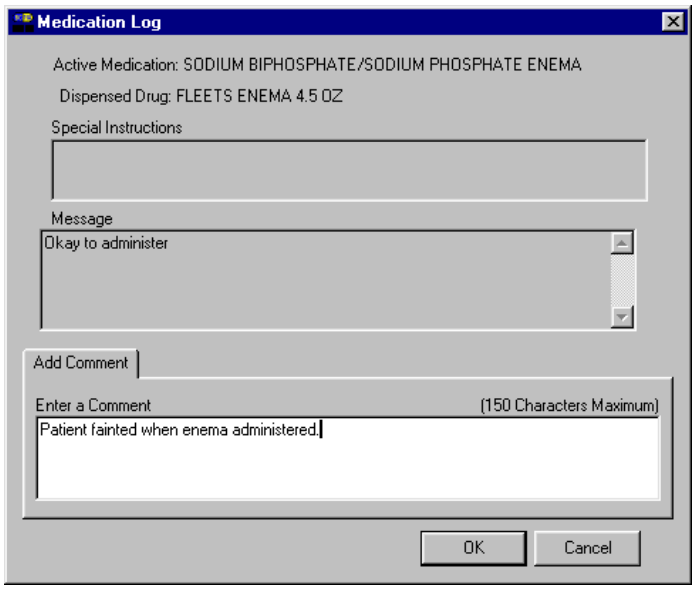
TIP:

BCMA automatically wraps words in the Comments section.

To Add Comments to a Patient's Medication Record: (cont.)

3 In the Add Comment section, enter the comments that you want to associate with the medication highlighted on the patient's VDL.

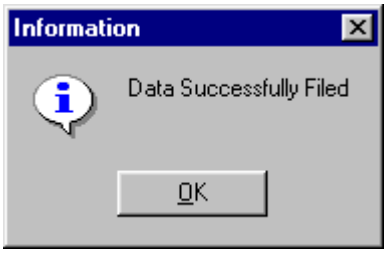
Example: Adding Comments to a Patient's Medication Record



4 Click **OK** once you've read your entry and are satisfied with it. An Information message displays, indicating that BCMA has successfully filed your comments.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER** to continue.

Example: Information Message Received When Comments Entered Successfully

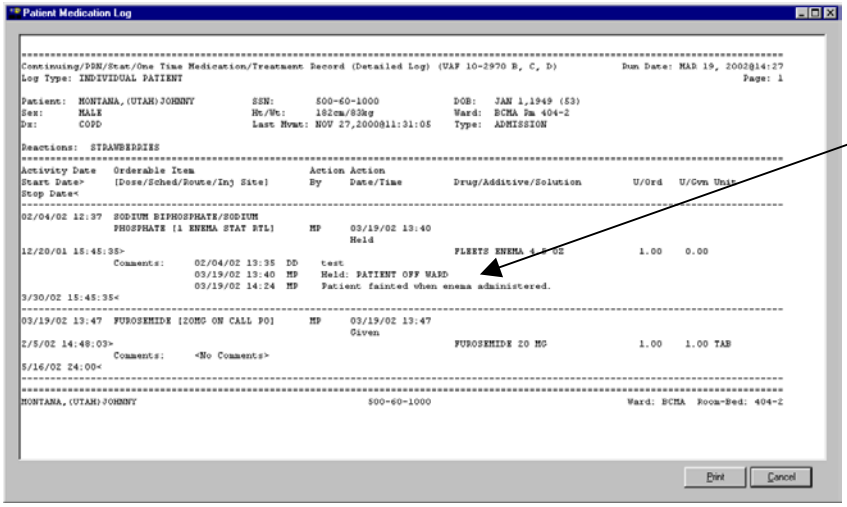


Adding Comments to a Patient's Medication Record (cont.)

To Add Comments to a Patient's Medication Record: (cont.)

5 Verify that your comments were entered in the patient's record by clicking the Med Log button in the Tool Bar to access the Medication Log Report.

Example: Medication Log With Comments Entered



Comments entered by a clinician.

Looking Up a Drug IEN Code

When a medication bar code is missing or unreadable, you will need to look up the Drug IEN Code for the medication. The number that you locate in BCMA is the one actually stored in the DRUG file (#50). Then you can manually enter the number into the Scan Medication Bar Code field, and administer the medication.

TIP:

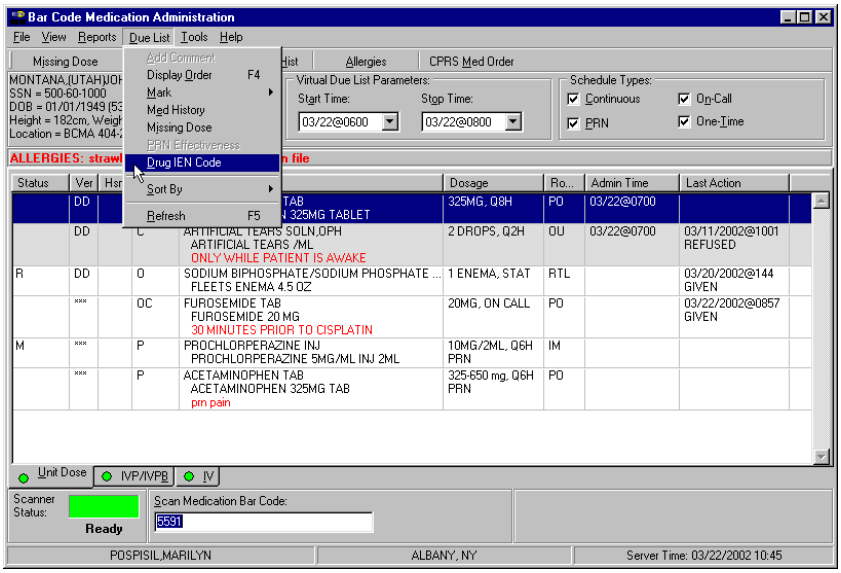
You can quickly look up the Drug IEN Code for a medication by highlighting the medication on the VDL, and then selecting the Drug IEN Code command from the Right Click drop-down menu.

To Look Up a Drug IEN Code:

1. Select (highlight) a medication order on the patient's VDL.
2. Select the Drug IEN Code from the Due List menu. The Drug IEN Code Information message displays with the medication name, dosage, and related Drug IEN Code.

Keyboard Only Users: Press **ALT+D** to display the Due List menu, and then press **D** to display the Drug IEN Code Information message.

Example: Selecting Drug IEN Code Command from Due List Menu



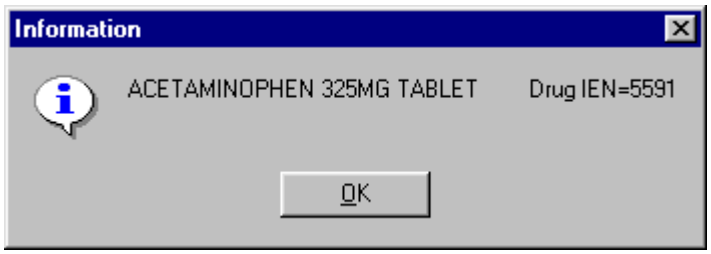
— THEN —

(See Next Page)

Looking Up a Drug IEN Code (cont.)

To Look Up a Drug IEN Code: (cont.)

Example: Drug IEN Code for Medication Highlighted on VDL



3 Note the Drug IEN Code from the Drug IEN Code dialog box, and then click **OK**.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER** to continue.

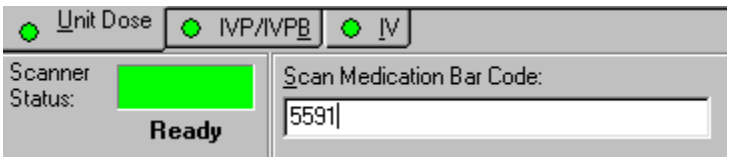
4 Manually enter the number into the Scan Medication Bar Code field, and then press **ENTER**. BCMA processes the information, and then displays the letter "G" (for "Given") in the Status column to document that you administered the medication to the patient.

Keyboard Only Users: Press **TAB** to access the Scan Medication Bar Code field. Enter the Drug IEN Code in the field, and then press **ENTER** to begin the scan process.

TIP:

If the Scanner Status Indicator is **RED**, click in the Indicator field to activate the **GREEN** Ready Light *before* manually entering the Drug IEN Code.

Example: Drug IEN Code Manually Entered into Scan Medication Bar Code Field on VDL



5 Continue administering active Unit Dose medications to the patient.

Submitting a Missing Dose Request

TIP:

You *cannot* submit a Missing Dose Request for a medication marked as "Given" on the VDL. You can, however, change the status from Missing to Held, Refused, or Given.

You can use the Missing Dose command or the Missing Dose button on the Tool Bar to send Missing Dose Requests directly to the Pharmacy. Your request will automatically print on a dedicated printer in the Pharmacy that your site predefined using the GUI BCMA Site Parameters application. BCMA will also send a MailMan message to a predefined mail group. If both are predefined, both will be notified.

BCMA V. 2.0 displays an "M" in the Status column of the VDL *after* you submit a Missing Dose Request to the Pharmacy. The Last Action column includes this status information after you refresh the VDL. This functionality will benefit the Pharmacy by identifying requests that have already been submitted, and by reducing the number of duplicate submissions that they receive on a daily basis.

Note: You can mark a Missing Dose medication as "Held," "Refused," or "Given." If you miss the "administration window," you can use the *Manual Med Entry* [PSB MED LOG NEW ENTRY] option in CHUI BCMA to mark it as "Given."

To Submit a Missing Dose Request:

1. Select (highlight) a medication on the VDL that is considered "Missing."
2. Select the Missing Dose command from the Due List menu. The Missing Dose Request dialog box displays.

TIP:

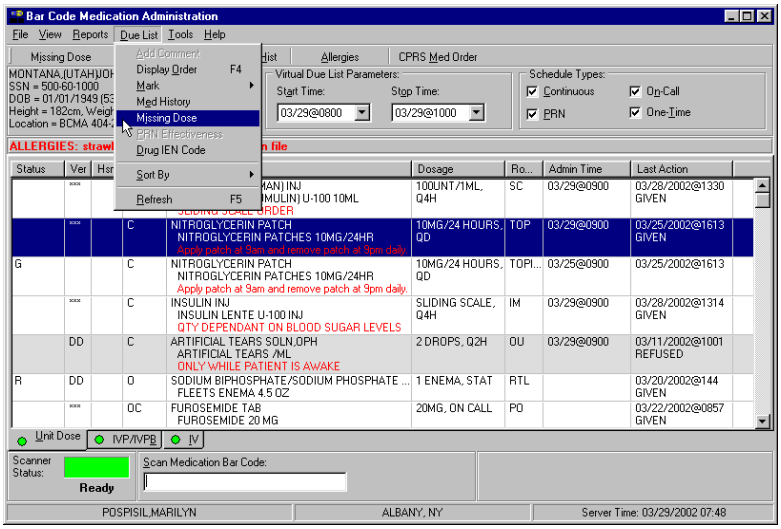
You can quickly submit a Missing Dose Request by highlighting a medication on the VDL, and then clicking once on the Missing Dose button in the Tool Bar at the top of the VDL.

Keyboard Only Users: Press **ALT+D** to display the Due List menu, and then press **I** (*not* "L") to display the Missing Dose Request dialog box.

TIP:

A "Missing Dose Request" displays on the Missed Medications Report.

Example: Selecting Missing Dose Request Command from Due List Menu



Submitting a Missing Dose Request (cont.)

TIP:

When you select the Missing Dose option, BCMA automatically populates the fields in the Missing Dose Request dialog box. You must complete all fields *before* submitting the request to the Pharmacy.

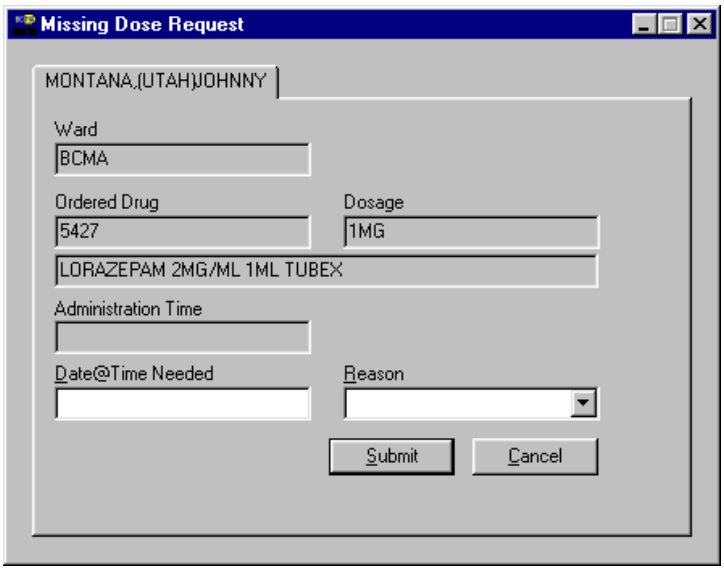
TIP:

Enter "n" (for NOW) if you want BCMA to automatically enter the current date and time in the dialog box for you when you move to the Reason drop-down list box.

To Submit a Missing Dose Request: (cont.)

3 Verify the patient's name on the Tab at the top of the dialog box, and their location and medication information within the dialog box.

Example: Submitting a Missing Dose Request to the Pharmacy



4 In the Date@Time Needed field, enter the day and time when you need the medication for the patient using the VA FileMan date/time formatting guidelines listed below. Keep in mind that the system does *not* accept a date/time in the future.

Date Formatting

- May 1, 2002, 01 MAY 02, 5/01/02, 050102
- N (for Now)
- T (for Today)

Time Formatting

- 00:00 (For example, 14:00 for 2:00 p.m.)

Keyboard Only Users: Press **TAB** to move among the fields on the dialog box.

Note: If the year is omitted, the computer uses the current year. A two-digit year assumes no more than 20 years in the future, or 80 years in the past.

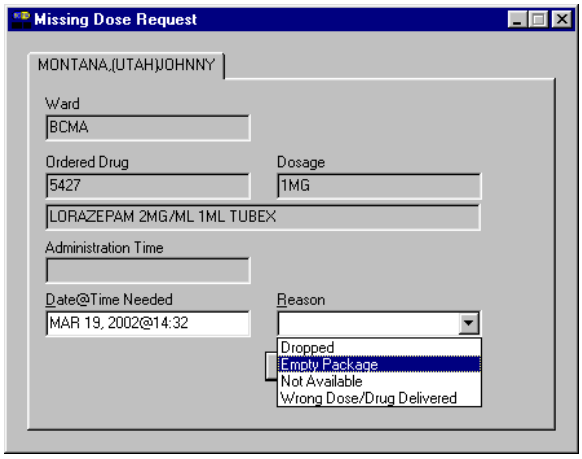
Submitting a Missing Dose Request (cont.)

To Submit a Missing Dose Request: (cont.)

5 In the Reason field, click once on the drop-down **ARROW** to display pre-defined reasons why you are sending this request to the Pharmacy.

Keyboard Only Users: Use the **ARROW** keys to locate and select (highlight) a Reason in the drop-down list box.

Example: Selecting Reason for Submitting a Missing Dose Request



6 Verify the information in the dialog box, and then click **SUBMIT** to send the request to the Pharmacy, where it prints on a predefined printer. An Information message displays. A MailMan message will also be sent to a mail group if predefined using the GUI BCMA Site Parameters application.

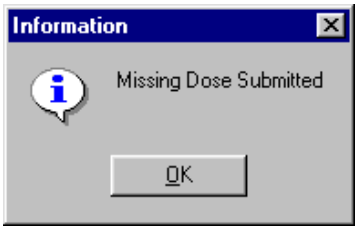
Keyboard Only Users: Press **TAB** to activate the **SUBMIT** button, and then press **ENTER** to display the Information message.

7 Read the Information message, and then click **OK**. BCMA processes the request, and then displays the letter "M" (for "Missing") in the Status column.

TIP:

After you "refresh" the VDL, the Last Action column will reflect the action taken on the Missing Dose.

Example: Missing Dose Submission Message



Opening a Patient Record

TIP:

Press **CTRL+O** to access a patient record.

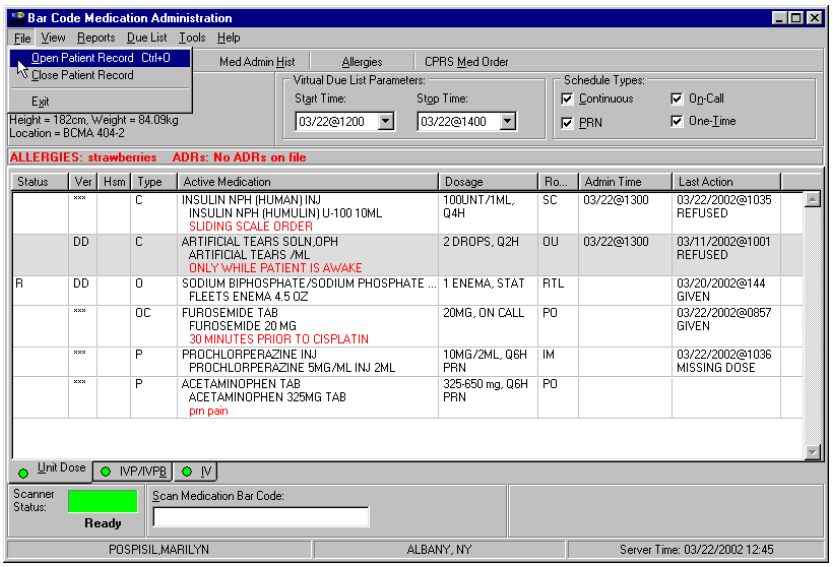
Once you finish administering active medications to a patient, you can open another patient record (VDL), and then another. The process for doing so is quick and easy.

To Open a Patient Record:

1. Select the Open Patient Record command from the File menu. The Patient Lookup dialog box displays.

Keyboard Only Users: Press **ALT+F** to display the File menu, and then press **O** to display the following Information message.

Example: Selecting Open Patient Record Command from File Menu



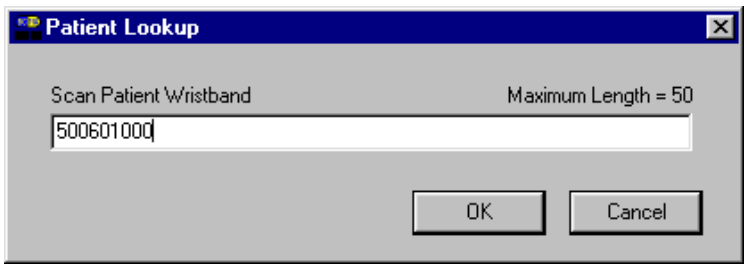
— THEN —

(See Next Page)

Opening a Patient Record (cont.)

To Open a Patient Record: (cont.)

Example: Patient Lookup Dialog Box

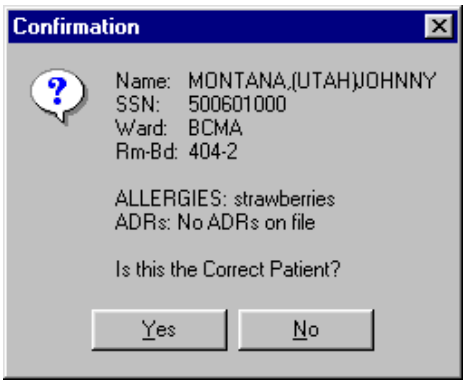


2 At the Patient Lookup dialog box, scan the bar code on the patient's wristband. The maximum character length is 50. A Confirmation dialog box displays the patient's personal data such as name, SSN, ward, room-bed, allergies, and ADRs.

Keyboard Only Users: Press **TAB** to activate the **OK** button, and then press **ENTER** to accept your entry and begin the scan process.

3 Verify the information provided in the Confirmation dialog box with the information on the patient's wristband.

Example: Confirmation Dialog Box



TIP:

The Confirmation dialog box that displays, after scanning a medication, now includes the patient's allergies and ADRs.

Opening a Patient Record (cont.)

To Open a Patient Record: (cont.)

4 Perform one of the following actions:

- **If the information matches** the data printed on the patient's wristband, click **YES** to access their VDL and to begin administering active medications to the patient.

Keyboard Only Users: Press **TAB** to activate the **YES** button, and then press **ENTER** to access the patient's VDL.

- **If this information does *not* match** the data on the patient's wristband, click **NO,** and then verify the patient's identity against the information on their wristband.
  - **If correct,** scan the wristband again.
  - **If incorrect,** correct the wristband for the patient.

5 Continue administering active Unit Dose medications to your patient.

Closing a Patient Record

TIP:

It is *not* necessary or required to close a patient record *before* opening another, although it is advised if you are leaving the patient's room for awhile.

TIP:

BCMA now displays an Information message to verify if you want to view active orders under other Medication Tabs before closing the patient's record.

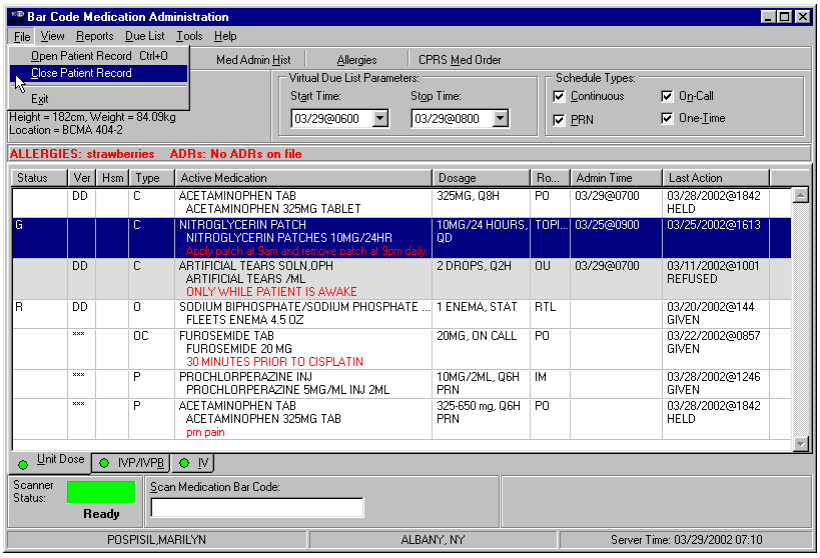
Once you finish administering active medications to your patient, you can close their patient record (VDL), and then open another patient record. This feature is particularly useful when you need to leave the patient's room for a few minutes, and do *not* want to leave their record open on your computer.

To Close a Patient Record:

1. Select the Close Patient Record command from the File menu. The Information message, provided on the following page, displays.

Keyboard Only Users: Press **ALT+F** to display the File menu, and then press **C** to display the following Information message.

Example: Selecting Close Patient Record Command from File Menu



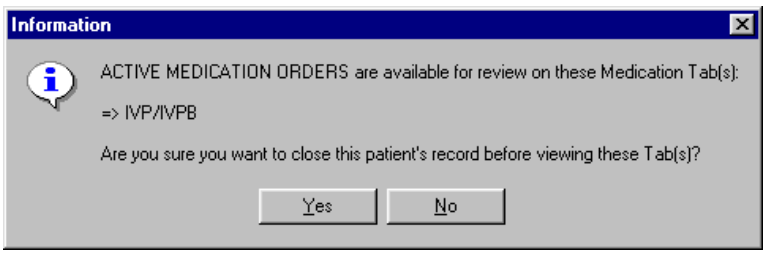
— THEN —

(See Next Page)

Closing a Patient Record (cont.)

To Close a Patient Record: (cont.)

Example: Information Message



Note: The Information message, provided above, displays only for IV Piggyback medications, *not* IV medications since they do *not* have administration times — and you automatically view Unit Dose orders when the VDL opens.

2 Perform one of the following actions:
- Click **YES** to close the current record without viewing medication orders, for the patient, on other Medication Tabs. The Patient Lookup dialog box then displays.
- Click **NO** to view active medication orders under the Medication Tab listed in the Information message.

Keyboard Only Users: Press **TAB** to activate the **YES** button, and then press **ENTER** to continue.

Note: BCMA now provides the "BCMA Idle Timeout" site parameter for defining the number of minutes that an idle BCMA session can stay open. Once the allowable time-out has been reached, BCMA will close. If the BCMA session displays a prompt, it will *not* time-out until the prompt is answered. The allowable entry for this parameter is 1 to 1440 minutes/day. The default is 30 minutes.