# INPATIENT MEDICATIONS (IM)

## PHARMACIST'S USER MANUAL

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Department of Veterans Affairs
**V***IST***A** System Design and Development

# Revision History

Any changes subsequent to the initial release of this manual are listed below. The users should update the manual with the pages listed under the Revised Pages column.

| Date | Revised Pages | Patch Number | Description |
|---|---|---|---|
| 05/02 | All | PSJ*5*58 | Updated this manual to include the IV functionality and BCMA – CPRS Med Order Button enhancements released with the BCMA V. 2.0 project. |
| 01/02 | Title, i–viii, 1, 2, 19, 20, 21, 22, 121, 122, 148a, 148b, 149-154, 191-199 | PSJ*5*65 | Updated the Title Page, Revision History Page, Table of Contents, Menu Tree, Introduction Page, and the Index. The Table of Contents and Index sections are included in their entirety due to the automatic generation of these sections. The default Schedule Type determinations were updated for new orders and orders entered through CPRS and finished by pharmacy. A new option and report, Free Text Dosage Report, was added to the Unit Dose Reports. Included pages for double-sided printing. |
| 01/02 | Title, i, ii, 1, 2, 19, 20, 21, 22 | PSJ*5*63 | Updated the Title Page, Revision History Page, and the Introduction Page. The Schedule Type and Stop Date/Time were updated to include the ward and system parameters used in the determination of the stop date for one-time orders. Included pages for double-sided printing. |
| 09/01 | All | PSJ*5*50 | Added this Revision History Page. Re-formatted the manual into sections. Added Patch Release changes and Pharmacy Ordering Enhancements (POE). |
| 12/97 | | | Original Released Pharmacist's User Manual. |

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# Table of Contents


**1. Introduction ..... 1**

**2. Orientation ..... 1**

**3. List Manager ..... 3**

3.1. Using List Manager ..... 5
3.2. Hidden Actions ..... 5

**4. Order Options ..... 9**

4.1. Unit Dose Medications Option ..... 9
4.1.1. Order Entry ..... 10
4.1.2. Non-Verified/Pending Orders ..... 11
4.1.3. Inpatient Order Entry ..... 14
4.1.4. Patient Actions ..... 15
4.1.4.1. Patient Record Update ..... 15
4.1.4.2. New Order Entry ..... 16
4.1.4.3. Detailed Allergy/ADR List ..... 26
4.1.4.4. Intervention Menu ..... 26
4.1.4.5. View Profile ..... 32
4.1.4.6. Patient Information ..... 33
4.1.4.7. Select Order ..... 33
4.1.5. Order Actions ..... 34
4.1.5.1. Discontinue ..... 35
4.1.5.2. Edit ..... 36
4.1.5.3. Verify ..... 37
4.1.5.4. Hold ..... 39
4.1.5.5. Renew ..... 41
4.1.5.6. Activity Log ..... 42
4.1.5.7. Finish ..... 43
4.1.5.8. Speed Actions ..... 46
4.1.6. Discontinue All of a Patient's Orders ..... 47
4.1.7. Hold All of a Patient's Orders ..... 47
4.1.8. Inpatient Profile ..... 48
4.2. IV Menu Option ..... 51

4.2.1. Order Entry (IV) ....52
4.2.2. Inpatient Order Entry ....52
4.2.3. Patient Actions ....54
4.2.3.1. Patient Record Update ....54
4.2.3.2. New Order Entry ....55
4.2.3.3. Detailed Allergy/ADR List ....61
4.2.3.4. Intervention Menu ....61
4.2.3.5. View Profile ....67
4.2.3.6. Patient Information ....68
4.2.3.7. Select Order ....68
4.2.4. Order Actions ....69
4.2.4.1. Discontinue ....70
4.2.4.2. Edit ....71
4.2.4.3. Verify ....76
4.2.4.4. Hold ....78
4.2.4.5. Renew ....79
4.2.4.6. Activity Log ....80
4.2.4.7. Finish ....82
4.2.4.8. On Call ....86
4.2.4.9. Speed Actions ....86
4.2.5. IV Types ....86
4.2.5.1. Admixture Type Order Entry ....87
4.2.5.2. Piggyback-Type Order Entry ....88
4.2.5.3. Hyperal-Type Order Entry ....89
4.2.5.4. Syringe-Type Order Entry ....90
4.2.5.5. Chemotherapy-Type Order Entry ....90
4.2.6. Profile (IV) ....91
4.2.7. Inpatient Profile ....94
4.3. Order Check ....97

**5. Maintenance Options ....99**

5.1. Unit Dose ....99
5.1.1. Edit Inpatient User Parameters ....99
5.1.2. Edit Patient's Default Stop Date ....99
5.2. IV ....100
5.2.1. Change Report/Label Devices (IV) ....100
5.2.2. Change to Another IV Room (IV) ....100

5.2.3. Non-Standard Schedules ..... 101

**6. PIck List Menu ..... 103**

6.1. PIck List ..... 103
6.2. ENter Units Dispensed ..... 107
6.3. EXtra Units Dispensed ..... 110
6.4. Report Returns ..... 111
6.5. Reprint Pick List ..... 112
6.6. Send Pick List To ATC ..... 114
6.7. Update Pick List ..... 114

**7. Production Options ..... 117**

7.1. Ward List (IV) ..... 117
7.2. Update Daily Ward List (IV) ..... 118
7.3. Manufacturing List (IV) ..... 120
7.4. RETurns and Destroyed Entry (IV) ..... 121

**8. Output Options ..... 127**

8.1. Unit Dose ..... 127
8.1.1. PAtient Profile (Unit Dose) ..... 127
8.1.2. Reports Menu ..... 128
8.1.2.1. 24 Hour MAR ..... 128
8.1.2.2. 7 Day MAR ..... 135
8.1.2.3. 14 Day MAR ..... 141
8.1.2.4. Action Profile #1 ..... 146
8.1.2.5. Action Profile #2 ..... 148
8.1.2.6. AUthorized Absence/Discharge Summary ..... 150
8.1.2.7. Extra Units Dispensed Report ..... 155
8.1.2.8. Free Text Dosage Report ..... 156
8.1.2.9. INpatient Stop Order Notices ..... 158
8.1.2.10. Medications Due Worksheet ..... 160
8.1.2.11. Patient Profile (Extended) ..... 162
8.1.3. Align Labels (Unit Dose) ..... 164
8.1.4. Label Print/Reprint ..... 164
8.2. IV ..... 165

8.2.1. Label Menu (IV) ..... 165
8.2.1.1. Align Labels (IV) ..... 165
8.2.1.2. Individual Labels (IV) ..... 166
8.2.1.3. Scheduled Labels (IV) ..... 169
8.2.1.4. Reprint Scheduled Labels (IV) ..... 171
8.2.1.5. Test Control Codes (IV ..... 171
8.2.2. REPorts (IV) ..... 172
8.2.2.1. Active Order List (IV) ..... 173
8.2.2.2. INpatient Stop Order Notices ..... 174
8.2.2.3. IV Drug Formulary Report (IV) ..... 176
8.2.2.4. Patient Profile Report (IV) ..... 177
8.2.2.5. Renewal List (IV) ..... 179
8.2.3. SUSpense Functions (IV) ..... 180
8.2.3.1. Delete Labels from Suspense (IV) ..... 180
8.2.3.2. Individual Order Suspension (IV) ..... 181
8.2.3.3. Labels from Suspense (IV) ..... 182
8.2.3.4. Manufacturing Record for Suspense (IV) ..... 183
8.2.3.5. Reprint Labels from Suspense (IV) ..... 184
8.2.3.6. Suspense List (IV) ..... 185

**9. Inquiries Option ..... 187**

9.1. Unit Dose ..... 187
9.1.1. INQuiries Menu ..... 187
9.1.1.1. Dispense Drug Look-Up ..... 187
9.1.1.2. Standard Schedules ..... 188
9.2. IV ..... 189
9.2.1. Drug Inquiry (IV) ..... 189

**10. Glossary ..... 191**

**11. Index ..... 205**

**Since the documentation is topic oriented and the screen options are not, a Menu Tree is provided below for the newer users who may need help finding the explanations to the options.**

| | Unit Dose Menu Tree | Topic Oriented Section |
|---|---|---|
| | Align Labels (Unit Dose) | Output Options |
| | Discontinue All of a Patient's Orders | Order Options |
| EUP | Edit Inpatient User Parameters | Maintenance Options |
| ESD | Edit Patient's Default Stop Date | Maintenance Options |
| | Hold All of a Patient's Orders | Order Options |
| IOE | Inpatient Order Entry | Order Options |
| IPF | Inpatient Profile | Order Options |
| | INQuiries Menu ... | |
| | Dispense Drug Look-Up | Inquiries Options |
| | Standard Schedules | Inquiries Options |
| | Label Print/Reprint | Output Options |
| | Non-Verified/Pending Orders | Order Options |
| | Order Entry | Order Options |
| | PAtient Profile (Unit Dose) | Output Options |
| | PIck List Menu ... | Pick List Menu |
| | ENter Units Dispensed | Pick List Menu |
| | EXtra Units Dispensed | Pick List Menu |
| | PIck List | Pick List Menu |
| | Report Returns | Pick List Menu |
| | Reprint Pick List | Pick List Menu |
| | Send Pick List to ATC | Pick List Menu |
| | Update Pick List | Pick List Menu |
| | Reports Menu … | Output Options |
| | 7 Day MAR | Output Options |
| | 14 Day MAR | Output Options |
| | 24 Hour MAR | Output Options |
| | Action Profile #1 | Output Options |
| | Action Profile #2 | Output Options |
| | AUthorized Absence/Discharge Summary | Output Options |
| | Extra Units Dispensed Report | Output Options |
| | Free Text Dosage Report | Output Options |
| | INpatient Stop Order Notices | Output Options |
| | Medications Due Worksheet | Output Options |
| | Patient Profile (Extended) | Output Options |

| | IV Menu Tree | Topic Oriented Section |
|---|---|---|
| CRL | Change Report/Label Devices (IV) | Maintenance Options |
| CIR | Change to Another IV Room (IV) | Maintenance Options |
| | Drug Inquiry (IV) | Inquiries Options |
| IOE | Inpatient Order Entry | Order Options |
| IPF | Inpatient Profile | Order Options |
| | Label Menu (IV) ... | Output Options |
| | Align Labels (IV) | Output Options |
| | Individual Labels (IV) | Output Options |
| | Scheduled Labels (IV) | Output Options |
| | Reprint Scheduled Labels (IV) | Output Options |
| | Test Control Codes (IV) | Output Options |
| | Manufacturing List (IV) | Production Options |
| | Order Entry (IV) | Order Options |
| | Profile (IV) | Order Options |
| | REPorts (IV) … | Output Options |
| | Active Order List (IV) | Output Options |
| | Inpatient Stop Order Notices | Output Options |
| | IV Drug Formulary Report (IV) | Output Options |
| | Patient Profile Report (IV) | Output Options |
| | Renewal List (IV) | Output Options |
| | RETurns and Destroyed Entry (IV) | Production Options |
| | SUSpense Functions (IV)… | Output Options |
| | Delete Labels From Suspense (IV) | Output Options |
| | Individual Order Suspension (IV) | Output Options |
| | Labels from Suspense (IV) | Output Options |
| | Manufacturing Record for Suspense (IV) | Output Options |
| | Reprint Labels from Suspense (IV) | Output Options |
| | Suspense List (IV) | Output Options |
| | Update Daily Ward List (IV) | Production Options |
| | Ward List (IV) | Production Options |

# 1. Introduction

The Inpatient Medications package provides a method of management, dispensing, and administration of inpatient drugs within the hospital. Inpatient Medications combines clinical and patient information that allows each medical center to enter orders for patients, dispense medications by means of Pick Lists, print labels, create Medication Administration Records (MARs), and create Management Reports. Inpatient Medications also interacts with the Computerized Patient Record System (CPRS) and the Bar Code Medication Administration (BCMA) packages to provide more comprehensive patient care.

This user manual is written for the Pharmacy Staff, the Automated Data Processing Application Coordinator (ADPAC), and other healthcare staff for managing, dispensing, and administering medications to the patients within the hospital. The main text of the manual outlines patients' ordering options for new and existing orders, editing options, output options, and inquiry options. It also outlines options available under the Pick List actions.

The Inpatient Medications documentation is comprised of several manuals. These manuals are written as modular components and can be distributed independently and are listed below.

Nurse's User Manual V. 5.0 Revised May 2002
Pharmacist's User Manual V. 5.0 Revised May 2002
Supervisor's User Manual V. 5.0 Revised May 2002
Technical/Security Guide V. 5.0 Revised May 2002
Pharmacy Ordering Enhancements (POE) Phase 2 Release Notes V. 1.0
Pharmacy Ordering Enhancements (POE) Phase 2 Installation Guide V. 1.0
Bar Code Medication Administration (BCMA) Version 2.0 Release Notes
Bar Code Medication Administration (BCMA) Version 2.0 Installation Guide

# 2. Orientation

Within this documentation, several notations need to be outlined.

- Menu options will be italicized.
  Example: *Inpatient Order Entry* indicates a menu option.

- Screen prompts will be denoted with quotation marks around them.
  Example: "Select DRUG:" indicates a screen prompt.

- Responses in bold face indicate what the user is to type in.
  Example: Printing a MAR report by ward group **G**, by ward **W,** or by patient **P**.

- Text centered between arrows represents a keyboard key that needs to be pressed in order for the system to capture a user response or move the cursor to another field. **<Enter>** indicates that the Enter key (or Return key on some keyboards) must be pressed. **<Tab>** indicates that the Tab key must be pressed.
  Example: Press **<Tab>** to move the cursor to the next field.
  Press **<Enter>** to select the default.

- Text depicted with a black background, displayed in a screen capture, designates blinking text on the screen.
  Example:

```
  (9)   Admin Times: 01-09-15-20
*(10)      Provider: INPATIENT-MEDS,PHARMACIST
```

- **Note**: Indicates especially important or helpful information.

- Options are locked with a particular security key. The user must hold the particular security key to be able to perform the menu option.
  Example: All options under the *PIck List Menu* are locked with the PSJU PL key.

- Some of the menu options have several letters that are capitalized. By entering in the letters and pressing <**Enter**>, the user can go directly to that menu option (the letters do not have to be entered as capital letters).
  Example: From the *Unit Dose Medications* Option: the user can enter **INQ** and proceed directly into the *INQuiries Menu* option.

- **?**, **??**, **???** One, two, or three question marks can be entered at any of the prompts for on-line help. One question mark elicits a brief statement of what information is appropriate for the prompt. Two question marks provide more help, plus the hidden actions and three question marks will provide more detailed help, including a list of possible answers, if appropriate.

- ^ Up Caret (arrow or a circumflex) and pressing **<Enter>** can be used to exit the current option.

# 3. List Manager

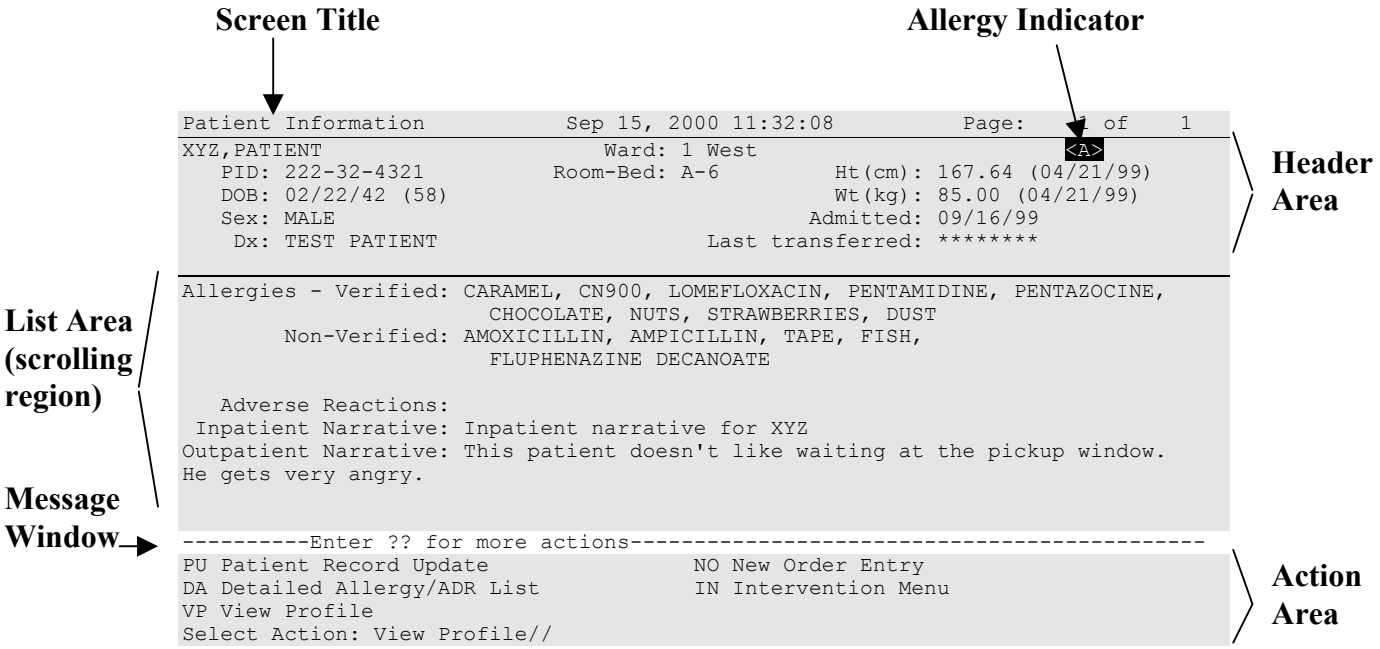
The new screen, which was designed using List Manager, has dramatically changed from the previous release.

This new screen will give the user:

- More pertinent information
- Easier accessibility to vital reports and areas of a patient's chart the user may wish to see.

Please take the time to read over the explanation of the screen and the actions that can now be executed at the touch of a button. This type of preparation before using List Manager is effective in saving time and effort.

## Inpatient List Manager



**Screen Title:** The screen title changes according to what type of information List Manager is displaying (e.g., Patient Information, Non-Verified Order, Inpatient Order Entry, etc).

**Allergy Indicator:** This indicator will display when allergy information has been entered for the patient. When the patient has Allergy/ADR data defined, an "<A>" is displayed to the right of the ward location to alert the user of the existence of this information (**Note:** This data may be displayed using the Detailed Allergy/ADR List action).

**Header Area:** The header area is a "fixed" (non-scrollable) area that displays the patient's demographic information. This also includes information about the patient's current admission. The status and type of order are displayed in the top left corner of the heading, and will include the priority (if defined) for pending orders.

**List Area:** (scrolling region): This is the section that will scroll (like the previous version) and display the information that an action can be taken on. The Allergies/Reactions line includes non-verified and verified Allergy/ADR information as defined in the Allergy package. The allergy data is sorted by type (DRUG, OTHER, FOOD). If no data is found for a category, the heading for that category is not displayed. The Inpatient and Outpatient Narrative lines may be used by the inpatient pharmacy staff to display information specific to the current admission for the patient.

**Message Window:** This section displays a plus sign (+), if the list is longer than one screen, and informational text (i.e., Enter ?? for more actions). If the plus sign is entered at the action prompt, List Manager will "jump" forward to the next screen. The plus sign is only a valid action if it is displayed in the message window.

**Action Area:** The list of valid actions available to the user display in this area of the screen. If a double question mark (??) is entered at the "Select Action:" prompt, a "hidden" list of additional actions that are available will be displayed.

## 3.1. Using List Manager

List Manager is a tool designed so that a list of items can be presented to the user for an action.

For Inpatient Pharmacy, the List Manager gives the user the following:

- Capability to browse through a list of orders
- Capability to take action(s) against those items
- Capability to print MARs, labels, and profiles from within the *Inpatient Order Entry* option.
- Capability to select a different option than the one being displayed.

## 3.2. Hidden Actions

A double question mark (??) can be entered at the "Select Action:" prompt for a list of all actions available. Typing the name(s) or synonym(s) at the "Select Action:" prompt enters the actions.

The following is a list of generic List Manager actions with a brief description. The synonym for each action is shown, followed by the action name and description.

| Synonym | Action | Description |
|---|---|---|
| + | Next Screen | Move to the next screen |
| - | Previous Screen | Move to the previous screen |
| UP | Up a Line | Move up one line |
| DN | Down a line | Move down one line |
| FS | First Screen | Move to the first screen |
| LS | Last Screen | Move to the last screen |
| GO | Go to Page | Move to any selected page in the list |
| RD | Re Display Screen | Redisplay the current screen |
| PS | Print Screen | Prints the header and the portion of the list currently displayed |

| Synonym | Action | Description |
|---|---|---|
| PT | Print List | Prints the list of entries currently displayed |
| SL | Search List | Finds selected text in list of entries |
| Q | Quit | Exits the screen |
| ADPL | Auto Display (On/Off) | Toggles the menu of actions to be displayed/not displayed automatically |
| > | Shift View to Right | Shifts the view on the screen to the right |
| < | Shift View to Left | Shifts the view on the screen to the left |

The following is a list of Inpatient Medications specific hidden actions with a brief description. The synonym for each action is shown followed by the action name and description.

| Synonym | Action | Description |
|---|---|---|
| MAR | MAR Menu | Displays the MAR Menu |
| 24 | 24 Hour MAR | Shows the 24 Hour MAR |
| 7 | 7 Day MAR | Shows the 7 Day MAR |
| 14 | 14 Day MAR | Shows the 14 Day MAR |
| MD | Medications Due Worksheet | Shows the Worksheet |
| LBL | Label Print/Reprint | Displays the Label Print/Reprint Menu |
| ALUD | Align Labels (Unit Dose) | Aligns the MAR label stock on a printer |
| LPUD | Label Print/Reprint | Allows print or reprint of a MAR label |
| ALIV | Align Labels (IV) | Aligns the IV bag label stock on a printer |
| ILIV | Individual Labels (IV) | Allows print or reprint of an IV bag label |
| SLIV | Scheduled Labels (IV) | Allows print of the scheduled IV bag label |
| RSIV | Reprint Scheduled Labels (IV) | Allows reprint of scheduled IV bag labels |
| OTH | Other Pharmacy Options | Displays more pharmacy options |
| PIC | Pick List Menu | Displays the Pick List Menu |
| EN | Enter Units Dispensed | Allows entry of the units actually dispensed for a Unit Dose order |
| EX | Extra Units Dispensed | Allows entry of extra units dispensed for a Unit Dose order |
| PL | Pick List | Creates the Pick List report |
| RRS | Report Returns | Allows the entry of units returned for a Unit Dose order |

| Synonym | Action | Description |
|---|---|---|
| RPL | Reprint Pick List | Allows reprint of a pick list |
| SND | Send Pick list to ATC | Allows a pick list to be sent to the ATC |
| UP | Update Pick List | Allows an update to a pick list |
| RET | Returns/Destroyed Menu | Displays the Returns/Destroyed options |
| RR | Report Returns (UD) | Allows entry of units returned for a Unit Dose order |
| RD | Returns/Destroyed Entry (IV) | Allows entry of units returned or destroyed for an order |
| PRO | Patient Profiles | Displays the Patient Profile menu |
| IP | Inpatient Medications Profile | Generates an Inpatient Profile for a patient |
| IV | IV Medications Profile | Generates an IV Profile for a patient |
| UD | Unit Dose Medications Profile | Generates a Unit Dose Profile for a patient |
| OP | Outpatient Prescriptions | Generates an Outpatient Profile for a patient |
| AP1 | Action Profile #1 | Generates an Action Profile #1 |
| AP2 | Action Profile #2 | Generates an Action Profile #2 |
| EX | Patient Profile (Extended) | Generates an Extended Patient Profile |

The following actions are available while in the Unit Dose Order Entry Profile.

| Synonym | Action | Description |
|---|---|---|
| DC | Speed Discontinue | Speed discontinue one or more orders (This is also available in *Inpatient Order Entry* and *Order Entry (IV)* ) |
| RN | Speed Renew | Speed renewal of one or more orders |
| SF | Speed Finish | Speed finish one or more orders |
| SV | Speed Verify | Speed verify one or more orders |

The following actions are available while viewing an order.

| Synonym | Action | Description |
|---|---|---|
| CO | Copy an order | Allows the user to copy an active, discontinued, or expired Unit Dose order |
| DIN | Drug Restriction/Guideline Information | Displays the Drug Restriction/Guideline Information for both the Orderable Item and Dispense Drug |
| I | Mark Incomplete | Allows the user to mark a Non-Verified Pending order incomplete |
| JP | Jump to a Patient | Allows the user to begin processing another patient |
| N | Mark Not to be Given | Allows the user to mark a discontinued or expired order as not to be given |

# 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
   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
          INQuiries Menu ...
          Label Print/Reprint
          Non-Verified/Pending Orders
          Order Entry
          PAtient Profile (Unit Dose)
          PIck List Menu ...
          Reports Menu ...
          Supervisor's 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 can not 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 **V***IST***A** 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 **V***IST***A** packages.

The three different paths for entering a new order or taking an action on an existing order are summarized below.

### 4.1.1. Order Entry
**[PSJU NE]**

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

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. A9111). The Patient Information Screen is displayed:

**Example: Patient Information Screen**

```
Patient Information           Sep 11, 2000 16:09:05          Page:    1 of    1
ABC,PATIENT                       Ward: 1 EAST
   PID: 123-45-9111          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:
 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.

### 4.1.2. Non-Verified/Pending Orders [PSJU VBW]

The *Non-Verified/Pending Orders* option allows easy identification and processing of non-verified and/or pending orders. This option will also show pending and pending renewal orders, which are orders from CPRS that have not been finished by Pharmacy Service. Unit Dose and IV orders are displayed using this option.

The 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. The Pending IV, Pending Unit Dose, Non-Verified IV and Non-Verified Unit Dose totals are then listed by ward group. The user can then specify whether to display Non-Verified Orders, Pending Orders or both.

**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

                                 Pending                Non-Verified
Ward Group                    IV        UD             IV          UD

SOUTH WING                     0        25              6          25
^OTHER                         0         1              0           0


1) Non-Verified Orders
2) Pending Orders

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

The user can select which packages to display; Unit Dose Orders, IV Orders, or both. The next prompt allows the user to select non-verified and/or pending orders for a ward group (**G**), ward (**W**), or single patient (**P**). If ward or ward groups is selected, patients will be listed by wards and then by teams. The user will then select the patient from the list.

```
1) Unit Dose Orders
2) IV Orders

Select Package(s) (1-2): 1-2

Select by WARD GROUP (G), WARD (W), or PATIENT (P): GROUP

Select WARD GROUP: SOUTH WING
PHARMACY     HOME
...a few moments, please............
```

**----------report continues----------**

**Example: Non-Verified/Pending Orders (continued)**

```
ORDERS NOT VERIFIED BY A NURSE - 1 EAST

 No.   TEAM                      PATIENT
--------------------------------------------------------------------------------
   1  TEAM A                 BUTTONS,RED (0001)
   2  Not Found              ABC,PATIENT (9111)
   3  Not Found              BYROM,BUZZY (1111)
   4  Not Found              CHUNDLER,BILLY (2333)
   5  Not Found              COLNER,ANTHONY (7782)
Select 1 - 5: 2
```

```
ORDERS NOT VERIFIED BY A NURSE - 2 EAST

 No.   TEAM                      PATIENT
--------------------------------------------------------------------------------
   1  Not Found              ANGEL,JOHNNY (5066)
   2  Not Found              BING,CHANDLER (3378)
   3  Not Found              CARR,DAVE (7289)
   4  Not Found              GUMP,BUBBA (2321)
Select 1 - 4: <Enter>

SHORT, LONG, or NO Profile?  SHORT// <Enter>  SHORT
```

A profile prompt is displayed asking the pharmacist to choose a profile for the patient. The user can choose a short, long, or no profile. If **NO** profile is chosen, the orders for the patient selected will be displayed, for finishing or verification, by login date with the earliest date showing first. When a Unit Dose order has a STAT priority, this order will always be displayed first in the order view and will be displayed in blinking reverse video. If a profile is chosen, the orders will be selected from this list for processing (any order may be selected). The following example displays a short profile.

**Example: Short Profile**

```
Non-Verified/Pending Orders   Feb 28, 2002@13:41:21          Page:    1 of    3
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (81)                              Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                           Last transferred: ********

 - - - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - -
   1 d->HEPARIN 2 UNITS                          C  02/27  02/27  E
        in 5% DEXTROSE 50 ML 125 ml/hr
   2 d->MULTIVITAMIN INJ 1000 ML                 C  02/27  02/27  E
        DOXORUBICIN 1000 MG
        in D5 1/4NS KCL 30 MEQ 3 ML 45 ml/hr
   3 d->HEPARIN INJ,SOLN                         O  02/27  02/27  E
          Give: 1000UNT/1ML IM NOW
   4 d->MORPHINE SULFATE 2 MG                    O  02/27  02/27  E
        in SODIUM CHLORIDE 0.9% 50 ML STAT
   5 d->MULTIVITAMIN INJ 2 ML                    O  02/27  02/27  E
        MORPHINE SULFATE 2 MG
 - - - - - - - - - - - - - - - - -  P E N D I N G  - - - - - - - - - - - - - - - - -
+         Enter ?? for more actions
PI  Patient Information                 SO  Select Order
PU  Patient Record Update               NO  New Order Entry
Select Action: Next Screen//  <Enter>    NEXT SCREEN
```

**----------report continues----------**

**Example: Short Profile (continued)**

```
Non-Verified/Pending Orders   Feb 28, 2002@13:42:56          Page:    2 of    3
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (81)                              Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                            Last transferred: ********
+
        in D5 1/4NS KCL 30 MEQ 1000 ML NOW
           DEXTROSE 5% / NACL 0.33% 1000 ML NOW
   6 d->THEOPHYLLINE TAB,SA                      O  02/27  02/27  E
          Give: 500MG PO STAT
   7 d->WARFARIN TAB                             O  02/27  02/27  E
          Give: 2 MG PO NOW
   8 d->WARFARIN TAB                             O  02/27  02/27  E
          Give: 2 MG PO NOW
   9 d->WARFARIN TAB                             O  02/28  02/28  E
          Give: 4 MG PO NOW
 - - - - - - - - - - - - - - - N O N - V E R I F I E D - - - - - - - - - - - - - - -
  10    CEFAMANDOLE 3 GM                         ?  *****  *****  N
          Enter ?? for more actions
PI  Patient Information                 SO  Select Order
PU  Patient Record Update               NO  New Order Entry
Select Action: Next Screen//  <Enter>    NEXT SCREEN
```

```
Non-Verified/Pending Orders   Feb 28, 2002@13:43:11          Page:    3 of    3
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm):        (        )
   DOB: 08/18/20  (81)                             Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                            Last transferred: ********
+
        in 5% DEXTROSE 1000 ML 45 ml/hr
  11    HALOPERIDOL TAB                          C  10/31  01/29  N
          Give: 10MG PO QID
  12    WARFARIN TAB                             C  11/01  01/29  N
          Give: 5MG PO QD-WARF
- - - - - - - - - - - - - - -  P E N D I N G  - - - - - - - - - - - - - - - - -
  13    POTASSIUM CHLORIDE 3 MEQ                 ?  *****  *****  P
        in DEXTROSE 5% IN N. SALINE 1000 ML 125
           ml/hr



          Enter ?? for more actions
PI  Patient Information                 SO  Select Order
PU  Patient Record Update               NO  New Order Entry
Select Action: Quit//
```

The pharmacist can enter a Patient Action at the “Select Action: Quit//” prompt in the Action Area of the screen or choose a specific order or orders.

When the user holds the PSJ RPHARM key, it will be possible to take any available actions on selected Unit Dose or IV orders.

### 4.1.3. Inpatient Order Entry
**[PSJ OE]**

The *Inpatient Order Entry* 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 module.

When the user accesses the *Inpatient Order Entry* option from the Unit Dose 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: ABC or A9111
```

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. A9111). The Patient Information Screen is displayed:

**Example: Patient Information Screen**

```
Patient Information           Sep 12, 2000 10:36:38          Page:    1 of    1
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111          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:
 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.

### 4.1.4. Patient Actions

The Patient Actions are the actions available in the Action Area of the List Manager Screen. These actions pertain to the patient information and include editing, viewing, and new order entry.

#### 4.1.4.1. Patient Record Update

The Patient Record Update action allows editing of the Inpatient Narrative and the Patient's Default Stop Date and Time for Unit Dose Order entry.

**Example: Patient Record Update**

```
Patient Information           Sep 12, 2000 14:39:07          Page:    1 of    1
ABC,PATIENT                       Ward: 1 EAST
   PID: 123-45-9111          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:
 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// PU
INPATIENT NARRATIVE: INP NARR...// Narrative for Patient ABC
UD DEFAULT STOP DATE/TIME: SEP 21,2000@24:00//
```

The "INPATIENT NARRATIVE: INP NARR...//" prompt allows the pharmacist to enter information in a free text format, up to 250 characters.

The "UD DEFAULT STOP DATE/TIME:" prompt accepts the date and time entry to be used as the default value for the STOP DATE/TIME of the Unit Dose orders during order entry and renewal processes. This value is used only if the corresponding ward parameter is enabled. The order entry and renewal processes will sometimes change this date and time.

When the SAME STOP DATE ON ALL ORDERS parameter is set to yes, the module will assign the same default stop date for each patient. This date is initially set when the first order is entered for the patient, and can change when an order for the patient is renewed. This date is shown as the default value for the stop date of each of the orders entered for the patient.

**Note**: If this parameter is not enabled, the user can still edit a patient's default stop date. Unless the parameter is enabled, the default stop date will not be seen or used by the module.

Examples of Valid Dates and Times:

- JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
- T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
- T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
- If the year is omitted, the computer uses CURRENT YEAR. Two-digit year assumes no more than 20 years in the future, or 80 years in the past.
- If only the time is entered, the current date is assumed.
- Follow the date with a time, such as JAN 20@10, T@10AM, 10:30, etc.
- The pharmacist may enter a time, such as NOON, MIDNIGHT, or NOW.
- The pharmacist may enter NOW+3' (for current date and time Plus 3 minutes *Note--the Apostrophe following the number of minutes)
- Time is REQUIRED in this response.

#### 4.1.4.2. New Order Entry

The New Order Entry action allows the pharmacist to enter new Unit Dose or IV orders for the patient, depending upon the order option selected (*Order Entry*, *Non-Verified/Pending Orders,* or *Inpatient Order Entry*). Only one user is able to enter new orders on a selected patient due to the patient lock within the **V***IST***A** applications. This minimizes the chance of duplicate orders.

For Unit Dose order entry, a response must be entered at the "Select DRUG:" prompt. The pharmacist can select a particular drug or enter a pre-defined order set.

Depending on the entry in the "Order Entry Process:" prompt in the *Inpatient User Parameters Edit* option, the pharmacist will enter a regular or abbreviated order entry process. The abbreviated order entry process requires entry into fewer fields than regular order entry. Beside each of the prompts listed below, in parentheses, will be the word regular, for regular order entry and/or abbreviated, for abbreviated order entry.

- **"Select DRUG:"** (Regular and Abbreviated)

Pharmacists select Unit Dose medications directly from the DRUG file. The Orderable Item for the selected drug will automatically be added to the order, and all Dispense Drugs entered for the order must be linked to that Orderable Item. If the Orderable Item is edited, data in the DOSAGE ORDERED field and the DISPENSE DRUG field will be deleted. If multiple Dispense Drugs are needed in an order, they may be entered by selecting the DISPENSE DRUG field from the edit list before accepting the new order. After each Dispense Drug is selected, it will be checked against the patient's current medications for duplicate drug or class, and drug-drug/drug-allergy interactions. (See Section 4.3 Order Check for more information.)

The pharmacist can enter an order set at this prompt. An order set is a group of pre-written orders. The maximum number of orders is unlimited. Order sets are created and edited using the *Order Set Enter/Edit* option found under the *Supervisor's Menu*.

Order sets are used to expedite order entry for drugs that are dispensed to all patients in certain medical practices or for certain procedures. Order sets are designed to be used when a recognized pattern for the administration of drugs can be identified. For example:

- A pre-operative series of drugs administered to all patients undergoing a certain surgical procedure.
- A certain series of drugs to be dispensed to all patients prior to undergoing a particular radiographic procedure.
- A certain group of drugs, prescribed by a physician for all patients, that is used for treatment on a certain medical ailment or emergency.

Order sets allow rapid entering of this repetitive information, expediting the whole order entry process. Experienced users might want to set up most of their common orders as order sets.

Order set entry begins like other types of order entry. At the "Select DRUG:" prompt, **S.NAME** should be entered. The **NAME** represents the name of a predefined order set. The characters **S.** tell the software that this will not be a single new order entry for a single drug but a set of orders for multiple drugs. The **S.** is a required prefix to the name of the order set. When the user types the characters **S.?,** a list of the names of the order sets that are currently available will be displayed. If **S.** (<**Spacebar**> and <**Enter**>) is typed, the previous order set is entered.

After the entry of the order set, the software will prompt for the Provider's name and Nature of Order. After entry of this information, the first order of the set will be entered automatically. The options available are different depending on the type of order entry process that is enabled– regular, abbreviated, or ward. If regular or abbreviated order entry is enabled, the user will be shown one order at a time, all fields for each order of the order set and then the "Select Item(s): Next Screen//" prompt. The user can then choose to take an action on the order. Once an action is taken or bypassed, the next order of the order set will automatically be entered. After entry of all the orders in the order set, the software will prompt for more orders for the patient. At this point, the user can proceed exactly as in new order entry, and respond accordingly.

When a drug is chosen, if an active drug text entry for the Dispense Drug and/or Orderable Item linked to this drug exists, then the prompt, "Restriction/Guideline(s) exist. Display?:" will be displayed along with the corresponding defaults. The drug text indicator will be <**DIN**> and will be displayed on the right hand corner on the same line as the Orderable Item. This indicator will be highlighted.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as "*N/F*" beside the Dispense Drug or Orderable Item.

- **"DOSAGE ORDERED:"** (Regular and Abbreviated)

To allow pharmacy greater control over the order display shown for Unit Dose orders on profiles, labels, MARs, etc., the DOSAGE ORDERED field is not required if only one Dispense Drug exists in the order. If more than one Dispense Drug exists for the order, then this field is required.

When a Dispense Drug is selected, the selection list/default will be displayed based on the Possible Dosages and Local Possible Dosages.

**Example: Dispense Drug with Possible Dosages**

```
Select DRUG:    BACLOFEN 10MG TABS         MS200
         ...OK? Yes//  <Enter> (Yes)


Available Dosage(s)
      1.    10MG
      2.    20MG

Select from list of Available Dosages or Enter Free Text Dose: 1  10MG

You entered 10MG is this correct? Yes//  <Enter>
```

All Local Possible Dosages will be displayed within the selection list/default.

**Example: Dispense Drug with Local Possible Dosages**

```
Select DRUG:    GENTAMICIN  CREAM 15GM         DE101         DERM CLINIC ONLY
         ...OK? Yes// <Enter>  (Yes)


Available Dosage(s)
      1.    SMALL AMOUNT
      2.    THIN FILM

Select from list of Available Dosages or Enter Free Text Dose: 2  THIN FILM

You entered THIN FILM is this correct? Yes//  <Enter>
```

Note: If an order contains multiple Dispense Drugs, Dosage Ordered should contain the total dosage of the medication to be administered.

The user has the flexibility of how to display the order view on the screen. When the user has chosen the drug and when no Dosage Ordered is defined for an order, the order will be displayed as:

**Example: Order View Information when Dosage Ordered is not Defined**

```
DISPENSE DRUG NAME
Give: UNITS PER DOSE  MEDICATION ROUTE  SCHEDULE
```

When the user has chosen the drug and Dosage Ordered is defined for the order, it will be displayed as:

**Example: Order View Information when Dosage Ordered is Defined**

```
ORDERABLE ITEM NAME  DOSE FORM
Give: DOSAGE ORDERED  MEDICATION ROUTE  SCHEDULE
```

The DOSAGE ORDERED and the UNITS PER DOSE fields are modified to perform the following functionality:

- Entering a new backdoor order:
  1. If the Dosage Ordered entered is selected from the Possible Dosages or the Local Possible Dosages, the user will not be prompted for the Units Per Dose. Either the BCMA Units Per Dose or the Dispense Units Per Dose, defined under the Dispense Drug, will be used as the default for the Units Per Dose.

  2. If a free text dose is entered for the Dosage Order, the user will be prompted for the Units Per Dose. A warning message will display when the entered Units Per Dose does not seem to be compatible with the Dosage Ordered. The user will continue with the next prompt.

- Finishing pending orders:
  1. If the Dosage Ordered was selected from the Possible Dosages or the Local Possible Dosages, either the BCMA Units Per Dose or the Dispense Units Per Dose, defined under the Dispense Drug, will be used as the default for the Units Per Dose.

  2. If a free text dose was entered for the pending order, the UNITS PER DOSE field will default to 1. A warning message will display when the Units Per Dose does not seem to be compatible with the Dosage Ordered when the user is finishing/verifying the order.

- Editing order:
  1. Any time the DOSAGE ORDERED or the UNITS PER DOSE field is edited, a check will be performed and a warning message will display when the Units Per Dose does not seem to be compatible with the Dosage Ordered. Neither field will be automatically updated.

Note: There will be no Dosage Ordered check against the Units Per Dose if a Local Possible Dosage is selected.

- **"UNITS PER DOSE:"** (Regular)

This is the number of units (tablets, capsules, etc.) of the Dispense Drug selected to be given when the order is administered.

When a selection is made from the dosage list provided at the "DOSAGE ORDERED:" prompt, then this "UNITS PER DOSE:" prompt will not be displayed unless the selection list/default contains Local Possible Dosages. If a numeric dosage is entered at the "DOSAGE ORDERED:" prompt, but not from the selection list, then the default for "UNITS PER DOSE:" will be calculated as follows: DOSAGE ORDERED/STRENGTH = UNITS PER DOSE and will not be displayed.

If free text or no value is entered at the "DOSAGE ORDERED:" prompt, the "UNITS PER DOSE:" prompt will be displayed. When the user presses <**Enter**> past the "UNITS PER DOSE:" prompt, without entering a value, a "1" will be stored. A warning message will be generated when free text is entered at the "DOSAGE ORDERED:" prompt and no value or an incorrect value is entered at the "UNITS PER DOSE:" prompt.

- **"MED ROUTE:"** (Regular and Abbreviated)

This is the route of administration to be used for the order. If a Medication Route is identified for the selected Orderable Item, it will be used as the default for the order.

- **"SCHEDULE TYPE:"** (Regular)

This defines the type of schedule to be used when administering the order. If the Schedule Type entered is one-time, the ward parameter, DAYS UNTIL STOP FOR ONE-TIME, is accessed to determine the stop date. When the ward parameter is not available, the system parameter, DAYS UNTIL STOP FOR ONE-TIME, will be used to determine the stop date. When neither parameter has been set, one-time orders will use the ward parameter, DAYS UNTIL STOP DATE/TIME, to determine the stop date instead of the start and stop date being equal. When a new order is entered or an order entered through CPRS is finished by pharmacy, the default Schedule Type is determined as described below:

  - If the schedule is found in the ADMINISTRATION SCHEDULE file and the Schedule Type for that schedule is defined as ONE TIME, the Schedule Type is ONE TIME.

  - If no Schedule Type has been found and the schedule is "TODAY", "NOW", "STAT", "ONCE", "ONE TIME", "ONE-TIME", "ONETIME", "1TIME", "1 TIME", or "1-TIME", the Schedule Type is ONE TIME.

  - If no Schedule Type has been found and a Schedule Type is defined for the selected Orderable Item, that Schedule Type is used for the order.

- If no Schedule Type has been found and the schedule contains PRN, the Schedule Type is PRN.

- If no Schedule Type has been found and the schedule is “ON CALL”, “ON-CALL” or “ONCALL”, the Schedule Type is ON CALL.

- For all others, the Schedule Type is CONTINUOUS.

Note: During backdoor order entry, the Schedule Type entered is used unless the schedule is considered a ONE-TIME schedule. In that case, the Schedule Type is changed to ONE TIME.

- **“SCHEDULE:”** (Regular and Abbreviated)

This defines the frequency the order is to be administered. Schedules may be selected from the ADMINISTRATION SCHEDULE file or Non-Standard Schedules may be used. A Non-Standard Schedule is one that does not have a consistent interval between administrations. This field allows up to two spaces to be entered, (Ex. TID PC PRN). Unit Dose and IV recognizes Schedules in the following formats:

- QxH - Hourly Schedules where x is the number of hours between administrations

- QxD - Daily Schedules where x is the number of days between administrations

- QxM - Monthly Schedules where x is the number of months between administrations

While entering a new order, if a Schedule is defined for the selected Orderable Item, that Schedule is displayed as the default for the order.

- **“ADMINISTRATION TIMES:”** (Regular)

This defines the time(s) of day the order is to be given. If the schedule for the order contains “PRN”, all Administration Times for the order will be ignored. In new order entry, the default Administration Times are determined as described below:

- If Administration Times are defined for the selected Orderable Item, they will be shown as the default for the order.

- If Administration Times are defined in the INPATIENT WARD PARAMETERS file for the patient’s ward and the order’s schedule, they will be shown as the default for the order.

- If Administration Times are defined for the Schedule, they will be shown as the default for the order.

- **"SPECIAL INSTRUCTIONS:"** (Regular and Abbreviated)

These are the Special Instructions (using abbreviations whenever possible) needed for the administration of this order. This field allows up to 180 characters and utilizes the abbreviations and expansions from the MEDICATION INSTRUCTION file. For new order entry, when Special Instructions are added, the user is prompted whether to flag this field for display in a BCMA message box. When finishing orders placed through CPRS, where the Provider Comments are not too long to be placed in this field, the pharmacist is given the option to copy the comments into this field. Should the pharmacist choose to copy and flag these comments for display in a BCMA message box on the Virtual Due List (VDL), an exclamation mark "!" will appear in the order next to this field.

Note: For "DONE" Orders (CPRS Med Order) only, the Provider Comments are automatically placed in the Special Instructions. If the Provider Comments are greater than 180 characters, Special Instructions will display "REFERENCE PROVIDER COMMENTS IN CPRS FOR INSTRUCTIONS."

- **"START DATE/TIME:"** (Regular and Abbreviated)

This is the date and time the order is to begin. This package initially assigns the Start Date/Time to the CLOSEST ADMINISTRATION TIME, NEXT ADMINISTRATION TIME or NOW (which is the login date/time of the order), depending on the value of the DEFAULT START DATE CALCULATION field in the INPATIENT WARD PARAMETERS file. Start Date/Time may not be entered prior to 7 days from the order's login date.

- **"STOP DATE/TIME:"** (Regular)

This is the date and time the order will automatically expire. This package initially calculates a default Stop Date/Time, depending on the INPATIENT WARD PARAMETERS file except for one-time orders. For a one-time order, the ward parameter, DAYS UNTIL STOP FOR ONE-TIME, is accessed. When this parameter is not available, the system parameter, DAYS UNTIL STOP FOR ONE-TIME, will be used to determine the stop date. When neither parameter has been set, the ward parameter, DAYS UNTIL STOP DATE/TIME, will be used instead of the start and stop date being equal.

- **"PROVIDER:"** (Regular and Abbreviated)

This identifies the provider who authorized the order. Only users identified as active Providers, who are authorized to write medication orders, may be selected.

- **"SELF MED:"** (Regular and Abbreviated)

Identifies the order as one whose medication is to be given for administration by the patient. This prompt is only shown if the 'SELF MED' IN ORDER ENTRY field of the INPATIENT WARD PARAMETERS file is set to on.

- **"NATURE OF ORDER:"**

This is the method the provider used to communicate the order to the user who entered or took action on the order. Nature of Orders is defined in CPRS. Written will be the default for new orders entered. When a new order is created due to an edit, the default will be Service Correction. The following table shows some Nature of Order examples.

| Nature of Order | Description | Prompted for Signature in CPRS? | Chart Copy Printed? |
|---|---|---|---|
| Written | The source of the order is a written doctor's order | No | No |
| Verbal | A doctor verbally requested the order | Yes | Yes |
| Telephoned | A doctor telephoned the service to request the order | Yes | Yes |
| Service Correction | The service is discontinuing or adding new orders to carry out the intent of an order already received | No | No |
| Duplicate | This applies to orders that are discontinued because they are a duplicate of another order | No | Yes |
| Policy | These are orders that are created as a matter of hospital policy | No | Yes |

**Example: New Order Entry**

```
Patient Information           Feb 14, 2001 10:21:33          Page:    1 of    1
ABC,PATIENT                       Ward: 1 EAST
   PID: 123-45-9111          Room-Bed:              Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                               Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 11/07/00
    Dx: TEST                              Last transferred: ********

 Allergies/Reactions:
 Inpatient Narrative: Narrative for Patient ABC
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// NO   New Order Entry

Select DRUG: POT
     1   POTASSIUM CHLORIDE 10 mEq U/D TABLET           TN403
     2   POTASSIUM CHLORIDE 10% 16 OZ           TN403     N/F       BT
     3   POTASSIUM CHLORIDE 20% 16 OZ           TN403     N/F
     4   POTASSIUM CHLORIDE 20MEQ PKT           TN403         UNIT DOSE   INPAT
     5   POTASSIUM CHLORIDE 2MEQ/ML INJ 20ML VIAL           TN403     N/F
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  POTASSIUM CHLORIDE 10 mEq U/D TABLET         TN403
      1.    10
      2.    20
DOSAGE ORDERED (IN MEQ): 1

You entered 10MEQ is this correct? Yes//  <Enter> YES
MED ROUTE: ORAL// <Enter>  PO
SCHEDULE TYPE: CONTINUOUS//  <Enter> CONTINUOUS
SCHEDULE: BID      08-16
ADMIN TIMES: 08-16// <Enter>
SPECIAL INSTRUCTIONS: <Enter>
START DATE/TIME: FEB 14,2001@16:00//  <Enter> FEB 14,2001@16:00
STOP DATE/TIME: FEB 23,2001@24:00//   <Enter> FEB 23,2001@24:00
PROVIDER: INPATIENT-MEDS,PROVIDER// <Enter>
```

**----------report continues----------**

**Example: New Order Entry (continued)**

```
NON-VERIFIED UNIT DOSE        Feb 14, 2001 10:23:37          Page:    1 of    2
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111          Room-Bed:             Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)

  (1)Orderable Item: POTASSIUM CHLORIDE TAB,SA
       Instructions:
  (2)Dosage Ordered: 10MEQ
                                                        (3)Start: 02/14/01  16:00
  (4)     Med Route: ORAL
                                                        (5) Stop: 02/23/01  24:00
  (6) Schedule Type: CONTINUOUS
  (8)      Schedule: BID
  (9)   Admin Times: 08-16
 (10)      Provider: INPATIENT-MEDS,PROVIDER            (7)Self Med: NO
 (11) Special Instructions:

 (12) Dispense Drug                                   U/D        Inactive Date
      POTASSIUM CHLORIDE 10 mEq U/D TABLET            1

+         Enter ?? for more actions
ED  Edit                                 AC  ACCEPT
Select Item(s): Next Screen// AC   ACCEPT
NATURE OF ORDER: WRITTEN// <Enter>

...transcribing this non-verified order....
```

```
NON-VERIFIED UNIT DOSE        Feb 14, 2001 10:24:52          Page:    1 of    2
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111          Room-Bed:             Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)

 *(1)Orderable Item: POTASSIUM CHLORIDE TAB,SA
       Instructions:
 *(2)Dosage Ordered: 10MEQ
                                                        (3)Start: 02/14/01  16:00
 *(4)     Med Route: ORAL
                                                        (5) Stop: 02/23/01  24:00
  (6) Schedule Type: CONTINUOUS
 *(8)      Schedule: BID
  (9)   Admin Times: 08-16
*(10)      Provider: INPATIENT-MEDS,PROVIDER            (7)Self Med: NO
 (11) Special Instructions:

 (12) Dispense Drug                                   U/D        Inactive Date
POTASSIUM CHLORIDE 10 mEq U/D TABLET           1
+         Enter ?? for more actions
DC  Discontinue           ED  Edit                  VF  Verify
HD  (Hold)                RN  (Renew)               AL  Activity Logs
Select Item(s): Next Screen// VF   Verify
...a few moments, please.....

Pre-Exchange DOSES: <Enter>

ORDER VERIFIED.

Enter RETURN to continue or '^' to exit:
```

#### 4.1.4.3. Detailed Allergy/ADR List

The Detailed Allergy/ADR List action displays a detailed listing of the selected item from the patient's Allergy/ADR List. Entry to the *Edit Allergy/ADR Data* option is provided with this list also.

- **Enter/Edit Allergy/ADR Data**
  Provides access to the Adverse Reaction Tracking (ART) package to allow entry and/or edit of allergy adverse reaction data for the patient. See the Allergy package documentation for more information on Allergy/ADR processing.

- **Select Allergy**
  Allows the user to view a specific allergy.

#### 4.1.4.4. Intervention Menu

This option is only available to those users who hold the PSJ RPHARM key.

The Intervention Menu action allows entry of new interventions and existing interventions to be edited, deleted, viewed, or printed. Each kind of intervention will be discussed and an example will follow.

- **New**: This option is used to add an entry into the APSP INTERVENTION file.

**Example: New Intervention**

```
Patient Information          Sep 22, 2000 08:03:07          Page:    1 of    1
XYZ,PATIENT                     Ward: 1 West                          <A>
   PID: 222-32-4321          Room-Bed: A-6         Ht(cm): 167.64 (04/21/99)
   DOB: 02/22/42 (58)                              Wt(kg): 85.00 (04/21/99)
   Sex: MALE                                     Admitted: 09/16/99
    Dx: TEST PATIENT                    Last transferred: ********
Allergies - Verified: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE,
                      CHOCOLATE, NUTS, STRAWBERRIES, DUST
        Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH,
                      FLUPHENAZINE DECANOATE

   Adverse Reactions:
 Inpatient Narrative: Inpatient narrative
Outpatient Narrative: This is the Outpatient Narrative. This patient doesn't
like waiting at the pickup window. He gets very angry.

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// IN   Intervention Menu

                       --- Pharmacy Intervention Menu ---

NE   Enter Pharmacy Intervention        DEL  Delete Pharmacy Intervention
ED   Edit Pharmacy Intervention         VW   View Pharmacy Intervention
PRT  Print Pharmacy Intervention

Select Item(s): NE   Enter Pharmacy Intervention
Select APSP INTERVENTION INTERVENTION DATE: T   SEP 22, 2000
  Are you adding 'SEP 22, 2000' as a new APSP INTERVENTION (the 155TH)? No// Y
  (Yes)
   APSP INTERVENTION PATIENT: XYZ,PATIENT           08-18-20     123459111     N
SC VETERAN
   APSP INTERVENTION DRUG: WAR
     1   WARFARIN 10MG           BL100         TAB
     2   WARFARIN 10MG U/D           BL100         TAB **AUTO STOP 2D**
     3   WARFARIN 2.5MG           BL100         TAB
     4   WARFARIN 2.5MG U/D           BL100         TAB  **AUTO STOP 2D**
     5   WARFARIN 2MG           BL100         TAB
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  WARFARIN 10MG         BL100         TAB
PROVIDER:    INPATIENT-MEDS,PROVIDER     PROV
INSTITUTED BY: PHARMACY// <Enter>  PHARMACY
INTERVENTION:    ALLERGY
RECOMMENDATION:    NO CHANGE
WAS PROVIDER CONTACTED: N  NO
RECOMMENDATION ACCEPTED: Y  YES
REASON FOR INTERVENTION:
  1>
ACTION TAKEN:
  1>
CLINICAL IMPACT:
  1>
FINANCIAL IMPACT:
  1>
Select Item(s):
```

- **Edit**: This option is used to edit an existing entry in the APSP INTERVENTION file.

**Example: Edit an Intervention**

```
Patient Information          Sep 22, 2000 08:03:07          Page:    1 of    1
XYZ,PATIENT                      Ward: 1 West                          <A>
   PID: 222-32-4321          Room-Bed: A-6         Ht(cm): 167.64 (04/21/99)
   DOB: 02/22/42 (58)                              Wt(kg): 85.00 (04/21/99)
   Sex: MALE                                     Admitted: 09/16/99
    Dx: TEST PATIENT                     Last transferred: ********

Allergies - Verified: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE,
                        CHOCOLATE, NUTS, STRAWBERRIES, DUST
        Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH,
                        FLUPHENAZINE DECANOATE

   Adverse Reactions:
 Inpatient Narrative: Inpatient narrative
Outpatient Narrative: This is the Outpatient Narrative. This patient doesn't
like waiting at the pickup window. He gets very angry.


          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// IN   Intervention Menu

                       --- Pharmacy Intervention Menu ---

NE   Enter Pharmacy Intervention        DEL  Delete Pharmacy Intervention
ED   Edit Pharmacy Intervention         VW   View Pharmacy Intervention
PRT  Print Pharmacy Intervention
Select Item(s): ED   Edit Pharmacy Intervention
Select INTERVENTION:T   SEP 22, 2000       XYZ,PATIENT     WARFARIN 10MG
INTERVENTION DATE: SEP 22,2000// <Enter>
PATIENT: XYZ,PATIENT// <Enter>
PROVIDER: INPATIENT-MEDS,PROVIDER// <Enter>
PHARMACIST: INPATIENT-MEDS,PHARMACIST// <Enter>
DRUG: WARFARIN 10MG// <Enter>
INSTITUTED BY: PHARMACY// <Enter>
INTERVENTION: ALLERGY// <Enter>
OTHER FOR INTERVENTION:
  1>
RECOMMENDATION: NO CHANGE// <Enter>
OTHER FOR RECOMMENDATION:
  1>
WAS PROVIDER CONTACTED: NO// <Enter>
PROVIDER CONTACTED:
RECOMMENDATION ACCEPTED: YES// <Enter>
AGREE WITH PROVIDER:
REASON FOR INTERVENTION:
  1>
ACTION TAKEN:
  1>
CLINICAL IMPACT:
  1>
FINANCIAL IMPACT:
  1>
```

- **Delete:** This option is used to delete an entry from the APSP INTERVENTION file. The pharmacist may only delete an entry that was entered on the same day.

**Example: Delete an Intervention**

```
Patient Information          Sep 22, 2000 08:03:07          Page:    1 of    1
XYZ,PATIENT                     Ward: 1 West                      <A>
   PID: 222-32-4321          Room-Bed: A-6         Ht(cm): 167.64 (04/21/99)
   DOB: 02/22/42 (58)                              Wt(kg): 85.00 (04/21/99)
   Sex: MALE                                     Admitted: 09/16/99
    Dx: TEST PATIENT                    Last transferred: ********

Allergies - Verified: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE,
                        CHOCOLATE, NUTS, STRAWBERRIES, DUST
        Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH,
                        FLUPHENAZINE DECANOATE

   Adverse Reactions:
 Inpatient Narrative: Inpatient narrative
Outpatient Narrative: This is the Outpatient Narrative. This patient doesn't
like waiting at the pickup window. He gets very angry.


          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// IN   Intervention Menu

                       --- Pharmacy Intervention Menu ---

NE   Enter Pharmacy Intervention        DEL  Delete Pharmacy Intervention
ED   Edit Pharmacy Intervention         VW   View Pharmacy Intervention
PRT  Print Pharmacy Intervention
Select Item(s): DEL   Delete Pharmacy Intervention
You may only delete entries entered on the current day.

Select APSP INTERVENTION INTERVENTION DATE: T   SEP 22, 2000       XYZ,PATIENT
   WARFARIN 10MG
SURE YOU WANT TO DELETE THE ENTIRE ENTRY? YES
```

- **View**: This option is used to display Pharmacy Interventions in a captioned format.

**Example: View an Intervention**

```
Patient Information          Sep 22, 2000 08:03:07          Page:    1 of    1
XYZ,PATIENT                     Ward: 1 West                          <A>
   PID: 222-32-4321          Room-Bed: A-6         Ht(cm): 167.64 (04/21/99)
   DOB: 02/22/42 (58)                              Wt(kg): 85.00 (04/21/99)
   Sex: MALE                                     Admitted: 09/16/99
    Dx: TEST PATIENT                     Last transferred: ********

Allergies - Verified: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE,
                        CHOCOLATE, NUTS, STRAWBERRIES, DUST
        Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH,
                        FLUPHENAZINE DECANOATE

   Adverse Reactions:
 Inpatient Narrative: Inpatient narrative
Outpatient Narrative: This is the Outpatient Narrative. This patient doesn't
like waiting at the pickup window. He gets very angry.


          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// IN   Intervention Menu

                       --- Pharmacy Intervention Menu ---

NE   Enter Pharmacy Intervention        DEL  Delete Pharmacy Intervention
ED   Edit Pharmacy Intervention         VW   View Pharmacy Intervention
PRT  Print Pharmacy Intervention
Select Item(s): VW   View Pharmacy Intervention
Select APSP INTERVENTION INTERVENTION DATE: T   SEP 22, 2000       XYZ,PATIENT
   WARFARIN 10MG
ANOTHER ONE: <Enter>
INTERVENTION DATE: SEP 22, 2000         PATIENT: XYZ,PATIENT
  PROVIDER: INPATIENT-MEDS,PROVIDER     PHARMACIST: INPATIENT-MEDS,PHARMACIST
  DRUG: WARFARIN 10MG                   INSTITUTED BY: PHARMACY
  INTERVENTION: ALLERGY                 RECOMMENDATION: NO CHANGE
  WAS PROVIDER CONTACTED: NO            RECOMMENDATION ACCEPTED: YES
```

- **Print**: This option is used to obtain a captioned printout of Pharmacy Interventions for a certain date range. It will print out on normal width paper and can be queued to print at a later time.

**Example: Print an Intervention**

```
Patient Information           Sep 22, 2000 08:03:07          Page:    1 of    1
XYZ,PATIENT                       Ward: 1 West                      <A>
   PID: 222-32-4321          Room-Bed: A-6         Ht(cm): 167.64 (04/21/99)
   DOB: 02/22/42 (58)                              Wt(kg): 85.00 (04/21/99)
   Sex: MALE                                     Admitted: 09/16/99
    Dx: TEST PATIENT                     Last transferred: ********

Allergies - Verified: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE,
                      CHOCOLATE, NUTS, STRAWBERRIES, DUST
        Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH,
                      FLUPHENAZINE DECANOATE

   Adverse Reactions:
 Inpatient Narrative: Inpatient narrative
Outpatient Narrative: This is the Outpatient Narrative. This patient doesn't
like waiting at the pickup window. He gets very angry.


          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// IN   Intervention Menu

                       --- Pharmacy Intervention Menu ---

NE   Enter Pharmacy Intervention        DEL  Delete Pharmacy Intervention
ED   Edit Pharmacy Intervention         VW   View Pharmacy Intervention
PRT  Print Pharmacy Intervention
Select Item(s): PRT   Print Pharmacy Intervention
  * Previous selection: INTERVENTION DATE equals 7/2/96
  START WITH INTERVENTION DATE: FIRST// T  (SEP 22, 2000)
  GO TO INTERVENTION DATE: LAST// T  (SEP 22, 2000)
DEVICE: <Enter>  NT/Cache virtual TELNET terminal    Right Margin: 80//
PHARMACY INTERVENTION LISTING                  SEP 22,2000  09:20    PAGE 1
-------------------------------------------------------------------------------



INTERVENTION: ALLERGY

INTERVENTION DATE: SEP 22,2000         PATIENT:  XYZ,PATIENT
PROVIDER: INPATIENT-MEDS,PROVIDER      PHARMACIST:  INPATIENT-MEDS,PHARM
DRUG: WARFARIN 10MG                    INSTITUTED BY:  PHARMACY
RECOMMENDATION: NO CHANGE
WAS PROVIDER CONTACTED: NO             RECOMMENDATION ACCEPTED:   YES
PROVIDER CONTACTED:
                                                 ----------------------------
SUBTOTAL                                                                1
SUBCOUNT                                         1
                                                 ----------------------------
TOTAL                                                                   1
COUNT                                            1
```

### 4.1.4.5. View Profile

The View Profile action allows selection of a Long, Short, or NO profile for the patient. The profile displayed in the *Inpatient Order Entry* and *Non-Verified/Pending Orders* options will include IV and Unit Dose orders. The long profile shows all orders, including discontinued and expired orders. The short profile does not show the discontinued or expired orders.

**Example: Profile View**

```
Inpatient Order Entry         Mar 07, 2002@13:03:55          Page:    1 of    1
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (81)                              Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                            Last transferred: ********

 - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - -
   1 d->in 5% DEXTROSE 50 ML 125 ml/hr           C  03/06  03/06  E
   2    CEPHAPIRIN 1 GM                          C  03/04  03/09  A
        in DEXTROSE 5% IN N. SALINE 1000 ML QID
   3 d->ASPIRIN CAP,ORAL                         O  03/07  03/07  E
          Give: 650MG PO NOW
 - - - - - - - - - - - - - - -  P E N D I N G  - - - - - - - - - - - - - - - -
   4    in DEXTROSE 10% 1000 ML 125 ml/hr        ?  *****  *****  P



          Enter ?? for more actions
PI  Patient Information                SO  Select Order
PU  Patient Record Update              NO  New Order Entry
Select Action: Next Screen//
```

The orders on the profile are sorted first by status (ACTIVE, NON-VERIFIED, PENDING, PENDING RENEWALS) then alphabetically by SCHEDULE TYPE. Pending orders with a priority of STAT are listed first and are displayed in a bold and blinking text for easy identification. After SCHEDULE TYPE, orders are sorted alphabetically by DRUG (the drug name listed on the profile) then in descending order by START DATE.

If a Unit Dose order has been verified by nursing but has not been verified by pharmacy, it will be listed under the ACTIVE heading with an arrow (**->**) to the right of it's number. A CPRS Med Order will have a "DONE" priority and will display a "d" to the right of the number on all profiles. These orders will display with active orders under the Active header until the pharmacist verifies them.

Orders may be selected by choosing the Select Order action, or directly from the profile using the number displayed to the left of the order. Multiple orders may be chosen by entering the numbers for each order to be included, separated by commas (e.g., 1,2,3), or a range of numbers using the dash (e.g., 1-3).

**Note:** The START DATE and DRUG sort may be reversed using the INPATIENT PROFILE ORDER SORT field in the INPATIENT USER PARAMETERS file.

### 4.1.4.6. Patient Information

The Patient Information action is displayed for the selected patient. This list contains the patient's demographic data, Allergy/Adverse Reaction data, and Pharmacy Narratives.

**Example: Patient Information**

```
Patient Information          Sep 13, 2000 15:04:31          Page:    1 of    1
ABC,PATIENT                     Ward: 1 EAST
   PID: 123-45-9111          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:
 Inpatient Narrative: Narrative for Patient ABC
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//
```

### 4.1.4.7. Select Order

The Select Order action is used to take action on a previously entered order by selecting it from the profile, after the patient is selected and length of profile is chosen.

**Example: Selecting and Displaying an Order**

```
Inpatient Order Entry        Mar 07, 2002@13:10:28          Page:    1 of    1
ABC,PATIENT                     Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (81)                              Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                           Last transferred: ********

 - - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - -
   1 d->in 5% DEXTROSE 50 ML 125 ml/hr          C  03/06  03/06  E
   2    ASPIRIN CAP,ORAL                        C  03/07  03/08  A
          Give: 325MG PO QID
   3    CEPHAPIRIN 1 GM                         C  03/04  03/09  A
        in DEXTROSE 5% IN N. SALINE 1000 ML QID
 - - - - - - - - - - - - - - -  P E N D I N G  - - - - - - - - - - - - - - - -
   4    in DEXTROSE 10% 1000 ML 125 ml/hr       ?  *****  *****  P
```

```
          Enter ?? for more actions
PI  Patient Information                 SO  Select Order
PU  Patient Record Update               NO  New Order Entry
Select Action: Quit// 2
```

**----------report continues----------**

**Example: Selecting and Displaying an Order (continued)**

```
ACTIVE UNIT DOSE              Mar 07, 2002@13:10:46          Page:    1 of    2
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111           Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (81)                               Wt(kg): ______ (________)

*(1)Orderable Item: ASPIRIN CAP,ORAL                                      <DIN>
      Instructions:
*(2)Dosage Ordered: 325MG
                                                     *(3)Start: 03/07/02  13:10
*(4)     Med Route: ORAL
BCMA ORDER LAST ACTION: 03/07/02 13:09 Given*        *(5) Stop: 03/08/02  24:00
 (6) Schedule Type: CONTINUOUS
*(8)      Schedule: QID
 (9)   Admin Times: 09-13-17-21
*(10)     Provider: INPATIENT-MEDS,PROVIDER             (7)Self Med: NO
 (11) Special Instructions:

 (12) Dispense Drug                                  U/D        Inactive Date
      ASPIRIN BUFFERED 325MG TAB                     1
+         Enter ?? for more actions
DC  Discontinue           ED  Edit                 VF  (Verify)
HD  Hold                  RN  Renew                AL  Activity Logs
Select Item(s): Next Screen//
```

The list area displays detailed order information and allows actions to be taken on the selected Unit Dose order. A number displayed to the left of the field name identifies fields that may be edited. If a field, marked with an asterisk (*) next to its number, is edited, it will cause this order to be discontinued and a new one created. If a pending order is selected, the system will determine any default values for fields not entered through CPRS and display them along with the data entered by the provider.

The BCMA ORDER LAST ACTION field will only display when an action has been performed through BCMA on this order. This information includes the date and time of the action and the BCMA action status. If an asterisk (*) appears after the BCMA status, this indicates an action was taken on the prior order that is linked to this order.

Actions, displayed in the Action Area, enclosed in parenthesis are not available to the user. In the example above, the action Verify is not available to the user since it was previously verified.

Only users with the appropriate keys will be allowed to take any actions on the IV orders.

### 4.1.5. Order Actions

The Order Actions are the actions available in the Action Area of the List Manager Screen. These actions pertain to the patient's orders and include editing, discontinuing, verifying, etc.

### 4.1.5.1. Discontinue

When an order is discontinued, the order's Stop Date/Time is changed to the date/time the action is taken. An entry is placed in the order's Activity Log recording who discontinued the order and when the action was taken. Pending and Non-verified orders are deleted when discontinued and will no longer appear on the patient's profile.

**Example: Discontinue an Order**

```
Inpatient Order Entry         Sep 28, 2000 13:32:18          Page:    1 of    1
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                           Last transferred: ********

 - - - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - - -
   1    MULTIVITAMINS 1 ML                       C  09/27  10/02  A
        in 0.9% NACL 500 ML QID PRN
 - - - - - - - - - - - - - - - - -  P E N D I N G  - - - - - - - - - - - - - - - - -
   2    AMPICILLIN CAP INJ                       ?  *****  *****  P
          Give: 250MG PO QID
   3    AMPICILLIN INJ                           ?  *****  *****  P
          Give: 1MG IVPB QID
   4    PROPRANOLOL TAB                          ?  *****  *****  P
          Give: 10MG PO TID


          Enter ?? for more actions
PU  Patient Record Update              NO  New Order Entry
Select Action: Quit// 2
```

```
PENDING UNIT DOSE (ROUTINE)   Sep 28, 2000 13:33:17          Page:    1 of    2
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                           Last transferred: ********

 *(1)Orderable Item: AMPICILLIN CAP INJ
       Instructions:
 *(2)Dosage Ordered: 250MG
                                                    (3)Start: 09/27/00  15:00
 *(4)     Med Route: ORAL                          Req. Start: 09/27/00  09:00
                                                    (5) Stop: 10/11/00  24:00
  (6) Schedule Type: CONTINUOUS                    Req. Stop: 09/27/00  24:00
 *(8)      Schedule: QID
  (9)   Admin Times: 01-09-15-20
*(10)      Provider: INPATIENT-MEDS,PROVIDER            (7)Self Med: NO
 (11) Special Instructions:

 (12) Dispense Drug                                U/D        Inactive Date
      AMPICILLIN 500MG CAP                         1

+         Enter ?? for more actions
BY  Bypass                DC  Discontinue          FN  Finish
Select Item(s): Next Screen// DC   Discontinue

Do you want to discontinue this order? Yes//  <Enter> (Yes)
NATURE OF ORDER: WRITTEN// <Enter>
Requesting PROVIDER: INPATIENT-MEDS,PROVIDER//  <Enter> PROV    ...ORDER DISCONTINUED!

Select DRUG:
```

### 4.1.5.2. Edit

This action allows modification of any field shown on the order view that is preceded by a number in parenthesis (#).

**Example: Edit an Order**

```
ACTIVE UNIT DOSE              Sep 13, 2000 15:20:42          Page:    1 of    2
ABC,PATIENT                       Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg):        (        )

 *(1)Orderable Item: AMPICILLIN CAP INJ
       Instructions:
 *(2)Dosage Ordered: 250MG
                                                     *(3)Start: 09/07/00  15:00
 *(4)     Med Route: ORAL
                                                     *(5) Stop: 09/21/00  24:00
  (6) Schedule Type: CONTINUOUS
 *(8)      Schedule: QID
  (9)   Admin Times: 01-09-15-20
*(10)      Provider: INPATIENT-MEDS,PROVIDER            (7)Self Med: NO
 (11) Special Instructions:

 (12) Dispense Drug                                  U/D        Inactive Date
      AMPICILLIN 500MG CAP                           1
+         Enter ?? for more actions
DC  Discontinue           ED  Edit                  VF  Verify
HD  Hold                  RN  Renew                 AL  Activity Logs
Select Item(s): Next Screen//
```

If a field marked with an asterisk (*) to the left of the number is changed, the original order will be discontinued, and a new order containing the edited data will be created. The Stop Date/Time of the original order will be changed to the date/time the new edit order is accepted. The old and new orders are linked and may be viewed using the History Log function. When the screen is refreshed, the field(s) that was changed will now be shown in **blinking reverse video** and "This change will cause a new order to be created" will be displayed in the message window.

```
NON-VERIFIED UNIT DOSE        Sep 13, 2000 15:26:46          Page:    1 of    2
ABC,PATIENT                       Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm):        (        )
   DOB: 08/18/20 (80)                              Wt(kg):        (        )

 *(1)Orderable Item: AMPICILLIN CAP INJ
       Instructions:
 *(2)Dosage Ordered: 250MG
                                                     *(3)Start: 09/13/00  20:00
 *(4)     Med Route: ORAL
                                                     *(5) Stop: 09/27/00  24:00
  (6) Schedule Type: CONTINUOUS
 *(8)      Schedule: QID
  (9)   Admin Times: 01-09-15-20
*(10)      Provider: INPATIENT-MEDS,PHARMACIST          (7)Self Med: NO
 (11) Special Instructions:

 (12) Dispense Drug                                  U/D        Inactive Date
      AMPICILLIN 500MG CAP                           1

+         This change will cause a new order to be created.
ED  Edit                                AC  ACCEPT
Select Item(s): Next Screen//
```

If the ORDERABLE ITEM or DOSAGE ORDERED fields are edited, the Dispense Drug data will not be transferred to the new order. If the Orderable Item is changed, data in the DOSAGE ORDERED field will not be transferred. New Start Date/Time, Stop Date/Time, Login Date/Time, and Entry Code will be determined for the new order. Changes to other fields (those without the asterisk) will be recorded in the order's activity log.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as "*N/F*" beside the Dispense Drug or Orderable Item.

### 4.1.5.3. Verify

Orders must be accepted and verified before they can become active and are included on the pick list, BCMA Virtual Due List (VDL), etc. If AUTO-VERIFY is enabled for the pharmacist, new orders immediately become active after entry or finish (pending orders entered through CPRS). Orders verified by nursing prior to pharmacy verification are displayed on the profile under the active header marked with an arrow (->) to the right of the order number.

AUTO-VERIFY is controlled by the ALLOW AUTO-VERIFY FOR USER field in the INPATIENT USER PARAMETERS file. For more information on the Auto-Verify function, see the Edit User Parameters section of the Pharmacy Supervisor Manual.

**Example: Verify an Order**

```
Inpatient Order Entry         Mar 07, 2002@13:03:55          Page:    1 of    1
ABC,PATIENT                      Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (81)                              Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                            Last transferred: ********

 - - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - -
   1 d->in 5% DEXTROSE 50 ML 125 ml/hr           C  03/06  03/06  E
   2    CEPHAPIRIN 1 GM                          C  03/04  03/09  A
        in DEXTROSE 5% IN N. SALINE 1000 ML QID
   3 d->ASPIRIN CAP,ORAL                         O  03/07  03/07  E
          Give: 650MG PO NOW
 - - - - - - - - - - - - - - -  P E N D I N G  - - - - - - - - - - - - - - - -
   4    in DEXTROSE 10% 1000 ML 125 ml/hr        ?  *****  *****  P




          Enter ?? for more actions
PI  Patient Information                 SO  Select Order
PU  Patient Record Update               NO  New Order Entry
Select Action: Quit// 3
```

**----------report continues----------**

**Example: Verify an Order (continued)**

```
EXPIRED UNIT DOSE (DONE)      Mar 07, 2002@13:05:07          Page:    1 of    2
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (81)                              Wt(kg): ______ (________)

*(1)Orderable Item: ASPIRIN CAP,ORAL                                    <DIN>
      Instructions: 650MG
*(2)Dosage Ordered: 650MG
                                                     *(3)Start: 03/07/02  12:57
*(4)     Med Route: ORAL (BY MOUTH)
BCMA ORDER LAST ACTION: 03/07/02 12:59 Given         *(5) Stop: 03/07/02  12:57
 (6) Schedule Type: ONE TIME
*(8)      Schedule: NOW
 (9)   Admin Times:
*(10)     Provider: INPATIENT-MEDS,PROVIDER             (7)Self Med: NO
 (11) Special Instructions:

 (12) Dispense Drug                                  U/D        Inactive Date
      ASPIRIN BUFFERED 325MG TAB                     1
+         Enter ?? for more actions
DC  (Discontinue)         ED  (Edit)                VF  Verify
HD  (Hold)                RN  (Renew)               AL  Activity Logs
Select Item(s): Next Screen// VF   Verify

WARNING: Dosage Ordered and Dispense Units do not match.
         Please verify Dosage.

Would you like to continue verifying the order? Yes// <Enter>  YES
...a few moments, please....

Pre-Exchange DOSES: 0//

ORDER VERIFIED.

Enter RETURN to continue or '^' to exit: <Enter>


     Select one of the following:

          Y         Yes
          N         No

Do you want to enter a Progress Note: No//  <Enter>
```

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as "*N/F*" beside the Dispense Drug or Orderable Item.

When orders have been verified, the pharmacist must provide information for the *Pre-Exchange Units Report*. After verifying an order, the user is prompted to identify the number of units required before the next cart exchange (pre-exchange units). Information will be requested for each order that has been verified. When the user finishes entering new orders, a *Pre-Exchange Report* will be printed. The report lists the patients' name, ward location, room and bed, Orderable Item, Dispense Drug, and pre-exchange needs for each order. This report can be printed to the screen or queued to print on a printer. It is advisable that the user prints a copy on the printer. Once the user exits this option, the report cannot be reprinted.

The user will have the ability to enter a Progress Note for a "DONE" priority order.

### 4.1.5.4. Hold

Only active orders may be placed on hold. Orders placed on hold will continue to show under the ACTIVE heading on the profiles until removed from hold. Any orders placed on hold through the pharmacy options cannot be released from hold using any of the CPRS options. An entry is placed in the order's Activity Log recording the user who placed/removed the order from hold and when the action was taken.

**Example: Place an Order on Hold**

```
ACTIVE UNIT DOSE              Feb 25, 2001@21:25:50          Page:    1 of    2
ABC,PATIENT                       Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm):        (        )
   DOB: 08/18/20 (80)                              Wt(kg):        (        )

*(1)Orderable Item: ASPIRIN TAB                                          <DIN>
       Instructions:
 *(2)Dosage Ordered: 650MG
                                                     *(3)Start: 02/26/01  14:40
 *(4)     Med Route: ORAL
                                                     *(5) Stop: 02/28/01  24:00
  (6) Schedule Type: CONTINUOUS
 *(8)      Schedule: QD
  (9)   Admin Times: 1440
*(10)      Provider: INPATIENT-MEDS,PROVIDER            (7)Self Med: NO
 (11) Special Instructions:

 (12) Dispense Drug                                  U/D        Inactive Date
      ASPIRIN BUFFERED 325MG TAB                     2
+         Enter ?? for more actions
DC  Discontinue           ED  Edit                  VF  (Verify)
HD  Hold                  RN  Renew                 AL  Activity Logs
Select Item(s): Next Screen// HD   Hold

Do you wish to place this order 'ON HOLD'? Yes//  <Enter> (Yes)
NATURE OF ORDER: WRITTEN//  <Enter>       W...
COMMENTS:
  1>TESTING
  2>
EDIT Option: .  <Enter>
Enter RETURN to continue or '^' to exit: <Enter>
```

**----------report continues----------**

**Example: Place an Order on Hold (continued)**

```
HOLD UNIT DOSE                Feb 25, 2001@21:27:57          Page:    1 of    2
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)

 *(1)Orderable Item: ASPIRIN TAB                                          <DIN>
       Instructions:
 *(2)Dosage Ordered: 650MG
                                                     *(3)Start: 02/26/01  14:40
 *(4)     Med Route: ORAL
                                                     *(5) Stop: 02/28/01  24:00
  (6) Schedule Type: CONTINUOUS
 *(8)      Schedule: QD
  (9)   Admin Times: 1440
*(10)      Provider: INPATIENT-MEDS,PROVIDER            (7)Self Med: NO
 (11) Special Instructions:

 (12) Dispense Drug                                  U/D        Inactive Date
      ASPIRIN BUFFERED 325MG TAB                     2
+         Enter ?? for more actions
DC  Discontinue           ED  (Edit)                VF  (Verify)
HD  Hold                  RN  (Renew)               AL  Activity Logs
Select Item(s): Next Screen//  <Enter>
```

```
HOLD UNIT DOSE                Feb 25, 2001@21:28:20          Page:    2 of    2
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm):        (        )
   DOB: 08/18/20 (80)                              Wt(kg):        (        )
+

Entry By: INPATIENT-MEDS,PHARMACIST               Entry Date: 02/25/01  21:25

(13) Comments:
 TESTING









          Enter ?? for more actions
DC  Discontinue           ED  (Edit)                VF  (Verify)
HD  Hold                  RN  (Renew)               AL  Activity Logs
Select Item(s): Quit//  <Enter>
```

```
Unit Dose Order Entry         Feb 25, 2001@21:30:15          Page:    1 of    1
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm):        (        )
   DOB: 08/18/20 (80)                              Wt(kg):        (        )
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                            Last transferred: ********

 - - - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - -
   1    ASPIRIN TAB                                C  02/26  02/28  H
          Give: 650MG ORAL QD









          Enter ?? for more actions
PI  Patient Information                  SO  Select Order
PU  Patient Record Update                NO  New Order Entry
Select Action: Quit//
```

Notice that the order shows a status of "H" for hold in the right hand side of the Aspirin Tablet order.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as "*N/F*" beside the Dispense Drug or Orderable Item.

#### 4.1.5.5. Renew

Only active orders or those that have been expired no more than four days may be renewed. The default Start Date/Time for a renewal order will be determined by one of the following methods:

1. If a BCMA action is recorded as Given or Refused on the renewed order and the order contains administration times, the new start date will be calculated by adding the frequency of the order to the scheduled administration time against which the last action was recorded. The new start date will be used if it is in the future and it is less than the original stop date.

2. If a BCMA action is recorded as Given or Refused on the renewed order and the order does not have administration times, the new start date will be calculated by adding the frequency of the order to the BCMA administered time and rounding up to the next hour. The new start date will be used if it is in the future and it is less than the original stop date.

3. If no BCMA action has been recorded on the renewed order or an action other than Given or Refused has been recorded, the start date for the renewed order will be calculated using the Default Start Date Calculation ward parameter. These parameters are as follows:

   - **Default Start Date Calculation = NOW**
     The default Start Date/Time for the renewal order will be the order's Login Date/Time.

   - **Default Start Date Calculation = USE NEXT ADMIN TIME**
     The original order's Start Date/Time, the new order's Login Date/Time, Schedule, and Administration Times are used to find the next date/time the order is to be administered after the new order's Login Date/Time. If the schedule contains "PRN", any administration times for the order are ignored.

   - **Default Start Date Calculation = USE CLOSEST ADMIN TIME**
     The original order's Start Date/Time, the new order's Login Date/Time, Schedule, and Administration Times are used to find the closest date/time the order is to be administered after the new order's Login Date/Time. If the schedule contains "PRN", any administration times for the order are ignored.

**Note:** Only the regular finish and regular renew orders will calculate the start date using BCMA administered time. Speed finish and speed renew will not be affected.

After the new (renewal) order is accepted, the Start Date/Time for the new order becomes the Stop Date/Time for the original (renewed) order. The original order's status is changed to RENEWED. The renewal and renewed orders are linked and may be viewed using the History Log function. Once an order has been renewed, the original order may not be renewed or edited.

Examples:

1a. Standard schedule of Q12H. Administration times of 09 – 21. The 09:00 dose was administered at 08:45. The frequency in the order is 720. The order is renewed at 09:45. The start time of the new order is 21:00.

1b. Standard schedule of Q12H. Administration times of 10 – 19. The 10:00 dose was administered at 10:15. The frequency is 720. The order is renewed at 10:30. The start time of the new order is 22:00. The frequency for the schedule is 12 hours, but the administration times are only 9 hours apart. The system uses the frequency, not the textual information in the ADMINISTRATION TIME field.

2. Non-standard schedule of Q7H. The last dose was administered at 11:35. The frequency is 420. The order is renewed at 13:00. The last dose (11:35) plus the seven hours would be 18:35. Then, it's rounded up to the next hour. The start time of the new order is 19:00.

3a. (NOW) Order renewed at 13:52. The start time of the new order is 13:52.

3b. (NEXT) Scheduled administration times are 10 – 14 – 18 – 22. Order renewed at 14:35. The start time of the new order is 18:00.

3c. (CLOSEST) Scheduled administration times are 09 – 13 – 17 – 21. Order renewed at 13:20. The start time of the new order is 13:00.

#### 4.1.5.6. Activity Log

This action allows viewing of a long or short activity log, dispense log, or a history log of the order. A short activity log only shows actions taken on orders and does not include field changes. The long activity log shows actions taken on orders and does include the requested start and stop date/time values. If a history log is selected, it will find the first order, linked to the order where the history log was invoked from, then show an order view of each order associated with it, in the order that they were created. When a dispense log is selected, it shows the dispensing information for the order.

**Example: Activity Log**

```
ACTIVE UNIT DOSE              Sep 21, 2000 12:44:25          Page:    1 of    2
ABC,PATIENT                       Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)

 *(1)Orderable Item: AMPICILLIN CAP INJ
       Instructions:
 *(2)Dosage Ordered: 250MG
                                                     *(3)Start: 09/07/00  15:00
 *(4)     Med Route: ORAL
                                                     *(5) Stop: 09/21/00  24:00
  (6) Schedule Type: CONTINUOUS
 *(8)      Schedule: QID
  (9)   Admin Times: 01-09-15-20
*(10)      Provider: INPATIENT-MEDS,PROVIDER            (7)Self Med: NO
 (11) Special Instructions:

 (12) Dispense Drug                                  U/D        Inactive Date
      AMPICILLIN 500MG CAP                           1
+         Enter ?? for more actions
DC  Discontinue           ED  Edit                  VF  Verify
HD  Hold                  RN  Renew                 AL  Activity Logs
Select Item(s): Next Screen// AL   Activity Logs

   1 - Short Activity Log
   2 - Long Activity Log
   3 - Dispense Log
   4 - History Log

Select LOG to display: 2  Long Activity Log
    Date: 09/07/00  14:07     User: INPATIENT-MEDS,PHARMACIST
Activity: ORDER VERIFIED BY PHARMACIST

    Date: 09/07/00  14:07     User: INPATIENT-MEDS,PHARMACIST
Activity: ORDER VERIFIED
   Field: Requested Start Date
Old Data: 09/07/00  09:00

    Date: 09/07/00  14:07     User: INPATIENT-MEDS,PHARMACIST
Activity: ORDER VERIFIED
   Field: Requested Stop Date
Old Data: 09/07/00  24:00

Enter RETURN to continue or '^' to exit:
```

### 4.1.5.7. Finish

When an order is placed or renewed by a provider through CPRS, the nurse or pharmacist needs to accept, finish, and/or verify this order. The same procedures are followed to finish the renewed order as to finish a new order with the following exceptions:

> The PENDING RENEWAL orders may be speed finished. The user may enter an **F**, for finish, at the "Select ACTION or ORDERS:" prompt and then select the pending renewals to be finished. At this time, prompts are issued for the start date/time and stop date/time. These values are used as the start and stop dates and times for the pending renewals selected. All other fields will retain the values from the renewed order.

**Example: Finish an Order**

```
PENDING UNIT DOSE (ROUTINE)   Feb 25, 2001@21:37:08          Page:    1 of    2
ABC,PATIENT                       Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)

 *(1)Orderable Item: MULTIVITAMINS TAB
       Instructions: 1 TABLET
 *(2)Dosage Ordered: 1 TABLET
                                                     (3)Start: 02/26/01  14:40
 *(4)     Med Route: INTRAVENOUS                   Req. Start: 02/26/01  14:40
                                                     (5) Stop: 02/28/01  24:00
  (6) Schedule Type: FILL on REQUEST
 *(8)      Schedule: QD
  (9)   Admin Times: 1440
*(10)      Provider: INPATIENT-MEDS,PROVIDER            (7)Self Med: NO
 (11) Special Instructions:

 (12) Dispense Drug                                  U/D        Inactive Date
      MULTIVITAMIN TABLETS                           1

+         Enter ?? for more actions
BY  Bypass                DC  Discontinue           FN  Finish
Select Item(s): Next Screen// FN   Finish
COMPLETE THIS ORDER AS IV OR UNIT DOSE? UNIT DOSE//  <Enter>
```

```
NON-VERIFIED UNIT DOSE        Feb 25, 2001@21:38:29          Page:    1 of    2
ABC,PATIENT                       Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)

 *(1)Orderable Item: MULTIVITAMINS TAB
       Instructions: 1 TABLET
 *(2)Dosage Ordered: 1 TABLET
                                                     (3)Start: 02/26/01  14:40
 *(4)     Med Route: INTRAVENOUS                   Req. Start: 02/26/01  14:40
                                                     (5) Stop: 02/28/01  24:00
  (6) Schedule Type: FILL on REQUEST
 *(8)      Schedule: QD
  (9)   Admin Times: 1440
*(10)      Provider: INPATIENT-MEDS,PROVIDER            (7)Self Med: NO
 (11) Special Instructions:

 (12) Dispense Drug                                  U/D        Inactive Date
      MULTIVITAMIN TABLETS                           1

+         Enter ?? for more actions
ED  Edit                              AC  ACCEPT
Select Item(s): Next Screen// AC   ACCEPT

...accepting order......
```

**----------report continues----------**

**Example: Finish an Order (continued)**

```
NON-VERIFIED UNIT DOSE        Feb 25, 2001@21:38:45          Page:    1 of    2
ABC,PATIENT                       Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)

 *(1)Orderable Item: MULTIVITAMINS TAB
       Instructions: 1 TABLET
 *(2)Dosage Ordered: 1 TABLET
                                                     (3)Start: 02/26/01  14:40
 *(4)     Med Route: INTRAVENOUS                   Req. Start: 02/26/01  14:40
                                                     (5) Stop: 02/28/01  24:00
  (6) Schedule Type: FILL on REQUEST
 *(8)      Schedule: QD
  (9)   Admin Times: 1440
*(10)      Provider: INPATIENT-MEDS,PROVIDER            (7)Self Med: NO
 (11) Special Instructions:

 (12) Dispense Drug                                  U/D        Inactive Date
      MULTIVITAMIN TABLETS                           1
+         Enter ?? for more actions
DC  Discontinue           ED  Edit                  VF  Verify
HD  (Hold)                RN  (Renew)               AL  Activity Logs
Select Item(s): Next Screen// VF   Verify
...a few moments, please.....

Pre-Exchange DOSES: <Enter>

ORDER VERIFIED.

Enter RETURN to continue or '^' to exit:
```

The requested Start and requested Stop date/time values were added to the order view to indicate the dates/times requested by the provider to start and stop the order. When the requested stop date/time is different from the default stop date/time, it will flash on the screen to alert the user finishing the order.

**Note**: When an order is placed through CPRS prior to the next administration time of the schedule for the order, the expected first dose will be today at the next administration time. However, if the order is placed after the last administration time of the schedule for the order, the expected first dose will be tomorrow at the first administration time. This expected first dose date/time is seen through CPRS and is always based on the logic of using "next administration time", regardless of what the site has set for the ward parameter. The expected first dose displayed in CPRS displays as Req. Start on the order view.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.

A prompt has been added to the finishing process, "COMPLETE THIS ORDER AS IV OR UNIT DOSE?" to determine if the user should complete the order as either an IV or Unit Dose order. The prompt will be displayed only if the user selected the *Inpatient Order Entry* option to finish the order. Also, the prompt will appear only if the correct combination of the entry in the IV FLAG in the MEDICATION ROUTES file and the entry in the APPLICATION PACKAGES' USE field in the DRUG file for the order's Dispense Drug are found. The following table will help explain the different scenarios:

| IV FLAG in the MEDICATION ROUTES file | Dispense Drug's Application Use | Which Order View screen will be displayed to the user | Special Processing |
|---|---|---|---|
| IV | IV | IV | None |
| IV | Unit Dose | Unit Dose | Prompt user to finish order as IV or Unit Dose |
| IV | IV and Unit Dose | IV | Prompt user to finish order as IV or Unit Dose |
| Non-IV | IV | IV | Prompt user to finish order as IV or Unit Dose |
| Non-IV | Unit Dose | Unit Dose | None |
| Non-IV | IV and Unit Dose | Unit Dose | Prompt user to finish order as IV or Unit Dose |

#### 4.1.5.8. Speed Actions

From the list of orders in the patient's profile, the pharmacist can select one or more of the orders on which to take action. The pharmacist can quickly discontinue this patient's orders by selecting Speed Discontinue, or quickly renewing an order by selecting Speed Renew. Other "quick" selections include Speed Finish and Speed Verify.

### 4.1.6. Discontinue All of a Patient's Orders [PSJU CA]

The *Discontinue All of a Patient's Orders* option allows a pharmacist or nurse to discontinue all of a patient's orders. Also, it allows a ward clerk to mark all of a patient's orders for discontinuation. If the ALLOW USER TO D/C ORDERS parameter is turned on to take action on active orders, then the ward clerk will also be able to discontinue orders. This ALLOW USER TO D/C ORDERS parameter is set using the *Inpatient User Parameter's Edit* option under the *PARameter's Edit Menu* option, which is under the *Supervisor's Menu*.

This option is then used to discontinue the selected orders. If a non-verified or pending order is discontinued, it is deleted completely from the system.

### 4.1.7. Hold All of a Patient's Orders [PSJU HOLD ALL

The *Hold All of a Patient's Orders* option allows a pharmacist to place all of a patient's active orders on hold in order to temporarily stop the medication from being dispensed, or take all of the patient's orders off of hold to restart the dispensing of the medication.

The option will not take action on individual orders that it finds already on hold. When this option is used to put all orders on hold, the system will print labels, for each medication order newly put on hold, indicating on the label that the medication is on hold. Also, the profile will notify the user that the patient's orders have been placed on hold; the letter **H** will be placed in the Status/Info column on the profile for each formerly active order.

When the option is used to take all orders off of hold, the system will reprint labels for the medication orders that were taken off hold and indicate on the label that the medication is off hold. Again, this option will take no action on individual orders that it finds were not on hold. The profile will display to the user that the patient's orders have been taken off hold.

**Example 1: Hold All of a Patient's Orders**

```
Select Unit Dose Medications Option: Hold All of a Patient's Orders

Select PATIENT: XYZ,PATIENT           222-32-4321   02/22/42   A-6

DO YOU WANT TO PLACE THIS PATIENT'S ORDERS ON HOLD? Yes//  <Enter> (Yes)

HOLD REASON: SURGERY SCHEDULED FOR 9:00AM
...a few moments, please....................DONE!
```

To take the orders <u>off of hold</u>, choose this same option and the following will be displayed:

**Example 2: Take All of a Patient's Orders Off of Hold**

```
Select Unit Dose Medications Option: HOld All of a Patient's Orders

Select PATIENT:    XYZ,PATIENT         222-32-4321   02/22/42   A-6

THIS PATIENT'S ORDERS ARE ON HOLD.
DO YOU WANT TO TAKE THIS PATIENT'S ORDERS OFF OF HOLD? Yes// <Enter>  (Yes)............
.....DONE!
```

**Note**: Individual orders can be placed on hold or taken off of hold through the *Order Entry* and *Non–Verified/Pending Orders* options.

### 4.1.8. Inpatient Profile [PSJ PR]

The *Inpatient Profile* option allows the user to view the Unit Dose and IV orders of a patient simultaneously. The user can conduct the Inpatient Profile search by patient, ward, or ward group. If the selection to sort is by ward, the administration teams may be specified. The default for the administration team is ALL and multiple teams may be entered. If selecting by ward or ward group, the profile may be sorted by patient name or room-bed.

When the user accesses this option from the Unit Dose module for the first time within a session, a prompt is displayed to select the IV room. When only one active IV room exists, it will be selected automatically. 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.

In the following description, viewing a profile by patient is discussed, however, ward and ward group are handled similarly.

After the user selects the patient for whom a profile view is needed, the length of profile is chosen. The user can 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.

Once the length of profile is chosen, the user can print the patient profile (by accepting the default or typing **P** at the "SHOW PROFILE only, EXPANDED VIEWS only, or BOTH: Profile//" prompt), an expanded view of the patient profile (by typing **E**), or both (by typing **B**). The expanded view lists the details of each order for the patient. The activity logs of the orders can also be printed when the expanded view or both, the expanded view and profile, are chosen.

The advantage of this option is that by viewing the combined Unit Dose/IV profile of a patient, the user can quickly determine if any corrections or modifications need to be made for existing or future orders based on Unit Dose or IV medications already being received by the patient. Sometimes the pharmacist must revise a prospective order for a patient based on the Unit Dose or IV medications already prescribed for the patient.

**Note**: For Unit Dose orders, the long activity log shows all activities of an order, while the short activity log excludes the field changes, and shows only the major activities.

**Example: Inpatient Profile**

```
Select Unit Dose Medications Option: IPF  Inpatient Profile

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 by WARD GROUP (G), WARD (W), or PATIENT (P): Patient

Select PATIENT: ABC,PATIENT         123-45-9111   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// BOTH

Show SHORT, LONG, or NO activity log?  NO// SHORT

Select PRINT DEVICE: 0;80  NT/Cache virtual TELNET terminal
```

```
               I N P A T I E N T   M E D I C A T I O N S       09/21/00  12:33
                          WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEM
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
 ABC,PATIENT                        Ward: 1 EAST
    PID: 123-45-9111      Room-Bed: B-12            Ht(cm): ______ (________)
    DOB: 08/18/20  (80)                             Wt(kg): ______ (________)
    Sex: MALE                                     Admitted: 05/03/00
     Dx: TESTING
 Allergies:
       ADR:
 - - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - -
   1  -> AMPICILLIN CAP INJ                      C  09/07  09/21  A
           Give: 250MG PO QID
- - - - - - - - - - - - - - - N O N - V E R I F I E D - - - - - - - - - - - - - -
   2     DOXEPIN CAP,ORAL                        ?  *****  *****  N
           Give: 11CC PO Q24H
 - - - - - - - - - - - - - - -  P E N D I N G  - - - - - - - - - - - - - - - -
   3     MULTIVITAMINS INJ                       ?  *****  *****  P
           Give: Doctor's order.
- - - - - - - - - - - - - - - N O N - A C T I V E - - - - - - - - - - - - - - -
   4     AMPICILLIN 1 GM                         C  09/07  09/14  E
         in 0.9% NACL 100 ML QID
-----------------------------------------------------------------------
Patient: ABC,PATIENT                          Status: ACTIVE
Orderable Item: AMPICILLIN CAP INJ
  Instructions:
Dosage Ordered: 250MG
                                                Start: 09/07/00  15:00
     Med Route: ORAL (PO)                        Stop: 09/21/00  24:00
 Schedule Type: CONTINUOUS                    Self Med: NO
      Schedule: QID
   Admin Times: 01-09-15-20
      Provider: INPATIENT-MEDS,PROVIDER


                                                Units   Units   Inactive
Dispense Drugs                              U/D  Disp'd  Ret'd   Date
-------------------------------------------------------------------------------
 AMPICILLIN 500MG CAP                        1    0       0
```

**----------report continues----------**

**Example: Inpatient Profile (continued)**

```
ORDER NOT VERIFIED
Entry By: INPATIENT-MEDS,PROVIDER                  Entry Date: 09/07/00  13:37
Enter RETURN to continue or '^' to exit:

    Date: 09/07/00  14:07     User: INPATIENT-MEDS,PHARMACIST
Activity: ORDER VERIFIED BY PHARMACIST
-----------------------------------------------------------------------
Patient: ABC,PATIENT                            Status: NON-VERIFIED
Orderable Item: DOXEPIN CAP,ORAL
  Instructions:
Dosage Ordered: 11CC
                                                 Start: 09/20/00  09:00
     Med Route: ORAL (PO)                         Stop: 10/04/00  24:00
 Schedule Type: NOT FOUND                     Self Med: NO
      Schedule: Q24H
   (No Admin Times)
      Provider: INPATIENT-MEDS,PROVIDER
Special Instructions: special for DOXEPIN
                                                 Units   Units   Inactive
 Dispense Drugs                              U/D  Disp'd  Ret'd   Date
-------------------------------------------------------------------------------
 DOXEPIN 100MG U/D                           1    0       0
 DOXEPIN 25MG U/D                            1    0       0

ORDER NOT VERIFIED
Entry By: INPATIENT-MEDS,PROVIDER                  Entry Date: 09/19/00  09:55
Enter RETURN to continue or '^' to exit:
-----------------------------------------------------------------------
Patient: ABC,PATIENT                            Status: PENDING
Orderable Item: MULTIVITAMINS INJ
  Instructions: Doctor's order.

Dosage Ordered:
                                                 Start: ********
     Med Route: IV PIGGYBACK (IVPB)               Stop: ********
 Schedule Type: NOT FOUND                     Self Med: NO
      Schedule: QID
   (No Admin Times)
      Provider: INPATIENT-MEDS,PROVIDER


                                                 Units   Units   Inactive
 Dispense Drugs                              U/D  Disp'd  Ret'd   Date
-------------------------------------------------------------------------------

Provider Comments:
THIS IS AN INPATIENT IV EXAMPLE.

ORDER NOT VERIFIED
Entry By: INPATIENT-MEDS,PROVIDER                  Entry Date: 09/07/00  14:12
```

## 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)
   IOE    Inpatient Order Entry
   IPF    Inpatient Profile
          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 **V***IST***A** 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 **V***IST***A** 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)* 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.

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. A9111). The Patient Information Screen is displayed:

**Example: Patient Information**

```
Patient Information           Sep 11, 2000 16:09:05          Page:    1 of    1
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111          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:
 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.

### 4.2.2. Inpatient Order Entry
**[PSJ OE]**

The *Inpatient Order Entry* 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.

When the user accesses the *Inpatient Order Entry* 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: ABC or A9111
```

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. A9111). The Patient Information Screen is displayed:

**Example: Patient Information**

```
Patient Information           Sep 12, 2000 10:36:38          Page:    1 of    1
ABC,PATIENT                      Ward: 1 EAST
   PID: 123-45-9111          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:
 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.

### 4.2.3. Patient Actions

The Patient Actions are the actions available in the Action Area of the List Manager Screen. These actions pertain to the patient information and include editing, viewing, and new order entry.

#### 4.2.3.1. Patient Record Update

The Patient Record Update action allows editing of the Inpatient Narrative and the Patient's Default Stop Date and Time for Unit Dose Order entry.

**Example: Patient Record Update**

```
Patient Information           Sep 12, 2000 14:39:07          Page:    1 of    1
ABC,PATIENT                       Ward: 1 EAST
   PID: 123-45-9111          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:
 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// PU
INPATIENT NARRATIVE: INP NARR...// Narrative for Patient ABC
UD DEFAULT STOP DATE/TIME: SEP 21,2000@24:00//
```

The "INPATIENT NARRATIVE: INP NARR...//" prompt allows the pharmacist to enter information in a free text format, up to 250 characters.

The "UD DEFAULT STOP DATE/TIME:" prompt accepts the date and time entry to be used as the default value for the STOP DATE/TIME of the Unit Dose orders during order entry and renewal processes. This value is used only if the corresponding ward parameter is enabled. The order entry and renewal processes will sometimes change this date and time.

When the SAME STOP DATE ON ALL ORDERS parameter is set to yes, the module will assign the same default stop date for all Unit Dose orders for each patient. This date is initially set when the first order is entered for the patient, and can change when an order for the patient is renewed. This date is shown as the default value for the stop date of each of the orders entered for the patient.

**Note**: If this parameter is not enabled, the user can still edit a patient's default stop date. Unless the parameter is enabled, the default stop date will not be seen or used by the module.

Examples of Valid Dates and Times:

- JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
- T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
- T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
- If the year is omitted, the computer uses CURRENT YEAR. Two-digit year assumes no more than 20 years in the future, or 80 years in the past.
- If only the time is entered, the current date is assumed.
- Follow the date with a time, such as JAN 20@10, T@10AM, 10:30, etc.
- The pharmacist may enter a time, such as NOON, MIDNIGHT, or NOW.
- The pharmacist may enter NOW+3' (for current date and time Plus 3 minutes *Note--the Apostrophe following the number of minutes)
- Time is REQUIRED in this response.

### 4.2.3.2. New Order Entry

The New Order Entry action, from the *Inpatient Order Entry* option, allows the pharmacist to enter new Unit Dose and IV orders for the patient. Only one user is able to enter new orders on a selected patient due to the patient lock within the **V***IST***A** applications. This minimizes the chance of duplicate orders.

For IV order entry, the pharmacist must bypass the "Select DRUG:" prompt (by pressing **<Enter>**) and then choosing the IV Type at the "Select IV TYPE:" prompt. The following are the prompts that the pharmacist can expect to encounter while entering a new IV order for the patient.

- **"Select IV TYPE:"**

These types include admixture, piggyback, hyperal, syringe, or chemotherapy. An admixture is a Large Volume Parenteral (LVP) solution intended for continuous parenteral infusion. A piggyback is a small volume parenteral solution used for intermittent infusion. Hyperalimentation (hyperal) is long-term feeding of a protein-carbohydrate solution. A syringe type order is a type of IV that uses a syringe rather than a bottle or a bag. Chemotherapy is the treatment and prevention of cancer with chemical agents.

- **"Select ADDTIVE:"**

There can be any number of additives for an order, including zero. An additive or additive synonym can be entered. If the Information Resources Management Service (IRMS) Chief/Site Manager or Application Coordinator has defined it in the IV ADDITIVES file, the pharmacist may enter a quick code for an additive. The quick code allows the user to pre-define certain fields, thus speeding up the order entry process. The **entire** quick code name must be entered to receive all pre-defined fields in the order.

**Note:** Drug inquiry is allowed during order entry by entering two question marks (??) at the STRENGTH prompt for information on an additive or solution.

When an additive is chosen, if an active drug text entry for the Dispense Drug and/or Orderable Item linked to this additive exists, then the prompt, "Restriction/Guideline(s) exist. Display?:" will be displayed along with the corresponding defaults. The drug text indicator will be <**DIN**> and will be displayed on the right side of the IV Type on the same line. This indicator will be highlighted.

If the Dispense Drug tied to the Additive or the Orderable Item has a non-formulary status, this status will be displayed on the screen as "*N/F*" beside the Additive or Orderable Item.

- **" Select SOLUTION:"**

There can be any number of solutions in any order, depending on the type. It is even possible to require zero solutions when an additive is pre-mixed with a solution. If no solutions are chosen, the system will display a warning message, in case it is an oversight, and gives an opportunity to add one. The pharmacist may enter an IV solution or IV solution synonym.

When a solution is chosen, if an active drug text entry for the Dispense Drug and/or Orderable Item linked to this solution exists, then the prompt, "Restriction/Guideline(s) exist. Display?:" will be displayed along with the corresponding defaults. The drug text indicator will be <**DIN**> and will be displayed on the right side of the IV Type on the same line. This indicator will be highlighted.

If the Dispense Drug tied to the Solution or the Orderable Item has a non-formulary status, this status will be displayed on the screen as "*N/F*" beside the Solution or Orderable Item.

- **"INFUSION RATE:"**

The infusion rate is the rate at which the IV is to be administered. This value, in conjunction with the total volume of the hyperal or the admixture type, is used to determine the time covered by one bag; hence, the system can predict the bags needed during a specified time of coverage. This field is free text for piggybacks. For admixtures, a number that will represent the infusion rate must be entered. The pharmacist can also specify the # of bags per day that will be needed. Example: 125 = 125 ml/hr (IV system will calculate bags needed per day), 125@2 = 125 ml/hr with 2 labels per day, Titrate@1 = Titrate with 1 label per day. The format of this field is either a number only or <FREE TEXT > @ <NUMBER OF LABELS PER DAY > (e.g., Titrate @ 1).

**Note:** If an administration time(s) is defined, the number of labels will reflect the administration time(s) for the IVPB type orders. Example: one administration time of 12:00 is specified. The infusion rate is entered as 125@3. Only 1 label will print.

- **"MED ROUTE:"**

This is the route of administration for this medication (e.g., IV, SQ). If a corresponding abbreviation is found for this route in the MEDICATION ROUTES file, this module will print that abbreviation on its reports.

- **"SCHEDULE:"**

This prompt occurs on piggyback and intermittent syringe orders. A schedule prompt is a request to queue doses on a recurring basis. For instance, a response to the schedule prompt may be **Q5H**, which would be a request to give doses every five hours. If a non-standard schedule and non-standard administration times are entered, the IV integrity checker will flag this field with a warning and give the pharmacist an opportunity to re-edit. This field allows up to two spaces to be entered (Ex. TID PC PRN).

**Note:** It might be inappropriate for some orders with non-standard schedules to be given administration times. For example, the administration times for Q18H (every 18 hours) will vary.

- **"ADMINISTRATION TIME:"**

This is free text. The pharmacist might want to enter the times of dose administration using military time such as 03-09-15-21.

- **"OTHER PRINT INFO:"**

Free text is entered and can be up to 60 characters. For new order entry, when Other Print Info is added, the pharmacist is prompted whether to flag this field for display in a BCMA message box. When finishing orders placed through CPRS, where the Provider Comments are not too long to be placed in this field, the pharmacist is given the option to copy the comments into this field. Should the pharmacist choose to copy and flag these comments for display in a BCMA message box on the VDL, an exclamation mark "!" will appear in the order next to this field.

Note: For "DONE" Orders (CPRS Med Order) only, the Provider Comments are automatically placed in the Other Print Info. If the Provider Comments are greater than 60 characters, Other Print Info will display "REFERENCE PROVIDER COMMENTS IN CPRS FOR INSTRUCTIONS."

- **"START DATE / TIME:"**

The system calculates the default start date/time for order administration based on the DEFAULT START DATE CALCULATION field in the INPATIENT WARD PARAMETERS file. This field allows the site to use the NEXT or CLOSEST administration or delivery time, or NOW, which is the order's login date/time as the default start date. When NOW is selected for this parameter, it will always be the default start date/time for IVs. This may be overridden by entering the desired date/time at the prompt.

When NEXT or CLOSEST is used in this parameter and the IV is a continuous-type IV order, the default answer for this prompt is based on the delivery times for the IV room specified for that order entry session. For intermittent type IV orders, if the order has administration times, the start date/time will be the NEXT or CLOSEST administration time depending on the parameter. If the intermittent type IV order does not have administration times, the start date/time will round up or down to the closest hour. The Site Manager or Application Coordinator can change this field.

- **"STOP DATE / TIME:"**

The system calculates the default stop date/time for order administration based on the STOP TIME FOR ORDER site parameter. The default date shown is the least of (1) the <IV TYPE> GOOD FOR HOW MANY DAYS site parameter (where <IV TYPE> is LVPs, PBs, etc.), or (2) the NUMBER OF DAYS FOR IV ORDER field (found in the IV ADDITIVES file) for all additives in this order. The Site Manager or Application Coordinator can change these fields.

- **"NATURE OF ORDER:"**

This is the method the provider used to communicate the order to the user who entered or took action on the order. Nature of Order is defined in CPRS. Written will be the default for new orders entered. When a new order is created due to an edit, the default will be Service Correction. The following table shows some Nature of Order examples.

| Nature of Order | Description | Prompted for Signature in CPRS? | Chart Copy Printed? |
|---|---|---|---|
| Written | The source of the order is a written doctor's order | No | No |
| Verbal | A doctor verbally requested the order | Yes | Yes |
| Telephoned | A doctor telephoned the service to request the order | Yes | Yes |
| Service Correction | The service is discontinuing or adding new orders to carry out the intent of an order already received | No | No |
| Duplicate | This applies to orders that are discontinued because they are a duplicate of another order | No | Yes |
| Policy | These are orders that are created as a matter of hospital policy | No | Yes |

- **"Select CLINIC LOCATION:"**

This prompt is only displayed for Outpatient IV orders entered through the Inpatient Medications package. The user will enter the hospital location name when prompted.

**Note:** While entering an order, the pharmacist can quickly delete the order by typing an up caret (^) at any one of the prompts listed above except at the "STOP DATE/TIME:" prompt. Once the user has passed this prompt, if the order still needs to be deleted, an up caret (^) can be entered at the "Is this O.K.:" prompt.

**Example: New Order Entry**

```
Inpatient Order Entry         Feb 28, 2002@13:48:47          Page:    1 of    3
ABC,PATIENT                     Ward: ONE EAST
   PID: 123-45-9111         Room-Bed: B-12         Ht(cm): ______ (________)
   DOB: 08/18/20  (81)                             Wt(kg):        (        )
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                           Last transferred: ********

 - - - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - - -
   1    BACLOFEN TAB                              C  02/20  03/06  A
          Give: 10MG PO QD
          PATIENT SPITS OUT MEDICINE
   2    PREDNISONE TAB                            C  02/25  03/11  A
          Give: 5MG PO TU-TH-SA@09
   3    RESERPINE TAB                             C  02/20  03/06  A
          Give: 1MG PO QD
   4 d->FUROSEMIDE 1 MG                           O  02/11  02/11  E
        in 5% DEXTROSE 50 ML NOW
   5 d->FUROSEMIDE 10 MG                          O  02/11  02/11  E
        in 5% DEXTROSE 50 ML STAT
+         Enter ?? for more actions
PI  Patient Information                 SO  Select Order
PU  Patient Record Update               NO  New Order Entry
Select Action: Next Screen// NO   New Order Entry

Select IV TYPE: p  PIGGYBACK.
Select ADDITIVE: MULTI
     1   MULTIVITAMIN INJ
     2   MULTIVITAMINS
CHOOSE 1-2: 2  MULTIVITAMINS

(The units of strength for this additive are in ML)
Strength: 2 ML
Select ADDITIVE: <Enter>
Select SOLUTION: 0.9
     1   0.9% SODIUM CHLORIDE            100 ML
     2   0.9% SODIUM CHLORIDE            50 ML
CHOOSE 1-2: 1  0.9% SODIUM CHLORIDE          100 ML
INFUSION RATE: 125   INFUSE OVER 125 MIN.
MED ROUTE: IV// <Enter>
SCHEDULE: QID
     1   QID    09-13-17-21
     2   QID AC    0600-1100-1630-2000
CHOOSE 1-2: 1      09-13-17-21
ADMINISTRATION TIMES: 09-13-17-21// <Enter>
REMARKS: <Enter>
OTHER PRINT INFO: <Enter>
START DATE/TIME: FEB 28,2002@13:56// <Enter>  (FEB 28, 2002@13:56)
STOP DATE/TIME: MAR 30,2002@24:00// <Enter>
PROVIDER: PROVIDER,PAULA//  <Enter>
```

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

After entering the data for the order, the system will prompt the pharmacist to confirm that the order is correct. The IV module contains an integrity checker to ensure the necessary fields are answered for each type of order. The pharmacist must edit the order to make corrections if all of these fields are not answered correctly. If the order contains no errors, but has a warning, the user will be allowed to proceed.

**Example: New Order Entry (continued)**

```
Orderable Item: MULTIVITAMINS INJ
Give: IV QID

754
[29]5432  ONE EAST 02/28/02
ABC,PATIENT  B-12

MULTIVITAMINS 2 ML
0.9% SODIUM CHLORIDE 100 ML

INFUSE OVER 125 MIN.
QID
09-13-17-21
Fld by:      Chkd by:
1[1]

Start date: FEB 28,2002 13:56  Stop date: MAR 30,2002 24:00


Is this O.K.:  YES//<Enter>     YES
NATURE OF ORDER: WRITTEN// <Enter>       W
...transcribing this non-verified order....
```

```
NON-VERIFIED IV               Feb 28, 2002@13:56:44          Page:    1 of    2
ABC,PATIENT                     Ward: ONE EAST
   PID: 123-45-9111         Room-Bed: B-12         Ht(cm): ______ (________)
   DOB: 08/18/20  (81)                             Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                           Last transferred: ********

*(1)  Additives:                                        Type: PIGGYBACK
       MULTIVITAMINS 2 ML
 (2)  Solutions:
       0.9% SODIUM CHLORIDE 100 ML
                                                     IV Room: BCMA
 (3)  Infusion Rate: INFUSE OVER 125 MIN.      (4)     Start: 02/28/02  13:56
*(5)      Med Route: IV                        (6)      Stop: 03/30/02  24:00
*(7)       Schedule: QID                          Last Fill: ********
 (8)    Admin Times: 09-13-17-21                   Quantity: 0
*(9)       Provider: PROVIDER,PAULA              Cum. Doses:
*(10)Orderable Item: MULTIVITAMINS INJ
       Instructions:
 (11)   Other Print:
```

```
+         Enter ?? for more actions
DC   Discontinue          RN   (Renew)              VF   Verify
HD   (Hold)               OC   (On Call)
ED   Edit                 AL   Activity Logs
Select Item(s): Next Screen// VF   Verify

        3        6        9       12       15       18       21       24
..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:
                                          P

                                         N

Next delivery time is 1330 ***

Action (PB) B// <Enter>    BYPASS
```

When the order is correct and verified, and the Activity Ruler site parameter is turned on, the system will display a time line. The time line is a visual representation of the relationship between start of coverage times, doses due, and order start times. The letters **P**, **A**, **H**, **S**, or **C** show the start of coverage times for each IV type. If there is an asterisk (*****) after the letter, this means that the Ward List has been run for this start of coverage type. The up caret (^) shows when the doses are due, the **N** indicates current time in relation to the order. The next delivery time will also be listed.
The "Action (PBS)" prompt will appear next, with all of the valid actions listed in parentheses. The following are the codes for the possible actions:

- **P -** Print specified number of labels now.
- **B -** Bypass any more action (entering an up caret (^) will also do this).
- **S -** Suspend a specified number of labels for the IV room to print on demand.

The **S** will only appear as a valid action if the USE SUSPENSE FUNCTIONS site parameter is answered with **1** or **YES**. The user can perform more than one action, but each action must be done one at a time. As each action is taken, those that operate on labels will reduce the total labels by that amount (e.g., eight labels are needed, three are suspended, then five are available to print).

#### 4.2.3.3. Detailed Allergy/ADR List

The Detailed Allergy/ADR List action displays a detailed listing of the selected item from the patient's Allergy/ADR List. Entry to the *Edit Allergy/ADR Data* option is provided with this list also.

- **Enter/Edit Allergy/ADR Data**
  Provides access to the Adverse Reaction Tracking (ART) package to allow entry and/or edit of allergy adverse reaction data for the patient. See the Allergy package documentation for more information on Allergy/ADR processing.

- **Select Allergy**
  Allows the user to view a specific allergy.

#### 4.2.3.4. Intervention Menu

This option is only available to those users who hold the PSJ RPHARM key.

The Intervention Menu action allows entry of new interventions and edit, delete, view, or printing of an existing intervention. Each kind of intervention will be discussed and an example will follow.

- **New**: This option is used to add an entry into the APSP INTERVENTION file.

**Example: New Intervention**

```
Patient Information          Sep 22, 2000 08:03:07          Page:    1 of    1
XYZ,PATIENT                     Ward: 1 West                          <A>
   PID: 222-32-4321          Room-Bed: A-6         Ht(cm): 167.64 (04/21/99)
   DOB: 02/22/42 (58)                              Wt(kg): 85.00 (04/21/99)
   Sex: MALE                                     Admitted: 09/16/99
    Dx: TEST PATIENT                     Last transferred: ********

Allergies - Verified: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE,
                      CHOCOLATE, NUTS, STRAWBERRIES, DUST
        Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH,
                      FLUPHENAZINE DECANOATE

   Adverse Reactions:
 Inpatient Narrative: Inpatient narrative
Outpatient Narrative: This is the Outpatient Narrative. This patient doesn't
like waiting at the pickup window. He gets very angry.


          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// IN   Intervention Menu

                       --- Pharmacy Intervention Menu ---

NE   Enter Pharmacy Intervention        DEL  Delete Pharmacy Intervention
ED   Edit Pharmacy Intervention         VW   View Pharmacy Intervention
PRT  Print Pharmacy Intervention

Select Item(s): NE   Enter Pharmacy Intervention
Select APSP INTERVENTION INTERVENTION DATE: T   SEP 22, 2000
  Are you adding 'SEP 22, 2000' as a new APSP INTERVENTION (the 155TH)? No// Y
  (Yes)
   APSP INTERVENTION PATIENT: XYZ,PATIENT           08-18-20     123459111     N
SC VETERAN
   APSP INTERVENTION DRUG: WAR
     1   WARFARIN 10MG           BL100         TAB
     2   WARFARIN 10MG U/D           BL100         TAB **AUTO STOP 2D**
     3   WARFARIN 2.5MG           BL100         TAB
     4   WARFARIN 2.5MG U/D           BL100         TAB  **AUTO STOP 2D**
     5   WARFARIN 2MG           BL100         TAB
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  WARFARIN 10MG         BL100         TAB
PROVIDER:    INPATIENT-MEDS,PROVIDER     PROV
INSTITUTED BY: PHARMACY// <Enter>  PHARMACY
INTERVENTION:    ALLERGY
RECOMMENDATION:    NO CHANGE
WAS PROVIDER CONTACTED: N  NO
RECOMMENDATION ACCEPTED: Y  YES
REASON FOR INTERVENTION:
  1>
ACTION TAKEN:
  1>
CLINICAL IMPACT:
  1>
FINANCIAL IMPACT:
  1>

Select Item(s):
```

- **Edit**: This option is used to edit an existing entry in the APSP INTERVENTION file.

**Example: Edit an Intervention**

```
Patient Information           Sep 22, 2000 08:03:07          Page:    1 of    1
XYZ,PATIENT                      Ward: 1 West                        <A>
   PID: 222-32-4321          Room-Bed: A-6         Ht(cm): 167.64 (04/21/99)
   DOB: 02/22/42 (58)                              Wt(kg): 85.00 (04/21/99)
   Sex: MALE                                     Admitted: 09/16/99
    Dx: TEST PATIENT                     Last transferred: ********

Allergies - Verified: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE,
                        CHOCOLATE, NUTS, STRAWBERRIES, DUST
        Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH,
                        FLUPHENAZINE DECANOATE

   Adverse Reactions:
 Inpatient Narrative: Inpatient narrative
Outpatient Narrative: This is the Outpatient Narrative. This patient doesn't
like waiting at the pickup window. He gets very angry.


          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// IN   Intervention Menu

                       --- Pharmacy Intervention Menu ---

NE   Enter Pharmacy Intervention        DEL  Delete Pharmacy Intervention
ED   Edit Pharmacy Intervention         VW   View Pharmacy Intervention
PRT  Print Pharmacy Intervention
Select Item(s): ED   Edit Pharmacy Intervention
Select INTERVENTION:T   SEP 22, 2000       XYZ,PATIENT     WARFARIN 10MG
INTERVENTION DATE: SEP 22,2000// <Enter>
PATIENT: XYZ,PATIENT// <Enter>
PROVIDER: INPATIENT-MEDS,PROVIDER// <Enter>
PHARMACIST: INPATIENT-MEDS,PHARMACIST// <Enter>
DRUG: WARFARIN 10MG// <Enter>
INSTITUTED BY: PHARMACY// <Enter>
INTERVENTION: ALLERGY// <Enter>
OTHER FOR INTERVENTION:
  1>
RECOMMENDATION: NO CHANGE// <Enter>
OTHER FOR RECOMMENDATION:
  1>
WAS PROVIDER CONTACTED: NO// <Enter>
PROVIDER CONTACTED:
RECOMMENDATION ACCEPTED: YES// <Enter>
AGREE WITH PROVIDER:
REASON FOR INTERVENTION:
  1>
ACTION TAKEN:
  1>
CLINICAL IMPACT:
  1>
FINANCIAL IMPACT:
  1>
```

- **Delete:** This option is used to delete an entry from the APSP INTERVENTION file. The pharmacist may only delete an entry that was entered on the same day.

**Example: Delete an Intervention**

```
Patient Information          Sep 22, 2000 08:03:07          Page:    1 of    1
XYZ,PATIENT                     Ward: 1 West                      <A>
   PID: 222-32-4321          Room-Bed: A-6         Ht(cm): 167.64 (04/21/99)
   DOB: 02/22/42 (58)                              Wt(kg): 85.00 (04/21/99)
   Sex: MALE                                     Admitted: 09/16/99
    Dx: TEST PATIENT                    Last transferred: ********

Allergies - Verified: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE,
                        CHOCOLATE, NUTS, STRAWBERRIES, DUST
        Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH,
                        FLUPHENAZINE DECANOATE

   Adverse Reactions:
 Inpatient Narrative: Inpatient narrative
Outpatient Narrative: This is the Outpatient Narrative. This patient doesn't
like waiting at the pickup window. He gets very angry.


          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// IN   Intervention Menu

                       --- Pharmacy Intervention Menu ---

NE   Enter Pharmacy Intervention        DEL  Delete Pharmacy Intervention
ED   Edit Pharmacy Intervention         VW   View Pharmacy Intervention
PRT  Print Pharmacy Intervention
Select Item(s): DEL   Delete Pharmacy Intervention
You may only delete entries entered on the current day.

Select APSP INTERVENTION INTERVENTION DATE: T   SEP 22, 2000       XYZ,PATIENT
   WARFARIN 10MG
SURE YOU WANT TO DELETE THE ENTIRE ENTRY? YES
```

- **View**: This option is used to display Pharmacy Interventions in a captioned format.

**Example: View an Intervention**

```
Patient Information          Sep 22, 2000 08:03:07          Page:    1 of    1
XYZ,PATIENT                     Ward: 1 West                          <A>
   PID: 222-32-4321          Room-Bed: A-6         Ht(cm): 167.64 (04/21/99)
   DOB: 02/22/42 (58)                              Wt(kg): 85.00 (04/21/99)
   Sex: MALE                                     Admitted: 09/16/99
    Dx: TEST PATIENT                     Last transferred: ********

Allergies - Verified: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE,
                        CHOCOLATE, NUTS, STRAWBERRIES, DUST
        Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH,
                        FLUPHENAZINE DECANOATE

   Adverse Reactions:
 Inpatient Narrative: Inpatient narrative
Outpatient Narrative: This is the Outpatient Narrative. This patient doesn't
like waiting at the pickup window. He gets very angry.


          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// IN   Intervention Menu

                       --- Pharmacy Intervention Menu ---

NE   Enter Pharmacy Intervention        DEL  Delete Pharmacy Intervention
ED   Edit Pharmacy Intervention         VW   View Pharmacy Intervention
PRT  Print Pharmacy Intervention
Select Item(s): VW   View Pharmacy Intervention
Select APSP INTERVENTION INTERVENTION DATE: T   SEP 22, 2000       XYZ,PATIENT
   WARFARIN 10MG
ANOTHER ONE: <Enter>
INTERVENTION DATE: SEP 22, 2000         PATIENT: XYZ,PATIENT
  PROVIDER: INPATIENT-MEDS,PROVIDER     PHARMACIST: INPATIENT-MEDS,PHARMACIST
  DRUG: WARFARIN 10MG                   INSTITUTED BY: PHARMACY
  INTERVENTION: ALLERGY                 RECOMMENDATION: NO CHANGE
  WAS PROVIDER CONTACTED: NO            RECOMMENDATION ACCEPTED: YES
```

- **Print**: This option is used to obtain a captioned printout of Pharmacy Interventions for a certain date range. It will print out on normal width paper and can be queued to print at a later time.

**Example: Print an Intervention**

```
Patient Information          Sep 22, 2000 08:03:07          Page:    1 of    1
XYZ,PATIENT                       Ward: 1 West                        <A>
   PID: 222-32-4321          Room-Bed: A-6         Ht(cm): 167.64 (04/21/99)
   DOB: 02/22/42 (58)                              Wt(kg): 85.00 (04/21/99)
   Sex: MALE                                     Admitted: 09/16/99
    Dx: TEST PATIENT                     Last transferred: ********

Allergies - Verified: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE,
                      CHOCOLATE, NUTS, STRAWBERRIES, DUST
        Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH,
                      FLUPHENAZINE DECANOATE

   Adverse Reactions:
 Inpatient Narrative: Inpatient narrative
Outpatient Narrative: This is the Outpatient Narrative. This patient doesn't
like waiting at the pickup window. He gets very angry.


          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// IN   Intervention Menu

                       --- Pharmacy Intervention Menu ---

NE   Enter Pharmacy Intervention        DEL  Delete Pharmacy Intervention
ED   Edit Pharmacy Intervention         VW   View Pharmacy Intervention
PRT  Print Pharmacy Intervention
Select Item(s): PRT   Print Pharmacy Intervention
  * Previous selection: INTERVENTION DATE equals 7/2/96
  START WITH INTERVENTION DATE: FIRST// T  (SEP 22, 2000)
  GO TO INTERVENTION DATE: LAST// T  (SEP 22, 2000)
DEVICE: <Enter>  NT/Cache virtual TELNET terminal    Right Margin: 80//
PHARMACY INTERVENTION LISTING                  SEP 22,2000  09:20    PAGE 1
-------------------------------------------------------------------------------



INTERVENTION: ALLERGY

INTERVENTION DATE: SEP 22,2000         PATIENT:  XYZ,PATIENT
PROVIDER: INPATIENT-MEDS,PROVIDER      PHARMACIST:  INPATIENT-MEDS,PHARM
DRUG: WARFARIN 10MG                    INSTITUTED BY:  PHARMACY
RECOMMENDATION: NO CHANGE
WAS PROVIDER CONTACTED: NO             RECOMMENDATION ACCEPTED:   YES
PROVIDER CONTACTED:
                                                 ----------------------------
SUBTOTAL                                                        1
SUBCOUNT                                         1
                                                 ----------------------------
TOTAL                                                           1
COUNT                                            1
```

### 4.2.3.5. View Profile

The View Profile action allows selection of a Long, Short, or NO profile for the patient. The profile displayed in the *Inpatient Order Entry* and *Non-Verified/Pending Orders* options will include IV and Unit Dose orders. The long profile shows all orders, including discontinued and expired orders. The short profile does not show the discontinued or expired orders.

**Example: Profile View**

```
Inpatient Order Entry         Feb 28, 2002@14:06:01          Page:    1 of    3
ABC,PATIENT                     Ward: ONE EAST
   PID: 123-45-9111         Room-Bed: B-12         Ht(cm): ______ (________)
   DOB: 08/18/20  (81)                             Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                            Last transferred: ********

 - - - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - - -
   1    BACLOFEN TAB                              C  02/20  03/06  A
          Give: 10MG PO QD
          PATIENT SPITS OUT MEDICINE
   2    MULTIVITAMINS 2 ML                        C  02/28  03/30  A
        in 0.9% SODIUM CHLORIDE 100 ML QID
   3    PREDNISONE TAB                            C  02/25  03/11  A
          Give: 5MG PO TU-TH-SA@09
   4    RESERPINE TAB                             C  02/20  03/06  A
          Give: 1MG PO QD
   5 d->FUROSEMIDE 1 MG                           O  02/11  02/11  E
        in 5% DEXTROSE 50 ML NOW
+         Enter ?? for more actions
PI  Patient Information                 SO  Select Order
PU  Patient Record Update               NO  New Order Entry
Select Action: Next Screen//
```

The orders on the profile are sorted first by the status (ACTIVE, NON-VERIFIED, PENDING, PENDING RENEWALS) then alphabetically by SCHEDULE TYPE. Pending orders with a priority of STAT are listed first and are displayed in a bold and blinking text for easy identification. After SCHEDULE TYPE, orders are sorted alphabetically by DRUG (the drug name listed on the profile), and then in descending order by START DATE.

If an IV order has been verified by nursing but has not been verified by pharmacy, it will be listed under the ACTIVE heading with an arrow (**->**) to the right of it's number. A CPRS Med Order will have a "DONE" priority and will display a "d" to the right of the number on all profiles. These orders will display with active orders under the Active header until the pharmacist verifies them.

Orders may be selected by choosing the Select Order action, or directly from the profile using the number displayed to the left of the order. Multiple orders may be chosen by entering the numbers for each order to be included, separated by commas (e.g., 1,2,3), or a range of numbers using the dash (e.g., 1-3).

**Note:** The START DATE and DRUG sort may be reversed using the INPATIENT PROFILE ORDER SORT field in the INPATIENT USER PARAMETERS file.

### 4.2.3.6. Patient Information

The Patient Information action is displayed for the selected patient. This list contains the patient's demographic data, Allergy/Adverse Reaction data, and Pharmacy Narratives.

**Example: Patient Information**

```
Patient Information           Sep 13, 2000 15:04:31          Page:    1 of    1
ABC,PATIENT                       Ward: 1 EAST
   PID: 123-45-9111           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:
 Inpatient Narrative: Narrative for Patient ABC
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//
```

### 4.2.3.7. Select Order

The Select Order action is used to take action on a previously entered order by selecting it from the profile, after the patient is selected and length of profile is chosen.

**Example: Select an Order**

```
Inpatient Order Entry         Mar 07, 2002@13:01:56          Page:    1 of    1
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111           Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (81)                               Wt(kg):        (        )
   Sex: MALE                                      Admitted: 05/03/00
    Dx: TESTING                            Last transferred: ********

 - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - -
   1 d->in 0.9% SODIUM CHLORIDE 1000 ML 125 ml/hrC  03/07  03/07  E
   2 d->in 5% DEXTROSE 50 ML 125 ml/hr           C  03/06  03/06  E
   3    CEPHAPIRIN 1 GM                          C  03/04  03/09  A
        in DEXTROSE 5% IN N. SALINE 1000 ML QID
   4 d->ASPIRIN CAP,ORAL                         O  03/07  03/07  E
          Give: 650MG PO NOW
 - - - - - - - - - - - - - - - -  P E N D I N G  - - - - - - - - - - - - - - -
   5    in DEXTROSE 10% 1000 ML 125 ml/hr        ?  *****  *****  P
```

```
          Enter ?? for more actions
PI  Patient Information                 SO  Select Order
PU  Patient Record Update               NO  New Order Entry
Select Action: Quit// 1
```

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

**Example: Select an Order (continued)**

```
EXPIRED IV (DONE)             Mar 07, 2002@13:02:26          Page:    1 of    2
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111           Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (81)                               Wt(kg): ______ (________)

*(1) Additives:               Order number: 483          Type: ADMIXTURE
*(2) Solutions:
       0.9% SODIUM CHLORIDE 1000 ML  *N/F*
                                                     IV Room: TST ISC ROOM
*(3)  Infusion Rate: 125 ml/hr                *(4)     Start: 03/07/02  12:59
*(5)      Med Route: IV                       *(6)      Stop: 03/07/02  12:59
BCMA ORDER LAST ACTION: 03/07/02 12:59 Infusing
*(7)       Schedule:                          Last Fill: ********
 (8)    Admin Times:                          Quantity: 0
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses:
 (10)   Other Print:
  Provider Comments: TESTING

 (11)  Remarks :
+         Enter ?? for more actions
DC   (Discontinue)        RN   (Renew)              VF   Verify
HD   (Hold)               OC   (On Call)
ED   (Edit)               AL   Activity Logs
Select Item(s): Quit//  <Enter>  QUIT
```

The list area displays detailed order information and allow actions to be taken on the selected IV order. A number displayed to the left of the field name identifies fields that may be edited. If a field, marked with an asterisk (*) next to its number, is edited, it will cause this order to be discontinued and a new one created. If a pending order is selected, the system will determine any default values for fields not entered through CPRS and display them along with the data entered by the provider.

The BCMA ORDER LAST ACTION field will only display when an action has been performed through BCMA on this order. This information includes the date and time of the action and the BCMA action status. If an asterisk (*) appears after the BCMA status, this indicates an action was taken on the prior order that is linked to this order.

Actions, displayed in the Action Area, enclosed in parenthesis are not available to the user.

After the Unit Dose or IV order has been selected, only users with the appropriate keys will be allowed to take any actions on the IV orders.

### 4.2.4. Order Actions

The Order Actions are the actions available in the Action Area of the List Manager Screen. These actions pertain to the patient's orders and include editing, discontinuing, verifying, etc.

### 4.2.4.1. Discontinue

When an order is discontinued, the order's Stop Date/Time is changed to the date/time the action is taken. An entry is placed in the order's Activity Log recording who discontinued the order and when the action was taken. Pending and Non-verified orders are deleted when discontinued and will no longer appear on the patient's profile.

**Note:** Any orders placed through the Med Order Button cannot be discontinued.

**Example: Discontinue an Order**

```
ACTIVE IV                     Mar 20, 2001@16:37:49          Page:    1 of    1
ABC,PATIENT                      Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)

*(1) Additives:              Order number: 65           Type: ADMIXTURE    <DIN>
       ACETAMINOPHEN 100 MEQ
*(2) Solutions:
       0.9% SODIUM CHLORIDE 100 ML
                                                      IV Room: TST ISC ROOM
*(3)  Infusion Rate: 100 ml/hr                *(4)     Start: 03/19/01  11:30
*(5)      Med Route: IV                       *(6)      Stop: 03/26/01  24:00
*(7)       Schedule:                                Last Fill: 03/19/01  14:57
 (8)    Admin Times:                                 Quantity: 2
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses: 43
 (10)   Other Print:

 (11)  Remarks :
       Entry By: INPATIENT-MEDS,PHARMACIST        Entry Date: 03/19/01  11:30
          Enter ?? for more actions
DC   Discontinue          ED   Edit                 OC   On Call
HD   Hold                 RN   Renew                AL   Activity Logs
Select Item(s): Quit// DC   Discontinue
NATURE OF ORDER: WRITTEN//  <Enter>      W
Requesting PROVIDER: INPATIENT-MEDS,PROVIDER//   <Enter>            PROV
REASON FOR ACTIVITY: TESTING
```

```
DISCONTINUED IV               Mar 20, 2001@16:38:28          Page:    1 of    1
ABC,PATIENT                      Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)

*(1) Additives:              Order number: 65           Type: ADMIXTURE    <DIN>
       ACETAMINOPHEN 100 MEQ
*(2) Solutions:
       0.9% SODIUM CHLORIDE 100 ML
                                                      IV Room: TST ISC ROOM
*(3)  Infusion Rate: 100 ml/hr                *(4)     Start: 03/19/01  11:30
*(5)      Med Route: IV                       *(6)      Stop: 03/20/01  16:38
*(7)       Schedule:                                Last Fill: 03/19/01  14:57
 (8)    Admin Times:                                 Quantity: 2
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses: 43
 (10)   Other Print:

 (11)  Remarks :
       Entry By: INPATIENT-MEDS,PHARMACIST        Entry Date: 03/19/01  11:30
          Enter ?? for more actions
DC   (Discontinue)        ED   (Edit)               OC   (On Call)
HD   (Hold)               RN   (Renew)              AL   Activity Logs
Select Item(s): Quit// <Enter>    QUIT
```

### 4.2.4.2. Edit

This action allows modification of any field shown on the order view that is preceded by a number in parenthesis (#).

**Example: Edit an Order**

```
ACTIVE IV                     Mar 20, 2001@16:41:14          Page:    1 of    2
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm):        (        )
   DOB: 08/18/20 (80)                              Wt(kg):        (        )

*(1)  Additives:             Order number: 64           Type: PIGGYBACK
       MVI 100 ML
 (2)  Solutions:
       0.9% SODIUM CHLORIDE 100 ML
                                                     IV Room: TST ISC ROOM
 (3)  Infusion Rate: INFUSE OVER 10 MIN.      *(4)     Start: 03/19/01  11:30
*(5)      Med Route: IVPB                     *(6)      Stop: 03/20/01  24:00
*(7)       Schedule: QID                           Last Fill: 03/19/01  14:57
 (8)    Admin Times: 09-13-17-21                   Quantity: 2
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses: 9
*(10)Orderable Item: MULTIVITAMINS INJ
       Instructions:
 (11)   Other Print:

+         Enter ?? for more actions
DC   Discontinue          ED   Edit                 OC   On Call
HD   Hold                 RN   Renew                AL   Activity Logs
Select Item(s): Next Screen// ED   Edit

Select FIELDS TO EDIT: 11
OTHER PRINT INFO: TESTING
```

```
ACTIVE IV                     Mar 20, 2001@16:42:02          Page:    1 of    2
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)

*(1)  Additives:             Order number: 64           Type: PIGGYBACK
       MVI 100 ML
 (2)  Solutions:
       0.9% SODIUM CHLORIDE 100 ML
                                                     IV Room: TST ISC ROOM
 (3)  Infusion Rate: INFUSE OVER 10 MIN.      *(4)     Start: 03/19/01  11:30
*(5)      Med Route: IVPB                     *(6)      Stop: 03/20/01  24:00
*(7)       Schedule: QID                           Last Fill: 03/19/01  14:57
 (8)    Admin Times: 09-13-17-21                   Quantity: 2
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses: 9
*(10)Orderable Item: MULTIVITAMINS INJ
       Instructions:
 (11)   Other Print: TESTING

 (12)  Remarks :
+         Enter ?? for more actions
AC   Accept               ED   Edit
Select Item(s): Next Screen// AC   Accept
```

**----------report continues----------**

**Example: Edit an Order (continued)**

```
Orderable Item: MULTIVITAMINS INJ
Give: IVPB QID

[64]9111  ONE EAST  03/20/01
ABC,PATIENT  B-12

MVI 100 ML
0.9% SODIUM CHLORIDE 100 ML

INFUSE OVER 10 MIN.
TESTING
QID
09-13-17-21
1[1]

Start date: MAR 19,2001 11:30  Stop date: MAR 20,2001 24:00


Is this O.K.:  Y//  <Enter>   YES
REASON FOR ACTIVITY: <Enter>

7 Labels needed for doses due at ...

03/19/01 1300 : 03/19/01 1700 : 03/19/01 2100 : 03/20/01 0900 : 03/20/01 1300 :
03/20/01 1700 : 03/20/01 2100 :

        3        6        9       12       15       18       21       24
..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:
                     P
                           ^           ^           ^           ^
                                                 N

Next delivery time is 1500 ***


Action (PB) P// BYPASS
```

If a field marked with an asterisk (*) to the left of the number is changed, the original order will be discontinued, and a new order containing the edited data will be created. The Stop Date/Time of the original order will be changed to the date/time the new edit order is accepted. The old and new orders are linked and may be viewed using the History Log function. When the screen is refreshed, the message, “This change will cause a new order to be created”, will be displayed.

**Example: Edit an Order and Create a New Order**

```
ACTIVE IV                    Apr 02, 2001 20:55:35          Page:    1 of    2
ABC,PATIENT                     Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)

*(1)  Additives:             Order number: 41           Type: PIGGYBACK
       MVI 1 ML
 (2)  Solutions:
       DEXTROSE 10% 1000 ML
                                                     IV Room: TST ISC ROOM
 (3)  Infusion Rate: INFUSE OVER 10 MIN.      *(4)     Start: 04/02/01  20:55
*(5)      Med Route: IV                       *(6)      Stop: 04/03/01  24:00
*(7)       Schedule: QD                           Last Fill: ********
 (8)    Admin Times: 1440                         Quantity: 0
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses:
*(10)Orderable Item: MVI INJ
       Instructions:
 (11)   Other Print:

+         Enter ?? for more actions
DC   Discontinue          ED   Edit                 OC   On Call
HD   Hold                 RN   Renew                AL   Activity Logs
Select Item(s): Next Screen// 5
MED ROUTE: IV//IVPB  IV PIGGYBACK      IVPB
```

```
ACTIVE IV                    Apr 02, 2001 20:56:21          Page:    1 of    2
ABC,PATIENT                     Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)

*(1)  Additives:             Order number: 41           Type: PIGGYBACK
       MVI 1 ML
 (2)  Solutions:
       DEXTROSE 10% 1000 ML
                                                     IV Room: TST ISC ROOM
 (3)  Infusion Rate: INFUSE OVER 10 MIN.      *(4)     Start: 04/02/01  20:55
*(5)      Med Route: IVPB                     *(6)      Stop: 04/03/01  24:00
*(7)       Schedule: QD                           Last Fill: ********
 (8)    Admin Times: 1440                         Quantity: 0
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses:
*(10)Orderable Item: MVI INJ
       Instructions:
 (11)   Other Print:

 (12)  Remarks :
+         Enter ?? for more actions
AC   Accept               ED   Edit
Select Item(s): Next Screen// AC   Accept

Orderable Item: MVI INJ
Give: IVPB QD

[41]1112  OBSERVATION  04/02/01
ABC,PATIENT  NF

MVI 1 ML
DEXTROSE 10% 1000 ML

Dose due at:
INFUSE OVER 10 MIN.
QD
1440
Fld by: ____  Chkd by: ____
1[1]

Start date: APR 2,2001 20:56   Stop date: APR 3,2001 24:00
*** This change will cause a new order to be created. ***
```

**----------report continues----------**

**Example: Edit an Order and Create a New Order (continued)**

```
Is this O.K.:  Y// <Enter>    YES
NATURE OF ORDER: SERVICE CORRECTION//  <Enter>      S.

Original order discontinued...



        3        6        9       12       15       18       21       24
..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:
                                  P

                                                                  N

Next delivery time is 1100 ***


Action (PBS) B// <Enter>    BYPASS
```

```
ACTIVE IV                     Apr 02, 2001 20:58:37          Page:    1 of    2
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)

*(1)  Additives:             Order number: 42           Type: PIGGYBACK
       MVI 1 ML
 (2)  Solutions:
       DEXTROSE 10% 1000 ML
                                                     IV Room: TST ISC ROOM
 (3)  Infusion Rate: INFUSE OVER 10 MIN.      *(4)     Start: 04/02/01  20:56
*(5)      Med Route: IVPB                     *(6)      Stop: 04/03/01  24:00
*(7)       Schedule: QD                           Last Fill: ********
 (8)    Admin Times: 1440                          Quantity: 0
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses:
*(10)Orderable Item: MVI INJ
       Instructions:
 (11)   Other Print:

+         Enter ?? for more actions
DC   Discontinue          ED   Edit                 OC   On Call
HD   Hold                 RN   Renew                AL   Activity Logs
Select Item(s): Next Screen//Select Item(s): Next Screen// AL   Activity Logs
(A)ctivity (L)abel (H)istory: H  History Log

DEVICE: HOME// <Enter>  NT/Cache virtual TELNET terminal    Right Margin: 80// <Enter>


     ---------------------------------------------------------------------
     Patient: ABC,PATIENT                             Status: DISCONTINUED

*(1)  Additives:             Order number: 41           Type: PIGGYBACK
       MVI 1 ML
 (2)  Solutions:
       DEXTROSE 10% 1000 ML
                                                     IV Room: TST ISC ROOM
 (3)  Infusion Rate: INFUSE OVER 10 MIN.      *(4)     Start: 04/02/01  20:55
*(5)      Med Route: IV                       *(6)      Stop: 04/02/01  20:57
*(7)       Schedule: QD                           Last Fill: ********
 (8)    Admin Times: 1440                          Quantity: 0
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses:
*(10)Orderable Item: MVI INJ
       Instructions:
 (11)   Other Print:

 (12)  Remarks :
       Entry By: INPATIENT-MEDS,PHARMACIS         Entry Date: 04/02/01  20:55
Enter RETURN to continue or '^' to exit: <Enter>
```

**----------report continues----------**

**Example: Edit an Order and Create a New Order (continued)**

```
     ----------------------------------------------------------------------
     Patient: ABC,PATIENT                              Status: ACTIVE

*(1)  Additives:             Order number: 42           Type: PIGGYBACK
       MVI 1 ML
 (2)  Solutions:
       DEXTROSE 10% 1000 ML
                                                     IV Room: TST ISC ROOM
 (3)  Infusion Rate: INFUSE OVER 10 MIN.      *(4)     Start: 04/02/01  20:56
*(5)      Med Route: IVPB                     *(6)      Stop: 04/03/01  24:00
*(7)       Schedule: QD                           Last Fill: ********
 (8)    Admin Times: 1440                          Quantity: 0
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses:
*(10)Orderable Item: MVI INJ
       Instructions:
 (11)   Other Print:

 (12)  Remarks :
       Entry By: INPATIENT-MEDS,PHARMACIS         Entry Date: 04/02/01  20:56
Enter RETURN to continue or '^' to exit: <Enter>
(A)ctivity (L)abel (H)istory:  ^
```

If the Dispense Drug tied to the Additive, Solution, and/or Orderable Item has a non-formulary status, this status will be displayed on the screen as "*N/F*" beside the Additive, Solution, and/or Orderable Item.

## Change the Volume of a Solution

There are times when the pharmacist will need to change the volume of the solution for one specific order. The syringe type of order does have a separate volume prompt so the user will not have to add any steps. For other types, the user can simply enter an order and then edit it to change the volume, or use the following method:

An order calls for 25 ML of D5W, but when D5W is selected, there is no solution in the file with that volume.

- Choose the solution that is most like the one needed (e.g., D5W 50 ML). In this example, D5W 50 ML is now the selected solution.
- At the next prompt, enter the characters **<^SOL>** and choose the solution just entered.
- The next prompt is "SOLUTION: (DEFAULT) //". Enter the characters **<^VOL>.**
- The prompt "VOLUME: (DEFAULT) //" will be displayed.
- Change the volume for this specific order to the desired volume (the example below shows 25). The terminal dialog follows:

**Example: Change the Volume of a Solution**

```
Select SOLUTION:   D5W      50ML

Select SOLUTION: D5W//   <Enter>
SOLUTION:  D5W //   <Enter>
VOLUME:  50 ML //   25      ML
```

### 4.2.4.3. Verify

Orders must be accepted and verified before they can become active and are included on the BCMA Virtual Due List (VDL). If AUTO-VERIFY is enabled for the pharmacist, new orders immediately become active after entry or finish (pending orders entered through CPRS). Orders verified by nursing prior to pharmacy verification are displayed on the profile under the active header marked with an arrow (**->**) to the right of the order number.

AUTO-VERIFY is controlled by the ALLOW AUTO-VERIFY FOR USER field in the INPATIENT USER PARAMETERS file. For more information on the Auto-Verify function, see the Edit User Parameters section of the Pharmacy Supervisor Manual.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as "*N/F*" beside the Dispense Drug or Orderable Item.

**Example: Verify an Order**

```
NON-VERIFIED IV                Feb 28, 2002@13:56:44          Page:    1 of    2
ABC,PATIENT                      Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12         Ht(cm):        (        )
   DOB: 08/18/20  (81)                              Wt(kg):        (        )
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                           Last transferred: ********

*(1)  Additives:                                          Type: PIGGYBACK
       MULTIVITAMINS 2 ML
 (2)  Solutions:
       0.9% SODIUM CHLORIDE 100 ML
                                                       IV Room: BCMA
 (3)  Infusion Rate: INFUSE OVER 125 MIN.      (4)     Start: 02/28/02  13:56
*(5)      Med Route: IV                       (6)      Stop: 03/30/02  24:00
*(7)       Schedule: QID                          Last Fill: ********
 (8)    Admin Times: 09-13-17-21                   Quantity: 0
*(9)       Provider: PROVIDER,PAULA               Cum. Doses:
*(10)Orderable Item: MULTIVITAMINS INJ
       Instructions:
 (11)   Other Print:

+         Enter ?? for more actions
DC   Discontinue          RN   (Renew)              VF   Verify
HD   (Hold)               OC   (On Call)
ED   Edit                 AL   Activity Logs
Select Item(s): Next Screen// VF

        3        6        9       12       15       18       21       24
..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:
                                          P

                                         N

Next delivery time is 1330 ***


Action (PB) B// <Enter>    BYPASS
```

**Example: Verify a "DONE" Order (CPRS Med Order)**

```
Inpatient Order Entry         Mar 07, 2002@13:01:56          Page:    1 of    1
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (81)                              Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                            Last transferred: ********

 - - - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - - -
   1 d->in 0.9% SODIUM CHLORIDE 1000 ML 125 ml/hrC  03/07  03/07  E
   2 d->in 5% DEXTROSE 50 ML 125 ml/hr           C  03/06  03/06  E
   3    CEPHAPIRIN 1 GM                          C  03/04  03/09  A
        in DEXTROSE 5% IN N. SALINE 1000 ML QID
   4 d->ASPIRIN CAP,ORAL                         O  03/07  03/07  E
          Give: 650MG PO NOW
 - - - - - - - - - - - - - - - - -  P E N D I N G  - - - - - - - - - - - - - - - - -
   5    in DEXTROSE 10% 1000 ML 125 ml/hr        ?  *****  *****  P


          Enter ?? for more actions
PI  Patient Information                 SO  Select Order
PU  Patient Record Update               NO  New Order Entry
Select Action: Quit// 1
```

```
EXPIRED IV (DONE)             Mar 07, 2002@13:02:26          Page:    1 of    2
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (81)                              Wt(kg): ______ (________)

*(1) Additives:              Order number: 483          Type: ADMIXTURE
*(2) Solutions:
       0.9% SODIUM CHLORIDE 1000 ML  *N/F*
                                                     IV Room: TST ISC ROOM
*(3)  Infusion Rate: 125 ml/hr                *(4)     Start: 03/07/02  12:59
*(5)      Med Route: IV                       *(6)      Stop: 03/07/02  12:59
BCMA ORDER LAST ACTION: 03/07/02 12:59 Infusing
*(7)       Schedule:                                Last Fill: ********
 (8)    Admin Times:                                 Quantity: 0
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses:
 (10)   Other Print:
  Provider Comments: TESTING

 (11)  Remarks :
+         Enter ?? for more actions
DC   (Discontinue)        RN   (Renew)              VF   Verify
HD   (Hold)               OC   (On Call)
ED   (Edit)               AL   Activity Logs
Select Item(s): Next Screen// VF   Verify

        3        6        9       12       15       18       21       24
..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:
                    A
                                  N

Next delivery time is 1500 ***

Action (PB) B// <Enter>    BYPASS

     Select one of the following:

          Y         Yes
          N         No

Do you want to enter a Progress Note: No// <Enter>
```

The user will have the ability to enter a Progress Note for a "DONE" priority order.

### 4.2.4.4. Hold

Only active orders may be placed on hold. Orders placed on hold will continue to show under the ACTIVE heading on the profiles until removed from hold. Any orders placed on hold through the pharmacy options cannot be released from hold using any of the CPRS options. An entry is placed in the order's Activity Log recording the user who placed/removed the order from hold and when the action was taken.

**Example: Place an Order on Hold**

```
ACTIVE IV                    Sep 28, 2000 13:36:31          Page:    1 of    2
ABC,PATIENT                     Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm):        (        )
   DOB: 08/18/20 (80)                              Wt(kg):        (        )

*(1)  Additives:             Order number: 333          Type: PIGGYBACK    <DIN>
       MULTIVITAMINS 1 ML
 (2)  Solutions:
       0.9% NACL 500 ML
                                                      IV Room: BIRMINGHAM ISC
 (3)  Infusion Rate:                          *(4)     Start: 09/27/00  13:00
*(5)      Med Route: IVPB                     *(6)      Stop: 10/02/00  16:54
*(7)       Schedule: QID PRN                       Last Fill: ********
 (8)    Admin Times: 09-13-17-21                   Quantity: 0
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses:
*(10)Orderable Item: MULTIVITAMINS INJ *N/F*
       Instructions: Doctor's order.

 (11)   Other Print: THIS IS AN INPATIENT IV EXAMPLE.
+         Enter ?? for more actions
DC   Discontinue          ED   Edit                 OC   On Call
HD   Hold                 RN   Renew                AL   Activity Logs
Select Item(s): Next Screen// HD   Hold

NATURE OF ORDER: WRITTEN// <Enter>
REASON FOR ACTIVITY: <Enter>
```

```
Inpatient Order Entry        Sep 28, 2000 13:37:57          Page:    1 of    1
ABC,PATIENT                     Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                            Last transferred: ********

 - - - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - -
   1    MULTIVITAMINS 1 ML                      C  09/27  10/02  H
        in 0.9% NACL 500 ML QID PRN
 - - - - - - - - - - - - - - - -  P E N D I N G  - - - - - - - - - - - - - - - -
   2    AMPICILLIN INJ                          ?  *****  *****  P
          Give: 1MG IVPB QID
   3    PROPRANOLOL TAB                         ?  *****  *****  P
          Give: 10MG PO TID


          Enter ?? for more actions
PI  Patient Information                 SO  Select Order
PU  Patient Record Update               NO  New Order Entry
Select Action: Quit//
```

Notice that the order shows a status of "H" for hold in the right side of the Multivitamins order.

If the Dispense Drug tied to the Additive, Solution, and/or Orderable Item has a non-formulary status, this status will be displayed on the screen as "*N/F*" beside the Additive, Solution, and/or Orderable Item.

#### 4.2.4.5. Renew

Only active orders or those that have been expired no more than four days may be renewed. The default Start Date/Time for a renewal order will be determined by one of the following methods:

1. If a BCMA action is recorded as Given or Refused on the renewed order and the order contains administration times, the new start date will be calculated by adding the frequency of the order to the scheduled administration time against which the last action was recorded. The new start date will be used if it is in the future and it is less than the original stop date.

2. If a BCMA action is recorded as Given or Refused on the renewed order and the order does not have administration times, the new start date will be calculated by adding the frequency of the order to the BCMA administered time and rounding up to the next hour. The new start date will be used if it is in the future and it is less than the original stop date.

3. If no BCMA action has been recorded on the renewed order or an action other than Given or Refused has been recorded, the start date for the renewed order will be calculated using the Default Start Date Calculation ward parameter. These parameters are as follows:

   - **Default Start Date Calculation = NOW**
     The default Start Date/Time for the renewal order will be the order's Login Date/Time.

   - **Default Start Date Calculation = USE NEXT ADMIN TIME**
     The original order's Start Date/Time, the new order's Login Date/Time, Schedule, and Administration Times are used to find the next date/time the order is to be administered after the new order's Login Date/Time. If the schedule contains "PRN", any administration times for the order are ignored.

   - **Default Start Date Calculation = USE CLOSEST ADMIN TIME**
     The original order's Start Date/Time, the new order's Login Date/Time, Schedule, and Administration Times are used to find the closest date/time the order is to be administered after the new order's Login Date/Time. If the schedule contains "PRN", any administration times for the order are ignored.

**Note:** Only the regular finish and regular renew orders will calculate the start date using BCMA administered time. Speed finish and speed renew will not be affected.

After the new (renewal) order is accepted, the Start Date/Time for the new order becomes the Stop Date/Time for the original (renewed) order. The original order's status is changed to RENEWED. The renewal and renewed orders are linked and may be viewed using the History Log function. Once an order has been renewed, the original order may not be renewed or edited.

Examples:

1a. Standard schedule of Q12H. Administration times of 09 – 21. The 09:00 dose was administered at 08:45. The frequency in the order is 720. The order is renewed at 09:45. The start time of the new order is 21:00.

1b. Standard schedule of Q12H. Administration times of 10 – 19. The 10:00 dose was administered at 10:15. The frequency is 720. The order is renewed at 10:30. The start time of the new order is 22:00. The frequency for the schedule is 12 hours, but the administration times are only 9 hours apart. The system uses the frequency, not the textual information in the ADMINISTRATION TIME field.

2. Non-standard schedule of Q7H. The last dose was administered at 11:35. The frequency is 420. The order is renewed at 13:00. The last dose (11:35) plus the seven hours would be 18:35. Then, it's rounded up to the next hour. The start time of the new order is 19:00.

3a. (NOW) Order renewed at 13:52. The start time of the new order is 13:52.

3b. (NEXT) Scheduled administration times are 10 – 14 – 18 – 22. Order renewed at 14:35. The start time of the new order is 18:00.

3c. (CLOSEST) Scheduled administration times are 09 – 13 – 17 – 21. Order renewed at 13:20. The start time of the new order is 13:00.

#### 4.2.4.6. Activity Log

This action allows the viewing of an activity log, label log, or a history log of the order. An activity log provides a trace of every action taken on an order since the original entry. If a history log is selected, it will find the first order, linked to the order where the history log was invoked from, then show an order view of each order associated with it, in the order that they were created. When a label log is selected, it shows the print, tracking, and counting information on the labels for the order.

**Example: Activity Log**

```
ACTIVE IV                    Feb 20, 2002@15:55:14          Page:    1 of    2
ABC,PATIENT                     Ward: 7A GEN
   PID: 101-10-2342          Room-Bed: 726-B       Ht(cm): ______ (________)
   DOB: 10/10/49 (52)                              Wt(kg): ______ (________)

*(1) Additives:              Order number: 445          Type: ADMIXTURE
        POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ
*(2) Solutions:
       DEXTROSE 5% 1/2 NS 1000 ML
                                                       IV Room: TST ISC ROOM
*(3)  Infusion Rate: 80 ml/hr                 *(4)     Start: 02/20/02  15:46
*(5)      Med Route: IV                       *(6)      Stop: 02/20/02  24:00
BCMA ORDER LAST ACTION: 02/20/02 15:50 Infusing*
*(7)       Schedule:                                Last Fill: 02/20/02  15:55
 (8)    Admin Times:                                 Quantity: 1
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses: 1
 (10)   Other Print:

 (11)  Remarks :
+         Enter ?? for more actions
DC   Discontinue          RN   Renew                VF   (Verify)
HD   Hold                 OC   On Call
ED   Edit                 AL   Activity Logs
Select Item(s): Next Screen// AL   Activity Logs
(A)ctivity (L)abel (H)istory: Activity Log

ACTIVITY LOG:
#  DATE       TIME      REASON                    USER
================================================================================
1  FEB 20,2002 15:55:09 COMPLETE                  INPATIENT-MEDS,PHARMACIST
   Comment: DISCONTINUED  (EDIT)

2  FEB 20,2002 15:55:12 VERIFY                    INPATIENT-MEDS,PHARMACIST
   Comment: ORDER VERIFIED BY PHARMACIST
```

```
 (A)ctivity (L)abel (H)istory: Label Log

LABEL LOG:

#  DATE/TIME      ACTION        USER           #LABELS      TRACK          COUNT
================================================================================

1  FEB 20,2002@15:55:12
                  DISPENSED     TULSA,LARRY       1         ORDER ACTION     YES

Enter RETURN to continue or '^' to exit: <Enter>

Unique IDs for this order:

Label Date/Time   Unique ID             Status    Count BCMA Action - Date/Time

02/20/02 15:55    739V443                         YES
```

**----------report continues----------**

**Example: Activity Log (continued)**

```
 (A)ctivity (L)abel (H)istory: History Log

DEVICE: HOME// <Enter>  NT/Cache virtual TELNET terminal    Right Margin: 80// <Enter>


     ----------------------------------------------------------------------
     Patient: ABC,PATIENT                              Status: DISCONTINUED

*(1) Additives:              Order number: 444          Type: ADMIXTURE
       POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ
*(2) Solutions:
       DEXTROSE 5% 1/2 NS 1000 ML
                                                      IV Room: TST ISC ROOM
*(3)  Infusion Rate: 80 ml/hr                 *(4)     Start: 02/20/02  15:46
*(5)      Med Route: IV                       *(6)      Stop: 02/20/02  15:55
BCMA ORDER LAST ACTION: 02/20/02 15:50 Infusing
*(7)       Schedule:                               Last Fill: 02/20/02  15:46
 (8)    Admin Times:                                Quantity: 2
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses: 2
 (10)   Other Print:

 (11)  Remarks :
       Entry By: TULSA,LARRY                       Entry Date: 02/20/02  15:46
Enter RETURN to continue or '^' to exit: <Enter>

     ----------------------------------------------------------------------
     Patient: ABC,PATIENT                              Status: ACTIVE

*(1) Additives:              Order number: 445          Type: ADMIXTURE
       POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ
*(2) Solutions:
       DEXTROSE 5% 1/2 NS 1000 ML
                                                      IV Room: TST ISC ROOM
*(3)  Infusion Rate: 80 ml/hr                 *(4)     Start: 02/20/02  15:46
*(5)      Med Route: IV                       *(6)      Stop: 02/20/02  24:00
BCMA ORDER LAST ACTION: 02/20/02 15:50 Infusing*
*(7)       Schedule:                               Last Fill: 02/20/02  15:55
 (8)    Admin Times:                                Quantity: 1
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses: 1
 (10)   Other Print:

 (11)  Remarks :
       Entry By: INPATIENT-MEDS,PHA                Entry Date: 02/20/02  15:55
Enter RETURN to continue or '^' to exit: <Enter>
(A)ctivity (L)abel (H)istory:
```

### 4.2.4.7. Finish

Users must hold the PSJ RPHARM key for the ability to finish orders placed through CPRS.

Pharmacy Technicians must hold the PSJI PHARM TECH key for the ability to finish orders placed through CPRS. These users are not allowed to verify orders, only finish orders.

When an order is placed or renewed by a provider through CPRS, the pharmacist needs to finish this order. The same procedures are followed to finish the renewed order as to finish a new order.

**Example: Finish an Order**

```
PENDING IV (ROUTINE)          Sep 07, 2000 16:11:42          Page:    1 of    2
ABC,PATIENT                       Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)

(1)  Additives:                                          Type:
      AMPICILLIN 1 GM
(2)  Solutions:
(3)  Infusion Rate:                           (4)     Start: ********
                                            REQUESTED START: 09/07/00  09:00
*(5)      Med Route: IVPB                       (6)      Stop: ********
                                             REQUESTED STOP: 09/07/00  24:00
*(7)       Schedule: QID                           Last Fill: ********
 (8)    Admin Times: 01-09-15-20                   Quantity: 0
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses:
*(10)Orderable Item: AMPICILLIN INJ
       Instructions:
 (11)   Other Print:
  Provider Comments: THIS IS AN INPATIENT IV EXAMPLE.
+         Enter ?? for more actions
DC   Discontinue          ED   Edit                 FN   Finish
Select Item(s): Next Screen// FN   Finish
COMPLETE THIS ORDER AS IV OR UNIT DOSE? IV// IV

Copy the Provider Comments into Other Print Info? Yes//   YES
IV TYPE: PB
CHOOSE FROM:
              A    ADMIXTURE
              C    CHEMOTHERAPY
              H    HYPERAL
              P    PIGGYBACK
              S    SYRINGE
Enter a code from the list above.
     Select one of the following:

          A         ADMIXTURE
          C         CHEMOTHERAPY
          H         HYPERAL
          P         PIGGYBACK
          S         SYRINGE

IV TYPE: PIGGYBACK
               **AUTO STOP 7D**

This patient is already receiving an order for the following drug in the same
class as AMPICILLIN INJ 2GM:

        AMPICILLIN CAP INJ                      C  09/07  09/21  A
        Give: 250MG PO QID

Do you wish to continue entering this order? NO// Y
Select ADDITIVE: AMPICILLIN//  <Enter>
ADDITIVE: AMPICILLIN//
  Restriction/Guideline(s) exist.  Display? :  (N/D): No// D
Dispense Drug Text:

     Refer to PBM/MAP PUD treatment guidelines
     RESTRICTED TO NEUROLOGY
(The units of strength for this additive are in GM)
Strength: 1 GM
Select ADDITIVE:  <Enter>
```

**----------report continues----------**

**Example: Finish an Order (continued)**

```
Select SOLUTION: 0.9
     1   0.9% NACL            500 ML

     2   0.9% NACL            100 ML

     3   0.9% NACL            50 ML

     4   0.9% NaCl            250 ML
               BT
CHOOSE 1-4: 2  0.9% NACL          100 ML
INFUSION RATE:  <Enter>
```

```
PENDING IV (ROUTINE)          Sep 07, 2000 16:23:46          Page:    1 of    2
ABC,PATIENT                       Ward: 1 EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm):        (        )
   DOB: 08/18/20 (80)                              Wt(kg):        (        )

 (1)  Additives:                                          Type: PIGGYBACK    <DIN>
       AMPICILLIN 1 GM
 (2)  Solutions:
       0.9% NACL 100 ML
                                                       IV Room: BIRMINGHAM ISC
 (3)  Infusion Rate:                            (4)     Start: 09/07/00  15:00
                                             REQUESTED START: 09/07/00  09:00
*(5)      Med Route: IVPB                      (6)      Stop: 09/14/00  16:54
                                              REQUESTED STOP: 09/07/00  24:00
*(7)       Schedule: QID                        Last Fill: ********
 (8)    Admin Times: 01-09-15-20                 Quantity: 0
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses:
*(10)Orderable Item: AMPICILLIN INJ
       Instructions:
 (11)   Other Print: THIS IS AN INPATIENT IV EXAMPLE.
+         Enter ?? for more actions
AC   Accept               ED   Edit
Select Item(s): Next Screen// AC
```

```
Orderable Item: AMPICILLIN INJ
Give: IVPB QID

9111  1 EAST  09/07/00
ABC,PATIENT  B-12

AMPICILLIN 1 GM
0.9% NACL 100 ML

Dose due at: ________

THIS IS AN INPATIENT IV EXAMPLE
QID
01-09-15-20
M2***
Fld by:       Chkd by:
1[1]

Start date: SEP 7,2000 15:00   Stop date: SEP 14,2000 16:54

Is this O.K.? YES//  <Enter>

2 Labels needed for doses due at ...

09/07/00 1500 : 09/07/00 2000 :

        3        6        9       12       15       18       21       24
..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:..:
P
                                            ^              ^
                                                N
Next delivery time is 1700 ***

Action (PBS) S// B
```

The requested Start and requested Stop date/time values were added to the order view to indicate the dates/times requested by the provider to start and stop the order. When the requested stop date/time is different from the default stop date/time, it will flash on the screen to alert the user finishing the order.

**Note**: When an order is placed through CPRS prior to the next administration time of the schedule for the order, the expected first dose will be today at the next administration time. However, if the order is placed after the last administration time of the schedule for the order, the expected first dose will be tomorrow at the first administration time. This expected first dose date/time is seen through CPRS and is always based on the logic of using "next administration time", regardless of what the site has set for the ward parameter. The expected first dose displayed in CPRS displays as Req. Start on the order view.

When more than one IV Additive/Solution is tied to the same Orderable Item, the user shall be presented with a list of selectable Additives and Solutions to choose from for that order.

A prompt has been added to the finishing process, "COMPLETE THIS ORDER AS IV OR UNIT DOSE?" to determine if the user should complete the order as either an IV or Unit Dose order. The prompt will be displayed only if the user selected the *Inpatient Order Entry* option to finish the order. Also, the prompt will appear only if the correct combination of the entry in the IV FLAG in the MEDICATION ROUTES file and the entry in the APPLICATION PACKAGES' USE field in the DRUG file for the order's Dispense Drug are found. The following table will help explain the different scenarios:

| IV FLAG in the MEDICATION ROUTES file | Dispense Drug's Application Use | Which Order View screen will be displayed to the user | Special Processing |
|---|---|---|---|
| IV | IV | IV | None |
| IV | Unit Dose | Unit Dose | Prompt user to finish order as IV or Unit Dose |
| IV | IV and Unit Dose | IV | Prompt user to finish order as IV or Unit Dose |
| Non-IV | IV | IV | Prompt user to finish order as IV or Unit Dose |
| Non-IV | Unit Dose | Unit Dose | None |
| Non-IV | IV and Unit Dose | Unit Dose | Prompt user to finish order as IV or Unit Dose |

If the Dispense Drug tied to the Additive, Solution, or Orderable Item has a non-formulary status, this status will be displayed on the screen as "*N/F*" beside the Additive, Solution, or Orderable Item.

IV Fluid Orders

IV Fluid orders will default to IV Admixture when finished by pharmacy. These orders are passed to pharmacy with data in the following fields:

- Additive with Strength (optional; multiple additives allowed)
- Solution with volume (required; multiple solutions allowed)
- Infusion Rate
- Priority
- Provider Comments (optional)

After the order is selected, default values for the remaining fields will be determined as is done for admixture orders entered through pharmacy, and an order view will then be displayed. The pharmacist may Edit, Discontinue, or Finish the order. If Finish is chosen, the order is checked to be sure the information is correct and complete, and the order is redisplayed with actions of Accept or Edit. If problems are found (provider or drugs inactive, start or stop dates invalid, etc.), the order cannot be accepted and finished until the problem is corrected. If a situation is encountered where more information is needed before the order can be processed, the user can enter an ^ and no changes will be saved for the order. If the order is correct, it may be accepted and the order will become active.

#### 4.2.4.8. On Call

The pharmacist can place the order On Call or remove the order from an On Call status. The order placed On Call will not generate any labels. Providers cannot take any actions, except to discontinue the order, through CPRS if the order is placed On Call by the pharmacist.

#### 4.2.4.9. Speed Actions

From the list of orders in the patient's profile, the pharmacist can select one or more of the orders on which to take action. The pharmacist can quickly discontinue this patient's orders by selecting Speed Discontinue.

**Note:** Any orders placed through the Med Order Button cannot be Speed Discontinued.

### 4.2.5. IV Types

The following are the different types of IVs available in the Inpatient Medications package.

#### 4.2.5.1. Admixture Type Order Entry

An admixture is a Large Volume Parenteral (LVP) solution intended for continuous parenteral infusion. It is composed of any number of additives (including zero) in one solution. An admixture runs continuously at a specified flow rate. When one bottle or bag is empty, another is hung.

The default answer for the "START DATE/TIME:" prompt is the NEXT or CLOSEST delivery time, or the order's login date/time, depending on the DEFAULT START DATE CALCULATION field in the INPATIENT WARD PARAMETERS file. The default date shown is the least of the LVP'S GOOD FOR HOW MANY DAYS site parameter or the NUMBER OF DAYS FOR IV ORDER field (found in the IV ADDITIVES file) for all additives in this order. The pharmacist can choose to take the default answer for the Start and Stop Date/Times, or change it.

**Note:** At the "START DATE/TIME:" prompt, a future date/time can be entered. The user will not be prompted for label actions at the end of order entry until that START DATE/TIME has been reached. The order will appear, however, on all reports.

At the "STOP DATE/TIME:" prompt, a DOSE limit can be entered (e.g., if the user only wants one bottle on the admixture order being entered, enter a **1** at the stop time and the program calculates the stop time). For example:

STOP DATE/TIME: FEB 27,2000@2200 // **1** Dose limit FEB 26,2000 10:00

#### 4.2.5.2. Piggyback-Type Order Entry

A piggyback is a small volume parenteral solution used for intermittent infusion. It is usually composed of any number of additives, including zero, and one solution. The piggyback is given on a schedule (e.g., Q6H). Once the medication flows in, the piggyback is removed, and another is not hung until the administration schedule calls for it.

The default answer for the "START DATE/TIME:" prompt is the NEXT or CLOSEST admin time, or the order's login date/time, depending on how the default start date/time field is set in the INPATIENT WARD PARAMETERS file. For the "STOP DATE/TIME:" prompt, the default time is determined by the STOP TIME FOR ORDER site parameter. The default date shown is the least of the PB'S GOOD FOR HOW MANY DAYS site parameter or the NUMBER OF DAYS FOR IV ORDER field (found in the IV ADDITIVES file) for all additives in this order. The pharmacist may choose to take the default answer for the Start and Stop Date/Times or change it.

**Note:** At the "START DATE/TIME:" prompt, a future date/time can be entered. The user will not be prompted for label actions at the end of order entry until that START DATE/TIME has been reached. The order will appear, however, on all reports.

At the "STOP DATE/TIME:" prompt, a dose limit can be entered (i.e., if the user only wants four bags on the piggyback order being entered, enter a **4** at the stop time) and the program calculates the stop date/time. For example:

STOP DATE/TIME: MARCH 12,2000@2200 // **4** Dose limit MAR 6,2000 03:00

### 4.2.5.3. Hyperal-Type Order Entry

Hyperalimentation (hyperal) is long-term feeding of a protein-carbohydrate solution. Electrolytes, fats, trace elements, and vitamins may be added. Since this solution generally provides all necessary nutrients, it is commonly referred to as Total Parenteral Nutrition (TPN). A hyperal is usually composed of many additives in two or more solutions (the hyperal must contain at least 1 solution). When the label prints, it shows the individual electrolytes that are contained in the additives that make up the hyperal order.

The default answer for the "START DATE/TIME:" prompt is the NEXT or CLOSEST delivery time, or the order login date/time, depending on the DEFAULT START DATE CALCULATION field in the INPATIENT WARD PARAMETERS file. For the "STOP DATE/TIME:" prompt, the default time is determined by the STOP TIME FOR ORDER site parameter. The default date shown is the LEAST of (1) the HYPERAL'S GOOD FOR HOW MANY DAYS site parameter or (2) the NUMBER OF DAYS FOR IV ORDER field (found in the IV ADDITIVES file) for all additives in this order. The pharmacist can choose to accept the default answer for the Start and Stop Date/Times or change it.

**Note:** At the "START DATE/TIME:" prompt, a future date/time can be entered. The user will not be prompted for label actions at the end of order entry until that Start Date/Time has been reached. The order will appear, however, on all reports.

At the "STOP DATE/TIME:" prompt, a dose limit can be entered (i.e., if the user only wants one bottle on the hyperal order being entered, enter a **1** at the stop time) and the program will calculate the stop time. For example:

STOP DATE/TIME: FEB 27,1992@2200 // **1** Dose limit FEB 26,1992 10:00

If the pharmacist enters additive quick codes, they will be handled like they are for an Admixture order.

#### 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)* 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.

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, while the short profile omits 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.

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 a order view is not needed.

The detailed view of the order presents all available data pertaining to the order. This includes patient identification and location, status of the order, additive(s) with strength, solution(s), infusion rate, medication route, the schedule, administration times, remarks, and other print information. Other information includes type of order, IV room, start and stop date and time, entry date and time (when order was entered into the system), last fill (date and time when last label was printed), and quantity (the number of labels printed). The entry by field of the user placing the order, provider, provider comments, and the number of cumulative doses is also included.

After the detailed view is displayed, the user may select the activity log, label log, or both for the order. The activity log provides a trace of every action taken on an order since the original entry. The activity log contains a log number, the date and time of the activity, the reason of activity (i.e., edit, renew, place on call, or discontinue an order), and the user entering the activity. The reason for activity comment allows the user to explain why the activity was necessary. Also, the system will display the field(s) that was affected, the original data contained in that field, and what it was changed to as a result of the activity.

The label log contains a log number, date/time the label is printed, action on the order, user, number of labels printed, track (possible entries are individual, scheduled, suspended, order action labels, or other), and count (which indicates whether the label was counted for that particular day).

**Example: Profile Report**

```
Select IV Menu Option:  Profile (IV

Select PATIENT:    ABC,PATIENT            123-45-9111  08/18/20    ONE EAST

----------------------------------------report follows----------------------------------------
```

**Example: Profile Report (continued)**

```
Patient Information          Mar 20, 2001@16:50:50          Page:    1 of    1
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111          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:
 Inpatient Narrative:
Outpatient Narrative:
```

```
          Enter ?? for more actions
PU Patient Record Update                NO New Order Entry
DA Detailed Allergy/ADR List            IN Intervention Menu
Select Action: View Profile//   <Enter> View Profile

SHORT, LONG, or NO Profile?  SHORT//   <Enter> SHORT
```

```
IV Profile                   Mar 20, 2001@16:51:28          Page:    1 of    1
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm):        (        )
   DOB: 08/18/20 (80)                              Wt(kg):        (        )
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                           Last transferred: ********

#   Additive                        Last fill        Type  Start   Stop    Stat
---------------------------------- A c t i v e -------------------------------
1  MVI 100 ML                       MAR 19 14:57  #2   P    03/19   03/20  A
   in 0.9% SODIUM CHLORIDE 100 ML QID
---------------------------------- P e n d i n g -----------------------------
2  FLUOROURACIL INJ,SOLN            **   N/P  **  #0        *****   *****  P
     Give: 100MG/2ML PO QD
3  TIMOLOL SOLN,OPH                 **   N/P  **  #0   P    *****   *****  P
     Give:  IV Q12H
```

```
          Enter ?? for more actions
PI  Patient Information                 SO  Select Order
PU  Patient Record Update               NO  (New Order Entry)
Select Action: Quit// 1
```

**----------report continues----------**

**Example: Profile Report (continued)**

```
ACTIVE IV                     Mar 20, 2001@16:51:56          Page:    1 of    2
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)

*(1)  Additives:             Order number: 64           Type: PIGGYBACK
       MVI 100 ML
 (2)  Solutions:
       0.9% SODIUM CHLORIDE 100 ML
                                                     IV Room: TST ISC ROOM
 (3)  Infusion Rate: INFUSE OVER 10 MIN.      *(4)     Start: 03/19/01  11:30
*(5)      Med Route: IVPB                     *(6)      Stop: 03/20/01  24:00
*(7)       Schedule: QID                           Last Fill: 03/19/01  14:57
 (8)    Admin Times: 09-13-17-21                   Quantity: 2
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses: 9
*(10)Orderable Item: MULTIVITAMINS INJ
       Instructions:
 (11)   Other Print: TESTING

+         Select either "AL" , "LL" or "AL,LL" for both
AL   View Activity Log    LL   View Label Log
Select Item(s): Next Screen// AL   View Activity Log

ACTIVITY LOG:
#  DATE       TIME      REASON                    USER
==============================================================================
1  MAR 20,2001 16:42:56 EDIT                      INPATIENT-MEDS,PHARMACIST
   Comment:

          Field: 'OTHER PRINT INFO'
   Changed from: ''
             To: 'TESTING'

Enter RETURN to continue or '^' to exit:
```

### 4.2.7. Inpatient Profile [PSJ PR]

The *Inpatient Profile* option allows the user to view the Unit Dose and IV orders of a patient simultaneously. The user can conduct the Inpatient Profile search by patient, ward or ward group. If the selection to sort is by ward, the administration teams may be specified. The default for the administration team is ALL and multiple teams may be entered. If selecting by ward or ward group, the profile may be sorted by patient name or room-bed.

When the user accesses this option from the Unit Dose module for the first time within a session, a prompt is displayed to select the IV room. When only one active IV room exists, it will be selected automatically. 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.

In the following description, viewing a profile by patient is discussed, however, ward and ward group are handled similarly.

After the user selects the patient for whom a profile view is needed, the length of profile is chosen. The user can 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.

Once the length of profile is chosen, the user can print the patient profile (by accepting the default or typing **P** at the "SHOW PROFILE only, EXPANDED VIEWS only, or BOTH: Profile//" prompt), an expanded view of the patient profile (by typing **E**), or both (by typing **B**). The expanded view lists the details of each order for the patient. The activity logs of the orders can also be printed when the expanded view or both, the expanded view and profile, are chosen.

The advantage of this option is that by viewing the combined Unit Dose/IV profile of a patient, the user can quickly determine if any corrections or modifications need to be made for existing or future orders based on Unit Dose or IV medications already being received by the patient. Sometimes the pharmacist must revise a prospective order for a patient based on the Unit Dose or IV medications already prescribed for the patient.

**Note**: For Unit Dose orders, the long activity log shows all activities of an order, while the short activity log excludes the field changes, and shows only the major activities. For IV orders, the short and long activity logs give the user the same results.

**Example: Inpatient Profile**

```
Select IV Menu Option:  IPF  Inpatient Profile

Select by WARD GROUP (G), WARD (W), or PATIENT (P): Patient

Select PATIENT:    ABC,PATIENT            123-45-9111  08/18/20    ONE EAST

Select another PATIENT: <Enter>

SHORT, LONG, or NO Profile?  SHORT//  <Enter>   SHORT

Show PROFILE only, EXPANDED VIEWS only, or BOTH: PROFILE// EXPANDED VIEWS

Show SHORT, LONG, or NO activity log?  NO// LONG

Select PRINT DEVICE: <Enter>  NT/Cache virtual TELNET terminal
```

***----------report follows----------***

**Example: Inpatient Profile (continued)**

```
                I N P A T I E N T   M E D I C A T I O N S       04/02/01  21:19
                              VAMC:  ALBANY (500)
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
 ABC,PATIENT                        Ward: ONE EAST
    PID: 123-45-9111      Room-Bed: B-12            Ht(cm): ______ (________)
    DOB: 08/18/20  (80)                             Wt(kg): ______ (________)
    Sex: MALE                                     Admitted: 05/03/00
     Dx: BREATHING DIFFICULTY
 Allergies:
       ADR:

     ------------------------------------------------------------------
     Patient: ABC,PATIENT                            Status: ACTIVE

*(1)  Additives:             Order number: 43           Type: PIGGYBACK
       MVI 1 ML
 (2)  Solutions:
       DEXTROSE 10% 1000 ML
                                                     IV Room: TST ISC ROOM
 (3)  Infusion Rate: INFUSE OVER 10 MIN.      *(4)     Start: 04/03/01  12:00
*(5)      Med Route: IVPB                     *(6)      Stop: 04/03/01  24:00
*(7)       Schedule: QID                          Last Fill: ********
 (8)    Admin Times: 09-13-17-21                   Quantity: 0
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses:
*(10)Orderable Item: MVI INJ
       Instructions:
 (11)   Other Print:

 (12)  Remarks :
       Entry By: INPATIENT-MEDS,PHARMACIS         Entry Date: 04/02/01  21:04
Enter RETURN to continue or '^' to exit: <Enter>

ACTIVITY LOG:
#  DATE       TIME      REASON                    USER
==============================================================================
1  APR 2,2001 21:01:31  EDIT                      INPATIENT-MEDS,PHARMACIST
   Comment: Order created due to edit

2  APR 2,2001 21:05:15  EDIT                      INPATIENT-MEDS,PHARMACIST
   Comment:

Enter RETURN to continue or '^' to exit:  <Enter>
```

## 4.3. Order Check

Order checks (allergy/adverse drug reactions, drug-drug interactions, duplicate drug, and duplicate class) are performed when a new medication order is placed through either the Inpatient Medications or CPRS applications. They are also performed when medication orders are renewed or during the finishing processes. This functionality will ensure the user is alerted to possible adverse drug reactions and will reduce the possibility of a medication error due to the omission of an order check when a non-active medication order is renewed.

The following actions will initiate an order check:

- Action taken through Inpatient Medications to enter a medication order will initiate order checks (allergy, drug-drug interaction, duplicate drug, and duplicate class) against existing medication orders.
- Action taken through Inpatient Medications to finish a medication order placed through CPRS will initiate order checks (allergy, drug-drug interaction, duplicate drug, and duplicate class) against existing medication orders.
- Action taken through IV Menu to finish a medication order placed through CPRS will initiate order checks (allergy, drug-drug interaction, duplicate drug, and duplicate class) against existing medication orders.
- Action taken through Inpatient Medications to renew a medication order will initiate order checks (allergy, drug-drug interaction, duplicate drug, and duplicate class) against existing medication orders.
- Action taken through IV Menu to renew a medication order will initiate order checks (allergy, drug-drug interaction, duplicate drug, and duplicate class) against existing medication orders.

The following are the different items used for the order checks:

- Checks each Dispense Drug within the Unit Dose order for allergy/adverse drug reactions.
- Checks each Dispense Drug within the Unit Dose order against existing orders for drug-drug interaction, duplicate drug, and duplicate class.
- Checks each additive within an IV order for drug-drug interaction, duplicate drug, and duplicate class against solutions or other additives within the order.
- Checks each IV order solution for allergy/adverse reactions.
- Checks each IV order solution for drug-drug interaction against other solutions or additives within the order.
- Checks each IV order additive for allergy/adverse reaction.
- Checks each IV order additive for drug-drug interaction, duplicate drug, and duplicate class against existing orders for the patient.
- Checks each IV order solution for drug-drug interaction against existing orders for the patient.

Override capabilities are provided based on the severity of the order check, if appropriate.

Order Checks warnings will be displayed/processed in the following order:

- Duplicate drug or class
- Critical or significant drug-drug interactions
- Critical or significant drug-allergy interactions

These checks will be performed at the Dispense Drug level. All pending, non-verified, active, renewed, and active Outpatient orders will be included in the check. Order checks for IV orders will use the Dispense Drugs linked to each additive/solution in the order. If the order is entered by Orderable Item only, these checks will be performed at the time the Dispense Drug(s) are specified. The checks performed include:

- Duplicate Drug - If the patient is already receiving an order containing the Dispense Drug selected for the new order, the duplicate order will be displayed and the user will be asked whether or not to continue. Entry of duplicate drugs will be allowed. Only Additives will be included in the duplicate drug check for IV orders. The solutions are excluded from this check.

- Duplicate Class - If the patient is already receiving an order containing a Dispense Drug in the same class as one of the Dispense Drugs in the new order, the order containing the drug in that class will be displayed and the user will be asked whether or not to continue. Entry of drugs in the same class will be allowed.

- Drug-Drug Interactions - Drug-drug interactions will be either critical or significant. If the Dispense Drug selected is identified as having an interaction with one of the drugs the patient is already receiving, the order the new drug interacts with will be displayed.

- Drug-Allergy Interactions - Drug-allergy interactions will be either critical or significant. If the Dispense Drug selected is identified as having an interaction with one of the patient's allergies, the allergy the drug interacts with will be displayed.

**Note**: For a Significant Interaction, the pharmacist is allowed to enter an intervention, but one is not required. For a Critical Interaction, the pharmacist must enter an intervention before continuing.

# 5. Maintenance Options

## 5.1. Unit Dose

All of the Unit Dose Maintenance Options are located on the *Unit Dose Medications* menu.

### 5.1.1. Edit Inpatient User Parameters [PSJ UEUD]

The *Edit Inpatient User Parameters* option allows users to edit various Inpatient User parameters. The prompts that will be encountered are as follows:

- "PRINT PROFILE IN ORDER ENTRY:"

  Enter **YES** for the opportunity to print a profile after entering Unit Dose orders for a patient.

- "INPATIENT PROFILE ORDER SORT:"

  The Inpatient Profile will sort orders either by medication or by start date of order. Choose the applicable method.

- "LABEL PRINTER:"

  Enter the device on which labels are to be printed.

- "USE WARD LABEL SETTINGS:"

  Enter **YES** to have the labels print on the printer designated for the ward instead of the printer designated for the pharmacy.

### 5.1.2. Edit Patient's Default Stop Date [PSJU CPDD]

Locked with the PSJU PL key.

The "UD DEFAULT STOP DATE/TIME:" prompt accepts the date and time entry to be used as the default value for the STOP DATE/TIME of the Unit Dose orders during order entry and renewal processes. This value is used only if the corresponding ward parameter is enabled. The order entry and renewal processes will sometimes change this date and time.

When the SAME STOP DATE ON ALL ORDERS parameter is set to yes, the module will assign a default stop date for each patient. This date is initially set when the first order is entered for the patient. A new default stop date is assigned for the patient when an order is renewed and the order's stop date plus three days is greater than the current default stop date. This date is shown as the default value for the stop date of each order entered for the patient. However, if a day or dose limit exists for the selected Orderable Item, and the limit is less than the default stop date, the earlier stop date and time will be displayed.

## 5.2. IV

All of the IV Maintenance Options are located on the *IV Menu* option. Non-Standard Schedules is not an option on a menu, but is listed here for informational purposes.

### 5.2.1. Change Report/Label Devices (IV) [PSJI DEVICE]

The *Change Report/Label Devices (IV)* option allows the user to change the print output devices. When the user first signs into the IV module, the current default devices will be shown. This option does not change the default devices that are defined in the LABEL device or REPORT device site parameters, but will queue the report to the selected device.

This would be useful if the user wishes to print a short report to the screen. The new settings will remain unless the user changes them again or exits the system, at which time the settings will revert to the output devices defined in the site parameters.

### 5.2.2. Change to Another IV Room (IV) [PSJI CHANGE]

The *Change to Another IV Room (IV)* option allows the user to change from one IV room to another. This option can be selected from the main IV Medications menu, which allows the user to change IV rooms, without having to leave and re-enter the IV module, while entering orders in different IV rooms. Once the new IV room has been selected, the current IV label and report devices, as defined in the site parameters, are displayed. However, if the IV label and/or report device has not been defined in the site parameters, the user must select the IV label and/or report device for the output.

### 5.2.3. Non-Standard Schedules

When the user uses non-standard schedules (those not included in the ADMINISTRATION SCHEDULE file) during order entry and does not specify administration times, the IV module will not compute the administration times. For example, for Q5H (every 5 hours), the dose will be given every 300 minutes beginning at the start time of the IV order.

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# 6. PIck List Menu

**[PSJU PLMGR]**

All options under the *PIck List Menu* are locked with the PSJU PL key.

**Example: Pick List Menu**

```
Select Unit Dose Medications Option: PIck List Menu

Select PIck List Menu Option: ?

          ENter Units Dispensed
          EXtra Units Dispensed
          Pick List
   RRS    Report Returns
   RPL    Reprint Pick List
          Send Pick List to ATC
          Update Pick List
```

## 6.1. PIck List

**[PSJU PL]**

The *PIck List Menu* option is used to create the *Pick List* report. When selecting this option, the user will encounter several prompts.

- **"**WARD GROUP:" **-** the ward group for which the pick list is to be run. Only pharmacy-type ward groups are selectable.

- "START DATE/TIME:" - the start date and time of the pick list. This is the date and time the nurses will start administering the drugs from this pick list. The user is only prompted for the start date/time on the first pick list run for each ward group. For each pick list run afterwards, the *Pick List* option automatically sets the start date/time as one minute past the stop date/time of the previous pick list.

- "STOP DATE/TIME:" **-** the stop date and time of the pick list. This is the date and time the nurses will stop administering the drugs from this pick list (and start using the next one). The stop date is automatically calculated by the "LENGTH OF PICK LIST (in hours):" parameter located in the *Ward Groups* option under the *SUPervisor's Menu* option.

Each pick list is normally sorted by the following patient information:

- TEAM - The administering team (cart).

- WARD - The wards found under the selected ward group.

- ROOM-BED - The room and bed the patient is currently occupying.

- PATIENT NAME - Patients on the wards in the selected ward group.

And for each patient, the orders are sorted by:

- SCHEDULE TYPE - The schedule type of the patient's orders.

- DRUG NAME - The names of each drug in the patient's orders. If a nurse has verified an order, but it has not been verified by a pharmacist, and no Dispense Drugs have been chosen, the Orderable Item will print. Otherwise, the pick list will print the Dispense Drug.

**Note:** The way the pick list sorts the patient information can be manipulated for each ward. If no data is entered into the INPATIENT WARD PARAMETERS file, the pick list will not sort by TEAM. By editing the corresponding ward parameters, the supervisor can choose not to sort by WARD, to sort by BED-ROOM instead of ROOM-BED, or not to sort by either ROOM or BED.

In addition to the previous sort information, the pick list will show (for each order):

- DOSAGE ORDERED
- MED ROUTE
- SCHEDULE
- ADMIN TIMES (if entered)
- SPECIAL INSTRUCTIONS (if entered)
- START and STOP DATE/TIMES
- UNITS PER DOSE
- UNITS NEEDED
- UNITS DISPENSED

The UNITS NEEDED are calculated by the pick list. Under the "Units Needed" column for an order, the pharmacist will see a number or one of the following codes:

- HD - the order has been placed on hold.
- NV - the order has been verified by a nurse, but not by a pharmacist.
- OE - the order was being edited at the time the pick list was run.
- OI - the order is invalid because of missing or invalid data.
- SM - the order is a SELF MED.
- WS - the drug is a Ward Stock item or a Controlled Substance.

When a patient has orders that have expired or have been discontinued within 24-hours prior to the start date/time, those orders will show either before or after the active orders. This will depend on how the "PRINT NON-ACTIVE ORDERS FIRST" option is set-up in the *Ward Groups* option under the *SUPervisor's Menu*.

For each order that can be dispensed through the ATC, the words ATC will print beside the drug name. Please note that any orders that have fractional units per dose, units needed/dispensed greater than 999, or orders for which units cannot be determined, cannot be sent to the ATC.

The pick list will start a new page for each team, and if sent to a printer, will print "Filled by:" and "Checked by:" lines for signatures after each team.

As with most other Unit Dose reports, the pick list can be queued, but it has an added feature unique to the *Pick List* option. After the pick list has been queued, the "DEVICE:" prompt will be displayed; if an up caret (^) or period (**.**) is entered instead of a device, the pick list will still run and compile its data but will not be printed. This is most useful if the user does not need a printout until after an update has been run. The *RPL Reprint Pick List* option may also be used to print the compiled pick list.

If the start date of the last pick list run for a ward group has not passed, the user can re-run the pick list. After selecting the ward group, the *Pick List* option will automatically ask if the pick list is to be re-run. The user will then be able to enter a new stop date. Re-running a pick list deletes all of the old data and recalculates all of the orders. The user can also update the pick list as long as the start date has not passed.

**Example: Pick List Report**

```
Select PIck List Menu Option:  Pick List

Select WARD GROUP NAME:    TEAM 2 GROUP PHARMACY

The PICK LIST for this WARD GROUP was last run on 02/25/01  21:55
   for 04/16/99  15:01 through 02/21/01  21:55

Start date/time for this pick list: 02/21/01  21:56
Enter STOP date/time for this pick list: FEB 23,2001@21:55// <Enter> FEB 23, 2001@21:55)

Print on DEVICE: 0;80;999999  VIRTUAL

...this may take a while...(you really should QUEUE the pick list)...
```

***----------report follows----------***

**Example: Pick List (continued)**

```
(101)                           PICK LIST REPORT                02/25/01  21:56
Ward group: TEAM 2 GROUP                                                Page: 1
                  For 02/21/01  21:56 through 02/23/01  21:55
Team: GENERAL MED ONE

Room-Bed       Patient                                              Units  Units
         Medication                              ST            U/D Needed  Disp'd
-------------------------------------------------------------------------------

================================ WARD: GEN MED ================================
 A-1         ALASKA,FRED  (8888):

      LORAZEPAM 1MG TAB                          C               2      6   ____
          Give: 2MG ORAL TID
                                                            09-13-17
       Start: 02/20/01  17:00        Stop: 02/22/01  24:00

      ---------------------------------------------------------------------------
      METHYLDOPA 500MG TAB                       C               2      4   ____
          Give: 1000MG ORAL BID
                                                          09-17
       Start: 02/20/01  17:00        Stop: 02/22/01  24:00

      ---------------------------------------------------------------------------
      WARFARIN 2MG TABS                          C               1      1   ____
          Give: 2MG ORAL QPM
                                                            21
       Start: 02/20/01  21:00        Stop: 02/22/01  24:00

================================ WARD: GEN MED ================================
 A-2         CALIFORNIA,JAMES  (1111):

                           No orders found for this patient.
```

```
(101)                           PICK LIST REPORT                02/25/01  21:56
Ward group: TEAM 2 GROUP                                                Page: 2
                  For 02/21/01  21:56 through 02/23/01  21:55
Team: GENERAL MED TWO

Room-Bed       Patient                                              Units  Units
         Medication                              ST            U/D Needed  Disp'd
-------------------------------------------------------------------------------

================================ WARD: ONE EAST ===============================
 B-12         ABC,PATIENT  (9111):

      ALLOPURINOL 100MG S.T.                     C               1      6
          Give: 100MG ORAL Q6H
                                                        02-08-14-20
       Start: 02/22/01  14:00        Stop: 02/24/01  24:00

      ---------------------------------------------------------------------------
      ASPIRIN BUFFERED 325MG TAB                 C               1      1   ____
          Give: 325MG ORAL QD
                                                        1440
       Start: 02/20/01  14:40        Stop: 02/22/01  24:00

      ---------------------------------------------------------------------------
      ASPIRIN BUFFERED 325MG TAB                 C               2      0   ____
          Give: 650MG PO QD
                                                        1440
       Start: 02/26/01  14:40        Stop: 02/25/01  21:24
          TESTING
```

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

**Example: Pick List (continued)**

```
      ---------------------------------------------------------------------------
      ASPIRIN BUFFERED 325MG TAB                C              2     HD   ____
          Give: 650MG ORAL QD
                                                            1440
       Start: 02/26/01  14:40        Stop: 02/28/01  24:00

      ---------------------------------------------------------------------------
      ATROPINE 0.4MG H.T.                       C              1      0
          Give: 0.8MG ORAL QD
                                                            1440
       Start: 02/24/01  14:40        Stop: 02/25/01  21:23

      ---------------------------------------------------------------------------
      BACLOFEN 10MG TABS                        C              1      3
          Give: 10MG ORAL Q12H
                                                        0900-2100
       Start: 02/22/01  21:00        Stop: 02/24/01  24:00

      ---------------------------------------------------------------------------
      FLUPHENAZINE 0.5MG/ML ELIXIR (OZ)         C              1      1   ____
          Give: 1MG/2ML ORAL QD
                                                            1440
       Start: 02/23/01  14:40        Stop: 02/25/01  21:23

      ---------------------------------------------------------------------------
      MULTIVITAMIN TABLETS                      R              1      0   ____
          Give: 1 TABLET IV QD
                                                            1440
       Start: 02/26/01  14:40        Stop: 02/28/01  24:00

================================ WARD: ONE EAST ================================
 B-1         GEORGIA,PAUL  (9555):

                            No orders found for this patient.
      ---------------------------------------------------------------------------

                            FILLED BY: ____________________

                            CHECKED BY:
```

## 6.2. ENter Units Dispensed
### [PSJU PLDP]

The *ENter Units Dispensed* option allows the pharmacist to enter units actually dispensed to the cart for each selected pick list. The pharmacist can even enter the units dispensed for a pick list that has been run, but for which the start time has not yet come.

The user can choose the length of patient profile needed to view. The long profile lists all orders, while the short profile lists only active orders. The user will be asked to select the order on which an action is to be taken.

**Note:** If an update is run after units dispensed are entered, the units dispensed are lost for those orders actually updated.

The user will be prompted, “DO YOU WANT TO SEE PRN MEDS ONLY?”. If the user answers **YES,** only those orders that have PRN as a SCHEDULE TYPE or PRN as part of the schedule will be shown.

This report will print the orders in the sequence that they are printed in the pick list. When using this option, the pharmacist should have a printed copy of the selected pick list, marked with the units dispensed. For each order, the drug name and the number of units needed will be shown. If the units needed show as a code on the printed copy (e.g., **HD** for order placed on hold), they will show as 0 (zero) in this option.

For each order that does not have a WS or ATC or OI code, the pharmacist will be prompted to enter the actual number of units dispensed. There are a variety of ways to facilitate this process, especially if the units dispensed is the same as the units needed:

- If the units dispensed is the same as the units needed, simply press **<Enter>**. The units needed will be accepted as the units dispensed.

- If the pharmacist wants to skip over to the next patient, enter an up caret <^>. If the user wants to skip to a specific patient enter an up caret and the first few letters of the patient’s last name **<^XXXX>**. Enter two up carets <^^> to jump to the next team. Enter three up carets <^^^> to jump to the end of the pick list. Any orders skipped over will use the units needed as the units dispensed when the pick list is filed away.

Once the pharmacist has reached the end of the pick list, the prompt, “ARE YOU FINISHED WITH THIS PICK LIST? YES//” will be displayed. By entering **N** here, the same pick list is displayed again, giving the pharmacist the chance to edit the data just entered. Simply press **<Enter>** at this prompt when finished with the pick list.

Once the pharmacist has finished with a pick list, the prompt, “MAY I FILE THE DATA IN THIS PICK LIST AWAY? NO//” is displayed. Enter **N** (or press **<Enter>**) if the need to enter or edit the data at a later date is desired. Enter **Y** if no more data is to be entered or edited. When a pick list is filed away, the data is placed in the respective patients’ orders and in a file used for printing cost reports. If an order does not have the units dispensed entered, the units needed value is used.

**Example: Enter Units Dispensed Report**

```
Select PIck List Menu Option: ENter Units Dispensed

Select WARD GROUP or PICK LIST: <Enter>  TEAM 2 GROUP PHARMACY

  1  From: 05/12/96  09:01    Through: 05/14/96  09:00
  2  From: 05/14/96  09:01    Through: 05/16/96  09:00
  3  From: 05/16/96  09:01    Through: 05/18/96  09:00
  4  From: 05/18/96  09:01    Through: 05/20/96  09:00
  5  From: 05/20/96  09:01    Through: 08/27/98  06:00
  6  From: 08/27/98  06:01    Through: 08/29/98  06:00
  7  From: 08/29/98  06:01    Through: 08/31/98  06:00
  8  From: 08/31/98  06:01    Through: 04/06/99  11:17
  9  From: 04/06/99  11:18    Through: 04/08/99  11:17
 10  From: 04/08/99  11:18    Through: 04/10/99  11:17
 11  From: 04/10/99  11:18    Through: 04/12/99  11:17
 12  From: 04/12/99  11:18    Through: 04/14/99  11:17
 13  From: 04/14/99  11:18    Through: 04/14/99  15:00
 14  From: 04/14/99  15:01    Through: 04/16/99  15:00
 15  From: 04/16/99  15:01    Through: 02/21/01  21:55
 16  From: 02/21/01  21:56    Through: 02/23/01  21:55

Select 1 - 16: 16

Do you want to see PRN meds only? No//  <Enter>  (No)
```

```
TEAM: GENERAL MED ONE                    WARD: GEN MED

     ROOM-BED: A-1            ALASKA,FRED  (8888)

LORAZEPAM 1MG TAB                          NEEDED: 6    DISPENSED: 2
METHYLDOPA 500MG TAB                       NEEDED: 4    DISPENSED:   4
WARFARIN 2MG TABS                          NEEDED: 1    DISPENSED:   1

     ROOM-BED: A-2            CALIFORNIA,JAMES  (1111)

                    (NO ORDERS)

TEAM: GENERAL MED TWO                    WARD: ONE EAST

     ROOM-BED: B-4            ABC,PATIENT  (5432)

ALLOPURINOL 100MG S.T.                     NEEDED: 6    DISPENSED:   6
ASPIRIN BUFFERED 325MG TAB                 NEEDED: 1    DISPENSED:   1
ASPIRIN BUFFERED 325MG TAB                 NEEDED: 0    DISPENSED:   0
ASPIRIN BUFFERED 325MG TAB                 NEEDED: HD   DISPENSED:   HD
ATROPINE 0.4MG H.T.                        NEEDED: 0    DISPENSED:   0
BACLOFEN 10MG TABS                         NEEDED: 3    DISPENSED:   3
FLUPHENAZINE 0.5MG/ML ELIXIR (OZ)          NEEDED: 1    DISPENSED:   1
MULTIVITAMIN TABLETS                       NEEDED: 0    DISPENSED:   0

     ROOM-BED: B-1            GEORGIA,PAUL  (9555)

                    (NO ORDERS)

ARE YOU FINISHED WITH THIS PICK LIST? Yes//  <Enter>  (Yes)

MAY I FILE THE DATA IN THIS PICK LIST AWAY? No// <Enter>   (No)

Select WARD GROUP or PICK LIST:
```

## 6.3. EXtra Units Dispensed
**[PSJU EUD]**

The *EXtra Units Dispensed* option allows the pharmacist to enter the number of extra units dispensed for an order, and is used when the nurse on the ward has medications that have been destroyed, lost, etc. and replacements are dispensed. Any data entered here is included in the various cost reports.

The user can choose the length of patient profile needed to view. The long profile lists all orders, but the short profile lists only active orders. The user will be asked to select the order on which an action is to be taken.

If the site is using an ATC for the dispensing of Unit Dose medications, the user will be given the opportunity to use the ATC to dispense any extra units entered for medication designated for the ATC. The prompt "DO YOU WANT TO DISPENSE THESE EXTRA UNITS THROUGH THE ATC: NO//" is displayed. The default is **NO**, but the user can enter **Y** or **YES** for the drug to be dispensed through the ATC.

**Note:** Pick lists are filed away when the user exits this option. Please allow approximately two hours for data to be entered before running any cost reports.

**Example: Extra Units Dispensed Report**

```
Select PIck List Menu Option: EXtra Units Dispensed

Select PATIENT:    ABC,PATIENT            123-45-9111  08/18/20    ONE EAST

SHORT, LONG, or NO Profile?  SHORT//  <Enter>  SHORT
```

```
02/25/01  22:00
                              VAMC:  ALBANY (500)
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
 ABC,PATIENT                        Ward: ONE EAST
    PID: 123-45-9111      Room-Bed: B-12             Ht(cm): ______ (________)
    DOB: 08/18/20  (80)                              Wt(kg): ______ (________)
    Sex: MALE                                      Admitted: 05/03/00
     Dx: TESTING
 Allergies:
       ADR:
 - - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - -
   1     ASPIRIN TAB                            C  02/26  02/28  A
           Give: 650MG ORAL QD
   2     MULTIVITAMINS TAB                      R  02/26  02/28  A
           Give: 1 TABLET IV QD

Select ORDERS 1-2: 1
----------------------------------------
ASPIRIN
Give: 650MG ORAL QD

Dispense drug: ASPIRIN BUFFERED 325MG TAB  (U/D: 2)
EXTRA UNITS DISPENSED: 3

Select PATIENT: <Enter>
Select PIck List Menu Option:
```

## 6.4. Report Returns
### [PSJU RET]

The *Report Returns* option allows the pharmacist to enter the number of returned units into the medication order record. Units can be returned when a patient is discharged or when the medication is discontinued, for example. Usually positive numbers are entered, however the system will allow negative numbers to be entered to allow for corrections. Any data entered here is reflected in the various cost reports.

Only active, discontinued, or expired orders are selectable. Once the user selects the patient, the system prompts to choose the length of patient profile needed to view. The profile will list the orders for that patient. The user can then select the order(s) needed to enter returns.

**Example: Reporting Medication Returns**

```
Select PIck List Menu Option: RRS  Report Returns

Select PATIENT:    ABC,PATIENT           123-45-9111  08/18/20    ONE EAST

SHORT, LONG, or NO Profile?  SHORT// <Enter>   SHORT
```

```
                                                          02/25/01  22:02
                            VAMC:  ALBANY (500)
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
 ABC,PATIENT                        Ward: ONE EAST
    PID: 123-45-9111      Room-Bed: B-12            Ht(cm):        (        )
    DOB: 08/18/20  (80)                             Wt(kg):        (        )
    Sex: MALE                                     Admitted: 05/03/00
     Dx: TESTING
 Allergies:
       ADR:
 - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - -
   1     ASPIRIN TAB                            C  02/26  02/28  A
           Give: 650MG ORAL QD
   2     MULTIVITAMINS TAB                      R  02/26  02/28  A
           Give: 1 TABLET IV QD

Select ORDERS 1-2: 1

---------------------------------------
ASPIRIN
Give: 650MG ORAL QD

Dispense drug: ASPIRIN BUFFERED 325MG TAB  (U/D: 2)

RETURNS: 1

Select PATIENT: <Enter>

Select PIck List Menu Option:
```

## 6.5. Reprint Pick List
### [PSJU PLRP]

The *Reprint Pick List* option allows the pharmacist to print or reprint any pick list or pick list update previously run. This option does not recalculate any data; it simply reprints the pick list. If the pick list selected has had an update run for it, the choice of printing the entire pick list or only the last update run will be given. The entire pick list will include any data generated from an update. Any dispensed units that have been entered will also print.

**Example: Reprint Pick List**

```
Select PIck List Menu Option: RPL  Reprint Pick List

Select WARD GROUP or PICK LIST: <Enter> TEAM 2 GROUP PHARMACY

  1  From: 05/12/96  09:01    Through: 05/14/96  09:00
  2  From: 05/14/96  09:01    Through: 05/16/96  09:00
  3  From: 05/16/96  09:01    Through: 05/18/96  09:00
  4  From: 05/18/96  09:01    Through: 05/20/96  09:00
  5  From: 05/20/96  09:01    Through: 08/27/98  06:00
  6  From: 08/27/98  06:01    Through: 08/29/98  06:00
  7  From: 08/29/98  06:01    Through: 08/31/98  06:00
  8  From: 08/31/98  06:01    Through: 04/06/99  11:17
  9  From: 04/06/99  11:18    Through: 04/08/99  11:17
 10  From: 04/08/99  11:18    Through: 04/10/99  11:17
 11  From: 04/10/99  11:18    Through: 04/12/99  11:17
 12  From: 04/12/99  11:18    Through: 04/14/99  11:17
 13  From: 04/14/99  11:18    Through: 04/14/99  15:00
 14  From: 04/14/99  15:01    Through: 04/16/99  15:00
 15  From: 04/16/99  15:01    Through: 02/21/01  21:55
 16  From: 02/21/01  21:56    Through: 02/23/01  21:55

Select 1 - 16: 16
Select PATIENT to start from (optional): ABC,PATIENT  ABC,PATIENT        8-18-20
     ASIAN OR PACIFIC ISLANDER    123459111     YES     MILITARY RETIREE

Select PRINT DEVICE: 0;80;999999


 ...one moment, please...
```

***----------report follows----------***

**Example: Reprint Pick List (continued)**

```
(101)                           PICK LIST REPORT                02/25/01  22:04
Ward group: TEAM 2 GROUP                                              Page: 1
                  For 02/21/01  21:56 through 02/23/01  21:55
Team: GENERAL MED TWO

Room-Bed       Patient                                            Units  Units
         Medication                              ST            U/D Needed  Disp'd
-------------------------------------------------------------------------------

================================ WARD: ONE EAST ================================
B-12         ABC,PATIENT  (9111):

      ALLOPURINOL 100MG S.T.                     C               1      6      6
          Give: 100MG ORAL Q6H
                                                        02-08-14-20
       Start: 02/22/01  14:00        Stop: 02/24/01  24:00

      ---------------------------------------------------------------------------
      ASPIRIN BUFFERED 325MG TAB                 C               1      1      1
          Give: 325MG ORAL QD
                                                             1440
       Start: 02/20/01  14:40        Stop: 02/22/01  24:00

      ---------------------------------------------------------------------------
      ATROPINE 0.4MG H.T.                        C               1      0      0
          Give: 0.8MG ORAL QD
                                                             1440
       Start: 02/24/01  14:40        Stop: 02/25/01  21:23

      ---------------------------------------------------------------------------
      BACLOFEN 10MG TABS                         C               1      3      3
          Give: 10MG ORAL Q12H
                                                          0900-2100
       Start: 02/22/01  21:00        Stop: 02/24/01  24:00

      ---------------------------------------------------------------------------
      FLUPHENAZINE 0.5MG/ML ELIXIR (OZ)          C               1      1      1
          Give: 1MG/2ML ORAL QD
                                                             1440
       Start: 02/23/01  14:40        Stop: 02/25/01  21:23

      ---------------------------------------------------------------------------
      MULTIVITAMIN TABLETS                       R               1      0      0
          Give: 1 TABLET IV QD
                                                             1440
       Start: 02/26/01  14:40        Stop: 02/28/01  24:00

================================ WARD: GEN MED ================================
 B-1         GEORGIA,PAUL  (9555):

                           No orders found for this patient.

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

                           FILLED BY: ____________________

                           CHECKED BY:
```

## 6.6. Send Pick List To ATC
**[PSJU PLATCS]**

The *Send Pick List To ATC* option allows the pharmacist to send pick lists to the ATC, a dispensing machine for Unit Dose medications. Once the option has been entered, the user is asked to select the ward group to activate. Once the ward group is selected, the pick list needed to send to the ATC must be chosen. The pharmacist can only send the pick lists that have not been filed away.

**Note:** Only those medications previously designated as ATC items will be sent to the ATC. The pharmacist can now send the Pick List to the ATC by admin date/time by going into the *SUPervisor's Menu/PARameters Edit Menu/Systems Parameters Edit* option and setting the ATC SORT PARAMETERS to ADMIN TIME or ATC MNEMONIC. Orders with a fractional units per dose, units needed/dispensed over 999, or orders for which units cannot be determined will not be sent to the ATC.

If, for whatever reason, the pick list sent to the ATC does not completely fill, the pharmacist can restart the pick list at the point in which the fill stopped. If a fill has aborted, the pharmacist will need to wait approximately 15 minutes before being able to restart the same pick list.

**Note:** If a site elects to send Pick Lists to the ATC machine by ADMIN TIME, the following change must be made to the ATC machine parameter: At the password screen, enter <**F8>** for system parameter. Next, select the SORT parameter. The choices will be Time or Medication. Select Medication and press <**Enter**>.

## 6.7. Update Pick List
**[PSJU PLUP]**

The *Update Pick List* option allows the pharmacist to update a pick list that has previously been run, but has not yet become active. Updating a pick list adds any new orders and any orders that have been edited since the pick list was first run.

The pharmacist will only be able to select ward groups that have a pick list for which the start date has not passed. The pharmacist can also select the pick list directly, by its number, which prints in the upper left corner of every page of the pick list.

The user will enter **P** to have the entire pick list, including the updated orders, print. Enter **U** to have only the updated orders print. After the updated orders have printed, they are added to the original pick list.

If the pharmacist prints an update only, and has not queued the report, the prompt: "DO YOU NEED A REPRINT OF THIS UPDATE?" will appear. If the answer is **YES**, the report will prompt for a new device.

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# 7. Production Options

All of the Production Options are located on the *IV Menu* option.

## 7.1. Ward List (IV)

**[PSJI WARD**

The *Ward List (IV)* option lists all active orders by patient within a ward. The module will predict how many doses are needed for a time period that is specified.

This option will calculate the number of doses due and when the doses are due for each active IV order. The Ward List must be run before the Manufacturing List, because the Manufacturing List is compiled from the Ward List or the updated Ward List (if updating is necessary). The standard sequence is to run a Ward List, send or take the list to the wards to compare against drugs on hand, update the Ward List from information gained on the ward, and then run the Manufacturing List. If a site chooses not to update the list, the Ward List must still be run.

When the Ward List is printed, the header on the sheet will show the date of ward list, the date and time of printing, types (i.e., admixtures, piggybacks, hyperals, chemos, or syringes), coverage time for each type, and manufacturing time for each type.

The coverage time shown gives the user some important information. For each type that is chosen, the coverage time is listed.

**Note:** PIGGYBACKS covering from FEB 24, 2001 12:00 to FEB 25, 2001 02:59
This Ward List will compile all active piggyback orders for the time frame between 12:00 noon and 02:59 a.m.

The Ward List will determine that a patient, with a Q8H order, will need two doses for this coverage period (i.e., at 13:00 and 21:00).

```
        3         6         9        12        15        18        21        24
. . : . . : . . : .
```

The program will check to see if the Ward List has been run and prompt the user to print or suspend three labels for those three doses.

The Ward List prints by ward and IV room, and within ward by type. It includes the patient name, room-bed, order information, stop date and time of the order, quantity needed, and the provider name.

**Example: Ward List Report**

```
Select IV Menu Option: Ward List (IV)

Run ward list for DATE: TODAY//  (MAR 19, 2001)

     The manufacturing times on file are:
          1  14:00   PIGGYBACKS covering 1600 to 1559.
          2  11:00   ADMIXTURES AND PRIMARIES covering 0700 to 0659.
          3  12:00   HYPERALS covering 1400 to 1359.
          4  14:00   SYRINGE covering 1400 to 1359.
          5  14:00   CHEMOTHERAPY covering 1400 to 1359.

Enter manufacturing time(s): 1,2
```

```
WARD LIST FOR IV ROOM: TST ISC ROOM AT MAR 19,2001      Printed on   : MAR 19,2001 11:32

ADMIXTURES covering from MAR 19,2001 07:00 MAR 20,2001 06:59 Manufacturing time:MAR 19,2001 11:00
PIGGYBACKS covering from MAR 19,2001 12:00 MAR 20,2001 11:59 Manufacturing time:MAR 19,2001 14:00

                                                                  Qty
Patient name        Order                   Stop date           needed    Provider/Initial
-------------------------- Ward: GEN MED ----------------------------------------------------------
B-12         ACETAMINOPHEN 100 MEQ         MAR 26,2001 24:00     20      INPATIENT-MEDS,PROVIDER
ABC,PATIENT  0.9% SODIUM CHLORIDE 100 ML
9111 [65]    100 ml/hr

B-12         MVI 100 ML                    MAR 20,2001 24:00      4      INPATIENT-MEDS,PROVIDER
ABC,PATIENT  0.9% SODIUM CHLORIDE 100 ML
9111 [64]    INFUSE OVER 10 MIN.
             QID (09-13-17-21)
```

## 7.2. Update Daily Ward List (IV)
**[PSJI UP]**

The *Update Daily Ward List (IV)* option allows the pharmacist to edit the doses to be manufactured for a specific patient and order number. It is not necessary to update the Ward List if the number of labels needed does not need to be modified. Using this option, the user can change the number of labels needed, discontinue an order, renew it, or put it on hold. (Of course, any action on the order will be reflected in the Activity Log.) The user can jump to any patient within a ward by using **^[PATIENT NAME]** (^ alone means end this update).

**Note:** An asterisk (*) will appear after the number of labels if the original default value has been edited/changed. The user must enter the appropriate number of labels to let the system know that the user has acknowledged the change in the original default value.

### Example: Update Daily Ward List

```
Select IV Menu Option: UPdate Daily Ward List (IV)

Edit list for: TODAY// <Enter> (MAR 19, 2001)

     The manufacturing times on file are:
          1  14:00   PIGGYBACKS covering 1600 to 1559.
          2  11:00   ADMIXTURES AND PRIMARIES covering 0700 to 0659.
          3  12:00   HYPERALS covering 1400 to 1359.
          4  14:00   SYRINGE covering 1400 to 1359.
          5  14:00   CHEMOTHERAPY covering 1400 to 1359.

Enter manufacturing time(s): 1,2


Enter a WARD, '^OUTPATIENT' or '^ALL': ^ALL
```

```
Patient: ABC,PATIENT (123-45-9111)                  Wt (kg):        (        )
   Ward: ONE EAST                                   Ht (cm):        (        )
 Status: ACTIVE
==============================================================================

*(1) Additives:                                          Type: ADMIXTURE    <DIN>
       ACETAMINOPHEN 100 MEQ
*(2) Solutions:
       0.9% SODIUM CHLORIDE 100 ML
                                                      IV Room: TST ISC ROOM
*(3)  Infusion Rate: 100 ml/hr                *(4)     Start: 03/19/01  11:30
*(5)      Med Route: IV                       *(6)      Stop: 03/26/01  24:00
*(7)       Schedule:                               Last Fill: 03/19/01  12:06
 (8)    Admin Times:                                Quantity: 20
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses: 21
 (10)   Other Print:

 (11)  Remarks :
       Entry By: INPATIENT-MEDS,PHARMACIST        Entry Date: 03/19/01  11:30

# of labels  20//  <Enter>
```

**----------report continues----------**

**Example: Update Daily Ward List (continued)**

```
Patient: ABC,PATIENT (123-45-9111)                  Wt (kg): ______ (________)
   Ward: ONE EAST                                   Ht (cm): ______ (________)
 Status: ACTIVE
==============================================================================

*(1)  Additives:                                        Type: PIGGYBACK
       MVI 100 ML
 (2)  Solutions:
       0.9% SODIUM CHLORIDE 100 ML
                                                     IV Room: TST ISC ROOM
 (3)  Infusion Rate: INFUSE OVER 10 MIN.      *(4)     Start: 03/19/01  11:30
*(5)      Med Route: IVPB                     *(6)      Stop: 03/20/01  24:00
*(7)       Schedule: QID                           Last Fill: 03/19/01  12:06
 (8)    Admin Times: 09-13-17-21                   Quantity: 4
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses: 7
*(10)Orderable Item: MULTIVITAMINS INJ
       Instructions:
 (11)   Other Print:

 (12)  Remarks :
       Entry By: INPATIENT-MEDS,PHARMACIST        Entry Date: 03/19/01  11:30

# of labels  4// 2



Select IV Menu Option:
```

## 7.3. Manufacturing List (IV)

**[PSJI MAN**

The *Manufacturing List (IV)* option produces a listing by additive and strength or solution, of all orders due to be mixed at a scheduled manufacturing time. The option compiles the updated Ward List into a Manufacturing List to organize the IV room workload more efficiently. IVs are separated by additive (for intermittent orders) or solution (for continuous orders) to help increase pharmacist productivity. The total number of admixtures, piggybacks, hyperals, chemotherapy, and syringes for each additive is shown, as well as how many belong to each patient.

The Ward List must be run before the Manufacturing List, because the Manufacturing List is compiled from the Ward List or the updated Ward List (if updating is necessary). The logical sequence is to run a Ward List, send or take the list to the wards to compare against drugs on hand, update the Ward List from information gained on the ward, and then run the Manufacturing List. If a site chooses not to update the Ward List, the Ward List must still be run.

**Note:** If the Manufacturing List is run, the scheduled labels will be printed in the order of the Manufacturing List (grouped by drug). If it is not run, the scheduled labels will be printed in the order of the Ward List.

**Example: Manufacturing List**

```
Select IV Menu Option: MANufacturing List (IV)

Run manufacturing list for DATE: TODAY//  <Enter>  (MAR 19, 2001)

     The manufacturing times on file are:
          1  14:00   PIGGYBACKS covering 1600 to 1559.
          2  11:00   ADMIXTURES AND PRIMARIES covering 0700 to 0659.
          3  12:00   HYPERALS covering 1400 to 1359.
          4  14:00   SYRINGE covering 1400 to 1359.
          5  14:00   CHEMOTHERAPY covering 1400 to 1359.

Enter manufacturing time(s): 1,2
```

```
MANUFACTURING LIST FOR IV ROOM: TST ISC ROOM AT MAR 19,2001
Printed on                    : MAR 19,2001 11:45
ADMIXTURE manufacturing time: MAR 19,2001 11:00

ADMIXTURES covering from MAR 19,2001 07:00 to MAR 20,2001 06:59

          Order                              Totals      Lot #'s
-------------------------------------------------------------------------------

*** ADMIXTURES ***

0.9% SODIUM CHLORIDE 100 ML             Total: 20
                ACETAMINOPHEN 100 MEQ                   Lot#: __________
                in
                0.9% SODIUM CHLORIDE 100 ML             Lot#: __________
  [65]  ABC,PATIENT (9111) (ONE EAST)          20


                                                 _______
                                 Overall Total: 20
```

```
MANUFACTURING LIST FOR IV ROOM: TST ISC ROOM AT MAR 19,2001
Printed on                    : MAR 19,2001 11:45
PIGGYBACK manufacturing time: MAR 19,2001 14:00

PIGGYBACKS covering from MAR 19,2001 12:00 to MAR 20,2001 11:59

         Order                              Totals       Lot #'s
-------------------------------------------------------------------------------

*** PIGGYBACKS ***

MVI 100 ML                              Total: 4
               MVI 100 ML                               Lot#: __________
               in
               0.9% SODIUM CHLORIDE 100 ML              Lot#: __________
  [64]  ABC,PATIENT (9111) (ONE EAST)         4


                                                 _______
                                 Overall Total: 4
```

## 7.4. RETurns and Destroyed Entry (IV) [PSJI RETURNS]

The *RETurns and Destroyed Entry (IV)* option will allow the pharmacist to enter the number of Recycled, Destroyed, and Cancelled IV bags per day in the IV room or satellite.

If a returned IV bag is no longer usable for any reason, it should be recorded as a Destroyed IV bag. If a returned IV bag is reusable, it should be recorded as a Recycled IV bag. If a label for an IV bag is printed but the IV bag is not made, then the IV bag should be recorded as a Cancelled IV bag.

All of the information needed to enter a Recycled, Destroyed, or Cancelled IV into the system is on the label of the IV bag. This information consists of a Bar Code ID, patient name, ward location, and order number. It should be noted that the internal order number of the order is printed on the top left corner of the label in brackets ([ ]) below the unique Bar Code ID. This number can be used to speed up the entry of returned and destroyed bags by skipping the patient profile and proceeding directly to the order view for that order number.

**Example: IV Label**

```
*585V742*

[459] 8983  ONE NORTH  08/25/00
MISSISSIPPI,RANDALL  160-4

Total Volume: 1044
==============================
AMINOSYN 8.5% 500 ML
D 50 W 500 ML
SODIUM 40 MEQ
CHLORIDE 70 MEQ
POTASSIUM 43.33 MEQ
CALCIUM 4.6 MEQ
MAGNESIUM 4 MEQ
SULFATE 4 MEQ
ACETATE 2000 MG
PHOSPHATE 10 MM
MVI CONC 5 ML
==============================

Dose due at: ________
125 ml/hr
2[3]
```

In the example above, the internal number is four hundred fifty-nine (459).

**Example: Entering Returns and Destroyed Medications**

```
Select IV Menu Option:  RETurns and Destroyed Entry (IV)

Select PATIENT:    ABC,PATIENT            123-45-9111  08/18/20    ONE EAST
```

```
Patient Information           Feb 20, 2002@15:58:02          Page:    1 of    1
ABC,PATIENT                      Ward: ONE EAST
   PID: 123-45-9111          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:
 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//  <Enter>  View Profile

SHORT, LONG, or NO Profile?  SHORT//  <Enter>   SHORT
```

**----------report continues----------**

**Example: Entering Returns and Destroyed Medications (continued)**

```
IV Profile                    Feb 20, 2002@15:58:50          Page:    1 of    1
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (81)                              Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 09/10/01
    Dx: TESTING                           Last transferred: ********

#       Additive                    Last fill        Type  Start   Stop    Stat
---------------------------------- A c t i v e ---------------------------------
   1    POTASSIUM CHLORIDE         FEB 20 15:55  #1   A    02/20   02/20  A
           XXXXXXXXXXX 35 MEQ
        in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/
           hr
```

```
          Enter ?? for more actions
PI  Patient Information                 SO  Select Order
PU  Patient Record Update               NO  (New Order Entry)
Select Action: Quit// 1


     ---------------------------------------------------------------------
     Patient: ABC,PATIENT                              Status: ACTIVE

*(1) Additives:              Order number: 445          Type: ADMIXTURE
       POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ
*(2) Solutions:
       DEXTROSE 5% 1/2 NS 1000 ML
                                                     IV Room: TST ISC ROOM
*(3)  Infusion Rate: 80 ml/hr                 *(4)     Start: 02/20/02  15:46
*(5)      Med Route: IV                       *(6)      Stop: 02/20/02  24:00
BCMA ORDER LAST ACTION: 02/20/02 15:50 Infusing*
*(7)       Schedule:                                Last Fill: 02/20/02  15:55
 (8)    Admin Times:                                 Quantity: 1
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses: 1
 (10)   Other Print:

 (11)  Remarks :
       Entry By: INPATIENT-MEDS,PHA               Entry Date: 02/20/02  15:55

Enter RETURN to continue or '^' to exit:
```

**----------report continues----------**

**Example: Entering Returns and Destroyed Medications (continued)**

```
Return IV Labels              Feb 20, 2002@16:06:39          Page:    1 of    0
ABC,PATIENT                       Ward: ONE EAST
   PID: 213-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (81)                              Wt(kg): ______ (________)

        POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ    C  02/20  02/20  A
        in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/hr

------------------------ Labels available for reprint -------------------------
  1. 739V445    POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ
                DEXTROSE 5% 1/2 NS 1000 ML
                80 ml/hr
                2[3]
  2. 739V446    POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ
                DEXTROSE 5% 1/2 NS 1000 ML
                80 ml/hr
                3[3]
  3. 739V447    POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ
                DEXTROSE 5% 1/2 NS 1000 ML
                80 ml/hr
+         Enter ?? for more actions
RC   Recycled            DT   Destroyed           CA   Cancelled
Select Item(s): Next Screen// RC   Recycled

Select from 1 - 3 or <RETURN> to select by BCMA ID: 1
```

```
Return IV Labels              Feb 20, 2002@16:07:46          Page:    1 of    0
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm):        (        )
   DOB: 08/18/20 (81)                              Wt(kg):        (        )

        POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ    C  02/20  02/20  A
        in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/hr

------------------------ Labels available for reprint -------------------------
  1. 739V446    POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ
                DEXTROSE 5% 1/2 NS 1000 ML
                80 ml/hr
                3[3]
  2. 739V447    POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ
                DEXTROSE 5% 1/2 NS 1000 ML
                80 ml/hr
                1[3]



         Enter ?? for more actions
RC   Recycled            DT   Destroyed           CA   Cancelled
Select Item(s): Quit// DT   Destroyed

Select from 1 - 2 or <RETURN> to select by BCMA ID: <Enter>
Enter a BCMA ID: 739V446
```

**----------report continues----------**

**Example: Entering Returns and Destroyed Medications (continued)**

```
Return IV Labels              Feb 20, 2002@16:09:41          Page:    1 of    0
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (81)                              Wt(kg): ______ (________)

        POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ    C  02/20  02/20  A
        in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/hr

------------------------- Labels available for reprint -------------------------
  1. 739V447    POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ
                DEXTROSE 5% 1/2 NS 1000 ML
                80 ml/hr
                1[3]
```

```
          Enter ?? for more actions
RC   Recycled            DT   Destroyed           CA   Cancelled
Select Item(s): Quit// CA   Cancelled

Enter ward or ^OUTPATIENT: ONE EAST //  <Enter>

Select from 1 - 1 or <RETURN> to select by BCMA ID: <Enter>
Enter a BCMA ID: 739V447
```

**Note:** Only labels that have not been marked as Infusing, Given, Stopped, or Completed in BCMA may be Recycled, Cancelled, or Destroyed. Reprinted labels may be Recycled, Cancelled, or Destroyed.

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# 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 PU]

The *PAtient Profile (Unit Dose)* 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, to any device. 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 user may print patient profiles for a ward group, ward, or by patient.

**Example: Patient Profile**

```
Select Unit Dose Medications Option: PAtient Profile (Unit Dose

Select by WARD GROUP (G), WARD (W), or PATIENT (P): P  Patient

Select PATIENT: ABC,PATIENT         123-45-9111   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
                         WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEM
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
 ABC,PATIENT                        Ward: 1 EAST
    PID: 123-45-9111      Room-Bed: B-12            Ht(cm): ______ (________)
    DOB: 08/18/20  (80)                             Wt(kg): ______ (________)
    Sex: MALE                                     Admitted: 05/03/00
     Dx: TESTING
 Allergies:
       ADR:
 - - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - -
   1  -> AMPICILLIN CAP INJ                     C  09/07  09/21  A   NF
           Give: 250MG PO QID
   2  -> HYDROCORTISONE CREAM,TOP               C  09/07  09/21  A   NF
           Give: 1% TOP QD
   3  -> PROPRANOLOL 10MG U/D                   C  09/07  09/21  A   NF
           Give:  PO QD

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

----------*report continues*----------

**Example: Patient Profile (continued)**

```
     ----------------------------------------------------------------------
Patient: ABC,PATIENT                            Status: ACTIVE
Orderable Item: AMPICILLIN CAP INJ
  Instructions:
Dosage Ordered: 250MG
                                                 Start: 09/07/00  15:00
     Med Route: ORAL (PO)                         Stop: 09/21/00  24:00
 Schedule Type: CONTINUOUS                    Self Med: NO
      Schedule: QID
   Admin Times: 01-09-15-20
      Provider: INPATIENT-MEDS,PROVIDER
                                                 Units   Units   Inactive
 Dispense Drugs                             U/D  Disp'd  Ret'd   Date
-------------------------------------------------------------------------------
 AMPICILLIN 500MG CAP                       1    0       0

ORDER NOT VERIFIED
Entry By: INPATIENT-MEDS,PROVIDER                   Entry Date: 09/07/00  13:37
```

## 8.1.2. Reports Menu
## [PSJU REPORTS]

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

**Example: Reports Menu**

```
Select Unit Dose Medications Option: 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)
```

### 8.1.2.1. 24 Hour MAR
### [PSJU 24H MAR]

The *24 Hour MAR* option creates a report that can be used to track the administration of a patient's medications over a 24-hour period. The 24 Hour MAR report includes:

- Date/time range covered by the MAR using a four-digit year format
- Institution Name
- Patient demographic data
- Time line
- Information about each order

The order information consists of:

- Order date
- Start date
- Stop date
- Schedule type (a letter code next to the administration times)
- Administration times (will be blank if an IV order does not have a schedule)
- Drug name
- Strength (if different from that indicated in drug name)
- Medication route abbreviation
- Schedule
- Verifying pharmacist's and nurse's initials

The MAR is printed by ward group (**G**), by ward (**W**), or by patient (**P**). If the user chooses to print by patient, the opportunity to select more than one patient will be given. The system will keep prompting, "Select another PATIENT:". If an up caret (^) is entered, the user will return to the report menu. When all patients are entered, press **<Enter>** at this prompt to continue.

**Note:** If the user chooses to select by ward, 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 MAR may be sorted by administration time, patient name, or room-bed.

There are six medication choices. The user may select multiple choices of medications to be printed on the 24 Hour MAR. 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 MAR is separated into two sheets. The first sheet is for continuous medications and the second sheet is for one-time and PRN medications. When the 24 Hour MAR with orders is run, both sheets will print for each patient, even though the patient might only have one type of order. The user can also print blank MARs and designate which sheets to print. The user can print continuous medication sheets only, PRN sheets only, or both. The blank MARs contain patient demographics, but no order data. Order information can be added manually or with labels.

Each sheet of the 24 Hour MAR consists of three parts:

1. The top part of each sheet contains the patient demographics.

2. The main body of the MAR contains the order information and an area to record the medication administration.

a. The order information prints on the left side of the main body, and is printed in the same format as on labels. Labels can be used to add new orders to this area of the MAR (Labels should never be placed over order information already on the MAR). Renewal dates can be recorded on the top line of each order.

b. The right side of the main body is where the actual administration is to be recorded. It is marked in one-hour increments for simplicity.

3. The bottom of the form allows space for signatures/titles, initials for injections, allergies, injection sites, omitted doses, reason for omitted doses, and initials for omitted doses.

At the "Enter START DATE/TIME for 24 Hour MAR:" prompt, indicate the date and the time of day, in military time, the 24 Hour MAR is to start, including leading and trailing zeros. The time that is entered into this field will print on the 24 Hour MAR as the earliest time on the time line. If the time is not entered at this prompt, the time will default to the time specified in the ward parameter, "START TIME OF DAY FOR 24 HOUR MAR:". If the ward parameter is blank, then the time will default to 0:01 a.m. system time.

Please keep in mind that the MAR is designed to print on stock 8 ½" by 11" paper at 16 pitch (6 lines per inch).

**Note:** It is strongly recommended that this report be queued to print at a later time.

**Example: 24 Hour MAR Report**

```
Select Reports Menu Option: 24  24 Hour MAR
Select the MAR forms: 3// ?

     Select one of the following:

          1         Print Blank MARs only
          2         Print Non-Blank MARs only
          3         Print both Blank and Non-Blank MARs

Select the MAR forms: 3// <Enter>  Print both Blank and Non-Blank MARs

Enter START DATE/TIME for 24 hour MAR: 090700@1200  (SEP 07, 2000@12:00)

Select by WARD GROUP (G), WARD (W), or PATIENT (P): PATIENT

Select PATIENT:    ABC,PATIENT       123-45-9111   08/18/20   1 EAST

Select another PATIENT: <Enter>
Enter medication type(s): 2,3,6// ?

1.  All medications
2.  Non-IV medications only
3.  IVPB (Includes IV syringe orders with a med route of IV or IVPB.
          All other IV syringe orders are included with non-IV medications).
4.  LVPs
5.  TPNs
6.  Chemotherapy medications (IV)

A combination of choices can be entered here except for option 1.
e.g.  Enter 1 or 2-4,5 or 2.

Enter medication type(s): 2,3,6// 1
Select PRINT DEVICE: 0;132  NT/Cache virtual TELNET terminal
```

----------*report follows*----------

**Example: 24 Hour MAR Report (continued)**

```
CONTINUOUS SHEET                          24 HOUR MAR          09/07/2000  12:00  through  09/08/2000  11:59
 WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEM                                        Printed on   09/20/2000  16:15
     Name:  ABC,PATIENT                              Weight (kg): ______ (________)           Ward: 1 EAST
      PID:  123-45-9111  DOB: 08/18/1920  (80)      Height (cm): ______ (________)       Room-Bed: B-12
      Sex:  MALE          Dx: TESTING                                                Admitted: 05/03/2000  13:29
Allergies:      ADR:
                           Admin
Order  Start    Stop       Times     12 13 14 15 16 17 18 19 20 21 22 23 24 01 02 03 04 05 06 07 08 09 10 11
-------------------------------------------------------------------------------------------------------------
      |        |

      -------------------------------------------------------------------------------------------------------
      |        |

      -------------------------------------------------------------------------------------------------------
      |        |

      -------------------------------------------------------------------------------------------------------
      |        |

      -------------------------------------------------------------------------------------------------------
      |        |

      -------------------------------------------------------------------------------------------------------
      |        |

-------------------------------------------------------------------------------------------------------------
|  SIGNATURE/TITLE         | INIT |  ALLERGIES   | INJECTION SITES   |  MED/DOSE OMITTED  |   REASON   | INIT |
|--------------------------|------|--------------| ------------------|--------------------|------------|------|
|--------------------------|------|--------------| Indicate RIGHT (R)|--------------------|------------|------|
|--------------------------|------|--------------| or LEFT (L)       |--------------------|------------|------|
|--------------------------|------|--------------| 1. DELTOID        |--------------------|------------|------|
|--------------------------|------|--------------| 2. ABDOMEN        |--------------------|------------|------|
|--------------------------|------|--------------| 3. ILIAC CREST    |--------------------|------------|------|
|--------------------------|------|--------------| 4. GLUTEAL        |--------------------|------------|------|
|--------------------------|------|--------------| 5. THIGH          |--------------------|------------|------|
|--------------------------|------|--------------|PRN:E=Effective    |--------------------|------------|------|
|--------------------------|------|--------------|    N=Not Effective|--------------------|------------|------|
-------------------------------------------------------------------------------------------------------------
   ABC,PATIENT                 123-45-9111  Room-Bed: B-12                                   VA FORM 10-2970
```

----------*report continues*----------

**Example: 24 Hour MAR Report (continued)**

```
ONE-TIME/PRN SHEET                          24 HOUR MAR          09/07/2000  12:00  through  09/08/2000  11:59
 WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEM                                        Printed on   09/20/2000  16:15
     Name:  ABC,PATIENT                              Weight (kg): ______ (________)           Ward: 1 EAST
     PID:  123-45-9111  DOB: 08/18/1920  (80)        Height (cm): ______ (________)       Room-Bed: B-12
     Sex:  MALE          Dx: TESTING                                                 Admitted: 05/03/2000  13:29
Allergies:      ADR:
                                 Admin
Order  Start     Stop            Times     12 13 14 15 16 17 18 19 20 21 22 23 24 01 02 03 04 05 06 07 08 09 10 11
-------------------------------------------------------------------------------------------------------------------
       |         |
       ------------------------------------------------------------------------------------------------------------
       |         |
       ------------------------------------------------------------------------------------------------------------
       |         |
       ------------------------------------------------------------------------------------------------------------
       |         |
       ------------------------------------------------------------------------------------------------------------
       |         |
       ------------------------------------------------------------------------------------------------------------
       |         |
-------------------------------------------------------------------------------------------------------------------
|   SIGNATURE/TITLE        | INIT |  ALLERGIES   |  INJECTION SITES   |  MED/DOSE OMITTED  |   REASON   | INIT |
|--------------------------|------|--------------|--------------------|--------------------|------------|------|
|--------------------------|------|--------------| Indicate RIGHT (R) |--------------------|------------|------|
|--------------------------|------|--------------| or LEFT (L)        |--------------------|------------|------|
|--------------------------|------|--------------| 1. DELTOID         |--------------------|------------|------|
|--------------------------|------|--------------| 2. ABDOMEN         |--------------------|------------|------|
|--------------------------|------|--------------| 3. ILIAC CREST     |--------------------|------------|------|
|--------------------------|------|--------------| 4. GLUTEAL         |--------------------|------------|------|
|--------------------------|------|--------------| 5. THIGH           |--------------------|------------|------|
|--------------------------|------|--------------|PRN: E=Effective    |--------------------|------------|------|
|--------------------------|------|--------------|     N=Not Effective|--------------------|------------|------|
-------------------------------------------------------------------------------------------------------------------
   ABC,PATIENT                 123-45-9111  Room-Bed: B-12                                    VA FORM 10-5568d
```

----------*report continues*----------

## Example: 24 Hour MAR Report (continued)

```
CONTINUOUS SHEET                                   24 HOUR MAR                    09/07/2000  12:00  through  09/08/2000  11:59
 WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEM                                        Printed on   09/20/2000  16:15
     Name:  ABC,PATIENT                                   Weight (kg): ______ (________)              Ward: 1 EAST
     PID:  123-45-9111  DOB: 08/18/1920  (80)             Height (cm): ______ (________)          Room-Bed: B-12
     Sex:  MALE          Dx: TESTING                                                            Admitted: 05/03/2000  13:29
Allergies:      ADR:
                                                 Admin
Order   Start   Stop                             Times  12 13 14 15 16 17 18 19 20 21 22 23 24 01 02 03 04 05 06 07 08 09 10 11
-------------------------------------------------------------------------------------------------------------------------------
      |           |                              |01    |
09/07 |09/07 15:00|09/21/00 24:00(A9111)         |09    |
AMPICILLIN CAP INJ                             C|15    |         15             20             01                     09
Give: 250MG PO QID                               |20    |
                                                 |      |
                        RPH: PI   RN: _____|      |
       -----------------------------------------------------------------------------------------------------------------------
      |           |                              |01    |
09/07 |09/07 15:00 |09/14/00 16:54(A9111)        |09    |
AMPICILLIN 1 GM                                C|15    |         15             20             01                     09
in  0.9% NACL 100 ML                             |20    |
IVPB QID                                         |      |
See next label for continuation                  |      |
       -----------------------------------------------------------------------------------------------------------------------
THIS IS AN INPATIENT IV EXAMPLE                  |      |
                                                 |      |
                                                 |      |
                                                 |      |
                                                 |      |
                        RPH: PI  RN: _____ |      |
       -----------------------------------------------------------------------------------------------------------------------
      |           |                              |      |
09/07 |09/07 17:00 |09/07/00 12:00(A9111)        |      |
HYDROCORTISONE CREAM,TOP                       C|17    |
Give: 1% TOP QD                                  |      |
                                                 |      |
                        RPH: PI   RN: _____|      |
       -----------------------------------------------------------------------------------------------------------------------
      |           |                              |      |
09/07 |09/07 17:00 |09/07/00 12:34(A9111)        |      |
HYDROCORTISONE CREAM,TOP                       C|17    |
Give: 1% 0 QD                                    |      |
                                                 |      |
                        RPH: MLV  RN:      |      |
       -----------------------------------------------------------------------------------------------------------------------
      |           |                              |      |
09/07 |09/07 17:00 |09/07/00 12:50(A9111)        |      |
HYDROCORTISONE CREAM,TOP                       C|17    |
Give: 1% TOP QD                                  |      |
THIS IS AN INPATIENT IV EXAMPLE                  |      |
                        RPH: MLV  RN: _____|      |
-------------------------------------------------------------------------------------------------------------------------------
|   SIGNATURE/TITLE            | INIT |  ALLERGIES    |  INJECTION SITES    |    MED/DOSE OMITTED    |     REASON     | INIT |
|------------------------------|------|---------------|---------------------|------------------------|----------------|------|
|------------------------------|------|---------------| Indicate RIGHT (R) |------------------------|----------------|------|
|------------------------------|------|---------------| or LEFT (L)         |------------------------|----------------|------|
|------------------------------|------|---------------| 1. DELTOID          |------------------------|----------------|------|
|------------------------------|------|---------------| 2. ABDOMEN          |------------------------|----------------|------|
|------------------------------|------|---------------| 3. ILIAC CREST      |------------------------|----------------|------|
|------------------------------|------|---------------| 4. GLUTEAL          |------------------------|----------------|------|
|------------------------------|------|---------------| 5. THIGH            |------------------------|----------------|------|
|------------------------------|------|---------------|PRN: E=Effective     |------------------------|----------------|------|
|------------------------------|------|---------------|     N=Not Effective|------------------------|----------------|------|
-------------------------------------------------------------------------------------------------------------------------------
   ABC,PATIENT                      123-45-9111  Room-Bed: B-12                          PAGE: 1         VA FORM 10-2970
```

----------*report continues*----------

**Example: 24 Hour MAR Report (continued)**

```
ONE-TIME/PRN SHEET                          24 HOUR MAR          09/07/2000  12:00  through  09/08/2000  11:59
 WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEM                                  Printed on   09/20/2000  16:15
     Name:  ABC,PATIENT                          Weight (kg): ______ (________)           Ward: 1 EAST
     PID:  123-45-9111  DOB: 08/18/1920  (80)    Height (cm): ______ (________)       Room-Bed: B-12
     Sex:  MALE          Dx: TESTING                                                Admitted: 05/03/2000  13:29
Allergies:      ADR:
                                Admin
Order  Start    Stop            Times     12 13 14 15 16 17 18 19 20 21 22 23 24 01 02 03 04 05 06 07 08 09 10 11
-------------------------------------------------------------------------------------------------------------------
       |       |

       -------------------------------------------------------------------------------------------------------------
       |       |

       -------------------------------------------------------------------------------------------------------------
       |       |

       -------------------------------------------------------------------------------------------------------------
       |       |

       -------------------------------------------------------------------------------------------------------------
       |       |

       -------------------------------------------------------------------------------------------------------------
       |       |

-------------------------------------------------------------------------------------------------------------------
|   SIGNATURE/TITLE        | INIT |  ALLERGIES  |  INJECTION SITES   |  MED/DOSE OMITTED  |   REASON   | INIT |
|--------------------------|------|-------------|--------------------|--------------------|------------|------|
|--------------------------|------|-------------| Indicate RIGHT (R) |--------------------|------------|------|
|--------------------------|------|-------------| or LEFT (L)        |--------------------|------------|------|
|--------------------------|------|-------------| 1. DELTOID         |--------------------|------------|------|
|--------------------------|------|-------------| 2. ABDOMEN         |--------------------|------------|------|
|--------------------------|------|-------------| 3. ILIAC CREST     |--------------------|------------|------|
|--------------------------|------|-------------| 4. GLUTEAL         |--------------------|------------|------|
|--------------------------|------|-------------| 5. THIGH           |--------------------|------------|------|
|--------------------------|------|-------------|PRN: E=Effective    |--------------------|------------|------|
|--------------------------|------|-------------|     N=Not Effective|--------------------|------------|------|
-------------------------------------------------------------------------------------------------------------------
   ABC,PATIENT                 123-45-9111  Room-Bed: B-12                  LAST PAGE: 2    VA FORM 10-5568d
```

### 8.1.2.2. 7 Day MAR
**[PSJU 7D MAR]**

The *7 Day MAR* option creates a report form that can be used to track the administration of patients' medications.

The 7 Day MAR report includes:

- Date/time range covered by the MAR using a four-digit year format
- Institution Name
- Patient demographic data
- Time line
- Information about each order

The order information consists of:

- Order date
- Start date
- Stop date
- Schedule type (a letter code next to the administration times)
- Administration times (will be blank if an IV order does not have a schedule)
- Drug name
- Strength (if different from that indicated in drug name)
- Medication route abbreviation
- Schedule
- Verifying pharmacist's and nurse's initials

The MAR is printed by ward group (**G**), by ward (**W**), or by patient (**P**). If the user chooses to print by patient, the opportunity to select more than one patient will be given. The system will keep prompting, "Select another PATIENT:". If an up caret (^) is entered, the user will return to the report menu. When all patients are entered, press <**Enter**> at this prompt to continue.

**Note:** If the user chooses to select by ward, 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 MAR may be sorted by administration time, patient name, or room-bed.

There are six medication choices. The user may select multiple choices of medications to be printed on the 7 Day MAR. 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 *7 Day MAR* option also allows the user to choose whether to print one of the two sheets, continuous, PRN, or both. The MAR is separated into two sheets. The first sheet is for continuous medications and the second sheet is for one-time and PRN medications. When the 7 Day MAR with orders is run, both sheets will print for each patient, even though the patient might only have one type of order. The user can also print blank MARs and designate which sheets to print. The user can print continuous medication sheets only, PRN sheets only, or both. The blank MARs contain patient demographics, but no order data. Order information can be added manually or with labels.

Each sheet of the 7 Day MAR consists of three parts:

1. The top part of each sheet contains the patient demographics.
2. The main body of the MAR contains the order information and an area to record the medication administration.
   a. The order information prints on the left side of the main body, printed in the same format as on labels. Labels can be used to add new orders to this area of the MAR (Labels should never be placed over order information already on the MAR). Renewal dates can be recorded on the top line of each order.
   b. The right side of the main body is where the actual administration is to be recorded. On the continuous medication sheet, the right side will be divided into seven columns, one for each day of the range of the MAR. Asterisks will print at the bottom of the columns corresponding to the days on which the medication is not to be given (e.g., Orders with a schedule of Q3D would only be given every three days, so asterisks would appear on days the medication should not be given).
3. The bottom of the form is designed to duplicate the bottom of the current CMR (VA FORM 10-2970), the back of the current PRN and ONE TIME MED RECORD CMR (VA FORM 10-5568d). The MAR is provided to record other information about the patient and his or her medication(s). It is similar to the bottom of the 24 Hour MAR, but lists more injection sites and does not allow space to list allergies.

   For IV orders that have no schedule, ******* will print on the bottom of the column corresponding to the day the order is to expire. On the continuous medication sheet only, there might be additional information about each order under the column marked notes. On the first line, SM will print if the order has been marked as a self-med order. The letters HSM will print if the order is marked as a hospital supplied self-med. On the second line, WS will print if the order is found to be a ward stock item, CS will print if the item is a Controlled Substance and/or NF will print if the order is a non-formulary. If the order is printed in more than one block, the RPH and RN initial line will print on the last block.

The answer to the prompt, "Enter START DATE/TIME for 7 Day MAR:" determines the date range covered by the 7 Day MAR. The stop date is automatically calculated. Entry of time is not required, but if a time is entered with the date, only those orders that expire after the date and time selected will print. If no time is entered, all orders that expire on or after the date selected will print.

Please keep in mind that the MAR is designed to print on stock 8 ½" by 11" paper at 16 pitch (6 lines per inch).

**Note:** It is strongly recommended that this report be queued to print at a later time.

**Example: 7 Day MAR Report**

```
Select Reports Menu Option: 7  7 Day MAR
Select the MAR forms: 3// <Enter>  Print both Blank and Non-Blank MARs

Select TYPE OF SHEETS TO PRINT: BOTH// <Enter>

Enter START DATE/TIME for 7 day MAR: 090700@1200  (SEP 07, 2000@12:00:00)

Select by WARD GROUP (G), WARD (W), or PATIENT (P): PATIENT

Select PATIENT:    ABC,PATIENT       123-45-9111   08/18/20   1 EAST
Select another PATIENT: <Enter>
Enter medication type(s): 2,3,6// 1

Select PRINT DEVICE: 0;132  NT/Cache virtual TELNET terminal
```

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

**Example: 7 Day MAR Report (continued)**

```
CONTINUOUS SHEET                          7 DAY MAR                          09/07/2000  through  09/13/2000
 WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEMS                                  Printed on  09/20/2000  16:14
      Name:  ABC,PATIENT                        Weight (kg): ______ (________)           Ward: 1 EAST
      PID:  123-45-9111  DOB: 08/18/1920  (80)   Height (cm): ______ (________)       Room-Bed: B-12
      Sex:  MALE          Dx: TESTING                                              Admitted: 05/03/2000  13:29
Allergies:      ADR:
                                 Admin
Order   Start     Stop       Times    09/07    09/08    09/09    09/10    09/11    09/12    09/13      notes
-------------------------------------------------------------------------------------------------------------------
      |         |                   |________|________|________|________|________|________|________|
                                    |________|________|________|________|________|________|________|
                                    |________|________|________|________|________|________|________|
                                    |________|________|________|________|________|________|________|
                                    |________|________|________|________|________|________|________|
-------------------------------------------------------------------------------------------------------------------
      |         |                   |________|________|________|________|________|________|________|
                                    |________|________|________|________|________|________|________|
                                    |________|________|________|________|________|________|________|
                                    |________|________|________|________|________|________|________|
                                    |________|________|________|________|________|________|________|
-------------------------------------------------------------------------------------------------------------------
      |         |                   |________|________|________|________|________|________|________|
                                    |________|________|________|________|________|________|________|
                                    |________|________|________|________|________|________|________|
                                    |________|________|________|________|________|________|________|
                                    |________|________|________|________|________|________|________|
-------------------------------------------------------------------------------------------------------------------
      |         |                   |________|________|________|________|________|________|________|
                                    |________|________|________|________|________|________|________|
                                    |________|________|________|________|________|________|________|
                                    |________|________|________|________|________|________|________|
                                    |________|________|________|________|________|________|________|
-------------------------------------------------------------------------------------------------------------------
|  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 |--------------------|------------|------|
-------------------------------------------------------------------------------------------------------------------
   ABC,PATIENT                    123-45-9111  Room-Bed: B-12                                   VA FORM 10-2970
```

----------*report continues*----------

**Example: 7 Day MAR Report (continued)**

```
 ONE-TIME/PRN SHEET                          7 DAY MAR                        09/07/2000  through  09/13/2000
     WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEMS                               Printed on  09/20/2000  16:14
      Name:  ABC,PATIENT                      Weight (kg): ______ (________)           Ward: 1 EAST
      PID:  123-45-9111  DOB: 08/18/1920  (80)   Height (cm): ______ (________)       Room-Bed: B-12
      Sex:  MALE          Dx: TESTING                                              Admitted: 05/03/2000  13:29
Allergies:      ADR:

Order   Start      Stop                                          Order   Start       Stop
-------------------------------------------------------------------------------------------------------------
      |          |                        |                  |       |           |
                                          |                  |
                                          |                  |
                                          |                  |
                                          |                  |
                                          |                  |
-------------------------------------------------------------------------------------------------------------
      |          |                        |                  |       |           |
                                          |                  |
                                          |                  |
                                          |                  |
                                          |                  |
                                          |                  |
-------------------------------------------------------------------------------------------------------------
|  DATE  |  TIME  |  MEDICATION/DOSE/ROUTE     | INIT |      REASON       |     RESULTS       |  TIME  | INIT |
|--------|--------|----------------------------|------|-------------------|-------------------|--------|------|
```

## Example: 7 Day MAR Report (continued)

```
 CONTINUOUS SHEET                                  7 DAY MAR                                    09/07/2000  through  09/13/2000
     WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEMS                                                 Printed on  09/20/2000  16:14
     Name:  ABC,PATIENT                                  Weight (kg): ______ (________)                   Ward: 1 EAST
     PID:  123-45-9111  DOB: 08/18/1920  (80)            Height (cm): ______ (________)                Room-Bed: B-12
     Sex:  MALE          Dx: TESTING                                                                 Admitted: 05/03/2000  13:29
Allergies:      ADR:
                                                 Admin
 Order   Start       Stop                        Times    09/07     09/08     09/09     09/10     09/11     09/12     09/13     notes
-------------------------------------------------------------------------------------------------------------------------------------
      |           |                              |01     |*********|_________|_________|_________|_________|________|_________|
09/07 |09/07 15:00 |09/21/00 24:00(A9111)        |09     |*********|_________|_________|_________|_________|________|_________|
AMPICILLIN CAP INJ                             C|15     |_________|_________|_________|_________|_________|________|_________|
Give: 250MG PO QID                              |20     |_________|_________|_________|_________|_________|________|_________|
                                                |       |         |         |         |         |         |        |         |
                          RPH: PI   RN: _____|       |         |         |         |         |         |        |         |
      ---------------------------------------------------------------------------------------------------------------------------
      |           |                              |01     |*********|_________|_________|_________|_________|________|_________|
09/07 |09/07 15:00 |09/14/00 16:54(A9111)        |09     |*********|_________|_________|_________|_________|________|_________|
AMPICILLIN 1 GM                                C|15     |_________|_________|_________|_________|_________|________|_________|
in  0.9% NACL 100 ML                            |20     |_________|_________|_________|_________|_________|________|_________|
IVPB QID                                        |       |_________|_________|_________|_________|_________|________|_________|
See next label for continuation                 |       |         |         |         |         |         |        |         |
      ---------------------------------------------------------------------------------------------------------------------------
THIS IS AN INPATIENT IV EXAMPLE                 |       |_________|_________|_________|_________|_________|________|_________|
                                                |       |_________|_________|_________|_________|_________|________|_________|
                                                |       |_________|_________|_________|_________|_________|________|_________|
                                                |       |_________|_________|_________|_________|_________|________|_________|
                                                |       |_________|_________|_________|_________|_________|________|_________|
                          RPH: PI  RN: _____|       |         |         |         |         |         |        |         |
      ---------------------------------------------------------------------------------------------------------------------------
      |           |                              |       |_________|_________|_________|_________|_________|________|_________|
09/07 |09/07 17:00 |09/07/00 12:34(A9111)        |       |_________|_________|_________|_________|_________|________|_________|
HYDROCORTISONE CREAM,TOP                       C|17     |*********|*********|*********|*********|*********|********|********|
Give: 1% 0 QD                                   |       |_________|_________|_________|_________|_________|________|_________|
                                                |       |_________|_________|_________|_________|_________|________|_________|
                          RPH: MLV  RN: _____|       |         |         |         |         |         |        |         |
      ---------------------------------------------------------------------------------------------------------------------------
      |           |                              |       |_________|_________|_________|_________|_________|________|_________|
09/07 |09/07 17:00 |09/07/00 12:50(A9111)        |       |         |         |         |         |         |        |         |
HYDROCORTISONE CREAM,TOP                       C|17     |*********|*********|*********|*********|*********|********|********|
Give: 1% TOP QD                                 |       |_________|_________|_________|_________|_________|________|_________|
THIS IS AN INPATIENT IV EXAMPLE                 |       |_________|_________|_________|_________|_________|________|_________|
                          RPH: MLV  RN: _____|       |         |         |         |         |         |        |         |
      ---------------------------------------------------------------------------------------------------------------------------
      |           |                              |       |_________|_________|_________|_________|_________|________|_________|
09/07 |09/07 17:00 |09/07/00 12:50(A9111)        |       |_________|_________|_________|_________|_________|________|_________|
HYDROCORTISONE CREAM,TOP                       C|17     |*********|*********|*********|*********|*********|********|********|
Give: 1% TOP QD                                 |       |_________|_________|_________|_________|_________|________|_________|
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 |------------------------|-----------------|---------|
-------------------------------------------------------------------------------------------------------------------------------------
   ABC,PATIENT                        123-45-9111  Room-Bed: B-12                    LAST PAGE: 1               VA FORM 10-2970
```

### 8.1.2.3. 14 Day MAR
**[PSJU 14D MAR]**

The *14 Day MAR* option is a report form that can be used to track the administration of patients' medications.

The 14 Day MAR includes:

- Date/time range covered by the MAR using a four-digit year format
- Institution Name
- Patient demographic data
- Time line
- Information about each order

The order information consists of:

- Order date
- Start date
- Stop date
- Schedule type (a letter code next to the administration times)
- Administration times (will be blank if an IV order does not have a schedule)
- Drug name
- Strength (if different from that indicated in drug name)
- Medication route abbreviation
- Schedule
- Verifying pharmacist's and nurse's initials

The MAR is printed by ward group (**G**), by ward (**W**), or by patient (**P**). If the user chooses to print by patient, the opportunity to select more than one patient will be given. The system will keep prompting, "Select another PATIENT:". If an up caret (^) is entered, the user will return to the report menu. When all patients are entered, press **<Enter>** at this prompt to continue.

**Note:** If the user chooses to select by ward, 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 MAR may be sorted by administration time, patient name or room-bed.

There are six medication choices. The user may select multiple choices of medications to be printed on the 14 Day MAR. 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 *14 Day MAR* option allows the user to choose whether to print continuous, PRN, or both. The MAR is separated into two sheets. The first sheet is for continuous medications and the second sheet is for one-time and PRN medications. When the 14 Day MAR with orders is run, both sheets will print for each patient, even though the patient might only have one type of order. The user can also print blank MARs and designate which sheets to print. The user can print continuous medication sheets only, PRN sheets only, or both. The blank MARs contain patient demographics, but no order data. Order information can be added manually or with labels.

Each sheet of the MAR consists of three parts:

1. The top part of each sheet contains the patient demographics.
2. The main body of the MAR contains the order information and an area to record the medication administration.
    a. The order information prints on the left side of the main body, printed in the same format as on labels. Labels can be used to add new orders to this area of the MAR (Labels should <u>never</u> be placed over order information already on the MAR). Renewal dates can be recorded on the top line of each order.
    b. The right side of the main body is where the actual administration is to be recorded. On the continuous medication sheet, the right side will be divided into 14 columns, one for each day of the range of the MAR. Asterisks will print at the bottom of the columns corresponding to the days on which the medication is not to be given (e.g., Orders with a schedule of Q3D would only be given every three days, so asterisks would appear on two days out of three).
3. The bottom of the MAR is provided to record other information about the patient and his or her medication(s). It is similar to the bottom of the 24-hour MAR, but lists more injection sites.

    For IV orders that have no schedule, **** will print on the bottom of the column corresponding to the day the order is to expire. On the continuous medication sheet only, there might be additional information about each order under the column marked notes. On the first line, SM will print if the order has been marked as a self-med order. The letters HSM will print if the order is marked as a hospital supplied self-med. On the second line, WS will print if the order is found to be a ward stock item, CS will print if the item is a Controlled Substance and/or NF will print if the order is a non-formulary. If the order is printed in more than one block, the RPH and RN initial line will print on the last block.

The answer to the prompt, "Enter START DATE/TIME for 14 Day MAR:" determines the date range covered by the 14 Day MAR. The stop date is automatically calculated. Entry of time is <u>not</u> required, but if a time is entered with the date, only those orders that expire after the date and time selected will print. If no time is entered, all orders that expire on or after the date selected will print.

Please keep in mind that the MAR is designed to print on stock 8 ½" by 11" paper at 16 pitch (6 lines per inch).

**Note:** It is strongly recommended that this report be queued to print at a later time.

**Example: 14 Day MAR Report**

```
Select Reports Menu Option:  14 Day MAR
Select the MAR forms: 3// <Enter>  Print both Blank and Non-Blank MARs

Select TYPE OF SHEETS TO PRINT: BOTH// <Enter>

Enter START DATE/TIME for 14 day MAR: 090700@1200  (SEP 07, 2000@12:00:00)

Select by WARD GROUP (G), WARD (W), or PATIENT (P): PATIENT

Select PATIENT:    ABC,PATIENT       123-45-9111   08/18/20   1 EAST
Select another PATIENT: <Enter>
Enter medication type(s): 2,3,6// 1
Select PRINT DEVICE: 0;132    NT/Cache virtual TELNET terminal
```

```
 CONTINUOUS SHEET                          14 DAY MAR                          09/07/2000  through  09/20/2000
     WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEMS                                Printed on  09/20/2000  16:11
      Name:  ABC,PATIENT                        Weight (kg): ______ (________)           Ward: 1 EAST
      PID:  123-45-9111  DOB: 08/18/1920  (80)    Height (cm): ______ (________)       Room-Bed: B-12
      Sex:  MALE          Dx: TESTING                                              Admitted: 05/03/2000  13:29
Allergies:      ADR:
                              Admin   SEP
Order   Start     Stop      Times   07   08   09   10   11   12   13   14   15   16   17   18   19   20  notes
-------------------------------------------------------------------------------------------------------------------
      |         |                 |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
-------------------------------------------------------------------------------------------------------------------
      |         |                 |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
-------------------------------------------------------------------------------------------------------------------
      |         |                 |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
-------------------------------------------------------------------------------------------------------------------
      |         |                 |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
-------------------------------------------------------------------------------------------------------------------
      |         |                 |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
-------------------------------------------------------------------------------------------------------------------
|     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 |--------------------|------------|------|
-------------------------------------------------------------------------------------------------------------------
   ABC,PATIENT                  123-45-9111  Room-Bed: B-12                                    VA FORM 10-2970
```

----------*report continues*----------

**Example: 14 Day MAR Report (continued)**

```
 ONE-TIME/PRN SHEET                              14 DAY MAR                    09/07/2000  through  09/20/2000
     WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEMS                                Printed on  09/20/2000  16:11
      Name:  ABC,PATIENT                      Weight (kg): ______ (________)           Ward: 1 EAST
      PID:  123-45-9111  DOB: 08/18/1920  (80)   Height (cm): ______ (________)       Room-Bed: B-12
      Sex:  MALE          Dx: TESTING                                              Admitted: 05/03/2000  13:29
Allergies:      ADR:
Order   Start       Stop                                    Order   Start       Stop
-------------------------------------------------------------------------------------------------------------
      |           |                   |                   |       |           |
                                      |                   |
                                      |                   |
                                      |                   |
                                      |                   |
-------------------------------------------------------------------------------------------------------------
      |           |                   |                   |       |           |
                                      |                   |
                                      |                   |
                                      |                   |
                                      |                   |
-------------------------------------------------------------------------------------------------------------
|  DATE  |  TIME  |     MEDICATION/DOSE/ROUTE     | INIT |      REASON      |    RESULTS      |  TIME  | INIT |
|--------|--------|-------------------------------|------|------------------|-----------------|--------|------|
```

## Example: 14 Day MAR Report (continued)

```
 CONTINUOUS SHEET                                    14 DAY MAR                                 09/07/2000  through  09/20/2000
     WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEMS                                                 Printed on  09/20/2000  16:11
     Name:  ABC,PATIENT                                     Weight (kg): ______ (________)                Ward: 1 EAST
      PID:  123-45-9111  DOB: 08/18/1920  (80)              Height (cm): ______ (________)            Room-Bed: B-12
      Sex:  MALE          Dx: TESTING                                                             Admitted: 05/03/2000  13:29
Allergies:      ADR:
                                                  Admin   SEP
 Order   Start       Stop                         Times   07   08   09   10   11   12   13   14   15   16   17   18   19   20   notes
-------------------------------------------------------------------------------------------------------------------------------------
      |           |                               |01    |****|____|____|____|____|____|____|____|____|____|____|____|____|____|
09/07 |09/07 15:00 |09/21/00 24:00 (A9111)        |09    |****|____|____|____|____|____|____|____|____|____|____|____|____|____|
AMPICILLIN CAP INJ                               C|15    |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
Give: 250MG PO QID                                |20    |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                                  |      |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                          RPH: PI   RN: _____     |      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
      -----------------------------------------------------------------------------------------------------------------------------
      |           |                               |01    |****|____|____|____|____|____|____|____|****|****|****|****|****|****|
09/07 |09/07 15:00 |09/14/00 16:54 (A9111)        |09    |****|____|____|____|____|____|____|____|****|****|****|****|****|****|
AMPICILLIN 1 GM                                  C|15    |____|____|____|____|____|____|____|____|****|****|****|****|****|****|
in  0.9% NACL 100 ML                              |20    |____|____|____|____|____|____|____|****|****|****|****|****|****|****|
IVPB QID                                          |      |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
See next label for continuation                   |      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
      -----------------------------------------------------------------------------------------------------------------------------
THIS IS AN INPATIENT IV EXAMPLE                   |      |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                                  |      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
                                                  |      |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                                  |      |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                                  |      |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                          RPH: PI  RN: _____      |      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
      -----------------------------------------------------------------------------------------------------------------------------
      |           |                               |      |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
09/07 |09/07 17:00 |09/07/00 12:34 (A9111)        |      |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
HYDROCORTISONE CREAM,TOP                         C|17    |****|****|****|****|****|****|****|****|****|****|****|****|****|****|
Give: 1% 0 QD                                     |      |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                                  |      |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                          RPH: MLV  RN: _____     |      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
      -----------------------------------------------------------------------------------------------------------------------------
      |           |                               |      |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
09/07 |09/07 17:00 |09/07/00 12:50 (A9111)        |      |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
HYDROCORTISONE CREAM,TOP                         C|17    |****|****|****|****|****|****|****|****|****|****|****|****|****|****|
Give: 1% TOP QD                                   |      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
THIS IS AN INPATIENT IV EXAMPLE                   |      |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                          RPH: MLV  RN: _____     |      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
      -----------------------------------------------------------------------------------------------------------------------------
      |           |                               |      |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
09/07 |09/07 17:00 |09/07/00 12:50 (A9111)        |      |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
HYDROCORTISONE CREAM,TOP                         C|17    |****|****|****|****|****|****|****|****|****|****|****|****|****|****|
Give: 1% TOP QD                                   |      |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
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 |------------------------|----------------|--------|
-------------------------------------------------------------------------------------------------------------------------------------
   ABC,PATIENT                        123-45-9111  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* 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, ward or by patient. 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.

There are six medication choices. The user may select multiple choices of medications to be printed on the Action Profile #1 report. Since the first choice is ALL Medications, the user will not be allowed to combine this with any other choices. The default choice is "Non-IV Medications only" if:

1. The MAR ORDER SELECTION DEFAULT parameter was not defined.
2. Selection by Ward group.
3. Selected by patients and patients are from different wards.

The form is printed so the attending provider will have a method of periodically reviewing these active medication orders. If the user chooses to run this option by patient, the opportunity is given to select as many patients as needed, but only those that have active orders will print.

Also on this profile, the provider can renew, discontinue, or not take any action regarding the active orders for each patient. A new order will be required for any new medication prescribed or for any changes in the dosage or directions of an existing order. If no action is taken, a new order is not required.

If the user chooses to enter a start and stop date, only patients with active orders occurring between those dates will print (for the ward or wards chosen). The start and stop dates must be in the future (**NOW** is acceptable). Time is required only if the current date of **TODAY** or **T** is entered.

It is recommended that the action profiles be printed on two-part paper, if possible. Using two-part paper allows a copy to stay on the ward and the other copy to be sent to the pharmacy.

**Note:** This report uses a four-digit year format.

**Example: Action Profile #1 Report**

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

Select by WARD GROUP (G), WARD (W), or PATIENT (P): Patient

Select PATIENT: ABC,PATIENT         123-45-9111   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>
```

----------*report follows*----------

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

```
                          UNIT DOSE ACTION PROFILE #1         09/11/2000  11:01
                           WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEMS
                       (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.
-------------------------------------------------------------------------------
 ABC,PATIENT                         Ward: 1 EAST
    PID: 123-45-9111      Room-Bed: B-12             Ht(cm):        (        )
    DOB: 08/18/1920  (80)                            Wt(kg):        (        )
    Sex: MALE                                     Admitted: 05/03/2000
     Dx: TESTING
 Allergies:
       ADR:
-------------------------------------------------------------------------------
 No. Action     Drug                                ST Start Stop  Status/Info
 - - - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - -
1  R D N AMPICILLIN 1 GM                            C  09/07 09/14 A
          in 0.9% NACL 100 ML QID
          Special Instructions: THIS IS AN INPATIENT IV EXAMPLE

  2  R D N AMPICILLIN CAP INJ                       C  09/07 09/21 A
          Give: 250MG PO QID

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


               Date AND Time           PHYSICIAN'S SIGNATURE


         MULTIDISCIPLINARY REVIEW
               (WHEN APPROPRIATE)      _____________________________________
                                       PHARMACIST'S SIGNATURE


                                       NURSE'S SIGNATURE


   ADDITIONAL MEDICATION ORDERS:

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

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

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

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

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


               Date AND Time           PHYSICIAN'S SIGNATURE

  ABC,PATIENT                          123-45-9111                 08/18/1920
```

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

The *Action Profile #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 user can run the *Action Profile #2* option by ward group, ward or by patient. 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 be asked to sort (print) Action Profiles by team or treating provider. 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.

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 #2 Report**

```
Select Reports Menu Option: AP2  Action Profile #2

Select by WARD GROUP (G), WARD (W), or PATIENT (P): PATIENT

Select PATIENT: ABC,PATIENT         123-45-9111   08/18/20   1 EAST

Select another PATIENT: <Enter>
Enter START date/time: NOW// <Enter>  (SEP 11, 2000@11:02)
Enter STOP date/time: SEP 11,2000@11:02// T+7  (SEP 18, 2000)

Print (A)ll active orders, or (E)xpiring orders only? A// <Enter>  (ALL)


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

Select PRINT DEVICE: <Enter>   NT/Cache virtual TELNET terminal

...this may take a few minutes...(you really should QUEUE this report)...
Enter RETURN to continue or '^' to exit: <Enter>
```

----------*report follows*----------

**Example: Action Profile #2 Report (continued)**

```
                          UNIT DOSE ACTION PROFILE #2         09/11/2000  11:03
                           WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEMS
                       (Continuation of VA FORM 10-1158)                Page: 1
-------------------------------------------------------------------------------
   A new order must be written for any new medication or to make any changes
 in dosage or directions on an existing order.
-------------------------------------------------------------------------------
                                Team: NOT FOUND
 ABC,PATIENT                    Ward: 1 EAST
    PID: 123-45-9111        Room-Bed: B-12           Ht(cm):        (        )
    DOB: 08/18/1920  (80)                            Wt(kg): ______ (________)
    Sex: MALE                                      Admitted: 05/03/2000
     Dx: TESTING
 Allergies:
       ADR:
-------------------------------------------------------------------------------
No. Action      Drug                          ST Start Stop  Status/Info
 - - - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - -
1  AMPICILLIN 1 GM                            C  09/07 09/14 A
     in 0.9% NACL 100 ML QID
     Special Instructions: THIS IS AN INPATIENT IV EXAMPLE

     __TAKE NO ACTION     __DISCONTINUE      __RENEW   COST/DOSE: 1.32
  ---------------------------------------------------------------------------

2  AMPICILLIN CAP INJ                         C  09/07 09/21 A
     Give: 250MG PO QID

     __TAKE NO ACTION     __DISCONTINUE      __RENEW   COST/DOSE: 0.731
  ---------------------------------------------------------------------------

3  HYDROCORTISONE CREAM,TOP                   C  09/07 09/21 A
     Give: 1% TOP QD

       TAKE NO ACTION       DISCONTINUE       RENEW   COST/DOSE: 0.86
  ---------------------------------------------------------------------------

4  MULTIVITAMINS 5 ML                         C  09/07 09/12 A
     in 0.9% NACL 1000 ML 20 ml/hr


       TAKE NO ACTION       DISCONTINUE       RENEW   COST/DOSE: 468.795
  ---------------------------------------------------------------------------

                _________________       ______________________________________
                Date AND Time           PHYSICIAN'S SIGNATURE



          MULTIDISCIPLINARY REVIEW
                (WHEN APPROPRIATE)
                                        PHARMACIST'S SIGNATURE

                                        ______________________________________
                                        NURSE'S SIGNATURE

   ADDITIONAL MEDICATION ORDERS:

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

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

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

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

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

                _________________       ______________________________________
                Date AND Time           PHYSICIAN'S SIGNATURE

  ABC,PATIENT                           123-45-9111                 08/18/1920
```

### 8.1.2.6. AUthorized Absence/Discharge Summary [PSJU DS]

The *AUthorized Absence/Discharge Summary* option creates a report to allow the user to determine what action to take on a patient's Unit Dose orders if the patient is discharged from the hospital or will leave the hospital for a designated period of time (authorized absence). The form is printed so that the provider can place the active orders of a patient on hold, not take any action on the order or continue the order upon discharge or absence. If the provider wishes to continue the order upon discharge, then he or she can identify the number of refills, the quantity and the number of days for the order to remain active. If no action is taken on the order, it will expire or be discontinued.

The user can run the Authorized Absence Discharge Summary by ward group, ward, or by patient. If the user chooses to run this report by patient, the opportunity is given to select as many patients as desired, but only patients with active orders will print.

If the option by ward or ward groups is chosen, the user will be prompted for start and stop date. Entry of these dates is not required, but if a start and stop date is entered, a discharge summary will print only for those patients that have at least one order that will be active between those dates. If the user does not enter a start date, all patients with active orders will print (for the ward or ward group chosen). If a clinic visit has been scheduled, the date will print. If more than one has been scheduled, only the first one will print. It is recommended that this report be queued to print when user demand for the system is low.

For co-payment purposes, information related to the patient's service connection is shown on the first page of the form (for each patient). If the patient is a service-connected less than 50% veteran, the provider is given the opportunity to mark each non-supply item order as either SERVICE CONNECTED (SC) or NON-SERVICE CONNECTED (NSC).

**Note:** This report uses a four-digit year format.

**Example: Authorized Absence/Discharge Summary Report**

```
Select Reports Menu Option: AUthorized Absence/Discharge Summary

Print BLANK Authorized Absence/Discharge Summary forms? NO// <Enter>

Select by WARD GROUP (G), WARD (W), or PATIENT (P): Patient

Select PATIENT: XYZ,PATIENT         222-32-4321   02/22/42   1 West

Select another PATIENT: <Enter>
...this may take a few minutes...(you should QUEUE this report)...

Select PRINT DEVICE: <Enter>  TELNET

----------------------------------------report follows----------------------------------------
```

**Example: Authorized Absence/Discharge Summary Report (continued)**

```
                      AUTHORIZED ABSENCE/DISCHARGE ORDERS     09/19/2000  12:43
                              VAMC:  REGION 5 (660)
 VA FORM: 10-7978M
 Effective Date:                                                        Page: 1
================================================================================
Instructions to the physician:
    A. A prescription blank (VA FORM 10-2577F) must be used for:
         1. all class II narcotics
         2. any medications marked as 'nonrenewable'
         3. any new medications in addition to those entered on this form.
    B. If a medication is not to be continued, mark "TAKE NO ACTION".
    C. To continue a medication, you MUST:
         1. enter directions, quantity, and refills
         2. sign the order, enter your DEA number, and enter the date AND time.
================================================================================
 XYZ,PATIENT                          Ward: 1 West
    PID: 222-32-4321      Room-Bed: A-6              Ht(cm): 167.64 (04/21/1999)
    DOB: 02/22/1942  (58)     Team: * NF *           Wt(kg):  85.00 (04/21/1999)
    Sex: MALE                                      Admitted: 09/16/1999
     Dx: TEST PATIENT
 Allergies: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE, CHOCOLATE,
            NUTS, STRAWBERRIES, DUST
 NV Aller.: AMOXICILLIN, AMPICILLIN, TAPE, FISH, FLUPHENAZINE DECANOATE
       ADR:

================================================================================

                  *** THIS PATIENT HAS NON-VERIFIED ORDERS. ***

    ___ AUTHORIZED ABSENCE <96 HOURS    ___ AUTHORIZED ABSENCE >96 HOURS
        NUMBER OF DAYS: _____   (NO REFILLS allowed on AA/PASS meds)

        REGULAR DISCHARGE       OPT NSC       SC

       SC Percent: %
     Disabilities: NONE STATED

        Next scheduled clinic visit:
================================================================================
                                                     Schedule        Cost per
No.      Medication                                 Type            Dose
--------------------------------------------------------------------------------
  1 ACETAMINOPHEN 650 MG SUPP                         CONTINUOUS      0.088
    Inpt Dose: 650MG PO QD

    ___ TAKE NO ACTION (PATIENT WILL NOT RECEIVE MEDICATION)

    Outpatient Directions: ____________________________________________________

       SC     NSC   Qty:         Refills:  0  1  2  3  4  5  6  7  8  9  10  11

    ___________________________________ _____________ ___________________________
    Physician's Signature               DEA #         Date AND Time

Enter RETURN to continue or '^' to exit:
```

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

**Example: Authorized Absence/Discharge Summary Report (continued)**

```
                      AUTHORIZED ABSENCE/DISCHARGE ORDERS              Page: 2
                             VAMC:  REGION 5 (660)
 VA FORM: 10-7978M
 XYZ,PATIENT                           222-32-4321        02/22/1942
-------------------------------------------------------------------------------
                                                        Schedule        Cost per
 No.      Medication                                    Type            Dose
-------------------------------------------------------------------------------
  2 BENZOYL PEROXIDE 10% GEL (2OZ)                      CONTINUOUS      3.78
    Inpt Dose: APPLY SMALL ABOUNT TOP QD
    Special Instructions: TEST

    ___ TAKE NO ACTION (PATIENT WILL NOT RECEIVE MEDICATION)

    Outpatient Directions:

       SC     NSC   Qty:         Refills:  0  1  2  3  4  5  6  7  8  9  10  11

    ___________________________________ _____________ ___________________________
    Physician's Signature               DEA #         Date AND Time
-------------------------------------------------------------------------------
  3 RANITIDINE 150MG                                    CONTINUOUS      0.5
    Inpt Dose: 150MG PO QID

        TAKE NO ACTION (PATIENT WILL NOT RECEIVE MEDICATION)

    Outpatient Directions: ____________________________________________________

    ___SC  ___NSC   Qty: _____   Refills:  0  1  2  3  4  5  6  7  8  9  10  11

    ___________________________________ _____________ ___________________________
    Physician's Signature               DEA #         Date AND Time
-------------------------------------------------------------------------------
  4 THEO-24 200MG                                       CONTINUOUS      0.086
    Inpt Dose: 400MG PO QID
    Special Instructions: TESTING DO

    ___ TAKE NO ACTION (PATIENT WILL NOT RECEIVE MEDICATION)

    Outpatient Directions:

       SC     NSC   Qty:         Refills:  0  1  2  3  4  5  6  7  8  9  10  11

    ___________________________________ _____________ ___________________________
    Physician's Signature               DEA #         Date AND Time
===============================================================================
    OTHER MEDICATIONS:

  5 Medication:

    Outpatient Directions: ____________________________________________________

    ___SC  ___NSC   Qty: _____   Refills:  0  1  2  3  4  5  6  7  8  9  10  11

    ___________________________________ _____________ ___________________________
    Physician's Signature               DEA #         Date AND Time
-------------------------------------------------------------------------------

  6 Medication:

    Outpatient Directions: ____________________________________________________

    ___SC  ___NSC   Qty: _____   Refills:  0  1  2  3  4  5  6  7  8  9  10  11


    Physician's Signature               DEA #         Date AND Time

Enter RETURN to continue or '^' to exit: <Enter>
```

----------*report continues*----------

**Example: Authorized Absence/Discharge Summary Report (continued)**

```
                    AUTHORIZED ABSENCE/DISCHARGE INSTRUCTIONS  09/19/2000  12:43
                              VAMC:  REGION 5 (660)
 VA FORM: 10-7978M
 Effective Date:
================================================================================
 XYZ,PATIENT                          Ward: 1 West
    PID: 222-32-4321      Room-Bed: A-6              Ht(cm): 167.64 (04/21/1999)
    DOB: 02/22/1942  (58)     Team: * NF *           Wt(kg):  85.00 (04/21/1999)
    Sex: MALE                                      Admitted: 09/16/1999
     Dx: TEST PATIENT
 Allergies: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE, CHOCOLATE,
            NUTS, STRAWBERRIES, DUST
 NV Aller.: AMOXICILLIN, AMPICILLIN, TAPE, FISH, FLUPHENAZINE DECANOATE
       ADR:

================================================================================

        Next scheduled clinic visit:
================================================================================
 DIETARY INSTRUCTIONS: (Check One)
 __ NO RESTRICTIONS __ RESTRICTIONS (Specify) ___________________________________

 ________________________________________________________________________________



================================================================================
 PHYSICAL ACTIVITY LIMITATIONS: (Check One)
 __ NO RESTRICTIONS __ RESTRICTIONS (Specify) ___________________________________

 ________________________________________________________________________________



================================================================================
 SPECIAL INSTRUCTIONS: (list print information, handouts, or other
 instructions pertinent to patient's condition)__________________________________

 ________________________________________________________________________________



================================================================================
 DIAGNOSES: _____________________________________________________________________

 ________________________________________________________________________________

 ________________________________________________________________________________
Enter RETURN to continue or '^' to exit: <Enter>
```

----------*report continues*----------

**Example: Authorized Absence/Discharge Summary Report (continued)**

```
                    AUTHORIZED ABSENCE/DISCHARGE INSTRUCTIONS  09/19/2000  12:43
                              VAMC:  REGION 5 (660)
 VA FORM: 10-7978M
 Effective Date:
================================================================================
 XYZ,PATIENT                          Ward: 1 West
    PID: 222-32-4321      Room-Bed: A-6              Ht(cm): 167.64 (04/21/1999)
    DOB: 02/22/1942  (58)     Team: * NF *           Wt(kg):  85.00 (04/21/1999)
    Sex: MALE                                      Admitted: 09/16/1999
     Dx: TEST PATIENT
 Allergies: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE, CHOCOLATE,
            NUTS, STRAWBERRIES, DUST
 NV Aller.: AMOXICILLIN, AMPICILLIN, TAPE, FISH, FLUPHENAZINE DECANOATE
       ADR:


================================================================================

        Next scheduled clinic visit:


                    ___________________________________ _________________________
                    Nurse's Signature                   Date AND Time


                    Physician's Signature               Date AND Time


                    ==========================================
                    >>>>> I HAVE RECEIVED AND UNDERSTAND <<<<<
                    >>>>> MY DISCHARGE INSTRUCTIONS      <<<<<
                    ==========================================


                    Patient's Signature                 Date And Time


XYZ,PATIENT                          222-32-4321                02/22/1942
```

### 8.1.2.7. Extra Units Dispensed Report [PSJU EUDD]

The *Extra Units Dispensed Report* option allows the user to print a report showing the amounts, date dispensed, and the initials of the person who entered the dispensed drug. This can be printed by ward group, ward, or patient. If the user chooses to select by ward, 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.

**Example: Extra Units Dispensed Report**

```
Select Reports Menu Option: EXtra Units Dispensed Report


Enter Start Date and Time:  T@1000  (SEP 19, 2000@10:00)
Enter Ending Date and Time: T@2400  (SEP 19, 2000@24:00)


Select by WARD GROUP (G), WARD (W), or PATIENT (P): Patient

Select PATIENT:    XYZ,PATIENT      2-22-42    222324321     YES     ACTIVE DUTY


Select another PATIENT: <Enter>
Select output device: 0;80  TELNET

this may take a while...(you should QUEUE the Extra Units Dispensed report)
```

```
                            EXTRA UNITS DISPENSED REPORT          PAGE: 1
                 REPORT FROM: 09/19/00  10:00 TO: 09/19/00  24:00


XYZ,PATIENT                            Room_Bed: A-6
222-32-4321                                Ward: 1 West


DRUG NAME                                      UNIT  DATE            DISP.
                                                     DISPENSED       BY

ACETAMINOPHEN 650 MG SUPP                         3  09/19/00  12:54 MV
                                                  5  09/19/00  12:54 MV
    ........................................      8

BENZOYL PEROXIDE 10% GEL (2OZ)                    2  09/19/00  12:58 PM
    ........................................      2

RANITIDINE 150MG                                  3  09/19/00  12:54 MV
                                                  3  09/19/00  12:58 PM

    ........................................      6

  TOTAL FOR XYZ,PATIENT......................    16


Press Return to continue...
```

### 8.1.2.8. Free Text Dosage Report [PSJU DOSAGE REPORT]

The *Free Text Dosage Report* option creates a report to track commonly ordered free text dosages over a date range. This report evaluates Unit Dose orders that were active during the specified dates against the DISPENSE DRUG file. If the applicable Possible Dosages or Local Possible Dosages do not match the Dosage Ordered, then this is considered a Free Text Dosage Entry and is contained in this report. This report includes the:

- Dispense Drug
- Free Text Dosage Entry
- Total number of occurrences of each Free Text Dosage Entry
- Number of occurrences by the Provider Name

Each entry in the Free Text Dosage Report consists of at least two lines of display. The first line shows the Dispense Drug name, followed by the drug internal entry number in parentheses. The first line continues with the Free Text Dosage Entry and the total number of occurrences of this entry. The second line shows the name of the Providers that used this Free Text Dosage Entry during the requested date range, and the number of times Providers used this free text dosage. Since all Providers are listed, multiple lines will be displayed.

Unit Dose orders that were active during the specified date range and have free text dosages are included in this report. The user is prompted to enter the "Beginning Date:" and an "Ending Date:" for the report to print. If no value is entered in either of the two prompts, the report will not print. The date range will be listed in the "Period:" section of the report header with the beginning date appearing as the first date and the ending date appearing as the second date.

It is strongly recommended that this report be queued to print at a later time.

**Example: Free Text Dosage Report**

```
Select Reports Menu Option: FREE Text Dosage Report

Beginning Date: T-100  (SEP 29, 2001)

Ending Date: T  (JAN 07, 2002)
DEVICE: HOME// 0;80  NT/Cache virtual TELNET terminal


Working - please wait.........................
```

***----------report follows----------***

**Example: Free Text Dosage Report (continued)**

```
                                                                        Page 1
               Inpatient Free Text Dosage Entry Report
                 Period: Sep 29, 2001 to Jan 07, 2002
Drug                                   Free Text Entry                  Count
    Provider:Count
-------------------------------------------------------------------------------

A-METHYL-PARA-TYROSINE CAPS,25 (5098)   100MG                             1
    INPATIENT-MEDS,PROVIDER:1

ACETAMINOPHEN 325MG C.T. (263)          1000MG                            1
    BOISE,WILLIAM:1
                                        100MG                             2
    JACKSON,ROBERT:1   MONTPELIER,MELINDA A.:1
                                        100mg                             1
    MONTPELIER,MELINDA A.:1
                                        300MG                             1
    BOISE,WILLIAM:1
                                        325MG                             7
    MONTPELIER,MELINDA A.:1   INPATIENT-MEDS,PROVIDER:4
    INPATIENT-MEDS,PHARMACIST:2

 Press Return to Continue or ^ to Exit:
```

### 8.1.2.9. INpatient Stop Order Notices [PSJ EXP]

The *INpatient Stop Order Notices* option produces a list of patients' medication orders that are about to expire. Action must be taken (using VA FORM 10-1158) if these medications are to be re-ordered. This option will list both Unit Dose orders and IV orders. The user may choose to print All, which is the default, or either the Unit Dose or IV orders.

Special Instructions for Unit Dose orders and Other Print Information for IV orders are listed on the report. IV orders are sorted by the Orderable Item of the first additive or solution in the order. The Orderable Item with each additive and solution is displayed along with the strength/volume specified. The schedule type for all IV orders is assumed to be continuous.

If the user chooses to print by ward, the selection to sort by administration teams is displayed. ALL teams, which is the default, multiple teams, or one administration team may be chosen.

**Example: Inpatient Stop Order Notices**

```
Select Reports Menu Option: INpatient Stop Order Notices

Select by WARD GROUP (G), WARD (W), or PATIENT (P): PATIENT

Select PATIENT:    XYZ,PATIENT       222-32-4321   02/22/42   1 West

Enter start date: T  (SEP 19, 2000)

Enter stop date: T+7  (SEP 26, 2000)

List IV orders, Unit Dose orders, or All orders: ALL// <Enter>

Select PRINT DEVICE: 0;80  TELNET

...this may take a few minutes...
                        ...you really should QUEUE this report, if possible...
Enter RETURN to continue or '^' to exit: <Enter>
```

***----------report follows----------***

**Example: Inpatient Stop Order Notices (continued)**

```
AS OF: 09/19/00  13:14                                          Page: 1


                   THE FOLLOWING MEDICATIONS WILL EXPIRE
                FROM 09/19/00  00:01 THROUGH 09/26/00  24:00
          TO CONTINUE MEDICATIONS, PLEASE REORDER ON VA FORM 10-1158.

 XYZ,PATIENT                        Ward: 1 West
    PID: 222-32-4321      Room-Bed: A-6             Ht(cm): 167.64 (04/21/99)
    DOB: 02/22/42  (58)                             Wt(kg):  85.00 (04/21/99)
    Sex: MALE                                     Admitted: 09/16/99
     Dx: TEST PATIENT
 Allergies: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE, CHOCOLATE,
            NUTS, STRAWBERRIES, DUST
 NV Aller.: AMOXICILLIN, AMPICILLIN, TAPE, FISH, FLUPHENAZINE DECANOATE
       ADR:


 Medication                                ST Start  Stop          Status/Info
   Dosage                                                          Provider
-------------------------------------------------------------------------------

 AMPICILLIN 100 GM                         C  09/19 09/22/00  18:00 A
   in 0.45% NACL 1000 ML 8MG/HR                          INPATIENT-MEDS,PROVIDER
 IV  8MG/HR@1

 PENTAMIDINE ISETHIONATE 1 MG              C  09/19 09/22/00  18:00 A
   in 0.45% NACL 1000 ML 8 MG/HR                         INPATIENT-MEDS,PROVIDER
 IV  8 MG/HR@1

 ACETAMINOPHEN 300/CODEINE 30 TAB          C  09/16 09/22/00  22:00 A
 Give: 650MG PO QD                                       INPATIENT-MEDS,PROVIDER

 BENZOYL PEROXIDE GEL,TOP                  C  09/19 09/22/00  22:00 A
 Give: APPLY SMALL ABOUNT TOP QD                         INPATIENT-MEDS,PROVIDER
     Special Instructions: TEST

 RANITIDINE TAB                            C  09/18 09/22/00  22:00 A
 Give: 150MG PO QID                                      INPATIENT-MEDS,PROVIDER

 THEOPHYLLINE CAP,SA                       C  09/18 09/22/00  22:00 A
 Give: 400MG PO QID                                      INPATIENT-MEDS,PROVIDER
     Special Instructions: TESTING


XYZ,PATIENT                     222-32-4321   1 West           A-6
```

### 8.1.2.10. Medications Due Worksheet [PSJ MDWS]

The *Medications Due Worksheet* option creates a report that lists active medications (Unit Dose and IV) that are due within a selected 24-hour period. The user will be able to select by ward group, ward, or individual patients. If the user chooses to select by ward, 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 Medications Due Worksheet may be sorted by administration time, patient name, or room-bed. However, if the user chooses to select by patient, multiple patients can be entered.

For IV orders that have no schedule, the projected administration times will be calculated based on the order's volume, flow rate, and start time. An asterisk (*****) will be printed for the administration times instead of the projected administration times.

If the MAR ORDER SELECTION DEFAULT prompt for the ward parameter is defined, the default will be displayed at the "Enter medication type(s):" prompt.

The default choice is 2 or 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 PRN medication orders will be printed if the user enters **YES** at the "Would you like to include PRN Medications (Y/N)? NO//" prompt. PRN orders will be listed after all continuous and one-time orders are printed.

**Example: Medications Due Worksheet**

```
Select Reports Menu Option: MEDications Due Worksheet

Would you like to include PRN Medications (Y/N)? NO// YES

Enter Start Date and Time:  T@1000  (SEP 19, 2000@10:00)

Enter Ending Date and Time: T@2400  (SEP 19, 2000@24:00)

Select by WARD GROUP (G), WARD (W), or PATIENT (P): Patient

Select PATIENT:    XYZ,PATIENT      2-22-42    222324321     YES     ACTIVE DUTY

Select another PATIENT: <Enter>
Enter medication type(s): 2// 1
Select output device: 0;80  TELNET
```

***----------report follows----------***

**Example: Medications Due Worksheet (continued)**

```
MEDICATIONS DUE WORKSHEET For: XYZ,PATIENT                        Page: 1
Report from: 09/19/00  10:00 to: 09/19/00  24:00           Report Date: 09/19/00
Continuous/One time Orders for: ALL MEDS

For date: 09/19/00

XYZ,PATIENT          A-6         12:00 09/18 | 09/18  12:00 | 09/22/00  22:00
222-32-4321                            RANITIDINE TAB
1 West                                 Give: 150MG PO QID
                                       RN/LPN Init:

                                       09/18 | 09/18  12:00 | 09/22/00  22:00
                                       THEOPHYLLINE CAP,SA
                                       Give: 400MG PO QID
                                       TESTING
                                       RN/LPN Init:

                                 *     09/19 | 09/19  12:00 | 09/22/00  18:00
                                       AMPICILLIN 100 GM
                                       in
                                       0.45% NACL 1000 ML 8MG/HR
                                       IV  8MG/HR@1
                                       RN/LPN Init: ________

                                 15:00 09/18 | 09/18  12:00 | 09/22/00  22:00
                                       RANITIDINE TAB
                                       Give: 150MG PO QID
                                       RN/LPN Init: ________

                                       09/18 | 09/18  12:00 | 09/22/00  22:00
                                       THEOPHYLLINE CAP,SA
                                       Give: 400MG PO QID
                                       TESTING
                                       RN/LPN Init:

                                 20:00 09/18 | 09/18  12:00 | 09/22/00  22:00
                                       RANITIDINE TAB
                                       Give: 150MG PO QID
                                       RN/LPN Init: ________

                                       09/18 | 09/18  12:00 | 09/22/00  22:00
                                       THEOPHYLLINE CAP,SA
                                       Give: 400MG PO QID
                                       TESTING
                                       RN/LPN Init: ________



* Projected admin. times based on order's volume, flow rate, and start time.

Enter RETURN to continue or '^' to exit:
```

### 8.1.2.11. Patient Profile (Extended) [PSJ EXTP]

The *Patient Profile (Extended)* option creates a report to allow the viewing of all the orders on file for a patient. The user can view all of the orders that have not been purged or enter a date to start searching from.

**Example: Extended Patient Profile Report**

```
Select Reports Menu Option: PATient Profile (Extended)

Select PATIENT:    ABC,PATIENT            123-45-9111  11/01/61    ONE EAST

Date to start searching from (optional):  083101

Select another PATIENT: <Enter>

Show PROFILE only, EXPANDED VIEWS only, or BOTH: PROFILE// BOTH

Show SHORT, LONG, or NO activity log?  NO// SHORT

Select PRINT DEVICE: <Enter>  DECSERVER
```

```
               I N P A T I E N T   M E D I C A T I O N S       02/28/02  14:12
                          VAMC:  ALBANY, NY (500)
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
ABC,PATIENT                     Ward: ONE EAST
   PID: 123-45-9111         Room-Bed: B-12         Ht(cm): ______ (________)
   DOB: 08/18/20  (81)                             Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                            Last transferred: ********
 Allergies:
       ADR:
 - - - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - -
   1     MULTIVITAMINS 2 ML                      C  02/28/02  03/30/02  A
         in 0.9% SODIUM CHLORIDE 100 ML QID
   2     BACLOFEN TAB                            C  02/20/02  03/06/02  A
           Give: 10MG PO QD
           PATIENT SPITS OUT MEDICINE
   3     PREDNISONE TAB                          C  02/25/02  03/11/02  A
           Give: 5MG PO TU-TH-SA@09
   4     RESERPINE TAB                           C  02/20/02  03/06/02  A
           Give: 1MG PO QD
   5     PANCREATIN CAP,ORAL                     O  02/21/02  03/23/02  A
           Give: 1 CAPSULE PO ONCE
 - - - - - - - - - - - - - - N O N - A C T I V E - - - - - - - - - - - - - -
   6     CEFTAZIDIME INJ                         ?  ********  ********  N
           Give: 1 GM IV QD
   7     TRACE ELEMENTS INJ                      ?  ********  ********  N
           Give: 1 ML IV QID
 - - - - - - - - - - - - - - N O N - A C T I V E - - - - - - - - - - - - - -
   8     in DEXTROSE 5% 1000 ML 1 ml/hr          ?  ********  ********  P
   9     CEFAZOLIN INJ                           ?  ********  ********  P
           Give: 1GM/1VIAL IVPB ONE TIME
  10     PENICILLIN INJ,SUSP                     ?  ********  ********  P
           Give: 600000UNT/1ML IM BID
  11     PENICILLIN INJ,SUSP                     ?  ********  ********  P
           Give: 600000UNT/1ML IM QD
 - - - - - - - - - - - - - - N O N - A C T I V E - - - - - - - - - - - - - -
  12     CEFAZOLIN 1 GM                          C  11/02/01  12/07/01  E
         in 5% DEXTROSE 1000 ML QID
  13     zC2TESTDRUG 1 LITER                     C  12/14/01  12/21/01  E
         in 5% DEXTROSE 1000 ML QD
Enter RETURN to continue or '^' to exit:
```

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

**Example: Extended Patient Profile Report (continued)**

```
     Patient: ABC,PATIENT                            Status: ACTIVE
*(1)  Additives:             Order number: 29           Type: PIGGYBACK
       MULTIVITAMINS 2 ML
 (2)  Solutions:
       0.9% SODIUM CHLORIDE 100 ML
                                                     IV Room: BCMA
 (3)  Infusion Rate: INFUSE OVER 125 MIN.     *(4)     Start: 02/28/02  13:56
*(5)      Med Route: IV                       *(6)      Stop: 03/30/02  24:00
*(7)       Schedule: QID                          Last Fill: ********
 (8)    Admin Times: 09-13-17-21                   Quantity: 0
*(9)       Provider: PROVIDER,PAULA               Cum. Doses:
*(10)Orderable Item: MULTIVITAMINS INJ
       Instructions:
 (11)   Other Print:

 (12)  Remarks :
       Entry By: ALBANY,ALBERT                    Entry Date: 02/28/02  13:56
ACTIVITY LOG:
#  DATE       TIME      REASON                    USER
================================================================================
1  FEB 28,2002 13:58:30 VERIFY                    ALBANY,ALBERT
   Comment: ORDER VERIFIED BY PHARMACIST
     ---------------------------------------------------------------------
Patient: ABC,PATIENT                           Status: ACTIVE
Orderable Item: BACLOFEN TAB
  Instructions:
Dosage Ordered: 10MG
                                                  Start: 02/20/02  15:20
     Med Route: ORAL (PO)                          Stop: 03/06/02  24:00
 Schedule Type: CONTINUOUS                     Self Med: NO
      Schedule: QD
   Admin Times: 1440
      Provider: PROVIDER,PAULA
Special Instructions: PATIENT SPITS OUT MEDICINE
                                                  Units   Units   Inactive
 Dispense Drugs                              U/D  Disp'd  Ret'd   Date
--------------------------------------------------------------------------------
 BACLOFEN 10MG TABS                          1    0       0
Entry By: TULSA,LARRY                                Entry Date: 02/20/02  15:20
ACTIVITY LOG:
#  DATE       TIME      REASON                    USER
================================================================================
   (THE ORDERABLE ITEM IS CURRENTLY LISTED AS INACTIVE.)
    Date: 02/20/02  15:20     User: TULSA,LARRY
Activity: ORDER ENTERED AS ACTIVE BY PHARMACIST
     ---------------------------------------------------------------------
Patient: ABC,PATIENT                           Status: ACTIVE
Orderable Item: PREDNISONE TAB
  Instructions:
Dosage Ordered: 5MG
                                                  Start: 02/25/02  10:58
     Med Route: ORAL (PO)                          Stop: 03/11/02  24:00
 Schedule Type: CONTINUOUS                     Self Med: NO
      Schedule: TU-TH-SA@09
   Admin Times: 09
      Provider: PROVIDER,PAULA
                                                  Units   Units   Inactive
 Dispense Drugs                              U/D  Disp'd  Ret'd   Date
--------------------------------------------------------------------------------
 PREDNISONE 5MG TAB                          1    0       0
Entry By: PHOENIX,SALLY                              Entry Date: 02/25/02  10:58
ACTIVITY LOG:
#  DATE       TIME      REASON                    USER
================================================================================
    Date: 02/25/02  10:58     User: PHOENIX,SALLY
Activity: ORDER VERIFIED BY PHARMACIST
```

### 8.1.3. Align Labels (Unit Dose)
**[PSJU AL]**

*Align Labels (Unit Dose)* option allows the user to align the label stock on a printer so that Unit Dose order information will print within the physical boundaries of the label.

**Example: Align Labels (Unit Dose)**

```
Select Unit Dose Medications Option: ALIGn Labels (Unit Dose)

Select LABEL PRINTER: <Enter>  TELNET
\------------- FIRST LINE OF LABEL ------------/
<                                             >
<------------- LABEL BOUNDARIES --------------->
<                                             >
/--------------LAST LINE OF LABEL--------------\

 XX/XX | XX/XX | XX/XX/XX  XX:XX  (PXXXX)  | A T    PATIENT NAME
       ROOM-BED
 DRUG NAME                    SCHEDULE TYPE| D I    XXX-XX-XXXX       DOB (AGE)
           TEAM
 DOSAGE ORDERED   MED ROUTE   SCHEDULE     | M M    SEX          DIAGNOSIS
 SPECIAL INSTRUCTIONS                      | I E    ACTIVITY DATE/TIME  ACTIVITY
 WS HSM NF              RPH:_____ RN:_____| N S    WARD GROUP
           WARD



 Are the labels aligned correctly? Yes// Y  (Yes)
```

### 8.1.4. Label Print/Reprint
**[PSJU LABEL]**

*Label Print/Reprint* option allows the user to print new unprinted labels and/or reprint the latest label for any order containing a label record. When entering this option, the pharmacist will be informed if there are any unprinted new labels from auto-cancelled orders (i.e., due to ward or service transfers). The pharmacist will be shown a list of wards to choose from if these labels are to be printed at this time. The pharmacist can delete these auto-cancel labels; however, deletion will be for all of the labels.

Next, the pharmacist will be instructed if there are any unprinted new labels. The pharmacist can then decide whether to print them now or later.

The pharmacist can choose to print the labels for a ward group, ward, or for an individual patient. If ward group or ward is chosen, the label start date will be entered and the labels will print on the specified printer device. When the option to print by individual patient is chosen, an Inpatient Profile will be displayed and the pharmacist can then choose the labels from the displayed Unit Dose and IV orders to be printed on a specified printer.

## 8.2. IV

All of the IV Output Options are located under the specified menus on the *IV Menu* option.

### 8.2.1. Label Menu (IV)
**[PSJI LBLMENU**

The *Label Menu (IV)* option allows the printing or reprinting of labels for all IV orders. All labels will have a unique Bar Code ID. This ID number is comprised for the patient internal entry number (IEN), a "V" as a delimiter, and the label sequetial number for the patient (not the order). Orders suspended for a particular delivery time, however, cannot be printed from here, but must be printed from the suspense functions. This option contains five sub-options.

**Example: IV Label Menu**

```
Select IV Menu Option: LABel Menu (IV)

Select Label Menu (IV) Option: ?

          Align Labels (IV)
          Individual Labels (IV)
          Scheduled Labels (IV)
          Reprint Scheduled Labels (IV)
          Test Control Codes (IV)
```

#### 8.2.1.1. Align Labels (IV)
**[PSJI ALIGNMENT]**

The *Align Labels (IV)* option allows the user to align the labels on the Label printer. It will always print three test labels which display a generic Bar Code ID.

**Example: IV Align Labels**

```
Select Label Menu (IV) Option: Align Labels (IV)

  (Please make any initial adjustments before selecting the label device.)

Print labels on DEVICE: VIRTUAL TELNET//  <Enter>  VIRTUAL
```

```
      *nnnVnnn*
_________________________________
_________________________________
_________________________________


_________________________________
_________________________________
_________________________________
_________________________________
_________________________________
_________________________________
```

**----------report continues----------**

**Example: IV Align Labels (continued)**

```
     *nnnVnnn*

_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________

_____________________________________
_____________________________________

     *nnnVnnn*

_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________

_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________

Is the label alignment correct? Yes// <Enter>  (Yes)
```

### 8.2.1.2. Individual Labels (IV) [PSJI LBLI]

The *Individual Labels (IV)* option allows the printing of labels for a patient's order. The pharmacist can choose whether or not the labels are to be counted as daily usage. This is often used for on-call orders or those not automatically delivered.

Once an order is selected from the patient profile, all of the printed labels that have not been marked as Completed or Given by BCMA, or have not been Reprinted, Recycled, Cancelled, or Destroyed, display on the order view. The pharmacist can select to print new labels or reprint IV labels.

**Example: IV Individual Labels**

```
Select Label Menu (IV) Option:  Individual Labels (IV)

Select PATIENT:    ABC,PATIENT            123-45-9111  08/18/20    ONE EAST

-----------------------------------------report follows-----------------------------------------
```

**Example: IV Individual Labels (continued)**

```
Patient Information           Feb 20, 2002@16:02:15          Page:    1 of    1
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 09/10/01
    Dx: TESTING                           Last transferred: ********

 Allergies/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//  <Enter>  View Profile

SHORT, LONG, or NO Profile?  SHORT//  <Enter>   SHORT
```

```
IV Profile                    Feb 20, 2002@16:02:45          Page:    1 of    1
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (81)                              Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 09/10/01
    Dx: TESTING                           Last transferred: ********

#       Additive                    Last fill        Type  Start   Stop    Stat
---------------------------------- A c t i v e ------------------------------
   1    POTASSIUM CHLORIDE         FEB 20 15:55  #1   A    02/20   02/20  A
           XXXXXXXXXXX 35 MEQ
        in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/
           hr
```

```
          Enter ?? for more actions
PI  Patient Information                 SO  Select Order
PU  Patient Record Update               NO  (New Order Entry)
Select Action: Quit// 1

     ---------------------------------------------------------------------
     Patient: ABC,PATIENT                              Status: ACTIVE

*(1) Additives:              Order number: 445          Type: ADMIXTURE
       POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ
*(2) Solutions:
       DEXTROSE 5% 1/2 NS 1000 ML
                                                      IV Room: TST ISC ROOM
*(3)  Infusion Rate: 80 ml/hr                 *(4)     Start: 02/20/02  15:46
*(5)      Med Route: IV                       *(6)      Stop: 02/20/02  24:00
BCMA ORDER LAST ACTION: 02/20/02 15:50 Infusing*
*(7)       Schedule:                                Last Fill: 02/20/02  15:55
 (8)    Admin Times:                                 Quantity: 1
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses: 1
 (10)   Other Print:

 (11)  Remarks :
       Entry By: INPATIENT-MEDS,PHA               Entry Date: 02/20/02  15:55

Enter RETURN to continue or '^' to exit:  <Enter>
```

**----------report continues----------**

**Example: IV Individual Labels (continued)**

```
Individual IV Labels          Feb 20, 2002@16:03:54          Page:    1 of    0
ABC,PATIENT                       Ward: ONE EAST
   PID: 213-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (81)                              Wt(kg): ______ (________)

        POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ    C  02/20  02/20  A
        in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/hr

------------------------ Labels available for reprint -------------------------
```

```
          Enter ?? for more actions
NL   Print New Labels                   RL   Reprint IV Labels
Select Item(s): Quit// NL   Print New Labels

Number of labels to print: 3
Count as daily usage? Yes//  <Enter>
```

```
Individual IV Labels          Feb 20, 2002@16:05:01          Page:    1 of    0
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm):        (        )
   DOB: 08/18/20 (81)                              Wt(kg):        (        )

        POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ    C  02/20  02/20  A
        in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/hr

------------------------ Labels available for reprint -------------------------
  1. 739V444    POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ
                DEXTROSE 5% 1/2 NS 1000 ML
                80 ml/hr
                1[3]
  2. 739V445    POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ
                DEXTROSE 5% 1/2 NS 1000 ML
                80 ml/hr
                2[3]
  3. 739V446    POTASSIUM CHLORIDE XXXXXXXXXXX 35 MEQ
                DEXTROSE 5% 1/2 NS 1000 ML
                80 ml/hr
+         Enter ?? for more actions
NL   Print New Labels                   RL   Reprint IV Labels
Select Item(s): Next Screen// RL   Reprint IV Labels

Count as daily usage? Yes//  <Enter>  (Yes)

Select from 1 - 3 or <RETURN> to select by BCMA ID: 1
```

### 8.2.1.3. Scheduled Labels (IV) [PSJI LBLS]

The *Scheduled Labels (IV)* option prints labels for a particular scheduled manufacturing time. Usually a Manufacturing List has been run prior to the printing of the labels. If this has been done, the labels will print immediately and in the same order as on the Manufacturing List. The use of this option also causes workload counts in the IV STATS file the first time they are printed. If they are printed a second time (e.g., due to a paper jam), the system knows they have been previously counted and will not count them in workload counts again. However, if the Ward List is re-run, and scheduled labels are printed again, the labels will be counted again in the workload.

This option displays the unique Bar Code ID for each label printed.

**Example: IV Scheduled Labels**

```
Select Label Menu (IV) Option:  Scheduled Labels (IV)

Schedule labels for DATE: TODAY// <Enter> (MAR 19, 2002)

     The manufacturing times on file are:
          1  14:00   PIGGYBACKS covering 1600 to 1559.
          2  11:00   ADMIXTURES AND PRIMARIES covering 0700 to 0659.
          3  12:00   HYPERALS covering 1400 to 1359.
          4  14:00   SYRINGE covering 1400 to 1359.
          5  14:00   CHEMOTHERAPY covering 1400 to 1359.

Enter manufacturing time(s): 1

----------------------------------------report follows----------------------------------------
```

**Example: IV Scheduled Labels (continued)**

```
    *739V744*

[64] 9111  ONE EAST 03/19/02
ABC,PATIENT  B-12

MVI 100 ML
0.9% SODIUM CHLORIDE 100 ML

Dose due at: 03/19/02 1300
INFUSE OVER 10 MIN.
QID
09-13-17-21
Fld by: ____  Chkd by: ____
1[4]

     *739V745*

[64] 9111  ONE EAST 03/19/02
ABC,PATIENT  B-12

MVI 100 ML
0.9% SODIUM CHLORIDE 100 ML

Dose due at: 03/19/02 1700
INFUSE OVER 10 MIN.
QID
09-13-17-21
Fld by: ____  Chkd by: ____
2[4]

     *739V746*

[64] 9111  ONE EAST 03/19/02
ABC,PATIENT  B-12

MVI 100 ML
0.9% SODIUM CHLORIDE 100 ML

Dose due at: 03/19/02 2100
INFUSE OVER 10 MIN.
QID
09-13-17-21
Fld by: ____  Chkd by: ____
3[4]

     *739V747*

[64] 9111  ONE EAST 03/19/02
ABC,PATIENT  B-12

MVI 100 ML
0.9% SODIUM CHLORIDE 100 ML

Dose due at: 03/20/02 0900
INFUSE OVER 10 MIN.
QID
09-13-17-21
Fld by: ____  Chkd by: ____
4[4]
```

### 8.2.1.4. Reprint Scheduled Labels (IV) [PSJI LBLR]

The *Reprint Scheduled Labels (IV)* option allows scheduled labels to be reprinted in case of printer problems, or other occurrences, in which a portion of the scheduled labels failed to print. Labels printed with the reprint option will only be counted as usage if they were not counted during the original printing of scheduled labels. Each IV label will contain a unique Bar Code ID printed as the first line of the label.

Once a date has been selected, only manufacturing times for which scheduled labels have been attempted will be displayed for reprinting. The pharmacist is prompted for the patient's name(s) and the order number of the last and next usable labels. If **??** is entered at a prompt for order number, a profile will be displayed showing only orders for that patient which are on the current ward list. If no entry is made for the patient's name and order number on the "NEXT usable label:" prompt, labels will be printed from the "LAST usable label" selected, to the end.

**Note:** The *Ward List (IV)* and *Scheduled Labels (IV)* options MUST be run for the chosen date before the user can use this option.

This option also checks the status of the order. If the order has been documented as Completed or Given by BCMA, the label will not be re-printed.

### 8.2.1.5. Test Control Codes (IV [PSJI CONTROL CODES]

The *Test Control Codes (IV)* option allows the user to print an IV label for the purpose of verifying the control code definitions. These control code definitions are needed for the Zebra printers and are input by IRM into the TERMINAL TYPE file. An entire label is not printed, just a Bar Code ID and one line of underscores.

**Example: Testing Control Codes**

```
Select Label Menu (IV) Option:  TEStt Control Codes (IV)
Select IV ROOM NAME: <Enter>   TST ISC ROOM

You are signed on under the TST ISC ROOM IV ROOM

Current IV LABEL device is: <Enter>  ZEBRA 1

Current IV REPORT device is: <Enter>  NT TELNET TERMINAL

  (Please make any initial adjustments before selecting the label device.)

Print labels on DEVICE: ZEBRA 1// <Enter>  Zebra Barcode Printer
```

```
----------------------------------------report follows----------------------------------------
```

**Example: Testing Control Codes (continued)**

```
      *nnnVnnn*

_______
```

```
Is the label alignment correct? Yes//
```

### 8.2.2. REPorts (IV) [PSJI REPORTS]

The *REPorts (IV)* option leads to the selection of one of the pre-set reports of the IV module. This option contains five sub-options.

**Example: IV Reports**

```
Select IV Menu Option: REPorts (IV)

Select REPorts (IV) Option: ?

          Active Order List (IV)
          INpatient Stop Order Notices
          IV Drug Formulary Report (IV)
          Patient Profile Report (IV)
          Renewal List (IV)
```

### 8.2.2.1. Active Order List (IV) [PSJI ACTIVE]

The *Active Order List (IV)* creates a report to show all orders that are active at the time that this report is run. This report is similar to the *Ward List (IV)* option, since the Ward List report also contains all active orders when it is run; however, this report maintains the following attributes:

- Can be run at any time rather than only at a start of coverage time
- Will not affect the calculation of number of labels needed after order entry (Running the *Ward List (IV)* affects the count of labels needed in label prompt, Action (PBS))
- Will contain all types of IV orders (hyperals, admixtures, piggybacks, chemos, and syringes)
- Can be run for specific ward(s)

**Note:** At the "Start at WARD:" or "Stop at WARD:" prompts, the user can enter **^OUTPATIENT** to get reports for Outpatient IVs. The user can enter ward location, synonym, or name of service.

The IV module prints this report in alphabetical order. Therefore, the user should carefully select the beginning and ending wards to make sure the beginning ward is alphabetically before the ending ward.

**Example: IV Active Order List**

```
Select REPorts (IV) Option:  Active Order List (IV)
Start at WARD: BEG// ?

Press <RETURN> to start from the first ward
or enter "^Outpatient" for Outpatient IV
or enter any ward.

Start at WARD: BEG//    ONE EAST
Stop at WARD: END// ?

Press <RETURN> to stop at the last ward
or enter "^Outpatient" for Outpatient IV
or enter any ward.

Stop at WARD: END//    ONE EAST
```

***----------report follows----------***

**Example: IV Active Order List (continued)**

```
Active order list
Printed on: MAR 19,2001 13:51

Patient name                  Order             Stop date             Provider
-----------------------------------------------------------------------------------------
                                 **** Ward: ONE EAST ****

B-12             MVI 100 ML                     MAR 20,2001 24:00     INPATIENT-MEDS,PROVIDER
ABC,PATIENT      0.9% SODIUM CHLORIDE 100 ML
9111 [64]        INFUSE OVER 10 MIN.
                 QID (09-13-17-21)

B-12             ACETAMINOPHEN 100 MEQ          MAR 26,2001 24:00     INPATIENT-MEDS,PROVIDER
ABC,PATIENT      0.9% SODIUM CHLORIDE 100 ML
9111 [65]        100 ml/hr



Select REPorts (IV) Option:
```

### 8.2.2.2. INpatient Stop Order Notices [PSJ EXP]

The *INpatient Stop Order Notices* option produces a list of patients' medication orders that are about to expire. Action must be taken (using VA FORM 10-1158) if these medications are to be re-ordered. This option will list both Unit Dose orders and IV orders. The user may choose to print All, which is the default, or either the Unit Dose or IV orders.

Special Instructions for Unit Dose orders and Other Print Information for IV orders are listed on the report. IV orders are sorted by the Orderable Item of the first additive or solution in the order. The Orderable Item with each additive and solution is displayed along with the strength/volume specified. The schedule type for all IV orders is assumed to be continuous.

If the user chooses to print by ward, the selection to sort by administration teams is displayed. ALL teams (default selection), multiple teams, or one administration team may be chosen.

**Example: Inpatient Stop Order Notices**

```
Select Reports Menu Option: INpatient Stop Order Notices

Select by WARD GROUP (G), WARD (W), or PATIENT (P): PATIENT

Select PATIENT:    XYZ,PATIENT       222-32-4321   02/22/42   1 West

Enter start date: T  (SEP 19, 2000)

Enter stop date: T+7  (SEP 26, 2000)

List IV orders, Unit Dose orders, or All orders: ALL// <Enter>

Select PRINT DEVICE: 0;80  TELNET

...this may take a few minutes...
                        ...you really should QUEUE this report, if possible...
Enter RETURN to continue or '^' to exit: <Enter>
```

***----------report follows----------***

**Example: Inpatient Stop Order Notices (continued)**

```
AS OF: 09/19/00  13:14                                              Page: 1


                    THE FOLLOWING MEDICATIONS WILL EXPIRE
                 FROM 09/19/00  00:01 THROUGH 09/26/00  24:00
          TO CONTINUE MEDICATIONS, PLEASE REORDER ON VA FORM 10-1158.

 XYZ,PATIENT                        Ward: 1 West
    PID: 222-32-4321      Room-Bed: A-6             Ht(cm): 167.64 (04/21/99)
    DOB: 02/22/42  (58)                             Wt(kg):  85.00 (04/21/99)
    Sex: MALE                                     Admitted: 09/16/99
     Dx: TEST PATIENT
 Allergies: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE, CHOCOLATE,
            NUTS, STRAWBERRIES, DUST
 NV Aller.: AMOXICILLIN, AMPICILLIN, TAPE, FISH, FLUPHENAZINE DECANOATE
       ADR:


 Medication                                ST Start  Stop          Status/Info
   Dosage                                                          Provider
-------------------------------------------------------------------------------

 AMPICILLIN 100 GM                         C  09/19 09/22/00  18:00 A
   in 0.45% NACL 1000 ML 8MG/HR                          INPATIENT-MEDS,PROVIDER
 IV  8MG/HR@1

 PENTAMIDINE ISETHIONATE 1 MG              C  09/19 09/22/00  18:00 A
   in 0.45% NACL 1000 ML 8 MG/HR                         INPATIENT-MEDS,PROVIDER
 IV  8 MG/HR@1

 ACETAMINOPHEN 300/CODEINE 30 TAB          C  09/16 09/22/00  22:00 A
 Give: 650MG PO QD                                       INPATIENT-MEDS,PROVIDER

 BENZOYL PEROXIDE GEL,TOP                  C  09/19 09/22/00  22:00 A
 Give: APPLY SMALL ABOUNT TOP QD                         INPATIENT-MEDS,PROVIDER
     Special Instructions: TEST

 RANITIDINE TAB                            C  09/18 09/22/00  22:00 A
 Give: 150MG PO QID                                      INPATIENT-MEDS,PROVIDER

 THEOPHYLLINE CAP,SA                       C  09/18 09/22/00  22:00 A
 Give: 400MG PO QID                                      INPATIENT-MEDS,PROVIDER
     Special Instructions: TESTING









XYZ,PATIENT                     222-32-4321   1 West           A-6
```

### 8.2.2.3. IV Drug Formulary Report (IV) [PSJI DRUG FORM]

The *IV Drug Formulary Report (IV)* option creates a report to allow the user to print out all information on any of the defined IV drugs. It is a VA FileMan report; therefore the user can choose which fields to print.

**Example: IV Drug Formulary Report**

```
Select REPorts (IV) Option:  IV Drug Formulary Report (IV)

Are you printing drug information from ...
the IV ADDITIVE file or IV SOLUTION file ?  ADDITIVE//  <Enter>   ADDITIVE
SORT BY: PRINT NAME//   <Enter>
START WITH PRINT NAME: FIRST// <Enter>
FIRST PRINT FIELD: ??

   Choose from:
   .01          PRINT NAME
   1            GENERIC DRUG
   2            DRUG UNIT
   3            NUMBER OF DAYS FOR IV ORDER
   4            USUAL IV SCHEDULE
   5            ADMINISTRATION TIMES
   6            QUICK CODE  (multiple)
   7            AVERAGE DRUG COST PER UNIT
   8            ELECTROLYTES  (multiple)
   9            SYNONYM  (multiple)
   10           DRUG INFORMATION  (word-processing)
   11           *STATUS
   12           INACTIVATION DATE
   13           CONCENTRATION
   14           MESSAGE
   15           PHARMACY ORDERABLE ITEM
   16           *PRIMARY DRUG
   17           USED IN IV FLUID ORDER ENTRY

     TYPE '&' IN FRONT OF FIELD NAME TO GET TOTAL FOR THAT FIELD,
        '!' TO GET COUNT, '+' TO GET TOTAL & COUNT, '#' TO GET MAX & MIN,
        ']' TO FORCE SAVING PRINT TEMPLATE
     TYPE '[TEMPLATE NAME]' IN BRACKETS TO USE AN EXISTING PRINT TEMPLATE
     YOU CAN FOLLOW FIELD NAME WITH ';' AND FORMAT SPECIFICATION(S)
FIRST PRINT FIELD: .01  PRINT NAME
THEN PRINT FIELD: DRUG INFORMATION  (word-processing)
THEN PRINT FIELD: <Enter>
DEVICE:   VIRTUAL    Right Margin: 80// <Enter>
```

```
IV ADDITIVES LIST                              MAR 19,2001  13:54    PAGE 1
PRINT NAME                      DRUG INFORMATION
--------------------------------------------------------------------------------

10% DEXTROSE
10% DEXTROSE
5% DEXTROSE
5-FLUOURACIL
50% DEXTROSE
ACETAMINOPHEN
```

**----------report continues----------**

**Example: IV Drug Formulary Report (continued)**

```
AMPICILLIN                      Trade Name: Polycillin-N   Omnipen-N Fluid
                                Compatibility:  D5W,    NS Stability:  In NS
                                8 hrs. at room temp., 72 hrs. refrigerated In
                                D5W 2 hrs. at room temp., 4 hrs. refrigerated
                                Administration: iGM or less in 50ML over 30
                                minutes Over iGM in 100ML over 60 minutes
AMPICILLIN
C2TESTDRUG
CEFAMANDOLE
CEFAZOLIN
```

```
IV ADDITIVES LIST                               MAR 19,2001  13:54    PAGE 2
PRINT NAME                      DRUG INFORMATION
-------------------------------------------------------------------------------

CEFOXITIN
CEFTRIAXONE
CEPHAPIRIN
CIMETIDINE
FUROSEMIDE
FUROSEMIDE
GENTAMICIN
GENTAMYCIN
HEPARIN
KCL
MVI
OXACILLIN
PENICILLIN G
POTASSIUM CHLORIDE XXXXXXXXXXX
PROLEUKIN
```

### 8.2.2.4. Patient Profile Report (IV) [PSJI PROFILE REPORT]

The *Patient Profile Report (IV)* option will allow a patient profile to be printed. With each profile printed, a view of each order within the profile can also be printed. Additionally, with each view the user can choose to have the activity log and the label log printed.

**Example: IV Patient Profile Report**

```
Select REPorts (IV) Option:  Patient Profile Report (IV)
View each order in the profile? Yes//  <Enter> (Yes)
View each activity log in the profile? Yes//  <Enter> (Yes)
View the label log in the profile? Yes//  <Enter> (Yes)

Select PATIENT:    ABC,PATIENT            123-45-9111  08/18/20    ONE EAST
```

***----------report follows----------***

**Example: IV Patient Profile Report (continued)**

```
I V  P A T I E N T  P R O F I L E           03/19/01  14:35
                              VAMC:  ALBANY (500)
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
 ABC,PATIENT                        Ward: ONE EAST
    PID: 123-45-9111      Room-Bed: B-12            Ht(cm): ______ (________)
    DOB: 08/18/20  (80)                             Wt(kg): ______ (________)
    Sex: MALE                                     Admitted: 05/03/00
     Dx: TESTING
 Pharmacy Narrative:
 Allergies:
       ADR:
#   Additive                        Last fill        Type  Start   Stop    Stat
---------------------------------- A c t i v e ------------------------------
1  ACETAMINOPHEN 100 MEQ           MAR 19 12:06  #2   A    03/19   03/26  A
   in 0.9% SODIUM CHLORIDE 100 ML 100
      ml/hr
2  MVI 100 ML                      MAR 19 12:06  #4   P    03/19   03/20  A
   in 0.9% SODIUM CHLORIDE 100 ML QID
3  CEFAMANDOLE 1 GM                **   N/P  **  #0   A    02/15   02/22  H
   in 0.9% SODIUM CHLORIDE 100 ML 125
      ml/hr ON CALL
---------------------------------- P e n d i n g ----------------------------
4  FLUOROURACIL INJ,SOLN           **   N/P  **  #0        *****   *****  P R
     Give: 100MG/2ML PO QD
5  TIMOLOL SOLN,OPH                **   N/P  **  #0   P    *****   *****  P
     Give:  IV Q12H
---------------------------------- N o t   A c t i v e ----------------------
6  MVI 1 ML                        MAR 15 12:47  #3   P    03/15   03/16  E
   in 0.9% SODIUM CHLORIDE 50 ML QID
7  MVI 1 ML                        MAR 15 12:40  #1   P    03/15   03/15  D
   in NORMAL SALINE 1000 ML QD
8  C2TESTDRUG 1 LITER              **   N/P  **  #0   C    03/02   03/03  E
   in 0.9% SODIUM CHLORIDE 100 ML QD

     ---------------------------------------------------------------------
     Patient: ABC,PATIENT                                Status: ACTIVE

*(1) Additives:              Order number: 65           Type: ADMIXTURE    <DIN>
       ACETAMINOPHEN 100 MEQ
*(2) Solutions:
       0.9% SODIUM CHLORIDE 100 ML
                                                      IV Room: TST ISC ROOM
*(3)  Infusion Rate: 100 ml/hr                *(4)     Start: 03/19/01  11:30
*(5)      Med Route: IV                       *(6)      Stop: 03/26/01  24:00
*(7)       Schedule:                                Last Fill: 03/19/01  12:06
 (8)    Admin Times:                                 Quantity: 20
*(9)       Provider: INPATIENT-MEDS,PROVIDER      Cum. Doses: 21
 (10)   Other Print:

 (11)  Remarks :
       Entry By: INPATIENT-MEDS,PHARMACIST        Entry Date: 03/19/01  11:30


ACTIVITY LOG:
#  DATE       TIME      REASON                    USER
==============================================================================

No activity LOG to report.
```

**----------report continues----------**

**Example: IV Patient Profile Report (continued)**

```
LABEL LOG:

#  DATE/TIME      ACTION       USER                      #LABELS      TRACK          COUNT
==========================================================================================

1  MAR 19,2001@11:31:23
                  SUSPENDED    INPATIENT-MEDS,PHARMACIST   20     ORDER ACTION

2  MAR 19,2001@11:47:58
                  DISPENSED    INPATIENT-MEDS,PHARMACIST    2      INDIVIDUAL        YES

3  MAR 19,2001@11:50:12
                  RECYCLED     INPATIENT-MEDS,PHARMACIST    2

4  MAR 19,2001@12:05:35
                  DISPENSED    INPATIENT-MEDS,PHARMACIST    1      INDIVIDUAL        YES

5  MAR 19,2001@12:06:28
                  DISPENSED    INPATIENT-MEDS,PHARMACIST   20       SCHEDULED        YES

6  MAR 19,2001@13:45:31
                  DISPENSED    INPATIENT-MEDS,PHARMACIST   20       SCHEDULED         NO


Enter RETURN to continue or '^' to exit: ^



Select REPorts (IV) Option:
```

### 8.2.2.5. Renewal List (IV) [PSJI RNL]

The *Renewal List (IV)* option prints a list of all orders that need to be renewed on the date the user has specified. These orders will expire on the given date if they are not renewed.

The user will enter the beginning date and ending date of the renewal list. For example, if the user wants to know what orders will expire from noon today to noon tomorrow, **T@1200** can be entered as the beginning date and **T+1@1200** can be entered as the ending date.

**Note:** At the "Start at WARD:" or "Stop at WARD:" prompts, the user can enter **^OUTPATIENT** to get reports for Outpatient IVs.

**Example: IV Renewal List**

```
Select REPorts (IV) Option:  Renewal List (IV)

Enter beginning date:  T@0001// <Enter>  3/20@0001  (MAR 20, 2001@00:01)

Enter ending date:  T@2400// <Enter>  3/20@2400  (MAR 20, 2001@24:00)
Start at WARD: BEG//    ONE EAST
Stop at WARD: END//    ONE EAST
```

***----------report follows----------***

**Example: IV Renewal List (continued)**

```
Renewal list from MAR 20,2001 00:01 to MAR 20,2001 24:00
Printed on: MAR 19,2001 14:44

Patient name                  Order             Stop date             Provider
-------------------------------------------------------------------------------------------
                                 **** Ward: ONE EAST ****

B-12                MVI 100 ML                  MAR 20,2001 24:00    INPATIENT-MEDS,PROVIDER
ABC,PATIENT         0.9% SODIUM CHLORIDE 100 ML
9111 [64]           INFUSE OVER 10 MIN.
                    QID (09-13-17-21)




Select REPorts (IV) Option:
```

## 8.2.3. SUSpense Functions (IV) [PSJI SUSMENU]

The *SUSpense Functions (IV)* menu option will allow the user to choose from the available suspense options within the IV module. This option contains six sub-options.

**Example: IV Suspense Functions Menu**

```
Select IV Menu Option: SUSpense Functions (IV)

Select SUSpense Functions (IV) Option: ?

          Delete Labels from Suspense (IV)
          Individual Order Suspension (IV)
          Labels from Suspense (IV)
          Manufacturing Record for Suspense (IV)
          Reprint Labels from Suspense (IV)
          Suspense List (IV)
```

### 8.2.3.1. Delete Labels from Suspense (IV) [PSJI SUSLBDEL]

The *Delete Labels from Suspense (IV)* option allows the user to delete labels for orders that have been placed on suspense. The order is not affected by this option, only the labels are deleted.

**Example: Delete IV Labels from Suspense**

```
Select SUSpense Functions (IV) Option: DELete Labels from Suspense (IV)

Select PATIENT:    ABC,PATIENT            123-45-9111  08/18/20    ONE EAST
   ...one moment, please...

-----------------------------------------report follows-----------------------------------------
```

**Example: Delete IV Labels from Suspense (continued)**

```
Patient Name ABC,PATIENT (GEN MED)
Order Number                  Order                                   Suspended
-------------------------------------------------------------------------------
64                                                 4 labels   MAR 19,2001 11:30:49
                              MVI 100 ML
                              0.9% SODIUM CHLORIDE 100 ML
                              INFUSE OVER 10 MIN.
                              QID (09-13-17-21)

65                                                20 labels   MAR 19,2001 11:31:21
                              ACETAMINOPHEN 100 MEQ
                              0.9% SODIUM CHLORIDE 100 ML
                              100 ml/hr

Select Order Number: 64
Deleted.


Select SUSpense Functions (IV) Option:
```

### 8.2.3.2. Individual Order Suspension (IV) [PSJI INDIVIDUAL SUSPENSE]

The *Individual Order Suspension (IV)* option allows the user to suspend labels for a specific active order. The user can only suspend ten labels at a time.

These labels will then be available for the IV room to release for doses due within the present coverage interval or for the next coverage interval if the Ward List for that batch has already been run.

**Example: IV Individual Order Suspension**

```
Select SUSpense Functions (IV) Option:  Individual Order Suspension (IV)

Select PATIENT:    ABC,PATIENT            123-45-9111  08/18/20    ONE EAST
```

```
Patient Information           Mar 19, 2001@14:55:29          Page:    1 of    1
ABC,PATIENT                      Ward: GEN MED
   PID: 123-45-5432          Room-Bed: B-4         Ht(cm): ______ (________)
   DOB: 02/22/60 (41)                              Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 08/22/00
    Dx: TEST                               Last transferred: ********

 Allergies/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//  <Enter>  View Profile

SHORT, LONG, or NO Profile?  SHORT//  <Enter>  SHORT
```

**----------report continues----------**

**Example: IV Individual Order Suspension (continued)**

```
IV Profile                    Mar 19, 2001@14:55:57          Page:    1 of    1
ABC,PATIENT                       Ward: ONE EAST
   PID: 123-45-9111          Room-Bed: B-12        Ht(cm): ______ (________)
   DOB: 08/18/20 (80)                              Wt(kg): ______ (________)
   Sex: MALE                                     Admitted: 05/03/00
    Dx: TESTING                            Last transferred: ********

#   Additive                        Last fill        Type  Start   Stop    Stat
---------------------------------- A c t i v e -------------------------------
1  ACETAMINOPHEN 100 MEQ           MAR 19 12:06  #2   A    03/19   03/26  A
   in 0.9% SODIUM CHLORIDE 100 ML 100
      ml/hr
2  MVI 100 ML                      MAR 19 12:06  #4   P    03/19   03/20  A
   in 0.9% SODIUM CHLORIDE 100 ML QID
---------------------------------- P e n d i n g -----------------------------
3  FLUOROURACIL INJ,SOLN           **   N/P  **  #0        *****   *****  P R
     Give: 100MG/2ML PO QD
4  TIMOLOL SOLN,OPH                **   N/P  **  #0   P    *****   *****  P
     Give:  IV Q12H
         Enter ?? for more actions
PI  Patient Information                 SO  Select Order
PU  Patient Record Update               NO  (New Order Entry)
Select Action: Quit// 2

Number of labels to suspend: 2 ..... 2 Labels suspended !
```

### 8.2.3.3. Labels from Suspense (IV) [PSJI SUSLBLS]

The *Labels from Suspense (IV)* option prints all labels that have been suspended since the last print of labels from suspense. Once labels have been printed, they are erased from this file and may not be printed again using this option. The user can, however, use the *Reprint Labels from Suspense (IV)* option if the labels need to be reprinted.

**Example: Printing IV Labels from Suspense**

```
Select SUSpense Functions (IV) Option: LAbels from Suspense (IV)

     *389V128*

 [3] 9300  7A SURG  03/19/02
 IOWA,LUKE  724-A

 CEFTRIAXONE 10 GM
 KCL 20MEQ/D5/NACL 0.9% 1000 ML
    KCL 20MEQ/D5/NACL {2}
 In Syringe: 10

 Dose due at: 01/12/02 0924
 FOR I.M. IJECTION
 START NOW
 ONCE
 Fld by: ____  Chkd by: ____
 1[1]
```

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

**Example: Printing IV Labels from Suspense (continued)**

```
      *739V141*

[64] 9111  ONE EAST  03/19/02
ABC,PATIENT  B-12

MVI 100 ML
0.9% SODIUM CHLORIDE 100 ML

Dose due at: ________
INFUSE OVER 10 MIN.
QID
09-13-17-21
Fld by:       Chkd by:
1[2]


     *739V142*

[64] 9111  ONE EAST  03/19/02
ABC,PATIENT  B-12

MVI 100 ML
0.9% SODIUM CHLORIDE 100 ML

Dose due at: ________
INFUSE OVER 10 MIN.
QID
09-13-17-21
Fld by:       Chkd by:
2[2]
```

### 8.2.3.4. Manufacturing Record for Suspense (IV) [PSJI SUSMAN]

The *Manufacturing Record for Suspense (IV)* option will compile all orders that are on suspense and print a Manufacturing List similar to the list produced by the *Manufacturing List (IV)* option. If the IV room fills a large number of IV orders from suspense, the user might want to use this Manufacturing Record to help organize this workload.

**Example: Manufacturing Record for Suspense**

```
Select SUSpense Functions (IV) Option: MANufacturing Record for Suspense (IV)


MANUFACTURING LIST FROM SUSPENSE
Printed on                    : MAR 19,2001 15:01
-------------------------------------------------------------------------------

*** PIGGYBACKS ***

MVI 100 ML                                        Total: 4
                MVI 100 ML                                     Lot#: __________
                in
                0.9% SODIUM CHLORIDE 100 ML                    Lot#: __________
    [64]  ABC,PATIENT (9111) (ONE EAST)               1


                                        Overall Total: 1
```

### 8.2.3.5. Reprint Labels from Suspense (IV) [PSJI SUSREP]

The *Reprint Labels from Suspense (IV)* option will allow suspended labels that have been printed to be reprinted (e.g., if IV label printer was off line during initial printing). Each time labels are printed from suspense, they are assigned a batch number. When a batch of labels has to be reprinted, that batch number is entered and the labels reprinted. The default will always be the most recent batch number.

**Example: Reprint IV Labels from Suspense**

```
Select SUSpense Functions (IV) Option: REprint Labels from Suspense (IV)
     1) Labels printed on: MAR 19,2002 14:57:26

Reprint batch # 1//    Labels printed on MAR 19,2002 14:57:26

      *389V128*

 [3] 9300  7A SURG  03/19/02
 IOWA,LUKE  724-A

 CEFTRIAXONE 10 GM
 KCL 20MEQ/D5/NACL 0.9% 1000 ML
    KCL 20MEQ/D5/NACL {2}
 In Syringe: 10

 Dose due at: 01/12/02 0924
 FOR I.M. IJECTION
 START NOW
 ONCE
 Fld by: ____  Chkd by: ____
 1[1]

      *739V141*

 [64] 9111  ONE EAST  03/19/02
 ABC,PATIENT  B-12

 MVI 100 ML
 0.9% SODIUM CHLORIDE 100 ML

 Dose due at: ________
 INFUSE OVER 10 MIN.
 QID
 09-13-17-21
 Fld by: ____  Chkd by: ____
 1[2]
```

### 8.2.3.6. Suspense List (IV) [PSJI SUSLIST]

The *Suspense List (IV)* option allows the user to view the future workload of orders that have been placed on suspense (to help plan and organize the IV workload). This list can be viewed on the computer screen, or printed on the report printer device. Multiple printings of this list do not affect the suspense Manufacturing Record or suspense labels.

**Example: IV Suspense List**

```
Select SUSpense Functions (IV) Option: SUSpense List (IV)
```

```
Suspense list for: MAR 19,2002 15:04
Patient name                  Order                                    Suspended
-------------------------------------------------------------------------------
ABC,PATIENT (ONE EAST)                          3 labels   MAR 19,2002 15:00:35
9111 [64]                     MVI 100 ML
                              0.9% SODIUM CHLORIDE 100 ML
                              INFUSE OVER 10 MIN.
                              QID (09-13-17-21)

ABC,PATIENT (ONE EAST)                           1 label   MAR 19,2002 15:01:37
9111 [64]                     MVI 100 ML
                              0.9% SODIUM CHLORIDE 100 ML
                              INFUSE OVER 10 MIN.
                              QID (09-13-17-21)
```

```
      *739V142*

 [64] 9111  ONE EAST  03/19/02
 ABC,PATIENT  B-12

 MVI 100 ML
 0.9% SODIUM CHLORIDE 100 ML

 Dose due at: ________
 INFUSE OVER 10 MIN.
 QID
 09-13-17-21
 Fld by: ____  Chkd by: ____
 2[2]
```

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# 9. Inquiries Option

## 9.1. Unit Dose

All of the Inquiries Options are located under the *INQuiries Menu* option on the *Unit Dose Medications* menu.

### 9.1.1. INQuiries Menu
**[PSJU INQMGR]**

The *INQuiries Menu* option allows the user to view information concerning standard schedules and drugs. No information in this option can be edited, so there is no danger of disrupting the Unit Dose module's operation. The *INQuiries Menu* contains the following sub-options:

**Example: Inquiries Menu**

```
Select Unit Dose Medications Option: INQuiries Menu

Select INQuiries Menu Option: ?

          Dispense Drug Look-Up
          Standard Schedules
```

#### 9.1.1.1. Dispense Drug Look-Up
**[PSJU INQ DRUG]**

The *Dispense Drug Look-Up* option allows the pharmacist to see what drugs are in the DRUG file, and any Unit Dose information pertaining to them.

At the "Select DRUG:" prompt, the pharmacist can answer with drug number, quick code, or VA drug class code (for IV, solution print name, or additive print name). Information about the selected drug will be displayed.

**Example: Dispense Drug Look-Up**

```
Select Unit Dose Medications Option: INQuiries Menu

Select INQuiries Menu Option: DIspense Drug Look-Up

Select DRUG: ASP
     1   ASPIRIN 10 GRAIN SUPPOSITORIES           CN103       02-18-98     INPATIENT
     2   ASPIRIN 325MG           CN103     N/F       *90-DAY FILL*
     3   ASPIRIN 325MG E.C.           CN103         *90-DAY FILL*
     4   ASPIRIN 325MG E.C. U/D           CN103     N/F       TAB
     5   ASPIRIN 325MG U/D           CN103
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 5  ASPIRIN 325MG U/D         CN103
FORMULARY ITEM
 A UNIT DOSE DRUG

  DAY (nD) or DOSE (nL) LIMIT:
          UNIT DOSE MED ROUTE:
      UNIT DOSE SCHEDULE TYPE:
           UNIT DOSE SCHEDULE:
CORRESPONDING OUTPATIENT DRUG:
                 ATC MNEMONIC:
                 ATC CANISTER: WEST WING                12
                               SOUTH WING               12
                               JUNK ONE                 12
                               TESSS                    12
                               11;PS(57.5,              12
                               13;PS(57.5,              12
                               14;PS(57.5,              12
                               15;PS(57.5,              12
                               16;PS(57.5,              12
                               17;PS(57.5,              12
                               18;PS(57.5,              12
                               21;PS(57.5,              12
                               22;PS(57.5,              12

Select DRUG:
```

### 9.1.1.2. Standard Schedules [PSJU INQ STD SCHD]

It is extremely important for all users to know the method of schedule input. When the user enters a standard schedule, the system will echo back the corresponding Administration times.

At the “Select STANDARD SCHEDULE:” prompt, enter an administration schedule abbreviation to view information pertaining to that schedule. An explanation of the selected schedule will be displayed. To view a list of the available administration schedule abbreviations, enter a question mark (**?**) at the prompt “Select STANDARD SCHEDULE:”.

**Example: Standard Schedules**

```
Select INQuiries Menu Option: STandard Schedules

Select STANDARD SCHEDULE: q4H      01-05-09-13-17-21

  Schedule: Q4H                                          Type: CONTINUOUS
  Standard Admin Times: 01-05-09-13-17-21

Select STANDARD SCHEDULE:
```

## 9.2. IV

The *Drug Inquiry (IV)* option is located under the *IV Menu* option.

### 9.2.1. Drug Inquiry (IV) [PSJI DRUG INQUIRY]

By means of the *Drug Inquiry (IV)* option, pharmacists and nurses on the wards will have pertinent information concerning IV additives and solutions at their fingertips. At the "Select PRINT NAME:" prompt, the user can enter the print name, synonym, or quick code. If there is no information in the DRUG INFORMATION field of these files, the following message will be displayed:

**Example 1: IV Drug Inquiry with No Information**

```
-------------------------------------------------------------------------------
Drug information on: 5-FLUOURACIL
       Last updated: N/A


*** No information on file. ***
-------------------------------------------------------------------------------
```

If there is information, the system displays the date when the drug information was last updated and the drug information on file for the additive or solution chosen. This information originates from a field called DRUG INFORMATION in both the IV ADDITIVES file and the IV SOLUTIONS file. Data entered may include recommended diluent, concentration, rate of administration, stability, compatibility, precautions, cost, or other current drug information.

**Example 2: IV Drug Inquiry with Information**

```
Select IV Menu Option:  Drug Inquiry (IV)

Are you inquiring on

... an IV ADDITIVE or IV SOLUTION (A/S):  ADDITIVE//   <Enter>  ADDITIVE

Select IV ADDITIVES PRINT NAME:    AMPICILLIN
```

```
-------------------------------------------------------------------------------
Drug information on: AMPICILLIN
       Last updated: APR 13,1998


Trade Name: Polycillin-N   Omnipen-N
Fluid Compatibility:  D5W,    NS
Stability:  In NS 8 hrs. at room temp., 72 hrs. refrigerated
In D5W 2 hrs. at room temp., 4 hrs. refrigerated
Administration: iGM or less in 50ML over 30 minutes
Over iGM in 100ML over 60 minutes
-------------------------------------------------------------------------------

Select IV ADDITIVES PRINT NAME:
```

**Note:** Drug Inquiry is allowed during order entry by entering two question marks (**??**) at the STRENGTH field of the "Select ADDITIVE:" prompt.

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# 10. Glossary

**Action Prompt**

There are three types of "Action" prompts that occur during order entry. One type of requesting action on the order is the standard ListMan action prompt. The following actions are valid:

| | |
|---|---|
| **+** | **Next Screen** |
| **-** | **Previous Screen** |
| **UP** | **Up a Line** |
| **DN** | **Down a Line** |
| **>** | **Shift View to Right** |
| **<** | **Shift View to Left** |
| **FS** | **First screen** |
| **LS** | **Last Screen** |
| **GO** | **Go to Page** |
| **RD** | **Re Display Screen** |
| **PS** | **Print Screen** |
| **PT** | **Print List** |
| **SL** | **Search List** |
| **Q** | **Quit** |
| **ADPL** | **Auto Display (on/off)** |

The second type of "Action" prompts is the Inpatient Medications Patient/Order actions. These actions are:

| | |
|---|---|
| **PU** | **Patient Record Updates** |
| **DA** | **Detailed Allergy/ADR List** |
| **VP** | **View Profile** |
| **NO** | **New Orders Entry** |
| **IN** | **Intervention Menu** |
| **PI** | **Patient Information** |
| **SO** | **Select Order** |
| **DC** | **Discontinue** |
| **ED** | **Edit** |

| | |
|---|---|
| **VF** | **Verify** |
| **HD** | **Hold** |
| **RN** | **Renew** |
| **AL** | **Activity Logs** |
| **OC** | **On Call** |
| **NL** | **Print New IV Labels** |
| **RL** | **Reprint IV Labels** |
| **RC** | **Recycled IV** |
| **DT** | **Destroyed IV** |
| **CA** | **Cancelled IV** |

The third type of "Action" prompts is the Hidden actions. These actions are:

| | |
|---|---|
| **LBL** | **Label Patient/Report** |
| **JP** | **Jump to a Patient** |
| **OTH** | **Other Pharmacy Options** |
| **MAR** | **MAR Menu** |
| **DC** | **Speed Discontinue** |
| **RN** | **Speed Renew** |
| **SF** | **Speed Finish** |
| **SV** | **Speed Verify** |
| **CO** | **Copy** |
| **N** | **Mark Not to be Given** |
| **I** | **Mark Incomplete** |
| **DIN** | **Drug Restr/Guide** |

**Active Order**

Any order which has not expired or been discontinued. Active orders also include any orders that are on hold or on call.

**Activity Reason Log**

The complete list of all activity related to a patient order. The log contains the action taken, the date of the action, and the user who took the action.

**Activity Ruler**

The activity ruler provides a visual representation of the relationship between manufacturing times, doses due, and order start times. The intent is to provide the on-the-floor user with a means of tracking activity in the IV room and determining when to call for doses before the normal delivery. The activity ruler can be enabled or disabled under the *SIte Parameters (IV)* option.

**Additive**

A drug that is added to an IV solution for the purpose of parenteral administration. An additive can be an electrolyte, a vitamin or other nutrient, or an antibiotic. Only electrolyte or multivitamin type additives can be entered as IV fluid additives in CPRS.

**ADMINISTRATION SCHEDULE File**

File #51.1. This file contains administration schedule names and standard dosage administration times. The name is a common abbreviation for an administration schedule type (e.g., QID, Q4H, PRN). The administration time entered is in military time, with each time separated from the next by a dash, and times listed in ascending order.

**Administering Teams**

Nursing teams used in the administration of medication to the patients. There can be a number of teams assigned to take care of one ward, with specific rooms and beds assigned to each team.

**Admixture**

An admixture is a type of intravenously administered medication comprised of any number of additives (including zero) in one solution. It is given at a specified flow rate; when one bottle or bag is empty, another is hung.

**APSP INTERVENTION File**

File #9009032.4. This file is used to enter pharmacy interventions. Interventions in this file are records of occurrences where the pharmacist had to take some sort of action involving a particular prescription or order. A record would record the provider involved, why an intervention was necessary, what action was taken by the pharmacists, etc.

**Average Unit Drug Cost**

The total drug cost divided by the total number of units of measurement.

| | |
|---|---|
| **BCMA** | A **V***IST***A** computer software package named Bar Code Medication Administration. This package validates medications against active orders prior to being administered to the patient. |
| **Chemotherapy** | Chemotherapy is the treatment or prevention of cancer with chemical agents. The chemotherapy IV type administration can be a syringe, admixture, or a piggyback. Once the subtype (syringe, piggyback, etc.) is selected, the order entry follows the same procedure as the type that corresponds to the selected subtype (e.g., piggyback type of chemotherapy follows the same entry procedure as regular piggyback IV). |
| **Chemotherapy "Admixture"** | The Chemotherapy "Admixture" IV type follows the same order entry procedure as the regular admixture IV type. This type is in use when the level of toxicity of the chemotherapy drug is high and is to be administered continuously over an extended period of time (e.g., seven days). |
| **Chemotherapy"Piggyback"** | The Chemotherapy "Piggyback" IV type follows the same order entry procedure as the regular piggyback IV type. This type of chemotherapy is in use when the chemotherapy drug does not have time constraints on how fast it must be infused into the patient. These types are normally administered over a 30 - 60 minute interval. |
| **Chemotherapy "Syringe"** | The Chemotherapy "Syringe" IV type follows the same order entry procedure as the regular syringe IV type. Its administration may be continuous or intermittent. The pharmacist selects this type when the level of toxicity of the chemotherapy drug is low and needs to be infused directly into the patient within a short time interval (usually 1-2 minutes). |
| **Continuous Syringe** | A syringe type of IV that is administered continuously to the patient, similar to a hyperal IV type. This type of syringe is commonly used on outpatients and administered automatically by an infusion pump. |

**Coverage Times** — The start and end of coverage period designates administration times covered by a manufacturing run. There must be a coverage period for all IV types: admixtures and primaries, piggybacks, hyperals, syringes, and chemotherapy. For one type, admixtures for example, the user might define two coverage periods; one from 1200 to 0259 and another from 0300 to 1159 (this would mean that the user has two manufacturing times for admixtures).

**CPRS** — A **V***IST***A** computer software package called Computerized Patient Record Systems. CPRS is an application in **V***IST***A** that allows the user to enter all necessary orders for a patient in different packages from a single application. All pending orders that appear in the Unit Dose and IV modules are initially entered through the CPRS package.

**Cumulative Doses** — The number of IV doses actually administered, which equals the total number of bags dispensed less any Recycled, Destroyed, or Cancelled bags.

**Default Answer** — The most common answer, predefined by the system to save time and keystrokes for the user. The default answer appears before the two slash marks (//) and can be selected by the user by pressing <**Enter**>.

**Dispense Drug** — The Dispense Drug name has the strength attached to it (e.g., Acetaminophen 325 mg). The name alone without a strength attached is the Orderable Item name.

**Delivery Times** — The time(s) when IV orders are delivered to the wards.

**Dosage Ordered** — After the user has selected the drug during order entry, the dosage ordered prompt is displayed.

**DRUG ELECTROLYTES File** — File #50.4. This file contains the names of anions/cations, and their concentration units.

**DRUG File** — File #50. This file holds the information related to each drug that can be used to fill a prescription.

| | |
|---|---|
| **Electrolyte** | An additive that disassociates into ions (charged particles) when placed in solution. |
| **Entry By** | The name of the user who entered the Unit Dose or IV order into the computer. |
| **Hospital Supplied Self Med** | Self med which is to be supplied by the Medical Center's pharmacy. Hospital supplied self med is only prompted for if the user answers Yes to the SELF MED prompt during order entry. |
| **Hyperalimentation (Hyperal)** | Long term feeding of a protein-carbohydrate solution. Electrolytes, fats, trace elements, and vitamins can be added. Since this solution generally provides all necessary nutrients, it is commonly referred to as Total Parenteral Nutrition (TPN). A hyperal is composed of many additives in two or more solutions. When the labels print, they show the individual electrolytes in the hyperal order. |
| **Infusion Rate** | The designated rate of flow of IV fluids into the patient. |
| **INPATIENT USER PARAMETERS File** | File #53.45. This file is used to tailor various aspects of the Inpatient Medications package with regards to specific users. This file also contains fields that are used as temporary storage of data during order entry/edit. |
| **INPATIENT WARD PARAMETERS File** | File #59.6. This file is used to tailor various aspects of the Inpatient Medications package with regards to specific wards. |
| **Intermittent Syringe** | A syringe type of IV that is administered periodically to the patient according to an administration schedule. |
| **Internal Order Number** | The number on the top left corner of the label of an IV bag in brackets ([ ]). This number can be used to speed up the entry of returns and destroyed IV bags. |
| **IV ADDITIVES File** | File #52.6. This file contains drugs that are used as additives in the IV room. Data entered includes drug generic name, print name, drug information, synonym(s), dispensing units, cost per unit, days for IV order, usual IV schedule, administration times, electrolytes, and quick code information. |

**IV CATEGORY File**

File #50.2. This file allows the user to create categories of drugs in order to run "tailor-made" IV cost reports for specific user-defined categories of drugs. The user can group drugs into categories.

**IV Label Action**

A prompt, requesting action on an IV label, in the form of "Action ( )", where the valid codes are shown in the parentheses. The following codes are valid:

P – Print a specified number of labels now.
B – Bypass any more actions.
S – Suspend a specified number of labels for the IV room to print on demand.

**IV Room Name**

The name identifying an IV distribution area.

**IV SOLUTIONS File**

File #52.7. This file contains drugs that are used as primary solutions in the IV room. The solution must already exist in the DRUG file (#50) to be selected. Data in this file includes: drug generic name, print name, status, drug information, synonym(s), volume, and electrolytes.

**IV STATS File**

File #50.8. This file contains information concerning the IV workload of the pharmacy. This file is updated each time the *COmpile IV Statistics* option is run and the data stored is used as the basis for the AMIS (IV) report.

**Label Device**

The device, identified by the user, on which computer-generated labels will be printed.

**Local Possible Dosages**

Free text dosages that are associated with drugs that do not meet all of the criteria for Possible Dosages.

**LVP**

Large Volume Parenteral — Admixture. A solution intended for continuous parenteral infusion, administered as a vehicle for additive(s) or for the pharmacological effect of the solution itself. It is comprised of any number of additives, including zero, in one solution. An LVP runs continuously, with another bag hung when one bottle or bag is empty.

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|---|---|
| **Manufacturing Times** | The time(s) that designate(s) the general time when the manufacturing list will be run and IV orders prepared. This field in the *SIte Parameters (IV)* option (IV ROOM file, (#59.5)) is for documentation only and does not affect IV processing. |
| **MEDICATION ADMINISTERING TEAM File** | File #57.7. This file contains wards, the teams used in the administration of medication to that ward, and the rooms/beds assigned to that team. |
| **MEDICATION INSTRUCTION File** | File #51. This file is used by Unit Dose and Outpatient Pharmacy. It contains the medication instruction name, expansion, and intended use. |
| **MEDICATION ROUTES File** | File #51.2. This file contains medication route names. The user can enter an abbreviation for each route to be used at their site. The abbreviation will most likely be the Latin abbreviation for the term. |
| **Medication Routes/ Abbreviations** | Route by which medication is administered (e.g., oral). The MEDICATION ROUTES file (#51.2) contains the routes and abbreviations, which are selected by each VAMC. The abbreviation cannot be longer than five characters to fit on labels and the MAR. The user can add new routes and abbreviations as appropriate. |
| **Non-Formulary Drugs** | The medications that are defined as commercially available drug products not included in the VA National Formulary. |
| **Non-Verified Orders** | Any order that has been entered in the Unit Dose or IV module that has not been verified (made active) by a nurse and/or pharmacist. Ward staff may not verify a non-verified order. |
| **Orderable Item** | An Orderable Item name has no strength attached to it (e.g., Acetaminophen). The name with a strength attached to it is the Dispense Drug name (e.g., Acetaminophen 325mg). |
| **Order Sets** | An Order Set is a set of N pre-written orders. (N indicates the number of orders in an Order Set is variable.) Order Sets are used to expedite order entry for drugs that are dispensed to all patients in certain medical practices and procedures. |

**Order View** — Computer option that allows the user to view detailed information related to one specific order of a patient. The order view provides basic patient information and identification of the order variables.

**Parenteral** — Introduced by means other than by way of the digestive track.

**Patient Profile** — A listing of a patient's active and non-active Unit Dose and IV orders. The patient profile also includes basic patient information, including the patient's name, social security number, date of birth, diagnosis, ward location, date of admission, reactions, and any pertinent remarks.

**Pending Order** — A pending order is one that has been entered by a provider through CPRS without Pharmacy or Nursing finishing the order. Once Pharmacy or Nursing has finished and verified the order, it will become active.

**PHARMACY SYSTEM File** — File # 59.7. This file contains data that pertains to the entire Pharmacy system of a medical center, and not to any one site or division.

**Piggyback** — Small volume parenteral solution for intermittent infusion. A piggyback is comprised of any number of additives, including zero, and one solution; the mixture is made in a small bag. The piggyback is given on a schedule (e.g., Q6H). Once the medication flows in, the piggyback is removed; another is not hung until the administration schedule calls for it.

**Possible Dosages** — Dosages that have a numeric dosage and numeric dispense units per dose appropriate for administration. For a drug to have possible dosages, it must be a single ingredient product that is matched to the VA PRODUCT file (#50.68). The VA PRODUCT file (#50.68) entry must have a numeric strength and the dosage form/unit combination must be such that a numeric strength combined with the unit can be an appropriate dosage selection.

**Pre-Exchange Units** — The number of actual units required for this order until the next cart exchange.

**Primary Solution** — A solution, usually an LVP, administered as a vehicle for additive(s) or for the pharmacological effect of the solution itself. Infusion is generally continuous. An LVP or piggyback has only one solution (primary solution). A hyperal can have one or more solutions.

**Print Name** — Drug generic name as it is to appear on pertinent IV output, such as labels and reports. Volume or Strength is not part of the print name.

**Print Name{2}** — Field used to record the additives contained in a commercially purchased premixed solution.

**Profile** — The patient profile shows a patient's orders. The Long profile includes all the patient's orders, sorted by status: active, non-verified, pending, and non-active. The Short profile will exclude the patient's discontinued and expired orders.

**Prompt** — A point at which the system questions the user and waits for a response.

**Provider** — Another term for the physician involved in the prescription of an IV or Unit Dose order for a patient.

**PSJI MGR** — The name of the *key* that allows access to the supervisor functions necessary to run the IV medications software. Usually given to the Inpatient package coordinator.

**PSJI PHARM TECH** — The name of the *key* that must be assigned to pharmacy technicians using the IV module. This key allows the technician to finish IV orders, but not verify them.

**PSJI PURGE** — The key that must be assigned to individuals allowed to purge expired IV orders. This person will most likely be the IV application coordinator.

**PSJI RNFINISH** — The name of the *key* that is given to a user to allow the finishing of IV orders. This user must also be a holder of the PSJ RNURSE key.

**PSJI USR1** — The primary menu option that may be assigned to nurses.

| | |
|---|---|
| **PSJI USR2** | The primary menu option that may be assigned to technicians. |
| **PSJU MGR** | The name of the *primary menu option* and of the *key* that must be assigned to the pharmacy package coordinators and supervisors using the Unit Dose module. |
| **PSJU PL** | The name of the *key* that must be assigned to anyone using the *Pick List Menu* options. |
| **PSJ PHARM TECH** | The name of the *key* that must be assigned to pharmacy technicians using the Unit Dose module. |
| **PSJ RNFINISH** | The name of the *key* that is given to a user to allow the finishing of a Unit Dose order. This user must also be a holder of the PSJ RNURSE key. |
| **PSJ RNURSE** | The name of the *key* that must be assigned to nurses using the Unit Dose module. |
| **PSJ RPHARM** | The name of the *key* that must be assigned to a pharmacist to use the Unit Dose module. If the package coordinator is also a pharmacist he/she must also be given this key. |
| **Quick Code** | An abbreviated form of the drug generic name (from one to ten characters) for IV orders. One of the three drug fields on which lookup is done to locate a drug. Print name and synonym are the other two. Use of quick codes will speed up order entry, etc. |
| **Report Device** | The device, identified by the user, on which computer-generated reports selected by the user will be printed. |
| **Schedule** | The frequency of administration of a medication (e.g., QID, QD, QAM, STAT, Q4H). |

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| **Schedule Type** | Codes include: **O** - one time (i.e., STAT - only once), **P** - PRN (as needed; no set administration times). **C**- continuous (given continuously for the life of the order; usually with set administration times). **R** - fill on request (used for items that are not automatically put in the cart - but are filled on the nurse's request. These can be multidose items (e.g., eye wash, kept for use by one patient and is filled on request when the supply is exhausted). And **OC** - on call (one time with no specific time to be given, i.e., 1/2 hour before surgery). |
| **Self Med** | Medication that is to be administered by the patient to himself. |
| **Standard Schedule** | Standard medication administration schedules stored in the ADMINISTRATION SCHEDULE file (#51.1). |
| **Start Date/Time** | The date and time an order is to begin. |
| **Status** | **A** - active, **E** - expired, **R** - renewed (or reinstated), **D** - discontinued, **H** - on hold, **I** - incomplete, or **N** - non-verified, **U** – unreleased, **P** – pending, **O** – on call, **DE** – discontinued edit, **RE** – reinstated, **DR** – discontinued renewal. |
| **Stop Date/Time** | The date and time an order is to expire. |
| **Stop Order Notices** | A list of patient medications that are about to expire and may require action. |
| **Syringe** | Type of IV that uses a syringe rather than a bottle or bag. The method of infusion for a syringe-type IV may be continuous or intermittent. |
| **Syringe Size** | The syringe size is the capacity or volume of a particular syringe. The size of a syringe is usually measured in number of cubic centimeters (ccs). |
| **TPN** | Total Parenteral Nutrition. The intravenous administration of the total nutrient requirements of the patient. The term TPN is also used to mean the solution compounded to provide those requirements. |

| | |
|---|---|
| **Units per Dose** | The number of Units (tablets, capsules, etc.) to be dispensed as a Dose for an order. Fractional numbers will be accepted. |
| **VA Drug Class Code** | A drug classification system used by VA that separates drugs into different categories based upon their characteristics. IV cost reports can be run for VA Drug Class Codes. |
| **VDL** | Virtual Due List. This is a Graphical User Interface (GUI) application used by the nurses when administering medications. |
| **WARD GROUP File** | File #57.5. This file contains the name of the ward group, and the wards included in that group. The grouping is necessary for the pick list to be run for specific carts and ward groups. |
| **Ward Group Name** | An arbitrarily chosen name used to group wards for the pick list and medication cart. |
| **WARD LOCATION File** | File #42. This file contains all of the facility ward locations and their related data, i.e., Operating beds, Bedsection, etc. The wards are created/edited using the *Ward Definition* option of the ADT module. |

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# 11. Index


***1***

14 Day MAR....141, 142
14 Day MAR Report Example....143

***2***

24 Hour MAR....128, 129, 130, 136
24 Hour MAR Report Example....130

***7***

7 Day MAR....135, 136, 137
7 Day MAR Report Example....137

***A***

Abbreviated Order Entry....16, 17
Action Area....4, 10, 13, 14, 15, 34, 52, 53, 54, 69
Action Profile #1....146, 148
Action Profile #1 Report Example....146
Action Profile #2....148
Action Profile #2 Report Example....148
Active Order List (IV)....173
Active Order List (IV) Example....173
Activity Log....35, 37, 39, 42, 48, 49, 70, 78, 80, 91, 92, 95, 118, 127, 177
Activity Log Example....43, 81, 82, 124, 125
Activity Ruler....61, 193
Additive .....55, 56, 75, 79, 85, 86, 88, 89, 90, 92, 97, 98, 120, 158, 174, 187, 189, 193, 196, 197, 200
Administration Schedule....20, 21, 101
Administration Time....45, 85
Administration Times ....21, 22, 41, 42, 56, 57, 58, 79, 80, 92, 101, 104, 114, 117, 129, 135, 141, 160, 193, 195, 196, 202
Admixture....55, 56, 86, 87, 89, 90, 92, 117, 120, 173, 193, 194, 195, 197
Adverse Reaction Tracking (ART) Package....26, 61
Align Labels (IV)....165
Align Labels (IV) Example....165
Align Labels (Unit Dose)....164
Align Labels (Unit Dose) Example....164
Allergy Indicator....3, 4
Asterisk....34, 36, 37, 61, 69, 72, 118, 160
ATC....105, 108, 110, 114
Authorized Absence....150
Authorized Absence/Discharge Summary....150
Authorized Absence/Discharge Summary Report Example....150
Auto-Verify....37, 38, 76, 77

***B***

Bar Code ID .....122, 165, 169, 171
BCMA.....1, 19, 22, 34, 37, 41, 57, 69, 76, 79, 125, 166, 171
BCMA Units Per Dose.....19
BCMA Virtual Due List (VDL).....37, 76

***C***

Change Report/Label Devices (IV) .....100
Change to Another IV Room (IV) .....100
Chemotherapy .....55, 90, 92, 117, 120, 173, 194, 195
Clinic Location .....59
Controlled Substance .....104, 136, 142
Coverage Times .....61
CPRS.....1, 11, 20, 22, 23, 34, 37, 39, 43, 45, 57, 58, 69, 76, 78, 82, 85, 86, 97, 193, 195, 199
CPRS Med Order .....22, 57

***D***

Default Start Date Calculation.....22, 41, 58, 79, 87, 89
Default Start Date Calculation = CLOSEST .....22, 41, 58, 79, 87, 88, 89
Default Start Date Calculation = NEXT.....22, 41, 58, 79, 87, 88, 89
Default Start Date Calculation = NOW .....16, 22, 41, 55, 58, 79, 87, 88, 89, 146, 148
Default Start Date/Time.....58, 88
Default Stop Date.....15, 16, 45, 54, 58, 85, 100
Default Stop Date/Time .....58, 85
Delete Labels from Suspense (IV).....180
Delete Labels from Suspense (IV) Example.....180
Detailed Allergy/ADR List.....4, 26, 61, 191
Discharge .....150
Discontinue All of a Patient's Orders .....47
Discontinue an Order .10, 14, 32, 34, 35, 36, 46, 47, 52, 67, 69, 70, 72, 86, 91, 92, 105, 111, 118, 146, 150, 192, 200, 202
Discontinue an Order Example.....35, 70
Dispense Drug.....16, 17, 18, 19, 20, 37, 38, 41, 45, 46, 56, 75, 76, 79, 85, 97, 98, 104, 195, 198
Dispense Drug Look-Up .....187
Dispense Drug Look-Up Example.....188
Dispense Log .....42
Dispense Units Per Dose.....19
DONE Order .....22, 57, 77
Dosage Ordered .....16, 18, 19, 20, 21, 37, 104, 195
Drug File .....16, 46, 85, 187
Drug Inquiry (IV).....189
Drug Inquiry (IV) With Information Example .....189
Drug Inquiry (IV) With No Information Example .....189
Drug Name.....104
Drug Prompt.....1, 16, 17, 55, 187
Drug Text Indicator .....17, 56

***E***

Edit an Order....36, 71
Edit an Order and Create a New Order Example....73
Edit an Order Example....36, 71
Edit Inpatient User Parameters....99
Edit Patient's Default Stop Date....99
Enter Units Dispensed....107
Enter Units Dispensed Report Example....109
Enter/Edit Allergy/ADR Data....26, 61
Entering Returns and Destroyed Medications Example....122
Expected First Dose....45, 85
Extra Units Dispensed....110
Extra Units Dispensed Report....155
Extra Units Dispensed Report Example....110, 155

***F***

Finish an Order....37, 43, 46, 76, 82, 85, 97
Finish an Order Example....44, 45, 83
Free Text Dosage....156
Free Text Dosage Report....156
Free Text Dosage Report Example....156, 157
Frequency....41, 42, 79, 80

***G***

Glossary....191

***H***

Header Area....4
Hidden Actions....2, 5, 6
History Log....36, 42, 72, 80
Hold....2, 10, 14, 26, 39, 41, 47, 48, 52, 78, 82, 92, 104, 108, 118, 150, 192, 202
  Hold All of a Patient's Orders....47
  Hold All of a Patient's Orders Example....47
  Hold an Order....39
  Hold an Order Example....39, 78
  Take All of a Patient's Orders Off of Hold Example....48
Hyperal....55, 56, 89, 90, 92, 117, 120, 173, 194, 195, 196, 200

***I***

Individual Labels (IV)....166
Individual Labels (IV) Example....166
Individual Order Suspension (IV)....181
Individual Order Suspension (IV) Example....181
Infusion Rate....56, 86, 92, 196
Inpatient Order Entry....9, 10, 14, 16, 32, 46, 51, 52, 53, 55, 67, 85
Inpatient Order Entry Example....14, 53

Inpatient Profile .....48, 94, 164
Inpatient Profile Example .....49, 95
Inpatient Stop Order Notices .....148, 158, 174
Inpatient Stop Order Notices Example .....158, 174
Inpatient User Parameters .....16, 32, 37, 47, 67, 76
Inpatient Ward Parameters.....21, 22, 23, 58, 87, 88, 89, 104
Inquiries Menu .....187
Inquiries Menu Example.....187
Inquiries Option .....187
Intermittent Syringe .....57, 90
Internal Order Number.....122
Intervention .....26, 61, 98, 193
Intervention Menu.....26, 61, 191
  Delete an Intervention Example .....29, 64
  Edit an Intervention Example .....28, 63
  New Intervention Example .....27, 62
  Print an Intervention Example .....31, 66
  View an Intervention Example .....30, 65
Introduction.....1
IRMS.....55
IV Additives.....55, 58, 87, 88, 89, 189, 196
IV Bag .....6, 121, 122, 196
IV Drug Formulary Report (IV) .....176
IV Drug Formulary Report (IV) Example .....176
IV Flag .....46, 85
IV Fluid Orders .....86
IV Label Example .....122
IV Label Menu Example.....165
IV Menu .....51, 52, 97, 100, 117, 165, 189
IV Menu Example.....51
IV Order
  Continuous Type.....58
  Intermittent Type .....58
IV Room.....14, 48, 53, 58, 61, 92, 94, 100, 118, 120, 121, 181, 183, 193, 196, 197
IV Solution.....56, 189, 193
IV Stats File .....169
IV Type .....55, 56, 58, 86

***L***

Label Log .....80, 92, 177
Label Menu (IV) .....165
Label Print/Reprint .....164
Labels from Suspense (IV) .....182
Labels from Suspense (IV) Example .....182
Large Volume Parenteral (LVP).....55, 87, 197
List Area .....4

List Manager ..... 3, 4, 5, 15, 34, 54, 69
Local Possible Dosages ..... 18, 19, 20, 21, 197
Local Possible Dosages Example ..... 18

***M***

Maintenance Options ..... 99
Maintenance Options - IV ..... 100
Maintenance Options – Unit Dose ..... 99
Manufacturing List ..... 117, 120, 169, 183
Manufacturing List (IV) ..... 120
Manufacturing List Example ..... 121
Manufacturing Record for Suspense (IV) ..... 183
Manufacturing Record for Suspense (IV) Example ..... 183
Medication Administration Records (MARs) ..... 1
Medication Routes ..... 20, 46, 57, 85, 92, 104, 198
Medications Due Worksheet ..... 160
Medications Due Worksheet Example ..... 160
Menu Tree
  IV Menu Tree ..... viii
  Unit Dose Menu Tree ..... vii
Message Window ..... 4

***N***

Nature of Order ..... 17, 23, 58
New Order Entry ..... 16, 55
  New IV Order Entry Example ..... 59
  New Unit Dose Order Entry Example ..... 24
Non-Formulary Status ..... 17, 37, 38, 41, 45, 56, 75, 76, 79, 85
Non-Standard Administration Times ..... 57
Non-Standard Schedules ..... 21, 42, 57, 80, 100, 101
Non-Verified/Pending Orders ..... 9, 11, 16, 32, 48, 67
Non-Verified/Pending Orders Example ..... 11

***O***

On Call ..... 86
Order Actions ..... 34, 69
Order Check ..... 16, 97, 98
  Drug-Allergy Interactions ..... 16, 97, 98
  Drug-Drug Interactions ..... 16, 97, 98
  Duplicate Class ..... 16, 97, 98
  Duplicate Drug ..... 16, 97, 98
Order Entry ..... 1, 4, 5, 9, 10, 16, 48, 51, 52
Order Lock ..... 9, 51
Order Options ..... 9
Order Set ..... 16, 17, 198
Orderable Item16, 17, 20, 21, 37, 38, 41, 45, 56, 75, 76, 79, 85, 98, 100, 104, 158, 174, 195, 198

Orientation .....1
Other Print Info .....57

***P***

Parenteral .....55, 87, 88, 193, 197, 199
Patient Action .....10, 13, 14, 15, 52, 53, 54
Patient Information .....4, 10, 14, 33, 52, 53, 68, 191
Patient Information Example .....10, 33, 52, 53, 68
Patient Lock .....9, 16, 51, 55
Patient Profile (Extended).....162
Patient Profile (Extended) Report Example.....162
Patient Profile (Unit Dose) .....91, 127
Patient Profile (Unit Dose) Example .....127
Patient Profile Report (IV).....91, 177
Patient Profile Report (IV) Example .....177
Patient Profiles .....9, 51, 127
Patient Record Update .....15, 54
Patient Record Update Example .....15, 54
Pick List .....1, 37, 76, 103, 104, 105, 107, 108, 110, 112, 114, 115, 203
Pick List Menu.....2, 103
Pick List Menu Example.....103
Pick List Report .....103
Pick List Report Example .....105
Piggyback.....55, 56, 57, 88, 90, 92, 117, 120, 173, 194, 195, 199, 200
Possible Dosages.....18, 19, 197, 199
Possible Dosages Example .....18
Pre-Exchange Units Report .....38
Production Options .....117
Profile (IV).....52, 91
Profile Report Example.....92, 179
Provider.....17, 22, 86, 200
Provider Comments .....22, 57
PSJ RPHARM Key .....13, 26, 61, 82
PSJI PHARM TECH Key .....82
PSJU PL Key .....2, 99, 103

***Q***

Quick Code .....55, 89, 90, 187, 189, 196, 201

***R***

Regular Order Entry.....16, 17
Renew an Order .....41, 79
Renewal List (IV) .....179
Renewal List (IV) Example .....179
Report Returns .....111
Reporting Medication Returns Example.....111

Reports (IV) ....172
Reports (IV) Example ....172
Reports Menu ....127, 128
Reports Menu Example ....128
Reprint Labels from Suspense (IV) ....182, 184
Reprint Labels from Suspense (IV) Example ....184
Reprint Pick List ....112
Reprint Pick List Example ....112
Reprint Scheduled Labels (IV) ....171
Requested Start Date/Time ....45, 85
Requested Stop Date/Time ....45, 85
Returns and Destroyed Entry (IV) ....121
Revision History ....i

***S***

Schedule ....20, 21, 22, 32, 41, 42, 45, 57, 79, 80, 85, 92, 104, 129, 135, 141, 201
Schedule Type ....20, 32, 67, 104, 108, 158, 174, 193, 202
Scheduled Labels (IV) ....169, 171
Scheduled Labels (IV) Example ....169
Screen Title ....3, 4
Select Action ....4, 5, 10, 13, 14, 43, 52, 53
Select Allergy ....26, 61
Select Order ....32, 33, 67, 68, 191
Select Order Example ....33, 68
Self Med ....23
Send Pick List To ATC ....114
Service Connection ....150
Short Profile Example ....12
Solution 55, 56, 75, 79, 85, 86, 87, 88, 89, 90, 92, 97, 98, 120, 158, 174, 187, 189, 193, 196, 197, 199, 200, 202
Special Instructions ....22, 158, 174
Speed Actions ....46, 86
  Speed Discontinue ....46, 86, 192
  Speed Finish ....43, 46, 192
  Speed Renew ....46, 192
  Speed Verify ....46, 192
Speed Finish ....41, 79
Speed Renew ....41, 79
Standard Schedule ....42, 80, 188, 202
Standard Schedule Example ....188
Start Date/Time ....22, 37, 41, 42, 43, 45, 58, 70, 79, 80, 86, 87, 88, 89, 103, 104, 105, 164, 202
Stop Date/Time 15, 22, 35, 36, 37, 42, 43, 45, 54, 58, 59, 70, 72, 80, 87, 88, 89, 99, 103, 104, 202
Strength ....20, 56, 92, 120, 158, 174, 189, 195, 198, 199
Suspense Functions (IV) ....180
Suspense Functions (IV) Menu Example ....180
Suspense List (IV) ....185

Suspense List (IV) Example ..... 185
Syringe ..... 55, 75, 90, 92, 117, 120, 173, 194, 195, 196, 202
Syringe Size ..... 90

***T***

Table of Contents ..... iii
Team ..... 103
Test Control Codes (IV) ..... 171
Test Control Codes (IV) Example ..... 171, 172
Topic Oriented Section ..... vii, viii
Total Parenteral Nutrition (TPN) ..... 89, 196

***U***

Unit Dose Medications ..... 2, 9, 10, 99, 127, 187
Unit Dose Menu Example ..... 9
Units Dispensed ..... 104, 107, 108
Units Needed ..... 104
Units Per Dose ..... 19, 20, 21, 104, 105, 114, 199
Update Daily Ward List (IV) ..... 118
Update Daily Ward List Example ..... 119
Update Pick List ..... 114

***V***

VA Drug Class Code ..... 187
VA FORM 10-1158 ..... 147, 149, 158, 174
VA FORM 10-2970 ..... 136
VA FORM 10-5568d ..... 136
VDL ..... 22, 37, 57, 76
Verify a DONE Order (CPRS Med Order) Example ..... 77
Verify an Order ..... 37, 76
Verify an Order Example ..... 37, 38, 76
View Profile ..... 10, 14, 32, 52, 53, 67, 191
View Profile Example ..... 32, 67
**V***IST***A** ..... 1, 9, 16, 51, 55, 195
Volume ..... 55, 56, 75, 86, 88, 90, 92, 158, 160, 174, 197, 199, 202
Change the Volume of a Solution Example ..... 75

***W***

Ward ..... 103

Ward Group .1, 11, 48, 94, 103, 104, 105, 114, 127, 129, 135, 141, 146, 148, 150, 155, 160, 164, 203
Ward List ..... 51, 61, 117, 118, 120, 169, 181
Ward List (IV) ..... 117, 171, 173
Ward List Report Example ..... 118
Ward Stock ..... 104, 136, 142