# INPATIENT MEDICATIONS

## NURSE'S USER MANUAL

Version 5.0
January 2005

(Revised July 2007)

Department of Veterans Affairs
VistA Health Systems Design and Development

# Revision History

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

| Date | Revised Pages | Patch Number | Description |
|---|---|---|---|
| 07/2007 | 79a-79b, 86a-86b, 92a-92b | PSJ*5*145 | On 24-Hour, 7-Day, and 14-Day MAR Reports, added prompt to include Clinic Orders when printing by Ward or Ward Group. Also added prompt to include Ward Orders when printing by Clinic or Clinic Group. (R. Singer, PM; E. Phelps, Tech. Writer) |
| 05/2007 | 24 | PSJ*5*120 | Modified Inpatient Medications V. 5.0 to consider the duration the same way as all other stop date parameters, rather than as an override. (R. Singer, PM; E. Phelps, Tech. Writer) |
| 12/2005 | 1, 73-74b | PSJ*5*146 | Remote Data Interoperability (RDI) Project: Removed document revision dates in Section 1. Introduction. Updated Section 4.9. Order Checks, to include new functionality for remote order checking. (E. Williamson, PM; M. Newman, Tech. Writer) |
| 01/2005 | All | PSJ*5*111 | Reissued entire document to include updates for Inpatient Medications Orders for Outpatients and Non-Standard Schedules. (S. Templeton, PM, R. Singer, PM, M. Newman, Tech. Writer) |

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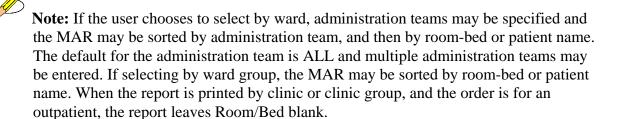
## 6.2.1    24 Hour MAR
### [PSJU 24H MAR]

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
- Ward/Clinic*
- Patient demographic data
- Time line
- Information about each order

*For Outpatients receiving Inpatient Medication orders in an appropriate clinic.


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 group (**G**), ward (**W**) , clinic (**C**) , or patient (**P**). When group is selected, a prompt to select by ward group (**W**) or clinic group (**C**) displays. If the user 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 a 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, administration teams may be specified and the MAR may be sorted by administration team, and then by room-bed or patient name. The default for the administration team is ALL and multiple administration teams may be entered. If selecting by ward group, the MAR may be sorted by room-bed or patient name. When the report is printed by clinic or clinic group, and the order is for an outpatient, the report leaves Room/Bed blank.

When selecting by Ward, Ward Group, Clinic, or Clinic Group, the following prompts are included. All orders for a patient are grouped together by the patient's name, regardless of location.

**Select by Ward:**

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

Include Clinic Orders?
```

Entering **YES** for Clinic Orders prints both ward and clinic orders for patients on a ward. Entering **NO** for Clinic Orders prints only the ward orders.

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

**Select by Ward Group:**

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

Include Clinic Orders?
```

Entering **YES** for Clinic Orders prints both ward and clinic orders for patients in a Ward Group. Entering **NO** for Clinic Orders prints only the ward orders for patients in a Ward Group.

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

**Select by Clinic:**

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

Include Ward Orders?
```

Entering **YES** for Ward Orders prints both clinic and ward orders for patients in a clinic. Entering **NO** for Ward Orders prints only the clinic orders.

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

**Select by Clinic Group:**

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

Include Ward Orders?
```

Entering **YES** for Ward Orders prints both clinic and ward orders for patients in a Clinic Group. Entering **NO** for Ward Orders prints only the clinic orders for patients in a Clinic Group.

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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 <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. 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.

When selecting by Ward, Ward Group, Clinic, or Clinic Group, the following prompts are included. All orders for a patient are grouped together by the patient's name, regardless of location.

**Select by Ward:**

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

Include Clinic Orders?
```

Entering **YES** for Clinic Orders prints both ward and clinic orders for patients on a ward. Entering **NO** for Clinic Orders prints only the ward orders.

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

**Select by Ward Group:**

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

Include Clinic Orders?
```

Entering **YES** for Clinic Orders prints both ward and clinic orders for patients in a Ward Group. Entering **NO** for Clinic Orders prints only the ward orders for patients in a Ward Group.

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

**Select by Clinic:**

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

Include Ward Orders?
```

Entering **YES** for Ward Orders prints both clinic and ward orders for patients in a clinic. Entering **NO** for Ward Orders prints only the clinic orders.

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

**Select by Clinic Group:**

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

Include Ward Orders?
```

Entering **YES** for Ward Orders prints both clinic and ward orders for patients in a Clinic Group. Entering **NO** for Ward Orders prints only the clinic orders for patients in a Clinic Group.

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When selecting by Ward, Ward Group, Clinic, or Clinic Group, the following prompts are included. All orders for a patient are grouped together by the patient's name, regardless of location.

**Select by Ward:**

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

Include Clinic Orders?
```

Entering **YES** for Clinic Orders prints both ward and clinic orders for patients on a ward. Entering **NO** for Clinic Orders prints only the ward orders.

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

**Select by Ward Group:**

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

Include Clinic Orders?
```

Entering **YES** for Clinic Orders prints both ward and clinic orders for patients in a Ward Group. Entering **NO** for Clinic Orders prints only the ward orders for patients in a Ward Group.

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

**Select by Clinic:**

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

Include Ward Orders?
```

Entering **YES** for Ward Orders prints both clinic and ward orders for patients in a clinic. Entering **NO** for Ward Orders prints only the clinic orders.

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

**Select by Clinic Group:**

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

Include Ward Orders?
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Entering **YES** for Ward Orders prints both clinic and ward orders for patients in a Clinic Group. Entering **NO** for Ward Orders prints only the clinic orders for patients in a Clinic Group.

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