



INPATIENT MEDICATIONS

PHARMACIST'S USER MANUAL

Version 5.0
January 2005

(Revised September 2011)

Department of Veterans Affairs
Product Development

Revision History

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

Date	Revised Pages	Patch Number	Description
09/2011	58	PSJ*5*235	Updated ‘Note’ section regarding Expected First Dose (A. Scott PM, G. Werner Tech Writer)
07/2011	i, 16 246	PSJ*5*243	Update Revision History Update Index Revised the existing display in the <i>Non-Verified/Pending Orders</i> [PSJU VBW] option from a pure alphabetic listing of patient names, to a categorized listing by priority. Added “priority” to Index. (N. Goyal, PM; E. Phelps/John Owczarzak, Tech Writers)
04/2011	i v-vii 9 15-15b 17 19 20 21 27-28 30 31 32 33 34 35-36b 37 40 41 46 61-62b 65 66 67 73-74	PSJ*5*181	Updated Revision History Updated Table of Contents New: Intervention Menu New: Example: Ward Group Sort option ^OTHER for Patient and Example: Ward Group Sort option ^OTHER for Order Updated: Example: Patient Information Screen Update: “Select DRUG” Note was updated Updated: Example: Dispense Drug with Possible Dosages and Example: Dispense Drug with Local Possible Dosages Updated: Example: New Order Entry Updated: Example: New Intervention Updated: Example: Edit an Intervention Updated: Example: Delete an Intervention Updated: Example: View an Intervention Updated: Example: Print an Intervention New: Discontinued Codes and Example of Inpatient Order Entry New: Example: Patient Information Updated: 4.1.5.1 Discontinue Updated: Example: Discontinue an Order (continued) Updated: Example: Verify an Order (continued) Updated: 4.1.8 Inpatient Profile, Discontinued Codes, & example Updated: Example: Patient Information Updated: Example: Patient Record Updated: Example: Patient Information Updated: Example: New Order Entry Updated: Example: New Intervention Updated: Example: Edit an Intervention

Date	Revised Pages	Patch Number	Description
	76 77 78 79 80 81 83 98 118 120-120b 122 123-124v 125 136 137 153 190 192a-192b 194-195 196-196d 219-220 221-222 223-238 239-246		Updated: Example: Delete an Intervention Updated: Example: View an Intervention Updated: Example: Print an Intervention Updated: 4.2.3.5 View Profile Updated: Example: Patient Information Updated: 4.1.5.4 Hold Updated text Updated: 4.2.7. Inpatient Profile, Discontinued Codes, & example Updated: Example: Inpatient Profile Updated: 4.3. Order Checks Added Note Updated: Example: Extra Units Dispensed Report Updated: Example: Reporting Medication Returns Updated: Example: Patient Profile Updated: Example: Extended Patient Profile Report Updated: 8.1.5. Patients on Specific Drug(s) Updated: Example: IV Individual Labels New: Example: IV Individual Labels (Print New Labels) New: 10. CPRS Order Checks – How They Work New: 11. Error Messages Updated: Glossary page numbering Updated: Index & page numbering (C. Flegel, developer; S. Heiress, Tech Writer)
9/2010	i-ii, 174	PSJ*5*232	Deleted paragraph referring to Start/Stop date prompts of Action Profile #1 option as this is not how the option works. (A. Scott, PM; G. Werner, Tech Writer)
06/2010	i-v, 33-34, 25a-25d, 124a- 124b, 124e- 124f, 239-241	PSJ*5*113	Added new Order Validation Requirements. Removed Duplicate Order Check Enhancement functionality, (removed in a prior patch). (R. Singer, DM, B. Thomas, Tech Writer)
02/2010	i-ii, iv-v, 192a-b, 214a-b, 239-241	PSJ*5*214	Updated Table of Contents to include new sections. Added new sections 8.1.5 and 8.2.4 to reference <i>Patients on Specific Drug(s)</i> option that is now commonly used by pharmacists who may have been assigned this option directly and not as part of the Supervisor's Menu. Added <i>Patients on Specific Drug(s)</i> option to the Index. (C. Willette, DM; R. Silverman/D. Dertien, Tech Writer)
12/2009	56, 56a, 56b	PSJ*5*222	Added description of warning displayed when finishing a Complex Unit Dose Order with overlapping admin times. Corrected page numbers in Table of Contents.

Date	Revised Pages	Patch Number	Description
	iii		(E. Wright, PM; R. Sutton, Tech Writer)
07/2009	43	PSJ*5*215	When Dispense Drug is edited for an active Unit Dose, an entry is added to the activity log. (G. Tucker, PM; S. B. Scudder, Tech Writer)
02/2009	226	PSJ*5*196	Update to IV Duration (A. Scott, PM; G. Werner, Tech Writer)
08/2008	iii, 20-27, 54, 68-76, 94-95, 104-106, 236, 240- 241	PSJ*5*134	Inpatient Medication Route changes added, plus details on IV type changes for infusion orders from CPRS, pending renewal functions, and expected first dose changes. (S. Templeton, PM; G. O'Connor, Tech Writer)
10/2007	iii, 124 a-d 5, 17-18, 27-28, 30-34, 37- 38, 65-68, 76-80, 83-84, 119-120, 123-124, 149-150, 195-196, 209-210	PSJ*5*175 PSJ*5*160	Modified outpatient header text for display of duplicate orders. Added new functionality to Duplicate Drug and Duplicate Class Order Check definitions. Modifications for remote allergies, to ensure all allergies are included when doing order checks using VA Drug Class; Analgesic order checks match against specific class only; check for remote data interoperability performed when entering patient's chart; and list of remote allergies added to Patient Information screen. (R. Singer, PM; E. Phelps/C. Varney, Tech Writer)
07/2007	155a- 155b, 162a- 162b, 168a-168b	PSJ*5*145	On 24-Hour, 7-Day, and 14-Day MAR Reports, added prompt to include Clinic Orders when printing by Ward or Ward Group. Also added prompt to include Ward Orders when printing by Clinic or Clinic Group. (R. Singer, PM; E. Phelps, Tech. Writer)
05/2007	25	PSJ*5*120	Modified Inpatient Medications V. 5.0 to consider the duration the same way as all other stop date parameters, rather than as an override. (R. Singer, PM, E. Phelps, Tech. Writer)
12/2005	1, 124-124b	PSJ*5*146	Remote Data Interoperability (RDI) Project: Removed document revision dates in Section 1. Introduction. Updated Section 4.3. Order Checks to include new functionality for checking allergies, drug reactions, and interactions. (E. Williamson, PM; M. Newman, Tech. Writer)

03/2005	iv-v,1, 114-116, 223, 236-241	PSJ*5*112	<p>Updated TOC to correct Index page number. (p. iv)</p> <p>In Unit Dose Menu Tree, changed Clinic Stop Dates to Clinic Definition. (p. v)</p> <p>In Section 1., Introduction, updated revision dates and added reference to Release Notes. (p. 1)</p> <p>In Sections 4.2.5.1., 4.2.5.3., and 4.2.5.3., added a sentence that refers to the IMO parameter NUMBER OF DAYS UNTIL STOP from the CLINIC DEFINITION file. (p.114-116)</p> <p>Updated Glossary; added definition for CLINIC DEFINITION File. (p. 223) Updated Index; added CLINIC DEFINITION file and Inpatient Medication Orders for Outpatients page number references; reflowed all following Index pages. (p. 236-241)</p> <p>(S. Templeton, PM, R. Singer, PM, M. Newman, Tech. Writer)</p>
01/2005	All	PSJ*5*111	<p>Reissued entire document to include updates for Inpatient Medication Orders for Outpatients and Non-Standard Schedules.</p> <p>(S. Templeton, PM, R. Singer, PM, M. Newman, Tech. Writer)</p>

Example: Finish an Order (continued)

NON-VERIFIED UNIT DOSE		Feb 25, 2001@21:38:29		Page: 1 of 2	
PSJPATIENT1,ONE		Ward: 1 EAST			
PID: 000-00-0001		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 Duration: (3)Start: 02/26/01 14:40 *(4) Med Route: PO REQUESTED START: 02/26/01 14:40 (5) Stop: 02/28/01 24:00 (6) Schedule Type: FILL on REQUEST *(8) Schedule: QDAILY (9) Admin Times: 1440 *(10) Provider: PSJPROVIDER,ONE [es] (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.....					

NON-VERIFIED UNIT DOSE		Feb 25, 2001@21:38:45		Page: 1 of 2	
PSJPATIENT1,ONE		Ward: 1 EAST			
PID: 000-00-0001		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 Duration: (3)Start: 02/26/01 14:40 *(4) Med Route: PO REQUESTED START: 02/26/01 14:40 (5) Stop: 02/28/01 24:00 (6) Schedule Type: FILL on REQUEST *(8) Schedule: QDAILY (9) Admin Times: 1440 *(10) Provider: PSJPROVIDER,ONE [es] (11) Special Instructions:					
(12) Dispense Drug		U/D		Inactive Date	
MULTIVITAMIN TABLETS		1			
+ Enter ?? for more actions					
DC Discontinue ED Edit AL Activity Logs					
HD (Hold) RN (Renew)					
FL Flag VF Verify					
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 date/time is added to the order view to indicate the date/time requested by the provider to start the order. This date/time is the CPRS Expected First Dose when no duration is received from CPRS.



Note: When an order is placed through CPRS prior to the next administration time for today, 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 today, the Expected First Dose will be at the next administration time. The Expected First Dose displayed in CPRS displays as Requested Start Date/Time on the order view if no duration is received from CPRS. The Expected First Dose displays as the default Start Date/Time on the order view when a duration is received.

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.



Note: When the CPRS patch, OR*3*141, is installed on the user’s system AND the order is electronically signed through the CPRS package, the electronically signed abbreviation, [es], will appear next to the Provider’s Name on the 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