



INPATIENT MEDICATIONS

SUPERVISOR'S USER MANUAL

Version 5.0
December 1997

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Revision History

The table below lists changes made since the initial release of this manual. Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. Either update the existing manual with the Change Pages Document, or replace it with the updated manual.

Note: The Change Pages Document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revised Pages	Patch Number	Description
12/2013	i-iii, v-vi, 6a-6f, 61, 71-72	PSJ*5*279	Added Missing Dose Printer and Pre-Exchange Report Device to section 3.2., Clinic Definition. Added section 3.2.1., Pre-Exchange Printer for Clinic Orders. Updated Glossary and Index (R. Santos, PM; B. Thomas, Tech Writer)
01/2013	i, iv 58 60-62	PSJ*5*260 PSJ*5*268	Updated Revision History New Hidden Action for DA, OCI, & CK Added BSA, CrCL, & DATUP to Glossary (D. McCance, PM; S. Heiress, Tech Writer)
4/2011	i iii-iv 5 6 6b 7 10 12-13 13 14 15 16a-b 17 20 22-23 24 26-29 29 30-30b 31	PSJ*5*181	Updated Revision History Updated Table of Contents Updated Example: Supervisor's Menu & update the Administering Team file Updated Example: Administering Teams Updated Example: Clinic Groups and Updated Example: Management Reports Menu Updated Example2: AMIS Report with No Data New example 2: Drug (Cost and/or Amount) Report with No Data New Example: Provider (Cost per) Report New Example: Service (Total Cost per) Report New Example: Total Cost to Date (Current Patients) Report New Example: Non-Standard Schedule Search Updated Example: Order Set Enter/Edit New Example: Parameters Edit Menu New Example: Auto-Discontinue Set-Up New Example: Inpatient User Parameters Edit Added New Inpatient Ward Parameters Edit - HOURS OF RECENTLY DC/EXPIRED New Example: Inpatient Ward Parameters Edit Added New Systems Parameters Edit - HOURS OF RECENTLY DC/EXPIRED New Example: Systems Parameters Edit New Example: Pick List Menu

Date	Revised Pages	Patch Number	Description
	34 35 38 38-38b 40 41 54 55 56a-d 56e-f 57-70 71-72		New Example: Ward Groups New Example: Supervisor's Menu (IV) New Example: Auto-Discontinue Set-Up (continued) New Example: Category File (IV) New Example: Management Reports (IV) New Example: Active Order Report by Ward/Drug (IV) New Example: Recompile Stats File (IV) New Example: Site Parameter (IV) (continued) CPRS Order checks: How they work Error Messages Glossary Index (A.Vargas, Dev; S. Heiress, M. Colyvas, Tech Writers)
02/10	i-ii, 10-11, 47-48	PSJ*5*214	Revised description of <i>Patients on Specific Drug(s)</i> option in Sections 3.4.3 and 4.4.5. (C. Willette, DM; R. Silverman/D. Dertien, Tech Writer)
05/07	1, 69-70	PSJ*5*120	Removed revised dates for Inpatient Medications manuals. Modified Glossary to revise definition of Stop Date/Time. (R. Singer, PM, E. Phelps, Tech. Writer)
5/06	25a-25b, 27-28 29-30 73-74	PSJ*5*154	Added the INPATIENT WARD PARAMETER, PRIORITIES FOR NOTIFICATION to section 3.8.3 description and example. Added the PHARMACY SYSTEM PARAMETERS, PRIORITIES FOR PENDING NOTIFY, and PRIORITIES FOR ACTIVE NOTIFY to section 3.9.4 description and example. (C. Greening, PM, T. Dawson, Tech. Writer)

03/05	iii, 1, 5a-5b, 6, 8, 10, 12, 13, 15, 17, 20, 23, 27, 31-33 29-30, 61-70, 71-74	PSJ*5*112	<p>Updated Table of Contents with new Section 3.2, Clinic Definition; renumbered all following sections in Section 3. (p. iii)</p> <p>In Section 1, Introduction, updated revision dates. (p. 1)</p> <p>Added new Section 3.2 for the Clinic Definition [PSJ CD] option; renumbered all following sections numbers in Section 3. (p. 5a-5b, 6, 8, 10, 12, 13, 15, 17, 20, 23, 27, 31-33)</p> <p>Added heading above and <Enter> symbols in Clinic Groups screen shot. (p. 6)</p> <p>In Section 3.8, PARAmeters Edit Menu, changed Clinic Stop Dates to Clinic Definition on screen shot. (p. 17)</p> <p>In Section 3.8.4., removed AUTO-DC IMO ORDERS field from bulleted list and Systems Parameters Edit screen shot; added Note about the new location of field. (p.29-30)</p> <p>In Section 5, Glossary, added definition for CLINIC DEFINITION File and reflowed text to next page. (p. 61-70)</p> <p>Updated Index to include CLINIC DEFINITION File and Option, Auto-Discontinue IMO Orders, and Inpatient Medications for Outpatients; reflowed text to remaining pages. (p. 71-74)</p> <p>(S. Templeton, PM, R. Singer, PM, M. Newman, Tech. Writer)</p>
01/05	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>

(This page included for two-sided copying.)

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3.2. Clinic Definition

[PSJ CD]

This *Clinic Definition* option allows sites to define the behavior of Inpatient Medications for Outpatients (IMO) orders on a clinic-by-clinic basis. Users can define the following parameters, by clinic:

- **NUMBER OF DAYS UNTIL STOP:** The number of days to be used to calculate the stop date for orders placed in the specified clinic.
- **AUTO-DC IMO ORDERS:** Whether to auto-dc IMO orders upon patient movement, such as admission, discharge, ward transfer, and treating specialty change.
- **SEND TO BCMA?:** Whether to transmit IMO orders to BCMA.
- **MISSING DOSE PRINTER:** This printer is used to print Missing Dose Requests for this clinic, if defined, or will use the BCMA Site Parameters value for Clinic Missing Dose Request Printer. If that field is blank, it will use the BCMA Site Parameters value for Inpatient Missing Dose Request Printer.
- **PRE-EXCHANGE REPORT DEVICE:** This device will be used as the default device for the Pre-Exchange report for this clinic.

If an Inpatient Medications for Outpatients (IMO) order is created in CPRS for a clinic that is not defined in the CLINIC DEFINITION (#53.46) file, a message is sent to the PSJ CLINIC DEFINITION mail group indicating the order will not display in BCMA unless the clinic is defined in the CLINIC DEFINITION (#53.46) file, and the SEND TO BCMA? (#3) field is set to YES.



Note: For detailed descriptions of the above parameters, please see "Fields from the CLINIC DEFINITION File (#53.46)" in the Inpatient Medications V. 5.0. Technical Manual/Security Guide.



Note: The *Clinic Stop Dates* [PSJ CSD] option has been removed, and the *Clinic Definition* [PSJ CD] option has been added under the *PARAMeters Edit Menu* [PSJ PARAM EDIT MENU] option.



Note: The AUTO-DC IMO ORDERS field is only used if the auto-dc parameters in Inpatient Medications are controlling the movement actions. Otherwise, this field would be ignored.

Example: Clinic Definition

```
Select OPTION NAME: PSJ CD      Clinic Definition
Clinic Definition
Select CLINIC: CLINIC (45)
...OK? Yes// <Enter>

NUMBER OF DAYS UNTIL STOP: 10// <Enter>
```

```
AUTO-DC IMO ORDERS: YES// <Enter>
SEND TO BCMA?: NO// <Enter>
MISSING DOSE PRINTER:
PRE-EXCHANGE REPORT DEVICE:
```

3.2.1 Pre-Exchange Printer for Clinic Orders

A modified version of the pre-exchange report is available allowing the user to print pre-exchange reports to devices associated with each clinic.

If any Inpatient orders were processed/verified with clinic orders, you will be prompted for the Ward Pre-Exchange Report device prior to receiving a prompt for any clinic location Pre-Exchange Report device.

You will be prompted separately, (and a different report will print), for all orders for each different clinic for which you have edited orders.

If you have defined a default report device at the *Clinic Definition* [PSJ CD] option, press Enter to accept the default and print the Pre-Exchange Units Report.

- The use of the existing next pick list / cart exchange process for clinic orders is not supported.
- An additional prompt is added to the *Clinic Definition* [PSJ CD] option when entering the clinic default printer device for a clinic defined in the CLINIC DEFINITION (#53.46) file.

Example: Pre-Exchange Printer Prompt

```
Select OPTION NAME: CLINIC DEFINITION PSJ CD Clinic Definition
Select CLINIC: CLINIC (60)
...OK? Yes// (Yes)
NUMBER OF DAYS UNTIL STOP: 7
AUTO-DC IMO ORDERS: NO//
SEND TO BCMA?: YES// Y YES
MISSING DOSE PRINTER:
PRE-EXCHANGE REPORT DEVICE: L9150$PRT
```

- **The last inpatient location is no longer used in determining the default pre-exchange printer.**

- If no default device is defined in the CLINIC DEFINITION (#53.46) file, “Home” defaults as the pre-exchange printer.

Example: Select HOME as Default Printer

```
Select DEVICE for PRE-EXCHANGE UNITS Report: HOME//      Right Margin: 80//
```

- The user may select the default device when printing the Pre-Exchange report, upon finishing new orders.

Example: Selecting Default Printer upon Finishing New Order

```
Select DEVICE for PRE-EXCHANGE UNITS Report for CLINIC (60): PRINTER2// <return>      Right Margin: 80//
Keep PRINTER2 as the PRE-EXCHANGE REPORT DEVICE for CLINIC (60)this session? Y
```

Pre-Exchange Units Report

The Pre-Exchange Units Report for non inpatients displays the Clinic name in the header and detail rather than Ward.

If any Inpatient orders were processed/verified with clinic orders, you will be prompted for the Ward Pre-Exchange Report device prior to receiving a prompt for any clinic location Pre-Exchange Report device.

You will be prompted separately, (and a different report will print), for all orders for each different clinic for which you have edited orders.

If you have defined a default report device at the *Clinic Definition* [PSJ CD] option, press Enter to accept the default and print the Pre-Exchange Units Report.

Viewing the Pre-Exchange Units report:

Use existing functionality to either enter a report device or ‘??’ to display, and then select from a list, and then press **Enter**.

If a default report device has not been defined and you do not enter a Pre-Exchange Units Report device at the prompt, the report will print to the screen with the following information:

- Report Heading with Date and Time
- Clinic or Ward (with Room-Bed if a Ward), Patient, Order, Dispense Drug, U/D (Unit Dose), and Needs Headings

Example: Pre-Exchange Units Report

For a Clinic:

PRE-EXCHANGE UNITS REPORT - 12/09/12 19:38				
Clinic	Room-bed			
Patient				
Order	Dispense Drug	U/D	Needs	

BECKY'S CLINIC				
BCMACOIM,FIFTEEN (9015)				

ACETAMINOPHEN 10 MG PO Q4H

	THIORIDAZINE 30MG/ML CONC.	1	1
DIGITOXIN 25MG	PO Q4H		
	DIGITOXIN 0.1MG S.T.	1	4
FLUCYTOSINE 500 MG	PO BID-AM		
	FLUCYTOSINE 500MG CAP	1	2
FUROSEMIDE 20 MG	PO QID		
	FUROSEMIDE 20 MG	1	1
METOPROLOL 50 MG	PO BID-NOON		
	METOPROLOL 50MG S.T.	1	2

For a Ward:

PRE-EXCHANGE UNITS REPORT - 12/09/12 19:34				
Ward	Room-bed			
Patient				
Order	Dispense Drug	U/D	Needs	

GEN MED	B-3			
BCMACOIM,FIFTEEN (9015)				
	DIGITOXIN 25MG PO Q4H			
	DIGITOXIN 0.1MG S.T.	1		4
FUROSEMIDE 20	MG PO QID			
	FUROSEMIDE 20 MG	1		1
METOPROLOL 50	MG PO BID-NOON			
	METOPROLOL 50MG S.T.	1		2

3.3. Clinic Groups

[PSJU ECG]

The *Clinic Groups* option is used to group clinics into entities for sorting and reporting functions. The primary purpose of Clinic Groups is for use with Inpatient Medications for Outpatients functionality.

Example: Clinic Groups

```
Select Supervisor's Menu Option: Clinic Groups

Select CLINIC GROUP NAME: SHOT CLINIC GROUP
Are you adding 'SHOT CLINIC GROUP' as a new CLINIC GROUP (the 1ST)? No// Y
(Yes)
NAME: SHOT CLINIC GROUP// <Enter>
Select CLINIC: CLINIC
1 CLINIC (45)
2 CLINIC (PAT)
3 CLINIC PATTERN
4 CLINIC PATTERN (MAIN)
5 CLINIC PATTERN 45
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1 CLINIC (45)
Are you adding 'CLINIC (45)' as a new CLINIC (the 1ST for this CLINIC GROUP)?
No// Y (Yes)
Select CLINIC: <Enter>

Select CLINIC GROUP NAME: SHOT CLINIC GROUP
NAME: SHOT CLINIC GROUP// <Enter>
Select CLINIC: CLINIC (45)// <Enter>

Select CLINIC GROUP NAME:
```

3.4. MANagement Reports Menu

[PSJU MNGMT REPORTS]

The *MANagement Reports Menu* option is used to print various reports using data generated by the Unit Dose software module. There are six reports that can be printed using this option. All of the reports are printed in an 80-column format. It is advisable to queue these reports whenever possible.

Example: Management Reports Menu

```
Select Supervisor's Menu Option: MANagement Reports Menu

PSD      AMIS (Cost per Ward)
          Drug (Cost and/or Amount)
          Patients on Specific Drug(s)
          PProvider (Cost per)
          Service (Total Cost per)
          Total Cost to Date (Current Patients)

Select MANagement Reports Menu Option:
```

3.4.1. AMIS (Cost per Ward) [PSJU AMIS]

The *AMIS (Cost per Ward)* option will produce an Automated Management Information System (AMIS) report to show the dispensing cost of the pharmacy by ward. Only those wards with a dispensing amount or cost are shown.

The user can enter the start and stop dates of the time span covered by this AMIS report. The start and stop dates can be the same, thus producing a one-day report. The stop date cannot come before the start date.



Note: If there are any pick lists that need to be filed away for this report to be accurate, there will be a warning on the screen, after the user enters the dates, listing the pick lists.

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).

Clinic Group

A clinic group is a combination of outpatient clinics that have been defined as a group within Inpatient Medications to facilitate processing of orders.

CLINIC DEFINITION File

File #53.46. This file is used in conjunction with Inpatient Medications for Outpatients (IMO) to give the user the ability to define, by clinic, default stop dates, whether to auto-dc IMO orders, and whether to send IMO orders to BCMA. Users may define a Missing Dose Request printer and a Pre-Exchange Report printer.

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 **VISTA** computer software package called Computerized Patient Record Systems. CPRS is an application in **VISTA** 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.

CrCL	<p>Creatinine Clearance. The CrCL value which displays in the pharmacy header is identical to the CrCL value calculated in CPRS. The formula approved by the CPRS Clinical Workgroup is the following:</p> <p>Modified Cockcroft-Gault equation using Adjusted Body Weight in kg (if ht > 60in)</p> <p>This calculation is not intended to be a replacement for independent clinical judgment.</p>
Cumulative Doses	<p>The number of IV doses actually administered, which equals the total number of bags dispensed less any recycled, destroyed, or canceled bags.</p>
DATUP	<p>Data Update (DATUP). Functionality that allows the Pharmacy Enterprise Customization System (PECS) to send out VA custom and standard commercial-off-the-shelf (COTS) vendor database changes to update the production and pre-production centralized MOCHA databases at Austin and Philadelphia.</p>
Default Answer	<p>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>.</p>
Dispense Drug	<p>The Dispense Drug is pulled from the DRUG file (#50) and usually has the strength attached to it (e.g., Acetaminophen 325 mg). Usually, the name alone without a strength attached is the Orderable Item name.</p>
Delivery Times	<p>The time(s) when IV orders are delivered to the wards.</p>
Dosage Ordered	<p>After the user has selected the drug during order entry, the dosage ordered prompt is displayed.</p>
DRUG ELECTROLYTES File	<p>File #50.4. This file contains the names of anions/cations, and their concentration units.</p>
DRUG File	<p>File #50. This file holds the information related to each drug that can be used to fill a prescription.</p>
Electrolyte	<p>An additive that disassociates into ions (charged particles) when placed in solution.</p>

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