INPATIENT MEDICATIONS

PHARMACIST'S USER MANUAL

Version 5.0
December 1997

(Revised April 2013)

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
04/2013	i-ix, 11, 12-12a, 13, 17, 63, 64-64a, 65-66, 117-118, 124cc-124pp, 153-154, 174, 176, 244-245	PSJ*5*275	Updated Revision History Updated Table of Contents Added Clinic Order functionality (R. Singer, PM; B. Thomas, Tech Writer)
01/2013	i vii xi, xii 9 10, 21 11, 63 15, 15a, 16, 17b, 27-28b, 35, 36b, 37-38, 40, 45, 53, 59, 62, 62b, 65, 73, 81-84, 96, 98, 103, 113, 120, 120b, 122, 124a, 124d, 124i, 136, 137, 149, 153, 158-161, 175, 180, 187, 190, 195, 196b, 203, 206, 210 124f-124f2 124f2, 124k-124q 124z-124bb 224 225-238 239-246	PSJ*5*260 PSJ*5*268	Updated Revision History Updated Table of Contents Update Menu Trees Added DA & CK menu option to table Corrected label for OCI Added Check Drug Interaction to the Unit Dose & IV menus. Updated screens for Creatinine Clearance (CrCl) and Body Surface Area (BSA), when available, to the header area of Patient and Medication Profile displays Added information regarding clinic orders Drug Allergy updates Added new section for Check Drug Interaction Added Hidden Action DA & CK, and updated OCI Updated Glossary Updated Index (G. Tucker, PM; S. Heiress, Tech Writer)
09/2012	i-vii, 12, 12a-12b, 14, 14a-14b,	PSJ*5*267	Added No Allergy Assessment logic

Date	Revised Pages	Patch Number	Description
	17, 17a-17b, 25b-25d, 27, 28, 28a-28b, 29, 55, 64, 64a-64b, 66, 66a-66b, 71, 71a-71b, 119, 119a-119b, 231		Updated Special Instructions/Other Print Info (R. Singer, PM; B. Thomas, Tech Writer)
01/2012	i, v-vii, 10, 21 25 29 42a, 49, 56, 56a, 75, 89, 99, 106-106b 124c 124f-124g 124k-124l 124x 124y-124z 224, 228, 232, 233, 234 239-244	PSJ*5*254	Updated Table of Contents Added Order Checks/Interventions (OCI) to "Hidden Actions" section Defined OCI Indicator Updated Schedule Type text Updated text under Interventions Menu Updated Pharmacy Interventions for Edit, Renew, and Finish orders for Unit dose and IV Added note to Drug-Drug Interactions Added note to Drug-Allergy Interactions Updated Allergy/ADR Example Order Checks Added "Display Pharmacist Intervention" section Defined Historical Overrides/Interventions Updated Glossary Updated Index (R. Singer PM, C Bernier Tech Writer)
09/2011	58	PSJ*5*235	Updated 'Note' section regarding Expected First Dose 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 *Non-Verified/Pending Orders* [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	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

Date	Revised Pages	Patch Number	Description
	30		Updated: Example: New Intervention
	31		Updated: Example: Edit an Intervention
	32		Updated: Example: Delete an Intervention
	33		Updated: Example: View an Intervention
	34		Updated: Example: Print an Intervention
	35-36b		New: Discontinued Codes and Example of Inpatient Order Entry
	37		New: Example: Patient Information
	40		Updated: 4.1.5.1 Discontinue
	41		Updated: Example: Discontinue an Order (continued)
	46		Updated: Example: Verify an Order (continued)
	61-62b		Updated: 4.1.8 Inpatient Profile, Discontinued Codes, & example
	65		Updated: Example: Patient Information
	66		Updated: Example: Patient Record
	67		Updated: Example: Patient Information
	73-74		Updated: Example: New Order Entry
	76		Updated: Example: New Intervention
	77		Updated: Example: Edit an Intervention
	78		Updated: Example: Delete an Intervention
	79		Updated: Example: View an Intervention
	80		Updated: Example: Print an Intervention
	81		Updated: 4.2.3.5 View Profile
	83		Updated: Example: Patient Information
	98		Updated: 4.1.5.4 Hold
	118		Updated text
	120-120b		Updated: 4.2.7. Inpatient Profile, Discontinued Codes, & example
	122		Updated: Example: Inpatient Profile
	123-124v		Updated: 4.3. Order Checks
	125		Added Note
	136		Updated: Example: Extra Units Dispensed Report
	137		Updated: Example: Reporting Medication Returns
	153		Updated: Example: Patient Profile
	190		Updated: Example: Extended Patient Profile Report
	192a-192b		Updated: 8.1.5. Patients on Specific Drug(s)
	194-195		Updated: Example: IV Individual Labels
	196-196d		New: Example: IV Individual Labels (Print New Labels)
	219-220		New: 10. CPRS Order Checks – How They Work
	221-222		New: 11. Error Messages
	223-238		Updated: Glossary page numbering
	239-246		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)

Date	Revised Pages	Patch Number	Description
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 *Patients on Specific Drug(s)* 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 *Patients on Specific Drug(s)* option to the Index. (C. Willette, DM; R. Silverman/D. Dertien, Tech Writer)
12/2009	56, 56a, 56b iii	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. (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)
0829 /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)

Date	Revised Pages	Patch Number	Description
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-vii, 114-116, 223, 236-241	PSJ*5*112	Updated TOC to correct Index page number. (p. iv) In Unit Dose Menu Tree, changed Clinic Stop Dates to Clinic Definition. (p. v) In Section 1., Introduction, updated revision dates and added reference to Release Notes. (p. 1) 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) 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) (S. Templeton, PM, R. Singer, PM, M. Newman, Tech. Writer)
01/2005	All	PSJ*5*111	Reissued entire document to include updates for Inpatient Medication Orders for Outpatients and Non-Standard Schedules. (S. Templeton, PM, R. Singer, PM, M. Newman, Tech. Writer)

(This page included for two-sided copying.)

Table of Contents

(This page included for two-sided copying.)

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
  ECO   Edit Clinic Med Orders Start Date/Time
  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
  RO    Act On Existing Orders
        Check Drug Interaction
        INQuiries Menu ...
        Label Print/Reprint
        Non-Verified/Pending Orders
        Order Entry
        PAtient Profile (Unit Dose)
        PIck List Menu ...
        Reports 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 VistA 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 VistA packages.

The three different paths for entering a new order or taking an action on an existing order are summarized in the following sections.

4.1.1. Order Entry
[PSJU NE]

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

The *Order Entry* [PSJU NE] option also allows for processing of clinic orders. New clinic orders cannot be created. Clinic orders are displayed separately from non-clinic orders.

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., P0001).

Before the Patient Information screen displays, if the patient selected has no allergy assessment on file, the following prompt displays to the pharmacist/user:

"NO ALLERGY ASSESSMENT exists for this patient! Would you like to enter one now?"

- If the pharmacist/user enters 'YES,' he/she is prompted to enter the allergy information.
- If the pharmacist/user enters 'NO,' a pharmacist intervention is created, with a type of 'NO ALLERGY ASSESSMENT.' The pharmacist/user is then prompted for Provider and Recommendation information.

Note: If the selected patient is Sensitive, Discharged, both Sensitive and Discharged, or Deceased, there are minor variations in the Order Entry process and in the prompts that display to the pharmacist/user.

Example: Pharmacist Answers 'Yes' and Enters Allergy Information

```
Select PATIENT: PSJPATIENT1, ONE

NO ALLERGY ASSESSMENT exists for this patient!

Would you like to enter one now? No//  YES   (Yes)
Does this patient have any known allergies or adverse reactions? : Yes
        This patient has no allergy/adverse reaction data.

Enter Causative Agent: LATEX

Checking existing PATIENT ALLERGIES (#120.8) file for matches...


Now checking GMR ALLERGIES (#120.82) file for matches...


Now checking the National Drug File - Generic Names (#50.6)
```

```
Now checking the National Drug File - Trade Names (#50.67)

Now checking the INGREDIENTS (#50.416) file for matches...

        ...OK? Yes// Y  (Yes)

  LATEX   OK? Yes//   (Yes)
```

Example: Pharmacist Answers 'No' and Intervention is Created

```
Select PATIENT: PSJPATIENT1, ONE

NO ALLERGY ASSESSMENT exists for this patient!

Would you like to enter one now? No// N  (No)

Now creating Pharmacy Intervention

PROVIDER:

     Select one of the following:

          1          UNABLE TO ASSESS
          2          OTHER

RECOMMENDATION: ^

See 'Pharmacy Intervention Menu' if you want to delete this
intervention or for more options.

Press Return to continue...
```

The Patient Information Screen is displayed:

Example: Patient Information Screen

```
Patient Information            Sep 11, 2000 16:09:05        Page:    1 of   1
PSJPATIENT1,ONE                   Ward: 1 EAST
   PID: 000-00-0001         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: No Allergy Assessment
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.

(This page included for two-sided copying.)

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

The *Non-Verified/Pending Orders* [PSJU VBW] 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 *Non-Verified/Pending Orders* [PSJU VBW] option also allows for processing of clinic orders. New clinic orders cannot be created. Clinic orders are displayed separately from non-clinic orders.

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, Clinic Group, and Clinic. The Pending IV, Pending Unit Dose, Non-Verified IV, and Non-Verified Unit Dose totals are then listed by Ward Group, Clinic Group, and Clinic. The pharmacist can then specify whether to display Non-Verified Orders, Pending Orders, or both.

A ward group indicates inpatient nursing units (wards) that have been defined as a group within Inpatient Medications to facilitate processing of orders. A clinic group is a combination of outpatient clinics that have been defined as a group within Inpatient Medications to facilitate processing of orders.

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/Clinic Location

                              Pending                 Non-Verified
Ward Group/Clinic Location    IV       UD             IV        UD

Ward Groups

SOUTH WING                     0       25              6        25
NORTH WING                     5        9             18        11
GENERAL MEDICINE               2        4              0         0
ICU                            1       26              0         3
PSYCH / DEPENDENCY             0        3              0         2
^OTHER                        29       16            125        52

Clinic Groups

SHOT CLINIC GROUP             10       25             16        15
CHEMO CLINIC GROUP            13        5             11         3
ALLERGY CLINIC GROUP           6       10             28         9

Clinics

ORTHO CLINIC                   0       30              4        28
DENTAL CLINIC                  0        6              0         2

1) Non-Verified Orders
2) Pending Orders
```

 Note: The Ward Group of ^OTHER includes all orders from wards that do not belong to a ward group. Use the *Ward Group Sort* option to select ^OTHER.

The next prompt allows the pharmacist to select non-verified and/or pending orders for a group (**G**), ward (**W**), clinic (**C**), patient (**P**), or priority (**PR**). When group is selected, a prompt to select by ward group (**W**) or clinic group (**C**) displays.

If ward or ward groups is selected, patients will be listed by wards, then by priority, then by teams, and then by patient name. Patients that have one or more STAT pending orders will be listed first, followed by patients with one or more ASAP pending orders, and then all other patients that have only ROUTINE pending orders. Within each priority, the patient listing is sorted alphabetically by team and then by patient name.

When priority is selected, only patients with the selected priority will display, listed by team and then by patient name.

After the list of matching patients has been displayed, the pharmacist will then select a patient from the list.

Before the Patient Information screen displays, if the patient selected has no allergy assessment on file, the following prompt displays to the pharmacist/user:

"NO ALLERGY ASSESSMENT exists for this patient! Would you like to enter one now?"

- If the pharmacist/user enters 'YES,' he/she is prompted to enter the allergy information.
- If the pharmacist/user enters 'NO,' a pharmacist intervention is created, with a type of 'NO ALLERGY ASSESSMENT.' The pharmacist/user is then prompted for Provider and Recommendation information.

 Note: If the selected patient is Sensitive, Discharged, both Sensitive and Discharged, or Deceased, there are variations in the process and in the prompts that display to the pharmacist/user.

Example: Pharmacist Answers 'Yes' and Enters Allergy Information

```
Select PATIENT: PSJPATIENT1, ONE

NO ALLERGY ASSESSMENT exists for this patient!

Would you like to enter one now? No//  YES   (Yes)
Does this patient have any known allergies or adverse reactions? : Yes
          This patient has no allergy/adverse reaction data.

Enter Causative Agent: LATEX

Checking existing PATIENT ALLERGIES (#120.8) file for matches...


Now checking GMR ALLERGIES (#120.82) file for matches...
```

4.1.3. Inpatient Order Entry
   [PSJ OE]

The *Inpatient Order Entry* [PSJ OE] 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 Medications module.

The *Inpatient Order Entry* [PSJ OE] option also allows for processing of clinic orders. New clinic orders cannot be created. Clinic orders are displayed separately from non-clinic orders.

When the user accesses the *Inpatient Order Entry* option from the Unit Dose Medications 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: PSJPATIENT1
```

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., P0001).

Before the Patient Information screen displays, if the patient selected has no allergy assessment on file, the following prompt displays to the pharmacist/user:

"NO ALLERGY ASSESSMENT exists for this patient! Would you like to enter one now?"

- If the pharmacist/user enters 'YES,' he/she is prompted to enter the allergy information.
- If the pharmacist/user enters 'NO,' a pharmacist intervention is created, with a type of 'NO ALLERGY ASSESSMENT.' The pharmacist/user is then prompted for Provider and Recommendation information.

Note: If the selected patient is Sensitive, Discharged, both Sensitive and Discharged, or Deceased, there are variations in the Order Entry process and in the prompts that display to the pharmacist/user.

Example: Pharmacist Answers 'Yes' and Enters Allergy Information

```
Select PATIENT: PSJPATIENT1, ONE

NO ALLERGY ASSESSMENT exists for this patient!

Would you like to enter one now? No//  YES   (Yes)
Does this patient have any known allergies or adverse reactions? : Yes
          This patient has no allergy/adverse reaction data.

Enter Causative Agent: LATEX

Checking existing PATIENT ALLERGIES (#120.8) file for matches...


Now checking GMR ALLERGIES (#120.82) file for matches...


Now checking the National Drug File - Generic Names (#50.6)


Now checking the National Drug File - Trade Names (#50.67)


Now checking the INGREDIENTS (#50.416) file for matches...

        ...OK? Yes// Y  (Yes)

   LATEX   OK? Yes//   (Yes)
```

Example: Pharmacist Answers 'No' and Intervention is Created

```
Select PATIENT: PSJPATIENT1, ONE

NO ALLERGY ASSESSMENT exists for this patient!

Would you like to enter one now? No// N  (No)

Now creating Pharmacy Intervention

PROVIDER:

    Select one of the following:

        1          UNABLE TO ASSESS
        2          OTHER

RECOMMENDATION: ^

See 'Pharmacy Intervention Menu' if you want to delete this
intervention or for more options.

Press Return to continue...
```

The Patient Information Screen is displayed:

```
Patient: PSJPATIENT1,ONE                    Status: NON-VERIFIED
Orderable Item: DOXEPIN CAP,ORAL
  Instructions:
Dosage Ordered: 100MG
      Duration:                             Start: 09/20/00  09:00
    Med Route: ORAL (PO)                     Stop: 10/04/00  24:00
 Schedule Type: NOT FOUND
      Schedule: Q24H
   (No Admin Times)
      Provider: PSJPROVIDER,ONE  [es]
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
Self Med: NO
Entry By: PSJPROVIDER,ONE                      Entry Date: 09/19/00  09:55
```

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)
   ECO    Edit Clinic Med Orders Start Date/Time
   IOE    Inpatient Order Entry
   IPF    Inpatient Profile
          Barcode ID – Return and Destroy (IV)
          Check Drug Interaction
          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 VistA 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 VistA 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)* [PSJI ORDER] 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.

The *Order Entry (IV)* [PSJI ORDER] option also allows for processing of clinic orders. New clinic orders cannot be created. Clinic orders are displayed separately from non-clinic 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., P0001). The Patient Information Screen is displayed, as shown in the following example.

Before the Patient Information screen displays, if the patient selected has no allergy assessment on file, the following prompt displays to the pharmacist/user:

"NO ALLERGY ASSESSMENT exists for this patient! Would you like to enter one now?"

- If the pharmacist/user enters 'YES,' he/she is prompted to enter the allergy information.
- If the pharmacist/user enters 'NO,' a pharmacist intervention is created, with a type of 'NO ALLERGY ASSESSMENT.' The pharmacist/user is then prompted for Provider and Recommendation information.

Note: If the selected patient is Sensitive, Discharged, both Sensitive and Discharged, or Deceased, there are variations in the Order Entry process and in the prompts that display to the pharmacist/user.

Example: Pharmacist Answers 'Yes' and Enters Allergy Information

```
Select PATIENT: PSJPATIENT1, ONE

NO ALLERGY ASSESSMENT exists for this patient!

Would you like to enter one now? No// YES   (Yes)
Does this patient have any known allergies or adverse reactions? : Yes
          This patient has no allergy/adverse reaction data.

Enter Causative Agent: LATEX

Checking existing PATIENT ALLERGIES (#120.8) file for matches...


Now checking GMR ALLERGIES (#120.82) file for matches...


Now checking the National Drug File - Generic Names (#50.6)


Now checking the National Drug File - Trade Names (#50.67)


Now checking the INGREDIENTS (#50.416) file for matches...


          ...OK? Yes// Y  (Yes)

   LATEX   OK? Yes//   (Yes)
```

Example: Pharmacist Answers 'No' and Intervention is Created

```
Select PATIENT: PSJPATIENT1, ONE

NO ALLERGY ASSESSMENT exists for this patient!

Would you like to enter one now? No// N  (No)

Now creating Pharmacy Intervention

PROVIDER:

     Select one of the following:

          1          UNABLE TO ASSESS
          2          OTHER

RECOMMENDATION: ^

See 'Pharmacy Intervention Menu' if you want to delete this
intervention or for more options.

Press Return to continue...
```

(This page included for two-sided copying.)

Example: Patient Information

```
Patient Information         Feb 28, 2011@09:15:52        Page:   1 of   1
BCMA,EIGHTYNINE-PATIENT           Ward: BCMA                   A
  PID: 666-33-0089             Room-Bed: 13-A        Ht(cm): _____ (_____)
  DOB: 04/07/35 (75)                                 Wt(kg): _____ (_____)
  Sex: FEMALE                                      Admitted: 02/08/02
   Dx: BROKEN LEG                      Last transferred: ********
 CrCL: <Not Found>                                 BSA (m2): _____

Allergies - Verified: STRAWBERRIES
        Non-Verified:
              Remote: No remote data available

   Adverse 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//
```

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* [PSJ OE] 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.

The *Inpatient Order Entry* [PSJ OE] option also allows for processing of clinic orders. New clinic orders cannot be created. Clinic orders are displayed separately from non-clinic orders.

When the user accesses the *Inpatient Order Entry* [PSJ OE] 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: PSJPATIENT1,ONE
```

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., P0001).

Before the Patient Information screen displays, if the patient selected has no allergy assessment on file, the following prompt displays to the pharmacist/user:

"NO ALLERGY ASSESSMENT exists for this patient! Would you like to enter one now?"

- If the pharmacist/user enters 'YES,' he/she is prompted to enter the allergy information.
- If the pharmacist/user enters 'NO,' a pharmacist intervention is created, with a type of 'NO ALLERGY ASSESSMENT.' The pharmacist/user is then prompted for Provider and Recommendation information.

 Note: If the selected patient is Sensitive, Discharged, both Sensitive and Discharged, or Deceased, there are variations in the Order Entry process and in the prompts that display to the pharmacist/user.

Example: Pharmacist Answers 'Yes' and Enters Allergy Information

```
Select PATIENT: PSJPATIENT1, ONE

NO ALLERGY ASSESSMENT exists for this patient!

Would you like to enter one now? No//  YES   (Yes)
Does this patient have any known allergies or adverse reactions? : Yes
        This patient has no allergy/adverse reaction data.

Enter Causative Agent: LATEX

Checking existing PATIENT ALLERGIES (#120.8) file for matches...


Now checking GMR ALLERGIES (#120.82) file for matches...


Now checking the National Drug File - Generic Names (#50.6)


Now checking the National Drug File - Trade Names (#50.67)

Now checking the INGREDIENTS (#50.416) file for matches...

        ...OK? Yes// Y  (Yes)

   LATEX   OK? Yes//   (Yes)
```

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)* [PSJI PROFILE] 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.

The *Profile (IV)* [PSJI PROFILE] option also allows for viewing a list of clinic orders. New clinic orders cannot be created. Clinic orders are displayed separately from non-clinic orders.

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. 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. Please see the Inpatient Profile section for more discussion on possible statuses and sample displays.

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.

4.5. Pharmacy - Edit Clinic Med Orders Start Date/Time
[**PSJ ECO**]

The *Edit Clinic Med Orders Start Date/Time* [PSJ ECO] option allows the user to change the selected date/range of all active or non-verified clinic orders (Unit Dose, IV, IVP/IVPB) to a new single START DATE/TIME for a patient(s) within a selected clinic. This option provides:

- Menu options that allow the pharmacist to edit the Start Date/Time of a patient clinic order

- Workflow user entry prompts for selection by clinic, patient or medication start date

- A patient profile display of active or non-verified clinic orders for date/time change selected

- Automatic retrieval, one patient at a time, based on previous work flow selection, when editing a medication Start Date/Time for one or multiple patient clinic med orders. Entered Date/Time changes are confirmed for each patient.

- Select actions and views for the clinic order entry profile

- Various message prompts to the user when certain med order conditions occur, allowing the user to view, exit, or proceed with the edit process

4.5.1. Search Med Orders Date Entry

A search med orders date entry prompt is the first prompt from the *Edit Clinic Med Orders Start Date/Time* [PSJ ECO] menu option.

- The Begin Search Date defaults to " TODAY//" (current date).
- The End Search Date defaults to the entered Begin Search Date. The End Search Date shall not precede the Begin Search Date.

Example: Prompt that End Search Date Shall Not Precede Begin Search Date

```
Begin Search Date: TODAY//06/01  (JUN 01, 2012)

End Search Date: Jun 01, 2012// 05/15  (MAY 15, 2012)

Response must not precede 6/1/2012.

End Search Date: Jun 01, 2012//
```

- Time entry with the date is optional.
- The search must include all active or non-verified clinic orders within the selected date range, not just those with med start date within the range. Current business rules apply for date/time validation entry.

Example: Prompt to Search Begin and End Dates

```
Search for Active and Non-Verified CLINIC Medication Orders
     that fall within the date range selected below:

Begin Search Date: TODAY// (default to current date)
```

```
   End Search Date:   (default to the entered Begin Search Date:)
```

4.5.2.   Search by Clinic, Clinic Group or Patient

The entry prompt "Search by CLINIC (C), CLINIC GROUP (G), or PATIENT (P):" allows the user to search by clinic, clinic group or patient, with no default, from the *Edit Clinic Med Orders Start Date/Time* [PSJ ECO] menu option.

Example: Prompt to Select Clinic, Clinic Group or Patient

```
Search by CLINIC (C), CLINIC GROUP (G) or PATIENT (P):
```

The appropriate entry prompt "C," "G," or "P" is provided and allows the user to enter a Clinic, Clinic Group or Patient name. Current business rules apply to the entry of clinic name, clinic group or patient name.

Table: Prompt Entry for Clinic, Clinic Group or Patient

Entry Result	System Prompt	User Entry
C	"SELECT CLINIC:"	Clinic name – case inclusive (display clinics that are marked allow clinic orders)
G	"SELECT CLINIC GROUP"	Clinic group name
P	"SELECT PATIENT:"	Patient name

The entry prompt, "SELECT CLINIC:" or "SELECT PATIENT:" is repeated allowing the user to select multiple clinics or multiple patients by entering individual names for the search. A blank return stops the search, and the process continues.

4.5.3.   Select Patient from Clinic

If the user selects "Clinic," the numbered list of active patients' full names displays in alphabetical order by last name for all active or non-verified clinic orders (Unit Dose, IV, IVP, IVPB) from the med orders date/time range entered.

Example: Display Patient List

```
CLINIC ORDERS - BECKY'S CLINIC

No.    PATIENT
--------------------------------------------------------------------------
   1    CPRSPATIENT, ONE (0091)
   2    CPRSPATIENT, TWO (5555)
   3    CPRSPATIENT, THREE (0038)
Select 1 - 3:
```

If the user selects "Clinic," an entry prompt of "Select N – N:" displays. N – N represents the begin/end number of displayed patients. The user may select one or multiple patients. Current business rules apply to numbered entry list selection.

Example: Prompt to Select Patient

```
Select 1 – 1:
```

4.5.4.   View Patient Clinic Order Entry Profile

A Clinic Order Entry Patient profile view of active followed by non-verified orders, is provided, based on the filter selection choices previously made.

Example: Display Clinic Order Entry Patient Profile

```
Clinic Order Entry         May 06, 2011@09:46:50        Page:   1 of   2
CPRSPATIENT,ONE            Ward: 3 North
  PID: 666-01-0123         Room-Bed: 123-A       Ht(cm): _____ (_____)
  DOB: 10/10/58 (52)                             Wt(kg): _____ (_____)
  Sex: MALE                               Last Admitted: 03/28/11
  Dx: SICK                                    Discharged: 03/28/11

                 CLINIC ORDERS: May 10, 2013 to May 12, 2013@23:59
- - - - - - - - - - - - - - - - PATIENT CLINIC - - - - - - - - - - - - - - - - -

  1    FLUOROURACIL INJ,SOLN                  C  05/12  05/17 A
         Give:  IV ONCE
  2    ABACAVIR/LAMIVUDINE TAB                C  05/10  05/17 N
         Give: 1 TABLET PO BID



+          Enter ?? for more actions
ES   Edit Start Date       VP   View Profile
VD   View Order Detail     CD   Change Date Range
Select Action:Quit//
```

Note: If the user selects "by Patient," orders for all clinics for that patient are displayed rather than orders from a single clinic. This is the alternate path re-entry point when selecting by patient.

The following user actions are provided in the Clinic Order Entry Patient profile:

- ES Edit Start Date
- VD View Order Detail
- VP View Profile
- CD Change Date Range
- Quit

4.5.4.1.   ES Edit Start Date

The "ES" (Edit Start Date) action allows the user to select medication orders to edit. The system provides an entry prompt "Select Orders: (N-N):" when ES is entered. (N - N) represents the begin/end number from the displayed number list in the Clinic Order Entry profile. The system proceeds to entry prompt "NEW START DATE/TIME:"

4.5.4.2.   VD View Order Detail

The "VD" (View Order Detail) action allows the user to select the medication orders to view. The following attributes are provided:

- View Only

- No Patient Demographics
- Order Details Only
- Allowed Action of QUIT

Example: Display VD View Order Detail

```
    Patient: CPRSPATIENT, THREE                     Status: ACTIVE

*(1) Additives:              Order number: 1        Type: ADMIXTURE
        5-FLUOURACIL 11 MG
*(2) Solutions:
      DEXTROSE 20% DEXTROSE TEST 500 ML
          Duration:                      *(4)     Start: 04/12/12  09:39
*(3)   Infusion Rate: 11 ml/hr
*(5)       Med Route: IM                 *(6)      Stop: 04/13/12  24:00
*(7)        Schedule:                          Last Fill: 04/12/12  09:44
 (8)     Admin Times:                            Quantity: 1
*(9)        Provider: MACOY, BONES [es]        Cum. Doses: 1
 (10)   Other Print:  (11)  Remarks :
        IV Room: TST ISC ROOM
        Entry By: PROVIDER, ONE                 Entry Date: 04/12/12  09:44
Enter RETURN to continue or '^' to exit:  Select Action: Quit// Quit
```

4.5.4.3. VP View Profile

The "VP" (View Profile) action allows the user to view the order profile for all medication orders. The following attributes are provided:

- Entire Patient Profile Non-Clinic and Clinic medication orders are displayed.
- This is a display only action.
- The Quit action is allowed.

Medication orders display in the following sequence:
   a. Non-clinic inpatient medication orders display in the usual manner.

   b. Clinic medication orders display by clinic name in alphabetical order as follows:.

   - Pending
   - Non-verified
   - Active
   - Discontinued/expired

   c. Non-active, non-clinic medication orders display at the bottom of the profile list.

Example: Display VP View Profile

```
                          I N P A T I E N T   M E D I C A T I O N S        03/06/13  10:17
                              VAMC:  ALBANY (500)
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
TESTPATNM,PATIENT                        Ward: IP WARD
   PID: 666-00-0195      Room-Bed: * NF *            Ht(cm): _____ (_____)
   DOB: 07/07/67  (45)                               Wt(kg):     _____ (_____)
   Sex: FEMALE                              Admitted: 10/31/94
    Dx: SICK                          Last transferred: 05/07/03
  CrCL: <Not Found>                         BSA (m2): _____
Allergies: CEFAZOLIN, PENICILLIN, VALIUM, WARFARIN, ASPIRIN,
           BISMUTH SUBSALICYLATE, EGGS, LACTOSE, MILK, BACON ( FREE TEXT ),
           ICE CREAM, STRAWBERRIES
NV Aller.: CIMETIDINE
      ADR: AMPICILLIN
- - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - - -
   1     BACLOFEN TAB                          R  03/04  03/15  A
         Give: 10MG PO Q4H
- - - - - - - - - - - - - - N O N - V E R I F I E D - - - - - - - - - - - - -
   2     CEFAMANDOLE INJ                        C  02/13  03/17  N
         Give: 10 GM IVP Q3D@0900
   3     5-FLUOURACIL 100 MG                    C  02/15  03/17  N
         in DEXTROSE 10% 1000 ML   200 ml/hr
- - - - - - - - - - - - - - - P E N D I N G - - - - - - - - - - - - - - - - -
   4     BACLOFEN TAB                          C  *****  *****  P
         Give: 20MG PO BID
   5     CAPTOPRIL TAB                          C  *****  *****  P
         Give: 25MG PO BID
   6     FLUOROURACIL INJ,SOLN                  C  *****  *****  P
         Give: 100MG/2ML IV BID
- - - - - - - - - - - - - - - - CLINIC NAME - - - - - - - - - - - - - - - - -
   7     BACLOFEN TAB                          C  02/25  03/27  A
         Give: 10MG ORALSL Q4H
         Instructions too long. See Order View or BCMA for full
         text.

View ORDERS (1-7):
```

4.5.4.4. CD Change Date Range

The "CD" (Change Date Range) action in the Clinic Order Entry view allows the user to change the search date range for the current patient's clinic orders. The user may begin a new search by entering a new Begin Search Date and End Search Date for the current patient and continue with the ECO process. The original date range entry remains unchanged for other patients after completing the CD action for the current patient.

To assist the user in selecting clinics and patients, clinics are displayed alphabetically along with the associated patients, within the selected date range and clinic group. The Clinic Order Entry profile displays after the completion of the patient selection for all the selected clinics.

Example: Clinic and Patient Display

```
Search by CLINIC (C), CLINIC GROUP (G), or PATIENT (P) : gROUP

Select CLINIC GROUP: gROUP ONE

CLINIC ORDERS - PATIENT CLINIC
 No.    PATIENT
--------------------------------------------------------------------------------
   1    CPRSPATIENT, ONE (0091)
   2    CPRSPATIENT, TWO (5555)
   3    CPRSPATIENT, THREE (0038)
   4    CPRSPATIENT, FOUR (0237)

Select 1 - 4: 3


CLINIC ORDERS - CLINIC (45)

 No.    PATIENT
--------------------------------------------------------------------------------
   1    CPRSPATIENT, TWO (5555)
   2    CPRSPATIENT, THREE (0038)
Select 1 - 2: 1
```

If the user selects by "Patient," and no active/non-verified orders exist within the entered date range, the message below displays.

Example: No Active/Non-Verified Clinic Orders by Patient Message

```
No ACTIVE AND/OR NON-VERIFIED Clinic Orders found for this patient
```

If the user selects by "Clinic," and no active/non-verified orders exist within the entered date range, the message below displays.

Example: No Active/Non-Verified Clinic Orders by Clinic Message

```
NO ACTIVE AND/OR NON-VERIFIED ORDERS FOR SELECTED CLINIC
```

4.5.4.5. Quit

The entry prompt "Select Action: Quit//" displays on the Clinic Order Entry Patient profile after the Inpatient Medications profile displays for the selected patient(s). The number entered forces the use of the VD action with a "Enter RETURN to continue or '^' to exit:" prompt.

Example: Entering a Number Response to "Select Action: Quit//" Prompt

```
Select Action: Quit// 1

 <    ----------------------------------------------------------------------
Patient: BCMAPATIENT,EIGHT                    Status: ACTIVE
Orderable Item: ATENOLOL TAB
  Instructions:
Dosage Ordered: 100MG
      Duration:                               Start: 06/18/12  11:00
    Med Route: ORAL (PO)
                                               Stop: 06/22/12  11:00
Schedule Type: CONTINUOUS
      Schedule: BID
   Admin Times: 09-17
      Provider: PROVIDER, ONE [s]
                                        Units    Units    Inactive
```

```
Dispense Drugs                          U/D  Disp'd  Ret'd   Date
-------------------------------------------------------------------
ATENOLOL 100MG TAB                       1    0       0

Self Med: NO

Entry By: MCCOY, BONES                              Entry Date: 05/31/12  12:28>
Enter RETURN to continue or '^' to exit:
```

4.5.5.   Entering a New Start Date/Time

The entry prompt, "NEW START DATE/TIME:," displays allowing the user to enter a new Start
Date/Time. After the user enters a new Start Date/Time, a prompt displays giving the user the
ability to change the calculated Stop Date/Time.

Example: Prompt Entry for New Start Date/Time

```
NEW START DATE/TIME: 05/16/2011@1100
```

4.5.6.   Order Entry View with New Start Date

The Clinic Order Entry view, based on Begin search date and the NEW end date, if greater than
the original entered end date of the search, re-displays after the user enters "YES" to the
"CHANGE ALL START DATES/TIME TO" prompt.

Example: Display Clinic Order Entry with New Start Date

```
Clinic Order Entry          Apr 13, 2012@14:21:31        Page:    1 of   1
BCMAPATIENT,FIVE                Last Ward: 3 NORTH
  PID: 000-00-5555     Last Room-Bed: 1-2          Ht(cm): _____ (_____)
  DOB: 09/16/60 (51)                               Wt(kg): _____ (_____)
  Sex: MALE                               Last Admitted: 12/05/08
   Dx: FLUID IN LUNGS                         Discharged: 04/10/12
        CLINIC ORDERS: Apr 20, 2013 to Apr 21, 2013@23:59
-------------------------------------------------------------------------------
 - - - - - - - - - - - - - BECKY'S CLINIC - - - - - - - - - - - - - - - -
   1     DIPHENHYDRAMINE INJ,SOLN              C  04/21  04/26 N
           Give: 10MG IM WEEKLY
   2     ACETAMINOPHEN TAB                     R  04/20  04/25 N
           Give: 10 MG PO Q4H
 - - - - - - - - - - - - - - - CLINIC (45) - - - - - - - - - - - - - - - -
   3     RANITIDINE TAB                        C  04/20  04/23 N
           Give: 300 MG PO BID-AM
 - - - - - - - - - - - - - CLINIC PATTERN 45 - - - - - - - - - - - - - - -
   4     HEPARIN 11 ML (1)                     ?  04/20  04/21 N
         in 5% DEXTROSE 50 ML 100 ml/hr
----------Enter ?? for more actions--------------------------------------------
ES   Edit Start Date      VD   View Order Detail    VP   View Profile
Select Action:Quit//
```

4.5.7. New Start Date Update Confirmation

After the user answers "YES" to the "Are you sure?" confirmation of the new Start Date/Time change, the prompt **"NATURE OF ORDER: SERVICE CORRECTION//"** displays for an ACTIVE Clinic Order, with a default of SERVICE CORRECTION.

Example: Nature of Order Prompt

```
NATURE OF ORDER: SERVICE CORRECTION//
```

The selected record(s), along with the applicable message for each order, is updated, using current business functionality.

Example: Update Message

```
Now working on order:
    BACLOFEN                                07/01/12  11:11
        Give: 10 MG PO QID
NATURE OF ORDER: SERVICE CORRECTION//        S
...discontinuing original order...

 ...creating new order.....

Pre-Exchange DOSES:

-------------------------------------------------------------------
Now working on order:
    CEFAMANDOLE                             05/22/12  08:00
        Give: 44 GM IV

...updating order.......
...updating OE/RR...

-------------------------------------------------------------------
Now working on order:
    DAPSONE                                 04/23/12  12:00
        Give: 50 MG PO QAM

...updating order.......
...updating OE/RR...

-------------------------------------------------------------------
Now working on order:
    FLUOROURACIL                            05/20/12  12:00
        Give: 11 MG IM

...updating order.......
...updating OE/RR...
```

After the user enters "QUIT" or when editing by clinic with multiple patients, the system mimics the *Non-Verified/Pending Orders* [PSJU VBW] option when cycling through the remaining selected patient(s).

Note: The Nature of Order prompt does not display for edits made to orders that are not active, e.g., orders with a status of non-verified.

4.5.8. Conditional Messages Displaying after New Start Date

Individual message prompts may or may not be presented after the new start date/time is entered for the patient. These depend on various validations that are being checked which the user may need to review or act upon. None, one, or more messages may display depending upon the entry.

4.5.8.1. New Start Date No Earlier than Now

A change to a new start date, earlier than "NOW" is not allowed. If the new start date entered is earlier than "NOW" the following prompt displays: "Start Date/Time earlier than NOW is not allowed. Re-enter start date. Enter new Start Date/Time:".

4.5.8.2. New Start Date beyond 365 Days

A change to a new Start DATE beyond 365 days is not allowed.

Example: Message Start Date Beyond 365 Days

```
Start Date cannot be more than 365 days from today. Re-enter Start Date.
Enter new Start Date/Time:
```

Note: The system cycles back to the enter new start/date prompt entry until the new start/date time is less than 365 days.

4.5.8.3. Other Orders Exist

The message below displays when orders exist for the date entered at the "new Start Date/Time:" prompt. The existing active orders also display.

Example: Message Other Orders Exist

```
* This patient has active order(s) on Jun 04, 2012. *

    PROCHLORPERAZINE                        06/01/12  11:11
        Give: 5 MG/1 ML IV WEEKLY

Do you want to view the profile?
```

- If the user answers "YES," a Profile View for the selected orders for the Start Date/Time edit for the new date displays followed by the prompt to continue.

Example: Display View Profile for Selected Order

```
<begin profile display>
        VP view
    <end profile display>

The following orders have been selected for Start Date/Time edit:
    <selected orders listed>

    The Start Date/Time for the selected orders will be changed to <May 16,
2012@11:00>. Do you want to continue? //
```

- If the user answers "YES," the process continues.

- If the user answers "NO," the "new Start Date/Time:" prompt to re-enter a new Start Date/Time displays.

4.5.8.4. New Start Date After One or More Stop Dates

The message below and prompt display, with no default, when the new start date is after one or more stop date(s).

Example: Display Start Date After Stop Date

```
* The new start date is after one or more stop date(s). *
  The stop date(s) will be automatically changed to reflect the new start date.

Do you want to view the profile?
```

- If the user answers "YES," the process continues.

- If the user answers "NO," the "new Start Date/Time:" prompt to re-enter a new Start Date/Time displays.

The selected changed med orders display followed by the message: "The Start Date/Time for the selected orders will now be changed to mm/dd/yy hh:mm (user entered Start Date/Time.) Are you sure?"

Example: Prompt to Confirm Changed Start Date

```
Selected Orders:                           Current Start Date/Time
---------------------------------------------------------------------------
    < TRIHEXYPHENIDYL                          04/09/12  07:53
        Give: 10MG PO SU-MO-TU-WE-TH-FR-SA
      BACLOFEN                                 04/19/12  11:11
        Give: 20 MG PO Q2H  >
---------------------------------------------------------------------------


The Start Date/Time for the selected orders will
      now be changed to <6/1/12  11:00>

Are you sure ?
```

The process returns to the "Enter a new Start Date/Time:" prompt. The existing business rule for a new order is used to calculate the med order stop date from the med start date.

4.5.9. Conditional Messages Displaying after Selection of Orders

The following individual message prompts may or may not be presented after the ES selection when selecting the clinic med order(s). These depend on various validations that are being checked, which the user may need to review or act upon.   None, one, or more messages display depending upon the entry.

4.5.9.1. ON CALL Orders

ON CALL (OC) status can only be set for IV orders. If the user selects a Clinic IV order with an ON CALL status, the message: "Orders with ON CALL Status cannot be edited….." displays. ES action changes to orders with ON CALL status are not allowed.

Example: Selecting ON CALL Orders

```
Select Action:Next Screen// es  Edit Start Date
Select Orders:  (1-5): 2

Orders with ON CALL Status cannot be edited - no changes will be applied
  to any of the following orders with ON CALL status:
ON CALL Status orders:                         Current Start / Stop Dates
---------------------------------------------------------------------------
    < GENTAMICIN                               07/18/12    07/23/12
         in   INFUSE OVER 5 MINUTES>

Press Return to continue...
```

4.5.9.2. ON HOLD Orders

If the user selects ON HOLD orders, the message: "ON HOLD orders cannot be edited…."displays. ES action changes to orders ON HOLD are not allowed.

Example: Selecting ON HOLD Orders

```
Select Action:Next Screen// es  Edit Start Date
Select Orders:  (1-3): 1-2

  ON HOLD orders cannot be edited - no changes will be applied
  to any of the following ON HOLD orders:
ON HOLD orders:                                Current Start / Stop Dates
---------------------------------------------------------------------------
    <ACETAMINOPHEN                             07/21/12    07/26/12
         Give: 10 MG PO Q4H>

Press Return to continue...
```

4.5.9.3. Complex Orders

If the user selects complex orders, the message: "Complex Orders cannot be edited – no changes will be applied to any of the following Complex order components:……." displays. ES action changes to complex orders are not allowed.

Example: Selecting Complex Orders

```
Select Action:Next Screen// es  Edit Start Date
Select Orders:  (1-5): 2

Complex Orders cannot be edited - no changes will be applied
  to any of the following Complex order components:
Complex Component (Child) Orders:          Current Start Date/Time
-----------------------------------------------------------------------
    <LANOLIN                                  06/01/12  17:00
         Give: 25 MG TOP 5XD>
Press Return to continue...
```

4.5.9.4. Orders for More than One Clinic

If the user selects orders for more than one clinic, the message: "You have selected orders from different clinics do you want to continue?" displays.

- If the user answers "NO," the Clinic Order Entry profile view of order(s) for the selected patient(s) re-displays.

- If the user answers "YES," the process continues.

4.5.9.5. Orders with different Start Date/Times

If the user selects orders for more than one Start Date/Time, the message: "You have selected orders with different Start Date/Time, do you want to proceed?" displays.

- If the user answers "NO," the Clinic Order Entry profile view of order(s) for the selected patient(s) re-displays.

- If the user answers "YES," the process continues.

4.5.9.6. Orders for More than one Clinic with Different Start Date/Times

If the user selects orders for more than one clinic with different Start Date/Times, the message below displays:

Example: Orders for More than One Clinic with Different Start Date/Times

```
You have selected orders from different clinics
        and with different Start Date/Times.
Do you want to continue?
    You have selected orders from different clinics
        and with different Start Date/Times.
```

- If the user answers "NO," the Clinic Order Entry profile view of order(s) for the selected patient(s) re-displays.

- If the user answers "YES," the process continues.

4.5.9.7. Pharmacist Selecting Active Orders with Auto Verify Off

The message below, with entry prompt, displays if a pharmacist selects orders from the clinic order entry view, with auto verify off.

Example: Selecting Active Orders with Auto Verify Off

```
* ATTENTION: One or more selected orders have an ACTIVE status. *
 You may choose to have ACTIVE orders remain ACTIVE after editing, or
 you may choose to have the status of ACTIVE orders changed to NON-VERIFIED.

Should ACTIVE orders remain ACTIVE after editing?
```

- If the user answers "YES," the med order is auto verified and maintained in active status, after the Start Date/Time update.

- If the user answers "NO," the selected active order(s) is assigned to non-verified status, after the Start Date/Time update.

Example: Active Orders Assigned Non-Verify after Editing

```
All selected orders will have a status of NON-VERIFIED after editing

Enter new Start Date/Time:
```

4.5.9.8.   Technician Selecting Active Orders with Auto Verify On or Off

The message below, with entry prompt, displays if a technician selects orders from the clinic order entry view, with auto verify on or off. If the technician changes the order(s) start date, the status of Active orders changes to non-verified.

Example: Selecting Active Orders with Auto Verify On or Off

```
Attention: One or more selected orders have an ACTIVE status. If you continue, the status of
ACTIVE orders will be changed to NON-VERIFIED.

Continue editing orders? ?
```

(This page included for two-sided copying.)

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 PR]

The *PAtient Profile (Unit Dose)* [PSJU PR] 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, 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'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 *PAtient Profile (Unit Dose)* [PSJU PR] option also allows for viewing a list of clinic orders. New clinic orders cannot be created. Clinic orders are displayed separately from non-clinic orders.

Example: Patient Profile

```
Select Unit Dose Medications Option: PAtient Profile (Unit Dose)

Select by GROUP (G), WARD (W), CLINIC (C), or PATIENT (P): P  Patient <Enter>

Select PATIENT: PSJPATIENT1,ONE     000-00-0001  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
                      SAMPLE HEALTHCARE SYSTEM
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
PSJPATIENT1,ONE                 Ward: 1 EAST
   PID: 000-00-0001     Room-Bed: B-12            Ht(cm): _____ (_____)
   DOB: 08/18/20  (80)                            Wt(kg): _____ (_____)
   Sex: MALE                             Admitted: 05/03/00
    Dx: TESTING
  CrCL: <Not Found>                       BSA (m2): _____
 Allergies: No Allergy Assessment
     ADR:
- - - - - - - - - - - - - - - A C T I V E - - - - - - - - - - - - - - - - - -
  1    AMPICILLIN CAP                          C 09/07  09/21  A   NF
          Give: 500MG PO QID
- - - - - - - - - - - - - - - N O N - V E R I F I E D - - - - - - - - - - - - -
  2    CEFAZOLIN INJ                           C 03/09  03/10  N
          Give: 2GM/2VIAL IVPB 3ID
- - - - - - - - RECENTLY DISCONTINUED/EXPIRED (LAST 24 HOURS) - - - - - - - - -
```

--**report continues**--

Example: Patient Profile (continued)

```
   3    CEFAZOLIN INJ                          C  03/03  03/09  DE
          Give: 1GM/1VIAL IVPB 3ID
View ORDERS (1-3): 1
```

```
    --------------------------------------------------------------------
Patient: PSJPATIENT1,ONE                    Status: ACTIVE
Orderable Item: AMPICILLIN CAP
  Instructions:
Dosage Ordered: 500MG
      Duration:                             Start: 09/07/00  15:00
    Med Route: ORAL (PO)                     Stop: 09/21/00  24:00
 Schedule Type: CONTINUOUS
      Schedule: QID
   Admin Times: 01-09-15-20
      Provider: PSJPROVIDER,ONE  [w]
                                         Units   Units   Inactive
 Dispense Drugs                          U/D  Disp'd  Ret'd  Date
--------------------------------------------------------------------------
 AMPICILLIN 500MG CAP                     1    0       0

ORDER NOT VERIFIED
Self Med: NO
Entry By: PSJPROVIDER,ONE                    Entry Date: 09/07/00  13:37
```

8.1.2. Reports Menu
[PSJU REPORTS]

The *Reports Menu* option 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)
```

Example: 14 Day MAR Report (continued)

```
CONTINUOUS SHEET                              14 DAY MAR                    09/07/2000  through  09/20/2000
    SAMPLE HEALTHCARE SYSTEM                                                Printed on  09/20/2000  16:11
    Name:  PSJPATIENT1,ONE                     Weight (kg): _____ (_____)           Loc: 1 EAST
    PID:  000-00-0001  DOB: 08/18/1920  (80)   Height (cm): _____ (_____)           Room-Bed: B-12
    Sex:  MALE        Dx: TESTING                                                       Admitted: 05/03/2000  13:29
Allergies:  No Allergy Assessment    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                              C|15  |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
Give: 500MG 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 QDAILY                           |     |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                                            |     |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                    RPH: MLV  RN: _____     |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
         --------------------------------------------------------------------------------------------------------------
        |          |                        |     |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
09/07  |09/07 17:00|09/07/00 12:50 (A9111)  |     |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
METHYLPREDNISOLNE INJ                       C|09  |****|****|****|****|****|****|****|****|****|****|****|****|****|****|
Give: 500MG IV Q12H                         |21   |****|****|****|****|****|****|****|****|****|****|****|****|****|****|
THIS IS AN INPATIENT IV EXAMPLE             |     |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
                    RPH: MLV  RN: _____     |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
         --------------------------------------------------------------------------------------------------------------
        |          |                        |     |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
09/07  |09/07 17:00|09/07/00 12:50 (A9111)  |     |____|____|____|____|____|____|____|____|____|____|____|____|____|____|
METHYLPREDNISOLNE INJ                       C|17  |****|****|****|****|****|****|****|****|****|****|****|****|****|****|
Give: 1000MG IV QDAILY                      |     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
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|-----------------|----------------|--------|
---------------------------------------------------------------------------------------------------------------------------
   PSJPATIENT1,ONE           000-00-0001  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* [PSJU AP-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 (**G**), ward (**W**), or patient (**P**). 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. Entering a Ward Group of ^OTHER will automatically sort by patient and print a report for Outpatients that are receiving Inpatient Medications and that meet the report parameters. 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 <u>active</u> orders will print.

The *Action Profile #1* [PSJU AP-1] option also allows for viewing a list of clinic orders. New clinic orders cannot be created. Clinic orders are displayed separately from non-clinic orders.

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.

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.

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 <Enter>

Select PATIENT: PSJPATIENT1,ONE       000-00-0001   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>
```

```
                         UNIT DOSE ACTION PROFILE #1        09/11/2000  11:01
                           SAMPLE HEALTHCARE SYSTEM
                        (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.
--------------------------------------------------------------------------------
 PSJPATIENT1,ONE                 Ward: 1 EAST
   PID: 000-00-0001       Room-Bed: B-12        Ht(cm): _____ (_____)
   DOB: 08/18/1920  (80)                        Wt(kg): _____ (_____)
   Sex: MALE                              Admitted: 05/03/2000
    Dx: TESTING
  CrCL: <Not Found>                          BSA (m2): _____
 Allergies: No Allergy Assessment
      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                      C  09/07 09/21 A
          Give: 500MG PO QID

 3  R D N HYDROCORTISONE CREAM,TOP            C  09/07 09/21 A
          Give: 1% TOP QDAILY
 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 QDAILY




            _____    _____
            Date AND Time         PHYSICIAN'S SIGNATURE



        MULTIDISCIPLINARY REVIEW
            (WHEN APPROPRIATE)     _____
                                   PHARMACIST'S SIGNATURE

                                   _____
                                   NURSE'S SIGNATURE

------------------------------------report continues------------------------------------
```

Example: Action Profile #1 Report (continued)

```
   ADDITIONAL MEDICATION ORDERS:

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

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

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

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

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


         _____         _____
            Date AND Time              PHYSICIAN'S SIGNATURE

  PSJPATIENT1,ONE                   000-00-0001                 08/18/1920
```

8.1.2.5. Action Profile #2
[PSJU AP-2]

The *Action Profile #2* [PSJU AP-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 *Action Profile #2* [PSJU AP-2] option also allows for viewing a list of clinic orders. New clinic orders cannot be created. Clinic orders are displayed separately from non-clinic orders.

The user can run the *Action Profile #2* [PSJU AP-2] option 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 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 then be asked to sort (print) Action Profiles by team (**T**) or treating provider (**P**). If Ward Group of ^OTHER is entered, the user will not be given a sort (print) option; it will automatically sort by treating provider and print a report of Outpatients that are receiving Inpatient Medications and that meet the report parameters.

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.

V

VA Class, 192a
VA Drug Class Code, 215
VA FORM 10-1158, 175, 178, 186, 202
VA FORM 10-2970, 163
VA FORM 10-5568d, 163
VDL, 24, 44, 71, 94
Verify a DONE Order (CPRS Med Order) Example, 96, 97
Verify an Order, 44, 94
Verify an Order Example, 45, 46, 95
View Profile, 12, 17, 20, 65, 66, 81, 223
View Profile Example, 20, 81
V*ISTA*, 11, 19, 64, 68, 228
Volume, 68, 69, 93, 112, 115, 117, 118, 186, 188, 202, 230, 233, 236
   Change the Volume of a Solution Example, 93

W

Ward, 14, 61, 121, 129, 153, 155, 174, 176, 184, 186, 188, 192, 202
Ward Group, 13, 14, 61, 121, 129, 130, 131, 140, 153, 155, 162, 168, 174, 176, 179, 184, 186, 188, 192, 202, 236, 237
Ward Group File, 237
Ward Group Sort
   ^OTHER, 13, 14, 15, 174, 176
Ward List, 63, 74, 143, 144, 146, 197, 209
Ward List (IV), 143, 199, 201
Ward List Report Example, 144
Ward Stock, 130, 164, 169

X

XTMP, 219