



# **INPATIENT MEDICATIONS**

## **PHARMACIST'S USER MANUAL**

Version 5.0  
January 2005

(Revised December 2009)



## 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
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)
08/2008	iii, 20-27, 54, 68-76, 94-95, 104-106, 236, 240-241	PSJ*5*134	Inpatient Medication Route changes added, plus details on IV type changes for infusion orders from CPRS, pending renewal functions, and expected first dose changes. (S. Templeton, PM; G. O'Connor, Tech Writer)
10/2007	iii, 124 a-d  5, 17-18, 27-28, 30-34, 37-38, 65-68, 76-80, 83-84, 119-120, 123-124, 149-150, 195-196, 209-210	PSJ*5*175  PSJ*5*160	Modified outpatient header text for display of duplicate orders.  Added new functionality to Duplicate Drug and Duplicate Class Order Check definitions. (R. Singer, PM; E. Phelps/C. Varney, Tech Writer)  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.

07/2007	155a-155b, 162a-162b, 168a-168b	PSJ*5*145	On 24-Hour, 7-Day, and 14-Day MAR Reports, added prompt to include Clinic Orders when printing by Ward or Ward Group. Also added prompt to include Ward Orders when printing by Clinic or Clinic Group.  (R. Singer, PM; E. Phelps, Tech. Writer)
05/2007	25	PSJ*5*120	Modified Inpatient Medications V. 5.0 to consider the duration the same way as all other stop date parameters, rather than as an override.  (R. Singer, PM, E. Phelps, Tech. Writer)
12/2005	1, 124-124b	PSJ*5*146	Remote Data Interoperability (RDI) Project:  Removed document revision dates in Section 1. Introduction.  Updated Section 4.3. Order Checks to include new functionality for checking allergies, drug reactions, and interactions.  (E. Williamson, PM; M. Newman, Tech. Writer)
03/2005	iv-v,1, 114-116, 223, 236-241	PSJ*5*112	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)

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#### 4.1.5.6. Activity Log

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

##### Example: Activity Log

ACTIVE UNIT DOSE	Sep 21, 2000 12:44:25	Page:	1 of 2
------------------	-----------------------	-------	--------

---

PSJPATIENT1,ONE	Ward: 1 EAST
PID: 000-00-0001	Room-Bed: B-12
DOB: 08/18/20 (80)	Ht (cm): _____ (_____) Wt (kg): _____ (_____)

---

\*(1) Orderable Item: AMPICILLIN CAP  
Instructions:

\*(2) Dosage Ordered: 500MG  
Duration:

\*(3) Start: 09/07/00 15:00

\*(4) Med Route: ORAL

\*(5) Stop: 09/21/00 24:00

(6) Schedule Type: CONTINUOUS

\*(8) Schedule: QID

(9) Admin Times: 01-09-15-20

\*(10) Provider: PSJPROVIDER,ONE [es]

(11) Special Instructions:

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

---

+ Enter ?? for more actions

DC Discontinue	ED Edit	AL Activity Logs
HD Hold	RN Renew	
FL Flag	VF Verify	

Select Item(s): Next Screen// **AL** Activity Logs

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

Select LOG to display: **2** Long Activity Log  
Date: 09/07/00 14:07 User: PSJPHARMACIST,ONE  
Activity: ORDER VERIFIED BY PHARMACIST

Date: 09/07/00 14:07 User: PSJPHARMACIST,ONE  
Activity: ORDER VERIFIED  
Field: Requested Start Date  
Old Data: 09/07/00 09:00

Date: 09/07/00 14:07 User: PSJPHARMACIST,ONE  
Activity: ORDER VERIFIED  
Field: Requested Stop Date  
Old Data: 09/07/00 24:00

Enter RETURN to continue or '^' to exit:

#### 4.1.5.7. Finish

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

The PENDING RENEWAL orders may be speed finished. The user may enter an **F**, for finish, at the “Select ACTION or ORDERS:” prompt and then select the pending renewals to be finished. A prompt is issued for the Stop Date/Time. This value is used as the Stop Date/Time for the pending renewals selected. All other fields will retain the values from the renewed order.

When an action of FN (Finish) is taken on one child order that is part of a Complex Order, a message will display informing the user that the order is part of a Complex Order, and the user is prompted to confirm that the action will be taken on all of the associated child orders.



**Note:** Complex orders cannot be speed finished because it may not be appropriate to assign the same stop date to all components of a complex order.

#### Example: Complex Unit Dose Orders with Overlapping Administration Times

When finishing (FN) a complex unit dose drug order with overlapping admin times, after you select the order, a warning message is displayed with the warning and the overlapping admin times.

```
**WARNING**
The highlighted admin times for these portions of this complex order overlap.

Part 1 has a schedule of BID and admin time(s) of 10-22.
AND
Part 2 has a schedule of QDAY and admin time(s) of 10.

Please ensure the schedules and administration times are appropriate.

Press Return to continue...
```

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

To finish the order, you must correct the order so that there are no overlapping admin times.



```

PENDING UNIT DOSE (ROUTINE)      Feb 25, 2001@21:37:08      Page:      1 of      2
PSJPATIENT1,ONE                  Ward: 1 EAST
  PID: 000-00-0001              Room-Bed: B-12              Ht(cm): _____ (_____)
  DOB: 08/18/20 (80)                                Wt(kg): _____ (_____)

* (1) Orderable Item: MULTIVITAMINS TAB
      Instructions: 1 TABLET
* (2) Dosage Ordered: 1 TABLET
      Duration:
* (4)      Med Route: PO
                                (3) Start: 02/26/01 14:40
                                REQUESTED START: 02/26/01 14:40
                                (5) Stop: 02/28/01 24:00
  (6) Schedule Type: FILL on REQUEST
* (8)      Schedule: QDAILY
  (9)      Admin Times: 1440
* (10)     Provider: PSJPROVIDER,ONE [es]
  (11) Special Instructions:

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

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

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

```

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