STAR 2000™

STAR PHARMACY REFERENCE GUIDE
General Information Volume

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Preface

The *STAR Pharmacy Reference Guide* is a multi-volume document written for all users of the STAR Pharmacy system. The *General Information Volume* provides detailed information about the features and functions common to all modules of STAR Pharmacy. It serves as an introduction to the computer environment while explaining the flexibility of information entry and retrieval in the STAR system.

Documentation Conventions

Documentation for McKesson's STAR 2000™ line of products follows these conventions:

Revisions
Text revisions are indicated by a change bar in the left margin. Paragraphs that contain grammatical changes that do not affect content are not marked.

Canadian Documentation
This volume may include documentation for Canadian users of this product. Complete sections of Canadian text are identified by "CN" and "CN Only."

Key Names
Named keys, such as SHIFT, CTRL, ALT, and ENTER, are displayed in this document in uppercase (capital) letters. A symbol key is written as text in this document followed by the symbol in parentheses, such as hyphen (-) and asterisk (*).

Key Chords
Key chords are key entries that require you to hold down one or more keys (typically, CTRL, ALT, or SHIFT) before pressing another key. In this document, key chords are displayed as the names of each key in the chord separated by a hyphen (-) (for example, CTRL-ALT-DEL).

Enter
ENTER is a key on a computer keyboard used to complete an entry on a STAR system. (This key may also be referred to as NEW LINE or NL in the STAR system.)

Data Entries
Letters or words you enter in response to the system are displayed in **bold** letters in this document. For example: Enter **Y** for Yes or **N** for No.

Selecting an Entry
This document often instructs you to "select an entry." The method you use to select an entry depends on whether you are using STAR from a terminal or IBM-compatible personal computer. Entry methods include:

- Entering the option number
- Using your arrow keys to highlight the option and pressing ENTER
- Clicking on the option using a mouse or other pointing device (PC only)

For more information about these options, see the *General Information Volume*.

Prompts
System prompts are displayed at the bottom of many STAR screens when the system requests an entry or displays a message. In this document, these prompts are indented and the text italicized, as shown in the following example:

   Enter patient name--

Field Characteristics

STAR product documentation provides field explanation codes, in addition to a narrative description for each field on a screen. These codes display the maximum length of your entry in the field, the type of entry you make in the field, and whether the field is required. This information displays in the following format:

- DISPLAY ONLY for a field you cannot edit.

- For X-YY-Z field types, where:

    - X is the maximum number of characters permitted in the field:

        - P for a field length determined by a Parameter

        - T for a field length determined by a Table

        - U for a field having an Undefined length

    - YY is the type of entry technique permitted in the field:

        - A for Letters only

        - AC for Letters and Punctuation only (no numbers)

        - AN for Numerals and Letters only (no punctuation)

        - C for Characters (including punctuation)

        - N for Numerals only

        - NC for Numerals and Punctuation only (no letters)

    - Z is the requirement indicator of the field:

        - C if an entry is Conditionally required or optional

        - O if an entry is Optional to complete the function

        - R if an entry is required to complete the function

            NOTE: Facilities can designate that certain fields be Required. STAR product documentation does not display R for fields designated as Required by a facility.

    - For YY-Z field types, where YY is:

        - DATE for a field subject to the date entry conventions described in the *General Information Volume*.

        - SPECIAL FORMAT for a field having data entry requirements not conforming to standard format. The field definition contains the specific data entry requirements for the field.

        - TABLE LOOKUP for a field that enables you to select from a displayed table. See the *General Information Volume* for more information regarding this entry technique.

        - TIME for a field subject to the time entry conventions described in the *General Information Volume*.

        NOTE: For use of the Z position in this format, refer to the explanations for Z under X-YY-Z.

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Introduction

In an effort to provide solutions for the needs of enterprises with multiple clinical business units, the STAR system supports a maximum of 26 facilities in the STAR Pharmacy application. This means that a patient can be assigned up to 26 different medical record numbers. In addition, clinical/financial information can be viewed and used across all facilities in the hospital.

This manual is divided into the following chapters. It also includes a glossary.

Chapter 1: Functional Overview

This chapter provides an overview of the STAR Pharmacy functions used in operational, clinical, and business management.

Chapter 2: Getting Started

This chapter provides information about the computer monitor or cathode ray tube (CRT) terminal and the keyboard and explains how to sign on and sign off the system. It also explains the meaning of common error messages.

Chapter 3: Information Entry Techniques

This chapter provides information about entering data into the system. It also explains how to use scrolling screens and horizontal screens. In addition, the chapter describes the identification process for patients, orders, prescriptions, and drug items.

Chapter 4: User Preferences

This chapter explains how to use and maintain the different types of STAR menus and the mnemonics.

Chapter 5: Universal Functions

This chapter provides information about using the bulletin board, the different types of census functions, the Name Inquiry function, and the Send Message function.

Chapter 6: System Security

This chapter provides information about the different security options provided in STAR Pharmacy and the STAR system. It also provides information about the Pharmacy Employee File.

Chapter 7: Multifacility Processing

This chapter provides a brief overview about multifacility installations and considerations, tables, and parameters.

Chapter 8: Midnight Processing

This chapter provides information about the basic system maintenance procedures performed on a daily basis.

Chapter 9: System Manager Functions

This chapter describes the spooler functions commonly used by the Pharmacy department.

Chapter 10: Help Text

This chapter explains how to view available Help Text and how to enter, modify, and print it.

Chapter 11: Softkey Editor

This chapter explains how to use the Softkey Editor to create, edit, and format results, including information about text entry, cursor movement, text manipulation, and function keys in the Softkey Editor. The chapter also provides an explanation of Softkey Editor error messages and parameter settings.

Chapter 12: Information Windows

This chapter contains information about the information windows capabilities in STAR Pharmacy.

Appendix A: Glossary

The glossary contains definitions for key terms used in STAR Pharmacy documentation.

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Chapter 1 - FUNCTIONAL OVERVIEW

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SYSTEM INTRODUCTION

STAR Pharmacy merges the diverse areas of operational, clinical, and business management into one integrated system.

The system provides the single or multiple hospital pharmacy department with the ability to enter and process pharmacy medication and solution orders quickly and accurately. The system can operate either as a stand-alone departmental system, through an interfaced link to a hospital information system or integrated with STAR Patient Care.

The pharmacy system provides processing for profile management, preparation and distribution management, controlled substance and floorstock management, satellite dispensing support, profile reporting, charging and crediting, outpatient prescription processing, formulary database management, formulary reporting, concurrent drug tracking, workload/productivity reporting, and inventory and purchasing management.

Optionally, STAR Pharmacy can offer full prescription processing for medications and solutions and ad hoc reporting for hospital-specific reporting needs.

STAR Pharmacy offers flexibility by allowing parameters and tables that can be tailored by the hospital. This concept provides customers with the functionality they want without costly customization fees.

In addition, STAR Pharmacy can interface with specialized dispensing machines, in-depth drug and clinical information systems, third parties for claims processing, financial systems for patient billing, and laboratory systems for results retrieval.

INPATIENT PROCESSING MODULE

Profile Management

The Profile Management function in STAR Pharmacy allows you to start new medication and solution orders, hospital-defined common orders, and hospital-defined routine order sets.

You can select items by multiple trade names, generic name, alternate name, AHFS Classification, multiple mnemonic codes, formulary code, and product number.

The system screens for drug allergies, drug and AHFS-class duplicates, drug-drug interactions, and admixture incompatibilities.* It also notifies you of potential drug-food/nutrient interactions.*

NOTE: These items with asterisks (*) require the FDB database.

You can dispense by unit dose or by traditional and floorstock methods; enter conditional and confirmed orders; and enter common order information such as comments, automatic stop orders, and frequency and schedule.

The system can calculate the start time and initial number of doses based on the order's administration times (specific to the nursing unit) and the next cart exchange.

You can enter comprehensive drug and solution schedules; revise, restart, discontinue, hold, resume and cancel orders; display active ordiscontinued medication and solution orders; display an order audit trail; display and print comprehensive patient profiles; print active or discontinued medications and solutions; and print drug or drug class census.

If a therapeutic duplication is encountered during Order Entry or Restart (or in Ambulatory Care), an audit log entry is made if the order was completed. A separate entry to the audit trail occurs for each hit. The audit trail entry includes date, time, therapeutic duplication type, employee name, order/rx number and drug name of the therapeutic duplicate.

The system supports central and satellite pharmacies.

PROFILE REPORTING

Profile Reporting allows you to print non-formulary order reports, unpriced orders reports, automatic stop order notices for medication and solution stop order policies, discharge summaries of all orders entered for each patient during the length of stay, medication administration records for nurse charting, and solution administration records for nurse charting.

Drug Use Evaluation (Target Drug)

Drug use evaluation allows you to track specific drugs and/or drug classes, include or exclude patients and/or orders based on the hospital's selected criteria, assign usage indicators, print worksheets for data collection, and permit posting and statistical analysis of findings.

Preparation and Distribution Management

Preparation and Distribution Management functions allow you to fill and check medication orders by CRT. Inaddition, you can print: filllists and update fill lists, check lists, discontinued medications and solutions lists, extemporaneous drug lists, solution prep lists, and solution prep labels.

Charging and Crediting

STAR Pharmacy enables you to use multiple pricing formulas, charge automatically for scheduled orders, post the number of PRNs used, charge floorstock medications or solutions, charge and credit from profile inquiries, simulate charges, and print daily activity journals.

In addition, for outpatient orders you can charge and credit orders, produce outpatient prescription labels, and use separate multiple pricing formulas.

Formulary Database Management

Formulary Database Management allows you to add, revise, and delete formulary items; select items by multiple trade name, generic name, alternate names, multiple mnemonic codes, formulary code, and product number; and identify formulary alternatives that can optionally be selected during the order entry process.

Formulary Reporting

With Formulary Reporting you can print the Formulary Master List by generic name within AHFS classification, the Numeric Index of AHFS classifications, the Alpha Formulary Index (trade/generic cross-reference), the formulary generic, brand name, and code listings, and table listings.

FDB Formulary Service

The First DataBank (FDB) Formulary and Clinical Database includes allergy and related allergy classifications, AHFS classifications, drug interaction database, parental admixture incompatibility database, drug-to-food/nutrient interaction database, drug-to-disease state interaction database, dose range checking database and AWP prices.

Updates to the FDB database are received monthly, and once the clinical database is updated, a comparison report can be run to identify changes before they are applied to your hospital's formulary.

Inventory Management

This function allows you to maintain stock levels for all locations, update stock levels automatically for all charges and credits, and enter receipts, transfers, and adjustments. You can also print physical inventory worksheets, inventory value reports, and inventory usage analysis reports.

CONTROLLED SUBSTANCE AND STOCK MANAGEMENT

With the STAR Pharmacy system you can display thirteen rolling months of usage totals by item within each stock location. You can define online or batch replenishment options. In addition, the Controlled Drug report, produced during midnight processing, lists all controlled substances charged during that day. In addition, there is a controlled narcotics module that allows you to assign a controlled drug replenishment method to an item and allows you to track usage and wastage.

PURCHASING MANAGEMENT

The purchasing management functions allow you to maintain vendor information tables, support multiple vendors per formulary item, automatically create preliminary purchase orders based on item reorder quantities, enter receipts by purchase order number with item-level exceptions, display purchase orders by vendor and by status, and support on-demand purchase order creation.

You can print purchase orders, vendor price change reports by vendor, price change reports by previous days receipts, and emergency level items on order.

Management Reporting

WORKLOAD/PRODUCTIVITY REPORTING

With the STAR Pharmacy system you can accumulate and print daily and monthly statistics. You can print totals by inpatient station, satellite, or outpatient type. You can print subsets of data by day of week, by shift, by two hour increments, and by employee.

You can print reports based on hospital-defined reporting options and you can accumulate and print year-to-date statistics by inpatient station, satellite, outpatient type and department totals.

STAR PHARMACY OPTIONAL MODULES

Ambulatory Care Dispensing

This module allows users to start new medication and solution orders, hospital-defined common orders, and hospital-defined routine order sets.

You can select drug items by multiple trade names, generic name, alternate names, AHFS Classification, multiple mnemonic codes, formulary code, and product number.

The STAR Pharmacy system screens for drug allergy, drug-drug and drug class duplicates, and drug interactions.* You can also print auxiliary label warnings.* The system accommodates multiple language SIGs and label warnings.

If a therapeutic duplication warning is generated on an order, and the warning was bypassed, an audit log entry is made if the order is completed. A separate entry to the audit trail occurs for each hit. The audit trail entry includes date, time, therapeutic duplication type, employee name, order/rx number and drug name of the therapeutic duplicate.

This module uses multiple pricing formulas that can vary by third party or by the cash plan assigned to the patient or prescription.

You can refill, revise, inactivate, reactivate, transfer, cancel transfer, and cancel prescriptions. You can display and print the patient profile. You can also print the drug or drug class census, outpatient solution census, and claims processing worksheets.

The following batch reports are generated during midnight processing, but you can also print these reports on demand using the Prescription Log Reports function.

- Daily Profit Margin Report

- Daily Activity by Hour Report

- Daily Prescription Log Report

- Daily Controlled Drug Report

- Daily Price Overrides

- Daily Cash Transaction Log

- Daily Unpriced Orders

- Daily Prescription Activity by Hour

- Third Party Adjustments Report

* Requires FDB Database.

Enhanced Nursing Support

NOTE: CRTs or PCs with emulation must be available at the nursing units and/or ancillary departments.

This module enables nurses to display active or discontinued medication and solution profiles and formulary information. Nurses can request missing and replacement doses and demand solution orders. They can send patient, order and/or formulary specific messages to central or satellite pharmacies and enter floorstock charges.

STAR Report Writer

For information about STAR-related KB_SQL® and the creation of queries and reports, see the Pharmacy section in the *STAR Vista Reporting/SQL Reference Guide*.

Chapter 2 - GETTING STARTED

Illustrations

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THE CRT AND KEYBOARD FOR DATA GENERAL TERMINAL USERS

For users who access the STAR system through Data General terminals, the mechanism by which you communicate with the STAR Pharmacy system is the Cathode Ray Tube (CRT) terminal. The CRT (sometimes called a video display terminal, a VDT, or a VDU) has two components: a display unit with a television-like screen and a keyboard similar to that of a traditional typewriter. The CRT keyboard has four major segments: the main keypad, the screen management pad, the numeric keypad, and a group of special function keys.

The main keypad looks and works much like a traditional typewriter except it contains several special keys for controlling system functions.

To the right of the main keypad are the screen management keys, which are used to manipulate the cursor, a symbol that marks the space on the screen where the next typed character will display. These keys are also used to edit and erase text.

While you communicate your portion of the dialogue by using the keyboard keys in conjunction with the ENTER key, the system's voice for the conversation is the prompt, a reverse-video band at the bottom of each screen. The system displays instructions in this prompt (to select an option number from a menu, for example), followed by a blank field in which you can then enter a response. Using simple English instructions, the system leads you in this interactive manner through a logical progression of steps to complete each function or transaction.

This interaction is simple even to a novice user because the system prompts each step on the prompt. In addition, it frequently redisplays entered information for verification before sending the information to the computer. This verification process is not only reassuring to new users who are initially intimidated by the possibility of making mistakes, but is also an excellent control mechanism for ensuring that accurate information is entered.

Figure 2.1 Important Keys

Key	Description
ENTER	This key is located just above the SHIFT key on the main keypad. The ENTER key is used more frequently than any other during a user's interaction with the system because it must be pressed after most entries in order to transmit the typed information to the computer system for storage in memory.
	Another ENTER key exists on the numeric keypad. Either one accomplishes the same function.
	On a personal computer (PC), press the Enter key.
ONLINE	This key is located to the left of the space bar.
	When activated, the Online light at the top of the keyboard is illuminated, signifying that the Data General terminal is actively connected to the computer system.
ALPHA LOCK	This key is located to the right of the space bar.
	When pressed, an Alpha Lock light at the top of the keyboard is illuminated, signifying that all alphabetic characters are displayed in upper case.
	Pressing the key again makes the light go out and characters can then be typed in upper and lower case.
	The ALPHA LOCK light must be illuminated in order for you so sign on to the system.
DELETE	This key erases (in a backward direction) the numbers and characters typed with the other keys. Holding down the key causes continuous deletion of consecutive characters.

SIGNING ON

STARBASE users sign on using the procedure described below. ALLSTAR SignOn is a procedure that streamlines sign on for systems with MultiSTAR. The facility chooses whether or not to implement ALLSTAR SignOn. If you are not sure whether you are a MultiSTAR or STARBASE user, or whether your facility uses ALLSTAR SignOn, ask your system administrator. Refer to the *ALLSTAR SignOn User's Guide* for the sign-on procedure when your system has ALLSTAR SignOn implemented. The user guide also contains the procedure for changing your passwords.

STARBASE Users

The first step in using the STAR Pharmacy System is to press the P key on the main keypad to access the system. Usually, no other keys on the keyboard activate the system. Other keys, however, might be activated based on site-specific needs. When the sign-on key is pressed, the system displays a prompt prompting you to enter your identification code. This prompt signals that you must sign on to the system before using its functions. The sign-on procedure identifies an individual so that the system can search its files and determine whether the person is included in its defined records of authorized users. Two codes must always be entered in order to sign on to the system -- an identification (ID) code and a secret code.

NOTE: The ALPHA LOCK light must be illuminated in order for you to sign on to the STAR Pharmacy system.

ID Code

The ID code may be a set of numbers, letters, or a combination of both. During the installation of the STAR Pharmacy system, ID codes and corresponding user descriptions are established for all pharmacy employees and are permanently stored in the Pharmacy Employees table. Codes for new employees hired thereafter are usually added to the system files on the date of hire. The ID code is a permanent, unique number that stays with an individual for the duration of employment. If employment is terminated, the code is *retired.* Do not use it for another individual, since a record of all data-generating transactions is stored in the system for long periods of time. Part of that record is the ID code of the person who performed the transaction. Hence, an ID code is actually an *electronic signature* of a single individual and is not to be used by another.

Secret Code

After you enter your ID code and press ENTER, the system displays a screen prompting you for your Secret Code. Enter your secret code. Keep in mind that the secret code is selected by each user individually. The code, known only by the individual user and the system, can consist of numbers, letters, or any combination of numbers and letters. For added security, the password does *not* display on the screen as you type it; the secret code is designed to prevent the unauthorized use of an

individual's electronic signature. If you enter the secret code incorrectly, the system displays the message *Invalid Code!* and redisplays the previous identification prompt.

UPDATING YOUR SECRET CODE

To keep an effective secret code, McKesson recommends that you change the code periodically. When you update the code, the system drops the previous code from memory and recognizes only the newer code as a valid sign-on identification. The maximum length of time the secret code remains valid is determined during the installation of the system.
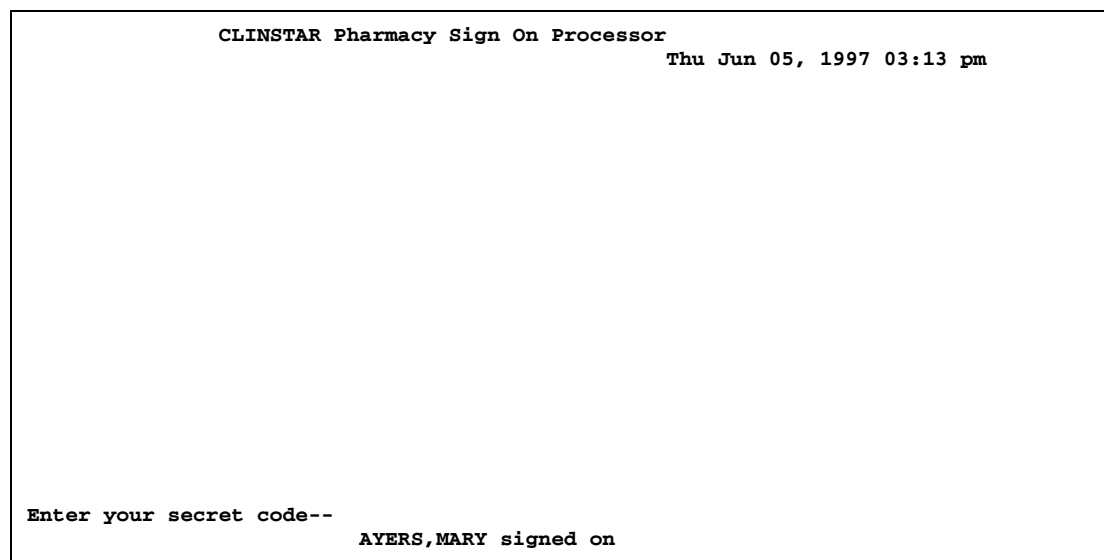
Updating a secret code is a simple procedure that takes only a few seconds. It can be done at any time, but must be performed immediately once the valid period has expired, or you are not able to sign on to the system. If you attempt to use an outdated password, the system displays a message prompting you to enter the NEW code New users must learn this procedure quickly, since all users are automatically assigned the initial secret code 123 and this code must be updated the first time they use the system.

Figure 2.2 summarizes the steps involved in signing-on to the STAR Pharmacy System using the ID code and Secret Code, and includes instructions for changing an outdated secret code:

Figure 2.2 Updating Your Secret Code

Step	Screen Display (SD) Prompt (P)	User Response
1	SD: Bulletin Board Sign-On Message (if any)	Press the sign-on key to activate the STAR Pharmacy system.
2	P: Enter ID code	Type ID code and press ENTER.
3	P: Enter secret code --	Type secret code and press the ENTER key. The code does not display on the screen as you type.
4	P: Enter *NEW* secret code--	Enter a new code and press the ENTER key.
5	SD: User's name and title.	The system temporarily displays the name and title of the person signed-on.
6	SD: Sign-on menu P: Enter Option #	Enter the option number representing the section or function desired.

Once the ID Code and Secret Code are entered correctly, the system displays the name and position of the user who is signed-on. See the following sample screen:

```
                    CLINSTAR Pharmacy Sign On Processor
                                              Thu Jun 05, 1997 03:13 pm

















 Enter your secret code--
                          AYERS,MARY signed on
```

The menu that is displayed when you sign on depends upon the security level set up within the system for your account. System security is discussed in "Chapter 6 - SYSTEM SECURITY".

If your CRT is associated with an outpatient location or satellite, the system displays a message indicating if the outpatient location or satellite is open or closed. If the outpatient location or satellite is closed, the system gives you the option to open the location or satellite.

The CRT Names table determines if your CRT is associated with an outpatient location or satellite.

SIGNING OFF

When you finish using the STAR Pharmacy system, enter slash-period-slash (/./) and press ENTER. This exit code signs you off of the Data General terminal. In some areas of STAR Pharmacy, such as order entry and profile order entry, this option is not available.

To exit from a prompt, enter a period (.) and press ENTER. To exit to the Sign-On Menu, enter a pound sign (#) and press ENTER. To exit/back out from one processor to the previous menu level (for example, to return to the next highest level on the *tree* of menus), enter a period (.).

Automatic Time-out

Another method of signing off the pharmacy system involves a unique security feature called automatic time-out. This mechanism is designed to provide additional protection to prevent electronic signatures from use by unauthorized individuals. It automatically invokes a sign-off when you do not use the exit code (/./). This feature, which is activated every time you sign on to the system, works as follows:

When the system requests information, it waits for a specific user-defined period of time. If no response is entered within that time, the system reverts to the previous screen display and again waits for a response. If none is given, it redisplays the previous screen, and so on. Eventually, if no activity takes place, the system reaches the initial menu and simply signs you off. The time-out period may range from a few seconds to several minutes depending on the processor being used.

The period of time for automatic time-out is set by McKesson at installation time. The default time-out period is anywhere from 30 seconds to two hours, depending on which function you are in. Three minutes is the most commonly used automatic time-out period.

Use of the exit code is preferable to relying on the automatic time-out feature for two important reasons. First, any signed-on PC or terminal attaches a user ID code to all data-generating transactions performed on it. Left unattended, an unauthorized individual can use the system under another person's code. Secondly, maintaining a PC or terminal in an activated state requires the use of significant system resources; the system reserves a portion of computer memory for every signed-on PC or terminal and constantly monitors each PC or terminal for input. If the PC or terminal is not being used but is still activated, a system resource is wasted. When activity levels are low, this is not a problem, but in larger systems that have many signed-on PCs or terminals (particularly during peak activity times), a slight degradation in the computer's response time could result.

THE JOB HOLD FUNCTION

This function enables you to stop the system from automatically signing you off for a specified period of time.

WARNING: If you use this function and leave your workstation, an unauthorized user could obtain access to the STAR Pharmacy System. Any activities performed by the unauthorized user would have your name associated with them.

After you select the Job Hold function from the menu, the system displays the following prompt:

Enter number of minutes to hold--

Enter the number of minutes that you want the system to hold your job open before it begins the automatic timeout process that normally begins immediately.

After you enter the desired number of minutes, the system displays the following screen:

```
Time hold started  : 05/29/90 09:27am          User: SMITH,JOANNE
Hold time requested: 30 minutes
Minutes Left       : 30

        ******                          *****      ************
      **      **                      *********    ************
     **        **                    ***   ****   **          **
    **          **                  **      ***   *            **
   ***          ***                *          *** *            **
   ***          ***                            ***              **
   ***          ***      **                     **              **
    **          ****    ****                     **             **
     **        *****    ****                      **           **
      **    ** ***       **                       **          **
       *****  ***                                  **         **
             ***                                    *         **
             ***                                    *        **
             ***                                    *        **
    *        ***        **                          *       **
    **       ***       ****         *          *    **
     *********         ****     ************        **
       *****            **      ************        **

                    (Hit any key to continue)
```

This screen continues to display throughout the entire job hold period. To terminate the Job Hold request, press any key and the system returns you to the menu.

Field Explanations

TIME HOLD STARTED: (DISPLAY ONLY)
This field contains the date and time at which the Job Hold function started.

USER: (DISPLAY ONLY)
This field contains the name of the user signed on to the CRT at the time the Job Hold function was initiated.

HOLD TIME REQUESTED: (DISPLAY ONLY)
This field contains the number of minutes the system holds the job.

MINUTES LEFT: (DISPLAY ONLY)
This field contains the number of minutes remaining in the job hold period.

In the center of the screen, the system displays the current time in large characters. As each minute passes, the screen changes to reflect the new time and the new number of minutes remaining in the job hold period.

COMMON ERROR MESSAGES

While using the STAR Pharmacysystem, you frequently encounter messages from the system concerning processing conditions or errors.

Whenever information is entered into the system using the keyboard, the format and composition of what you have typed is carefully checked by the system. If you enter information in a format that does not conform to requirements, the system displays an error message accompanied by an audible beep. The message, dependent upon the situation and processor, appears in contrasting medium (usually green letters on the white background of the prompt). For a list of the most common error messages, including a brief explanation of their meanings and the appropriate responses, see Figure 2.3.

Figure 2.3 Common Error Messages

Message	Meaning and Response
INVALID SIGN-ON	A key other than the sign-on key has been pressed to activate the PC or terminal. Press the correct activation character.
INVALID ENTRY FORMAT	Entry does not conform to the format the system expected (an alphabetic response in a numeric field, for example). Re-enter using the correct format.
THIS FIELD REQUIRED	The field cannot be left blank. Enter an appropriate response or, if you want to exit the field, enter either / ./ to sign off or period (.) to return to the previous menu.
ENTRY OUT OF RANGE	You have selected an option that is not on the menu (a 6 is entered when only five choices are listed, for example).
ENTRY TOO LONG	Too many data elements have been keyed into the field. Enter a shorter response.
INVALID MNEMONIC	Entry does not match a mnemonic menu option. Enter the first characters of the function followed by a hyphen (-) to select from the Mnemonic Menu Options table. Menu mnemonics are not implemented at this time.

OTHER MESSAGES

Besides error messages, other kinds of messages can be placed in the system by authorized individuals using special management processors. These messages include system messages that can be sent to one or all PC monitors or terminals throughout the pharmacy department, and sign-on and sign-off messages that can appear as bulletins.

Chapter 3 - INFORMATION ENTRY TECHNIQUES

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SCREEN LAYOUT

The CRT screen is the means by which you communicate with the system. A screen may contain a menu, table, message, or a processor in which fields are required.

The top line of each screen contains the name of the processor currently in use. The second line contains the current date and time. If a menu is displayed, the third line usually contains the menu name. If you are performing a transaction on a particular patient, the third and fourth lines contain patient demographic information including unit number, patient name, sex, birthdate, room/bed, attending physician, service and status. The last line of the screen always contains the prompt.

To move to the next page of a series of screens, press slash (/). If the slash (/P) option is displayed on the screen, you can press /P to move to the previous page in a series.

CURSOR

The cursor on the screen identifies your current position on the screen. It signals the location at which the information you enter will display. Your cursor may be a flashing or non-flashing line or block that can display in reverse video. When appropriate, you can change your cursor type by pressing the CURSOR TYPE key located in the upper-right corner of the keyboard. Continue to press the CURSOR TYPE key until the desired cursor type displays.

ENTER/PRESS

Current documentation uses the word *press* to refer to the pushing down of a particular key (for example, press ENTER). When documentation instructs you to enter data, type in the characters indicated and then press ENTER to indicate that you have finished entering data.

PROMPT

The prompt is the reverse video band that appears on the bottom of each screen. The purpose of the prompt is to assist you in performing system functions. The prompt asks you for the information to be entered and indicates the proper format in which to enter the information.

The prompt changes to reflect the function or field currently being accessed. For example, the following prompt is displayed on a main menu:

Enter option number--

As data is entered into the system, it displays immediately to the right of the prompt. Pressing the ENTER key tells the system to accept the information entered at the prompt. If the data you are entering is not in the correct format, the system flashes an error message that tells you why the information is not being accepted.

Error: Invalid format for this field!

The data in the prompt is erased so that you can re-enter the information in the proper format. If the data is accepted, the prompt changes and requests that you enter the necessary data for the next step to be performed.

NOTE: For information about entering data on horizontal screens, see the Horizontal Screens subsection.

FREE-FORM FIELDS

A free-form field is one in which you can enter any response. For example, the system accepts any entry made into the Comment field. At a prompt of this type, the system displays a vertical bar (|) to indicate the maximum number of characters that you can enter. Keep in mind that if you enter characters up to the vertical bar, you need not press ENTER; the system accepts your entry automatically.

Sometimes the system cannot display all of your characters on the screen although it can store all of them in its memory. In this case, the system truncates the display and only displays the first few characters of your entry.

DEFAULT VALUES

The system provides default values for many prompts to make the system easier and faster to use. In some cases, a hospital-maintained parameter determines the default value offered. Default values for a field or screen are displayed in brackets ([]) at the end of the prompt (see following example).

In the following sample prompt, M is the default value:

Enter (S)olution or (M)edication order? [M] --

To enter the default response, press only the ENTER key. This saves you the time and trouble of typing in a lengthy response or hunting for a specific letter key. In this example, if you want to enter a medication order, you can press ENTER to accept the default or enter **M**.

PERIOD KEY

If you decide *not* to enter information or select an option while in a screen, enter a period (.). The system then prompts you with the field selection prompt. If you are *not* located in a screen when you enter a period (.), the system redisplays the previous prompt or menu that enables you to back out of the function or system step by step.

REQUIRED FIELDS

The system requires that you enter a response for certain fields. Throughout the STAR Pharmacy documentation, these fields are referred to as required fields.

If you do not want to make an entry in a field of this nature and press ENTER, the system displays a message similar to the following:

Error: Field Required!

In addition, if you bypass a required field and attempt to accept the contents of the screen (see Verification Prompt below), the system displays a message similar to the following:

Field 4 is required! Continue editing? [Y] --

In the above examples in which a response to a field is required, you can continue within the function by pressing the ENTER key or entering **Y** when appropriate. The system then returns you to the first blank field on the screen. In the above example, the prompt assigned to field 4 displays. To exit the function without keeping the entered information, enter **N**. The system erases the information before returning you to the appropriate menu.

NOTE: Your facility can designate fields on some screens as Required.

VERIFICATION PROMPT

The system usually displays the verification prompt when you finish responding to the various prompts of a function. It also displays this common prompt after table entries and screen completion. The purpose of this prompt is to determine if your entries are complete and accurate or need further edits. The following is the verification prompt:

Accept this screen? (Y/N) [Y] --

To accept the content of the screen, press ENTER or enter **Y**. To edit the screen further, enter **N**, and the system redisplays the field selection prompt as shown below:

Enter field number or `/'starting field number --

At this point, you can choose to edit one field by entering the option number corresponding to the desired field, or choose to move through each blank field sequentially by entering a slash (/) immediately followed by the option number corresponding to the first blank field.

NOTE: When you select an option from a table and if you haven't changed any information on the screen, the system displays the verification prompt in this manner:

Delete? [N] --

The system default is N (No) but if you elect to delete the screen's content by entering **Y**, the system displays another verification prompt to confirm your choice to delete the information. If you enter N at the second verification prompt, the system saves the information; if you enter Y, the system deletes the data.

WARNING: It is vital that you enter a response at the verification prompt. If you enter a slash (/) to move on to the next page or action, the system *does not* store the entered information. You must then re-enter the information.

SCROLLING SCREEN PROCESSING

Scrolling screen processing enables you to define and edit multiple fields of information for multiple table entries on the same screen.   This processing uses the standard cursor management keys (up arrow, down arrow, right arrow, left arrow) and is most effective when all fields for a table entry fit on a single line.

The following is an example of a scrolling screen:

```
          General Hospital Maintenance - Equip/Instrument Processor
Community Lab                                     Thu Apr 23, 1992 10:17 am
Instrument Monitor Characteristics - Chemistry

 1 Code        2 Description                         3 Self-Creating Mode
   KOD1          EKTACHEM 700 #1                        Yes
 4 Timeout             5 Channels      6 ID Type       7 ID Retention
   No Timeout            60              FL
 8 Deactivate          9 Stacking
   No                    No
10 Chn#      Channel Name                 Upload      Download
   1         Glucose                      GLU         SPACE
   2         Urea Nitrogen (BUN)          BUN         /
   3         Creatinine                   CREA        .
   4         Ammonia                      NH3         -
   5         Sodium                       Na+         )
   6         Potassium                    K+          (
   7         Chloride                     Cl-         '
   8         Carbon Dioxide               CO2         *
   9         Amylase                      AMYL        &
   10        Lipase                       LIPA        9
   11        Calcium                      Ca          2


    F1Prev Page F2Next Page F3 Insert  F4 Delete  F6 Reset  F7  Exit    ?
```

The first line of the scrolling screen contains the field (or column) names. In this example, the scrolling screen field names are *Chn#, Channel Name, Upload,* and *Download*. A scrolling screen can be part of a horizontal screen or can stand alone.

In this example, scrolling screen processing is part of a horizontal screen. Field 10 has already been accessed and the scrolling screen options display at the bottom of the screen. These options are the valid function keys and the associated functions for scrolling screen processing. There are other keys that perform valid functions in addition to those displayed. All valid keys are explained below.

TAB key
Press the TAB key to move the cursor to the next field (column) of the scrolling screen. If you press this key at a required field and no entry has been made in the field, there is no cursor movement and the system displays the following message:

Error: Field Required!

ENTER

Press ENTER to move the cursor to the next field (column) of the scrolling screen. If you press this key at a required field and no entry has been made in the field, there is no cursor movement and the system displays the following message:

Error: Field Required!

Up Arrow key

Press the up arrow key to move the cursor up one line. If you press this key while the cursor is on the top displayed line, the scrolling screen moves down to display additional lines from the top of the screen. If you press this key while the cursor is on the first line of scrolling screen entries, the system inserts a blank line above the first entry.

Down Arrow key

Press the down arrow key to move the cursor down one line. If you press this key while the cursor is on the bottom displayed line, the scrolling screen moves up to display additional lines from the bottom of the screen. If you press this key while on the last line, the system inserts a blank line after the last entry.

Left Arrow key

Press the left arrow key to move the cursor to the previous field (column) of the scrolling screen.

Right Arrow key

Press the right arrow key to move the cursor to the next field (column) of the scrolling screen. If you press this key at a required field and no entry has been made in the field, there is no cursor movement and the system displays the following message:

Error: Field Required!

F1 - Prev Page

If there are multiple pages of data (more lines than the screen can display at once), you can press the F1 key to *page* (scroll) back to the previous page. If there is no previous page and you press this key, the system *beeps*.

F2 - Next Page

If there are multiple pages of data (more lines than the screen can display at once), you can press the F2 key to *page* (scroll) forward to the next page. If there is no next page and you press this key, the system *beeps*.

F3 - Insert

Press this key to insert a blank row in the table. You can then enter data for each field (column).

NOTE: When you insert a blank row and enter data in the fields, once you accept the screen, the new information is rearranged (sorted) in the appropriate order (the order defined by the system). This may cause entries to display on the screen in a different order than you originally entered them.

F4 - Delete
Press the F4 key to delete the entire line at the cursor position.

F5 - Function Defined
The F5 key is available if it displays at the bottom of your scrolling screen. This key is specific to the function or processor you are using. For a description of the functionality of the F5 key, refer to the specific reference guide documentation for the function or processor you are using. If this key does not display at the bottom of the scrolling screen, no specific function is defined.

F6 - Reset
Press the F6 key to reset the current line (the line at the cursor position) to the previous values. This key cancels the entries/changes you make on a given line until you advance to the next line.

F7 - Exit
Press the F7 key to exit scrolling screen processing and continue editing the screen with the next field. If the cursor is on a blank line and the scrolling screen includes fields that are required, you must press the F4 key to delete the blank line before you can use the F7 key to exit the screen.

? - Activate help messages
Enter a question mark (?) to display help messages at the bottom of the scrolling screen. These help messages display on the line above the function key definitions and change as you move from field to field (column to column). If you enter a question mark to activate help messages and then enter another question mark, the system displays the following:

    Press '?' for More Help, NL to Continue, or 'X' to Turn Off Help Messages

Enter a question mark to display any field level help that has been defined for the field (column). Enter **X** to discontinue displaying the help messages at the bottom of the scrolling screen. Press ENTER to continue to display help messages.

HORIZONTAL SCREENS

For many STAR system processes, you enter information to a *horizontal* screen. These screens are characterized by rows of sequentially numbered data fields. Below each data field, the system displays the information for the field.

In most STAR horizontal screens, the first lines of the screen display the name of the facility, the name of the screen, the date and time, and descriptive information about the process. For example, on the following horizontal screen:

- The first line displays the name of the facility and screen name (*General Hospital Fill/Refill Prescription Processor*).

- The second line displays the name of the function being performed (*Prescription Entry*) at left, and the date and time (*Mon Nov 29, 1993 01:56 pm*) at right.

- The third, fourth, fifth, and sixth lines display information about the patient and prescription. This information was identified when accessing the function.

```
                General Hospital Fill/Refill Prescription Processor
Prescription Entry                              Mon Jul 22, 2002 01:56 pm
Name                    Sex   BD    Account Number          Third Party
DOE,JOHN                 M  01/01/01 9323800004
Allergies:CODEINE/MORPHINE
 176 TYLENOL W/CODEINE #3 300-30 TABLET* MCNEIL                   (TYL3)
 1 Drug  2 Item Name                      3 Ordering Physician
   1        TYLENOL W/COD #3 TABS, 300-30
 4 Date Written  5 Third Party   6 Orig Qty    7 Fill Qty     8 Days Supply
   11/29/93                      24 TABLET     24 TABLET       4
 9 Refills      10 Refill Qty  11 DAW Code    12 Control Nbr 13 State Nbr
   2              24 TABLET       No DAW
14 Provider Nbr 15 Compound    16 Exp Date    17 Lot         18 Price Plan
                   No             11/29/94
19 Price                       20 Initials    21 Stock Location   22 Labels
   $12.16/0.00                                 OUTPATIENT PHAR     1
23 Prescription Nbr            24 Ordered As                   25 Counsel
   Auto Assi


Enter field number or '/' starting field number--
```

Following this display information, the horizontal screen presents rows of data fields. Beneath each row of field names and numbers, the system displays information for the field. For example, the first row of data fields contains the following fields:

- 1 Drug

- 2 Item Name

- 3 Ordering Physician

This row is highlighted in reverse video.

Below the row containing the name and number of the fields, the system displays the information identified for that field. For the first row of data fields, this information is:

- 1

- TYLENOL W/COD #3 TABS, 300-30

- Blank, meaning this field does not contain any information

The system moves sequentially through the fields on most horizontal screens as you complete your entries to the fields. The system may not stop in some fields, depending upon:

- Whether access to the field is permitted by McKesson

- Whether an entry to the field is inappropriate due to a previous entry

If you are running this STAR system using MSE, your facility has additional control over a field. By setting the Site Screen Parameters, your facility can:

- Disable access to a field

- Disable initial access to a field, but make the field accessible from the *Enter field number or '/' starting field number--* prompt displayed when other fields on the screen have been accessed

An entry to some fields may also be required. If an entry to a field is required, you are not able to complete the function without making a valid entry to the field. Fields are required by McKesson in order to maintain the integrity of the system database. If you are running this STAR system using MSE, your facility can make additional fields required using the Site Screen Parameters.

DATE ENTRY TECHNIQUES

You can enter a date using the following methods:

February 2, 1988	Enter complete month, day and year.
Feb 2, 1988	Abbreviate the month.
2/2/1988	Use a number to represent the month.
2/2/88	Abbreviate the year. Date entry fields in STAR allow entry of a 2-digit year. When dates are entered for a 2-digit year, STAR uses the following logic for determining the century:

- for years 00 through 30 inclusive, the system defaults to the 21st century (20XX).
- for years 31 through 99 inclusive, the system defaults to the 20th century (19XX).

For example, the system interprets a year date of 55 as 1955 and a date of 04 as 2004.

2/2	Specify month and day. The system assumes the current year.
020288	Without slash marks, use two digits to enter each part of the date.
T, T+1, T-1	Enter **T**, and the system assumes the current date (Today). When adding a Plus (+) or Minus (-) sign followed by a number of days, the system assumes the current date plus/minus that number of days.

TIME ENTRY TECHNIQUES

You can enter time using the following methods:

1:24P	Enter the hour-colon(:)-minutes and then specify AM or PM.
1A or 1P	Enter the hour and then specify AM or PM.
1300	Enter hour and minute in military time. In this circumstance, you must enter both units.
N, N+1, N-1	Enter **N**, and the system assumes the current time (Now). When adding a Plus(+) or Minus (-) sign followed by a number of minutes, the system assumes the current time plus/minus that number of minutes.

NOTE: When entering both the date and time in the same entry, proceed with the date first, followed by a blank space, and then the time. For example, 2/14/89 5P.

If you want to enter both the current date and time at a prompt, you can enter **N** for Now; the system assumes **T** for Today.

TABLE SELECTION SCREENS

Many screens contains fields where valid responses can be selected from a previously built table. These tables and their entries are constructed during system implementation.

When the cursor is at a field associated with a table, the system displays a prompt similar to the following:

Enter table code --

You can enter the code assigned to the desired entry or enter a hyphen (-) to display a list of the table entries. You can also limit the table entries display by entering the first letters of the table entry and a hyphen (-). If you enter a hyphen, the system displays the table's entries in the blank space above the prompt near the bottom of the screen:

```
                      General Hospital Order Entry Processor
 Order Entry                                  Wed Ju1 24, 2002 12:35 pm
   No           Name             Sex  BD    Room    Doctor    Service Status
 98-02800004   STEEN,JO          F 12/18/53 2123-01 ADAIR,FRAN PSYCHIA IPC 498
 Allergies:CODEINE/MORPHINE
  308 SODIUM CHLORIDE CONC 23.4% INJECTION 30ML AMERICAN REGENT     (NACL)
  1 Type             2 Route          3 Sol Rate        4 Admin Freq
 -> 4-TPN            INTRAVENOUS
  5 Disp Interval    6 Infuse Over     7 IV Set         8 Drip Rate

  9 Administration Times            10 First Bottle Nbr 11 Bottles Given
                                       1
 12 Start Date 13 Start Tm 14 ASO Type  15 Duration   16 Stop Date  17 Stop Tm
    06/09/99
 18 Ordering Physician              19 Product Label Comment
    32 ADAIR,FRANK K
 20 Nursing Comment                21 Ordered As

 Page:01
 ( 1) 2Piggyback     ( 4) FatEmulsn     ( 7) Primary
 ( 2) Chemothrpy     ( 5) Infusion      ( 8) Syringe
 ( 3) Enteral        ( 6) Irrigation
 Enter choice--
```

To enter a response in the field, enter the option number of the desired table entry. In the example above, you would enter the option number of the desired solution type.

Frequently, the list of table entries requires numerous pages. To view the next page of entries, enter a slash (/). To view the previous page of entries, enter a slash (/) immediately followed by **P**.

If the system gives you opportunity to select multiple items from a table, the system displays the current choice option numbers in reverse video (dark letters on light background) for easy reference. To eliminate a current option from your entry, press the hyphen (-) followed by the option number of the unwanted entry.

To select multiple entries from a table list, enter the option numbers of the desired entries separated by commas (for example, *1,6,8*). To enter a range of entries, enter the option number of the lowest-numbered entry followed by a hyphen (-) followed by the option number of the highest-numbered entry (for example, *2-8*).

In some cases, the desired code or description may not be found in the table. Some functions offer you the capacity to enter a hyphen (-) to enter a free-form text entry. Enter a hyphen (-) followed by the free-form text entry. When you press ENTER, the system displays the override description. If overrides occur frequently, you can choose to extend the existing table entries.

Keep in mind that if you attempt to enter an override where one is not allowed, the system displays an error message. Note that free-form text entries often limit the accuracy of reports as noted in the appropriate applications.

Table Lookup

Many system prompts include the table lookup feature, which displays a table of items after you enter a hyphen (-). Then you can select an item from the list. Whenever you enter a hyphen (-) to select from a list and the list is more than one screen in length, the system displays the following prompt:

> *Enter choice--   next pg (/ or PG DN) Search (TAB)*

To page through the information, enter a slash (/) and press ENTER, or press the Page Down key.

To perform a search, press the Tab key to enter into Search mode. Enter a string of characters on which to search. The search always matches letter for letter starting in column one of the table display. Precede the search string with an asterisk (*) to cause the search to look for the string anywhere in the display. The table driver finds the first entry that matches the string of characters.

To return to Select mode, press the Tab key again. Then you can enter the number of the entry you want to select.

PATIENT IDENTIFICATION PROCESS

Inpatient

When requesting identification of a patient in the Inpatient Processing Module of the STAR Pharmacy System, the system displays a prompt similar to the following:

Enter acct #, '-'bed code, first chars of name,`C` for Census [C]--
'=' for BARKER,LINDA

At this point, you can identify the individual by one of the following methods:

- Enter the account number assigned to the patient.

- Enter the code of the bed to which the patient is assigned. That is, enter a hyphen (-), the 3-character nurse station code, a comma (,), and the 3-character bed code.

- Enter several characters of the patient's last name. The system presents a list of all patients whose last name begins with the letters you entered. Then enter the option number of the desired patient.

   NOTE: If the patient's last name is hyphenated, you can enter letters of the last name up through and after the hyphen to access patient names more quickly. For example, you can enter Smith-J and the list displayed begins with all names beginning with Smith-J (Smith-Jenner, Smith-Jones, etc.).

- If the Name Inquiry Program field of the Misc-HBO, Patient Access parameter is set to STAR Pharmacy and the Provide Census Prompt field of the Ord Mgt - Profile Maintenance parameter is set to Yes, the (C)ensus prompt option is available to pharmacy users. It allows the pharmacy user to select a patient from the station census selected. When you select this option, the following prompt is displayed:

   Enter station code--

   Enter a census station code or a hyphen (-) and press ENTER to display a table of available stations.

If you enter a hyphen (-) and press ENTER, a screen similar to the following is displayed:

```
                General Hospital Profile Maintenance Processor
Active Patient Inquiry                              Wed Jun 09, 2004 10:06 am
Page:01                             Nursing Stations
( 1) LABORATORY
( 2) INTENSIVE CARE UNIT
( 3) ADMISSION STATION
( 4) OBSTETRICS
( 5) PEDIATRICS

Enter choice--
                        next pg(/ or PG DN)  Search(TAB)
```

Enter the number of the station and press ENTER. The census for that station is displayed. For example:

```
                General Hospital Profile Maintenance Processor
Active Patient Inquiry                              Wed Jun 09, 2004 10:11 am
Page:01                             ICU Census
( 1)  ICU-01 KUIPER,BABY
( 2)  ICU-02 JONES,SARA
( 3)  ICU-05 ANDERSON,CHRIS




Enter choice--
```

Enter the number of the patient and press ENTER. Applicable maintenance functions are displayed.

- Enter an equals sign (=) to continue working with the same patient on whom the last transaction at that CRT was performed. This patient's name is displayed on the last line of the CRT screen. If there was no previous patient, this option does not appear on the prompt.

NOTE: Employees assigned a nursing initial menu can only access profiles for patients who are currently on or have been on the nurse stations identified in the Station and Secondary Station(s) fields in the CRT Names table for the CRT from which the request is entered.

Ambulatory Care

When requesting identification of a patient in the Ambulatory Care Module of the STAR Pharmacy System, the system usually displays a prompt similar to the following:

Enter Name, '%'Soundex, `-`SS#, `&`Unit Nbr, '#'Corp Nbr, prescriptions--
        `=` for SMITH,JOHN EDWARD

This prompt offers seven different ways to access the patient. Each method is explained below in detail:

- NAME

    Enter the first few letters of the patient's last name. If you are unsure the exact spelling of the patient's last name, use the Soundex feature explained below. The system searches the Master Patient Index (MPI) for all patients whose last name contains the letters entered. Before performing the search, the system offers the opportunity to narrow the search by asking you to identify the patient's sex. Enter **M** for male, **F** for female, or press only the ENTER key if you do not know. To view the screen the system displays after completing the search, see the following example.

- SOUNDEX

    Enter a percentage mark (%) and the patient's last name; correct spelling is not essential. The system searches the MPI for all patients whose last name could be pronounced the same as the name entered. Before performing the search, the system offers the opportunity to narrow the search by asking you to identify the patient's sex. Enter **M** for male, **F** for female, or press only the ENTER key if you do not know. To view the screen the system displays after completing the search, see the following example.

    For more detailed information on how the system performs the soundex search and how names are to be entered, see the following example.

    NOTE: The Soundex method is optional and may not be offered on all systems. If the hospital has decided to not offer this option, it does not appear in the prompt.

- SOCIAL SECURITY NUMBER

    Enter a hyphen (-) and the patient's social security number. If only one patient is associated with the social security number, the system proceeds to the next screen of the processor. If more than one patient is associated with the social security number, the system displays the following screen. If the system cannot match the social security number to a patient in the MPI, it displays the message, *Error: Patient's SS# is not on file! Please search by name.* Check the social security number and re-enter, or use a different patient identification method.

    NOTE: The social security number method is optional and may not be offered on all systems. If the hospital has decided to not offer this option, it does not appear in the prompt.

- UNIT NUMBER

  Enter an ampersand (&) and the unit number assigned to the patient. The system searches the MPI for the patient associated with the unit number entered. If the system cannot match the unit number entered to a patient in the MPI, it displays the message *Error: Not On File*. Check the unit number and re-enter, or use a different patient identification method.

- CORPORATE NUMBER

  Enter a pound sign (#) and the unique corporate number assigned to the patient. The system searches the MPI for the patient associated with the corporate number entered. If the system cannot match the corporate number entered to a patient in the MPI, it displays the message *Error: Not On File*. Check the corporate number and re-enter, or use a different patient identification method.

- PRESCRIPTION

  Enter the number of an existing prescription. If the system is unable to match the prescription number entered to an existing prescription, it displays the message *Prescription Number Is Invalid*. Check the prescription number and re-enter, or use a different patient identification method.

- PREVIOUS PATIENT

  If you have already worked with a patient since signing onto the system, the system displays the patient's name on the second line of the prompt. To select the same patient, enter an equals sign (=). If you have not yet worked with a patient since signing onto the system, the system does not display this option.

When you use the patient name or Soundex method to identify the patient, the system displays the following screen after completing its search. The system also displays this screen if you used the social security number method and the system matched the social security number to multiple patients. This screen contains a list of all patients in the MPI meeting the search criteria. In this example, the search was not narrowed by sex and both male and female patients were included.

```
           General Hospital Prescription Fill/Refill Processor
Ambulatory Care Inquiry                          Fri Jul 15, 1988 04:39 pm
Search: OSB  Male/Female
No.    Name                              Mother's Name  Sex  O/P Profiles
       Birthdate Soc Sec     Street Address      Current Name
1      OSBORNE,JOSHUA DAVID                      MELISSA        M
       06/17/87              42 KIPLING DRIVE
2      OSBORNE,JULIE                                            F
       02/12/56              123 MAIN STREET



End of list
Select #, `A` to add patient --
```

To select a patient, enter the option number that precedes the patient's name.

The Soundex system used in the STAR Pharmacy System is a phonetic filing system that uses a code of letters and numbers to identify names. It is most useful for locating names in which there are numerous consonants. Soundex facilitates name searches by displaying similar sounding names together. A Soundex search reduces the risk of not finding a record and consequently duplicating an MPI entry because of misspelling since all like-sounding names are displayed in one group. When you initiate a Soundex search, the database is searched, and all patients whose last names have the same Soundex code are displayed.

Since the STAR Pharmacy System does not allow any spaces or other punctuation in the last name field, names must be searched for in the same format in which they were entered into the system. For example, if a patient's last name is Von Der Lippe, it would have been condensed into Vonderlippe when entered, therefore the Soundex search must be for the entire name in order to find a match.

Treatment of multiple names is the same. For instance, Red Stone Face would become Redstoneface and Sun Yat So would become Sunyatso in the system. However, if the name were entered into the system differently, the search would be made accordingly, for example, if So were entered as the last name and Sunyat as the first name.

Likewise, any hyphenated names would have been condensed by the system to remove the hyphens (-). For instance, if a name is Johnson-Mathis, the system has recorded it as Johnsonmathis, and must search on the entire name to find a match. If the search is on Johnson or Mathis only, a match is not found.

For names beginning with St. (abbreviation for Saint), the STAR Pharmacy System removes the punctuation. For example, the name St. James becomes Stjames. The N sound in Saint is not known to the system.

ORDER/PRESCRIPTION IDENTIFICATION

Order/Prescription Entry

The order entry functions for the Inpatient Processing and Ambulatory Care modules are used to enter order/prescription information into the STAR Pharmacy system and to facilitate the initial dispensing of orders and prescriptions. Immediately after you enter an order or prescription, the system adds the order/prescription to the patient's profile and begins an audit trail. The product database provided by First DataBank (FDB) enables the STAR Pharmacy system to perform screening for adverse drug reactions, drug-drug interactions, incompatibilities, and duplicate drugs.

The STAR Pharmacy system processes two basic types of orders: medication orders and solution orders. In addition, you can define different solution types using the Table Maintenance function. These order types and the processing associated with them makes it possible to enter almost any pharmacy order quickly and accurately.

In addition, the pharmacy can use predefined orders and routine order sets to reduce the amount of time required to enter commonly dispensed orders. For more detailed information about the creation and maintenance of predefined orders and routine order sets, see the *Tables and Parameters Volume* of the *STAR Pharmacy Reference Guide.*

Order Number Assignment

Inpatient Processing orders are assigned individual order numbers at the time of initial order entry. The order numbers are only unique to the individual account number and are assigned sequentially. For example, if a patient has 2 orders, the next order is assigned an order number of 3.

Prescription Number Assignment

In the Ambulatory Care module, the system assigns prescription numbers based on the numbering sequence defined in the O/P Prescription Nbr Sequences table (see the *Tables and Parameters Volume* of the *STAR Pharmacy Reference Guide*). Each prescription is assigned a unique number and the system uses the next number in the defined sequence as prescriptions are entered, regardless of the patient the prescription is for.

An order number is only valid for an individual patient visit, but a prescription number remains valid until the prescription is inactivated, if it is ever inactivated.

Order Identification Process

In most situations where the system requests identification of an order, the system displays the following screen after you have identified the patient:

```
            General Hospital Profile Maintenance Processor
Maintenance Options                          Mon May 19, 2003 03:09 pm
  No           Name          Sex  BD    Room    Doctor    Service Status
0228900001    *CASE,SAM       F 04/01/65 2101-01 AKER,THOMA MEDICAL I/P 94
Allergies:CODEINE
Page:01                          Order Inquiry
Order Drug                               Route Freq  Sched Start Stop  Sta M
   6   CAPOZIDE 25/15 12.5 MG TABLET     ORAL  BID   BID   11/06 01/18 ACT
  14   FEVERALL SPRINKLE 80 MG CAPSULE   ORAL  DAILY DAILY 11/20       ACT
  11   FUROSEMIDE 20 MG CAPSULE          ORAL  DAILY DAILY 11/06       ACT
   2   FUROSEMIDE 20 MG CAPSULE          ORAL  DAILY DAILY 11/06       ACT
  16   MED ITEM NAME 2 2 CAP             ORAL  Q4H   DAILY 01/07       ACT
   4   MICRO-K 8 MEQ CAPSULE CR          ORAL  BID   DAILY 11/06       ACT
   7   PROPOXACET-N 100 1 TABLET         ORAL  PRN   PRN   11/06       ACT
  18   TAGAMET 400 MG TABLET             ORAL  BID   DAILY 01/15       ACT
  15   med item name 1 CAP               ORAL  Q4H   DAILY 01/07       ACT
   5   PROPOXACET-N 100 1 TABLET         ORAL  PRN   PRN   11/06 01/15 DC
   1   CAPOZIDE 25/15 12.5 MG TABLET     ORAL  BID   BID   11/06 01/18 HLD
  19   Next- Bottle 6 01/18/03 06:52am   Inf   Q8H   125   01/16       ACT
       DEXTROSE 5 %/1,000 ML                   QB    DAILY 01/16 01/19
       TAGAMET 150 MG/1 ML                      QB    DAILY 01/16
                   Rx Comments   No Ht or Wt   Inc. Interven   Unv. Allergies
Enter order numbers--
               end selection(NL) next page(/) Filter(/F)
```

This screen contains a summary of the patient's profile. Across the top of the screen the system displays the standard screen header that consists of the processor name, screen name (this is not displayed on all screens), current date and time. Below the screen header the system displays the patient header that consists of the patient's account number (sometimes contains the medical record number instead), name, sex, date of birth, location, attending physician, service code, status, and allergies entered using the STAR Common Clinicals Allergy Processing Tool. Below these headers, the system lists the patient's orders. Different information is displayed for medication orders than for solution orders.

The system displays the following information for each medication order listed:

ORDER	This column contains the order number.
DRUG	This column contains the drug name, strength, and dosage form.
ROUTE	This column contains the item's route of administration.
FREQ	This column contains the item's assigned frequency of administration.
SCHED	This column contains the item's administration schedule.
START	This column contains the date on which the first dose of the item was administered.

STOP	This column contains the date on which the last dose of the item was administered.
STA	This column contains the current status of the order.
M	This column contains the multi-item type code for medication orders entered as a multiple-item order. The codes that might display include: C=compound, T=tapering, S=simultaneous, E=exclusive, or R=RN prerogative.

The system displays the following information for each solution order listed:

ORDER	This column contains the order number.
DRUG	This column contains the number and administration date/time of the next bottle for active orders, or of the last bottle for discontinued orders. On all subsequent lines for the order, the system displays the drug name, strength and volume of each item in the order.
ROUTE	This column contains the order's solution type.
FREQ	On the first line in this column, the system displays the frequency of administration assigned to the order. On all subsequent lines for the order, the system displays the bottle schedule for each item in the order.
SCHED	On the first line in this column, the system displays the solution rate for the order. On all subsequent lines for the order, the system displays the administration schedule for each item in the order.
START	This column contains the date on which the first dose of the item was dispensed.
STOP	This column contains the date on which the last dose of the item was dispensed.
STA	This column contains the current status of the order.
M	This column is not applicable for solution orders and remains blank.

On the line above the prompt, the system indicates if all of the patient's orders are displayed by displaying one of two messages. If the line contains the *End of List* message, all of the patient's orders have been displayed. If the line contains the *Continued* message, you can view additional orders by entering a slash mark (/). When the patient's profile summary consists of multiple screens, you can view a previous screen by entering a slash mark and the letter **P** (**/P**).

At the bottom of the screen, the system displays the following prompt:

> *Enter order numbers--*
> > *end selection(NL) next page(/) Filter(/F)*

Enter the numbers of the desired orders. In some (but not all) prompts, the system accepts the entry of multiple order numbers.

For detailed information about this prompt and associated functionality, see the *Inpatient Processing Module* of the *STAR Pharmacy Reference Guide.*

Prescription Identification Process

In most situations where the system requests identification of an order, the system displays the following prompt after you have identified the patient:

> *Enter prescription number or `-` to list orders --*

If you know the number of the desired prescription, you can enter that number to directly access the prescription. If you do not know the prescription number, you can enter a hyphen (-) to display a summary of the patient's prescription profile:

```
                    General Hospital Profile Maintenance Processor
Maintenance Options                                 Tue Jul 23, 2002 04:38 pm
Name                        Sex   BD     Street Address
SMITH,TERRY                  F  04/02/23  1442 DASHER TRAIL
Allergies:CODEINE/MORPHINE
    Rx          Drug                      Refill   Orig     Last      Price S
( 1) *12345689 ACETAMINOPHEN/OXYCODONE TABLE  0/0  06/05/90 06/05/90    7.15 A
               Q4P.                                         HARDEN,ELMER H
( 2) *12345685 CIMETIDINE HCL 300MG TABLET    5/5  06/05/90 06/05/90   61.85 A
               TID.                                         HARDEN,ELMER H
( 3) *12345688 MAALOX/ZYLOCAINE              2/2  06/05/90 06/05/90   20.70 A
               TID.                                         HARDEN,ELMER H
( 4) *12345686 SUCRALFATE 1G TABLET          5/5  06/05/90 06/05/90   81.90 A
               QID.                                         HARDEN,ELMER H
( 5) *12345687 Next: PRI-3 06/06 Q12 100 ML/HR     06/05/90 06/05/90        A
               DEXTROSE 5% 1000 ML                     QB       DAILY



No more prescriptions
Enter selections --
                    / next page, NL to end selection
```

This screen contains a summary of the patient's prescription profile. Across the top of the screen the system displays the standard screen header that consists of the processor name, screen name (this is not displayed on all screens), current date and time.

Below the screen header the system displays the patient header that consists of the patient's name, sex, date of birth, and street address. The second line of the patient

header contains the allergies entered using the STAR Common Clinicals Allergy Processing Tool.

Below these headers, the system lists the patient's prescriptions. Different information is displayed for medication prescriptions than for solution prescriptions.

The system displays the following information for each medication prescription listed:

RX	This column contains the prescription number.
DRUG	The first line in this column contains the drug's generic name, strength, and dosage form. The second line contains the prescription's SIG.
REFILL	This column contains the number of refills remaining, a slash mark (/), and the total number of refills prescribed.
ORIG	This column contains the date on which the original fill for the prescription was dispensed.
LAST	This column contains the date on which the prescription was last filled or refilled.
PRICE	This column contains the price charged for the last fill/ refill of the prescription.
S	This column contains a code that identifies the current status of the prescription. Possible status codes include the following: A=Active, I=Inactive, C=Canceled, and T=Transferred.

The system displays the following information for each solution prescription listed:

RX	This column contains the prescription number.
DRUG	The first line in this column contains the solution type's abbreviation, the next/last bottle number, the administration date of the next/last bottle, the prescribed frequency of administration, and the solution rate. (If the prescription is active, the system displays next bottle information. If the prescription is inactive, the system displays last bottle information). The second line in this column contains the item's generic name and volume.
REFILL	This column contains no information for solution prescriptions.
ORIG	The first line in this column contains the date on which the original fill for the prescription was dispensed. The second line contains the item's bottle schedule.

LAST   The first line in this column contains the date on which
            the prescription was last filled or refilled. The second line
            contains the prescription's schedule of administration.

PRICE   This column contains the price charged for the last fill/
            refill of the prescription.

S   This column contains a code that identifies the current
            status of the prescription. Possible status codes include
            the following: A=Active, I=Inactive, C=Canceled, and
            T=Transferred.

On the line above the prompt, the system indicates if all of the patient's prescriptions
have been displayed using two different messages. If the line contains the *No more
prescriptions* message, all of the patient's prescriptions have been displayed. If the
line contains the *Continued* message, you can view additional prescriptions by
entering a slash mark (/). When the patient's prescription profile summary consists of
multiple screens, you can view a previous screen by entering a slash mark and the
letter **P** (**/P**).

At the bottom of the screen, the system displays the following prompt:

  Enter selection [/] --

Enter the numbers of the desired prescriptions. In some, but not all, prompts, the
system accepts the entry of multiple prescription numbers.

DRUG ITEM IDENTIFICATION PROCESS

Aside from identifying the patient, the second most common transaction that you perform on the STAR Pharmacy System is to identify a drug item. In most cases, you are entering an order or prescription for a patient although this also occurs when performing formulary and clinical screening inquiries.

The prompt used to request identification of a drug item varies by function. The following prompt offers the full range of drug identification options and is displayed in the Order Entry and Prescription Fill functions. Other functions usually offer the first line of options and may also offer a subset of the second line options.

> *Enter drug name, `-`mnemonic, formulary code or `*`product #--*
>   */R Routine order set, /C AHFS class, /N Product file, /M Manual entry*

The following paragraphs provide detailed information about each option:

- DRUG NAME

  Enter the full or partial name of the drug (brand name or generic). If the system finds more than one brand name, generic name, and/or alternate name that begins with the letters you entered, the system displays the Brand/Generic Names screen that lists all of the names matching your entry. After you select a specific name from the displayed list, the system displays a list of all items with that brand name, generic name, or alternate name. If you are using an order entry or prescription fill function, this list of items also includes predefined orders with that name. From this list you select the specific item that you are looking for. If you enter enough letters that the system only finds one name matching your entry, the system bypasses the Brand/Generic Names screen and immediately displays the list of items with the name entered.

- MNEMONIC CODE

  The mnemonic code is a unique alphanumeric code assigned to the formulary item by the pharmacy department using the Alternate Access Methods screen of the Formulary Maintenance function. Each item can have up to three different mnemonic codes. Enter a hyphen (-) and one of the item's mnemonic codes. You can also use this option to access a predefined order by entering the mnemonic code assigned to the predefined order.

- FORMULARY CODE

  The formulary code is a unique number assigned to a drug item when it is added to the hospital formulary. At the top of the order entry and prescription fill screens, the system displays this code in front of the item description. Enter the exact code assigned to the formulary item.

- PRODUCT NUMBER

  The product number is a numeric code assigned to the drug item. The format of the product number varies by country.

In the United States, the product number is known as the National Drug Code or NDC number and consists of 11 digits. The first five digits identify the manufacturer of the drug item (see the Manufacturers table in the *Tables and Parameters Volume* of the *STAR Pharmacy Reference Guide*). The next four digits identify the product and the final two digits identify the package size.

To identify the item using the product number, enter an asterisk (*) followed by the item's product number. If the product number is assigned to more than one formulary item, the system displays a list of the drugs and asks you to select the desired item.

- ROUTINE ORDER SET

  A routine order set is a hospital-defined group of predefined orders. To enter a routine order set, enter a slash mark and an **R** (**/R**). Then enter the code of a specific routine order set or, enter a hyphen (-) and select the desired routine order set from the displayed list. Next, identify which of the predefined orders in the routine order set you want to include in the order/prescription.

- THE PRODUCT INFORMATION FILE

  This option enables you to select an item from the FDB product information file that has not been added to the hospital formulary. Enter a slash mark and **N** (**/N**). Then identify the product by entering its product number or name. If you enter a partial name, the system performs an alphabetic search of the product information file and presents a list of the brand or generic names that begin with the letters you entered. After you select a specific name, the system displays a list of all products which have that brand or generic name. From this list you select the desired item.

- MANUALLY ENTER A NEW PRODUCT

  Enter a slash mark and **M** (**/M**) to dispense a product not yet included in the FDB product information file or the hospital formulary. The system presents the required information fields one by one. After you have completed all required product information fields, the system presents the first order or prescription entry screen.

  NOTE: The system does *not* perform clinical screening for manually entered products. When you manually enter a new product, the system displays the following warning:

  WARNING: This item has no chemicals. No clinical screening will be done.

If you selected the item from the formulary or the FDB product information file, the system performs clinical screening and brings any potential adverse drug reactions, interactions, and sensitivities to your attention. The system also checks for therapeutic duplications. The system does not perform clinical screening for manually entered products.

DATA ENTRY CONVENTIONS SUMMARY

Within a Processor

KEY IN	RESULT
Period (.)	Backs out of the system step by step.
#	Moves you back to the original sign-on menu from another menu.
/./	Signs you off the system. (This holds true except in a few areas, such as order entry and profile order entry, where this option is turned off.)
/.Option #	Entering slash (/) period (.) option number takes you out of the current processor and into the processor corresponding to the option number entered.
#,#,#,n	Entering a sequence of menu option numbers separated by commas takes you directly to the last menu option number (n) indicated in the path. This allows you to move through the system without stopping at the individual menus passed along the way and is used once you become familiar enough with the system to know the desired sequence. Menus pathing is also capable of crossing the network from one STAR system to another.

Within a Screen

KEY IN	RESULT
/	Advances to the next screen or page.
/P	Advances to the previous screen or page.
/4	Moves cursor to field #4 on a screen and to all subsequent empty fields on that screen.
Hyphen(-)	If the field is a table field, displays all entries in a table.
AD-	Displays all table entries beginning with AD; used to narrow a table search.

Within a Prompt

KEY IN	RESULT
[ ]	Default values are displayed in brackets on the prompt. Press ENTER to accept the default value.
?	Displays Help Text for a function menu or field. The hospital is responsible for writing the Help Text.

KEY IN	RESULT
Delete (DEL)	The Delete key erases errors typed into the prompt before an entry is accepted at a field. One character is erased each time you press the Delete key.
Erase EOL	Deletes all characters keyed into the prompt.
ENTER	Pressing the ENTER key submits data that has been keyed. Default values are displayed in brackets ([]) on the prompt. Press ENTER without keying any data to accept the default value. (This key may also be referred to as NEW LINE or NL in the STAR system.)
//	Moves previously entered data (free-form text fields only) to the prompt to be edited.
T	Displays today's date (today).
T+1, T+20	Displays the date for tomorrow, twenty days from now.
T-1, T-2	Displays the date for yesterday, two days ago.
N	Displays the current time (now).
N+15, N+60	Displays the time fifteen minutes from now, and one hour from now.
N-15, N-60	Displays the time fifteen minutes ago, and one hour ago.
MMDDYY	One format for dates (month, day, year -- each in two figures). No slashes or dashes are necessary.
M/D/YY	be single digits if appropriate.
M/DD/YYYY	Enter the full year if it is not 1900.
M/D, MM/DD, MMDD	If the date being entered is the current year, it is not necessary to enter the year.

Date and time entries can appear in a variety of formats including:

Jan 2, 1989	2 Jan 89
2 Jan 89 0900	02 Jan 89 0900
Jan 2, 1989 0900	Jan 02, 1989 0900
1/2/89 0900	01/02/89 0900

PERFORMING MULTIPLE PROCESSES

If you are accessing the STAR system from the Microsoft® Windows® operating system and running the McKesson WEM product, you can simultaneously run an additional process from your workstation, using the function branching feature. Branching is available for character-based activities.

Using this feature, you can *branch* from one system process, even from the middle of an entry to a system prompt in that process, to another system process. The STAR system freezes everything in the function from which you initiated the branch, so that when you exit the branched function the system returns you to the initial process. Any field entries you had made before the branch are still in place. In fact, if you were in the process of typing an entry to a field, the portion of the entry you had typed remains; you can finish typing the entry and press ENTER as usual.

NOTE: Function branching is not available during the following processes:

- Menus

- Tables

- Information Windows

- Help and print screens

- Up/downloads

- File/report WEMGraph

- External programs such as MultiSTAR backups, STAR Pharmacy and the MICROMEDEX® Interface

To branch to another process from a STAR system screen, press CTRL-G. If you attempt to branch to another level, the following error message is displayed:

Number of branch levels (Max n) has been exceeded.

If there are not enough jobs available for this function branch, the following error message displays:

Insufficient job resources for this function branch. Please retry later.

If you have function keys set up for mnemonics on your system, the system displays a menu of function keys for mnemonics on your system. If you do not have function keys set up for mnemonics on your system, this menu does not display.

The system displays the following prompt:

Enter mnemonic, `-` to list or press function key--

From this prompt, you can branch to any function or menu for which you have created a mnemonic by:

- • Entering the mnemonic code

- • Entering a hyphen (-) to display and select from a list of mnemonics

- • Pressing the function key assigned to the desired mnemonic

When you identify the mnemonic for the process to which you want to branch, the system displays the first screen of the function or menu, as appropriate. The system continues to display the function branch level number, 1.

When you exit level 1, the system removes the function branch level number display and returns to the originating function.

Chapter 4 - USER PREFERENCES

STAR Pharmacy Reference Guide - General Information Volume
October 2011   *Release 17.0*   *4–1*
Proprietary to McKesson - Subject to Confidentiality Agreement

Illustrations

INTRODUCTION

This chapter contains information about user preferences such as setting up and maintaining menus and mnemonics, assigning function keys, selecting menu types, and selecting CRT colors.

When you access the User Preferences option, the system displays the following screen:

```
                    General Hospital User Preferences Processor
                                        Mon May 24, 2004 08:20 am
User Preferences Input Options

          Option No.  Option
          ---------------------------------------
              1        Menu and Mnemonic Functions

              2        Function Key Definition
              3        Menu Type Selection
              4        CRT Color Selection

              5        Windows Word Processing User Preferences
              6        Download Windows Word Processor Macros

              7        Information Windows Administration
              8        Information Windows Preference

              9        Select Alternate STAR Environment
             10        STAR ONLINE Support Access Administration


Enter option number--
```

On the User Preferences menu you can access the following functions for setting up user preferences:

- **Menu and Mnemonic Functions**, that you use to set up and maintain menus and mnemonics. For more information, see "MENUS AND MNEMONICS FUNCTIONS" on page 4-12.

- **Function Key Definition**, that you use to assign and change the function key assignments for your mnemonics. For more information, see "FUNCTION KEY DEFINITION" on page 4-32.

- **Menu Type Selection**, that you use to select the menu type you want displayed on your monitor or terminal. For more information, see "MENU TYPE SELECTION" on page 4-34.

- **CRT Color Selection**, that you use to maintain the colors and attributes displayed on your color monitor or terminal. For more information, see "CRT COLOR SELECTION" on page 4-35.

NOTE: For information about the Microsoft® Windows® Word processing functions and the Information Windows functions available on the User Preferences menu, see the *STAR Navigator User's Guide.*

For information about the Select Alternate STAR Environment function, see the *ALLSTAR Signon User's Guide.*

For more information about the STAR ONLINE Support Access Administration function (also called e-session), see the *STAR Navigator User's Guide.*

Using Menus

McKesson's STAR line of computer products is a menu-driven system, meaning that you navigate to functions by selecting options from menu screens. Menu screens are system displays consisting of a list of functions and submenus that you can access. Many menu screens display a prompt at the bottom of the screen that you use to identify the menu option you want. When you select an option from the menu, the system either displays the first prompt or screen of a function or an additional menu of selections.

You can bypass menus and go directly to a STAR function or menu by using a mnemonic. When you enter a mnemonic code in a menu screen, the system displays the first prompt or screen of the function or the menu linked to that mnemonic. By linking the mnemonics you use most often to the function keys on your keyboard, you can navigate directly to a function with just a keystroke. When you exit the function, the system returns you to your initial menu (the first menu you see when you sign on to the system).

The system enables you to select from two different types of menus, depending on the PC or terminal you typically use to access STAR functions. Set this menu type according to your systemID, so that the same menu type displays for you on any STAR PC or terminal. The two menu types are:

- **Host-based menus** (also called Original Menus), that display only the text elements of the menu, without any graphic element other than a line under the menu header. The following is an example of a host-based menu:

```
         General Hospital Initial STAR Patient Care Menu Processor
                                        Wed Mar 24, 1999 11:58 am
Initial STAR Patient Care Menu Input Options


         Option No.  Option
         ---------------------------------------
             1         System Management
             2         Tables
             3         Service Item Maintenance
             4         Location File Maintenance
             5         Print Labels
             6         Charge/Credit/Inquiry/Auto
             7         Name Inquiry
             8         Census
             9         Bulletin Board
            10         Load Patient
            11         Send Message
            12         Revise Patient Nursing
            13         Statistical Reports



Enter option number--
```

If you are using host-based menus (original menus), you select an option from the menu by entering the option number at the prompt at the bottom of the menu and pressing the ENTER key. The system then displays the first prompt or screen of the selected function or a submenu.

To exit from a menu and return to the preceding menu or prompt, press ENTER or press period (.) and the ENTER key.

Boxed menus, that display the menu options enclosed in a box. The following is an example of a boxed menu:

If you are using boxed menus, select an option from the menu using one of the following methods:

Method	Result
Option Number Entry	As with host-based menus, you can enter the number of the desired option in response to the prompt at the bottom of the menu and press ENTER. The system then displays the first prompt or screen of the selected function or a submenu.

```
                     General Hospital Census Processor
                                           Wed Apr 03, 1991 05:10 pm


          Display        1        Station Census
                         2        Station Census - Outpatient
                         3        LOS Census by Patient Type - Inpatient
                         4        LOS Census by Patient Type - Outpatient
                         5        LOS Census by Patient Type - Combined
                         6        Physician Census
                         7        Denomination Census
                         8        Church Census
                         9        Isolation Census
                        10        Precaution Census
                        11        IV Therapy Census
                        12        Oxygen Therapy Census
                        13        Census Summary
                        14        Daily Patient Process Review
          Print         15        Print Census
```

Method	Result
Highlight And Select Entry	When the system displays a boxed menu, the first option on the menu displays in a reverse (darkened letters on a lit background) bar. This reverse bar indicates that this option is highlighted. You can move this bar up and down on the menu, changing the highlighted option, using the up arrow and down arrow keys on your keyboard. Once you highlight the desired option, you can select it by pressing the ENTER key.

To exit from a boxed menu and return to the preceding menu or prompt, press the period (.) key followed by the ENTER key. Note that you cannot exit from a boxed menu by pressing only the ENTER key, as you can with host-based menus, since this selects the currently highlighted menu option.

Using Mnemonics

The mnemonics feature offers you a fast, easy way to access the functions you use most often. By entering a mnemonic code to a menu screen, you command the system to directly access the function linked to that mnemonic code. The system then either displays the first screen, prompt or menu of that function, or prompts you for any information the system needs to have before the function can be processed. You can also assign mnemonic codes to each of the first 10 function keys on your keyboard, enabling you to navigate directly to the functions you use most with just a keystroke.

The system stores mnemonics by the type of system user, so that similar users have access to the same mnemonics. In this way, admitting clerks would use a mnemonic to access the Admit Patient function in the STAR Patient Care system, while laboratory department secretaries would be more likely to use a mnemonic to access the Patient Inquiry function in the STAR Laboratory system. Authorized personnel can add mnemonics as needed, using the procedures discussed in the Creating a New Mnemonic subsection.

The system enables each user to define the links between their function keys and mnemonics. This allows one admitting clerk to use the F1 key to access the Admit Patient function, while another uses the F10 key to access the same function. The procedure used to define this link is discussed in Function Key Definition. For more information, see "FUNCTION KEY DEFINITION" on page 4-32.

When you exit from a function you accessed using a mnemonic, the system returns you to your initial menu. This is the menu the system displays when you first sign on.

NOTE: In the STAR Laboratory product, when you exit a mnemonic the system returns you to the main menu if you have main menu return.

USING A KNOWN MNEMONIC

To use a mnemonic to access a function, enter the mnemonic code or press the function key linked to the mnemonic. Remember that you can only use a mnemonic from a menu screen.

When you press ENTER after typing the mnemonic, or when you press the appropriate function key, the system begins to access the function linked to the mnemonic. If this function needs pre-processing information that you would typically define in accessing it using menus, the system displays any prompt(s) needed to identify this information. Otherwise, the system displays the first screen, prompt or menu of the function. If the mnemonic does not exist, the system displays:

Invalid mnemonic!

If a security level is required to access the mnemonic, the system displays:

Enter ID code --

To access the mnemonic, enter the authorizing ID code. The system then prompts you to enter the authorizing secret code. If the ID code does not meet or exceed the minimum security level required for the function, the system displays:

Not authorized for this function!

The system then returns you to the menu where your originally entered the mnemonic code.

Mnemonic authorization is established using the Mnemonic Assignment function: for more information, see "Mnemonic Assignment" on page 4-15. Functions for which mnemonics cannot be assigned are listed in the Menu and Mnemonics Considerations subsection.

LOOKING UP AND USING A MNEMONIC

If you do not know the mnemonic code you want to use, you can display a list of mnemonic codes available to you and select one to use. To display the mnemonic list, enter a hyphen (-) in response to the prompt at the bottom of the menu.

The mnemonic list displays the mnemonic code and the name of the function accessed by it. This list includes all mnemonic codes available for your user type. An asterisk (*) precedes all mnemonics that you cannot use due to security level. Select the desired mnemonic using the technique appropriate to the menu type you are using, as discussed in the Using Menus subsection.

If there are more mnemonics than can display on the screen, the system displays one of the following messages, depending on the menu type you are using:

- **If you are using boxed menus**, the system displays *...more* in the bottom right corner of the mnemonic list. This message displays on all but the last screen of mnemonics.

- **If you are using host-based menus**, the system displays *next page (/)* centered at the bottom of the first screen of the mnemonic list. On subsequent screens, the message *next page (/) previous page (/P)* displays. On the last screen of the list, the message *previous page (/P)* displays.

To view the next screen of mnemonics, enter a slash (/). Enter a slash (/) followed by P to display the preceding screen of options.

If you know the first letter(s) of the mnemonic description, you can display and select from a partial list of mnemonics. To do this, enter one or more of the first letters of the mnemonic description, followed by a hyphen (-). The system displays the mnemonic list that now includes only those mnemonics whose descriptions start with the letter(s) entered. You can select from this list and display multiple pages of the list using the techniques explained above.

CREATING A NEW MNEMONIC

In order to create a new mnemonic and make it available in the system, you must perform the following steps:

1. Create the mnemonic. An appropriate user can create a mnemonic from any system menu. Only system users identified in the Employee Mnemonic Build Access field of the Menu and Mnemonic Parameters function can create new mnemonics. For more information on this parameter, see the definition of the

Employee Mnemonic Build Access field in the Menu and Mnemonic Parameters subsection.

2. Assign the mnemonic. A mnemonic is not available for use by any user type until it has been assigned to that user type. You do this using the Mnemonic Assignment function: for more information, see "Mnemonic Assignment" on page 4-15. Note that you cannot access this function unless you have been assigned access in the Employee Mnemonic Assignment Access field of the Menu and Mnemonic Parameters Processor: for more information, see the Employee Mnemonic Assignment Access field in the Menu and Mnemonic Parameters subsection.

3. Optionally, you may want to link the new mnemonic to a function key. You can do this during the mnemonic creation process, as explained below, or by using the Function Key Definitions function ("FUNCTION KEY DEFINITION" on page 4-32).

This section discusses only the first step of this process, creating the mnemonic. For information on the other steps, see the cross-references above.

If you are a user to whom mnemonic build access has been granted, you can create or edit a mnemonic from any menu in a STAR product. These steps differ slightly depending upon which menu type you use at your PC or terminal.

If you are using host-based or boxed menus you can:

1. Display on your monitor or terminal the menu containing the function that you want to access using a mnemonic.

2. Enter an asterisk (*), followed by the option number of the function on the menu.

If you are using boxed menus you can also:

1. Display on your monitor or terminal the menu containing the function that you want to access using a mnemonic.

2. Move the highlight bar down to highlight the desired function.

3. Enter an asterisk (*).

NOTE: If the highlight bar is not over the desired function, you can also enter an asterisk (*) followed by the option number of the function for which you want to create a mnemonic. This is similar to the method used to define mnemonics for host-based and boxed menus.

The system then displays the following screen:

```
                    General Hospital Mnemonic Build Processor
                                              Wed Mar 24, 1999 10:15 am


( 1)Option Number          : 1
( 2)Option Description      : Financial Item Master

    Mnemonic Definition
( 3)Mnemonic Code          :
( 4)Mnemonic Description    :
( 5)Default Security Level  :

( 6)Edit ID                 :
( 7)Edit Date               :








 Enter mnemonic code--
```

Field Explanations

1. OPTION NUMBER (DISPLAY ONLY)
This field displays the option number of the function or menu accessed using this mnemonic. This is the number you would enter to the menu to access this function or menu manually.

2. OPTION DESCRIPTION (DISPLAY ONLY)
This field displays the name of the function or menu accessed using this mnemonic.

Mnemonic Definition

3. MNEMONIC CODE (10-C-R)
This field contains the code used to invoke this mnemonic at a STAR menu. Ensure this code is long enough to allow the user to easily recognize the function it accesses, yet short enough to minimize keystrokes.

4. MNEMONIC DESCRIPTION (40-C-R)
This field contains a description of the mnemonic. The system defaults to the function name as it displays on the menu. Press ENTER to use the function name, or enter another name if desired.

5. DEFAULT SECURITY LEVEL (TABLE LOOKUP)
This field contains the minimum security level required for the type of user to access the mnemonic.

The security level displayed in this field is used as a default security level for this mnemonic for all user types. You can override this security level by establishing a specific security level for a user type, as explained in the Mnemonic Assignment subsection.

NOTE: If an asterisk (*) displays next to this field the minimum security level has been set by McKesson and cannot be changed.

6. EDIT ID (DISPLAY ONLY)
This field contains the name of the user who last modified the mnemonic.

7. EDIT DATE (DISPLAY ONLY)
This field contains the date on which the mnemonic was last modified.

If you have been granted mnemonic assignment access (i.e., you have been identified in the Employee Mnemonic Assignment Access field of the Menu and Mnemonic Parameters processor), when you complete and accept the mnemonic, the system displays the following prompt:

Update user type assignments? (Y/N) [Y]--

Enter **Y** or press ENTER to access the Mnemonic Assignment Processor and assign the mnemonic to one or more user types. See for more information on this function. Enter **N** in response to this prompt if you do not want to assign user types to this mnemonic at this time.

When you finish assigning user types, or if you enter N to this prompt, the system displays:

Update function keys? (Y/N) [N]--

Enter **Y** to access the Function Key Definition processor and edit your function key assignments. For more information on the Function Key Definition processor, see . Enter **N** or press ENTER to maintain the current function key definitions.

When you exit this function, the system returns you to the menu from which you accessed the Mnemonic Build Processor.

MENUS AND MNEMONICS FUNCTIONS

You establish and maintain guidelines for both menus and mnemonics using the options on the Menu and Mnemonic Functions menu, shown below:

```
              General Hospital Menu and Mnemonic Functions Processor
                                                  Wed Mar 24, 1999 11:18 am
 Menu and Mnemonic Functions Input Options

         Option No.  Option
         ----------------------------------------
             1       Menu and Mnemonic Parameters
             2       Mnemonic Assignment
             3       Mnemonic Maintenance

             4       View Boxed Menus
             5       Mnemonics Report







 Enter option number--
```

Accessing the Menu and Mnemonic Functions Processor

You access the Menu and Mnemonic Functions processor differently according to the STAR system you are using. The steps below show how a system administrator can access the Menu and Mnemonics Functions processor for each STAR system.

STAR Laboratory:

1. Choose Maintenance Functions.

2. From the Maintenance Functions processor, choose Maintenance - User Preferences.

3. From the Maintenance - User Preferences processor, choose Menu and Mnemonic Functions.

4. The system displays the Menu and Mnemonic Functions processor.

STAR Patient Care:

1. Choose System Management.

2. From the System Management processor, choose User Preferences Functions.

3. From the User Preferences processor, choose Menu and Mnemonic Functions.

4. The system displays the Menu and Mnemonic Functions processor.

STAR Pharmacy:

1. Choose System Management.

2. From the System Management processor, choose System Management - Pharmacy.

3. From the System Management processor, choose User Preferences Functions.

4. From the User Preferences processor, choose Menu and Mnemonic Functions.

5. The system displays the Menu and Mnemonic Functions processor.

STAR Radiology:

1. Choose Maintenance Functions.

2. From the Maintenance Functions processor, choose User Preferences.

3. From the User Preferences processor, choose Menu and Mnemonic Functions.

4. The system displays the Menu and Mnemonic Functions processor.

STAR General Accounting:

1. Choose System Management.

2. From the System Management processor, choose User Preferences Functions.

3.   From the User Preferences processor, choose Menu and Mnemonic Functions.

4.   The system displays the Menu and Mnemonic Functions processor.

STAR Patient Accounting:

1. Choose Financial System Management.

2. From the Financial System Management processor, choose User Preferences Functions.

3. From the User Preferences processor, choose Menu and Mnemonic Functions.

4. The system displays the Menu and Mnemonic Functions processor.

You use the Menu and Mnemonic Functions processor to access the following functions:

- **Menu and Mnemonic Parameters**, that you use to set and change access and availability parameters for menu types and mnemonics. This function is only available to system managers. For more information, see "Menu and Mnemonic Parameters" on page 4-14.

- **Mnemonic Assignment**, that you use to maintain the availability of selected mnemonics by user type. This function is only available to system managers. For more information, see "Mnemonic Assignment" on page 4-15.

- **Mnemonic Maintenance**, that you use to edit mnemonic codes, descriptions and security levels. This function is only available to system managers. For more information, see "Mnemonic Maintenance" on page 4-21.

- **View Boxed Menus**, that you use to display selected boxed menus. This function is only available to system managers. For more information, see "View Boxed Menus" on page 4-23.

- **Mnemonics Report**, that you use to create a report about your mnemonics. This function is only available to system managers. For more information, see "Mnemonics Report" on page 4-25.

Menu and Mnemonic Parameters

You use the Menu and Mnemonic Parameters processor to establish and maintain access and availability parameters for menu types and mnemonics. This function determines whether boxed and PC-based menu types are available for use, identifies the applications with which mnemonics are available and determines to whom mnemonic build and mnemonic assignment access is permitted.

When you select the Menus and Mnemonics Parameters processor, the system displays the following screen:

```
    General Hospital Menu and Mnemonic Parameters Processor
                                         Wed Mar 24, 1999 09:56 am

 1 Boxed Menus                      2 PC Based Menus
   Available                          Available
 3 Applications With Mnemonic Build Access
   See Table
 4 Employee Mnemonic Build Access    5 Employee Mnemonic Assignment Access
   System Managers Only                System Managers Only




 Enter field number or '/' starting field number--
```

NOTE: The first three fields of this screen are controlled by McKesson.

Field Explanations

4. MNEMONIC BUILD ACCESS (1-A-Y)

This field determines the employees that can create mnemonics. The field initially displays either System Managers Only or See Table.

If mnemonic build access is limited to system managers, when you access this field the system displays the following prompt:

Add employees who may build mnemonics? (Y/N) --

Enter **N** if you do not want to enable additional employees to build mnemonics. Enter **Y** to give additional employees the ability to build mnemonics, and the system prompts you to identify the individual employee(s) being granted mnemonic build access. After you finish identifying the employee(s) being granted access, this field displays See Table. The system displays this table when you access this field, allowing you to maintain this employee list as desired.

5. SECURITY FOR MNEMONIC ASSIGNMENTS (1-A-Y)

This field determines the employees who can access the Mnemonic Assignment function, which is used to assign mnemonics to other types of users. The field initially displays either System Managers Only or See Table.

If Mnemonic Assignment access is limited to system managers, when you access this field the system displays the following prompt:

Add employees who may assign mnemonics? (Y/N) --

Enter **N** if you do not want to enable additional employees to assign mnemonics. Enter **Y** to give additional employees the ability to assign mnemonics, and the system prompts you to identify the individual employee(s) being granted mnemonic assignment access. After you finish identifying the employee(s) being granted access, this field displays See Table. The system displays this table when you access this field, allowing you to maintain this employee list as desired.

Mnemonic Assignment

You use the Mnemonic Assignment processor to create and maintain assignment of mnemonics to users. Whether you have access to a mnemonic depends on two factors:

- The type of user you are classified as on the system

- Your security level

This function determines the type of user that can access a particular mnemonic, first by assigning the types of users that can use the mnemonic then, if desired, by setting a minimum security level for access to the mnemonic. In this way, only appropriate types of users with the minimum security level or above can access the mnemonic.

NOTE: For information on creating a mnemonic, see "Creating a New Mnemonic" on page 4-8.

When you access the Mnemonic Assignment function, the system displays the following prompt:

Enter the mnemonic code or partial name'-' --

Enter the code for the mnemonic that you want to enable or disable access for a type of user or security level. Use a hyphen (-) to display and select from a list of mnemonics for the STAR system.

When you identify the mnemonic, the system displays the following screen:

```
                    General Hospital Mnemonic Assignment Processor
                                              Wed Mar 24, 1999 09:59 am


    Mnemonic Definition
( 1)Mnemonic Code          : AMF
( 2)Mnemonic Description    : Abstracting Maintenance Functions
( 3)Default Security Level  :

( 4)Edit ID                 : Andersen, Michael L
( 5)Edit Date               : 11/08/95 01:23pm

Page:01                          Current Assignments          ##=Current Choices
       User Type                                Security Level
( 1)    ADMITTING                               None
( 2)    MEDICAL RECORDS (I)                     None




Enter the option number(s) to edit or (A)dd--
                              end select(NL)
```

Field Explanations

1. MNEMONIC CODE (DISPLAY ONLY)
This field contains the mnemonic code. This is the code you enter on a STAR menu to use this mnemonic.

2. MNEMONIC DESCRIPTION (DISPLAY ONLY)
This field contains the description for this mnemonic. This is typically the name of the function accessed using this mnemonic.

3. DEFAULT SECURITY LEVEL (DISPLAY ONLY)

This field determines the security level displayed as a default when assigning this mnemonic to user types. This information is maintained using the Default Security Level field in the Mnemonic Maintenance function; for more information, see the explanation of the Default Security Level field in the Mnemonic Maintenance subsection.

The security level displayed in this field is used as a default security level for this mnemonic for all user types. You can override this security level by establishing a specific security level for a user type, as explained below.

NOTE: If an asterisk (*) displays next to this field the minimum security level has been set by McKesson and cannot be changed.

4. EDIT ID (DISPLAY ONLY)

This field contains the name of the user who last edited this mnemonic.

5. EDIT DATE (DISPLAY ONLY)

This field contains the date on which this mnemonic was last edited.

The information displayed at the bottom of the screen differs, depending on whether types of users and security levels have been assigned for the mnemonic.

IF NO USER TYPES HAVE BEEN ASSIGNED

If no user types have been assigned to this mnemonic, the screen displays as shown in the Mnemonic Assignment subsection. At the bottom of the screen, the system displays:

> *Select the user types to be assigned--*
> *end selection(NL) next page(/)*

Enter the option number(s) of the type(s) of users to which you want to grant access to this mnemonic. The system highlights the option number(s) to indicate your choice. After you have selected all of the desired types of users, press ENTER. The system then begins the process used to identify minimum security levels for access to the mnemonic. For information on this process, see the discussion in "If No Security Level Has Been Assigned" on page 4-19.

NOTE: The system displays a greater than sign (>) next to your user type in the tables. To add or remove access to this mnemonic for you and other users with your initial menu code, select the user type with the greater than sign (>) next to it.

IF USER TYPES HAVE BEEN ASSIGNED

If user types have been assigned to this mnemonic, the system displays a table of the user type assignments in the lower portion of the screen. At the bottom of the screen the system displays:

Enter the option number(s) to edit or (A)dd--
end selection(NL)

You can add or delete access for the types of users assigned to the mnemonic. If security has been assigned, you can also edit the minimum security level required to access the mnemonic. For information on editing minimum security levels, see "If A Security Level Has Been Assigned" on page 4-20.

NOTE: The system displays a greater than sign (>) next to your user type in the tables. To add or remove access to this mnemonic for you and other users with your initial menu code, select the user type with the greater than sign (>) next to it.

To delete access for a type of user, enter the option number(s) of the type(s) of users whose access you want to remove. The system highlights the option number(s) to indicate your choice. After you have selected all of the desired types of users, press ENTER. The system then displays the table used to edit security level access, with the following prompt at the bottom of the screen:

Enter option number--

Press ENTER, and the system displays:

Enter field number of '/' starting field number--

Press ENTER, and the system displays:

Delete? (N)--

Enter **Y**, and the system displays:

Remove the assignment of this user type? (Y/N) [N]--

Enter **Y** to delete access for the selected type of user. The system then displays:

Assignment removed!

To add access for a type of user, enter the option number(s) of the type(s) of users to which you want to grant access to the mnemonic. The system highlights the option number(s) to indicate your choice. After you have selected all of the desired types of users, press ENTER.

The system then displays the table used to edit security level access, with the following prompt at the bottom of the screen:

Enter option number--

The process used to add security level restrictions to a type of user is discussed below.

IF NO SECURITY LEVEL HAS BEEN ASSIGNED

If a user type has been granted access to the mnemonic, but no security level has been set for the user type, the system displays a table of the user type assignments in the lower portion of the screen. At the bottom of the screen the system displays:

Enter the option number(s) to edit or (A)dd--
end selection(NL)

To add a minimum security level for one or more type(s) of users, enter the option number(s) of the type(s) of users. The system highlights the option number(s) to indicate your choice. After you have selected all of the desired types of users, press ENTER. The system then displays two additional fields under the heading Assignment Information, as in the following screen:

```
                    General Hospital Mnemonic Assignment Processor
                                                  Wed Mar 24, 1999 10:07 am


     Mnemonic Definition
 ( 1)Mnemonic Code          : AMF
 ( 2)Mnemonic Description    : Abstracting Maintenance Functions
 ( 3)Default Security Level  :

 ( 4)Edit ID                : Andersen,Michael L
 ( 5)Edit Date              : 11/08/95 01:23pm

 Assignment Information
 ( 1)User Type      : ADMISSIONS-MGR
 ( 2)Security Level :




 Accept this screen? (Y/N) [Y]--
```

Field Explanations

Assignment Information

1. USER TYPE (DISPLAY ONLY)
This field displays the selected type of user.

2. SECURITY LEVEL (TABLE LOOKUP)

This field contains the minimum security level required for the type of user to access the mnemonic. The default for this field is the contents of the Default Security Level field from the Mnemonic Definition section of the screen.

NOTE: If an asterisk (*) displays next to this field the minimum security level has been set by McKesson and cannot be changed.

At the bottom of the screen, a table of the security levels available within the system displays, followed by the following prompt:

Enter option number --

Enter the option number of the minimum security level that this type of user must have in order to access this mnemonic. The system displays your entry in the Security Level field. To use the default security level, press ENTER. At the bottom of the screen, the system displays:

Accept this screen? (Y/N/'D'elete) [Y]--

Enter **Y** or press ENTER to assign the security level to the type of user. Enter **N** to edit the security level assignment for the type of user. Enter **D** to exit from this prompt without assigning the minimum security level to the type of user.

IF A SECURITY LEVEL HAS BEEN ASSIGNED

If a security level has been assigned to one or more of the types of users who have access to the mnemonic, the system displays a table of the user type and security level assignments in the lower portion of the screen. At the bottom of the screen the system displays:

Enter the option number(s) to edit or (A)dd--
end selection(NL)

NOTE: You cannot edit security for a mnemonic if that mnemonic is used to access a function on a menu for which security has been defined.

To edit the minimum security level for one or more type(s) of users, enter the option number(s) of the type(s) of users. The system highlights the option number(s) to indicate your choice. After you have selected all of the desired types of users press ENTER. The system then displays the Assignment Information fields, as explained in If No Security Level Has Been Assigned above. At the bottom of the screen the system displays:

Enter field number or '/' starting field number--

To edit the minimum security level required for this type of user to access the mnemonic, access the Security Level field from the Mnemonic Assignment portion of

the screen. The system displays a table of security levels available within the system, followed by the following prompt:

> *Enter option number --*

Enter the option number of the minimum security level that this type of user must have in order to access this mnemonic. The system displays your entry in the Security Level field and redisplays the Enter field number or '/' starting field number prompt. Press ENTER to this and the system displays:

> *Accept this screen? (Y/N/'D'elete) [Y]--*

Enter **Y** or press ENTER to assign the minimum security level to the type of user. Enter **N** to edit the security level assignment for the type of user. Enter **D** to exit from this prompt without assigning the minimum security level to the type of user.

Mnemonic Maintenance

You use the Mnemonic Maintenance processor to maintain mnemonic codes, descriptions, and minimum security levels.

When you access the Mnemonic Maintenance function, the system prompts you for the mnemonic you want to maintain:

> *Enter the mnemonic code or partial name '-' --*

Enter the code or enter a hyphen (-) to display and select from a list of mnemonic codes. After you identify the mnemonic you want to maintain, the system displays the following screen:

```
              General Hospital Mnemonic Maintenance Processor
                                            Wed Mar 24, 1999 10:15 am


   Mnemonic Definition
( 1)Mnemonic Code          : AMF
( 2)Mnemonic Description    : Abstracting Maintenance Function
( 3)Default Security Level  :

( 4)Edit ID                 : Andersen,Michael L
( 5)Edit Date               : 11/08/95 01:23pm











 Enter field number or '/' starting field number--
```

Field Explanations

1. MNEMONIC CODE (10-C-R)
This field contains the code used to invoke this mnemonic at a STAR menu. Ensure this code is long enough to allow the user to easily recognize the function it accesses, yet short enough to minimize keystrokes.

2. MNEMONIC DESCRIPTION (40-C-R)
This field contains a description of the mnemonic. The system defaults to the function name as it displays on the menu. Press ENTER to use the function name, or enter another name if desired.

3. DEFAULT SECURITY LEVEL (TABLE LOOKUP-R)
This field determines the security level displayed as a default when assigning this mnemonic to user types. If this field is blank there are no default security limitations for accessing the function using a mnemonic.

NOTE: If an asterisk (*) displays next to this field the minimum security level has been set by McKesson and cannot be changed.

When you access this field, the system displays a table at the bottom of the screen listing the security levels available within this STAR application.

If a security level has been defined for this mnemonic, the system shades the option number with a reverse blinking area and displays, below the table:

Enter option number or (R)emove security level [Current Level]--

To set a new minimum security level needed to access this mnemonic, enter the option number of the security level from the table. To remove a security level restriction for this mnemonic, enter **R**. Press ENTER to keep the current minimum security level.

4. EDIT ID (DISPLAY ONLY)
This field contains the name of the user who last modified the mnemonic.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date on which the mnemonic was last modified.

If you change the security level assignment for a mnemonic, when you accept your changes to this processor the system displays:

Update security level for all user types assigned? (Y/N) [N]--

Enter **N** or press ENTER to maintain current security levels for user types. Enter **Y** to add the security level you defined to the user types, and the system displays:

Updating the mnemonic security! Please Wait!

When the system finishes updating the mnemonic security, it displays:

Filed!

DELETING A MNEMONIC

You can also use this processor to delete a mnemonic from the system. If you edit information about a mnemonic using this processor, when you exit the processor the system displays:

Accept this screen? (Y/N/'D'elete) [Y]--

To delete the mnemonic, enter **D**.

Similarly, if you exit this processor without editing any of the fields of information, the system displays:

Delete? (N)--

To delete the mnemonic, enter **Y**. After you begin the process of deleting the mnemonic from the system, the system displays:

(D)elete this mnemonic, (F)ile as deleted or (R)emove from your list?--

To delete this mnemonic from the system, enter **D**. To deactivate the mnemonic, but leave it in the system for later reactivation, enter **F**. Note that filing a mnemonic as deleted does not remove user type assignments for the mnemonic, but only makes the mnemonic inactive. The mnemonic does not display on mnemonic lists for the user. To remove the mnemonic from the list available to your user type, enter **R**.

NOTE: Only users granted build and assign access to a mnemonic can delete mnemonics or remove them from the user type list.

View Boxed Menus

You use the View Boxed Menus function to display one or more boxed menus. This enables you to identify menus to which you need to make changes, such as menus with headers on the right side of the menu that must be moved to the left or menus with special characters. In this manner, this function is primarily an installation tool used to identify potential problems caused by a change from host-based (original) menus to boxed menus.

NOTE: You must be using the boxed menu type to use this function. If you are using host-based menus, the system displays the following error message when you attempt to access this function:

You are not set up for boxed menus!

Since this processor is primarily an installation tool, the options available to users from it vary depending on whether you are a McKesson employee.

If you are not a McKesson employee, the system displays all menus in your ID, in alphabetic and numeric order. To quit displaying menus, press period (.) then the ENTER key. The system then displays:

    Press NL to continue

Press ENTER to return to the Menus and Mnemonics Parameters menu. If you display all of the menus, the system displays the following after the last menu:

    All menus selected have been displayed! Press NL--

Press ENTER to return to the Menus and Mnemonics Parameters menu.

If you are a McKesson employee, when you select the View Boxed Menus function, the system displays the following prompt:

    Enter the ID to display menus from [9]--

The system defaults to the ID you are currently using, as with 9 in the example above. To view boxed menus for the current ID, press ENTER. To view boxed menus for another ID, enter the number of the ID.

The system then displays the following prompt:

    Enter initial characters of menu name to begin with [All Menus]--

Enter one or more of the initial characters of the menu's system name (for example, lsmaf) to display only selected boxed menus. Press ENTER to display all menus for the ID in alphabetic order.

The system then displays the first boxed menu. The menu header includes the menu's system name. After viewing the first menu, press ENTER to display each subsequent menu. To stop viewing the menus, enter a period (.) and press ENTER. The system then returns you to the ID prompt.

After the system has displayed all menus, the following message displays:

    All menus selected have been displayed! Press NL--

To exit from the processor, press ENTER.

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Mnemonics Report

You use the Mnemonics Report function to create a report containing the following information about each mnemonic in your system:

- Code you enter at a menu to invoke the mnemonic

- Description of the mnemonic, typically the function it accesses

- Status (Active or Inactive) of the mnemonic

- Security level required to use the mnemonic

NOTE: The system displays an asterisk (*) next to security levels that have been set by McKesson. These security levels cannot be changed.

When you select the Mnemonics Report function, the system displays the following prompt:

Print list of mnemonics? (Y/N) [Y]--

To exit from the function without creating the Mnemonics Report, enter **N**. To create the mnemonics report, enter **Y** or press ENTER. The system then displays the following prompt:

Sort by mnemonic (C)ode or (D)escription? [D]--

To list the mnemonics on the report in order of their code, enter **C**. To list the mnemonics on the report in order of their description, enter **D** or press ENTER. After you make your selection, the system displays:

Enter report name of first letters'-' --

Enter the name of the output device for the report. Use a hyphen (-) to display and select from a list of output devices. After you complete this field the system displays:

Report compiling!

The system then returns you to the Menu and Mnemonic Parameters Processor.

The following is an example of a Mnemonics Report.

Figure 4.1 Mnemonics Report

```
                              General Hospital          Page:  1
                              Mnemonics Report          Date:  06/27/91
                              For STAR Laboratory        Time:  10:01am


                      Mnemonic Description
         Code         Security Level                    Status
-------------------------------------------------------------------------
( 1)  CIW       Chemistry Incomplete Work               Active
                * Technologist

( 2)  CPI       Chemistry Patient Inquiry               Active
                * Clerical/Phlebotomist

( 3)  CRR       Chemistry Result Reporting              Active
                * Technologist

( 4)  CWP       Chemistry Workload Peak Analysis        Active
                Technologist

( 5)  LO        LAB ORDER                               Active
                * Clerical/Phlebotomist

( 6)  MCF       Menu type/Color/Function Keys           Active
                * Clerical/Phlebotomist

( 7)  MRR       Microbiology *Adv. Micro Result Reporting Active
                * Technologist

( 8)  OI        Order Inquiry                           Active
                No Security Defined

( 9)  PI        Patient Inquiry - All                   Active
                * Clerical/Phlebotomist

(10)  SO        Send Out                                Active
                * Clerical/Phlebotomist

(11)  SER       SEROLOGY MENU                           Active
                * Clerical/Phlebotomist

(12)  MAGSQCLA  SQL Activity Log Summary                Active
                No Security Defined

(13)  SPRR      Surgical Pathology Result Reporting     Active
                * Transcriptionist

(14)  URI       Urinalysis                              Active
                * Technologist

(15)  WKL       Workload                                Active
                No Security Defined

(16)  WSS       Workload Summary by Section             Active
                Clerical/Phlebotomist

                              End of Report
```

MNEMONICS WORKSHEETS

This section contains worksheets to help you create and maintain your mnemonics. These worksheets are:

- Mnemonic Function Key Definitions

- Mnemonic Build and Assignment

These worksheets are below. You can make copies of these worksheets as needed.

MNEMONIC FUNCTION KEY DEFINITIONS

User Name:_____Type:_____

F Key	Function Accessed	Mnemonic Code
F1		
F2		
F3		
F4		
F5		
F6		
F7		
F9		
F10		

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MNEMONIC BUILD AND ASSIGNMENT

System:_____   Type of User:_____   Security Level:_____

Function/Menu Name	Mnemonic Code

MENU AND MNEMONICS CONSIDERATIONS

For each STAR product there are considerations for menu and mnemonic use that must be taken into account. This section discusses those considerations.

STAR Pharmacy Mnemonic Considerations

You can build mnemonics to access all menu options in STAR Pharmacy except submenus under a specific patient, order or formulary item. Most of the functions on these menus are also available on other menus, so that you can reach these functions using mnemonics from alternative pathways. These functions are:

- Under Profile Management, when you select Profile Maintenance and identify a patient and order the system displays a menu containing the following functions:

    1.   Revise Order

    2.   Discontinue Order

    3.   Hold Order

    4.   Resume Order

    5.   Restart Order

    6.   Cancel Order

    7.   Remove Pending Status

    8.   Display Order Detail

    9.   Documentation/Kinetics Consults

    10.   Charge

    11.   Credit

    You cannot build mnemonics to access these functions from this menu. However, most of these functions are also available on the Profile Management and Revise Profile menus. Since the functions on these menus do not require that a patient and account be selected before you access them, you can build mnemonics to access the functions on these menus.

- Under Formulary Maintenance/Inquiry, after you identify a drug item the system displays a menu containing the following functions:

    1.   Basic Description

    2.   Additional Item Information

    3.   Order Information

    4.   Alternate Access Methods

5.   Financial Information

6.   Pricing Information

7.   SWP/DP/WAC Pricing

8.   Outpatient Information

9.   Formulary Alternatives

10.   Floorstock Maintenance

11.   Third Party Information

12.   Clinical Information

13.   Compound Information
      Maintenance

14.   Department Notices

You cannot build mnemonics to access these functions.

- Under Ambulatory Care Profile Maintenance, after you identify a patient and order, the system displays a menu containing the following functions:

1.   Refill Prescription

2.   Revise Prescription

3.   Cancel Prescription

4.   Transfer/Cancel Transfer

5.   Activate/Inactivate Prescription

6.   Display Prescription Audit Trail

7.   Display Prescription Detail

8.   View Physician Information

9.   Documentation

10.   Refill Authorization Form

11.   Document Patient Counseling

You cannot build mnemonics to access these functions from this menu. However, most of these functions are also available on the Revise Profile menus. Since the functions on these menus do not require that a patient and account be selected before you access them, you can build mnemonics to access the functions on these menus.

- Under the Clinical Information option on Formulary Maintenance, or under Product Information Maintenance, the system displays a menu containing some or all of the following functions:

1.   Chemicals

2.   Allergy Classes

3.   Interactions

4.   Drug-Food Interactions

5.   Consultative Message

You cannot build mnemonics to access these functions.

•   Under the Clinical Information option on Formulary Maintenance, or under Product Information Maintenance, when you select the Chemicals option and choose a specific chemical the system displays a menu containing the following functions:

1.   Allergy Classes

2.   Interactions

3.   Drug - Food/Nutrient

You cannot build mnemonics to access these functions.

FUNCTION KEY DEFINITION

You use the Function Key Definition Processor to maintain the assignment of mnemonic codes to function keys on your keyboard. Mnemonics enable you to access a system function from a menu by typing the mnemonic code and pressing the ENTER key. By linking the mnemonic to a function key, you can access the function from a menu by merely pressing the assigned function key. Since many keyboards have only 10 function keys, the system only allows you to use the first 10 function keys on a keyboard.

Function key definitions are user-specific. This means you can define your own function key assignments.

NOTE: You can access this function from any menu in the system by pressing ALT-1 on the computer keyboard or pressing C1 on your Data General (EMC Corporation 2000®) keyboard.

When you access this function, the system displays the following screen:

```
                General Hospital Function Key Definition Processor
                                            Wed Apr 03, 1991 05:16 pm


( 1)Function Key One     (F1): SB        - Single Bill
( 2)Function Key Two     (F2): AI        - Account Inquiry
( 3)Function Key Three   (F3): AR        - Account Revision
( 4)Function Key Four    (F4): B         - Daily Balancing Functions
( 5)Function Key Five    (F5): C         - Post Cash
( 6)Function Key Six     (F6): DB        - Demand Bill
( 7)Function Key Seven   (F7): GF        - Guarantor Demand Follow Up
( 8)Function Key Eight   (F8): CAI       - Contract Account Information
( 9)Function Key Nine    (F9): GS        - Guarantor Summary
(10)Function Key Ten    (F10): MPI       - MPI Inquiry

Page:01
     Mnemonic    Menu Option                          Security Level
( 1) A           Post Adjustments                     None
( 2) AI          Account Inquiry                      None
( 3) AR          Account Revision                     None
( 4) B           Daily Balancing Functions            None

Enter choice--
                              next page(/)
```

The fields on this screen display, respectively, the code and description of the mnemonic assigned to the function key.

To add or edit a function key assignment:

1. Enter the field number of the function key you want to assign. The system highlights the field and displays the following prompt:

    Enter mnemonic code or partial name'-' for list --

2. Enter the mnemonic code you want to assign to the function key. If you do not know the code, entering a hyphen (-) displays a list of mnemonic codes available for your user type and security level.

When you identify the mnemonic, either by entering it or by selecting it from the list, the system displays the mnemonic code and the function it accesses in the field.

For more information on using mnemonics, see "Using Mnemonics" on page 4-6.

MENU TYPE SELECTION

You use the Menu Type Selection Processor to select the menu type you want
displayed on your monitor or terminal. You can choose between host-based or boxed,
depending on your monitor or terminal.

When you access the Menu Type Selection option, the system displays the following
screen:

```
                 General Hospital Menu Type Selection Processor
                                               Thu Mar 04, 1999 04:56 pm
 Menu Type Input Options


           Option No.  Option
           ---------------------------------------
              1        Original Menus

              2        Boxed Menus












 Enter option number [Original Menus]--
```

The menu types available to you from your monitor or terminal are displayed on the
screen.

To change the menu type displayed on your monitor or terminal, select the desired
menu type. The system files your selection and returns you to the Menu and
Mnemonic Parameters menu, using the menu type you selected.

CRT COLOR SELECTION

You use the CRT Color Selection options to modify the colors displayed on your color CRT. You can only access this function from a color monitor or Data General terminal. If you attempt to access this function from any other type of monitor or terminal, the system displays:

Color settings not available for this CRT!

When you select CRT Color Selection from the Menus and Mnemonics Parameters processor, the system displays the CRT Color Selection processor.

CRT Color Selection - Color DG Terminals

The STAR system enables you to use a variety of methods to highlight information on a processor screen. Depending on the CRT with which you sign-on, these methods can include reverse (dark letters on a bright background), dim, underline, and blinking. You can also combine these methods, so that information displays blinking reverse, or even blinking reverse underline dim

The CRT Color Selection processor enables you to additionally modify colors for these highlight methods, so that the reverse dim information mentioned above could display as red letters on a blue background. This function also enables you to select the colors for regular text and background on a screen.

The Data General D430C terminal offers different color options from that of the Data General D220 and D230C terminals. Therefore, this function operates differently depending upon which of these Data General color terminals you are using. Each of these terminal types is discussed separately below.

D430C TERMINALS

When you select the CRT Color Selection function from a Data General D430C color terminal, the system displays the following screen:

```
            General Hospital Change Emulation Colors Processor
                                            Tue Sep 24, 1991 01:35 pm
     #  Function Description        Foreground        Background
 ( 1) Regular                        Yellow      on     Dim Blue    Test Line
 ( 2) Dim                           Dim Blue     on    Light Grey   Test Line
 ( 3) Reverse                         Cyan       on     Dim Blue    Test Line
 ( 4) Reverse Dim                     Black      on       Cyan      Test Line
 ( 5) Underline                      Yellow      on    Dim Magenta  Test Line
 ( 6) Underline Dim                   Black      on      Yellow     Test Line
 ( 7) Underline Reverse               Black      on       Cyan      Test Line
 ( 8) Underline Reverse Dim           Black      on      Magenta    Test Line
 ( 9) Blink                            Red       on      Black      Test Line
 (10) Blink Dim                       Black      on       Red       Test Line
 (11) Blink Reverse                   White      on      Black      Test Line
 (12) Blink Reverse Dim               Black      on    Light Grey   Test Line
 (13) Blink Underline                Yellow      on     Dim Blue    Test Line
 (14) Blink Underline Dim            Dim Blue     on    Light Grey   Test Line
 (15) Blink Underline Reverse         Green      on    Dim Magenta  Test Line
 (16) Blink Underline Reverse Dim     White      on     Dim Blue    Test Line




 Enter the color option to edit, (T)est display or (R)eset to defaults--
```

NOTE: The system displays this screen in color. In the Test Line column at the right of the screen, the system displays each highlighting method using the colors currently selected. Thus, the example above under Test Line for Reverse could display as cyan letters on a dim blue background.

EDITING PROCESSOR COLORS

You can change the text and background color for any of the 16 displayed highlighting methods. To change the text and background colors for a highlighting method:

1. Enter the number of the method for which you want to change colors.

The system highlights your selection and displays, at the bottom of the screen, the color options available on your CRT, as in the following example:

```
            General Hospital Change Emulation Colors Processor
                                          Tue Sep 24, 1991 01:35 pm
    #  Function Description          Foreground        Background
 < 1> Regular                         Yellow     on    Dim Blue     Test Line
 < 2> Dim                            Dim Blue    on    Light Grey  [Test Line]
 < 3> Reverse                         Cyan       on    Dim Blue     Test Line
 < 4> Reverse Dim                     Black      on     Cyan        Test Line
 < 5> Underline                       Yellow     on    Dim Magenta  Test Line
 < 6> Underline Dim                   Black      on     Yellow      Test Line
 < 7> Underline Reverse               Black      on      Cyan       Test Line
 < 8> Underline Reverse Dim           Black      on     Magenta     Test Line
 < 9> Blink                            Red       on      Black      Test Line
 <10> Blink Dim                       Black      on      Red        Test Line
 <11> Blink Reverse                   White      on      Black      Test Line
 <12> Blink Reverse Dim               Black      on    Light Grey  [Test Line]
 <13> Blink Underline                 Yellow     on     Dim Blue    Test Line
 <14> Blink Underline Dim            Dim Blue    on    Light Grey  [Test Line]
 <15> Blink Underline Reverse         Green      on    Dim Magenta  Test Line
 <16> Blink Underline Reverse Dim     White      on     Dim Blue    Test Line
   [Black]     [Red]    [Green]    [Yellow]    [Blue]   [Magenta]    [Cyan]    [White]
   D_Grey     D_Red    D_Green    D_Yellow    D_Blue   D_Magenta   D_Cyan     L_Grey

 Enter foreground color number, color name or `-` for list [Black]--
```

2. Select the color in which you want the text to display using one of the following techniques:

   • Enter the name of the color exactly as it displays on the screen (including underlines, where applicable).

   • Enter a hyphen (-) to display and select from a list of available colors.

   • press ENTER to accept the default color. This is the color in which the text is currently displayed.

   After you enter the new color the system displays your selection below the following prompt:

   Enter background color number, color name or `-` for list [Current]--

   Where *Current* is the name of the background color currently used for the selected option.

3. Select the color in which you want the text background to display. You can identify this color to the system using any of the methods you used to identify the foreground color.

   After you enter the new color, or press ENTER to retain the current color, the system displays an example of what the style looks like using the colors you selected. It then asks if you want to change the style to the new colors.

The optional responses are:

N - No, leave the colors as they existed before.

Y - Yes, change the colors as displayed.

The default is Y.

TESTING PROCESSOR COLORS

To display examples of current color settings for menus and screens on your CRT, enter **T** to the *Enter the color option to edit ...* prompt. The system displays the following prompt:

> *Enter test for a (M)enu or a (S)creen--*

Test Menu Colors

To display an example of how menus display on your CRT according to the current settings for colors and menu type, enter **M**. The system displays a screen similar to the following:

```
              General Hospital Color Test Display Processor
Color Settings Test (Reverse Video)              Tue Sep 24, 1991 01:35 pm
 (Dim Video)     Name              Sex   BD    Room    Doctor     Service Status
123456-789011  PATIENT,TEST         M  7/6/60  1102-1  ADAMS         MED   I/P 3

Opt  Test Description (Dim/Underline)      Header 1    Header 2      Header 3
 1   TEST DESCRIPTION (Normal Video)     Reverse/Dim  Underlined  Rev/Underline


          Heading One      1          Test Option One Description
                           2          Test Option Two Description
                           3          Test Option Three Description

          Heading Two      4          Test Option Four Description
                           5          Test Option Five Description
                           6          Test Option Six Description
```

NOTE: The type of menu displayed on this screen depends on the current menu type selected. For more information on setting menu types, see "MENU TYPE SELECTION" on page 4-34.

The current settings for methods used to highlight information on STAR application menus are displayed. You cannot edit these settings from this screen.

Press ENTER to return to the *Enter test for a ...* prompt.

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Test Screen Colors

To display an example of how processor screens display on your PC according to the current settings for colors, enter **S**. The system displays a screen similar to the following:

```
                 General Hospital Color Test Display Processor
                                           Tue Sep 24, 1991 01:36 pm



Test Screen Header (Reverse Video)
 1 (Reverse/Dim Video)       2 Test Description One     3 Test Description Two
   09/24/91 01:36pm            Dim Video                  Test Description Two
 4 Test Description Three     5 Test Description Four    6 Test Description Five
->                             Normal Video               Description Five

Page:01                  Test Table Display (Underlined/Dim)   ###=Current Choices
( 1) Table option 1 description        (11) Table option 11 description
( 2) Table option 2 description        (12) Table option 12 description
( 3) Table option 3 description        (13) Table option 13 description
( 4) Table option 4 description        (14) Table option 14 description
( 5) Table option 5 description        (15) Table option 15 description
( 6) Table option 6 description        (16) Table option 16 description
( 7) Table option 7 description        (17) Table option 17 description
( 8) Table option 8 description        (18) Table option 18 description
( 9) Table option 9 description        (19) Table option 19 description
(10) Table option 10 description       (20) Table option 20 description

Enter option numbers (This is reverse video)--
                        end selection(NL)  next page(/)
```

The current settings for highlighting methods used by STAR applications are displayed. You cannot edit these settings from this screen.

The fields and table on this screen operate like a normal processor screen, even though your entries to this screen have no impact on color settings or other operations of the system. Thus, to view how the system highlights a table selection, enter the number of an option on the table. In this example, after you finish selecting options from the table, the system places your entries in the Test Description Three field and displays the following prompt:

Enter field number or '/' starting field number--

To view how the system highlights a field, enter the number of one of the fields on the screen. If you press ENTER to this prompt, the system asks if you want to accept the screen. Enter **Y** or press ENTER to exit the example screen and return to the *Enter test for a ...* prompt.

RESETTING COLOR SETTINGS

The system enables you to select from two sets of default colors, one using the Data General factory settings for D430C terminals and one using the settings originally supplied by McKesson. The Data General default color set for the D430C uses the

following color settings:

Text Type	Foreground Color	Background Color
Regular	Green	Black
Reverse	Black	Green
Dim	Dim Green	Black
Reverse Dim	Black	Dim Green
Underline	Green	Black
Underline Dim	Dim Green	Black
Underline Reverse	Black	Green
Underline Dim Reverse	Black	Dim Green
Blink	Red	Black
Blink Dim	Dim Green	Black
Blink Reverse	Black	Green
Blink Dim Reverse	Black	Dim Green
Blink Underline	Green	Black
Blink Underline Dim	Dim Green	Black
Blink Underline Reverse	Black	Green
Blink Underline Reverse Dim	Black	Dim Green

The McKesson default color set uses the following color settings:

Text Type	Foreground Color	Background Color
Regular	Yellow	Dim Blue
Reverse	Cyan	Dim Blue
Dim	Dim Blue	Light Gray
Reverse Dim	Black	Cyan
Underline	Yellow	Dim Magenta
Underline Dim	Black	Yellow
Underline Reverse	Black	Cyan
Underline Dim Reverse	Black	Magenta
Blink	Red	Black

Blink Dim	Black	Red
Blink Reverse	White	Black
Blink Dim Reverse	Black	Light Grey
Blink Underline	Yellow	Dim Blue
Blink Underline Dim	Dim Blue	Light Gray
Blink Underline Reverse	Green	Dim Magenta
Blink Underline Reverse Dim	White	Dim Blue

To reset screen colors to one of the default color sets:

1. From the *Enter the color option ...* prompt displayed when you first access the function, enter **R**.

   The system displays the following prompt:

   > *Reset to (F)actory or (H)BO defaults [H] --*

2. Enter **F** to use the default set for Data General D430C terminals. Enter **H** or press ENTER to use the McKesson default set for these terminals.

   The system redisplays the screen using the selected default color set.

D220 AND D230C TERMINALS

When you select the CRT Color Selection function from a Data General D220 or D230C color terminal, the system displays the following prompt:

> *Enter (E)dit color settings, (T)est display or (R)eset to defaults--*

To edit the color settings for your DG color terminal, enter **E**. To view the color settings for your DG color terminal, enter **T**. The test option is discussed following the edit option in this section. To reset your color settings to either the factory or McKesson original settings, enter **R**. The reset option is discussed following the test option in this section.

Editing color settings

When you enter **E** to access the edit option, the system displays the following screen:

```
                    General Hospital CRT Color Selection Processor
                                             Thu Mar 28, 1991 09:16 am



       Reverse     : Reverse Video        Reverse/Dim  : Reverse/Dim Video
       Underline   : Underlined           Underline/Dim: Underlined/Dim
       Blinking    : Blinking Video        Blinking/Dim : Blinking/Dim Video
       Normal      : Normal Video         Dim          : Dim Video

                    Reverse/Underlined     : Reverse/Underlined
                    Reverse/Underlined/Dim: Reverse/Underlined/Dim


                    ┌──────────────────────────────────┐
                    │        Press ESC to Accept        │
                    │                                    │
                    │                                    │
                    │    Foreground      Background      │
                    └──────────────────────────────────┘


 Set colors for (N)ormal, (R)everse, (D)im, (U)nderline or (B)linking video?--
```

NOTE: The system displays this screen in color. For each highlighting method (such as Reverse, Underline), the current settings for the highlighting method for colors are displayed. For example, the text *Reverse Video* next to Reverse could display as red letters on a black background.

At the bottom of the screen the system displays:

   Set colors for (N)ormal, (R)everse, (D)im, (U)nderline or (B)linking video?--

To change the text and background color for any of the 10 displayed highlighting methods:

1. Enter the first letter of the highlighting method (N for normal, R for reverse, etc.) you want to change and press ENTER. The system displays a small window on the screen. In this window, the system displays the name of the highlighting method you are changing (for example, Normal Color Display) in the colors currently defined. At the bottom of the window, the current foreground and background settings for this method display. The cursor is in the Foreground color selection.

2. To change the current color setting for the Foreground text in the window, cycle through the available colors by pressing:

    •   The SPACE BAR or right arrow key to display the text in the next available color

    •   The left arrow key to display the text in the preceding available color

    When the system displays the Foreground text in the desired color, press ENTER or TAB. The cursor then moves to the Background color selection.

3. Repeat step 2 to change the color setting for the background. You can switch between the foreground and background fields by pressing the ENTER key or TAB.

4. To accept the color settings for the foreground and background, press ESC. The system returns to the highlighting method prompt at the bottom of the screen.

Testing color settings

When you enter T in response to the *Enter (E)dit color settings, (T)est display or (R)eset to defaults--* prompt, the system displays the following prompt:

Enter test for a (M)enu or a (S)creen--

To view the current color settings for a menu on your DG color terminal, enter **M**. To view the current color settings for a processor screen on your DG color terminal, enter **S**.

The test menu and screen display each of the highlighting method settings available on a DG color terminal, including:

•   Normal text

•   Reverse

•   Underlined

•   Blinking

•   Dim

•   Dim Reverse

•   Dim Underlined

•   Dim Blinking

•   Reverse Underlined

- Reverse Underlined Dim

The test menu and screen are example screens only. You cannot edit any of the color settings or make any other impact on the STAR system from these screens.

Resetting color defaults

When you enter **R** in response to the *Enter (E)dit color settings, (T)est display or (R)eset to defaults--* prompt, the system displays the following prompt:

Reset to (F)actory or (H)BOC defaults? [H]--

To reset your color display to the Data General defaults, enter **F**. To view a table of default color settings, see "Resetting Color Settings" on page 4-39. To reset your color display to the McKesson defaults, enter **H** or press ENTER. The following table displays the colors used in the McKesson default settings:

Text Type	Foreground Color	Background Color
Regular	White	Blue
Reverse	White	Red
Dim	Black	Blue
Reverse Dim	Red	Magenta
Underline	Green	Blue
Underline Reverse	Light Magenta	Magenta
Underline Dim	Blue	Black
Underline Dim Reverse	Yellow	Brown
Blink	Red	Black
Blink Reverse	Light Blue	Brown
Blink Dim	White	Blue
Blink Dim Reverse	Black	Magenta
Blink Underline	Yellow	Blue
Blink Underline Reverse	Blue	Magenta
Blink Underline Dim	Magenta	Black
Blink Underline Reverse Dim	Green	Brown

Chapter 5 - UNIVERSAL FUNCTIONS

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BULLETIN BOARD

The Bulletin Board displays on all CRTs when you sign off. The hospital may use the Bulletin Board to communicate upcoming hospital-wide events, reminders, or activities.

After you select the Bulletin board function, the system displays the following menu:

```
                General Hospital Bulletin Board Menu Processor
                                            Fri Nov 17, 1989 05:00 pm
Bulletin Board Menu Input Options


          Option No.  Option
          ---------------------------------------
             1        Display/Edit Bulletin Board
             2        Print Bulletin Board










 Enter option number--

```

Enter the number of the desired option.

Display/Edit Bulletin Board

Once you choose to display or edit a bulletin board, the system displays a list of available bulletin boards. Enter the option number of the bulletin board you want to display or edit.

After you select a bulletin board to display or edit, the system displays the following prompt:

'C'reate "P" Bulletin Board, 'E'dit existing one or 'D'elete--

Enter **C** to create a new bulletin board, **E** to edit the existing bulletin board, or **D** to delete the existing bulletin board. The bulletin board may be up to 75 characters wide by 17 lines long. A separate bulletin board may be set up for each sign-on key.

The word processing functions displayed at the bottom of the screen correspond to the function keys on the CRT keyboard.

The following is an example Bulletin Board:

```
              General Hospital Bulletin Board Menu Processor
                                        Fri Nov 17, 1989 05:00 pm
                            "P" Bulletin Board
           1           2           3           4           5           6           7
        12345678901234567890123456789012345678901234567890123456789012345
     01|* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *|
     02|*                                                               *|
     03|*                                                               *|
     04|*                            Welcome                            *|
     05|*                                                               *|
     06|*                       To A Demonstration                      *|
     07|*                                                               *|
     08|*                             Of                                *|
     09|*                                                               *|
     10|*                        HBO & Company's                        *|
     11|*                                                               *|
     12|*                       CLINSTAR-Pharmacy                       *|
     13|*                                                               *|
     14|*                           System                             *|
     15|*                                                               *|
     16|*                                                               *|
     17|* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *|
        F1          F2          F3      F4      F5          F6          F7     F10
     Delete Line  Insert Line  Center  Exit  Store Line  Restore Line  Pack  Help
```

Printing a Bulletin Board

After you choose the option to print the bulletin board for the sign-on you are using, the system displays the following prompt:

Print bulletin board? (Y/N) [Y]--

Enter **Y** to print your bulletin board. The bulletin board prints at the location designated for your CRT.

Enter **N** to return to the Bulletin Board Menu Input Options screen without printing the bulletin board.

CENSUS

The Census function is an option located on most initial menus in the system. This is a group of transactions that display and print information regarding station population, physicians and their patients, patient denomination, patient church affiliation, isolation, and hospital-wide bed occupancy. Most options in the Census function contain identical fields. For a detailed description of these fields, see the Station Census subsection. Most options also display the census total at the top of the screen. After you select Census, the system displays the following menu:

```
                General Hospital Census Processor
                                         Mon Mar 21, 1994 04:14 pm
  Census Input Options


            Option No.  Option
            --------------------------------------
  Display     1         Station Census
              2         Station Census - Outpatient
              3         LOS Census by Patient Type
              4         Physician Patient List
              5         Denomination Census
              6         Church Census
              7         Isolation Census
              8         Precaution Census
              9         IV Therapy Census
             10         Oxygen Therapy Census
             11         Discharge Census
             12         Alphabetic Census
             13         Census Summary
             14         Daily Patient Process Review
             15         Dietary Census
   Print     16         Print Census
  Enter option number--
```

Enter the option number of the desired census function.

NOTE: Availability of these functions is determined by the version of STAR Patient Care you are using.

Station Census

This function displays all room/bed combinations defined in the selected station with bed status (if not occupied) or specific patient information (if occupied), as well as a census total. If only one station can be viewed, that station displays immediately. If more than one station can be viewed, you are asked to enter a station code. Enter a hyphen (-) to display a list of the available stations if you do not know the code.

```
                  General Hospital Station Census Processor
 1E  1 EAST   3                          Tue Aug 05, 1986 04:30 pm
 Stn Room-Bed Account        Name           Age S PC  I Attending Phys
 1E  2101-01  100001927095  SMITH,JOHN B     30Y M     B WILLIAMS,DAVID MD
 1E  2103-01  100002970293 *QUINCY,MARY      25Y F       WALKER,BEN MD
 1E  2105-01  RDY
 1E  2102-01  100002927934  HAINES,FRANK S   45Y M BRD   AMES,VINCENT MD
 1E  2104-01  NRR
```

Field Explanations

STN (DISPLAY ONLY)
This field contains the nurse station code.

ROOM-BED (DISPLAY ONLY)
This field contains the number of the room and bed.

ACCOUNT (DISPLAY ONLY)
If the bed is occupied, this field contains the patient's account number. If the bed is not occupied, this field contains one of the hospital defined status codes (for example, RDY-Bed Ready, N/R-Bed Not Ready, NRR-Not Ready Reserved).

NAME (DISPLAY ONLY)
This field contains the patient's name in the LAST,FIRST MIDDLE format. A special character beside the patient's name indicates that the patient requested a publicity restriction.

AGE (DISPLAY ONLY)
This field contains the patient's age. The following are examples of codes you may see:

  41Y - 41 years

  13M - 13 months (if under two years old)

  4D - 4 days (if under two months old)

S(EX) (DISPLAY ONLY)
This field contains the patient's sex (M for male or F for female).

PC (DISPLAY ONLY)
This field contains the patient's classification (for example, BRD - Board Member).

I(SOLATION) (DISPLAY ONLY)
If the bed is occupied by a patient requiring isolation, this field contains the hospital-defined isolation code (for example, A-BLOOD & ENTERIC, B-BLOOD PRECAUTIONS).

ATTENDING PHYSICIAN (DISPLAY ONLY)
This field contains the name of the attending physician entered by Admitting Nursing during the admitting process or Nursing on the Revise Patient function.

NOTES:

- A special character beside the patient's name indicates that the patient requested a publicity restriction. These restriction codes are defined and maintained by the hospital.

- The system displays 18 beds per screen. The system displays the *Press NL--* prompt until the entire census has been displayed.

- The census count of the station is displayed to the right of the station name. The count increments as each screen of beds is displayed.

- The last character on the right side of the screen may be a lower case *i* which indicates that the patient has an intent to discharge or intent to transfer status.

- The last character on the right side of the screen may be a lower case letter other than *i*. This letter indicates that the patient occupying the bed is an outpatient in bed type. The associated indicators are defined by the hospital in the Patient Type table.

- If a patient has been restricted by patient type and/or by nurse station, three asterisks (***) appear on this census as the name.

- Only *list* beds display on the census if they are vacant. *No list* beds display only if they are occupied. Beds are defined as *list* or *no list* beds in the Location File table.

- The patients display in *Walk Order* as determined in the Location File table.

Station Census - Outpatient

The Station Census - Outpatient function works exactly like the Station Census function except the patients listed are outpatients.

LOS Census by Patient Type

There are three LOS (length of stay) Census by Patient Type options under the Census function. You can view census information for inpatients only, outpatients only, or both inpatients and outpatients (combined). These three functions display specific patient information by length of stay.

After selecting a LOS by Patient Type census option, the system displays the following prompt:

Enter station code or all(A)--

Enter the code of a specific station, an **A** to select all stations, or a hyphen (-) to select the desired stations from a displayed list.

After you select a station, the systems displays the following prompt:

Enter patient types to display, or all(A)--
(e.g. I/P or I/P,OBV)

Enter a specific patient type, enter an **A** for all patient types, or enter a hyphen (-) and select the desired patient types from the displayed list.

After you have defined the station(s) and patient type(s) for the census, the system displays the LOS Census by Patient Type screen:

```
       General Hospital LOS Census by Patient Type - Inpatient Processor
    1E 18                                       Fri Nov 17, 1989 05:27 pm
 Stn Room-Bed Account          Name                 Age S PC  I  Typ   LOS
 1E  2101-1   89227-00009      AYERS,MARY K         27Y F        I/P   94 Days
 1E  2101-2   89239-00001      LANYER,EMILIA S      76Y F        I/P   82 Days
 1E  2103-1   89229-00001      KEMP,WILL J          55Y M        I/P   92 Days
 1E  2103-2   89230-00003      BRONSON,THEODORE A   87Y M        I/P   91 Days
 1E  2107-2   89272-00003      DELEFORET,REYNARD    55Y M        I/P   49 Days
 1E  2109-2   89293-00001      HASSING,JOHN P       31Y M        I/P   28 Days
 1E  2111-1   89307-00002      DEMKO,JOHN JAMES     44Y M BRD    I/P   14 Days
 1E  2113-1   89307-00001      BATER,DEE A          75Y F        I/P   14 Days
 1E  2113-2   89299-00001      SHAW,RICHARD N       79Y M        I/P   22 Days
 1E  2102-1   89226-00001      HARMON,MICHAEL G     31Y M BRD    I/P   95 Days
 1E  2102-2   89228-00003      AUSTIN,JOAN P        26Y F        I/P   93 Days




 Press NL--
```

Field Explanations

STN (DISPLAY ONLY)
This field contains the nurse station code.

ROOM-BED (DISPLAY ONLY)
This field contains the number of the room and bed.

ACCOUNT (DISPLAY ONLY)
If the bed is occupied, this field contains the patient's account number.

NAME (DISPLAY ONLY)
This field contains the patient's name in the LAST,FIRST MIDDLE format.

AGE (DISPLAY ONLY)
This field contains the patient's age. The following are examples of codes you may see:

41Y - 41 years

13M - 13 months (if under two years old)

4D - 4 days (if under two months old)

S (DISPLAY ONLY)
This field contains the patient's sex (M for male or F for female).

PC (DISPLAY ONLY)
This field contains the patient's classification (for example, BRD - Board Member).

I (DISPLAY ONLY)
If the bed is occupied by a patient requiring isolation, this field contains the hospital-defined isolation code (for example, A-BLOOD & ENTERIC, B-BLOOD PRECAUTIONS).

TYP (DISPLAY ONLY)
This field contains the patient's patient type (for example, I/P, O/P).

LOS (DISPLAY ONLY)
This field contains the patient's length of stay.

For newly admitted inpatients (same day), the length of stay displays in hours and minutes. Once a patient has been in a bed past midnight, the LOS is displayed in days.

For outpatients in beds, the length of time displays in hours and minutes. For inpatients, hours and minutes display if it is the day of admission. Inpatients who have been in a bed past their day of admission display their length of stay in days.

Physician Patient List

This function displays specific information regarding patients for which the selected doctor (or doctor group) is the attending and/or consulting doctor, as well as a census total.

After you select the Physician Patient List option, you can enter the code of a specific physician or select from the list of physicians displayed. Enter an asterisk (*) to display the census for doctors who have been overridden. This applies only to outpatients in bed patient's override physicians.

After you identify a physician, the system displays the following screen:

```
                    General Hospital Physician Patient List Processor
 1-WALKER,BEN MD    3                          Thu Mar 24, 1994 10:30 am
 Stn Room-Bed Unit Number     Name            Age S PC  I Attending Phys
 1E  2101-01 0000-0024-06   SMITH,JOHN B      30Y M     B WILLIAMS,DAVID MD
 1E  2103-01 0000-0024-11  *QUINCY,MARY       25Y F       WALKER,BEN MD            i
 1E  2102-01 0000-0124-18   HAINES,FRANK S    45Y M BRD   AMES,VINCENT MD
```

Field Explanations

For an explanation of the fields on this screen, refer to the Field Explanations for the Station Census option.

NOTES:

- The admitting doctor is frequently defaulted to be the patient's attending doctor. However, the attending doctor can be modified at the nurse stations through the Patient Revision function.

- A special character beside the patient's name indicates that the patient requested a publicity restriction. These restriction codes are hospital defined and maintained.

- If a physician or group is attending to more than 18 patients, the system displays the *Press NL--* prompt until all patients have been displayed.

- The last character on the right side of the screen may be a lower case *i* which indicates that the patient has an intent to discharge or intent to transfer status.

- The last character on the right side of the screen may be a lower case letter other than *i*. This letter indicates that the patient occupying the bed is an

outpatient in bed type. The associated indicators are defined by the hospital in the Patient Type table.

- The patients display in *Walk Order* as determined in the Location File table.

- The census count of the physician is displayed to the right of the physician name. The count increments as each screen of patients is displayed.

Denomination Census

This function displays specific information on patients who have been identified as belonging to the selected denomination, as well as a census total.

NOTE: The Denomination Table is used at the Master MPI level. McKesson suggests that this table be shared between facilities when possible. For more information, see the *Tables Volume* of the *STAR Patient Care Reference Guide*.

```
                    General Hospital Denomination Census Processor
 BAP-BAPTIST    3                                    Mon Apr 02, 1990 01:47 pm
Stn Room-Bed  Name            Age S PC  I Clergy Req.  Attending Phys.
1E  2101-01   SMITH,JOHN B    30Y M     B                WILLIAMS,DAVID MD
1E  2103-01  *QUINCY,MARY     25Y F        COMMUNION     WALKER,BEN MD
1E  2102-01   HAINES,FRANK    45Y M BRD                  AMES,VINCENT MD
```

Field Explanations

CLERGY REQUEST (DISPLAY ONLY)
This field defines the patient's specific clergy request.

For an explanation of the remaining fields on this screen, refer to the Field Explanations for the Station Census option.

NOTES:

- A special character beside the patient's name indicates that the patient requested a publicity restriction. These restriction codes are hospital-defined and maintained.

- If there are more than 18 patients of the same denomination on a station, the system displays the *Press NL--* prompt until all patients have been displayed.

- The last character on the right side of the screen may be a lower case *i* which indicates that the patient has an intent to discharge or intent to transfer status.

- The last character on the right side of the screen may be a lower case letter other than *i*. This letter indicates that the patient occupying the bed is an outpatient in bed type. The associated indicators are defined by the hospital in the Patient Type table.

- The census count of the denomination is displayed to the right of the denomination abbreviation. The count increments as each screen of patients is displayed.

- The patients display in *Walk Order* as determined in the Location File table.

Church Census

This function displays specific information about patients who have been identified as belonging to the selected church, as well as a census total.

NOTE: The Church Table is used at the Master MPI level. McKesson suggests that this table be shared between facilities when possible. For more information, see the *Tables Volume* of the *STAR Patient Care Reference Guide*.

```
General Hospital Church Census Processor
  123-FIRST BAPTIST OF WHITEHALL   3              Mon Apr 02, 1990 01:50 pm
 Stn Room-Bed  Name            Age S PC  I Clergy Req   Attending Phys
 1E  2101-01   SMITH,JOHN B    30Y M    B              WILLIAMS,DAVID M
 1E  2103-01  *QUINCY,MARY     25Y F        COMMUNION   WALKER,BEN MD  i
 1E  2102-01   HAINES,FRANK S  45Y M BRD               AMES,VINCENT MD
```

Field Explanations

CLERGY REQUEST (DISPLAY ONLY)
This field defines the patient's specific clergy request.

For an explanation of the remaining fields on this screen, refer to the Field Explanations for the Station Census option.

NOTES:

- All patients associated with a specific church also display under that church's associated denomination census.

- A special character beside the patient's name indicates that the patient requested a publicity restriction. These restriction codes are defined and maintained by the hospital.

- The system displays 18 beds per screen. The system displays the Press *NL--* prompt until the entire census has been displayed.

- The last character on the right side of the screen may be a lower case *i* which indicates that the patient has an intent to discharge or intent to transfer status.

- The last character on the right side of the screen may be a lower case letter other than *i*. This letter indicates that the patient occupying the bed is an outpatient in bed type. The associated indicators are defined by the hospital in the Patient Type table.

- The census count of the church is displayed to the right of the church name. The count increments as each screen of patients is displayed.

- The patients display in *Walk Order* as determined in the Location File table.

Isolation Census

This function displays specific information on patients who have been identified with the selected isolation code, as well as a census total.

```
                    General Hospital Isolation Census Processor
 A-BLOOD & ENTERIC   3                          Tue Aug 05, 1986 04:10 pm
Stn Room-Bed Account   Name               Age S PC  I Attending Phys
1E  2101-01  70-00246  SMITH,JOHN B       30Y M      A WILLIAMS,DAVID MD
1E  2103-01  70-00128 *QUINCY,MARY        25Y F      A WALKER,BEN MD           i
1E  2102-01  70-01245  HAINES,FRANK S     45Y M BRD A AMES,VINCENT MD
```

Field Explanations

For an explanation of the fields on this screen, refer to the Field Explanations for the Station Census option.

NOTES:

- A special character beside the patient's name indicates that the patient requested a publicity restriction. These restriction codes are defined and maintained by the hospital.

- The system displays 18 beds per screen. The system displays the *Press NL--* prompt until the entire census has been displayed.

- The last character on the right side of the screen may be a lower case *i* which indicates that the patient has an intent to discharge or intent to transfer status.

- The last character on the right side of the screen may be a lower case letter other than *i*. This letter indicates that the patient occupying the bed is an outpatient in bed type. The associated indicators are defined by the hospital in the Patient Type table.

- The census count of the isolation is displayed to the right of the isolation name. The count increments as each screen of patients is displayed.

- The patients display in *Walk Order* as determined in the Location File table.

Precaution Census

This function displays specific information on patients who have been identified with the selected precaution code, as well as a census total.

```
              General Hospital Precaution Census Processor
 BLD-BLIND    3                                Wed Apr 15, 1987 06:22 pm
 Stn Room-Bed Account        Name              Age S PC  I Attending Phys
 1E  2101-1   110001727093 *KEMP,WILL E        35Y M CML   ADAMS,HAROLD R i
 1E  2101-2   110002637095  WRAY,WILLIAM N     53Y M     A CATHEY,THOMAS G
 1N  1104-2   110002637103 *EVERETT,ELLEN E    26Y F EMP A BIEBL,JONATHAN








 Enter first characters description`-` or code--
```

Field Explanations

For an explanation of the fields on this screen, refer to the Field Explanations for the Station Census option.

NOTES:

- A special character beside the patient's name indicates that the patient requested a publicity restriction. These restriction codes are defined and maintained by the hospital.

- The system displays 18 beds per screen. The system displays the *Press NL--* prompt until the entire census has been displayed.

- The last character on the right side of the screen may be a lower case *i* which indicates that the patient has an intent to discharge or intent to transfer status.

- The last character on the right side of the screen may be a lower case letter other than *i*. This letter indicates that the patient occupying the bed is an outpatient in bed type. The associated indicators are defined by the hospital in the Patient Type table.

- The census count of the precaution is displayed to the right of the precaution name. The count increments as each screen of patients is displayed.

- The patients display in *Walk Order* as determined in the Location File table.

IV Therapy Census

This function displays specific information about patients who have been identified with the selected IV Therapy Code by nursing using the Revise Patient function. This function also displays a census total.

```
                  General Hospital IV Therapy Census Processor
 IV Therapy Census                               Wed Apr 15, 1987 06:30 pm
 Stn Room-Bed Account          Name              Age S PC  I  Attending Phys
 1E  3201-02  100001927095     HOLMES,LARRY H    63Y M        KELLY,JOSEPH  i
 1E  2101-01  100000239095     SMITH,JOHN B      42Y M        WILLIAMS,DAVID






        
        

 Enter first characters description`-` or code--
```

Field Explanations

For an explanation of the fields on this screen, refer to the Field Explanations for the Station Census option.

NOTES:

- A special character beside the patient's name indicates that the patient requested a publicity restriction. These restriction codes are defined and maintained by the hospital.

- The system displays 18 beds per screen. The system displays the *Press NL--* prompt until the entire census has been displayed.

- The last character on the right side of the screen may be a lower case *i* which indicates that the patient has an intent to discharge or intent to transfer status.

- The last character on the right side of the screen may be a lower case letter other than *i*. This letter indicates that the patient occupying the bed is an outpatient in bed type. The associated indicators are defined by the hospital in the Patient Type table.

- The census count of the IV Therapy is displayed to the right of the IV Therapy name. The count increments as each screen of patients is displayed.

- The patients display in *Walk Order* as determined in the Location File table.

Oxygen Therapy Census

This function displays specific information about patients who have been identified with the selected Oxygen Therapy Code, as well as a census total.

```
              General Hospital Oxygen Therapy Census Processor
  CPY-CANOPY    2                                  Wed Apr 15, 1987 06:37 pm
  Stn Room-Bed Account       Name                  Age S PC  I Attending Phys
  1E  2101-2   110002637095  LANYER,EMILIA A       53Y M     A CATHEY,THOMAS G
  1N  1104-2   110002637103 *EVERETT,ELLEN E       26Y F EMP A BIEBL,JONATHAN i




















   Enter first characters description`-` or code--
```

Field Explanations

For an explanation of the fields on this screen, refer to the Field Explanations for the Station Census option.

NOTES:

- A special character beside the patient's name indicates that the patient requested a publicity restriction. These restriction codes are defined and maintained by the hospital.

- The system displays 18 beds per screen. The system displays the *Press NL--* prompt until the entire census has been displayed.

- The last character on the right side of the screen may be a lower case *i* which indicates that the patient has an intent to discharge or intent to transfer status.

- The last character on the right side of the screen may be a lower case letter other than *i*. This letter indicates that the patient occupying the bed is an outpatient in bed type. The associated indicators are defined by the hospital in the Patient Type table.

- The census count of the Oxygen Therapy is displayed to the right of the oxygen therapy name. The count increments as each screen of patients is displayed.

- The patients display in *Walk Order* as determined in the Location File table.

Discharge Census

This function enables you to display or prirt the discharges since midnight by inpatient status, outpatient status, or both.

After you select the Discharge Census, the system displays the following prompt:

Enter (I)Inpatients, (O) Outpatients or (B) Both [B]--

If you enter **B** for Both, the system displays the following screen:

```
                 General Hospital Discharge Census Processor
Discharges Census            IN-      OUT-   2      Fri Jun 19, 1992 02:25 pm
Patient Name              Type D/C From       Age S Status  D/C Physician
CHARTON,VIRGINIA          O/P  O/P            80Y F SYSTEM  BROCK,DERRICK
SMITH,CHARLES             I/P  IE  2104-2     32Y M AGAINST CULP,ANDREW




 
 



 Press NL--
```

Field Explanations

IN- (DISPLAY ONLY)
This contains the number of inpatients displayed.

OUT- (DISPLAY ONLY)
This contains the number of outpatients displayed.

NAME (DISPLAY ONLY)
The patient's name displays in this field.

TYPE (DISPLAY ONLY)
The patient type displays in this field.

D/C FROM (DISPLAY ONLY)
This field displays the station room and bed for an inpatient or an outpatient in bed, or it displays the patient type if this is a regular outpatient.

AGE (DISPLAY ONLY)
The patient's age is displayed. The following are examples of codes you may see:

    41Y - 41 years
    13M - 13 months (if under two years old)
    4D   - 4 days (if under two months old)

S(EX) (DISPLAY ONLY)
M or F is displayed to show the sex of the patient occupying the bed.

STATUS (DISPLAY ONLY)
This field displays the status of the discharge or disposition.

D/C PHYSICIAN (DISPLAY ONLY)
This field displays the name of the discharging physician. For outpatients, it displays the attending physician.

Alphabetic Census

This function uses the patient restriction criteria if it is set up in the facility. After you select the Alphabetic Census, the system prompts you to enter the station code. If your CRT has access to more than one station, you may select multiple stations or all.

The system displays the following screen. All patients residing on the selected nurse stations are displayed in alphabetical order.

```
                 General Hospital Alphabetic Census Processor
 Alphabetic Census            IN-  5   OUT-         Fri Jun 19, 1992 02:24 pm
 Stn Room-Bed Account         Name                  Age S PC  I Attending Phys
 1E  2102-2   92133-00001     BENNETT,BARBARA        33Y F       ANDREW,TRISH
 1E  2106-1   92021-00003     BOWDENS,MICHAEL J      33Y M    R LEES,JACK R
 1E  2101-2   92071-00002     CRAMER,ROBERT          24Y F       FAGIN,DAVID R
 1E  2101-1   92066-00001     FRENCH,PAT             68Y F       TEST,AGAIN
 1E  2108-1   92150-00001     HELPE,WILLY             3M M       ZELLER,HECTOR










 Press NL
```

Field Explanations

IN- (DISPLAY ONLY)
This contains the number of inpatients displayed.

OUT- (DISPLAY ONLY)
This contains the number of outpatients displayed.

STN (DISPLAY ONLY)
The nurse station for this census displays.

ROOM-BED (DISPLAY ONLY)
The number of each list room and bed on the station is displayed. If a room and bed is defined in the location file as a *no list* bed, it does not display on this census unless it is occupied.

ACCOUNT (DISPLAY ONLY)
If the bed is occupied, the patient's account number displays here. If the bed is not occupied, one of the hospital defined status codes is displayed (for example, RDY-Bed Ready, N/R-Bed Not Ready, NRR-Not Ready Reserved).

NAME (DISPLAY ONLY)
The patient's name is displayed in the format of LAST NAME,FIRST MIDDLE. Any associated hospital-defined and controlled publicity indicator displays to the left of the patient name. If three asterisks (***) are displayed in this column, and the nursing station the patient is resident in, and/or if their associated patient type is set up as being restricted, the viewing monitor or terminal is set up to not display restricted patients.

AGE (DISPLAY ONLY)
The patient's age is displayed. The following are examples of codes you may see:

    41Y - 41 years
    13M - 13 months (if under two years old)
    4D   - 4 days (if under two months old)

S(EX) (DISPLAY ONLY)
M or F is displayed to show the sex of the patient occupying the bed.

PC (DISPLAY ONLY)
The hospital-defined patient classification is displayed here (for example, BRD - Board Member).

I(SOLATION) (DISPLAY ONLY)
If the bed is occupied by a patient requiring isolation, the hospital determined Isolation Code is displayed here (for example, A-BLOOD & ENTERIC, B-BLOOD PRECAUTIONS).

ATTENDING PHYSICIAN (DISPLAY ONLY)
The name of the Attending Physician is displayed from the Attending Physician field entered by Admissions, or Nursing on the Revise Patient function.

Census Summary

This function displays all the defined stations for the selected facility with a count of occupied beds and vacant beds, as well as the total of both the occupied and vacant beds.

```
                General Hospital Census Summary Processor
 Census Summary                                Mon Apr 02, 1990 02:00 pm
 Station  Occ  Vac  OP  Total Station  Occ  Vac  Total Station  Occ  Vac OP Total
    1E      5   35       40
    1N     37    3       40
    1S     13   27       40
    2E     22   18   2   40
    2N     40    0       40
    2S      2   38       40
    1W      2   38   2   40
    2G     10   30       40
    3R      8   32   1   40
    3G     15   25       40

 Total    154  246   5  400
```

If your hospital uses WEM, and your workstation and ID have been set up to enable its use, the following prompt is displayed:

Graph this data? (Y/N) [N]--

If you enter Y for yes, a three-dimensional stacked column graph displays representing the number of beds occupied, vacant, and outpatients for each station. The total number of beds for each station displays at the top of each column.

Field Explanations

STATION (DISPLAY ONLY)
The station codes established in the Location File display for that facility are displayed here.

OCC (DISPLAY ONLY)
The number of occupied beds displays. This includes inpatients and outpatients in beds.

VAC (DISPLAY ONLY)
The number of vacant beds displays. These are beds defined in the Location File as count when unoccupied (Count = Yes).

OP (DISPLAY ONLY)
The number of occupied beds in the previous column occupied by outpatients displays. This number is included in the occupied total so it is not added into the Total column again.

TOTAL (DISPLAY ONLY)
The total number of occupied and vacant beds displays.

NOTES:

- The Census Summary can display up to 45 stations per screen. The grand total of each column displays at the bottom of the screen.

- The nurse stations display in the order designated and controlled by the hospital in the Update Census Summary Order function of the Location File.

Daily Patient Process Review

The Daily Patient Process Review function is listed under the Census functions and displays online Admission, Discharge, and Transfer type reports. The types of information that can be displayed are as follows:

```
                General Hospital Daily Patient Process Review Processor
                                            Mon Apr 02, 1990 02:15 pm

 Page:01
 ( 1) CAD-Cancel I/P Admissions
 ( 2) CDS-Cancel I/P Discharges
 ( 3) CRG-Cancel O/P Admissions
 ( 4) CPT-Change Patient Type
 ( 5) ADM-I/P Admissions
 ( 6) DIS-I/P Discharges
 ( 7) M/R-MPI Additions
 ( 8) REG-O/P Admissions
 ( 9) OPD-Outpatient Dispositions
 (10) OPB-Outpatient In Bed
 (11) SDS-Series Discharges
 (12) TRN-Transfers




 Enter choice--
```

The online display shows up-to-the-minute admissions, discharges, transfers, and so on for the current day. These reflect any activity since midnight. The following fields display on each report:

- Patient Account Number

- Patient Name (with Publicity Indicator)

- Unit #

- Patient Type

- Attending Physician

- Status

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Each of these fields displays the patient's most recent information for the account number the transaction belongs to. The Name, Unit Number, Patient Type and Attending Physician display the patient's current information for that account.

In environments such as STAR Financials or HealthQuest Patient Accounting where the original account number is retained regardless of the patient movement through the system and the hospital, this information is accurate and up to the minute.

In other words, the final ER Attending Physician displays with the patient type of ER, and a Can status in the O/P Admission displays. This occurs even if the current patient type is I/P. The patient appears on the I/P Admission display with the new account number and the most recent information concerning that visit.

The Status field shows the following possible statuses. These are described in the hierarchical order in which the status displays.

Dis	This status stands for Discharged, and displays if the patient's account is currently in a discharged state. Outpatients only display this status if they have been dispositioned with a disposition type that is considered final, or if they are a Series type that has been discharged. Any account transaction currently in a discharged state always displays this status.
Can	This status stands for Cancelled, and displays only if the displayed transaction has been subsequently cancelled. In other words, the Cancel displays never show a status of Can since the cancel transaction has not been cancelled. However, for every account that appears on the Cancel displays, their associated Admission or Discharge, for example, would display a Can status.
Pat	This status indicates that the account is currently a Preadmission Testing patient type. This occurs only for those accounts that are currently a patient type that has the PAT field set to Yes in the Patient Type table. This applies to inpatients as well as outpatients.
Pre	This status indicates that the account is currently a Preadmission patient type. This occurs only for those accounts that are currently a patient type that has the PRE field set to Yes in the Patient Type table. This applies to inpatients as well as outpatients.
Adm	This status indicates that the account is currently in an active admission status. This indicates an account whose current transaction can be cancelled (Admission or OP Admission), but has not been cancelled.

Transactions that are logged to the online Displays that do not fit any of the above statuses display a blank status.

These online displays of the transactions that have been performed in the system since midnight, display for any account as many times as the transactions are performed. In other words, if a patient is transferred ten times that day, then ten entries appear on the TRN-Transfer display. The only exceptions to this are the I/P and O/P Admission

displays. They only display once per account, even if the patient was Admitted as a PAT and subsequently admitted the same day. This only displays the final admission transaction.

Each display option is described following.

As part of the screen heading for each online display of transactions, a total displays. This is the net total number of that transaction type. This total can differ from what is actually in the detail because the transaction file is constantly being updated, but the detail displays all occurrences, including those that have been cancelled.

On each screen, the display sequence is in order of occurrence (for example, the first patient admitted for that day is the first to display). Each patient on the report can be selected for further review. By selecting a patient, the visit-specific Revise Admission information displays as well as the Medical page from the Revise Patient Nursing function, and the Visit History Display, and the Physician of Record screen from the MPI. This is view only information, and cannot be edited. The following screen is displayed when a patient is selected. Any of the options from the sub-menu can be selected and viewed for further patient detail. This can be accessed from each of the displays, but is detailed only for CAD - Cancel I/P Admissions.

CAD - CANCEL I/P ADMISSIONS

Each Inpatient Admission that had a cancellation subsequently performed displays under this selection. Inpatient types that are changed and require a new account number display on this report since a cancellation is performed by the system automatically. Any time the Cancel Admission screen is displayed during the Change Patient Type process, the account is logged to this display. Examples of this are patient type changes from an Inpatient to an Outpatient, or Preadmission Testing Patient, or to another Inpatient type if a new account number is assigned as described above. For example, if an inpatient is admitted in error and the patient type is changed to an outpatient, the patient displays here. This screen shows the current patient type and the original account number. If the Cancel Admission function is used, those patients display on this screen as well. The following is an example of this screen:

```
              General Hospital Daily Patient Process Review Processor
                                              Wed Mar 23, 1994 01:22 pm

Page:01  Cancel I/P Admissions                                  Total = 4
    Patient #        Name             Unit #       Pt  Att Physician     Status
( 1) 94082-00001    CRUMLY,DONNA ANN  000000042    I/P ADAMS,HAROLD R
( 2) 94082-00002    CYNDER,CINDY      000000013    I/P ADAMS,HAROLD R
( 3) 94082-00003    SHECK,LARRY       000000027    I/P ADAMS,HAROLD R
( 4) 94082-00004    FLINT,EARL EDWARD 000000016    I/P ADAMS,HAROLD R




    Enter choice--
```

If the displayed transaction's associated number is entered, additional information regarding that patient can be viewed in an edit only mode. This process can be performed for any of the Daily Patient Process Review display screens.

Once the number is entered, the following submenu displays enabling you to view further information regarding that account's visit:

```
           General Hospital Daily Patient Process Review Processor
                                        Wed Mar 23, 1994 01:23 pm
  No.          Name          Sex   BD     Room     Physician     SVC    Status
94082-00001   CRUMLY,DONNA    F   09/23/55 4W 3202-1ADAMS,HAROLD  MED    I/P
           Option No.  Option
           ---------------------------------------
              1        Patient Information
              2        Patient Employer Page
              3        Guarantor Information
              4        Guarantor Employer Page
              5        Relative One Page
              6        Relative One Employer Page
              7        Relative Two Page
              8        Insurance Process
              9        UB Information
             10        Medical Information
             11        Miscellaneous Page
             12        User Defined Fields
             13        Visit History
             14        Medical Page/Nursing
             15        Physician Page

Enter option number--
```

CDS - CANCEL I/P DISCHARGES

This report lists the patients whose discharge has been cancelled. Any patient processed through the Cancel Discharge function displays on this report. The following is an example of this report:

```
           General Hospital Daily Patient Process Review Processor
                                        Mon Apr 02, 1990 02:16 pm

 Page:01  Cancel I/P Discharges                          Total = 1
     Patient #     Name              Unit #     Pt  Att Physician     Status
 ( 1) 90092-00004   HABER,ED          0000164    I/P ZDONCZYK,DANIEL E








   Enter choice--
```

CRG - CANCEL O/P ADMISSIONS

Each Outpatient Admission that had a cancellation subsequently performed displays under this selection. Outpatient types that are changed and require a new account number display on this report since a cancellation is performed by the system automatically. Any time the Cancel Admission screen is displayed during the Change Patient Type process, the account is logged to this display. Examples of this are patient type changes from an Outpatient in Bed to any other Outpatient type that is not an In Bed type, an Outpatient to a Preadmission Testing patient, or to another outpatient type if a new account number is assigned as described above. Additionally, any time an outpatient is subsequently admitted as an inpatient, the system automatically logs a Cancellation transaction if the account number changes. This occurs even though the cancel screen does not display. This screen shows the latest patient type for the associated (original) account number. If the Cancel Admission function is utilized, those patients display on this screen as well.

Patients whose status displays as Dis are patients who have been dispositioned with a final disposition status.

The following is an example of this screen:

```
                 General Hospital Daily Patient Process Review Processor
                                              Mon Apr 02, 1990 02:16 pm

 Page:01  Cancel O/P Admissions                            Total = 2
     Patient #      Name                  Unit #      Pt  Att Physician      Status
 ( 1) 90092-00107   MEDER,CANDY           0382493     O/P BANKS,DAVID W
 ( 2) 90092-00002   LANE,MEG              0000003     ER  SATCHER,DOUGLAS    Dis








     Enter choice--
```

CPT - CHANGE PATIENT TYPE

Any patient who has had their patient type changed appears on this display. The patient displays with their latest account number and patient type. For example, if an emergency room patient is admitted to the hospital, the inpatient's account number and patient type display. A patient appears as many times as their patient type changes. Accounts display when the Change Patient Type screen is displayed.

The following is an example of this report:

```
                General Hospital Daily Patient Process Review Processor
                                        Mon Apr 02, 1990 02:16 pm

 Page:01  Change Patient Type                              Total = 1
     Patient #       Name                Unit #      Pt  Att Physician      Status
 ( 1) 90092-00002    LANE,MEG            0000003     I/P SATCHER,DOUGLAS













     Enter choice--
```

ADM - I/P ADMISSIONS

Each admission into the hospital that day is displayed. This only displays inpatients.

The Status column displays an abbreviation if the inpatient's status has changed. For example, if the patient has been discharged, Dis displays in the Status field. The following is an example of this report:

```
                General Hospital Daily Patient Process Review Processor
                                        Mon Apr 02, 1990 02:17 pm

 Page:01  I/P Admissions                                  Total = 3
     Patient #       Name                Unit #      Pt  Att Physician      Status
 ( 1) 90092-00001    JONES,SAM           0000163     I/P BAKIN,GRANT R      Adm
 ( 2) 90092-00002    LANE,MEG            0000003     I/P SATCHER,DOUGLAS     Can
 ( 3) 90092-00004    HABER,ED            0000164     I/P ADAMS,PAUL         Adm










     Enter choice--
```

DIS - I/P DISCHARGES

Those inpatients who have been discharged display on this report. Patients are discharged using the Discharge function. The Status field reflects the current status of

the patient. Dis indicates a discharge. Can indicates the discharge has been cancelled. The following is an example of this report:

```
                General Hospital Daily Patient Process Review Processor
                                            Mon Apr 02, 1990 02:17 pm

 Page:01  I/P Discharges                                    Total = 2
     Patient #       Name               Unit #      Pt  Att Physician      Status
 ( 1) 90092-00021   MEDSIMMONS,BABY GIR  0382487     I/P ABELLERA,ELIGIO Q Dis
 ( 2) 90092-00004   HABER,ED             0000164     I/P ADAMS,PAUL        Can




 




     Enter choice--
```

M/R - MPI ADDITIONS

All patients who are added (admitted) to the system and received a new unit number during the day appear on this display. This includes inpatients and outpatients. If a patient has their patient type changed, the original account number and patient type display for the patient. Also, if an outpatient has a final disposition, Dis displays in the Status field and also for inpatients who are discharged. Patients who are admitted from history do not display. The following is an example of this report:

```
                General Hospital Daily Patient Process Review Processor
                                            Mon Apr 02, 1990 02:18 pm

 Page:01  MPI Additions                                     Total = 2
     Patient #       Name               Unit #      Pt  Att Physician      Status
 ( 1) 90092-00021   MEDSIMMONS,BABY GIR  0382487     I/P ABELLERA,ELIGIO Q Dis
 ( 2) 90092-00004   HABER,ED             0000164     I/P ADAMS,PAUL        Can




 




     Enter choice--
```

REG - O/P ADMISSIONS

Outpatients who are admitted to the hospital are displayed here. All types of outpatients display on this report.

The Status field displays an abbreviation of the current status of the patient. For example, if an emergency room patient has been dispositioned, Dis displays in this column (if the disposition is a final discharge disposition). If an outpatient type is changed to a new patient type and the account number changes, Can displays in the Status field. The following is an example of this report:

```
                  General Hospital Daily Patient Process Review Processor
                                             Mon Apr 02, 1990 02:18 pm

 Page:01  O/P Admissions                                    Total = 4
     Patient #      Name              Unit #    Pt  Att Physician      Status
 ( 1) 90092-00003  SMITH,JANE         0382439   ER  ABELLERA,ELIGIO Q Adm
 ( 2) 90092-00007  MEDER,CANDY        0382493   O/P BANKS,DAVID W     Can
 ( 3) 90092-00151  SIM,ELLEN          0382422   OPO FELDMAN,PAUL D    Adm
 ( 4) 90092-00002  LANE,MEG           0000003   ER  SATCHER,DOUGLAS   Dis




     Enter choice--
```

OPD - OUTPATIENT DISPOSITIONS

Outpatients who are dispositioned appear on this report. This includes those patients who have a final and not final disposition. Patients who have a final disposition have a status displayed as Dis. Patients whose disposition is not final have a blank status. Any outpatient automatically discharged as a function of midnight processing does not appear. The following is an example of this report:

```
                  General Hospital Daily Patient Process Review Processor
                                             Mon Apr 02, 1990 02:19 pm

 Page:01  Outpatient Dispositions                           Total = 1
     Patient #      Name              Unit #    Pt  Att Physician      Status
 ( 1) 90092-00002  LANE,MEG           0000003   ER  SATCHER,DOUGLAS   Dis




     Enter choice--
```

OPB - OUTPATIENT IN BED

This report only lists outpatients who have been placed in a bed. If the patient has a final disposition, Dis displays in the Status column. The following is an example of this report:

```
              General Hospital Daily Patient Process Review Processor
                                           Mon Apr 02, 1990 02:20 pm

Page:01  Outpatient In Bed                                    Total = 1
     Patient #      Name               Unit #      Pt  Att Physician     Status
( 1) 90092-00151   SIM,ELLEN          0382422      OPO FELDMAN,PAUL D










     Enter choice--
```

SDS - SERIES DISCHARGES

This report lists the patients whose patient type is defined as recurring and who are discharged through the Series Discharge function. The following is an example of this report:

```
              General Hospital Daily Patient Process Review Processor
                                           Mon Apr 02, 1990 02:20 pm

Page:01  Series Discharges                                   Total = 1
     Patient #      Name               Unit #      Pt  Att Physician     Status
( 1) 90092-00047   SERMAON,JANICE     0000165      SER ZDONCZYK,DANIEL E Dis










     Enter choice--
```

TRN - TRANSFERS

Any inpatient or outpatient in a bed who has been transferred displays on this report. If a patient is transferred multiple times in a day, they appear multiple times on this report. The following is an example of this report:

```
              General Hospital Daily Patient Process Review Processor
                                        Mon Apr 02, 1990 02:21 pm

 Page:01  Transfers                                       Total = 1
     Patient #      Name              Unit #     Pt  Att Physician     Status
 ( 1) 90092-00151   SIM,ELLEN         0382422        OPO FELDMAN,PAUL D




     Enter choice--
```

Dietary Census

The Dietary Census option enables you to display a variety of dietary reports for the station you select. You can display any of the following reports:

- Diet Census Report

- Nourishments Census Report

- Hold Diets Census Report

- Hold Nourishments Census Report

- No Diet Census Report

- Modifiers Census Report

You can select a report that focuses on only diets or nourishments that are on Hold, on specific diets or nourishments, on patients who have no assigned diet, or a list of the available modifiers. Each report includes totals for the item selected (for example, the total number of the diets on Hold).

You can display only one report at a time. Once you select a report, the system changes the remaining field entries to *No* (not to display).

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After you select the Dietary Census menu option, the following screen is displayed:

```
                   General Hospital Dietary Census Processor
 Dietary Census                                    Thu Mar 10,1994 05:54 pm

 ( 1)Station                  : Station: 1 EAST
 ( 2)Diet                     : All
 ( 3)Nourishments             : No
 ( 4)Hold Diets               : No
 ( 5)Hold Nourishments        : No
 ( 6)No Diet                  : No
 ( 7)Modifiers                : No




 Accept this screen? (Y/N) [Y]--
```

Field Explanations

1. STATION (4-AN-R or TABLE LOOKUP)
If you access the Dietary Census from a nursing station, this field automatically displays the station name and you cannot access this field.

If you access the function from a department, the following prompt is displayed:

Enter station, '' station group, '-' for list or 'A'll [1E]--*

You have the following options:

- To select a station, enter the station code.

   NOTE: If there are secondary stations defined for the nursing CRT in the CRT Names table, the primary station displays as the default in the prompt. You can perform a table lookup and select from a list of the available secondary stations.

- To select a station group, enter asterisk (*) and the station group code.

- To display a table of available stations and station groups, perform a table lookup and make your selection.

- To select all stations, enter **A** for All.

2. DIET (4-AN-R or TABLE LOOKUP)
This field enables you to display a Diet Census Report. You select the primary diet(s) you want to display on the census report. The following prompt is displayed:

Enter description '-', diet codes sep. by ',' or 'A'll--

You have the following options:

- To select a different census report, press ENTER.

- To display a table of available primary diets, perform a table lookup by entering part or all of the description and hyphen (-) and select the diets.

- To select specific SIM items that are diets, enter the SIM code(s) separated by commas.

- To select all diets, enter **A** for All. This option sorts the report by diet, station, room-bed, and patient name.

If you select more than one primary diet, the word *Multiple* displays in the field.

3. NOURISHMENTS (4-AN-R or TABLE LOOKUP)
This field enables you to display a Nourishments Census Report. You select the nourishments you want to display on the census report. The following prompt is displayed:

> *Enter first letters of description '-', item codes sep. by ',' or 'A'll--*

You have the following options:

- To select a different census report, press ENTER.

- To display a table of nourishments that are built as SIM items, perform a table lookup by entering part or all of the description and hyphen (-) and select the nourishments.

  NOTE: If you want to display a report on free-form nourishments, use the All option. The table lookup includes only nourishments built as SIM items.

- To select specific SIM items that are nourishments, enter the SIM code(s) separated by commas.

- To select all nourishments that are built as SIM items, enter **A** for All. This option sorts the report by nourishment, station, room-bed, and patient name.

If you select more than one nourishment, the word *Multiple* displays in the field.

4. HOLD DIETS (1-A-R)
This field enables you to display a Hold Diets Census Report. The following prompt is displayed:

> *Report on diets with hold status? (Y/N) [N]--*

To print a report of the diets that are on Hold, enter **Y** for Yes. To print one of the other Dietary Census reports, enter **N** for No, or press ENTER.

5. HOLD NOURISHMENTS (1-A-R)
This field enables you to display a Hold Nourishments Census Report. The following prompt is displayed:

>   *Report on nourishments with hold status? (Y/N) [N]--*

To display a report of the nourishments that are on Hold, enter **Y** for Yes. To display one of the other Dietary Census reports, enter **N** for No, or press ENTER.

6. NO DIET (1-A-R)
This field enables you to display a No Diet Census Report. The following prompt is displayed:

>   *Report on patient with no diet orders? (Y/N) [N]--*

To display a report of the patients who have not been assigned a diet, enter **Y** for Yes. To display one of the other Dietary Census reports, enter **N** for No, or press ENTER.

7. MODIFIERS (4-AN-R or TABLE LOOKUP)
This field enables you to display a Modifiers Census Report. You select the modifiers you want to display on the census report. The following prompt is displayed:

>   *Enter description '-', diet codes sep. by ',' or 'A'll--*

You have the following options:

   •   To display a table of available modifiers, perform a table lookup by entering part or all of the description and hyphen (-) and select the modifiers.

   •   To select specific SIM items that are modifiers, enter the SIM code(s) separated by commas.

   •   To select all modifiers, enter **A** for All. This option sorts the report by modifier, station, room-bed, and patient name.

If you select multiple modifiers, the word *Multiple* displays in the field.

After you accept the screen, the system displays the message *Compiling!* and then displays the dietary census you requested. Examples of each of the reports that display are shown following. In addition to displaying the reports, you can also print the census reports.

DIET CENSUS

The following screen shows an example of the Diet Census that displays:

```
                 General Hospital Dietary Census Processor
Total    4                                    Fri Mar 11,1994 09:43 am
Primary Diet:  13 - CLEAR LIQUID - PD
Stn Room-Bed Account        Name                   Age S PC  I Attending Phys
1E  2101-02  9401-100-001 @TESTA,ANN               93Y M BRD   FAIRBANKS,ED
1E  2104-01  9401-000-005  BISHOP,JOHN             29Y M BRD   JOHNSON,LOIS
LD  LD-05    9333-300-001  MEADOWS,GINA            29Y F       ADAMS,FRANK
PED 4105-01  9330-600-001  JONES,JESSICA           10Y F       ADAMS,FRANK




















   Press NL--
```

The Diet Census includes the patients who have the primary diet(s) you selected, for the station(s) you specified The report includes the total number of patients who have the primary diet(s). Press ENTER when you finish viewing the census.

NOURISHMENTS CENSUS

The following screen shows an example of the Nourishments Census that displays:

```
                 General Hospital Dietary Census Processor
Total   13                                    Fri Mar 11, 1994 09:53 am
Nourishments:  1014 - ENSURE 8 OZ. CHOCOLATE DRINK
Stn Room-Bed Account        Name                   Age S PC  I Attending Phys
1E  0301-02  93152-00002  TESTA,ED                 35Y M       TRULUCK,RICHAR
1E  1N1-1    93228-00001  ROBERTS,FRED HOWARD      32Y M PHL   ADAIR,FRANKLIN
1E  1N1-4    93043-00002  LEEDS,LYNNA JEAN         83Y F       DADAY,JOSEPH
1E  2101-1   93032-00002  SISEMAN,BEN DALLAS       36Y M     A ORDINS,STEVEN
1E  2101-3   93232-00005  HEMPE,LULA MAY            8M F       COLEMAN,MICHAE
1E  2111-1   93194-00001  SHEN,MEL                 38Y F       ALDEN,JOHN F
1E  2112-1   94021-00003  ANDERSON,JASON C         30Y M       TRULUCK,RICHAR
1E  2114-1   93146-00001  NORADI,PAM               31Y F CML   GREEN,KATHRYN
1N  1120-1   93158-00001  SILVAN,NANCY             93Y F       TRULUCK,RICHAR
1N  1120-2   93335-00007  NILVA,JANE                7M F       TRULUCK,RICHAR
4S  102-A    93287-00001  JEFFERS,DONALD           42Y M       ADAMS,HAROLD R
4S  103-A    94028-00001  LARGE,DIANNE             60Y F       LEES,JACK R
1E  2107-1   93239-00001  ALLEN,DENNIS             90Y M       COLEMAN,MICHAE

   Press NL--
```

The Nourishments Census includes the patients who receive the nourishment(s) you selected, for the station(s) you specified. The report includes the total number of patients who receive the nourishment(s).   Press ENTER when you finish viewing the census.

HOLD DIETS CENSUS

The following screen shows an example of the Hold Diets Census that displays:

```
                    General Hospital Dietary Census Processor
1E 1 EAST                                         Fri Mar 11, 1994
09:50 am
Hold Diet: 1
Stn Room-Bed Account        Name                  Age S PC  I Attending Phys
1E  2103-02  9304-000-004  SIMMONS,ED             92Y F       SCOTT,EDWARD D










    Press NL--
```

The Hold Diets Census includes the patients whose primary diet is on Hold, for the stations you specified The report includes the total number of patients who have their primary diet on Hold.   Press ENTER when you finish viewing the census.

HOLD NOURISHMENTS CENSUS

The following screen shows an example of the Hold Nourishments Census that displays:

```
                    General Hospital Dietary Census Processor
1E 1 EAST                                         Fri Mar 11, 1994 09:51 am
Hold Nourishments: 2
Stn Room-Bed Account        Name                  Age S PC  I Attending Phys
1E  2102-01  9333-500-001  PEOPLES,GAIL           93Y F       FOSTER,WAYNE
1E  2102-02  9303-500-001  LARSON,MARY E          48Y F       LEES,JACK R









    Press NL--
```

The Hold Nourishments Census includes the patients who have any nourishments on Hold, for the stations you specified. The report includes the total number of patients who have nourishment(s) on Hold.   Press ENTER when you finish viewing the census.

NO DIET CENSUS

The following screen shows an example of the No Diet Census that displays:

```
                    General Hospital Dietary Census Processor
PED PEDIATRICS                                      Fri Mar 11, 1994 09:52 am
No Diet: 9
Stn Room-Bed Account        Name                    Age S PC  I Attending Phys
PED 4101-01  9304-600-003   WENTHER,BETSY           45Y F       EDWARDS,DON
PED 4101-02  9304-600-002   WISSMANN,SUSAN          45Y F CML   ADAIR,FRANK C
PED 4102-01  9304-600-004   FARMER,TERRY            43Y M       LEES,JACK R
PED 4102-02  9404-800-003   SIMONS,LEIGH            14Y F       ADAIR,FRANK C
PED 4103-01  9400-500-001   VONGARDNER,MACY B        4Y F       LEES,JACK R
PED 4103-02  9332-300-002   CASPER,DAVID            19Y M       ADAMS,HAROLD R
PED 4104-01  9316-900-001   WIRKER,KELLY            74Y F       ADAIR,FRANK C
PED 4104-02  9317-200-001   WINSTON,JERRY           74Y F       LEES,JACK R
PED 4105-02  9317-500-001   ABBOTT,SALLY            11M F       BISSON,DON




Press NL--
```

The No Diet Census includes the patients who do not have a primary diet assigned, for the stations you specified The report includes the total number of patients who do not have a primary diet assigned.   Press ENTER when you finish viewing the census.

MODIFIERS CENSUS

The following screen shows an example of the Modifiers Census that displays:

```
                    General Hospital Dietary Census Processor
Total    1                                         Fri Mar 11, 1994 09:54 am
Modifiers 1011 - LOW FAT
Stn Room-Bed Account        Name                    Age S PC  I Attending Phys
1E  2108-01  9406-900-001   JOYCE,KAREN             34Y F       ADAMS,HAROLD R








Press NL--
```

The Modifiers Census includes the patients who have the modifier(s) you selected linked to their primary diet, for the stations you specified. The report includes the total number of patients who have the modifier(s).   Press ENTER when you finish viewing the census.

Print Census

This function enables you to print any of the census types. After selecting Print
Census, the following screen is displayed:

```
             General Hospital Print Census Processor
                                       Mon Mar 21, 1994 04:12 pm
 Print Census Input Options


           Option No.  Option
           --------------------------------------
   Print      1        Station Census
              2        Station Census - Outpatient
              3        LOS Census by Patient Type - Inpatient
              4        LOS Census by Patient Type - Outpatient
              5        LOS Census by Patient Type - Combined
              6        Physician Patient List
              7        Denomination Census
              8        Church Census
              9        Isolation Census
             10        Precaution Census
             11        IV Therapy Census
             12        Oxygen Therapy Census
             13        Alphabetic Census
             14        Discharge Census
             15        Census Summary
             16        Dietary Census
 Enter option number--
```

This screen lists the census types and gives you the opportunity to choose the census
you want to print.

NOTE: For information about printing the LOS Census, see the Print LOS Census
subsection.

After you select the specific census that you want to print, the system displays
additional prompts. After you answer all prompts associated with the selected census
type, the system prints the census. For example, if you choose Station Census, the
system displays the following prompt:

   Enter station code--

Enter the code of a specific station (for example, 1E), or enter a hyphen (-) and select
the desired station(s) from the displayed list. After you identify the desired station(s),
the system displays the following prompt:

   Are you sure you want a list for '1E'? (Y/N) [Y]--

To print the station census, enter **Y**.

Each census type has similar prompts that are self-explanatory when they are
displayed.

NOTES:

- The census prints on the CRT default printer defined in the CRT table, and all census prints are updated online so they are always accurate.

- A special character beside the patient's name indicates that the patient requested a publicity restriction. These restriction codes are hospital- defined and maintained.

- The last character on the right side of the screen may be a lower case *i* which indicates that the patient has an intent to discharge or intent to transfer status.

- The last character on the right side of the screen may be a lower case letter other than *i*. This letter indicates that the patient occupying the bed is an outpatient in bed type. The associated indicators are defined by the hospital in the Patient Type table.

- If a patient has been restricted by patient type and/or by nurse station, three asterisks (***) appear on this census as the name.

- The patients print in *Walk Order* as determined in the Location File table.

Output

Upon completion, the following prints:

- The selected census prints on the associated printer.

PRINT LOS CENSUS

After you select the LOS Census By Patient Types, the system prompts you to enter the appropriate facility if the monitor or terminal is set up to access multiple facilities in the CRT table.

When you first select this census, the following message displays:

Enter station code or all(A)--

If you know the station code, enter it in the field or you can select from the list of stations by pressing hyphen (-) and ENTER. If you enter A, all stations are searched. When you select a station(s), the next message displays:

Enter patient types to display or all(A)[A]--
(e.g. I/P or I/P,OBV)

You have the option to print all the patient types for the station by selecting A, or you can select one type or multiple types by separating each with a comma (,).

If you responded to the first prompt by entering A (to select all stations), you then have the option to print all patient types for all stations or only a certain selection by answering the second question.

Once the second question is answered, the following message displays:

Are you sure you want a list for "XXX"? (Y/N) [Y]

The XXX stands for the previous station selection or the word all displaysin the prompt indicating your answer to the previous question.

If you enter Y, the following displays:

Compiling and Printing!

If you enter N, you are returned to the first message and can select another station code.

If ENTER is pressed, you are returned to the menu for additional selections.

The process to print all Length Of Stay censuses is as described above.

NOTES:

- The census prints on the CRT default printer defined in the CRT table, and all census prints are updated online so they are always accurate.

- A special character beside the patient's name indicates that the patient requested a publicity restriction. These restriction codes are hospital- defined and maintained.

- The last character on the right side of the screen may be a lower case *i* which indicates that the patient has an intent to discharge or intent to transfer status.

- The last character on the right side of the screen may be a lower case letter other than *i*. This letter indicates that the patient occupying the bed is an outpatient in bed type. The associated indicators are defined by the hospital in the Patient Type table.

- If a patient has been restricted by patient type and/or by nurse station, three asterisks (***) appear on this census as the name.

- The patients print in *Walk Order* as determined in the Location File table unless the Alphabetic census was requested.

Output

The selected census prints on that CRT's associated printer.

NAME INQUIRY

The Name Inquiry function is an option on most main menus. This function is used to locate patients in the hospital and/or to check a patient's condition.

There are three types of name inquiry:

• Standard

• Telephone

• Newborn

There is a field in the CRT Names table — Name Inquiry — that determines which of these types a particular CRT would use. If the field contains **S**, the type is standard; **T**, telephone; **N**, newborn. The default is Standard. Typically, Telephone would be used by an information CRT, and Newborn would be used in newborn admission.

After you select the Name Inquiry function from the menu, the system displays a prompt similar to the following:

> *Enter acct #, '-'bed code, first chars of name,`C` for Census [C]--*
> *'=' for LAST,FIRST M*

At this point, you can identify the individual by one of the following methods:

• Enter the account number assigned to the patient.

• Enter the code of the bed to which the patient is assigned. That is, enter a hyphen (-), the 3-character nurse station code, a comma (,), and the 3-character bed code.

• Enter several characters of the patient's last name. The system presents a list of all patients whose last name begins with the letters you entered. Then enter the option number of the desired patient.

  NOTE: If the patient's last name is hyphenated, you can enter letters of the last name up through and after the hyphen to access patient names more quickly. For example, you can enter Smith-J and the list displayed begins with all names beginning with Smith-J (Smith-Jenner, Smith-Jones, etc.).

• If the Name Inquiry Program field of the Misc-HBO, Patient Access parameter is set to STAR Pharmacy and the Provide Census Prompt field of the Ord Mgt - Profile Maintenance parameter is set to Yes, the (C)ensus prompt option is available to pharmacy users. It allows the pharmacy user to select a patient from the station census selected. For more information, see "PATIENT IDENTIFICATION PROCESS" on page 3-21.

- If you access another function that uses name inquiry to identify a patient, you can enter an equals sign (=) to select the current patient.

If you entered the first characters of the patient's last name, the system displays the following screen:

```
                     General Hospital Name Inquiry Processor
                                              Tue Aug 05, 1986 04:10 pm
  No    Acct No        Stn  Rm-Bed    Patient Name                        I
   1 A 89275-00005     ICU  ICU-04    SMITH,JANE L
   2 A 89307-00002     IE   2111-1    SMITH,LAURA A
   3 A 89276-00008     ICU  ICU-01    SMITH,ROBERT J








    Select #--
```

This screen contains a list of patients with the same first characters in their last name as the characters you entered. Enter the option number of the desired patient. After you select a patient, the system exits the function and returns you to the menu.

Field Explanations

NO (DISPLAY ONLY)
This field contains the option number assigned to patient. You enter this number to select the patient.

ACCT NO (DISPLAY ONLY)
This field contains the patient's account number.

STN (DISPLAY ONLY)
This field contains the code of the patient's nurse station. The codes displayed in this field are those entered in the Location File. Type is displayed for outpatients (for example, E/R).

RM-BED (DISPLAY ONLY)
This field contains the patient's room-bed number. The room-bed number identifies the floor, room and bed where the patient is located. Status is displayed for outpatients (for example, DIS).

NAME (DISPLAY ONLY)
This field contains the patient's name in the LAST,FIRST MIDDLE format.

I(SOLATION) (DISPLAY ONLY)
If the bed is occupied by a patient requiring isolation, this field contains the hospital-defined isolation code (for example, A-BLOOD & ENTERIC, B-BLOOD PRECAUTIONS).

NOTE: The following is the key to the information displayed under STN and RM-BED on the Name Inquiry screen depending on the patient type and the patient status.

STN	RM-BED	Explanation
Station Code	Room & Bed Number	In-house patient
DIS	Discharge Status Abbreviation	Discharged In-house patient
Patient Type	Blank	Active outpatient or Preadmission Testing Patient
Patient Type	Discharge Disposition Abbreviation	Active outpatient who has been dispositioned
Patient Type	DIS	Autodischarged patient

A special character preceding the patient's name indicates that the patient has requested a publicity restriction. These restriction codes are defined and maintained by the hospital.

The Newborn Name Inquiry option displays the mother's first name instead of the patient classification and condition. The display of the mother's first name is helpful for accurately identifying babies when there are multiple babies with the same last name in the system.

When you perform a Newborn Name Inquiry, the system displays the following screen:

```
                    General Hospital Newborn Name Inquiry Processor
                                                    Sat Oct 10, 1992 05:09 pm

 No    Pat No      Ward Rm-Bed    Patient Name                     Mother
  1 A 92262-00001  NSY  NSY-01    BENNETT,JANE 1 GIRL              BARBARA
  2 A 92286-00002  NSY  NSY-02   *BENNETT,BILL 2 BOY               BARBARA
  3 A 92294-00002  NSY  NSY-04   *BENNETT,JOHN 4 BOY               BARBARA
  4 A 92296-00002  NSY  NSY-03   *BENNETT,ADAM 5 BOY               SUZANNE
  5 A 92294-00003  NSY  NSY-05   *BENNETT,JOAN 5 GIRL              BARBARA
  6 A 92261-00002  1E   2101-1   *BENNETT,BARBARA
  7 A 92247-00001  PSC  1000-01   BENNETT,THOMAS
  8 A 92261-00001  1E   1N1-1     BURTON,JEFF N




  Select #--
```

SEND MESSAGE

The Send Message function allows you to send a free-form message from any system CRT to one or more system printers.

NOTE: This function is different than the Pharmacy Send Message function. For more information about the Pharmacy Send Message function, see the *General Applications Volume* of the *STAR Pharmacy Reference Guide*.

After you select the Send Message function from the menu, the system displays the following screen:

```
                    General Hospital Send Message Processor
                                      Tue Aug 05, 1986 04:11 pm

   SEND MESSAGE
   ( 1) Printers      :
   ( 2) Patient       :
   ( 3) Initials      :
   ( 4) Message       :

                            |    MESSAGE TEXT (144 CHARACTERS)    |
                            |                                     |
                            |                                     |
                            |                                     |



   F1          F2          F3      F4          F5
   Del Line    Ins Line    Done    Del Char    Ins Char
```

Field Explanations

PRINTERS (TABLE LOOKUP-R)
Enter the specific printer(s) you want to receive the message, or enter an A for the message to be sent to all available printers. Enter a hyphen (-) to view the printer choices. If you want more than one printer to receive the message, enter the desired printer codes separated by a comma (for example, 1E,AD1,3S). The printers that are displayed on the screen for each CRT and the ability to send a message to all printers is controlled by the CRT Names table.

PATIENT (SPECIAL FORMAT-O)
This is an optional field used if the message refers to a specific patient. Select the patient by using the Name Inquiry function. After you access this field, the system displays a prompt similar to the following:

Enter acct #, '-'bed code, first chars of name,`C` for Census [C]--, '=' for same patient--

Identify a patient. For more information, see .

INITIALS (3-A-R)
Your initials are displayed by the system.

MESSAGE (SPECIAL FORMAT-R)
Enter the message you want to send. This is a free-form field that enables you to send a message of up to 144 characters (divided into four lines). The message displays in the middle of the screen as you enter it.

NOTE: The word processing functions displayed at the bottom of the screen correspond to the function keys of your CRT keyboard. They enable you to:

- Delete lines (F1)

- Insert lines (F2)

- Exit the transaction (F3)

- Delete characters (F4)

- Insert characters (F5)

Impact

When you accept the screen, the message prints at the selected printers.

Chapter 6 - SYSTEM SECURITY

STAR Pharmacy Reference Guide - General Information Volume
October 2011   *Release 17.0*   *6–1*
Proprietary to McKesson - Subject to Confidentiality Agreement

Illustrations

INTRODUCTION

The STAR Pharmacy system's security prevents unauthorized use of the system and accurately records the identity of personnel performing transactions on the system.

There are many different options that can be used to establish security on the hospital's system. Although security can be extremely beneficial and useful, keep in mind that the goal of installing STAR Pharmacy is to facilitate efficient communication and information flow between departments. An elaborate security matrix may unnecessarily complicate use and maintenance of the system.

Throughout this document, recommendations are made regarding the various security options. This is an attempt to minimize the complexity of the hospital security and at the same time realize the benefits.

SIGNON SECURITY

When a user signs on to the STAR Pharmacy, an initialization process takes place. This process determines the functions, patients, and printers the user can access.

Step One - Determine CRT ID

The first step of this process is to determine the CRT ID associated with the CRT being used. The port number of the CRT is translated to the CRT ID. The relationship of port number and CRT ID is established in the CRT Names table.

Step Two - User ID Code Entry

The user must enter his/her ID code and secret code (password). If this information is not entered, the user is returned to the bulletin board display. Refer to the Getting Started section in this manual for further details regarding the procedure to enter ID codes.

Step Three - Override Initial Menu

The initial menu associated with the current CRT ID can be overridden in the user's personnel record. If there is an override initial menu specified for the user, this menu becomes the current initial menu and the Initial Menu by Level matrix is not accessed.

When no initial menu is specified in the personnel record, the Initial Menu by Level matrix is accessed, using the initial menu defined in the current CRT ID table entry. If both the current initial menu and the user's security level (as defined in the personnel record) are defined in the matrix, the initial menu specified for this combination becomes the current initial menu. When the current initial menu is defined in the matrix but the user's exact security level is not defined, the matrix entry with the lowest security level for an initial menu is used to determine the initial menu that is displayed.

Step Four - Error Check

At this point, the system has determined which CRT ID information and which initial menu to use.

If the current CRT ID is not defined in the CRT Names table, the following message is displayed:

   CRT name is not defined for 'XXX'

where *XXX* is the port number or the PC name of the CRT.

If the initial menu is not defined in the Initial Menus table, the following message is displayed:

Initial menu not defined for 'XXX'

where *XXX* is the port number or the PC name of the CRT.

The bulletin board is redisplayed.

Step Five - Assigning System Parameters

The information defined in the CRT Names table entry for the current CRT ID defined based on the security matrix, is used to determine the following system parameters:

- Facilities - The facilities to which the user has access is determined by the CRT ID table entry utilized, but can be overridden by the personnel record. This parameter limits access to only the data which is either specific to these facilities or is not facility specific.

- Printers - The default printer and the result printer are determined by the CRT ID table entry. The default printer receives reports, such as census, which have been requested by the user. The result printer prints results from the STAR Laboratory or STAR Radiology systems.

- Pharmacy information - The Pharmacy information defined in the CRT Names table determines information such as which stock locations, prescription number sequences, and label groups are used. For more information, see the *Tables and Parameters Volume* of the *STAR Pharmacy Reference Guide.*

Step Six - Display Initial Menu

The initial menu, as determined in the previous steps, is displayed for the user to access.

IMPLEMENTING SECURITY

The following diagram is designed to give you a basic idea of how security is implemented in the hospital.

Figure 6.1 Hospital Employee Security Flowchart

```
|————————————|————————————|
|    ESTABLISH SECURITY LEVELS    |
|————————————|————————————|
             |
|————————————|————————————|
|    ESTABLISH ACCESS CODES    |
|       (IF APPLICABLE)        |
|————————————|————————————|
             |
|————————————|————————————|
|       ENTER POSITIONS        |
|————————————|————————————|
             |
|————————————|————————————|
|      ENTER DEPARTMENTS       |
|————————————|————————————|
             |
|————————————|————————————|
|    ENTER OTHER PARAMETERS     |
|————————————|————————————|
             |
|————————————|————————————|
|   CREATE PERSONNEL RECORDS    |
|————————————|————————————|
             |
|————————————|————————————|
| ENTER EMPLOYEE DEMOGRAPHICS  |
|————————————|————————————|
```
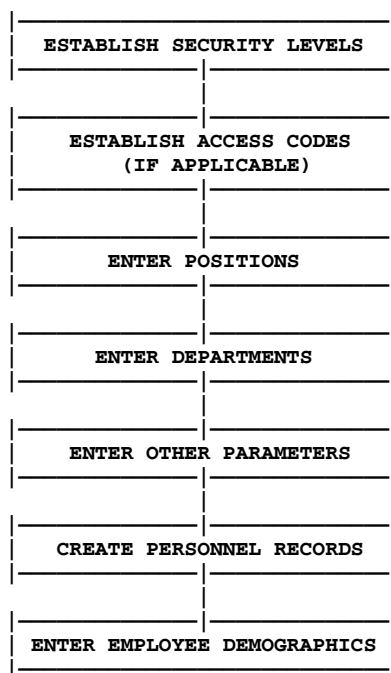
After completing the security levels and position codes, employees can be added to the file through the Create/Edit Personnel Records option. If this option is not secured at the function level, any security level can access it. Users can only assign security levels equal to or less than their own.

Enter Security Codes

Establishing the system security levels is the first step in implementing STAR series security. Security levels 1 through 89 are available to the hospital. The greater the value of the security level, the greater the system access. For example, a security level of 50 can access more system information and functions than a security level of 10.

Plan carefully when establishing security levels. Ensure the security system is approached on a hospital-wide basis, and includes other STAR products as necessary.

The Security Level table is maintained by using the Edit Security Levels option on the Employee Master Table Maintenance menu. This function is described in detail in this section.

Enter Access Codes

An access code enables a user to access specific functions that may be secured at a level greater than the security level of that user. The use of access codes is optional, however they are not typically used in the STAR Pharmacy security system.

The Access Code table is maintained by using the Edit Access Codes option on the Employee Master Table Maintenance menu. This function is described in detail in this section.

Enter Positions

The Position File links employee positions with a security level. The positions defined in this file are a general classification of the employees who use STAR Pharmacy.

The Position File is maintained by using the Edit Position File option on the Employee Master Table Maintenance menu. This function is described in detail in this section.

Enter Departments

Hospital departments with employees that are to use the STAR system need to be entered into the Department File. An employee is linked to a department in the personnel record of the Hospital Employee File. The Employee Master Report print function uses this department.

The Department File is maintained by using the Edit Department File option on the Employee Master Table Maintenance menu. This function is described in detail in this section.

Enter Other Parameters

These other parameters are used to define the minimum security level for adding employees to the Hospital Employee File and for defining default demographic information. The default demographic data can be used while adding employees to the Hospital Employee File.

These other parameters are maintained by using the Edit Other Parameters option on the Employee Master Table Maintenance menu. This function is described in detail in this section.

Create Personnel Records

The Personnel Record of the Hospital Employee File identifies the employee and determines the functionality to which that employee has access. Once an employee's personnel record has been created, that employee is able to access the appropriate functions of STAR Pharmacy.

The Personnel Record is maintained by using the Create/Edit Personnel Records option on the Hospital Employee File menu. This function is described in detail in this section.

Enter Employee Demographics

Employee demographic data is optional with the exception of the Pharmacy Employee Type, which is required for STAR Pharmacy system security.

The Employee Demographic information is maintained by using the Edit Employee Demographics option on the Hospital Employee File menu. This function is described in detail in this section.

THE PHARMACY EMPLOYEE FILE

You maintain information in the Pharmacy Employee File for each employee you want to be able to sign on to STAR applications. This function accesses the Patient Care Hospital Employee File if STAR Pharmacy resides on the same CPU as STAR Patient Care.

Pharmacy Product Information

The STAR Pharmacy security functions build and maintain the Pharmacy Employee File. The information in this file is used to control the functions to which an employee/user has access. This access can be controlled by who the employee/user is and the current location (CRT) of that user.

The main components of the Pharmacy Employee File are:

- Security Levels

- Special Access Codes (optional)

- Positions

- Departments

- Personnel Records

- Employee Demographics

The combination of these components determines the functionality to which each user has access.

Your McKesson representative must add the first hospital employee to the Pharmacy Employee File. This employee is assigned a security level of System Manager, which is level 80. This level is high enough to allow access to the Create/Edit Personnel Records and the Edit Employee Demographics functions on the Hospital Employee File maintenance menu. After this is accomplished, this hospital employee can then add other hospital employees who need access to the STAR Pharmacy functions.

Currently, employee security must be entered for each ID because security is ID-specific. Function security is identical in both the Live and Training IDs since function security is part of the application software that is maintained identically in both IDs.

Since security is ID-specific, the security levels of employees must be entered in the specific IDs if the hospital chooses to secure menus and/or functions. This is accomplished via sign-on keys. Entry of a **P** could take you to the STAR Pharmacy Live ID. Entry of a **T** might take you to the STAR Pharmacy Training ID. For more information regarding sign-on keys, refer to the Getting Started section in this manual.

Maintaining The Hospital Employee Files

Using a Data Processing CRT, select the Hospital Employee File option from the System Management menu.

The system displays the following screen:

```
      General Hospital Hospital Employee File Processor
                                        Wed Jun 21, 2006 10:36 am
 Hospital Employee File Input Options


           Option No.  Option
           ----------------------------------------
               1       Create/Edit Personnel Records
               2       Edit Employee Demographics
               3       Print Employee Master
               4       Secret ID Authorization Check/Verify
               5       Employee Master Table Maintenance
               6       Edit Sign-on Help Screen

               7       Allstar Sign-on Reports
               8       Allstar Sign-on Remote Environments Parameter
               9       Password Instance Maintenance
              10       Navigator User Maintenance
              11       ALLSTAR SignOn Function Access Report

              12       Spooler Security Maintenance
              13       Download Report Maintenance

 Enter option number--
```

Create/Edit Personnel Records

You use the Create/Edit Personnel Records function to maintain information in the Hospital Employee File for each employee you want to be able to sign on to your STAR application.

McKesson's STAR applications use either the STARBASE operating system or the MultiSTAR (MSE) software environment. ALLSTAR SignOn is a procedure that streamlines sign-on for systems with MultiSTAR. You maintain information in the Hospital Employee File for sign-on for both MultiSTAR and STARBASE users, however there are differences in the procedure.

If you are maintaining employees on a STARBASE system, read the information following in this section.

If you are maintaining employees on a MultiSTAR system, see the *ALLSTAR SignOn User's Guide* for the procedure, in addition to explanations of terms and concepts, fields, checklists, and other information. You also can find information on reports that are available with ALLSTAR SignOn in the user's guide.

NOTE: A MultiSTAR system can include a processor (CPU) with STARBASE. The user's guide has information on setting up users in this mixed environment.

The following is an example of the Hospital Employee File's Create/Edit Personnel Records screen:

```
        General Hospital Create/Edit Personnel Records Processor
                                        Tue Jun 22, 2004 08:36 am

 ALLSTAR   1 ID Code    2 Name              3 Init    4 Employee Number
           123456789    A,HOSPITAL EMPLOYEE   HEA       11111111111
 5 STAR Environments                       6 Default STAR Environment

 7 Termination Date  8 O.S. ID Code    9 Edit By           10 Edit Date


 PRODUCT  11 Position            12 Allergy Privileges  13 Beeper     14 CRT
           48 Dept Supervisor      Add/Modify
15 Initial Menu      16 Lock Comment 17 Temporary Security    18 Until
   NP-Sup/Adm
19 Department         20 Facilities         21 Security
                                            Dept Sup/Head 61
22 Pharmacy Employee Type 23 Valid Entities    24 Resource Code
   Non-Pharmacy
25 CliniCom Group       26 NPIIR    27 Edit By            28 Edit Date
                                      Smith, John            05/16/03


Enter field number or '/' starting field number--
```

Notice that there are two main areas of information on the screen: ALLSTAR and PRODUCT. ALLSTAR information is employee information used by STAR products to verify access. PRODUCT information is specific to how you use the product, such as which initial menu displays. For field explanations, see "Enter A to add a new employee" on page 6-13.

For STARBASE users, you maintain the following information in the ALLSTAR portion of the screen:

- Employee Name and Initials

- Employee Number

- ALLSTAR ID Code

- Termination Date

The above information is the same for the product family with which you signed on. When you change the ALLSTAR or PRODUCT information in one product, such as STAR Patient Care, the information is also changed for the associated product, STAR Pharmacy.

You do not maintain the following information in the ALLSTAR portion of the screen:

- Accessible Environments

- Operating System (OS) ID code

• Default Environment

This information is only for systems using ALLSTAR SignOn.

SETTING UP USERS ON MULTISTAR SYSTEMS

See the *ALLSTAR SignOn User's Guide* for the procedure to set up users on MultiSTAR systems, in addition to an explanation of terms and concepts, fields, checklists, and other information. You can also find information on reports that are available with ALLSTAR SignOn in the *ALLSTAR SignOn User's Guide*.

NOTE: A MultiSTAR system can include a processor (CPU) with STARBASE. The user's guide has information on setting up users in this mixed environment.

SETTING UP USERS ON STARBASE SYSTEMS

When you set up users on STARBASE systems, follow the procedure below. You cannot access the OS ID code, STAR Environment and Default Environment fields. STARBASE does not use these fields, since STARBASE users sign on to the applications using sign on keys.

After you select the Create/Edit Personnel Records option from your Hospital Employee File, the following prompt is displayed:

Enter ALLSTAR ID code, '*' employee number, last name or '-' to list, add(A)--

Use '%' last name following by '-' to see the ALLSTAR employee list.

You have several choices of how to display the screen for the employee you want to maintain:

- • Enter A to add a new employee

- • Enter a new or existing ALLSTAR ID code

- • Enter asterisk (*) and a new or existing employee number

- • Enter all or part of the employee name and hyphen (-) to list employees already set up for your product family

- • Enter (%) and all or part of the employee name and (-) to list employees with ALLSTAR sign on

Each choice is shown in boldface type and is explained below.

ENTER A TO ADD A NEW EMPLOYEE

A blank Create/Edit Personnel Records screen is displayed for you to add the employee to the product you are using.

Enter a new or existing ALLSTAR ID code or enter asterisk (*) and a new or existing employee number.

- When you enter an ALLSTAR ID code or employee number that does not already exist, you receive the following prompt:

    No record for 12345 Enter new employee? (Y/N)--

    You have a choice:

    - Enter **Y** to set up a new employee with this code or number.

        The Create/Edit Personnel Records screen is displayed for you to add the employee to the product you are using.

    - Enter **N** when you do not want to set up a new employee.

        The prompt redisplays for you to enter a different code or number:

        Enter ALLSTAR ID code, '' employee number, last name or '-' to list, add(A)--*

- When you enter an ALLSTAR ID code or employee number that already exists, *but the employee has not been set up for this product*, the following prompt is displayed:

    ID '33333' is SCRANTON,MARGARET (022113) Set up this employee? (Y/N)

    You have a choice:

    - Enter **N** when this is not the employee you want to set up.

        The prompt redisplays for you to enter a different employee.

        Enter ALLSTAR ID code, '' employee number, last name or '-' to list, add(A)--*

    - Enter **Y** to set up this employee.

        The Create/Edit Personnel Records screen is displayed for you to add the employee to the product you are using.

- When you enter an ALLSTAR ID code or employee number that already exists, *and the employee has been set up in this product*, the Create/Edit Personnel Records screen is displayed for the employee, with the following prompt:

Enter field number or '/' starting field number--

You can enter the number of the field you want to edit.

Enter all or part of the employee name and hyphen (-) to listemployees already set up for your product family

The following prompt is displayed:

List only the active employees? [Y]--

-   Enter **Y** for Yes to list only active employees.

-   Enter **N** for No when you want to display a list that includes inactive employees.

A list of names beginning with the letters you entered displays for your selection. The ALLSTAR ID code displays next to the name, as in the following example:

```
          General Hospital Create/Edit Personnel Records Processor
                                    Wed Mar 05, 1992 04:58 pm

Page:01
( 1) AMBORN,MARY S          5232
( 2) COLLINS,PHILLIP W      4671
( 3) DANIELS,WILMA B        2231
( 4) GREY,GORDON L          3334
( 5) HYATT,KYLE H           3566
( 6) IBSEN,JOHN T           1234
( 7) MADSEN,THOMAS F        6654
( 8) PEREZ,CARLOS P         9945
( 9) STAVES,LETITIA S       1112
(10) WRIT,TRACEY L          7779




Enter choice--
```

Select the employee from the list.

The Create/Edit Personnel Records screen for this employee displays for you to edit the information.

```
          General Hospital Create/Edit Personnel Records Processor
                                            Tue Jun 22, 2004 08:36 am

 ALLSTAR   1 ID Code     2 Name                3 Init    4 Employee Number
           123456789    A,HOSPITAL EMPLOYEE    HEA       11111111111
 5 STAR Environments                          6 Default STAR Environment

 7 Termination Date  8 O.S. ID Code    9 Edit By            10 Edit Date


 PRODUCT  11 Position             12 Allergy Privileges  13 Beeper    14 CRT
           48 Dept Supervisor      Add/Modify
 15 Initial Menu       16 Lock Comment 17 Temporary Security    18 Until
    NP-Sup/Adm
 19 Department          20 Facilities        21 Security
                                             Dept Sup/Head 61
 22 Pharmacy Employee Type 23 Valid Entities    24 Resource Code
    Non-Pharmacy
 25 CliniCom Group       26 NPIIR    27 Edit By             28 Edit Date
                                       Smith, John               05/16/03


 Enter field number or '/' starting field number--
```

Field Explanations

ALLSTAR

NOTE: See the *ALLSTAR SignOn User's Guide* for the procedure to set up users on MultiSTAR systems, in addition to an explanation of terms and concepts, fields, checklists, and other information. You can also find information on reports that are available with ALLSTAR SignOn in the *ALLSTAR SignOn User's Guide*.

1. ALLSTAR ID CODE (9-AN-R or Auto-assignment)
The ALLSTAR ID code is a unique number the system uses to identify an employee. The system uses this code to keep records of all application transactions performed by the employee. ALLSTAR SignOn retrieves this code during the sign on process to verify access for an employee. This field enables you to either manually or automatically assign ALLSTAR ID codes.

The following prompt is displayed for your selection:

   Enter ALLSTAR ID code or '' for automatic assignment--*

Each ALLSTAR ID code must be unique. When you enter the ALLSTAR ID code manually, the system checks to make sure the number has not been assigned to another employee. When you enter the number of an employee that already has ALLSTAR information set up, the system displays the following prompt:

ID '1256' is DUNSTON,DOMINICK A (123456789) Set up this employee? (Y/N)--

Enter **Y** for Yes when you want to set up this employee for your product. Enter **N** for No to redisplay the prompt that enables you to set up a new employee.

To automatically assign ALLSTAR ID codes, enter an asterisk (*). The system automatically assigns the next unique ID code number. The same ALLSTAR ID code is used for an employee within the product family. This field is required.

2. NAME (22-AC-R)
You enter the employee name in the format: *Last,First Middle*. You must enter a last and first name of at least one alphabetical character in this field. After the initial alpha character you can enter any combination of letters, the hyphen (-), or the apostrophe ('). This enables you to enter names with hyphens or apostrophes, such as *Del'Aquila,John Jake* or *Smith-Jones,Mary May*. You separate the Last and First names by a comma (,) and the first and middle names by a space. You can enter any combination of alphanumeric characters, spaces, and the following characters for the middle name: () [] " ' - / \ { }. This field is required.

3. INIT (3-A-R)
When you add a new employee, the system automatically enters the initials of the name you entered in the Name field. The system enters the initials in the format First/Middle/Last. For example, the system enters *JJD* for *Del'Aquila,John Jake*. You can edit this field when necessary. This field is required.

4. EMPLOYEE NUMBER (12-AN-R)
You enter the unique employee number assigned to this employee according to hospital standards. When you enter a number that currently is in use, the system displays the following error message:

Error: Employee # in use by HALL,JOHN S!

Enter a unique employee number. This field is required.

5. STAR ENVIRONMENTS (TABLE LOOKUP-O)
You can make entries in this field only for ALLSTAR SignOn users. Refer to the *ALLSTAR SignOn User's Guide* for information on this field. This field is optional.

6. DEFAULT STAR ENVIRONMENT (TABLE LOOKUP-O)
You can make entries in this field only for ALLSTAR SignOn users. Refer to the *ALLSTAR SignOn User's Guide* for information on this field. This field is optional.

7. TERMINATION DATE (8-NC-O)
The Termination Date field enables you to enter the date of termination of an employee. The system prevents this employee from signing on to STAR applications starting at midnight on this date. This field is optional.

8. OS ID CODE (ENTRY IS OS-DEPENDENT)
You can make entries in this field only for ALLSTAR SignOn users. Refer to the
ALLSTAR SignOn User's Guide for information on this field. This field is optional.

9. EDIT BY (22-C-A)
The system automatically displays the name of the user (as signed on) who adds or
edits the ALLSTAR employee information. The system displays the name of the user
as entered in the Name field of the user's Hospital Employee File.

10. EDIT DATE (DATE-A)
The system automatically enters the date that the user adds or edits the employee
information. The date displays in the format determined by your hospital standards.

<div align="center">

PRODUCT
</div>

The PRODUCT information displays according to which product you use to access the
Hospital Employee File. For example, the Create/Edit Personnel Records processor
displays information in the fields.

Field Explanations

11. POSITION (TABLE LOOKUP)
Select from the list of positions already created through the Position File option to
complete this required field. When a position is selected, the default security level
associated with that position is automatically entered in the security field, but can be
edited. This field is required.

NOTE: If the Position field is changed, the security level associated does not change
              to the new default security. Once a security level has been established in the
              personnel record, it can only be changed by directly editing the Security Level
              field on this screen.

12. ALLERGY PRIVILEGES (1-N-R)
This field is used to define allergy privileges at the employee level. This field replaces
the Home Phone field, which also exists on the Employee Demographics screen.
Options include View only, Add, Add/Modify and Add/Modify/Verify. When you access
this field, the following prompt is displayed:

   Enter highest level allowed for allergy processing [2]--

   0=View, 1=Add, 2=Add/Modify, 3=Add/Modify/Verify

The field is required, and the default is 2 (Add/Modify). A null value is treated as 0 (view
only).

The setting in this field overrides (if it is different), the setting for the Allergy Privileges
field for this employee's position type in the Position File.

Since the View Only allergy privilege does not have any coding options defined and has no need to have coding options defined, no override is allowed in the Allergy Privilege field for View Only in the Create/Edit Personnel Records screen. The following message is displayed in the Create/Edit Personnel Records Allergy Privileges field when an attempt is made to override a View privilege or a null (no entry in the position file for the allergy privilege) field.

Coding Options not defined for position! Override not allowed!

13. BEEPER (10-C-O)
Enter the beeper number, if applicable.

14. CRT (TABLE LOOKUP)
This field is not used by STAR Pharmacy.

15. INITIAL MENU (TABLE LOOKUP)
This field enables an individual to have an initial menu linked to their ID code. The initial menu assigned limits a person's access to just the functions associated with their specific initial menu. The menu assigned here overrides any other sign-on menu for the CRT and any menu defined in the Initial Menus By Level matrix. For example, a departmental employee can access the same functions regardless of which CRT in the hospital that employee is currently using.

Select from the table of initial menus that displays. The Initial Menu table is maintained by your McKesson representative.

16. LOCK COMMENT (12-C-O)
This field is a 12-character alphanumeric free-form comment field. Information entered in this field is included in detailed locked patient or locked bed messages when this employee has the patient or bed locked. Enter information that may be helpful to other users, such as the employee's extension or location in the facility.

17. TEMPORARY SECURITY (TABLE LOOKUP)
This field assigns an individual a higher security level for a specific period of time (used in the case of transfers, illnesses, vacations, etc.). The selection is made from the list of security levels established. Temporary security can be edited and/or deleted as necessary.

18. UNTIL (SPECIAL FORMAT-C)
Enter the expiration date of the temporary security. This field is required if Temporary Security is completed.

19. DEPARTMENT (TABLE LOOKUP)
Select from the list that displays. This is the same list that was created through the Department File option. Since the department table determines the length of time that a secret code or password is valid, if no entry is made, the system assumes zero days for the number of days a password is valid.

20. FACILITIES (TABLE LOOKUP)
This field overrides the facility that is ordinarily accessed when this individual signs on from the CRT table. It can be completed whether or not the CRT and menu override have been linked to the individual.

21. SECURITY (TABLE LOOKUP)
The system automatically enters the default security associated with the position initially entered. A position can be assigned with a default security level higher than the security level of the individual who is entering the data. Positions with security levels of 0-89 can be assigned through the initial position entered. This field is required.

A user cannot assign a security level higher than his/her own when accessing this field directly. Security levels of 80 orgreater can be assigned by McKesson or as the result of an entry in the position field that has a default security level of 80 or higher (which only works for the initial assignment of a position).

Special Office Access and Access Code assignments are assigned here if you edit the Security field. The Special Office Access always needs to be N (No) in the STAR Patient Care System. The use of access codes is optional. For more information on access codes, refer to the Master Table Maintenance - Edit Access Codes subsection of this section.

22. PHARMACY EMPLOYEE TYPE (SPECIAL FORMAT-R)
This field distinguishes between registered pharmacists, other pharmacy personnel, and non-pharmacy personnel. Valid types are: Non-pharmacy, RX Technician, and Reg. Pharmacist.

Certain processes in the system function differently based on the type of employee performing the function. For example, interaction screening can display different levels of interactions for pharmacy technicians than for pharmacists. Also, if verification by a pharmacist is required when an order is entered by a technician, the system uses this field to determine what type of employee entered the order.

After you select this field to edit, the system displays the following prompt:

Is this a Pharmacy employee?

If you enter **N** for No or press ENTER, the system fills this field with Non-Pharmacy. If you enter **Y** for Yes, the system displays the following prompt:

Is this employee a registered Pharmacist?"

If you enter **Y** for Yes, the system fills this field with Reg. Pharmacist. If you enter **N** or press ENTER for No, the system fills this field with RX Technician.

23. VALID ENTITIES (2-AN-O)
This field contains a list of valid entities that the employee is assigned to for payroll purposes. This field only works within the STAR Financial environment.

24. RESOURCE CODE (TABLE LOOKUP)
This field is used by the STAR Patient Care Clinical Management module to link a hospital employee to a resource.

25. CLINICOM GROUP (TABLE LOOKUP)
This field contains the code and description of the CliniCom group this employee is assigned to when the employee is signed on to CliniCom.

26. NPIIR (SPECIAL FORMAT-O)
The NPIIR (Navigator Patient Information Icon Restrictions) field allows patient information to be restricted from viewing when the Patient Information icon (i) is selected in GUI applications.

If this field is blank, no information has been defined and the user selected is not restricted from viewing any patient information items in the Patient Information window.

If this field is set to Defined, information has been added to specific patient information items by completing the following procedure. When you access this field, the following screen is displayed:

```
            General Hospital Create/Edit Personnel Records Processor
                                          Tue Jun 22, 2004 08:43 am

 ( 1)Patient Name            :
 ( 2)Medical Record Number   :
 ( 3)Account Number          :
 ( 4)Corporate Number        :
 ( 5)Social Security Number  :
 ( 6)Address,City,State,Zip   :
 ( 7)Phone Number            :
 ( 8)Patient Type            :
 ( 9)Height/Weight           :
 (10)Sex/Marital Status      :
 (11)Admission/Discharge Date:
 (12)Physician Informat      :




 Enter field number or '/' starting field number--
```

Enter the number of the field to edit. When a field is selected, the following prompt is displayed:

Restrict viewing for Navigator Patient Information Icon? (Y/N) [N]--

Enter **Y** to keep this patient information item from displaying when this user is logged on and the Patient Information Icon is selected. If you enter Y, the entry in the field is set to Restricted.

Enter **N** to display this patient information item when this user is logged on and the Patient Information Icon is selected. If you enter N, the entry in the field is set to Not Restricted.

NOTE: When you enter information in these fields (either Restricted or Not Restricted) and accept the screen, the NPIIR field entry is set to Defined.

27. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last edited this employee's information.

28. EDIT DATE (DISPLAY ONLY)
The system displays the date this employee's information was last edited.

Impact

Once this screen has been accepted, the personnel record is added or revised as appropriate. If a new personnel record has been added, the system automatically assigns a password or secret code of 123. The first time the employee signs on to the system with their ID and the secret code or password of 123, the password must be updated.

Edit Employee Demographics

The Edit Employee Demographics function captures additional employee information. This information is optional for the STAR Pharmacy base product and is used for inquiry purposes only.

Select the Edit Employee Demographics option, and the system displays the following prompt:

Enter ALLSTAR ID code, `*`employee number, last name `-` to list--

Employees must be added to the Personnel Record as described in the Create/Edit Personnel Record function in order for data to be entered here.

Once the employee has been selected, the following screen is displayed:

```
            General Hospital Edit Employee Demographics Processor
                                      Wed Jun 14, 2006 04:23 pm

 1 Name                    2 Position              3 Employee Number  4 ID Code
   TEST,ADMISSIONS           47 Dept Director          55                ADM
 5 Soc Sec Num  6 License #      7 Hire Date     8 Termination   9 Birthdate

10 Address                   11 City              12 State   13 ZIP Code

14 Home Phone      15 Work Ext.   16 Pharmacy Employee Type
                                     Non-Pharmacy
17 Payroll Entity               18 Payroll Number      19 Soc Sec Format
                                                           XXX-XX-NNNN
20 Edit By                      21 Edit Date
   Bell,Tracy A                    05/24/06
22 Entity   GL Department(s)    23 Table Maintenance   24 View Tables




 Enter field number or '/' starting field number--
```

NOTE: Fields related to STAR Pharmacy are defined below. Other fields are defined
in the *STAR Patient Care Reference Guide*.

Field Explanations

1. NAME (DISPLAY ONLY)
This field displays the employee name based on the entry in the personnel record.

2. POSITION (DISPLAY ONLY)
This field displays the employee position based on the entry in the personnel record.

3. EMPLOYEE NUMBER (DISPLAY ONLY)
This field displays the employee number based on the entry in the personnel record.

4. ID CODE (DISPLAY ONLY)
This field displays the ID code based on the entry in the personnel record.

5. SOC SEC NUM (9-N-O)
Enter the employee's Social Security Number in the format 123456789. The system
inserts the hyphens (-).

6. LICENSE # (16-C-O)
This field contains the employee's professional license number, if applicable.

7. HIRE DATE (15-C-O)
This field contains the hire date.

8. TERMINATION (SPECIAL FORMAT-O)
This field contains the termination date, when applicable. An entry in this field causes the employee to become inactive on the termination date. Employees are not deleted but inactivated, because clinical applications must keep a record of all employees (even if terminated) for legal reasons. Therefore, do not reuse inactive employee codes. Employees with a termination date that is not a future date are not able to access the STAR Patient Care System using their employee ID code.

9. BIRTHDATE (15-C-O)
This field contains the employee's date of birth. For further information regarding the options for entering dates, refer to the Information Entry Techniques section in this manual.

10. ADDRESS (30-C-O)
This field contains the employee's address.

11. CITY (15-C-O)
Enter the employee's city or enter an equal sign (=) to fill in the default city and state entered in Other Parameters.

12. STATE (2-C-O)
Enter the employee's state or enter an equal sign (=) to fill in the default state entered in Other Parameters.

13. ZIP CODE (9-N-O)
This field contains the employee's ZIP code.

14. HOME PHONE (13-N-O)
This field contains the employee's home phone number. If no area code is entered, the system automatically appends the default area code from Other Parameters on the front of the phone number. This field is also on the Create/Edit Personnel Record screen.

15. WORK EXT. (5-N-O)
This field contains the employee's work phone number.

16. PHARMACY EMPLOYEE TYPE (SPECIAL FORMAT)
This field distinguishes between registered pharmacists, other pharmacy personnel, and non-pharmacy personnel. Valid types are: Non-pharmacy, RX Technician, and Registered Pharmacist.

Certain processes in the system function differently based on the type of employee performing the function. For example, interaction screening can display different levels of interactions for pharmacy technicians than for pharmacists. Also, if verification by a pharmacist is required when an order is entered by a technician, the system uses this field to determine what type of employee entered the order.

After you select this field to edit, the system displays the following prompt:

Is this a Pharmacy employee?

If you enter N for No or press ENTER, the system fills this field with Non-Pharmacy. If you enter Y for Yes, the system displays the following prompt:

Is this employee a registered Pharmacist?

If you enter Y for Yes, the system fills this field with Reg. Pharmacist. If you enter N or press ENTER for No, the system fills this field with RX Technician.

17. PAYROLL ENTITY (2-AN-O) or (TABLE LOOKUP)
This field contains the General Ledger entity that payroll has assigned to the employee. This field is used by the STAR Financials Personnel/Payroll base product.

18. PAYROLL NUMBER (12-AN-O)
This field contains the employee's payroll number. This field is used by the STAR Financials Personnel/Payroll product.

19. SOCIAL SECURITY FORMAT (9-C-O)
Enter the social security number masking format to use on the patient, guarantor, and relative screens, forms, and reports used by this employee.

To mask an individual numeral, enter any number or letter except the letter N, or enter one of the following symbols: !, @, #, $, %, ^, &, *, (, or).

To set the number in a particular position to display, enter **N**.

For example, an entry of XXXXXNNNN displays the social security number as XXX-XX-1234, where 1234 are the last four digits of the social security number.

NOTE: This format overrides the format defined on System Wide Parameters, Admission and General Parameters, and at the employee department level.

To avoid confusion, McKesson recommends that you do not use numbers to designate masking.

20. EDIT BY (DISPLAY ONLY)
The system displays the name of the person who last edited this employee's information.

21. EDIT DATE (DISPLAY ONLY)
The system displays the date this employee's information was last edited.

22. ENTITY - GL DEPARTMENT(S) (C-AN-O for Entity/GL Departments)
Use this dual-entry field to define all entities and GL Departments that the employee is authorized to access in GL Display Account Activity. For more information, see the General Ledger Accounts chapter in the *STAR Financials General Accounting Reference Guide - General Ledger Volume*.

23. TABLE MAINTENANCE (TABLE LOOKUP-O)
This field controls which departmental tables the selected user can **edit** using the
STAR Patient Care Departmental Table Maintenance option on the Departmental
Management main menu. Only the tables entered here are displayed for selection and
editing.

NOTE: The tables selected here override those selected in the Table Maintenance
field of the CRT Names table.

24. VIEW TABLES (TABLE LOOKUP-O)
This field controls which departmental tables the selected user can **view** using the
STAR Patient Care Departmental Table Maintenance - View option on the
Departmental Management main menu. Only the tables entered here are displayed for
selection and viewing.

NOTE: The tables selected here override those selected in the View Tables field of
the CRT Names table.

Print Employee Master

This function prints the employee master file for one or more departments. The list can
be printed in alphabetic or numeric sequence by ID code. The file prints on the default
printer assigned to the requesting CRT.

To access this option, select the Print Employee Master function from the Pharmacy
Employee File menu.

Once the employee has been selected, the following screen is displayed:

```
                      General Hospital Print Employee Master Processor
                                              Tue Nov 28, 1989 10:09 am

 ( 1) Department(s): Admitting
 ( 2) Sequence     : Alphabetic















 Accept this screen? (Y/N) [Y]--
```

Field Explanations

1. DEPARTMENT(S) (TABLE DRIVEN)
Enter a hyphen (-) to select one or more departments to include on the report, or press
ENTER to print all departments. This field is required.

2. SEQUENCE (1-A-R)
Enter **A** to sort this report alphabetically by employee name, or enter **N** to sort the
report by the employee ID code.

Once this screen has been accepted, the Employee Master report begins processing
and the system displays the following message:

Printing Employee Master

Impact/Output

The Employee Master Print report prints on the printer associated with the CRT from
which the report was requested (as designated in the CRT Names table). The report
includes all active employees, for the departments selected, and prints in the sequence
selected.

Secret ID Authorization Check/Verify

This function is used to view employee secret codes. In order to use this function, the
user must have a security level equal to or greater than that of the employee requested
to view. If the employee's security level is lower than that of the employee requested
to view, the following prompt is displayed:

Your security code is not high enough

To access this function, select the Secret ID Authorization Check/Verify option from the
Pharmacy Employee File menu. The system displays the following prompt:

Enter system ID or '*'employee number or last name or '-' for all--

Once the employee has been selected, the following screen is displayed:

```
                        General Hospital ID Code Check Processor
                                                 Tue Nov 28, 1989 10:09 am



 Secret Code for SMITH,WILLIAM R is **CODE**










     Press NL--
```

The employee's name and secret code display on this screen with two asterisks (**) preceding and following the secret code. When you press ENTER the system redisplays the prompt enabling you to enter another employee.

Impact

Upon completion, an employee's secret code displays to any user who has access to this function and whose security level is equal to or greater than the employee requested.

Employee Master Table Maintenance

To access the Employee Master Table Maintenance option:

1. Sign on to the appropriate ID (P or T, for example).

2. Select the Rx Table Maintenance option.

3. Select the Pharmacy Employees option.

4. Select the Employee Master Table Maintenance option.

The following screen is displayed:

```
            General Hospital Employee Master Table Maintenance Processor
                                            Fri Aug 28, 1987 03:07 pm
  Employee Master Table Maintenance Input Options

                     Option No.  Option
                     ---------------------------------------
                        1        Edit Access Codes
                        2        Edit Department File
                        3        Edit Initial Menus by Level
                        4        Edit Position File
                        5        Edit Security Levels
                        6        Edit Sign-on Help Screen
                        7        Edit Other Parameters




  Enter option number--
```

ACCESS CODES

Access codes are used primarily in the STAR Series clinical applications. The use of these codes is based on hospital requirements.

An access code enables a user to access specific functions that may be secured at a level greater than the security level of that user. For example:

Departmental Supervisor : 70

Departmental Technical   : 50

Certain functions can be secured at a level of 70, but the Departmental Technician needs to access only one of these functions. Rather than raising the technician's security level or lowering the function's security level, the position of Departmental Technician could be linked to an access code and any function with that access code would be available to the individual even if the security level of the function is greater than 50.

Only the McKesson representative can attach an access code to a function. Notify your McKesson representative before implementing a new access code.

To establish access codes, select Edit Access Codes from the Employee Master Table Maintenance menu. This function is also used to add, delete, and edit access codes. To add an access code, enter **A** and follow the prompts to enter the new access code. The codes entered can then be linked to employees and functions.

Once this function is selected, the following screen is displayed:

```
                    General Hospital Edit Access Codes Processor
                                              Tue Nov 28, 1989 09:59 am
 Access codes:

 ( 1) FIM
 ( 2) CREDIT
 ( 3) Secret ID Authorization Check/Verify








   Enter number to edit or Add(A) or Delete(D)--
```

Access codes can be added, deleted or edited. To add an access code, enter **A**. The following prompt is displayed:

   Enter access name--

Enter a description of the access code. This description can be up to 20 characters long. Access code names must be unique. If the new access name is accepted, the system automatically assigns an internal code to the access name.

To edit or delete an access code, select the option number associated with the access code and follow the prompts.

NOTE: When deleting an access code that has been assigned to an employee and function, delete that access code from that employee first. Then notify your McKesson representative if the access code you have deleted is currently attached to a function to delete this code from the function.

Impact

Upon acceptance of this screen, the access codes are added, deleted, and/or revised as appropriate.

DEPARTMENT FILE

Select **Edit Department File** from the Master Table Maintenance Menu. This option enables you to view, modify, or create entries in your Department Table. The following prompt is displayed:

   Enter partial department name `-`, or add(A)--

Enter the Department code or the first letters of the department name followed by a hyphen (-) to display a list beginning with those letters. Enter a hyphen (-) to display a list of all departments. If you want to add a new Department code, enter **A**.

Once you have selected the appropriate department, the following screen is displayed:

```
                    General Hospital Edit Department File Processor
                                           Mon Jul 24, 1995 01:03 pm

( 1)Employee File Dept Code  : 14
( 2)Employee File Dept Desc  : ADMITTING
( 3)Secret Code Days         : 30
( 4)Valid Facilities         : A,B,C,D
( 5)Navigator Base Department: Admissions
( 6)STAR Laboratory Dept     :
( 7)STAR Radiology Dept      :




 Enter field number or '/' starting field number--
```

Field Explanations

1. EMPLOYEE FILE DEPT CODE (2-N-R)
If you selected a department that already exists, the data already entered for each field is displayed. If you added a code, the fields are blank and the Employee File Dept Code field becomes accessible. When you access this field, the following prompt is displayed:

Enter department number-

2. EMPLOYEE FILE DEPT DESC (33-AN-R)
This field enables you to enter the employee file department description. This description is displayed in the Department View and Patient View controls displayed at the top of each STAR Navigator screen.   When you access this field, the following prompt is displayed:

Enter new department name--

3. SECRET CODE DAYS (3-N-O)
This optional field enables you to define the number of days the current secret code is to be in effect. When you access this field, the following prompt is displayed:

Enter the number of days a secret code is valid--

4. VALID FACILITIES (TABLE LOOKUP)
This field enables you to indicate the facilities to which this department has access. It is used by STAR Navigator to restrict the departments that display in the Department

and Patient View controls at the top of each screen. Only the departments valid for the selected facility display for your selection. When you access this field, the facilities defined for this CPU display for selection. You can select one or multiple departments. This field is required.

5. NAVIGATOR BASE DEPARTMENT (TABLE LOOKUP)

This field enables you to indicate the Navigator Base Department to which your hospital department relates. For example, the Base Department code used in the Base Navigator View may be set to 10 for Data Processing. In your hospital table, the Data Processing Department may be 21. When base views are copied, each department contained in that view is checked to make sure there is a corresponding hospital department. If there is not, the copy is not allowed.

Once the copy is successful, when you view your Navigator User View your department descriptions are displayed, not the ones contained in the Base Navigator Views. Each hospital department needs to be linked to a corresponding Base Department before you create any User Navigator Views. When you access this field, the listing of Base Navigator Departments display for your selection.

6. STAR LABORATORY DEPT (TABLE LOOKUP)

This field enables you to indicate the STAR Laboratory department that is used in processing all the functions on the menus defined by this department.

7. STAR RADIOLOGY DEPT (TABLE LOOKUP)

This field enables you to indicate the STAR Radiology department that is used in processing all the functions on the menus defined by this department.

Once all edits have been made, the system prompts you to accept this screen.

INITIAL MENUS BY LEVEL

The STAR Pharmacy product is designed so that each position within a department can have a separate menu. Each CRT must be assigned an initial menu via the CRT table (refer to the Tables and Parameters Volume of the STAR Pharmacy Reference Guide). By utilizing the Edit Initial Menu by Level function, the hospital can assign which menu is displayed for a defined initial menu according to security level. This menu overrides the menu assigned directly to the CRT, but is overridden by any menu that is assigned directly to the user in the personnel record. This function is rarely used in STAR Pharmacy. For more information, see the *General Information Volume* of the *STAR Patient Care Reference Guide*.

POSITION CODES

This function links specific positions with a security level. When a position is assigned to an employee in the Personnel Record, the associated security level is defaulted as the employee's security level (which can then be revised if necessary). Multiple positions can be linked to the same security level.

After you select the Edit Position File option from the Employee Master Table Maintenance menu, the following screen is displayed:

```
              General Hospital Edit Position File Processor
                                        Tue Nov 28, 1989 09:59 am
      Position Options                 Default Security

( 1) Biller                           Departmental Professional (60)
( 2) Biller/Collector                 Departmental Professional (60)
( 3) Clinical Director                Clinical Director (27)
( 4) Collector                        Departmental Professional (60)
( 5) Departmental Professional        Departmental Professional (60)
( 6) Departmental Supervisor          Departmental Supervisor (70)
( 7) Departmental Technician          Departmental Technician (50)
( 8) Head of Nursing                  Head Nurse (25)
( 9) Hospital Employee                Hospital Employee (1)
(10) LPN                              LPN (22)
(11) Nursing Administrator            Nursing Administration (29)
(12) RN                               RN (23)
(13) System Manager                   System Manager (80)
(14) Ward Clerk                       Ward Clerk (20)


 Enter number to edit or Add(A) or Delete(D)--
```

Positions can be added, deleted or edited.

Once a position is selected from the previous screen, or A is entered to add a position, the following screen is displayed:

```
             General Hospital Edit Position File Processor
                                        Tue Jun 22, 2004 09:46 am



( 1)Position Name    : Administrative Staff
( 2)Allergy Privileges: Add
( 3)Coding Options    : Table
( 4)Default Sec.      : Clerical 21
    Access codes      : Administrator
                        Employee
                        Manager
                        Supervisor






 Enter field number or '/' starting field number--
```

Field Explanations

1. POSITION NAME (17-C-R)
Enter the description of the position. Although the system does not restrict you to 17 characters, this is the maximum length recommended in order to display the entire position name in the employee's personnel record.

2. ALLERGY PRIVILEGES (1-N-O)
This field is a shortcut tod used to define the Allergy Privileges field on the Create/Edit Personnel Records screen. Options include View only, Add, Add/Modify and Add/Modify/Verify, and the default is Add/Modify.

NOTE: During allergy coding, the system does not use this field to determine the allergy privileges of the employee. Instead, the system uses the Allergy Privileges setting on the Create/Edit Personnel Records screen.

When the field is accessed, the following prompt is displayed:

Enter highest level allowed for allergy processing [2]--

0=View, 1=Add, 2=Add/Modify, 3=Add/Modify/Verify

Upon entry of a valid choice, the system display the associated literal (for example, View) in the field. If this field is set to View, field 4 (Coding Options) is blanked out and is not accessible.

Since the View Only allergy privilege does not have any coding options defined and has no need to have coding options defined, no override is allowed in the Allergy Privilege field for View Only in the Create/Edit Personnel Records screen. The following message is displayed in the Create/Edit Personnel Records Allergy Privileges field when an attempt is made to override a View privilege or a null (no entry in the position file for the allergy privilege) field.

Coding Options not defined for position! Override not allowed!

If specific position types or employees never engage in allergy entry processes, then the allergy privileges and coding options do not need to be set for these types or employees, as they are automatically limited to view-only capability.

3. CODING OPTIONS (9-C-CR)
This field is used to define the coding options that are presented when adding a patient allergy. This setting applies to all employees with this assigned position type and cannot be overridden at the employee level. When you access this field, the following prompt is displayed:

Enter options allowed for allergy coding (e.g. 1,2,3) or (A)ll [1]--

1=Allergy Table, 2=Freeform, 3=Formulary, 4=Ingredients, 5=Product File

The field is conditionally required. The default is the Allergy Table option (1).

The field is blank and not accessible if field 4 (Allergy Privileges) is set to View. If the user attempts to access the field under this condition, the system displays the following message:

"Allergy Privileges must allow edits for Coding Options."

A null value is treated as 1, with access only to the Allergy Table.

If multiple options are selected, enter a comma with no spaces to separate the numbers. For example, if non-pharmacy personnel were only allowed to use the allergy table, formulary and free-form options, the entry would be 1,2,3. Based on selections made, the field displays the following (with multiple selections separated by commas):

All = All options; displays 'All' in the field
1 = Allergy Table; displays 'Table' in the field
2 = Freeform; displays 'FF' in the field
3 = Formulary; displays '/F' in the field
4 = Ingredients; displays '/I' in the field
5 = Product File; displays '/N' in the field

If specific position types or employees never engage in allergy entry processes, then the allergy privileges and coding options do not need to be set for these types or employees, as they are automatically limited to view-only capability.

At a minimum, it is recommended that all position types allowed to enter allergies be granted access to the allergy table and the free-form options. The Allergy Table is the most desirable method of entering an allergy, but if the user cannot determine what the coded allergy needs to be based on the patient's input (such as "I'm allergic to that little white water pill."), the information can be collected as free-form and updated later.

Access to the STAR Pharmacy Formulary file may be necessary for times when a patient states an allergy to a specific drug, such as Tylenol #3. However, pharmacy formularies are typically limited to 2,000 to 3,000 items, so the possibility exists that a stated allergy to a specific drug cannot be found in the formulary file.   In this case, the user might need to select the STAR Pharmacy Product File option to locate the drug. This file contains over 60,000 entries (all the various drugs by generic availability and package size) and can be daunting to someone not familiar with its structure. It is generally recommended that non-pharmacy personnel be restricted from using the Product File option.

The STAR Pharmacy Ingredient File option accesses a table of ingredients that can be found in drugs, which is even more granular than the product file. For example, an Advil tablet has 23 different ingredients.   It is generally recommended that non-pharmacy personnel be restricted from using the Ingredient File option.

NOTE: If a facility does not have the STAR Pharmacy module, do not grant coding options for the Formulary, Product File and Ingredient File to users.

After completing this field, the following prompt is displayed:

Accept this screen? (Y/N) [Y]-

Enter **N** to exit the screen without saving the changes.

Enter **Y** to accept the screen. The following prompt is displayed:

Update allergy privileges on the Employee Edit screen? (Y/N) [N]-

Enter **N** or press ENTER to continue the acceptance of the screen and redisplay the previous screen. The Allergy Privileges field on the Create/Edit Personnel Records screen is NOT updated.

Enter **Y** to continue the acceptance of the screen. The following prompt is displayed:

Update (A)ll or only (U)ndefined allergy privileges? [U]-

Enter **U** to only update the Allergy Privileges field in the Create/Edit Personnel Records screen for the selected position type if the Allergy Privileges field is undefined (blank or null). Any employees that already have the Allergy Privileges field defined are not updated. The 'Undefined' option would be used if Allergy Privileges have been assigned individually in the Create/Edit Personnel Records screen and the user does not want the system to replace these assignments.

Enter **A** to update the Allergy Privileges field for all employees with the selected position type. The 'All' option would be used to make a global change for a given position type. For example, the facility initially set all Registered Nurses with an Allergy Privileges level of 3, but later decided to change the level to 2. In this case, the quickest way to update the Employee file would be to update the Allergy Privileges setting in the Position file, and then answer Yes to update All privileges in the Create/Edit Personnel Records screen.

Below are additional examples:

Example 1:

• User accesses Position File and selects Pharmacist

• User defines Allergy Privileges to be 'Add/Modify/Verify'

• User answers 'Yes' to update allergy privileges in the Create/Edit Personnel Records screen

- User requests to only update 'Undefined' allergy privileges in the Create/Edit Personnel Records screen

- System accesses Create/Edit Personnel Records screen

- System locates all employees assigned position of Pharmacist

- System updates the Allergy Privileges field with the above setting if it has not yet been defined

Example 2:

- User accesses Position File and selects Pharmacist

- User defines Allergy Privileges to be 'Add/Modify/Verify'

- User answers 'Yes' to update allergy privileges in the Create/Edit Personnel Records screen

- User requests to update 'All' allergy privileges in the Create/Edit Personnel Records screen

- System accesses Create/Edit Personnel Records screen

- System locates all employees assigned position of Pharmacist

- System updates the Allergy Privileges field with the above setting for all employees of this position type

4. DEFAULT SEC. (TABLE LOOKUP)

The system displays the security levels that are currently established in the Security Level table. The desired security level must be selected from this list. After the security level is entered, the following prompt is displayed:

Special Office Personnel Access (Y/N)?

Entering **Y** permits this position access to functions that have been set up to allow special office access. Since this option is not used by STAR Patient Care base, enter **N** here. If there are any Access Codes defined, the system displays them. You can select one or more to associate with this position. Typically, STAR Patient Care does not utilize access codes.

Impact

Upon acceptance of this screen, the positions are added, deleted, and/or revised as appropriate.

SECURITY LEVELS

Select the Edit Security Levels option to display the following screen:

```
                        General Hospital Edit Security Levels Processor
                        Screen is NOT auto sorted Fri Aug 28, 1987 03:14 pm
           1         2         3         4         5         6         7
012345678901234567890123456789012345678901234567890123456789012345678901234678
( 1) Hospital Employee (1)                                                    0
( 2) Ward Clerk (20)                                                          1
( 3) LPN (22)                                                                 2
( 4) RN (23)                                                                  3
( 5) Head Nurse (25)                                                          4
( 6) Clinical Director (27)                                                   5
( 7) Nursing Administration (29)                                              6
( 8) Departmental Clerk (40)                                                  7
( 9) Departmental Technician (50)                                             8
(10) Departmental Professional (60)                                           9
(11) Departmental Supervisor (70)                                             0
(12) System Manager (80)                                                      1
                                                                              2
                                                                              3
                                                                              4
                                                                              5
                                                                              6

 Enter (Blanks/Color/Delete/Edit/Headings/Insert/Move/Parms/Sort/Text)--
```

At least one security level is established on this screen by McKesson (this is necessary to enter the initial hospital employee in the system). This level is System Manager at a security level of 89. Level 89 is the highest security level available for hospital employees. Only McKesson personnel can establish a security level of 80 or above.

The STAR Pharmacy System Manager requires a security level over 80 to access key fields in the STAR Pharmacy build. Assign a security level less than 80 to all other pharmacy employees.

The available options are displayed in the prompt. Select the option you desire by entering the first letter of the function (E for Edit, M for Move, etc.). The transactions required for the entry and editing of security levels are described in the following paragraphs.

- Delete - Currently defined security levels can be deleted using this option. Enter the number for which to begin and end deleting. For example, to delete field four, enter 4. To delete fields four through seven, enter 4,7.

  Never delete the System Manager (level 89) entry. If this level is deleted, it is necessary to contact your McKesson representative to add this level back to your security level table.

- Edit - The Edit option can be used to edit existing security levels. Enter the option number of the security level you want to edit.

  The information pertaining to the security level that was selected for editing is displayed. This information can now be changed.

- Insert - The Insert option can be used to add new security levels. Enter the option number of the level before which to insert, or enter END to insert at the bottom of the list.

The following screen is displayed when the Edit or Insert options are selected:

```
                    General Hospital Edit Security Levels Processor
                           Screen is NOT auto sorted Fri Aug 28, 1987 03:23 pm

( 1)Screen Name   : Departmental Professional (60)
( 2)Security Name : Departmental Professional (60)
( 3)Security Level: 60













   Enter field number or '/' starting field number--
```

Field Explanations

1. SCREEN NAME (30-C-R)
This field identifies the description of the security levels available from the Hospital Employee File maintenance functions. If the Security Name field has not been previously defined, the Screen Name description automatically displays in Field 2. It is recommended that the security level be part of the Screen Name/Security Name.

1. Screen Name: Department Head (60)

2. Security Name: Department Head (60)

3. Security Level: 60

2. SECURITY NAME (30-C-R)
This field identifies the description of the security level after it has been assigned to a position or to an employee. Typically, this field contains the same description as the Screen Name field above.

3. SECURITY LEVEL (2-N-R)
This field contains the number of the security level. Security levels can be assigned from 1 through 89.

NOTE: The employee assigning a security level between 80 and 89 must have a security level that is:

- At least 80, with special office access

- Greater than or equal to, the security level being assigned.

  If the employee's security level is below 80, the following error message is displayed:

  Error: System manager security or higher required to assign this security level!

  If the employee's security level is less than the security level being assigned, and the employee does not have special office access, the following error message displays:

  Error: Your level is lower than this employee's!

Security levels must be unique; therefore, the same security level cannot be assigned to multiple security names. Although there are no length restrictions on the Screen Name and Security Name fields, it is recommended that these descriptions be limited to 30 characters.

Make the descriptions of the security level entries generic. These entries can then be linked to positions to make them more specific.

Once these fields are completed, you have the option of accepting or editing the screen. If you accept the screen, the Security Levels are displayed with the new information. This summary screen must also be accepted before the transaction(s) can be completed.

Impact

Upon acceptance of the Edit/Insert screen, the following takes place:

- The security level entry is added or revised (as appropriate) to the display of the currently defined security levels. Upon overall acceptance of the security levels displayed, the security level table is updated with the revisions and additions posted.

EDIT SIGN-ON HELP SCREEN

When a user is signing on to the STAR Patient Care System and the CRT is secured, a prompt is displayed, requiring the user to enter his or her system ID and secret code. If the user enters a question mark (?) at this transaction a screen of help text information displays. The information that displays is controlled by the hospital. To edit this information, select the Edit Sign-on Help Screen option.

The following screen is displayed:

```
                    General Hospital Sign-on Help Screen Processor
                                                  Thu Aug 13, 1987 09:39 am
      12345678901234567890123456789012345678901234567890123456789012345689012345
  01|                                                                           |
  02|                                                                           |
  03|                                                                           |
  04|  The text that is entered here by the hospital will display when the      |
  05|                                                                           |
  06|  user enters a "?" when the system asks the user for his/her ID code      |
  07|                                                                           |
  08|  at initial menu security.                                                |
  09|                                                                           |
  10|                                                                           |
  11|                                                                           |
  12|                                                                           |
  13|                                                                           |
  14|                                                                           |
  15|                                                                           |
  16|                                                                           |
  17|                                                                           |
        F1          F2          F3      F4   F5          F6          F7   F10
       Delete Line Insert Line Center EXIT Store Line Restore Line Pack Help
```

Please refer to "Chapter 10 - HELP TEXT - CHARACTER-BASED" for detailed information regarding editing this help text.

OTHER PARAMETERS

Certain default parameters can be established. It is helpful if these parameters are defined prior to entering employees in the Employee File. To define other default parameters, select the Edit Other Parameters option. The following screen is displayed:

```
                    General Hospital Edit Other Parameters Processor
                                                  Thu Aug 13, 1987 09:39 am

  ( 1) Top Management Level    :  System Manager (80)
  ( 2) Add Employee            :  System Manager (80)
  ( 3) Edit Access Codes       :  System Manager (80)
  ( 4) Default Area Code       :  404
  ( 5) Default City            :  ATLANTA
  ( 6) Default State           :  GA
  ( 7) Anniversary Year        :  No




   Enter field number or '/' starting field number--
```

Field Explanations

1. TOP MANAGEMENT LEVEL (2-N-R)

This field establishes the highest security level in the system. Selection is made from the security levels previously defined.

2. ADD EMPLOYEE (2-N-R)

This field defines the security level required to add employees. The security level must be chosen from the levels already defined. If the actual function of Create/Edit Personnel Records is secured, this parameter is not completed.

If the function is not secured and this parameter is defined, an individual with a lower security than what is defined can revise existing employees but cannot add employees.

NOTE: A user can decrease an employee's security level even if the user has a lower security than the employee whose level is being decreased.

3. EDIT ACCESS CODES (2-N-R)

This field defines the level of security required to edit access codes. The security level must be selected from the security levels defined.

4. DEFAULT AREA CODE (3-N-O)

This is the area code that the system inserts if one is not entered. This default is used for entering employees in the personnel record.

5. DEFAULT CITY (5-C-O)

This is the city that the system inserts if one is not entered. This default applies to the entry of employees in the personnel records.

6. DEFAULT STATE (2-A-O)

This is the state the system inserts if one is not entered. This default applies to the entry of employees in the personnel records.

7. ANNIVERSARY YEAR (1-A-R)

Currently, this field is not used.

Once these fields are completed, you have the option of accepting or editing the screen. If you accept the screen, the transaction is complete.

Impact

Upon acceptance of this screen, the parameters are added, deleted or revised as appropriate.

ALLSTAR SignOn Reports

For more information, see the *ALLSTAR SignOn User's Guide.*

ALLSTAR SignOn Remote Environments Parameters Reports

For more information, see the *ALLSTAR SignOn User's Guide.*

Password Instance Maintenance

For more information, see the *ALLSTAR SignOn User's Guide.*

Navigator User Maintenance

For more information, see the *STAR Navigator User's Guide.*

Spooler Security Maintenance

For more information, see the *ALLSTAR SignOn User's Guide.*

Download Report Maintenance

The Download Report Maintenance option provides the ability to specify which reports an employee may download to a PC using WEM or STAR Navigator.

After you select the Download Report Maintenance option, the system performs a check for ALLSTAR SignOn. If ALLSTAR SignOn is not implemented, the following message is displayed:

Function available with ALLSTAR SignOn!

If ALLSTAR SignOn is implemented, the system displays the following prompt:

Enter ALLSTAR ID code, `*`employee number, last name `-` to list--
use `%`last name followed by `-` to see ALLSTAR employee list

The employee selected must be defined for the product from which the function is being executed and ALLSTAR SignOn. If the selected employee is not defined for ALLSTAR SignOn the system displays the following message:

Error: No ALLSTAR record for 279

If the employee is not defined for the current product, the system displays the following message where **C** is the appropriate application code:

Error: No C application record for 01215

If the employee is defined for both ALLSTAR SignOn and the product, the following Download Report Maintenance screen is displayed:

```
          General Hospital Download Report Maintenance Processor
                                               Thu Mar 21, 1996 10:45 am
Download Report Mapping
1 Employee Name                 2 Employee ID Number
  White, Alice                    13444
3 Download at Logoff            4 Last Edited By
  Enabled                         Green, John on 03/19/96 1347
5 Report Name/Wildcard  Description              Primary
  1500B                 1500 Claims Facility B   Yes
  GM-                   Testing                  No





 Enter field number or '/' starting field number--
```

Field Explanations

1. EMPLOYEE NAME (DISPLAY ONLY)
This field contains the selected employee's name.

2. EMPLOYEE ID (DISPLAY ONLY)
This field contains the selected employee's ID code.

3. DOWNLOAD AT LOGOFF (1-A-R)
This field is used to enable or disable report downloading at system logoff. When accessed, the system displays the following prompt:

   Prompt for download at logoff? (Y/N) [Y]--

Enter **N** to disable report download at system logoff. Disabled displays in the field.

Enter **Y** or press ENTER to allow report download at system logoff. Enabled displays in the field.

NOTE: The default for this field is *Enabled*. If the field is left blank, at logoff you are prompted for download.

4. LAST EDITED BY (DISPLAY ONLY)
This field contains the name of the person who last edited the screen information and the edit date and time.

5. REPORT NAME/WILDCARD (DISPLAY ONLY)
This field uses scrolling screen processing and is used to map reports to a the selected employee. When the screen is displayed, the first page of mapped reports displays in

this field. Once this field is selected, the scrolling screen processor is enabled as shown in the following screen:

```
                General Hospital Download Report Maintenance Processor
                                            Thu Mar 21, 1996 10:45 am
 Download Report Mapping
  1 Employee Name                 2 Employee ID Number
    White, Alice                    13444
  3 Download at Logoff            4 Last Edited By
    Enabled                         Green, John on 03/19/96 1347
  5 Report Name/Wildcard    Description                Primary
    1500B                   1500 Claims Facility B     Yes
    GM-                     Testing                    No




 Enter report name to add, first letters and a dash, or `*`wildcard`-`--
      F1Prev Page    F2Next Page    F3 Insert    F4 Delete    F6 Reset    F7  Exit    ?
```

Scrolling Screen

The fields in this scrolling screen are used to map reports to the selected employee ID. The following function keys are used for the scrolling screen:

F1Prev Page   F2Next Page   F3 Insert   F4 Delete   F6 Reset   F7 Exit   ?

Use the F1 and F2 keys to move backward and forward, respectively, within the table. Use the F3 key to add a report to the table. Use the F4 key to delete a report from the table. Use the F6 key to reset the last edit made to the table prior to moving the cursor to another line. Once the cursor is moved to another line, no changes can be made. At any time, press F7 to exit the screen and save the changes or exit and return to the screen without saving the changes made.

REPORT NAME/WILDCARD (TABLE LOOKUP-O)
To add a report, use the F3 Insert key or move to an empty line using the arrow keys. Then enter the report name or a partial name followed by a dash (-).

When a valid report name for the employee ID is entered, the system displays a table with the report name and description. Select the report to be mapped. The report is added to the scrolling screen list.

When a partial name and dash are entered, the system displays a table of all available reports that matches the partial entry as shown in the following screen:

```
                General Hospital Download Report Maintenance Processor
                                                  Thu Mar 21, 1996 10:45 am
Download Report Mapping
 1 Employee Name                    2 Employee ID Number
   White, Alice                       13444
 3 Download at Logoff               4 Last Edited By
   Enabled                            Green, John on 03/19/96 1347
 5 Report Name/Wildcard  Description            Primary
 Page:01              Reports (Inactive entries denoted by `*`)
      Name       Description
( 1) ALALLAL0  ACCESSION LABEL **
( 2) ALARLAR0  ARCHIVE PATIENT LISTING
( 3) ALBILBI0  INSTRUMENT ACCESSION LABEL
( 4) ALBSLBS0  BAD SPECIMEN LABELS
( 5) ALCILCI0  CLIENT REPORT
( 6) ALCLLCL0  COLLECTION LABEL




Select report to be mapped--
              next page(/)
```

Select the report to be mapped. The report is added to the scrolling screen list.

You can also use report wildcard definitions to map a range of reports. To define a wildcard, use the F3 Insert key or move to an empty line on the scrolling screen, and then enter ***wildcard-**. For example, to add all Laboratory general reports, you would enter ***ALG-**.

NOTE: When defining wildcards, be as specific as possible. Otherwise, the time for report look-up during download may be extended significantly.

DESCRIPTION (DISPLAY ONLY) OR (39-AN-R)
When a report is selected from the report table, the report description displays in the Description field and can not be edited. When a wildcard is entered, you are required to enter a description for the wildcard. At any time, the description may be edited without modifying the wildcard. The description field is free-form text entry. The description can be up to 39 characters.

PRIMARY (1-A-R)
This field indicates the report that is to be used as the primary report for the employee. The primary report name overrides the report name to print to the user's spooler. For persons using Physicians Access, defining a primary report is necessary to enable download and spool capabilities. Only one report can be the primary report. Wildcards cannot be defined as primary reports.

When you complete the report selection, use the F7 key to exit the screen. The following prompt is displayed:

>*Accept this screen? (Y/N) [Y]--*

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Enter **Y** to accept the screen and exit to the initial employee look-up prompt. Enter **N** to return to the Download Report Maintenance screen.

NOTE: The mapped reports are available for download from any ID on the system for which the report is defined. However, the assignment of reports is completed by system ID.

MULTIPLE PRODUCTS

As McKesson installs multiple products at a site networked with the STAR Patient Care system or any other McKesson clinical system, it takes into account the security levels for the various products. In order for integrated products to have accessibility to the proper functions, the levels must be staggered. For example, if Patient Care uses levels 19, 29, 39, and so forth, then Pharmacy can use levels 11, 21, 31, and so forth.

The following table shows an example of a multiproduct security level matrix:

RADIOLOGY	PATIENT CARE	PHARMACY	NURSING
	Sys Manager 89		
			Nsg Admin 82
		Rx Dir 81	
Sys Spc/Dir 80			
	Dept Dir 79		
			(Open) 72
		Rx Asst Dir 71	
Open 70			
	Dept Asst Dir 69		
			Nsg Superv 62
		(Open) 61	
Super/Chf Tech 60			
	Dept Sup 59		
			RN 52
		Reg Pharm 51	
Radiologist 50			
	Dept Pro 49		
			LPN 42
		Technician 41	
Transcript 40			
	Dept Tech 39		
			Unit Sect 32
		Clerical 31	
Technologist 30			
	Clerical 29		

RADIOLOGY	PATIENT CARE	PHARMACY	NURSING
Clerical 20 Limited Access 20			

Consider the security levels of all products when planning the security matrix for a site having multiple products. The following tables show the recommended security levels to ensure proper access by all products in an integrated environment.

RECOMMENDED SECURITY LEVELS

By Department

A. Radiology

Security Levels

10	Limited Access
20	Clerical
30	Technologist
40	Transcriptionist
50	Radiologist
60	Supervisor/Chief Tech
70	System Specialist/Director
80	Radiology System Specialist/Director
80	Radiology System Specialist/Director

POSITION	LEVEL
Temporary File Clerk	Limited Access (10)
Darkroom Technician	Limited Access (10)
Clerk/Receptionist	Clerical (20)
Fill-in Technologist	Technologist (30)
Student	Technologist (30)
Radiology Technologist	Technologist (30)
Senior Radiology Technologist	Technologist (30)
Fill-in Transcriber/Rad	Transcriptionist (40)
Lead Transcriber	Transcriptionist (40)
Radiologist	Radiologist (50)
Radiology Supervisor	Supervisor/Chief Tech (60)
Chief CT Technologist	Supervisor/Chief Tech (60)
Chief Mammography Technologist	Supervisor/Chief Tech (60)
Chief Ultrasound Technologist	Supervisor/Chief Tech (60)
Chief Nuclear Medicine Technologist	Supervisor/Chief Tech (60)
Chief Special Procedures Technologist	Supervisor/Chief Tech (60)

POSITION	LEVEL
Director	System Specialist/Director (70)
Systems Specialist	System Specialist/Director (80)

B. Pharmacy

Security Levels

0	Default Menu
23	Pharmacy Clerical
33	Pharmacy Technician
43	Pharmacy Student
53	Registered Pharmacist
63	Pharmacy Assistant Director
73	Pharmacy Director
83	Pharmacy Coordinator

POSITION	LEVEL
Pharmacy Clerk	Pharmacy Clerical (23)
Pharmacy Tech	Pharmacy Technician (33)
Pharmacy Student	Pharmacy Student (43)
Registered Pharmacist	Registered Pharmacist (53)
Pharmacy Assistant Director	Pharmacy Assistant Director (63)
Pharmacy Director	Pharmacy Director (73)
Pharmacy Coordinator	Pharmacy Coordinator (83)

C. Nursing

Security Levels

0	Default Menu
22	Nursing Unit Secretary
42	Nursing RN/LPN
52	Head Nurse

62   Nursing Supervisor/Administrator

82   Nursing Coordinator

POSITION	LEVEL
Nursing Unit Secretary	Nursing Unit Secretary (22)
Nursing RN/LPN	Nursing RN/LPN (42)
Head Nurse	Head Nurse (52)
Nursing Supervisor/Administrator	Nursing Sup/Admin (62)
Nursing Coordinator	Nursing Coordinator (82)

D. Patient Care

Security Levels

21   Administrative Staff

61   Dept. Director/Supervisor

71   DP Operator

81   Patient Care Coordinator

86   System Manager

POSITION	LEVEL
Administrative Staff	Clerical (21)
Staff Technician	Clerical (21)
Dept. Supervisor/Director	Dept. Sup/Head (61)
DP Operator	DP Operator (71)
Patient Care Coordinator	Patient Care Coordinator (81)
Systems Manager	Systems Manager (86)

Consolidated Positions/Levels

POSITION	LEVEL
Temporary File Clerk	Limited Access (10)
Darkroom Technician	Limited Access (10)
Clerk/Receptionist	Clerical (20)
Patient Care Clerical	Patient Care Clerical (21)
Nursing Unit Secretary	Nursing Unit Secretary (22)
Patient Care Dept. Technician	Patient Care Dept. Technician (21)
Pharmacy Clerk	Clerical (23)
Fill-in Technologist	Technologist (30)
Student	Technologist (30)
Radiology Technologist	Technologist (30)
Senior Radiology Technologist	Technologist (30)
Pharmacy Technician	Pharmacy Technician (33)
Fill-in Transcriber/Rad	Transcriptionist (40)
Lead Transcriber	Transcriptionist (40)
Nursing RN/LPN	Nursing RN/LPN (42)
Pharmacy Student	Pharmacy Student (43)
Radiologist	Radiologist (50)
Head Nurse	Head Nurse (52)
Registered Pharmacist	Registered Pharmacist (53)
Radiology Supervisor	Supervisor/Chief Tech (60)
Chief CT Technologist	Supervisor/Chief Tech (60)
Chief Mammography Technologist	Supervisor/Chief Tech (60)
Chief Ultrasound Technologist	Supervisor/Chief Tech (60)
Chief Nuclear Medicine Technologist	Supervisor/Chief Tech (60)
Chief Special Procedures Technologist	Supervisor/Chief Tech (60)
Pat. Care Dept. Supervisor/Director	Patient Care Dept. Supervisor (61)
Nursing Supervisor/Admin	Nursing Supervisor/Admin (62)
Pharmacy Assistant Director	Pharmacy Asst. Director (63)
Patient Care Dept. Asst. Director	Patient Care Dept. Asst. Director (69)
DP Operator	DP Operator (71)
Pharmacy Director	Pharmacy Director (73)
Radiology Director	Radiology System Specialist/Dir (70)

POSITION	LEVEL
Radiology Systems Specialist	Radiology System Specialist/Dir (80)
Patient Care Coordinator	Patient Care Coordinator (81)
Nursing Coordinator	Nursing Coordinator (82)
Pharmacy Coordinator	Pharmacy Coordinator (83)
System Manager	System Manager (86)

GUIDELINES

- Try to match the authority and responsibility of the position across all departments and products.

- Offset product values by one. Do not use the same security level on different products.

- Keep STAR Patient Care security level values the lower of corresponding positions; Patient Care employees can access any function secured at this level. The lower security level also gives the pharmacy personnel having similar positions access to these functions because of their higher security levels.

Chapter 7 - MULTIFACILITY PROCESSING

INTRODUCTION

A multifacility environment involves shared installation activities and shared system data among facilities. However, the system functionality at each facility may vary, since all data files, tables and parameters for each facility do not have to be exactly the same. For example, one facility may have different order processing requirements that would necessitate different table content.

A multifacility installation requires a stronger communication effort than a single facility installation. Open channels of communication must be maintained among the different facilities as well as between McKesson and the different facilities.

A multifacility installation also requires more of a coordinating effort. In a single-facility installation, the McKesson Installation Team learns the workflow and special requirements of one facility. In a multifacility installation, the Installation Team must learn the workflows and special requirements of each individual facility, and then work with the appropriate facility representatives to implement an efficient installation.

Finally, the multifacility installation involves more planning and decision-making. Some considerations specific to the multifacility environment are:

- Which facility is to house the Central Processing Unit (CPU)?

- Do the site preparation activities of each facility need to be coordinated?

- Does each facility have their own System Coordinator, and who is responsible for organizing the total facilities' installation efforts?

- What methods are to be used to promote and support the open and constant communication between the various facilities and the McKesson Installation Coordinator?

- Which tables are split by facility, and which are shared?

- Does each facility have its own formulary or is the formulary shared between facilities?

TABLES

Most of the tables can be split by facility. That is, each facility can maintain a separate version of the same table. Listed below are the tables that must be shared by all facilities:

- Allergy Classes *

- AHFS Therapeutic Classes *

- Drug-Drug Interact Action Codes

- Drug-Drug Interact Severity Codes

- Generic Name Codes *

- Ingredients *

- IV Base Solutions *

- O/P Label Warning Codes

- Nurse Station Parameters

- Stock Locations

* Table information is provided by First DataBank.

NOTE: The Solution Type Codes table must be split by facility in a multifacility environment.

If your hospital uses the Ambulatory Care Module with multiple master facilities, McKesson recommends that all Ambulatory Care Module tables be split by facility. If your hospital does not follow this recommendation, there are several multifacility issues that need to be considered. For more detailed information, see the Ambulatory Care Module Tables section in the *Tables and Parameters Volume* of the *STAR Pharmacy Reference Guide*.

For more details on the contents of tables, see the *Tables and Parameters Volume* of the *STAR Pharmacy Reference Guide*.

PARAMETERS

There are some McKesson-controlled parameters that must be shared by all facilities. These parameters control some basic system functions such as format of charge transactions and date and time display format. These common parameters are defined at the time STAR Pharmacy is installed, and should not be changed after the system is Live.

For more details on the contents of parameters, see the *Tables and Parameters Volume* of the *STAR Pharmacy Reference Guide*.

AMBULATORY CARE

For the Ambulatory Care module, multiple facilities can share an outpatient pharmacy. You must first identify the master facilities (the outpatient pharmacies) and then assign each facility to a master facility. If an Ambulatory Care table is split by facility, it is split by master facility.

Chapter 8 - MIDNIGHT PROCESSING

Illustrations

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INTRODUCTION

Midnight processing is a series of system maintenance procedures performed on a daily basis. A typical list of midnight processing functions includes:

- Process Formulary Updates

- Discontinue Orders for Discharged Patients

- Print Discharge Summary and Historize Profile

- Perform Automatic Stop Order Processing

- Accumulate Workload Statistics and Create Workload Reports

- Generate and Print Inpatient Batch Reports

- Generate and Print Purchasing Batch Reports (if using Purchasing Support module)

- Generate and Print Ambulatory Care Batch Reports (if using the Ambulatory Care module)

- Interface with hospital's financial system so that item updates and charges may be passed to the financial system

On the first Saturday of every month, additional processes are performed including:

- Purge Historized Orders

- Auto Inactivation of Prescriptions *

- Purge Inactive Prescriptions *

* Ambulatory Care Module only.

NOTE: The results of these processes are based on user-defined retention parameters.

Although the basic midnight processing procedures are the same for all STAR Pharmacy systems, the steps involved and the order in which they are performed may vary according to hospital procedures. This section therefore presents midnight processing in its generic form. Your McKesson representative can provide you with the exact procedures for your system if they are different from those presented here.

FORMULARY UPDATE PROCESSING

Additions, deletions, brand name changes, and revisions to financial or pricing information in the formulary are not necessarily effective immediately. For revisions to price information on existing orders in Formulary Maintenance or Formulary Brand Name Change functions, the system displays a prompt similar to the following:

Enter Date that the revision will occur [mm/dd/yy]--

The following date options are available to you:

- The system offers the current date as the default. Press ENTER to accept the default date. If you select this option, processing occurs immediately.

- You can enter a date other than today by using the date entry techniques described in the *General Information Volume* of the *STAR Pharmacy Reference Guide.* If you select this option, the system implements the change during midnight processing on the date specified.

All formulary additions and deletions affect all facilities sharing the formulary and are processed during midnight processing for the effective date. Additions and deletions do not have the option of being processed immediately.

NOTE: For information about how to add, revise or delete a formulary item in a multifacility environment, see the Multi-Facility Formulary Maintenance Functions topic in the *General Applications Volume* of the *STAR Pharmacy Reference Guide*.

During update, the system prevents most order maintenance functions and charges from using the item when any of the following are in progress:

- Formulary update when the formulary item selected is being updated

- FDB/formulary update when the NDC of the formulary item selected is being updated

- FDB/formulary update when all items in the formulary are scheduled to be updated

During update, you cannot use the following functions to place an order, add an item to an existing order, or refill a prescription (except for solution quick refills):

Inpatient Processing	Ambulatory Care
Floorstock Charge	Fill Prescription
Narcotic Charge	Refill Prescription (except
Order Entry	for solution quick refill)

Inpatient Processing	**Ambulatory Care**
Outpatient Charge	Relabel Order
Restart	Transfer Prescription In
Revise (add to an existing order)	Specialty Charge

If you try to enter an order or refill a prescription during formulary update, the system displays the following message:

Formulary update in progress--access not allowed! Retry? (Y/N) [N]--

You can either press ENTER to exit the function or enter **Y** to retry. After the update is complete, you can continue.

During update, you cannot use certain inpatient processing functions to place an inpatient charge or credit against an item. If you try to use one of these functions to place an inpatient charge or credit against an item during an update, the system queues the charge or credit for processing after the update is complete. The system generates all queued charges or credits in the order they are queued. These functions are as follows:

- Cancel
- Cart Check List
- Cart Check Screen
- Cart Fill List
- Cart Fill Screen
- Cart Update List
- Charge
- Demand Medication
- Demand Solution
- Floorstock Charge
- Late Charge/Credit

- Leave of Absence
- Manual Charge/Credit
- Narcotic Charge
- Post Discharged Patient
- Post Medication
- Replace Dose
- Resume
- Revise
- Solution Prep Labels
- Verify

When charges are queued pending a formulary update, the system displays the following message on the Charge Inquiry and Late Charge Inquiry screens:

*** Some transactions are queued pending formulary update ***

The system displays a q beside the drug name in Charge Inquiry for queued charges that are generated at the end of formulary update.

NOTE: If your facility is sending medication administrations from Horizon Clinical Documentation™ (or Horizon Expert Documentation™, if applicable) to STAR Pharmacy and an administration transaction is received for an item that

is undergoing a formulary update, the system records the administration transaction and queues the charge for the transaction. The Charge Amount field on the Horizon Clinical Documentation (or Horizon Expert Documentation, if applicable) Medication Administration Screen contains a zero (0) and the word *Queued* to indicate the charge is to be processed when the formulary update is complete. In addition, the Horizon Clinical Documentation (or Horizon Expert Documentation, if applicable) Zero Order Charge Report prints a *q* in front of any zero charge amounts for transactions with queued charges.

Do not use the following Ambulatory Care functions during Formulary Update because the price calculations may give unpredictable results:

- Cancel Prescription

- Quick Refill (for solutions only)

- Revise Prescription

JCAHO prohibited abbreviations

UPDATE DURING MIDNIGHT PROCESSING

The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and the Institute for Safe Medication Practices (ISMP) have established standards for patient identification prior to the administration of medications and/or solutions. Certain drug name and dosage abbreviations can pose a risk to patient safety if they are misinterpreted or misunderstood. The JCAHO Unit Formulary Abbreviations table enables you to enter the prohibited abbreviations that are applicable to your organization and the acceptable description to replace that drug name or dosage.

If you schedule a PIF/Formulary update to occur during midnight processing and that update is performed, the system compares the FDB update information being loaded to prohibited abbreviation information in the JCAHO Unit Formulary Abbreviations table. If prohibited abbreviations are found in the FDB update information, they are replaced with the appropriate wording from the JCAHO Unit Formulary Abbreviations table before the information is written to the formulary. The JCAHO Unit Formulary Update Report is generated during midnight processing.

JCAHO UNIT FORMULARY UPDATE REPORT

Purpose: The JCAHO Unit Formulary Update Report provides information about which prohibited abbreviations in the FDB update information were replaced by JCAHO and ISMP-specified text before being written to the formulary. For information about the JCAHO Unit Formulary Abbreviations table, see the *Tables and Parameters Volume* of the *STAR Pharmacy Reference Guide*.

Generation: The JCAHO Unit Formulary Update Report is generated if prohibited abbreviations are applied during the FDB update in midnight processing.

                   This report is also generated immediately (not during midnight processing) if a pharmacist makes changes to the JCAHO Unit Formulary Abbreviations table and chooses to update the formulary at that time.

Parameters: Abbreviations are replaced based on the information in the JCAHO Unit Formulary Abbreviations table.

Sort Sequence: Facility is the primary sort. Within each facility, the abbreviations replaced are sorted by formulary item code number.

Grouped by: None

Page Break: None

Subtotals: None

Grand Totals: None

Figure 8.1 JCAHO Unit Formulary Update Report

```
Facility Name              JCAHO Formulary Unit Update Report    Page:      1
                                                                 Date: 07/11/05
                                                                 Time:  12:42pm
Requested By: CHO,SALLY JO

 Fac Code Drug                   Description        Old Value      New Value
 --- ---- ----                   -----------        ---------      ---------
  A   214 HEPARIN FLUSH          Item Desc Strength 10UNIT/ML      10UNITS/ML
  A   214 HEPARIN FLUSH          Item Desc Strength 10UNIT/ML      10UNITS/ML
  A   215 HEPARIN FLUSH          Item Desc Strength 100UNIT/ML     100UNITS/ML
  A   215 HEPARIN FLUSH          Item Desc Strength 100UNIT/ML     100UNITS/ML
  A   217 INSULIN HUMAN          Item Desc Strength 100UNIT/ML     100UNITS/ML
  A   217 INSULIN HUMAN          Item Desc Strength 100UNIT/ML     100UNITS/ML
  A   218 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  A   218 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  A   219 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  A   219 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  A   224 MUMPS SKIN TEST ANTI   Item Desc Strength 40UNIT/ML      40UNITS/ML
  A   312 OXYTOCIN               Item Desc Strength 10UNIT/ML      10UNITS/ML
  A   312 OXYTOCIN               Item Desc Strength 10UNIT/ML      10UNITS/ML
  A   570 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  B   214 HEPARIN FLUSH          Item Desc Strength 10UNIT/ML      10UNITS/ML
  B   214 HEPARIN FLUSH          Item Desc Strength 10UNIT/ML      10UNITS/ML
  B   218 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  B   218 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  B   219 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  B   219 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  B   312 OXYTOCIN               Item Desc Strength 10UNIT/ML      10UNITS/ML
  B   312 OXYTOCIN               Item Desc Strength 10UNIT/ML      10UNITS/ML
  B   570 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  C   100 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  C   100 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  C   154 OXYTOCIN               Item Desc Strength 10UNIT/ML      10UNITS/ML
  C   154 OXYTOCIN               Item Desc Strength 10UNIT/ML      10UNITS/ML
  C   570 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  C    97 HEPARIN FLUSH          Item Desc Strength 10UNIT/ML      10UNITS/ML
  C    97 HEPARIN FLUSH          Item Desc Strength 10UNIT/ML      10UNITS/ML
  C    99 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  C    99 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  D   214 HEPARIN FLUSH          Item Desc Strength 10UNIT/ML      10UNITS/ML
  D   214 HEPARIN FLUSH          Item Desc Strength 10UNIT/ML      10UNITS/ML
  D   215 HEPARIN FLUSH          Item Desc Strength 100UNIT/ML     100UNITS/ML
  D   215 HEPARIN FLUSH          Item Desc Strength 100UNIT/ML     100UNITS/ML
  D   217 INSULIN HUMAN          Item Desc Strength 100UNIT/ML     100UNITS/ML
  D   217 INSULIN HUMAN          Item Desc Strength 100UNIT/ML     100UNITS/ML
  D   218 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  D   218 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  D   219 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  D   219 INSULIN                Item Desc Strength 100UNIT/ML     100UNITS/ML
  D   224 MUMPS SKIN TEST ANTI   Item Desc Strength 40UNIT/ML      40UNITS/ML
  D   312 OXYTOCIN               Item Desc Strength 10UNIT/ML      10UNITS/ML
  D   312 OXYTOCIN               Item Desc Strength 10UNIT/ML      10UNITS/ML

                                 End of Report
```

The report heading provides the facility name, report title, page number, report date and date and time of report generation. In addition, the heading includes the employee who was logged in when midnight processing was started (or the pharmacist logged in when changes were made to the JCAHO Unit Formulary Abbreviations table and the option to update the formulary immediately was selected).

FAC
This column contains the facility code.

CODE
This column contains the code number of the item that contained the prohibited abbreviation.

DRUG
This column contains the drug name of the item that contained the prohibited abbreviation.

DESCRIPTION
This column contains the field name that was changed when the prohibited abbreviation was replaced with the text specified in the Replacement Text field of the JCAHO Unit Formulary Abbreviations table. Fields that can be impacted are Strength, Display Strength, Volume, Label Name, or any field that is a combination of the others (for example, Item Description).

OLD VALUE
This column contains the prohibited abbreviation that is specified in the Abbreviation field of the JCAHO Unit Formulary Abbreviations table.

NEW VALUE
This column contains the replacement text that corresponds to the prohibited abbreviation in the JCAHO Unit Formulary Abbreviations table.

DISCHARGED PATIENTS

When the patient is discharged, the system discontinues all orders immediately or real-time when all of the items in a medication order have reached their stop date and time, or when the order level stop date/time for solutions is reached. When a patient is discharged, the system prints a discharge notice label containing the discharge date and time, the patient's name and age, account number, old location, and discharge reason. If the patient being discharged has active solution orders, the system prints *Patient has IV* on the discharge label.

When the patient goes *inactive*, at a user-defined time after the discharge date, a discharge summary is printed and the profile is historized. Historization is a summarization of the most important order information. All of the order information is not kept. After the patient's visit information has been historized, you may view the information through the RX View Previous Profile function.

PERFORM AUTOMATIC STOP ORDER PROCESSING

The Automatic Stop Order (ASO) Notification Report is a listing of orders with pending stop order dates. For each order with a pending stop order, this report shows the order number, item description, route of administration, frequency, schedule, length of therapy for the order, number of doses charged, stop order date, stop order time, stop order type description and stop order comment.

ASO Notification can be printed on labels, in report or list format on paper, or both. The label format is determined by the pharmacy department. ASO Notification Reports and Labels are generated each night during midnight processing.

The pharmacy department also determines the number of days prior to stop that orders are printed, whether hard and/or soft stops print, whether medications and/or solutions print, and the sort sequence of the report.

Automatic Stop Order Processing also discontinues orders with hard stops on the appropriate date.

ACCUMULATE WORKLOAD STATISTICS AND CREATE WORKLOAD REPORTS

The Workload Statistics Report summarizes the pharmacy department activities and provides year-to-date, month-to-date, daily, and hourly statistics for comparison purposes. The workload reports can be generated for each facility, for each nurse station and for each patient type. In addition, an end-of-month summary is also generated at the end of each month. The level of detail on the reports is determined by the Rpt - Workload Daily parameter and Rpt - Workload Monthly parameter.

INPATIENT REPORTS CREATED BY MIDNIGHT PROCESSING

- Formulary Update Report

- Activity Journal

- Controlled Drug Report

- Non-Formulary Usage Report

- Floorstock Usage Report or Formulary Reorder Report

- Adverse Drug Reaction Report

- Drug-Drug Interaction Report

- Unpriced Orders Report

- Replace Dose Report (Missing Dose Report)

- Target Drug/Class Worksheet

- Revised Drug-Food/Nutrient Supplemental Messages Report

- Patient Discharge Summary

- Interaction Override Report

- Dose Range Check Override Report

- Daily Floorstock Physical Adjustments Report

- Formulary Activity Report

- Drug-Disease State Interaction Override Report

- Allergy Deferment Report

The following reports are printed if the associated interface is active for the facility:

- Horizon Clinical Documentation (or Horizon Expert Documentation, if applicable) Zero Order Charge Report

- Interface Exception Report (for Pyxis or SureMed® Interface)

- ROBOT Exception Report (for McKesson ROBOT-Rx™ Interface)

- AcuDose Exception Report (for McKesson AcuDose-Rx™ Interface)

For more information about the Formulary Update Report, refer to the *General Applications Volume* of the *STAR Pharmacy Reference Guide*. For more information about the other reports listed above, refer to the *Inpatient Processing Module* of the *STAR Pharmacy Reference Guide*.

PURCHASING REPORTS CREATED BY MIDNIGHT PROCESSING

- Preliminary Purchase Orders

- Emergency Items on Order

- Price Change Report

The system only creates these reports if you are using the Purchasing Support module of STAR Pharmacy. For more information about these reports, refer to the *General Applications Volume* of the *STAR Pharmacy Reference Guide.*

PERFORM INACTIVATION AND PURGING OF AMBULATORY CARE PRESCRIPTIONS

The system automatically inactivates and purges prescriptions during midnight processing on the first Saturday of every month. However, if the number of prescriptions to be inactivated or purged exceeds 7500, the system inactivates and purges until 7500 prescriptions have been inactivated or 7500 prescriptions have been purged and then runs the inactivation/purge process again on each successive Saturday until all prescriptions that meet the criteria have been inactivated and purged.

The pharmacy department determines which prescriptions are inactivated and purged by setting the Inactivation Days and the Purge Days fields of the Amb Care - Control Class Requirements parameter. If you do not set the Inactivation Days or Purge Days parameters for a control class, the system does not inactivate or purge (respectively) any prescriptions for which that control class is the lowest. For more information about these fields, refer to the *Tables and Parameters Volume* of the *STAR Pharmacy Reference Guide.*

NOTE: For multi-item prescriptions, the system uses the lowest control class in the prescription to determine whether the prescription is inactivated or purged.

Prescriptions that have been inactivated by the system can be manually reactivated and are still available for processing. Inactive prescriptions that have been purged by the system are not available for processing.

The system automatically generates two reports after completing the inactivation and purge processes. For more information on the Inactivated Prescriptions Report and the Purged Prescriptions Report, refer to the Batch Reports section of the *Ambulatory Care Module* of the *STAR Pharmacy Reference Guide.*

AMBULATORY CARE REPORTS CREATED BY MIDNIGHT PROCESSING

- Prescription Log

- Cancel Prescription Log

- Third Party Log

- Controlled Drug Report

- Profit Margin Report

- Cash Transaction Log

- Price Override Report

- Prescription Activity by Hour Report

- Adjustments Report

- Physician Additions Report

- Unpriced Prescriptions Report

- Inactivated Prescriptions Report

- Purged Prescriptions Report

For more information on these reports, refer to the *Ambulatory Care Module* of the *STAR Pharmacy Reference Guide.*

TAPE INTERFACES

In many hospitals, the STAR Pharmacy and STAR Patient Care systems reside on the same processor or are networked between separate processors. In these facilities, item updates and charge transactions are passed to the STAR Patient Care system, and tape interfaces are not necessary during the pharmacy's midnight processing.

However, in some hospitals, item updates and charge transactions can only be passed to the financial system using a tape interface. The financial system used by your hospital and the configuration of your STAR Patient Care and STAR Pharmacy systems determine if it is necessary to generate update tapes during midnight processing. These tapes are generated during midnight processing on the STAR Pharmacy system. Physical handling of update tapes is usually handled by the hospital's Data Processing department.

Chapter 9 - SYSTEM MANAGER FUNCTIONS

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SPOOLER FUNCTIONS

This section contains a detailed description of several spooler functions commonly used by the Pharmacy department. For a more comprehensive description of spooler functions, see the *MultiSTAR Operations Guide*.

Reports Maintenance

The Reports Maintenance function enables you to add and edit information about reports in the system, including:

- When the report prints (on demand, immediately, or at a specified time)

- Where the report is sent (to a printer(s) or a fax)

- Whether the report requires special forms

- If the report can be downloaded to a PC

- The security level required to demand print the report

- Whether the report uses print control sequences

- What distribution list and cover page to use for a faxed report

When you select this function the system displays the following prompt:

Enter report name to add/edit or first letters and a dash (-) --

Enter the system name of the report or use a hyphen (-) to display and select from a table of report names. If the report does not exist the system displays the following prompt:

REPORTNAME Does not exist.
Add this report (Y/N) ?--

Where REPORTNAME is the name of the report you identified at the preceding prompt. Enter **Y** to begin defining this report. Enter **N** to return to the preceding prompt.

When you identify the report you want to add or edit, the system displays the following screen:

```
                General Hospital Reports Maintenance Processor
                                              Tue Apr 05, 1994 10:40 am

 1 Report Name            2 Description
   FACA                     Alphabetic Census (A)
 3 Base Report            4 Release #      5 Owner
                                             C
 6 When Printed          7 Report Status  8 Retention Days
   Demand                  Active            Delete at System Maintenance
 9 Restart Method       10 PC Download    11 Security Level
   Demand                  No                0
12 Special Form         13 Print Control  14 Page Index  15 Max # Pages
                          ::CENUSHEAD:CE   No             500
16 List Update Routine  17 Distribution List            18 Cover Page

19 Printer     Description          Copies  Default type  Start time  End time
   %MVXLIP     Landscape mode       1       Demand        10:00AM     01:00PM
   1N          1 North              1       Both          01:01PM     09:59AM



Enter field number or '/' starting field number--
```

Field Explanations

1. REPORT NAME (DISPLAY ONLY)
This field contains the system name of the report.

2. DESCRIPTION (30-AN-R)
This field identifies the text name of the report.

3. BASE REPORT (1-A-R)
This field identifies this report as being available in the base product. Enter **Y** if the report is available in the base product. Enter **N** if the report is available only on this system. The default is Y.

4. RELEASE # (5-N-R)
This field identifies the release number of the base product in which this report is available. This system does not allow you to access this field unless you entered Y in the Base Report field.

5. OWNER (1-A-O)
This field identifies the product code that *owns* this report. Enter the code of the product from which this report is available.

6. WHEN PRINTED (1-A-R) or (5-AN-R)
This field determines when the report is scheduled to print. Enter **I** to cause the system to begin printing this report immediately after it is generated. Enter **D** to cause the system to place this report into the Demand Print queue after it is generated. To cause

the system to hold this report for printing until a specific time, enter the time in the HH:MM format. The default is I.

NOTE: To download a report to a PC, this field must be set to Demand. In addition, the Report Status must be Active.

7. REPORT STATUS (1-A-R)
This field determines the status of the report in the system. Enter **A** to make this report active in the system. Enter **I** to make this report inactive in the system. The default is A.

NOTE: Reports must have an Active status to be faxed or downloaded to a PC.

8. RETENTION DAYS (1-AN-R)
This field determines how long the report is retained in the system after it is generated. To retain the report in the system from zero to nine days after it is generated, enter the number of days. To delete the report from the system immediately after it is printed, enter **D**. The default is 0.

9. RESTART METHOD (1-A-R)
This field determines alternative demand print methods. The only method currently supported is restart on demand (D).

10. PC DOWNLOAD (1-A-R)
This field enables the user to download the report. Enter **Y** to enable this option; enter **N** to disallow this function. The default is N.

11. SECURITY LEVEL (2-N-R) or (30-AN-R)
This field determines the minimum security level to demand print a report. You can enter a number between 0 and 99 or an at (@) sign, followed by a logical MUMPS expression. The standard security level variable must be established prior to choosing the Spooler menu.

12. SPECIAL FORM (10-AN-O)
This field identifies any special paper forms on which this report prints. Enter the name of the form or a hyphen (-) to display and select from a list of report forms. Special forms cannot be used with fax reports at this time.

13. PRINT CONTROL (DISPLAY ONLY)
This field displays any print control sequences established for this report. The system sends print control sequences to appropriate printers before, during, and/or after printing the report. For more information on print control sequences, see Print Control Maintenance in the *MultiSTAR Software Environment Operations Guide*.

14. PAGE INDEX (1-A-O)
This field determines whether the system builds a page index when this report is spooled. Enter **Y** to cause the system to build a page index, thus making the report immediately available to the View Spooled Reports function. Enter **N** if no page index is desired. The default is N.

If this field is set to N (for No) and the report is sent to a fax, the fax download manager builds the page index in order to determine if the page limit for the fax server has been reached.

15. MAX # PAGES (4-N-O)

This field identifies the maximum length of this report in number of pages. When generating the report, the system counts the pages as it generates them, comparing the count to this number. When the page count for the report reaches this number, the system suspends the job, thus preventing abnormally large spooler files from being created. The default is 300 pages.

16. LIST UPDATE ROUTINE (17-C-O) or (TABLE LOOKUP-O)

This field identifies the name of a routine, specified in the application, that dynamically builds the fax distribution list for the report. The routine name must be preceded by a caret (^). You cannot edit this field if a Distribution List is specified.

Enter the list update routine or select a list update routine from a list. The list displayed by the update routines is determined by the contents of the Owner field.

The system uses the distribution list built by the list update routine specified here only if the report is set up in the When Printed field to print Immediately or at a specified time. If the report is faxed using Demand Print (that is, the When Printed field is Demand) or via the View Spooled Reports function, this routine is not used.

17. DISTRIBUTION LIST (8-AN-O) or (TABLE LOOKUP-O)

This field specifies a distribution list to use for fax distribution for the report. Select a distribution list. You cannot edit this field if a routine is specified in the List Update Routine field.

The system uses the distribution list specified here only if the report is set up in the When Printed field to print Immediately or at a specified time. If the report is faxed using Demand Print (that is, the When Printed field is Demand) or via the View Spooled Reports function, this routine is not used.

Fax distribution lists are maintained by the Fax Administrator.

18. COVER PAGE (4-C-O) or (TABLE LOOKUP-O)

This field specifies a cover page to use when faxing a report. Enter the cover page code or enter a hyphen (-) and select a cover page from a list. The cover page specified here overrides any cover page defined in the distribution list. If you do not specify a cover page, the default system cover page is used.

Fax cover pages are maintained by the Fax Administrator.

Printer Assignments

NOTE: If you assign multiple printers to a report, the report prints at *all* specified logical printers.

19. NAME DESCRIPTION COPIES   DEFAULT TYPE   START TIME   END TIME
This field defines the printer assignments for the report. When you access this field, a scrolling screen is displayed at the bottom of the Reports Maintenance screen.

NAME (10-AN-R) OR (TABLE LOOKUP-R)
> This field identifies the name of the logical printer to be assigned to this report. Enter the printer name or a hyphen (-) to display and select from a list of logical printers.

DESCRIPTION (DISPLAY ONLY)
> This field contains the printer description. The printer description is defined in the Printer Maintenance function.

COPIES (2-N-R)
> This field identifies the number of copies of the report to create on the defined printer. The default is 1.

NOTE: This field is not supported for fax queue processing. Fax processing sends one copy of a faxed report per destination.

DEFAULT TYPE (1-A-O)
This field is used to determine which printers output can be directed to.

> If you press ENTER, this field displays DEMAND/BATCH. The printer is included on the list of available alternate printers. If the report runs in batch, the report prints at this printer. If the report is printed using the Demand Print function, the user can select this printer from a list of available alternate printers.

> If you enter N (for None), there is no default printer. If the report is printed using the Demand Print function, this printer is included on the list of available alternate printers.

> If you enter B (for Batch), the report prints at this printer when the report is run in batch mode only.

> If you enter D (for Demand), when a user runs the report as a demand report, they can select this printer from a list of available alternate printers.

START TIME (TIME-C)
> This field and the End Time field determine the times during which the printer is available for printing this report. This field is required if an End Time is entered. If this field is left blank, the printer is always available.

END TIME (TIME-C)
> This field and the Start Time field determine the times during which the printer is available for printing this report. This field is required if a Start Time is entered. If this field is left blank, the printer is always available.

After you complete the fields the system asks if you want to accept your entries to this screen. Enter **Y** to accept the current contents of the screen. Enter **N** to return to the screen without accepting your changes.

NOTE: If you assign multiple printers to a report, the report prints at *all* specified logical printers.

Printer Maintenance

Printer Maintenance allows you to maintain the information for the logical printer names used as output devices from the spooler. When you select this option, the system displays the following prompt:

Enter printer name to add/edit or first letters and a dash (-) --

Enter the name of the logical printer that you want to add or edit, or enter a hyphen (-) to display and select from a list of existing printers. When you identify the desired printer, the following screen is displayed:

```
                    General Hospital Printer Maintenance Processor
                                                    Thu Jun 23, 2011 04:40 pm

Last edit by #99999 Hope,Tom on 04/22/09 16:09

 1 Printer Name   2 Description
   137              Printer 137

 3 Driver Name                 4 Port Number(s)
   SPOOLER                        100




 Edit 'A'bove data or 'P'orts assigned--
```

The header includes the facility and date and time the screen was accessed. The header line immediately above the fields contains information regarding the last time the screen was edited. It includes employee ID, employee name and the date and time the screen was edited.

At the bottom of the screen the system displays the following prompt:

Edit 'A'bove data or 'P'orts assigned--

To edit the information displayed, enter **A**. To edit the port assignments, enter **P**. Editing port assignments is discussed following the explanations of the fields on this screen.

Field Explanations

1. PRINTER NAME (10-AN-DISPLAY ONLY)
This field displays the logical printer name used by the system to reference this printer.

2. DESCRIPTION (30-AN-R)
This field contains the external description of this printer.

3. DRIVER NAME (TABLE LOOKUP-R)
This field contains the background driver used for this device. When you access this field, the system displays the following prompt:

Use Spooler driver (Y)--

Enter **Y** or press ENTER to use the Spooler driver. Enter **N** to display and select from a table of alternative background drivers.

4. PORT NUMBER(S) (DISPLAY ONLY)
This field displays the ports currently assigned to the printer definition.

After you complete the fields, the system asks if you want to accept your entries to this screen. Enter **Y** to accept the current contents of the screen. Enter **N** to return to the screen without accepting your changes.

EDITING PORT ASSIGNMENTS

When you access the Printer Maintenance processor, at the bottom of the screen the system displays:

Edit 'A'bove data or 'P'orts assigned--

Enter **P** to edit port assignments for the printer.

No Ports Assigned

If there are no ports assigned to the printer, the system displays:

No Ports Assigned, Add Ports (Y/N) [Y] --

Enter **N** to return to the preceding prompt. Enter **Y** to begin adding ports.

The system then displays the following screen:

```
                    General Hospital Printer Maintenance Processor
                                           Wed Sep 01, 2011 05:14 pm
 Last edit by #19589 Ding,William D    on 09/01/11 1710
 1 Printer Name   2 Description
   BED              BED CONTROL 1

 3 Driver Name                   4 Port Number(s)
   SPOOLER                         153

Page:01
     Ports Assigned to Logical Printer BED,  Inactive ports denoted by (*)
     Port  Type                    Location
( 1)  153  HP LaserJet             CINDY'S DESK
```

At the bottom of the screen the system displays:

Enter port number, 'T'ape drive, 'B'it bucket or define 'N'etwork printer --

Selecting the special devices has the following effects:

- **Tape Drive** - all reports spool and must be written to tape by the computer operator, using the Write to Tape function.

- **Bit Bucket** - all reports print to the bit bucket, no printed output is retained. If the report is spooled (because it is forced to do so in the spooler call), it is available for assignment to another printer later using the Demand Print function.

- **Network Printer** - if the system is connected via the McKesson network software, the report spools to disk on the host system and be transferred to the destination CPU via the network software. If the network is not installed, an error occurs whenever a report is spooled to this printer.

To edit a port, enter the number of the port or enter a hyphen (-) to select from a table of ports defined as printers. After a port number has been entered or selected, the system displays the following screen:

```
                    General Hospital Printer Maintenance Processor
                                              Wed Sep 07, 2011 05:14 pm
 Last edit by #19589 Ding,William D   on 09/01/11 1710
 1 Printer Name   2 Description
   BED              BED CONTROL 1
  1 Port  Device Type        Location              Status      Answerback
    153   HP LaserJet        CINDY'S DESK          Active      No


  2 Page handling (size)     3 Lines/page (download)


  4 Lines/inch (download)    5 Chars/inch (download)


  6 Print quality (download)
    **
            7 Variable one ${1}

            8 Variable two ${2}

            9 Variable three ${3}


 Enter field number or '/' starting field number--
```

The selected port's characteristics are displayed as a line above the editable fields and includes the following information:

DEVICE TYPE
The name of the configuration for the device at the port.

LOCATION
The free-text description of the device's location.

STATUS
The status (Active or Inactive) of the device at the port.

ANSWERBACK
Whether answerback is active (Yes) or not (No).

When defining a printer, you may specify download values for lines/inch, lines/page, characters/inch, and print quality for those printers with the capability to support them.

The following printers have the indicated download capabilities:

Printer	LPI	LPP	CPI	Print Quality
TP2	x			
4433	x	x		
6215	x	x	x	x
6425	x	x	x	x
LIPS	x	x	x	x
6594	x	x	x	x
Epson Protocol	x	x	x	x
Kyocera	x	x	x	x
HP LaserJet	x	x	x	x
IBM Proprinter	x	x	x	x

Field Explanations

Depending upon the device in use, the fields in the lower part of the screen may be edited as follows:

NOTE: The system displays two asterisks (**) in fields that cannot be edited (for example, the Print Quality field in the preceding screen).

1. PORT
Enter a new port number, or a hyphen (-) to list all ports defined as printers, or **N** to define the port as a network printer port..

2. PAGE HANDLING (SIZE)
Enter the number of lines on a page or **A** for Automatic (if supported).

3. LINES/PAGE (DOWNLOAD)
Enter lines per page. The default is none.

4. LINES/INCH (DOWNLOAD)
Enter lines per inch (type-dependent options) or **D** for Disabled. The default is none.

5. CHARS/INCH (DOWNLOAD)
If the physical printer supports this, you may specify the characters per inch (usually 10 or 12).

6. PRINT QUALITY (DOWNLOAD)
The style of print to be used for this logical printer. It may be *Bold*, *NLQ*, *Draft*, and so on, depending upon the physical printer type specified.

7. VARIABLE ONE ${1}
Enter a string to be passed as variable 1 if the port is of the type that prints to a host file or host spooler queue name.

8. VARIABLE TWO ${2}
Enter a string to be passed as variable 2 if the port is of the type that prints to a host file or host spooler queue name.

9. VARIABLE THREE ${3}
Enter a string to be passed as variable 3 if the port is of the type that prints to a host file or host spooler queue name.

NOTE: See Microfiche for magnetic tape drive parameters.

When you accept the screen, the system returns to the preceding screen.

Ports Assigned

If one or more ports have been assigned to the printer, for each port assigned the system displays:

- Number

- Type

- Location

At the bottom of the screen the system displays:

Enter printer number to add/edit or 'A' to add --

Enter **A** to add a port assignment, or enter the corresponding option number to edit a port assignment. The system then displays the screen discussed in the No Ports Assigned subsection.

MULTIPLE PHYSICAL PRINTER ASSIGNMENTS

If you assign multiple ports to a printer, the report only prints at one printer. Typically multiple printer assignments are made to ensure the speedy printing of reports.

The Spooler attempts to print the report at the first assigned printer port.

If the first printer port is busy, the Spooler attempts to print the report at the second assigned printer port.

If the second printer port is busy, the Spooler attempts to print the report at the third assigned printer port, and so on.

The Spooler continues to cycle through the list of printer port assignments until it finds a printer port that is not busy.

WARNING: If you include a *Bit Bucket* printer in the printer assignments, if previous assigned printers are busy, your report does not print at all. Do *not* include Bit Bucket printer assignments with other printers.

Demand Print

The Demand Print function enables you to print or reprint reports that have been spooled to the disk using the system spooler.

If the report is specified to be a Demand Report in the report definition process, it is available for Demand Printing as soon as the report has finished spooling to disk.

If the report is specified to be an Immediate Print Report, it is available for Demand Printing if it is spooled to disk and the Immediate Print has completed.

Demand Print can be used for:

- Controlling the print order of reports. This permits you to define batches of reports in an order that best suits your needs.

- Reprinting of reports. This permits you to reprint up to a specified number of days after the report is created.

When a report is spooled it is placed in a queue. There are two queues in the system:

- The Print queue holds all reports waiting to print on a device. Once that device is available and all print criteria are satisfied (criteria such as: the queuer is running, the report and printer are defined as active, any specified print time has been reached and the correct form is on the printer), the system prints the report and moves it to the demand queue for that printer.

- The Demand queue contains reports available for reprint. Reports specified as demand reports go directly to the demand queue rather than passing through the print queue. The demand queue consists of previously printed reports and reports specified as demand reports. These are the reports available to the demand print process and are deleted from the demand queue when the retention time specified in the report definition is exceeded.

To access the Demand Print function, select the Demand Print option from the Spooler Management menu.

```
                    General Hospital Output Management Processor
                                              Wed Aug 11, 1993 09:27 am
 Output Management Input Options

            Option No.  Option
            ---------------------------------------
                1         Reports Maintenance
                2         Printer Maintenance
                3         Forms Maintenance
                4         Assign a Form to a Printer
                5         Define Batch Report Groups
                6         Print Control Maintenance
                7         Queue Control
                8         Print Job Control
                9         Disabled printer display
               10         Demand Print
               11         View Spooled Reports
               12         Write Reports to Tape
               13         Print Special Forms
               14         Spooler Control Reports
               15         STAR Fax

 Enter option number--10
```

Once you select the demand print option, the system displays the following screen. The system uses the parameters you set on this screen to build this demand print set.

```
                     General Hospital Demand Print Processor
                                          Sat May 17, 1991 05:27 pm

 ( 1)Source Printer     : FIN
 ( 2)Report / Batch     : FSR9/0A
 ( 3)Starting date      : 02/05/91
 ( 4)Starting time      : 11:00 am
 ( 5)Ending date        : 02/16/91
 ( 6)Ending time        : 12:00 am
 ( 7)Queue Name         : System
 ( 8)Destination        : HSP








 Accept this screen? (Y/N) [Y]--
```

Field Explanations

1. SOURCE PRINTER (T-C-R) or (TABLE LOOKUP-R)
Enter the printer to which the report(s) were originally directed.

2. REPORT/BATCH (1-A-O)
Enter **B** to specify batch or **R** to specify reports. If you specify batch you can select predefined report batches. If you specify reports you can select report name(s) for all reports currently available for printing.

3. STARTING DATE (DATE-O)
Enter the date to begin searching for the selected reports. The report must have completed generating on or after this date to be included in your selection criteria.

4. STARTING TIME (TIME-O)
Enter the time to begin searching for the selected reports. The report must have completed generating at or after this time to be included in your selection criteria.

5. ENDING DATE (DATE-O)
Enter the date to stop searching for the selected reports. The report must have completed generating on or before this date to be included in your selection criteria. The default is the current date.

6. ENDING TIME (TIME-O)
Enter the time to stop searching for the selected reports. The report must have completed generating at or before this time to be included in your selection criteria. The default is the current time.

7. QUEUE NAME (U-C-O)
Enter the name of the queue where you want to place the selected report(s). The default is the SYSTEM queue.

8. DESTINATION (T-C-O) or (TABLE LOOKUP-O)
This field specifies the destination to which you want to route the selected report(s). This may differ from the original destination to which the report was routed. The default is the source printer.

If McKesson's PCDFAX product is installed and STAR Fax is not enabled, when you access this field the system displays the following prompt:

Enter printer(P), or fax report(F)--

Enter **P** to route the report to printer(s). Enter **F** to fax the report using PCDFAX.

If PCDFAX is not installed or if you enter P to route the report to a printer, the system prompts you to select a printer.

If you enter F to fax the report or select a printer that is a fax device, the system displays the following prompt:

First letters`-` for list, or NL to enter information--

Enter a hyphen (-) to select a fax destination from a distribution list or press ENTER to enter the fax destination manually.

After you specify the fax destination, the system displays the following prompt:

Enter override comment--

The override comment appears in the Fax audit trail. Suggested information to enter for this comment would be your name and phone extension and some brief description.

Once you enter these parameters and accept the screen, the system searches the available reports and displays the following message:

Compiling list! Please wait!

Once the report completes, it is placed in a temporary file for review.

NOTE: If you select the Batch option, all reports defined for the batch must have completed before processing can begin (except for reports marked as not required for completion in the batch definition). If any of the reports are incomplete, each report name displays on the screen so you can see which reports still need to be completed before the batch is available. If there was a problem with a report during generation, the system error displays with an asterisk (*) to indicate that you need to contact your McKesson representative to correct and re-run the report.

When displaying the incomplete reports, any comment associated with the report at generation displays in dim video. Otherwise, the system displays the report description.

If you want to print some of the reports that have completed, choose the Reports option to select those reports.

The system displays the selected report(s) for review. You can delete report(s) from the batch or sort the reports into a specific order for printing:

Move (M), Change number of copies (C) or Remove from list (R)--

Upon completion of the sort/copy option, the system queues the selected reports, in the specified order, to the destination printer. As the system reviews the queue, it determines if the printer is available, prints the reports and displays the following:

Queueing!

Define Batch Report Groups

This function enables you to group reports together so they can be printed as a unit through the application or using the Demand Print function. A batch report group can

include up to 25 reports. This function also enables you to assign initial and trailing printer control sequences by printer type to allow printing of special forms.

When you select this option the system displays the following prompt:

Enter batch report group name or partial name'-' --

Enter the batch report group name or enter a hyphen (-) to select a group from a list.

If you enter a full batch report group name and the group is not defined, the system displays the following prompt:

Batch report group GROUPNAME is not defined! Create? (Y/N) [Y]--

Press ENTER or enter **Y** (for Yes) to create the batch report group. Enter **N** (for No) to return to beginning of the function.

After you select a batch report group name, the system displays the following screen:

```
                    General Hospital Report Groups Processor
                                              Wed Aug 12, 1992 09:42 am
( 1)Name           : 1500
( 2)Description    : 1500 CLAIMS
( 3)Reports        : See Table Below
( 4)Initial Sequence :
( 5)Trailing Sequence:

        Report     Description                 Required
        1500A      1500 Claims Facility A         Yes
        1500B      1500 Claims Facility B         Yes




Enter field number or '/' starting field number--
```

Field Explanations

1. NAME (DISPLAY ONLY)
This field contains the name of the report batch.

2. DESCRIPTION (30-AN-R)
This field contains the description of the report batch.

3. REPORTS (TABLE LOOKUP-O)
This field defines the reports assigned to the group. When you access this field, the system displays a list of reports.

NOTE: When you create a new report batch group, if you enter a hyphen (-) to select reports, you can select multiple reports at one time. For each report you select, the system sets the Required field to Yes. You can edit the Required field as needed. You can select multiple reports only when you first create a report batch group.

For each report, the following fields display:

REPORT (10-AN-R) OR (TABLE LOOKUP-R)

This field identifies the system report name to assign to this report group. Enter the report name or a hyphen (-) to display and select from a list of system report names.

DESCRIPTION (DISPLAY ONLY)

This field contains the report description. The report description is defined in the Reports Maintenance function.

REQUIRED (1-A-R)

This field determines if the report must complete for the batch report group to be considered complete. If this report is required, enter **Y** (for Yes). If this report is not required, press ENTER or enter **N** (for No). The default is No.

Press the F7 key to exit the scrolling report entry area.

4. INITIAL SEQUENCE (10-AN-O)

This field contains the initial printer control sequence. Printer control sequences are device-dependent commands that load special fonts, draw or shade lines, or make other changes to the printer's setup. For example, to print a report landscape, enter the appropriate printer control sequence for your printer in this field.

By identifying an initial printer control sequence, you use the formatting commands invoked on all reports defined in the batch. Printer control sequences are created and maintained using the Print Control Sequence Maintenance function.

5. TRAILING SEQUENCE (10-AN-O)

This field contains the trailing printer control sequence. Printer control sequences are device-dependent commands that load special fonts, draw or shade lines, or make other changes to the printer's setup. For example, to reset a printer to portrait orientation after a report prints landscape, enter the appropriate printer control sequence to for your printer in this field.

By identifying a trailing printer control sequence, you use the formatting commands invoked on all output from this printer following the batch. Printer control sequences are created and maintained using the Print Control Sequence Maintenance function.

After you complete the fields the system asks if you want to accept your entries to this screen. Press ENTER or enter **Y** to accept the current contents of the screen. Enter **N** to return to the screen without accepting your changes. Enter **D** to delete the batch report group.

If you did not change any of the information on the screen, when you press ENTER to accept the screen the system displays the following prompt:

Delete? (N)--

Enter **Y** to delete the report group. Press ENTER or enter **N** to exit the screen without deleting the report group.

When you accept the screen, if no reports have been defined for the report batch the system displays the following prompt:

No reports defined in batch! Delete? (Y/N) [N]--

Press ENTER or enter **N** (for No) to save the report batch group with no reports. Enter **Y** (for Yes) to delete the batch group and return to the beginning of the function.

View Spooled Reports

The View Spooled Reports function enables you to view reports that have been spooled and not yet deleted from the system. A spooled report must be either a *Demand Report* or is *force-spooled* by the application. You can view these reports online from your monitor or terminal, and then send the report to a printer, if desired.

When you select this option from the Spooler menu the system displays the following prompt:

Enter report name or leading chars '-' for a list--

Enter the system name of the report that you want to view, or use a hyphen (-) to display and select from a list of reports, as in the following screen:

```
                    General Hospital View Reports Processor
                                           Tue Mar 17, 1992  08:43 am
 Page:01
                          Reports defined in ID 97
     Name       Description                       Retention Time   Print Queue
 ( 1) FARDBL     PA Daily Balancing Report          3 day(s)         Demand
 ( 2) FARDBLM    PA Daily Balancing Report (M)      until midnight   Demand
 ( 3) FARDBLP    PA Daily Balancing Report (P)      2 day(s)         Demand
 ( 4) FARDLRASU   -ASU                              until midnight   Demand
 ( 5) FARDLRASUP  -ASU (P)                          until midnight   Demand
 ( 6) FARDLRATP   -ATP                              until midnight   Demand
 ( 7) FARDLRATPP  -ATP (P)                          until midnight   Demand
 ( 8) FARDLRBLB   -BLB                              until midnight   Demand
 ( 9) FARDLRBLBP  -BLB (P)                          until midnight   Demand
 (10) FARDLRCAR   -CAR                              3 day(s)         Immediate
 (11) FARDLRCARP  -CAR (P)                          until midnight   Demand
 (12) FARDLRCPD   -CPD                              until midnight   Demand
 (13) FARDLRCPDP  -CPD (P)                          until midnight   Demand
 (14) FARDLRCRN   -CRN                              until midnight   Demand
 (15) FARDLRCRNP  -CRN (P)                          until midnight   Demand
 (16) FARDLRCSR   -CSR                              until midnight   Demand

 Enter choice--
                              next page(/)
```

After you identify the report you want to view, the system displays the followingscreen:

```
                    General Hospital View Reports Processor
                                           Tue Mar 17, 1992  08:43 am
 Report : FARDBL  PA Daily Balancing Report

 Report Search Constraints

 ( 1)Starting date: Tue Mar 17
 ( 2)Starting time: 12:00 midnight
 ( 3)Ending date  : Tue Mar 17
 ( 4)Ending time  : 8:43 am
 ( 5)Printer Name : BIT






 Enter field number or '/' starting field number--
                   next screen(/) or previous screen(/P) [/]
```

Use this screen to define the search constraints for the time period in which the report was generated and the device to which it was generated.

Field Explanations

1. STARTING DATE (DATE)
This field determines the first date to be used in searching the system for generated copies of the selected report.

2. STARTING TIME (TIME)
This field determines the earliest time to be used in searching the system for generated copies of the selected report.

3. ENDING DATE (DATE)
This field determines the last date to be used in searching the system for generated copies of the selected report.

4. ENDING TIME (TIME)
This field determines the latest time to be used in searching the system for generated copies of the selected report.

5. PRINTER NAME (8-AN-R)
This field identifies the destination printer(s) to be included in the search criteria. Enter the name of the printer. You can also enter a hyphen (-) to include all printers *for all system IDs* in the search. Search across all printers can be costly in time and system resources.

After you complete the fields the system asks if you want to accept your entries to this screen. Enter **Y** to accept the current contents of the screen. Enter **N** to return to the screen without accepting your changes. The system then begins the search according to the criteria you defined, displaying the following screen:

```
                  General Hospital View Reports Processor
                                       Tue Mar 17, 1992  08:43 am
Report : FARDBL   PA Daily Balancing Report
Page:01

Copy Spooled         Last Printed      Pages  Comment
( 1) 03/17/92 0740   Not Printed          2
( 2) 03/16/92 1122   Not Printed          2
( 3) 03/16/92 1004   03/16/92 1004        3
( 4) 03/15/92 1545   03/16/92 0740        3




 Enter choice--
```

If the system does not find any reports matching the search criteria, the following message displays at the bottom of the screen:

   No Entries Defined

For each report matching the search criteria the system displays the date and time the report was generated, the date and time the report was last printed, the length of the report in pages, and any comments entered.

To view a report, enter the option number of the report. The system displays the following screen:

```
                  General Hospital View Reports Processor
                            Tue Mar 17, 1992  08:43 am
Report : FARDBL  PA Daily Balancing Report    Position|##################|
Spooled: 03/17/92 0740                 Last Printed: Not Printed
Date: 03/17/92                             GENERAL HOSPITAL                        Page: 1
Time: 07:40 am                           PA Daily Balancing Report              Report: FARDBL
                                              for 03/16/92

  Fin   Pre-                             Total          Unbilled        Billed                              Account
  Cls  Disch Pre-Discharge Disch    Discharged Accts  LOS  Charges       Charges     Payments   Adjustments    Balance

Emergency:
  02  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
  08  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
  18  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
  XX  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
  YY  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
 Tot: 99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
Inpatient:
  02  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
  08  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
  28  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
  30  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
  XX  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
  YY  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99

Outpatient:
  02  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
  08  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
  Page: 1 - 3                 Display Columns:  1  through  132  Maximum: 132
  F1Page Up F2Page Dn F3 GoTo   F4 Skip 10%  F5 Print  F6Nxt Rpt F7 Exit   ?
```

At the bottom of the screen the system displays the following function keys. Use these function keys to view, print, or exit this report.

F1 Page Up

Press the F1 key to view the preceding page of the report.

F2 Page Dn

Press the F2 key to view the next page of the report.

F3 GoTo

Press the F3 key to go to the first, last, middle, or a specified page of the report display. The system displays the following prompt:

GO TO `T`op page, `B`ottom page, `M`iddle page, or page number [T]--

Enter **T** or press ENTER to go to the first page of the report. Enter **B** to go to the last page of the report. Enter **M** to go to the middle page of the report. To go to a specific page, enter the number of the page.

F4 Skip 10%

This key operates differently depending on the size of the report. If there are less than 10 pages for this report, when you press the F4 key the system scrolls down 18 lines to display the next screenful of report information. If there are 10 or more pages for this report, when you press the F4 key the system scrolls down 10% through the report, or the total number of report pages divided by 10. For example, if there are 100 pages in the report, when you press the F4 key the system displays page 10.

F5 Prt

Press the F5 key to print the report. The system displays the following prompt:

Enter range of pages to print (i.e. 4-7, 8) (max 2)--

To print a single page, enter the number of the page. To print multiple pages, enter a range of page numbers by entering the first page to print, a hyphen (-), and then the last page to print. The system then displays:

Print page X? (Y/N) [Y]--

Where X is the number(s) of the pages you identified in the preceding prompt. Enter **Y** or press ENTER to print the pages, or press **N** to return to the preceding prompt.

If your system has fax capability, the following prompt is displayed:

Would you like to fax this report? (Y/N) [N]--

Enter **Y** to route the report to a fax machine. For more information, see the Routing to a Fax Machine subsection.

Press ENTER or enter **N** to route the report to a printer. The following prompt is displayed:

Enter printer name or partial name '-' for list [DEFAULT]--

You can either enter the printer name or perform a table lookup and select the printer from the list. The default that displays in the prompt is the printer that is associated with the report you are viewing.

ROUTING TO A PRINTER

If you route the report to a printer or your system does not have fax capability, the system then displays one or more screens of printers on which you can print the report. Enter the option number of the desired printer, or press ENTER to print the report on the default printer for the report. The system then returns you to the report viewing screen.

ROUTING TO A FAX MACHINE

If you route the report to a fax machine the system displays the following screen:

```
                    General Hospital View Reports Processor
                                        Mon Jun 08, 1992 09:45 am
Report : PSPCHGA  Vendor Price Change Report     Position|##################|
Spooled: 06/08/92 0919                           Last Printed: Not Printed
 1 Sending Information    2 Override Comment        3 Cover Page
->






 Enter cover page code, or first letters`-` to list--
```

Field Explanations

1. SENDING INFORMATION (TABLE LOOKUP-R)
This field identifies sending information for the fax report (To, From, and Phone number). To select sending information from an existing distribution list, enter a hyphen (-).

Press ENTER to display a screen where you can specify sending information manually. After you enter each item of sending information, press ENTER to advance to the next field.

To move between fields, use the arrow keys (<-) (->).

To insert another line of sending information, press the F3 key.

To delete a line of sending information, press the F4 key.

To exit and save the sending information, press the F7 key.

2. OVERRIDE COMMENT (20-C-O)
This field specifies an override comment. The override comment appears in the Fax audit trail, which is reviewed regularly by the Fax Administrator. Suggested information to enter for this comment would be your name and phone extension and some brief description.

3. COVER PAGE (4-C-O) or (TABLE LOOKUP-O)
This field specifies a cover page to use when faxing a report. Enter the cover page code or enter a hyphen (-) and select a cover page from a list. If you do not specify a cover page, the default system cover page is used.

Fax cover pages are maintained by the Fax Administrator.

F6 Nxt Rpt

Press the F6 key to view the next report meeting the search criteria.

F7 Exit

Press the F7 key to exit this screen and return to the preceding screen.

You can also move up or down in viewing the report using the following keys:

- The up arrow key on your keyboard moves the screen display up one line

- The down arrow key on your keyboard moves the screen display down one line

- ENTER moves the screen display down 18 lines to display the next screenful of report information

- The PAGE DOWN key moves the screen display down 18 lines to display the next screenful of report information

- The PAGE UP key moves the screen display up 18 lines to display the preceding screenful of report information

When you finish viewing the report, press F7. The system returns you to the screen used to define search constraints.

Chapter 10 - HELP TEXT - CHARACTER-BASED

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HELP TEXT FOR DATA GENERAL DUMB TERMINALS

Help Text is a feature of STAR Pharmacy that offers online explanations and instructions on how to use the system. McKesson provides a basic Help Text structure the hospital may use, and the hospital may add, delete, or modify the Help Text in order to satisfy their own unique needs.

NOTE: This form of help is not the same as the help files attached to STAR GUI applications.

Help Text is designed so that one full screen of Help Text can be associated with any menu, function, screen, or screen field in the system. If associated with a menu, it can contain general explanations of the different functions found on the specific menu. If Help Text is associated with functions, screens, or screen fields, it can contain basic instructions as to how to use the specified functions, or how to complete the screens or screen fields. Help Text could also contain notes regarding hospital procedures or policies.

Help Text can be accessed from any CRT in the STAR Pharmacy System. There are two levels of Help Text:

- View-only level

- View/enter/modify level.

All CRTs can access the view-only level; however, typically only a few selected CRTs have the view/enter/modify ability.

When STAR Pharmacy is first installed, not all functions, menus, or screens have Help Text associated with them. This is because many of the menus, functions, and screens are explained adequately by the prompts. However, if the hospital desires additional information, or if the hospital desires to specify policies to be used in completing the screens, this additional Help Text can be added at any time by an appropriate member of the hospital staff.

Also, after STAR Pharmacy is in use at the hospital, it may be decided that the policies or procedures need to be modified. The hospital has the ability to modify the Help Text at any time as the need arises.

Because the Help Text may contain hospital policies, it is important that the Help Text be in accordance with hospital administration views. For this reason, the function of Help Text modification is usually restricted to the Data Processing Department, the STAR Pharmacy coordinator, selected department heads, or hospital administration. The capability of allowing modification or restricting access is controlled by the hospital in the Help Text field of CRT Names table.

VIEWING HELP TEXT

All CRTs on the system have the ability to view Help Text.

Viewing Help Text at a Main Menu

The prompt reads:

Enter option number--

Enter a question mark (?).

This displays a Help Text screen containing any pertinent information for that menu.

If no Help Text exists for that menu, the system displays an error message stating that *No help exists*!!.

Press ENTER to return to the Main Menu when you are finished viewing the Help Text.

Viewing Help Text for a Specific Function on a Menu

The prompt reads:

Enter option number--

Enter a question mark (?) followed by the number of the option/function to display any available Help Text for that particular option/function.

Press ENTER to return to the Main Menu.

Viewing Help Text for a Specific Field on a Screen

Access the field by entering a slash (/) followed by the field number. Then enter a question mark (?).

The system displays any available Help Text. After viewing the Help Text, press ENTER. The system then redisplays the screen you were working with.

SETTING UP A CRT TO ENTER/MODIFY HELP TEXT

Only selected CRTs can enter/modify the Help Text. Before a CRT has the ability to enter/modify Help Text, it must be set up to do so. This ability is controlled through the CRT Names table.

To set up a CRT so that it has the ability to enter/modify Help Text:

1. Select the menu option titled RX Table Maintenance. This displays a list of all of the tables in the STAR Pharmacy System.

2. Select the CRT Names table.

3. Enter the name of the CRT to which you want to give the ability to enter/modify Help Text. (If the exact name of the CRT is not known, enter a hyphen (-) to display a list of all CRTs in the system, and then select the CRT from the list.)

4. A screen detailing the information pertaining to that particular CRT displays. The only field in that screen that needs to be edited is the field titled Help Text. The prompt asks you to *Enter field number or '/' starting field number--*. Enter the number of the field titled Help Text at this time.

5. A message displays asking *Allow Help Text editing? (Y/N) [N]*. Enter **Y** at this time.

6. Accept the screen and exit the function.

ENTERING/MODIFYING HELP TEXT

Entering and modifying Help Text can be done only on a CRT that has been set up to do so.

A base/model Help Text has been provided by McKesson. This base/model can be defaulted as the help text for a screen, function, or menu when the help text is being entered or modified.

Before making any modifications to Help Text in the system, modify the model text to best fit your organization's needs. Select the Modify Model Help Text option. The location of the Help Text function is determined by the hospital at installation time.

This option takes you directly to the model Help Text screen where you can modify the model as needed.

After the model has been modified as desired, the hospital can modify the rest of the Help Text as desired.

Modifying Help Text for a Menu Option

From the menu, select the option/function for which you want to edit/create Help Text. Enter a question mark (?) followed by the number of the function.

The available Help Text displays. If no Help Text has been written for that function, the system displays an error message saying *No help exists!*. The prompt reads:

Enter C to copy from Base, M to modify, D to delete, NL to cont [NL]--

C = to copy the base (model) format to this screen.

M = to modify existing Help Text.

D = to delete the current Help Text.

Enter the letter of the desired option or press ENTER to continue without making any changes.

Modifying Help Text for a Field on a Screen

Enter a slash (/) followed by the number of the field for which you want to modify Help Text. At the field, enter a question mark (?). The system displays the available Help Text. The prompt asks you to:

Enter C to copy from base, M to modify, D to delete, NL to cont [NL]--

Select the desired option.

Keep in mind that this field, if used on other screens, may display the same Help Text. Make the Help Text specific in the instructions that it gives, but generic enough to be applicable to any screen on which the particular field element appears.

Entering/modifying Help Text requires basic word processing skills. The following directory of keystrokes is a guide to assist you in entering/modifying the Help Text.

LIST OF KEYSTROKES USED TO ENTER/MODIFY HELP TEXT

F1	Deletes the line the cursor is on
F2	Inserts a line
F3	Centers the line the cursor is on
F4	Ends the transaction and exits the Help Text processor
F5	Saves the line the cursor is on
F6	Copies the saved line to the line on which the cursor is presently residing
F7	Packs paragraph
F10	Views the help text (examples follow)
SHIFT-LEFT ARROW	Deletes a character/space in a line
SHIFT-RIGHT ARROW	Inserts a character/space in a line
TAB	When the cursor is at the first position in a line, pressing the TAB key advances the cursor 10 spaces. When the cursor is not at the first position in a line, pressing the TAB key advances the cursor to the nearest column that is a multiple of 10, for example, if the cursor is in column 1-9, pressing the TAB key advances the cursor to column 10. If the cursor is in column 11-19, pressing the TAB key advances the cursor to column 20, etc.
HOME (pressed twice)	Moves the cursor to the upper left hand corner of the Help Text screen.
HOME then LEFT ARROW (donot press keys simultaneously)	Returns the cursor to the first column of the present line.
HOME then RIGHT ARROW (do not press keys simultaneously)	Advances the cursor to the last column of the present line.
ERASE EOL	Erases all characters from the cursor to the end of the line
ERASE PAGE	Erases the entire page
HOME then UP ARROW (do not press keys simultaneously)	Advances the cursor to the first column of the top line.
HOME then DOWN ARROW (do not press keys simultaneously)	Advances the cursor to the first column of the bottom line.

HOW TO PRINT HELP TEXT

Choose the Help Text function. The location of the Help Text function is determined by the hospital at installation time.

A menu displays with the following options:

- Modify model Help Text

- Print Help File

- Directory Print

To print all of the Help Text already in the system, select the Print Help File option.

To print a directory list of all menus, sub-menus, screens, and screen fields in the system that have associated Help Text, select the Directory Print option.

In both options, the prompt asks:

Do you want to print help text now? (Y/N) [Y] --

If you want to print, enter **Y** or press ENTER.

Because both of these printing jobs are a lengthy process, careful planning is required to avoid impact to the system and other users.

The reports print at the default location for the CRT you are using.

Chapter 11 - SOFTKEY EDITOR

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INTRODUCTION

McKesson provides a user-friendly type of text entry called Softkey Editor. Softkey Editor enables you to create, edit and format results with several functional aids. Each of these aids is shown at the screen's bottom in highlighted blocks of reverse video.

Along the top of each computer or terminal keyboard are function keys numbered F1 to F15 (or F1 to F12 for PC keyboards). These function keys correspond to the blocks along the screen's bottom; in effect, they provide a map to the function keys.

The Softkey Editor utility is comprised of four basic components:

1. Text entry via the main keyboard and numeric key pad

2. Cursor movement via cursor control keys

3. Text manipulation via function keys and other special keys

4. Error messages

NOTE: If you do not have an F13 function key on your keyboard, press ALT-F3 to perform the function. If you do not have an F14 function key on your keyboard, press ALT-F4 to perform the function. If you do not have an F15 function key on your keyboard, press ALT-F5 to perform the function.

TEXT ENTRY

Valid Keys

The Softkey Editor supports entry of characters and numbers via the keyboard and numeric key pad. The following are valid text characters:

- Letters a-z and A-Z

- Numbers 0-9

- Punctuation !@#$%^&*()-`~\•[]{};:'",.<>/?

Undefined Keys

Softkey Editor does not use the following keys:

- BREAK/ESC

- all CTRL character keys

- SPCL

- all CMD keys

- ERASE PAGE

- PRINT

- C2

- C3

- C4

If you press an invalid key, the system displays the following error message:

Invalid key

CURSOR MOVEMENT

The Softkey Editor utility supports rapid and efficient cursor movement via five cursor control keys: up arrow, down arrow, right arrow, left arrow, and HOME. These keys are located next to the main key pad on most terminals.

ENTER

When you press the ENTER key, the cursor advances to the first column of the next line. If you are on the last line of the screen, the cursor moves to the first line of the next screen.

Up Arrow

When you press the up arrow key, the cursor moves to the same column in the line above, or to the last character in the line above, whichever is shorter. If you are at the top line of the screen display and press the up arrow key, the system displays the Top Line error message.

Down Arrow

When you press the down arrow key, the cursor moves to the same column in the line below, or to the last character in the line below, whichever is shorter. If you are at the bottom line of the screen display or at the last line in your document and press the down arrow key, the system displays the Bottom Line error message.

Right Arrow

When you press the right arrow key, the cursor moves one column to the right in the current line provided it is not at the last character of the line. If you are at the last character of the line and press the right arrow key, the system displays the End of Line error message. The maximum length of a line is 72 characters; This does not include the blank space following the last word in a line.

Left Arrow

When you press the left arrow key, the cursor moves one character to the left in the same line. If you press the left arrow key while at the first character of the line, the system displays the Left Margin error message.

One HOME Key Plus Cursor Control Key

The HOME key is used in conjunction with the four cursor movement keys previously described to alter their basic functions and to expand the range of cursor movement. If you press the HOME key, release it, and then press the up arrow key, the cursor moves up five lines on the screen; the same restrictions and error message as described for the Up Arrow apply.

The down arrow used with the HOME key moves the cursor down five lines on the screen; the same restrictions and error message as described for the Down Arrow apply.

The right arrow used with the HOME key advances the cursor to the next word in the line. If the cursor is on a blank space in the line, the system moves it one character to the right. The same restrictions and error message apply as described for the right arrow.

The left arrow used with the HOME key moves the cursor one word to the left, with the same restrictions with respect to word position and left arrow usage.

Two HOME Keys Plus Cursor Control Key

If you press the HOME key twice then the up arrow, the cursor moves to the top line of the display. If you are at the top line, the corresponding restrictions and error message apply.

Pressing the HOME key twice then the down arrow, moves the cursor to the last line of the screen display or the last line of your document; The same restrictions apply.

Pressing the HOME key twice then the right arrow, moves the cursor to the end of the current line.

Pressing the HOME key twice then the left arrow, moves the cursor to the first character in the current line.

NOTE: You have approximately 5 seconds after pressing each HOME key to complete your cursor move; When the time-out length is exceeded, the system disregards your entry and returns the arrow keys to their normal functionalities.

TEXT MANIPULATION

TAB Key

The TAB key allows you to insert or overwrite five blanks into your document. By pressing the TAB key in Insert mode where each entered character is inserted into the document, (moving all following text to the right), the system inserts five blank spaces at the cursor position. (See F1--Insert/Overwrite). Then, if the length of the text in the line exceeds the maximum, the system automatically places you into Insert Text mode. (See F6--Insert Text)

If you are in the Overwrite mode where each entered character replaces existing characters, pressing the TAB key overwrites five existing characters with blank spaces.

DEL key

The DEL key deletes (removes) the character to the immediate left of the cursor position, provided you are not already at the first character in the line. If you are, the system displays the Invalid Key error message.

C1 Key

The C1 key deletes the character at the cursor, provided you are not at the end of the line. If you are, the system displays the Invalid Key error message.

ERASE EOL Key

If you press the ERASE EOL key, the system deletes all characters from the right of the cursor to the end of the current line.

Function Keys

The function keys on the keyboard perform insert, delete, copy, move, and reformat functions. All of the appropriate function keys display along the bottom of the Softkey Editor screen.

Since the display screen is limited in width, function key identification is normally shortened into meaningful abbreviations. The Softkey Editor design provides considerable functionality by grouping all aids controlling lines of text under one key labelled Line Functions.

KEY	FUNCTION	ON-SCREEN ABBREVIATION
F1	Insert or Overwrite	INSTR/OVR-WRT
F2	Line Functions	LINE FCT

KEY	FUNCTION	ON-SCREEN ABBREVIATION
F3	Insert Document	INS DOC
F4	Screen Forward	SCN FWD
F5	Screen Back	SCN BCK
F6	Insert Text or End Text	INS TXT/END TXT
F7	Insert Line	INS LN
F8	Center Line	CTR LN
F9	Delete Line	DEL LN
F10	Delete Word	DEL WRD
F11	Mark Line	MRK LN
F12	Mark Page	MRK PGE
F13	Format Screen NOTE: If you do not have an F13 function key on your keyboard, press ALT-F3 to perform the function.	FMT SCN
F14	Patient Inquiry NOTE: If you do not have an F14 function key on your keyboard, press ALT-F4 to perform the function.	PDR
F15	End Edit NOTE: If you do not have an F15 function key on your keyboard, press ALT-F5 to perform the function.	END EDT

FUNCTION

KEY   DESCRIPTION

INSERT/OVERWRITE

F1 This key is a toggle switch at which you can shift back and forth between Overwrite and Insert modes. Insert mode is the default mode you are in when entering Softkey Editor. Through this key, you can enter (Insert) additional text at the cursor location by moving existing text to the right. When the line lacks free space, the system automatically takes you into Insert Text mode unless you are at the end of the document (See the F6 key). In Overwrite mode, you can type over existing text in the line. When you reach the end of the line, the system automatically takes you into Insert Text mode unless you are typing at the end of the document. Note that

the TAB key functionality varies according to the mode; In Insert mode, by pressing the TAB key, you can insert five blank spaces at the cursor position pushing all text to the right of the cursor further to the right. If the line does not have enough room for the inserted five blanks plus the remaining text, the system automatically takes you into Insert Text mode. Upon your exit from Insert Text mode, the system reformats the text. In Overwrite mode, when you press the TAB key, the system overwrites five characters with blank spaces beginning at the cursor position.

LINE FUNCTIONS

F2 You can access the second level function keys by pressing this key.

INSERT DOCUMENT

F3 You can select one or more pre-canned summaries to copy into your document. The system inserts the pre-canned summaries one line below the cursor. The system prompts you to identify the summary code to copy. At this point, enter a pre-canned summary code, partial summary code followed by a hyphen (-), or a hyphen (-) to select from the available summaries.

The system continues to maintain all of the lines before and after the point of insertion and does not automatically reformat the resulting text. Upon completion of the copy, the system moves the cursor to the left margin of the line above the inserted pre-canned summary(s). As with other areas of system functionality, when you enter a period (.), the system returns to the point you left off with no changes accepted.

SCREEN FORWARD

F4 You can advance the display of your document by a number of lines; the number of lines varies by the function from which you access the Softkey Editor utility. The last line of the screen text displays in dim reverse above the first line of the new text for easy position location when appropriate. When you edit a multi-screen document and are not on its last page, the system displays the number of remaining pages in dim reverse at the bottom right-hand corner of the document. Also in a multi-screen document, if you are on a screen other than the first, the system displays the number of preceding screens in the document in dim reverse video at the top right-hand corner. When you are on the last screen of your document, the system displays a message stating that no next screen exists.

SCREEN BACKWARD

F5 You can move back one screen of text at a time. The last line of the screen text displays in dim reverse above the first line of the new screen text for easy position location. When you are on the first screen of your document and attempt to screen back, the system displays a message stating that no next screen exists.

INSERT TEXT/END INSERT

F6 You can open the document at the cursor's location and insert several lines of text.
    The End Text function enables you to format the screen into an organized display.
    While in this mode, the system removes all the text following the cursor enabling
    you to type lines into an empty window. The system displays the removed text in
    dim video on the line below the last line of text within the window for easy position
    location. Note the following keys are inactive while in the Insert Text mode: F2,
    F3, F14, and F15; If you press one of these four keys, the system displays a
    message stating that you must first exit the Insert Text mode. While in the Insert
    Text mode, you can type past the end of the screen; The system advances the
    screen while displaying a blank window on which you can continue inserting text.
    While inserting text, you cannot place the cursor on lines not part of the inserted
    material preventing problems associated with modifying non-inserted text. When
    you finish inserting the text, press the F6 or F13 key to exit the Insert Text mode.

   NOTE: If you do not have an F13 function key on your keyboard, press ALT-F3
             to perform the function. If you do not have an F14 function key on your
             keyboard, press ALT-F4 to perform the function. If you do not have an
             F15 function key on your keyboard, press ALT-F5 to perform the function.

    You can backup on the same line before your previous location and insert more
    text. If the line has no extra space, the system displays an error message stating
    you must first finish the insert; Note you cannot enter *double* Insert Text Mode or
    the text to follow. When the appropriate error message displays, exit the Insert
    Text mode to complete your second insert then reposition the cursor and resume
    entering data. Keep in mind the Insert Text mode and Insert mode have differing
    functionality.

INSERT LINE

F7 You can open the text to insert text one line at a time; the system inserts a blank
    line at the cursor in your document. The text that occupied the line (and all
    following lines) is moved down one line.

CENTER LINE

F8 The line of text with the cursor, if shorter than the line length, is centered within the
    margins.

DELETE LINE

F9 You can delete the entire line on which the cursor is located. If you attempt to
    delete the only line of text in a document, the system displays a message stating
    this line is the last one; The Softkey Editor utility cannot process a blank document
    - at least one line must exist.

DELETE WORD

F10   If you position the cursor on a non-blank space within the document, the system deletes the word at that position along with the blank space following it. All text following the deleted text is moved to the left. The system does not automatically reformat the screen; If you want to reconstruct the paragraph, press the F13 key. If the cursor is not positioned on a word, the system displays a message stating it cannot find a word to delete.

   NOTE: If you do not have an F13 function key on your keyboard, press ALT-F3 to perform this function.

MARK LINE

F11   When you press this function key, the cursor line is *line marked*; Only the cursor line is prevented from being concatenated to the line above it in a reformat operation (See the F13--Reformat Screen). To ensure that this line is kept exactly as-is, the line following the cursor line may also require marking. A letter L in dim reverse displays in the margin to the right of the line indicating the line is marked. Press this key again to remove the mark.

MARK PAGE

F12   When you press this function key, the cursor line is *page marked*. It functions similarly to the Mark Line insofar as the Reformat Screen function is concerned; however, when the system prints the document, a page-marked line is at its top. The system performs a page advance just prior to printing the page-marked line in the document. Do not page-mark the first line in a document for it is always located, by default, at the top of the page. A dim reverse letter P displays in the margin to the left of the line indicating the line is page-marked. Press this function key again to remove the mark. Note a line can be both line- and page-marked although page-marking performs all functions of the line-marking feature.

FORMAT SCREEN

F13   You can format the screen into an organized display for a later printing. When you press this function key, also when you exit Insert Text mode, the system reformats the document in the region of the current screen display. The system scans backwards the lines in the document past the top of the current screen until the start of a paragraph (or the start of the document), and forwards past the end of the current screen until the end of a paragraph (or the end of the document). The system processes the range of lines and forms paragraphs using the following rules:

   •   A paragraph begins with a line that:

       -    Has line or page marks

- Contains one or more blanks in the first position(s)

- Follows a blank line

- Is the first line of the document

• A paragraph ends with a line that:

- Is followed by a blank line

- Is the last line of the document

- Is followed by a line- or page-marked line

• Text is placed on the 72-character line without trailing blank spaces. When lines are joined, if they lack a single space between them, the system inserts one.

• Blank lines are preserved.

During the reformat process, lines can be joined to reduce the total number of lines. The system maintains the relative cursor line position, when possible, if displaying the screen. If the only line of the current screen display is moved upwards and lost, the system automatically moves to the previous screen and places the cursor on the last line.

As described previously, the process of exiting the Insert Text mode involves using the Reformat Screen function to ensure the inserted text is properly reformed into paragraphs. Just prior to initiating the reformat, the system joins the text following the point of insertion at the cursor position, possibly at the start of a blank line. To ensure a blank line, the line above the cursor line must be blank.

NOTE: If you do not have an F13 function key on your keyboard, press ALT-F3 to perform this function.

PATIENT INQUIRY

F14   You can save Softkey Editor edits and access the INQUIRY Patient Inquiry screen to easily retrieve pertinent patient data without requiring the transcriptionist to sign-off the Softkey Editor utility. When you exit the Patient Inquiry screen, the system allows you to begin editing and places the cursor on the first screen of the document. The system does not necessarily return you to the same screen you were on prior to accessing the Patient Inquiry function. This key is temporarily disabled while in Insert Text mode.

This key's functionality is dependent on the STAR system accessed. In STAR Radiology, the key permits entry in to the Patient Data Review function. In

STAR Laboratory, the key permits entry in to the Patient Inquiry function. In
STAR Pharmacy, this key is not functional.

NOTE: If you do not have an F14 function key on your keyboard, press
ALT-F4 to perform the function.

END EDIT

F15   You can leave Softkey Editor and retain all documentation changes through this
last key on both Softkey Editor screens. In the Insert Text mode, this key is
temporarily disabled.

All line functions operate on complete lines of text regardless of paragraph positions
and line or page-marks. The system clears the marks placed on text lines. Function
keys F4, F5 and F15 (Screen Forward, Screen Backward and Exit Softkey Editor)
function as previously described.

You cannot type text into the document in the Line Functions mode. If you attempt to
enter text, the system displays an error message saying to exit the line functions mode.
If you press an undefined function key while in Line Functions mode, the system
displays the Invalid Key error message.

Press the F2 key, and these Line Functions become operational:

KEY	FUNCTION	ON-SCREEN ABBREVIATION
F1	Blank	--
F2	Blank	--
F3	Blank	--
F4	Screen Forward	SCN FWD
F5	Screen Back	SCN BCK
F6	Set Start Mark	TR MRK
F7	Set End Mark	END MRK
F8	Copy Text	CPY TXT
F9	Move Text	MV TXT
F10	Delete Text	DEL TXT
F11	Clear Mark	CLR MRK
F12	Blank	---

KEY	FUNCTION	ON-SCREEN ABBREVIATION
F13	Blank NOTE: If you do not have an F13 function key on your keyboard, press ALT-F3 to perform the function.	---
F14	Main Menu NOTE: If you do not have an F14 function key on your keyboard, press ALT-F4 to perform the function.	MN MNU
F15	End Edit NOTE: If you do not have an F15 function key on your keyboard, press ALT-F5 to perform the function.	END EDT

FUNCTION

KEY   DESCRIPTION

SCREEN

F4 You can advance the display of your document by a FORWARD number of lines; the number of lines varies according to the function from which you access the Softkey Editor utility. The last line of the screen text displays in dim reverse above the first line of the new screen text for easy position location when appropriate. When you edit a multi-screen document while on a page other than its last, the system displays the number of remaining pages in dim reverse at the bottom right-hand corner of the document. Also if you are on a screen other than the first in a multi-screen document, the system displays the number of preceding screens in the document in dim reverse video number at the top right-hand corner. When you are on the last screen of your document, the system displays a message stating that no next screen exists.

SCREEN BACKWARD

F5 You can move back one screen of text at a time. The last line of the text displays in dim reverse above the first line of the new text for easy position location. When you are on the first screen of your document and attempt to screen back, the system displays a message stating that no next screen exists.

SET START MARK

F6 Identify a point in which a future copy, move or deletion is to be made by using both this key and the End Mark key. If a start mark was set on another line, the system

moves the start mark to the cursor line; Note the marked line displays in reverse video along with a dim reverse letter S in the left margin. If you attempt to set a start mark on a line that comes after the one containing the end mark, the system displays the Start Mark After End Mark message indicating you need to reposition the cursor. If you attempt to copy, move or delete without setting a start mark, the system displays the Missing Start Mark message indicating you must place a start mark before continuing. If you attempt to copy, move or delete text without setting marks, the system displays the Must Define Block First message indicating you need to mark the text line(s) before continuing.

SET END MARK

F7 You can identify the ending line of text being copied, moved or deleted when using this key. Note the mark is not required for copying, moving or deleting a single line of text. To remove an end mark, press the Clear Mark key. If an end mark was previously set on another line, the system places the end mark at the cursor line. Note the cursor line and all lines between the start and end marks display in reverse video unless just an end mark is set; Also, a dim reverse letter E displays just to the right of the right margin. If you attempt to set an end mark on a line that displays before the one containing the start mark, the system displays the End Mark Before Start Mark message. At this point, reposition the cursor.

COPY TEXT

F8 You can copy typed text to other locations through this function. The system copies the lines indicated by the start and end marks to the ones following the current cursor line. Place the cursor in front of the text to be copied then press the Start Mark (F6). Move the cursor to the end of this information and press the End Mark (F7). Now, move to the text's destination point using the Screen Forward (F4) and Screen Backward (F5) functions, and then press Copy Text (F8). The system displays the text at both the source and destination locations, while moving the cursor to the line above the copied text lines. Note the total number of lines in the document is increased by the number of lines copied.

After performing a copy, the system clears the marks. If you attempt to copy text to an area within the marked text lines, the system displays the Within Marked Text message indicating a copy function into the middle of text to be copied cannot be performed. At this point, move the cursor to a line outside the marked area to try again.

MOVE TEXT

F9 Use this key with Start and End marks. Once you identify starting and ending points, move the cursor to the desired location, and then press the Move Text key. The system moves the lines between the start and end marks to the lines following the current cursor line. It then deletes the original marked line(s) from the document leaving the total number of lines unaffected. Next, the system places the cursor on the same line prior to the move unless you perform a move from a point in the

document before the cursor line; in the latter case, the system moves the cursor down (forward) by the number of moved lines in the document thus displaying it on the last moved line. After the move, the system automatically clears the start and end marks. If the cursor is on a line within the marked text lines, the system displays the Within Marked Text message indicating a move function into the middle of text to be copied cannot be performed. At this point, move the cursor to a line outside the marked area to make another attempt.

DELETE TEXT

F10   This key is equivalent to the F9--Delete key on the main menu; the lines indicated by the start and end marks are deleted from the document. You can delete large portions of text by placing the cursor at the beginning of the text that is to be deleted. Press Start Mark (F6). Then move the cursor to the end of the text that is to be deleted and press End Mark (F7). The system deletes the text within the marked lines, and then clears the marks. Note the start and end marks must be on the current screen; you cannot delete lines not currently displayed. If you attempt to delete lines not on the current screen display, the system displays the Start Or End Mark Off Screen message. At this point, you must construct a marked area entirely on the current screen before a deletion can be performed.

CLEAR MARK

F11   After completing a Copy or Move Text operation, you can remove beginning or ending marks from the screen to ensure future copy and move operations within the text.

MAIN MENU

F14   Exit the second level of keys by pressing this key. The system clears any start or end marks placed but not acted upon.

   NOTE: If you do not have an F14 function key on your keyboard, press ALT-F4 to perform the function.

END EDIT

F15   You can leave the Softkey Editor utility. Press this key on both screens when editing is complete.

   NOTE: If you do not have an F15 function key on your keyboard, press ALT-F5 to perform the function.

ERROR MESSAGES

The Softkey Editor utility notifies you of an invalid entry by displaying error messages on the line below the first line of the next screen display; the system automatically removes them when you press a key.

The following is a summary of all error messages:

ERROR MESSAGE	EXPLANATION
Invalid key	The pressed key is not defined for use in the Softkey Editor utility in the current mode.
Top line	You are currently at the top line of the display.
End of line	You are currently on the last character of the line.
Bottom line	You are currently at the last line of the display or document.
Left margin	You are currently on the first position of the line.
Finish insert first	While in the Text Insert mode, you typed text using the Insert mode now no room exists on the current line to continue insertion.
Exit insert text mode first	You have attempted a function that is temporarily disabled in the Insert Text mode.
No next screen	You are currently positioned at the last screen of the document.
No previous screen	You are currently at the first screen of the document.
Last line	You are on the last line in your document and you cannot delete it.
Can't find a word	The cursor is on a blank space rather than a word.
Missing start mark	You have a defined end mark but no start mark. Text copy/move/delete requires a start mark.
Start or end mark off screen	The Delete Text Lines function requires both marks on the current screen display.
Must define block first	You cannot move/copy/delete since no marks are defined.
Within marked text	You cannot copy or move to a destination within your marked text
Must exit line functions mode	You cannot type text while in the Line Functions Mode.
Start mark after end mark	You cannot place a start mark on a line following an end mark.

ERROR MESSAGE	EXPLANATION
End mark before start mark	You cannot place an end mark on a line preceding the start mark.

The system displays the following messages during the editing process within the Softkey Editor utility:

Formatting screen	You have pressed the F13 key and a screen format is in progress.
	NOTE: If you do not have an F13 function key on your keyboard, press ALT-F3 to perform this function.
Completed	The format is finished, and you can resume editing.

EDIT SOFTKEY EDITOR PARAMETERS FUNCTION

This function enables you to control several aspects of the softkey editor including line length. You can use the softkey editor to enter/maintain target drug/class worksheets, order and prescription documentation, and patient documentation.

After you select the Edit Softkey Editor Parameters options from the menu, the system displays the following screen:

```
              General Hospital Edit Softkey Editor Parameters Processor
                                                Wed Sep 11, 1991 02:48 pm

 1 Softkey Editor Line Length            2 Demographic Data Form
   60 characters














  Enter field number or '/' starting field number--
```

Field Explanations

1. SOFTKEY EDITOR LINE LENGTH (2-N-R)
This field determines the number of characters that you can enter on one line while using the softkey editor, so that if you are using a commercial word processing package, the margins between the two are compatible. The system offers a default response of 72 characters. Press ENTER to accept the system default or enter a specific number of characters up to a maximum of 80. If you are using default margins for WordPerfect®, enter 68.

2. DEMOGRAPHIC DATA FORM (TABLE LOOKUP-O)
This field determines the format of the demographic data displayed when you are using WEM and WordPerfect to enter text for STAR Laboratory or STAR Radiology.

Impact

When you are using the softkey editor to enter order, prescription, or patient documentation, or target drug/class worksheets, the value entered in the Softkey Editor Line Length field limits the number of characters that you can enter per line. You cannot exceed this value without changing the value defined in this field.

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Chapter 12 - INFORMATION WINDOWS

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INFORMATION WINDOWS

Information Windows are predefined windows that display certain information from other functions within the STAR system. By using Information Windows, you can view this information without leaving the function.

To access the Information Windows utility from STAR Pharmacy, you must meet the following criteria:

- You must be using WEM on a PC.

- Your PC and host ID computer must be set to enable the use of Information Windows.

STAR Pharmacy provides the following windows:

- Patient Clinical Data

- Chemicals

- Professional Drug Information

- Cost/Pricing Information

- Active Inpatient Orders

You can create and view these windows when you are in any of the following functions:

- Start Medication Order

- Revise Medication Order

- Start Solution Order

- Revise Solution Order

- Prescription Fill/Refill

To create an Information Window in one of these functions, access the Drug field on the item-level screen for the function. After you access this field, the system displays the following message:

Building Information Windows

After the message disappears, you can access the Information Windows by selecting Tools, selecting Information Windows, and then selecting the Information Window you want from the menu bar.

The system displays the Information Window over the screen. A list of available Information Windows is displayed on the bottom line of the screen. To move to other windows, you can press TAB or click your mouse on the name of window you want to view.

NOTE: In solution order entry in both Inpatient Processing and Ambulatory Care, when you page back to the order-level screen and view the window, the system displays the information associated with the last item loaded. In medication entry in Ambulatory Care, if you view the windows from the SIG page, the system displays the information for the last drug in the prescription.

To exit from Information Windows, press ESC.

For more information on using Information Windows, see the *WEM User's Guide.*

Patient Clinical Data

The system displays the Patient Clinical Data window first. It contains the following information, if known: the patient's height, weight, body surface area, and ideal body weight, the working diagnosis or patient's complaint, a smoker indicator, and the attending, admitting, and referring physicians.

NOTE: In Ambulatory Care, this window contains information only if the patient was selected using a billing account number.

The following is an example of an Information Window for Patient Clinical Data.

```
                Patient Clinical Data
Height:     187.96 cm     BSA:    1.92 m2
Weight:      68.18 kg     IBW:   82.20 kg
Diagnosis/Complaint:
Attending Physician: 2 LEES,SAMUEL W
Admitting Physician: 10 COLLINS,MICHAEL
Referring Physician: 1 ADAMS,JOSEPH
```

Chemicals

To access this window, click your mouse on Chemicals. The Chemicals window contains the chemical ingredients and strengths for the ordered drug. If no chemicals exist for an item, the system displays a message that the item has no chemicals.

The following is an example of an Information Window for Chemicals.

```
                    Chemicals
TEMAZEPAM 15 MG
LACTOSE
```

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Professional Drug Information

To access this window, click your mouse on Drug Info. The Professional Drug Information window contains the professional consultative message from the FDB database for the ordered drug.

The following is an example of an Information Window for Professional Drug Information.

```
                    Professional Drug Information
                    Flurazepam, Temazepam, Triazolam
 Inform Patient of the Following-
 -Compliance- If no response to prescribed dosage, do not repeat dose.
 -Administration- Take 30 minutes before bedtime with a full glass of water.
 -Side Effects- Dizziness, drowsiness, sleepiness during the day, blood
   discrasias, breathing difficulty, arrhythmias, skin rash.
 -Precautions- Alcohol and other CNS depressants may increase the CNS
   depression.  Do not change dose without medical advice.
 -Interactions- Alcohol, cimetidine, digoxin, propranolol, chlorpromazine,
   phenytoin and others.  Refer to Evaluations of Drug Interactions Loose Leaf
   Edition for further information, primarily chapter 10.
```

Cost/Pricing Information

To access this window, click your mouse on Pricing. The Cost/Pricing Information window contains the following information for the ordered drug:

- Unit acquisition cost

- Unit average wholesale price

- Unit price

- Calculated inpatient unit charge

The following is an example of an Information Window for Cost/Pricing Information.

```
            Cost/Pricing Information
        Unit Acq Cost:     $.41000
            Unit AWP:      $.57600
          Unit Price:    $0.00000
Calculated IP Unit Charge: $2.00000    (ME)
```

Active Inpatient Orders

To access this window, click your mouse on Profile. The Active Inpatient Orders window displays the first 23 lines of the inpatient active order profile. This window displays the profile at the time it was loaded: changes that have occurred since loading

do not appear on the window. The window contains the order number, drug information, route, frequency, and schedule.

NOTE: In Ambulatory Care, this window contains information only if the patient was selected using a billing account number.

The following is an example of an Information Window for Active Inpatient Orders.

```
                    Active Inpatient Orders
Ord# Drug                                     Route Freq    Sched
---- ---------------------------------------  ----- -----   -------

   1 Next: Bottle 23 11/17/94 08:00am          Pgy   QID    1.999
       DEXTROSE 100 MG/1 ML                           QB     DAILY

   2 Next: Bottle 25 11/17/94 07:00am          Pgy   QID    4
       DEXTROSE 100 MG/1 ML                           QB     DAILY
       LIDOCAINE HCL 200 MG/1 ML                       QB     DAILY
```

Appendix A - GLOSSARY OF TERMS

- A -

ACCOUNT NUMBER
A unique number assigned for each patient visit; this number is used for billing purposes and for identifying activities associated with that visit such as exam orders.

ACTIVATE
To make a prescription active. An active prescription can be filled, refilled, and revised. The system also performs clinical screening on active prescriptions.

AD HOC REPORTING
A term that refers to the specific applications of Report Writer. (See Report Writer)

ADMINISTRATION FEE
A fee charged per dose. Administration fees are defined by the hospital and are attached to the pricing formula.

ADMISSION
Refers to an inpatient admission to the facility.

ADT
Abbreviation for the admission, discharge and transfer capabilities of the system.

ADT NOTICES
Notices that print automatically on selected printers when admissions, transfers or discharges occur.

AHFS
American Hospital Formulary Services. A classification system that identifies the pharmacologic/therapeutic category of the drug product by assigning class codes to the item. As many as three codes can be assigned to a product in the formulary.

ALPHA LOCK KEY
A key located to the right of the space bar which, when depressed, illuminates a light at the top of the keyboard to signify that all alphabetic characters display in upper case. Pressing the key again causes the light to go out, and characters can then be typed in upper and lower case.

ALPHA LOOK-UP
An alphabetic search is possible by entering an alpha character(s) followed by a hyphen (-); this causes an alphabetic table listing to display. This functionality is available throughout the STAR Pharmacy System.

ALPHABETIC
Data consisting of the letters A-Z only.

ALPHANUMERIC
Data consisting of the letters A-Z and digits 0-9.

AMBULATORY CARE MODULE
Module that is similar to a retail pharmacy setting for walk-in patients. These patients may or may not be registered in the hospital.

ARCHIVING
A means of managing disk utilization by removing clinical patient data from the system and storing it on another medium (usually microfiche). Data is archived once an inactive account has been retained for a user-defined period of time.

ARROWS
Four keys that reside on the screen management keypad. In edit mode, the right and left arrows move the cursor to the right and left respectively without changing the characters. This allows you to position the cursor as needed. The up and down arrows allow the insertion and deletion of spaces at the cursor position. In multi-line text editing, like expanded SIGs, the up and down arrows allow you to move the cursor up and down a line.

AUDIT TRAIL
Continuous documentation of important transactions related to a patient's account (such as, all orders, revisions, verification, drug allergic reactions), that can be viewed through the audit trail function before the orders are historized.

AUTOMATIC TIME OUT
An automatic sign-off mechanism designed to protect electronic signatures from use by unauthorized individuals; it occurs when the keyboard is not used within a specified period of time.

- B -

BACKUP
A copy of the system on tape or disk to provide a backup in case the storage medium is damaged or destroyed.

BAR CODE
A pattern of parallel bars and spaces that represent numeric or alphanumeric information in machine-readable form.

BASE
Refers to the non-customized STAR systems that are demonstrated to the departments in the hospital as a basis for the Product Workshops.

BATCH
Nightly processing of some types of data collected by STAR Pharmacy throughout the day. Also referred to as midnight processing.

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BED CODE
A three-digit number typically designed by combining the last two digits of the room number and the last digit of the bed number. The bed code can be used to access a patient in the Name Inquiry function.

BIT
The smallest unit of data handled by a computer; derived from Binary Digit

BLOCKS
Data is stored on disk in groups of information called data blocks. Each disk drive can store only a defined number of data blocks. When blocks are full, data must either be archived or a new drive must be added to the system.

BULLETIN BOARD
The Bulletin Board is a free-text screen of information usually maintained by data processing personnel. The screen may contain announcements, schedules of meetings, or other information. The Bulletin Board automatically displays on an inactive monitor or terminal after the user signs-off.

BYTE
Connected bits of data.

- C -

CANCEL
A function used to inactivate an order or prescription that was entered by mistake. For each cancellation transaction, the Audit Trail displays the date and time and the name of the user signed on when the cancellation was entered. The Cancel function credits all charges for the order. Cancelled orders remain on the patient profile.

CARDHOLDER
In a third party plan, this is the person who is the named insured of the plan.

CART CHECK LIST
A listing or display screen of orders used to check that the appropriate number of doses/units of each order have been placed in the cart.

CART FILL LIST
A listing of orders to be dispensed for each patient on the nurse station over a predefined time period. User-defined options may be specified in the Cart Fill List Parameter.

CART UPDATE LIST
A listing of only new orders and order changes started since the last cart fill list.

CENSUS
Current patient occupancy. Census displays and lists are available by station, physician, isolation, church, denomination, precaution, IV therapy, oxygen therapy, length of stay, or all.

CHARACTER
Letter, number or special symbol that can be entered from the keyboard onto the screen.

CHARGE
The amount logged against a patient's account for orders dispensed or items used by the pharmacy department in caring for the patient. Based on your hospital billing procedures, charges for orders and prescriptions are automatically captured at a designated time as determined by a system parameter.

CHECK LIST
See Cart Check List

COMPONENT
A part of the total computer system.

CONSOLE PRINTER
A printer connected directly to the Central Processing Unit used for error message prints and operations/applications control.

CONTROL CLASS
The Drug Enforcement Administration (DEA) classification of any controlled drug.

CONTROLLED DRUG
Any drug item that falls in the Drug Enforcement Administration (DEA) drug class of 1-5.

CONTROLLED SUBSTANCE
Any substance classified by the Drug Enforcement Administration (DEA).

CONTROLLED SUBSTANCE NUMBER
The official number assigned a physician by the Drug Enforcement Administration (DEA).

CONVERSION
A set of programs run by McKesson to modify the way data is stored on disk internally. Conversion processes are typically run with new releases.

CORPORATE NUMBER
A system-assigned number unique to each patient.

CORRECTION MODE
To access the correction mode enter two slashes (//) after the field number to be edited. Display of the data in that field subsequently appears on the prompt. The arrow keys function to make the proper insertion or deletion. Correction mode eliminates retyping an entire field and is available only when keyed data is not modified by the system for display purposes; for example, if the Y key is pressed and Yes displays on the screen, the system has modified it and the correction mode cannot be used.

CPU
Central Processing Unit is the computer component containing the circuits that control and perform the execution of instructions (programs). It's usually located in the Data Processing room of your hospital.

CREDIT
This pharmacy system provides you with the ability to credit a patient's account for an order that has been charged. The credit function can also credit a portion of an order.

CRT
Cathode Ray Tube. This television-like device, also referred to as a monitor, terminal or VDU (Video Display Unit), enables you to view the information being entered into the computer.

CRT KEYBOARD
The typewriter-like device used to enter information into the system. The CRT keyboard has four major sections: the main keypad, the screen management keypad, the numeric keypad and a set of special function keys.

CURSOR
A symbol on the screen, either flashing or solid, that indicates your position.

- D -

DATABASE
Refers to a systematic method of storage that allows efficient access of data.

DATA RETENTION
Length of time that specified data is retained in the system.

DEFAULT
To save time, common prompt responses appear in brackets ([]). You can enter this response by pressing ENTER, or bypass it by entering an alternate response.

DEL
Delete key. Holding this key moves the cursor to the left so corrections can be made to the data being entered; only functions when not in edit mode.

DEMAND
See On Demand

DEMOGRAPHICS
Characteristic information used to identify each patient in the system. Name, sex, date of birth, unit number, and race are examples of patient demographic data.

DIM REVERSE
A type of video display in which the background surrounding a field is darker than the rest of the screen and the print within the field is black.

DISCHARGE SUMMARY REPORT
A report containing all pharmacy orders entered for an inpatient from the date of admission through account number inactivation.

DISCONTINUE
A function used to inactivate the order so that it cannot be dispensed, but remains on the patient's discontinued orders profile. The order can be restarted. Discontinue differs from Cancel in that discontinued orders were once valid orders.

DISK SPACE
The capacity of a data storage device or the amount of space on a data storage device that is not currently storing data. When you run out of disk space, data must either be archived or a new drive must be added to the system. See also Blocks.

DISPENSING FEE
A fee charged each time the drug is dispensed (not per unit). Dispensing fees are defined by the hospital and are attached to the pricing formula. Dispensing fees are usually used for bulk packages that contain multiple doses.

DISPLAY
The CRT's visual representation of data.

DOWNTIME
The period of time when the computer is unavailable for use.

DP
Direct price.

- E -

EDIT
1. The process of entering or modifying the information in a field. 2. Internal process of the computer that only allows specific characters or formats to be entered for certain data.

EDIT MODE
The process of entering a slash (/) followed by a field number to change the information in a field.

EMPLOYEE FILE
The system has various levels of security options which are implemented by entering hospital employees and certain demographic and security information in to the Hospital Employee File via the Pharmacy Employees Table. This file contains demographic and security information that controls access to certain system functions. For more details, see "Chapter 6 - SYSTEM SECURITY".

ENTER
Located above the right-hand SHIFT key on the main keypad, the ENTER key is used more frequently than any other key on the keyboard. It must be pressed after most

entries in order to transmit the typed information to the computer system. An ENTER key is also located on the numeric keypad and functions the same way. (This key may also be referred to as NEW LINE or NL in the STAR system.)

EOL
End of line. Erases a field to the end of the line. The cursor moves to the beginning of the field erasing any previously typed information.

ERROR MESSAGE
A message (usually associated with a *beep*) that displays on the screen when an incorrect format or unacceptable response is entered.

- F -

FACILITY
Refers to a hospital as a separate entity. See "Chapter 7 - MULTIFACILITY PROCESSING".

FDB
First DataBank. FDB provides a database containing information on current market drug items.

FIELD
Data entry areas provided on the system.

FIELD ARROW
Arrow that rests on the current field. Identifies the field which the prompt is currently referencing.

FILL LIST
See Cart Fill List

FILL MODE
When in this mode, the field arrow moves to the next empty field when ENTER is pressed.

FIM
Financial Item Master. Specific codes assigned to items for financial system use.

FLOORSTOCK
Stock locations that are defined by the hospital where individual formulary items are to be maintained.

FORMAT
The arrangement of data elements or characters comprising any field.

FORMULARY
The group of items defined by the hospital that are most frequently ordered and dispensed by the pharmacy. The formulary contains default order, financial, and clinical screening information.

FREE-FORM ENTRY
Entering a field by typing a description rather than a code.

FREQUENCY
The number of times a day that a drug is to be administered. The Frequency table allows the hospitals to define frequencies for easy entry.

FUNCTION
A descriptive title associated with certain actions that can be accessed when chosen from a menu.

FUNCTION KEYS
Top row of keys on the keyboard commonly referred to by *F* followed by a number. An example is the F2 key that is the second function key on the keyboard's left side. These keys are used for editing purposes by the Softkey Editor.

- H -

HARD COPY
Implies a printed version of a report as opposed to a screen display.

HARDWARE
Refers to the computer system's physical elements such as Central Processing Unit, printers and storage media.

HELP TEXT
A special aid available that displays additional instructions relating to a field or menu function. Can be accessed when needed by entering a question mark (?). This option, both user-defined and controlled, may contain portions of procedure manuals or instructions on data entry techniques.

HISTORIZED
The process of summarization of inpatient orders when patients become inactive and placing data in a history file.

HISTORY FILE
Long-term database maintained on each admitted and registered patient. History files include the Master Patient Index (MPI) or Previous Visit Orders file.

HOLD
A function that allows the user to temporarily suspend an order so that doses are not dispensed for a time. The item is put back on active status through the Resume function.

HOLD KEY
On DG terminals, a key in the upper right corner of the keyboard. When it illuminates, the current screen *freezes* and data entry is not permitted. This light should always be off.

HOME
Left-most position in the field.

- I -

ID CODE
A permanent, unique number assigned to an individual employee for the duration of employment. If employment is terminated, the code is retired and not reused by another individual. The ID code is recorded for each data-generating transaction made by the employee and is permanently stored in the system.

INACTIVATE
A function that places the prescription on an inactive status. When the item is inactive it cannot be filled, refilled, revised or screened against.

INPUT
Any data entered into the computer system.

INQUIRY
A method of reviewing patients' order and charge information via the Profile Display and Charge Inquiry functions.

INS
Insert key. This key places a blank at the cursor's position and all characters to the right move one space to the right when editing text.

INTERFACE
A communication link between two computer systems that allows the transfer of data from one to the other. This may be done online or via tape.

INVALID SIGN-ON
An error message indicating that a sign-on key that is not valid has been pressed to activate the PC or terminal. For example, entering L on a Pharmacy-only CRT.

- J -

JOB STATUS
A screen displaying current system activity.

JOBSTART
This operation is be called by the system to ensure the appropriate update of system files between two separate processors. A jobstart is queued when network communication is impossible. The queue review process enables you to examine the reason for the failure and the various queued jobstarts.

- K -

KEYBOARD
The device, designed like a typewriter, which is used to enter information into the system. It is attached to the Cathode Ray Tube by a small cable.

- L -

LINE PRINTER
A device that prints a complete line of type in one operation. Line printers are fast printers that are commonly used for printing lengthy reports.

LOA
Leave of Absence. A period of time when an Inpatient is not in the hospital. For example, a psychiatric patient on a weekend pass. Medications for a patient on leave of absence are not dispensed.

LOWEST CHARGE
The smallest amount of an item that can be charged. For example, if the amount dispensed is 11.5 mls and the package size is 15 mls, the lowest charge field in the formulary determines if that patient is charged for 12 mls (lowest charge = unit) or 15 mls (lowest charge = package).

- M -

MAC
Maximum allowable price.

MAIN KEYPAD
The portion of the keyboard that works like a regular typewriter with letters and numbers.

MCKESSON
The name of the company providing the STAR Pharmacy System.

MEMORY
The storage of data and programs in the computer.

MENU
A numbered listing of available functions from which the user may select to complete a desired task.

MERGE PATIENTS
This function provides the ability to consolidate duplicate Master Patient Index (MPI) entries for one patient via unit number, corporate number, name, or Soundex. The system requires that you identify both MPI entries, and then select one unit number to retain and one set of patient demographics; the visit information is a combination of both entries.

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MESSAGE
Capability to communicate information to any hospital department having a printer designated to receive messages.

MIDNIGHT PROCESSING
Nightly processing of specific data. The computer is unavailable for use during a portion of this time.

MNEMONIC
A short *code name* that uniquely identifies a formulary item or predefined order. Mnemonics are used during order/prescription entry to access commonly ordered items quickly.

MODEM
Device used to send or receive data over telephone circuits.

MODULE
A set of applications that perform a set of functions within the total software package, e.g., the Ambulatory Care module is a module of STAR Pharmacy.

MPI
Master Patient Index. Refers to patient/insurance/demographic information retained in the system for an indefinite length of time. Eliminates the rekeying of certain data when a patient is readmitted.

MPI LOAD
The process of adding a patient to the Master Patient Index.

- N -

NAME INQUIRY
Capability of the system to locate any patient in the system by entering a few letters of the patient's last name (see also Alpha Look-up).

NATIONAL DRUG CODE (NDC NUMBER)
The product number assigned to drug items in the United States. The NDC number consists of 11 digits. The first five digits identify the manufacturer of the drug item. The next four digits identify the product and the last two digits identify the package size.

NETWORK
This software provides integration of all STAR products and associated databases. It allows transferring information between separate processors.

NEW LINE KEY (Data General Terminal Only)
See ENTER.

NUMERIC
Data consisting of the digits 0-9 only. Occasionally a decimal point (.) is also allowed.

NUMERIC KEYPAD
Number keys located to the right of the main keypad. These keys can be defined for use in specialized counting procedures such as differentials.

- O -

ONLINE
This term signals that your device is communicating with the Central Processing Unit.

ONLINE KEY
On DG keyboard, located to the right of the space bar, the Online key can be used to activate/deactivate the terminal's connection to STAR Pharmacy. When activated, a red light labeled *Online* is illuminated at the top of the keyboard.

ONLINE LIGHT
The Online light, appearing at the top of the DG keyboard, must always be illuminated. Illumination occurs by pressing the CMD key and the Online key. This allows you to enter the Online mode (see Online definition.)

ORDER ENTRY
The process of identifying the drugs to be dispensed for a given patient account. All pharmacy orders must be entered through the Order Entry processor before they can be dispensed.

ORDER CANCELLATION
see Cancel

OUTPUT
Any information generated through computer calculations or processing. Output is either printed or displayed.

- P -

PAC
Product Advisory Committee.

PAGE FORWARD/BACKWARD
The ability to return to the previously displayed screen or go forward to the next screen. In many screens, entering a slash (/) moves you forward to the next screen, and entering slash-P (/P) moves you backward to the previous screen.

PARAMETER
An indicator used to tell the system how to perform a certain function. Many functions are designed so that they can perform differently based on the needs of the pharmacy department. Parameters allow hospitals to tailor these functions.

PATIENT ACCOUNT NUMBER
See Account Number.

PATIENT DEMOGRAPHICS
See Demographics.

PATIENT PROFILE INFORMATION
Patient details including demographics, allergies, documentation, insurance, and prescriptions.

PATIENT REGISTRATION
Refers to an outpatient registration to the facility.

PATIENT TYPE
STAR Pharmacy's way of distinguishing the various types of patients is hospital-defined. Common patient types used include inpatient, outpatient, preadmit patient, and emergency patient. The Hospital Information System (HIS) and the STAR Pharmacy System must have the same defined patient types.

PATIENT UNIT NUMBER
See Unit Number

PERSONAL PASSWORD
Also called the secret code, the personal password is chosen by each user and must be updated periodically (as defined by the pharmacy). This password must be entered directly after entry of the employee number before you can sign-on to the system.

PIF
Product Information File. This field is provided and maintained by FDB.

PREDEFINED ORDERS
Orders that have already been defined by the user for easy order entry.

PREP LABELS
Labels for inpatient solution orders that are printed in batch for a time period specified by the user.

PRESCRIPTION
Outpatient orders entered through the Ambulatory Care module.

PRESS
See "Chapter 2 - GETTING STARTED".

PREVENTIVE MAINTENANCE
The time for routine maintenance and service of the STAR Pharmacy System.

PRINTER
An output device for the computer that produces a typewritten copy of processed information. Character Printers print one character at a time while Line Printers print one line at a time.

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PRN
As needed.

PROCESSOR
1. A part of the system used to perform a group of related tasks, including receiving, manipulating and generating data. An example is the order entry processor. 2. The part of a computer system the operates on data. Also referred to as the CPU.

PROFILE
A patient's current visit information. For example, medication and solution order information, patient documentation, and status of drug items.

PROFILE DISPLAY
An inquiry processor designed to provide users with information concerning drugs that have been ordered for a patient.

PROGRAMS
A set of instructions or steps that tell the computer exactly how to perform a task.

PROMPTS
Instructions appearing on the screen that explain what to do next or what specific information must be entered. Data to be entered in the field where the cursor resides is typed at the prompt. Once ENTER is pressed, this data appears in the appropriate field.

PURGE
The process of permanently removing data from the system.

- Q -

QUEUE
A waiting line. Refers to programs or information waiting to be processed by the computer or printed by the printer.

- R -

READER
A device for reading bar code.

REAL-TIME
Instantaneous; concurrent with processing. Real-time processing changes are filed immediately upon data entry as opposed to batch processing where the information is accumulated and files are changed in the future (for example, during Midnight Processing).

REPORT TRANSFER
This network function is built into the spooler. By defining network printers in the spooler file, printers having assigned reports can pass the report to a remote Central Processing Unit.

REPORT WRITER
A module capable of producing reports compiled from a database search for specific elements or fields and presented in user-defined report format. Searches may be based on predefined report types or specific ad hoc reports can be created.

REPT
Repeat key. Holding this key and certain cursor control keys simultaneously can eliminate repeated use of one key. For example, holding the arrow key and the Rept key causes the cursor to move to the right or left more than one space.

REQUIRED FIELD
A field that requires an entry before permitting you to accept the screen.

RESPONSE TIME
The time that it takes a computer to respond to your request for information or to file your input.

RESTART
A function that uses the information from a discontinued order to start a new order with a different order number.

RESUME
A function that reactivates an order from a *hold* status.

ROUTINE ORDER SET
A group of predefined orders that are usually ordered together and is created by the pharmacy department.

- S -

SATELLITE
A pharmacy dispensing area that is separate from the hospital's main pharmacy department.

SCANNER
An optical and electronic device that scans bar code symbols and translates the information.

SCHEDULE
The days on which an order is to be administered. Schedules are defined in the Schedule table.

SCREEN
The video portion of the Cathode Ray Tube (CRT) that displays the information to be completed or viewed by the user.

SCREENING
Refers to when the system checks the patient's profile for allergies, duplicate drugs, drug interactions, and IV incompatibilities.

SECRET CODE
Also called password, the secret code is chosen by each user and must be updated periodically as defined by the pharmacy department. This password must be entered directly after entry of the employee number in order to sign on to the system.

SCROLL
To move text across a display screen as if unrolling a scroll.

SECURITY
The ability of the system to limit access of information based on an employee's identification code and secret password.

SECURITY LEVELS
A mechanism used by the STAR Pharmacy System to control system access and the type of transactions that users are authorized to perform. Security levels range from zero to 80. Each pharmacy department uses levels within this range to define security level positions, usually in intervals of 10.

SEND MESSAGE
This function allows free-text messages to be sent to an appropriate printer(s).

SIG
The administration instructions for an outpatient prescription.

SIGN ON
Action of accessing the computer applications.

SIGN-ON KEYS
Sign-on keys, which are defined by the user, initiate access to the system making available appropriate functions and programs. In the STAR Pharmacy System, the letter P is used.

SIGN OFF
Exiting the system. When you finish using the STAR Pharmacy System, you can enter a slash-period-slash (/./) at the prompt resulting in system sign off at that Data General terminal. The Bulletin Board then displays on the screen.

SIM
Service Item Master. The SIM contains all entries of each department for which a coded order or charge might be placed.

SLASH
A key used to indicate move forward and backward through a screen that is displayed. See Page Forward/Backward.

SOFTWARE
Refers to the computer programs used to process data.

SOUNDEX
The computer's ability to search for a name if the spelling is unknown. An approximate spelling along with the correct consonants and first letter of the last name must be entered in order to initiate a Soundex search in the STAR Pharmacy System.

SPECIALTY CHARGE
Charge to patients for an item for which they do not have an existing order. This function creates a discontinued order.

SPOOLER
A system utility used to store formatted data on disk prior to routing to the appropriate devices (printers, interfaces, disk).

SPOOLER QUEUE
The utility used to distribute spooled data to the appropriate devices.

STAR PATIENT CARE
A McKesson medical information system.

STI
Software Tracking Item. An item, whether enhancement or defect that is reported by the client and submitted to McKesson. The STI is given a unique number and contains a brief description and steps to duplicate when necessary.

SWP
Suggested wholesale price.

- T -

TABLE
Contains a group of related codes and their descriptions used by the system. When you key in a code from a table, the computer displays the associated description stored in the associated table.

TARGET DRUG/CLASS
A group of formulary items and/or AHFS classes. Based on user-defined parameters, the system tracks all orders for active patients that contain any of the target drug class's items of AHFS classes.

TPN
Total Parenteral Nutrition.

TRACKING SYSTEM
A software system used by McKesson to record and track defect reports and enhancement requests submitted by users.

TRANSACTION
Refers to the interaction between the user and the system.

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TRANSFER
This function allows you to transfer an inpatient to an unoccupied bed after identifying the reason. At this time, the accommodation code and service may be changed. Transfer notices may automatically print in designated areas.

TRUNCATE
To shorten or abbreviate a display. For example, a lengthy drug name may be shortened in order to print on a profile display.

- U -

UNIT NUMBER
Refers to medical records number/history number. It is unique to each patient within a facility and assigned to a patient on their first visit to the facility. The system permanently retains that patient information for each subsequent visit.

UPDATE LIST
See Cart Update List

UPDATE LABEL PERIOD
The time period prior to cart exchange when the system prints cart labels for the upcoming cart when orders are entered or revised.

USER-DEFINED
Refers to any system parameter determined by the pharmacy department. The parameters are usually defined during installation of the system, however most can be edited using the Maintenance functions processors.

- V -

VDU
Video Display Unit. Same as CRT.

VENDOR
A drug manufacturer or wholesaler that supplies the drug item for the pharmacy.

VIRTUAL TERMINAL
The ability to access a remote processor to perform a function that is not normally available to a user within a specified system.

- W -

WAC
Wholesale acquisition cost.

WORKLOAD
The number of activities performed by pharmacy personnel. Workload is accumulated by day, month-to-date, and year-to-date. Each individual tape of activity that can be performed (for example, verify medication order) is counted.

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■ R e a d e r C o m m e n t F o r m ■

We value your suggestions for improving our documentation. Please use this form to evaluate the *General Information Volume* of the *STAR Pharmacy Reference Guide* for Release 17.0.

Topic	Poor	Fair	Good	Excellent
Organization of information	❑	❑	❑	❑
Accuracy of information	❑	❑	❑	❑
Completeness of information	❑	❑	❑	❑
Clarity of information	❑	❑	❑	❑
Amount of overview information	❑	❑	❑	❑
Explanation of processes	❑	❑	❑	❑

Are there parts of this manual that could be made more helpful to you? Please explain.

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