INPATIENT MEDICATIONS

PHARMACIST'S USER MANUAL

Version 5.0
January 2005

(Revised June 2010)

Revision History

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

Date	Revised Pages	Patch Number	Description
06/2010	i-v, 24-25, 25a-25d, 124a-124b, 124e-124f, 239-241	PSJ*5*113	Added new Order Validation Requirements. Removed Duplicate Order Check Enhancement functionality, (removed in a prior patch). (R. Singer, DM, B. Thomas, Tech Writer)
02/2010	i-ii, iv-v, 192a-b, 214a-b, 239-241	PSJ*5*214	Updated Table of Contents to include new sections. Added new sections 8.1.5 and 8.2.4 to reference *Patients on Specific Drug(s)* option that is now commonly used by pharmacists who may have been assigned this option directly and not as part of the Supervisor's Menu. Added *Patients on Specific Drug(s)* option to the Index. (C. Willette, DM; R. Silverman/D. Dertien, Tech Writer)
12/2009	56, 56a, 56b iii	PSJ*5*222	Added description of warning displayed when finishing a Complex Unit Dose Order with overlapping admin times. Corrected page numbers in Table of Contents. (E. Wright, PM; R. Sutton, Tech Writer)
07/2009	43	PSJ*5*215	When Dispense Drug is edited for an active Unit Dose, an entry is added to the activity log. (G. Tucker, PM; S. B. Scudder, Tech Writer)
02/2009	226	PSJ*5*196	Update to IV Duration (A. Scott, PM; G. Werner, Tech Writer)
08/2008	iii, 20-27, 54, 68-76, 94-95, 104-106, 236, 240-241	PSJ*5*134	Inpatient Medication Route changes added, plus details on IV type changes for infusion orders from CPRS, pending renewal functions, and expected first dose changes. (S. Templeton, PM; G. O'Connor, Tech Writer)

Date	Revised Pages	Patch Number	Description
10/2007	iii, 124 a-d 5, 17-18, 27-28, 30-34, 37-38, 65-68, 76-80, 83-84, 119-120, 123-124, 149-150, 195-196, 209-210	PSJ*5*175 PSJ*5*160	Modified outpatient header text for display of duplicate orders. Added new functionality to Duplicate Drug and Duplicate Class Order Check definitions. Modifications for remote allergies, to ensure all allergies are included when doing order checks using VA Drug Class; Analgesic order checks match against specific class only; check for remote data interoperability performed when entering patient's chart; and list of remote allergies added to Patient Information screen. (R. Singer, PM; E. Phelps/C. Varney, Tech Writer)
07/2007	155a-155b, 162a-162b, 168a-168b	PSJ*5*145	On 24-Hour, 7-Day, and 14-Day MAR Reports, added prompt to include Clinic Orders when printing by Ward or Ward Group. Also added prompt to include Ward Orders when printing by Clinic or Clinic Group. (R. Singer, PM; E. Phelps, Tech. Writer)
05/2007	25	PSJ*5*120	Modified Inpatient Medications V. 5.0 to consider the duration the same way as all other stop date parameters, rather than as an override. (R. Singer, PM, E. Phelps, Tech. Writer)
12/2005	1, 124-124b	PSJ*5*146	Remote Data Interoperability (RDI) Project: Removed document revision dates in Section 1. Introduction. Updated Section 4.3. Order Checks to include new functionality for checking allergies, drug reactions, and interactions. (E. Williamson, PM; M. Newman, Tech. Writer)

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

(This page included for two-sided copying.)

Table of Contents

Since the documentation is arranged in a topic oriented format and the screen options are not, a menu tree is provided below for the newer users who may need help finding the explanations to the options.

Unit Dose Menu Tree	Topic-Oriented Section
Align Labels (Unit Dose)	Output Options
Clinic Definition	Maintenance Options
Discontinue All of a Patient's Orders	Order Options
EUP Edit Inpatient User Parameters	Maintenance Options
ESD Edit Patient's Default Stop Date	Maintenance Options
Hold All of a Patient's Orders	Order Options
IOE Inpatient Order Entry	Order Options
IPF Inpatient Profile	Order Options
INQuiries Menu ...	
Dispense Drug Look-Up	Inquiries Options
Standard Schedules	Inquiries Options
Label Print/Reprint	Output Options
Non-Verified/Pending Orders	Order Options
Order Entry	Order Options
PAtient Profile (Unit Dose)	Output Options
PIck List Menu	Pick List Menu
ENter Units Dispensed	Pick List Menu
EXtra Units Dispensed	Pick List Menu
PIck List	Pick List Menu
Report Returns	Pick List Menu
Reprint Pick List	Pick List Menu
Send Pick List to ATC	Pick List Menu
Update Pick List	Pick List Menu
Reports Menu …	Output Options
7 Day MAR	Output Options
14 Day MAR	Output Options
24 Hour MAR	Output Options
Action Profile #1	Output Options
Action Profile #2	Output Options
AUthorized Absence/Discharge Summary	Output Options
Extra Units Dispensed Report	Output Options
Free Text Dosage Report	Output Options
INpatient Stop Order Notices	Output Options
Medications Due Worksheet	Output Options
Patient Profile (Extended)	Output Options

Note: There will be no Dosage Ordered check against the Units Per Dose if a Local Possible Dosage is selected.

"UNITS PER DOSE:" (Regular)
This is the number of units (tablets, capsules, etc.) of the Dispense Drug selected to be given when the order is administered.

When a selection is made from the dosage list provided at the "DOSAGE ORDERED:" prompt, then this "UNITS PER DOSE:" prompt will not be displayed unless the selection list/default contains Local Possible Dosages. If a numeric dosage is entered at the "DOSAGE ORDERED:" prompt, but not from the selection list, then the default for "UNITS PER DOSE:" will be calculated as follows: DOSAGE ORDERED/STRENGTH = UNITS PER DOSE and will not be displayed.

If free text or no value is entered at the "DOSAGE ORDERED:" prompt, the "UNITS PER DOSE:" prompt will be displayed. When the user presses <**Enter**> past the "UNITS PER DOSE:" prompt, without entering a value, a "1" will be stored. A warning message will be generated when free text is entered at the "DOSAGE ORDERED:" prompt and no value or an incorrect value is entered at the "UNITS PER DOSE:" prompt.

- **"MED ROUTE:"** (Regular and Abbreviated)
Inpatient Medications uses the medication route provided by CPRS as the default when finishing an IV order, and transmits any updates to an order's medication route to CPRS.

Inpatient Medications determines the default medication route for a new order entered through Inpatient Medications, and sends the full Medication Route name for display on the BCMA VDL.

This is the administration route to be used for the order. If a Medication Route is identified for the selected Orderable Item, it will be used as the default for the order. Inpatient Medications applies the Medication Route provided by CPRS as the default when finishing an IV order.

- If no medication route is specified, Inpatient Medications will use the Medication Route provided by CPRS as the default when finishing an IV order.

- If updates are made to the medication route, Inpatient Medications will transmit any updates to an order's Medication Route to CPRS.

- Inpatient Medications determines the default Medication Route for a new order.

- Inpatient Medications sends the full Medication Route name for display on the BCMA VDL.

- **Sequence of Schedule Type and Schedule Prompts**

Prior to PSJ*5*113, the order of the prompts in Inpatient Medications order entry was Schedule Type followed by Schedule. The sequence of the prompts was changed so that the Schedule prompt falls before the Schedule Type prompt.

- Schedule Validation Requirement One

    When a schedule is selected at the Schedule Field, the system shall default the Schedule Type for the schedule entered from the Administration Schedule File into the order.

- Schedule Validation Requirement Two

    If the user changes the schedule, a warning message will be generated stating that the administration times and the schedule type for the order will be changed to reflect the defaults for the new schedule selected. The warning message: "This change in schedule also changes the ADMIN TIMES and SCHEDULE TYPE of this order" shall appear.

- Schedule Validation Check Three

    If the schedule type is changed from Continuous to PRN during an edit, the system shall automatically remove any administration times that were associated with the schedule so that the order will not include administration times.

- **"SCHEDULE:"** (Regular and Abbreviated)

This defines the frequency the order is to be administered. Schedules must be selected from the ADMINISTRATION SCHEDULE file, with the following exceptions:

- Schedule containing PRN: (Ex. TID PC PRN). If the schedule contains PRN, the base schedule must be in the ADMINISTRATION SCHEDULE file.

- Day of week schedules (Ex. MO-FR or MO-FR@0900)

- Admin time only schedules (Ex. 09-13)

While entering a new order, if a Schedule is defined for the selected Orderable Item, that Schedule is displayed as the default for the order.

Note: Order entry will permit the entry of a Day-of-Week schedule in the following format: days@schedule name (e.g. MO-WE-FR@BID, TU@Q6H).

Note: Inpatient Medications will translate a Day of Week schedule into appropriate administration times. For example: "MO-WE-FR@BID" is translated to "MO-WE-FR@10-22". The schedule after the "@" will be a valid schedule from the ADMINISTRATION SCHEDULE file (#51.1).

- **"SCHEDULE TYPE:"** (Regular)

This defines the type of schedule to be used when administering the order. If the Schedule Type entered is One-time, the ward parameter, DAYS UNTIL STOP FOR ONE-TIME, is accessed to determine the stop date. When the ward parameter is not available, the system parameter, DAYS UNTIL STOP FOR ONE-TIME, will be used to determine the stop date. When neither parameter has been set, one-time orders will use the ward parameter, DAYS UNTIL STOP DATE/TIME, to determine the stop date instead of the start and stop date being equal. When a new order is entered or an order entered through CPRS is finished by pharmacy, the default Schedule Type is determined as described below:

- If no Schedule Type has been found and a Schedule Type is defined for the selected Orderable Item, that Schedule Type is used for the order.

- If no Schedule Type has been found and the schedule contains PRN, the Schedule Type is PRN.

- If no Schedule Type has been found and the schedule is "ON CALL", "ON-CALL" or "ONCALL", the Schedule Type is ON CALL.

- For all others, the Schedule Type is CONTINUOUS.

> **Note:** During backdoor order entry, the Schedule Type entered is used unless the schedule is considered a ONE-TIME schedule. If so, the Schedule Type is changed to ONE TIME.

- **"ADMINISTRATION TIME:"** (Regular)

This defines the time(s) of day the order is to be given. Administration times must be entered in a two or four digit format. If multiple administration times are needed, they must be separated by a dash (e.g., 09-13 or 0900-1300). This field must be left blank for odd schedules, e.g., Q16H. If the schedule for the order contains "PRN", all Administration Times for the order will be ignored. In new order entry, the default Administration Times are determined as described below:

- If Administration Times are defined for the selected Orderable Item, they will be shown as the default for the order.

- If Administration Times are defined in the INPATIENT WARD PARAMETERS file for the patient's ward and the order's schedule, they will be shown as the default for the order.

- If Administration Times are defined for the Schedule, they will be shown as the default for the order.

- **Order Validation Checks:**

The following order validation checks will apply to Unit Dose orders and to intermittent IV orders.

> **Note:** IV orders do not have Schedule Type.

- **Order Validation Check One**
  For intermittent IV orders, references to an order's Schedule Type will refer to either the TYPE OF SCHEDULE from the Administration Schedule file (#51.1), or PRN for schedule names in PRN format, or CONTINUOUS for schedule names in Day of Week format.

- **Order Validation Check Two**
  The system shall use the schedule type of the schedule from the Administration Schedule file independent of the schedule name when processing an order to determine if administration times are required for a particular order.

- **Order Validation Check Three**
  If an order has the Schedule Type of Continuous, the Schedule entered is NOT in Day of Week (Ex. MO-FR) or PRN (Ex. TID PC PRN) format, and the frequency associated with the schedule is one day (1440 minutes) or less, the system will not allow the number of administration times associated with the order to be greater than the number of administration times calculated for that frequency. The system will allow for the number of administration times to be LESS than the calculated administration times for that frequency but not less than one administration time. (For example, an order with a schedule of BID is associated with a frequency of 720 minutes. The frequency is divided into 1440 minutes (24 hours) and the resulting calculated administration time is two. For this order, the number of administration times allowed may be no greater than two, but no less than one. Similarly, a schedule frequency of 360 minutes must have at least one administration time but cannot exceed four administration times.)

  If an order has the Schedule Type of Continuous, the Schedule entered is NOT in Day of Week (Ex. MO-FR) or PRN (Ex. TID PC PRN) format, and the frequency associated with the schedule is **greater than one day** (1440 minutes) and evenly divisible by 1440, only one administration time is permitted. (For example, an order with a schedule frequency of 2880 minutes must have ONLY one administration time. If the frequency is greater than 1440 minutes and not evenly divisible by 1440, no administration times will be permitted.)

  The system shall present warning/error messages to the user if the number of administration times is less than or greater than the maximum admin times calculated for the schedule or if no administration times are entered. If the number of administration times entered is less than the maximum admin times calculated for the schedule, the warning message: "The number of admin times entered is fewer than indicated by the schedule." shall appear. In this case, the user will be allowed to continue after the warning. If the number of administration times entered is greater than the maximum admin times calculated for the schedule, the error message: "The number of admin times entered is greater than indicated by the schedule." shall appear. In this case, the user will not be allowed to continue after the warning. If no admin times are entered, the error message: "This order requires at least one administration time." shall appear. The user will not be allowed to accept the order until at least one admin time is entered.

- **Order Validation Check Four**
  If an order has a Schedule Type of Continuous and is an Odd Schedule {a schedule whose frequency is not evenly divisible by or into 1440 minutes (1 day)}, the system shall prevent the entry of administration times. For example, Q5H, Q17H – these are not evenly divisible by 1440. In these cases, the system shall prevent access to the administration times field. No warning message is presented.

- **Order Validation Check Five**
  If an order has a Schedule Type of Continuous with a non-odd frequency of greater than one day, (1440 minutes) the system shall prevent more than one administration time, for example, schedules of Q72H, Q3Day, and Q5Day.

  If the number of administration times entered exceeds one, the error message: "This order requires one admin time" shall appear. If no administration times are entered, the error message: "This order requires at least one administration time." shall appear. The user will not be allowed to accept the order until at least one admin time is entered.

- **Order Validation Check Six**
  If an order has a Schedule Type of One Time, or if an order is entered with a schedule that is defined in the schedule file as One Time, the system shall prevent the user from entering more than one administration time.

  If more than one administration time is entered, the error message: "This is a One Time Order - only one administration time is permitted." shall appear. No administration times are required.

- **Order Validation Check Seven**
  For an order with a Schedule Type of Continuous where no doses/administration times are scheduled between the order's Start Date/Time and the Stop Date/Time, the system shall present a warning message to the user and not allow the order to be accepted or verified until the Start/Stop Date Times, schedule, and/or administration times are adjusted so that at least one dose is scheduled to be given.

  If the stop time will result in no administration time between the start time and stop time, the error message: "There must be an admin time that falls between the Start Date/Time and Stop Date/Time." shall appear.

- **"SPECIAL INSTRUCTIONS:"** (Regular and Abbreviated)

These are the Special Instructions (using abbreviations whenever possible) needed for the administration of this order. This field allows up to 180 characters and utilizes the abbreviations and expansions from the MEDICATION INSTRUCTION file. For new order entry, when Special Instructions are added, the user is prompted whether to flag this field for display in a BCMA message box. When finishing orders placed through CPRS, where the Provider Comments are not too long to be placed in this field, the pharmacist is given the option to copy

the comments into this field. Should the pharmacist choose to copy and flag these comments for display in a BCMA message box on the Virtual Due List (VDL), an exclamation mark "!" will appear in the order next to this field.

Note: For "DONE" Orders (CPRS Med Order) <u>only</u>, the Provider Comments are automatically placed in the Special Instructions. If the Provider Comments are greater than 180 characters, Special Instructions will display "REFERENCE PROVIDER COMMENTS IN CPRS FOR INSTRUCTIONS."

- **"START DATE/TIME:"** (Regular and Abbreviated)

This is the date and time the order is to begin. For Inpatient Medications orders, the Start Date/Time is initially assigned to the CLOSEST ADMINISTRATION TIME, NEXT ADMINISTRATION TIME or NOW (which is the login date/time of the order), depending on the value of the DEFAULT START DATE CALCULATION field in the INPATIENT WARD PARAMETERS file. Start Date/Time may not be entered prior to 7 days from the order's Login Date.

- **"STOP DATE/TIME:"** (Regular)

This is the date and time the order will automatically expire. The system calculates the default Stop Date/Time for order administration based on the STOP TIME FOR ORDER site parameter.

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The default date shown is the least of (1) the <IV TYPE> GOOD FOR HOW MANY DAYS site parameter (where <IV TYPE> is LVPs, PBs, etc.), (2) the NUMBER OF DAYS FOR IV ORDER field (found in the IV ADDITIVES file) for all additives in this order, (3) the DAY (nD) or DOSE (nL) LIMIT field (found in the PHARMACY ORDERABLE ITEM file) for the orderable item associated with this order or (4) the duration received from CPRS (if applicable). The Site Manager or Application Coordinator can change any field except duration.

For a one-time order, the ward parameter, DAYS UNTIL STOP FOR ONE-TIME, is accessed. When this parameter is not available, the system parameter, DAYS UNTIL STOP FOR ONE-TIME, will be used to determine the stop date. When neither parameter has been set, the ward parameter, DAYS UNTIL STOP DATE/TIME, will be used instead of the start and stop date being equal.

- **"PROVIDER:"** (Regular and Abbreviated)

This identifies the provider who authorized the order. Only users identified as active Providers, who are authorized to write medication orders, may be selected.

- **"SELF MED:"** (Regular and Abbreviated)

Identifies the order as one whose medication is to be given for administration by the patient. This prompt is only shown if the 'SELF MED' IN ORDER ENTRY field of the INPATIENT WARD PARAMETERS file is set to On.

- **"NATURE OF ORDER:"**

This is the method the provider used to communicate the order to the user who entered or took action on the order. Nature of Orders is defined in CPRS. Written will be the default for new orders entered. When a new order is created due to an edit, the default will be Service Correction. The following table shows some Nature of Order examples.

Nature of Order	Description	Prompted for Signature in CPRS?	Chart Copy Printed?
Written	The source of the order is a written doctor's order	No	No
Verbal	A doctor verbally requested the order	Yes	Yes
Telephoned	A doctor telephoned the service to request the order	Yes	Yes
Service Correction	The service is discontinuing or adding new orders to carry out the intent of an order already received	No	No
Duplicate	This applies to orders that are discontinued because they are a duplicate of another order	No	Yes

If the order is entered by Orderable Item only, these checks will be performed at the time the Dispense Drug(s) are specified. The checks performed include:

- **Duplicate Drug** - If the patient is already receiving orders containing the Dispense Drug selected for the new order, the duplicate order will be displayed, and the user will be asked whether or not to continue. Entry of duplicate drugs will be allowed. Only Additives will be included in the duplicate drug check for IV orders. The solutions are excluded from this check.

- **Duplicate Class** - If the patient is already receiving an order containing a Dispense Drug in the same class as one of the Dispense Drugs in the new order, the orders containing the drug in that class will be displayed, and the user will be asked whether or not to continue. Entry of drugs in the same class will be allowed.

- **Drug-Drug Interactions** - Drug-drug interactions will be either critical or significant. If the Dispense Drug selected is identified as having an interaction with one of the drugs the patient is already receiving, the order the new drug interacts with will be displayed.

- **Drug-Allergy Interactions** - Drug-allergy interactions will be either critical or significant. If the Dispense Drug selected is identified as having an interaction with one of the patient's allergies, the allergy the drug interacts with will be displayed.

Note: For a Significant Interaction, the pharmacist is allowed to enter an intervention, but one is not required. For a Critical Interaction, the pharmacist <u>must</u> enter an intervention before continuing.

Pages 124b – 124d referred to the duplicate order check enhancement option that is no longer in the package and has been removed from this manual.

4.3.1. Order Validation Checks

The following order validation checks will apply to Unit Dose orders and to intermittent IV orders.

Note: IV orders do not have Schedule Type.

- **Order Validation Check One**
  For intermittent IV orders, references to an order's Schedule Type will refer to either the TYPE OF SCHEDULE from the Administration Schedule file (#51.1), or PRN for schedule names in PRN format, or CONTINUOUS for schedule names in Day of Week format.

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- **Order Validation Check Six**
  If an order has a Schedule Type of One Time, or if an order is entered with a schedule that is defined in the schedule file as One Time, the system shall prevent the user from entering more than one administration time.

  If more than one administration time is entered, the error message: "This is a One Time Order - only one administration time is permitted." shall appear. No administration times are required.

- **Order Validation Check Seven**
  For an order with a Schedule Type of Continuous where no doses/administration times are scheduled between the order's Start Date/Time and the Stop Date/Time, the system shall present a warning message to the user and not allow the order to be accepted or verified until the Start/Stop Date Times, schedule, and/or administration times are adjusted so that at least one dose is scheduled to be given.

  If the stop time will result in no administration time between the start time and stop time, the error message: "There must be an admin time that falls between the Start Date/Time and Stop Date/Time." shall appear.

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