



# **vxBar Code Medication Administration User Manual (vxBCMA)**

---

**March 2014**



© 2014 Document Storage Systems, Inc. All rights reserved.

*Document Storage Systems (DSS), Inc. is a privately held corporation and has been the premier provider of health information and document imaging distribution and storage systems to Veterans Affairs facilities for over seventeen years. DSS is located at 12575 US Highway One, Suite 200, Juno Beach, Florida 33408.*

*World Wide Web: [www.dssinc.com](http://www.dssinc.com)*

*vxVistA is a trademark of Document Storage Systems, Inc. Outlook, Internet Explorer, and Windows are trademarks of Microsoft Corporation. VistA is a trademark of the Department of Veterans Affairs, Software Services, and Computerized Patient Record System.*

*The patient data contained in this document has been generated on fictitious patients for demonstration and educational purposes. There is no actual Protected Health Information (PHI) contained in any "patient's" record.*

*No portion of this manual or software may be reproduced without the prior written consent of Document Storage Systems, Inc.*



# Table of Contents

Table of Contents .....	i
vxBCMA (Bar Code Medication Administration) User Guide .....	1
Overview of vxBCMA .....	1
Features of vxBCMA .....	1
vxBCMA .....	1
Dual Nursing/ Pharmacy Verification .....	2
Medication Administration Work flow .....	2
vxBCMA Sign-on .....	3
vxBCMA Cover Sheet .....	5
Virtual Due List (VDL) .....	7
Menu Bar .....	9
File Menu Options .....	9
Menu Bar – View Menu .....	10
Menu Bar – Reports .....	11
Menu Bar – Due List .....	11
Schedule Types .....	13
CPRS Med Order Button .....	13
Administering PRN Medication .....	14
Administering Continuous Medication .....	18
Mark a Medication .....	21
Missing Dose Request to Pharmacy .....	23
Unable to Scan Procedures .....	24
Invalid Medication – Do Not Give This Medication .....	30
Undo a Medication That Was Administered .....	31
CPRS Med Order Functionality .....	33
To Edit Med Log .....	37
To Edit Dispensed Drug .....	38
To Edit Units Given .....	38
To Edit Units column .....	39
Reports .....	40
Report Descriptions: .....	40
Administration Times Report .....	41
Cover Sheet Report .....	43
Medication Overview Report .....	44
PRN Overview Report .....	47
Expired/Dc'd/Expiring Orders Report .....	50
Due List Report .....	53
Medication Administration History Report .....	55
Medication Log .....	58
Medication Therapy .....	61
Medication Variance Log Report .....	66
Missed Medications Report .....	69
PRN Effectiveness List Report .....	72
Glossary .....	75



# vxBCMA (Bar Code Medication Administration) User Guide

## Overview of vxBCMA

vx Bar Code Medication Administration (vxBCMA) is a module that will:

1. Increase efficiency
2. Reduce potential medication errors
3. Provide online patient medication records

vxBCMA allows users to electronically document medications at the bedside or other points-of-care. The patient's ID is scanned to identify the patient and each medication is scanned to assure it is the: 1) right drug, 2) right dose, 3) right route, 4) right patient, and 5) right time.



**Note:** The patient data contained in this document has been generated on fictitious patients for demonstration and educational purposes. There is no actual Protected Health Information (PHI) contained in any “patient's” record.

## Features of vxBCMA

The critical nature of medication administration requires complete understanding of how vxBCMA operates in the healthcare setting. vxBCMA was designed to provide an automated tool to assist the medication administration process and is intended to augment (not replace) the clinical judgment of the medication administrator.

### vxBCMA

- ◆ Increases medication administration accuracy.
- ◆ Provides a real-time Virtual Due List of orders for medication administration.
- ◆ Allows the nurse to request a missing dose and electronically send the request to Pharmacy.
- ◆ Identifies PRN entries that require effectiveness comments.
- ◆ Gives an avenue for improved communication between Nursing and Pharmacy staff.
- ◆ Provides a point-of-care data entry/retrieval system.
- ◆ Records refused medications.
- ◆ Reduces wasted medications.
- ◆ Captures drug accountability data.
- ◆ Replaces the manual Medication Administration Record (MAR) with a Medication Administration History (MAH) to provide an automatic record of a patient's medication use information.
- ◆ Provides a list of variances that identify early or late medication documentations and late PRN effectiveness entries.



## Dual Nursing/ Pharmacy Verification

### Medication Administration Work flow

- 1.** Medication order is entered, finished, and verified electronically.
- 2.** Access BCMA software.
- 3.** Scan patient ID (verifying information).
- 4.** Define order types to be displayed on the Patient Virtual Due List by checking or unchecking the appropriate box or boxes.
- 5.** Select bar coded medication package to be administered based on information displayed on the Virtual Due List (VDL).
- 6.** Scan bar code of medication to be administered (visually verifying information).
- 7.** View screen for alerts, required actions, and accuracy of administration documentation.
- 8.** Administer medication to the patient.
- 9.** Run the Missed Medication report after the medication pass is completed.
- 10.** Resolve discrepancies on the Missed Medications Report.



1. Double click vxBCMA icon on the desktop.



Figure 1: vxBCMA icon

2. Enter Access and Verify codes.
3. Click **OK**.

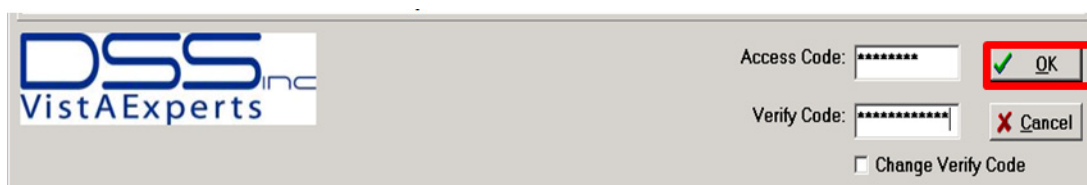


Figure 2: Sign-on screen

4. Click in the box.
5. Scan the bar code.



**Note:** The Patient Lookup dialog screen will display.

6. Scan the Patient ID or enter it manually.
7. Click **OK** (Only necessary if you manually type in ID).

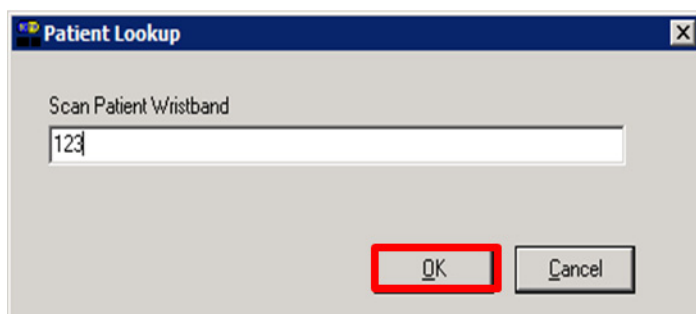


Figure 3: Patient Lookup dialog screen



**Note:** MRN - Medical Record # and in OMH that will be state ID.



**Note:** A Patient confirmation screen will display to verify that the correct patient has been selected.

8. If the correct patient information is displayed, click the **Yes** button.

**BCMA - Patient Confirmation**

Name: **ZZTESTPATIENT, ONE MALE** Ward: **3 WARD 66 INTENSIVE REHAB**  
MRN: **000000001**  
DOB: **8/1/1970** Rm-Bd:

**Allergies:**  
plums

**ADRs:**  
No ADRs on file

**Patient Flags:**

Is this the correct patient?

Yes Cancel

**Figure 4: Patient Confirmation Screen**



**Note:** If incorrect patient, click **Cancel** and go to File menu and Select: **Open** or **<CTRL> + O**.



## vxBCMA Cover Sheet

The Cover Sheet provides users with four different views of medication data related to the selected patient and allows the user to access additional data.

The four views are:

1. Medication Overview
2. PRN Overview
3. IV Overview and
4. Expired/DC/Expiring Orders



**Note:** Clicking on the header will sort by column.

**Active [5 Orders]**

ID	Status	Ty	Medication	Dosage, Route	Schedule	Next Action	Special Instructions	Order Start Date	Order Stop Date
UD	Active	P	ACETAMINOPHEN (TYLENOL) T...	650MG, PO/OR...	BID PRN		FOR PAIN	02/16@1935	05/17@2400
<b>Action By</b>									
<b>Action</b>									
<b>PRN Reason</b>									
<b>PRN Effectiveness</b>									
NT 02/27@1442 GIVEN HEADACHE Headache gone - Pain Sco...									
NT 02/26@1057 GIVEN PAIN Pain Score of 3 entered int...									
NT 02/26@1014 GIVEN PAIN Pain Score of 2 entered int...									
N+D 02/25@208... GIVEN HEADACHE Much Better - Pain Score o...									
UD	Active	C	AMOXICILLIN (AMOXIL) CAP/DRAL	250MG, PO/OR...	BID	MISSED 02/26@1700	FOR INFECTION	02/15@2143	05/17@2400
<b>Action By</b>									
<b>Action</b>									
NT 02/26@0940 GIVEN									
N+D 02/25@208... GIVEN									
N+D 02/24@18... GIVEN									
N+D 02/24@08... GIVEN									
UD	Active	C	AZITHROMYCN (ZITHROMAX) T...	500MG, PO/OR...	BID	MISSED 02/27@1700	FOR SINUS/INFECTION	02/15@2143	05/17@2400
<b>Action By</b>									
<b>Action</b>									
NT 02/27@1448 MISSING DO...									
NT 02/26@1116 GIVEN									
N+D 02/25@208... GIVEN									
N+D 02/24@18... GIVEN									
UD	Active	C	DIPHENHYDRAMINE (BENADRY...	50MG, PO/DRAL	TID	MISSED 02/26@0300	FOR RASH/ITCHING	02/15@2143	05/17@2400
<b>Action By</b>									
<b>Action</b>									
NT 02/27@1446 REFUSED									
NT 02/26@1105 MISSING DO...									
N+D 02/25@208... GIVEN									
N+D 02/24@18... GIVEN									
UD	Active	C	LORATADINE (CLARITIN) TAB.O.	10MG, PO/DRAL	DAILY	MISSED 02/27@0900	FOR ALLERGIES	02/15@2143	05/17@2400
<b>Action By</b>									
<b>Action</b>									
NT 02/26@1127 REFUSED									
N+D 02/25@208... GIVEN									
N+D 02/24@08... GIVEN									

**Future [0 Orders]**  
**Expired/DC'd [0 Orders]**

Cover Sheet ☒ Unit Dose ☐ IVP/IVPB ☐ IV

Scan Medication Bar Code:

NURSE, ONE BUFFALO PC Server Time: 3/10/2014 14:18

BCMA Clinical Reminders  
Count Activity  
0

Start 2:18 PM 3/10/2014

**Figure 5: Example of Medication Overview**

Click on the + sign and it will expand the medication and give specific details.



Column Definitions:

- ◆ VDL – Virtual due list
- ◆ Status – Gives you the Status of the medication order
  - Active
- ◆ Type – Schedule types such as PRN, Continuous, On-call or One-Time
- ◆ Medication – The Unit Dose medication
- ◆ Dosage Route – The Dosage and frequency of the medication listed
- ◆ Schedule – The Schedule of the medication listed
- ◆ Last Action – The last action taken of the medication
- ◆ Special Instructions – Noted for selected drugs
- ◆ Order Start Date – The start date of the Medication
- ◆ Order Stop Date – The end date of the Medication



**Note:** This page equates to historical MAR.



VIRTUAL DUE LIST (VDL) - is the functional heart of the vxBCMA software. The information needed to administer active Unit Dose and IV medications to your patients is directly accessible from the VDL.

VDL includes all of the features and options needed to scan patient ID and medication bar codes plus record, view, and print patient medication related information.

Bar Code Medication Administration - v3.20.72.7

File View Reports Due List Tools Help

Missing Dose Medication Log Medication Admin History Allergies CPRS Med Order Flag

ZZTESTPATIENT, TWENTYFIVE MALE (MALE)  
MRN = 10200025  
DOB = 4/4/1944 (69)  
Height = 5' Weight = 150  
Location = 45 PINEFIELD WARD 82

ALLERGIES: no known allergies ADRs: No ADRs on file

Virtual Due List Parameters:  
Start Time: 03/10/2014 07:00 Stop Time: 03/10/2014 13:00  
Schedule Types: ☒ Continuous ☐ Qp Cal ☒ PRN ☐ One Time

Stat	Ver	Ham	Type	Active Medication	Dosage	Route	Admin Time	Last Action
***			C	DIPHENHYDRAMINE (BENADRYL) CAP ORAL DIPHENHYDRAMINE HCL 50MG CAP <b>For Rash/Itching</b>	50MG, TID	PO, O...	03/10/2014 09:00	GIVEN: 2/26/2014@1118
***			C	LORATADINE (CLARITIN) TAB ORAL LORATADINE 10MG TAB <b>For allergies</b>	10MG, DAILY	PO, O...	03/10/2014 09:00	GIVEN: 2/26/2014@1120
***			P	ACETAMINOPHEN (TYLENOL) TAB ACETAMINOPHEN 325MG TAB UD <b>For Pain</b>	650MG, BID PRN	PO, O...		GIVEN: 3/10/2014@0840
***			C	DIPHENHYDRAMINE (BENADRYL) CAP ORAL DIPHENHYDRAMINE HCL 50MG CAP <b>For Rash/Itching</b>	50MG, TID	PO, O...	03/10/2014 09:00	GIVEN: 2/26/2014@1118
***			C	AMOXICILLIN (AMOXIL) CAP ORAL AMOXICILLIN 250MG CAP <b>For Infection</b>	250MG, BID	PO, O...	03/10/2014 09:00	GIVEN: 2/25/2014@0801
***			C	ASCORBIC ACID TAB ASCORBIC ACID 500MG TAB	500MG, Q12H	PO, O...	03/10/2014 09:00	MISSING DOSE: 2/24/2014...
***			C	AZITHROMYCN (ZITHROMAX) TAB AZITHROMYCN 250MG CAP <b>For Sinus Infection</b>	500MG, BID	PO, O...	03/10/2014 09:00	GIVEN: 2/25/2014@0802

Cover Sheet ☒ Unit Dose ☐ INF/IVPB ☐ IV

Scan Medication Bar Code: [ ]

NURSE, DNE BUFFALO PC Server Time: 3/10/2014 10:09

BCMA Clinical Reminders  
Count: 1 Activity: [ ]

10:09 AM 3/10/2014

Figure 6: Example of Virtual Due List (VDL) Screen showing the Unit Dose tab



**Note:** Indication and comments noted in red. This is the current Medication Administration Record (MAR).

### Column Definitions:

- ◆ Status - The Status of the medication
  - Given
  - Held
  - Refused
  - Missed
- ◆ Verify - Nurse verification of order - nurse initials will display; this is done in vx CPRS
- ◆ HSM - Hospital Self Administer Medication
- ◆ Type - Schedule types
  - PRN (P)
  - Continuous (C)
  - On-Call (OC)
  - One-Time (T)
- ◆ Active Medication - Active Medications of the Due List
- ◆ Dosage - The Dosage and the of the medication listed
- ◆ Route - The route of the Medication listed
- ◆ Administration Time - The date and time of medication administration
- ◆ Last Action - Last Action performed on the medication

This is a detailed display of the medication.

BCMA - Display Order

Run Date: MAR 10, 2014 10:13 Page: 1

Patient: ZETESTPATIENT, TWENTYFIVE MALE SSN: [REDACTED] DOB: APR 4, 1944 (69)  
 Sex: MALE Ht/Wt: 5/7 Ward: 45 PINEFIELD WARD 82 Pa  
 Dx: ILL Last Hvac: DEC 31, 2013 00:55 Type: ADMISSION

ADRs: No ADRs on file.

Allergies: No Known Allergies

Orderable Item: DIPHENHYDRAMINE (BENADRYL) CAP, ORAL  
 Dosage Ordered: 50MG Start: 02/15/2014 20:55  
 Stop: 05/17/2014 24:00  
 Med Route: PO/ORAL  
 Schedule Type: CONTINUOUS Self Med: NO  
 Schedule: TID  
 Admin Times: 0900-1900-1700  
 Provider: DOCTOR, ONE  
 Spec Inst: For Rash/Itching

Dispense Drugs	Units	Inactive Date
DIPHENHYDRAMINE HCL 50MG CAP	1	

Pharmacy Activity Log:

Date	Time	User	Activity
Feb 16, 2014	11:40:50	[REDACTED]	VERIFIED BY PHARMACIST
Feb 16, 2014	11:40:50	[REDACTED]	VERIFIED
Field:	Requested Start Date		
Old Date:	0140216.09		
Feb 16, 2014	11:40:49	[REDACTED]	FINISHED BY PHARMACIST

Report 1 of 1 [Print] [Next] [Cancel]

**Figure 7: Example of Virtual Due List (VDL) Screen showing Unit Dose tab: (Electronic Medication Administration Record).**



**Note:** Administration Times vary due to the medication type. Each facility will have defaults for Ward Administration times.

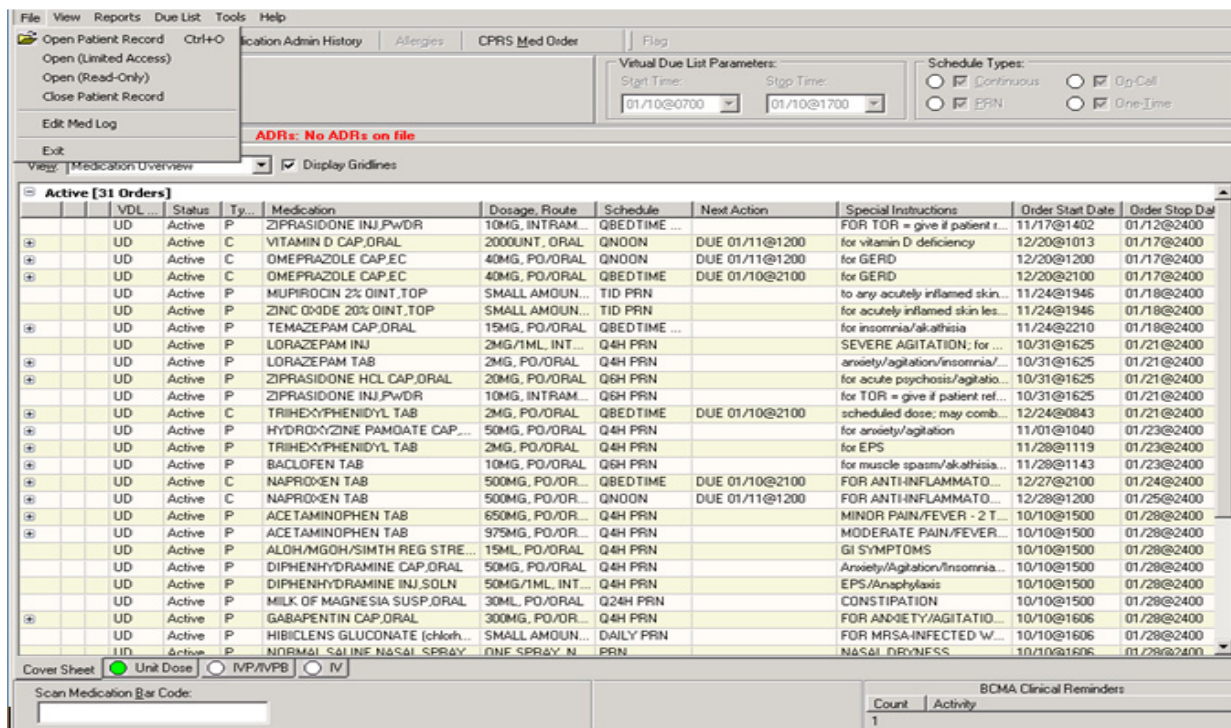


## Menu Bar

The Menu Bar includes five menus for accessing features and options: File, View, Reports, Due List, Tools, and Help.

## File Menu Options

File Menu options are: Open Patient Record, Open (Limited Access), Open (Read-Only), Close Patient Record, Edit Med Log, and Exit.



**Figure 8: File Menu Options**

File Menu option Descriptions:

- ◆ **Open Patient Record** - opens new patient record.
- ◆ **Open (Limited Access)** - user has Limited Access to patient record.
- ◆ **Open (Read-Only)** - user has Read-Only access to patient record.
- ◆ **Close Patient Record** - patient record will close.
- ◆ **Edit Med Log** - option to Edit Medication log.
- ◆ **Exit** - exits vxBCMA program.

## Menu Bar – View Menu

View Menu options are: Med Tab, Allergies, Patient Demographics, and Flag.

Ver	Hsm	Ty	Active Medication	Dosage	Route	Admin Time	Last Action
BB		P	DIPHENHYDRAMINE CAP. ORAL DIPHENHYDRAMINE HCL 50MG CAP EPS/Rash/Swelling/Rhinitis/Pruritus/...	50MG, Q4H PRN	PO/D...		GIVEN: 12/5/2012@1602
BB		P	BENZTROPINE TAB BENZTROPINE MESYLATE 1MG TAB EPS	1MG, Q4H PRN	PO/D...		GIVEN: 12/4/2012@1309
BB		P	DIPHENHYDRAMINE INJ. SOLN DIPHENHYDRAMINE 50MG/ML INJ EPS/Anaphylaxis or other severe allergic reaction	50MG/1ML, Q4H PRN	INTRA...		
BB		P	MILK OF MAGNESIA SUSP. ORAL MILK OF MAGNESIA 30ML CONSTIPATION	30ML, Q24H PRN	PO/D...		
BB		P	IBUPROFEN TAB IBUPROFEN 200MG TAB FOR PAIN/FEVER	400MG, Q4H PRN	PO/D...		GIVEN: 1/10/2013@0743
BB		P	ALOH/MGOL/SIMTH REG STRENGTH (MYLA... ALOH 200MG/MGOL 200MG SIME 20MG/5... GI SYMPTOMS	15ML, Q4H PRN	PO/D...		
NS		P	CHLORPROMAZINE TAB CHLORPROMAZINE HCL 50MG TAB for anxiety/agitation/increased voices	50MG, Q6H PRN	PO/D...		GIVEN: 1/10/2013@0743
TN		P	CLONAZEPAM TAB CLONAZEPAM 1MG TAB For agitation/anxiety	2MG, Q6H PRN	PO/D...		GIVEN: 1/10/2013@0744
BB		P	ACETAMINOPHEN TAB ACETAMINOPHEN 325MG TAB MODERATE PAIN/FEVER - 3 TABLETS NTE 3250MG/24 HOURS	975MG, Q4H PRN	PO/D...		GIVEN: 1/10/2013@0743
BB		P	ACETAMINOPHEN TAB ACETAMINOPHEN 325MG TAB MINOR PAIN/FEVER - 2 TABLETS NTE 3250MG/24 HOURS	650MG, Q4H PRN	PO/D...		GIVEN: 1/10/2013@0743
TLN		C	MINOCYCLINE HCL (MINOCIN) CAP. ORAL MINOCYCLINE HCL 50MG CAP for facial acne	50MG, BID	PO/D...	01/10@0800	GIVEN: 1/10/2013@0742

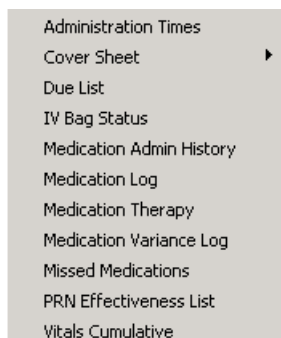
Figure 9: View Menu Options

View Menu Option Descriptions:

- ◆ **Med Tab** - user can view Cover Sheet data, Unit Dose data, IVP/IVPB and IV data by making the appropriate selection from the drop-down menu.
- ◆ **Allergies** - displays a pop-up window which contains information for documented allergies.
- ◆ **Patient Demographics** - displays a pop-up window containing patient demographics.
- ◆ **Flag** - flag option is available when the selected patient has a documented Patient flag- details of the Patient flag will display.

## Menu Bar – Reports

Reports menu options are: Administration Times, Cover Sheet, Due List, IV Bag Status, Medication Admin History, Medication Log, Medication Therapy, Medication Variance Log, Missed Medications, PRN Effectiveness List, Unknown Actions, and Vitals Cumulative.



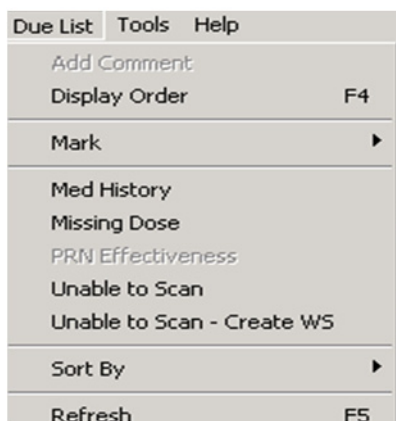
**Figure 10: Reports Menu Options**



**Note:** Reports will be covered in the Reports section starting on page 40.

## Menu Bar – Due List

Due List Menu options are: Add Comment, Display Order, Mark, Med History, Missing Dose, PRN Effectiveness, Unable to Scan, Unable to Scan-Create WS, Sort by, and Refresh.

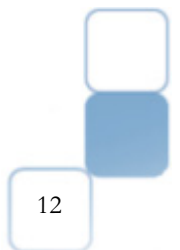


**Figure 11: Due List Options**

Due List Options:

- ◆ Add Comment - additional information can be added.
- ◆ Display Order - order details are displayed.
- ◆ Mark - user can mark medication as Held, Refused, or Removed.
- ◆ Med History - displays medication entries for a date range.
- ◆ Missing Dose - allows user to submit Missing Dose request to Pharmacy.

- ◆ Unable to Scan - allows the nurse to select an Unable to Scan reason.
- ◆ Unable to Scan/Create WS - option is used if the unable to scan product was acquired from Floor Stock/Ward Stock (WS) instead of the patient medication drawer.
- ◆ Sort by - options available to sort.
- ◆ Refresh - will re-display the VDL.





## Schedule Types

Schedule types are: Continuous, On-Call, PRN, and One-Time. Selecting the appropriate type(s) allows the user to define which medications are displayed.

Schedule Types:

☒ ☒ Continuous    ☐ ☒ On-Call

☐ ☒ PRN    ☐ ☒ One-Time

**Figure 12: Schedule Types**

- ◆ **Continuous** - medication given continuously to a patient as defined by the order Start and Stop date(s).
- ◆ **On-Call** - specific order dependent upon another order taking place before it is carried out.
- ◆ **PRN** - medication given to a patient on an “as needed” basis.
- ◆ **On-Time** - medication given one time to a patient such as a STAT or NOW order.



## CPRS Med Order Button

CPRS Med Order button provides a link to vxCPRS for electronically ordering, documenting, and signing Verbal and Telephone medication orders.



**Figure 13: CPRS Med Order Button also known as the “Hot Button.”**



**Note:** CPRS Med Order button is used for STAT or Now order.



**Note:** Refer to page 33 for CPRS Med Order Functionality.





## Administering PRN Medication



**Note:** Be sure Virtual Due List Parameters are correct. Schedule Type of PRN should be selected.

Virtual Due List Parameters:

Start Time:  Stop Time:

Schedule Types:

☒ Continuous ☐ On-Call

☒ PRN ☐ One-Time

**Figure 14: Virtual Due List Parameters**

### 1. Scan Medication.

File View Reports Due List Tools Help

Missing Dose Medication Log Medication Admin History Allergies CPRS Med Order Flag

ZZTESTPATIENT, ONE MALE (MALE)  
MRN = 000000001  
DOB = 8/1/1970 (43)  
Height = 248cm, Weight = 90.45kg  
Location = 3 WARD 66 INTENSIVE REHAB

Virtual Due List Parameters:

Start Time:  Stop Time:

Schedule Types:

☒ Continuous ☐ On-Call

☒ PRN ☐ One-Time

**ALLERGIES: plums ADRs: No ADRs on file**

Stat...	Ver	Hsm	Ty...	Active Medication	Dosage	Route	Admin Time	Last Action
	NF		P	ACETAMINOPHEN (FEVERALL) SUPP,RTL ACETAMINOPHEN 120MG RTL SUPP	60MG, Q4H PRN	RECTAL		GIVEN: 2/6/2014@1540
			P	ACETAMINOPHEN (TYLENOL) TAB ACETAMINOPHEN 325MG TAB <b>pain</b>	325MG, Q4H PRN	PO/D...		

Cover Sheet ☒ Unit Dose ☐ IVP/IVPB ☐ IV

Scan Medication Bar Code:

Count: 2 Activity: BCMA Clinical Reminders

**Figure 15: Scan Medication**



**Note:** It is good practice to review the cover sheet related to how many doses the patient has been administered in the last 24 hour period so maximum daily dose is not exceeded.

2. Select a reason.



**Note:** Select Pain Score, if applicable.

**Medication Log**

Active Medication: ACETAMINOPHEN (FEVERALL) SUPP. RTL  
 Dispensed Drug:  
 ACETAMINOPHEN 120MG RTL SUPP

Special Instructions/Information:

Vitals (click + for the last four):

Vital	Value	Date/Time
Temp		No Entries Found
Pain		No Entries Found
BP		No Entries Found
Pulse		No Entries Found
Resp		No Entries Found

Last Four Actions:

Date/Time	Action	Type	Reason	Units Given
2/6/2014@1540	GIVEN	PRN	FEVER	.5
2/6/2014@1300	GIVEN	PRN	FEVER	.5

\* Units Given do not display in the table above for orders with multiple dispensed drugs.

**Schedule: Q4H PRN**  
**Last Given: 3d 1h 45m ago on 2/6/2014@1540**

☒ I have reviewed the schedule and last administration of this medication.

Select a Reason:  
 FEVER  
 Pain Score:

OK Cancel Med History

**Figure 16: Medication Log Display**

3. Check the box indicating **I have reviewed the schedule and last administration of this medication.**
4. Click the **OK** button.



**Note:** The Reason must match to Indication in Special Instructions/Information. If a patient has a fever it must match the reason in the Select a Reason box.

The Last Four Actions will display.

Last Four Actions:

Date/Time	Action	Type	Reason	Units Given
2/6/2014@1540	GIVEN	PRN	FEVER	.5
2/6/2014@1300	GIVEN	PRN	FEVER	.5



**Note:** There may be 6-8 PRN Effectiveness to be documented.



**Note:** Status column will display “G” for Given.

File View Reports Due List Tools Help

Missing Dose Medication Log Medication Admin History Allergies CPRS Med Order Flag

ZZTESTPATIENT ONE MALE (MALE)  
MRN = 000000001  
DOB = 8/1/1970 (43)  
Height = 248cm, Weight = 90.45kg  
Location = 3 WARD 66 INTENSIVE REHAB

Virtual Due List Parameters:  
Start Time: 02/09@1400 Stop Time: 02/09@2000

Schedule Types:  
☒ Continuous ☐ On-Call  
☒ PRN ☐ One-Time

**ALLERGIES: plums ADRs: No ADRs on file**

Stat...	Ver	Hsm	Ty...	Active Medication	Dosage	Route	Admin Time	Last Action
			P	ACETAMINOPHEN (TYLENOL) TAB ACETAMINOPHEN 325MG TAB <b>pain</b>	325MG, Q4H PRN	PO/D...		
G	NF		P	ACETAMINOPHEN (FEVERALL) SUPP.RTL ACETAMINOPHEN 120MG RTL SUPP	60MG, Q4H PRN	RECTAL		GIVEN: 2/6/2014@1540

Cover Sheet ☒ Unit Dose ☐ IVP/IVPB ☐ IV

Scan Medication Bar Code:

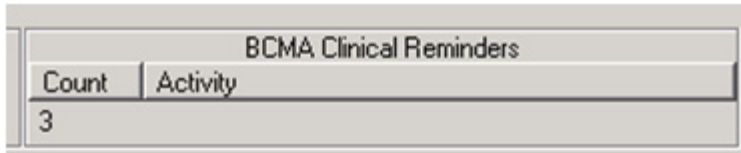
BCMA Clinical Reminders

Count	Activity
3	

BCMA Clinical Reminders – identifies PRN medication orders needing effectiveness documentation.

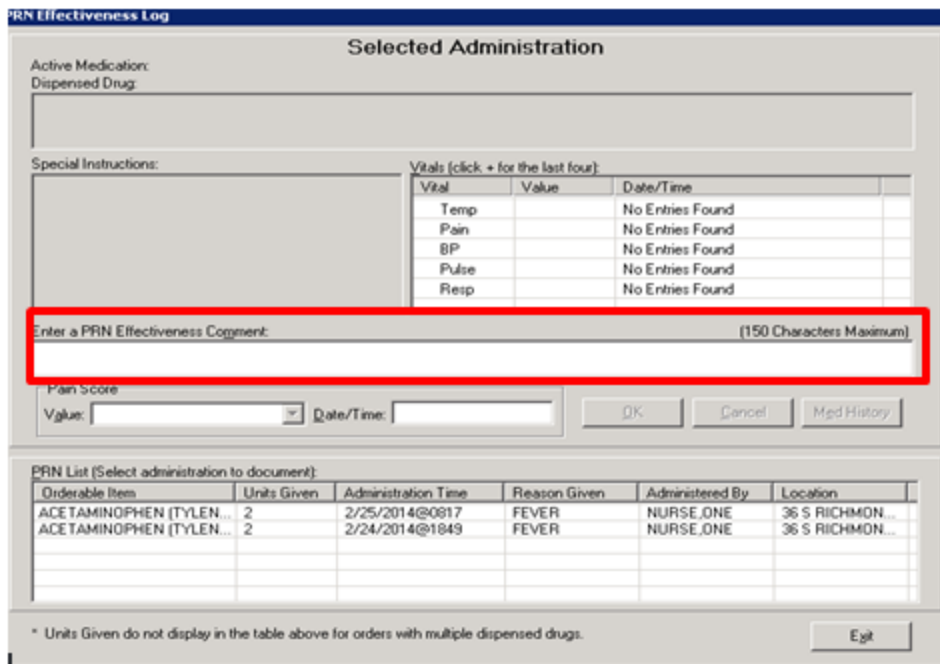
How to Resolve:

1. Click on the Number.



Count	Activity
3	

2. Make a Selection.
3. Enter Comments.
4. Click the **Exit** button.



PRN Effectiveness Log

Selected Administration

Active Medication:  
Dispensed Drug:

Special Instructions:

Vitals (click + for the last four):

Vital	Value	Date/Time
Temp		No Entries Found
Pain		No Entries Found
BP		No Entries Found
Pulse		No Entries Found
Resp		No Entries Found

Enter a PRN Effectiveness Comment: (150 Characters Maximum)

Pain score  
Value: [ ] Date/Time: [ ]

OK Cancel Med History

PRN List (Select administration to document):

Orderable Item	Units Given	Administration Time	Reason Given	Administered By	Location
ACETAMINOPHEN (TYLEN...	2	2/25/2014@0817	FEVER	NURSE,ONE	36 S RICHMON...
ACETAMINOPHEN (TYLEN...	2	2/24/2014@1849	FEVER	NURSE,ONE	36 S RICHMON...

\* Units Given do not display in the table above for orders with multiple dispensed drugs.

Exit



## Administering Continuous Medication



**Note:** Be sure Virtual Due List Parameters are correct and Schedule Type is listed as Continuous.

Virtual Due List Parameters:

Start Time: 02/09@1400 Stop Time: 02/09@2000

Schedule Types:

☒ Continuous ☐ On-Call  
☒ PRN ☐ One-Time

**Figure 17: Virtual Due List Parameters**

1. Scan Medication.



**Note:** Scanning the medication records the medication as given.

Bar Code Medication Administration - v3.28.72.7

File View Reports Due List Tools Help

Missing Dose Medication Log Medication Admin History Allergies CPAS Med Order Flag

ZZTESTPATIENT ONE MALE (MALE)  
MRN = 000000001  
DOB = 8/1/1970 (43)  
Height = 248cm, Weight = 90.45kg  
Location = 3 WARD 66 INTENSIVE REHAB

ALLERGIES: plums ADRs: No ADRs on file

Virtual Due List Parameters:

Start Time: 02/09@2100 Stop Time: 02/09@2200

Schedule Types:

☒ Continuous ☐ On-Call  
☒ PRN ☐ One-Time

Stat...	Ver	Hsm	Ty...	Active Medication	Dosage	Route	Admin Time	Last Action
			C	TIZANIDINE (ZANAFLEX) TAB	4MG, Q2H	PO/D...	02/09@2200	
			C	TIZANIDINE 4MG TAB				
			C	PENICILLIN (V-CILLIN K) TAB	250MG, Q12H	PO/D...	02/09@2100	
				PENICILLIN VK 250MG TAB				
				For Strep throat				

Cover Sheet ☒ Unit Dose ☐ IVP/IVPB ☐ IV

Scan Medication Bar Code: 1966

Count 4 Activity

BCMA Clinical Reminders

File View Reports Due List Tools Help

Mixing Dose Medication Log Medication Admin History Allergies CPIS Med Order Flag

ZZTESTPATIENT THIRTYTWO FEMALE (FEMALE)  
 MRN = 10000032  
 DOB = 1/30/2008 (14)  
 Height = 5' 1" Weight = 110  
 Location = 36 S RICHMOND 2 IP 024

Virtual Due List Parameters  
 Start Time: 03/11/2000 Stop Time: 03/11/2200

Schedule Types:  
☒ Continuous ☐ Qp Call  
☒ PRN ☐ One Time

ALL RIGHTS RESERVED Admin: New Admin on File

Stat	View	Notes	Tr	Active Medication	Dosage	Route	Admin Time	Last Action
---			C	DIPHENHYDRAMINE (BENADRYL) CAP DRAL	50MG, TID	PO, O...	03/11/21:30	GIVEN 2/26/2014@11:37
---			C	DIPHENHYDRAMINE (BENADRYL) CAP DRAL	50MG, TID	PO, O...	03/11/21:30	GIVEN 2/26/2014@11:37
---			P	DIPHENHYDRAMINE HCL 50MG CAP FOR RASH/ITCHING	50MG, BID PRN	PO, O...		GIVEN 2/26/2014@10:17
---			C	ACETAMINOPHEN (TYLENOL) TAB ACETAMINOPHEN 325MG TAB UD FOR PAIN	10MG, DAILY	PO, O...	03/11/20:00	GIVEN 2/26/2014@20:07
---			C	LORATADINE (CLARITIN) TAB DRAL LORATADINE 10MG TAB FOR ALLERGIES	50MG, TID	PO, O...	03/11/20:00	GIVEN 2/26/2014@11:37
---			C	AMOXICILLIN (AMOXIL) CAP DRAL AMOXICILLIN 250MG CAP FOR INFECTION	250MG, BID	PO, O...	03/11/21:00	REFUSED 2/26/2014@10:35
---			C	AMOXICILLIN (AMOXIL) CAP DRAL AMOXICILLIN 250MG CAP FOR INFECTION	250MG, BID	PO, O...	03/11/20:00	REFUSED 2/26/2014@10:35
---			C	AZITHROMYCIN (ZITHROMAX) TAB AZITHROMYCIN 250MG CAP FOR SINUS INFECTION	500MG, BID	PO, O...	03/11/21:00	GIVEN 2/26/2014@11:44
---			C	AZITHROMYCIN (ZITHROMAX) TAB AZITHROMYCIN 250MG CAP FOR SINUS INFECTION	500MG, BID	PO, O...	03/11/20:00	GIVEN 2/26/2014@11:44

Cover Sheet ☒ Unit Dose ☐ INP/PPB ☐ IV

Scan Medication [Barcode]

Count: 2 BCMA Clinical Reminders Activity

205SHALL PENDER BUFFALO PC Server Time: 3/11/2014 16:02

2. Enter Comment - why medication is being given outside of Virtual Due List parameters.
3. Click **OK**.

**Medication Log**

Active Medication: TIZANIDINE (ZANAFLEX) TAB

Dispensed Drug: TIZANIDINE 4MG TAB

Special Instructions:

Message  
 Admin is 134 minutes before the scheduled administration time

Confirm Continuous Medication

Enter a Comment (150 Characters Maximum)  
 testing

OK Cancel

<div> <div>File View Reports Due List Tools Help</div> <div> <div>Missing Dose Medication Log Medication Admin History Allergies CPRS Med Order Flag</div> <div> <div>ZZTESTPATIENT,THIRTYTWO FEMALE (FEMALE)</div> <div> <div>MRN = 100000002</div> <div>DOB = 1/30/2000 (14)</div> <div>Height = 5' Weight = *</div> <div>Location = 36.5 RICHMOND 2 IP 024</div> </div> </div> </div> </div>									
<div> <div>ALLERGIES: sugar beets ADRx: No ADRx on file</div> <div> <div>Virtual Due List Parameters</div> <div> <div>Start Time Stop Time</div> <div> <div>03/11@0900 03/11@2200</div> </div> </div> <div> <div>Schedule Types</div> <div> <div><input checked="" type="radio"/> Continuous <input type="radio"/> Op-Call</div> <div><input checked="" type="radio"/> BFN <input type="radio"/> One-Time</div> </div> </div> </div> </div>									
Stat	Ver	Has	Tr	Active Medication	Dosage	Route	Admin Time	Last Action	
			C	DIPHENHYDRAMINE (BENADRYL) CAP ORAL DIPHENHYDRAMINE HCL 50MG CAP FOR RASH/ITCHING	50MG, TID	PO/Oral	03/11@1300	GIVEN: 2/26/2014@1137	
			P	ACE TAMINOPIRIN (TYLENOL) TAB ACE TAMINOPIRIN 325MG TAB UD FOR PAIN	650MG, BID PRN	PO/Oral		GIVEN: 2/26/2014@1017	
			C	LORATADINE (CLARITIN) TAB ORAL LORATADINE 10MG TAB FOR ALLERGIES	10MG, DAILY	PO/Oral	03/11@0900	GIVEN: 2/25/2014@0017	
			C	DIPHENHYDRAMINE (BENADRYL) CAP ORAL DIPHENHYDRAMINE HCL 50MG CAP FOR RASH/ITCHING	50MG, TID	PO/Oral	03/11@1700	GIVEN: 2/26/2014@1137	
			C	AMOXICILLIN (AMOXIL) CAP ORAL AMOXICILLIN 250MG CAP FOR INFECTION	250MG, BID	PO/Oral	03/11@1700	REFUSED: 2/26/2014@1035	
			C	AMOXICILLIN (AMOXIL) CAP ORAL AMOXICILLIN 250MG CAP FOR INFECTION	250MG, BID	PO/Oral	03/11@0900	REFUSED: 2/26/2014@1035	
			C	AZITHROMYCIN (ZITHROMAX) TAB AZITHROMYCIN 250MG CAP FOR SINUS/INFECTION	500MG, BID	PO/Oral	03/11@1700	GIVEN: 2/26/2014@1144	
			C	AZITHROMYCIN (ZITHROMAX) TAB AZITHROMYCIN 250MG CAP FOR SINUS/INFECTION	500MG, BID	PO/Oral	03/11@0900	GIVEN: 2/26/2014@1144	
G			C	DIPHENHYDRAMINE (BENADRYL) CAP ORAL DIPHENHYDRAMINE HCL 50MG CAP FOR RASH/ITCHING	50MG, TID	PO/Oral	03/11@0900	GIVEN: 2/26/2014@1137	

Figure 18: Continuous Medication Given - Outside Parameters



**Note:** Status column will display “G” for Given.



## Mark a Medication

To Mark a Medication that is Held or Refused:

1. Select medication.
2. Right-click and select **Mark**.
3. Select appropriate option.

File View Reports Due List Tools Help

Missing Dose Medication Log Medication Admin History Allergies CPRS Med Order Flag

ZZTESTPATIENT THIRTYTWO FEMALE (FEMALE)  
MRN = 109000032  
DOB = 1/30/2000 (14)  
Height = 5' Weight = 120  
Location = 36 S RICHMOND 2 IP 024

Virtual Due List Parameters: Sign Time: 03/11@0900 Sign Time: 03/11@2200 Schedule Types: ☒ Continuous ☐ Qp Cal ☒ BFN ☐ One Time

ALLERGIES: sugar beads ADRx: No ADRx on file

Stat	Ver	Man	Ty	Active Medication	Dosage	Route	Admin Time	Last Action
			C	DIPHENHYDRAMINE (BENADRYL) CAP/DRAL DIPHENHYDRAMINE HCL 50MG CAP FOR RASH/ITCHING	50MG, TID	PO/ID...	03/11@1700 GIVEN: 2/26/2014@1137	
			C	DIPHENHYDRAMINE (BENADRYL) CAP/DRAL DIPHENHYDRAMINE HCL 50MG CAP FOR RASH/ITCHING	50MG, TID	PO/ID...	03/11@1300 GIVEN: 2/26/2014@1137	
			P	ACETAMINOPHEN (TYLENOL) TAB ACETAMINOPHEN 325MG TAB UD FOR PAIN	650MG, BID PRN	PO/ID...	GIVEN: 2/26/2014@1017	
			C	LORATADINE (CLARITIN) TAB/DRAL LORATADINE 10MG TAB FOR ALLERGIES	10MG, DAILY	PO/ID...	03/11@0900 GIVEN: 2/26/2014@0817	
			C	DIPHENHYDRAMINE (BENADRYL) CAP/DRAL DIPHENHYDRAMINE HCL 50MG CAP FOR RASH/ITCHING	50MG, TID	PO/ID...	03/11@0900 GIVEN: 2/26/2014@1137	
			F4	DICLOLIN (AMOXICIL) CAP/DRAL DICLOLIN 250MG CAP ON INFECTION	250MG, BID	PO/ID...	03/11@1700 REFUSED: 2/26/2014@1035	
				NYL CAP/DRAL 50MG CAP	250MG, BID	PO/ID...	03/11@0900 REFUSED: 2/26/2014@1035	
				CHROMOLIN TAB 50MG CAP	500MG, BID	PO/ID...	03/11@1700 GIVEN: 2/26/2014@1144	
				ACZTHROMYON (COTHRON) TAB ACZTHROMYON 250MG CAP FOR SINUS INFECTION	500MG, BID	PO/ID...	03/11@0900 GIVEN: 2/26/2014@1144	

Cover Sheet ☒ Unit Dose ☐ NP/IV/IB ☐ IN

Scan Medication @ ar Code

BCMA Clinical Reminders



4. Select a reason.
5. Click the **OK** button.

The 'Medication Log' dialog box displays the following information:

- Active Medication: DIPHENHYDRAMINE (BENADRYL) CAP ORAL
- Dispensed Drug: DIPHENHYDRAMINE HCL 50MG CAP
- Special Instructions: FOR RASH/ITCHING
- Message: (Empty text area)
- Medication Order Refused: (Dropdown menu)
- Reasons for refusal (with 'Patient Refused' highlighted):
  - Emesis
  - Nausea
  - Patient Refused
  - Patient Spit Out
- Buttons: OK (highlighted with a red box), Cancel

**Figure 19: Example of Refused options:**



**Note:** Status column will display “R” for Refused.

The screenshot shows the 'Medication Log' application interface. At the top, there are tabs for 'Missing Dose', 'Medication Log', 'Medication Admin History', 'Allergies', 'CPRS Med Order', and 'Flag'. The 'Medication Log' tab is active.

Patient Information:

- ZZTESTPATIENT, THIRTYTWO FEMALE (FEMALE)
- MRN = 109000032
- DOB = 1/30/2000 (14)
- Height = 5', Weight = 110
- Location = 36 S RICHMOND 2 IP 024

ALLERGIES: sugar beads ADRs: No ADRs on file

Virtual Due List Parameters:

- Sign Time: 03/11@0900
- Stop Time: 03/11@2200
- Schedule Types:
  - ☒ Continuous
  - ☐ Qp Call
  - ☒ PRN
  - ☐ One Time

Stat	Ver	Hum	Tr	Active Medication	Dosage	Route	Admin Time	Last Action
			C	DIPHENHYDRAMINE (BENADRYL) CAP ORAL FOR RASH/ITCHING	50MG, TID	PO/OL	03/11@1300	GIVEN: 2/26/2014@1137
			C	DIPHENHYDRAMINE (BENADRYL) CAP ORAL FOR RASH/ITCHING	50MG, TID	PO/OL	03/11@0900	GIVEN: 2/26/2014@1137
			P	ACETAMINOPHEN (TYLENOL) TAB FOR PAIN	650MG, BID PRN	PO/OL		GIVEN: 2/26/2014@1017
			C	LORATADINE (CLARITIN) TAB ORAL FOR ALLERGIES	10MG, DAILY	PO/OL	03/11@0900	GIVEN: 2/25/2014@0917
			C	AMOXICILLIN (AMOXIL) CAP ORAL FOR INFECTION	250MG, BID	PO/OL	03/11@1700	REFUSED: 2/26/2014@1035
			C	AMOXICILLIN (AMOXIL) CAP ORAL FOR INFECTION	250MG, BID	PO/OL	03/11@0900	REFUSED: 2/26/2014@1035
			C	AZITHROMYCIN (ZITHROMAX) TAB FOR SINUS/INFECTION	500MG, BID	PO/OL	03/11@1700	REFUSED: 3/11/2014@1646
R			C	AZITHROMYCIN (ZITHROMAX) TAB FOR SINUS/INFECTION	500MG, BID	PO/OL	03/11@0900	REFUSED: 3/11/2014@1646
R			C	DIPHENHYDRAMINE (BENADRYL) CAP ORAL FOR RASH/ITCHING	50MG, TID	PO/OL	03/11@1700	GIVEN: 2/26/2014@1137

At the bottom, there is a 'Cover Sheet' section with a 'Unit Dose' button and a 'Scan Medication Bar Code' field. On the right, there is a 'BOMA Clinical Reminders' table with columns for 'Count' and 'Activity'.



## Missing Dose Request to Pharmacy

1. Select Medication.
2. Select Missing Dose.
3. Select Reason.
4. Click the **Submit** button.

File View Reports Due List Tools Help

Missing Dose Medication Log Medication Admin History Allergies CPRS Med Order Flag

ZZTESTPATIENT,THIRTYTWO FEMALE (FEMALE)  
MRN = 10000002  
DOB = 1/20/2000 (14)  
Height = 5' Weight = 110  
Location = 36 S RICHMOND 2 IP 024

ALLERGIES: sugar beads ADRs: No ADRs on file

Virtual Due List Parameters: Start Time: 03/11@0900 Stop Time: 03/11@2200 Schedule Types: ☒ Continuous ☐ Qz Call ☒ PRN ☐ One Time

Stat	Var	Ham	Tr	Active Medication	Dosage	Route	Admin Time	Last Action
			C	DIPHENHYDRAMINE (BENADRYL) CAP ORAL DIPHENHYDRAMINE HCL 50MG CAP FOR RASH/ITCHING	50MG, TID	PO/D...	03/11@1300 REFUSED: 3/11/2014@1650	
			C	DIPHENHYDRAMINE (BENADRYL) CAP ORAL DIPHENHYDRAMINE HCL 50MG CAP FOR RASH/ITCHING	50MG, TID	PO/D...	03/11@0900 REFUSED: 3/11/2014@1650	
			P	ACETAMINOPHEN (TYLENOL) TAB ACETAMINOPHEN 325MG TAB UD FOR PAIN	650MG, BID PRN	PO/D...	GIVEN: 2/26/2014@1017	
			C	LORATADINE (CLARITIN) TAB ORAL LORATADINE 10MG TAB FOR ALLERGIES	10MG, DAILY			
			C	AMOXICILLIN (AMOXIL) CAP ORAL AMOXICILLIN 250MG CAP FOR INFECTION	250MG, BID			
			C	AMOXICILLIN (AMOXIL) CAP ORAL AMOXICILLIN 250MG CAP FOR INFECTION	250MG, BID			
			C	AZITHROMYCIN (ZITHROMAX) TAB AZITHROMYCIN 250MG CAP FOR SINUS/INFECTION	500MG, BID			
			C	AZITHROMYCIN (ZITHROMAX) TAB AZITHROMYCIN 250MG CAP FOR SINUS/INFECTION	500MG, BID			
			C	DIPHENHYDRAMINE (BENADRYL) CAP ORAL DIPHENHYDRAMINE HCL 50MG CAP FOR RASH/ITCHING	50MG, TID			

Missing Dose Request

ZZTESTPATIENT,THIRTYTWO FEMALE

Ward: 36 S RICHMOND 2 IP 024

Ordered Drug: LORATADINE 10MG TAB

Dosage: 10MG

Administration Time: 03/11@0900

Date@Time Needed: MAR 11, 2014@16:57

Reason: Dropped

Reason:  Dropped

Submit Cancel

Count: 2 BOMA Clinical Reminders



**Note:** Clicking the **Submit** button will generate the message: “Missing Dose Submitted.” This step sends a request to Pharmacy for the missing dose.

Missing Dose Request

ZZTESTPATIENT,THIRTYTWO FEMALE

Ward: 36 S RICHMOND 2 IP 024

Ordered Drug: LORATADINE 10MG

Dosage: 10MG

Administration Time: 03/11@0900

Date@Time Needed: MAR 11, 2014@16:57

Reason: Dropped

Missing Dose Submitted

OK

Submit Cancel



## Unable to Scan Procedures

1. Select medication.
2. Right-click and select **Unable to Scan**.

File View Reports Due List Tools Help

Missing Dose Medication Log Medication Admin History Allergies CPRS Med Order Flag

ZZTESTPATIENT,THIRTYTWO FEMALE (FEMALE)  
MRN = 100000032  
DOB = 1/30/2000 (14)  
Height = \*, Weight = \*  
Location = 36 S RICHMOND 2 IP 024

Virtual Due List Parameters:  
Start Time: 03/12@0600 Stop Time: 03/12@1200

Schedule Types:  
☒ Continuous ☐ Op-Call  
☒ PRN ☐ One-Time

ALLERGIES: sugar beets ADRs: No ADRs on file

Stat	Ver	Ham	Type	Active Medication	Dosage	Route	Admin Time	Last Action
			C	LORATADINE (CLARITIN) TAB,ORAL LORATADINE 10MG TAB <b>FOR ALLERGIES</b>	10MG, DAILY	PO/ID...	03/12@0900	MISSING DOSE: 3/11/2014...
			P	ACE TAMINOPHEN (TYLENOL) TAB ACETAMINOPHEN 325MG TAB UD <b>FOR PAIN</b>	650MG, BID PRN	PO/ID...		GIVEN: 2/26/2014@1017
			C	DIPHENHYDRAMINE (BENADRYL) CAP,ORAL DIPHENHYDRAMINE HCL 50MG CAP <b>FOR RASH/ITCHING</b>	50MG, TID	PO/ID...	03/12@0900	REFUSED: 3/11/2014@1650
			C	AMOXICILLIN (AMOXIL) CAP,ORAL AMOXICILLIN 250MG CAP <b>FOR INFECTION</b>	250MG, BID	PO/ID...	03/12@0900	REFUSED: 2/26/2014@1035
			C	AZITHROMYON (ZITHROMAX) TAB AZITHROMYON 250MG CAP <b>FOR SINUS/INFECTION</b>	500MG, BID	PO/ID...	03/12@0900	REFUSED: 3/11/2014@1646

Right-click context menu:  
Add Comment  
Display Order  
Unable to Scan  
Unable to Scan - Create WS  
Mark  
Med History  
Missing Dose  
PRN Effectiveness

Cover Sheet ☒ Unit Dose ☐ IVP/IVPB ☐ IV

Scan Medication Bar Code

Count 2 Activity

BOMA Clinical Reminders

If the medication that is unable to be scanned is a PRN medication you will see this screen, if not skip to step #5.

3. Select a Reason.
4. Select the “I have reviewed the schedule and last administration of this medication” check-box.

**Medication Log**

Active Medication: ACETAMINOPHEN (TYLENOL) TAB  
 Dispensed Drug: ACETAMINOPHEN 325MG TAB UO

Special Instructions/Information: FOR PAIN

Vitals (click + for the last four):

Vital	Value	Date/Time
Temp		No Entries Found
Pain		No Entries Found
BP		No Entries Found
Pulse		No Entries Found
Resp		No Entries Found

Last Four Actions:

Date/Time	Action	Type	Reason	Units Given
3/10/2014@1505	GIVEN	PRN	FEVER	1
2/27/2014@1454	GIVEN	ONE-TIME		2
2/27/2014@1442	GIVEN	PRN	HEADACHE	2
2/26/2014@1057	GIVEN	PRN	PAIN	2

\* Units Given do not display in the table above for orders with multiple dispensed drugs.

Schedule: BID PRN  
 Last Given: 1d 20h 45m ago on 3/10/2014@1505

☒ I have reviewed the schedule and last administration of this medication.

Select a Reason: PAIN

Pain Score: 5

10 - Worst Imaginable  
 99 - Unable to Respond



**Note:** If Pain is selected, user will be prompted to enter Pain Score.



**Note:** The Reason must match to Indication Documented.

- Click the **OK** button.

Active Medication: ACETAMINOPHEN (TYLENOL) TAB  
Dispensed Drug: ACETAMINOPHEN 325MG TAB UD

Special Instructions/Information: FOR PAIN

Vitals (click + for the last four):

Vital	Value	Date/Time
Temp		No Entries Found
Pain		No Entries Found
BP		No Entries Found
Pulse		No Entries Found
Resp		No Entries Found

Last Four Actions:

Date/Time	Action	Type	Reason	Units Given
3/10/2014@1505	GIVEN	PRN	FEVER	1
2/27/2014@1454	GIVEN	ONE-TIME		2
2/27/2014@1442	GIVEN	PRN	HEADACHE	2
2/26/2014@1057	GIVEN	PRN	PAIN	2

\* Units Given do not display in the table above for orders with multiple dispensed drugs.

Schedule: BID PRN  
Last Given: 1d 20h 45m ago on 3/10/2014@1505

☒ I have reviewed the schedule and last administration of this medication.

Select a Reason: PAIN  
Pain Score: 5

**OK** Cancel Med History

If the medication you are administering requires more than one unit dose, this screen will appear. If not, skip to step #7.

- Click the **Unable to Scan** button.

Multiple Dose:

Active Medication: ACETAMINOPHEN (TYLENOL) TAB  
Special Instructions/Information: FOR PAIN

Dosage: 650MG Units per Dose: 2

☐ ACETAMINOPHEN 325MG TAB UD: Unable to Scan  
☐ ACETAMINOPHEN 325MG TAB UD: Unable to Scan

Enter a Comment (Optional): (150 Characters Maximum)

Scanner Status: Not Ready  
**Enable Scanner** Done Cancel

7. Select the **Unable to Scan Reason**.

**BCMA - Unable to Scan**

**Administration Information**

Medication: ACETAMINOPHEN (TYLENOL) TAB  
Scheduled Admin Time:  
Schedule Type: PRN  
Dosage/Infusion Rate: 650MG  
Units Per Dose: 2  
Last Action: GIVEN: 3/10/2014@1505  
Bag ID: N/A  
Medication Route: PO/ORAL  
Special Instructions: FOR PAIN

Dispersed Drugs/Medications/Solutions:

Name: ACETAMINOPHEN 325MG TAB UD

**Unable to Scan Reason**

Reason: Damaged Medication Label  
Enter a Comment: (150 Characters Maximum)

NOTICE: Unable to Scan was selected for dispensed drug ACETAMINOPHEN 325MG TAB UD

Click OK to Continue

OK Cancel

8. Enter Comment.
9. Click the **OK** button.

**BCMA - Unable to Scan**

**Administration Information**

Medication: ACETAMINOPHEN (TYLENOL) TAB  
Scheduled Admin Time:  
Schedule Type: PRN  
Dosage/Infusion Rate: 650MG  
Units Per Dose: 2  
Last Action: GIVEN: 3/10/2014@1505  
Bag ID: N/A  
Medication Route: PO/ORAL  
Special Instructions: FOR PAIN

Dispersed Drugs/Medications/Solutions:

Name: ACETAMINOPHEN 325MG TAB UD

**Unable to Scan Reason**

Reason: Damaged Medication Label  
Enter a Comment (Optional): (150 Characters Maximum)  
Bar Code not readable

NOTICE: Unable to Scan was selected for dispensed drug ACETAMINOPHEN 325MG TAB UD

Click OK to Continue

OK Cancel



**Note:** Two options will display: Verify Medication and Verify Five Rights.

1. To Verify Medication, type in Bar Code of the drug administered.
2. Click the **Submit** button.

The image shows a software window titled "Medication Verification". Inside, there is a section labeled "Verify Medication" with a radio button. Below this, a text box contains the number "2135". To the right of the text box is a "Submit" button. Below the text box, a list box displays the following information: "ACETAMINOPHEN 325MG TAB UD", "Dosage: 650MG", "Units/Dose: 2", "Route: PO/ORAL", and "Special Instructions: FOR PAIN". The entire content area is enclosed in a red rectangular border.

1. OR To Verify Five Rights, select each item.
2. Click the **OK** button.

The image shows a software window titled "Verify Five Rights". Inside, there is a section labeled "Verify Five Rights" with a radio button. Below this, a list box contains five items, each with a checked checkbox: "Right Patient", "Right Medication", "Right Dose", "Right Route", and "Right Time". At the bottom of the window, there are two buttons: "OK" and "Cancel". The entire content area is enclosed in a red rectangular border.



**Note:** The Medication is given.

File View Reports Due List Tools Help

Mixing Dose Medication Log Medication Admin History Allergies CPRS Med Order Flag

ZZTESTPATIENT, TWENTYSEVEN MALE (MALE)  
MRN = 123000027  
DOB = 3/21/1974 (40)  
Height = 5' 11" Weight = 170  
Location = 45 PINEFIELD WARD 82

Virtual Due List Parameters:  
Start Time: 03/12@0000 Stop Time: 03/12@1400

Schedule Types:  
☒ Continuous ☐ Op-Call  
☒ PRN ☐ One-Time

**ALLERGIES:** soy milk **ADRs:** No ADRs on file

Stat	Ver	Hum	Type	Active Medication	Dosage	Route	Admin Time	Last Action
			C	DIPHENHYDRAMINE (BENADRYL) CAP, ORAL FOR RASH/ITCHING	50MG, TID	PO/D...	03/12@1300	REFUSED: 2/27/2014@1446
			C	LORATADINE (CLARITIN) TAB, ORAL FOR ALLERGIES	10MG, DAILY	PO/D...	03/12@0900	REFUSED: 2/26/2014@1127
G			P	ACE TAMINOPHEN (TYLENOL) TAB ACETAMINOPHEN 325MG TAB UD	650MG, BID PRN	PO/D...		GIVEN: 3/10/2014@1505
			C	AMOXICILLIN (AMOXIL) CAP, ORAL FOR INFECTION	250MG, BID	PO/D...	03/12@0900	GIVEN: 2/26/2014@0940
			C	ADITHROMYCIN (ZITHROMAX) TAB FOR SINUS/INFECTION	500MG, BID	PO/D...	03/12@0900	MISSING DOSE: 2/27/2014...
			C	DIPHENHYDRAMINE (BENADRYL) CAP, ORAL FOR RASH/ITCHING	50MG, TID	PO/D...	03/12@0900	REFUSED: 2/27/2014@1446

Cover Sheet ☒ Oral Dose ☐ NP/VPB ☐ IV

Scan Medication Bar Code

Count Activity  
2

BCMA Clinical Reminders





## Invalid Medication – Do Not Give This Medication



**Note:** Error message will display when an Invalid Medication is scanned.

File View Reports Due List Tools Help

Missing Data: Medication Log Medication Admin History Allergies CPRS Med Order Flag

Virtual Due List Parameters: Start Time: 03/12@0800 Stop Time: 03/12@1400 Schedule Types: ☒ Continuous ☐ On Call ☒ PRN ☐ One Time

ZZTESTPATIENT TWENTYSEVEN MALE (MALE)  
MRN = 12300027  
DOB = 3/3/1974 (40)  
Height = " Weight = "  
Location = 45 PINEFIELD WARD 82

ALLERGIES: soy milk ADRs: No ADRs on file

Stat	Ver	Hum	Type	Active Medication	Dosage	Route	Admin Time	Last Action
			C	DIPHENHYDRAMINE (BENADRYL) CAP ORAL FOR RASH/ITCHING	50MG, TID	PO/D...	03/12@1300	REFUSED: 2/27/2014@1446
			C	DIPHENHYDRAMINE HCL 50MG CAP FOR RASH/ITCHING	10MG, DAILY	PO/D...	03/12@0900	REFUSED: 2/26/2014@1127
U			P	ACELEBRAND (PENTYLENOL) TAB ACE TAMINOPHEN 325MG TAB UD FOR ALLERGIES	650MG, BID PRN	PO/D...		GIVEN: 3/10/2014@1505
			C	AMPCICILLIN (AMOXIL) CAP ORAL AMOXICILLIN 250MG CAP FOR INFECTION	250MG, BID	PO/D...	03/12@0900	GIVEN: 2/26/2014@0940
			C	ADITHROMYCIN (ZITHROMAX) TAB ADITHROMYCIN 250MG CAP FOR SINUS/INFECTION	500MG, BID	PO/D...	03/12@0900	MISSING DOSE: 2/27/2014...
			C	DIPHENHYDRAMINE (BENADRYL) CAP ORAL DIPHENHYDRAMINE HCL 50MG CAP FOR RASH/ITCHING	50MG, TID			ID: 2/27/2014@1446

Invalid Medication Lookup  
DO NOT GIVE!!  
OK

Cover Sheet ☒ Unit Dose ☐ IVP/IVPB ☐ IV

Scan Medication Bar Code: 75198

BCMA Clinical Reminders  
Count: 2 Activity:



## Undo a Medication That Was Administered



**Note:** Patient Spit out Medication.

1. Select **Medication**.
2. Right-click and select **Mark** then **Undo-Given**.

File View Reports Data List Tools Help

Missing Data Medication Log Medication Admin History Allergies CPRS Med Order Flag

ZZTESTPATIENT THIRTYFIVE MALE (MALE)  
MRN = 109000035  
DOB = 1/30/1995 (28)  
Height = Weight =  
Location = 36 S RICHMOND 2 IP 024

ALLERGIES: **penic** **ADHc** **mk**

Virtual Data List Parameters:  
Signt Time: 03/12@1300 Stop Time: 03/12@1500

Schedule Types:  
☒ Continuous ☐ One-Call  
☐ EBN ☒ One-Time

Stat	Ver	Hum	Type	Active Medication	Dosage	Route	Admin Time	Last Action
			C	DIPHENHYDRAMINE (BENADRYL) CAP/ORAL DIPHENHYDRAMINE HCL 50MG CAP <b>FOR RASH/ITCHING</b>	50MG, TID	PO/D...	03/12@1300	GIVEN: 2/26/2014@1110
			C	DIPHENHYDRAMINE (BENADRYL) CAP/ORAL DIPHENHYDRAMINE HCL 50MG CAP <b>FOR RASH/ITCHING</b>	50MG, TID	PO/D...	03/12@1700	GIVEN: 2/26/2014@1110
			C	AMOXICILLIN (AMOXICIL) CAP/ORAL AMOXICILLIN 250MG CAP <b>FOR SINUS/INFECTION</b>	250MG, BID	PO/D...	03/12@1700	HELD: 2/26/2014@1128
			C	AZITHROMYCIN (ZITHROMAX) TAB AZITHROMYCIN 250MG CAP <b>FOR SINUS/INFECTION</b>	500MG, BID	PO/D...	03/12@1700	GIVEN: 2/26/2014@1132

Right-click context menu:  
Add Comment  
Display Order  
Unable to Scan  
Unable to Scan - Create WS  
**Mark**  
Med History  
Missing Dose  
ESN Effectiveness

Mark sub-menu:  
Undo - GIVEN  
Forward  
Removed

Cover Sheet ☒ Unit Dose ☐ IVP/IVPB ☐ IV

Scan Medication Bar Code

BCMA Clinical Reminders  
Count Activity  
4



**Note:** Status of Given is removed.

File View Reports Data List Tools Help

Missing Dose Medication Log Medication Admin History Allergies CPRS Med Order Flag

ZZTESTPATIENT,THIRTYFIVE MALE (MALE)  
MRN = 109000035  
DOB = 1/30/1995 (29)  
Height = 5. Weight = 170  
Location = 35 S RICHMOND 2 IP 024

ALLERGIES: **penic** **ADRs** **allk**

Virtual Dose List Parameters:  
Start Time: 03/12@1300 Stop Time: 03/12@1900  
Schedule Types:  
☒ Continuous ☐ Op Call  
☐ PRN ☒ One Time

Stat	Ver	Hum	Type	Active Medication	Dosage	Route	Admin Time	Last Action
---			C	DIPHENHYDRAMINE (BENADRYL) CAP ORAL DIPHENHYDRAMINE HCL 50MG CAP FOR RASH/ITCHING	50MG, TID	PO, O	03/12@1300 GIVEN: 2/26/2014@1110	
---			C	DIPHENHYDRAMINE (BENADRYL) CAP ORAL DIPHENHYDRAMINE HCL 50MG CAP FOR RASH/ITCHING	50MG, TID	PO, O	03/12@1700 GIVEN: 2/26/2014@1110	
---			C	AMOXICILLIN (AMOXIL) CAP ORAL AMOXICILLIN 250MG CAP FOR INFECTION	250MG, BID	PO, O	03/12@1700 RELX: 2/26/2014@1126	
---			C	ACETAMINOPHEN (TYLENOL) CAP ORAL ACETAMINOPHEN 325MG CAP FOR SINUS/INFECTION	325MG, BID	PO, O	03/12@1700 GIVEN: 2/26/2014@1126	

Cover Sheet ☒ Unit Dose ☐ IVP/IVPB ☐ IV

Scan Medication Bar Code

Count Activity BCMA Clinical Presanders  
4



## CPRS Med Order Functionality

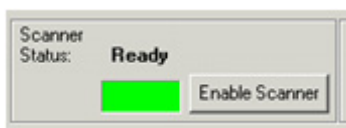
CPRS Med Order button provides a link to vxCPRS for electronically ordering, documenting, and signing Verbal and Telephone medication orders.



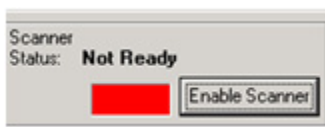
**Note:** For STAT or NOW orders.



**Note:** User will be scanning patient sheet.



**Figure 20: The Scanner is ready when it displays green.**



**Figure 21: The Scanner is not ready when it displays red.**

1. Click the **CPRS Med Order** button.



2. Enter the Provider and Action Date/Time.



**Note:** If this is not entered, you cannot scan medication.

3. Scan Medication.
4. Click **Order**.

**Order Manager**

Order Type:  
☒ Unit Dose  
☐ IV

IV's:  
 IV Type:   
 Int Syringe:

Provider:   
 Injection Site:   
 Action Date/Time:

Medications and/or Solutions Scanned

Scanner Status: ☒ Ready  
 Scan Medication Bar Code:



**Note:** If medication is unable to scan, enter the bar code manually. If you are unable to scan or enter the bar code you must record the order in vxCPRS.

5. Select Dosage and Schedule.
6. Click **Accept Order**.

**Medication Order -- bcma**

Dosage	Route	Schedule
325MG	RECTAL	NOW
80MG	RECTAL	NOW
120MG		STAT
325MG		
650MG		

Comments:



**Note:** The dose can be typed in; it does not have to be selected from the list.



**Note:** Use Comments section to enter Indication. Per your local policy enter appropriate Read Back Verbiage.

7. Select **Review/Sign**.

A screenshot of a software interface showing three buttons: 'Review/Sign', 'Order', and 'Cancel'. The 'Review/Sign' button is highlighted with a red rectangular box.

8. Release to Service: select appropriate value.
9. Click **OK**.

A screenshot of a dialog box titled 'Review / Sign Changes'. It contains a list of orders with the following text: 'Orders -' and '✓ ACETAMINOPHEN (FEVERALL) SUPP. RTL 325MG RTL NOW \*UNSIGNED\*'. Below the list, there are three radio buttons: 'Release to Service' (selected), 'Verbal', and 'Telephone'. At the bottom right, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red rectangular box.

10. Enter the Electronic Signature.
11. Click **OK**.

A screenshot of a dialog box titled 'Electronic Signature'. It contains the text 'Enter your electronic signature to release these orders.' Below this text is a text input field labeled 'Signature Code'. At the bottom right, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red rectangular box.

File View Reports Due List Tools Help

Missing Data Medication Log Medication Admin History Allergies CPRS Med Order Flag

SZTESTPATIENT THIRTYFIVE MALE (MALE)  
 MFIN = 100000005  
 DOB = 1/00/1995 (28)  
 Height = " Weight = "  
 Location = 36.5 RICHMOND 2 P 024

ALLERGIES: **peas** **ADRx** **milk**

Virtual Due List Parameters:  
 Start Time: 03/12/2014 00:00 Stop Time: 03/12/2014 00:00

Schedule Types:  
☐ Continuous ☐ On Call ☐ One Time

View: Medication Overview ☒ Display Gridlines

Active [3 Orders]											
#	VOL	Status	Ty	Medication	Dosage	Route	Schedule	Next Action	Special Instructions	Order Start Date	Order Stop Date
#	UD	Active	C	AMIDICOLLIN (AMIDICOLLIN) CAPSULE	250MG	PO/ORAL	BID	DUE 03/12/2014 00:00	FOR INFECTION	02/15/2014 00:00	05/17/2014 00:00
#	UD	Active	C	DIPHENHYDRAMINE (BENADRYL)	50MG	PO/ORAL	TID	MISSED 02/26/2014 00:00	FOR RASH/ITCHING	02/15/2014 00:00	05/17/2014 00:00
#	UD	Active	C	AZITHROMYCIN (ZITHROMAX) TABLETS	500MG	PO/ORAL	BID	MISSED 02/26/2014 00:00	FOR SINUS INFECTION	02/15/2014 00:00	05/17/2014 00:00

Expired/DC'd [1 Order]											
#	VOL	Status	Ty	Medication	Dosage	Route	Schedule	Next Action	Special Instructions	Order Start Date	Order Stop Date
#	UD	Expired	O	ACETAMINOPHEN (FEVERALL) TABLETS	325MG	RECTAL	STAT		Read Back: Per Dr. One to...	03/12/2014 00:00	03/12/2014 00:00

Cover Sheet ☒ Unit Dose ☐ INP/INPB ☐ IV

Scan Medication Bar Code

Count Activity

4

BCMA Clinical Reminders

Figure 22: Example of One-Time Medication listed on Cover Sheet

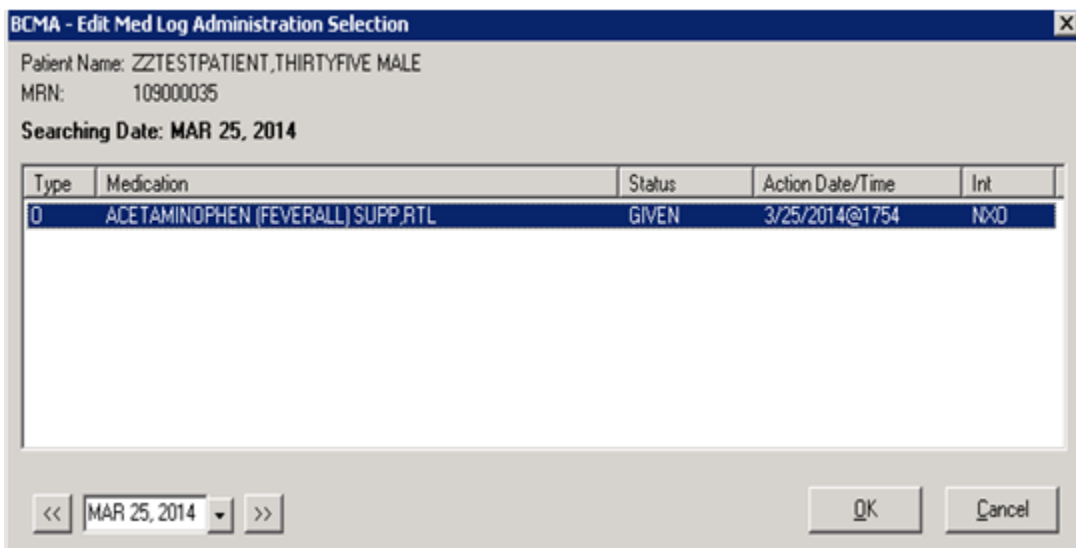


## To Edit Med Log

1. Click **File**.
2. Select **Edit Med Log**.



3. Select Medication(s).
4. Click the **OK** button.



**Note:** Date - by default, medications that were administered today will display. To change the date, in the date field, enter a valid date and press <ENTER>.



## To Edit Dispensed Drug

1. Right-click on the name cell that you want to edit.
2. Select **Edit** from the drop-down menu.
3. Enter a full or partial dispensed drug name and press <ENTER> to display a list of drugs.
4. Select the appropriate drug from the list.
5. Click **OK**.

## To Edit Units Given

1. Right-click on the Units Given cell.
2. Select **Edit** from drop-down menu.
3. Enter the new value for Units.
4. Press the <ENTER> key.

## To Edit Units column

1. Right-click on the Units cell you want to edit.
2. Select **Edit** from the drop-down menu.
3. Enter new value for Units.
4. Press the <ENTER> key.

The screenshot shows the 'BCMA - Edit Med Log' window. The 'Dispersed Drugs' table has columns: Name, Units Ordered, Units Given, and Units. A right-click context menu is open over the 'Units' column, with the 'Edit' option selected. The menu also includes 'Add Dispersed Drug', 'Ctrl+H', 'Ctrl+A', and 'What's this?'. The 'Units' column for 'ACETAMINOPHEN 120MG RTL SUPP' is highlighted.

The screenshot shows the 'BCMA - Edit Med Log' window. The 'Units' column for 'ACETAMINOPHEN 120MG RTL SUPP' is highlighted with a red box, showing the value 'SUPP,RTL'.



**Note:** vxBCMA will not save changes to the Medication Log until Comments are entered.

The screenshot shows the 'BCMA - Edit Med Log' window. The 'Dispersed Drugs' table has columns: Name, Units Ordered, Units Given, and Units. The 'Units' column for 'ACETAMINOPHEN 120MG RTL SUPP' is highlighted, showing the value 'SUPP,RTL'.

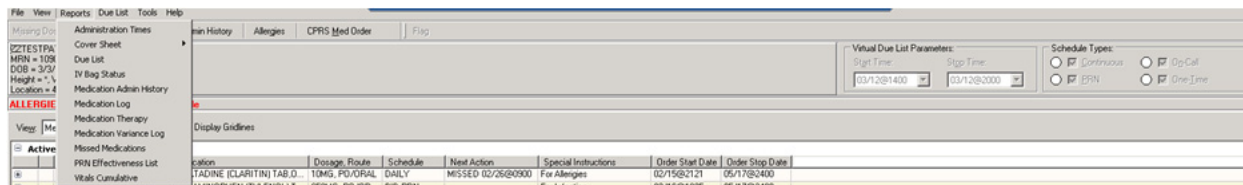


**Note:** Click the **OK** button to save all changes made to the patient's Medication Log or click **Cancel** to cancel the changes.



## Reports

Reports menu options are: Administration Times, Cover Sheet, Due List, IV Bag Status, Medication Admin History, Medication Log, Medication Therapy, Medication Variance Log, Missed Medications, PRN Effectiveness List, and Vitals Cumulative.



### Report Descriptions:

- ◆ **Administration Times** - report that lists a patient's medications by scheduled administration time (from the earliest to the latest).
- ◆ **Cover Sheet** - user can view user can view: Medication Overview, PRN Overview, IV Overview, and Expired/Dc'd/Expiring Orders by making the appropriate selection from menu.
- ◆ **Due List** - allows user to print/view medication Due List report for a specific time frame.
- ◆ **IV Bag Status** - report showing IV Bag Status by date and time.
- ◆ **Medication Administration History** - report displaying extensive medication history for 7 days or less.
- ◆ **Medication Log** - displays the medication administration information for specific time frame.
- ◆ **Medication Therapy** - report showing medication administration details of medications selected by user.
- ◆ **Medication Variance Log** - a variance to the Medication Administration process; exp: report listing medications given before or after the Administration time.
- ◆ **Missed Medications** - displays medications that were NOT GIVEN when they were due.
- ◆ **PRN Effectiveness List** - displays all PRN medications effectiveness that are due. PRN Effectiveness is required to be entered within a specific time frame.
- ◆ **Vitals Cumulative** - displays patient vital signs for a specified date range. This will have value in Track 2.

## Administration Times Report

The user can create a scheduled Administration Time Report for patient or ward.

1. Select **Reports** from the menu bar.
2. Select **Administration Times**.
3. Enter a Start Date and a Stop Date.
4. Report can be previewed or printed by patient or ward.



**Note:** In order to run a report for a specific patient, you must first have the patient's record selected.



**Note:** Select patient and Click **Preview** to preview or **Print** to run report for current patient selected.

Patient Ward Administration Times

Administration Times

Start Date: 3/12/2014 Stop Date: 3/12/2014

Print by

☒ Patient

☐ Ward

☒ Exclude Inactive Wards

Print by Ward Options

☐ Sort by Patient

☐ Sort by Room-Bed

☐ Print Selected Patients on Ward - No Patients Selected

Select Patients

Preview Print Cancel

Patient Ward Administration Times

Administration Times

Start Date: 3/19/2014 Stop Date: 3/19/2014

Print by

☐ Patient

☒ Ward 3 WARD 66 INTENSIVE REHAB [MAS WARD]

☒ Exclude Inactive Wards

Print by Ward Options

☐ Sort by Patient

☐ Sort by Room-Bed

☒ Print Selected Patients on Ward - No Patients Selected

Select Patients

Preview Print Cancel

5. When you select a specific ward, additional Print options are available to choose from: Sort by Patient, Sort by Room-Bed, and Print Selected Patients on Ward by selecting the **Select Patients** button.



**Note:** Multiple patients can be selected by using the <CTRL> Key.

6. Click the **OK** button.

Name	SSN	DOB	Rm-Bd	Ward
ZZTESTPATIENT FOUR FEMALE		3/11/1969		3 WARD 66 INTENSIVE REHAB
ZZTESTPATIENT ONE MALE		8/1/1970		3 WARD 66 INTENSIVE REHAB
ZZTESTPATIENT THREE FEMALE		2/10/1984		3 WARD 66 INTENSIVE REHAB
ZZTESTPATIENT TWO MALE		8/15/2009		3 WARD 66 INTENSIVE REHAB

7. Click **Preview** to preview report or **Print** to print report.

Administration Times

Start Date: 3/19/2014 Stop Date: 3/19/2014

Print by:  
☐ Patient  
☒ Ward 3 WARD 66 INTENSIVE REHAB [MAS WARD] ☒ Exclude Inactive Wards

Print by Ward Options:  
☐ Sort by Patient  
☐ Sort by Room-Bed  
☒ Print Selected Patients on Ward - 2 Patient(s) Selected

Select Patients

Preview Print Cancel

Patient Ward Administration Times			
PATIENT ADMINISTRATION TIMES			Run Date: MAR 19, 2014@11:19
ADMINISTRATION DATE: MAR 19, 2014 to MAR 19, 2014			Page: 1
Patient: ZZTESTPATIENT,FOUR FEMALE	SSN: [REDACTED]	DOB: MAR 11,1959 (55)	
Sex: FEMALE	Ht/Wt: 182cm/81kg	Ward: 3 WARD 66 INTENSIVE REHAB Rm	
Dx: ILL	Last Mvmt: DEC 24,2013@08:00	Type: ADMISSION	
ADRs: No ADRs on file.			
Allergies: No Allergy Assessment			
Date/Time	Self Med	Medication	Dose/Route
MAR 19, 2014			
4:00a		ACETAMINOPHEN (TYLENOL) TAB	Dosage: 325MG Route: PO/ORAL
8:00a		ACETAMINOPHEN (TYLENOL) TAB	Dosage: 325MG Route: PO/ORAL
10:00a		HALOPERIDOL (HALDOL) TAB	Dosage: 10MG Route: PO/ORAL
12:00n		ACETAMINOPHEN (TYLENOL) TAB	Dosage: 325MG Route: PO/ORAL
4:00p		ACETAMINOPHEN (TYLENOL) TAB	Dosage: 325MG Route: PO/ORAL
8:00p		ACETAMINOPHEN (TYLENOL) TAB	Dosage: 325MG Route: PO/ORAL
12:00a		ACETAMINOPHEN (TYLENOL) TAB	Dosage: 325MG Route: PO/ORAL
ZZTESTPATIENT,FOUR FEMALE [REDACTED] Ward: 3 WARD 66 INTENSIVE REHAB Room-Bed:			

Figure 23: Example of Administration Times Report by Selected Ward for 2 Selected Patients.

## Cover Sheet Report

The user can view: Medication Overview, PRN Overview, IV Overview, and Expired/Dc'd/Expiring Orders by making the appropriate selection from menu.

Reports	Due List	Tools	Help
Administration Times	Min History	Allergies	CPRS M
Cover Sheet	Medication Overview		
Due List	PRN Overview		
IV Bag Status	IV Overview		
Medication Admin History	Expired/DC'd/Expiring Orders		

## Medication Overview Report

Displays active, expired or discontinued, and future orders for current patient and by ward.

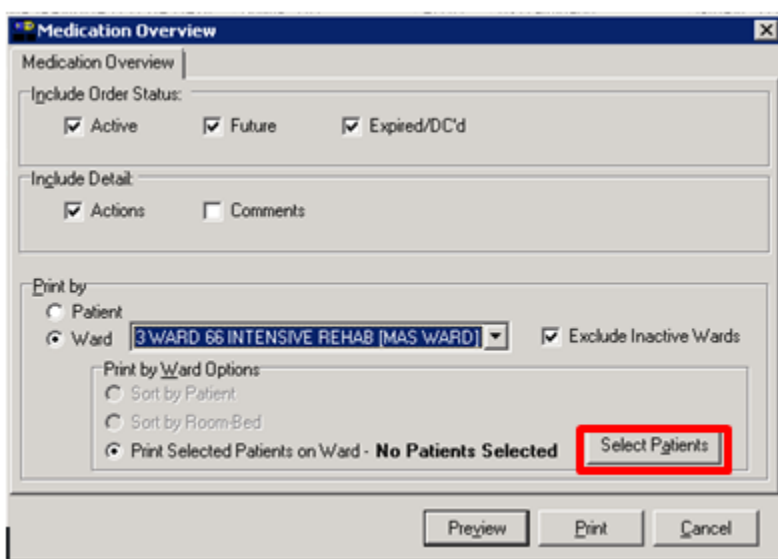
1. Select **Reports**.
2. Select **Cover Sheet**.
3. Select **Medication Overview**.
4. Make appropriate selection(s) for Order Status.
5. Make appropriate selection(s) for Detail.
6. Report can be previewed or printed by patient or ward.



**Note:** In order to run a report for a specific patient you must first have the patient's record selected.



**Note:** Select Patient and Click **Preview** or **Print** to run report for current patient selected.



The 'Medication Overview' dialog box contains the following sections:

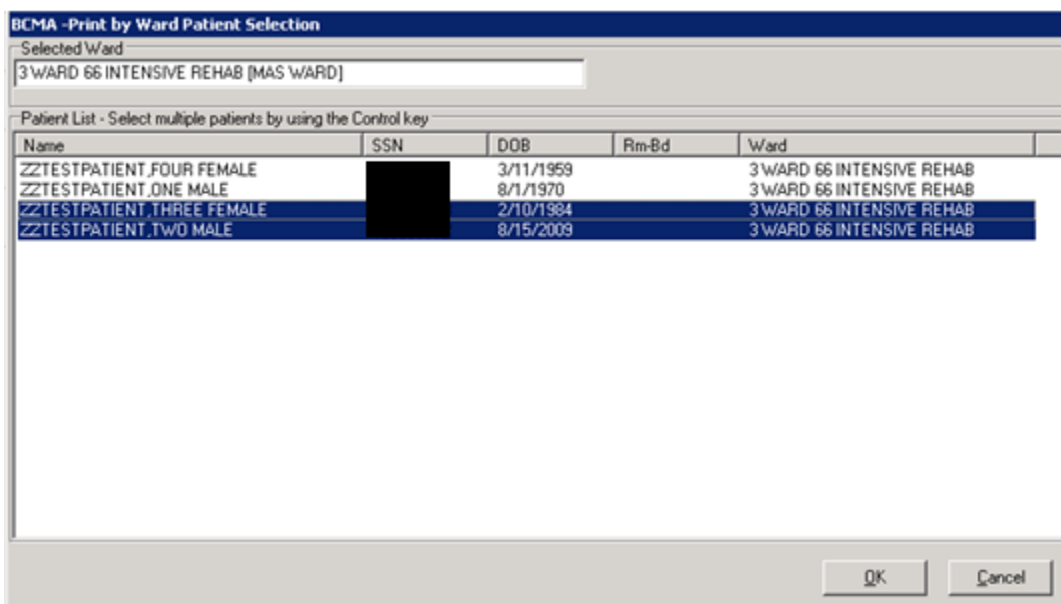
- Medication Overview** (tab):
  - Include Order Status:**
    - ☒ Active
    - ☒ Future
    - ☒ Expired/DC'd
  - Include Detail:**
    - ☒ Actions
    - ☐ Comments
  - Print by:**
    - ☐ Patient
    - ☒ Ward: 3 WARD 66 INTENSIVE REHAB (MAS WARD)
      - ☒ Exclude Inactive Wards
  - Print by Ward Options:**
    - ☐ Sort by Patient
    - ☐ Sort by Room-Bed
    - ☒ Print Selected Patients on Ward - No Patients Selected
- Buttons:** Preview, Print, Cancel

- When you select a specific ward, additional print options are available to choose from: Sort by Patient, Sort by Room-Bed and Print Selected Patients on Ward by selecting the **Select Patients** button.



**Note:** Multiple patients can be selected by using <CTRL> key.

- Click the **OK** button.



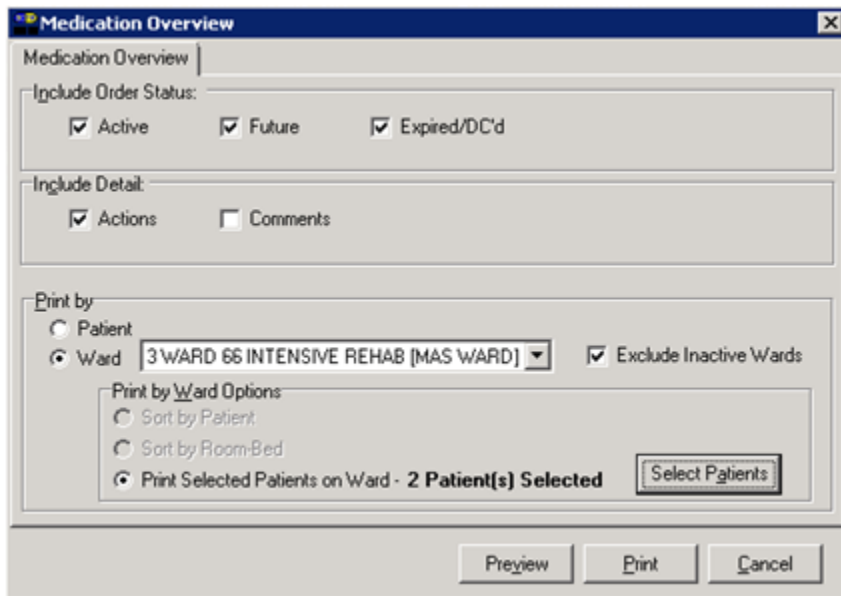
The 'BCMA -Print by Ward Patient Selection' dialog box shows the following details:

- Selected Ward:** 3 WARD 66 INTENSIVE REHAB (MAS WARD)
- Patient List - Select multiple patients by using the Control key:**

Name	SSN	DOB	Rm-Bd	Ward
ZZTESTPATIENT_FOUR FEMALE		3/11/1959		3 WARD 66 INTENSIVE REHAB
ZZTESTPATIENT_ONE MALE		8/1/1970		3 WARD 66 INTENSIVE REHAB
ZZTESTPATIENT_THREE FEMALE		2/10/1984		3 WARD 66 INTENSIVE REHAB
ZZTESTPATIENT_TWO MALE		8/15/2009		3 WARD 66 INTENSIVE REHAB
- Buttons:** OK, Cancel



- Click **Preview** to preview report or **Print** to print report.



**Medication Overview**

Medication Overview

Include Order Status:

☒ Active ☒ Future ☒ Expired/DC'd

Include Detail:

☒ Actions ☐ Comments

Print by:

☐ Patient

☒ Ward **3 WARD 66 INTENSIVE REHAB [MAS WARD]** ☒ Exclude Inactive Wards

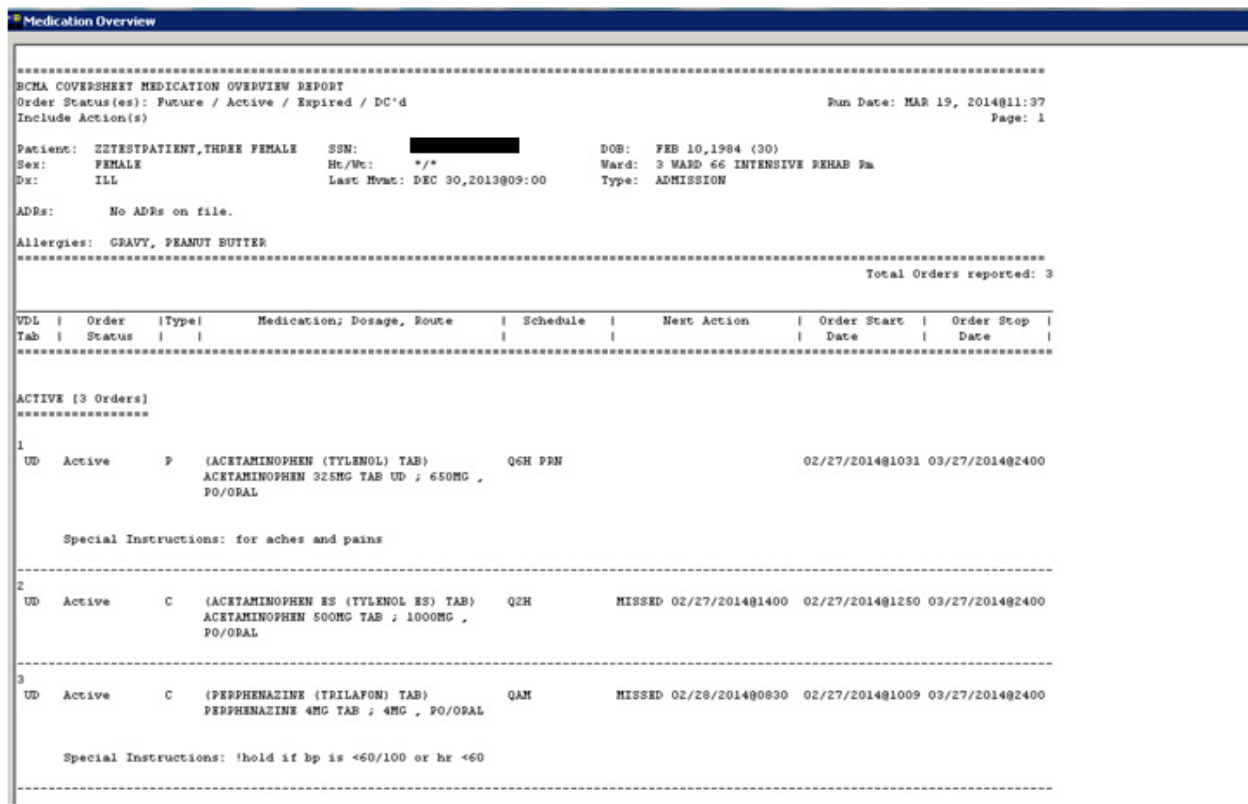
Print by Ward Options:

☐ Sort by Patient

☐ Sort by Room-Bed

☒ Print Selected Patients on Ward - 2 Patient(s) Selected **Select Patients**

**Preview** **Print** **Cancel**



**Medication Overview**

BCMA COVERSHEET MEDICATION OVERVIEW REPORT

Order Status(es): Future / Active / Expired / DC'd Run Date: MAR 19, 2014@11:37

Include Action(s) Page: 1

Patient: ZTTESTPATIENT, THREE FEMALE SSN: [REDACTED] DOB: FEB 10, 1984 (30)

Sex: FEMALE Hc/Wc: \*/\* Ward: 3 WARD 66 INTENSIVE REHAB Pa

Dx: ILL Last Mvmt: DEC 30, 2013@09:00 Type: ADMISSION

ADRs: No ADRs on file.

Allergies: GRAVY, PEANUT BUTTER

Total Orders reported: 3

VDL Tab	Order Status	Type	Medication; Dosage, Route	Schedule	Next Action	Order Start Date	Order Stop Date
<b>ACTIVE (3 Orders)</b>							
1	UD Active	P	(ACETAMINOPHEN (TYLENOL) TAB) ACETAMINOPHEN 325MG TAB UD ; 650MG , PO/ORAL	Q6H PRN		02/27/2014@1031	03/27/2014@2400
Special Instructions: for aches and pains							
2	UD Active	C	(ACETAMINOPHEN ES (TYLENOL ES) TAB) ACETAMINOPHEN 500MG TAB ; 1000MG , PO/ORAL	Q2H	MISSED 02/27/2014@1400	02/27/2014@1250	03/27/2014@2400
3	UD Active	C	(PERPHENAZINE (TRILAFON) TAB) PERPHENAZINE 4MG TAB ; 4MG , PO/ORAL	QAM	MISSED 02/28/2014@0830	02/27/2014@1009	03/27/2014@2400
Special Instructions: hold if bp is <60/100 or hr <60							

**Figure 24: Example of Medication Overview Report by Selected Ward for 2 Selected Patients**

## PRN Overview Report

Displays active, expired/discontinued, and future orders with a schedule type of PRN for the current patient and by ward.

1. Select **Reports**.
2. Select **Cover Sheet**.
3. Select **PRN Overview**.
4. Make appropriate selection(s) for Order Status.
5. Make appropriate selection(s) for Detail.
6. Report can be previewed or printed by patient or ward.



**Note:** In order to run report for a specific patient you must first have the patient's record selected.



**Note:** Select Patient and Click Preview or Print to run report for current Patient selected.

PRN Overview

PRN Overview

Include Order Status:

☒ Active ☒ Future ☒ Expired/DC'd

Include Detail:

☒ Actions ☐ Comments

Print by:

☒ Patient ☐ Ward

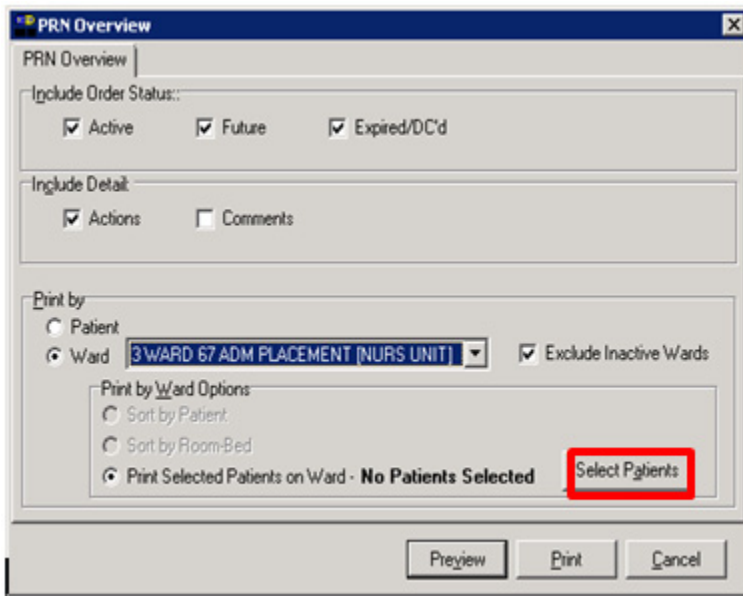
Exclude Inactive Wards ☒

Print by Ward Options:

☐ Sort by Patient ☐ Sort by Room-Bed ☒ Print Selected Patients on Ward - No Patients Selected

Select Patients

Preview Print Cancel



**PRN Overview**

PRN Overview

Include Order Status::

☒ Active ☒ Future ☒ Expired/DC'd

Include Detail:

☒ Actions ☐ Comments

Print by:

☐ Patient

☒ Ward: **3 WARD 67 ADM PLACEMENT (NURS UNIT)** ☒ Exclude Inactive Wards

Print by Ward Options:

☐ Sort by Patient

☐ Sort by Room-Bed

☒ Print Selected Patients on Ward - **No Patients Selected** **Select Patients**

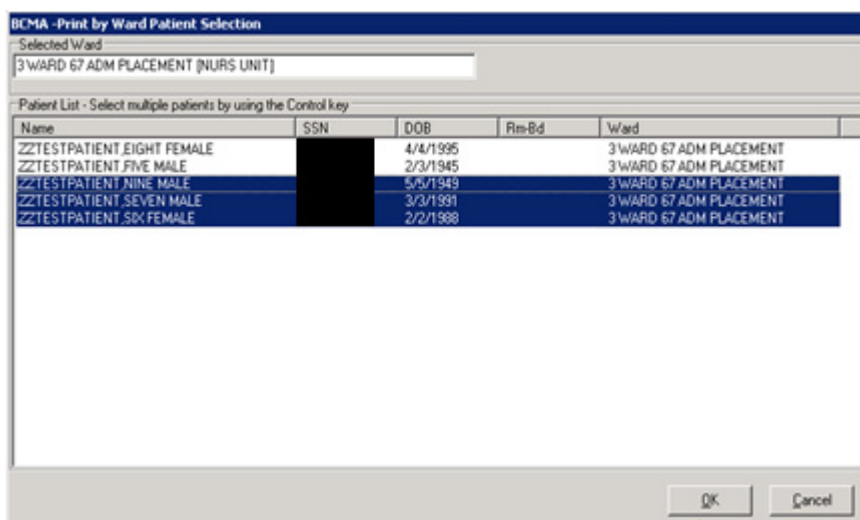
Preview Print Cancel

7. When you select a specific ward, additional Print options are available to choose from: Sort by Patient, Sort by Room-Bed and Print Selected Patients on Ward by selecting the **Select Patients** button.



**Note:** Multiple patients can be selected by using Control key.

8. Click the **OK** button.



**BCMA - Print by Ward Patient Selection**

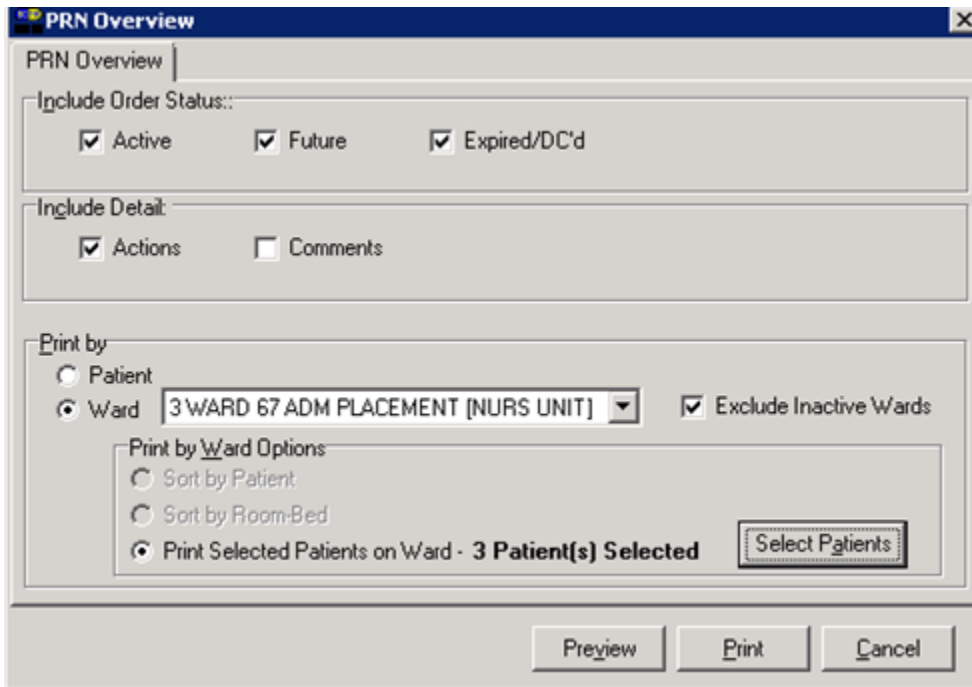
Selected Ward: **3 WARD 67 ADM PLACEMENT (NURS UNIT)**

Patient List - Select multiple patients by using the Control key

Name	SSN	DOB	Rm-Bd	Ward
ZZTESTPATIENT.EIGHT FEMALE		4/4/1995		3 WARD 67 ADM PLACEMENT
ZZTESTPATIENT.FIVE MALE		2/3/1945		3 WARD 67 ADM PLACEMENT
ZZTESTPATIENT.NINE MALE		5/5/1949		3 WARD 67 ADM PLACEMENT
ZZTESTPATIENT.SEVEN MALE		3/3/1991		3 WARD 67 ADM PLACEMENT
ZZTESTPATIENT.SIX FEMALE		2/2/1988		3 WARD 67 ADM PLACEMENT

OK Cancel

9. Click **Preview** to preview report or **Print** to print report.



The PRN Overview dialog box contains the following sections:

- Include Order Status::**
  - ☒ Active
  - ☒ Future
  - ☒ Expired/DC'd
- Include Detail:**
  - ☒ Actions
  - ☐ Comments
- Print by:**
  - ☐ Patient
  - ☒ Ward: 3 WARD 67 ADM PLACEMENT [NURS UNIT] ☒ Exclude Inactive Wards
- Print by Ward Options:**
  - ☐ Sort by Patient
  - ☐ Sort by Room-Bed
  - ☒ Print Selected Patients on Ward - 3 Patient(s) Selected
- Select Patients:** (button)
- Buttons:** Preview, Print, Cancel



=====

BCMA COVERSHEET PRN OVERVIEW REPORT

Order Status(es): Future / Active / Expired / DC'd Run Date: MAR 19, 2014@12:47

Include Action(s) Page: 1

Patient: ZTESTPATIENT,NINE MALE SSN: [REDACTED] DOB: MAY 5,1949 (64)

Sex: MALE Ht/Wt: \*/\* Ward: 3 WARD 67 ADM PLACEMENT Pa

Dx: TEST PATIENT Last Mvmt: DEC 31,2013@14:13:24 Type: ADMISSION

ADRs: No ADRs on file.

Allergies: MILK, SEAFOOD

Total Orders reported: 1

VDL	Status	Type	Medication; Dosage, Route	Last Given	Since	Order Start	Order Stop
Tab					Last Given	Date	Date

=====

ACTIVE [1 Order]

=====

1 CPPE -

UD Active P (ACETAMINOPHEN (TYLENOL) TAB

ACETAMINOPHEN 325MG TAB UD ; 650MG ,

PO/ORAL

02/27/2014@1031 03/27/2014@2400

Special Instructions: n

=====

FUTURE [0 Orders]

=====

EXPIRED/DC'd [0 Orders]

=====

REPORT LEGEND

Figure 25: Example of PRN Overview Report by Selected Ward for 3 Selected Patients

## Expired/Dc'd/Expiring Orders Report

Displays expired and discontinued orders for the current patient and by ward.

1. Select **Reports**.
2. Select **Cover Sheet**.
3. Select **Expired/Dc'd/Expiring Orders**.
4. Make appropriate selection(s) for Order Status.
5. Make appropriate selection(s) for Detail.
6. Report can be previewed or printed by patient or ward.



**Note:** In order to run a report for a specific patient you must first have the patient's record selected.

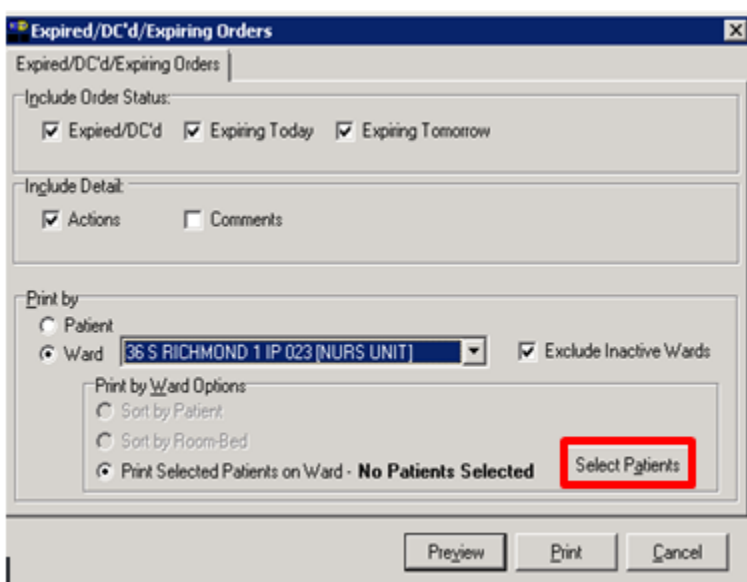


**Note:** Select Patient and Click Preview or Print to run report for current Patient selected.

The screenshot shows a software window titled "Expired/DC'd/Expiring Orders". It contains several sections for configuring the report:

- Include Order Status:** Three checkboxes are checked: "Expired/DC'd", "Expiring Today", and "Expiring Tomorrow".
- Include Detail:** Two checkboxes are present: "Actions" (checked) and "Comments" (unchecked).
- Print by:** Two radio buttons are shown: "Patient" (selected) and "Ward" (unselected). To the right of the "Ward" button is a dropdown menu and a checked checkbox labeled "Exclude Inactive Wards".
- Print by Ward Options:** A sub-section containing three radio buttons: "Sort by Patient" (unselected), "Sort by Room-Bed" (unselected), and "Print Selected Patients on Ward - No Patients Selected" (selected). A "Select Patients" button is located to the right of these options.

At the bottom of the window are three buttons: "Preview", "Print", and "Cancel".



Expired/DC'd/Expiring Orders

Include Order Status:

☒ Expired/DC'd ☒ Expiring Today ☒ Expiring Tomorrow

Include Detail:

☒ Actions ☐ Comments

Print by:

☐ Patient

☒ Ward **36 S RICHMOND 1 IP 023 (NURS UNIT)** ☒ Exclude Inactive Wards

Print by Ward Options:

☐ Sort by Patient

☐ Sort by Room-Bed

☒ Print Selected Patients on Ward - **No Patients Selected** **Select Patients**

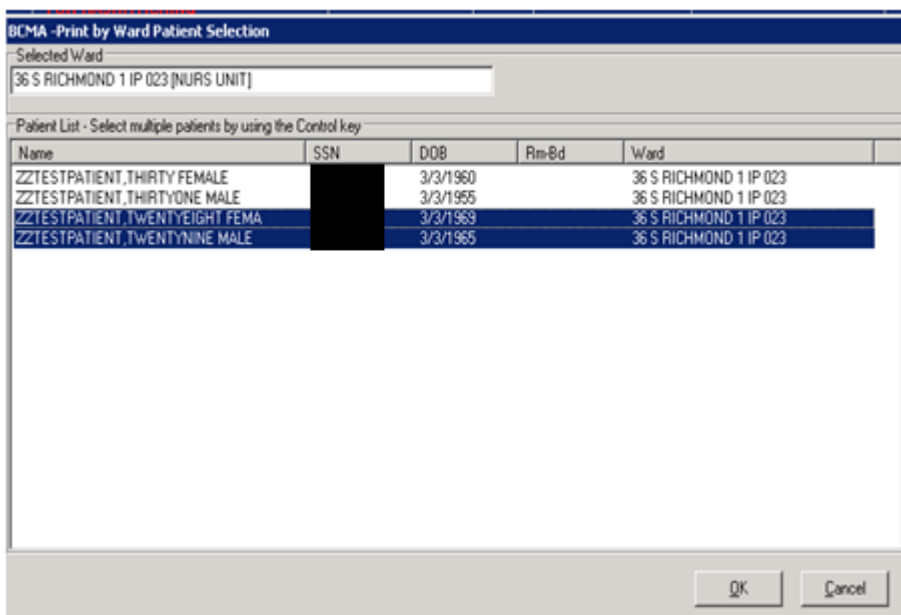
Preview Print Cancel

7. When you select a specific ward, additional Print options are available to choose from: Sort by Patient, Sort by Room-Bed and Print Selected Patients on Ward by selecting the **Select Patients** button.



**Note:** Multiple patients can be selected using the <CTRL> key.

8. Click the **OK** button.



BCMA -Print by Ward Patient Selection

Selected Ward

36 S RICHMOND 1 IP 023 (NURS UNIT)

Patient List - Select multiple patients by using the Control key

Name	SSN	DOB	Rm-Bd	Ward
ZZTESTPATIENT,THIRTY FEMALE		3/3/1960		36 S RICHMOND 1 IP 023
ZZTESTPATIENT,THIRTYONE MALE		3/3/1955		36 S RICHMOND 1 IP 023
ZZTESTPATIENT,TWENTYEIGHT FEMA		3/3/1969		36 S RICHMOND 1 IP 023
ZZTESTPATIENT,TWENTYNINE MALE		3/3/1965		36 S RICHMOND 1 IP 023

OK Cancel

- Click **Preview** to preview report or **Print** to print report.

Expired/DC'd/Expiring Orders

=====

BCMA COVER SHEET EXPIRED/DC'd/EXPIRING ORDERS REPORT

Order Status(es): Expired / DC'd / Expiring Today / Expiring Tomorrow

Run Date: MAR 19, 2014@12:47

Include Action(s)

Page: 4

Patient: TESTPATIENT,NINE MALE

SSN: [REDACTED]

DOB: MAY 5,1949 (64)

Sex: MALE

Ht/Wt: \*/\*

Ward: 3 WARD 67 ADM PLACEMENT Pa

Dr: TEST PATIENT

Last Mvmt: DEC 31,2013@14:13:24

Type: ADMISSION

ADRs: No ADRs on file.

Allergies: MILK, SEAFOOD

=====

Total Orders reported: 0

=====

Vol | Status | Type | Medication; Dosage, Route | Schedule | Next | Order Start | Order Stop |

Tab | | | | | Action | Date | Date |

=====

Expired/DC'd [0 Orders]

Expiring Today [0 Orders]

Expiring Tomorrow [0 Orders]

=====

TESTPATIENT,NINE MALE

[REDACTED]

Ward: 3 WARD 67 ADM PLACEMENT Room-Bed:

BCMA COVER SHEET EXPIRED/DC'd/EXPIRING ORDERS REPORT

MAR 19, 2014@13:02:03

Page: 1 of 1

**Figure 26: Example of Expired/D/C'd/Expiring Orders by Selected Ward for 2 Selected patients**

## Due List Report

Allows user to print/view medication Due List report for a specific timeframe.



**Note:** This would be a good report to run at the beginning of your shift to plan your day.

1. Select **Reports** from the menu bar.
2. Select **Due List**.
3. Enter Start Time and Stop Time.
4. Select appropriate Schedule Type(s).
5. Select appropriate Order Type(s).
6. Report can be previewed or printed by Patient or ward.



**Note:** In order to run report for a specific patient you must first have the patient's record selected.



**Note:** Select Patient and Click **Preview** or **Print** to run report for current Patient selected.

7. Select **Ward** for a complete listing of Patients on a specific ward.
8. Click **Preview** to preview report or **Print** to print report.





**Note:** A good report to review at the beginning of your shift to plan your day.

Patient Due List

MEDICATION DUE LIST for MAR 20, 2014@0001 to MAR 20, 2014@2400

Schedule Type(s): Continuous / PPN / OnCall / OneTime

Order Type(s): Unit Dose

Run Date: MAR 20, 2014@18:10

Page: 1

Patient: ZTTESTPATIENT,FOUR FEMALE

SSN: [REDACTED]

DOB: MAR 11,1959 (55)

Sex: FEMALE

Ht/Wt: 182cm/61kg

Ward: 3 WARD 66 INTENSIVE REHAB Pn

Dx: ILL

Last Mvmt: DEC 24,2013@08:00

Type: ADMISSION

ADRs: No ADRs on file.

Allergies: No Allergy Assessment

Self				Last	Start	Stop	Verifying
Med	Sched	Medication	Dose	Route Given	Date @Time	Date @Time	Rph/Rn

Administration Date: MAR 20, 2014

UD-C		ACETAMINOPHEN (TYLENOL) TAB	Give: 325MG Q4H	PO/ORA	2/21/14	3/21/14	AD/**
				L	@15:48	@24:00	
		*ACETAMINOPHEN 325MG TAB UD	Admin Times:				
			0400-0800-1200-1600-2000-2400				
		Spec Inst: <None Entered>					
UD-C		HALOPERIDOL (HALDOL) TAB	Give: 10MG DAILY	PO/ORA	2/27/14	3/27/14	AD/**
				L	@10:28	@24:00	
		*HALOPERIDOL 5MG TAB	Admin Times: 1000				
		Spec Inst: <None Entered>					
UD-P		ACETAMINOPHEN (TYLENOL) TAB	Give: 650MG Q4H PPN	PO/ORA	2/27/14	3/27/14	AD/**
				L	@10:31	@24:00	
		*ACETAMINOPHEN 325MG TAB					
		Spec Inst: FOR FEVER GREATER THAN 101					

ZTTESTPATIENT,FOUR FEMALE

[REDACTED]

Ward: 3 WARD 66 INTENSIVE REHAB Room-Bed:

MEDICATION DUE LIST for MAR 20, 2014@0001 to MAR 20, 2014@2400

Schedule Type(s): Continuous / PPN / OnCall / OneTime

Order Type(s): Unit Dose

Run Date: MAR 20, 2014@18:10

Page: 1

**Figure 27: Example of Due List by Selected Ward**

## Medication Administration History Report

Report displaying extensive medication history for 7 days or less.

1. Select **Reports** from the menu bar.
2. Select **Medication Admin History**.
3. Enter Start Date and Stop Date.
4. Report can be previewed or printed by Patient or ward.

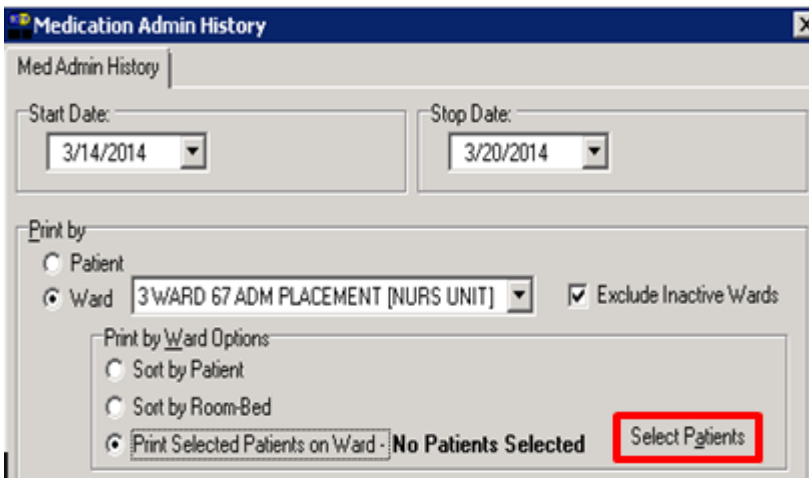


**Note:** In order to run report for a specific patient you must first have the patient's record selected.



**Note:** Select Patient and Click **Preview** or **Print** to run report for current Patient selected.

The screenshot shows a window titled "Medication Admin History". Inside, there are two date pickers: "Start Date:" set to "2/23/2014" and "Stop Date:" set to "3/ 1/2014". Below these is a "Print by:" section with two radio buttons: "Patient" (selected) and "Ward" (unselected). Next to the "Ward" button is a dropdown menu and a checked checkbox labeled "Exclude Inactive Wards". Underneath is a section titled "Print by Ward Options" with three radio buttons: "Sort by Patient", "Sort by Room-Bed", and "Print Selected Patients on Ward - No Patients Selected". A "Select Patients" button is located to the right of these options. At the bottom of the window are three buttons: "Preview", "Print", and "Cancel".



Medication Admin History

Med Admin History

Start Date: 3/14/2014 Stop Date: 3/20/2014

Print by:

☐ Patient

☒ Ward 3 WARD 67 ADM PLACEMENT [NURS UNIT] ☒ Exclude Inactive Wards

Print by Ward Options:

☐ Sort by Patient

☐ Sort by Room-Bed

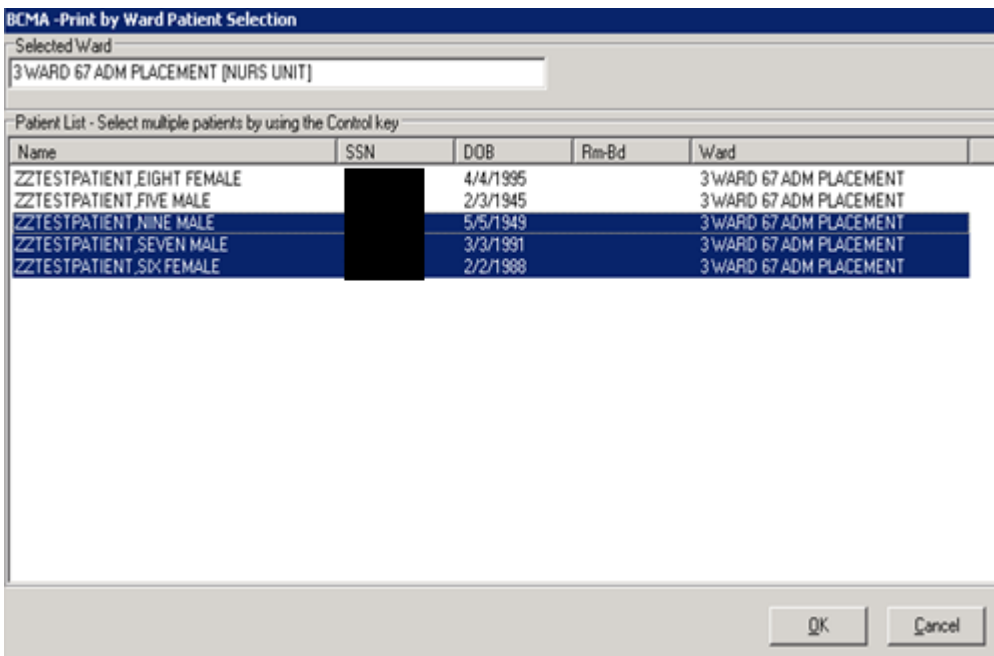
☒ Print Selected Patients on Ward - No Patients Selected Select Patients

5. When you select a specific ward, additional Print options are available to choose from: Sort by Patient, Sort by Room-Bed and Print Selected Patients on Ward by selecting the **Select Patients** button.



**Note:** Multiple patients can be selected by using the <CTRL> key.

6. Click the **OK** button.



BCMA - Print by Ward Patient Selection

Selected Ward: 3 WARD 67 ADM PLACEMENT [NURS UNIT]

Patient List - Select multiple patients by using the Control key

Name	SSN	DOB	Rm-Bd	Ward
ZZTESTPATIENT.EIGHT FEMALE		4/4/1995		3 WARD 67 ADM PLACEMENT
ZZTESTPATIENT.FIVE MALE		2/3/1945		3 WARD 67 ADM PLACEMENT
ZZTESTPATIENT.NINE MALE		5/5/1949		3 WARD 67 ADM PLACEMENT
ZZTESTPATIENT.SEVEN MALE		3/3/1991		3 WARD 67 ADM PLACEMENT
ZZTESTPATIENT.SIX FEMALE		2/2/1988		3 WARD 67 ADM PLACEMENT

OK Cancel

- Click **Preview** to preview report or **Print** to print report.

**Medication Admin History**

Med Admin History

Start Date: 3/14/2014 Stop Date: 3/20/2014

Print by

☐ Patient

☒ Ward 3 WARD 67 ADM PLACEMENT [NURS UNIT] ☒ Exclude Inactive Wards

Print by Ward Options

☐ Sort by Patient

☐ Sort by Room-Bed

☒ Print Selected Patients on Ward - 3 Patient(s) Selected Select Patients

Preview Print Cancel

**Medication Admin History**

Continuing/PM/Stat/One Time Medication/Treatment Record (VAF 10-2970 B, C, D) Run Date: MAR 20, 2014@18:28 Page: 1

Patient: ZETESTPATIENT,MINE MALE SSN: [REDACTED] DOB: MAY 5,1949 (64)  
 Sex: MALE Ht/Wt: \*/\* Ward: 3 WARD 67 ADM PLACEMENT Rm  
 Dx: TEST PATIENT Last Hxmt: DEC 31,2013@14:13:24 Type: ADMISSION

ADRs: No ADRs on file.

Allergies: MILK, SEAFOOD

Start Date and Time	Stop Date and Time	Admin Times	03/14/2014	03/15/2014	03/16/2014	03/17/2014	03/18/2014	03/19/2014	03/20/2014
03/02/2014 810:19	04/13/2014 810:19	0900 1700							
BISACODYL (DULCOLAX) SUPP,RTL									
BISACODYL 10MG RTL SUPP									
Give: RTL BID									
RPH: KM RN:									
03/12/2014 811:51	04/09/2014 824:00	0900 2100							
CLONIDINE (CATAPRES) TAB									
CLONIDINE HCL 0.1MG TAB									
Give: 0.05MG Q12H									
FINISHED BY PHARMACIST									
AD MAR 12, 2014@11:55:53 Spec									
Inst: DOSE CALLS FOR ONE HALF									
TABLET									
RPH: AD RN:									

Continuing/PM/Stat/One Time Medication/Treatment Record (VAF 10-2970 B, C, D) Run Date: MAR 20, 2014@18:28 Page: 2

Patient: ZETESTPATIENT,MINE MALE SSN: [REDACTED] DOB: MAY 5,1949 (64)  
 Sex: MALE Ht/Wt: \*/\* Ward: 3 WARD 67 ADM PLACEMENT Rm  
 Dx: TEST PATIENT Last Hxmt: DEC 31,2013@14:13:24 Type: ADMISSION

ADRs: No ADRs on file.

Allergies: MILK, SEAFOOD

Figure 28: Example of Medication Administration History Report for Selected Ward for 3 Selected Patients

## Medication Log

Displays the medication administration information for specific time frame.

1. Select **Reports** from menu bar.
2. Select **Medication Log**.
3. Enter Start Date and Stop Date.
4. Enter Start Time and Stop Time.
5. Select appropriate Detail(s), if applicable.
6. Report can be previewed or printed by Patient or ward.



**Note:** In order to run report for a specific patient you must first have the patient's record selected.



**Note:** Select Patient and Click **Preview** or **Print** to run report for current Patient selected.

The screenshot shows the 'Patient Medication Log' dialog box. It has a title bar with a close button. The main area is divided into several sections: 'Med Log' (selected), 'Start Date' (2/23/2014), 'Stop Date' (3/1/2014), 'Start Time' (0001), and 'Stop Time' (2400). Below these are checkboxes for 'Include Detail' (Audits and Comments). The 'Print by' section has radio buttons for 'Patient' (selected) and 'Ward'. A 'Ward' dropdown menu is next to it, and a checked box for 'Exclude Inactive Wards' is to the right. Below this is a 'Print by Ward Options' section with radio buttons for 'Sort by Patient', 'Sort by Room/Bed', and 'Print Selected Patients on Ward - No Patients Selected'. A 'Select Patients' button is to the right of these options. At the bottom are 'Preview', 'Print', and 'Cancel' buttons.

7. When you select a specific ward, additional Print options are available to choose from: Sort by Patient, Sort by Room-Bed and Print Selected Patients on Ward by selecting the **Select Patients** button.



**Note:** Multiple patients can be selected by using <CTRL> key.

8. Click the **OK** button.

Name	SSN	DOB	Rm-Bd	Ward
ZZTESTPATIENT.FOUR FEMALE		3/11/1959		3 WARD 66 INTENSIVE REHAB
ZZTESTPATIENT.ONE MALE		8/1/1970		3 WARD 66 INTENSIVE REHAB
ZZTESTPATIENT.THREE FEMALE		2/10/1984		3 WARD 66 INTENSIVE REHAB
ZZTESTPATIENT.TWO MALE		8/15/2009		3 WARD 66 INTENSIVE REHAB

- Click **Preview** to preview report or **Print** to print report.

**Patient Medication Log**

Med Log

Start Date: 3/21/2014 Stop Date: 3/21/2014

Start Time: 0001 Stop Time: 2400

Include Detail:  
☐ Audits  
☐ Comments

Print by:  
☐ Patient  
☒ Ward 3 WARD 66 INTENSIVE REHAB [NURS UNIT] ☒ Exclude Inactive Wards

Print by Ward Options:  
☐ Sort by Patient  
☐ Sort by Room-Bed  
☒ Print Selected Patients on Ward - 2 Patient(s) Selected Select Patients

Preview Print Cancel

```

Patient Medication Log
=====
Medication Log Report
Continuing/PRN/Stat/One Time Medication/Treatment Record (Detailed Log) (VAF 10-2970 B, C, D)      Run Date: MAR 21, 2014@12:20
Log Type: INDIVIDUAL PATIENT                                                                 Page: 1

Patient: ZTTESTPATIENT,FOUR FEMALE      SSN: [REDACTED]      DOB: MAR 11,1959 (55)
Sex: FEMALE      Ht/Wt: 162cm/81kg      Ward: 3 WARD 66 INTENSIVE REHAB 3a
Dx: ILL      Last Hxmt: DEC 24,2013@08:00      Type: ADMISSION

ADRs: No ADRs on file.

Allergies: No Allergy Assessment
=====
Activity Date  Orderable Item      Action Action      Drug/Additive/Solution      U/Ord  U/Ovn Unit
Start Date<  [Dose/Sched/Route/Inj Site]  By  Date/Time
Stop Date<

<<<< NO MEDICATIONS FOUND FOR THIS TIME FRAME >>>>

=====
Medication Log Report
Continuing/PRN/Stat/One Time Medication/Treatment Record (Detailed Log) (VAF 10-2970 B, C, D)      Run Date: MAR 21, 2014@12:21
Log Type: INDIVIDUAL PATIENT                                                                 Page: 1

Patient: ZTTESTPATIENT,ONE MALE      SSN: [REDACTED]      DOB: AUG 1,1970 (43)
Sex: MALE      Ht/Wt: 248cm/99kg      Ward: 3 WARD 66 INTENSIVE REHAB 3a
Dx: Abdominal pain      Last Hxmt: DEC 27,2011@07:37:51      Type: ADMISSION

ADRs: No ADRs on file.

Allergies: HALOPERIDOL, PLUMS, SULFA DRUGS
=====
Activity Date  Orderable Item      Action Action      Drug/Additive/Solution      U/Ord  U/Ovn Unit
Start Date<  [Dose/Sched/Route/Inj Site]  By  Date/Time
Stop Date<

```

**Figure 29: Example of Medication Log Report by Selected Ward for 2 Selected Patients**

## Medication Therapy

Report showing medication administration details of medications selected.

1. Select **Reports** from menu bar.
2. Select **Medication Therapy**.
3. Enter Start Date and Stop Date.
4. Select appropriate Schedule Type(s).
5. Select **Detail** for Comments to be included in report.
6. Select Medication search, if applicable.
7. Report can be previewed or printed by Patient or ward.



**Note:** In order to run report for a specific patient you must first have the patient's record selected.



**Note:** Select Patient and Click **Preview** or **Print** to run report for current Patient selected.

8. Click the **Select Medications** button.

The screenshot shows the 'Medication Therapy' window with the following fields and options:

- Start Date:** 2/23/2014
- Stop Date:** 3/1/2014
- Include Schedule Types:**
  - ☒ Continuous
  - ☒ On-Call
  - ☒ PRN
  - ☒ One-Time
- Include Detail:**
  - ☒ Comments
- Medication Search:**
  - 
  - No Medications Selected
- Print by:**
  - ☒ Patient
  - ☐ Ward
- Print by Ward Options:**
  - ☐ Sort by Patient
  - ☐ Sort by Room-Bed
  - ☒ Print Selected Patients on Ward - No Patients Selected
- ☒ Exclude Inactive Wards
- 
- Buttons:** Preview, Print, Cancel



9. Select Drug Search Category.
10. Enter Search Text
11. Click **Search**.
12. Select Medication.
13. Click **Add >**. The medication will move to **Selected Medications** list.
14. Click the **OK** button.

The screenshot shows a software window titled "vxBMA - Medication Therapy - Medication Selection". It contains a "Drug Search Category" section with four radio buttons: "Dispensed Drugs" (selected), "IV Medications", "Orderable Item", and "VA Drug Class". Below this is a "Search Criteria" section with a text input field containing "AMOX" and a "Search" button. The main area is divided into two panes: "Search Results:" on the left and "Selected Medications:" on the right. The "Search Results:" pane lists various amoxicillin formulations, with "AMOXICILLIN 250MG/5ML SUSP 100ML" highlighted. Between the panes are four buttons: "Add >", "Add All >>", "< Remove", and "<< Remove All". The "Selected Medications:" pane currently lists "AMOXICILLIN 250MG CAP" and "LORATADINE 10MG TAB". An "OK" button is located at the bottom right of the window.

Search Results:	Selected Medications:
AMOXAPINE 25MG TAB	AMOXICILLIN 250MG CAP
AMOXAPINE 50MG TAB	LORATADINE 10MG TAB
AMOXIC 200/CLAV K 28.5MG/5ML SU...	
AMOXIC 400/CLAV K 57MG/5ML SUSP...	
AMOXICILLIN 125MG/5ML SUSP 100ML	
AMOXICILLIN 125MG/5ML SUSP 150ML	
AMOXICILLIN 250/CLAV K 125MG TAB	
AMOXICILLIN 250MG/5ML SUSP 100ML	
AMOXICILLIN 250MG/5ML SUSP 150ML	
AMOXICILLIN 250MG/5ML SUSP 80ML	
AMOXICILLIN 400MG/CLAV K 57MG C...	
AMOXICILLIN 500/CLAV K 125MG TAB	
AMOXICILLIN 875/CLAV K 125MG TAB	

The screenshot shows the 'Medication Therapy' window with the following sections:

- Medication Therapy** (Title Bar)
- Start Date:** 3/20/2014
- Stop Date:** 3/21/2014
- Include Schedule Types:**
  - ☒ Continuous
  - ☒ On-Call
  - ☒ PRN
  - ☒ One-Time
- Include Detail:**
  - ☐ Comments
- Medication Search:**
  - 
  - Medications Selected**
- Print by:**
  - ☐ Patient
  - ☒ Ward: 36 S RICHMOND 1 IP 023 (NURS UNIT)
    - ☒ Exclude Inactive Wards
- Print by Ward Options:**
  - ☐ Sort by Patient
  - ☐ Sort by Room-Bed
  - ☒ Print Selected Patients on Ward - **No Patients Selected**
- Buttons:**

15. When you select a specific ward, additional Print options are available to choose from: Sort by Patient, Sort by Room-Bed and Print Selected Patients on Ward by selecting the **Select Patients** button.



Multiple patients can be selected by using <CTRL> key.

16. Click the **OK** button.

**BCMA - Print by Ward Patient Selection**

Selected Ward: 36 S RICHMOND 1 IP 023 [NURS UNIT]

Patient List - Select multiple patients by using the Control key

Name	SSN	DOB	Rm-Bd	Ward
ZZTESTPATIENT,THIRTY FEMALE		3/3/1960		36 S RICHMOND 1 IP 023
ZZTESTPATIENT,THIRTYONE MALE		3/3/1955		36 S RICHMOND 1 IP 023
ZZTESTPATIENT,TWENTYEIGHT FEMALE		3/3/1969		36 S RICHMOND 1 IP 023
ZZTESTPATIENT,TWENTYNINE MALE		3/3/1965		36 S RICHMOND 1 IP 023

OK Cancel

17. Click **Preview** to preview report or **Print** to print report.

**Medication Therapy**

Medication Therapy

Start Date: 3/20/2014 Stop Date: 3/21/2014

Include Schedule Types:

- ☒ Continuous
- ☒ On-Call
- ☒ PRN
- ☒ One-Time

Include Detail:

- ☐ Comments

Medication Search:

Select Medications Medications Selected

Print by:

- ☐ Patient
- ☒ Ward: 36 S RICHMOND 1 IP 023 [NURS UNIT]

☒ Exclude Inactive Wards

Print by Ward Options:

- ☐ Sort by Patient
- ☐ Sort by Room-Bed
- ☒ Print Selected Patients on Ward - 3 Patient(s) Selected

Select Patients

Preview Print Cancel

**Medication Therapy**

---

=====

BCMA MEDICATION THERAPY REPORT for MAR 20, 2014@0001 to MAR 21, 2014@2400 Run Date: MAR 21, 2014@12:49  
Schedule Type(s): Continuous / PPM / OnCall / OneTime Page: 1

ORDERABLE ITEM SEARCH LIST: AMOXICILLIN 125MG/5ML (AMOXCIL) / LORATADINE (CLARITIN)

Patient: ZTTESTPATIENT,THIRTYONE MALE SSN: [REDACTED] DOB: MAR 9,1955 (59)  
Sex: MALE Ht/Wt: \*/\* Ward: 36 S RICHMOND 1 IP 023 Pa  
Dx: ILL Last Mvmt: DEC 31,2013@23:08:57 Type: ADMISSION

ADRs: No ADRs on file.

Allergies: No Known Allergies

Location	St	Sch	Administration Date	By	Injection Site	Units Ordered	Units Given	Units of Administration
=====								
<<< NO HISTORY FOUND FOR THIS TIME FRAME >>>>								
=====								
ZTTESTPATIENT,THIRTYONE MALE						Ward: 36 S RICHMOND 1 IP 023 Room-Bed:		
BCMA MEDICATION THERAPY REPORT						MAR 21, 2014@12:49		

---

Patient: ZTTESTPATIENT,TWENTYEIGHT FEMALE SSN: [REDACTED] DOB: MAR 9,1969 (45)  
Sex: FEMALE Ht/Wt: \*/\* Ward: 36 S RICHMOND 1 IP 023 Pa  
Dx: ILL Last Mvmt: DEC 31,2013@23:06:22 Type: ADMISSION

ADRs: No ADRs on file.

Allergies: NUTS, PEACHES

Location	St	Sch	Administration Date	By	Injection Site	Units Ordered	Units Given	Units of Administration
=====								
<<< NO HISTORY FOUND FOR THIS TIME FRAME >>>>								
=====								
ZTTESTPATIENT,TWENTYEIGHT FEMALE						Ward: 36 S RICHMOND 1 IP 023 Room-Bed:		
BCMA MEDICATION THERAPY REPORT						MAR 21, 2014@12:53		

---

Patient: ZTTESTPATIENT,TWENTYNINE MALE SSN: [REDACTED] DOB: MAR 9,1965 (49)  
Sex: MALE Ht/Wt: \*/\* Ward: 36 S RICHMOND 1 IP 023 Pa  
Dx: ILL Last Mvmt: DEC 31,2013@23:07:23 Type: ADMISSION

ADRs: No ADRs on file.

Allergies: FISH

Location	St	Sch	Administration Date	By	Injection Site	Units Ordered	Units Given	Units of Administration
=====								
<<< NO HISTORY FOUND FOR THIS TIME FRAME >>>>								
=====								
ZTTESTPATIENT,TWENTYNINE MALE						Ward: 36 S RICHMOND 1 IP 023 Room-Bed:		
BCMA MEDICATION THERAPY REPORT						MAR 21, 2014@12:57		

**Figure 30: Medication Therapy Report for Selected Ward for 3 Selected Patients and 2 Selected Medications:**

## Medication Variance Log Report

A variance to the Medication Administration process; example: report listing medications given before or after the Administration time.

1. Select **Reports**.
2. Select **Medication Variance Log**.
3. Enter Start Date and Stop Date.
4. Enter Start Time and Stop Time.
5. Report can be previewed or printed by Patient or ward.

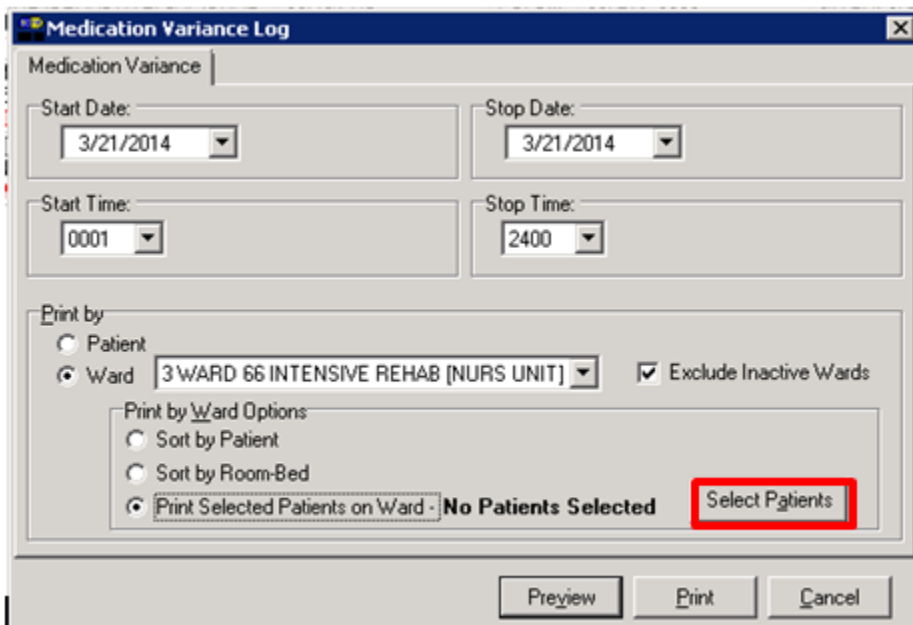


**Note:** In order to run report for a specific patient you must first have the patient's record selected.



**Note:** Select Patient and click **Preview** or **Print** to run report for current Patient selected.

The screenshot shows a software window titled "Medication Variance Log". It contains several input fields and buttons. At the top, there are "Start Date:" and "Stop Date:" fields with dropdown menus showing "2/23/2014" and "3/ 1/2014" respectively. Below these are "Start Time:" and "Stop Time:" fields with dropdown menus showing "0001" and "2400". A section labeled "Print by" has two radio buttons: "Patient" (selected) and "Ward". To the right of the "Ward" radio button is a dropdown menu and a checked checkbox labeled "Exclude Inactive Wards". Below this is a section labeled "Print by Ward Options" with three radio buttons: "Sort by Patient", "Sort by Room-Bed", and "Print Selected Patients on Ward - No Patients Selected". A "Select Patients" button is located to the right of these options. At the bottom of the window are three buttons: "Preview", "Print", and "Cancel".



**Medication Variance Log**

Medication Variance

Start Date: 3/21/2014 Stop Date: 3/21/2014

Start Time: 0001 Stop Time: 2400

Print by:

☐ Patient

☒ Ward 3 WARD 66 INTENSIVE REHAB [NURS UNIT] ☒ Exclude Inactive Wards

Print by Ward Options:

☐ Sort by Patient

☐ Sort by Room-Bed

☒ Print Selected Patients on Ward - No Patients Selected **Select Patients**

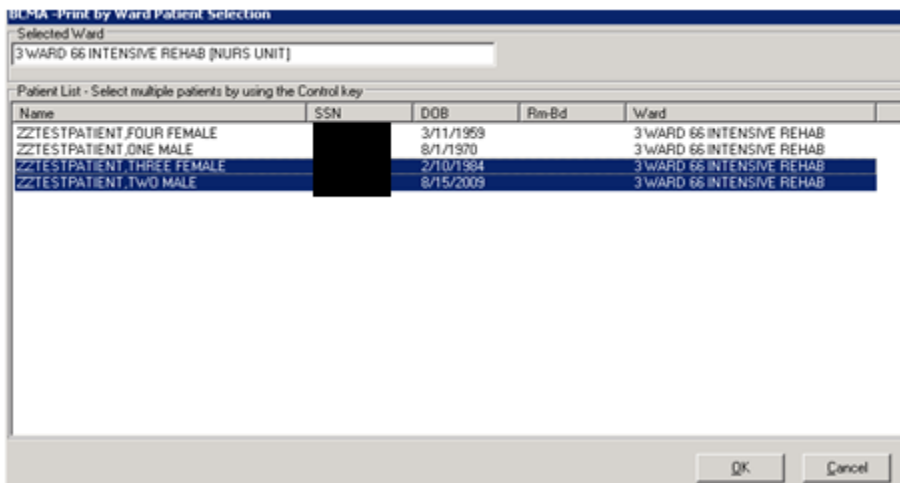
Preview Print Cancel

6. When you select a specific ward, additional Print options are available to choose from: Sort by Patient, Sort by Room-Bed and Print Selected Patients on Ward by selecting the **Select Patients** button.



**Note:** Multiple patients can be selected by using <CTRL> key.

7. Click the **OK** button.



BCMA - Print by Ward Patient Selection

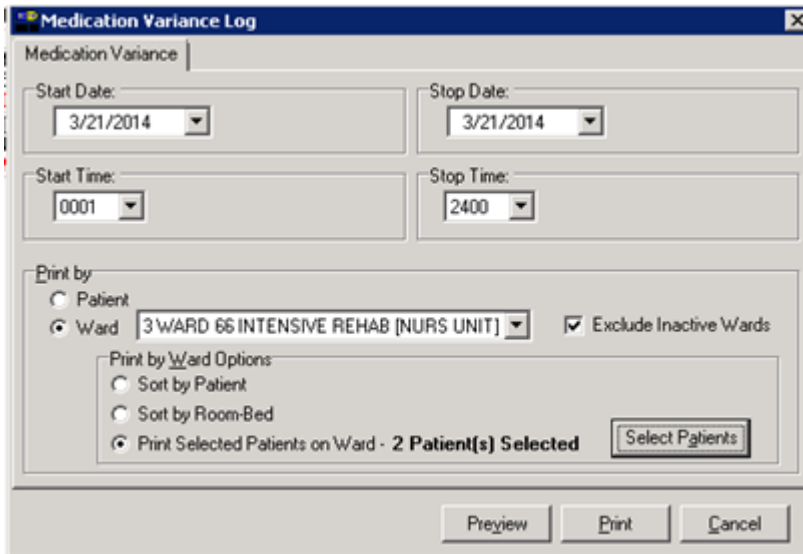
Selected Ward: 3 WARD 66 INTENSIVE REHAB [NURS UNIT]

Patient List - Select multiple patients by using the Control key

Name	SSN	DOB	Rm-Bd	Ward
ZZTESTPATIENT FOUR FEMALE		3/11/1959		3 WARD 66 INTENSIVE REHAB
ZZTESTPATIENT ONE MALE		8/1/1970		3 WARD 66 INTENSIVE REHAB
ZZTESTPATIENT THREE FEMALE		2/10/1984		3 WARD 66 INTENSIVE REHAB
ZZTESTPATIENT TWO MALE		8/15/2009		3 WARD 66 INTENSIVE REHAB

OK Cancel

8. Click **Preview** to preview report or **Print** to print report.



The dialog box titled "Medication Variance Log" contains the following fields and controls:

- Start Date:** 3/21/2014
- Stop Date:** 3/21/2014
- Start Time:** 0001
- Stop Time:** 2400
- Print by:**
  - ☐ Patient
  - ☒ Ward: 3 WARD 66 INTENSIVE REHAB [NURS UNIT]
- ☒ Exclude Inactive Wards
- Print by Ward Options:**
  - ☐ Sort by Patient
  - ☐ Sort by Room-Bed
  - ☒ Print Selected Patients on Ward - 2 Patient(s) Selected
- Select Patients** button
- Preview**, **Print**, and **Cancel** buttons at the bottom.

Medication Variance Log

=====

MEDICATION VARIANCE LOG

Run Date: MAR 21, 2014@13:52

Page: 1

Patient: ZETESTPATIENT,THREE FEMALE

SSN: [REDACTED]

DOB: FEB 10,1984 (30)

Sex: FEMALE

Ht/Wt: \*\*/\*

Ward: 3 WARD 66 INTENSIVE REHAB Pa

Dx: ILL

Last Hvat: DEC 30,2013@09:00

Type: ADMISSION

ADRs: No ADRs on file.

Allergies: GRAVY, PEANUT BUTTER

=====

Event Date/Time

Event

Var

Medication

=====

=====

ZETESTPATIENT,THREE FEMALE

[REDACTED]

Ward: 3 WARD 66 INTENSIVE REHAB Room-Bed:

=====

Sex: MALE

Ht/Wt: 81cm/15kg

Ward: 3 WARD 66 INTENSIVE REHAB Pa

Dx: ILL

Last Hvat: DEC 24,2013@08:00

Type: ADMISSION

ADRs: No ADRs on file.

Allergies: STRAWBERRIES

=====

Event Date/Time

Event

Var

Medication

=====

=====

ZETESTPATIENT,TWO MALE

[REDACTED]

Ward: 3 WARD 66 INTENSIVE REHAB Room-Bed:

=====

**Figure 31: Example of Medication Variance Log Report by Selected Ward for 2 Selected Patients**

## Missed Medications Report

Displays medications that were NOT GIVEN when they were due.

1. Select **Reports**.
2. Select **Missed Medications**.
3. Enter Start Date and Stop Date
4. Enter Start Time and Stop Time
5. Select appropriate Order Status
6. Select appropriate Admin Status
7. Select Detail, if comment/reasons are needed.
8. Report can be previewed or printed by Patient or ward.



**Note:** In order to run report for a specific patient you must first have the patient's record selected.



**Note:** Select Patient and click **Preview** or **Print** to run report for current Patient selected.

The screenshot shows a software window titled "Patient Missed Medications". It contains several input fields and checkboxes for configuring the report. The "Start Date" and "Stop Date" fields are both set to "3/21/2014". The "Start Time" field is set to "0001" and the "Stop Time" field is set to "2400". Under "Include Order Status:", the checkboxes for "Active", "DC'd", and "Expired" are all checked. Under "Include Admin Status:", the checkboxes for "Missing Dose", "Held", and "Refused" are all checked. Under "Include Detail:", the checkbox for "Comments/Reasons" is checked. In the "Print by" section, the "Patient" radio button is selected, and a dropdown menu is open showing "Ward" as the selected option. The "Exclude Inactive Wards" checkbox is also checked. Below this, there is a section for "Print by Ward Options" with three radio buttons: "Sort by Patient" (selected), "Sort by Room-Bed", and "Print Selected Patients on Ward - No Patients Selected". A "Select Patients" button is next to the last option. At the bottom of the window are three buttons: "Preview", "Print", and "Cancel".



**Patient Missed Medications**

Missed Medications

Start Date: 3/21/2014 Stop Date: 3/21/2014

Start Time: 0001 Stop Time: 2400

Include Order Status:  
☒ Active ☒ DC'd ☒ Expired

Include Admin Status:  
☒ Missing Dose ☒ Held ☒ Refused

Include Detail:  
☒ Comments/Reasons

Print by:  
☐ Patient  
☒ Ward 3 WARD 67 ADM PLACEMENT [NURS UNIT] ☒ Exclude Inactive Wards

Print by Ward Options:  
☐ Sort by Patient  
☐ Sort by Room-Bed  
☒ Print Selected Patients on Ward - No Patients Selected **Select Patients**

Preview Print Cancel

9. When you select a specific ward, additional Print options are available to choose from: Sort by Patient, Sort by Room-Bed and Print Selected Patients on Ward by selecting: Select Patients button.



**Note:** Multiple patients can be selected by using <CTRL> key.

10. Click the **OK** button.

**BCMA -Print by Ward Patient Selection**

Selected Ward: 3 WARD 67 ADM PLACEMENT [NURS UNIT]

Patient List - Select multiple patients by using the Control key

Name	SSN	DOB	Rm-Bd	Ward
ZZTESTPATIENT.EIGHT FEMALE		4/4/1995		3 WARD 67 ADM PLACEMENT
ZZTESTPATIENT.FIVE MALE		2/3/1945		3 WARD 67 ADM PLACEMENT
ZZTESTPATIENT.NINE MALE		5/5/1949		3 WARD 67 ADM PLACEMENT
ZZTESTPATIENT.SEVEN MALE		3/3/1991		3 WARD 67 ADM PLACEMENT
ZZTESTPATIENT.SIX FEMALE		2/2/1988		3 WARD 67 ADM PLACEMENT

OK Cancel

- Click Preview to preview report or Print to print report.

**Patient Missed Medications**

Missed Medications

Start Date: 3/21/2014 Stop Date: 3/21/2014

Start Time: 0001 Stop Time: 2400

Include Order Status:  
☒ Active ☒ DC'd ☒ Expired

Include Admin Status:  
☒ Missing Dose ☒ Held ☒ Refused

Include Detail:  
☒ Comments/Reasons

Print by:  
☐ Patient  
☒ Ward 3 WARD 67 ADM PLACEMENT [NURS UNIT] ☒ Exclude Inactive Wards

Print by Ward Options:  
☐ Sort by Patient  
☐ Sort by Room-Bed  
☒ Print Selected Patients on Ward - 2 Patient(s) Selected Select Patients

Preview Print Cancel

```

=====
MISSSED MEDICATIONS REPORT for Mar 21, 2014@00:01 to Mar 21, 2014@24:00                               Run Date: MAR 21, 2014@14:10
Order Status(es): Active / DC'd / Expired                                                                    Page: 1
Admin Status(es): Missing Dose / Held / Refused
Include Comments/Reasons
Patient: ZTTESTPATIENT,SEVEN MALE      SSN: [REDACTED]      DOB: MAR 3,1991 (23)
Sex: MALE                               Ht/Wt: 5'7"          Ward: 3 WARD 67 ADM PLACEMENT Pa
Dx: TEST PATIENT                       Last Evnt: DEC 31,2013@14:11:09  Type: ADMISSION
ADRs: No ADRs on file.
Allergies: A&D VITAMIN C&DTHENT
=====
Order Status  Administration Date/Time  Medication                                Order Stop Date
-----
Active        03/21/2014@0400             ACETAMINOPHEN (TYLENOL) TAB              04/16/2014@2400
Active        03/21/2014@0800             ACETAMINOPHEN (TYLENOL) TAB              04/16/2014@2400
Active        03/21/2014@0900             ATENOLOL (TENORMIN) TAB                 04/08/2014@2400
Active        03/21/2014@0900             SERTRALINE (ZOLOFT) TAB                 03/27/2014@2400
Active        03/21/2014@1200             ACETAMINOPHEN (TYLENOL) TAB              04/16/2014@2400
Active        03/21/2014@1600             ACETAMINOPHEN (TYLENOL) TAB              04/16/2014@2400
Active        03/21/2014@2000             ACETAMINOPHEN (TYLENOL) TAB              04/16/2014@2400
Active        03/21/2014@2400             ACETAMINOPHEN (TYLENOL) TAB              04/16/2014@2400
=====
ZTTESTPATIENT,SEVEN MALE      [REDACTED]      Ward: 3 WARD 67 ADM PLACEMENT Room-Bed:
=====
Patient: ZTTESTPATIENT,SIX FEMALE      SSN: [REDACTED]      DOB: FEB 2,1988 (26)
Sex: FEMALE                               Ht/Wt: 5'7"          Ward: 3 WARD 67 ADM PLACEMENT Pa
Dx: TEST PATIENT                       Last Evnt: DEC 31,2013@14:07:32  Type: ADMISSION
ADRs: No ADRs on file.
Allergies: PEANUT BUTTER
=====
Order Status  Administration Date/Time  Medication                                Order Stop Date
-----
Active        03/21/2014@0900             ALCOHOL (ISOPROPYL RUBBING ALCOHOL) LIQUID,TOP  04/17/2014@2400
=====
ZTTESTPATIENT,SIX FEMALE      [REDACTED]      Ward: 3 WARD 67 ADM PLACEMENT Room-Bed:
=====

```

Figure 32: Example of Missing Medication Report by Selected Ward for 2 Selected Patients

## PRN Effectiveness List Report

Displays all PRN medications effectiveness that are due. PRN Effectiveness is required to be entered within a specific time frame.

1. Select **Reports**.
2. Select **PRN Effectiveness List**.
3. Enter Start Date and Stop Date
4. Enter Start Time and Stop Time
5. Report can be previewed or printed by Patient or ward.



**Note:** In order to run report for a specific patient you must first have the patient's record selected.



**Note:** Select Patient and click **Preview** or **Print** to run report for current Patient selected.

The screenshot shows a software window titled "PRN Effectiveness List". Inside, there are four date and time selection fields: "Start Date:" (2/ 9/2014), "Stop Date:" (2/ 9/2014), "Start Time:" (0001), and "Stop Time:" (2400). Below these is a "Print by" section with radio buttons for "Patient" (selected) and "Ward". A dropdown menu is next to "Ward", and a checkbox "Exclude Inactive Wards" is checked. Under "Print by Ward Options", there are three radio buttons: "Sort by Patient", "Sort by Room-Bed", and "Print Selected Patients on Ward - No Patients Selected". A "Select Patients" button is next to the last option. At the bottom of the window are three buttons: "Preview", "Print", and "Cancel".

**PRN Effectiveness List**

PRN Effectiveness List

Start Date: 3/21/2014 Stop Date: 3/21/2014

Start Time: 0001 Stop Time: 2400

Print by:

☐ Patient

☒ Ward 3 WARD 66 INTENSIVE REHAB [NURS UNIT] ☒ Exclude Inactive Wards

Print by Ward Options:

☐ Sort by Patient

☐ Sort by Room-Bed

☒ Print Selected Patients on Ward - No Patients Selected **Select Patients**

Preview Print Cancel

- When you select a specific ward, additional Print options are available to choose from: Sort by Patient, Sort by Room-Bed and Print Selected Patients on Ward by selecting **Select Patients** button.



**Note:** Multiple patients can be selected by using <CTRL> key.

- Click the **OK** button.

**BCMA -Print by Ward Patient Selection**

Selected Ward: 3 WARD 66 INTENSIVE REHAB [NURS UNIT]

Patient List - Select multiple patients by using the Control key

Name	SSN	DOB	Rm-Bd	Ward
ZZTESTPATIENT.FOUR FEMALE		3/11/1959		3 WARD 66 INTENSIVE REHAB
ZZTESTPATIENT.ONE MALE		8/1/1970		3 WARD 66 INTENSIVE REHAB
ZZTESTPATIENT.THREE FEMALE		2/10/1984		3 WARD 66 INTENSIVE REHAB
ZZTESTPATIENT.TWO MALE		8/15/2009		3 WARD 66 INTENSIVE REHAB

OK Cancel

- Click **Preview** to preview report or **Print** to print report.

Effectiveness List

</

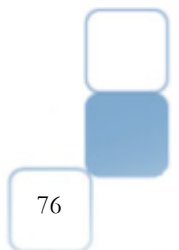
**Figure 33: Example of PRN Effectiveness List by Selected Ward for 1 Selected Patient**



## Glossary

Acronym/ Term	Definition
<b>Active</b>	When a medication has been verified, it becomes “active,” and displays on the VDL under the related Medication Tab. A nurse can then administer the medication to the patient. Under the IV Medication Tab, this information is listed in the Status column.
<b>Additive</b>	A drug added in small amounts to an IV solution to improve, strengthen, or otherwise alter it for parenteral administration.
<b>Administration History Report</b>	A report in CPRS that lists the date, time, and orderable item of a medication selected on the CPRS Meds Tab. This report is called “Medication History Report” in vxBCMA.
<b>Administration Times Report</b>	A report that lists a patient’s medications by the scheduled administration time (from the earliest to the latest).
<b>ADR</b>	Adverse Drug Reaction. See definition under “Adverse Drug Reaction.”
<b>Adverse Drug Reaction</b>	Also called “ADR,” any response to a drug which is noxious and unintended, and which occurs at doses normally used in humans for treatment, diagnosis, or therapy of a disease, or for modifying physiological functions, including toxicity caused by overdose, drug interaction, drug abuse, drug withdrawal, significant failure of expected action, food-drug interaction, or allergy.
<b>Allergy</b>	A type of Adverse Drug Reaction (ADR) that involves a hypersensitivity (i.e., shortness of breath, hives) to a specific substance (i.e., food, drug, chemical).
<b>Audits</b>	The process that tracks the activities of nurses administering medications, by recording selected types of events in the patient’s Medication Log.
<b>Available</b>	This status for an IV bag indicates that the Pharmacy has printed a bag label, and the bag is either being prepared, has been prepared, or has been delivered to the ward for administration. Multiple available bags may display for any specific IV order at any given point in time.
<b>Clinician</b>	OMH personnel who administer active medication orders to patients.
<b>Completed</b>	This status for an IV bag indicates that the infusion has been completed, and the bag is being taken down or replaced with a new bag. No additional actions may be taken on a bag marked as “Completed,” other than to enter comments.

<b>Acronym/ Term</b>	<b>Definition</b>
<b>Continuous Order</b>	A medication given continuously to a patient for the life of the order, as defined by the order Start and Stop Date/Time.
<b>Cover Sheet</b>	An optional tab on the VDL that provides four alternate user-selectable views of medication data related to the selected patient, and allows the user to drill down to view additional data. The Cover Sheet displays information by order, instead of by administration, as is displayed on the Medication Tabs, and does not allow the user to edit or take action against a patient record.
<b>CPRS</b>	Computerized Patient Record System. A VISTA software application that allows users to enter patient orders into different software packages from a single application. All pending orders that appear in the Unit Dose and IV packages are initially entered through the CPRS package. Clinicians, managers, quality assurance staff, and researchers use this integrated record system.
<b>CPRS Med Order Button</b>	Also called the “Hot Button,” a direct link to CPRS for electronically ordering, documenting, reviewing and signing verbal- and phone-type STAT and medication orders that a clinician has already administered to patients. This feature is particularly useful in ICU-type environments, as it helps to streamline the workflow in such a busy setting.
<b>Cumulative Vitals/ Measurement Report</b>	A report that lists a patient’s vitals from the Vitals package, along with their demographics and hospital location information
<b>Dispensed Drug</b>	A drug whose name has the strength associated with it (e.g., Acetaminophen 325 mg). The name without the strength is called the “Orderable Item Name.”
<b>Due List Report</b>	A report that provides detailed information about active and future Unit Dose and IV medication orders that are “due” for administering to a patient during a time frame that you specify within a 24-hour period.
<b>Electronic Signature Code</b>	Authorizes that you are the user logged in to vxBCMA. This code is a site parameter setting in GUI vxBCMA.
<b>Finish</b>	The process in which the pharmacist adds the information necessary to make the order active. For example: dispense drug, and start/stop date.
<b>Frequency</b>	Intervals between medication doses administered to a patient.
<b>Given</b>	When a medication is administered to a patient, it is considered to be “Given” and marked as such (with a “G”) in the Status column of the VDL.
<b>GUI</b>	Graphical User Interface. The type of interface chosen for vxBCMA.



<b>Acronym/ Term</b>	<b>Definition</b>
<b>Held</b>	When a medication is not actually taken by a patient, it is considered to be “Held” and marked as such (with an “H”) in the Status column of the VDL. Reasons might include the patient being temporarily off the ward. You can select and mark multiple medications as Held on the VDL using the Right Click drop-down menu. In the case of IV bags, this status indicates that the dose was Held. The only actions available for this type of IV bag are to mark the bag as Infusing or Refused, or to submit a Missing Dose Request to the Pharmacy.
<b>High Risk/High Alert Medications</b>	Medications that require a second signature by licensed personnel prior to administration. When High Risk/High Alert medications exist, the witness indicator icon appears in the Witness column on all tabs.
<b>Hospital-supplied Self Medication</b>	Also called “HSM,” a medication supplied to a patient by a VAMC’s Pharmacy, but administered by a patient.
<b>HSM</b>	Hospital-supplied Self Medication. A medication supplied to a patient by a medical center’s Pharmacy, but administered by a patient.
<b>IEN</b>	Internal Entry Number. The internal entry drug number entered by Pharmacy personnel into the DRUG file (#50) to identify Unit Dose and IV medications.
<b>Inactive Date</b>	The date that a medication order is no longer active and cannot be administered to a patient.
<b>Infusing</b>	This status, for an IV bag, indicates that the bag is actively being infused. A nurse can enter a comment by right clicking on the bag. If an IV bag is scanned, the only allowable actions are to mark the IV bag as Stopped or Completed.
<b>Infusion Rate</b>	The flow rate at which medication (fluid) in an IV Bag is given to a patient.
<b>Injection Site History</b>	To assist in rotating injection sites where applicable, the Injection Site History summarizes the previous injection site for the orderable item (up to 4) and all injection sites within the time frame (nn), specified by the vxBCMA Site Parameter, “Injection Site History Max Hours
<b>Inpatient Order Mode</b>	When the Inpatient Order Mode is selected, inpatient medication orders, only, display on the Cover Sheet, Unit Dose, IVP/IVPB, and IV tabs. When a patient record is open, if the patient status is admitted, the Inpatient order mode defaults. A GREEN “alert light” indicates that active medication orders exist and/or an action needs to be taken on an expired or discontinued order.
<b>Internal Entry Number</b>	Also called “IEN,” the internal entry drug number entered by Pharmacy personnel into the DRUG file (#50) to identify Unit Dose and IV medications.



<b>Acronym/ Term</b>	<b>Definition</b>
<b>IV</b>	A medication given intravenously (within a vein) to a patient from an IV Bag. IV types include Admixture, Chemotherapy, Hyperal, Piggyback, and Syringe.
<b>IV Bag Chronology</b>	On the IV Medication Tab, the area of the VDL that displays the components (with related icons) for all displayable IV bags or Ward Stock bags.
<b>IV Bag Detail</b>	Provides detailed information about the actions taken on the IV bag or Ward Stock bag identifier currently selected in the IV Bag Chronology display area such as the date/time, clinician, action, and comments.
<b>IVP</b>	Also called “IV Push,” a Unit Dose order with a Medication Route of “IVP” or “IV PUSH.”
<b>IVPB</b>	Also called “IV Piggyback,” an IV order with an IV type of Piggyback.
<b>Last Action Column</b>	Based on the orderable item (not the medication), to identify to the nurse the last action that occurred on the active medication displayed.
<b>Last Site Column</b>	On the Unit Dose and IVP/IVPB tabs of the VDL, the Last Site column displays the location of the last injection site for the orderable item, when applicable. Applies to administrations that participate in injection site rotation, i.e., with medication routes of Intramuscular, Intradermal, or Subcutaneous.
<b>Limited Access vxBCMA</b>	A mode in which vxBCMA can be accessed that provides medication administering users the ability to access the vxBCMA application without being at the patient’s bed side. Active, discharged, and deceased patient records can be opened in Limited Access mode without scanning or using Unable to Scan.
<b>MAH</b>	Medication Administration History. A patient report that lists a clinician’s name and initials, and the exact time that an action was taken on an order (in a conventional MAR format). Each order is listed alphabetically by the orderable item. The Date column lists three asterisks (***) to indicate that a medication is not due. The report also lists information about when an order is placed “On Hold” and taken “Off Hold” by a provider, and the order Start and Stop Date/Time for the medication.
<b>MAR</b>	Medication Administration Record. The traditional, handwritten record used for noting when a patient received a medication. vxBCMA replaces this record with an MAH.
<b>Medication Administration History Report</b>	Also called “MAH,” Medication Administration History. A patient report that lists a clinician’s name and initials, and the exact time that an action was taken on an order (in a conventional MAR format). Each order is listed alphabetically by the orderable item. The Date column lists three asterisks (***) to indicate that a medication is not due. The report also lists information about when an order is placed “On Hold” and taken “Off Hold” by a provider, and the order Start and Stop Date/Time for the medication.

<b>Acronym/ Term</b>	<b>Definition</b>
<b>Medication History Report</b>	A report in vxBCMA that lists the date, time, and orderable item of a medication selected on the VDL. This report is called “Administration History Report” in CPRS.
<b>Medication Log Report</b>	Also called “Med Log,” a report that lists every action taken on a medication order within a specified 24-hour period. You can choose to include/exclude comments and Audits performed on the patient’s medication orders.
<b>Medication Order Display Area</b>	The area of the VDL that displays active medication orders, scheduled for administration, according to the Virtual Due List Parameters and Schedule Types selected.
<b>Medication Route</b>	Also called “Route” or “Med Route,” the method by which a patient receives medication (i.e., PO, IV, IM, ID, SQ, and SC). Each OMH site determines routes and associated abbreviations, which cannot exceed five characters in length. Otherwise they will not fit on bar code labels and the MAH.
<b>Medication Tab</b>	Used to separate and view a type of active medication order (i.e., Unit Dose IV Push, IV Piggyback, and large-volume IVs) that needs to be administered to a patient. The Tab under which an order displays depends on how it was entered. The “alert light” on a Tab turns GREEN only when a medication order exists for the Schedule Type selected within the respective start/stop date and time selected on the vxBCMA VDL. If grayed out, then none exist.
<b>Medication Variance Log Report</b>	A report in vxBCMA that provides “exceptions” (variances) to the medication administration process. It also lists “event” information within a selected date range, such as the type and number of events, and the total percentage of events that occurred. A variance preceded by a minus sign (such as –24) indicates the number of minutes that a medication was given before the administration time.
<b>Missed Medications Report</b>	A report that lists information about Continuous and One-Time Unit Dose and IV Piggyback medications that were not administered to a patient.
<b>Missing Dose</b>	A medication considered “Missing.” vxBCMA automatically marks this order type (with an “M”) in the Status column of the VDL after you submit a Missing Dose Request to the Pharmacy. If an IV bag displayed in the IV Bag Chronology display area of the VDL is not available for administration, you may mark the IV bag as a “Missing Dose” using the Missing Dose button or by right clicking the IV bag and selecting the Missing Dose command in the Right Click drop-down menu.
<b>National Drug Code</b>	Also called “NDC,” the number assigned by a manufacturer to each item/medication administered to a patient.
<b>NDC</b>	National Drug Code. The number assigned by a manufacturer to each item/medication administered to a patient.

<b>Acronym/ Term</b>	<b>Definition</b>
<b>Non-Nurse Verified</b>	Medication orders that are not verified by a nurse.
<b>Not Given</b>	The status that a scanned medication marked as “Given,” but not actually taken by a patient, is changed to on the VDL. The administration will display on the VDL as it appeared before it was marked as “Undo–Given.” vxBCMA notes the status change only in the Audit Trail section of the Medication Log (not on the VDL).
<b>NOW Order</b>	A medication order given ASAP to a patient, entered as a One-Time order by Providers and Pharmacists. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time.
<b>On-Call Order</b>	A specific order or action dependent upon another order or action taking place before it is carried out. For example, “Cefazolin 1gm IVPB On Call to Operating Room.” Since it may be unknown when the patient will be taken to the operating room, the administration of the On-Call Cefazolin is dependent upon that event.
<b>One-Time Order</b>	A medication order given one time to a patient such as a STAT or NOW a order. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time or until it is Given.
<b>Order</b>	A medication order given ASAP to a patient, entered as a One-Time order by providers and pharmacists. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time.
<b>Orderable Item</b>	A drug whose name does NOT have the strength associated with it (e.g., Acetaminophen 325 mg). The name with a strength is called the “Dispensed Drug Name.”
<b>Patient Record Flag</b>	Also called “PRF” or “Patient Flag.” The Patient Record Flag alerts OMH employees to patients whose behavior or characteristics may pose a threat either to their safety, the safety of other patients, or compromise the delivery of quality health care.
<b>Patient Record Flag Report</b>	A report that displays all active PRF assignments associated with a patient. Applicable National (Category I) and Local (Category II) flag types are displayed.
<b>Patient Transfer Notification</b>	A message that displays when a patient’s record is opened or the Unit Dose or IVP/ IVPB Medication Tab is viewed for the first time. It indicates that the patient has had a movement type (usually a transfer) within the site-definable parameter, and the last action for the medication occurred before the movement, but still within the defined timeframe.
<b>Pending Order</b>	An order entered by a provider through CPRS without Pharmacy personnel verifying the order.
<b>PRF</b>	The abbreviation for Patient Record Flag. See definition under “Patient Record Flag.”

<b>Acronym/ Term</b>	<b>Definition</b>
<b>PRN Effectiveness List Report</b>	A report that lists PRN medications administered to a patient that needs Effectiveness comments.
<b>PRN Order</b>	The Latin abbreviation for Pro Re Nata. A medication dosage given to a patient on an “as needed” basis.
<b>Provider</b>	Another name for the “Physician” involved in the prescription of a medication (Unit Dose or IV) to a patient.
<b>Provider Hold</b>	To display a medication order grayed out on the VDL until its Stop Date/Time or until it is Given. Some medical centers require that a nurse mark these order types as “Held,” although it is not necessary that they do so.
<b>PSB CPRS MED BUTTON</b>	The name of the security “key” that must be assigned to nurses who document verbal- and phone-type STAT and medication orders using the CPRS Med Order Button on the vxBCMA VDL.
<b>PSB INSTRUCTOR</b>	The name of the security “key” that must be assigned to nursing instructors, supervising nursing students, so they can access user options within vxBCMA V. 3.0.
<b>PSB MANAGER</b>	The name of the security “key” that must be assigned to managers so they can access the PSB Manager options within vxBCMA V. 3.0.
<b>PSB READ ONLY</b>	The name of the security “key” that must be assigned to users that can only access vxBCMA in Read-Only mode. Users who are assigned the PSB READ ONLY security key will never be able to administer medications or perform any actions against a patient’s medical record. The PSB READ ONLY security key overrides all other vxBCMA security keys.
<b>PSB STUDENT</b>	The name of the security “key” that must be assigned to nursing students, supervised by nursing instructors, so they can access user options with vxBCMA V. 3.0. This key requires that a nursing instructor sign on to vxBCMA V. 3.0.
<b>PSB UNABLE TO SCAN</b>	The name of the security “key” that must be assigned to allow the user to run the Unable to Scan detailed and summary reports.
<b>Read-Only vxBCMA</b>	A mode in which vxBCMA can be accessed that provides non-medication administering users the ability to view a patient’s VDL and print reports, without performing any actions against a patient’s medical record.
<b>Refused</b>	The status for an IV bag or Unit Dose to indicate that the patient refused to take the dose.
<b>Removed</b>	The status for a patch (i.e., Nitroglycerin, Fentanyl, or Nicotine) to indicate that it has been removed from a patient. Once removed, the letters “RM” (for “Removed”) display in the Status column of the VDL.

<b>Acronym/ Term</b>	<b>Definition</b>
<b>Schedule</b>	The frequency at which a medication is administered to a patient. For example, QID, QDAILY, QAM, Q4H.
<b>Schedule Type</b>	Identifies the type of schedule (i.e., Continuous, PRN, On-Call, and One-Time) for the medication being administered to a patient.
<b>Schedule Type Indicator</b>	A GREEN “alert light” indicates that a medication order exists for the Schedule Type selected within the respective start/stop date and time selected on the vxBCMA VDL. If grayed out, then none exist.
<b>Security Keys</b>	Used to access specific options within vxBCMA that are otherwise “locked” without the security key. Only users designated as “Holders” may access these options.
<b>SM</b>	Self-Medication. A medication supplied and administered by a patient.
<b>Solution</b>	A homogeneous mixture of two or more substances. For IVs, these would be liquids.
<b>Start Date/Time</b>	The date and time that a medication is scheduled for administration to a patient.
<b>STAT Order</b>	A medication order given immediately to a patient, entered as a One- Time order by providers and pharmacists. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time.
<b>Status</b>	A code used to inform a clinician about the condition or progress of a medication order. For Unit Dose and IVP/IVPB orders, status codes include G=Given, H=Held, R=Refused, M=Missing, and RM=Removed (patch removal only). For IV orders, status codes include I=Infusing, H=Held, R=Refused, S=Stopped, C=Completed, and M=Missing.
<b>Status Bar</b>	Includes the name of the clinician(s) administering medications, plus the name of the division, and the time current Server time (system time).
<b>Stop Date/Time</b>	The date and time that a medication order will expire, and should no longer be administered to a patient.
<b>Stopped</b>	This status, for an IV bag, indicates that the IV bag was scanned as Infusing, but was then stopped by a nurse. An IV bag may be stopped and restarted for a variety of reasons. The only actions allowed on a “Stopped” IV bag is to mark the bag as Infusing, Completed, Held, or Refused.
<b>Strength</b>	The degree of concentration, distillation, or saturation of a medication.
<b>Unable to Scan (Detailed) Report</b>	A report in vxBCMA that provides a list of scanning failures and the reasons that were provided for the scanning failures of patient wristbands and medication administrations.

<b>Acronym/ Term</b>	<b>Definition</b>
<b>Unable to Scan (Summary) Report</b>	A report in vxBCMA that provides the total number of wristbands scanned, wristbands bypassed, medications scanned, and medications bypassed.
<b>Unique Identifier Number</b>	The number generated for IV and IV Piggyback medications when the Pharmacy prints a bar code label for an IV bag. It helps to identify which IVs have been manufactured by the Pharmacy. For IV Piggyback orders, use the Available Bags command in the Right Click drop-down menu. For IV orders, locate it in the IV Bag Chronology display area of the VDL.
<b>Unit Dose</b>	A medication given to a patient, such as tablets or capsules.
<b>Unknown Status</b>	If an order created in vxBCMA CHUI Manual Medication Entry is not completed with a valid administration status, the Admin Status will be stored as null (blank), but will display as “U” (unknown) in the vxBCMA VDL Status column and “Unknown” in the Last Action column. An Unknown administration status must be corrected using Edit Med Log. The unknown (null) status can occur during Manual Medication Entry when the user’s network connection is broken, their terminal emulator software malfunctions, or if the user improperly exits out of the application.
<b>VDL</b>	Virtual Due List. An on-line “list” used by clinicians when administering active medication orders (i.e., Unit Dose, IV Push, IV Piggyback, and large-volume IVs) to a patient. This is the Main Screen in vxBCMA.
<b>Verify</b>	When a nurse or a pharmacist confirms that a medication order is accurate and complete, according to the information supplied by the provider.
<b>Virtual Due List</b>	Also called “VDL,” an on-line list used by clinicians when administering active medication orders to a patient. This is the Main Screen in vxBCMA.
<b>vxBCMA</b>	Bar Code Medication Administration. A vxVISTA software application used in Hospitals for validating patient information and medications against active medication orders before being administered to a patient.
<b>vxBCMA Clinical Reminders</b>	A marquee located in the lower, right-hand corner of the VDL that identifies PRN medication orders needing effectiveness documentation. The setting is based on the “PRN Documentation” site parameter, and applies to current admissions or to the site parameter timeframe (whichever is greater). A mouse-over list displays when the pointer is placed over the PRN Effectiveness Activity, or a full list is available by double clicking on the Activity.
<b>Ward Stock</b>	Unit Dose and IV medications that are “stocked” on an ongoing basis on wards and patient care areas. They are packaged in a ready-to-use form or compounded by the medication administrator.

Acronym/ Term	Definition
---------------	------------

<b>Witness for High Risk/High Alert Medications</b>	An authorized witness required or recommended, who must sign on, before the user is allowed to administer High Risk/High Alert medications. The witness must have valid sign-on credentials.
---	--