

CAPSLink[®] User Manual

VERSION 1.05.0



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1. Before You Begin

Welcome to CAPSLink. CAPSLink is a web based system for ordering TPN and other IV solutions from your CAPS pharmacy.

Module Function Overview

- ◆ System Requirements
- ◆ Accessing CAPSLink and Adding CAPSLink to your Browser's Favorites.
- ◆ Logging into CAPSLink
- ◆ Creating/Editing CAPS Link User Profiles
- ◆ Inactivating User Profiles
- ◆ Changing a Password

1.1 System Requirements

- Internet Explorer 7.0 or greater
- Adobe Acrobat Reader 9.0 or greater
- Windows 2000, XP, Vista, Window 7
- Adobe Flash plug-in version 10 or greater
- 100MB free memory
- Dual core 2GHz recommended
- Citrix or VMware View virtual environment supported

1.2 Accessing CAPSLink and Adding CAPSLink to your browser's Favorites

To connect to CAPSLink open your Internet browser and enter the following link in the address field:

<http://www.capsorders.com/capslink>

At the login screen you can add CAPSLink to your Favorites by clicking on the link located below the CAPS Icon. See Fig 1-1 below.

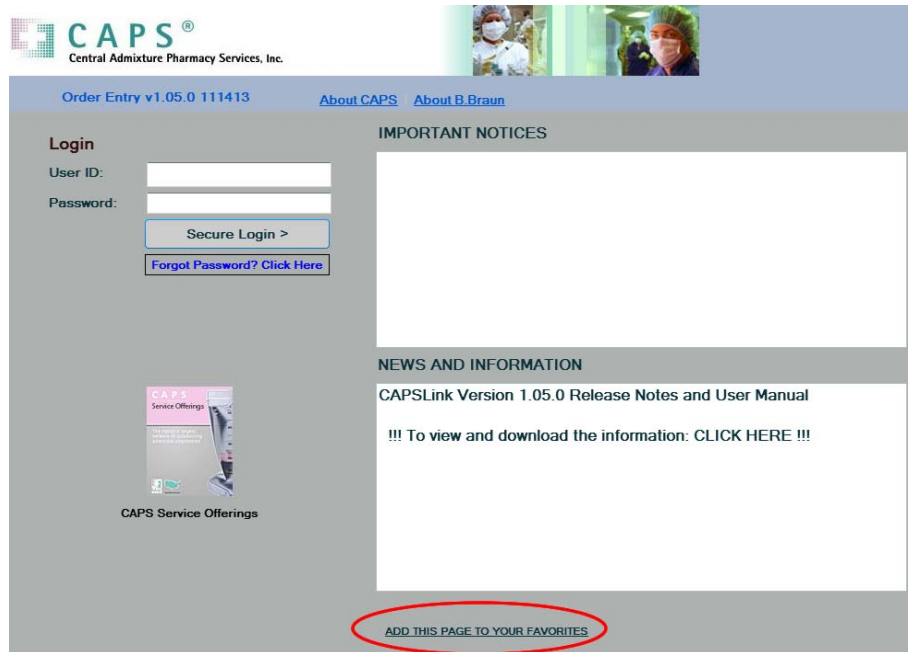


Figure 1-1. Login window and Add to Favorites Link

1.3 Logging in to the Application

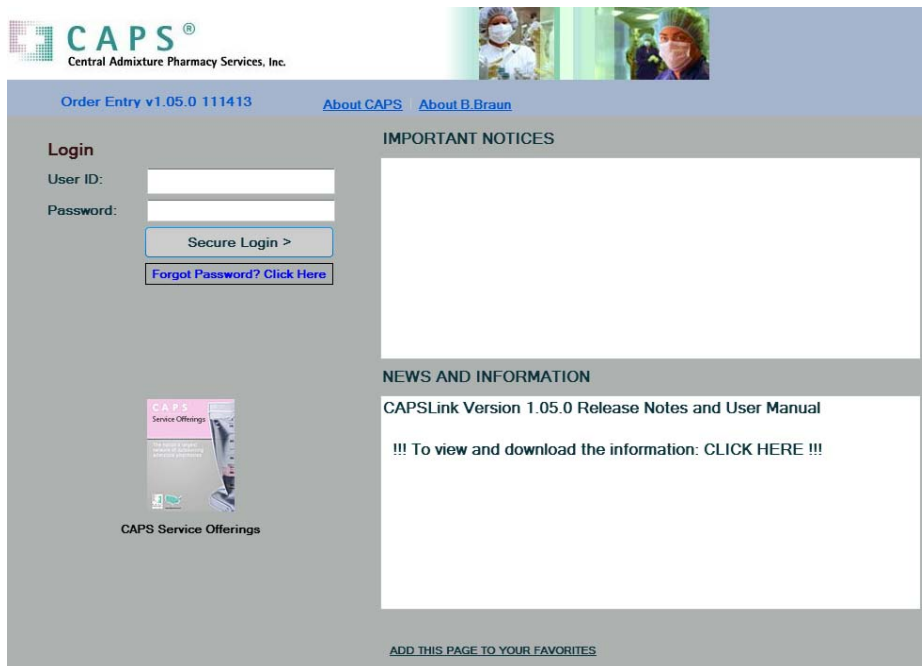


Figure 1-2. Logon Window Example

At the login screen you will see two large text fields on the right entitled Important Notices and News & Information. These contain important tips and announcements regarding the CAPSLink system (see Fig 1-2).

In the upper left hand corner of the login screen enter your CAPSLink User ID and Password. Your Password is masked by asterisks (*) as you type to prevent others from viewing. To complete the logon process press Enter on your keyboard or left mouse click the Secure Login button. If this is the first time logging into CAPSLink you must use the password that was assigned to you when your user profile was created. The creator of your user profile will supply you with this password. When you login you will be prompted to answer 2 security questions. This information will be stored with your profile incase you forget your password and need to retrieve it (see section below on retrieving forgotten passwords). You will also be prompted to change your password after your first login.

Passwords must:

- Be between 6 and 10 characters in length
- Contain at least one upper and lower case alpha character
- Contain one numeric character.

NOTE: If you do not know your User ID and Password, see your Pharmacy Director.

When you log into the CAPSLink program you may have the option to enter the TPN/Custom Rx or Drug Delivery modules (Figure 1-3). Select the 'TPN' option for processing TPN orders and other patient specific orders or 'Drug Delivery' to order other sterile compounded products.

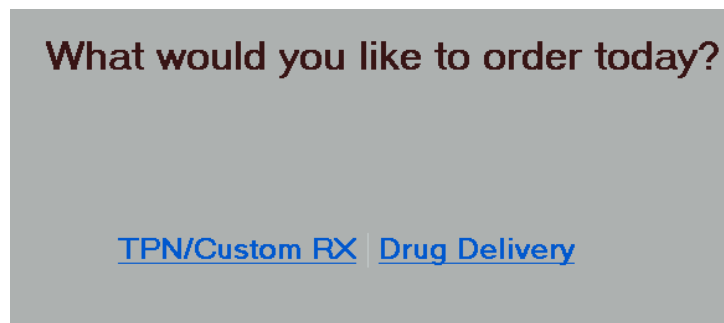


Figure 1-3. TPN/Custom Rx or Drug Delivery Options

1.4 Creating/Editing CAPSLink User Profiles.

If you are a user with Administrative access you can create user profiles for your staff. After logging into CAPSLink, select the 'User Management' link under Administrative Options in the left hand navigation pane. You will be presented with a list of user profiles that are currently in the system (fig 1-4). You can filter this list for active/inactive profiles by using the radio buttons at the top left of the window:

To edit a user, double click a user

Active
 Inactive
 All

Name ▲	User Code	Role	Active	Patient	TPN Order	System
Clinical , User 2	CLINICAL2	Clinician - Web	<input checked="" type="checkbox"/>	Read: <input checked="" type="checkbox"/> Write: <input checked="" type="checkbox"/>	Read: <input checked="" type="checkbox"/> Write: <input checked="" type="checkbox"/> Appr Warnings: <input type="checkbox"/> Appr Criticals: <input type="checkbox"/>	Reports: <input checked="" type="checkbox"/> Admin: <input type="checkbox"/> Drug Delivery: <input type="checkbox"/>
Jones , Todd	TJONES	DOP - Web	<input checked="" type="checkbox"/>	Read: <input checked="" type="checkbox"/> Write: <input checked="" type="checkbox"/>	Read: <input checked="" type="checkbox"/> Write: <input checked="" type="checkbox"/> Appr Warnings: <input checked="" type="checkbox"/> Appr Criticals: <input checked="" type="checkbox"/>	Reports: <input checked="" type="checkbox"/> Admin: <input checked="" type="checkbox"/> Drug Delivery: <input checked="" type="checkbox"/>

Figure 1-4. User Profile List

1.4.1 Adding a New User

Click on the 'Add New User' button at the top of the page. The User Maintenance window will display (fig 1-5). Enter the user's last and first names and enter a unique User ID between 6 and 10 characters in length. Select a user title using the drop-down (see section 1.3.3 for more information on user titles). After a title is selected the software automatically selects the recommended user privileges for the selected user title. You may also select the user privileges manually by clicking or 'unchecking' the checkbox next to each privilege (see section 1.3.2 for more information on User Privileges). The system will also assign a random password that conforms to the system password requirements. Enter an expiration date if you want this user account to expire automatically (see section 1.3.5 below). Write down the user ID and new password for the user, as you will not be able to retrieve the same password later. Click 'Save' after you have completed the user profile. The user can log into the system with their User ID and randomly generated password. After they have logged in, the application will prompt them to change their password.

User Privileges:

Patient

Read – patient profile data viewable but not editable

Write – patient profile data viewable and editable

TPN Order Entry

Read – Order data viewable but not editable

Write – Order data viewable and editable. Can create/edit/save/approve an order.

Approve Warning – allows user to override a Warning level message on validation.

Critical – allows a user to override a Critical level message on validation.

System

Reports – Reports are viewable

Admin – Ability to create/edit user profiles, read/write access to Prescriber and Area Maintenance.

Drug Delivery – Access to the Drug Delivery (Anticipatory Compounded Products) module.

The screenshot shows a 'User Maintenance' window with the following fields and options:

- Last Name: TEST
- First Name: USER
- MI: [empty]
- Expires After: [calendar icon]
- User ID: TESTUSER
- Password: [masked with asterisks]
- Reset PW button
- Title: Pharmacist - Web (dropdown menu)
- Patient section: Read: Write:
- TPN Order Entry section: Read: Write: Appr Warnings: Appr Criticals:
- Reports section: Read:
- System section: Admin: Drug Delivery:
- Save and Cancel buttons

Figure 1-5. User Maintenance Window

1.4.2 User Titles

1.4.2.1 Technician

By default a Technician user can create patient profiles and TPN orders but cannot validate (approve) an order.

1.4.2.2 Pharmacist

By default a Pharmacist user can create patient profiles and TPN orders and can validate (approve) TPN orders.

1.4.2.3 DOP

This user has the same user privileges as a Pharmacist but can also create/edit user profiles.

1.4.2.4 Clinician

The Clinician user is able to enter and save orders. Clinician users can also open other Clinician generated orders and make changes. The status of an order initiated by a Clinician user is 'With Clinician'. The clinician can run validation against the order to view the validation warnings, but they cannot validate the order. When the Clinician user is ready to make the order available to a Pharmacist for review and validation they must click the 'Send to Pharmacy' button in the Order Maintenance screen (see Fig 1-6). Once this is done the order status changes to 'Needs Validation' and can only be accessed and validated by a Pharmacist or DOP user. Clinician users can edit orders that were previously created by another Clinician user. If a Clinician user enters and order their name will automatically appear in the 'Prescribed By' field in the order. The prescriber is also visible from the main patient list screen.

The screenshot shows the 'Order Entry Screen' for a Clinician User. The interface is divided into several sections:

- Patient Info:** Patient Name: DOE, JOHN; Sex: M; Age: 21; DOB: 08/18/1990; Category: Adult (15-65); Area: ICU NORTH; Room: ; Bed: ; Weight: 70 Kg; Height: 0 cm; MRN: ; Acct#: ; Template: ADULT TPN - BY SALT.
- Order Info:** Order Volume: 2000 mL; Order Overfill: 50 mL; Order Duration: 24 Hours; Flow Rate: 83.33 ml/hr; Rx Number: 200-1; Route of Administration: Central (selected); *Prescribed By: SMITH.
- Ingredients:** A table with columns: Select, Item, Quantity, UOM, Per. One item is listed: AMINO ACID, 1000, ml, Order.
- Buttons:** Validate, Send to Pharmacy (circled in red), Save, Edit, Discontinue, Close, Unlock, Refill.
- Status:** Order 1005-355 Status: With Clinician (circled in red).
- Metadata:** Num Units: 1; Entered By: ClinicalUser; 09/01/2011 9:32; Validated By: (empty).

Fig 1-6 Order Entry Screen – Clinician User

1.4.3 Security Questions and Password Recovery

On first login users will be asked to answer 2 security questions that will be stored with their user profile (see figure 1-7). If a user forgets their password, they can reset it by clicking a 'Forgot Password' link at the login screen (see figure 1-8). When the link is clicked the user is prompted to answer the first security question. If they are unsuccessful after 5 tries they are prompted to answer the second security question. If the user answers one of the security questions correctly, their current password will be displayed.

Fig 1-7 Password Security Questions

Figure 1-8 – Password Recovery link

1.4.4 Editing an Existing User Profile and Resetting Passwords

Click on the User Management link to display the list of users. To edit an existing profile, double click on the user's name. After the User Maintenance window opens, make your changes and click the Save button when finished.

You can reset a password by clicking on the Reset PW button. This will reset the password which will be displayed in the password field. The user can then login using this newly generated password. After the user logs in, the application will prompt them to change their password. Passwords must be between 6 and 10 characters in length, must contain at least one upper and lower case alpha character, and one numeric character.

1.4.5 Inactivating/Reactivating a User Profile and setting an Expiration Date

It is important to inactivate any users that no longer need access to the CAPSLink system.

To inactivate a user double click on the user's name. After the User Maintenance window opens, uncheck the box next to "Active", then click on the Save button.

To reactivate a user account, you will first need to search for inactive accounts by clicking on the 'Inactive' radio button at the top of the User Profile list. Click Search. Double click the user's name and after the User Maintenance window opens, check the box next to "Active", then click on the Save button.

An optional expiration date can be set for a user profile by entering a date in the expiration date field. The user profile will be automatically inactivated after this date. You can also re-activate this user at a later time and set a new expiration date.

1.4.6 Changing a Password

A user can change his/her password by clicking on the 'Change Password' link in the Administrative Options section of the navigation bar on the left hand side of the main screen. The user will be prompted to enter their current password and their new password (Figure 1-9). Passwords must be between 6 and 10 characters in length, must contain at least one upper and lower case alpha character, and one numeric character.

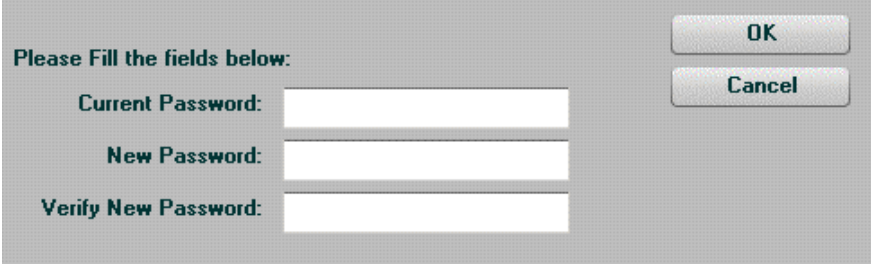
A screenshot of a 'Change Password' dialog box. The dialog has a light gray background. At the top left, it says 'Please Fill the fields below:'. Below this are three text input fields. The first is labeled 'Current Password:', the second 'New Password:', and the third 'Verify New Password:'. To the right of these fields are two buttons: 'OK' and 'Cancel'.

Figure 1-9. Change Password Dialog

1.4.7 Password Expiration

User passwords will expire after a 90 day period. When a user's password is within 14 days of expiring, CAPLink will warn the user at login and give them the opportunity to change their password. If the user decides not to change their password the login prompt will count down the days until the password expires. If a user attempts to login after the password has expired the user will be required to change their password to gain access to the system.

2. Navigation

Module Function Overview

- ◆ Navigating the Main screen of CAPSLink
- ◆ Filtering the Order List

2.1 Navigating the Main Screen

When you first log into CAPSLink, the main screen of the application is displayed (Figure 2-1). By default, the main screen will display a list of patients with current orders. This list can be filtered based on order status by clicking the Order Filters at the top of the screen. For example, to filter the list for orders with a status of 'Ready to Send', click the Ready to Send link. You can also retrieve a list of all active or inactive patient profiles by clicking on the appropriate filter link at the top of the screen and you can filter the order list by age category by clicking the appropriate checkbox (ie. Adult, Pediatric, or Neonate).

The Main Navigation Bar contains links for managing Patients, Prescriptions, Reports, and Administrative options. When these links are clicked, the corresponding window will open. To return to the main screen, click the window's close button, or click the 'Patient List' link at the top of the Navigation Bar.

The screenshot displays the CAPSLink main interface. At the top left is the CAPS logo and 'Central Admixture Pharmacy Services, Inc.'. Below it, 'Sample Customer' and 'CAPS: (800) 345-7744' are shown. On the right, 'Patient List - All Active Orders' is displayed. A red arrow points to the 'Order Filters' section, which includes links for 'All Orders', 'Yesterday's Orders', 'Ready To Send', 'All Active Patients', 'With Clinician', 'Today's Orders', 'Released To Caps', 'All Inactive Patients', 'Needs Validation', 'Received By Caps', and 'Patients by MRN'. There are also checkboxes for 'Adults', 'Neonates', and 'Pediatrics', and buttons for 'Refresh', 'Send To Caps', and 'Orders Completed'. A red arrow points to the 'Navigation Bar' on the left, which contains sections for 'Patient Mgmt', 'Prescription Mgmt', 'Reports', and 'Admin Options'. A red arrow points to the 'Order List' table, which has columns for Patient Name, Area, Room, Patient ID, MRN, Wt KG, Cust Rx#, Bag #, Product Grp, Prescribed By, and Order Status. The table contains several rows of data, with some cells highlighted in yellow (e.g., 'Ready to Send') and others in blue (e.g., 'Needs Validation').

	Patient Name	Area	Room	Patient ID	MRN	Wt KG	Cust Rx#	Bag #	Product Grp	Prescribed By	Order Status
<input type="checkbox"/>	ADULT, TEST	ICU					2918-21	2918-28	T	MD	Ready to Send
<input type="checkbox"/>	ADULT, TEST	ICU					2918-25	2918-27	T	MD	Ready to Send
<input type="checkbox"/>	ADULT, TEST	ICU					2918-22	2918-22	T	CPOE, TEST	Needs Validation
<input type="checkbox"/>	MD, NAME						2918-26	2918-26	T	MD	Ready to Send
<input type="checkbox"/>	TODAYS_DATE					2.00					

Figure 2-1. CAPSLink Main Screen

3. Patient Management

Module Function Overview

- ◆ Creating a New Patient Profile
- ◆ View/Edit and Existing Patient Profile
- ◆ Inactivating a Patient Profile
- ◆ Retrieving an Inactive Patient

3.1 Creating a New Patient Profile

3.1.1 Entering Patient Data

In the Navigation sidebar on the left of the main screen click on the 'New Patient' link to open a new patient profile window (figure 3-1).

The screenshot displays a patient profile form with the following fields and values:

- Pat Acct #: 8890009
- MRN: 8890098
- *Last Name: SAMPLE
- *First Name: PATIENT
- M.I. (empty)
- Date of Birth: 08/18/1970
- *Age Category: Adult (15-65)
- Active:
- Sex: Male
- Area: ICU
- Room: 5
- Bed: a
- Weight: 70.00 Kg, 154.32 Lb
- Height: 180 cm, 5 ft, 10.87 in
- Diagnosis: COPD
- Allergies: Penicillins
- Physician: AMES
- Latex Sensitive?

Rx Number	Bag #	Status	Start Date	Prescribed By

Figure 3-1. Patient Profile Window

Enter the appropriate information into each field. The required fields are marked with an asterisk (*). If a duplicate Patient Account number is found, the Duplicate Patient Account number window will display (see figure 3-2). To select the duplicate account, click on the patient listed in the Duplicate Patient Account window and click 'Open'. To close the window and continue entering a new patient profile, click 'Cancel'.

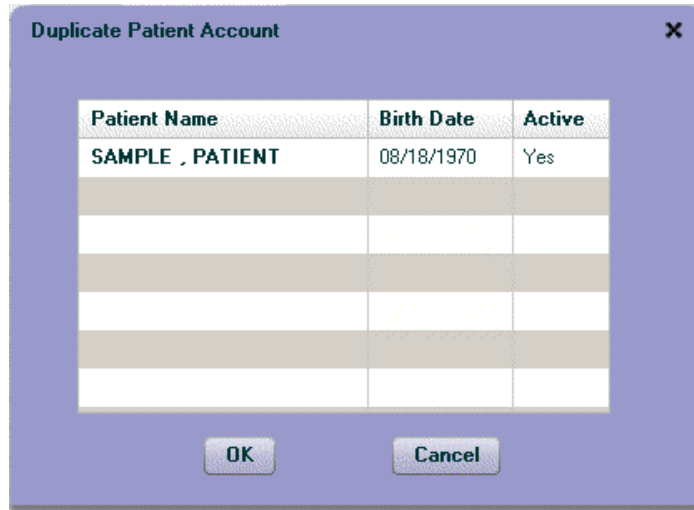


Figure 3-2 Duplicate Patient Acct. Number

If a date of birth is entered in the DOB field, CAPSLink will automatically assign the appropriate age category. If the format of the DOB is incorrect, CAPSLink will prompt you to enter the appropriate format.

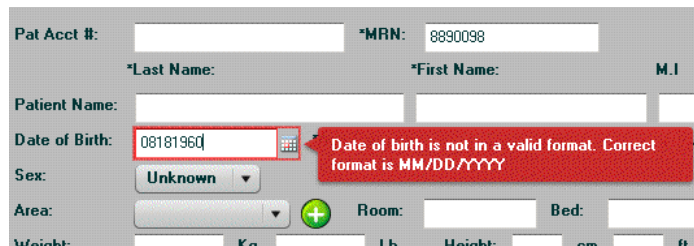





Figure 3-3 Invalid DOB format

You can build custom lists for the Area and Physician fields by clicking on the  icon next to the field. If a weight is entered in either the 'kg' or 'lb' field the 'kg' or 'lb' equivalent will be calculated and entered into the corresponding field. Similarly if a height is entered in the cm or ft/in fields the equivalent height (in cm or ft/in) will be calculated and entered into the corresponding field.

3.1.2 Assigning Allergies

To enter an allergy click on the  icon next to the allergy field and select from the predefined list of allergies (figure 3-4). Click the 'OK' button and the selected drug or drug categories will be assigned to the allergy field. To remove an allergy click on the  icon to the left of the drug or drug category in the allergy field.

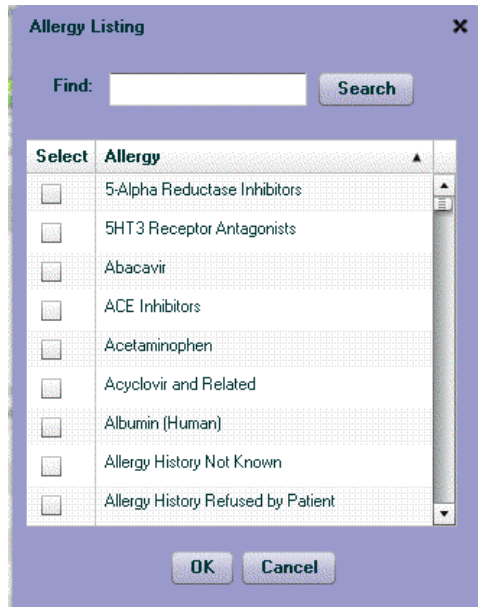


Figure 3-4 Allergy List

If a patient has a history of latex sensitivity, place a check in the 'Latex Sensitive?' checkbox. On validation a critical warning will appear, reminding the user that the patient is latex sensitive.

3.1.3 Saving Changes

After you have completed your entries click the 'Save Changes' button. If you plan to create an order for this patient immediately after saving your changes, click the 'Save + New Order' button.

3.1.4 Setting Required Fields and Disabling Fields

The Last Name, First Name, and Age Category are hard coded as required fields. However, a Administrative (DOP) user can toggle the following fields to be either required or optional:

- Patient Account Number, Medical Record Number, DOB, and Patient Weight (Patient Profile)

Selected fields can also be enabled or disabled per customer preference:

- Height, Weight (kg), Weight (lb), Patient ID, Medical Record Number (MRN).

These settings can be changed by clicking on the '**Fields Maintenance**' link in the navigation pane. For more details on the Fields Maintenance settings [see section 9 \(Maintenance/Help\)](#).

3.2 View/Edit an Existing Patient Profile

If the patient is not currently displayed in the TPN management window, click on the 'All Active Patients' link in the upper portion of the screen (see figure 3-5). You can also search for a patient by Medical Record Number by clicking the 'Patients by MRN' link.

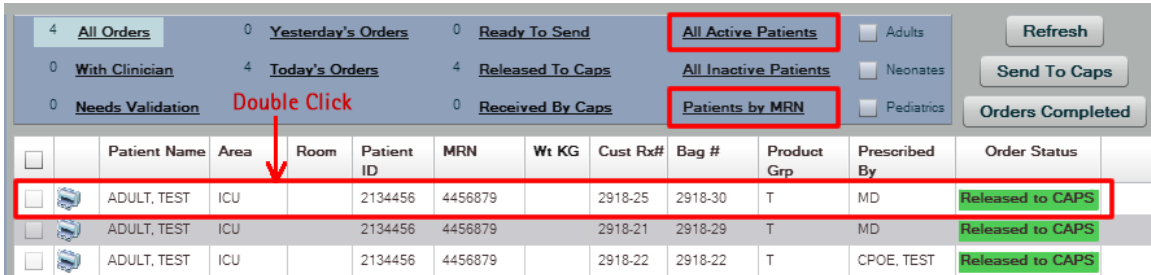
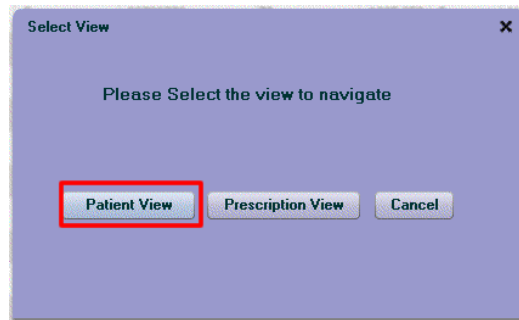


Figure 3-5. All Active Patients Link

When the Patient List displays, double click anywhere on the corresponding line. When the Select View dialog opens, click 'Patient View'.



After making changes to the profile click the 'Save Changes' button or click the 'Save + New Order' button if you want to save the changes and create a new order for the patient.

At the bottom of the Patient Profile window is a list of the patient's orders (Figure 3-6). You may click on the Rx number to open the Order window. Once the order is open you can click the Edit button to create a copy of the order and make any necessary changes needed for the current day's order.

Pat Acct #: *MRN: Save + New Order

*Last Name: *First Name: M.I. Save Changes

Patient Name: DOE JOHN Cancel

Date of Birth: 08/18/1990 *Age Category: Adult (15-65) Active:

Sex: Male

Area: ICU NORTH Room: Bed:

Weight: 70 Kg 154.322 Lb Height: cm ft in

Diagnosis:

Allergies: Physician: Stein

Cimetidine Order List

Latex Sensitive?

Rx Number	Bag #	Status	Start Date	Prescribed By
1005-275	1005-275	Needs Validation	08/03/2011 20:00:00	CAPS
1005-294	1005-294	Discontinued	08/11/2011 20:00:00	CAPS
1005-294	1005-295	Yesterdays Order	08/11/2011 20:00:00	CAPS

Figure 3-6. Patient Order list

3.3 Inactivating a Patient Profile

After a patient is discharged or no longer receiving TPN you may want to inactivate their profile so that they no longer come up on the Active Patient List. To inactivate a patient open the patient profile window and uncheck the 'Active' checkbox (Figure 3-7).

Pat Acct #: *MRN:

*Last Name: *First Name: M.I.

Patient Name: DOE JOHN

Date of Birth: 08/18/1990 *Age Category: Adult (15-65) **Active:**

Sex: Male

Figure 3-7. Active Patient Setting.

3.4 Retrieving an Inactive Patient

You can retrieve an inactive patient account by clicking on the “All Inactive Patients” link at the top of the patient list (see figure 3-8). Once you have retrieved the list of inactive patients you can open the patient profile by double clicking anywhere on the patient record. Once opened, you can reactivate the account by clicking the ‘Active’ checkbox and saving your changes.



<input type="checkbox"/>	Patient Name	Area	Room	Patient ID	MRN	Wt KG	Cust Rx#	Bag #	Product Grp	Prescribed By	Order Status
<input type="checkbox"/>	ADULT, TEST	ICU		2134456	4456879		2918-25	2918-30	T	MD	Released to CAPS
<input type="checkbox"/>	ADULT, TEST	ICU		2134456	4456879		2918-21	2918-29	T	MD	Released to CAPS
<input type="checkbox"/>	ADULT, TEST	ICU		2134456	4456879		2918-22	2918-22	T	CPOE, TEST	Released to CAPS

Figure 3-8. Inactive Patient Link

4. New Orders

Module Function Overview

- ◆ Creating a New Order
- ◆ Printing a Sample Label
- ◆ Processing a New Order
- ◆ Canceling and Discontinuing an Order

4.1 Creating a New Order

In the Navigation sidebar on the left side of the main screen click on the 'New Prescription' link. Select a patient name using the patient name dropdown and select a template from the Template Name dropdown (figure 4-1). If the patient name is not found, cancel this window, click on the New Patient link on the left side of the main window, enter a new patient, and then create the order. Note: New templates can only be added by contacting your local CAPS Pharmacy.

The screenshot shows a web form for creating a new prescription. The form is titled 'Patient Info:' and contains several fields. The 'Patient Name' field is a dropdown menu with 'DOE, JOHN' selected. To the right of this field are fields for 'Sex: M', 'Age: 0', and 'DOB:'. Below these are fields for 'Category: Adult (13-63)', 'Area: ICU NORTH', 'Room:', and 'Bed:'. Further down are fields for 'Weight: 70 Kg', 'Height: 0 cm', 'MRN:', and 'Acct:'. The 'Template Name' field is a dropdown menu with a red arrow pointing to it, and it is currently open, showing two options: 'ADULT TPN - BY ION' and 'ADULT TPN - BY SALT'. To the right of the 'Template Name' field is the 'Order Status' field, which is set to 'Unvalidated'.

Figure 4-1. Starting a New Prescription

Patient Info:
 Patient Name: DOE, JOHN Sex: M Age: 21 DOB: 08/18/1990
 Category: Adult (15-65) Area: ICU NORTH Room: Bed:
 Weight: 70 Kg Height: 0 cm MRN: Acct#:
 Template: ADULT TPN - BY SALT Order Status: Needs Validation

Order Info:
 Order Volume: 2000 mL
 Order Overfill: 50 mL
 Order Duration: 12 Hours
 Flow Rate: 83.33 ml/hr
 Rx Number:
 Route of Administration: Central
 Peripheral
 Not Specified
 *Prescribed By: SMITH

Ingredients:

Select	Item	Quantity	UOM	Per
<input type="checkbox"/>	AMINO ACID	1000	ml	Order
<input type="checkbox"/>	DEXTROSE	800	ml	Order
<input type="checkbox"/>	LIPIDS	0	ml	Order
<input type="checkbox"/>	SODIUM CHLORIDE	30	mEq	Order

Administration Instructions:

Buttons: Validate, Send To Caps, Save, Edit, Discontinue, Close, Unlock, Refill, Num Units: 1, Entered By: TEST.USER, 09/01/2011 15:12, Validated By: Delete, New, Edit

Figure 4-2. Order Entry Screen

4.1.1 Header Field

At the top of the main order window (below the template name) there is an editable 'Header' field. The text in this field will print at the top of the ingredient list on the product label (figure 4-2).

4.1.2 Entering a Volume/Rate

If you enter values into any two of the order, duration, and flow rate fields, CAPSLink will automatically calculate the third parameter. Also, if you make a change to one of these fields, you will be prompted to have CAPSLink calculate one of the other two fields (figure 4-3). Click the button corresponding to the field you want CAPSLink to recalculate. If you click the Cancel button, CAPSLink will not recalculate either field.

Select Field

Select the field to be calculated or select cancel to retain your changes

Flow Rate Order Volume Cancel

Figure 4-3. Select Field Dialog

4.1.3 Volume Calculators

There are two volume calculators that you may use to calculate a TPN order volume.

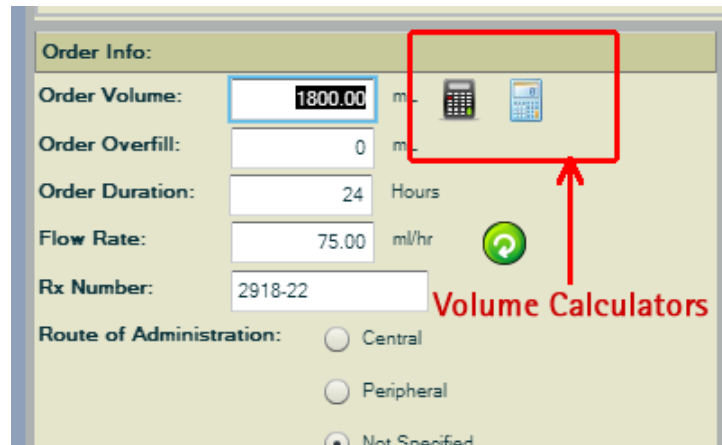



Figure 4-4 Order Volume Calculators

The **volume per kg calculator** can be accessed by clicking on the first calculator icon to the right of the Order Volume field . When the Order Volume per Kg Calculator pop-up appears (figure 4-5), enter the order volume in mls/kg and click on the 'OK' button. The Order Volume field will be populated with the calculated value.

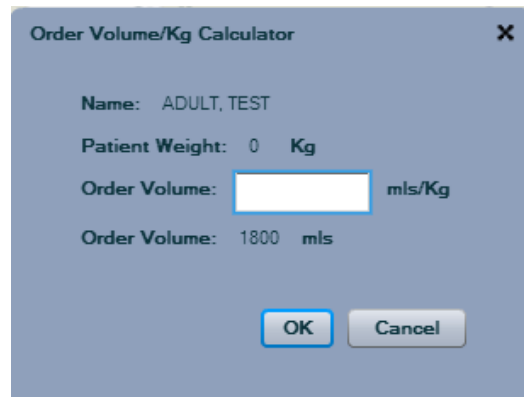


Figure 4-5 Order Volume/Kg Calculator

The **24 Hour Order Volume/Kg calculator** allows you to calculate a TPN order volume by entering the patient's total daily fluid requirement and subtracting any other sources of fluid the patient is receiving. This calculator is accessed by clicking on the calculator icon to the right of the Order volume/kg calculator. Enter the appropriate volumes in each field of the 24 Hour Order Volume/Kg Calculator pop-up (fig 4-6) and click 'OK'. The Order Volume field will be populated with the calculated value.

Advance 24 Hour Order Volume/Kg Calculator

Name: DEMO_PATIENT Patient Weight: 68.04 Kg

Total Daily Volume: 3000 ml = 44.09 ml/kg/day

- Enteral Volume: 500 ml = 7.35 ml/kg/day

- Lipid Volume: 200 ml = 2.94 ml/kg/day

- Other IV's: 500 ml = 7.35 ml/kg/day

= TPN TOTAL VOLUME: 1800.00 ml = 26.45 ml/kg/day

Flow Rate: 75.00 ml/hr

OK Cancel

Figure 4-6 24 Hour Order Volume/kg Calculator

4.1.4 Cyclic Orders

To enter a cyclic infusion rate, enter a volume and duration for your order then press the 'tab' key. If the duration field was pre-populated with a duration, when you change the duration you will get a prompt to recalculate the rate, volume, or retain parameters as entered (see below). Select 'Retain Parameters as Entered'.


Select Field to Recalculate X

Recalculate Volume

Recalculate Rate

Retain Parameters as Entered

In the flow rate field, change the rate to '0' ml/hr. Press the 'tab' key. You will once again be prompted to recalculate the volume, rate, or retain parameters as entered. Select 'Retain Parameters as Entered'. Your flow rate should be set at '0' ml/hr.

Click the cyclic rate icon  next to the flow rate field. CAPS Link will calculate a cyclic infusion rate with a one hour taper up and down (at half the maintenance rate). See Figure 4-7.

Click 'OK'.

Rate (mls/hr)	Duration (hours)	Total Volume (mls)
90.91	1	90.91
181.82	10	1818.20
90.91	1	90.91
Total	12	2000

Buttons: OK, Cancel

Figure 4-7 Cyclic Flow Rate Dialog

Important Note: The Cyclic Flow Rate window is not intended to calculate a rate schedule other than the default 1 hour taper up and down at half rate. If the numbers in the Cyclic Flow Rate window are changed, the software will not recalculate the infusion rates, resulting in an different order volume.

After the cyclic rate is saved, 'Cyclic' will appear in red text in the rate field (see Figure 4-8). This cyclic rate schedule will automatically print on the TPN label in the administration instructions field.

To clear a cyclic rate from the order you can click the 'Clear Cyclic' button.

Order Info:

Order Volume: 2000 mL

Order Overfill: 50 mL

Order Duration: 12 Hours

Flow Rate: CYCLIC

Rx Number: []

Buttons: Clear Cyclic


Figure 4-8 Cyclic Rate Indicator

To enter an infusion rate other than the default 1hr taper up and down you will have to manually calculate your infusion rates for your tapering schedule. Follow the instructions above for entering the volume, duration, and rate. Do not click the cyclic rate button. Enter your cyclic rate schedule in the 'Administration Instructions' field.

4.1.5 Route of Administration

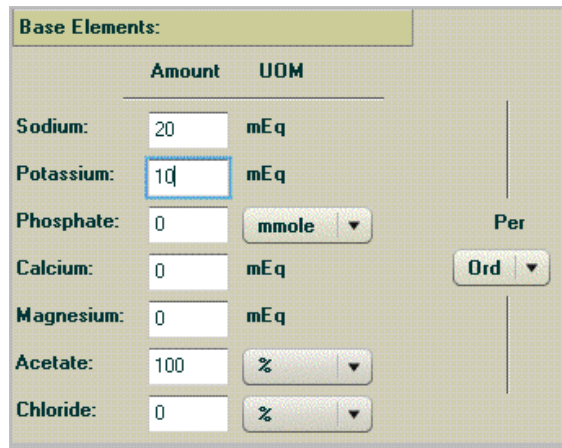
You can specify a peripheral or central route of administration by clicking on the appropriate radio button. If the Peripheral or Not Specified route is selected then CAPSLink will display a warning on validation if the osmolarity of the final solution is above the osmolarity threshold. Contact your CAPS pharmacy if you need to establish or change an osmolarity threshold setting.

4.1.6 Select Physician

You can select a physician from the Prescribed By dropdown. If you need to add a physician to the list click the  button next to the Prescribed By dropdown.

4.1.7 Entering Electrolytes by Ion

If your template is set up to order electrolytes by ion, the fields for entering the amount for each ion will appear on the screen in the 'Base Elements' section (Figure 4-9). Enter in the ordered amounts and specify the 'Per' option by using the dropdown on the right. Acetate and Chloride can be ordered by % or by milliequivalent amounts (if your template is set for ordering by salts, the 'Base Elements' section will not be visible).



	Amount	UOM	
Sodium:	20	mEq	
Potassium:	10	mEq	
Phosphate:	0	mmole	Per
Calcium:	0	mEq	Ord
Magnesium:	0	mEq	
Acetate:	100	%	
Chloride:	0	%	

Figure 4-9. Base Elements section.

4.1.8 Entering/Editing/Deleting Ingredients

To enter a quantity for an ingredient, click in the quantity field and enter the appropriate number (figure 4-10). You can navigate down the list of ingredients by pressing the tab. An ingredient can be deleted from the order by clicking on the ingredient to select it, then clicking the Delete button.



Item	Quantity	UOM	Per
FREAMINE	1000	ml	Order
DEXTROSE 70%	1000	ml	Order
MVI-12	10	ml	Order
HYPERLYTE CR	40	ml	Order

Figure 4-10. Editing an Ingredient

To edit an ingredient, double click on the ingredient, then click the Edit button to the right of the list of ingredients. The 'Edit New Ingredient' dialog will open (Figure 4-11). Make the necessary changes and click the Save button. After you have made your changes click the 'OK' button to save. You can cancel any changes by clicking the 'Cancel' button.

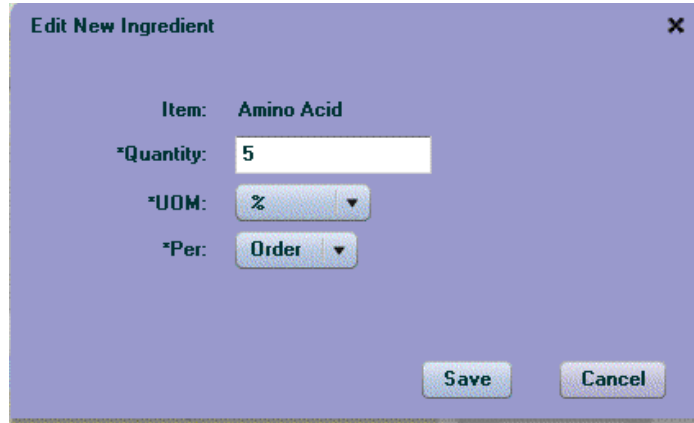


Figure 4-11. Edit Ingredient Dialog

To add an ingredient, click the New and select an ingredient from the Item dropdown. Enter the appropriate Quantity, UOM, and Per option and click OK to save (see figure 4-12). Click 'Cancel' to cancel the entry.

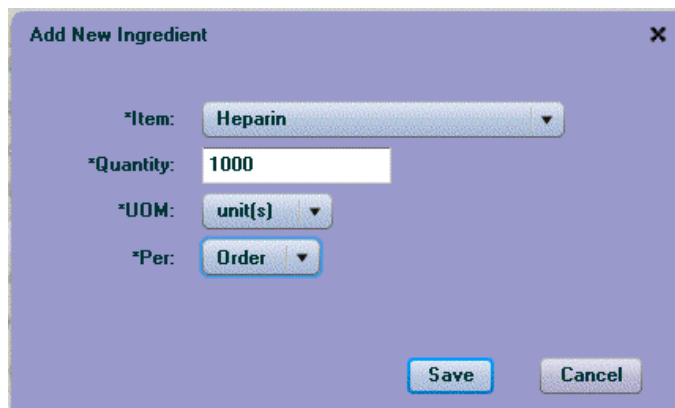


Figure 4-12. Adding a New Ingredient.

4.1.9 Instructions/Comments

After you have completed entering the ingredients you can add administration and handling instructions that will appear on the TPN label (Figure 4-13). You can also add comments to an order in the Comments field. Comments are for user information only and do not appear on the label. If an order has an entry in the comments field, the order will be flagged with a red checkmark to the right of the Order Status on the main screen.

The screenshot shows three stacked text input fields. The top field is titled "Administration Instructions:" and is empty. The middle field is titled "Handling Instructions:" and contains the text "**** KEEP REFRIGERATED ****". The bottom field is titled "Comments:" and is empty.

Figure 4-13. Administration/Handling Instructions and Comments

4.1.10 Printing an Sample Label Report or Sample Label

After entering and validating your order you may print a sample label for double checking purposes. To print the sample label click on the printer icon on the right hand side of the Order Entry screen (see figure 4-14).

The screenshot shows the Order Entry screen. At the top, there is a "Patient Info" section with fields for Patient Name (DDE,JOHN), Sex (M), Age (21), DOB (08/18/1990), Category (Adult (15-65)), Area (ICU NORTH), Room, and Bed. Below this is the "Order Info" section with fields for Order Volume (50 mL), Order Overfill (50 mL), Order Duration (24 Hours), Flow Rate (ml/hr), and Rx Number. The "Base Elements" section lists Sodium (20 mEq), Potassium (10 mEq), Phosphate (0 mmole), Calcium (0 mEq), Magnesium (0 mEq), Acetate (100 %), and Chloride (0 %). The "Route of Administration" is set to Central. The "Order Status" is "Needs Validation". On the right side, there are buttons for "Validate", "Send To Caps", "Save", "Edit", "Discontinue", "Close", "Unlock", and "Refill". A printer icon is circled in red, with a red arrow pointing to it. The "Ingredients" section at the bottom shows a table with columns for Select, Item, Quantity, UOM, and Per. The first row is "AMINO ACID" with a quantity of 0 and UOM of ml.

Fig 4-14. Printing a Sample Label

Alternatively, you may print a sample label from the Main screen by clicking on the print icon to the left of the order (see fig 4-15).

<input type="checkbox"/>		Patient Name	Area	Room	Patient ID	MRN	Wt KG	Cust Rx#	Bag #	Product Grp	Prescribed By	Order Status
<input type="checkbox"/>		ADULT, TEST	ICU		2134456	4456879		2918-25	2918-30	T	MD	Released to CAPS
<input type="checkbox"/>		ADULT, TEST	ICU		2134456	4456879		2918-21	2918-29	T	MD	Released to CAPS

Fig 4-15 Printing a Sample Label from the Main Screen.

If you are a user that does not have order validation privileges (e.g. Technician or Clinician User) you may print an Sample Label Report for an unvalidated order by clicking on the same printer icon used for printing sample labels. This report will contain the order information necessary for performing a double check.

4.2 Processing a New Order

Orders are processed using the buttons on the right hand side of the Order Entry screen. See section 5.3 for instructions on how to process your new order.

4.3 Entering a Minimum Volume Order

If you want to enter orders using the 'Minimum Volume' you must make certain that your CAPS pharmacy has set your order template to process minimum volume orders. To enter a minimum volume order, leave the Order Volume and Rate fields blank. Enter your ingredient information and validate your order. The Order Volume and Rate will appear on your sample label.

4.4 Changing a Patient Weight

If you want to edit or re-submit an order that contains weight based ingredients, you may need to edit the patient weight so that the order is calculated with the most current weight. Any patient orders that have weight based ingredients will have the weight highlighted in red in the Patient List view (see Figure 4-16). To edit the patient weight before processing an order, double click on the order from the Patient List, and select 'Patient View'. Edit the patient weight and click the Save Changes button. The updated weight should be visible in the Patient View window. Double click on the order and select 'Prescription View' to edit and process your order.

<input type="checkbox"/>		Patient Name	Area	Room	Acct.#	Wt KG	Bag #	PG	Order Status	
<input type="checkbox"/>		BROWN, KELLY M	BACK YARD	102	12345	54.43	1005-73	T	Ready to Send	
<input type="checkbox"/>		DOE, JANE	ICU SOUTH			70	1005-69	T	Released to CAPS	
<input type="checkbox"/>		DOE, JOHN	3w			75	1005-67	T	Released to CAPS	
<input type="checkbox"/>		PATIENT, NEO				1.5	1005-70	T	Ready to Send	

Figure 4-16. Weight Based Order in Patient View

5. Managing Orders

Module Function Overview

- ◆ Opening an order from the Patient List Screen (Home screen).
- ◆ Order Status
- ◆ Saving, Validating, and Sending Orders to CAPS
- ◆ Creating New Order from Existing Orders and Refilling Orders
- ◆ Discontinuing Orders

	5	0	1									
	All Orders	Yesterday's Orders	Ready To Send	All Active Patients	Adults							Refresh
	1 With Clinician	5 Today's Orders	1 Released To Caps	All Inactive Patients	Neonates							Send To Caps
	2 Needs Validation	0 Received By Caps	Patients by MRN	Pediatrics								Orders Completed
	<input type="checkbox"/>	Patient Name	Area	Room	Patient ID	MRN	Wt KG	Cust Rx#	Bag #	Product Grp	Prescribed By	Order Status
	<input type="checkbox"/>	ADULT, TEST	ICU					2918-25	2918-25	T	MD	Released to CAPS
	<input type="checkbox"/>	ADULT, TEST	ICU					2918-22	2918-22	T	CPOE, TEST	With Clinician
	<input type="checkbox"/>	ADULT, TEST	ICU					2918-21	2918-21	T	MD	Ready to Send
	<input type="checkbox"/>	GERIATRIC, TEST	ICU						2918-19	T	MD	Needs Validation
	<input type="checkbox"/>	test_patient	NICU				3.00	2918-20	2918-20	T	MD	Needs Validation

Figure 5-1. Patient List – Current Orders view

5.1 The Patient List

A list of current orders is displayed in the Patient List (Home) screen when you first log into CAPSLink (Figure 5-1). You may filter this list by clicking on the appropriate link at the top of the page. For example, to list only yesterday's orders click on the 'Yesterdays Orders' link at the top of the page. You may also display a list of All Active Patients and All Inactive patients by clicking on the appropriate link. To return the list of current orders click on the All Orders Link.

From the Patient List you may refill, edit, validate, and discontinue orders.

To open an order in the Order List click anywhere on the Patient's Order. When prompted, click on Prescription View to open the order screen.

5.2 Order Status

The right hand column of the Order List displays the order's status.

Yesterdays Order

This order was entered into CAPSLink yesterday. The order can be opened and edited (click 'Edit' button) to create a new order for the current day. You can also refill the order by opening it and clicking on the 'Refill' button.

With Clinician

The order has been entered and saved by a Clinician user. The order can be reopened and edited by any Clinician user. The Clinician user must click on the 'Send to Pharmacy' button to make it available for validation by a pharmacist.

Needs Validation

Order has been entered and saved but requires validation and will need to be released to CAPS before the order can be filled by your CAPS pharmacy.

Released to CAPS

Indicates that the order has been approved and released to CAPS for order processing.

Received by CAPS

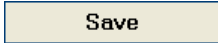
Order has been received by your CAPS pharmacy and is currently being compounded. Note: If you need to change an order that has already been received by CAPS, contact the pharmacy to let them know that you will be sending a new order.

Ready to Send

Order has been validated and is ready to send to the CAPS pharmacy for compounding.

5.3 Order Processing

While entering and editing orders there are several buttons available on the right hand side of the Order maintenance screen that allow you to process an order:



The 'Save' button allows you to save an order in its current state. A saved order can be accessed later for editing by clicking the 'Unlock' button or can be validated and sent to CAPS (see sections below).



After completing an order click the 'Validate' button to validate an order. CAPSLink will screen the order for proper dosing, allergies, incompatibilities, etc. and display appropriate warnings to the user. A user with appropriate privileges can override these warnings by checking the checkbox next to each warning and entering a username and password at the bottom of the validation screen and clicking the 'OK' button (figure 5-2). To cancel validation click the 'Cancel' button. After validation is complete you can send the order to CAPS by clicking the 'Send to CAPS' button from within the order or you can send it to CAPS from the TPN Management screen (see section 5.4).

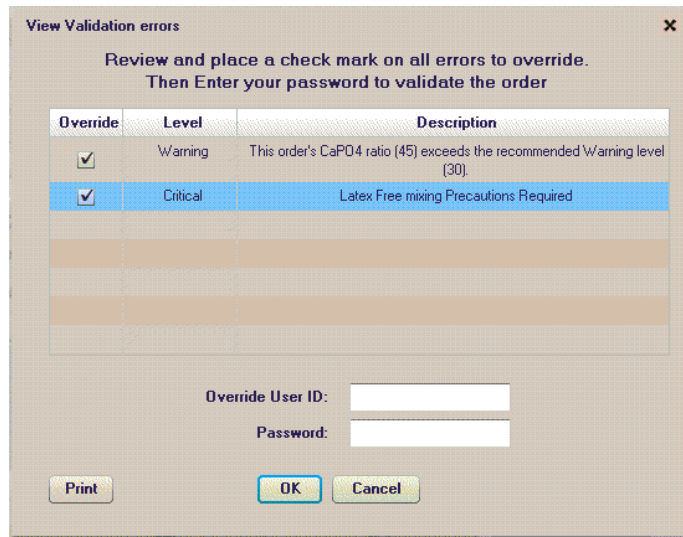


Fig 5-2



After validating an order it will be available for sending to CAPS. Click this button to make the order available for import by your CAPS pharmacy. Alternatively you can send a group of orders to CAPS from the TPN Management screen (see section 5.4).

Edit

After opening an order you can click on the 'Edit' button to create a new order containing all the same information as the previous order. If the previous order was active it will be automatically discontinued.

Close

To close an order and discard all changes click the 'Close' button.

Refill

An order from the previous day can be repeated by clicking the Refill button. This creates a copy of the order and brings the user directly to the order validation window.

Discontinue

To discontinue an order click the Discontinue button.

5.4 Sending Orders to CAPS from the Patient List

After you validate an order it will be ready to send to CAPS for compounding. An order can either be sent to CAPS from the Order Entry window or from the Patient List screen by clicking the checkbox to the left of the order and clicking the 'Send to CAPS' button (Fig 5-3). Orders can be sent to CAPS in batches by clicking the 'Select All' checkbox at the top of the checkbox column and then clicking the Send to CAPS button.

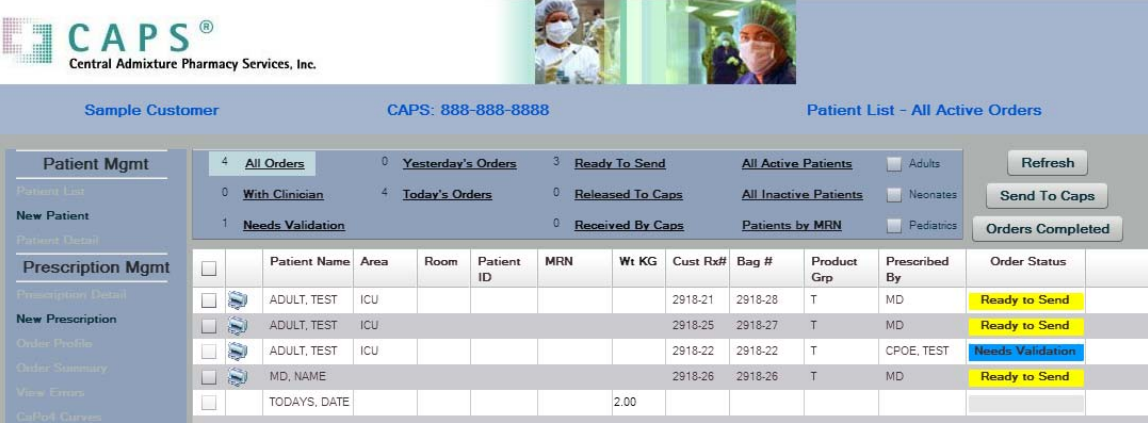


Fig 5-3 Sending Orders to CAPS – Patient List Screen

Below the 'Send to CAPS' button is the 'Orders Completed' button. This allows you to send a notification to your CAPS pharmacy when you are done entering orders for the day. After the confirmation has been sent the button will change to a red color (requires a screen refresh). If you send the Orders Confirmation and you get another late order, you can re-click the Orders Completed button to update the count for CAPS.

****Important**** - Before you re-click the 'Orders Completed' button, be sure to contact your CAPS pharmacy to verify that they can fulfill your additional order.

5.5 Calcium Phosphate Solubility

You can compare known calcium phosphate solubility curves against an open TPN order by clicking on the CaPO₄ Curves link in the left navigation pane (Fig 5-4).

The screenshot shows the CAPS (Central Admixture Pharmacy Services, Inc.) web application interface. The top navigation bar includes the CAPS logo, phone number (888-395-8700), and a 'Logout' button. The main content area is divided into a left navigation pane and a central workspace. The left navigation pane has several sections: 'Patient Mgmt' (Patient List, New Patient, Patient Detail), 'Prescription Mgmt' (Prescription Detail, New Prescription, Order Summary, View Errors, **CaPo4 Curves** (highlighted with a red circle and arrow), Order Profile), 'Reports' (Released To CAPS, Min Max Levels, Active Orders, Active Patients, Other Reports), and 'Administrative Options' (User Management). The central workspace displays 'Patient Info' for 'PATIENT A SAMPLE', 'Order Info' (Volume: 2000 mL, Duration: 24 Hours, Flow Rate: 83.33 mL/hr), and 'Route of Administration' (Central). A table at the bottom shows 'AMINO ACID' with a quantity of 1000 ml. On the right side, there are buttons for 'Validate', 'Send To Caps', 'Save', 'Edit', 'Discontinue', 'Close', 'Unlock', and 'Refill', along with fields for 'Num Units', 'Entered By', and 'Validated By'.

Fig 5-4 Link to Calcium Phosphate Curves

After clicking on the CaPO₄ link, a window will open that displays the current order's amino acid, dextrose, and lipid concentration in the graph title on the right. The concentration of calcium and phosphate for the current order will be plotted on the graph as a red star (Fig 5-5).

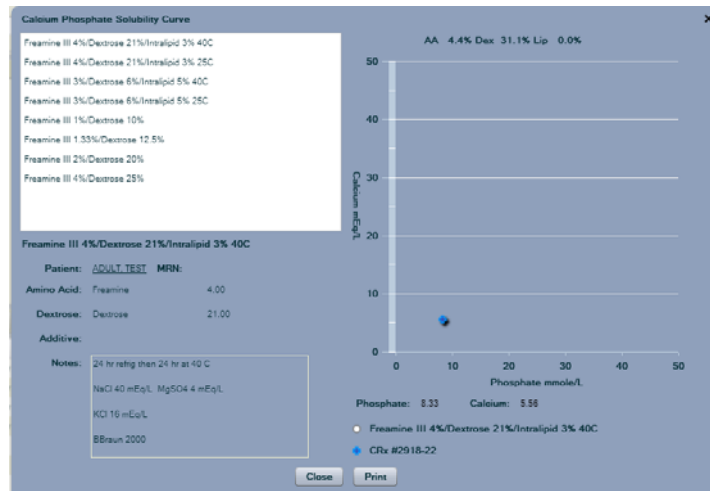


Fig 5-5 Calcium Phosphate Concentration Plot

A list of know curves are available on the left hand side of the window. To view a curve in the graph on the right, scroll down to the appropriate curve (i.e. the curve that most closely matches the amino acid, dextrose, and lipid concentration in your order) and click on it. The curve will appear on the calcium phosphate graph on the right (Fig 5-6).

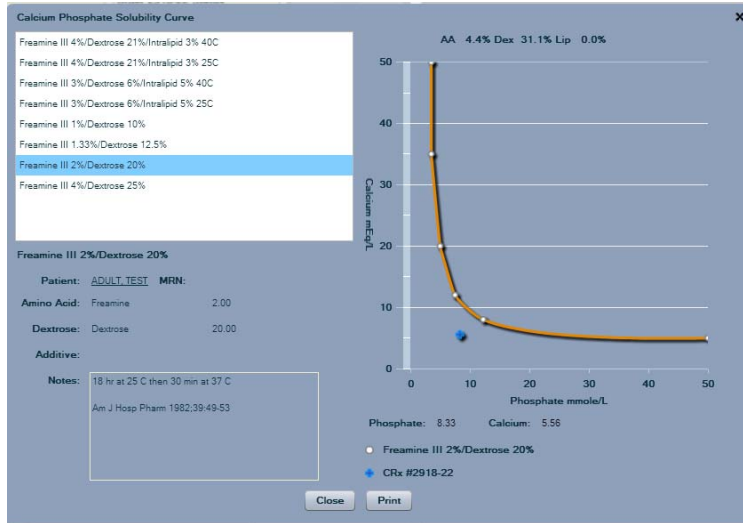


Fig 5-6 Calcium Phosphate Curve – Sample Curve

5.6 Pharmacy ‘Cut-Off’ time

Your CAPS pharmacy may choose to employ a ‘Cut-off’ time for order submissions. When a user opens an order or a patient profile after the order cut-off time has passed, a warning message will display in the upper portion of the screen (see Fig 5-7). If you need to place orders after the cut-off time you will need to notify your CAPS pharmacy by phone.

	Patient Name	Area	Room	Acct.#	Wt KG	Bag #	Product Group	Order Status	Comments
<input type="checkbox"/>	CAIN, THERESA A	R5	547	L00022657	50.35	1543-33	T	Received by CAPS	
<input type="checkbox"/>	HONRADO, GLECELYN G	A3	341	F29663309	68.494	1543-34	T	Received by CAPS	

Fig 5-7 Pharmacy Cut-Off Time

5.7 Other Prescription Management Functions

5.7.1 Order Summary

After an order is saved you can view/print the order's nutritional information by clicking on the 'Order Summary' link in the left hand navigation pane (Fig 5-8).

The screenshot shows a window titled "Order Summary" with a close button (X) in the top right corner. The patient information is displayed as follows:

Patient: **ADULT, TEST**
Rx Number: 2918-22

The window is divided into several sections for nutritional data:

- Order:** (empty field)
- CHO:** (empty field)
- Total Kcal: 2224.00
- Total Kcal as CHO: 1904.00
- Total Kcal / Kg: (empty field)
- gmCHO / Kg: (empty field)
- gmCHO / Kg / Minute: (empty field)
- Protein:** (empty field)
- Lipid:** (empty field)
- Total gm: 80.00
- Total Kcal as Lipid: 0.00
- gmProtein / Kg: (empty field)
- gmLipid / Kg: (empty field)
- % of Total Kcal: 14.39
- Nitrogen:** (empty field)
- Total Kcal as PRO: 320.00
- gm: 12.24
- Kcal:N Ratio: 181.70

At the bottom, there is a table for electrolyte information:

Approx. Electrolyte:	Ordered (w/o Intrinsic)	Approx. Osmolarity:	2239.83 mOsm/L
Na+:	132.00 mEq	Cl-:	182.67 mEq
K+:	60.00 mEq	PO4--:	7.00 mmole
Ca++:	10.00 mEq	Ace-:	0.00 mEq
Mg++:	10.00 mEq	Ca PO4 Ratio:	9

Buttons for "Print" and "Close" are located at the bottom of the window.

Fig 5-8 Order Summary

5.7.2 View Errors

After an order has been validated you can view the messages that were previously displayed at validation by clicking on the 'View Errors' link in the left hand navigation pane.

5.7.3 Order Profile

After an order is saved you may view detailed information regarding the order by clicking on the 'Order Profile' link in the left hand navigation pane.

6. Released to CAPS Window

6.1 Released to CAPS Window

Clicking the 'Released to CAPS' link in the left hand navigation pane will display a list of all orders that have been released to CAPS (Fig 6-1). The view defaults to the current date but a different date range can be entered as needed. Click on the 'Print' button to print a Released to CAPS Report (Fig 6-2). The order can be opened by double clicking an order and a sample label can be printed by clicking on the printer icon and the far left hand side of the order.

Bag #	Cust Rx	Patient	Patient ID	MRN	Queued Dat	Product Grou	Status	Status Date
 2918-29-0-1	2918-21	ADULT , TEST	2134456	4456879	01/30/2014	TPN ADULT	Released to CAPS	01/30/2014
 2918-22-0-1	2918-22	ADULT , TEST	2134456	4456879	01/30/2014	TPN ADULT	Released to CAPS	01/30/2014
 2918-30-0-1	2918-25	ADULT , TEST	2134456	4456879	01/30/2014	TPN ADULT	Released to CAPS	01/30/2014
 2918-31-0-1	2918-26	MD , NAME	659879	543321	01/30/2014	TPN ADULT	Released to CAPS	01/30/2014

Fig 6-1 Released to CAPS window

CAPS Fax#: 999-999-9999

Sample Customer
Released To CAPS Report
From 1/30/2014 to 1/30/2014

01/30/2014 16:06

Rx#	Patient Name	Patient Id	MRN	Weight Kg	Area	Room	Bag ID	Status	Date
2918-21	ADULT , TEST	2134456	4456879		ICU		2918-29-0-1	Released to CAPS	01/30/2014 15:59
2918-22	ADULT , TEST	2134456	4456879		ICU		2918-22-0-1	Released to CAPS	01/30/2014 15:59
2918-25	ADULT , TEST	2134456	4456879		ICU		2918-30-0-1	Released to CAPS	01/30/2014 15:59
2918-26	MD , NAME	659879	543321				2918-31-0-1	Released to CAPS	01/30/2014 15:59
Grand Total	4								

Fig 6-2 Released to CAPS Report

7. Reports

Module Function Overview

- ◆ Description of CAPSLink Reports
- ◆ Displaying and Printing CAPS Reports

Several reports are available from your CAPSLink application. The reports can be displayed and printed by clicking on the Reports links in the Navigation Bar on the left hand side of the CAPSLink main screen.

7.1 Released to CAPS

Displays a list of orders that have been released to CAPS. The date range defaults to the current day but can be changed by entering a new date range and clicking the 'Search' button. Click the 'Print' button to display a preview of the report in a printable 'pdf' format.

7.2 Min/Max Levels

Displays a list of Minimum and Maximum dose settings for all CAPSLink ingredients. When an order is validated a warning message will display if an ingredient amount is above or below these settings.

7.3 Active Orders

Displays a list of active orders

7.4 Active Patients

Displays a list of active patients

7.5 Other Reports

Clicking the 'Other Reports' link displays a window that allows you to select from several reports that can be filtered by date range (Figure 7-1). Select the desired report in the report dropdown on the left, edit the date range if necessary, and click the Search button to display the report. Click the 'Print' button to display the report in a printable 'pdf' format.

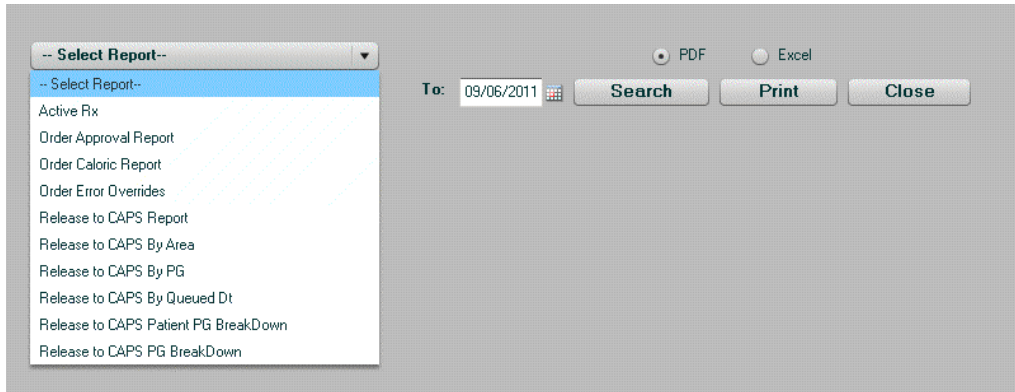


Figure 7-1. Other Reports Screen

7.5.1 Order Approval Report

In the 'Other Reports' section you will find the Order Approval Report. This report contains a record of which user entered, approved, and released each order (Fig 7-2).

Rx#	Status	Product Group	Patient	Entered	Approved	Released
1002-362	Yesterdays Order	TPN ADULT	DOE, JANE	Winjous, Mr. 08/24/10 11:59	User 1. Validat 08/24/10 12:00	User 2. Validatic 08/24/10 12:00
1002-364	Yesterdays Order	TPN ADULT	Brown, Dennis	zTest Pharmac; 08/24/10 13:29	zTest Pharmac; 08/24/10 13:29	zTest Pharmacy 08/24/10 13:29
1002-365	Discontinued	TPN ADULT	PATIENT, NEO	zTest Pharmac; 08/24/10 13:31	zTest Pharmac; 08/24/10 13:31	
1002-366	Discontinued	TPN ADULT	PATIENT, NEO	zTest Pharmac; 08/24/10 13:32	zTest Pharmac; 08/24/10 13:34	
1002-367	Discontinued	TPN ADULT	PATIENT, NEO	zTest Pharmac; 08/24/10 13:35	zTest Pharmac; 08/24/10 13:37	
1002-368	Yesterdays Order	TPN ADULT	PATIENT, NEO	zTest Pharmac; 08/24/10 13:38	zTest Pharmac; 08/24/10 13:39	zTest Pharmacy 08/24/10 13:40

Fig 7-2 Order Approval Report

7.5.2 TPN Statistics Report

In the 'Other Reports' section you will find the TPN Statistics Report. This report generates a daily total count of TPNs ordered for the specified date range. (Fig 7-3)

**Sample Customer
TPN Statistics Report
From 1/1/2014 to 1/30/2014**

Date	Site		Patient Type			Total Made
	Cent.	Periph.	Adult	Neo	Peds	
01/16/2014	1	0	1	0	0	1
01/17/2014	1	0	1	0	0	1
01/20/2014	1	0	1	0	0	1
01/28/2014	0	1	1	0	0	1
01/29/2014	0	1	1	0	0	1
Totals	3	2	5	0	0	5
Avg/day	0.6	0.4	1.0	0.0	0.0	1.0

Fig 7-3 TPN Statistics Report

8. Drug Delivery

The Drug Delivery module allows you to order anticipatory compounded products from your CAPS pharmacy via the Internet. The items that you are able to order via CAPSLink will be determined by your CAPS Pharmacy.

Module Function Overview

- ◆ Accessing the Drug Delivery Module
- ◆ Placing a Drug Delivery Order
- ◆ Drug Delivery Order Management

8.1 Accessing the Drug Delivery Module

You can access the Drug Delivery module either by clicking on the 'Drug Delivery' option when first logging into CAPSLink or by clicking on the 'Switch to Drug Delivery Link' in Administrative Option section of the navigation bar. This will bring you to the main screen of the Drug Delivery module (Figure 8-1).

	Product Name	Product #	Units/Case	Cases	Ordered Today
<input type="checkbox"/>	Magnesium Sulfate 1gm/50 ml D5W	66647-614-6-	1	0	0
<input type="checkbox"/>	Magnesium Sulfate 1gm/50ml D5W	66647-614-6-	1	0	0
<input type="checkbox"/>	magnesium sulfate 6 g/100 ml D5W	66647-6149-11	1	0	0
<input type="checkbox"/>	Norepinephrine 4 mg/250 mL D5W	66647-6156-33	1	0	0
<input type="checkbox"/>	Norepinephrine 4mg/250ml D5W	66647-615-6-	1	0	0
<input type="checkbox"/>	Oxytocin 10 units/500 ml D5LR	66647-6136-44	1	0	0
<input type="checkbox"/>	Oxytocin 10 units/500 ml LR	66647-613-6-	1	0	0
<input type="checkbox"/>	Oxytocin 10 units/500ml NS	66647-6141-44	1	0	0
<input type="checkbox"/>	Oxytocin 30 units/500 mL D5LR	66647-6132-44	20	0	0
<input type="checkbox"/>	Oxytocin Test		1	0	0
<input type="checkbox"/>	Phenylephrine 20mg/250ml NS	66647-7111-33	1	0	0
<input type="checkbox"/>	pot. phosphate 4.4 meq K/3 mmol PO4/mL		1	0	0
<input type="checkbox"/>	Sodium Bicarb 150meq / 1L D5W	71100000B	20	0	0
<input type="checkbox"/>	Ketamine 10 mg/mL 2 mL SY	66647-3022-11	1	0	0
<input type="checkbox"/>	FENTANYL 25MCG/ML 50ML SYRINGE	66647-2002-94	1	0	0

Figure 8-1. Main Screen – Drug Delivery Module.

To view a detailed description of a product click the checkbox to the left of the item and click the Details button at the top of the screen (Figure 8-2).

Note: If a product name does not appear as expected, contact you local CAPS Pharmacy and they can add new items to your list.

Sample Customer

Template Name: Magnesium Sulfate 1gm/50ml D5W

Product #: 66647-614-6-

Order Volume: 50 mLs

Overfill: 2 mLs

magnesium sulfate	1 g	Per Bag
dextrose 5% water	50 ml	Per Bag

Expires in: 45 DAYS

** Store at Room Temperature **

CONCENTRATION: 20 mg / ml

Prep by CAPS zTest Pharmacy

Figure 8-2. Product Detail


8.2 Placing a Drug Delivery Order

To place a Drug Delivery order, enter the desired quantity of each product in the ‘Cases’ field on the right hand side of the main screen. After you have finished entering the quantities of all the products you want to order, click on the ‘Place Order’ button. The Verify Drug Delivery Order window will open (Figure 8-3).

PO#:

Created: 10/22/2013

By: ZTPSAMPDOP



C A P S
delivering solutions

Ship to:

Sample Customer

CAPS Accept Cancel

Product	Product #	Volume	Case Size	Cases Ordered	Status	Ordered Date
Magnesium Sulfate 1gm/50 m	66647-614-6-	50 mL	1	10	Released To CAPS	10/22/2013 16:01

Total Number Units: 10

Figure 8-3. Verify Drug Delivery Order Window

Click on the 'Accept' button to verify the order and send it to your CAPS pharmacy. Click on the 'Cancel' button to cancel the order. Once the order has been successfully placed, an order confirmation number will display (Figure 8-4).

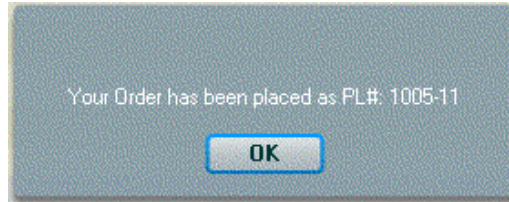
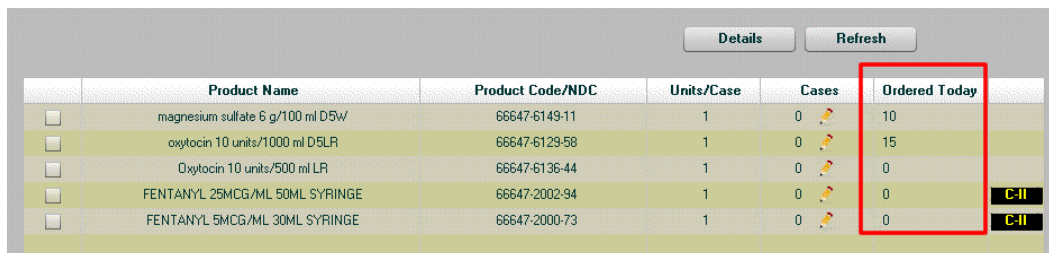


Figure 8-4. Drug Delivery Order Confirmation

After clicking the 'OK' button, a sample packing list will display. You may print a copy of this packing list for your records by clicking on the the 'Print' button.

8.3 Drug Delivery Order Management

The number of cases that have been previously ordered during the day is listed in the 'Ordered Today' column on the main Drug Delivery Order screen (Figure 8-5). This allows the user to determine what quantities have already been requested by CAPS to avoid duplicating orders.



The screenshot shows a table with the following columns: Product Name, Product Code/NDC, Units/Case, Cases, and Ordered Today. The 'Ordered Today' column is highlighted with a red box. There are also checkboxes on the left and 'Details' and 'Refresh' buttons at the top right.

	Product Name	Product Code/NDC	Units/Case	Cases	Ordered Today	
<input type="checkbox"/>	magnesium sulfate 6 g/100 ml D5W	66647-6149-11	1	0	10	
<input type="checkbox"/>	oxytocin 10 units/1000 ml D5LR	66647-6129-58	1	0	15	
<input type="checkbox"/>	Oxytocin 10 units/500 ml LR	66647-6136-44	1	0	0	
<input type="checkbox"/>	FENTANYL 25MCG/ML 50ML SYRINGE	66647-2002-94	1	0	0	C-II
<input type="checkbox"/>	FENTANYL 5MCG/ML 30ML SYRINGE	66647-2000-73	1	0	0	C-II

Figure 8-5. Units Ordered Today

8.3.1 Order History

You may view a history of Drug Delivery Orders by clicking on the 'History' link in the Order Management section of the main navigation bar (Figure 8-6). A list of all orders that have been released to CAPS can be displayed by clicking on the 'Released to CAPS' link on the navigation bar. Both lists can be filtered by date range by entering the desired date range in the 'From' and 'To' fields and clicking the 'Search' button. A printable 'pdf' of the report can be displayed and printed by clicking on the 'Print' button.

Order Number/Product	ProductCode/NDC	Volume	Case Size	Cases Ordered Today	Status	Status Date
PIP/TAZO 4.5GM BATCH SYR		30 mL	25	2	Released To CAPS	11/21/2011 10:40
VANCOMYCIN 1GM BATCH SYR		20 mL	25	8	Released To CAPS	11/21/2011 10:40
HIGH K + (Induction) CARDIO		830 mL	1	8	Released To CAPS	11/21/2011 10:40
PIP/TAZO 3.375 GM BATCH SYR		1 mL	1	225	Released To CAPS	11/21/2011 10:40

Figure 8-6. Drug Delivery Order History

9. Maintenance/Help

Users, Physicians, and Patient Areas can be added, removed, or inactivated from the Administrative Options menu in the lower left hand portion of the Navigation pane (Figure 9-1). These areas are accessible only to Admin level users. See section 1.3 for more information on adding and editing User Profiles.

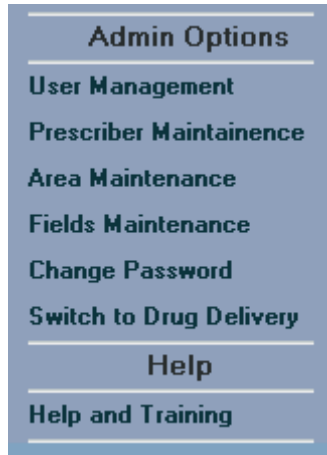


Figure 9-1 Administrative Options

In the **Fields Maintenance** window Admin users can toggle various fields in the Patient profile to be required or optional. Also some fields can be disabled or enabled in this screen as well..

Window/Caps - System Required	Not-Required Fields	Required Fields
▼ ORDER		
<i>System Required</i>		Prescribed By
▼ PATIENT		
<input type="button" value="Don't Require"/>		MRN
<i>System Required</i>		Last Name
<i>System Required</i>		First Name
<input type="button" value="Don't Require"/>		Birth Date
<i>System Required</i>		Age Category
<input type="button" value="Require"/>	Patient ID	
Window/Caps - Customization	Enabled Fields	Disabled Fields
▼ PATIENT		
<input type="button" value="Disable"/>	Height	
<input type="button" value="Disable"/>	Weight Kg	
<input type="button" value="Enable"/>		Weight Lb
<input type="button" value="Disable"/>	Patient Id	
<input type="button" value="Disable"/>	MRN	

Fig 9-2 Fields Maintenance Window

A training manual, online help, and training videos (Figure 9-3) can be accessed from the Help and Training link in the lower left of the Navigation pane.



CAPS[®]
Central Admixture Pharmacy Services

 **CAPS Link Online Help/Training**

The links below will allow you to view an online help file or download it to your computer. There are also several video modules demonstrating the CAPS® Link Internet order entry system. If you have any questions, please contact your local CAPS® Pharmacy and we can answer any questions.

-  [Online Help](#)
-  [Download Training Manual](#)
-  [Release Notes](#)
-  [Training Videos](#)
 -  [Getting Started](#)
 -  [Order Processing](#)
 -  [Order Analysis](#)

Figure 9-3

10. Appendix – Order Flow Sheets

The following pages contain “Flow Sheets” that serve as a quick, easy to follow reference for various types of order processing. These sheets can be copied and placed next to a computer workstation for quick reference.

10.1 Flow Sheet - Refilling an Order

From the Patient List Click on the Order. Open Prescription View

<input type="checkbox"/>		Patient Name	Area	Room	Acct.#	Wt KG	Bag #	PG	Order Status	
<input type="checkbox"/>		DOE, JANE	ICU SOUTH			70	1005-69	T	Released to CAPS	
<input type="checkbox"/>		DOE, JOHN	3W			75	1005-67	T	Released to CAPS	

Verify Order contents

OR

Refill

Review Validation Messages
Enter User ID and Password

OK

Order Filled: thank you.

Close

Refill

Review Validation Messages
Enter User ID and Password

OK

Send to CAPS

** Orders can be sent to CAPS from the order window or the main CAPS Link window.

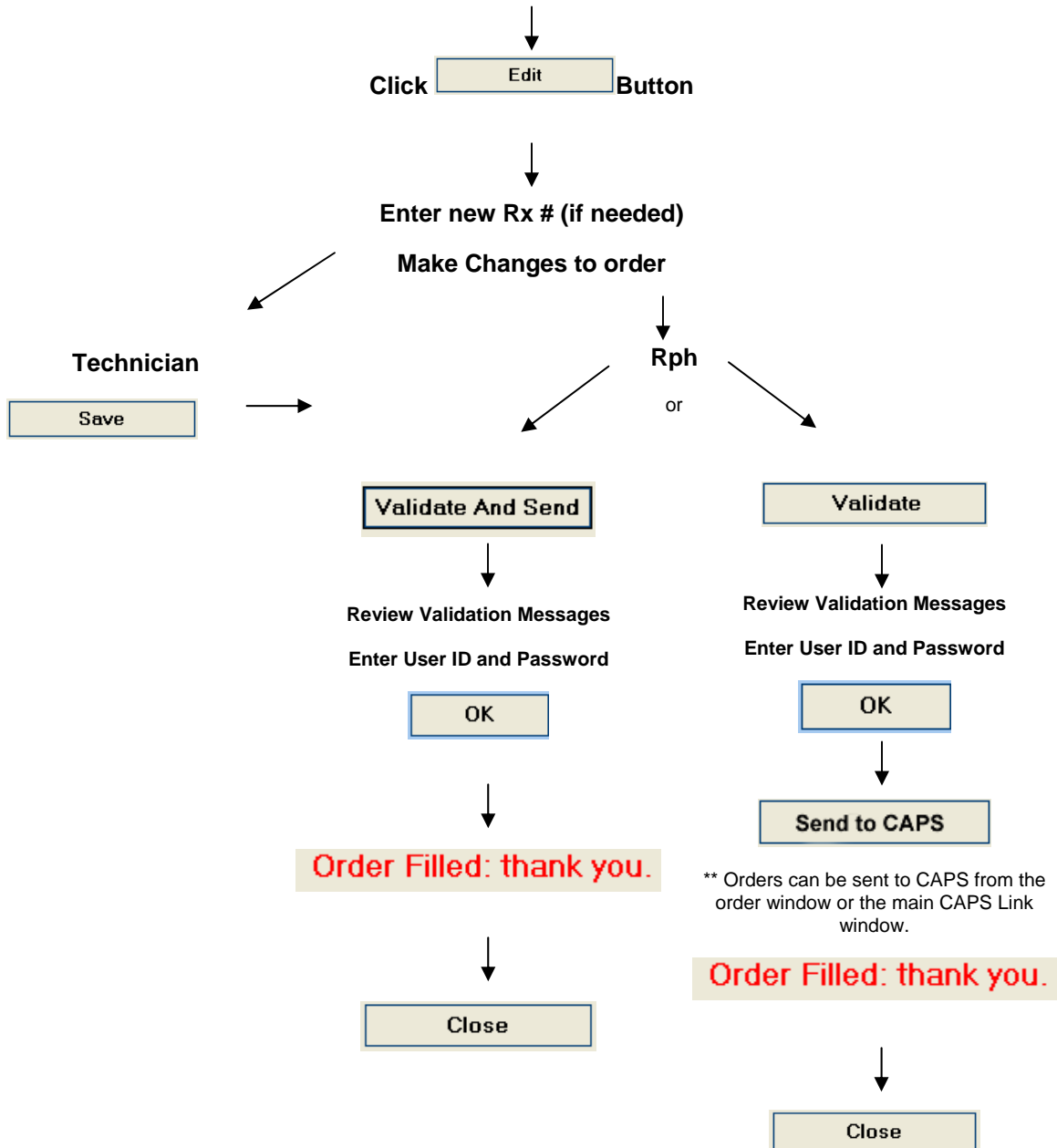
Order Filled: thank you.

Close

10.2 Flow Sheet - Modifying an Order

From the Patient List double click on the Order. At the prompt Open Prescription View

<input type="checkbox"/>		Patient Name	Area	Room	Acct.#	Wt KG	Bag #	PG	Order Status	<input type="checkbox"/>
<input type="checkbox"/>		DOE, JANE	ICU SOUTH			70	1005-69	T	Released to CAPS	<input checked="" type="checkbox"/>
<input type="checkbox"/>		DOE, JOHN	3W			75	1005-67	T	Released to CAPS	<input checked="" type="checkbox"/>



10.3 Entering a New Order

Click on the “New Prescription” link in the left hand navigation pane.

The screenshot shows a software interface with a left-hand navigation pane and a main content area. The navigation pane includes links for 'Patient Mgmt', 'Patient List', 'New Patient', 'Patient Detail', 'Prescription Mgmt', 'Prescription Detail', 'New Prescription' (circled in red with an arrow), and 'Order Summary'. The main content area features a summary table with columns for 'All Orders', 'Yesterday's Orders', 'Ready To Send', 'All Inactive Patients', 'With Clinician', 'Today's Orders', 'Released To Caps', and 'All Active Patients'. Below this is a table with columns: Patient Name, Area, Room, Acct.#, Wt KG, Bag #, PG, and Order Status. Two rows are visible: one for 'DOE, JANE' in 'ICU SOUTH' with weight 70 and bag 1005-69, and another for 'DOE, JOHN' in '3W' with weight 75 and bag 1005-67. Both have an order status of 'Released to CAPS' with a green indicator.



Select Patient

The 'Patient Info' form contains a dropdown menu labeled 'Patient Name' with the value 'DOE, JOHN' selected.



Select Template

The 'Template Name' form contains a dropdown menu with the value 'TPN ADULT - BY SALT' selected.



Click **Next** Button

Next page



