

# CAPSLink<sup>®</sup> User Manual

VERSION 1.06.0



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# 1. Before You Begin

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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.

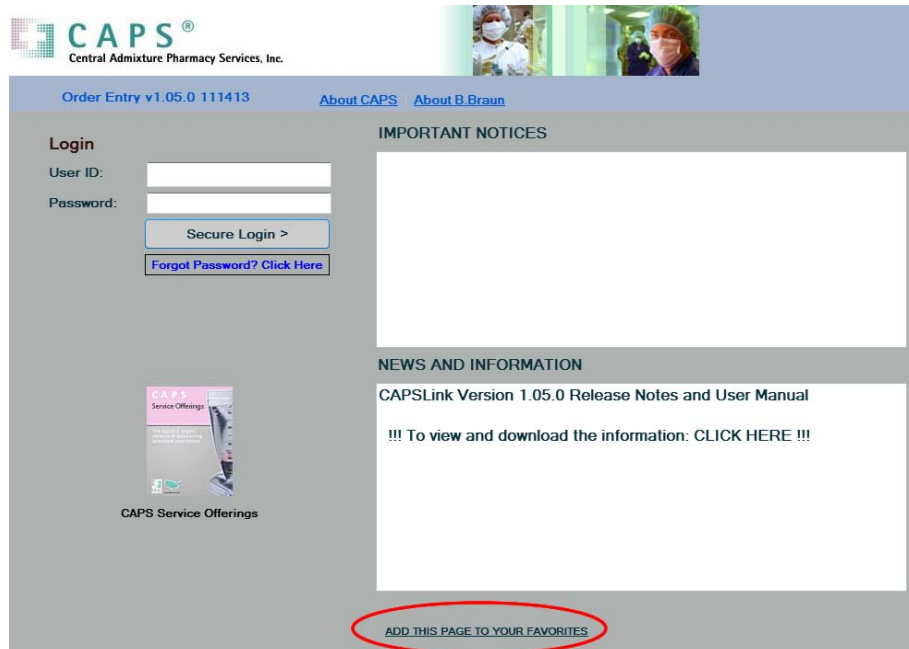


Figure 1-1. Login window and Add to Favorites Link

### 1.3 Logging in to the Application

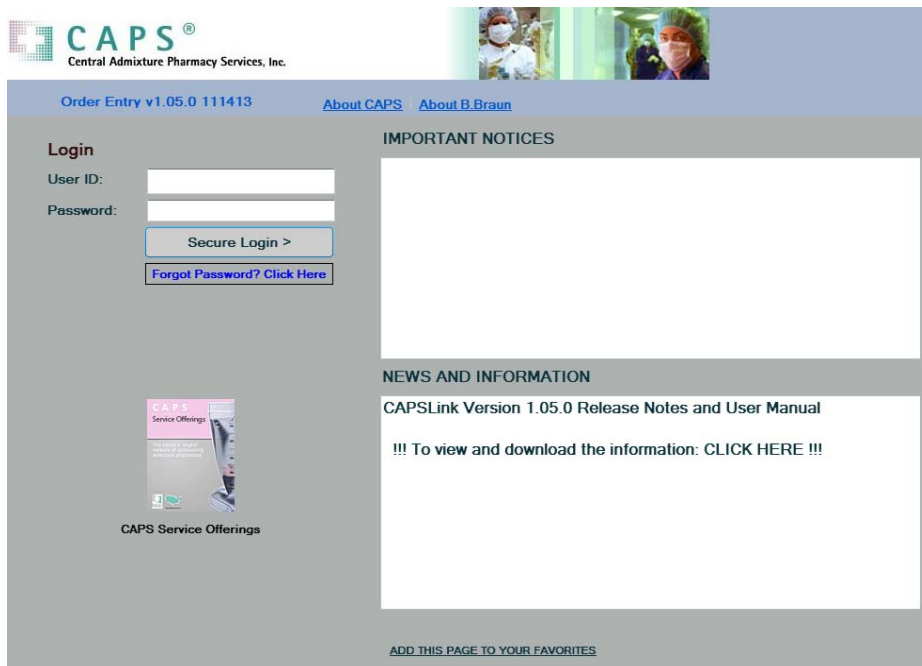


Figure 1-2. Logon Window Example

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).

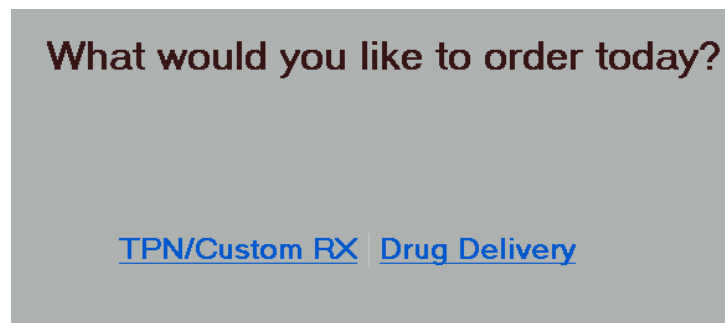
In the upper left hand corner of the login screen enter your CAPSLink User ID and Password. Your Password is masked by asterisks (\*) as you type to prevent others from viewing. To complete the logon process press Enter on your keyboard or left mouse click the Secure Login button. If this is the first 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 'unclicking' 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.

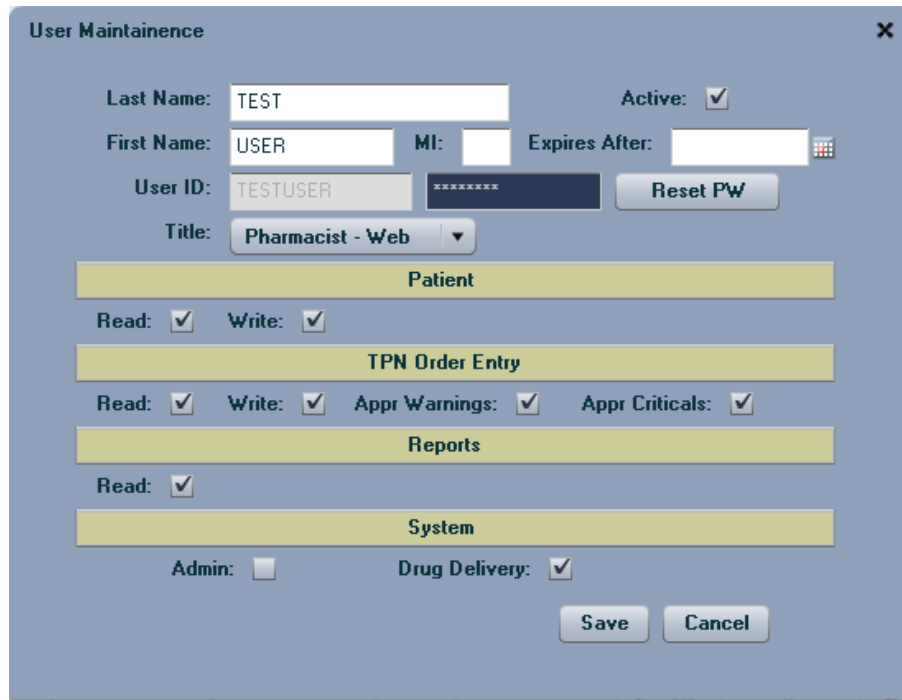
Critical – allows a user to override a Critical level message on validation.

##### 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.

A screenshot of a 'User Maintenance' window. The window has a title bar with 'User Maintenance' and a close button. It contains several input fields: 'Last Name' with 'TEST', 'First Name' with 'USER', 'MI' (empty), 'Expires After' (empty), 'User ID' with 'TESTUSER', and a password field with '\*\*\*\*\*'. There is an 'Active' checkbox checked and a 'Reset PW' button. A 'Title' dropdown menu is set to 'Pharmacist - Web'. Below these are four sections with yellow headers: 'Patient' (Read: checked, Write: checked), 'TPN Order Entry' (Read: checked, Write: checked, Appr Warnings: checked, Appr Criticals: checked), 'Reports' (Read: checked), and 'System' (Admin: unchecked, Drug Delivery: checked). At the bottom are '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.

**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#: **Order 1005-355 Status: With Clinician**

**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 ☐ Peripheral ☐ Not Specified  
\*Prescribed By: SMITH

**Ingredients:**

Select	Item	Quantity	UOM	Per
<input type="checkbox"/>	AMINO ACID	1000	ml	Order

**Buttons:** Validate, **Send to Pharmacy**, Save, Edit, Discontinue, Close, Unlock, Refill

**Num Units:** 1  
**Entered By:** Clinical User  
09/01/2011 9:32  
**Validated By:**

**Administration Instructions:**

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.

**Set Security Questions for Account Recovery**

Please select two security questions and answer them.

Answer the questions honestly so that you can remember them. The answers will be used to recover your password in case you forget it.

Select a Question ▼

Answer 1:

Select a Question ▼

Answer 2:

OK

**Fig 1-7** Password Security Questions

**CAPS**  
Central Admixture Pharmacy Services, Inc.

Order Entry v1.05.1 92413    [About CAPS](#) | [About B.Braun](#)

**Login**

User ID:

Password:

Secure Login >

**Forgot Password? Click Here**

**IMPORTANT NOTICES**

**NEWS AND INFORMATION**

CAPSLink Version 1.04.5.2 R

**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.

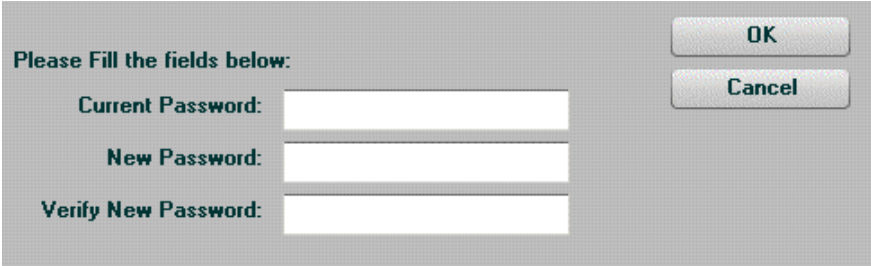
A screenshot of a 'Change Password' dialog box. The dialog has a light gray background. At the top left, it says 'Please Fill the fields below:'. Below this are three text input fields. The first is labeled 'Current Password:', the second 'New Password:', and the third 'Verify New Password:'. To the 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 Screen. At the top, the CAPS logo and 'Central Admixture Pharmacy Services, Inc.' are visible. Below this, the 'Sample Customer' and 'CAPS: (800) 345-7744' are shown. The 'Patient List - All Active Orders' title is at the top right. 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'. A 'Refresh' button and a 'Send To Caps' button are also present. The main table displays patient orders with columns: Patient Name, Area, Room, Patient ID, MRN, Wt KG, Cust Rx#, Bag #, Product Grp, Prescribed By, and Order Status. A red arrow points to the 'Order List' table. The 'Navigation Bar' is on the left, containing links for Patient Mgmt, Prescription Mgmt, Reports, and Admin Options. A red arrow points to the 'Navigation Bar'.

	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

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### 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).

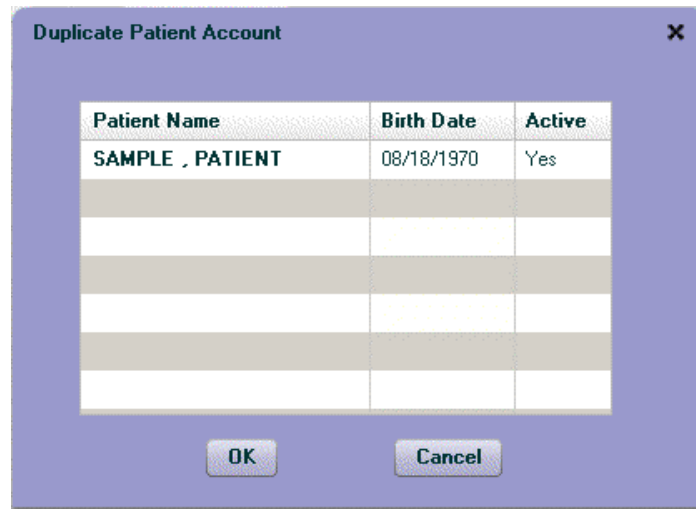
The screenshot displays a 'Patient Profile Window' with the following fields and controls:

- 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
- Buttons:** Save + New Order, Save Changes, Cancel
- Table:**

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'.

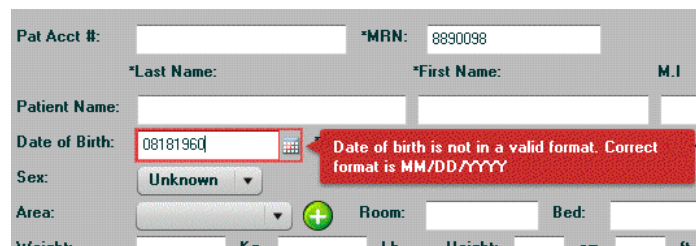


A dialog box titled "Duplicate Patient Account" with a close button (X) in the top right corner. It contains a table with three columns: "Patient Name", "Birth Date", and "Active". The first row shows "SAMPLE , PATIENT", "08/18/1970", and "Yes". There are four empty rows below. At the bottom are "OK" and "Cancel" buttons.

Patient Name	Birth Date	Active
SAMPLE , PATIENT	08/18/1970	Yes


**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.





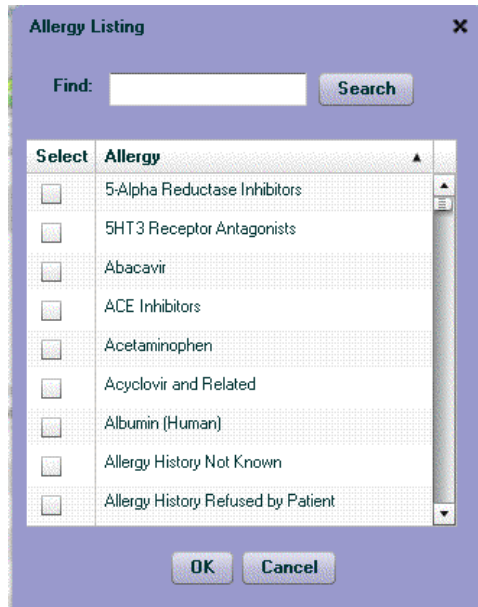
A patient form with fields for "Pat Acct #:", "\*MRN:" (8890098), "\*Last Name:", "\*First Name:", "M.I.", "Patient Name:", "Date of Birth:", "Sex:", "Area:", "Room:", "Bed:", "Weight:", "Kg", "Lb", "Height:", "cm", "ft". The "Date of Birth:" field contains "08181960" and has a calendar icon. A red error message box says: "Date of birth is not in a valid format. Correct format is MM/DD/YYYY".

**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.



The image shows a software dialog box titled "Allergy Listing" with a close button (X) in the top right corner. At the top, there is a "Find:" text input field followed by a "Search" button. Below this is a table with two columns: "Select" and "Allergy". The "Select" column contains checkboxes, and the "Allergy" column contains a list of medical terms. The list includes: 5-Alpha Reductase Inhibitors, 5HT3 Receptor Antagonists, Abacavir, ACE Inhibitors, Acetaminophen, Acyclovir and Related, Albumin (Human), Allergy History Not Known, and Allergy History Refused by Patient. At the bottom of the dialog box are "OK" and "Cancel" buttons.

Select	Allergy
<input type="checkbox"/>	5-Alpha Reductase Inhibitors
<input type="checkbox"/>	5HT3 Receptor Antagonists
<input type="checkbox"/>	Abacavir
<input type="checkbox"/>	ACE Inhibitors
<input type="checkbox"/>	Acetaminophen
<input type="checkbox"/>	Acyclovir and Related
<input type="checkbox"/>	Albumin (Human)
<input type="checkbox"/>	Allergy History Not Known
<input type="checkbox"/>	Allergy History Refused by Patient

**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.

4

All Orders

0

Yesterday's Orders

0

Ready To Send

All Active Patients

☐ Adults

Refresh

0

With Clinician

4

Today's Orders

4

Released To Caps

All Inactive Patients

☐ Neonates

Send To Caps

0

Needs Validation

0

Received By Caps

Patients by MRN

☐ Pediatrics

Orders Completed

Double Click

☐

Patient Name

Area

Room

Patient ID

MRN

Wt KG

Cust Rx#

Bag #

Product Grp

Prescribed By

Order Status

☐

ADULT, TEST

ICU

2134456

4456879

2918-25

2918-30

T

MD

Released to CAPS

☐

ADULT, TEST

ICU

2134456

4456879

2918-21

2918-29

T

MD

Released to CAPS

☐

ADULT, TEST

ICU

2134456

4456879

2918-22

2918-22

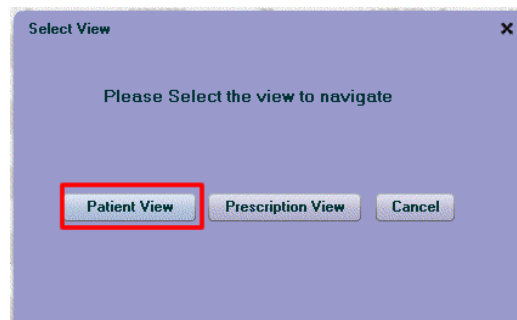
T

CPOE, TEST

Released to CAPS

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:

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

Patient Name: DOE JOHN

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: Cimetidine

Physician: Stein

☒ Latex Sensitive?

**Order List**

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.

4

All Orders

0

Yesterday's Orders

0

Ready To Send

All Active Patients

☐ Adults

Refresh

0

With Clinician

4

Today's Orders

4

Released To Caps

All Inactive Patients

☐ Neonates

Send To Caps

0

Needs Validation

Double Click

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		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 (see figure 4-1). The patients are listed by name, Patient ID, and MRN. This allows you to find patients with duplicate names. 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.

**Patient Info:**

Patient Name:

Sex:

Category:

MRN:

Template Name:

Room:

Order Status:

ADULT , TEST - Pt ID: 6546445 MRN: 756465

CURRENT , DAY - Pt ID: 8798778 MRN: 65454

NAME, SAME - Pt ID: 11111 MRN: 22222

NAME, SAME - Pt ID: 55555 MRN: 66666

PATIENT, SAME - Pt ID: 2255446 MRN: 77882255

PATIENT, SAME - Pt ID: 7884548 MRN: 6565448

ROUNDING, TEST - Pt ID: 987987 MRN: 778999

TEST, VALIDATION - Pt ID: 87987 MRN: 87879

Test1, Test1 - Pt ID: 1345 MRN: 2435

**Figure 4-1. Patient Lookup Dropdown**

**Patient Info:**

Patient Name: DOE, JOHN Sex: M Age: 0 DOB:   
 Category: Adult (15-65) Area: ICU NORTH Room: Bed:   
 Weight: 70 Kg Height: 0 cm MRN: Acct#:

Template Name Order Status   
Unvalidated

ADULT TPN - BY ION   
 ADULT TPN - BY SALT

**Figure 4-2. 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:**

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 4-3. Order Entry Screen**

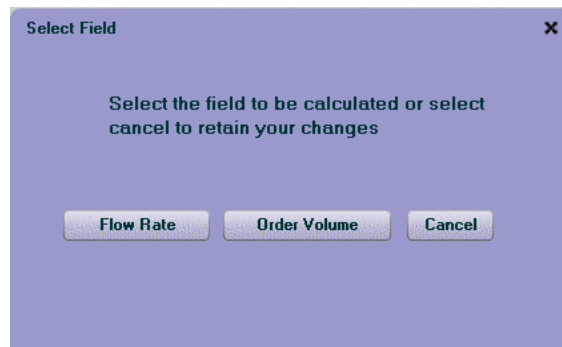
#### 4.1.1 Header Field

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 4-3).

#### 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 4-4). Click the

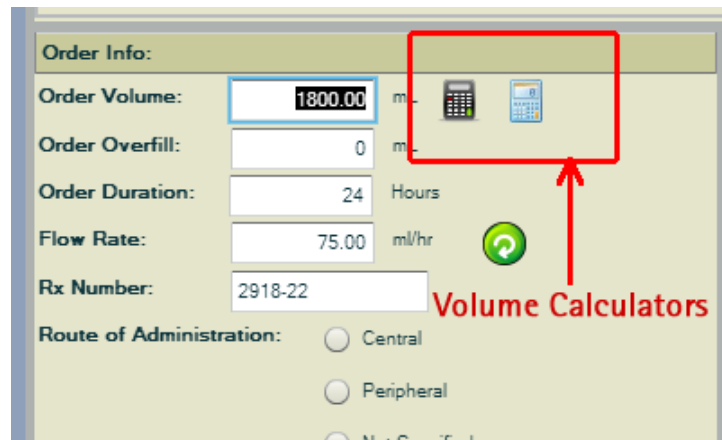
button corresponding to the field you want CAPSLink to recalculate. If you click the Cancel button, CAPSLink will not recalculate either field.




**Figure 4-4. Select Field Dialog**

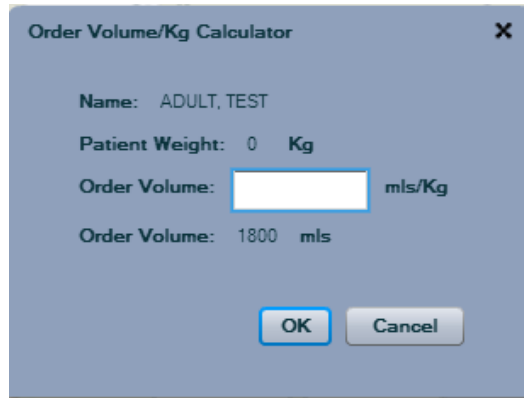
#### 4.1.3 Volume Calculators

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



**Figure 4-5 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 4-6), enter the order volume in mls/kg and click on the 'OK' button. The Order Volume field will be populated with the calculated value.



**Order Volume/Kg Calculator**

Name: ADULT, TEST

Patient Weight: 0 Kg

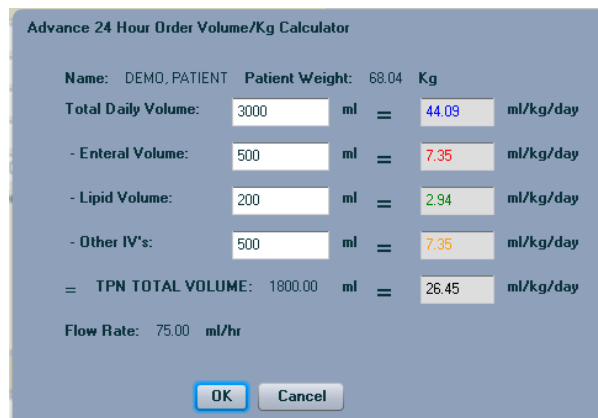
Order Volume:  mls/Kg

Order Volume: 1800 mls

OK Cancel

**Figure 4-6 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 4-7) 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:	<input type="text" value="3000"/>	ml	=	<input type="text" value="44.09"/>	ml/kg/day
- Enteral Volume:	<input type="text" value="500"/>	ml	=	<input type="text" value="7.35"/>	ml/kg/day
- Lipid Volume:	<input type="text" value="200"/>	ml	=	<input type="text" value="2.94"/>	ml/kg/day
- Other IV's:	<input type="text" value="500"/>	ml	=	<input type="text" value="7.35"/>	ml/kg/day
= TPN TOTAL VOLUME:	<input type="text" value="1800.00"/>	ml	=	<input type="text" value="26.45"/>	ml/kg/day

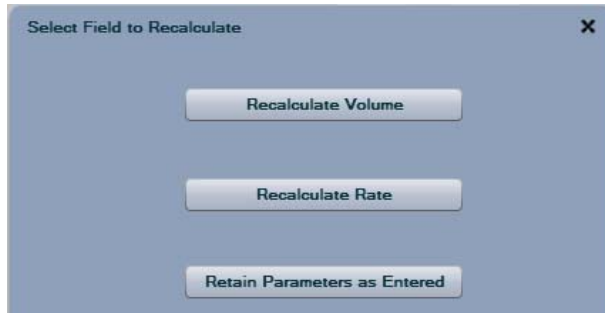
Flow Rate: 75.00 ml/hr

OK Cancel


**Figure 4-8 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'.



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 4-8.

Click 'OK'.

 A dialog box titled "Cyclic Flow Rate" with a close button (X) in the top right corner. It contains a table with three rows of input fields and a total row. The first two rows have input fields for "mls/hr for:" and "hours=", and the third row has input fields for "mls/hr for:" and "hours=". The "Total" row shows a total of 12 hours and 2000 mls. There are "OK" and "Cancel" buttons at the bottom.
 

90.91	mls/hr for:	1	hours=	90.91	mls
181.82	mls/hr for:	10	hours=	1818.20	mls
90.91	mls/hr for:	1	hours=	90.91	mls
<b>Total</b>		<b>12</b>	<b>hours=</b>	<b>2000</b>	<b>mls</b>

**Figure 4-8 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 a different order volume.

After the cyclic rate is saved, 'Cyclic' will appear in red text in the rate field (see Figure 4-9). 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:	<input type="text" value="2000"/>	mL
Order Overfill:	<input type="text" value="50"/>	mL
Order Duration:	<input type="text" value="12"/>	Hours
Flow Rate:	CYCLIC	<input type="button" value="Clear Cyclic"/>
Rx Number:	<input type="text"/>	

**Figure 4-9 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 4-10). 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).

Base Elements:		
	Amount	UOM
Sodium:	<input type="text" value="20"/>	mEq
Potassium:	<input type="text" value="10"/>	mEq
Phosphate:	<input type="text" value="0"/>	<input type="button" value="mmole"/>
Calcium:	<input type="text" value="0"/>	mEq
Magnesium:	<input type="text" value="0"/>	mEq
Acetate:	<input type="text" value="100"/>	<input type="button" value="%"/>
Chloride:	<input type="text" value="0"/>	<input type="button" value="%"/>

Per



**Figure 4-10. 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 4-11). 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.

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

**Figure 4-11. 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 4-12). 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.

Edit New Ingredient

Item: Amino Acid

\*Quantity: 5

\*UOM: %

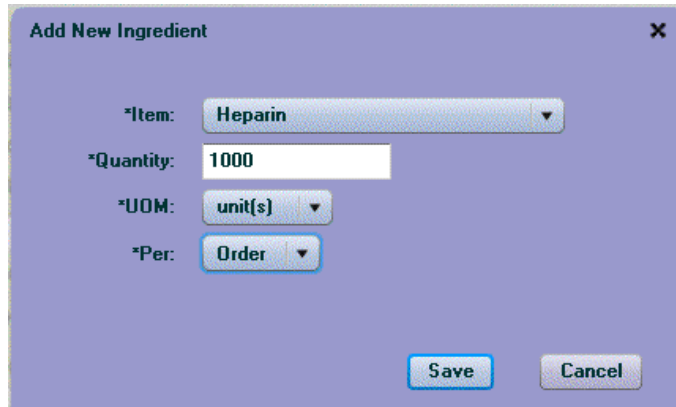
\*Per: Order

Save

Cancel

**Figure 4-12. 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 4-13). Click 'Cancel' to cancel the entry.



The image shows a dialog box titled "Add New Ingredient" with a close button (X) in the top right corner. It contains four input fields:
 

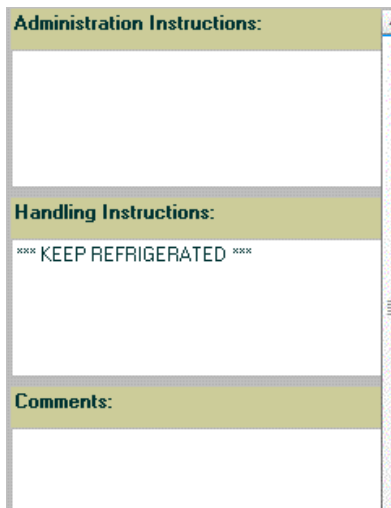
- \*Item: A dropdown menu showing "Heparin".
- \*Quantity: A text input field containing "1000".
- \*UOM: A dropdown menu showing "unit(s)".
- \*Per: A dropdown menu showing "Order".

 At the bottom right, there are two buttons: "Save" and "Cancel".

Figure 4-13. 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 4-14). 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 image shows a vertical stack of three input areas:
 

- Administration Instructions:** A large empty text area.
- Handling Instructions:** A text area containing the text "xxx KEEP REFRIGERATED xxx".
- Comments:** A large empty text area.

 The sections are separated by horizontal lines and have a light green header bar.

Figure 4-14. 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 4-15).

The screenshot shows the 'Order Entry' interface. At the top, 'Patient Info' includes 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 ION. The 'Order Status' is 'Needs Validation'. On the right, a vertical toolbar contains buttons: Validate, Send To Caps, Save, Edit, Discontinue, Close, Unlock, and Refill. Below these, 'Num Units' is set to 1, 'Entered By' is TEST.USER, and 'Validated By' is blank. The main area has 'Order Info' (Volume, Overfill, Duration, Rate, Rx Number, Route of Administration) and 'Base Elements' (Sodium, Potassium, Phosphate, Calcium, Magnesium, Acetate, Chloride). A red arrow points to a printer icon in the bottom right corner of the main area.

**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 4-16).

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

**Fig 4-16 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 4-17). 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.

4

All Orders

0

Yesterday's Orders

2

Ready To Send

All Inactive Patients

0

With Clinician

4

Today's Orders

2

Released To Caps

All Active Patients

0

Needs Validation

0

Received By Caps

Refresh

Send To Caps

<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 4-17. 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

The screenshot shows the CAPS (Central Admixture Pharmacy Services, Inc.) Patient List - All Active Orders screen. The interface includes a navigation menu on the left with options like Patient Mgmt, New Patient, and Reports. The main area displays a table of patient orders with columns for Patient Name, Area, Room, Patient ID, MRN, Wt KG, Cust Rx#, Bag #, Product Grp, Prescribed By, and Order Status. The table lists five orders, with the last one being for a patient in the NICU area.

	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	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

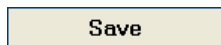
Order has been received by your CAPS pharmacy and is currently being compounded. Note: If you need to change an order that has already been received by CAPS, contact the pharmacy to let them know that you will be sending a new order.

### Ready to Send

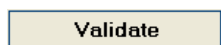
Order has been validated and is ready to send to the CAPS pharmacy for compounding.

### 5.3 Order Processing

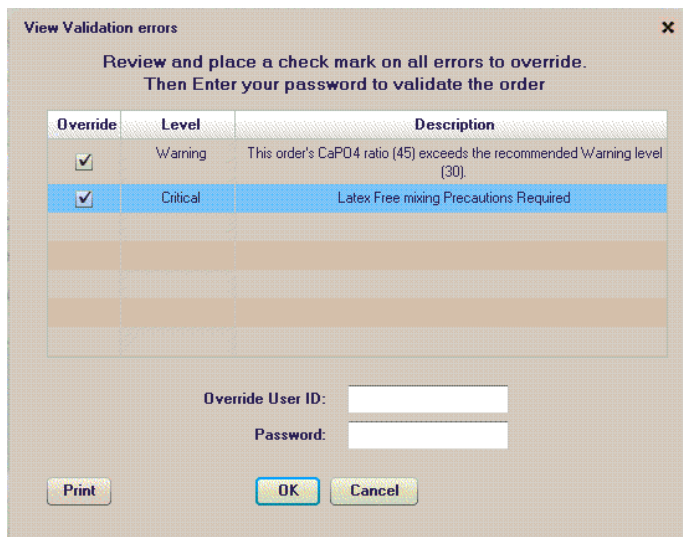
While entering and editing orders there are several buttons available on the right hand side of the Order maintenance screen that allow you to process an order:



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).

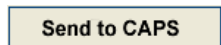
A screenshot of a "View Validation errors" dialog box. The dialog has a title bar with "View Validation errors" and a close button (X). The main text says "Review and place a check mark on all errors to override. Then Enter your password to validate the order". Below this is a table with three columns: "Override", "Level", and "Description". The first row shows a checked checkbox, "Warning", and "This order's CaPO4 ratio (45) exceeds the recommended Warning level (30)". The second row shows a checked checkbox, "Critical", and "Latex Free mixing Precautions Required". Below the table are fields for "Override User ID:" and "Password:". At the bottom are three buttons: "Print", "OK", and "Cancel".

Override	Level	Description
<input checked="" type="checkbox"/>	Warning	This order's CaPO4 ratio (45) exceeds the recommended Warning level (30).
<input checked="" type="checkbox"/>	Critical	Latex Free mixing Precautions Required
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Override User ID:

Password:

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.

The screenshot shows the CAPS (Central Admixture Pharmacy Services, Inc.) Patient List screen. The header includes the CAPS logo and contact information. The main area displays a table of orders with columns for Patient Name, Area, Room, Patient ID, MRN, Wt KG, Cust Rfx#, Bag #, Product Grp, Prescribed By, and Order Status. The table contains several rows of data, including orders for ADULT, TEST, ICU, and MD, NAME. The Order Status column shows 'Ready to Send' and 'Needs Validation'. To the right of the table are buttons for 'Refresh', 'Send To Caps', and 'Orders Completed'. The 'Orders Completed' button is highlighted in red.

	Patient Name	Area	Room	Patient ID	MRN	Wt KG	Cust Rfx#	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					

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 CaPO<sub>4</sub> Curves link in the left navigation pane (Fig 5-4).

**CAPS®**  
Central Admixture Pharmacy Services, Inc.

Sample Customer Phone: 888-395-8700 Rx Detail We welcome your Feedback

**Patient Mgmt**  
Patient List  
New Patient  
Patient Detail  
**Prescription Mgmt**  
Prescription Detail  
New Prescription  
Order Summary  
View Errors  
**CaPo4 Curves**  
Order Profile  
Reports  
Released To CAPS  
Min Max Levels  
Active Orders  
Active Patients  
Other Reports  
Administrative Options  
User Management

**Patient Info:**  
Patient Name: PATIENT A SAMPLE Sex: U Age: 0 DOB: 08/18/1990  
Category: Adult (15-65) Area: PACU Room: Bed:  
Weight: 0 Kg Height: 0 cm MRN: Acct#: Order 1005-377 Status: Ready to Send

**Order Info:**  
Order Volume: 1000 mL  
Order Overfill: 50 mL  
Order Duration: 24 Hours  
Flow Rate: 83.33 mL/hr  
Rx Number: 1005-375  
Route of Administration: ☒ Central ☐ Peripheral ☐ Not Specified  
\*Prescribed By: SMITH, J. (Nurse)

**Ingredients:**

Item	Quantity	UOM	Per
AMINO ACID	1000	ml	Order

**Num Units:** 1  
**Entered By:** TEST\_USER  
09/06/2011 11:54  
**Validated By:** TEST\_USER  
09/06/2011 12:12  
**Administration Instructions:**

Fig 5-4 Link to Calcium Phosphate Curves

After clicking on the CaPO<sub>4</sub> 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).

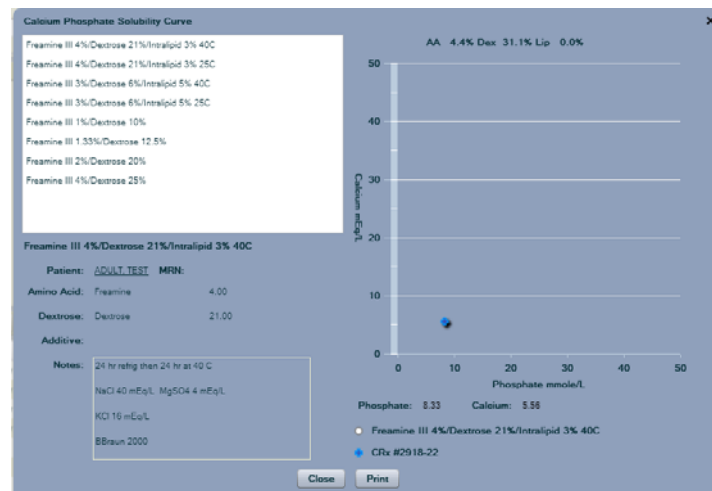
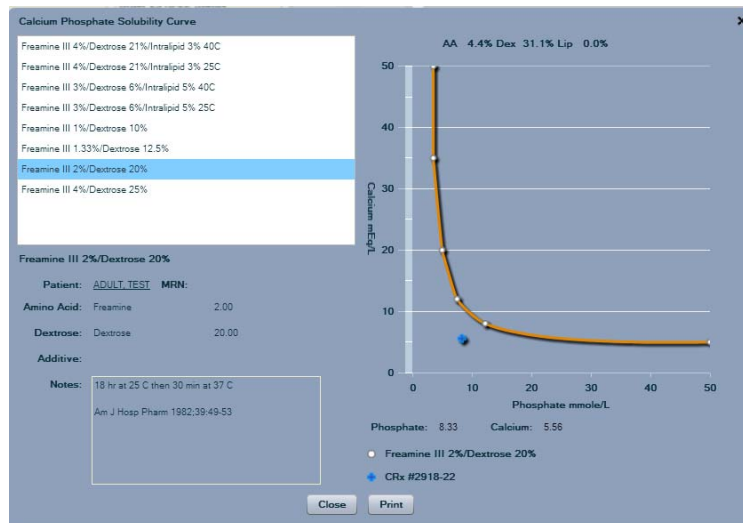


Fig 5-5 Calcium Phosphate Concentration Plot

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 'Order Summary' window displays the following information:

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

**Order:** [Field]  
**CHO:** [Field]

**Total Kcal:** 2224.00  
**Total Kcal as CHO:** 1904.00  
**Total Kcal / Kg:** [Field]  
**gmCHO / Kg:** [Field]  
**gmCHO / Kg / Minute:** [Field]

**Protein:** [Field]  
**Lipid:** [Field]

**Total gm:** 80.00  
**Total Kcal as Lipid:** 0.00  
**gmProtein / Kg:** [Field]  
**gmLipid / Kg:** [Field]

**% of Total Kcal:** 14.39  
**Nitrogen:** [Field]  
**Total Kcal as PRO:** 320.00  
**gm:** 12.24  
**Kcal:N Ratio:** 181.70

**Approx. Electrolyte: Ordered (w/o Intrinsic)**

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		

**Approx. Osmolarity:** 2239.83 mOsm/L  
**Ca PO4 Ratio:** 9

**Print** **Close**

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.

<div> <input checked="" type="radio"/> PDF           <input type="radio"/> Excel         </div> <div>           From: 01/30/2014 To: 01/30/2014           <input type="button" value="Search"/> <input type="button" value="Print"/> <input type="button" value="Close"/> </div>									
	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					01/30/2014 16:06	
Released To CAPS Report									
From 1/30/2014 to 1/30/2014									
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

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### 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.

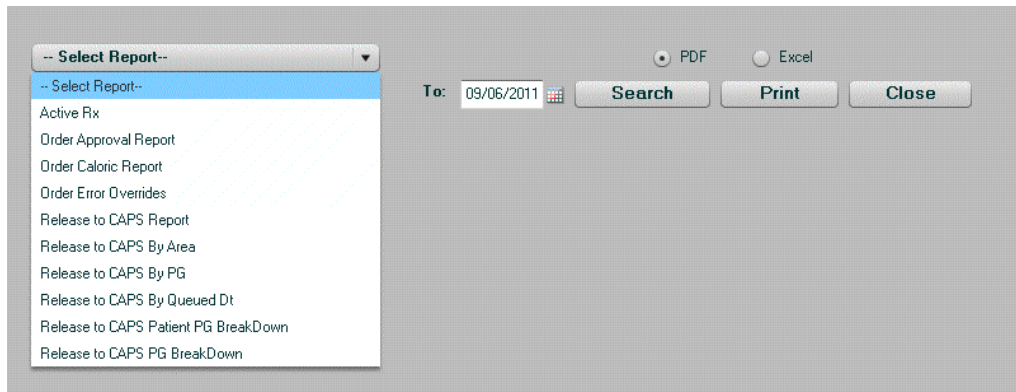


Figure 7-1. Other Reports Screen

### 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).

Test Customer							8/31/2010
Orders Entered Between 08/24/10 and 08/24/10							
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, Validati 08/24/10 12:00	User 2, Validati 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)

<b>Sample Customer TPN Statistics Report From 1/1/2014 to 1/30/2014</b>						
<b>Date</b>	<b>Site</b>		<b>Patient Type</b>			<b>Total Made</b>
	<b>Cent.</b>	<b>Periph.</b>	<b>Adult</b>	<b>Neo</b>	<b>Peds</b>	
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
<b>Totals</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>Avg/day</b>	<b>0.6</b>	<b>0.4</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1.0</b>

**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	711000000B	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).

**Verify Drug Delivery Order**

**PO#:**

**Created:** 10/22/2013

**By:** ZTPSAMPDOP



**C A P S**  
delivering solutions

**Ship to:**

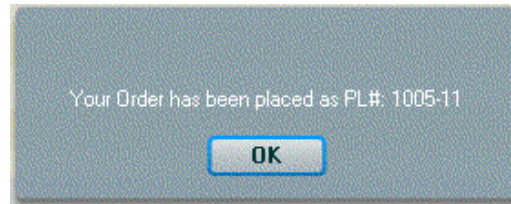
Sample Customer

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.

							Details	Refresh
	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 and Order Tracking

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). You can also view the shipping status of your order and track the FedEx shipment by clicking on the FedEx tracking link in the left hand column of the order history.

From: 09/16/2014 To: 09/16/2014 Search Print Close

Order Number: [99-40811](#)  
Order Placed: 09/16/2014 By: ZTPSAMPDOP PO Number:

Order Number/Product	Product #	Volume	Case Size	Cases Ordered Today	Status	Status Date	FedEx Tracking
SAMP Vanco 617433	66647-6174-33	0 mL	40	1	Shipped	09/22/2014 02:38	<a href="#">Track Shipment</a>

Order Number: [99-40810](#)  
Order Placed: 09/16/2014 By: ZTPSAMPDOP PO Number:

Order Number/Product	Product #	Volume	Case Size	Cases Ordered Today	Status	Status Date	FedEx Tracking
Magnesium Sulfate 1gm/50ml D5W	66647-6146-00	50 mL	1	10	Shipped	09/22/2014 02:38	<a href="#">Track Shipment</a>

Order Number: [99-40809](#)  
Order Placed: 09/16/2014 By: ZTPSAMPDOP PO Number:

Order Number/Product	Product #	Volume	Case Size	Cases Ordered Today	Status	Status Date	FedEx Tracking
SAMP Cal Gluc 611800	66647-6118-00	0 mL	20	1	Shipped	09/22/2014 02:38	<a href="#">Track Shipment</a>

Figure 8-6. Drug Delivery Order History

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 (figure 8-7).

PDF Excel

From: 10/14/2014 To: 10/14/2014 Search Print Close

Bag #	Cust Rx	Patient	Patient ID	MRN	Queued Dat	Product Grou	Status	Status Date
1005-450-0-10	1005-450				10/14/2014	pot phosphate 1	Released to CAPS	10/14/2014

Figure 8-7. Released to CAPS Report

## 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.

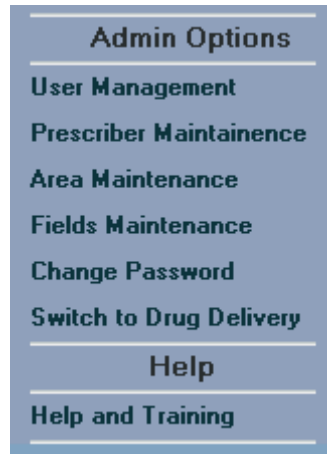


Figure 9-1 Administrative Options

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.



**Figure 9-3**

## 10. Appendix 1 – Order Flow Sheets

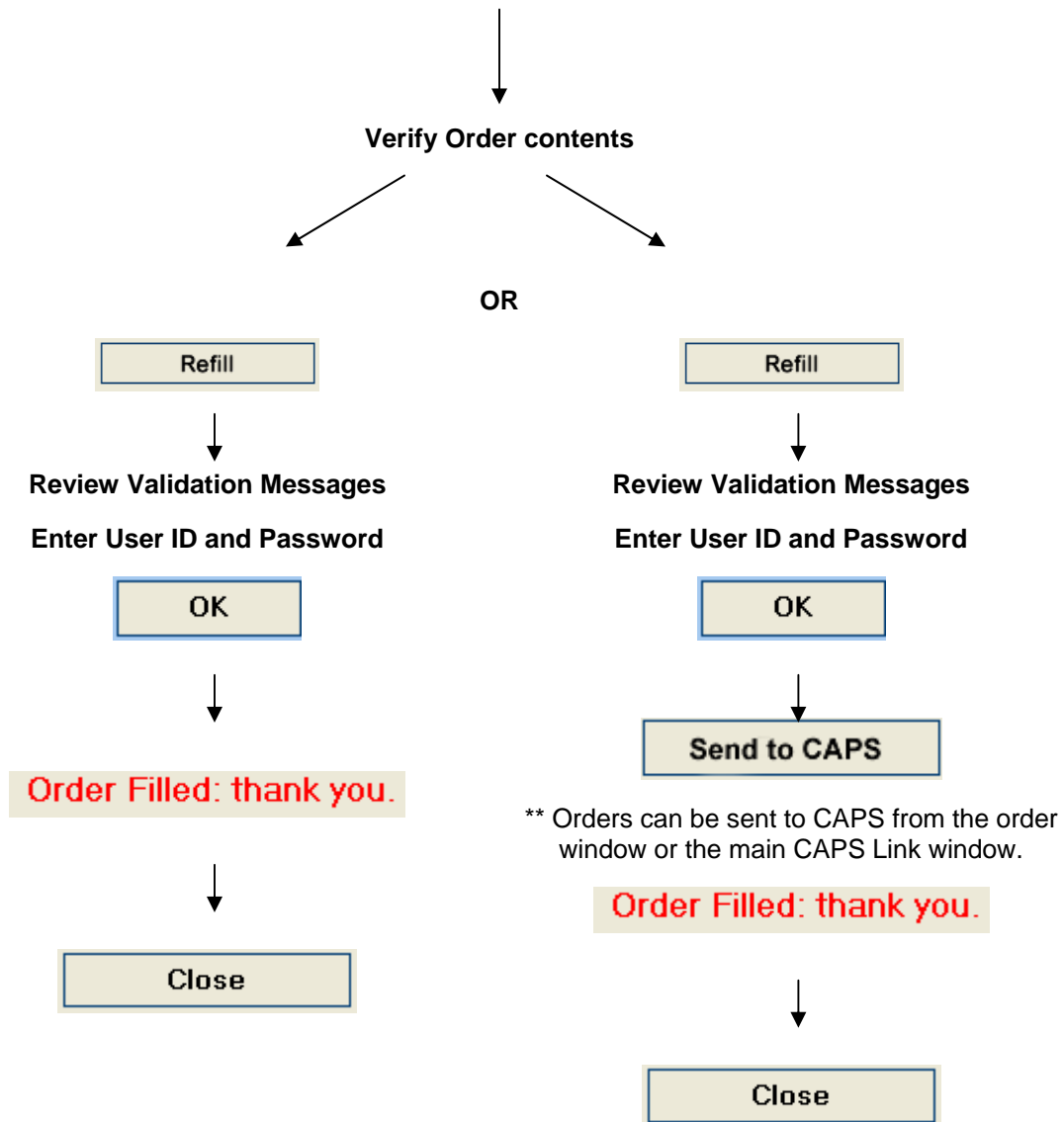
---

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

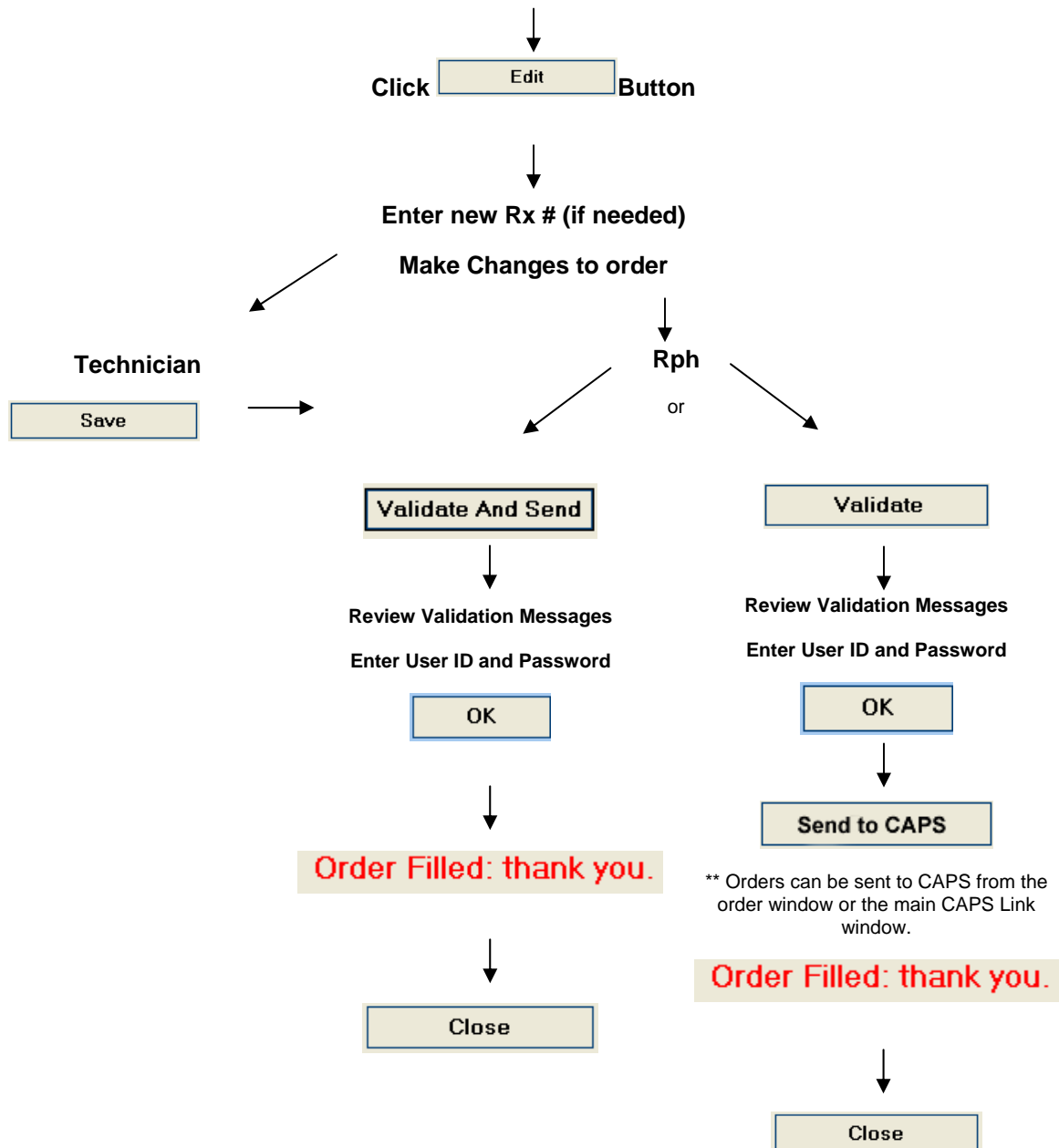
<input type="checkbox"/>		Patient Name	Area	Room	Acct.#	Wt KG	Bag #	PG	Order Status	
<input type="checkbox"/>		DOE, JANE	ICU SOUTH			70	1005-69	T	Released to CAPS	
<input type="checkbox"/>		DOE, JOHN	3W			75	1005-67	T	Released to CAPS	



## 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"/>		DOE, JANE	ICU SOUTH			70	1005-69	T	Released to CAPS	
<input type="checkbox"/>		DOE, JOHN	3W			75	1005-67	T	Released to CAPS	





### 10.3 Entering a New Order

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

The screenshot shows the 'Patient Mgmt' interface. On the left, the 'New Prescription' link is highlighted with a red circle and an arrow. The main area displays a table of patient orders with columns: Patient Name, Area, Room, Acct. #, Wt KG, Bag #, PG, and Order Status. The table contains two rows of data for 'DOE, JANE' and 'DOE, JOHN'. Above the table, there are filters for 'All Orders', 'Yesterday's Orders', 'Ready To Send', 'All Inactive Patients', 'With Clinician', 'Today's Orders', 'Released To Caps', 'All Active Patients', and 'Needs Validation'. Buttons for 'Refresh' and 'Send To Caps' are also visible.

	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

Select Patient

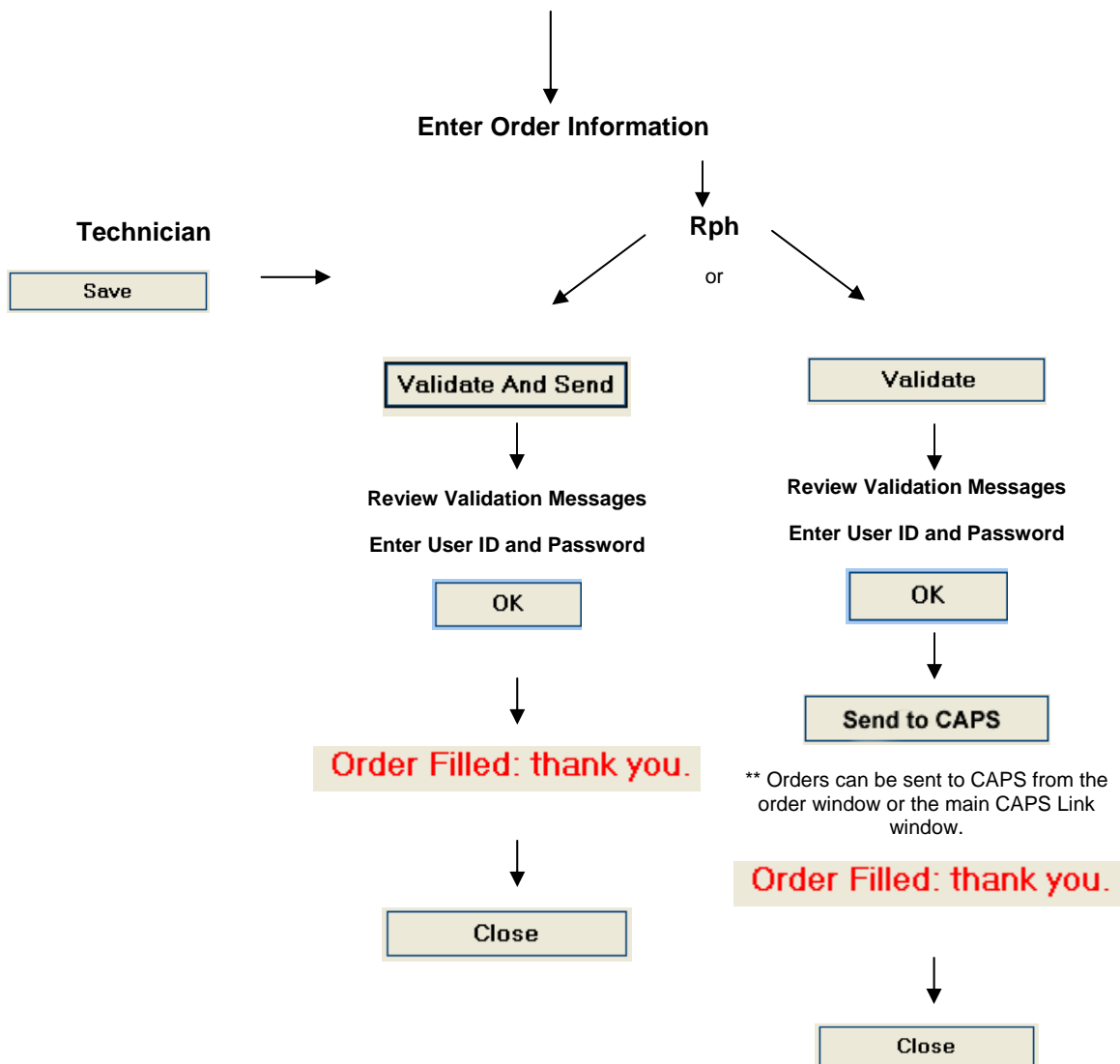
The 'Patient Info' form shows the 'Patient Name' field with the value 'DOE, JOHN' selected from a dropdown menu.

Select Template

The 'Template Name' form shows the 'Template Name' field with the value 'TPN ADULT - BY SALT' selected from a dropdown menu. The word 'Order' is visible in the top right corner.

Click **Next** Button

Next page



## 11. Appendix 2 – Placing CSOS Orders

### (CAPS CSOS Customers Only)

If your CAPSLink account has been enabled for CSOS integration you can begin signing your CSOS orders while placing orders in the CAPSLink Drug Delivery module.

1. Begin by logging into CAPSLink and going to the 'Drug Delivery' module.
2. Enter the number of cases you wish to order by entering the quantity in the 'Cases' column.

PO Number:  (ONLY if available) Place Order


	Product Name	Product #	Units/Case	Cases	Ordered Today	DEA Class	Location
<input type="checkbox"/>	Morphine 100 mg added to 100 mL NS	66647-2140-11	24	0	0	C-II	Denver CS
<input type="checkbox"/>	Hydromorphone 0.2mg/mL in NS 30mL PCA	66647-2210-00	25	0	0	C-II	Denver CS
<input type="checkbox"/>	Morphine 5 mg/mL in NS 50 mL SY	66647-2041-94	15	0	0	C-II	San Diego CS
<input type="checkbox"/>	Fentanyl 10 mcg/mL in NS 250 mL	66647-2171-33	12	2	0	C-II	San Diego CS
<input type="checkbox"/>	Hydromorphone 1 mg/mL in NS 0.6 mL SY	66647-2512-06	50	1	0	C-II	San Diego CS
<input type="checkbox"/>	MAGNESIUM SULFATE 2GM IN 50 ML D5W	66647-4444-55	1	0	0		zTest Pharmacy

3. After you have entered all the items for your order click the 'Place Order' button.
4. When the Verify Drug Delivery Order screen appears, review your order for correctness and click the 'Accept' button to proceed with your order.

**Verify Drug Delivery Order** ✕

PO #:   
 Created: 10/02/2014  
 By: ZTPLEGISNDOP

Ship to: ValidOrderSeven

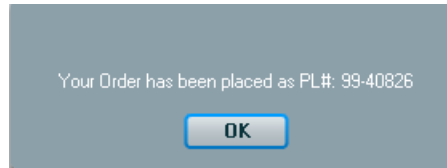


CAPS Accept Cancel

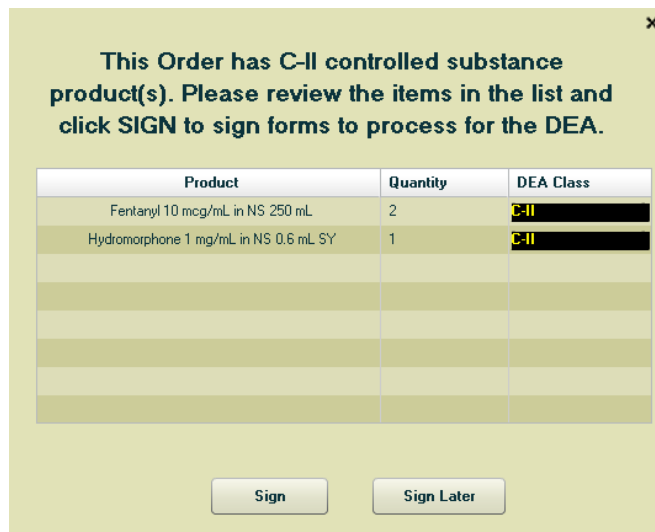
Product	Product #	Volume	Case Size	Cases Ordered	Status	Ordered Date
Fentanyl 10 mcg/mL in NS 25	66647-2171-33	250 mL	12	2	Need Sign	10/02/2014 09:17
Hydromorphone 1 mg/mL in N	66647-2512-06	0.6 mL	50	1	Need Sign	10/02/2014 09:17

Total Number Units: 3

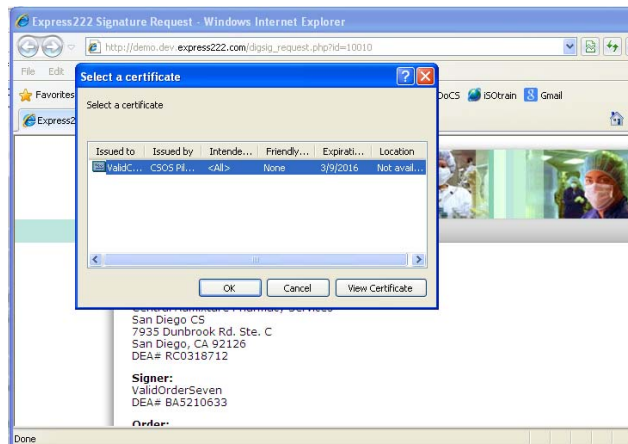
5. A pop-up message will appear indicating that your order has been placed along with the order number.



6. A window will display allowing you to either sign the controlled substance orders immediately or to wait and sign the orders later. To sign the order later you will need to retrieve the order from the Order History screen.



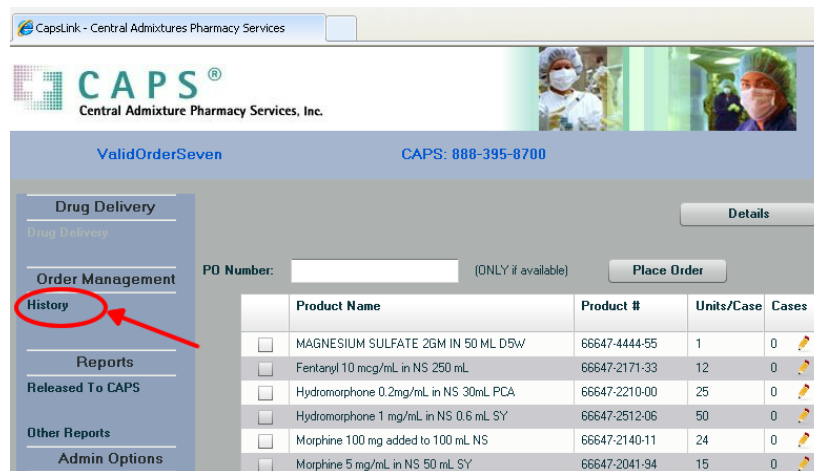
7. At this point another browser window will open and you will be prompted to select your signing certificate.



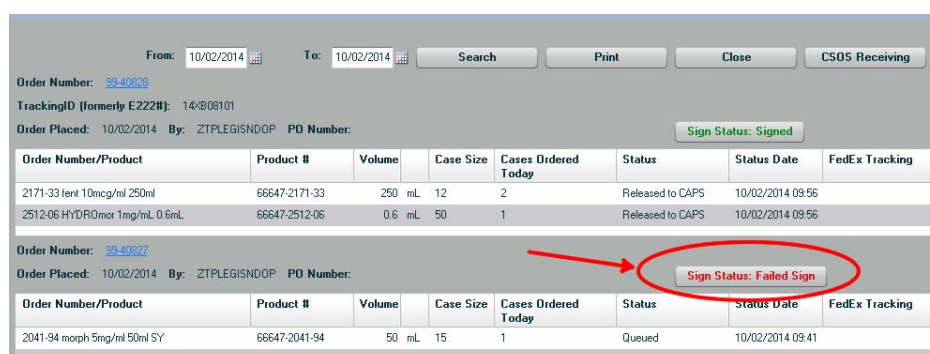
8. After selecting your signing certificate click 'OK'. At the password prompt enter your signing certificate password. The system will begin processing your order for signing. This may take several seconds. Please be patient and wait for the system to indicate the signing status before you close the browser window.
9. If your order is signed successfully the message pictured below will display.



10. If the message indicates that the signing was not successful, or if you opted to sign the order at a later time, you may access the order again through the Order History link on the left hand side of the main screen.



11. In the Order History screen a button will be displayed above the order on the right hand side of the screen indicating that the order still needs to be signed. Click this button and you will be allowed to sign your order (see step 7).

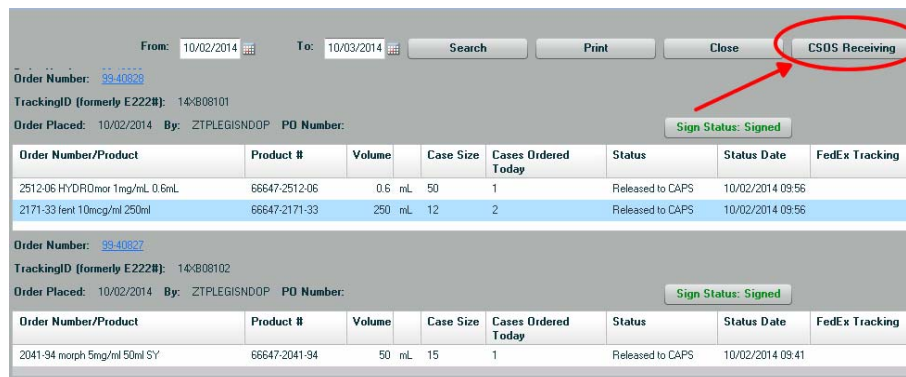


## Receiving Orders

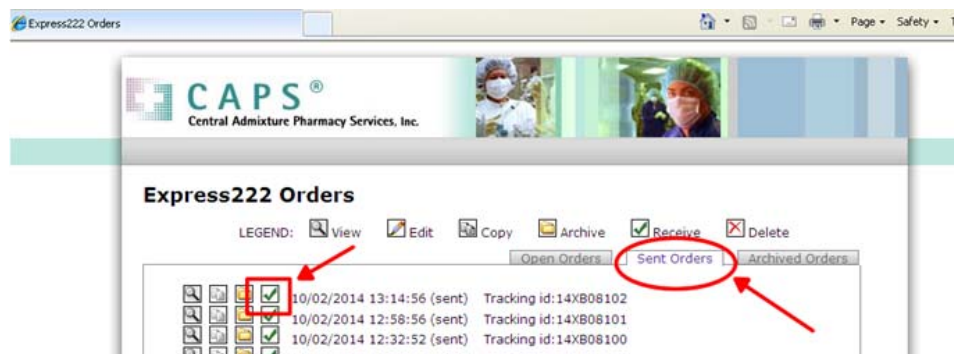
1. To receive a CSOS order in CAPSLink you must open the Order History by clicking on the 'History' link at the left hand side of the main screen.



2. From the Order History window click on the 'CSOS Receiving' button in the upper right hand corner.



3. When the Express222 web page opens click on the 'Sent Orders' tab. Find the order you would like to receive from the list and click the green checkbox to the left of the order.



- When the Receiving Status window opens enter the amount of product you received in the 'Received Qty' field. Then click the 'Receive' button.

**CAPS®**  
Central Admixture Pharmacy Services, Inc.

**Receiving Status for e222 Form# 14XB08102**  
Products ordered From: Central Admixture Pharmacy Services - CA    Date: 10-02-2014

Order Qty: 15.0000    Product: 66647-2041-94 Morphine 5 mg/mL in NS 50 mL SY(60ml)  
15.0000 shipped on 2014-10-02 (NDC: 66647204194)

RECEIVED QTY	RECEIVED DATE
15	2014-10-03

   [Back to Order List](#)

- A red 'X' will appear to the left of the order indicating the order has been received.

**CAPS®**  
Central Admixture Pharmacy Services, Inc.

**Receiving Status for e222 Form# 14XB08102**  
Products ordered From: Central Admixture Pharmacy Services - CA    Date: 10-02-2014

Order Qty: 15.0000    Product: 66647-2041-94 Morphine 5 mg/mL in NS 50 mL SY(60ml)  
15.0000 shipped on 2014-10-02 (NDC: 66647204194)

RECEIVED QTY	RECEIVED DATE
X 15.0000	2014-10-03

   [Back to Order List](#)

## Notes

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