

Drug File Optimization

- Long Name Field
 - Standard format
 - <DRUG NAME> <STRENGTH> <DOSAGE FORM>
 - Character limitation: 105 characters
 - Information in this field is transmitted to Surescripts
 - Minimal abbreviations
 - Dosage forms spelled out
 - See other documents for Surescripts recommendations and Long Name examples

Drug File Optimization

- VA Product Name
 - When reviewing this report look for accuracy of the actual product, strength, and dosage form
 - If this field is BLANK but the VA Drug Class Code is populated it means that a manual match was made
 - Attempt to do a re-match to find the actual product
 - If actual product not located in the NDF then request for a new entry to be added on the RPMS Feedback page:
<http://www.ihs.gov/RPMS/index.cfm?module=feedback&option=add&newquery=1>

Drug File Optimization

- VA Drug Class Code
 - MUST attempt to match ALL drugs to the NDF
 - If this field is blank then it means that no match (or manual match) has been made to the NDF
 - Order checking will NOT work correctly!

STOP

- Top and run Fileman report #3
 - FM_Report3NDF

Drug File Optimization Report #4

- FM Report 4 DOSAGES
 - Fields to be Optimized
 - Possible Doses (and Package Designation)
 - Local Possible Doses (and Package Designation)

Drug File Optimization

- Dosages
 - There are 2 types of dosages that a drug can be assigned
 - POSSIBLE Dosages
 - LOCAL Possible Dosages
 - Possible dosages are assigned automatically when you match the drug to the NDF
 - There are some drugs that will not automatically receive a possible dose when matched and in those cases we will optimize the LOCAL possible dosage field.
 - Best practice supports possible dosages over local possible dosages HOWEVER we have already indicated that not all drugs will have possible dosing.

STOP

- Stop and run FileMan report #4
 - FM_Report4DOSAGES

Drug File Optimization Report #5

- FM Report 5 DOSAGE FORM
 - Including noun, verb, preposition, conjunctions

Drug File Optimization

- Dosage Form File
 - Need to go into “Dosages” Menu to find it
 - Edits here affect EVERY drug with that dosage form!
- The following fields can be found in the Dosage Form File:
 - Med Route
 - Verb
 - Other Language Verb
 - Preposition
 - Other Language Preposition
 - Noun
 - Conjunction
 - NCPDP Code

Drug File Optimization

- Dosage Form File
 - Med Route
 - Route(s) used for the dosage form
 - Impacts all drugs with this dosage form
 - More than one med route can be populated
 - Verb
 - Used to build the sig of the order (prescription)
 - i.e., Take, Place, Use
 - Patient Friendly Language
 - Other Language Verb: **LEFT BLANK**

Drug File Optimization

- Dosage Form File
 - Preposition
 - Do NOT populate
 - Other Language Preposition
 - Do NOT populate
 - Noun
 - Doses of 1 and 2 of every noun listed here will be created
 - Conjunction
 - not usually used, but might an option for topicals that have a % strength. Example: 2 drops moxifloxacin 0.5% becomes 2 drops **of** moxifloxacin 0.5%
 - NCPDP Code
 - Do NOT populate

STOP

- Stop and run Fileman report #5
 - FM_Report5DOSAGE_FORM

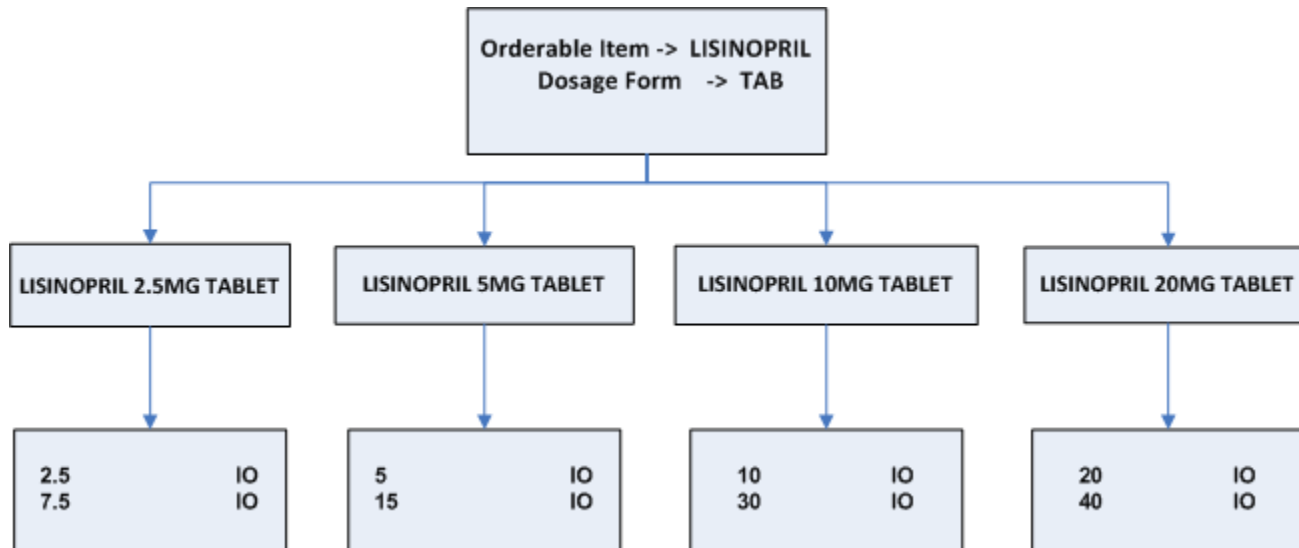
Drug File Optimization Report #6

- FM Report 6 PHARMACY OI
 - Pharmacy OI File
 - Med Route
 - Schedule Type
 - Schedule
 - Synonym
 - Patient Instructions

Pharmacy Orderable Items

- Dispense Drugs vs Pharmacy Orderable Items
 - Dispense drugs are linked to pharmacy orderable items
 - Pharmacists use **dispense drugs** when entering orders in RPMS
 - Providers order pharmacy **orderable items** in EHR
 - Dispense drugs are detailed in nature and should follow the format of “Drug-Strength-Dosage Form”
 - Pharmacy Orderable Items are *typically* generic in nature

Pharmacy Orderable Items



Pharmacy Orderable Items

- The Pharmacy Orderable Item Name should be **SPECIFIC, DESCRIPTIVE, and DETAILED** in nature IF:
 - The drug utilizes **LOCAL Possible Dosages**
 - Combination products, inhalers, ophthalmics, otics, topicals, injectables, etc
 - Strength is expressed as a percent
 - Topicals, ophthalmics
 - IV Additives with more than one strength
 - Omnicell/Pyxis medications

Pharmacy Orderable Items

- Example of Orderable Item name if POSSIBLE dosages are utilized

SIMVASTATIN TAB

Outpatient Dosages:

| | | |
|------|------------|----------------------|
| 10MG | (1 TABLET) | SIMVASTATIN 10MG TAB |
| 20MG | (1 TABLET) | SIMVASTATIN 20MG TAB |
| 40MG | (1 TABLET) | SIMVASTATIN 40MG TAB |
| 80MG | (1 TABLET) | SIMVASTATIN 80MG TAB |

Pharmacy Orderable Items

- Examples of Orderable Item name if LOCAL POSSIBLE dosages are utilized

Example 1:

EZETIMIBE-SIMVASTATIN 10MG/20MG TAB

Outpatient Dosages: 1 TABLET EZETIMIBE/SIMVASTATIN 10MG-20MG TABLET

Example 2:

PENICILLIN 250MG/5ML PWDR,RENS-ORAL

Outpatient Dosages:

2.5 ML

PENICILLIN VK 250MG/5ML ORAL SOLUTION

5 ML

PENICILLIN VK 250MG/5ML ORAL SOLUTION

7.5 ML

PENICILLIN VK 250MG/5ML ORAL SOLUTION

10 ML

PENICILLIN VK 250MG/5ML ORAL SOLUTION

Pop Quiz 1!

Is the following Orderable Item name correct?

| Orderable Item Name | Dispense Drug(s) | Associated Dosages (PD or LPD) |
|----------------------------|-------------------------|---------------------------------------|
| ACETAMINOPHEN TAB | ACETAMINOPHEN 325MG TAB | 325MG 650MG |
| ACETAMINOPHEN TAB | ACETAMINOPHEN 500MG TAB | 500MG 1000MG |

YES!

Pop Quiz 2!

Is the following Orderable Item name correct?

| Orderable Item Name | Dispense Drug(s) | Associated Dosages (PD or LPD) |
|--|---|--------------------------------|
| AMOXICILLIN/CLAVULANATE 500MG-125MG TAB | AMOXICILLIN/CLAVULANATE 500MG-125MG TABLET | 1 TABLET |

YES!!

Pop Quiz 3!

Is the following Orderable Item name correct?

| Orderable Item Name | Dispense Drug(s) | Associated Dosages (PD or LPD) |
|-----------------------|---|--------------------------------|
| FLUTICASONE INHL,ORAL | FLUTICASONE 44MCG/ACTUATION INHALATION AEROSOL | 1 PUFF 2 PUFFS |
| FLUTICASONE INHL,ORAL | FLUTICASONE 110MCG/ACTUATION INHALATION AEROSOL | 1 PUFF 2 PUFFS |
| FLUTICASONE INHL,ORAL | FLUTICASONE 220MCG/ACTUATION INHALATION AEROSOL | 1 PUFF 2 PUFFS |

NO!!

Pop Quiz 3!

Answer:

| Orderable Item Name | Dispense Drug(s) | Associated Dosages (PD or LPD) |
|---|---|--------------------------------|
| FLUTICASONE 44MCG/ACTUATION INHL,ORAL | FLUTICASONE 44MCG/ACTUATION INHALATION AEROSOL | 1 PUFF 2 PUFFS |
| FLUTICASONE 110MCG/ACTUATION INHL, ORAL | FLUTICASONE 110MCG/ACTUATION INHALATION AEROSOL | 1 PUFF 2 PUFFS |
| FLUTICASONE 220MCG/ACTUATION INHL, ORAL | FLUTICASONE 220MCG/ACTUATION INHALATION AEROSOL | 1 PUFF 2 PUFFS |

Pop Quiz 4!

Is the following Orderable Item name correct?

| Orderable Item Name | Dispense Drug(s) | Associated Dosages (PD or LPD) |
|--------------------------------|---|--------------------------------|
| LATANOPROST 0.005% SOLN,OPH | LATANOPROST 0.005% OPHTHALMIC SOLUTION | 1 DROP 2 DROPS |

YES!!

Pop Quiz 5!

Is the following Orderable Item name correct?

| Orderable Item Name | Dispense Drug(s) | Associated Dosages (PD or LPD) |
|---|--|--------------------------------|
| METFORMIN/ROSIGLITAZONE 1000MG-2MG TAB | METFORMIN/ROSIGLITAZONE 1000MG-2MG TABLET | 1 TABLET |
| METFORMIN/ROSIGLITAZONE 1000MG-2MG TAB | METFORMIN/ROSIGLITAZONE 1000MG-4MG TABLET | 1 TABLET |

NO!!

Pop Quiz 5!

Answer:

| Orderable Item Name | Dispense Drug(s) | Associated Dosages (PD or LPD) |
|---|--|--------------------------------|
| METFORMIN/ROSIGLITAZONE 1000MG-2MG TAB | METFORMIN/ROSIGLITAZONE 1000MG-2MG TABLET | 1 TABLET |
| METFORMIN/ROSIGLITAZONE 1000MG-4MG TAB | METFORMIN/ROSIGLITAZONE 1000MG-4MG TABLET | 1 TABLET |

Pharmacy Orderable Item Name Recommendations

- When changing a name of the orderable item please keep the following in mind:
 - Changing the name (i.e., making it more descriptive) does NOT break a medication quick order.
 - REMEMBER: Only edit the name when you have a 1:1 relationship of OI to drug
 - Creating new orderable items for certain dispense drugs WILL break the associated medication quick order.
 - IMPORTANT: If you are separating out drugs from a common orderable then be sure to create all new orderable items and NOT re-name the previously non-descriptive orderable item. There are most likely prescriptions (with refills) associated with these original orderable items.

Orderable Item File

- Pharmacy Orderable Item File
 - Orderable Item Name
 - See specifics for naming requirements
 - Dosage Form
 - Determined by the NDF match
 - Schedule Type
 - Typically blank for outpatient sites
 - Inpatient sites may utilize “On-Call” or “Fill on Request”
 - Schedule
 - Most common schedule for drug is populated
 - Avoid populating PRN (provider will decide this by using PRN check box in medication order dialog)
 - Patient Instructions
 - Most common patient instructions should be populated here
 - May Free Text OR chose an option from the Medication Instruction File sig codes OR a combination of both
 - Providers are now able to edit these default patient instructions if they desire when ordering in EHR.
 - Synonym
 - Populate brand names, etc.
 - This synonym field is for the provider when ordering meds via EHR

OI and Dosages

ENALAPRIL TAB  Pharmacy Orderable Item Name

Outpatient Dosages:

| | | |
|-------|-------------|---------------------|
| 2.5MG | (1 TABLET) | ENALAPRIL 2.5MG TAB |
| 5MG | (1 TABLET) | ENALAPRIL 5MG TAB |
| 10MG | (1 TABLET) | ENALAPRIL 10MG TAB |
| 20MG | (1 TABLET) | ENALAPRIL 20MG TAB |
| 40MG | (2 TABLETS) | ENALAPRIL 20MG TAB |

**POSSIBLE
Dosages** 

**Dispense Drug(s)
linked to OI** 

ENALAPRIL/HYDROCHLOROTHIAZIDE 10MG/25MG TAB

Outpatient Dosages:

1 TABLET ENALAPRIL/HYDROCHLOROTHIAZIDE 10MG/25MG TAB



LOCAL Possible Dosages

STOP

- Stop and run Fileman report #6
 - FM_Report6PHARMACY_OI

Drug File Optimization Report #7 and #8

- FM Report 7 DISPENSE DRUG OI
 - Verification of accuracy of OI and Dispense Drug link
- Report 8 OI and DOSAGES
 - Verification of Orderable Item setup

Drug File Optimization

- On Report #7
- For all drugs:
 - Review drug file for accuracy.
 - Verify that the drug is matched to the correct orderable item and dosage form.
 - Verify that the matched orderable item is not inactivated.

Drug File Optimization

- On Report #8
- Review Orderable Items attached to dispense drugs with NO assigned dosages:
 - All dispense drugs need dosages assigned.
- Review Dosages and verify (one last time) that they are optimized including lowest dosage to highest dosage.
- Review the Orderable item and the attached Dispensed drugs assigned:
 - Identify drugs that utilize local possible dosages with multiple dispense drugs attached to one orderable item.
 - These are the orderable items that you might consider separating out as discussed in class.
- Review Orderable Items and verify that all dispense drugs have been appropriately matched to the correct orderable item.

Stop

- Stop and run reports #7 and #8
 - FM_Report7DISPENSE_DRUG_OI
 - Report8OIandDOSAGES
- These reports are different ways of reviewing some of the same information on previous reports

Switching Gears

- Associated Files
 - These are files that are accessed via the Pharmacy Data Management Menu and also play important roles in an optimized Computerized Provider Order Entry (CPOE) process

Drug File Optimization

- Associated Files
 - Dosage Form File
 - Medication Instruction File
 - In Drug File, the field you populate with these entries is called PATIENT INSTRUCTIONS
 - Medication Route File
 - Drug Text File
 - Standard Schedule file

Dosage Form File

**Covered in section on Report #5 Dosage Form
Accessed via PDM Menu Dosages...**

```
Dosages ...
Drug Enter/Edit
Drug Interaction Management ...
Electrolyte File (IV)
Lookup into Dispense Drug File
Medication Instruction Management ...
Medication Routes Management ...
Orderable Item Management ...
Formulary Information Report
Drug Text Management ...
Pharmacy System Parameters Edit
Standard Schedule Management ...
Synonym Enter/Edit
Controlled Substances/PKI Reports ...
Send Entire Drug File to External Interface
  **> Out of order: Not used in IHS
Enhanced Order Checks Setup Menu ...
IV Additive/Solution Reports ...
Warning Builder
Warning Mapping
```

```
Auto Create Dosages
Dosage Form File Enter/Edit
Enter/Edit Dosages ←
Most Common Dosages Report
Noun/Dosage Form Report
Review Dosages Report
Local Possible Dosages Report
Request Change to Dose Unit
```

Medication Instruction File

Accessed via PDM Menu Medication Instruction Management...

```
Dosages ...
Drug Enter/Edit
Drug Interaction Management ...
Electrolyte File (IV)
Lookup into Dispense Drug File
Medication Instruction Management ...
Medication Routes Management ...
Orderable Item Management ...
Formulary Information Report
Drug Text Management ...
Pharmacy System Parameters Edit
Standard Schedule Management ...
Synonym Enter/Edit
Controlled Substances/PKI Reports ...
Send Entire Drug File to External Interface
**> Out of order: Not used in IHS
Enhanced Order Checks Setup Menu ...
IV Additive/Solution Reports ...
Warning Builder
Warning Mapping
```

```
Medication Instruction File Add/Edit ←
Medication Instruction File Report
```


Medication Instruction File

- The following fields are found in the Medication Instruction File:
 - Name:
 - Synonym:
 - Expansion:
 - Plural:
 - Intended Use:
 - Frequency (in minutes):

Medication Instruction File

- Name
 - Limited to 9 characters
 - Use an abbreviation – this abbreviation is only seen in RPMS when choosing defaults
 - Ex: UD
- Synonym: Leave Blank

Medication Instruction File

- Expansion:
 - This is what users and patients will see
 - Should “speak” to the patient
 - Providers can now edit this during order entry in EHR
 - Ex: UD expands to AS DIRECTED

Medication Instruction File

- Plural – Leave Blank
- Intended Use:
 - Inpatient, Outpatient, or Both
- Frequency (in minutes) - Leave Blank

Medication Route File

Accessed via PDM Menu Medication Routes Management...

```
Dosages ...  
Drug Enter/Edit  
Drug Interaction Management ...  
Electrolyte File (IV)  
Lookup into Dispense Drug File  
Medication Instruction Management ...  
Medication Routes Management ...  
Orderable Item Management ...  
Formulary Information Report  
Drug Text Management ...  
Pharmacy System Parameters Edit  
Standard Schedule Management ...  
Synonym Enter/Edit  
Controlled Substances/PKI Reports ...  
Send Entire Drug File to External Interface  
  **> Out of order: Not used in IHS  
Enhanced Order Checks Setup Menu ...  
IV Additive/Solution Reports ...  
Warning Builder  
Warning Mapping
```

```
Medication Route File Enter/Edit ←  
Medication Route Mapping Report  
Medication Route Mapping History Report  
Request Change to Standard Medication Route  
Default Med Route For OI Report
```

Medication Route File

- Medication Route(s) are linked to a dosage form in the Dosage Form File
 - Impacts all drugs with this dosage form
 - More than one medication route can be populated

Medication Route File

- Fields Available in the Medication Route File:
 - Name:
 - Abbreviation:
 - Package Use:
 - Outpatient Expansion:
 - Other Language Expansion:
 - IV Flag:
 - Prompt for Inj. Site in BCMA:
 - Dsply on IVP/IVPB Tab in BCMA:

Medication Route File

- Name:
 - This is seen in RPMS and EHR during order entry
- Abbreviation:
 - This is only seen in RPMS, not seen by end users in EHR
- Package Use:
 - National Drug File Only or All Packages
 - The NDF uses far more Med Routes than need to be selected by inpatient personnel. This field is used to screen out Med Routes not needed by the Inpatient packages

Medication Route File

- Outpatient Expansion:
 - This is what will appear in the sig and on the labels for the patient. Wording needs to speak to the patient
 - Ex: ORAL expands to “by mouth”
 - Note that you DO want your preposition here, NOT in the Preposition Field of the Dosage Form File
- Other Language Expansion – Leave Blank

Medication Route File

- IV Flag:
 - Indicates if the medication route is an IV one or not
 - The effect of this field's setting is seen when finishing an IV ordered via EHR.
 - COMPLETE THIS ORDER AS IV OR UNIT DOSE?
IV//
 - When field is set to "Yes" this defaults to IV
 - When the field is set to "No" or is blank the pharmacist must make the selection each time
 - Because IV meds can be ordered for outpatient and inpatient, this field will affect both

Medication Route File

- Prompt for Inj Site in BCMA:
 - If this field is set to “Yes”, when a nurse administers the medication using this medication route, a dialog box appears from which the nurse picks the injection site
- Dsply on IVP/IVPB Tab in BCMA:
 - If this field is set to “Yes”, any medication ordered with this route will appear on the IVP/IVPB tab regardless whether it’s an IV or UD.

Drug Text File

Accessed via PDM Menu Drug Text Management...

```
Dosages ...  
Drug Enter/Edit  
Drug Interaction Management ...  
Electrolyte File (IV)  
Lookup into Dispense Drug File  
Medication Instruction Management ...  
Medication Routes Management ...  
Orderable Item Management ...  
Formulary Information Report  
Drug Text Management ...  
Pharmacy System Parameters Edit  
Standard Schedule Management ...  
Synonym Enter/Edit  
Controlled Substances/PKI Reports ...  
Send Entire Drug File to External Interface  
  **> Out of order: Not used in IHS  
Enhanced Order Checks Setup Menu ...  
IV Additive/Solution Reports ...  
Warning Builder  
Warning Mapping
```

Drug Text Enter/Edit ←
Drug Text File Report

Drug Text File

- Can be viewed in RPMS by pharmacist processing medications
- Can be viewed in EHR by providers entering orders
- Tied to Orderable Item, not Dispense Drug

Drug Text File

74 Characters AND 1 line or less...

74 Characters AND 2 lines or more...

Medication Order

LISINOPRIL TAB
1234567 1234567 1234567 1234567 1234567 1234567 1234 Pt Wt on 01/15/2014
193 lb (87.54 kg)

| Dosage | Route | Schedule |
|--------|--------|--------------|
| 10MG | ORAL | DAILY |
| 2.5MG | ORAL | BID (NOVLOG) |
| 5MG | J TUBE | BID AC |
| 10MG | G TUBE | BID W/MEAL |
| 20MG | | BIW |
| 40MG | | BL |
| 80MG | | BL AND BS |
| | | BOID |
| | | BS |
| | | BTID |
| | | DAILY |

Patient Instructions: FOR KIDNEY PROTECTION AND/OR BLOOD PRESSURE

Days Supply: 90 Qty (TAB): 90 Refills: 0 Clinical Indication: Chronic Med

Pick Up: Clinic Mail Window Outside Pharmacy - Print

Priority: ROUTINE

Notes to Pharmacist:

LISINOPRIL TAB 10MG
TAKE ONE (1) TABLET BY MOUTH DAILY FOR KIDNEY PROTECTION AND/OR BLOOD PRESSURE
Quantity: 90 Days: 90 Refills: 0 *Chronic Med: NO Dispense as Written: NO

Buttons: ADR's, Accept Order, Quit

Medication Order

LISINOPRIL TAB
1234567 1234567 1234567 1234567 1234567 1234567 1234 Pt Wt on 01/15/2014
193 lb (87.54 kg)

| Dosage | Route | Schedule |
|--------|--------|--------------|
| 10MG | ORAL | DAILY |
| 2.5MG | ORAL | BID (NOVLOG) |
| 5MG | J TUBE | BID AC |
| 10MG | G TUBE | BID W/MEAL |
| 20MG | | BIW |
| 40MG | | BL |
| 80MG | | BL AND BS |
| | | BOID |
| | | BS |
| | | BTID |
| | | DAILY |

Patient Instructions: FOR KIDNEY PROTECTION AND/OR BLOOD PRESSURE

Days Supply: 90 Qty (TAB): 90 Refills: 0 Clinical Indication: Chronic Med

Pick Up: Clinic Mail Window Outside Pharmacy - Print

Priority: ROUTINE

Notes to Pharmacist:

LISINOPRIL TAB 10MG
TAKE ONE (1) TABLET BY MOUTH DAILY FOR KIDNEY PROTECTION AND/OR BLOOD PRESSURE
Quantity: 90 Days: 90 Refills: 0 *Chronic Med: YES Dispense as Written: NO

Buttons: ADR's, Accept Order, Quit

Drug Text File

- Common types of information displayed here:
 - Conversion tables
 - Dosing tables
 - Blackbox warnings
 - Pregnancy guidelines
- Format that can be used to build tables:
 - Can copy from Excel, WORD, or Text files

Drug Text File

- When processing a prescription the pharmacist has the ability to view the Drug Text within RPMS.
- The pharmacist should answer the question,
 "Restriction/Guideline(s) exist. Display? : (N/O): No// O"
 as YES (O) to see the same information that is also displayed to the provider in EHR.
- Orderable Item Text Example:

CEPHALEXIN 250MG/5ML EVERY 6 HOURS

| Weight (Lbs) | Weight (Kg) | Dose - MG | Dose - ML |
|--------------|-------------|-----------|-------------------|
| > 11 | > 5 | 65.5 MG | 1.25 ML (1/4 TSP) |
| 12-28 | 5-12.5 | 125 MG | 2.5 ML (1/2 TSP) |
| >28 | >12.5 | 250 MG | 5 ML (1 TSP) |

Drug Text File

- Fields available in Drug Text File:
 - Drug Text Name
 - Text
 - Synonym
 - Inactivation Date

Drug Text File

- Name:
 - This is only seen in RPMS when associating with orderable item
- Text:
 - This is where you enter the text you want to display
 - If it is short, the actual text will display
 - If longer, or multi-line, “Display Restrictions/Guidelines” will display

Drug Text File

- When entering text in the screen editor:
 - You can Copy & Paste from word processing and spreadsheet programs.
 - Tip: you may want to select a monospaced font like `Courier`.
 - Use the Screen Editor to move items or adjust tabs or margins

Example of Drug Text tables

ACETAMINOPHEN ELIXIR 160MG/5ML PEDIATRIC DOSING CHART Q46H prn

| Wt in LBS | Wt in KG | Dose in MG | Dose in ML(s) |
|-----------|-----------|------------|---------------|
| 6-11 LBS | 3-5 KG | 40MG | 1.25ML |
| 12-17 LBS | 6-8 KG | 80MG | 2.5ML |
| 18-23 LBS | 9-11 KG | 120MG | 3.75ML |
| 24-35 LBS | 12-16 KG | 160MG | 5ML |
| 36-47 LBS | 16-21 KG | 240MG | .5ML |
| 48-59 LBS | 21-27 KG | 320MG | 10ML |
| 60-71 LBS | 27- 32 KG | 400MG | 12.5ML |

Drug Text File

- Synonym – Leave Blank
- Inactivation Date:
 - Use if entry is no longer needed
 - Use the @ to remove a date if you wish to reactivate an entry

Standard Schedule File

Accessed via PDM Menu Standard Schedule Management...

```
Dosages ...
Drug Enter/Edit
Drug Interaction Management ...
Electrolyte File (IV)
Lookup into Dispense Drug File
Medication Instruction Management ...
Medication Routes Management ...
Orderable Item Management ...
Formulary Information Report
Drug Text Management ...
Pharmacy System Parameters Edit
Standard Schedule Management ...
Synonym Enter/Edit
Controlled Substances/PKI Reports ...
Send Entire Drug File to External Interface
  **> Out of order: Not used in IHS
Enhanced Order Checks Setup Menu ...
IV Additive/Solution Reports ...
Warning Builder
Warning Mapping
```

Standard Schedule Edit ←
Administration Schedule File Report

Standard Schedule File

- These entries will display in EHR during order entry
- Avoid using PRN in schedule expansion
 - Provider should use PRN box during EHR order entry or PRN can be defaulted in quick order

Standard Schedule File

- Fields Available:
 - Name
 - Outpatient Expansion
 - Other Language Expansion
 - Type of Schedule
 - Frequency (in minutes)
 - Standard Administration Times
 - Ward

Standard Schedule File

- Name:
 - This is seen by the users in EHR and RPMS
- Outpatient Expansion:
 - This is the language that appears in the sig and on the label
- Other Language Expansion: Leave Blank

Standard Schedule File

- Type of Schedule:
 - Choices: Continuous, Day of the week, One-time, On call, PRN
 - Most effect on Inpatient and BCMA
 - Outpatient – use Continuous or Leave Blank
 - PRN Type can have negative effects on outpatient day supply calculations

Standard Schedule File

- Frequency (in minutes):
 - Meant for inpatient use. In BCMA, this field is used to indicate the number of minutes between doses and is used by RPMS to determine the number of doses that should be given in a day.
 - Only schedules marked as Continuous allow you to edit this field

Standard Schedule File

- Standard Administration Times:
 - Standard times that doses are due in the inpatient ward.
 - Manually entered and should agree with the nursing administration policy to simplify administration times for the nurses.
 - Times should coordinate with the frequency based on 1440 minutes/24 hrs.
 - Example: QID = 4 administrations, 240 minutes apart.
 - BCMA will accentuate errors in this field
 - These are also the times that appear on the computer generated MAR used in inpatient units not using BCMA

Standard Schedule File

- Ward:
 - Allows you to designate scheduled times for a specific ward
 - Example: Med-surg ward delivers meals 1hr later than Peds ward. You can set your meal dependent schedules to different times, based on ward.

Putting it all together

- See graphics on next 2 slides

Putting it all together

Medication Order

IBUPROFEN TAB

Change

Dosage Form

Dosage Complex

| Dosage | Strength | Form | Quantity |
|--------|----------|--------|----------|
| 800MG | | | |
| 200MG | NF | 0.026 | |
| 400MG | | | |
| 800MG | | 0.0719 | |

Route

- ORAL
- BY MOUTH
- ORAL

Schedule

- Q8H
- PC&HS
- Q12H
- Q1H WHILE AWAKE
- Q2H-WHILE AWAKE
- Q3H
- Q46H
- Q4H
- Q6H
- Q72H
- Q8H

Only routes that are linked to the dosage form show here

Standard Schedules

Medication instructions, shows expanded. Is free text and editable by provider here

Patient Instructions: FOR PAIN - TAKE WITH FOOD OR MILK

Days Supply: 7, Quantity: 21, Refills: 0

Clinical Indication: [Empty]

Chronic Med: Chronic Med, Dispense as Written

Pick Up: Clinic, Mail, Window, Outside Pharmacy - Print

Priority: ROUTINE

Discharge Medication:

Notes to Pharmacist:

IBUPROFEN TAB 800MG
TAKE ONE (1) TABLET BY MOUTH EVERY 8 HOURS AS NEEDED FOR PAIN - TAKE WITH FOOD OR MILK
Quantity: 21 Days: 7 Refills: 0 *Chronic Med: NU Dispense as Written: NO

Verb (from the Dosage Form file)

Noun (from the Dosage Form file)

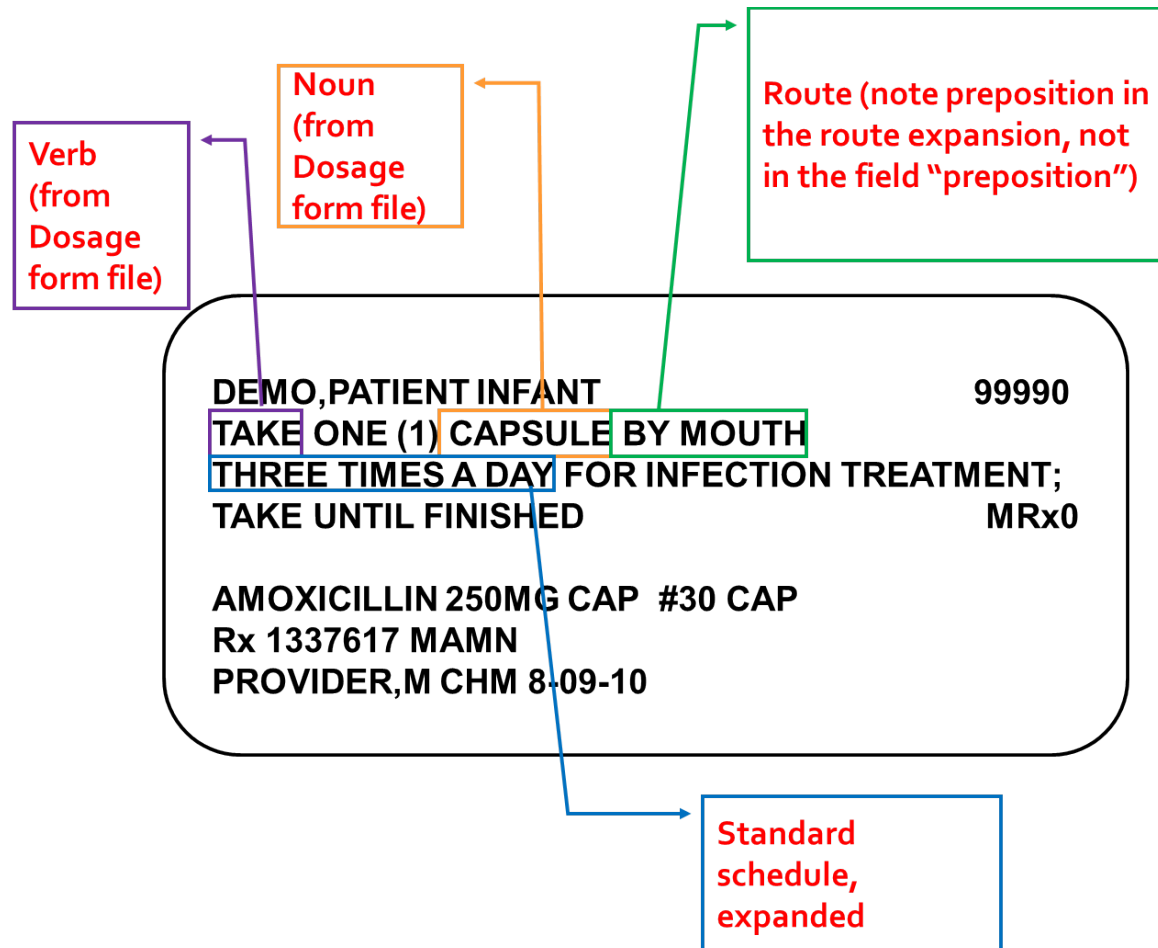
Route - note preposition in the route expansion text, not in the dosage form file field "preposition"

ADR's

Accept Order

Quit

Putting it all together



Maintenance

- Optimization is an ongoing project, not a one-time job
- Recommend periodically running these reports to keep the drug file maintained

Questions?