BAR CODE MEDICATION ADMINISTRATION (BCMA)

MANAGER'S USER MANUAL

Version 3.0
February 2004

(Revised October 2009)

Department of Veterans Affairs
Office of Enterprise Development

Revision History

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

Date	Revised Pages	Patch Number	Description
10/2009	i, iii-iv, 48a-48b, 56	PSB*3*47	Added information for the new *Immunizations Documentation by BCMA Nightly Task* [PSB PX BCMA2PCE TASK] option that is added to the *Bar Code Medication Administration Manager* [PSB MGR] menu. PCE added to the glossary. REDACTED
01/2009	All	PSB*3*28	Reissue of manual to add new functionality in patch PSB*3*28 including the addition of a new unable to scan option, email notification feature, mode of patient record access and five rights override administration. REDACTED

Table of Contents

Introduction 1

Benefits of BCMA V. 3.0 1
Benefits of This Manual 1
Our Target Audience 1
Other Sources of Information 2
Background/Technical Information 2
Training Information 2
This Manual and Related Documentation 2
Conventions Used in This Manual 2
Obtaining On-line Help 4

Setting Site Parameters for GUI BCMA 5

Signing on to GUI BCMA Site Parameters Application 5
Defining and Updating Site Parameters for Your Division 9
Working with the Facility Tab 11
Working with the Parameters Tab 12
Working with the Default Answer Lists Tab 17
Working with the IV Parameters Tab 25
Keyed Entry Timing Parameter 30

Accessing the CHUI BCMA Manager Menu 33

Accessing the CHUI BCMA Manager Menu 33

Checking the Drug IEN Code for Unit Dose Meds 35

Verifying the Drug IEN Code for a Unit Dose Medication 35

Responding to Missing Dose Requests 37

Creating a Follow-up Message for a Missing Dose Request 37

Resetting User Parameters 41

Resetting a User's Default Parameter Settings 41

Using the Trouble Shoot Med Log 43

Identifying Scanning Problems 43

Running the Unknown Action Status Report 47

Creating a Listing of Unknown Actions 47

Using Immunizations Documentation by BCMA 48a

Validate the Immunizations Documentation by BCMA Nightly Task 48a

Customizing the BCMA GUI Tools Menu 49

Defining the Tools Menu in VistA 49

Glossary **53**
Learning BCMA Lingo 53
Index **59**

Validate the Immunizations Documentation by BCMA Nightly Task

The Immunizations Documentation by BCMA application is introduced with patches PSS*1*141 and PSB*3*47. Patch PSS*1*141 adds the ASSOCIATED IMMUNIZATION field (#9) to the PHARMACY ORDERABLE ITEM file (#50.7). A mapping relationship is created between the PHARMACY ORDERABLE ITEM file (#50.7) and the pointed-to immunization so that a record can be created in the V IMMUNIZATION file (#9000010.11) corresponding to the BCMA administration of an immunization.

Patch PSB*3*47 adds *Immunizations Documentation by BCMA Nightly Task* [PSB PX BCMA2PCE TASK] option to the *Bar Code Medication Administration Manager* [PSB MGR] menu. You can use this option to run a task which will create a record within Patient Care Encounter (PCE) for medications marked as given in BCMA that have been identified as immunizations. The primary intended use of this option is to queue it as a nightly background task, which will process the previous day's BCMA administrations of immunizations.

See the Immunizations Documentation by BCMA Release Notes for additional detail.

For each orderable item that is found in which there is an associated immunization, the program will display the patient name, immunization name, date of entry and the person who recorded the BCMA administration.

Once an immunization is found, the next line will display a result code.

- Result code 1 indicates a successful transmission of data to PCE.
- Result codes -1, -2 and -3 indicate a problem filing the data to PCE.
    - -1 is returned if there were errors in PCE but the data was filed as completely as possible. For example, error code -1 can occur if the nurse who recorded the administration in BCMA does not have a valid and current entry in the PERSON CLASS field (#8932.1).
    - -2 is returned if PCE could not find or create an entry in the VISIT file (#9000010).
    - -3 is returned if PCE was called incorrectly, which is indicative of a problem with this BCMA application.

If the task generates an error code, file a Remedy ticket. If you don't have access to Remedy please call the VA Service Desk at 1-888-596-4357 and they will file a ticket on your behalf.

Validate the Immunizations Documentation by BCMA Nightly Task (cont.)

A message will be displayed if there is already a record on file for the combination of patient, entry date, and immunization type. Duplicate data will not be filed.

Example: Immunizations Documentation by BCMA Nightly Task [PSB PX BCMA2PCE TASK] Option

```
Select OPTION NAME: PSB PX BCMA2PCE TASK
Immunizations Documentation by BCMA Nightly Task
Immunizations Documentation by BCMA

Select START DATE: Dec 18, 2008//12-1 (DEC 01, 2008)
BCMAPATIENT, ONE       FLU,3 YRS (12/1/08)      BCMANURSE, ONE
Result code: 1
BCMAPATIENT, ONE       PNEUMOVAX (12/1/08)      BCMANURSE, ONE
Result: Immunization already on file.
```

Learning BCMA Lingo (cont.)

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this manual.

Example: Alphabetical Listing of BCMA Acronyms and Terms

Acronym/Term	Definition
Medication Route	Also called "Route" or "Med Route," the method by which a patient receives medication (i.e., PO, IV, IM, ID, SQ, and SC). Each VAMC determines routes and associated abbreviations, which cannot exceed five characters in length. Otherwise they will *not* fit on bar code labels and the MAH.
Medication Tab	Used to separate and view a type of active medication order (i.e., Unit Dose IV Push, IV Piggyback, and large-volume IVs) that needs to be administered to a patient. The Tab under which an order displays depends on how it was entered. The "alert light" on a Tab turns **GREEN** *only* when a medication order exists for the Schedule Type selected within the respective start/stop date and time selected on the BCMA VDL. If grayed out, then none exist.
Missing Dose	A medication considered "Missing." BCMA automatically marks this order type (with an "M") in the Status column of the VDL after you submit a Missing Dose Request to the Pharmacy. If an IV bag displayed in the IV Bag Chronology display area of the VDL is *not* available for administration, you may mark the IV bag as a "Missing Dose" using the Missing Dose button or by right clicking the IV bag and selecting the Missing Dose command in the Right Click drop-down menu.
National Drug Code	Also called "NDC," the number assigned by a manufacturer to each item/medication administered to a patient.
NDC	**N**ational **D**rug **C**ode. The number assigned by a manufacturer to each item/medication administered to a patient.
On-Call Order	A specific order or action dependent upon another order or action taking place *before* it is carried out. For example, "Cefazolin 1gm IVPB On Call to Operating Room." Since it may be unknown when the patient will be taken to the operating room, the administration of the On-Call Cefazolin is dependent upon that event.

Learning BCMA Lingo (cont.)

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this manual.

Example: Alphabetical Listing of BCMA Acronyms and Terms

Acronym/Term	Definition
One-Time Order	A medication order given one time to a patient such as a STAT or NOW order. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time or until it is Given.
Orderable Item	A drug whose name does NOT have the strength associated with it (e.g., Acetaminophen 325 mg). The name with a strength is called the "Dispensed Drug Name."
Patient Transfer Notification	A message that displays when a patient's record is opened or the Unit Dose or IVP/IVPB Medication Tab is viewed for the first time. It indicates that the patient has had a movement type (usually a transfer) within the site-definable parameter, and the last action for the medication occurred before the movement, but still within the defined timeframe.
PCE	**P**atient **C**are **E**ncounter
Pending Order	An order entered by a provider through CPRS without Pharmacy personnel verifying the order.
PRN Effectiveness List Report	A report that lists PRN medications administered to a patient that needs Effectiveness comments.
PRN Order	The Latin abbreviation for **P**ro **R**e **N**ata. A medication dosage given to a patient on an "as needed" basis.
Provider	Another name for the "Physician" involved in the prescription of a medication (Unit Dose or IV) to a patient.
PSB CPRS MED BUTTON	The name of the security "key" that must be assigned to nurses who document verbal- and phone-type STAT and medication orders using the CPRS Med Order Button on the BCMA VDL.
PSB INSTRUCTOR	The name of the security "key" that must be assigned to nursing instructors, supervising nursing students, so they can access user options within BCMA V. 3.0.
PSB MANAGER	The name of the security "key" that must be assigned to managers so they can access the PSB Manager options within BCMA V. 3.0.
PSB STUDENT	The name of the security "key" that must be assigned to nursing students, supervised by nursing instructors, so they can access user options with BCMA V. 3.0. This key requires that a nursing instructor sign on to BCMA V. 3.0.
PSB UNABLE TO SCAN	The name of the security "key" that must be assigned to allow the user to run the Unable to Scan Detailed and Summary reports.