# **Appendix B: Index**

#### Α A Look at the VDL, 2-2 Accessing the Edit Med Log Option, 7-1-7-5 Accepting An Administered IV Order, 6-9 An Administered Unit Dose Order, 6-8 Adding Comments to a Patient's Medication Record IV Medications, 5-31-5-32 IVP/IVPB Medications, 4-34-35 Unit Dose Medications, 3-45-3-46 Edit Med Log Comment, 7-13 Administering Active IV Medications, 5-1-5-40 IVP/IVPB Medications, 4-1-4-44 Unit Dose Medications, 3-1-3-54 Administration Times Report, Viewing and Printing, 10-27-10-29 Allergies/ADRs Bar on VDL, 2-2, 2-4 Allergy and ADR Information, Viewing and Printing, 10-5-10-6 Assumptions We Made About You, 1-9 Attribute Column, Default Answers Lists, 1-7 В Bag Information Column on VDL, 1-4, 5-7 **Background Information About BCMA** Augments Nurse's Clinical Judgment, 1-18 Built on Workgroup's Findings, 1-19 Commitment to Putting Veterans First, 1-15 Improved Communication Among Medical Center Staff, 1-15 Improved Patient Safety and Patient Care, 1-15 Patient Safety Comes First . . ., 1-20 Provides a System of "Checks and Balances," 1-17 Provides Immediate Access to Information, 1-19 Reduces Medication Administration Errors, 1-17 Uses a Wireless Network Infrastructure, 1-19 BCMA V. 3.0 Before Using, 1-1 Benefits of, 1-2-1-7 Clinical Reminders Marquee, 1-2, 2-5 Features Unique to BCMA, 1-16 Signing on to BCMA V. 3.0, 3-9 Taking a Quick Tour of, 2-1-2-5

Target Audience, 1-1 VDL Main Screen, 2-2

#### B (cont.) Benefits of BCMA V. 3.0 Bag Information Column on the VDL, 1-4 CHUI Missing Dose Report, 1-5 Clinical Reminders Marquee, 1-2 Cumulative Vitals/Measurement Report, 1-5 Default Answers Lists, Attribute Column, 1-7 Fractional Dose Orders, 1-2 HL7 Messaging, 1-6 MAH Report, 1-5 Medication Log Dialog Box, 1-4 Medication Variance Report, 1-5 Missed Medications Report, 1-5 Missing Dose E-mail Notification, 1-6 Multiple Dose Order, 1-7 Patient Transfer Notification, 1-2 PRN Documentation Site Parameter, 1-3 PRN Effectiveness Log, 1-3 PRN Effectiveness Dialog Box, 1-4 PRN Order, 1-7 PRN Pain Scores, 1-6 Recording Effectiveness of PRN Medication, 1-7 Scan IV Dialog Box, 1-4 Schedule Type Indicator Alert Lights, 1-4 Schedule Types Site Parameter, 1-3 Ward-Specific Reports, 1-5 Benefits of this Manual, 1-9 C Changing the Status of IVP/IVPB Medications, 4-33 Unit Dose Medications, 3-44 Clinical Reminders Marquee, BCMA, 1-2, 2-5 Closing a Patient Record IV Medications, 5-39 IVP/IVPB Medications, 4-43 Unit Dose Medications, 3-53 Columns on the VDL Defined, 2-9-2-11 Resizing, 2-13 Sorting Contents of, 2-12 Comments, Adding to a Patient's Medication Record IV Medications, 5-31-5-32 IVP/IVPB Medications, 4-34-4-35 Unit Dose Medications, 3-45-3-46 Edit Med Log Comment, 7-13 Commitment to Putting Veterans First, 1-15 Conventions Used Throughout this Manual, 1-11

### C (cont.) Cover Sheet Accessing, 9-17-9-18 Benefits of, 9-1 Expired/Expiring Orders View, 9-14-9-16 Features, 9-1-9-4 Gridlines, Display/Hide, 9-20 IV Overview View, 9-12-9-13 Medication Overview View, 9-5-9-8 PRN Overview View, 9-9-9-11 Shortcut Keys, 9-4, 9-19 Using, 9-19-9-20 **CPRS Med Order Button** Accepting an Administered IV Order, 6-9 Accepting an Administered Unit Dose Order, 6-8 Benefits of, 6-1 Enabling the Button Functionality, 6-2 How the Button Works, 6-1 Ordering and Documenting STAT or NOW Orders, 6-5-6-7 Processes Completed By Each Application, 6-12 Providing a Link to CPRS, 6-1 Reviewing and Signing STAT or NOW Orders, 6-10-6-11 Verifying the Documentation Process, 6-1 Workflow for the Button, 6-3 Customer Service, 1-21 Cumulative Vitals/Measurement Report, 10-35-10-37 D Default Answers Lists, Attributes Column, 1-7 Demographics Data, Viewing and Printing, 10-3-10-4 Details button, 3-15-3-16, 3-52, 4-42, 5-38, 7-3, 10-39 Dispensed Drugs Adding, via Edit Med Log, 7-12 Editing, via Edit Med Log, 7-13 Drug IEN Code, Looking up IVP/IVPB Medications, 4-36-4-37 Unit Dose Medications, 3-21-3-22 Due List Report, Viewing and Printing, 10-10-10-14 Ε Editing the Medication Log Accessing the Edit Med Log Option, 7-1-7-5 Adding Dispensed Drugs, 7-12 Administration Selection Dialog box, 7-2, 7-4, 7-6, Edit Med Log Dialog box, 7-7 Editing Dispensed Drugs, 7-11 Fields that can be Edited, 7-6

Medication Log Report, 7-6, 7-13 Patient Select Dialog box, 7-2

```
E (cont.)
   Read-Only BCMA restriction, 7-1
   Using the Edit Med Log Option, 7-6-7-13
Enabling the CPRS Med Order Button Functionality, 6-2
Errors, Reducing for Medication Administration, 1-17
FAQs, A-1-A-20
Features
   Of the VDL, 2-3-2-5
   Unique to BCMA V. 3.0, 1-16
   Of Read-Only BCMA, 8-1-8-3
Flag button, 2-2-2-3, 10-39-10-40
FlowChart, Workflow
   CPRS Med Order Button, 6-3
   IV Medications, 5-9
   IVP/IVPB Medications, 4-7
   Unit Dose Medications, 3-7
Fractional Dose Orders, 1-2, 3-28-3-31
G
Getting Acquainted with the VDL
   Accessing BCMA Features and Options, 2-7-2-8
   Main Screen, 2-2
   Menu Bar, 2-7
   Tool Bar, 2-7
Glossary, 11-1-11-8
Н
Help, Customer Service, 1-21-1-22
HL7 Messaging, 1-6
How BCMA Validates
   IV Bags with Unique Identifier Number, 5-11
   IVP/IVPB Medications, 4-6
   Unit Dose Medications, 3-5
   Ward Stock Items, 5-21
How the CPRS Med order Button Works, 6-1
How this Manual is Organized, 1-10
Injection Site, Specifying
   Unit Dose Medications, 3-35
   IVP/IVPB Medications, 4-25
   IV Medications, 5-23
IV Medications
   Adding Comments to a Patient's Medication Record, 5-31-5-32
   Administering an Order with Special Instructions, 5-27
   Bag Chronology Display Area, 5-4, 5-7
   Changing the Status of an IV Bag, 5-19-5-20
```

#### I (cont.) Changing the Status of a Ward Stock Item, 5-24-5-25 Closing a Patient Record, 5-40 Editing the Medication Log, 7-6-7-13 How BCMA Validates IV Bags, 5-11 Information Stored by BCMA, 5-5 Marking an IV Bag as Held or Refused, 5-28-5-30 Scanning and Verifying Medication Information for IV Bags, 5-12-5-18 Scanning and Verifying Medication Information for Ward Stock Items, 5-21-5-23 Schedule Types that You Can Administer, 5-1 Start/Stop Time Information, 5-1 IV Medications (cont.) Submitting a Missing Dose Request, 5-33-5-35 Viewing on VDL, 5-6 Workflow, 5-9 **IVP/IVPB** Medications Adding Comments to a Patient's Medication Record, 4-34-4-35 Administering a Medication Early/Late, 4-30-4-31 Administering a PRN Order, 4-26-27 Administering an Order with Multiple Admin Times, 4-22 Administering an Order with Special Instructions, 4-23 Changing the Schedule Types, 4-11 Changing the Status of an IVP or IVPB Medication, 4-4, 4-33 Changing the VDL Parameters, 4-10 Editing the Medication Log, 7-6-7-13 How BCMA Validates Patient and Medication Information, 4-6 Information Stored by BCMA, 4-5 Looking up a Drug IEN Code or Unique Identifier Number, 4-36-4-37 Marking Multiple Medications on the VDL, 4-32 Preparing to Administer Medications, 4-9-4-11 Recording the Effectiveness of a PRN Medication, 4-28-4-29 Scanning and Verifying Patient Information, 4-6 Scanning and Verifying Medication Information, 4-12-4-21 Schedule Types that You Can Administer, 4-1 Specifying the Injection Site for the Medication, 4-25 Specifying the Medication Quantity and Units Given, 4-24 Submitting a Missing Dose Request, 4-38-4-40 Viewing on VDL, 4-9 Workflow, 4-7 L Linking to CPRS, 6-1 Looking up a Drug IEN Code IVP/IVPB Medications, 4-36-4-37 Unit Dose Medications, 3-21-3-22

M

### MAH Report, Viewing and Printing, 10-18-10-20 Marking A Patch as Removed, 3-36 Marking Multiple Medications IVP/IVPB Medications, 4-32 Unit Dose Medications, 3-43 Med Pass, FlowChart for CPRS Med Order Button, 6-3 IV Medications, 5-9 IVP/IVPB Medications, 4-7 Unit Dose Medications, 3-7 Viewing and Printing, 10-15-10-17 Medication History Report, Viewing and Printing, 10-30-10-31 Medication Log Report Edit Med Log and Report Options, 7-6, 7-13 Medication Variance Log Report, Viewing and Printing, 10-32-10-34 Menu Bar, 2-7 Missed Medications Report, Viewing and Printing, 10-21-10-22 Missing Dose E-mail Notification, 1-5-1-6, 1-16 Missing Dose Requests, Submitting IV Medications, 5-33-5-35 IVP/IVPB Medications, 4-38-4-40 Unit Dose, 3-47-3-49 Multiple Dose Orders, 3-26-3-27 0 Opening a Patient Record IV Medications, 5-37-5-38 IVP/IVPB Medications, 4-41-4-42 Unit Dose Medications, 3-51-3-52 Edit Med Log Option, 7-2 Ordering and Documenting STAT or NOW Orders, 6-5-6-7 Organization of this User Manual, 1-10 Other Sources of Information, 1-13 Patch, Marking as Removed, 3-36 Patient Record Closing, 3-53, 4-43, 5-39 Opening, 3-51-3-52, 4-41-4-42, 5-37-5-38, 7-2 Patient Record Flag (PRF) Report, 1-16, 2-3, 3-15-3-16, 3-52, 4-42, 5-38, 7-3, 10-39-10-41, 11-6 Patient Transfer Notification, 1-2, 3-17 PRN Effectiveness List Report, Viewing and Printing, 10-24-10-26 PRN Medication, Recording the Effectiveness of, IVP/IVPB Medications, 4-28-4-29, 7-10 Unit Dose Medications, 3-39-3-40, 7-10 PRN Pain Scores, 3-38, 3-40, 4-27, 4-29, 7-10 PSB READ ONLY Security Key, 7-1, 8-4-8-6, 11-6 Providing a Link to CPRS, 6-1

#### R Read-Only BCMA Features, 8-1-8-3 Accessing, 8-4-8-5 PSB READ ONLY Security Key, 7-1, 8-4-8-6, 11-6 Using, 8-6-8-8 Recording the Effectiveness of a PRN Medication IVP/IVPB Medications, 4-28-4-29, 7-10 Unit Dose Medications, 3-39-3-40, 7-10 Refreshing the VDL, 2-14-2-15 Reports, Viewing and Printing Administration Times Report, 10-27-10-29 Allergy and ADR Information, 10-5-10-6 Cumulative Vitals/Measurement Report, 10-35-10-37 Demographics Data, 10-3-10-4 Due List Report, 10-10-10-14 Enhancements to Report Printing, 10-1 MAH Report, 10-18-10-20 Medication History Report, 10-30-10-31 Medication Log Report, 10-15-10-17 Medication Variance Log Report, 10-32-10-34 Missed Medications Report, 10-21-10-23 Order from Inpatient Medications, 10-7-10-9 Patient Record Flag (PRF) Report, 1-16, 2-3, 3-15-3-16, 3-52, 4-42, 5-38, 7-3, 10-39-10-41, 11-6 PRN Effectiveness List Report, 10-24-10-26 Resizing the Columns on the VDL, 2-13 Reviewing and Signing STAT or NOW Orders, 6-10-6-11 S Scanning and Verifying Medication Information IV Bags with Unique Identifier Number, 5-12-5-18 IVP/IVPB Medications, 4-12-4-21 Unit Dose Medications, 3-21-3-25 Ward Stock Items 5-21-5-23 Scanning and Verifying Patient Information, 3-14-3-17 Schedule Type Indicator Alert Lights, 1-4, 2-4 Schedule Types that You Can Administer IV Medications, 5-1 IVP/IVPB Medications, 4-1 Unit Dose Medications, 3-1 Shortcut Keys, 2-8 Signing on to BCMA V. 3.0, 3-9 Sorting the Contents of a Column, 2-12 Submitting a Missing Dose Request IV Medications, 5-33-5-35 IVP/IVPB Medications, 4-38-4-40 Unit Dose, 3-47-3-49

#### Т Target Audience for BCMA V. 3.0, 1-1 Taking a Quick Tour of BCMA V. 3.0, 2-1-2-5 Terminology Used in This Manual, Windows, 1-12 This Manual Assumptions Made About You, 1-9 Benefits of, 1-9 Conventions Used Throughout, 1-11 Organization, 1-10 Other Sources of Information, 1-13 Tool Bar, 2-7 U Unit Dose Medications Adding a Dispensed Drug, 7-12 Adding Comments to a Patient's Medication Record, 3-45-4-46, 7-13 Administering a Fractional Dose Order, 3-28-3-31 Administering a Medication Early/Late, 3-41-3-42 Administering a Multiple Dose Order, 3-26-3-27 Administering an Order with Multiple Admin Times, 3-32 Administering an Order with Special Instructions, 3-33 Administering a PRN Order, 3-37-3-38 Changing Schedule Types on the VDL, 3-20 Changing the Status of, 3-3, 3-44 Changing the VDL Parameters, 3-19 Displaying on the VDL, 3-2 Editing a Dispensed Drug, 7-11 Editing the Medication Log. 7-6-7-13 How BCMA Validates Patient and Medication Information, 3-5 Information Stored by BCMA, 3-4 Looking up a Drug IEN Code, 3-21-3-22 Marking a Patch as Removed, 3-36 Marking Multiple Medications on the VDL, 3-43 Preparing to Administer, 3-1-3-4 Recording the Effectiveness of a PRN Medication, 3-39-3-40 Scanning and Verifying Medication Information, 3-21-3-25 Scanning and Verifying Patient Information, 3-14-3-17 Schedule Types that You Can Administer, 3-1 Signing on to BCMA V. 3.0, 3-9 Specifying the Injection Site for the Medication, 3-35 Specifying the Medication Quantity and Units Given, 3-34 Viewing on the VDL, 3-18 Submitting a Missing Dose Request, 3-47-3-49 Using Unit Dose Medication Tab, 3-18 Workflow, 3-7

#### U (cont.) Using the CPRS Med Order Button Accepting an Administered IV Order, 6-9 Accepting an Administered Unit Dose Order, 6-8 Enabling the CPRS Med Order Button Functionality, 6-2 How the CPRS Med Order Button Works, 6-1 Ordering and Documenting STAT or NOW Orders, 6-5-6-7 Processes Completed By Each Application, 6-12 Providing a Link to CPRS, 6-1 Reviewing and Signing STAT or NOW Orders, 6-10-6-11 Scanning and Verifying Medication Information for IV Bags, 5-12-5-18 Schedule Types that You Can Administer, 5-1 Verifying the Documentation Process, 6-1 Workflow Chart for CPRS Med Order Button, 6-3 Using the Edit Med Log Option, 7-6-7-13 Using this Manual Benefits of, 1-9 Conventions Used Throughout, 1-11 Organization, 1-10 Other Sources of Information, 1-13 Windows Terminology Used Throughout, 1-12 V Validating IV Bags with Unique Identifier Number, 5-11 IVP/IVPB Medications, 4-6 Unit Dose Medications, 3-5 Ward Stock Items, 5-21 **VDL** Accessing Features and Options, 2-7-2-8 Columns, Defined, 2-9-2-11 Described, 2-1 Features, 2-3-2-5 Main Screen, 2-2 Menu Bar, 2-7 Refreshing, 2-14-2-15 Resizing the Columns, 2-13 Sorting the Contents of a Column, 2-12 Tool Bar, 2-7 Viewing and Printing BCMA Reports Administration Times Report, 10-27-10-29 Allergy and ADR Information, 10-5-10-6 Cumulative Vitals/Measurement Report, 10-35-10-37 Demographics Data, 10-3-10-4 Due List Report, 10-10-10-14

#### V (cont.) Enhancements to Report Printing, 10-1 MAH Report, 10-18-10-20 Medication History Report, 10-30-10-31 Medication Log Report, 10-15-10-17 Medication Variance Log Report, 10-32-10-34 Missed Medications Report, 10-21-10-23 Order from Inpatient Medications, 10-7-10-9 PRN Effectiveness List Report, 10-24-10-26 Virtual Due List (VDL) Accessing Features and Options, 2-7-2-8 Columns, Defined, 2-9-2-11 Described, 2-1 Features, 2-3-2-5 Main Screen, 2-2 Virtual Due List (VDL) (cont.) Menu Bar, 2-7 Refreshing, 2-14-2-15 Resizing the Columns, 2-13 Sorting the Contents of a Column, 2-12 Tool Bar, 2-7 Vitals Report, See Cumulative Vitals/Measurement Report

#### W

Ward Stock Items
Administering, 5-21
Changing the Status of, 5-24-5-25
How BCMA Validates, 5-21
Scanning and Verifying Medication Information, 5-21-5-23
Windows Terminology Used in this Manual, 1-12
Workflow, Flowchart
CPRS Med Order Button, 6-3
IV Medications, 5-19
IVP/IVPB Medications, 4-7
Unit Dose Medications, 3-8
Working with Patient Records
IV Medications, 5-37-5-39
IVP/IVPB Medications, 4-41-4-43
Unit Dose Medications, 3-51-3-53