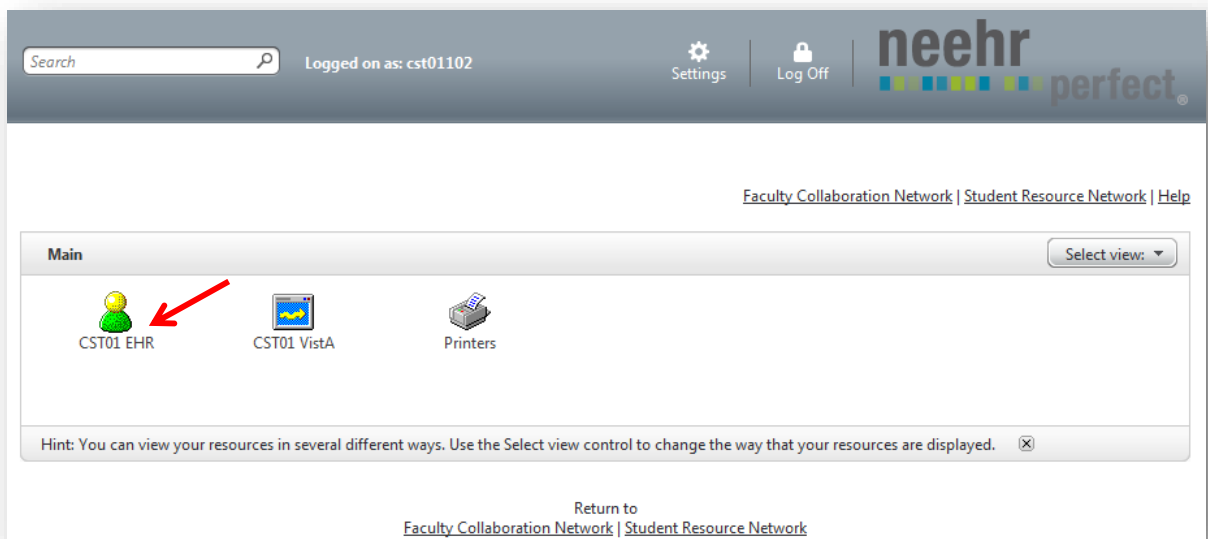


Quick Guide to Creating an IV Bag Label

This is a step-by-step guide on how to generate a label for an IV bag of medication and/or IV fluid. The sample chart used in this guide WILL NOT be in your EHR, but the steps can be applied to any chart with active IV medications

The IV bag order

1. Go to www.neehrperfect.com and enter your Username and Password to log in. Then select "Click Here to Start the Neehr Perfect EHR." Click on the EHR icon. Note: your EHR may be labeled different than the one below.



2. At the **Patient Select Screen** select the patient chart that contains the IV order in it. In this guide we are using a sample chart LABEL,MY IV.
3. Once you have selected the appropriate chart, on the **Cover Sheet** in the **Active Medications** box click on the **IV** order that you are wanting to create a label for. **TIP: If the medication order is listed on the Cover Sheet it is Active and will show on the Meds tab and in the eMAR.**

Vista CPRS in use by: Faculty, Pharm (vista04.neehrperfect.com)

File Edit View Tools Help

LABEL, MY IV **SUR** Primary Care Team Unassigned Flag Remote Data No Postings

100-00-7752 Jan 01, 1970 (44) Provider: FACULTY, PHARM

Active Problems No Problems Found.	Allergies / Adverse Reactions No Allergy Assessment	Postings No Patient Postings Found.
Active Medications Cefotaxime Inj Active	Clinical Reminders Mammogram Screening PAP Smear Screening	Due Date DUE NOW DUE NOW
Recent Lab Results No Orders Found.	Vitals No data found	Appointments/Visits/Admissions Jun 16, 2014 04:00 Inpatient Stay Med-Surg

Cover Sheet Problems Meds Orders Notes Consults Surgery D/C Summ Labs Reports

Double clicking on the medication order opens this screen.

Cefotaxime Inj Active

CEFOTAXIME INJ 4 GM in
SODIUM CHLORIDE 0.9% INJ 500 ml 100 ml/hr for 7 days

Activity:
06/25/2014 09:11 New Order entered by PROFESSOR, NEEHRA (Faculty)
Order Text: CEFOTAXIME INJ 4 GM in
SODIUM CHLORIDE 0.9% INJ 500 ml 100 ml/hr for 7 days
Nature of Order: ELECTRONICALLY ENTERED
Elec Signature: PROFESSOR, NEEHRA (Faculty) on 06/25/2014 09:11

Current Data:
Treating Specialty: MEDICAL OBSERVATION
Ordering Location: MED-SURG
Start Date/Time: 06/25/2014 09:11
Stop Date/Time: 06/30/2014 24:00
Current Status: ACTIVE
Order #214555

Order:
Solutions: SODIUM CHLORIDE 0.9% INJ 500
Additives: CEFOTAXIME INJ 4 GM
Infusion Rate: 100 ml/hr
Priority: ROUTINE
Limitation: for 7 days

Total Dose: 4 GM
IV Print Name: SODIUM CHLORIDE 0.9% (500ML)
Pharmacist: FACULTY, PHARM

First Party Pay Exemptions
Order Checks:
MODERATE: Order check performed on local data only
Override: PROFESSOR, NEEHRA (Faculty) on 06/25/2014 09:11

Print Close

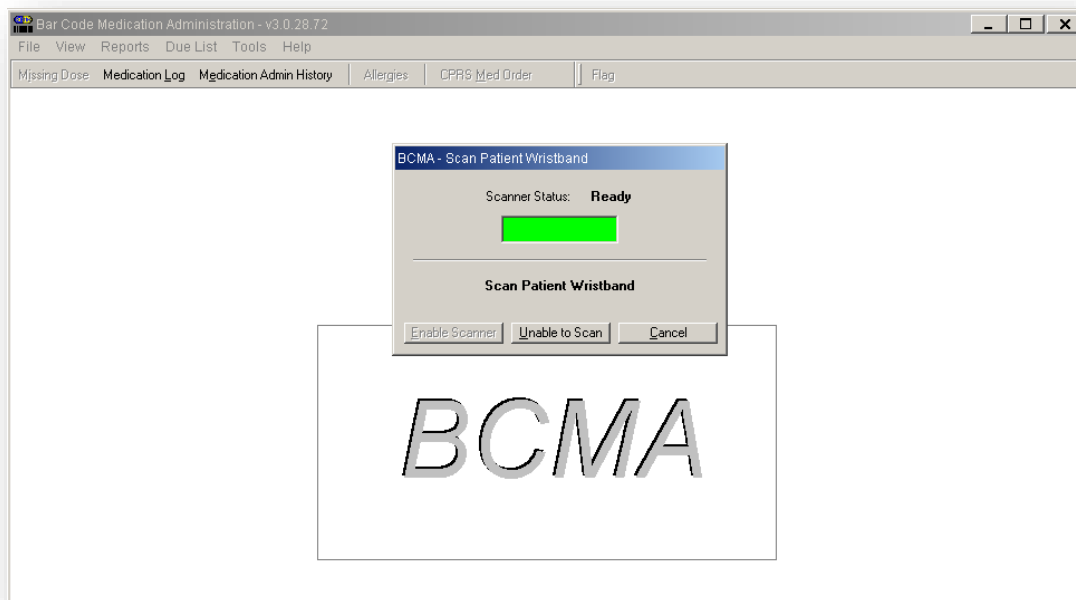
If the Order is NOT Active:

If the medication is not listed on the Cover Sheet it is not Active yet. You may go to the **Orders** tab to activate the order by going through the **Action** of “**Copy to New Order**”. Then **Sign** the order. Click **File > Refresh** to change the order status from **Pending** to **Active** (this is done by our Auto-Pharmacist program that runs in the background).

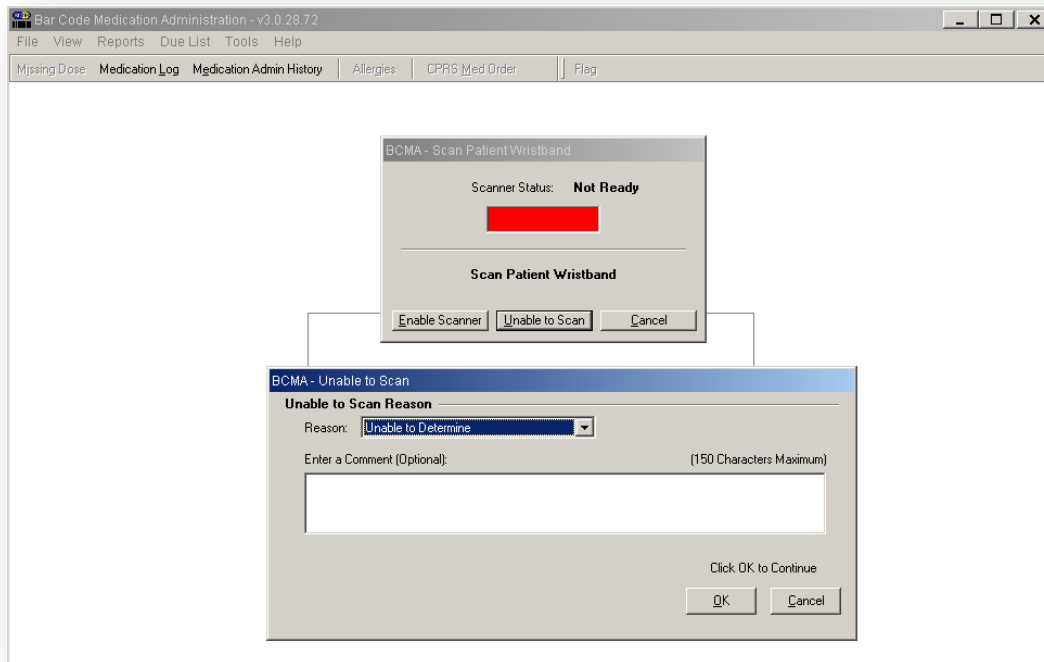
NOTE: You can find most of the information for the medication labels in the order details, except for the IV bag number. Medications using other administration routes (PO, injection, topical, etc.) that you want to generate a barcode label for, will have all of the information you need is on this screen. The only difference is that you need the **IV bag number** for an IV Bag label, and it is not listed. So for the IV label, we’ll need to gather the information from the eMAR following the steps below.

Getting the information for the IV bag label in the eMAR

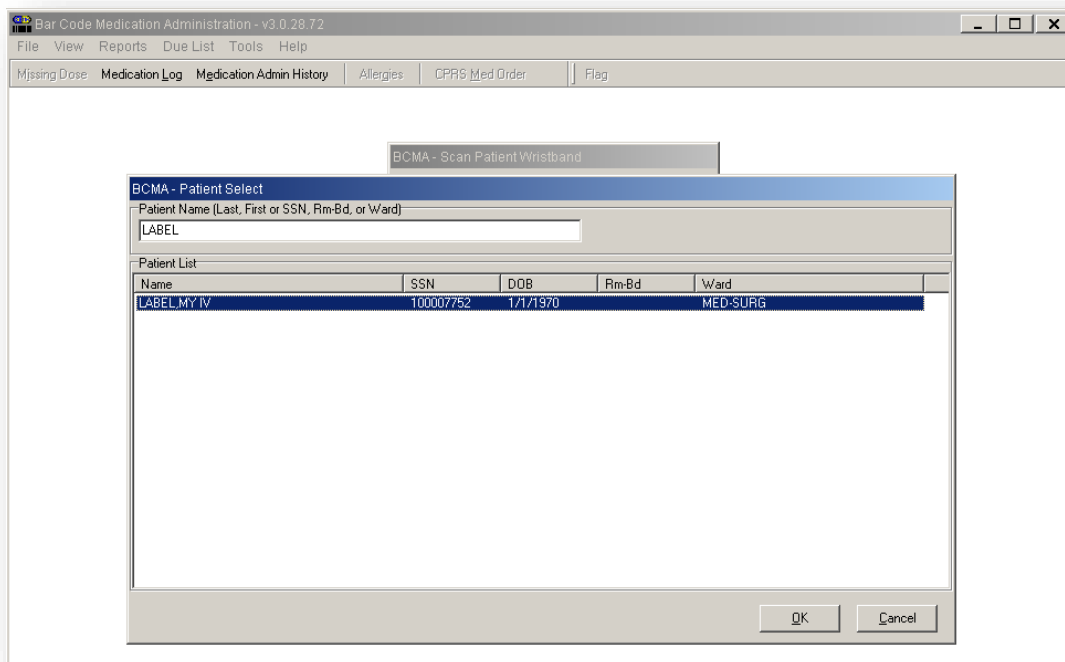
4. While in the patient chart, click on the **Tools** menu and **eMAR** (this is your link to the BCMA).
5. If you do not have a barcode generated for the patient’s wristband that is okay. You most likely won’t at this time. Click on **Unable to Scan**.
 - a. If you do have a patient wristband created. Simply scan the barcode of the wristband and you will be taken directly to the eMAR for the patient. Bypassing the following steps (#6-10).



6. Select a reason. You may enter a Comment but it is not needed.



7. Enter the last name of the patient chart that has the order, or you may enter the last four digits of the SS#. Highlight the correct patient and click **OK**.



8. Confirm that this is the correct patient chart. Place a check mark and click **Yes**.



BCMA - Patient Confirmation

Name: **LABEL,MY IV** Ward: **MED-SURG**
 SSN: **100-00-7752**
 DOB: **1/1/1970** Rm-Bd:

Allergies:
no allergy assessment

ADRs:
No ADRs on file

Patient Flags:

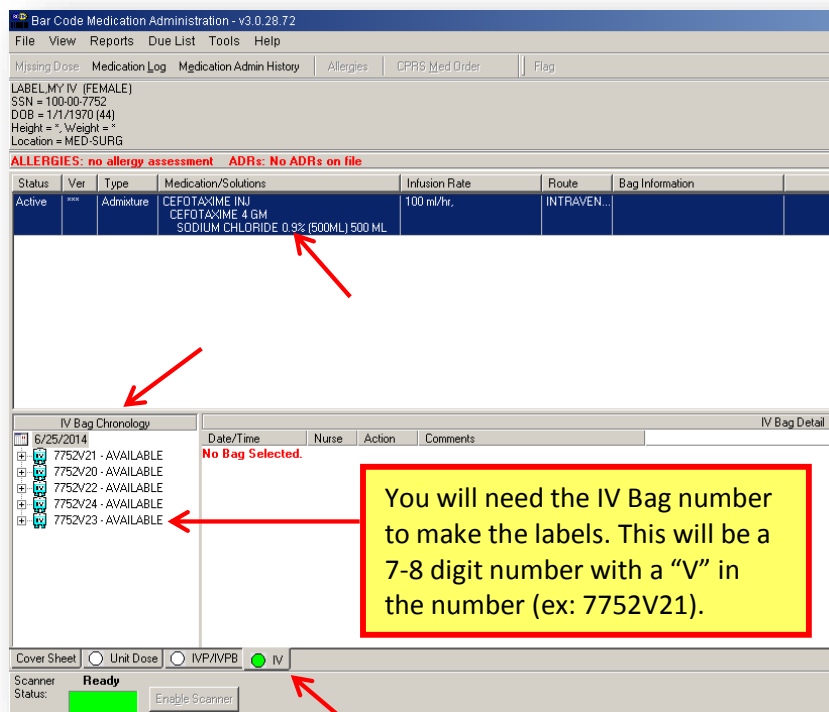
Is this the correct patient?

☐ I have confirmed this patient's identity using two acceptable forms of patient identifiers.

Yes Cancel

9. Once in the patient chart click on the **IV** tab at the bottom of the eMAR.
 - a. The tab will have a green circle indicating that there is an active IV bag that is due to be given.

Highlight the correct IV order. The bag information will show in the bottom left box, **IV Bag Chronology**.



Bar Code Medication Administration - v3.0.28.72

File View Reports Due List Tools Help

Missing Dose Medication Log Medication Admin History Allergies CPRS Med Order Flag

LABEL,MY IV (FEMALE)
 SSN = 100-00-7752
 DOB = 1/1/1970 (44)
 Height = " Weight = "
 Location = MED-SURG

ALLERGIES: no allergy assessment **ADRs:** No ADRs on file

Status	Ver	Type	Medication/Solutions	Infusion Rate	Route	Bag Information
Active	***	Admixture	CEFOTAXIME INJ CEFOTAXIME 4 GM SODIUM CHLORIDE 0.9% (500ML) 500 ML	100 ml/hr.	INTRAVEN.	

IV Bag Chronology

Date/Time	Nurse	Action	Comments
6/25/2014			
7752V21 - AVAILABLE			
7752V20 - AVAILABLE			
7752V22 - AVAILABLE			
7752V24 - AVAILABLE			
7752V23 - AVAILABLE			

IV Bag Detail

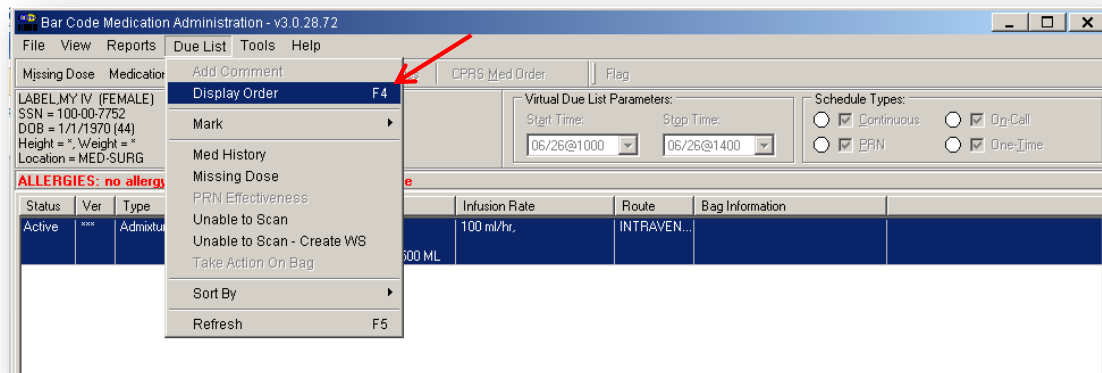
No Bag Selected.

You will need the IV Bag number to make the labels. This will be a 7-8 digit number with a "V" in the number (ex: 7752V21).

Cover Sheet Unit Dose IVP/IVPB **IV**

Scanner Status: Ready Enable Scanner

10. Notice that the bags listed in the **IV Bag Chronology** box are the IV bag numbers – **you will need this information to make the labels.** Write down the numbers for each bag. Click on the plus sign to see more information.
11. To gather the rest of the information needed to make the label, click on **Due List** at the top of the screen and **Display Order**.



12. The Order Details will be displayed. The information needed to create the label is identified in the next screen shot with ★.

TIP: You may choose to copy and paste the needed information into a Word or Text document to make it easier to enter into the Label Generator. Or you may just write it down on paper.

```

=====
BCMA - Display Order                                     Run Date: JUN 26, 2014@12:38
                                                         Page: 1

Patient: LABEL,MY IV ★                               SSN: 100-00-7752 ★           DOB: JAN 1,1970 (44) ★
Sex: FEMALE                                           Ht/Wt: */*              Ward: MED-SURG Rm
Dx: Admission                                         Last Mvmt: JUN 16,2014@04:00  Type: ADMISSION

ADRs: No ADRs on file.

Allergies: No Allergy Assessment
=====

Orderable Item: CEFOTAXIME INJ ★
Infusion Rate: 100 ml/hr ★                          Start: 06/25/2014 09:11 ★
                                                    Stop: 06/30/2014 24:00 ★

Med Route: INTRAVENOUS ★
Schedule Type: CONTINUOUS ★
Provider: PROFESSOR,NEEHRA
Spec Inst:

Additives
Name                                                    Strength
-----
CEFOTAXIME ★                                           4 GM

Solution
Name                                                    Volume
-----
SODIUM CHLORIDE 0.9% (500ML) ★                       500 ML

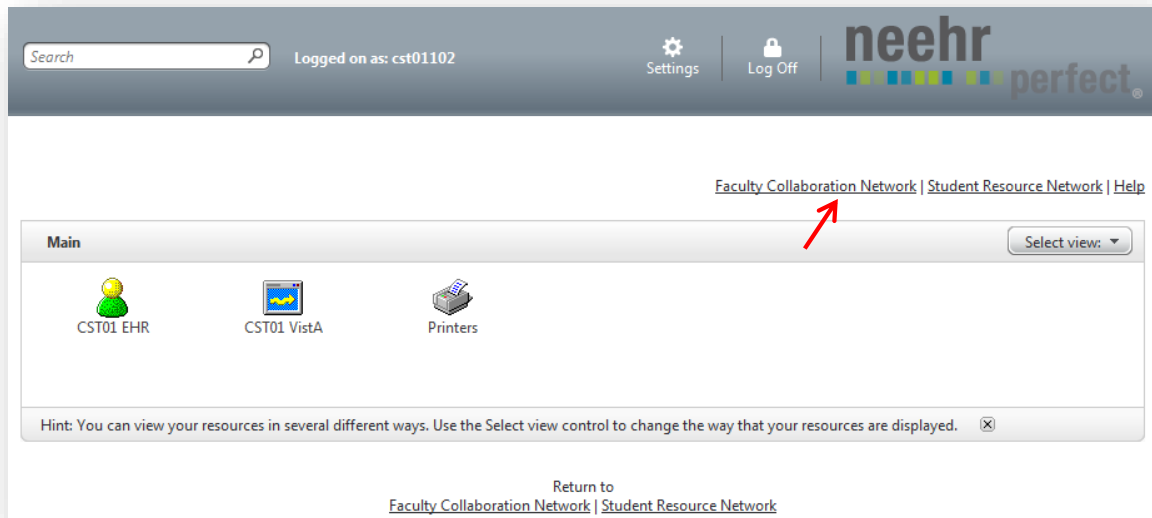
Pharmacy Activity Log:
  Date: Jun 25, 2014@09:22:03 User: FACULTY,PHARM
  Activity: VERIFY
  Reason: ORDER VERIFIED BY PHARMACIST
  
```

The items marked by stars, and the information you will need for the label are:

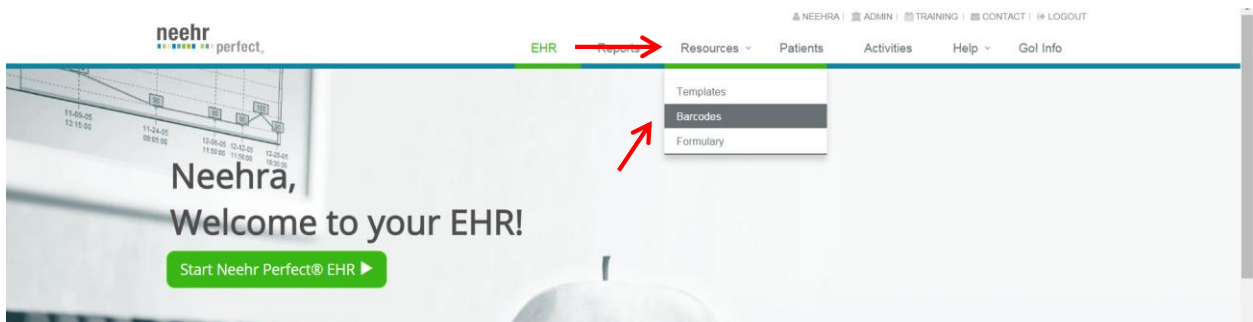
Patient Name
SSN (MRN)
DOB
Orderable Item
Infusion Rate
Start and Stop dates and times
Medication Route
Schedule Type
Provider
Special Instructions
Additives
Solution

Making the Label for the Bag

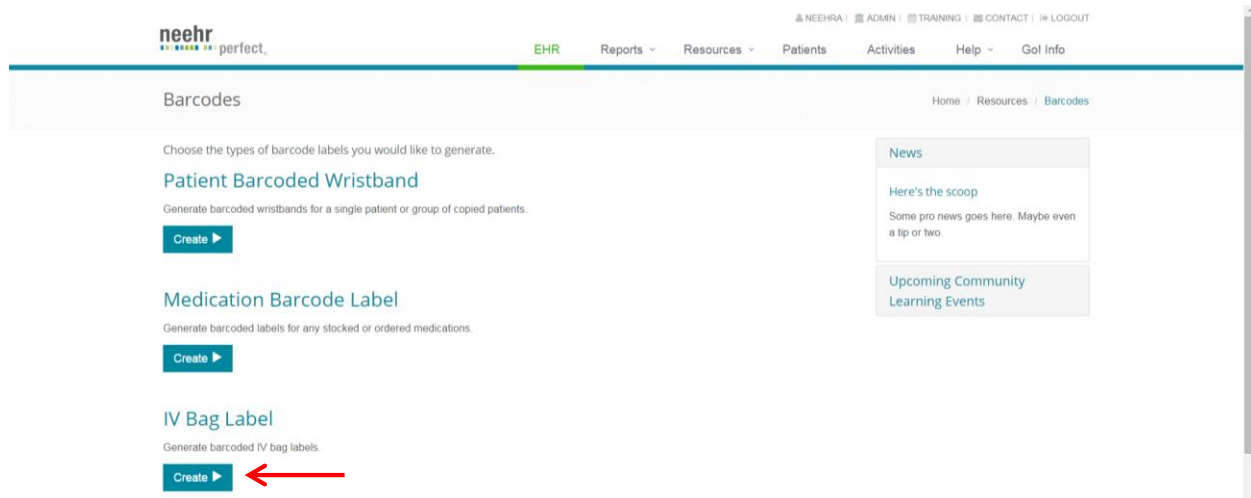
13. Return to your web browser and select Faculty Collaboration Network. Or log in to www.neehrperfect.com if you don't see the screen below.



14. Select **Resources** then **Barcodes**.



15. Click on **Create** for **IV Bag Label**.



- Now fill in the label information for the IV bag. You will use the patient information and the medication details from the eMAR. See steps 9 and 12 and refer to additional information below.

IV Bag Barcode Generator

Starting IV Bag Number:

Number of Bags:

Patient Name:

DOB:

SSN/MRN:

Admin Date/Time:

Frequency:

Route:

Rate:

Medication/Solutions:

Storage:

Expiration:

Special Instructions:

Starting IV Bag Number: This will be a 7-8 digit number with a “V” in it for the bag # (ex: 7752V21). Refer to the screen shot with step 9.

Number of Bags: If you put a quantity greater than “1” in this box multiple labels will be generated in sequential order. In our example, 5 bags were generated. If “5” were

placed in this box, 5 labels would be generated in sequential order (ex. 7752V21, 7752V22, 7752V23, 7752V24 and 7752V25).

Patient Name: Enter as LAST NAME, FIRST MIDDLE (ex: Label, My IV)

DOB: Enter as XX/XX/XXXX (ex: 01/01/1970)

SSN/MRN: This is the same as the SSN field. Enter as XXX-XX-XXXX (ex: 100-00-7752)

Admin Date/Time: Enter as XX/XX/XXXX @ XXXX in military time (ex: 06/25/2014 @ 0800)

Frequency: Use approved abbreviations (ex: Continuous, every 8 hours, Q2H)

Route: Use approved abbreviations (ex: IV, IM)

Rate: Use approved abbreviations (ex: 100mL/hr)

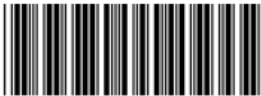
Medication/Solutions: This is the medication order and can be copied from your text/word document and pasted into the generator (ex: CEFOTAXIME 4 GM, SODIUM CHLORIDE 0.9% 500 ML)

Storage: Enter how the med needs to be stored until given to the patient (ex: at room temperature, keep in refrigerator, keep out of light)

Expiration: Enter the date the medication will expire as XX/XX/XXXX @ XXXX in military time (ex: 06/26/2014 @ 0800)

Special Instructions: Enter any instructions written by the physician or that need to be provided by the pharmacist for the nurse administering the medication (ex: dilute, FSBS before administering).

17. Once you have entered all of the information click on **Generate Label(s)**.

IV Bag: 7752V21	
	7752V21
100-00-7752	Admin: 06/25/2014 @ 0800
LABEL, MY IV	
DOB: 01/01/1970	
CEFOTAXIME 4 GM	
SODIUM CHLORIDE 0.9% (500ML) 500 ML	
IV	
100ML/HR	
CONTINUOUS	
AT ROOM TEMP	
06/26/2014 @ 0800	
MUST BE ADMINISTERED WITHIN 24 HOURS OF MIXING.	

18. If needed, you may go back to the Barcode Generator and make any corrections by clicking on the back arrow.
19. Then click on **Generate Label(s)** again to generate the new label.
20. Click **Generate Label Sheet** to create a PDF document that can be printed and/or saved. The label may be cut out and affixed to a bag.