

Neehr Perfect Quick Guide to Verifying Medication Orders in VistA

Overview

This is a step-by-step guide on how to review and verify medication orders using the VistA component of Neehr Perfect. It includes different sections for verifying IV medications, unit dose medications, and outpatient/prescription medications.

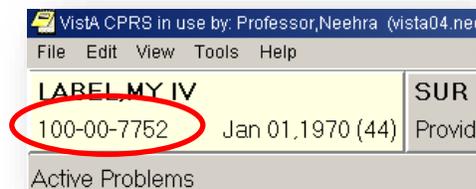
Required Pre-requisites

1. Level I Scavenger Hunt – EHR Orientation
2. Level II Scavenger Hunt – Essential Skills & Usability
3. VistA Scavenger Hunt Level I – Using a Terminal Emulator
4. VistA Scavenger Hunt Level II – The VistA EHR Terminal

Medication Orders

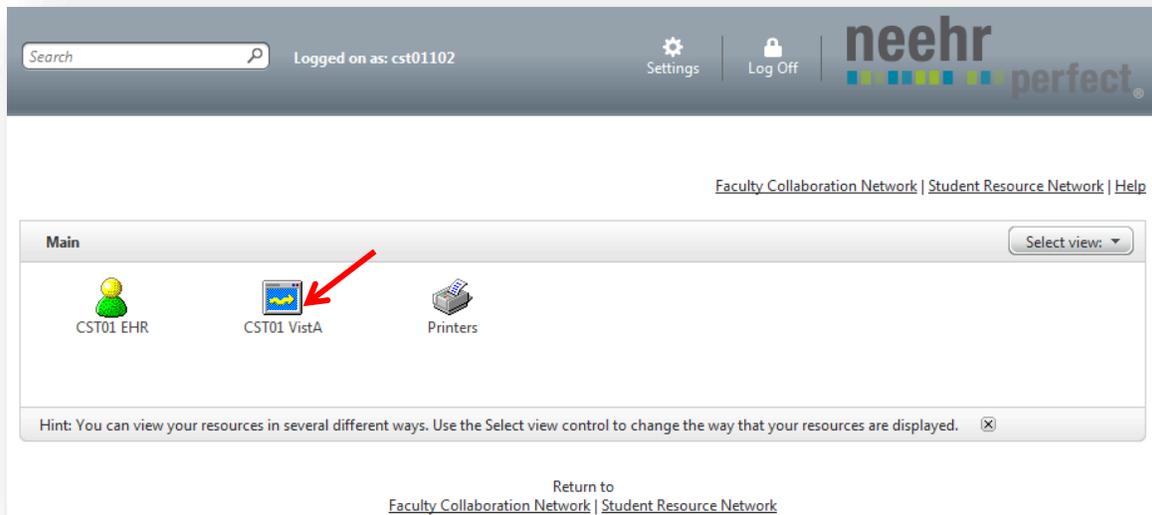
It is assumed that the medications have already been ordered by a user with provider level privileges in a patient chart in the EHR. Typically, there is an “autopharmacist” program within Neehr Perfect that verifies medication orders behind the scenes. Your instructor will need to work with Neehr Perfect staff to create charts with the autopharmacist disabled in order for the medications to be manually verified as described in this guide.

Your instructor will provide you with the name of the patient chart(s) containing the medications to be verified. You should also be provided with the social security number (SSN) which simplifies the verification process. If you didn't receive the SSN, you can retrieve it from within the EHR by logging in and opening the specific chart.



Logging in to VistA

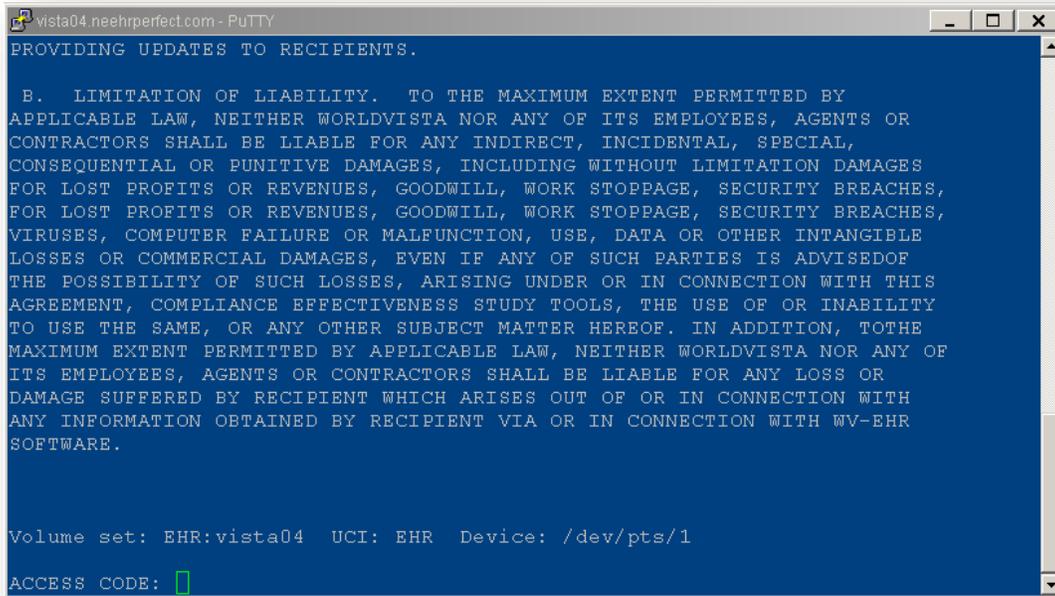
1. Go to www.neehrperfect.com and sign-in with your username and password. Select the 'Click here to Start the Neehr Perfect EHR' link. Select the VistA icon (not the EHR icon). Your VistA icon may be named differently than the image below (i.e. PST01 VistA, EST01 VistA, etc).



Important Keystrokes in VistA:

- **Enter** = Submit
 - a. Press Enter after typing an option or response.
 - b. Also press Enter at certain prompts to skip the prompt or not answer the question.
 - c. If you continue to press **Enter**, it will eventually return you to the root menu.
- **^** = Back button
 - a. Shift +6 is the ^ symbol. Typing ^ and pressing **Enter** will take you back to the previous prompts or menus. This key will also quit what you are currently doing.
- The '**question mark**' in VistA is your guide. Enter one to three question marks at prompts when you do not know how to answer.
 - a. **?** = Basic advice about what type of data the prompt is looking for.
 - b. **??** = A full list of the possible choices or more guidance as what options you have.
 - c. **???** = Detailed lists and instructions about the prompt or menu.
- **//** = Default answer available
 - a. In VistA you will see prompts like this, "Output from which file: XYZ//". This means the default answer is XYZ. You could press **Enter** to select the default type in a different answer to choose something else.

2. Sign in using your Username and Password (Access Code = Username, Verify Code = Password).



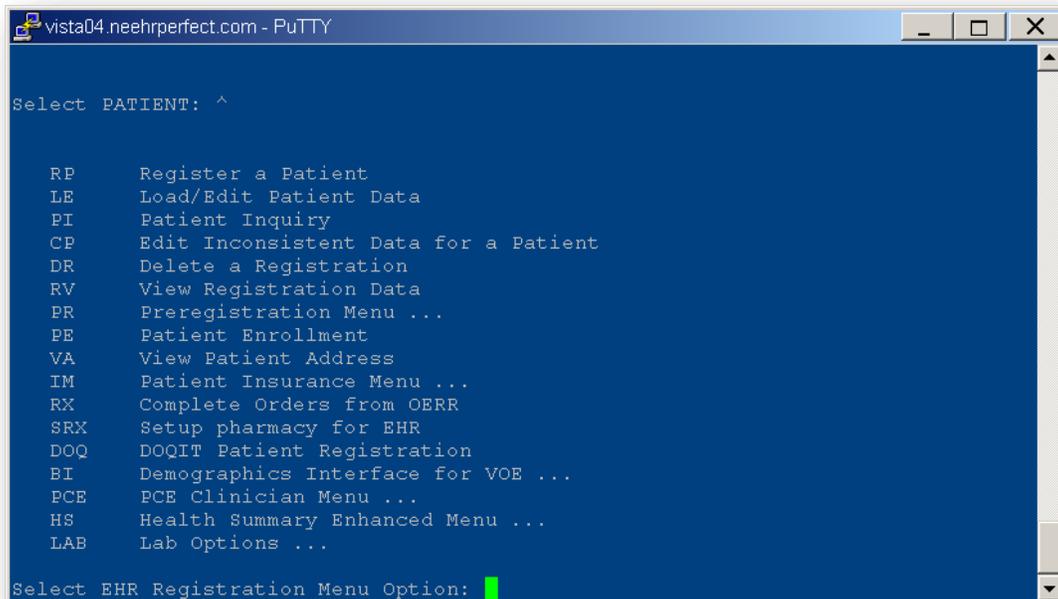
```

vista04.neehrperfect.com - PuTTY
PROVIDING UPDATES TO RECIPIENTS.

B. LIMITATION OF LIABILITY. TO THE MAXIMUM EXTENT PERMITTED BY
APPLICABLE LAW, NEITHER WORLDVISTA NOR ANY OF ITS EMPLOYEES, AGENTS OR
CONTRACTORS SHALL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL,
CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING WITHOUT LIMITATION DAMAGES
FOR LOST PROFITS OR REVENUES, GOODWILL, WORK STOPPAGE, SECURITY BREACHES,
FOR LOST PROFITS OR REVENUES, GOODWILL, WORK STOPPAGE, SECURITY BREACHES,
VIRUSES, COMPUTER FAILURE OR MALFUNCTION, USE, DATA OR OTHER INTANGIBLE
LOSSES OR COMMERCIAL DAMAGES, EVEN IF ANY OF SUCH PARTIES IS ADVISED OF
THE POSSIBILITY OF SUCH LOSSES, ARISING UNDER OR IN CONNECTION WITH THIS
AGREEMENT, COMPLIANCE EFFECTIVENESS STUDY TOOLS, THE USE OF OR INABILITY
TO USE THE SAME, OR ANY OTHER SUBJECT MATTER HEREOF. IN ADDITION, TO THE
MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, NEITHER WORLDVISTA NOR ANY OF
ITS EMPLOYEES, AGENTS OR CONTRACTORS SHALL BE LIABLE FOR ANY LOSS OR
DAMAGE SUFFERED BY RECIPIENT WHICH ARISES OUT OF OR IN CONNECTION WITH
ANY INFORMATION OBTAINED BY RECIPIENT VIA OR IN CONNECTION WITH WV-EHR
SOFTWARE.

Volume set: EHR:vista04 UCI: EHR Device: /dev/pts/1
ACCESS CODE: █
  
```

3. You should now see the EHR Registration Menu.



```

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Select PATIENT: ^

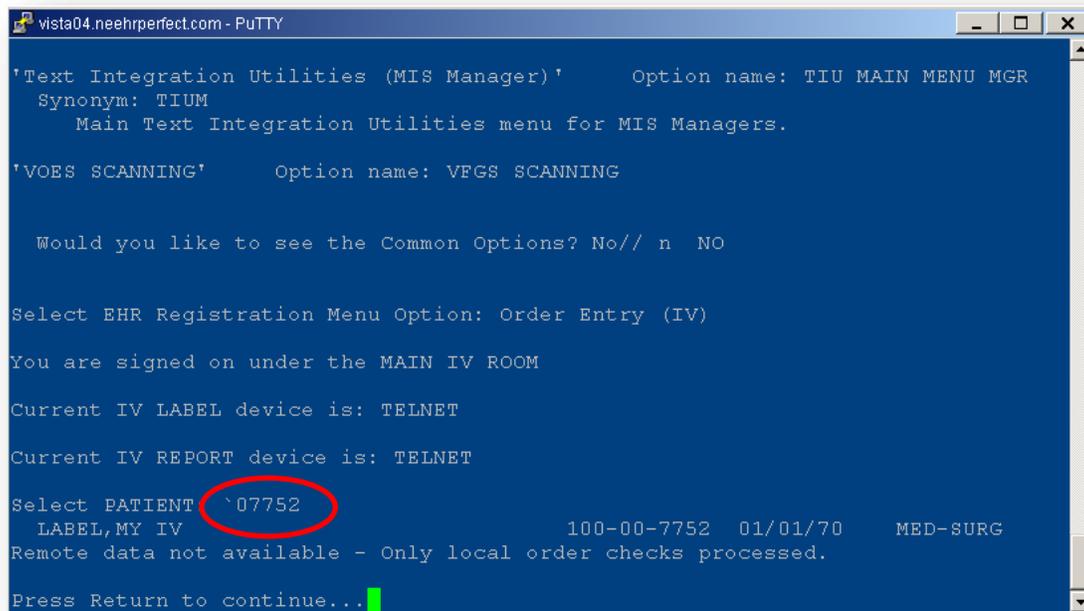
RP   Register a Patient
LE   Load/Edit Patient Data
PI   Patient Inquiry
CP   Edit Inconsistent Data for a Patient
DR   Delete a Registration
RV   View Registration Data
PR   Preregistration Menu ...
PE   Patient Enrollment
VA   View Patient Address
IM   Patient Insurance Menu ...
RX   Complete Orders from OERR
SRX  Setup pharmacy for EHR
DOQ  DOQIT Patient Registration
BI   Demographics Interface for VOB ...
PCE  PCE Clinician Menu ...
HS   Health Summary Enhanced Menu ...
LAB  Lab Options ...

Select EHR Registration Menu Option: █
  
```

****See separate sections below depending on whether the medication is an IV, Inpatient Unit Dose, or Outpatient/Prescription medication.****

Verifying IV Medication Orders

1. At **Select EHR Registration Menu Option** type **Order Entry (IV)** and press **Enter**
2. At **Select PATIENT**, you can enter the patient's name (LAST,FIRST and any numbers that may be included (i.e. Jones, Mike0006)) or it may be easier to enter the last 5 digits of the chart's SSN, if known. To do so, enter the following symbol ` (it's called a Grave Accent, or sometimes called a back-tick, and sits to the left of your 1-key) then the last 5 digits. In this example we will enter `07752.



```
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'Text Integration Utilities (MIS Manager)'      Option name: TIU MAIN MENU MGR
  Synonym: TIUM
  Main Text Integration Utilities menu for MIS Managers.

'VOES SCANNING'      Option name: VFGS SCANNING

  Would you like to see the Common Options? No// n NO

Select EHR Registration Menu Option: Order Entry (IV)

You are signed on under the MAIN IV ROOM

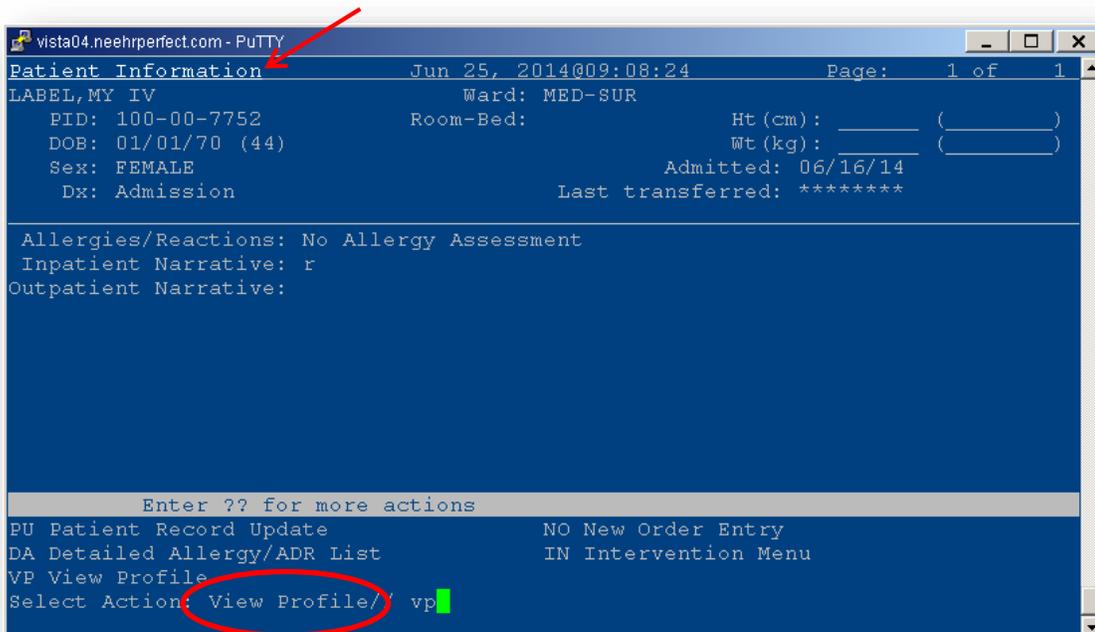
Current IV LABEL device is: TELNET

Current IV REPORT device is: TELNET

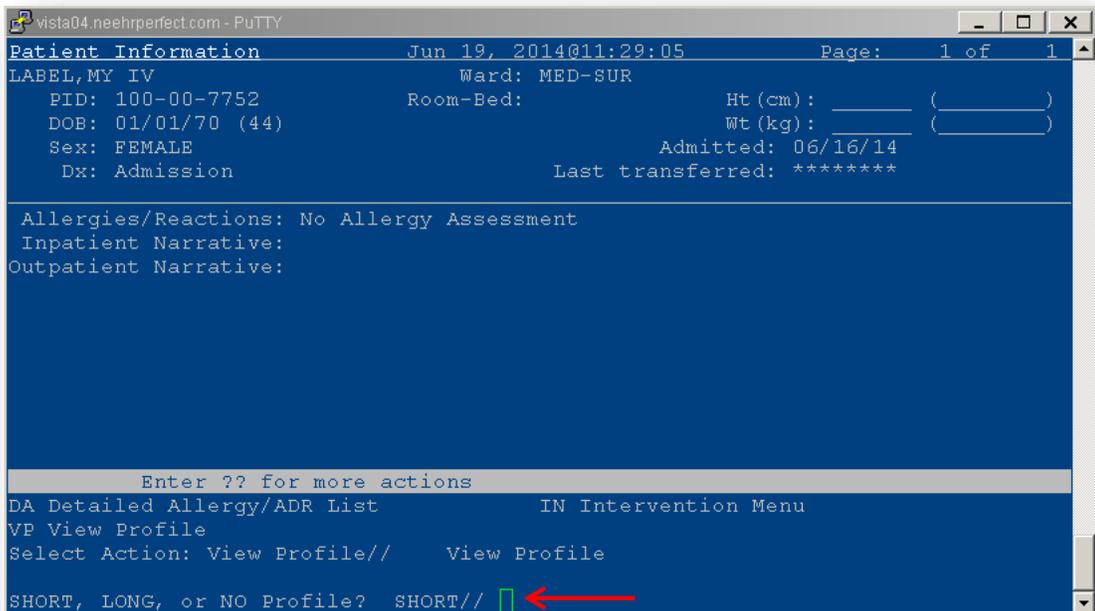
Select PATIENT `07752
  LABEL, MY IV      100-00-7752  01/01/70  MED-SURG
Remote data not available - Only local order checks processed.

Press Return to continue... █
```

3. At **Press Return to continue...** press **Enter** to confirm the correct patient was retrieved.
4. Now you are in the Patient Information. At the **Select Action: View Profile//** press **Enter** to select View Profile. Or enter **VP** and press **Enter** if that's not the default option. (Any listing to the right of the colon (:) is the default).



- Chose a SHORT profile by pressing **Enter** if it is the default or type **SHORT**.



- Now any pending medication orders will be displayed. All available actions are at the bottom of the screen below. {Note: You can always enter ?? or ??? for more information at any time in VistA.}

```

vista04.neehrperfect.com - PuTTY
IV Order Entry Jun 25, 2014@09:13:53 Page: 1 of 1
LABEL,MY IV Ward: MED-SUR
PID: 100-00-7752 Room-Bed: Ht (cm): _____ (_____)
DOB: 01/01/70 (44) Wt (kg): _____ (_____)
Sex: FEMALE Admitted: 06/16/14
Dx: Admission Last transferred: *****

# Additive Last fill Type Start Stop Stat Renew
----- P e n d i n g -----
1 CEFOTAXIME 4 GM ** N/P ** #0 A ***** P R
  in SODIUM CHLORIDE 0.9% (500ML) 500
  ML 100 ml/hr

Enter ?? for more actions
PI Patient Information SO Select Order
PU Patient Record Update NO New Order Entry
Select Action: Quit// █
  
```

7. At **Select Action: Quit//** Type **SO** (for Select Order) and press **Enter**.
8. Now, enter the number associated with the order you'd like to process. In this example, there is only one order so we type **1**. Depending on the patient, there may be additional orders and you'll need to select one.
9. At **Select Items: Next Screen//** Type **ED** (for Edit) and press **Enter**.

```

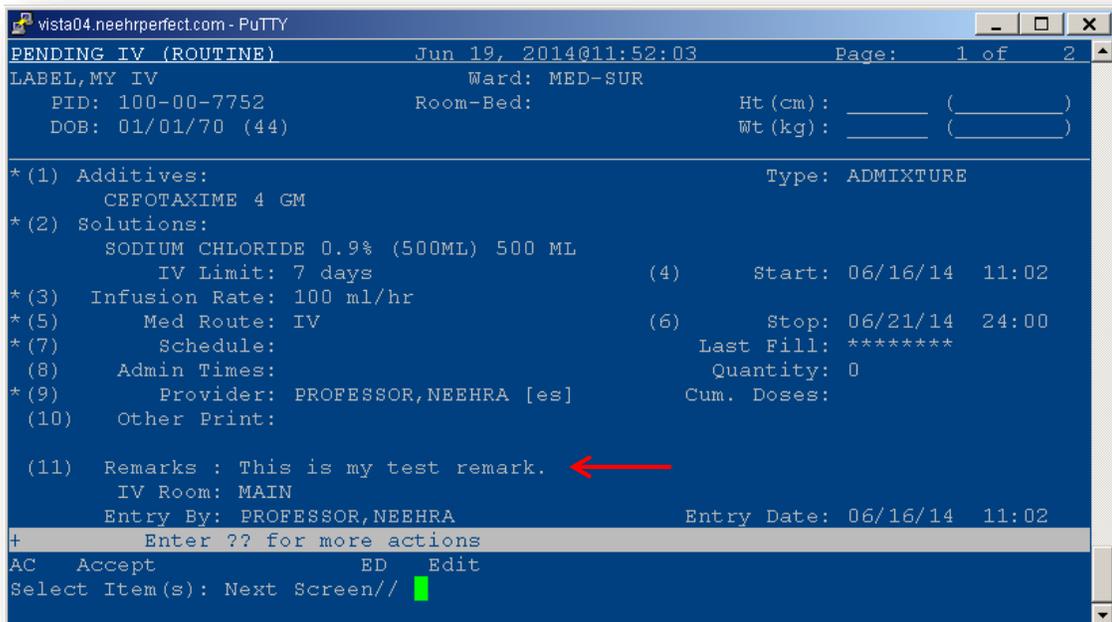
vista04.neehrperfect.com - PuTTY
PENDING IV (ROUTINE) Jul 25, 2014@20:26:35 Page: 1 of 2
TEST,MEDS Ward: INPATIE
PID: 100-00-8890 Room-Bed: Ht (cm): _____ (_____)
DOB: 01/01/90 (24) Wt (kg): _____ (_____)

* (1) Additives: Type: ADMIXTURE
  CEFOTAXIME 4 GM
* (2) Solutions:
  SODIUM CHLORIDE 0.9% (500ML) 500 ML
  IV Limit: 7 days (4) Start: 07/25/14 19:37
* (3) Infusion Rate: 100 ml/hr
* (5) Med Route: IV (6) Stop: 07/30/14 24:00
* (7) Schedule: Last Fill: *****
(8) Admin Times: Quantity: 0
* (9) Provider: PROFESSOR,NEEHRA [es] Cum. Doses:
(10) Other Print:

(11) Remarks :
  IV Room: MAIN
  Entry By: PROFESSOR,NEEHRA Entry Date: 07/25/14 19:37

+ Enter ?? for more actions
DC Discontinue FL Flag
ED Edit FN Finish
Select Item(s): Next Screen// ED █
  
```

10. At **Select FIELDS TO EDIT:** Type **11** (for Remarks) and press **Enter**.
11. At **Remarks:** you can enter whatever you would like then press **Enter**. In this example, we entered "This is my test remark."



Note: At this next screen you have the option to continue editing any of the fields numbered 1-11. There are certain fields that if you change them it will discontinue the first order that was in CPRS and start a new order in its place.

12. We are done editing...at **Select Item(s): Next Screen//** Type **AC** (for accept) and press **Enter**. The contents of a label are now displayed.
13. At **Is this O.K.? YES//** type **Yes** or just press **Enter** if it is the default.

```

vista04.neehrperfect.com - PuTTY
Med Route: IV
7752
7752 MED-
SURG 06/2
5/14
LABEL,MY I
V

CEFOTAXIME
 4 GM
SODIUM CHL
ORIDE 0.9%
(500ML) 5
00 ML

100 ml/hr
1[1]

Start date: JUN 25,2014 09:11 Stop date: JUN 30,2014 24:00
Expected First Dose: JUN 25,2014@09:11
Is this O.K.? YES//  ←

```

14. The final step is to verify this IV order. At **Select Item(s): Next Screen//** enter **VF** for Verify and press **Enter**.

```

vista04.neehrperfect.com - PuTTY
NON-VERIFIED IV (ROUTINE) Jul 25, 2014@20:31:49 Page: 1 of 2
TEST, MEDS Ward: INPATIE
PID: 100-00-8890 Room-Bed: Ht (cm): _____ (_____)
DOB: 01/01/90 (24) Wt (kg): _____ (_____)

* (1) Additives: Type: ADMIXTURE
      CEFOTAXIME 4 GM
* (2) Solutions:
      SODIUM CHLORIDE 0.9% (500ML) 500 ML
      IV Limit: 7 days (4) Start: 07/25/14 19:37
* (3) Infusion Rate: 100 ml/hr
* (5) Med Route: IV (6) Stop: 07/30/14 24:00
* (7) Schedule: Last Fill: *****
* (8) Admin Times: Quantity: 0
* (9) Provider: PROFESSOR, NEEHRA [es] Cum. Doses:
* (10) Other Print:

(11) Remarks : This is my test remark
      IV Room: MAIN

+ Enter ?? for more actions
DC Discontinue RN (Renew) VF Verify
HD (Hold) OC (On Call) FL Flag
ED Edit AL Activity Logs
Select Item(s): Next Screen// VF

```

Note: Looking at the other actions that are available at the bottom of the screen, some of the actions are in parentheses, for example (HOLD) – these actions are unavailable due to the state, or type, of order. Depending on the order you are working with, a STAT order for example, the available options would be different.

15. In the following screen, note how many labels there are to print. In this example, there are 5 labels.

```

vista04.neehrperfect.com - PuTTY
SODIUM CHLORIDE 0.9% (500ML) 500 ML
  IV Limit: 7 days (4) Start: 06/25/14 09:11
*(3) Infusion Rate: 100 ml/hr
*(5) Med Route: IV (6) Stop: 06/30/14 24:00
*(7) Schedule: Last Fill: *****
*(8) Admin Times: Quantity: 0
*(9) Provider: PROFESSOR,NEEHRA [es] Cum. Doses:
(10) Other Print:

(11) Remarks : This is my test remark
      IV Room: MAIN
+ Enter ?? for more actions
DC Discontinue RN (Renew) VF Verify
HD (Hold) OC (On Call) FL Flag
ED Edit AL Activity Logs
Select Item(s): Next Screen// vf Verify .

5 Labels needed for doses due at ... ←
06/25/14 0911 : 06/25/14 1411 : 06/25/14 1911 : 06/26/14 0011 : 06/26/14 0511 :

Action (PB) P// █
  
```

16. At **Action (PB) P//** enter a single question mark ? and press **Enter**. You will be shown 3 options to choose from:

P - Print specified # of labels now
 S - Suspend specified # of labels for IV ROOM to print on demand.
 (ONLY available if site parameter is enables for suspense)
 B or ^ - Bypass any more action

17. At **Action (PB) P//** Type **P** (for print) or just press **Enter** if it is the default.
 18. At **# of labels 5//** (your number will vary depending on the order) press **Enter**. There will be a flash of text and you will be back at your IV Order Entry screen.
 19. Scroll up from here using the sliding bar on the right to see all of the labels that were just generated. Depending on the order and when you are processing the order, the number of bags may vary. You may have one bag, you may have 8 bags listed as #1 - #9, or you may have 5 bags listed as #20- 25, like in our example. Below are two bags (20 and 21) from this order after it was renewed. These are the actual labels for IV bags 20 and 21. The reason it looks like it does is that the programming only allows for 10 characters across.

7752V20 – This is the last 4 or 5 digits of the patients SSN (7752), and bag number (20).

[2] 7752
MED-SURG
06/25/14
LABEL, MY I
V

CEFOTAXIME
4 GM
SODIUM CHL
ORIDE 0.9%
(500ML) 5
00 ML

ROUTE: INT
RAVENOUS
100 ml/hr
1[5]

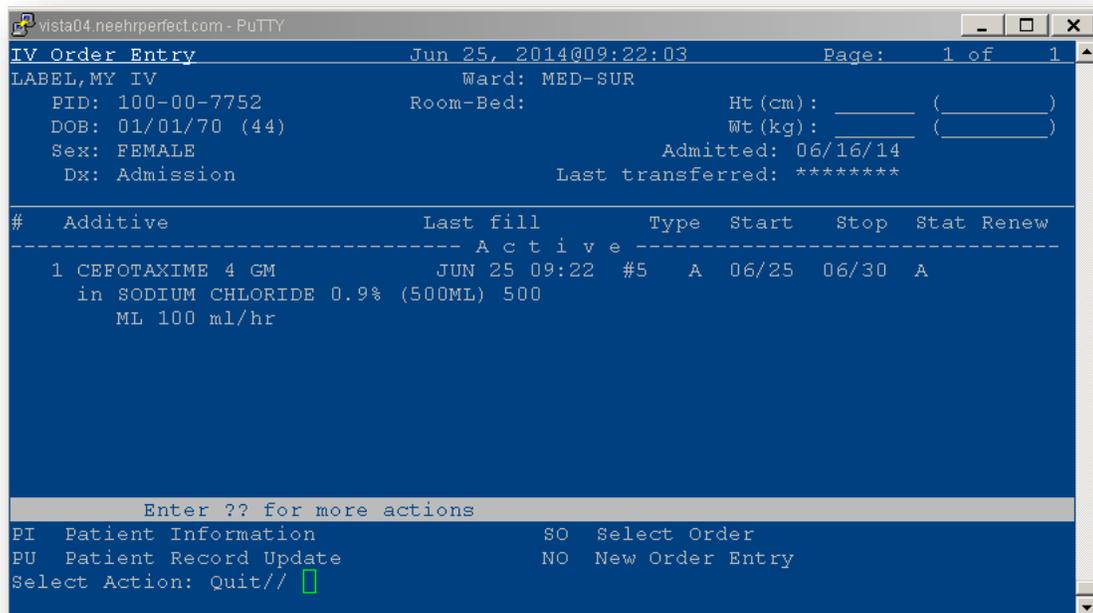
7752V21

[2] 7752
MED-SURG
06/25/14
LABEL, MY I
V

CEFOTAXIME
4 GM
SODIUM CHL
ORIDE 0.9%
(500ML) 5
00 ML

ROUTE: INT
RAVENOUS
100 ml/hr
2[5]

20. Before proceeding, open a Text document or a Word document. Click and drag to highlight all of the bag labels (this copies the information, no need to use Ctrl-C) and paste them into the other document. We will come back to this.
21. If you have additional orders to process, return to Step 15.
22. If there are no additional orders to process, at the **Select Action: Quit//** type **Quit** and **Enter** to complete the session.



23. Refer to the [Quick Guide on How to Create IV Bag Labels](#) to generate the labels for printing purposes. You will be using the EHR (CPRS), the eMAR, and other parts of Neehr Perfect to do so.

Verifying Unit Dose (Inpatient) Medication Orders

Please note that depending on the type of medication, you may see additional prompts than what is outlined below. Some medications require additional safety checks. Generally, you'll press **Enter** to proceed until you get to a menu or prompt shown in a step below.

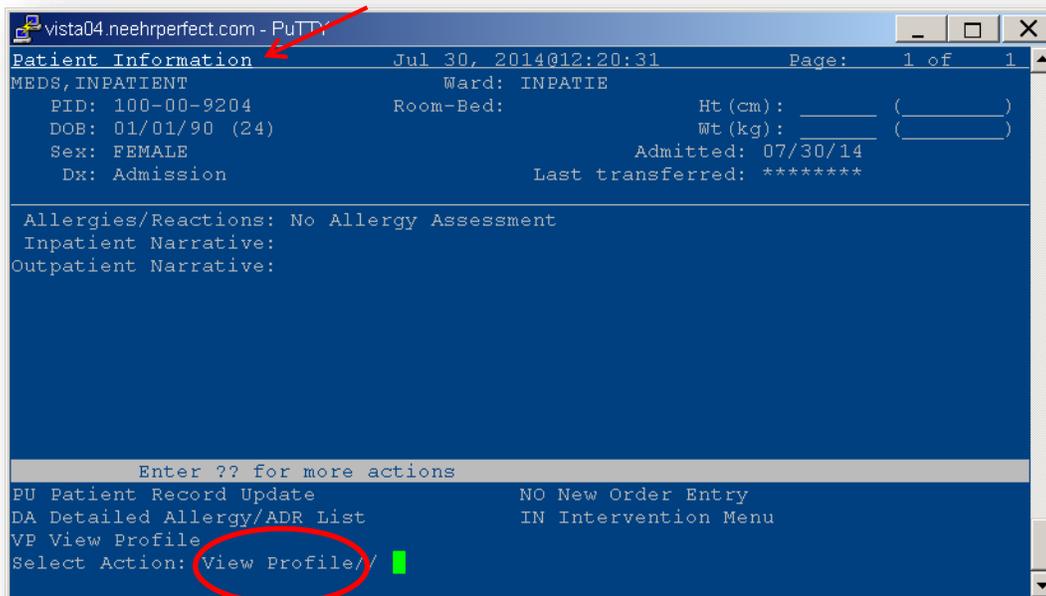
1. At **Select EHR Registration Menu Option** type **Inpatient Order Entry** and press **Enter**.
2. At **Select PATIENT**, you can enter the patient's name (LAST,FIRST and any numbers that may be included (i.e. Jones, Mike0006)) or it may be easier to enter the last 5 digits of the person's SSN, if know. To do so, enter the following symbol ` (it's called a Grave Accent, or sometimes called a back-tick, and sits to the left of your 1-key) then the last 5 digits. In this example we will enter `09204.

```
vista04.neehrperfect.com - PuTTY
PI      Patient Inquiry
CP      Edit Inconsistent Data for a Patient
DR      Delete a Registration
RV      View Registration Data
PR      Preregistration Menu ...
PE      Patient Enrollment
VA      View Patient Address
IM      Patient Insurance Menu ...
RX      Complete Orders from OERR
SRX     Setup pharmacy for EHR
DOQ     DOQIT Patient Registration
BI      Demographics Interface for VOE ...
PCE     PCE Clinician Menu ...
HS      Health Summary Enhanced Menu ...
LAB     Lab Options ...

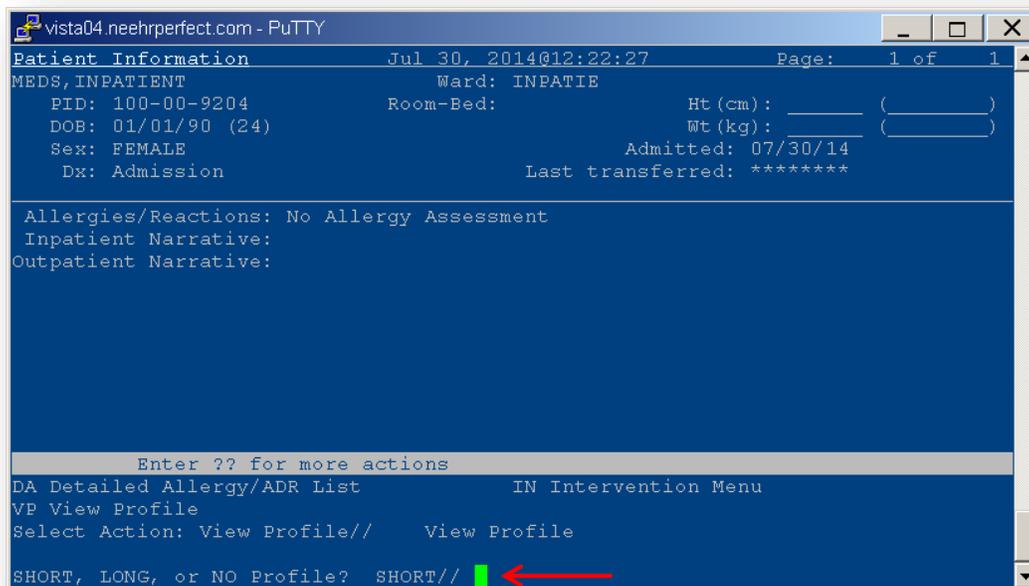
Select EHR Registration Menu Option: Inpatient Order Entry

Select PATIENT: `09204
MEDS, INPATIENT 100-00-9204 01/01/90 INPATIENT UNIT
T
Remote data not available - Only local order checks processed.
Press Return to continue...
```

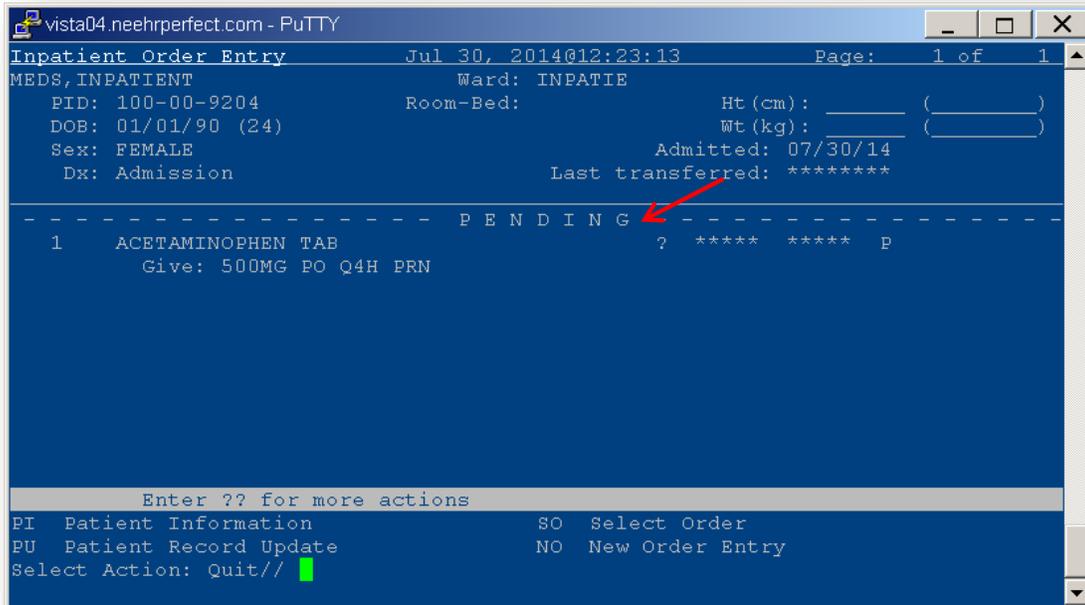
3. At **Press Return to continue...** press **Enter** to confirm the correct patient was retrieved.
4. Now you are in the Patient Information. At the **Select Action: View Profile//** press **Enter** to select View Profile. Or enter **VP** and press **Enter** if that's not the default option. (Any listing to the right of the colon (:) is the default).



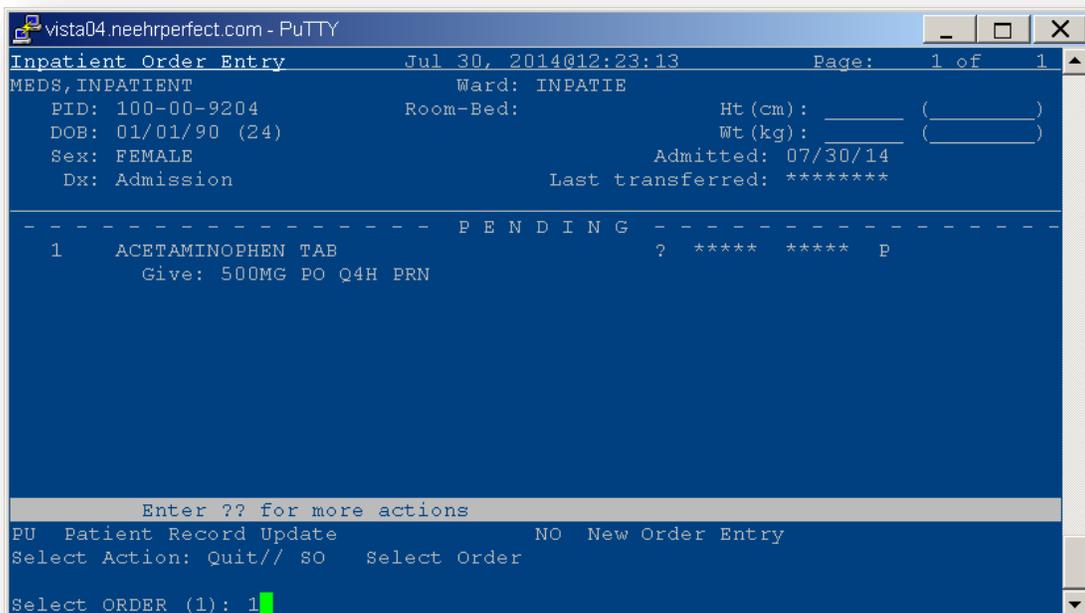
5. Choose a SHORT profile by pressing **Enter** if it is the default or type **SHORT**.



6. Now any pending medication orders will be displayed. All available actions are at the bottom of the screen below. {Note: You can always enter ?? or ??? for more information at any time in Vista for more information about the menu options.}



7. At **Select Action: Quit//** Type **SO** (for Select Order) and press **Enter**.
8. Now, enter the number associated with the order you'd like to process. In this example, there is only one order so we type **1**. Depending on the patient, there may be additional orders and you'll need to select one.



9. At the **Select Item(s) : Next Screen//** type **FN** (for Finish) then **Enter**

```
vista04.neehrperfect.com - PuTTY
PENDING UNIT DOSE (ROUTINE) Jul 30, 2014@12:25:02 Page: 1 of 2
MEDS, INPATIENT Ward: INPATIE
PID: 100-00-9204 Room-Bed: Ht (cm): ( )
DOB: 01/01/90 (24) Wt (kg): ( )

* (1) Orderable Item: ACETAMINOPHEN TAB
  Instructions: 500MG
* (2) Dosage Ordered: 500MG
  Duration: (3) Start: 07/30/14 12:14
* (4) Med Route: ORAL REQUESTED START: 07/30/14 12:15
  (5) Stop: 11/07/14 12:14
(6) Schedule Type: PRN
* (8) Schedule: Q4H PRN
(9) Admin Times:
* (10) Provider: FACULTY, PHARM [es]
(11) Special Instructions:

(12) Dispense Drug U/D Inactive Date
ACETAMINOPHEN EXTRA STR 500MG 1

+ Enter ?? for more actions
BY Bypass FL Flag
DC Discontinue FN Finish
Select Item(s) : Next Screen//
```

10. At the **Press Return to Continue....** Press **Enter**

11. At the **Select Item(s) : Next Screen//** type **AC** (for Accept) then **Enter**

```
vista04.neehrperfect.com - PuTTY
NON-VERIFIED UNIT DOSE Jul 30, 2014@12:27:11 Page: 1 of 2
MEDS, INPATIENT Ward: INPATIE
PID: 100-00-9204 Room-Bed: Ht (cm): ( )
DOB: 01/01/90 (24) Wt (kg): ( )

* (1) Orderable Item: ACETAMINOPHEN TAB
  Instructions: 500MG
* (2) Dosage Ordered: 500MG
  Duration: (3) Start: 07/30/14 12:14
* (4) Med Route: ORAL REQUESTED START: 07/30/14 12:15
  (5) Stop: 11/07/14 12:14
(6) Schedule Type: PRN
* (8) Schedule: Q4H PRN
(9) Admin Times:
* (10) Provider: FACULTY, PHARM [es]
(11) Special Instructions:

(12) Dispense Drug U/D Inactive Date
ACETAMINOPHEN EXTRA STR 500MG 1

+ Enter ?? for more actions
ED Edit AC ACCEPT
Select Item(s) : Next Screen//
```

12. At the **Select Item(s) : Next Screen//** type **VF** (for Verify) then **Enter**

```
vista04.neehrperfect.com - PuTTY
NON-VERIFIED UNIT DOSE      Jul 30, 2014@12:28:40      Page: 1 of 2
MEDS, INPATIENT              Ward: INPATIE
PID: 100-00-9204             Room-Bed:                Ht (cm): _____ (_____)
DOB: 01/01/90 (24)           Wt (kg): _____ (_____)

* (1) Orderable Item: ACETAMINOPHEN TAB
    Instructions: 500MG
* (2) Dosage Ordered: 500MG
    Duration: _____ (3) Start: 07/30/14 12:14
* (4) Med Route: ORAL                REQUESTED START: 07/30/14 12:15
    (5) Stop: 11/07/14 12:14
    (6) Schedule Type: PRN
* (8) Schedule: Q4H PRN
    (9) Admin Times:
* (10) Provider: FACULTY, PHARM [es]
    (11) Special Instructions:

(12) Dispense Drug                U/D      Inactive Date
    ACETAMINOPHEN EXTRA STR 500MG    1

+ Enter ?? for more actions
DC Discontinue                    ED Edit                AL Activity Logs
HD (Hold)                          RN (Renew)
FL Flag                             VF Verify
Select Item(s): Next Screen//
```

13. At the **Pre-Exchange DOSES:** prompt, just select **Enter** to proceed. Your order has now been verified and made active. See separate **Quick Guide on Generating Inpatient Medication Labels** for instructions and generating a label.

14. At the **Enter RETURN to continue or '^' to exit:** press **Enter**

```
vista04.neehrperfect.com - PuTTY
* (2) Dosage Ordered: 500MG
    Duration: _____ (3) Start: 07/30/14 12:14
* (4) Med Route: ORAL                REQUESTED START: 07/30/14 12:15
    (5) Stop: 11/07/14 12:14
    (6) Schedule Type: PRN
* (8) Schedule: Q4H PRN
    (9) Admin Times:
* (10) Provider: FACULTY, PHARM [es]
    (11) Special Instructions:

(12) Dispense Drug                U/D      Inactive Date
    ACETAMINOPHEN EXTRA STR 500MG    1

+ Enter ?? for more actions
DC Discontinue                    ED Edit                AL Activity Logs
HD (Hold)                          RN (Renew)
FL Flag                             VF Verify
Select Item(s): Next Screen// VF Verify
...a few moments, please....

Pre-Exchange DOSES:

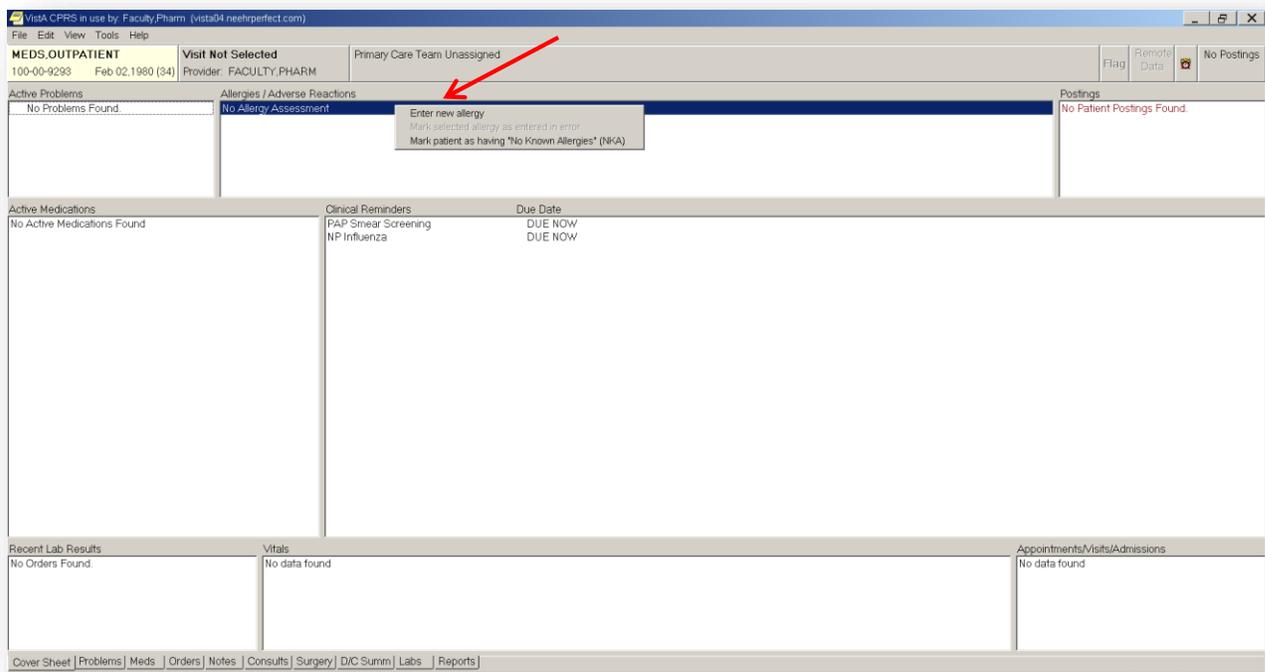
ORDER VERIFIED.

Enter RETURN to continue or '^' to exit:
```

15. At the **Select Action: Quit//** press **Enter**
16. At the **PATIENT:** enter a new patient name or SSN to continue verifying orders or type **^** to return to the EHR Registration Menu.

Verifying Outpatient Medication Orders

Important! Prior to verifying outpatient medication orders, please complete an allergy assessment in each patient chart if it hasn't been done already. If the assessment is not completed, it will prompt many extra steps in the medication verification process that aren't described in this guide. To complete the allergy assessment, log in to the EHR and select the patient chart. On the Cover Sheet, right-click on 'No Allergy Assessment' and choose either 'Enter new allergy' or 'Mark patient as having "No Known Allergies" (NKA)'.



1. At **Select EHR Registration Menu Option** type **Patient Prescription Processing** and press **Enter**.
2. If you see **Division:** type **DR OFFICE** and press **Enter**

```

vista04.neehrperfect.com - PuTTY
RP      Register a Patient
LE      Load/Edit Patient Data
PI      Patient Inquiry
CP      Edit Inconsistent Data for a Patient
DR      Delete a Registration
RV      View Registration Data
PR      Preregistration Menu ...
PE      Patient Enrollment
VA      View Patient Address
IM      Patient Insurance Menu ...
RX      Complete Orders from OERR
SRX     Setup pharmacy for EHR
DOQ     DOQIT Patient Registration
BI      Demographics Interface for VOE ...
PCE     PCE Clinician Menu ...
HS      Health Summary Enhanced Menu ...
LAB     Lab Options ...

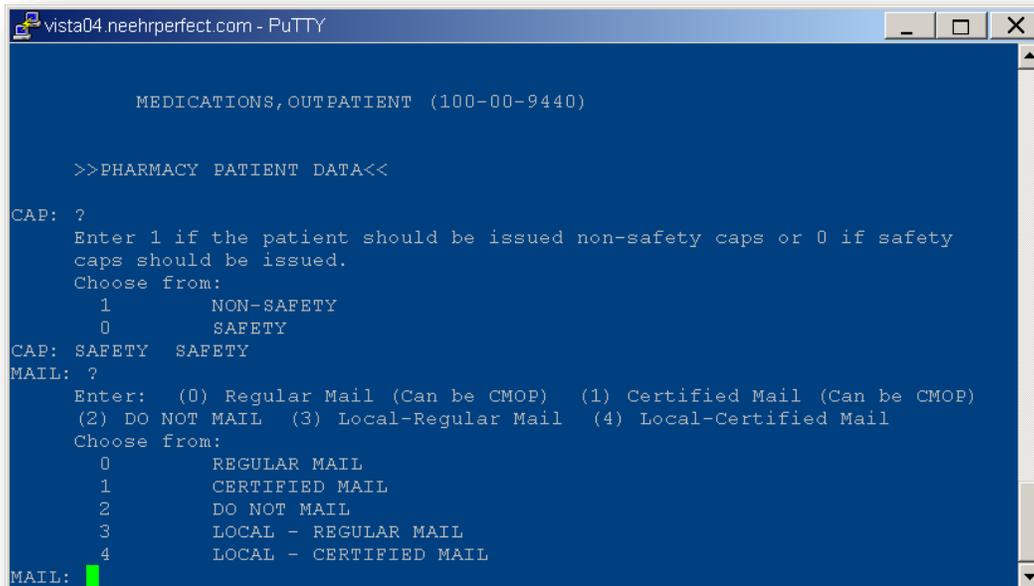
Select EHR Registration Menu Option: Patient Prescription Processingsing
Outpatient Pharmacy software - Version 7.0

Division: DR OFFICE
  
```

3. If you see **Select LABEL PRINTER or FAX DEVICE: HOME//** press **Enter** without typing anything.
4. At **Select PATIENT NAME**, you can enter the patient's name (LAST, FIRST and any numbers that may be included (i.e. Jones, Mike0006)) or it may be easier to enter the last 5 digits of the person's SSN, if known. To do so, enter the following symbol ` (it's called a Grave Accent, or sometimes called a back-tick, and sits to the left of your 1-key) then the last 5 digits. In this example we will enter `09439.
5. At **Press Return to continue**... press **Enter** to confirm the correct chart was retrieved.

The first time a chart is retrieved, you'll be asked to complete a mini-profile and will have to answer the questions in Steps 6-13. If this chart has already been accessed, you'll **skip to Step 15**.

6. If you see **CAP: type SAFETY or NON-SAFETY** and press **Enter**
7. If you see **MAIL:** type the number corresponding to your preference in the screenshot below. In this example, we're selecting **2** (for DO NOT MAIL) and then press **Enter**.



8. At **DIALYSIS PATIENT:** type **NO** then **Enter**
9. At **MAIL STATUS EXPIRATION DATE:** press **Enter** without typing anything
10. At **NARRATIVE:** add a comment or press **Enter** without typing anything
11. At **PATIENT STATUS:** type **NON-VA** and press **Enter**
12. At **OTHER LANGUAGE PREFERENCE:** press **Enter** without typing anything
13. At **PMI LANGUAGE PREFERENCE:** press **Enter** without typing anything
14. Skip to Step 16 as the next question won't apply
15. At **RX PATIENT STATUS:** **NON-VA//** press **Enter** to select the default (NON-VA)

16. The next screen will display the Patient Information. At **Select Action: Next Screen//** press **Enter** to move on to the next screen.

```
vista04.neehrperfect.com - PuTTY
Patient Information      Aug 03, 2014@15:45:02      Page: 1 of 2
MEDS, OUTPATIENT
  PID: 100-00-9439      Ht (cm) : _____ (_____)
  DOB: FEB 2, 1980 (34) Wt (kg) : _____ (_____)
  SEX: MALE

Eligibility:
RX PATIENT STATUS: NON-VA

Disabilities:

HOME PHONE:
CELL PHONE:
WORK PHONE:

Prescription Mail Delivery: Regular Mail

Allergies: NKA

+ Enter ?? for more actions
EA Enter/Edit Allergy/ADR Data      PU Patient Record Update
DD Detailed Allergy/ADR List      EX Exit Patient List
Select Action: Next Screen//
```

17. At **Select Action: Quit//** press **Enter** again to select the default (Quit) which will exit out of the Patient Information section

```
vista04.neehrperfect.com - PuTTY
Patient Information      Aug 03, 2014@15:46:38      Page: 2 of 2
MEDS, OUTPATIENT
  PID: 100-00-9439      Ht (cm) : _____ (_____)
  DOB: FEB 2, 1980 (34) Wt (kg) : _____ (_____)
  SEX: MALE

+ Remote: No remote data available
Adverse Reactions:

Enter ?? for more actions
EA Enter/Edit Allergy/ADR Data      PU Patient Record Update
DD Detailed Allergy/ADR List      EX Exit Patient List
Select Action: Quit//
```

18. Now, the Medication Profile will be displayed and you'll see the pending medication orders. At **Select Action: Quit//** type **SO** (for Select Order) followed by **Enter**.

```
vista04.neehrperfect.com - PuTTY
Medication Profile Aug 03, 2014@15:47:39 Page: 1 of 1
MEDS, OUTPATIENT
PID: 100-00-9439 Ht (cm): _____ (_____)
DOB: FEB 2, 1980 (34) Wt (kg): _____ (_____)
SEX: MALE

# RX # DRUG QTY ST ISSUE LAST REF DAY
-----
1 2320 ACETAMINOPHEN EXTRA STR 500MG 540 A 08-03 08-03 0 90

Enter ?? for more actions
PU Patient Record Update NO New Order
PI Patient Information SO Select Order
Select Action: Quit// SO
```

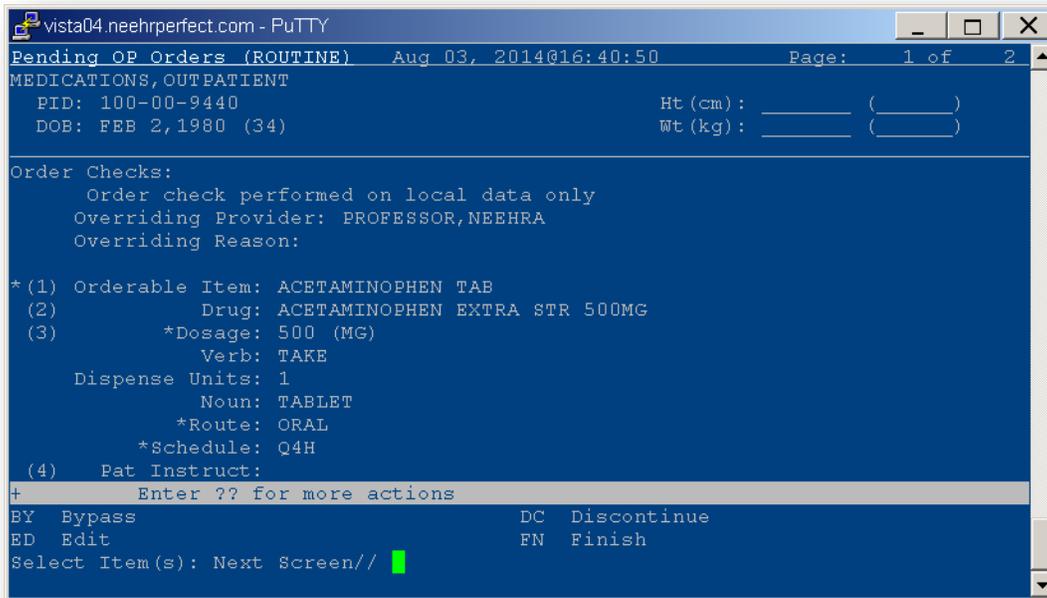
19. At **Select Orders by number: (1-1)**: type the number associated with the order you'd like to process. In this case, there is only one order so type **1** then press **Enter**.

```
vista04.neehrperfect.com - PuTTY
Medication Profile Aug 03, 2014@15:47:39 Page: 1 of 1
MEDS, OUTPATIENT
PID: 100-00-9439 Ht (cm): _____ (_____)
DOB: FEB 2, 1980 (34) Wt (kg): _____ (_____)
SEX: MALE

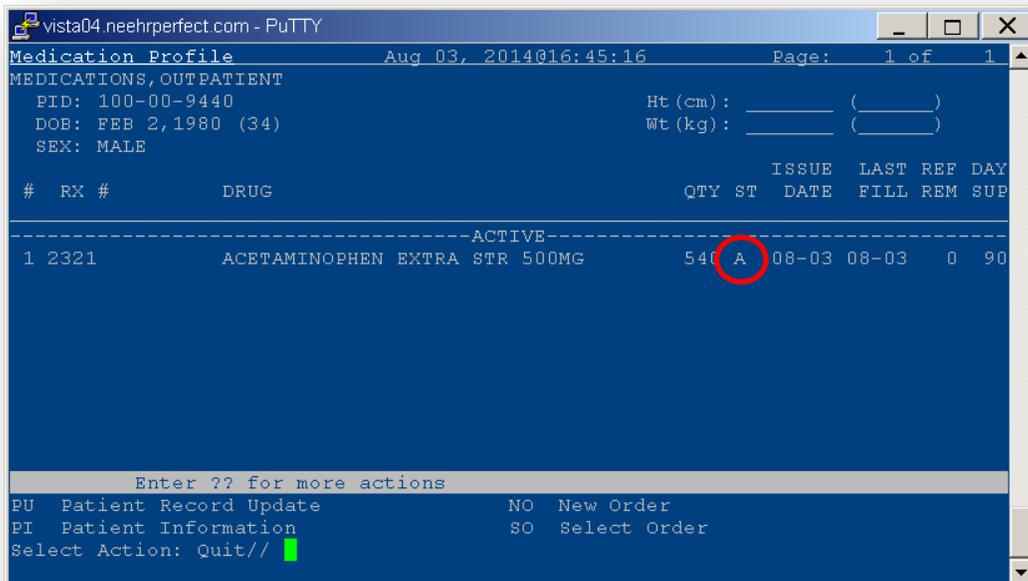
# RX # DRUG QTY ST ISSUE LAST REF DAY
-----
1 2320 ACETAMINOPHEN EXTRA STR 500MG 540 A 08-03 08-03 0 90

Enter ?? for more actions
PU Patient Record Update NO New Order
PI Patient Information SO Select Order
Select Action: Quit// SO
Select Orders by number: (1-1) 1
```

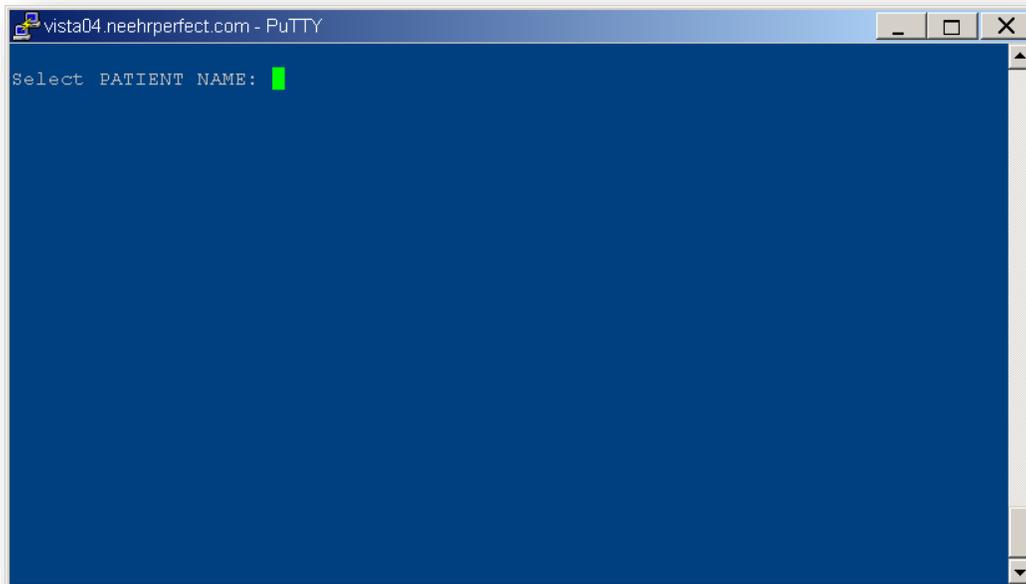
20. At **Select Action: Next Screen//** type **FN** (for Finish) then press **Enter**.



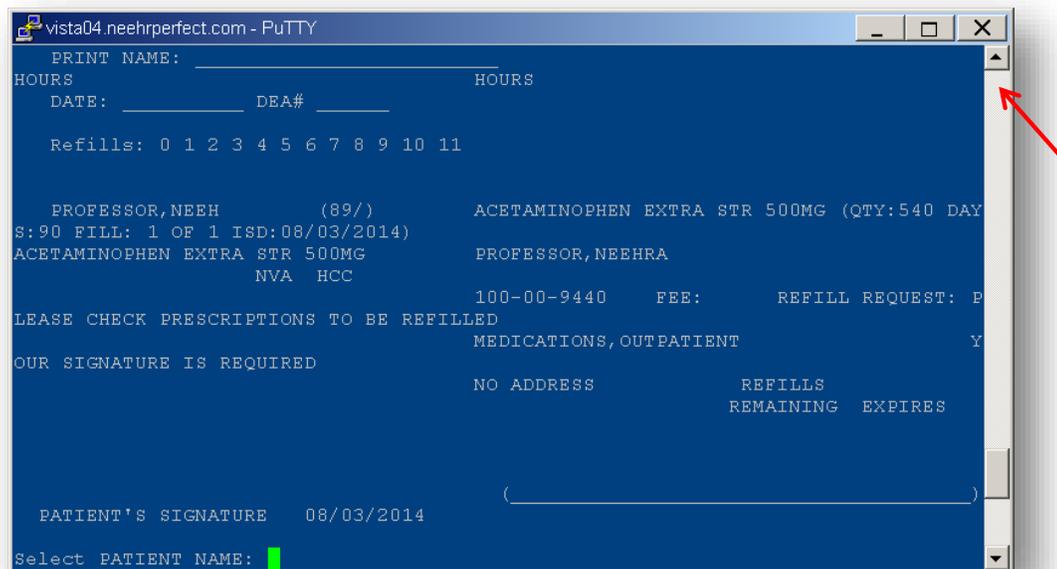
21. At **Are you sure you want to Accept this Order? NO//:** type **YES** then press **Enter**
 22. At **WAS THE PATIENT COUNSELED: NO//** type **YES** then press **Enter**
 23. At **WAS COUNSELING UNDERSTOOD: NO//** type **YES** then press **Enter**
 24. At **Do you want to enter a Progress Note? No//** type **NO** then press **Enter**
 25. At **Press Return to Continue:** press **Enter**. The medication has now been verified and changed to Active in the chart.



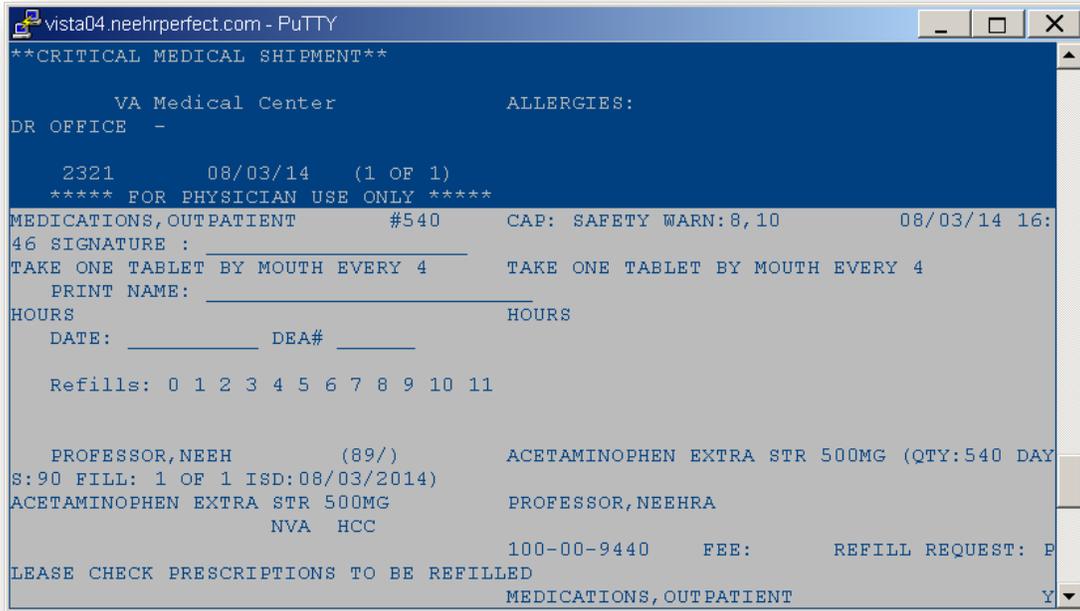
26. At **Select Action: Quit//** press **Enter**. You will then see the following screen.



27. The medication label has been generated but you need to scroll up to see it.



28. Click and drag starting from the “Patient’s Signature” section all the way up to just below the ****For Physician Use Only**** section. This automatically copies the text (no need to press Ctrl-C)



29. Open Microsoft Word and paste the contents to create a label. Change the font type to “Courier New” and font size to “6” for correct formatting as shown below.

```

MEDICATIONS,OUTPATIENT      #540      CAP: SAFETY WARN:8,10      08/03/14 16:46 SIGNATURE : _____
TAKE ONE TABLET BY MOUTH EVERY 4      TAKE ONE TABLET BY MOUTH EVERY 4      PRINT NAME: _____
HOURS                                HOURS                                DATE: _____ DEA# _____
Refills: 0 1 2 3 4 5 6 7 8 9 10 11

PROFESSOR,NEEH      (89/)      ACETAMINOPHEN EXTRA STR 500MG (QTY:540 DAYS:90 FILL: 1 OF 1 ISD:08/03/2014)
ACETAMINOPHEN EXTRA STR 500MG      PROFESSOR,NEEHRA      NVA HCC
100-00-9440      FEE:      REFILL REQUEST: PLEASE CHECK PRESCRIPTIONS TO BE REFILLED
MEDICATIONS,OUTPATIENT      YOUR SIGNATURE IS REQUIRED
NO ADDRESS      REFILLS
REMAINING EXPIRES

( _____ ) PATIENT'S SIGNATURE      08/03/2014
  
```