

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.

🔁 VistA CPRS in use by: Professor,Neehra (vi File Edit View Tools Help	sta04.nee	
LABEL, MY IV	SUR	
100-00-7752 Jan 01,1970 (44)	Provid	
Active Problems		



Logging in to VistA

1. Go to <u>www.neehrperfect.com</u> 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).

arch	Logged on as: cst01102	Settings Gff Gff
Main		Faculty Collaboration Network Student Resource Network Help
CSTOI EHR	CST01 VistA Printers	
Hint: You can view you	r resources in several different ways. Use the Select view o	control to change the way that your resources are displayed. 🛛 🗵
	Re <u>Faculty Collaboration Netw</u>	rturn to <u>vork Student Resource Network</u>

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).



3. You should now see the EHR Registration Menu.

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		<u> </u>
elect P.	ATIENT: ^	
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	

**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
- At <u>Select PATIENT</u>, 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 charts'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 <u>`07752</u>.

🞤 vista04.neehrperfect.com - PuTTY
'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 <u>Select Action: View Profile//</u> 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. Chose 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.}

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<u>L V </u>	<u>Order Entry</u>	Jun 25, 2014@09:13:53	Page:	<u> </u>
LAB	EL,MY IV	Ward: MED-SUR		
	PID: 100-00-7752	Room-Bed:	Ht (cm) :	_ ()
	DOB: 01/01/70 (44)		Wt(kg):	_ ()
	Sex: FEMALE	Adm	itted: 06/16/14	ł
	Dx: Admission	Last transfe	erred: *******	
#	Additive	Last fill Type	Start Stop	Stat Renew
		Penaing ** N/D ** #0 A	 *****	 סס
	in SODTIM CHLORIDE 0 9%	(500MT.) 500		
	MT. 100 ml/br	(3001112) 3000		
	1111 100 MI, 111			
	Enter ?? for more -	actions 4		
PI	Enter ?? for more . Patient Information	actions 20 Select On	rder	
PI PU	Enter ?? for more . Patient Information Patient Record Update	actions SO Select ON NO New Order	rder r Entry	

- 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.

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PENDING IV (ROUTINE) Jul 25, 2014@20:	26:35	Page: 1	of 2 🔺
TEST, MEDS Ward: INPATI			
PID: 100-00-8890 Room-Bed:	Ht (cm):	(_)
DOB: 01/01/90 (24)	Wt (kg):)
*(1) Additives: CEFOTAXIME 4 GM	Type:	ADMIXTURE	
*(2) Solutions: SODIUM CHLORIDE 0.9% (500ML) 500 ML			
IV Limit: 7 days	(4) Start:	07/25/14	19:37
*(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] (10) Other Print:	Cum. Doses:		
(11) Remarks :			
IV ROOM: MAIN		07/05/14	10.07
Entry By: PROFESSOR, NEEHRA	Entry Date:	07/25/14	19:37
DC Discontinuo EI Flor			
PD Edit EN Finish			
Select Item(s): Next Screen// ED			
berees reem(b). Hene bereen// Hb			



- 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."

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Se vistau4.neenperiect.com - Pullix					
PENDING IV (ROUTINE) Jun 19, 2014@11:	<u>52:03</u>		Page: :	<u>1 of</u>	2 🗖
LABEL, MY IV Ward: MED-SU	R				
PID: 100-00-7752 Room-Bed:		Ht (cm):)
DOB: 01/01/70 (44)		Wt (kg):)
CREONATINE 4 CM		rybe.	ADMIATORI		
t(2) Salutions:					
(2) SUIULIONS. CODIUM CUIORIDE O 9% (500MI) 500 MI					
JULIWIT, 7 down	7.43	Ctort.	06/16/14	11.02	
t/2) Infusion Data, 100 ml/br	(4)	plart:	00/10/14	11:02	
*(5) Infusion Rate: IOU mi/nf +(5) Med Deuter TV	162	Ctore.	06/01/14	24.00	
^(5) Med Route: IV ± (7) d=b=dule:	(6)	5.0p:	+++++++++++++++++++++++++++++++++++++++	24:00	
(/) Schedule:	Ц	ast fill:			
(8) Admin Times:		Quantity:			
(19) Provider: PROFESSOR, NEEHRA [es]	Cu	um. Doses:			
(10) Other Print:					
(11) Doworka , Mhia ia wu toat rowork					
TV Poor MOTN					
IV ROOM: MAIN	R m	two Dotos	06/16/14	11.00	
Entry By: PROFESSOR, NEEHRA	En	itry Date:	00/10/14	11:02	
T Enter // for more actions					
AU ACCEPT BU BAIT					
select item(s): Next Screen//					
					•

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.



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Med Bouter TV	
7752	
7752 MED-	
SURG 06/2 5/14	
LABEL, MY I	
V	
CEEOTAXIME	
4 GM	
SODIUM CHL	
ORIDE U.9% (500MT.) 5	
OO ML	
100 ml /hm	
100 mi/nr 1[1]	
Start date: JUN 25,2014 09:11 Stop date: JUN 30,2014 24:00	
Expected First Dose: JUN 25,2014009:11	
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.

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NON-VERIFIED IV (ROUTINE)	Jul 25, 2014@20	:31:49		Page:	1 of	2 🔺
TEST, MEDS	Ward: INPAT:	IE				
PID: 100-00-8890	Room-Bed:		Ht (cm):		(_)
DOB: 01/01/90 (24)			Wt(kg):		(_)
*(1) Additives:			Type:	ADMIXTU	RE	
*(2) Solutions:						
SODIUM CHLORIDE 0.	9% (500ML) 500 ML					
IV Limit: 7 da	ays	(4)	Start:	07/25/14	4 19:37	
*(3) Infusion Rate: 100	ml/hr					
*(5) Med Route: IV		(6)	Stop:	07/30/14	4 24:00	
*(7) Schedule:		La	st Fill:	******		
(8) Admin Times:		Q	uantity:			
*(9) Provider: PROB	ESSOR,NEEHRA [es]	Cum	. Doses:			
(10) Other Print:						
(11) Remarks : This is IV Room: MAIN	my test remark					
+ Enter ?? for mo	re actions					
DC Discontinue	RN (Renew)	V	F Veri	fy		
HD (Hold)	OC (On Call)	F	L Flag			
ED Edit	AL Activity Logs					_
Select Item(s): Next Scre	en// 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.

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SODIUM CHLORIDE 0.9% (500ML) 500 ML TV Limit: 7 devs	(4) Start· 06/25/14	
*(3) Infusion Rate: 100 ml/hr	(1) 500101 00,20,11	
*(5) Med Route: IV *(7) Schedule:	(6) Stop: 06/30/14 Last Fill: *******	24:00
(8) Admin Times: *(9) Provider: PROFESSOR,NEEHRA [es]	Quantity: O 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 : 06/26/1	.4 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 7752V21 number (20). [2] 7752 [2] 7752 MED-SURG MED-SURG 06/25/14 06/25/14 LABEL, MY I LABEL, MY I V V CEFOTAXIME CEFOTAXIME 4 GM 4 GM SODIUM CHL SODIUM CHL ORIDE 0.9% ORIDE 0.9% (500ML) 5 (500ML) 5 00 ML 00 ML ROUTE: INT ROUTE: INT RAVENOUS RAVENOUS 100 ml/hr 100 ml/hr 2[5] 1[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.

- V Order Entry	Jun 25 2014009.22.03	Dage	. 1 of 1
LABEL.MY TV	0un 23, 2014007.22.03	raye	
PTD: 100-00-7752	Room-Bed:	Ht.(cm):	
DOB: 01/01/70 (44)		Mt (kg):	
Sex: FEMALE	Adi	mitted: 06/16/	/14
Dx: Admission	Last trans	ferred: *****	
# Additive	Last fill Typ	e Start Sto	op Stat Renew
1 CEFOTAXIME 4 GM in SODIUM CHLORIDE ML 100 ml/hr	JUN 25 09:22 ื#5 . 0.9% (500ML) 500	A 06/25 06/3	30 A
Enter ?? for m	ore actions		
PI Patient Information	SO Select	Order	
DU Detient Record Undet.	e NO New Ord	er Entry	

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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.
- 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 <u>`09204</u>.

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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 E	SHR Registration Menu Option: Inpatient Order Entry
Select F	PATTENT: 09204
MEDS, I	I00-00-9204 01/01/90 INPATIENT UNI
т	
Remote d	data not available - Only local order checks processed.
Press Re	eturn 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 <u>Select Action: View Profile</u>// 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).



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Patient	Information	Jul 30, 2014@12:	20:31	Page:	1 of	1 🔺
MEDS, IND	PATIENT	Ward: INPATI				
PID:	100-00-9204	Room-Bed:	Ht (cn	n):	()
DOB:	01/01/90 (24)		Wt (ko	g):	()
Sex:	FEMALE		Admitted:	07/30/14		
Dx:	Admission	Last	transferred:			
Outpatio	ent Narrative: Enter ?? for mo	re actions				
PU Patie	ent Record Update	NO New	Order Entry			
DA Deta:	iled Allergy/ADR L	ist IN Int	ervention Mer			
VP View	Profile					
Select A	Action: View Profi					-

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.}

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vista04.neehrperfect.com - PuTTY				<u>1 X</u>
npatient Order Entry	Jul 30, 2014@12:23:13	Page:	<u>1 of</u>	1 🔺
EDS, INPATIENT	Ward: INPATIE			
PID: 100-00-9204	Room-Bed: Ht (c	m):)
DOB: 01/01/90 (24)	Wt (k	.g):)
Sex: FEMALE	Admitted:	07/30/14		
Dx: Admission	Last transferred:	*****		
	PENDING 🖌			
1 ACETAMINOPHEN TAB				
Give: 500MG PO Q41	H PRN			
Roter 22 fer mere	ort i one			
Enter // for more	actions CO Caleat Order			
L Patient Information	NO New Order Entry			
J Patient Record Update	NO New Order Entr			
siect 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.

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npatient Order Entry	<u>Jul 30, 2014@12</u>	2:23:13	Page:	<u> 1 of</u>	<u> 1 </u>
EDS, INPATIENT	Ward: INPAT	'IE			
PID: 100-00-9204	Room-Bed:	Ht (<	cm):		
DOB: 01/01/90 (24)		Wt()	(g):		
Sex: FEMALE		Admitted:	07/30/14		
Dx: Admission	Last	: transferred:	*******		
	PENDIN	IG			
1 ACETAMINOPHEN TAB					
Give: 500MG PO Q4	H PRN				
Enter ?? for more	actions				
U Patient Record Update	NO N	lew Order Enti	τy -		
elect Action: Quit// SO	Select Order				
elect ORDER (1): 1					-



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

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):	🛃 vista04.neehrperfect.com - PuTTY			_	
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 (3) Start: 07/30/14 12:14 *(2) Dosage Ordered: 500MG (3) Start: 07/30/14 12:14 *(4) Med Route: ORAL REQUESTED START: 07/30/14 12:15 (6) Schedule: Q4H PRN (5) Stop: 11/07/14 12:14 *(8) Schedule: Q4H PRN (s) Stop: 11/07/14 12:14 (10) Provider: FACULTY, PHARM [es] (11) Special Instructions: (12) Dispense Drug U/D Inactive Date ACETAMINOPHEN EXTRA STR 500MG 1 + Enter ?? for more actions 1 BY Bypass FL Flag	PENDING UNIT DOSE (ROUTINE) Jul 3	30, 2014012:25:02	Pac	je: 1 d	of 2 🔺
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 * (2) Dosage Ordered: 500MG (3) Start: 07/30/14 12:14 * (4) Med Route: ORAL REQUESTED START: 07/30/14 12:15 (6) Schedule: Q4H PRN (5) Stop: 11/07/14 12:14 (6) Schedule: Q4H PRN (s) (9) Admin Times: * * (10) Provider: FACULTY, PHARM [es] U/D (11) Special Instructions: U/D (12) Dispense Drug U/D ACETAMINOPHEN EXTRA STR 500MG 1 + Enter ?? for more actions BY Bypass FL Flag	MEDS, INPATIENT	Ward: INPATIE			
DOB: 01/01/90 (24) *(1)Orderable Item: ACETAMINOPHEN TAB Instructions: 500MG *(2)Dosage Ordered: 500MG Duration: *(4) Med Route: ORAL *(4) Med Route: ORAL *(4) Med Route: ORAL *(5) Stop: 11/07/14 12:14 (6) Schedule: Q4H PRN (9) Admin Times: *(10) Provider: FACULTY, PHARM [es] (11) Special Instructions: (12) Dispense Drug ACETAMINOPHEN EXTRA STR 500MG 1 + Enter ?? for more actions BY Bypass FL Flag	PID: 100-00-9204 Room	-Bed:	Ht (cm) :)
<pre>*(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: 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</pre>	DOB: 01/01/90 (24)		Wt(kg):)
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	*(1)Orderable Item: ACETAMINOPHEN	TAB			
<pre>* (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: Q4H 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</pre>	Instructions: 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 12:15 (5) Stop: 11/07/14 12:14 *(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	*(2)Dosage Ordered: 500MG				
<pre>*(4) Med Route: ORAL REQUESTED START: 07/30/14 12:15 (5) Stop: 11/07/14 12:14 (6) 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 Flaq</pre>	Duration:		(3) Start:	07/30/14	12:14
(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: <u>(12) Dispense Drug</u> U/D Inactive Date ACETAMINOPHEN EXTRA STR 500MG 1 + Enter ?? for more actions BY Bypass FL Flag	*(4) Med Route: ORAL	REQUI	STED START:	07/30/14	12:15
<pre>(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</pre>			(5) Stop:	11/07/14	12:14
<pre>*(8) Schedule: Q4H PRN (9) Admin Times: *(10) Provider: FACULTY, PHARM [es] (11) Special Instructions:</pre>	(6) Schedule Type: 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	*(8) Schedule: Q4H PRN				
<pre>*(10) Provider: FACULTY, PHARM [es] (11) Special Instructions:</pre>	(9) Admin Times:				
(11) Special Instructions: (12) Dispense Drug U/D Inactive Date ACETAMINOPHEN EXTRA STR 500MG 1 + Enter ?? for more actions BY Bypass FL Flag	*(10) Provider: FACULTY, PHARM	[es]			
(12) Dispense Drug U/D Inactive Date ACETAMINOPHEN EXTRA STR 500MG 1 + Enter ?? for more actions BY Bypass FL Flag	(11) Special Instructions:				
ACETAMINOPHEN EXTRA STR 500MG 1 + Enter ?? for more actions BY Bypass FL Flag	(12) Dispense Drug		U/D	<u>Inactive</u>	Date
+ Enter ?? for more actions BY Bypass FL Flag	ACETAMINOPHEN EXTRA STR 500M	G			
BY Bypass FL Flag	+ Enter ?? for more action	S			
	BY Bypass				
DC Discontinue FN Finish	DC Discontinue FN Fini:	sh			
Select Item(s): Next Screen//	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

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NON-VERIFIED UNIT DOSE	Jul 30, 2014@	12:27:11	Page: 1	of 2 🔺
MEDS, INPATIENT	Ward: INF	ATIE		
PID: 100-00-9204	Room-Bed:	Ht (cm)): ()
DOB: 01/01/90 (24)		Wt (kg)
*(1)Orderable Item: ACETAMINO	PHEN TAB			
t (2) Degrage Ordered: 500MG				
~ (2) Dosage Ordered: 500MG		(2) e+		10.14
*(4) Mod Pouto: OPM		יזמ(כ) שם תקשמקוומקם	all. 07/30/14 Nom: 07/30/14	10.15
"(4) Med Route. ORAL		(5) e-	HARI. 07/30/14 For: 11/07/14	12.13
(6) Schedule Type: DRN		(5) 5	cop. 11/0//14	12.11
*(8) Schedule: 04H DRN				
(9) Admin Times:				
*(10) Provider: FACHLTY, P	HARM [es]			
(11) Special Instructions:				
(,				
(12) Dispense Drug		U/D	Inactive	Date
ACETAMINOPHEN EXTRA STR	500MG			
+ Enter ?? for more a	ctions			
ED Edit	AC	ACCEPT		
Select Item(s): Next Screen//				
				-



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

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NON-VERIFIED UNIT DOSE	Jul 30,	2014@12:28:40	Pa	ge: 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: ACETAMIN(OPHEN TAB				
Instructions: 500MG					
*(2)Dosage Ordered: 500MG					
Duration:			(3) Start:	07/30/14	12:14
*(4) Med Route: ORAL		REQUE	STED START:	07/30/14	12:15
			(5) Stop:	11/07/14	12:14
(6) Schedule Type: PRN					
*(8) Schedule: Q4H PRN					
(9) Admin Times:					
<pre>*(10) Provider: FACULTY, I</pre>	PHARM [es]				
(11) Special Instructions:					
<u>(12) Dispense Drug</u>			<u>u/p</u>	Inactive	Date
ACETAMINOPHEN EXTRA STR	R 500MG				
+ Enter ?? for more a	actions				
DC Discontinue ED	Edit		AL Activity	y 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

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*(2)Dosage Ordered: 5	OOMG				A
- Duration:			(3) Start	: 07/30/14	12:14
*(4) Med Route: C	RAL		REQUESTED STARI	: 07/30/14	12:15
			(5) Stop	: 11/07/14	12:14
(6) Schedule Type: H	RN .				
*(8) Schedule: 🤉	AH PRN				
(9) Admin Times:					
*(10) Provider: E	ACULTY, PHAR	M [es]			
(11) Special Instruc	tions:				
<u>(12) Dispense Drug</u>			<u>u/p</u>	<u>Inactive</u>	Date
ACETAMINOPHEN E	XTRA STR 50	OMG	1		
+ Enter ?? fo	or more acti	ons			
DC Discontinue	ED Ed	it	AL Activi	ty Logs	
HD (Hold)	RN (R	enew)			
FL Flag	VF Ve	rify			
Select Item(s): Next	Screen// VF	Verify			
a few moments, ple	ase				
Pre-Exchange DOSES:					
ORDER VERIFIED.					
		_			
Enter RETURN to conti	nue 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)'.

VistA CPRS in use by: Faculty,Pharm (vistal)	04.neehrperfect.com)		
File Edit View Tools Help	lat Salastad	Care Team Upaccined	Remote No Dectine
100-00-9293 Feb 02,1980 (34) Provide	r: FACULTY,PHARM	care realition assigned	Flag Data D
Active Problems No Problems Found	Allergies / Adverse Reactions No Allergy Assessment	Enter new allergy Mark selected allergy as entered in error Mark patient as having 'No Known Allergies' (NKA)	Postings No Patient Postings Found.
Active Medications	Clinical Remin	ders Due Date	
	NP Influenza	DUE NOW	
Recent Lab Results	Vitals No data found		Appointments/Visits/Admissions
Cover Sheet Problems Meds Orders N	otes Consults Surgery D/C Summ	<u> Labs Reports</u>	

- 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

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		4
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	

- 3. If you see Select LABEL PRINTER or FAX DEVICE: HOME// press Enter without typing anything.
- 4. At <u>Select PATIENT NAME</u>, 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 <u>`09439</u>.
- 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.

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Patient Information Aug 03,	2014@15:45:02	Page:	1 of	2 🔺
MEDS, OUTPATIENT				
PID: 100-00-9439	Ht (c	-m):		
DOB: FEB 2,1980 (34) SEX: MALE	Wt (k	(g):		
Eligibility:				
RX PATIENT STATUS: NON-VA				
Disabilities:				
	HOME	PHONE:		
	CELL	PHONE:		
Proggrintion Mail Delivery: Regular M	wurr	PHONE:		
Frescription Mail Derivery. Regular M	all			
Allergies: NKA				
+ Enter ?? for more actions		1 ** 1 /		
EA Enter/Edit Allergy/ADR Data	PU Patient Rec	cord update		
Select Action: Next Screen//	EA EXIC Patier	IC LISC		-
bered heartan hand beredhij				

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





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**.

	ristaU4	I.neeh	prperfect.c	com - PuTTY										<u> </u>
<u>Med</u> :	<u>icat</u>	<u>ion</u>	<u>Profil</u>	.e	<u>Aug 03</u>	<u>, 20</u>	<u>14@15:4</u>	7:39)		Page:	1	<u>of</u>	<u> </u>
MED	s,ou	TPAT	IENT											
P:	ID:	100-	-00-943	39					Ht (cm					
D	OB:	FEB	2,1980) (34)					Wt (kg					
ទា	EX: 3	MALE												
											ISSUE	LAST	REF	DAY
#	RX	#		DRUG					QT	Y ST	DATE	FILL	REM	SUP
						-ACT:	LAE							
	2320			ACETAMINOPHE	N EXTRA	STR	SUUMG		54	UΑ	08-03	08-03		90
		E	Inter 7	?? for more a	ctions									
ΡU	Pat	ient	Recor	d Update		I	VO Nev	/ Ord	ler					
PI	Pat	ient	: Infor	mation			SO Sel	.ect	Order					
Sel	ect .	Acti	.on: Qu	it// 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**.





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.

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Medication Profil	e	Aug 03	, 2014@	16:45:1	6	Page:	1 (of	1 4
MEDICATIONS, OUTPA	TIENT								
PID: 100-00-944					Ht (cm) :				
DOB: FEB 2,1980	(34)				Wt(kg): _				
SEX: MALE									
	BB 110					ISSUE	LAST	REF	DAY
# RX #	DRUG				QTY ST	DATE	FTTT	REM	SUP
			- ACTIVE						
1 2321	ACETAMINOPHE	N EXTRA	STR 50	∩мс	541 A	08-03	08-03		90
Enter ?	? for more a	ctions							
PU Patient Recor	d Update		NO	New Or	der				
PI Patient Infor	mation		so	Select	Order				
Select Action: Qu	it//								



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.

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PRINT NAME:	
DATE: DEA#	HOURS
Refills: 0 1 2 3 4 5 6 7 8 9 10 11	1
PROFESSOR,NEEH (89/) S:90 FILL: 1 OF 1 ISD:08/03/2014)	ACETAMINOPHEN EXTRA STR 500MG (QTY:540 DAY
ACETAMINOPHEN EXTRA STR 500MG NVA HCC	PROFESSOR, NEEHRA
TRACE CHECK PRESCRETONIC NO DE DEST	100-00-9440 FEE: REFILL REQUEST: P
LEASE CHECK PRESCRIPTIONS TO BE REFIL	MEDICATIONS, OUTPATIENT Y
OUR SIGNATURE IS REQUIRED	
	NO ADDRESS REFILLS REMAINING EXPIRES
PATIENT'S SIGNATURE 08/03/2014	
Select PATIENT NAME:	



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)

CRITICAL MEDICAL SHIPMENT VA Medical Center		
VA Medical Center		
	ALLERGIES:	
DR OFFICE -		
2321 08/03/14 (1 OF 1)		
ACCOR FOR PHISICIAN USE ONLY ACCOR IEDICATIONS, OUTPATIENT #540	CAP: SAFETY WARN:8,10 08/03/14 16	5:
SIGNATURE :	MAKE ONE MARTER BY MOUNT RVERY 4	
PRINT NAME:	TARE ONE TABLET BI MOUTH EVENT 4	
IOURS	HOURS	
DATE: DEA#		
Refills: 0 1 2 3 4 5 6 7 8 9 10 1	1	
PROFESSOR, NEEH (89/)	ACETAMINOPHEN EXTRA STR 500MG (QTY:540 DA	Y
3:90 FILL: 1 OF 1 ISD:08/03/2014)		
CETAMINOPHEN EXTRA STR SUUMG NVA HCC	PROFESSOR, NEEHRA	
	100-00-9440 FEE: REFILL REQUEST:	P
LEASE CHECK PRESCRIPTIONS TO BE REFI	LLED	

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 E	EVERY 4	PRINT NAME:	
HOURS		HOURS		DATE: DE.	A#
				Refills: 0 1 2 3 4	5 6 7 8 9 10 11
PROFESSOR, NEEH	(89/)	ACETAMINOPHEN EXTRA STR 50	00MG (QTY:540 DAYS:	90 FILL: 1 OF 1 ISD:	08/03/2014)
ACETAMINOPHEN EXTRA STR	500MG	PROFESSOR, NEEHRA		NV	А НСС
		100-00-9440 FEE: F	EFILL REQUEST: PLE	ASE CHECK PRESCRIPTI	ONS TO BE REFILLED
		MEDICATIONS, OUTPATIENT	YOU	R SIGNATURE IS REQUI	RED
		NO ADDRESS REFI	LLS		
		REMAI	NING EXPIRES		
		()	PATIENT'S SIGNATURE	08/03/2014