



# Pharmacy Setup User Guide

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## Chapter 1 Introduction

### 1.1 Attestation Disclaimer

Promoting Interoperability Program attestation confirms the use of a certified Electronic Health Record (EHR) to regulatory standards over a specified period of time. TruBridge Promoting Interoperability Program certified products, recommended processes, and supporting documentation are based on TruBridge's interpretation of the Promoting Interoperability Program regulations, technical specifications, and vendor specifications provided by CMS, ONC, and NIST. Each client is solely responsible for its attestation being a complete and accurate reflection of its EHR use during the attestation period and that any records needed to defend the attestation in an audit are maintained. With the exception of vendor documentation that may be required in support of a client's attestation, TruBridge bears no responsibility for attestation information submitted by the client.

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## Chapter 2 Overview

This user guide will cover the maintenance of the Pharmacy application. It includes, but is not limited to, the frequency table, instructions, standing orders, Pharmacy Control information, formulary table maintenance, pricing tables, the item master, system management, and AHIS. While the screens may appear to be point and click, the keyboard may still be used. A combination of the Alt key and the underlined letter of the function will allow for the use of the keyboard in the Pharmacy application.

**NOTE:** *TruBridge EHR Clinical software is being converted to new maps. Some of these new maps may be seen throughout this user guide. When new maps are released for an application, TruBridge will add those new maps to the next set of manuals that are published.*

**NOTE:** *Facilities outside of the United States may choose a date format of MMDDYY, DDMMYY, or YYMMDD to be used on Pharmacy reports. Whichever date format is selected will be reflected on date-pickers, the report Date header, and the Run Date on the reports. A TruBridge representative will need to be contacted in order for the date format to be changed.*

## Chapter 3 AHIS

### 3.1 Overview

This chapter will cover the Pharmacy functions in the AHIS tables.

### 3.2 Pharmacy Functions in AHIS

#### *Food / Drug Interaction Switch In AHIS*

If Pharmacy is utilizing the Interaction/Indicators for Food/Drug Interactions, then Pharmacy generally sends a report to Dietary daily to alert them of possible Food/Drug Interactions. With the Food/Drug Interaction switch set to Yes, pharmacy does not have to send this report to Dietary. Dietary will have the prompt, "Include Food/Drug Interactions? Y/N" while running their daily reports.

By answering Yes, the information will print to the Dietary cards, reports, and labels. Answering No, only prints the usual Dietary information on the cards, reports, and labels.

To access this function:

1. From the Hospital Base menu, select **Master Selection**.
2. Select **Business Office Tables**.
3. Select **Table Maintenance**.
4. Select **AHIS**.
  - The Food/Drug Interaction control switch is located on Page 6.
  - Options are **Y** (yes) or **N** (no).

Select Hospital Base Menu > Master Selection > Business Office Tables > Maintenance Menu > AHIS > Page 6

System Menu

Optical Disk Number For

Report Image System: 01  
 Clin./AR/INS. Hist: 01 01  
 ScanImage/EFileMgmt: 01 03

Medicare DRG Disproportionate Share Fields

	Amount	Date
Current:	1196.01	100114
Prior:	.00	
Other 1:	.00	
Other 2:	.00	
Other 3:	.00	

Running Dietary OE?:  2nd Diet Column:   
 MR Chart Perm.Loca.: RADIOLOGY

Use Nursing Home MDS Sys?   
 Print B/D Balance on Receipt?   
 Bad Debt Recovery Item#: 00099004  
 M/R Code Finder ID: F 3M APCFINDER  
 Word Processor ID:

Restrict Diag/Proc Changes on Stay Info Screen:  N

Depts with Interface systems

Census	Order Entr

Digital Signature?  Y  
 Home Health Disk:   
 Ins Tickler Update (Y/N/1/2)  Y  
 InfoNetwork printer no.: 000  
 Contract Management (Y/N):  K  
 HIMS printer no.: 000

ns. Ver. TP Login: CPSImeme  
 TP Password: XrG56nMKcc  
 TPID/CI: 120004 100292

Food/Drug Interaction:  Y  
 Collection Agency Rcpts:   
 MR OE Transcription IF?:   
 Host System Name:  
 Medicare Part A #:   
 Grouping Interface ID:  N

Enter Exit Next Page

AHIS Control Record Page 6

### Food / Drug Interaction From Business Office Tables

If a hospital does not have the Pharmacy Application but does have the Dietary Application, Dietary can set up the Food/Drug Interactions through Business Office Tables.

If the hospital has the Dietary Application but not the Pharmacy application, then Food/Drug information can be sent to them within the system without generating a report through Pharmacy. Once this switch is activated, Dietary will be prompted prior to running the Dietary cards and the Dietary Report if Food/Drug Information should be included on those reports.

To access Food/Drug Interactions:

1. From the Hospital Base menu, select **Master Selection**.
2. **Business Office Tables**
3. **Table Maintenance**
4. **Clinical**
5. Select **Interactions/ Indicators** .

To set up Food/Drug Interactions, refer to the chapter dealing with Interaction/Indicators.

Select Hospital Base Menu > Master Selection > Business Office Tables > Table Maintenance > Clinical > Interaction / Indicators

Facility 1 : EVIDENT COMMUNITY HOSPITAL

**INTERACTIONS/INDICATORS**

Enter Code:  Must begin with a letter (A-Z) followed by four numeric characters greater than zero

Title:

Description:

Food/Drug Interaction Codes

## Chapter 4 Business Office Tables

### 4.1 Overview

Individual CPT codes must be marked as a **Vaccine** in **CPT Table Maintenance**. If this is complete, the nurse administering the vaccination will be prompted to enter the lot number and expiration date. The CPT code for the vaccine items are defined in the Item Master.

### 4.2 CPT Table Maintenance

Immunizations should have the appropriate CPT code set up in the item master. The system now requires that a CVX code be associated to the CPT code when marking the item as a vaccine.

Select **Hospital Base Screen > Master Selection > Business Office Tables > Business Office Table Maintenance > Diagnosis Codes > CPT Table Maintenance > Enter CPT Code > A**

The screenshot displays the 'CPT Table Maintenance' screen. The main form contains the following fields and values:

- Code: 90662 Exit
- Description: NC ANTIG
- Creation Date: [Empty]
- Expiration Date: [Empty]
- Replaced by Code: [Empty]
- Ambulatory Surgical Center (ASC) Procedure: N
- APC Code: [Empty]
- APC Status: L
- APC Fee Schedule: [Empty] AS OF: [Empty] PRIOR: [Empty]
- Level Code: [Empty]
- RHC UDS Category: [Empty]
- Enter: A Exit Delete Composite APC

An 'ACD CPT Maintenance' pop-up window is open, showing the following fields:

- Vaccine:
- Action code: [Empty]
- Action NDC: [Empty]
- CVX Code: 000135

ACD CPT Maintenance

- From **CPT Table Maintenance**, enter the appropriate CPT code in the **Code** field.
- To mark the CPT code as a **Vaccine**, enter an **A** (hidden command) on the command line to bring up the **ACD CPT Maintenance**.
  - **Vaccine:** When checked, the TruBridge EHR prompts nursing to enter a lot number and expiration date when administering an immunization.

- **Action code:** Enter an **I** for Immunizations. Available codes are:
  - **I:** Immunizations
  - **L:** Laboratory
  - **X:** X-Ray
  - **O:** Miscellaneous and/or Procedures
- **Action NDC:** Enter the National Drug Code as needed
- **CVX Code:** Use the magnifying lens option to select the appropriate code for the vaccine.

## Chapter 5 Charge Tables and Inventory

### 5.1 Drug Information

Drug information lookup, while accessible in multiple areas of the TruBridge EHR, is also accessible via **Drug Information** listed under the "Other" column in Charge Tables and Inventory.

From the NDC Lookup, a search may be performed via the Micromedex® database by selecting **Description** or **NDC** using the search drop-down menu. As search criteria is keyed, the database will retrieve results immediately via a smart search.

Search data can be further refined to display just active NDCs by selecting **Active Only**. The initial search will include drug specific info such as strength, dose and package information to insure the correct medication is selected.

Select **Hospital Base Menu > Charge Tables and Inventory > Drug Information**

The screenshot shows the 'Drug Information Lookup' interface for Facility 1: EVIDENT COMMUNITY HOSPITAL. It includes a search bar, a dropdown menu for search criteria (currently set to 'Description'), and an 'Active Only' checkbox. Below these is a table listing various medications with columns for Description, Strength, NDC, Quantity, Unit, Package, NDC, and Status. A red circle highlights the search dropdown menu.

Description	Strength	NDC	Quantity	Unit	Package	NDC	Status
Alkyl Benzoate Solution		Powder	500.000	GM	Bottle	515521287...	Active
Felodipine Tablet ER 5MG	5MG	Solution	1.000	ML	Bottle	519272433...	Active
Felodipine Tablet ER 5MG	5MG	Tablet, Ext...	100.000	EA	Bottle	006771769...	Discontinued
Felodipine Tablet ER 5MG	5MG	Tablet, Ext...	1000.000	EA	Bottle	422910287...	Active
Felodipine Tablet ER 5MG	5MG	Tablet, Ext...	90.000	EA	Bottle	422910287...	Active
Felodipine Tablet ER 5MG	5MG	Tablet, Ext...	100.000	EA	Bottle	534890369...	Active
Felodipine Tablet ER 5MG	5MG	Tablet, Ext...	30.000	EA	Bottle	552890306...	Active
Felodipine Tablet ER 5MG	5MG	Tablet, Ext...	30.000	EA	Bottle	588640810...	Active
Felodipine Tablet ER 5MG	5MG	Tablet, Ext...	90.000	EA	Bottle	588640810...	Active
Ketorolac Tromethamine 30MG/1ML	30MG/1ML	Solution	2.000	ML	Vial	006416043...	Active
Ketorolac Tromethamine 30MG/1ML	30MG/1ML	Solution	2.000	ML	Vial	006416043...	Active
Potassium Bromide Crystal		Crystal	2500.000	GM	Bottle	387792448...	Active
Potassium Bromide Crystal		Crystal	5000.000	GM	Bottle	387792448...	Active
Potassium Bromide Crystal		Crystal	25000.000	GM	Bottle	387792448...	Active
Potassium Bromide Crystal		Crystal	500.000	GM	Bottle	387792448...	Active
Potassium Bromide Crystal		Crystal	1000.000	GM	Bottle	387792448...	Active
TEGretol Suspension 100MG/5ML	100MG/5ML	Suspension	450.000	ML	Bottle	000830019...	Discontinued
TEGretol Suspension 100MG/5ML	100MG/5ML	Suspension	450.000	ML	Bottle	000830019...	Discontinued
TEGretol XR Oral Tab ER 200MG	200MG	Tablet, Ext...	60.000	EA	Bottle	548685610...	Active
TEGretol XR Oral Tab ER 200MG	200MG	Tablet, Ext...	20.000	EA	Bottle	548685610...	Active
Tacrolimus Powder 5GM		Powder	5.000	GM	Bottle	632759958...	Active
1 Plus 1-F Topical Cream 3%-1%-1%	3%-1%-1%	Cream	30.000	GM	Tube	002178409...	Discontinued
1,1,1 Trichloroethane Liquid		Liquid	3785.000	ML	Bottle	515520252...	Discontinued
1,1,1 Trichloroethane Liquid		Liquid	473.000	ML	Bottle	515520252...	Discontinued

Drug Information Lookup

Double click a listed item OR select an item and select **Info** to display drug details.

Select Hospital Base Menu > Charge Tables and Inventory > Drug Information > select medication > Info

Facility 1 : EVIDENT COMMUNITY HOSPITAL

Search:  Description  Active Only

Description	Strength	Dose	Quantity	Unit	Package	NDC	Status
		Powder	500.000	GM	Bottle	51552128...	Active
Alkyl Benzoate Solution		Solution	1.000	ML	Bottle	51927243...	Active
Felodipine Tablet ER 5MG	5MG	Tablet, Ex...	100.000	EA	Bottle	00677176...	Discontinued
Felodipine Tablet ER 5MG	5MG	Tablet, Ex...	1000.000	EA	Bottle	42291028...	Active
Felodipine Tablet ER 5MG	5MG	Tablet, Ex...	90.000	EA	Bottle	42291028...	Active
Felodipine Tablet ER 5MG	5MG	Tablet, Ex...	100.000	EA	Bottle	53489036...	Active
Felodipine Tablet ER 5MG	5MG	Tablet, Ex...	30.000	EA	Bottle	55289030...	Active
Felodipine Tablet ER 5MG	5MG	Tablet, Ex...	30.000	EA	Bottle	58864081...	Active
Felodipine Tablet ER 5MG	5MG	Tablet, Ex...	90.000	EA	Bottle	58864081...	Active
Ketorolac Tromethamine 30MG/1ML	30MG/1ML	Solution	2.000	ML	Vial	00641604...	Active
Ketorolac Tromethamine 30MG/1ML	30MG/1ML	Solution	2.000	ML	Vial	00641604...	Active
Potassium Bromide Crystal		Crystal	2500.000	GM	Bottle	38779244...	Active
Potassium Bromide Crystal		Crystal	5000.000	GM	Bottle	38779244...	Active
Potassium Bromide Crystal		Crystal	25000.000	GM	Bottle	38779244...	Active
Potassium Bromide Crystal		Crystal	500.000	GM	Bottle	38779244...	Active
Potassium Bromide Crystal		Crystal	1000.000	GM	Bottle	38779244...	Active
TEGretol Suspension 100MG/5ML	100MG/5ML	Suspension	450.000	ML	Bottle	00083001...	Discontinued
TEGretol Suspension 100MG/5ML	100MG/5ML	Suspension	450.000	ML	Bottle	00083001...	Discontinued
TEGretol XR Oral Tab ER 200MG	200MG	Tablet, Ex...	60.000	EA	Bottle	54868561...	Active
TEGretol XR Oral Tab ER 200MG	200MG	Tablet, Ex...	20.000	EA	Bottle	54868561...	Active
Tacrolimus Powder 5GM		Powder	5.000	GM	Bottle	63275995...	Active
1 Plus 1-F Topical Cream 3%-1%-1%	3%-1%-1%	Cream	30.000	GM	Tube	00217840...	Discontinued

### Drug Info

Micromedex provides drug detail specific to Package-Product Information, UltiMedex/Company Info, Ingredients, Class Information and Patient Specific Dosing.

Select **Hospital Base Menu > Charge Tables and Inventory > Drug Information > select medication > Info**

Medication: TEGretol XR Oral Tab ER 200MG  
NDC Number: 54868561000

Drug Notes  Package-Product Information  UltiMedex/Company Information  Ingredients  Class Information  Patient S

**DRUG NOTES**

Carbamazepine (By mouth)  
Carbamazepine (kar-ba-MAZ-e-peen)  
Treats seizures, nerve pain, or bipolar disorder.  
Brand Name(s): Carbatrol, Epitol, Equetro, TEGretol, TEGretol-XR  
There may be other brand names for this medicine.  
When This Medicine Should Not Be Used:  
This medicine is not right for everyone. Do not use it if you had an allergic reaction to carbamazepine or a tricyclic antidepressant, if you are pregnant, or if you have a history of bone marrow depression.  
How to Use This Medicine:

Page: 1 / 3      Zoom: 126%      PORTRAIT

### Drug Notes

Select the back arrow to exit and return to Charge Tables - Inventory Control.

## 5.2 Item Master

### Overview

New items can be medications, service charges (IV fees, etc.), or any other item that needs to be charged or tracked through inventory. Both formulary and non-formulary medications should be setup in the Item Master Table. ID switches can be used to categorize these medications, as well as differentiate between drug types and classes.

1. From the Hospital Base menu, select **Charge Tables / Inventory**.
2. Select **Item Entry and Maintenance**.

## Search Options

From the Charge Tables and Inventory Control screen, select **Item or Service Search**.

Items are searchable by Catalog Number, CPT Code, Description, Item Number, Mnemonic, NDC Number and Vendor. The item search defaults to Description. Select the drop-down menu in the Search By field to display the available options.

Select the **Go** button after updating the necessary fields in order to display the index.

## Catalog Number

Selecting **Catalog Number** displays a numeric listing of items by catalog number. The catalog number is loaded on page 1 of the Item Master, adjacent to the corresponding Vendor. The index displays the catalog number, the long description and the item number. Select More to display more items in the catalog number index. The items will appear in number order followed by alpha characters and then special characters. Keying in a catalog number will list the items beginning with this number. Select the desired item to bring up the Item Functions screen.

Select **Hospital Base Menu > Charge Tables and Inventory > Item or Service Search**

Inventory - Search For An Item or Service

Enter Starting Catalog #:  Search Containing Text?:

Search by:

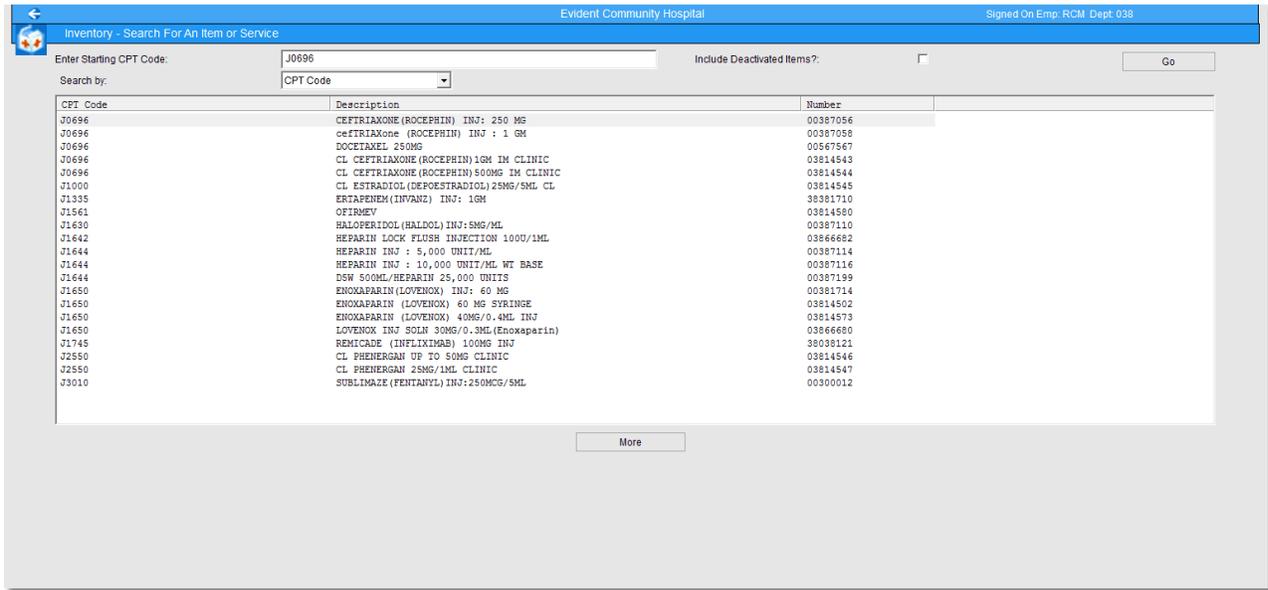
Catalog #	Description	Number
357723	TEMASEPAM (RESTORIL) CAP : 15 MG	00381400
357723	RESTORIL CAP: 15 MG	00381401
357822	IBUPROFEN (MOTRIN) TAB: 400 MG	00381200
357822	ASPIRIN 325 MG TAB	00387171
357822	ROFECOXIB (VIOXX) TAB: 25 MG	00387500
357822	CELECOXIB (CELEBREX) CAP: 100 MG	03838120
357822	REMICADE (INFLIXIMAB) 100MG INJ	38038121
357822	CELECOXIB (CELEBREX) CAP: 200 MG	38381200
358051	NITROGLYCERINE (NITROSTAT) SL:0.3MG	00381302
358069	NITROGLYCERINE 0.4MG SL TAB (NITROSTAT)	00301457
358150	EPINEPHRINE INJ:50MG/ML	00387095
359356	CEFADROXIL (DURICEF) CAP : 500 MG	00381071
359356	DIPHENHYDRAMINE (BENADRYL) CAP:50MG	00381134
359356	CETIRIZINE (ZYRTEC) TAB: 10 MG	38381134
359356	CETIRIZINE (ZYRTEC) LIQ: 5MG/5ML	38381135
359356	FENOPRENADINE (ALLEGRA) TAB : 150 MG	38381136
359489	CAPTROPRI (CAPOTEN) TAB : 25 MG	00381065
359505	TRIAMCINOLONE (KENALOG-40) INJ:40MG/ML	00387249
359547	NITROGLYCERINE (NITROSTAT) SL:0.6MG	00381304
359836	IBUPROFEN (MOTRIN) TAB: 800 MG	00381202
3658556	NACL 0.45% SOLN 1000 ML	03814530

Item Search by Catalog Number

**CPT Code**

Selecting **CPT Code** displays a numeric listing of items by CPT Code. The CPT Code is loaded on the Item Master page 1. The index will display the CPT Code, long description of the item and item number. The items will appear in numerical order followed by alpha characters then special characters. Choose the desired item to view the Item Functions screen. The display can include or exclude deactivated items by answering “Include Deactivated Items?”

Select **Hospital Base Menu > Charge Tables and Inventory > Item or Service Search**



Item Search by CPT Code

## Description

Selecting **Description** displays an alphabetical listing of items by department based on which department the terminal is logged into. If the Search Containing Text prompt is blank, the system will display items in alphabetical order, using information in the Enter Starting Description field to begin the search. If the **Search Containing Text?** prompt is selected, and a description is entered, the system will search the item description line, page 1, of the Item Master, and pull all items that have the keyed description anywhere in the description line.

Selecting **Include All Departments?** will search for items in all departments, not just the department that appears at the top of the screen. If this field is not selected, only those items for the department that appears at the top of the screen will appear.

Items that do not have the Description Index selected in the Item Department Master will not display in the index. Select the desired item to bring up the Item Functions screen.

### Select Hospital Base Menu > Charge Tables and Inventory > Item or Service Search

Number	Description
00000019	B1 VITAMIN
00381458	BACTRIM DS TAB
00384115	BACTROBAN 2% OINT
00099003	BALANCE TRANSFER
00389018	BECLOMETHASONE INH. (VANCERIL, BECLOVENT)
00389018	BECLOVENT INHALER
00382074	BENADRYL 12.5MG/5ML ELIXIR
38384444	BENADRYL 25MG TAB
00381134	BENADRYL 50 MG CAP
00387091	BENADRYL 50MG/ML INJ
00384010	BENHOLIN TINC. COMPOUND TOP SOLN
00381051	BENZTROPINE MES ((COGENTIN) TAB :2MG
00301283	BETADINE OINT
00387528	BIAXIN SUSP 250MG/5ML
00387525	BIAXIN TAB 500 MG
00386098	BISACODYL (DULCOLAX) SUPP:10MG
00381055	BISACODYL (DULCOLAX) TAB:5MG
00381709	BISOPROLOL (ZEBETA) TAB: 5 MG
00387246	BRETHINE 1MG/ML INJ
00381404	BRETHINE 5 MG TAB
03866678	BRIMONIDINE TARTRATE OPHTH SOLN 0.2%

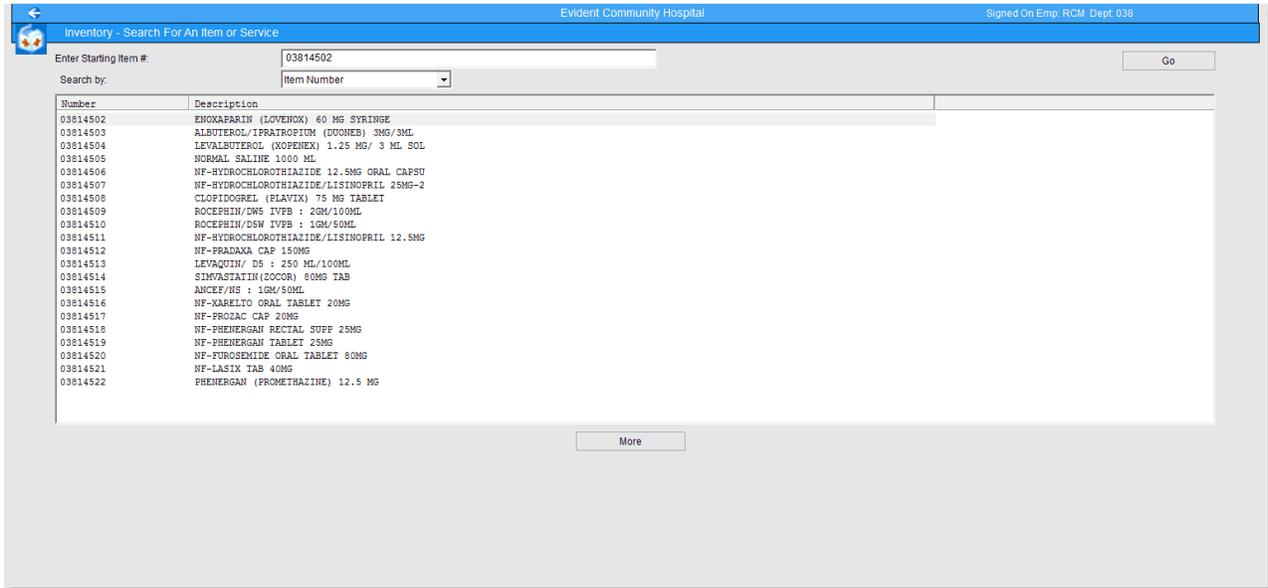
More

Item Search by Description

**Item Number**

Selecting **Item Number** displays numeric listing of the entire item charge master. This index will allow for the search of items by number. Key in the item number and the system will list items beginning with the number keyed. Select More to display additional items. Select the desired item and the system will bring up the Item Functions screen.

Select **Hospital Base Menu > Charge Tables and Inventory > Item or Service Search**



Item Search by Item Number

## Mnemonic

Selecting **Mnemonic** identifies those items that are assigned mnemonics in Pharmacy Information Page 2. The index displays the mnemonic, the long description and the item number. Selecting **More** displays additional items in mnemonic alpha/numeric order. Keying in a mnemonic will list the items beginning with the mnemonic keyed. Select the desired item to bring up the Item Functions screen.

Select **Hospital Base Menu > Charge Tables and Inventory > Item or Service Search**

Inventory - Search For An Item or Service

Enter Starting Mnemonic: P/VX75

Search by: Mnemonic

Go

Mnemonic	Description	Number
PVX75	CLOPIDOGREL (FLAVIX) 75 MG TABLET	03814508
PXR11	PIRIDOSTIGMINE BR (REGONOL) INJ:10MG/2ML	00387228
Pax11	Paxil 20MG Tab	00691254
QUIB1	QUIBRON CAP:300MG	00381530
QUIB2	QUIBRON T SR. (THEOPHYLL+GUAIFEN):300MG	00381543
QUIK1	QUIK PAGE ELECTRODE	00208702
QUIN1	QUINIDINE	00371997
QUIN101	QUINAPRIL (ACCUPRIL) TAB : 10 MG	38381242
QUIN2	QUINIDINE	00371998
QUIN2601	QUININE (QUINAMM) : 260 MG TAB	00381384
QUIN3	QUINIDINE GLUC (QUINAGLUTE) : 324 MG TAB	00381379
QUIN4	QUINIDINE-SR (QUINIDEX) PO : 300 MG TAB	00381381
QUIN5	QUINIDINE SULFATE PO : 200 MG TAB	00381383
QUIN6	QUININE SULFATE : 325 MG CAPSULE	00381386
RA1	RA LATEX	00351213
RAB11	RABIES VACCINE (IMOVAX) INJ-IML 2.5UNITS	00387837
RAD11	RADIOLOGY CHARGE	00921500
RANI1501	RANITIDINE (ZANTAC) TAB:150MG	00381387
RAP11	RAPID STREP	00352047
RAP12	RAPID STREP	02100010
REAG1	REAGENT CASSETTE BUN	00350290

More

Item Search by Mnemonic

**NDC Number**

Selecting **NDC Number** displays a numeric listing of items by NDC Number. The NDC Number is loaded on Pharmacy Information Pages 1 and 2. The search will recognize 11- or 10-digit NDC numbers, NDC numbers with or without dashes, and NDC numbers containing alpha characters. The index will display the NDC Number, the long description of the item and the item number. Select More to display additional items in NDC Number order. Select the desired item to bring up the Item Functions screen.

Select **Hospital Base Menu > Charge Tables and Inventory > Item or Service Search**

Inventory - Search For An Item or Service

Enter NDC Number:  Include Deactivated Items?:

Search by:

NDC NUMBER	Description	Number
0703514001	METHOTREXATE 2.5MG	00434534
0766739070	busPIRone (BUSPAR) TAB:5MG	00381059
0777086902	CEPRALEXIN (KELFEX) CAP: 250 MG	00301424
0777097102	CEPRALEXIN (KELFEX) CAP: 500 MG	00381075
0777310530	FLUoxetine (PROZAC) 20 MG CAPSULE	00381172
0777310730	NF-PROZAC CAPSULE 40MG	00000008
0781214401	MINERAL OIL	00301291
0781315796	CEFAZOLIN (KEFZOL,ANCEF) INJ : 1 GM	00387045
0781613595	OXITOCIN (PITOCIN) INJ:10UNITS/ ML	00387202
0781715786	ENOXAPARIN (LOVENOX) 60 MG SYRINGE	03814502
079028320	METOCLOPRAMIDE (REGLAN)TAB:10MG	00381261
08290032105	NORMAL SALINE 1000 ML	03814505
08290093010	NORMAL SALINE 1000 ML BAG	03814564
0832108200	ETOPOSIDE 20MG/ML INJ (CHEMO)	00381049
090-345	CATH URETHRAL 16 FR	00207639
0904201559	METRONIDAZOLE (FLAGYL) INJ-PREMIX:500MG	00387170
0904201559	ASPIRIN 325 MG TAB	00387171
1000000002	ATORVASTATIN (LIPITOR) 10 MG TAB	38381614
10019000205	ATRACURIUM (TRACRIUM) IV : 10MG/ML 5 ML	00386111
10019000205	FLU VACCINE (FLUZONE)	00386107
10019002705	MIDAZOLAM (VERSED) INJ:5MG/ML	00387185

Item Search by NDC Number

## Vendor

Selecting **Vendor** displays a numeric listing of items by Vendor Number. The Vendor Number is loaded on the Item Master page 1. The index will display the Vendor Number, the long description of the item and the item number. Selecting Include Deactivated Items will include those items with Activate on page 1 set to N. Select More to display additional Items in Vendor Number order. Select the desired item to bring up the Item Functions screen.

Select **Hospital Base Menu > Charge Tables and Inventory > Item or Service Search**

Vendor	Description	Number
10370	AMOX/CLAVULAN(AUGMENTIN) SUSP: 250MG/5ML	00000001
10370	SENIOROT TABS	00034534
10370	VIAGRA 100MG	00034567
10370	PAXIL (PAROXENTINE) 20 MG TABLET	00056789
10370	ACTOS	00065890
10370	SUTURE 1111	00071502
10370	ABD PADS 4 X 8	00124964
10370	LEUCOVORIN	00121123
10370	DRESSING ACE	00200428
10370	ABD PADS 5 X 9	00202093
10370	PERIOSTEALS	00202095
10370	CURETTE RACK	00202096
10370	OSTEOTOMES SIR (H)	00202098
10370	BOHE BOOKS	00202099
10370	STRYKER SAW	00202100
10370	CURETTES	00202101
10370	AUSTIN MOORE INSTRUMENTS	00202102
10370	HEMOSTATS	00202103
10370	KELLY CLAMPS	00202104
10370	TRAY LAPROSCOPIC	00202105
10370	TRAY VASCULAR	00202106

Item Search by Vendor

## Modifying an Existing Item

### Changing Information On An Existing Item

1. From the Hospital Base Menu, select **Charge Tables/ Inventory**.
2. Search for the item or service to change via **Item or Service Search**.
3. If searching via by **Description**, the prompt *Containing Text?* displays.
  - Answering yes, entering a check mark, will display all items containing the entered text anywhere in the description.
  - Answering no, not entering a check mark, will only display items that begin with the entered text.
4. Enter the description of the item or service and press **Go**; 21 items display per page. To move to the next screen select **More**.

Select **Hospital Base Menu > Charge tables / Inventory > Item or Service Search > Description > Enter Beginning Description > Go**

The screenshot shows the 'Inventory - Search For An Item or Service' window. The search criteria are 'TYLEN' and 'Description'. The results table is as follows:

Number	Description
38000001	TYLENOL
00386070	TYLENOL 120 MG SUPP
00381200	TYLENOL 325MG THER SUB
38000003	TYLENOL DO NOT USE
00381604	TYLENOL ES 500MG TABLET
00382012	TYLENOL LIQ 160MG/SML
00386072	TYLENOL SUPP 650 MG
00381010	TYLENOL TAB 325 MG
00382018	TYLENOL W/ COB LIQ 30MG/12.5ML
00383045	TYLOX CAP 5-325 MG (TS)
00387506	ULTRAM 50 MG TAB
00381620	URISFAS 100 MG TAB
00387074	VALIUM 10MG/2ML INJ
00381110	VALIUM 2 MG TAB
00381112	VALIUM 5 MG TAB
00654321	VALPROIC ACID 500 MG TABLET
00654321	VALPROATE (DEPAKOTE) TAB : 500MG
00370544	VALPROIC ACID 100MG/1ML
00381707	VALSARTAN (DIOVAN) TAB :80 MG
00389018	VANCERIL INHALES
38387720	VANCOMYCIN 1GM IVFB

Inventory Search

5. Select the desired item by entering the sequence number or double clicking the mouse on the item.
6. From Item Function Screen, select **Item Master**.
7. Select Line number to change and press <Enter> if needed.
  - If information is to be changed or added anywhere within or at the end of the line, use arrow keys or re-type.

- To delete text fields, type a <#> (pound or number sign) at the beginning of the line and press <Enter>.
- To delete numeric fields, type <-1> (minus one) at the beginning of the line, press <Enter>.

### Deleting An Item

- From the Hospital Base Menu, select **Charge Tables/ Inventory**.
- Search for the item or service to change via **Description, Item Number, Catalog Number, or Mnemonic**. Select **Item or Service Search**.
- If searching via by **Description**, the prompt *Containing Text?* displays.
  - Answering yes, or entering a check mark, will display all items containing the entered text anywhere in the description.
  - Answering no, leaving the check box blank will only display items that begin with the entered text.
- Enter the description of the item or service and press <Enter>. 17 items display per page.
- From Item Function Screen, select **Item Master**.
- Select **Delete** at the top of the Item Master Maintenance Screen.

**NOTE:** *If the item has been successfully deleted, the Item Master Description Index needs to be updated to remove the deleted item from inventory display.*

**NOTE:** *When an item is deleted, all accounts that had that item charged will show the item as NOT ON FILE in the charge detail. Because of this, some hospitals choose to wait 2 years before deleting items that had usage. Before deleting items, make sure a record is kept of all old item numbers. Do not reuse the item number, as this will cause all accounts charged with the old item to display the new description in the charge account detail.*

### Hiding An Item

If the system will not delete the item and the displays: DELETION NOT POSSIBLE - STATISTICAL INFORMATION WOULD BE LOST. Then statistical information is recorded on an item, it cannot be permanently deleted for 13 months.

There are two options for hiding items that cannot be deleted:

- Type DELETED or <\*\*\*\*\*> in the long description leaving the item name in the long description for reference.
  - Example, **\*\*\*DELETED\*\*\*KENALOG 0.1% CREAM 30GM**
  - Example, **\*\*\*KENALOG 0.1% CREAM 30GM**
    - Items can be accessed by typing the Item number on the bottom of the Charge Tables/Inventory Control Screen.
    - By pressing <Enter> when using **Description**. Asterisked <\*> items appear first in the alpha lookup.

## 2. Hiding the item.

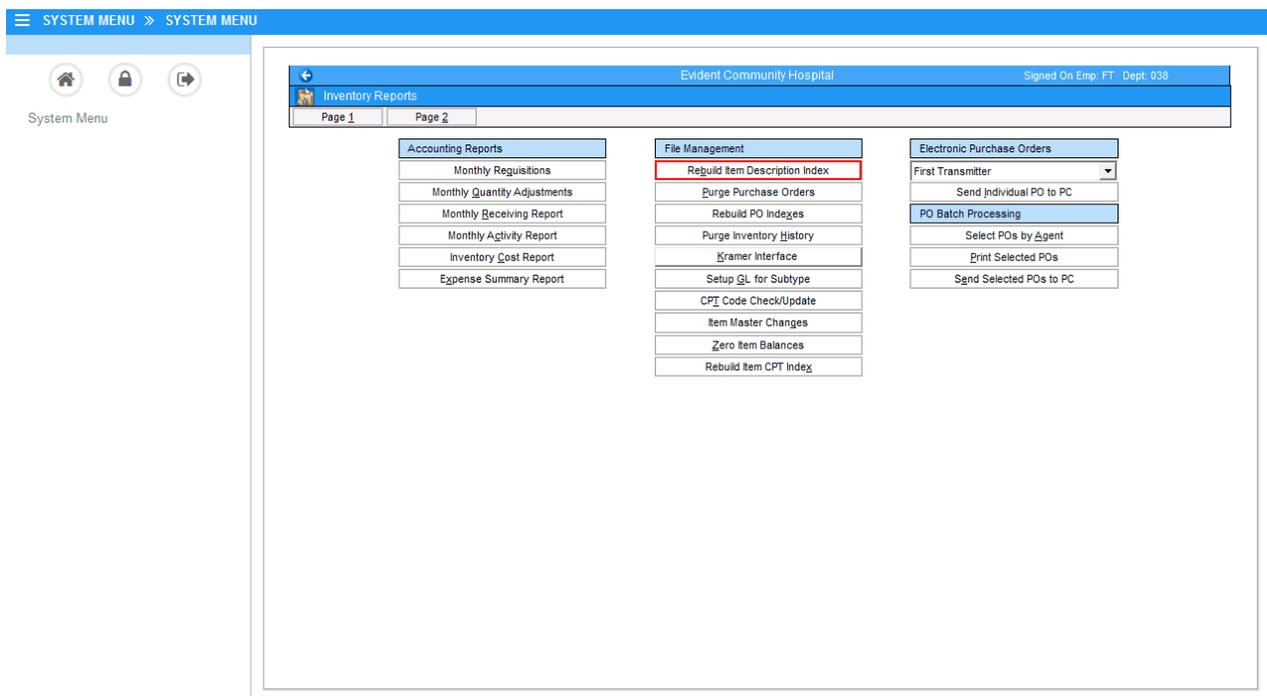
- From Item Function Screen, select **Item Department Master**.
  - Press <Enter> through department number.
  - Select **Desc Index**, press <Enter>.
  - Type <N>.
- This prevents the item from displaying or printing on alpha reports for this department.
- The item no longer appears in the alpha listing display.
- The item can only be accessed by entering the item number from the Charge Tables/Inventory Control Screen.
- After 13 months, item can be deleted permanently.

## Updating the Description

Some changes may not display immediately in the Item Master alphabetical lookup. The user may need to "regen" or rebuild the item description file. This process removes hidden and deleted items and also updates Descriptions and Alternate Names which have been modified.

Select **Rebuild Item Description Index**.

Select **Hospital Base Menu > select Master Selection > Print Reports > Inventory > Page 2 > Rebuild Item Description Index**



Inventory Reports screen

The user is returned to the Hospital Base Menu when the process is complete.

### **Deleting An Issuing Department Number**

1. From the Hospital Base Menu, select **Charge Tables/ Inventory**.
2. Search for the item or service to change via **Description, Item Number, Catalog Number, or Mnemonic**, select **Item or Service Search**.
3. If searching via **Description**, the prompt *Containing Text?* displays.
  - Answering yes, entering a check mark, will display all items containing the entered text anywhere in the description.
  - Answering no, leaving the check box blank, will only display items that begin with the entered text.
4. Enter the description of the item or service and press <Enter>. 17 items display per page.
5. From Item Function Screen, select **Item Master**.
6. Select the department number to be deleted from the **Issuing Departments** field,
7. Delete the selected department.
8. If statistical information exists on the item, the screen will display the message: DELETION NOT POSSIBLE - STATISTICAL INFORMATION WOULD BE LOST.
9. The system retains usage information for 13 months.
10. The department number cannot be deleted until after this time.

### ***Entering A New Item***

#### **Assigning The Item Number**

1. Each item must be assigned a unique number.
  - The Item number should be at the least six digits and no more than eight digits (all numeric).
  - Item numbers begin with department number assigned for each given department.
    - Example, the pharmacy department number is 037, all pharmacy items begin with 037 (03700001, 03700101, 03700200, 03709999).
    - **NOTE:** *The leading zero will not display.*
  - Because different classes of drugs may be categorized using the ID switches, and reports can be printed based on these ID switches, it is not necessary to establish numeric ranges to separate drug types.
2. To select the next available item number, select the **#** sign next to the Item field.

## Select Hospital Base Menu > Charge Tables / Inventory > Item Entry and Maintenance > Item Number

Item Master

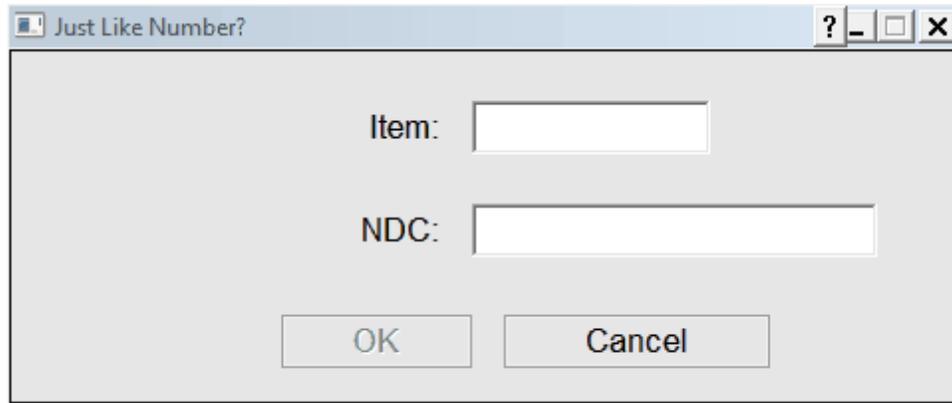
### Using The Just Like Feature

After the item number is entered, the screen displays the question, “Just Like Number?” Using the “Just Like” feature saves time by completing fields that remain the same for each item, such as Insurance Summary Codes, Issuing Department Numbers, General Ledger Numbers, ID Switches, etc.

1. To use this feature, enter the number of a “Just Like” Template Item created by a TruBridge Pharmacy Support Representative during install.
2. The software fills in the new item with information preset in the “Just Like” Template.

**NOTE:** Using the “Just Like” Template is preferable to using a similar item because it prevents duplicate information from populating to the new item.

If not using the “Just Like” feature, press <Enter> past the “Just Like” field. No information pulls into the Item Master page and all data must be hand keyed.



The screenshot shows a dialog box titled "Just Like Number?". It contains two text input fields. The first field is labeled "Item:" and is currently empty. The second field is labeled "NDC:" and is also empty. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

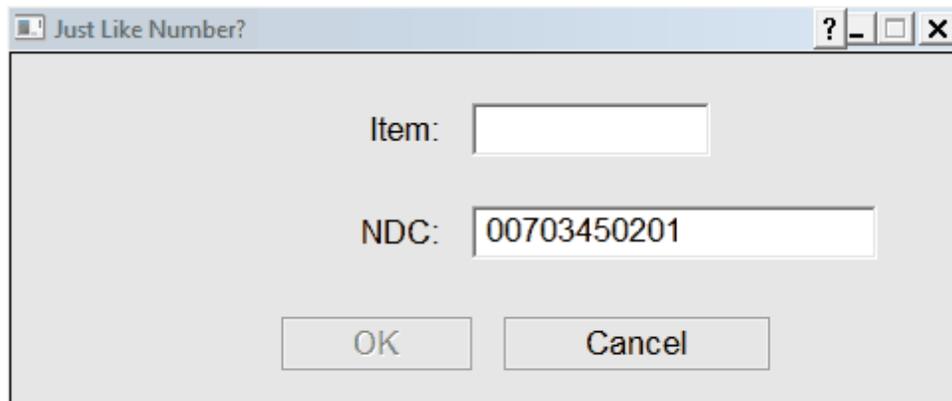
Just Like Number Prompt

### Using the NDC Number Feature

After the item number is manually entered or assigned using the # (number sign), the prompt to add a new item using the NDC number is available. Using the "NDC" feature saves time by updating Item Master information such as Description, Short Description, Alternate Name, Primary Unit, Purchase Unit, AWP, and Conversion if this information is available from Micromedex. Pharmacy Information such as NDC, Default Route, DEA class, and Other Units will be updated if this information is available from Micromedex.

**NOTE:** The Item and NDC options may be used together when creating a new item.

Select **Hospital Base Menu > Charge Tables / Inventory > Item Entry and Maintenance > select # to assign an item number > NDC number prompt**



This screenshot shows the same "Just Like Number?" dialog box, but now the "NDC:" field contains the alphanumeric string "00703450201". The "Item:" field remains empty. The "OK" and "Cancel" buttons are still present at the bottom.

NDC Number Prompt

The dialog box is titled "Adding Non-Formulary Item" and has a blue header bar with the text "Summary Code". Below the header, the text "Enter Summary Code:" is followed by a dropdown menu containing the number "78". At the bottom center of the dialog is a button labeled "OK".

Summary Code Prompt

The screen is titled "Item Master Maintenance" and shows details for item 3814581, "ACETAMINOPHEN ORAL SOLUTION 160MG/5ML". The interface includes several sections: "Item" details with fields for Description, Short Description, Inventory GL Number, Expense GL Number, Control Switches, Service, Patient Chargeable, Generic Number, and Insurance Summary Code (78, 0250); "Conversion Factor" settings with fields for Activate, Expense/Transfer, OR Chargeable, OR Expense/Transfer, and Default FC CPT Code; "Issuing Departments" with a table for department 038; a table for "Physician - Service Charge" with columns for Previous Price, Current Price, Current Date, Future Price, and Future Date; and "Vendors" with fields for Supplier1, Supplier2, Manufacturer, Catalog Numbers, Buyer, and ETA. A "Delete" button is located in the top right corner.

Item Master Page 1

## Quick Entry Screen

The Quick Entry Screen condenses the Item Master into 2 pages and provides a faster means of setting up items. The Quick Entry Screen also contains the “Just Like” feature. Data entered in the Quick Entry Screen updates the Item Master. The Quick Entry Screen provides access to Pharmacy Information and Ancillary Order Entry Information screens.

1. From the Charge Tables –Inventory Control screen, select **Quick Item Entry**.

Select **Base Menu > Charge Tables / Inventory > Quick Item Entry**

The screenshot displays the 'Item Master Quick Entry' interface. At the top, it shows the hospital name 'Evident Community Hospital' and the user 'Signed On Emp: RCM Dept: 038'. The main area is divided into several sections: 'Item' fields (Item Number, Description, Short Description, Patient Chargeable, Default FC CPT Code, Control Switches, Generic Number, Supplier 1, Catalog#), 'Inventory' fields (Inventory GL Number, Expense GL Number, Service, Insurance SC, FC, CPT Code, Conversion Factor), and 'Unit' fields (Unit, Description, Current Cost, AWP, Conv:). There are also buttons for 'Delete', 'Ancillary', and 'Pharmacy'. A table at the bottom lists 'Stay Type' categories (IP, OIP, E.R., SNF, CLINIC) with columns for 'Previous Price', 'Current Price', 'Current Date', 'Future Price', 'Future Date', 'GL', 'WLU', and 'RxPr'. A play button is visible in the bottom right corner.

**Quick Item Entry**

2. Create the new Item Number by selecting the "#" symbol next to the Item field. If using “Just Like” feature, enter just like item number. Complete remaining Item Master fields as discussed later in this chapter.
3. To access the Pharmacy Information screen, select **Pharmacy**.
4. To delete the item, select **Delete**.

## Using The Arrow Keys

If a mistake is made during entry, use the UP Arrow to go back to that field. If Window Controls is set to ON and the Up Arrow does not back up a field, complete the screen information until the cursor has returned to the bottom of the screen. Select the line number and retype the correct information.

### **Required Pharmacy Fields**

Listed below are the fields to be completed for all pharmacy items. The system requires a valid response in the following fields:

- Item Number
- Item Description
- Insurance Summary Code
- Issuing Department

The NDC number, although not required, is imperative to operate the TruBridge Clinical Monitoring, which include the following:

- Drug Interaction
- Drug Monograph
- Allergy Checking
- Duplicate Therapy Checking

If implementation of the perpetual inventory system in pharmacy is planned, several other fields must be completed. Contact TruBridge Materials Management support for more information.

## Item Master Maintenance Page 1

**NOTE:** Please refer to the **Materials Management: Item Master** section of the [Table Maintenance - Control](#) user guide for Item Master information via Table Maintenance.

Select **Hospital Base Menu > Charge Tables / Inventory > Item Entry and Maintenance > Item Number**

The screenshot shows the 'Item Master Maintenance' interface for 'WARFARIN (COUMADIN) 5 MG TAB'. Key fields include:

- Item Number: 381485
- Description: WARFARIN (COUMADIN) 5 MG TAB
- Short Description: COUMADIN5MGTB
- Inventory GL Number: 10112000
- Expense GL Number: 40380
- Control Switches: P [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
- Service: N
- Patient Chargeable: Y
- Generic Number: [ ]
- Insurance Summary Code: 78 [ ] 0250
- Conversion Factor: [ ]
- Activate: Y
- Expense/Transfer: [ ]
- OR Chargeable: N
- OR Expense/Transfer: [ ]
- Default FC CPT Code: [ ]

Below these fields are sections for 'Issuing Departments', 'Physician - Service Charge' (with columns for Previous Price, Current Price, Current Date, Future Price, Future Date), 'Vendors' (with columns for Supplier, Catalog Numbers, Buyer, ETA), and 'FC CPT Code'.

Item Master Maintenance Page 1

### • Description

- Default: Blank
- Options: Item description. Can be up to 40 characters alpha or numeric. Only 35 characters can be viewed via the POC application.
- Usage: Contains a complete description of the drug including brand name, form, and strength. Many pharmacies choose to use or include generic names for all their items.
- Use a <?> in the first character of Description and space out all other characters to pull the item from the Micromedex Database, press <Enter>. At the bottom of the screen, type the name of the medication being created, press <Enter>. Select the sequence number of the item based on the NDC number of the package, press <Enter>. The NDC number is populated in the Pharmacy Information page.
  - FUROSEMIDE (LASIX) TABLET : 20 MG
  - LASIX (FUROSEMIDE) TABLET : 20 MG
  - LASIX (FUROSEMIDE) INJ : 40MG/4ML
  - FUROSEMIDE (LASIX) LIQ : 2MG/ML 5ML PER DOSE
- This allows the IV label and the MAR to print actual dosages.
  - If the order is entered with the default method of 1 EA, the full Long Description prints.
  - If the order is entered by changing the default dose and unit of 1 EA to 60 MG, the system drops the dosage information that appears after the colon since the dose is being entered in the pharmacy order already.
- If a drug is misspelled, or described incorrectly, identifying and selecting the right drug can take up precious time.
  - Maintain consistency in the drug description.
  - Correct spelling of descriptions.

- To get the most benefit from the IV Additive and MAR programs, put a colon between the drug form and the dose. The pharmacy generated MAR and POC uses these colons to more clearly format the required dose. If the Quantity and Dose Unit is changed during Order Entry, the colon and all information to the right will be dropped.

**NOTE:** Do not attempt to change the description until the item has been completed.

#### • Short Description

- Default: The first thirteen characters of the long description.
- Options: Short description can be changed
- Usage: Contains an abbreviated description of the item. The short description will automatically populate with the first 13 characters of the long description.
- The short description should include the drug name (or a recognizable part of the name), the strength and the form.
- If the drug only comes in one strength or form, it is not necessary to be as specific.
- Create a format for the short description and use this consistently throughout the item master.
  - Lasix 40 mg Injection - Lasix 40 Inj
  - Betadine Ointment 1 oz - Betad Ung 1oz
  - Aristocort .25% Crm AADD - Arist.25Crm15
  - Amoxil 250mg/5ml 100ml - Amoxi250Lq100

**NOTE:** Both long and short description (line 1 & 2) print on the label. Only the long description prints on the nursing MAR and pharmacy hard copy profile. The short description is used for the charge profile and the distribution label.

#### • Control Switches

- Default: Blank
- Options: Ten single-character alpha or numeric codes used to categorize a drug.
- Usage: Each switch can be defined depending on the needs of the pharmacy dept.
- Identify high cost drugs for easy reporting.

#### • Service

- Default: No
- Options: Yes or No
- Usage: Marking service items to print on the LTC Treatment Administration Record.
- Treatment items such as Wound Care can be setup.

#### • Generic Number

**NOTE:** The Generic Number field is no longer used to "point" one item to another. The Alternate Name field on page 5 of Item Master Maintenance is used to add alternate names to an item. This feature allows the user to search for a medication by using an alternate name.

#### • Insurance Summary Code

- Default: Blank
- Options: A two-character insurance code. Can be alpha or numeric.
- Usage: The Insurance summary code groups hospital products/services into different classes for use by insurance companies.
- For pharmacy, the typical codes are 78 for non-injectable (self administered) drugs, 79 for injectable (non-self administered), 45 for IV fluids, and 47 for IV services.

- Each state and hospital may use additional codes, or may not need to separate IV services and injectables.
  - The summary codes are also used to report pharmacy charges and credits on the End of Day report and the Final Drug Profile.
  - The insurance summary codes used by pharmacy must be entered in the End of Day Report Control Information Table in order to print the proper items on the End of Day report.
  - Allows pharmacy to review charges and credits on the patient Detail Charges screen for items with Insurance Summary Code listed in the End of Day Report Control Information Table.
- **Default FC CPT Cd**
    - Default: Blank
    - Options: Up to nine characters can be entered.
    - Usage: Input the APC (J code) required by Medicaid. J-code must listed be in the APC Table (M-B-1-k) to be accepted.
  - **Issuing Department**
    - Default: Blank
    - Options: Up to 32 3-digit department numbers can be entered.
    - Usage: Several departments can be set up to issue an item. The primary dept should be listed first. Other departments should NOT be entered unless the hospital is planning to use the inventory or narcotic control system. Otherwise, only the pharmacy dept is needed.
- NOTE:** *Only items that have both the pharmacy department and clinic department as issuing departments will display in the clinic item search. This includes searches by department or order set and only pertains to clinics that are set up as a department of the hospital.*
- **Vendor / Catalog Number**
    - Default: Blank
    - Options: Entry of a supplier and catalog number for the item.
    - Usage: Primarily for sites using the materials management system. Lines 14 and 15, part one, are for the Supplier #. Part two is for the Catalog number for the item. Having the Catalog number on each item will also aide in any Vendor Electronic Information Merge that the site may want or need to do on a monthly/quarterly basis.
  - **Conversion Factor**
    - Default: Blank
    - Options: Enter a 1-4 character drug modifier for J Code billing.
    - Usage: Enter the appropriate multiplier for the J Code listed in **9 – Default FC CPT Cd** to convert the item to meet APC regulations.

**EXAMPLE:** *Pharmacy stocks Rocephin 1Gm vial. J – Code billing = Rocephin 250mg increments. **Conversion Factor** = 4. Pharmacy charges for 1 vial. Charges post to billing in 4 – 250mg increments.*

**Item Master Maintenance Page 2**

Select Hospital Base Menu > Charge Tables / Inventory > Item Entry and Maintenance > Item Number > Page 2

The screenshot displays the 'Item Master Maintenance' interface for 'WARFARIN (COUMADIN) 5 MG TAB'. The 'Cost Information' section includes fields for 'Unit' (EA), 'Description' (TAB), 'Current Cost' (.0040), and 'Conversion' (1). It also shows 'Supplier 1' and 'Supplier 2' columns for 'Primary Unit' and 'Purchase Unit'. The 'AWP' is 2020200.0152, and the 'Primary Unit Average Cost' is .0040. The 'Future Cost' section has fields for 'Date', 'Price Code', and 'Termination Date'. A 'Detail Costs' section is at the bottom with fields for 'Direct Labor', 'Direct Material', 'Direct Equipment', 'Indirect Labor', 'Indirect Material/Services', and 'Global Overhead'.

Item Master Maintenance Page 2

- **Primary Unit**

- Default: EA
- Options: A two-character alpha field.
- Usage: Usually entered as EA (each) for all pharmacy items. The primary unit indicates the charge unit for the item - the pharmacy system charges for multiples of the primary unit.

- **Purchase Unit**

- Default: Blank
- Options: A two-character alpha field.
- Usage: Indicates the purchase unit of the item. Keep track of narcotic / inventory system.

- **Primary Unit Description**

- Default: Blank
- Options: A fifteen-character alpha / numeric field defining an item unit.
- Usage: Defines the "EA" as a tablet, capsule, 2ml vial, 10ml syringe, 30 gm tube, (etc.).
- In most cases the primary unit is easily identified - 1 tablet, 1 tube of cream, 1 inhaler. For certain injectables and liquids a more specific unit is needed.
- Generally, liquids should be entered as 5 ml doses - can then charge by the dose (in the case of floor stock), or by the dispensing amount (a 2 oz bottle would be charged as 12 doses). Similarly, for injectables which are charged by the ml (dose), and by the vial, the primary unit should be 1 ml. Each drug should have only one charge unit.
- The form or size is often described in the long description, but this is not always true for liquids and injectables. For example, Sodium Bicarbonate 8.4% Syringe may be the long description, but the primary unit description will be 50 ml Syringe. This information will be important in order entry and when counting inventory. Examples of acceptable primary descriptions follows.
  - Maximum length - 15 characters - alpha/numeric.
  - Tablet (Tab), Injection (Inj), 15 gm (15 gm tube) and 5 ml dose

- **Purchase Unit Description**

- Default: Blank
- Options: A fifteen-character alpha / numeric field defining an item purchase unit.
- Usage: Indicates how the item was purchased.

- **Primary Unit Current Cost**

- Default: Blank
- Options: Enter the acquisition cost of the primary unit provided by the wholesaler.
- Usage: Update prices based on cost. Part of service code formula. See Pharmacy Control table for more information.

- **Purchase Unit Current Cost**

- Default: Blank
- Options: Enter the cost of the primary unit provided by the wholesaler.
- Usage: Provides records of purchase price.

- **AWP**

- Default: Blank
- Options: This is an optional field and is provided for those sites that base prices on AWP.
- Usage: The AWP should be the average wholesale price for the primary unit as defined in lines 1 and 2. Decimal place is automatic if not entered - if 5 is entered, system will display 5.00, if 500 is entered, system will display 500.00. Maximum Field Length - 9 digits - all numeric - 7 before decimal, 2 after the decimal (i.e. 9999999.99). Part of service code formula. See Pharmacy Control table for more information.

- **Conversion Factor**

- Default: 1
- Options: Entry of package size.
- Usage: Use this field for purchase package size of items.

**EXAMPLE:** Coumadin 5mg box 100; conv. factor = 100. Rocephin 1gm vial box of 10; conv factor = 10.

- **Termination Date**

- Default: Blank
- Options: Entry of a Date. (Restricts the use of the drug item)
- Usage: Use to discontinue a med and prevent usage during OE and for charging.

**Item Master Maintenance Page 3**

Select Hospital Base Menu > Charge Tables / Inventory > Item Entry and Maintenance > Item Number > Page 3

Item Master Maintenance Page 3

- **Pricing**
  - Default: Blank
  - Options: Update Current patient prices based on Stay Types and Sub Types. Update prices based on a Future date. Update prices based on a pricing code.
  - Usage: Thrive supports 5 patient types (1, 2, 3, 4, 5) - each hospital defines these patient types differently.
  - Patient type 1 is usually a hospital in-patient, while 2 through 5 are reserved for outpatients (ER, OP Surgery, Employees, SNF, etc).
  - Different prices can be assigned to each of these patient types, but typically, all patients are charged the same price for the same product. Lines 1 through 5 correspond to patient types 1 through 5 - if a patient is type 1, system uses the price in line 1, if type 2 it will use the price in line 2, etc. If there is no price in the line, the system will "look up" to the next available price. For example, if 5.00 is entered as an inpatient charge and the other fields are left blank, the computer charges 5.00 for all patient types.
  - The price should be the charge amount for the primary unit as defined in lines 1 and 2 of Item Master Maintenance Page 2. Decimal placement is automatic if not entered - if 5 is entered, system displays 5.00, if 500 is entered, system displays 500.00.
  
- **Cur Price:** The patient charge (price) should be entered in the **Current Price** field.
  
- **Pr Price:** The **Previous Price** retains the charge of the item after the **Current Price** has been updated. Patients are charged this price based on the **Current Date** and Service date entered during Order Entry and Batch charging.
  
- **Current Date:** The system uses the **Current Date** to pull the correct price for charging. If a Service Date is entered during batch charging or order entry on an item that is prior to the **Current Date** listed in the Item Master then the system charges the amount listed in **Pr Price**.

- **Future Price/Future Date:** When updating patient prices using the Price Edit Update, the system will update the Future Date Field and input the Future Price for review. When the **Future Date** passes, the **Current Price** field updates with the price listed in **Future Price** and **Future Price** becomes blank.
- **General Ledger number:** The hospital accountant or controller will have these numbers. Often the In-patient and Out-patient G/L numbers will differ. The last three digits of the revenue number are usually the pharmacy department number.
- **Rx Pr:** The Rx Pricing Code field should be set up in the Pricing Table (HBM-L-14). This applies a tag for updating prices based on a user-defined table.

### Item Master Maintenance Page 5

Select **Hospital Base Menu > Charge Tables / Inventory > Item Entry and Maintenance > Item Number > Page 5**

The screenshot displays the 'Item Master Maintenance' interface for item 381485, 'WARFARIN (COUMADIN) 5 MG TAB'. The 'Alternate Names' section is expanded, showing a table with one row containing 'COUMADIN 5 MG TAB'. Below this are sections for 'Misc Codes' (State Tax Code, Parish/County Tax Code, Local Tax Code, LOINC Code, URL Vendor, RVU, SNOMED Code, BV) and 'Electronic Requisitions' (Category).

**Item Master Maintenance Page 5**

- **Alternate Names**
  - Default: Blank
  - Options: Entry of up to 10 40-character alternate drug / item names.
  - Usage: Alternate names can be used in place of setting up Generic Items.
  - Physician OE: Used with the ChartLink Physician Order entry application. The physician can search for a medication by the alternate name. Once the medication is selected, the parent drug information will display.
  - Pharmacy: Allows alternate names to be added to an item. Eliminates the need to set up separate generic item names. Example: Set up Tylenol level as the parent item. List Acetaminophen in the alternate names table. A search can be performed for either item.

## **Print Options**

The following reports print item master information. For more information on these reports, see the [Pharmacy User Guide](#).

- Select Items for Master List
- Print Master Item List
- Formulary Alpha List

## **5.3 Pharmacy Information**

### ***Overview***

This chapter will cover the six Pharmacy Information screens.

**NOTE:** Please refer to the **Materials Management: Item Master** section of the [Table Maintenance - Control](#) user guide for Pharmacy Information screens via Table Maintenance.

### ***Pharmacy Information***

Several important pieces of information for the Pharmacy System are found in the Pharmacy Order Entry Information Screen.

1. From the Hospital Base menu, select **Charge Tables Inventory**.
2. Enter the item number, or select **Description, Catalog Number, CPT Code, Item Number, or Mnemonic**, and enter the appropriate search information.
3. Select **Pharmacy Info**.

## Pharmacy Information Page 1

Select Hospital Base Menu > Charge Tables / Inventory > Item or Service Search > Select Item > Pharmacy Information

The screenshot shows the 'Pharmacy Information' form for 'WARFARIN (COUMADIN) 5 MG TAB'. The form is divided into several sections:

- Identification:** NDC (33358-0361-30), Manufacturer (Core Pharmaceut), As of (09/05/08), Prior NDC (00056-0172-75), DEA Class.
- Ordering:** Predefined Order (Non IV), Default Routes (ORAL, NASOGASTRIC TUBE).
- Formulary:** Formulary Code (20 12 04 00), Days from Now (Not Selected, Discontinue, Reorder 7).
- Administrative:** Charge Meds at Administration, Chartcart Selectable, Formulary Item, Estimate Creatinine Clearance, Use Overdue Med Response.
- Strength and Unit:** A table with columns for Strength and Unit, showing 5 MG.
- Other Fields:** Rounding Option (Next Whole Unit), Capture Waste Amount.

Pharmacy Information Page 1

- **NDC**
  - Default: Blank
  - Options: Enter the 11-digit NDC number or use the magnifying glass to access the Micromedex lookup for NDC numbers.
  - Usage: National Drug Code; Clinical monitoring is based on this number.
- **NDC Unit**
  - Default: Blank
  - Options: Free text field
  - Usage: Free text fields used to enter strength of dose and units for the medication
- **Manufacturer**
  - Default: Blank
  - Options: The manufacture name automatically updates from Micromedex when the NDC number is entered, or a manufacturer name can be entered using free text.
  - Usage: This field holds the manufacturer of the medication.
- **As of**
  - Default: Blank
  - Options: The date will change in this field as manufacturers are changed on a medication.
  - Usage: This field will indicate when a manufacturer changed for the specific medication.
- **Prior NDC**
  - Default: Blank
  - Options: The NDC number automatically updates when a new NDC number is entered, or an NDC number can be manually entered.
  - Usage: This field holds the number previously entered in the NDC field, or user can select the magnifying glass icon to display a lookup box and select the correct NDC number.

- **DEA Class**
    - Default: Blank
    - Options: Key in the DEA Class or select the magnifying glass to assign a DEA class to the medication.
    - Usage: Select the magnifying glass icon to display a lookup box for the DEA class that will be associated with the medication.
  
  - **Predefined Order**
    - Default: Blank
    - Options: IV, Non-IV
    - Usage: Allows the setup of default information when the correct medication type is selected.
  
  - **Default Routes**
    - Default: Blank
    - Options: Key in the appropriate routes, or use the magnifying glass icon to the right of the fields to access a lookup box to select the appropriate route.
    - Usage: The information in this field determines if the medication order will default to an IV or Non-IV screen during Pharmacy and Physician Order Entry.
  
  - **Formulary Code**
    - Default: Blank
    - Options: Key in the appropriate number that corresponds to the table for this information.
    - Usage: Classifies the medication based on American Hospital Formulary System (AHFS) codes.
  
  - **Days from Now**
    - Default: Not Selected
    - Options: A max of 2 characters can be entered.
    - Usage: Allows the system to automatically generate a Hard stop or Auto stop date/time and stop code during order entry.
      - Discontinue: The system will calculate the start date based off of the frequency times selected and will calculate the stop date based on the number of days set up. Will generate Stop Code D.
      - Reorder: The system will use this information during order entry to calculate the auto stop date. The number entered will be added to the start date to calculate the reorder date. Will generate Stop Code A.
- NOTE:** The system assigns the shortest reorder day if an IV has multiple components with different reorder days.
- **Charge Meds at Administration**
    - Default: ✓
    - Options: Yes, ✓ (check mark), or No, blank.
    - Usage: When this field is selected and POC pharmacy is used, charges will be applied to the account when the medication is administered by nursing. The nursing station must also be set to charge at administration.
  
  - **Chartcart Selectable**
    - Default: ✓
    - Options: Yes, ✓ (check mark), or No, blank.

- Usage: When selected the medication can be ordered through the Pharmacy application in Point of Care, Physician Order Entry, and Electronic Forms. When this switch is deselected, the medication is not viewable in any of these applications.
- **Formulary Item**
  - Default: ✓
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: Flags item as a formulary item when pulled to reports
- **Estimate Creatinine Clearance**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: Used to flag the pharmacist during order entry to calculate Creatinine Clearance for drugs that are severely affected by poor renal function.
- **Use Overdue Med Response**
  - Default Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: When set to yes, the nurse is required to document a medication assessment via the EMAR. This is the patient's reaction/response to the medication. If this is not done in the time frame set in the POC Control Record, the medication will display in orange.
- **Other Units**
  - Default: Blank
  - Options: Free text field
  - Usage: This should reflect the strength of the medication. The system determines the number of units for charging based on information in this field. For Medication Verification, the dose in the order is compared to **Other Units** to verify that the correct dose is administered. .

***NOTE:** For facilities utilizing the Online Adjudication application, **Other Units** for all liquids, Creams, Inhalers, Eye Drops, and other bulk items should be defined on the first line only. These items should have the metric dose, i.e, ML or GM listed in the Unit column with the appropriate strength in the Strength column. **Other Units** should be setup as the primary unit to be dispensed.*
- **Rounding Option**
  - Default: Blank
  - Options: Nearest Unit, Next Whole Unit, or None
  - Usage: The software will calculate the resupply quantity and charge based upon this field. If set to **Nearest Unit**, it will round to the nearest 1/2 or whole unit. If set to **Next Whole Unit**, it will round to the whole unit. If set to **None**, it will not round.
- **Capture Waste Amt**
  - Default: Blank
  - Options: Y (Yes) or P (Prompt)
  - Usage: The purpose of this field is to allow documentation of discarded drug amounts for submission to CMS for payment.
  - If set to **(Y)es**, the system will automatically calculate the waste based on **Other Units** and the dose of the order when the medication is given via the 24-hour eMAR or Medication Verification. The discarded amount will also be calculated when the medication is charged via Patient Charging or Floor Stock Charging.

- If set to **(P)rompt**, the user will be prompted to enter the waste amount when the medication is charged via pharmacy order entry or the pharmacy profile. The medication is given via the 24-hour eMAR or Medication Verification, or the medication is charged via Patient Charging or Floor Stock charging.

The following options may be enabled at the bottom of the screen:

- **Dispensing Note**

- Default: Blank
- Options: Free text field for notes relating to the medication. If the dispensing note to be used is identical to another medication, use the magnifying glass to lookup the item or key in the item number.
- Usage: This information will be seen in Pharmacy only.

- **Predefined Info**

- Default: Blank
- Options: IV or Non IV
- Usage: Items that are repeatedly ordered by physicians the same way can be preset to generate the information each time the item is selected during Order Entry. When "NON-IV" or "IV" is selected, the **Predefined Info** button is enabled at the bottom of the screen and may be selected. Refer to Predefined Info - Non-IV and Predefined Info - IV in the Pharmacy Setup User Guide for more information.

**NOTE:** To remove predefined information from an item, select the blank option from the **Predefined Order** drop-down menu.

- **Creatinine Clearance Dosage**

- Default: Blank
- Options: Enter the CrCl value in the first column, enter the dosing message to display in the 2nd column.
- Usage: When **Estimate Creatinine Clearance** is selected, this option becomes active at the bottom of the screen. Creatinine Clearance parameters can be set so that the message displays on the Calculate Creatinine Clearance screen during Pharmacy Order Entry. Refer to Pharmacy Information Page 1, Creatinine Clearance Dosing in the Pharmacy Setup User Guide for more information.

## Micromedex Lookup

A drug information lookup is available via Pharmacy Information Page 1 by selecting the magnifying lens icon.

Select Hospital Base Menu > Charge Tables and Inventory > Item or Service Search > enter the medication description > Go > select the medication > Pharmacy Information > Magnifying Lens

Pharmacy Information  
Evident Community Hospital  
Signed On Emp: RCM Dept: 038

MORPHINE INJ: 4MG/ML

Page 1 | Page 2 | Page 3 | Page 4 | Page 5 | Page 6

NDC: 00409-1258-30  NDC Unit:

Manufacturer: Hospira, Inc

As of: 08/17/08

Prior NDC: 00074-1258-30

DEA Class: 2

Predefined Order: Non IV

Default Routes: IVP, IM

Formulary Code: 28 08 08 00

Reorder Days: 3

Charge Meds at Administration:

Chartout Selectable:

Formulary Item:

Estimate Creatinine Clearance:

Use Overdue Med Response:

Other Units: (example: 1 EA = 500 MG or 10 ML)

Strength: 4 MG, 1 ML

Rounding Option:

Capture Waste Amount:

Dispensing Note, Predefined Info, Creatinine Clearance Dosage

Micromedex Lookup

Search by medication description or NDC using the drop-down menu.

Micromedex Lookup

NDC Search Info Active

Description	Strength	Dose	Quantity	Unit	Package	NDC	Status
Alkyl Benzoate Solution		Solution	1.000	ML	Bottle	51927-2433-00	A
Altavera Oral Tablet 0.15MG-30MCG	30MCG-0.15...	Tablet	28.000	EA	Box	00781-5583-07	A
Altavera Oral Tablet 0.15MG-30MCG	30MCG-0.15...	Tablet	84.000	EA	Box	00781-5583-36	A
Altavera Oral Tablet 0.15MG-30MCG	30MCG-0.15...	Tablet	84.000	EA	Box	00781-5583-15	A
Felodipine Tablet ER 5MG	5MG	Tablet, Extende...	30.000	EA	Bottle	58864-0810-30	A
Felodipine Tablet ER 5MG	5MG	Tablet, Extende...	90.000	EA	Bottle	58864-0810-90	A
Felodipine Tablet ER 5MG	5MG	Tablet, Extende...	100.000	EA	Bottle	53489-0369-01	A
Felodipine Tablet ER 5MG	5MG	Tablet, Extende...	30.000	EA	Bottle	55289-0306-30	A
Felodipine Tablet ER 5MG	5MG	Tablet, Extende...	90.000	EA	Bottle	42291-0287-90	A
Felodipine Tablet ER 5MG	5MG	Tablet, Extende...	1000.000	EA	Bottle	42291-0287-10	A
Felodipine Tablet ER 5MG	5MG	Tablet, Extende...	100.000	EA	Bottle	00677-1769-01	D
Ketorolac Tromethamine 30MG/1ML	30MG/1ML	Solution	2.000	ML	Vial	00641-6043-25	A
Ketorolac Tromethamine 30MG/1ML	30MG/1ML	Solution	2.000	ML	Vial	00641-6043-01	A
Potassium Bromide Crystal		Crystal	500.000	GM	Bottle	38779-2448-08	A
Potassium Bromide Crystal		Crystal	2500.000	GM	Bottle	38779-2448-01	A
Potassium Bromide Crystal		Crystal	1000.000	GM	Bottle	38779-2448-09	A
Potassium Bromide Crystal		Crystal	5000.000	GM	Bottle	38779-2448-03	A
Potassium Bromide Crystal		Crystal	25000.000	GM	Bottle	38779-2448-07	A
Tacrolimus Powder 5GM		Powder	5.000	GM	Bottle	63275-9958-02	A
TEGretol Suspension 100MG/5ML	100MG/5ML	Suspension	450.000	ML	Bottle	00083-0019-76	D
TEGretol Suspension 100MG/5ML	100MG/5ML	Suspension	450.000	ML	Bottle	00083-0019-76	D
TEGretol XR Oral Tab ER 200MG	200MG	Tablet, Extende...	20.000	EA	Bottle	54868-5610-01	A
TEGretol XR Oral Tab ER 200MG	200MG	Tablet, Extende...	60.000	EA	Bottle	54868-5610-00	A
Gabitril Tablet 16MG	16MG	Tablet	100.000	EA	Bottle	63459-0416-01	D
Gabitril Tablet 16MG	16MG	Tablet	30.000	EA	Bottle	21695-0660-30	D
Gabitril Tablet 16MG	16MG	Tablet	30.000	EA	Bottle	63459-0416-30	A
Gabitril Tablet 16MG	16MG	Tablet	30.000	EA	Bottle	33261-0701-30	A
Gabitril Tablet 16MG	16MG	Tablet	30.000	EA	Bottle	35356-0618-30	A

More

Micromedex Description or NDC Search

The search can be further refined to display only the active NDCs by selecting **Active**.

Select **Info** and choose the item to display drug details.

Description	Strength	Dose	Quantity	Unit	Package	NDC	Status
MORPHINE SULF INJECTION SOLUTION 4MG/1ML	4MG/ML	Solution	1.000	ML	Syringe	76045-0005-10	A
MORPHINE SULF-NA CHLORIDE 1MG/1ML-0.9%	1MG/ML-0.9%	Solution	30.000	ML	Syringe	61553-0652-44	A
MORPHINE SULF-NA CHLORIDE 1MG/1ML-0.9%	1MG/ML-0.9%	Solution	55.000	ML	Vial	61553-0651-76	A
MORPHINE SULF/SOD CL 50MG-0.9%/50MG INJ	50MG/50ML...	Solution	50.000	ML	Bag	61553-0177-41	A
MORPHINE SULF INJECTION SOLUTION 4MG/1ML	4MG/ML	Solution	1.000	ML	Cartridge	54868-5745-00	A
MORPHINE SULF-SODIUM CHLORIDE IV SOLN	1MG/ML-0.9%	Solution	60.000	ML	Bag	52533-0160-43	A
MORPHINE SULF-SODIUM CHLORIDE IV SOLN	1MG/ML-0.9%	Solution	50.000	ML	Bag	52533-0160-04	A
MORPHINE SULF-SODIUM CHLORIDE INJ SOLN	0.5MG/ML-0....	Solution	10.000	ML	Syringe	52533-0137-12	A
MORPHINE SULFATE	15MG/ML	Solution	20.000	ML	Vial	51432-0653-20	D
MORPHINE SULFAT SUP 30MG	30MG	Suppository	12.000	EA	Box	51079-0595-71	D
MORPHINE SULFAT SUP 20MG	20MG	Suppository	12.000	EA	Box	51079-0594-71	D
MORPHINE SULFAT SUP 10MG	10MG	Suppository	12.000	EA	Box	51079-0593-71	D
MORPHINE SULFATE	25MG/ML	Solution	20.000	ML	Vial	47679-0890-90	D
MORPHINE SULFATE	15MG/ML	Solution	20.000	ML	Vial	47679-0841-90	D
MORPHINE SULFATE	3MG/ML	Solution	50.000	ML	Vial	47679-0753-85	D
MORPHINE SULFATE	2MG/ML	Solution	60.000	ML	Bottle	47679-0752-85	D
MORPHINE SULFATE	1MG/ML	Solution	60.000	ML	Bottle	47679-0751-85	D
MORPHINE SULFATE	1MG/ML	Solution	30.000	ML	Vial	47679-0751-84	D
MORPHINE SULFATE	15MG/ML	Solution	1.000	ML	Ampule	00641-0190-26	D
MORPHINE SULFATE	10MG/ML	Solution	1.000	ML	Vial	00641-0180-26	D
MORPHINE SULFATE	8MG/ML	Solution	1.000	ML	Vial	00641-0170-26	D
MORPHINE SULFATE	5MG/ML	Solution	1.000	ML	Vial	00641-0168-26	D
MORPHINE SULFATE	30MG	Suppository	50.000	EA	Box	00574-7116-50	D
MORPHINE SULFATE	20MG	Suppository	50.000	EA	Box	00574-7114-50	D
MORPHINE SULFATE	10MG	Suppository	50.000	EA	Box	00574-7112-50	D
MORPHINE SULFATE	5MG	Suppository	50.000	EA	Box	00574-7110-50	D
MORPHINE SULFATE	50MG/ML	Solution	40.000	ML	Vial	00548-6622-00	D
MORPHINE SULFATE	50MG/ML	Solution	20.000	ML	Vial	00548-6621-00	D

Drug Selection

Micromedex provides drug detail specific to Drug Notes, Package-Product Information, UltiMedex/Company Info, Ingredients, Class Information and Patient Specific Dosing.

Medication: Morphine Sulf Injection Solution 4MG/1ML  
 NDC Number: 54868574500 \*\*DISCONTINUED\*\*

Drug Notes
  Package-Product Information
  UltiMedex/Company Information
  Ingredients
  Class Information
  Patient Specific Dosing

**DRUG NOTES**

Morphine (Injection)  
 Morphine (MOR-feen)

Treats moderate to severe pain. This medicine is a narcotic analgesic.

Brand Name(s): Astramorph/PF, Duramorph, Infumorph 200, Infumorph 500

There may be other brand names for this medicine.

When This Medicine Should Not Be Used:

You should not use this medicine if you have ever had an allergic reaction to morphine or to related narcotic painkillers. You should not use morphine if you have asthma.

Page: 1 / 2      Zoom: 184%      PORTRAIT

Drug Notes

Select the radio button for Patient Specific Dosing.

Patient Specific Dosing will display Low to High Ages in days, months and years.

Medication: Morphine Sulf Injection Solution 4MG/1ML  
NDC Number: 54868574500 \*\*DISCONTINUED\*\*

Drug Notes
  Package-Product Information
  UltiMedex/Company Information
  Ingredients
  Class Information
  Patient Specific Dosing

Route	Dose Form	Dose Type	Age Low	Age High	Sugg. Dose	Period	Norm/Over	Minimum	Maximum	Method
Oral	Capsule, Extended...	Maintenance	18 years	130 years	30 mg	Dose	Normal	30 mg	120 mg	Flat
					24 hr	Override			unit/kg	
						24 hr	Normal		1600 mg	Flat
							Override			unit/kg
Oral	Capsule	Maintenance	30 days	18 years	0.2 mg	Dose	Normal		0.5 mg	unit/kg
					4 hr	Override		30 mg	Flat	
						24 hr	Normal		3 mg	unit/kg
							Override		180 mg	Flat
Oral	Capsule	Maintenance	18 years	130 years	10 mg	Dose	Normal		30 mg	Flat
					4 hr	Override			unit/kg	
						24 hr	Normal		180 mg	Flat
							Override			unit/kg
Oral	Capsule, Extended...	Maintenance	18 years	130 years	15 mg	Dose	Normal	15 mg	30 mg	Flat
					8 hr	Override			unit/kg	
						24 hr	Normal		90 mg	Flat
							Override			unit/kg
Oral	Capsule, Delayed ...	Maintenance	18 years	130 years	15 mg	Dose	Normal	15 mg	30 mg	Flat
					8 hr	Override			unit/kg	
						24 hr	Normal		90 mg	Flat
							Override			unit/kg
Oral	Solution	Maintenance	30 days	18 years	0.2 mg	Dose	Normal		0.5 mg	unit/kg
					4 hr	Override		30 mg	Flat	
						24 hr	Normal		3 mg	unit/kg
							Override		180 mg	Flat
Oral	Solution	Maintenance	18 years	130 years	10 mg	Dose	Normal		30 mg	Flat

Patient Specific Dosing

## Medication Waste Setup

Waste may be captured for both Non-IV and IV medications with minimal item configuration. Any item master field that may need to be addressed for waste capture will be included.

Select **Hospital Base Menu > Charge Tables / Inventory > Item or Service Search > Select Item > Pharmacy Information Page 1**

Evident Community Hospital Signed On Emp: FT Dept: 038

Pharmacy Information

caTTRIAxone (ROCEPHIN) INJ : 1 GM

Page 1 | Page 2 | Page 3 | Page 4 | Page 5 | Page 6

NDC:	25021-0106-10	NDC Unit:		Charge Meds at Administration:	<input checked="" type="checkbox"/>
Manufacturer:	Sagent Pharmace			Chartcart Selectable:	<input checked="" type="checkbox"/>
As of:	04/05/16			Formulary Item:	<input checked="" type="checkbox"/>
Prior NDC:				Estimate Creatinine Clearance:	<input checked="" type="checkbox"/>
DEA Class:				Use Overdue Med Response:	<input type="checkbox"/>
Predefined Order:	Non IV			Other Units: (example: 1 EA = 500 MG or 10 ML)	
Default Routes:	IM			Strength	Unit
	IVPB			1	GM
				1000	MG
Formulary Code:	08 12 06 00			Rounding Option:	Next Whole Unit
Reorder Days:	7			Capture Waste Amount:	Y

Pharmacy Information Page 1

- Charge Meds at Administration:** If a medication charge will be captured using Charge Upon Administration via medication administration (Updated or Traditional eMAR, Order Chronology), waste must also be captured at the time of the charge; therefore, items that are marked to capture waste must be set to Charge Upon Administration.

- **Other Units:** Strength and Unit are required for the Capture Waste Amount field to be enabled.

***NOTE:** Strength and Unit are required for IV Piggyback shell items also.*

- **Rounding Option:** TruBridge recommends setting the Rounding Option to NEXT WHOLE UNIT when charging for single dose vials to ensure the quantity administered and the quantity wasted displays correctly on the account detail.
- **Capture Waste Amount:** The Capture Waste Amount field defaults blank and there is no change when charging or billing the item.
  - If Capture Waste Amount is set to Y, the software will automatically calculate and capture the discarded amount by subtracting the dose administered or charged from the strength and unit entered in the Other Units field.
  - If this field is set to P, the software will prompt for the amount wasted.

***NOTE:** To capture waste via an Automated Dispensing Machine, the Y option must be selected.*

***NOTE:** In order to capture waste for IV piggyback items, the Capture Waste Amount field must be set on the piggyback shell item in addition to the additive items. Multiple additives may be set to capture waste for IVs.*

Pharmacy item setup is complete.

### **Pharmacy Information Page 1, Dispensing Notes**

Select **Hospital Base Menu > Charge Tables / Inventory > Item or Service Search > Select Item > Pharmacy Information**

#### **Predefined Info - Non-IV**

To create a predefined non-IV order:

1. Select **Non-IV** in **Predefined Order**.
2. Note that the **Predefined Info** option becomes active at the bottom of the screen.
3. Select **Predefined Info**.

Select Hospital Base Menu > Charge Tables / Inventory > Item or Service Search > Select Item > Pharmacy Information > Non-IV > Predefined Info

The screenshot shows a web-based form titled 'Item Master - Predefined Pharmacy Non-IV Order Information' for item 381010, ACETAMINOPHEN (TYLENOL) 325 MG TABLET. The form is divided into several sections:

- Brand Ordered:** A text field containing 'TYLENOL325MG'.
- Dose:** A text field containing '325'.
- Unit:** A text field containing 'MG'.
- Frequency:** A text field containing 'PRN'.
- Standard Times:** A section with a radio button selected, followed by a 2x6 grid of empty input boxes.
- Non-Standard:** A section with a radio button unselected, followed by a 2x6 grid of empty input boxes.
- Hours Between Doses:** A radio button unselected, followed by a single empty input box.
- Days of the Week:** A radio button unselected, followed by checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, and Sun.
- First Time Quantity:** A text field.
- First Time Labels:** A text field.
- Resupply Days:** A text field containing '1'.
- Resupply Quantity:** A text field.
- Comments:** Two text areas for entering notes.

Predefined Non-IV Pharmacy Item

1. Brand Ordered	This field is automatically generated from the item short description but may be changed if necessary.
2. Dose	Enter the dosage quantity.
3. Unit	Enter the dosage unit.
4. Frequency	Enter dosage frequency.
5. Standard Times	Standard Times will populate from the frequency table.
6. Non-Standard Times	Select <b>Hours Between Doses, Days Of The Week</b> or up to 24 Times.
6. First Time Quantity	Enter first time qty to default during order entry for charging.
7. First Time Labels	Enter the number of labels to default during order entry.
8. Re-Supply Days	This field should always be 1.
9. Re-Supply Quantity	Enter the quantity of doses to be charged during a 24-hour period.
10. Comments	Enter any needed instructions.

### Predefined Info - IV

To create a predefined IV order:

1. Select **IV** in **Predefined Order**.
2. Note that **Predefined** appears at the bottom of the screen.

3. Select **Predefined**.

4. The system will automatically pull the Item Description and Item number.

Select **Hospital Base Menu > Charge Tables / Inventory > Item or Service Search > Select Item > Pharmacy Information > IV Order > Predefined**

**Predefined IV Pharmacy Order**

Desc / Comments	Enter item description with associated comments as it is to appear on the MAR.
Flow Rate	Enter the desired flow rate.
Set Chg #	If an IV set is to be included then enter the item number of the set.
Proc Chg #	Enter the item number of the admixture fee.
Frequency	Enter dosage frequency.
Standard Times	Enter Standard Times = Y and Non-Standard Times = N. If "N" is entered, Non-Standard Times displays. Enter <b>H-Hours Between Doses, D-Days Of The Week</b> or up to 24 Times. The bottom of the screen displays: <b>NOTE: Administration Time is Based on Start Time.</b>
Resupply Qty	Enter the quantity of doses to be charged during a 24-hour period.
Ingredients	Enter the item number, dosage unit, dosage quantity, and charge quantity of each fluid or additive.

## Pharmacy Information Page 1, Creatinine Clearance Dosing

The Estimate Creatinine Clearance checkbox must be selected to have the option to build Creatinine Clearance alerts.

Select **Hospital Base Menu > Charge Tables / Inventory > Item or Service Search > Select Item > Pharmacy\_Information > Select Estimate Creatinine Clearance > Creatinine Clearance Dosage**

Creatinine Dosing Info	
000387510 LEVofloxacin (LEVAQUIN) N/PB 500MG/100ml	
<b>Creatinine Clearance</b>	<b>Message</b>
<input type="text" value="20.00"/>	<input type="text" value="250mg Q48H-500mg INITIALLY"/>
<input type="text" value="49.00"/>	<input type="text" value="250mg Q24H-500mg INITIALLY"/>
<input type="text" value="150.00"/>	<input type="text" value="NO DOSE REDUCTION NEEDED"/>
<b>Pediatric Creatinine Clearance</b>	<b>Pediatric Message</b>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Creatinine Clearance Dosing Info

- Enter the CrCl value in the first column beginning with the lowest value and the dosing message in the 2nd column.
  - In the example above, the first message will display if the CrCl value is less than or equal to 20, the second message will display if the value is greater than 20 up to 49, and the third message will display if the value is greater than 49 up to 150.
  - When the medication item is ordered and the patient's creatinine clearance value is within the range set in the first column, the message in the corresponding second column displays on the Calculate Creatinine Clearance screen during Pharmacy Order Entry.
- Additional fields to designate pediatric parameters are available at the bottom of the menu. The pediatric CrCl value will be used and the pediatric message will display if the patient is younger than 18 years of age.

**Pharmacy Information Page 2**

Select Hospital Base Menu > Charge Tables / Inventory > Item or Service Search > Select Item > Pharmacy Information > Page 2

The screenshot shows the 'Pharmacy Information' screen for 'ACETAMINOPHEN (TYLENOL) TAB 325MG'. The Mnemonic field is populated with 'ACET3251'. The 'Intervention/ADR' dropdown is set to 'ADR'. Several checkboxes are checked: Medicaid Formulary, Dosage Range Check, Duplicate Therapy Check, Create Pharmacy Order, and Prompt for NDC when Charging. The 'Online Adjudication Transmit Mode' is set to 'Auto'. On the right, there are two columns: 'NDC Numbers' and '10-Digit NDC'. The 'NDC Numbers' column contains '50580-0496-60' and several empty rows. The '10-Digit NDC' column contains '5058049660' and several empty rows. There are also fields for 'Lab Value 1' and 'Lab Value 2'.

Pharmacy Information Page 2

● **Mnemonic**

- Default: First 4 letters and number of the medication, ie: if Acetaminophen it may default to ACET1
- Options: The mnemonic can be changed and a mix of alpha and numeric characters can be used.
- Usage: The mnemonic can be used to search for the medication when performing order entry.

● **Pharmacy Instruction Desc**

- Default: Blank
- Options: An abbreviated instruction title can be added to link an instruction to a drug.
- Usage: Allows a drug to be linked with a particular instruction. This instruction displays on line 6 and 6b of the pharmacy order, and prints on the label. This is not a required feature, and if a drug is linked with an instruction, the instruction can be changed. However, linking an instruction with a drug makes order entry easier and quicker, since one-keystroke displays the entire instruction.
- To change a linked instruction, type over the old instruction with the new instruction. To remove a linked instruction, click and drag across the field with the mouse and hit the <Delete> key.

**EXAMPLE:** WFM may be entered for the instruction "Take with food or milk". For more information about this feature see Pharmacy Instruction Table.

● **Pharmacy Expiration Day**

- Default: Blank
- Options: Whole numbers from 1 to 99

- Usage: Allows an expiration date to be entered for IV orders. The entry should indicate the number of days the drug or fluid is stable after mixing. This number will be used to calculate the IV expiration date printed on the IV label. When the IV label is printed, the system will add the quantity in this field to the current date and time, and print: EXPIRES AFTER MM/DD/YY (month, day, year).

**NOTE:** *If multiple components are used in an IV and the components have different expiration dates, then the system will use the shortest expiration date. Most policies state that a prepared fluid expires after a given time regardless of the stability of the components. In this case, it is easier to enter the expiration dates on the fluids.*

- **Interaction Codes**

- Default: Blank
- Options: Entry of an Interaction / Indicator code. Up to ten codes can be entered.
- Usage: Links Interaction/Indicator Codes to a specific item. The Interaction/Indicator codes consist of one letter and one to four digits (i.e. F0001).
- These codes are linked to a facility created monograph. The monographs are printed in a report format. The report is then sent to other departments to alert the departments of current drug therapy.

**EXAMPLE:** *The F series of codes is customarily used to indicate Food/Drug interactions. The appropriate report would then be sent to the Dietary Department. For more information about this feature, see Pharmacy Interactions/Indicator Table.*

- **Intervention/ADR**

- Default: Blank
- Options: ADR or Intervention
- Usage: When prompted in order entry to enter ADR or an Intervention, the system will default to the selection for this field.

- **Short Description**

- Default: Blank
- Options: Yes, ✓ (check mark), or No, blank.
- Usage: Enables the pharmacy dept to specify whether the Long description or Short description is to be printed on medication labels and reports that list the drug name.

- **Medicaid Formulary**

- Default: Yes, ✓ (check mark)
- Options: Yes, ✓ (check mark), or No, blank.
- Usage: Items set to No alert the system that this item is not covered by Medicaid and cannot be transmitted via Online Adjudication to Medicaid.

- **Dose Range Checking**

- Default: Yes, ✓ (check mark)
- Options: Yes, ✓ (check mark), or No, blank.
- Usage: When deselected, dose range checking will not be performed for the individual drug during order entry.

- **Duplicate Therapy Check**

- Default: Yes, ✓ (check mark)
- Options: Yes, ✓ (check mark), or No, blank.

- Usage: When deselected, duplicate therapy checking will not be performed for the individual drug during order entry.
- **Create Pharmacy Order**
  - Default: Yes, ✓ (check mark)
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: Allows the system to determine if a pharmacy order should be created when an item is removed via Automated Dispensing Machines.
- **Prompt for NDC when Charging**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: When this field is selected, the user will get a prompt to verify or change an item NDC number when entering charges via the Patient Charging feature.
- **Online Adjudication Transmit Mode**
  - Default: Blank
  - Options: Auto, Hold, None
  - Usage: In order entry this determines if the medication will transmit at that time or will the item be on hold until the Online Adjudication information is created.
- **Lab Value 1**
  - Default: Blank
  - Options: To add a lab, select the magnifying glass icon to access a lookup.
  - Usage: This feature allows lab values to be associated with a medication.
- **Lab Value 2**
  - Default: Blank
  - Options: To add a lab, select the magnifying glass icon to access a lookup.
  - Usage: This feature allows lab values to be associated with a medication.
- **NDC Numbers**
  - Default: Blank
  - Options: Scan or free text additional NDC numbers
  - Usage: Additional 11-digit NDC numbers may be added to an item for the purpose of Medication Verification Administration. If the 11-digit NDC number is entered or scanned, then the corresponding 10-digit NDC number will automatically populate based on information in Micromedex. NDC numbers can be selected from a lookup table accessed via the magnifying glass icon to the right of the NDC field. The system will perform a check to verify that the NDC number entered matches the item listed on Pharmacy Information Page 1.
- **10-Digit NDC**
  - Default: Blank
  - Options: Scan or free text the 10-digit NDC number.
  - Usage: The 10- or 11-digit field must be populated in order for medications to scan correctly during Medication Verification Administration. If the 10-digit NDC number is entered or scanned, then the corresponding 11-digit NDC number will automatically populate based on information from Micromedex.

## Pharmacy Information Page 3

Select Hospital Base Menu > Charge Tables / Inventory > Item or Service Search > Select Item > Pharmacy Information > Page 3

The screenshot shows the 'Pharmacy Information' screen for 'ACETAMINOPHEN (TYLENOL) TAB 325MG'. The interface includes a navigation bar at the top with 'Evident Community Hospital' and 'Signed On Emp: SC Dept: 038'. Below the navigation bar, there are tabs for 'Page 1' through 'Page 6', with 'Page 3' selected. The main content area is divided into several sections:

- Pull to Diabetic Record:** A table with columns for 'Type' and 'Type'. It contains checkboxes for SQ, IV, 1X, PO, and IVP.
- Sensitivity Items:** A table with a magnifying glass icon next to each row, indicating a search function.
- Miscellaneous:** A list of checkboxes for various settings: Predefined Interventions, Require 2nd Witness, Duplicate Adm Prompt, Print IV Pump Label, Hemodynamic Medication, Chemotherapy agent, IV additive, TPN ADDITIVE, Central, Peripheral, and Maximum Number of Scans.
- Alternate Doses & Units:** A table with columns for 'Strength' and 'Unit'. The first row shows '650' and 'MG'.
- Acceptable Frequencies:** A table with a checkbox for 'Allow Acceptable Frequency Default In CPOE' (checked) and a list of frequencies: PRNQ6H, PRNQ4H, DAILY, and BID.

Pharmacy Information Page 3

### • Pull to Diabetic Record

- Default: Blank, or no entry
- Options: Yes, ✓ (check mark), or No, blank.
- Usage: Allows **SQ** (subcutaneous), **IV** (intravenous), **1X** (one-time) and **PO** (oral hypoglycemic) insulin medications to pull to the Diabetic Record in Point of Care. Once selected choose the drop down and select the Insulin type. The type determines the category on the ICU and Routine versions of the Diabetic Record Flowsheet. The insulin type abbreviations are **Reg**, **NPH**, **IV**, **Oral**, and **Miscellaneous**.

### • Sensitivity Items

- Default: Blank
- Options: Up to five, 5, Sensitivity Items
- Usage: Enables up to five sensitivity items to be associated with the selected pharmacy item. If enabled and a positive culture sensitivity has been resulted on a patient, a sensitivity button will display during clinical monitoring. When selected, the sensitivity button will bring up the microbiology section of the laboratory cumulative report.
- Select the magnifying glass icon to display a lookup screen.
- Enter the department number and beginning description of the item to be associates.
- Double click the desired item from the list.

### • Alternate Doses & Units

- Default: Blank
- Options: Up to five alternate doses can be entered for selection during Physician Order Entry.
- Usage: Function in ChartLink Physician Order Entry. Enables the selection of doses from a drop-down box. Use this section to enter doses other than routine such as partial or multiple doses.

- **Acceptable Frequencies**

- Default: Blank
- Options: Up to 21 frequency codes.
- Usage: Enables up to 21 acceptable frequencies for the selected medication to be selected from a drop-down box via the ChartLink application.

- **Predefined Interventions**

- Default: Blank
- Options: Yes, ✓ (check mark), or No, blank.
- Usage: Allows items that often require the same interventions to be predefined. Multiple intervention types can be predefined for each item.
  - Yes: Allows interventions to be predefined. Note that Intervention displays. Select Intervention.
  - No: Interventions cannot be predefined.

## Intervention

Select **Intervention Type** and press <Enter>. Enter a ? (Question mark) to display a lookup of intervention types.

Select **Hospital Base Menu > Charge Tables/Inventory > Select Item > Pharmacy Information > Page 3 > Predefined Intervention > Intervention > Intervention Type**

```
Predefined Intervention Setup
1. Intervention Type : [ ] (?)

Enter: __ ( [ 0-Exit ] )
```

Predefined Intervention Setup

Select the sequence number of the desired Intervention Type.

Select **Hospital Base Menu > Charge Tables/Inventory > Select Item > Pharmacy Information > Page 3 > Intervention > Intervention Type > ? > <ENTER>**

Intervention Type Selection					
1	ALLERGY	13		25	
2	Regimen Change	14		26	
3	Pharmacist to Dose	15		27	
4	Frequency Change	16		28	
5	Dose Change Recommnd	17		29	
6	DUE Indicator	18		30	
7	Nonformulary	19		31	
8	Duplicate Therapy	20		32	
9		21		33	
10		22		34	
11		23		35	
12		24		36	

Enter: \_\_ (   )

**Intervention Type Selection**

- **Intervention Type**

- Default: Blank
- Options: Select intervention type from look up menu.
- Usage: There can be as many as 36 different Intervention types. Select **99-Other** to use an Intervention Type that is not setup or to use an unlisted Intervention Type.

Select Hospital Base Menu > Charge Tables/Inventory > Select Item > Pharmacy Information > Page 3 > Intervention > Intervention Type > ? > <ENTER> > Intervention Type

Predefined Intervention Setup

1. Intervention Type : 01 ALLERGY

2. Suspected Outcome Without Intervention :  (?)

3. Intervention Description :

4. Outcome Due to Intervention :  (?)

5. Intervention Status :  (?)

6. Time Involved :  min

7. Cost Savings (\$) :

8. Comments :

Enter: \_\_ (   )

#### Intervention Type

- **Suspected Outcome Without Intervention**
  - Default: Blank
  - Options: Select suspected outcome from look up menu.
  - Usage: There can be as many as 12 selections to choose from. Enter a ? (Question mark) to display a lookup. Select **99-Other** to use an unlisted Outcome Without Intervention.
- **Intervention Description**
  - Default: Blank
  - Options: Allows four lines of text describing intervention performed.
  - Usage: Description is especially important if using the **99-Other** option for Intervention Type.
- **Outcome Due to Intervention**
  - Default: Blank
  - Options: Select outcome due to intervention from look up menu. Select by sequence number.
  - Usage: Enter a ? (Question mark) to display a lookup. Select **99-Other** to use an unlisted Outcome Due to Intervention. There can be as many as 12 selections to choose from.
- **Intervention Status**
  - Default: Blank
  - Options: Select Intervention Status from look up menu. Select by sequence number.
  - Usage: Enter a ? (Question mark) to display a lookup. Select **99-Other** to use an unlisted Intervention Status. There can be as many as 12 selections to choose from.

- **Time Involved**

- Default: Blank
- Options: 0 – 999.9 minutes
- Usage: Enter the number of minutes spent by the pharmacist on the intervention. (See Pharmacy Reference Manual Chapter 8 for further information).

- **Cost Savings**

- Default: Blank
- Options: 0 – 9999999.99
- Usage: If a dollar figure is applicable to the intervention performed, enter the amount. (See Pharmacy Reference Manual Chapter 8 for further information). If not applicable, type <-1> and press <Enter>. This enters \$0.00 in the Cost Savings field.

- **Comments**

- Default: Blank
- Options: Up to four lines of free text
- Usage: Allows up to four lines of additional information to be entered. The Comments field is free text.

**NOTE:** A report listing all predefined interventions can be generated by selecting **Department Specific** from the Hospital Base Menu and then selecting **Predefined Interventions**. Refer to Chapter 8 of this manual for sample report.

- **Require 2nd Witness**

- Default: Blank
- Options: Yes, ✓ (check mark), or No, blank.
- Usage: When selected, POC will be prompted for a second witness to the medication order.

- **Duplicate ADM Prompt**

- Default: Blank
- Options: Yes, ✓ (check mark), or No, blank.
- Usage: When selected, all medications administered that are marked for this prompt and are duplicate therapy will display a list of the last six administrations. This will include the Medication name, Dose, Route, Date and Time.

- **Print IV Pump Label**

- Default: Blank
- Options: Yes, check mark, or No, blank
- Usage: When selected the system will print an additional label with bar code information for Braun IV pumps. Patient ID, drug name, concentration, pump dosage, and weight in kilograms will each have their own bar code and will print to a separate label.

- **Hemodynamic Medication**

- Default: Blank, or no entry
- Options: Yes, ✓ (check mark), or No, blank.
- Usage: Designates an item as a hemodynamic medication. Allows the item to print to the Critical Care Flow Sheet in Point of Care when selected as a patient's medication. Items designated as hemodynamic medications can also be selected from a lookup via flowcharts in Point of Care.

- **Chemotherapy agent**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: When selected a medication will be flagged as a Chemotherapy medication in the CPOE application.
  
- **IV additive**
  - Default: Blank
  - Options: Yes, ✓ (check mark)= additive, or No, ✓ (check mark) = base.
  - Usage: When selected the medication will be flagged as an IV additive.
  - Exceptions:
    1. If there is one component, then that component is the base.
    2. If there are two components and neither is marked as an additive, then the first component is the base.
    3. If there are two components and one is marked as an additive, then the 'additive marked' is the additive and the remaining component is the base without regard to the position.
    4. If there are more than two components then the first component is the base with the remaining components being additives.
  
- **TPN additive Central**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: When selected the medication will be flagged as a TPN additive Central in the CPOE application.
  
- **TPN additive Peripheral**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: When selected the medication will be flagged as a TPN additive Peripheral in the CPOE application.
  
- **Maximum Number of Scans**
  - Default: Blank
  - Options: 1-99
  - Usage: For use with the Medication Verification application. When a numeric value is entered, the system will ignore the number of scans required to meet the ordered dose and allow nursing to scan only the number entered in this field.

## Pharmacy Information Page 4

Select Hospital Base Menu > Charge Tables / Inventory > Item or Service Search > Select Item > Pharmacy Information > Page 4

Pharmacy Order Entry Info Page 4

- **Lab Value 1 & 2**

- Default: None
- Options: Allows parameters to be set up for required overrides on lab results that display in Clinical Monitoring
- Usage: Lab results (values) are set up in Pharmacy Information Page 2. Physicians will be required to enter an override reason to continue an order when lab results are flagged based on these settings.

**Pharmacy Information Page 5**

Select Hospital Base Menu > Charge Tables / Inventory > Item or Service Search > Select Item > Pharmacy Information > **Page 5**

Page 1 | Page 2 | Page 3 | Page 4 | Page 5 | Page 6

ChartLink Associated Orders

Ancillary Orders

02800005		ACETAMINOPHEN	Dept: 028	Stat: <input type="checkbox"/> (	Days from Now: [v]	00	Time: 0000
			Dept: [ ]	Stat: <input type="checkbox"/> (	Days from Now: [v]	00	Time: 0000
			Dept: [ ]	Stat: <input type="checkbox"/> (	Days from Now: [v]	00	Time: 0000
			Dept: [ ]	Stat: <input type="checkbox"/> (	Days from Now: [v]	00	Time: 0000
			Dept: [ ]	Stat: <input type="checkbox"/> (	Days from Now: [v]	00	Time: 0000
			Dept: [ ]	Stat: <input type="checkbox"/> (	Days from Now: [v]	00	Time: 0000
			Dept: [ ]	Stat: <input type="checkbox"/> (	Days from Now: [v]	00	Time: 0000
			Dept: [ ]	Stat: <input type="checkbox"/> (	Days from Now: [v]	00	Time: 0000
			Dept: [ ]	Stat: <input type="checkbox"/> (	Days from Now: [v]	00	Time: 0000
			Dept: [ ]	Stat: <input type="checkbox"/> (	Days from Now: [v]	00	Time: 0000

Pharmacy Information Page 5

- **ChartLink Associated Orders – Ancillary Orders**

- Default: Blank
- Options: Up to ten 10 ancillary item numbers.
- Usage: Enables up to ten ancillary items to be associated with the selected pharmacy item. Upon ordering the pharmacy item via ChartLink, the associated order would also be processed according to the parameters set.
- Select the magnifying glass icon to display a lookup of ancillary orders.
  - Enter the ancillary dept number first, and then enter a partial description of the item in the **Search** field. Double click the desired item.
  - Select **Stat** if the associated item is to be order immediately at the time the pharmacy item is ordered.
  - The ancillary item can be set to order for a predetermined number of hours from the time the pharmacy item is ordered by selecting **Hours from Now** from the drop-down box.
  - The ancillary item can be set to order for a predetermined number of days from the time the pharmacy item is ordered by selecting **Days from Now** from the drop-down box. Enter the number of days and the specific time the order is to be sent.

Select Base Menu > Charge Tables / Inventory > Item or Service Search > Select Item > Pharmacy Information > ChartLink Associated Orders > Magnifying Glass Icon

Item	Description	Catalog #
02800166	PROCAINAMIDE (INCLUDES NAPA)	
02800167	PROLACTIN	
02800168	PROSTATIC ACID PHOSPHATASE	
02800169	PROTEIN URINE 24 HR	
02800170	PROTEIN CSF	
02800171	PROTEIN ELECTROPHESIS	
02800172	PROTEIN ELECTROPHORESIS URINE	
02800173	PROTEIN TOTAL	
02800174	PROTIME	
02800175	PROTIME & PTI COMBO	
02800168	PSA	

More

Ancillary Order Lookup Screen

## Pharmacy Information Page 6

Select Hospital Base Menu > Charge Tables / Inventory > Item or Service Search > Select Item > Pharmacy Information > Page 6

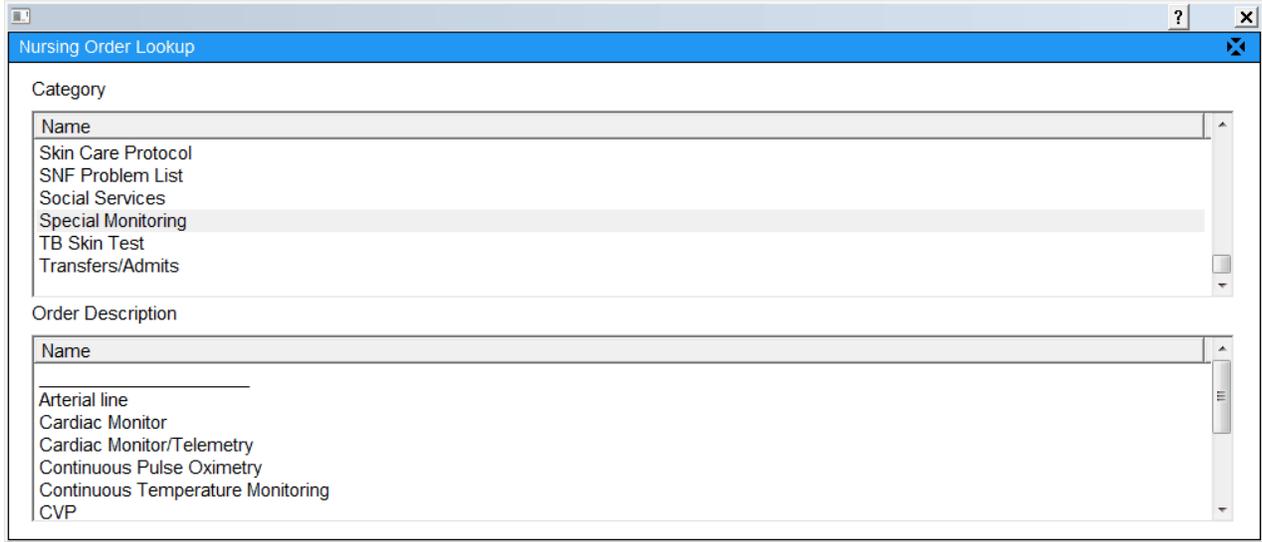
Box#	Sequence#
<input type="text"/>	<input type="text"/>

Pharmacy Info Page 6

### • ChartLink Associated Orders – Nursing Orders

- Default: Blank
- Options: Up to ten 10 Nursing Orders
- Usage: Enables up to ten medical orders to be associated with the selected pharmacy item. Upon ordering the pharmacy item via ChartLink, the associated order would also be processed according to the parameters set.
- Enter a (?) Question Mark to display a lookup of nursing orders.
  - Select the desired category to display orders.
  - Double click the desired nursing orders from the list.

Select Hospital Base Menu > Charge Tables / Inventory > Item or Service Search > Select Item > Pharmacy Information > ChartLink Associated Orders - Nursing Orders > ?



Nursing Order Lookup Screen

## Chapter 6 Department Specific

### 6.1 Overview

This chapter will explain set up for pharmacy tables in Department Specific and pharmacy tables in Table Maintenance.

### 6.2 ADM Table

#### Overview

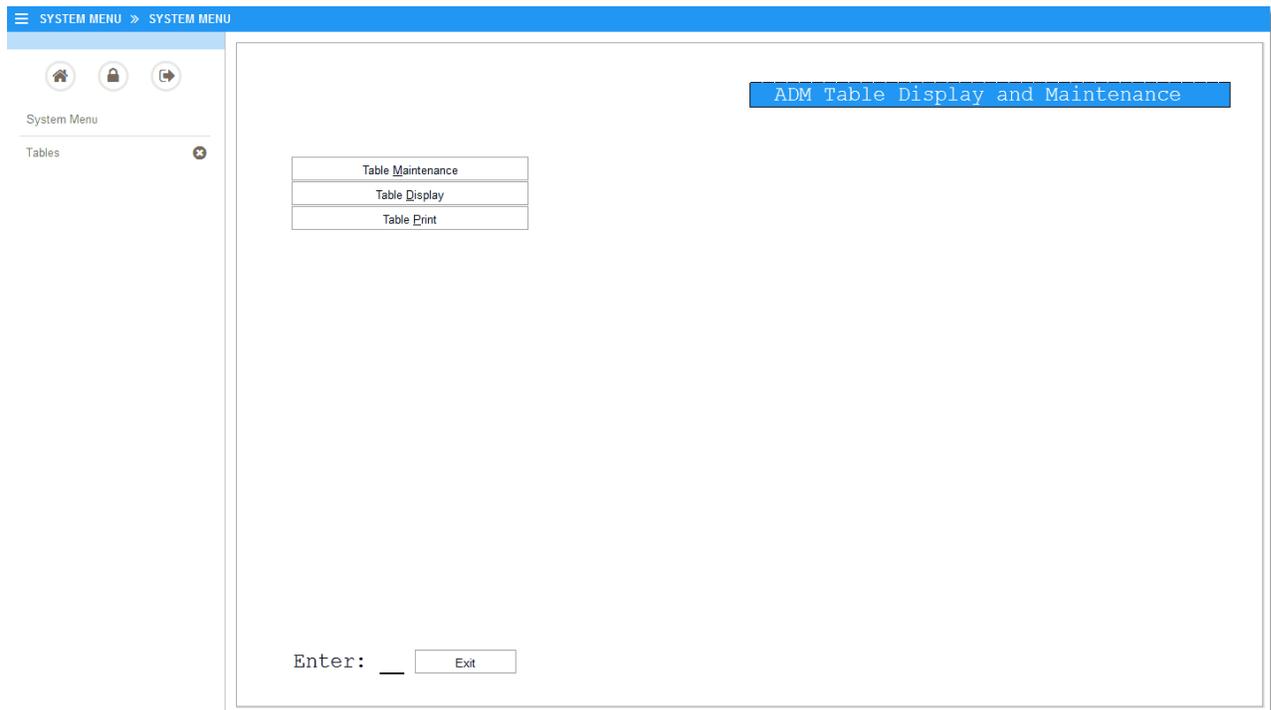
The ADM Table allows maintenance, display, and printing of medications listed in the Automated Dispensing Machine.

#### ADM Table

To access the ADM Table:

1. From the Hospital Base menu, select **Department Specific**.
2. Select **ADM Table**.

Select **Hospital Base Menu > Department Specific > ADM Table**



ADM Table

## Adding Items To The ADM Table

To add items to the ADM Table:

1. From the Hospital Base menu, select **Department Specific**.
2. Select **ADM Table**.
3. Select **Table Maintenance**.

Select **Hospital Base Menu > Department Specific > ADM Table > Table Maintenance**

The screenshot displays a web application interface for 'ADM Table Maintenance'. On the left, a sidebar contains 'System Menu' and 'Tables' sections. The main content area features a blue header with the text 'ADM Table Maintenance'. Below the header, there are four input fields: 'Item Number:' with an 'Exit' button, 'Department:', 'ADM Machine ID:', and 'Quantity on Hand:'. At the bottom of the main area, a prompt reads 'Enter: \_ ( Exit Delete Qty )'.

**ADM Table**

- **Item Number**
  - Default: Blank
  - Options: Up to a 8-character item number
  - Usage: This is the item number that is in the item master
- **Department**
  - Default: Blank
  - Options: Up to a 3-character Department number
  - Usage: This is the department number of the nursing station where the ADM is located
- **ADM Machine ID**
  - Default: Blank
  - Options: Up to a 10-character field
  - Usage: Is the ID number assigned to the ADM

- **Quantity on Hand**

- Default: Blank
- Options: Up to a 8-character
- Usage: Enter the quantity being added to the ADM

### Displaying The ADM Table

To display a listing of all items located in the ADM Machine:

1. From the Hospital Base menu, select **Department Specific**.
2. Select **ADM Table**.
3. Select **Table Display**.

Select **Hospital Base Menu > Department Specific > ADM Table > Table Display**

System Menu

Tables

Display ADM Table

Enter Dept: \_\_\_ ADM ID: \_\_\_\_\_ Exit

Seq.	Item #	Description	Quantity

Enter: \_\_ ( Exit PgDn )

Display ADM Table

- **Enter Dept**

- Default: Blank
- Options: Up to three characters
- Usage: The department number of the ADM location.

- **ADM ID**

- Default: Blank
- Options: Up to 10 characters
- Usage: The ID number that has been assigned to the ADM.

## Printing The ADM Table

To print the ADM Table:

1. From the Hospital Base menu, select **Department Specific**.
2. Select **ADM Table**.
3. Select **Table Print** and press.
4. Enter the 3-digit line printer number in the **Line Printer** field.

Select **Hospital Base Menu > Department Specific > ADM Table > Table Print**

The screenshot shows a software interface with a left sidebar labeled "System Menu" containing three icons. The main area has a blue header "ADM Table Display and Maintenance". Below the header is a menu with three options: "Table Maintenance", "Table Display", and "Table Print". A blue arrow points to "Table Print". At the bottom, there is a prompt "Enter: \_\_\_" followed by an "Exit" button.

**Table Display and Maintenance**

**ADM Table Report (Sample)**

RUN DATE: 07/31/15		Evident Community Hospital		PAGE 1
TIME: 12:24		ADM TABLE AS OF 07/31/15		PCADMTBPRT
		ITEM		
NS	ADM ID	NUMBER	DESCRIPTION	QUANTITY
---	---	---	---	---
3	003	383025	MEPERIDINE INJ: 100MG/ML	16
3	003	387828	PROMETHAZINE (PHENERGAN) INJ : 50MG/ML	20
3	003	38381613	SIMVASTATIN (ZOCOR) 10MG TABLET	15
3	NS 003	381179	FUROSEMIDE (LASIX): 20 MG TAB	25

## 6.3 Alternating Comp.Tables

### *Overview*

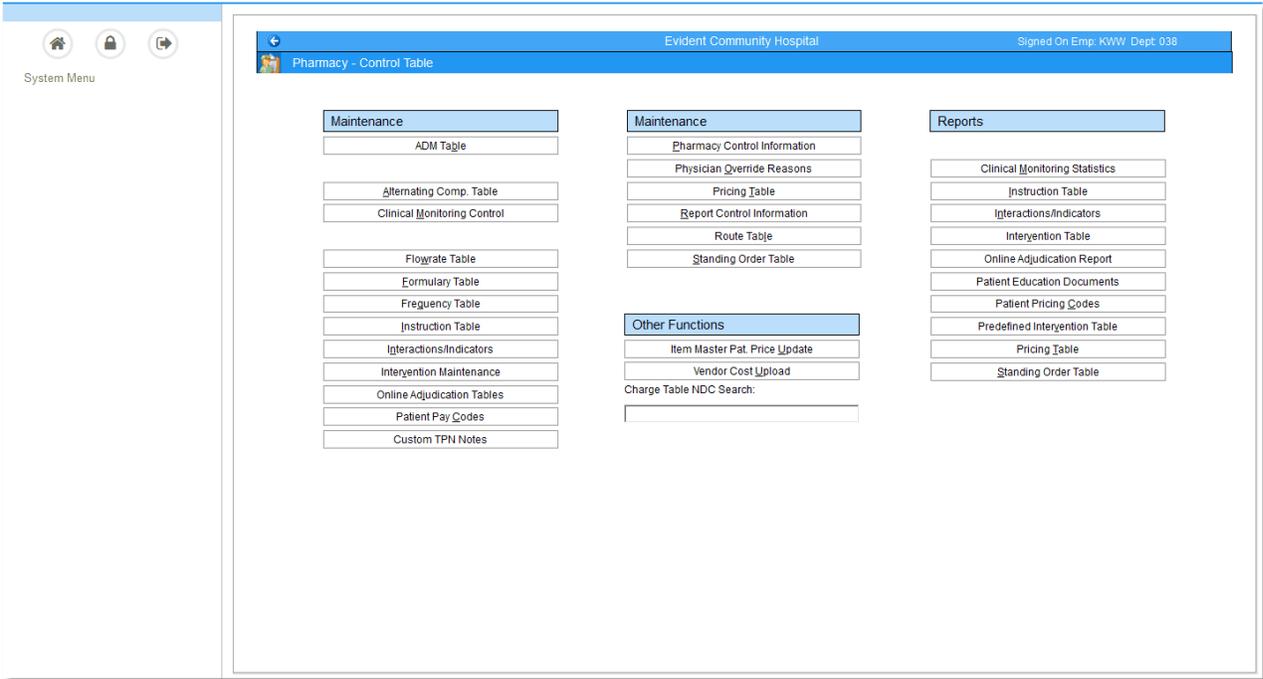
This chapter covers setting up alternating component codes, maintaining, and printing the table information.

### *Alternating Comp. Tables*

To access the Alternating Comp. Tables:

1. From the Hospital Base menu, select **Department Specific**.
2. From the Pharmacy Tables options screen, select **Alternating Comp. Tables**.

Select Hospital Base Menu > Department Specific



Pharmacy Tables screen

- 3. To set up a new frequency code or to perform maintenance on an existing frequency code, select **Alternating Comp. Table**.

Select Hospital Base Menu > Department Specific > Alternating Comp.Tables

The screenshot displays the 'Pharmacy - Alternating Tables Maintenance' screen. At the top, it shows 'Evident Community Hospital' and 'Signed On Emp: KWW Dept: 038'. The main table is titled 'Alternating Components - Alternating Frequency Codes Table' and contains the following data:

Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Restart	Description
2b01	X	X		X		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	E	2 bags skip bag 1 bag skip b
3rdb	X		X		X		X		X		X		X		X		X		X		X		X		E	every 3rd bag
all	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	E	all bags
ALT1	X	Z																							E	ALTERNATING WITHOUT FL
ALT2		X	Z																						E	ALTERNATING WITH FLUID I
even		X		X		X		X		X		X		X		X		X		X		X		X	E	every other bag starting even
odd	X		X		X		X		X		X		X		X		X		X		X		X		E	every other bag starting odd

Below the table, there are input fields for 'Alternating Frequency Code' and 'Restart Code'. The 'Description' field is a text area. The 'Scheduling Slots' section features a grid of 24 slots, each with a number from 1 to 24 above it. A note below the grid states: 'Note: Left click a slot above to toggle between dose given ("X") and dose not given (blank). Right-click a slot to mark it as the end of sequence for restarting purposes ("Z").' At the bottom, there are buttons for 'Update', 'Delete', 'New', and 'Print'.

Alternating Dose Tables screen

4. From the Alternating Tables Maintenance screen, select Update, Delete, New or Print.

- **Alternating Frequency Code**

- Default: Blank
- Options: Up to a 4-digit frequency code
- Usage: Allows entry of a new or existing frequency code. NEW CODE will display if the code entered is a new code. Enter an existing frequency code to perform maintenance.

- **Restart code**

- Default: Blank
- Options: D-Daily, E-At end of sequence or N-Never restart
- Usage: Determines if the frequency will restart daily, restart at the end of the frequency cycle or stop after the frequency cycle.

- **Description**

- Default: Blank
- Options: Up to a forty-character frequency description.
- Usage: Allows a description of the frequency to be entered. Briefly describes how the frequency is to work.

- **Scheduling Slots**

- Default: Blank
- Options: X-represents dosage schedule. Z-denotes end of sequence.
- Usage: Allows a dosing schedule to be entered for the selected frequency. Up to 24 doses can be selected.

**EXAMPLE:** The doctor orders D51/2 NS to be alternated with Lactated Ringers. The D51/2 NS frequency will be set up to be given as doses #1, #3, #5..... The Lactated Ringers will be set up to be given as doses #2,#4,#6.....

**Displaying Alternating Components Codes**

Alternating Component Codes can be displayed in the system as a reference. The display is useful when determining which codes are currently set up and how they are scheduled. A report can also be printed if a hard copy of the Alternate Dose Frequency Codes is required.

1. From the Alternating Dose Tables options screen, select **Alternating Component Codes** from the Maintenance Type drop down.

Select **Hospital Base Menu > Department Specific > Alternating Components Table**

The screenshot shows a web application interface for 'Pharmacy - Alternating Tables Maintenance' at Evident Community Hospital. The main table displays the following data:

Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Restart	Description	
2b01	X	X		X		X	X		X		X	X		X		X	X		X	X		X	X		X	E	2 bags skip bag 1 bag skip bag
3rdb	X		X		X		X		X		X		X		X		X		X		X		X		X	E	every 3rd bag
all	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	E	all bags
ALT1	X	Z																								E	ALTERNATING WITHOUT FLUID
ALT2		X	Z																							E	ALTERNATING WITH FLUID FOR
even		X		X		X		X		X		X		X		X		X		X		X		X		E	every other bag starting even
odd	X		X		X		X		X		X		X		X		X		X		X		X		X	E	every other bag starting odd

Below the table is a configuration interface with the following elements:

- Alternating Frequency Code:
- Restart Code:
- Description:
- Scheduling Slots: A grid of 24 slots (1-24) for marking doses given (X) or not given (blank). Slot 1 is currently marked with 'X'.
- Note: Left click a slot above to toggle between dose given ("X") and dose not given (blank). Right-click a slot to mark it as the end of sequence for restarting purposes ("Z").
- Buttons: Update, Delete, New, Print

**Display Alternating Components Table**

2. Select the code to display the alternating code information.

Select Hospital Base Menu > Department Specific > Alternating Components Table > Select Code

SYSTEM MENU » SYSTEM MENU

Evident Community Hospital Signed On Emp: FT Dept: 038

Pharmacy - Alternating Tables Maintenance

Alternating Components - Alternating Frequency Codes Table																										
Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Restart	Description
2b01	X	X		X		X	X		X	X	X	X	X	X		X	X		X	X	X	X	X	X	E	2 bags skip bag 1 bag skip bag
3rdb	X			X		X			X			X				X			X			X			E	every 3rd bag
all	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	E	all bags
ALT1	X	Z																							E	ALTERNATING WITHOUT FLUID
ALT2		X	Z																						E	ALTERNATING WITH FLUID FOR
even		X		X		X		X		X		X		X		X		X		X		X		X	E	every other bag starting even
odd	X		X		X		X		X		X		X		X		X		X		X		X		E	every other bag starting odd

Alternating Frequency Code: 3rdb Restart Code: E - At End of Sequence

Description: every 3rd bag

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
X			X			X			X			X			X			X			X		

Note : Left click a slot above to toggle between dose given ("X") and dose not given (blank).  
Right-click a slot to mark it as the end of sequence for restarting purposes ("Z").

Update Delete New Print

Alternating Components Maintenance screen

### Printing Alternating Dose Frequency Codes

To print Alternating Dose Frequency Codes:

1. From the Pharmacy-Alternating Tables Maintenance,
2. Select **Print**.
3. Enter printer number.

**Alternating Dose Frequency Codes Report (Summary)**

Run Date: 10/07/15  
Time: 16:01

Evident Community Hospital  
Alternating Dose Frequency Table

Page 1  
PCADTBPR

Code	Dosing Schedule	Restart	Description
2b01	X X _ X _ X X _ X _ X X _ X X _ X _ X X _ X	E	2 bags skip bag 1 bag skip bag
3rdb	X _ _ X _ _ X _ _ X _ _ X _ _ X _ _ X _ _	E	every 3rd bag
ALT1	X Z	E	ALTERNATING WITHOUT FLUID
ALT2	_ X Z	E	ALTERNATING WITH FLUID FOR ONE BAG
all	X X	E	all bags
even	_ X _ X _ X _ X _ X _ X _ X _ X _ X _ X _ X	E	every other bag starting even
odd	X _ X _ X _ X _ X _ X _ X _ X _ X _ X _ X _	E	every other bag starting odd

## 6.4 Clinical Monitoring Control

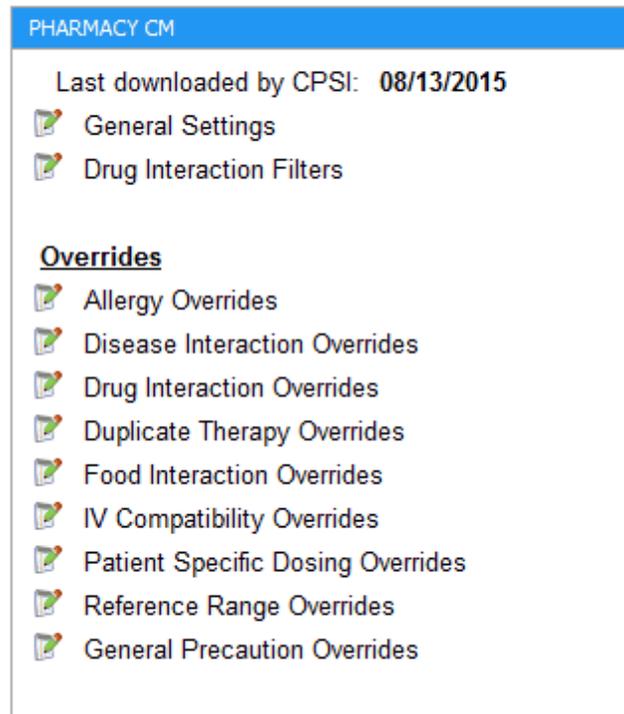
### Overview

Clinical Monitoring is a separately purchased application. Please contact your TruBridge Account Representative for more information. The Clinical Monitoring Control Table is used to define the types and levels of clinical monitoring checks and overrides that the pharmacy department receives during order entry.

### Clinical Monitoring Control

Select **Hospital Base Menu > Master Selection > Business Office Tables > Table Maintenance > Clinical > Pharmacy Control > Clinical Monitoring**

#### Facility 1 : EVIDENT COMMUNITY HOSPITAL



Pharmacy CM

- **Last Downloaded by CPSI: MM/DD/YYYY:** Indicates the last date clinical monitoring files were downloaded from Micromedex®.
  - **Micromedex® Clinical Monitoring Updates:** This update will be automatically transmitted each month to all sites that have purchased clinical monitoring. The clinical monitoring files will then automatically load with the next backup.
- **General Settings:** Contains the clinical monitoring option settings

- **Drug Interaction Filters:** Contains the drug interaction filtering option settings
- **Overrides:** Lists override reasons for each clinical monitoring category

Select **Hospital Base Menu > Master Selection > Business Office Tables > Table Maintenance > Clinical > Clinical Monitoring > General Settings**

Facility 1 : EVIDENT COMMUNITY HOSPITAL

**PHARMACY CM OPTIONS**

Use Clinical Monitoring:	<input checked="" type="checkbox"/>	Use Overrides:	<input checked="" type="checkbox"/>	
Allergy Checking:	<input checked="" type="checkbox"/>	Override Required:	<input type="checkbox"/>	Include Inactive Ingredients: <input checked="" type="checkbox"/>
Drug Interaction Checking:	<input checked="" type="checkbox"/>	Override Required:	<input type="checkbox"/>	
Duplicate Therapy Checking:	<input type="checkbox"/>	Override Required:	<input type="checkbox"/>	
Food Interaction Checking:	<input type="checkbox"/>	Override Required:	<input type="checkbox"/>	Autoprint: <input type="checkbox"/>
Disease Interaction Checking:	<input type="checkbox"/>	Override Required:	<input type="checkbox"/>	
General Precaution Checking:	<input type="checkbox"/>	Override Required:	<input type="checkbox"/>	
IV Compatibility Checking:	<input type="checkbox"/>	Override Required:	<input type="checkbox"/>	
Patient Specific Dosing:	<input type="checkbox"/>	Override Required:	<input type="checkbox"/>	
Reference Range Checks:	<input checked="" type="checkbox"/>	Override Required:	<input type="checkbox"/>	
Override Required for Non-Formulary Meds:	<input type="checkbox"/>			
Use Allergy Table:	<input checked="" type="checkbox"/>			
Use Drug Information:	<input checked="" type="checkbox"/>			
Allow Unknown NDC#:	<input checked="" type="checkbox"/>			
Autoprint Printer For Patients Not In A Room:	<input type="text"/>			

Clinical Monitoring Options

- **Use Clinical Monitoring**
  - Default: Blank or No
  - Options: Yes or No
  - Usage: Activates Clinical Monitoring for Pharmacy, Point of Care, CPOE and Prescription Entry. This field is grayed out but always checked "yes" since certain Clinical Monitoring checks are required to meet Meaningful Use.
- **Use Overrides**
  - Default: Blank or No
  - Options: Yes or No
  - Usage: Allows Override Reasons to be required during Pharmacy Order Entry. These reasons are set under the Override Reasons tab, and can be set for each Clinical Monitoring option
- **Allergy Checking**
  - Default: Blank or No
  - Options: Yes or No
  - Usage: Allows allergy checks to automatically be performed at the time of Pharmacy Order Entry. When a formulary or non-formulary medication item is entered for a patient, the TruBridge EHR compares the new medication to any drug allergy entered on the patient through the TruBridge system. If there are any drug allergies documented that correspond to the medication selected, the allergy check will display in red and a menu will display showing the drug selected, the allergy, the drug class and any possible symptoms. This field is grayed out but always checked "yes" since this Clinical Monitoring check is required to meet Meaningful Use. Select **Include Inactive Ingredients** to perform allergy checking for inactive ingredients.
- **Drug Interaction Checking**
  - Default: Blank or No

- Options: Yes or No
  - Usage: Activates the drug interaction checking option. If a medication that is not compatible with an existing medication is ordered, the Clinical Monitoring screen displays. Drug interaction checking also flags any interaction that might occur with medications discontinued within the last 24 hours. A monograph can be printed or displayed.
- **Duplicate Therapy Checking**
    - Default: Blank or No
    - Options: Yes or No
    - Usage: Used to activate or deactivate duplicate therapy checking. Duplicate therapy checking does not include discontinued medications; only active orders are reviewed for duplicate therapy. The Clinical Monitoring Screen appears and the therapeutic class duplication is listed with the order number.
- **Food Interaction Checking**
    - Default: Blank or No
    - Options: Yes or No
    - Usage: Activates or deactivates Food Interaction Checking. If a medication that has an interaction to food is selected from the formulary, the Clinical Monitoring screen displays. A monograph may be printed or displayed for on screen viewing.
- **Disease Interaction Checking**
    - Default: Blank or No
    - Options: Yes or No
    - Usage: Activates or deactivates Drug-Disease Interaction checking. Select the check box to allow the system to automatically perform drug-disease interaction checking at the time of pharmacy order entry. The TruBridge EHR will compare medication orders to patient diagnoses and alert if the medication has the potential to worsen the disease. Disease Interaction Checking utilizes diagnoses entered via the Physician Problem List, the Medical Records Grouper and the Pharmacy RX Diagnoses screen. A monograph may be printed or displayed for on screen viewing.
- **IV Compatibility Checking**
    - Default: Blank or No
    - Options: Yes or No
    - Usage: Activates or deactivates IV Compatibility Checking. If a medication that is not compatible with an existing medication in the patient's pharmacy profile is ordered, the Clinical Monitoring screen displays. A monograph can then be displayed for on screen viewing. Clinical Monitoring will use the Trissels IV compatibility checks.
- **Patient Specific Dosing**
    - Default: Blank or No
    - Options: Yes or No
    - Usage: Activates or deactivates Patient Specific Dose Checking. Individual and daily dosing within pediatric, adult and geriatric age ranges.

- **Use Allergy Table**

- Default: Blank or No
- Options: Yes or No
- Usage: This effects ALL departments, not just pharmacy. When set to Y (yes), the allergy table is provided by Micromedex® and contains medication, food, and environmental allergies.

***NOTE:** This field should only be accessed under direction of a TruBridge Pharmacy Representative.*

- **Use Drug Information**

- Default: Blank or No
- Options: Yes or No
- Usage: Activates or deactivates the Drug Information module. Allows printing of Patient Education documents.

- **Use Unknown NDC#**

- Default: Blank or No
- Options: Yes or No
- Usage: If this is checked (Yes), the TruBridge EHR allows invalid (not listed in Micromedex® database) NDC numbers to be entered in the NDC field on Pharmacy Information Page 1.

***NOTE:** Clinical monitoring will not be performed on any item with an invalid NDC number.*

- **Autoprint Food interactions**

- Default: Blank or No
- Options: Yes or No
- Usage: Allows a food/drug interaction monograph to automatically print to the nursing station where the patient is admitted.

- **If Pt. not in Room, Print to:**

- Default: Blank
- Options: Any 3 digit laser printer
- Usage: If **Autoprint Food Interactions** is checked and the patient is not admitted to a room, the Food Interactions will print to the printer listed in this field .

- **Require Override for Non-Formulary Meds**

- Default Blank or No
- Options: Yes or No
- Usage: Allows pharmacy to require an override reason be entered when a non-formulary medication is ordered. These reasons are set under the Override Reasons tab.

Select **Hospital Base Menu > Master Selection > Business Office Tables > Table Maintenance > Clinical > Clinical Monitoring > Drug Interaction Filters**

Facility 1 : EVIDENT COMMUNITY HOSPITAL

PharmacyDrug Interaction Filters

Time frame the effects of the interaction are expected:  (The SLOWEST onset required)

Potential severity of the effects of the interaction:  (The LEAST severity required)

Quality and the quantity of medical literature that supports the existence of this interaction:  (The LEAST documentation required)

IV Compatibility:

Fax controlled substances:

Last Changed:

**Clinical Monitoring Control Interaction Filtering**

- **Time frame the effects of the interaction are expected:** Select the slowest onset required to trigger a warning from the following options:
  - 1 - Rapid
  - 2 - Delayed
- **Potential severity of the effects of the interaction:** Select the least severity required to trigger a warning from the following options:
  - 1 - Contraindicated
  - 2 - Major
  - 3 - Moderate
  - 4 - Minor
- **Quality and the quantity of medical literature that supports the existence of this interaction:** Select the least documentation required to trigger a warning from the following options:
  - 1 - Excellent
  - 2 - Good
  - 3 - Fair
  - 4 - Poor
- **IV Compatibility:** Indicates which IV compatibility checks will be required to trigger a warning. IV Compatibility will utilize Trissels™ 2 IV compatibility checks. Select from the following options:
  - 1 - Show Incompatible Only: the results will include Incompatible and Caution: Variable.
  - 2 - Show Incompatible or Unavailable: the results will include Incompatible Caution: Variable, See Study Detail, Not Tested, and Uncertain.
  - 3 - Show All Checks: the results will include Incompatible, Caution: Variable, See Study Detail, Not Tested, Uncertain, and Compatible.

- **Fax controlled substances:** This field is not used in Pharmacy Clinical Monitoring.
- **Last Changed:** This field is not used in Pharmacy Clinical Monitoring. See the Prescription Entry Clinical Monitoring table for more information.

Once any changes are made, select **Save** from the action bar. To return to the previous screen, select the **back arrow**.

Select **Hospital Base Menu > Master Selection > Business Office Tables > Table Maintenance > Clinical > Clinical Monitoring > Allergy Overrides**

Index	Description
1	Insignif. reaction
2	NSR
3	Cross-sensitivity
4	Not true reaction
5	Benefits outw risks
6	Clinically insignif
7	Allergy managed
8	Med taken ok in past
9	
10	

**Override Reasons**

To enter Override Reasons select the override type and enter the override reason in the next available field (limited to 20 characters).

A maximum of 10 Overrides can be entered for each of the following categories: Allergies, Disease Interactions, Drug Interactions, Duplicate Therapy, Food Interactions, IV Compatibility, Patient Specific Dosing, and Non-Formulary Medications.

### ***Clinical Monitoring Statistics***

The Clinical Monitoring Statistics report may be generated to review specific statistical data related to clinical monitoring. The report is filtered per pharmacist by the type of check: Allergy, Duplicate Therapy, Drug/Drug Interaction, Patient Specific Dosing (PSD), Food-Drug Interaction, IV Compatibility and Drug-Disease Interaction.

Statistics are available for the following actions: Printed, Displayed, Intervention, Adverse Drug Reaction, Order not Processed, or None.

#### **How to Print**

1. From the Hospital Base menu, select **Department Specific**.
2. Select **Clinical Monitoring Statistics**.
3. Enter printer number.
4. Enter **Begin Date: MMDDYY**
5. Enter **End Date: MMDDYY**

**Description and Usage**

RUN DATE: 09/08/15 TIME: 15:43		Evident Community Hospital CLINICAL MONITORING STATISTICS REPORT FROM 09/08/15 TO 09/08/15						PAGE 1 PCCMSTATP	
		----- TYPE CLINICAL MONITORING CHECK -----							
PHARMACIST	ACTION	ALLERGY	DUP. THER	DRUG/DRUG	PSD	DRUG/FOOD	IV COMPAT	DRUG/DIS.	TOTAL
PT	PRINTED	1							1
	DISPLAYED	1							1
	INTERVENTIONS	1							1
	ADVERSE DRUG REACTION								
	ORDER NOT PROCESSED								
	NONE								
	TOTAL	2							2
REB	PRINTED								
	DISPLAYED	8	5	2			4	8	27
	INTERVENTIONS	1							1
	ADVERSE DRUG REACTION								
	ORDER NOT PROCESSED								
	NONE	2	1				1	1	5
	TOTAL	8	5	2			4	8	27

**Clinical Monitoring Statistics Report**

Listed below is an explanation of each column.

- **Pharmacist:** the initials of the pharmacist receiving the clinical monitoring check and/or performing the action
- **Action:** all actions are listed per type of clinical monitoring check
  - **Printed:** number of drug monographs printed using the **Print Monograph** feature
  - **Displayed:** number of clinical monitoring checks received during order entry or order verification
  - **Interventions:** number of interventions entered by selecting **Intervention** via the clinical monitoring check
  - **Adverse Drug Reaction:** number of Adverse Drug Reactions entered by selecting **ADR** via the clinical monitoring check
  - **Order Not Processed:** number of orders cancelled by selecting **Quit**
  - **None:** number of clinical monitoring checks received but no actions taken
  - **Total:** the sum of **Printed** and **Displayed** actions

Select Hospital Base Menu > Patient Account # > New Order > Clinical Monitoring

Clinical Monitoring-Allergy Interaction

DRUG - ALLERGY Override Reason:

52544-0729-01 Hydrocodone Bitartrate [NORCO 7.5MG - 325MG TAB]

ALLERGY: Allergen 7700100 - CODEINE

CROSS-ALLERGENICITY MAY OCCUR BETWEEN RELATED OPIOID NARCOTIC ANALGESICS. TRUE  
ALLERGIC REACTIONS TO OPIOIDS ARE RARE.

Prior Adverse Reaction:  
Nausea

Quit ADR Intervention Print Monograph View Monograph OK

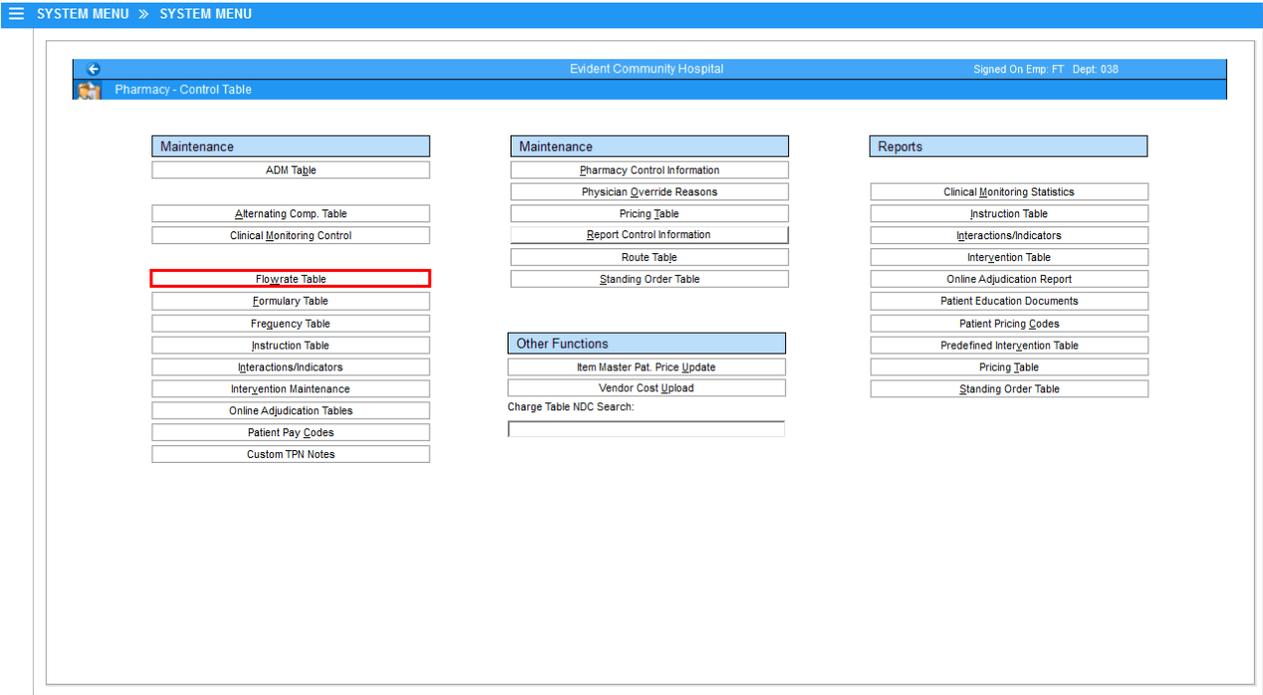
**Clinical Monitoring Actions**

### 6.5 Flowrate Table

The Flowrate Table is used to create a list of facility-defined flow rates for selection during order entry for providers, nursing and pharmacy. This list will be available in the Flow Rate drop-down menu during IV order entry.

To access the Flowrate Table:

Select **Hospital Base Menu > Department Specific > Flowrate Table**



Department Specific

Select Hospital Base Menu > Department Specific > Flowrate Table

Pharmacy - IV Drug Flow Rate Table

Flow rate:

25 ml/hr

50 ml/hr

75 ml/hr

100 ml/hr

125 ml/hr

150 ml/hr

200 ml/hr

ml/hr

90 ml/hr

KVO

Flow rate:

TITRATE

Enter either a numeric flow rate (ml/hr) or a text description

Flowrate Table

Type a number and enter. The system will automatically add ml/hr to the numeric flow rate. Free text descriptions such as TITRATE may also be entered.

**NOTE:** An Infusion Period will not calculate during order entry if ml/hr or a text description is manually entered in the Flowrate Table.

## 6.6 Formulary Table

### Overview

A formulary is a list of medications that the *Pharmacy and Therapeutics Committee* has voted on as best for the hospital. The Formulary Table is provided for maintenance of these therapeutic categories. The format is based upon the American Hospital Formulary Service system.

### Formulary Table

To access the formulary table:

Select **Hospital Base Menu > Master Selection > Business Office Tables > Table Maintenance > Clinical > Formulary Codes**

Facility: EVIDENT COMMUNITY HOSPITAL

PHARMACY FORMULARY CODES	
Major Classification:	<input type="text"/>
Second Classification:	<input type="text"/>
Third Classification:	<input type="text"/>
Fourth Classification:	<input type="text"/>

Pharmacy Formulary Table

### Checking Item For Existing Formulary Code

The Formulary Code consist of four 2-character numeric fields located in the Item Master. To check an item for an existing formulary code:

1. From the Hospital Base menu, select **Charge Tables / Inventory**.
2. Enter item number or select **Item or Service Search**.
3. Enter beginning description.
4. Select **Pharmacy Information**.

For more information regarding adding a formulary code to an item, see [Pharmacy Information Page 1](#) <sup>35</sup>.

Select **Hospital Base Menu > Charge Tables and Inventory > Item or Service Search > Go > Select Item > Pharmacy Information Page 1**

The screenshot shows the 'Pharmacy Information' form for 'LISINOPRIL (PRINIVIL) 2.5 MG TAB'. The form is divided into several sections:

- Identification:** NDC (00172-3759-90), Manufacturer (Teva Pharmaceut), As of (03/03/15), Prior NDC, DEA Class, Predefined Order (Non IV), Default Routes (ORALLY).
- Formulation:** Strength (2.5), Unit (MG).
- Administrative:** Charge Meds at Administration (checked), Chartset Selectable (checked), Formulary Item (checked), Estimate Creatinine Clearance (unchecked), Use Overdue Med Response (unchecked).
- Other Fields:** Formulary Code, Reorder Days, Rounding Option, Capture Waste Amount.

Buttons at the bottom include 'Dispensing Note', 'Predefined Info', and 'Creatinine Clearance Dosage'.

**Pharmacy Information**

## Therapeutic Categories

The formulary therapeutic category is divided into four two-character numeric sections:

- The first two characters are the major classification.
- The second two characters are the sub-classification.
- The third two characters are further classification.
- The fourth two characters are also further classification.
  - Zero-Zero is a valid character in this field.

Each classification must be linked to a description.

Select Hospital Base Menu > Department Specific > Formulary Table > Enter Code

The screenshot displays the 'Pharmacy Formulary Codes Table' interface. At the top, it shows 'Evident Community Hospital' and 'Signed On Emp: RCM Dept 038'. The main area is titled 'Pharmacy Formulary Codes' and contains four classification levels:

- Major Classification:** 08 ANTI-INFECTIVE AGENTS (Buttons: Delete, Next)
- Second Classification:** 12 ANTIBIOTICS (Buttons: Delete, Next, Previous)
- Third Classification:** 06 CEPHALOSPORINS (Buttons: Delete, Next, Previous)
- Fourth Classification:** 04 FIRST GENERATION CEPHALOSPORINS (Buttons: Delete, Previous)

Formulary Table

### Using The Formulary Table

The Formulary Table allows creating and editing of the therapeutic classes located on **Formulary Code** of the Pharmacy Information Screen.

1. From the Hospital Base Menu, select **Department Specific**.
2. Select **Formulary Table**.
3. Enter the first 2-digit code.
4. If the code exists, the description appears on the Description Line and the cursor advances to Enter line. The options available are as follows:
  - **Change** allows the current description to be changed.
  - **Delete** allows the current code and description to be deleted.
    - This option is not viable if there are existing sub-classifications beneath the current selection.
  - **More** allows additional entries at the current level.
  - **Next** allows entries to the next sub-level.
  - Enter <0> to exit from this level.
    - These options are applicable to each of the four classification levels.
5. If the code does not exist, "NEW" appears at the right side of the description line.
  - Enter the new description, up to 35 characters in length, and press <Enter>.
  - The cursor moves to the Enter field. The options available are as follows:
    - **Change** allows the current description to be changed.
    - **Delete** allows the current code and description to be deleted.

- This option is not viable if there are existing sub-classifications beneath the current selection.
  - **More** allows additional entries at the current level.
  - **Next** allows entries to the next sub-level.
  - Enter <0> to exit from this level.
- These options are applicable to each of the three classification levels.

6. To exit the Formulary Table, press <0> to exit each section.

Select **Hospital Base Menu > Department Specific > Formulary Table > Adding a Formulary Code**

Pharmacy Formulary Codes Table				
		Evident Community Hospital		Signed On Emp: RCM Dept: 039
Pharmacy Formulary Codes				
Major Classification:	08	ANTI-INFECTIVE AGENTS	Delete	Next
Second Classification:	12	ANTIBIOTICS	Delete	Next Previous
Third Classification:	06	CEPHALOSPORINS	Delete	Next Previous
Fourth Classification:	04	FIRST GENERATION CEPHALOSPORINS	Delete	Previous

Formulary Table

## Print Reports

The Formulary Therapeutic List report provides a current formulary listing of medications, along with their correct therapeutic classifications. To print this report:

1. From the Hospital Base menu, select **Print Reports**.
2. Select **Formulary Therapeutic List**.

The Formulary Therapeutic List report includes the following information:

1. Formulary Code
2. Therapeutic Category
3. Long Description
4. Short Description

The items print in alphabetical order within classifications. The last section of the report is an exceptions listing. This section includes items with either no formulary code or with an undefined (not created) formulary code.

Please see [Pharmacy User Guide](#) for more information on this report.

## 6.7 Frequency Tables

### Overview

Frequency tables can be setup for both IV and Non-IV order entry. Each table must be set up separately.

### Non-IV and PRN Frequency Table

From the Hospital Base menu, select **Department Specific** and press <Enter>.

Select **Hospital Base Menu > Department Specific**

Maintenance	Maintenance	Reports
ADM Table	Pharmacy Control Information	Clinical Monitoring Statistics
Alternating Comp. Table	Physician Override Reasons	Instruction Table
Clinical Monitoring Control	Pricing Table	Interactions/Indicators
Flowrate Table	Report Control Information	Intervention Table
Formulary Table	Route Table	Online Adjudication Report
Frequency Table	Standing Order Table	Patient Education Documents
Instruction Table		Patient Pricing Codes
Interactions/Indicators	Other Functions	Predefined Intervention Table
Intervention Maintenance	Item Master Pat. Price Update	Pricing Table
Online Adjudication Tables	Vendor Cost Upload	Standing Order Table
Patient Pay Codes	Charge Table NDC Search:	
Custom TPN Notes		

### Pharmacy Tables

Select **Frequency Table**.

Select Hospital Base Menu > Department Specific > Frequency Table

Pharmacy - Frequency Maintenance		Evident Community Hospital		Signed On Emp: RCM Dept 038	
Maintenance			Reports		
Non-IV and PRN Frequency Table			Non-IV Frequency Report		
IV Frequency Table			IV Frequency Report		

**Frequency Tables**

The Frequency Table sets standard administration times for frequency codes entered in **Frequency** of Non-IV & PRN Order Entry. Frequency codes can also be selected to display in ChartLink for (CPOE) Physician Order Entry. Standard administration times print on the following:

- Pharmacy labels.
- Cart Fill List.
- Catch-Up List.
- Active Order List.
- MARs.

Cart Fill and Catch-Up Lists use the Frequency Table in conjunction with Cart Exchange Time set up in the Pharmacy Control Information Table to determine the number of doses needed for a specified cart fill.

## Entering A Frequency Code

Select **Non-IV & PRN Frequency Table**.

Select **Hospital Base Menu > Department Specific > Frequency Table > Non-IV & PRN Frequency Table >**

Non-IV Frequency	Times	ChartLink
AC	0730 1130 1630	Yes
ACRS	0730 1130 1630 2100	Yes
BEDTIME	2100	Yes
BID	0900 2100	Yes
DAILY	0900	Yes
DAILY CORDARIN	1700	Yes
EVERY 2 HOURS (Q2H)	Hours Between Doses: 2	Yes
EVERY 4 HOURS (Q4H)	Hours Between Doses: 4	Yes
EVERY 6 HOURS (Q6H)	Hours Between Doses: 6	Yes
EVERY 8 HOURS (Q8H)	Hours Between Doses: 8	Yes
EVERY OTHER DAY	Hours Between Doses: 48	Yes

Non-IV Frequency	DAILY	Standard Times	0900									
Chartlink Selectable	<input checked="" type="checkbox"/>	Hours Between Doses										
Layman's Description		Days of the Week	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun			
Label Description												
MDS Frequency Code	1D (nH, nD, nW, nM, PR, QO, C, O)											
Instructions												
Minimum Time Between PRN Doses	0 Hours											

Pharmacy Frequency Maintenance Screen

- **Non-IV Frequency**
  - Default: Blank
  - Options: Up to a 20-character frequency code
  - Usage: Describes the frequency. The frequency can be selected by description from a lookup display during time of order entry.
- **Standard Times**
  - Default: Blank
  - Options: Administration times entered in military format.
  - Usage: Up to 24 times can be entered. The MAR can print only one time per hour.
- **Hours Between Doses**
  - Default: Blank
  - Options: Enter the number of hours between doses.
  - Usage: The system will calculate administration times based on the start time of the order.
- **Days of the Week**
  - Default: Blank
  - Options: Choose some or days of the week.
  - Usage: Administration time for the selected day(s) is based on the start time of the order.
- **MDS Frequency Code**

- Default: Blank
- Options: Two character MDS (Minimum Data Set) frequency code
- Usage: Used for facilities using the RAI application. Upon entering the field, a help section will display at the bottom of the screen to aid in setting up the MDS frequency.

Select **Hospital Base Menu > Department Specific > Frequency Table > Non-IV & PRN Frequency Table > PRN-BID**

Non-IV Frequency	Time	ChartLink
AC	0730 1130 1630	Yes
ACHS	0730 1130 1630 2100	Yes
REGTIME	2100	Yes
BID	0900 2100	Yes
DAILY	0900	Yes
DAILY COMADIN	1700	Yes
EVERY 2 HOURS (Q2H)	Hours Between Doses: 2	Yes
EVERY 4 HOURS (Q4H)	Hours Between Doses: 4	Yes
EVERY 6 HOURS (Q6H)	Hours Between Doses: 6	Yes
EVERY 8 HOURS (Q8H)	Hours Between Doses: 8	Yes
EVERY OTHER DAY	Hours Between Doses: 48	Yes

Non-IV Frequency	BID	<input checked="" type="radio"/> Standard Times	0900	2100							
Chartlink Selectable	<input checked="" type="checkbox"/>										
Layman's Description	TWICE A DAY										
Label Description											
MDS Frequency Code	2D	(nH, nD, nW, nM, PR, QO, C, O)	<input type="radio"/> Hours Between Doses								
Instructions	<input type="checkbox"/> Days of the Week <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun										
Minimum Time Between PRN Doses	0	Hours	0	Minutes							

Pharmacy Frequency Maintenance Screen

- **Layman's Term**
  - Default: Blank
  - Options: Up to a 20-character Layman's term.
  - Usage: Used with the Discharge Summary and Instructions application in the Point of Care application. Converts the frequency to Layman's Terms in the medication section of the Discharge Instructions Report.
- **Instructions**
  - Default: Blank
  - Options: Up to four lines of instructions.
  - Usage: Allows up to four lines of instructions pertinent to the frequency to be predefined. Upon entry of a frequency in Employee/LTC order entry, the predefined frequency instructions automatically display.

- **ChartLink Selectable**
  - Default: Blank
  - Options: ✓ (yes) or Blank (no)
  - Usage: Allows the frequency to be selectable from a drop-down box in the ChartLink application.
  
- **Minimum Time Between PRN doses**
  - Default: Blank
  - Options: Hours and minutes
  - Usage: Works in conjunction with the Medication Verification application. Sets a minimum time range for nursing administration of PRN doses of medication. If nursing tries to administer an order with a PRN frequency outside this time frame, i.e. too early, the system will display the following prompt: Administration interval is too short. Continue? If Yes is selected, an override reason must be entered. If No is selected, the administration is aborted.
  
- **Label Description**
  - Default: Blank
  - Options: Up to a 10-character label description
  - Usage: Allows a frequency description different than that the one entered during order entry to print to the label. The description prints to the label ONLY and does not affect printed reports.

### **Changing A Frequency Code**

To change the standard times for an existing frequency code:

1. From the Hospital Base menu, select **Department Specific**.
2. Select **2-Frequency Table**.
3. Select **Non-IV & PRN Frequency Table**
4. Enter the frequency code to be changed.
5. Click in the desired field to enter changes to that field.
  - Key in the changes.

Select Hospital Base Menu > Department Specific > Frequency Table > Non-IV & PRN Frequency Table > **BID**

Non-IV Frequency	Time	ChartLink
AC	0730 1130 1630	Yes
ACHS	0730 1130 1630 2100	Yes
BEDTIME	2100	Yes
BID	0900 2100	Yes
DAILY	0900	Yes
DAILY COUGHADIN	1700	Yes
EVERY 2 HOURS (Q2H)	Hours Between Doses: 2	Yes
EVERY 4 HOURS (Q4H)	Hours Between Doses: 4	Yes
EVERY 6 HOURS (Q6H)	Hours Between Doses: 6	Yes
EVERY 8 HOURS (Q8H)	Hours Between Doses: 8	Yes
EVERY OTHER DAY	Hours Between Doses: 48	Yes

Non-IV Frequency: **BID**

Chartlink Selectable:

Layman's Description: TWICE A DAY

Label Description: [ ]

MDS Frequency Code: 2D (nH, nD, nW, nM, PR, QO, C, O)

Instructions: [ ]

Minimum Time Between PRN Doses: 0 Hours, 0 Minutes

Standard Times: 0800, 2000

Days of the Week:  Mon,  Tue,  Wed,  Thu,  Fri,  Sat,  Sun

Buttons: Update, Delete, New

Frequency Maintenance Screen

### Deleting A Frequency Code

To delete a frequency code:

1. From the Hospital Base menu, select Department Specific.
2. Select Frequency Table.
3. Select Non-IV & PRN Frequency Table.
4. Select the frequency code to be deleted.
5. Select Delete.

### Print Options

1. From the Hospital Base menu, select **Department Specific**.
2. Select **Frequency Table**.
3. Select **Non-IV & PRN Frequency Report**.
  - Enter printer number.

**Non-IV Frequency Table Report (Sample)**

RUN DATE: 11/12/15 TIME:1536		Evident Community Hospital NON-IV FREQUENCY TABLE		PAGE 1 PCFLST
NON-IV FREQ.	LABEL DESC.	TIMES		
AC		0730 1130 1630		Y
ACHS		0730 1130 1630 2100		Y
BEDTIME		2100		Y
BID		0900 2100		Y
DAILY		0900		Y
DAILY COUMADIN		1700		Y
MON/WED/FRI		Days of the Week = MON WED FRI		Y
MONDAY		Days of the Week = MON		Y
MONTHLY		Hours Between Dose = 720		Y
PRN				Y
PRN BEDTIME				Y
PRN LUNCH				Y
PRN Q5MIN X3				Y
PRNQ12H				Y
PRNQ1H				Y
PRNQ2H				Y
PRNQ4H				Y
PRNQ6H				Y
PRNQ8H				Y
PRNX1				Y
Q12H		Hours Between Dose = 12		Y
Q1H		Hours Between Dose = 1		Y
Q24H		Hours Between Dose = 24		Y
Q2H		Hours Between Dose = 2		Y
Q2H WHILE AWAKE		0800 1000 1200 1400 1600 1800 2000		Y
Q2WEEKS		Hours Between Dose = 336		Y
Q48H		Hours Between Dose = 48		Y
Q4H		Hours Between Dose = 4		Y
Q6H		Hours Between Dose = 6		Y
Q72H		Hours Between Dose = 72		Y

**IV Frequency Table**

The Frequency Table sets standard administration times for frequency codes entered in **Frequency** of IV Order Entry. Standard administration times print on the following:

- Pharmacy labels
- IV Active Order List
- Active Order List
- MARs

## Entering A Frequency Code

Select **IV Frequency Table**.

Select **Base Menu > Department Specific > Frequency Table > IV Frequency Table > Frequency**

IV Frequency	Times	Chartlink
CONTINUOUS		Yes
DAILY	0900	Yes
PRN		Yes
Q12H	Hours Between Doses: 12	Yes
Q16H	Hours Between Doses: 16	Yes
Q18H	Hours Between Doses: 18	Yes
Q1H	Hours Between Doses: 1	Yes
Q24H	Hours Between Doses: 24	Yes
Q2H	Hours Between Doses: 2	Yes
Q30H	Hours Between Doses: 30	Yes
Q36H	Hours Between Doses: 36	Yes
Q3H	Hours Between Doses: 3	Yes
Q48H	Hours Between Doses: 48	Yes
Q4H	Hours Between Doses: 4	Yes
Q6H	Hours Between Doses: 6	Yes
Q72H	Hours Between Doses: 72	Yes

IV Frequency: **Q12H**  
 Chartlink Selectable:   
 Layman's Description:   
 Label Description:   
 MDS Frequency Code:  (NH, nD, nW, nM, PR, QO, C, O)

Standard Times  
 Hours Between Doses:   
 Days of the Week  
 Mon  Tue  Wed  Thu  Fri  Sat  Sun

Frequency Maintenance Screen

- **IV Frequency**
  - Default: Blank
  - Options: Up to a 20-character frequency code
  - Usage: Describes the frequency. The frequency can be selected by description from a lookup display during time of order entry. Multiple codes indicating the same frequency can be set up, for example, "Q8H", "Q8HR", "Q8HOURS ". This allows flexibility and avoids excessive entry of non-standard times on order entry.
- **Standard Times**
  - Default: Blank
  - Options: Administration times entered in military format.
  - Usage: Up to 24 times can be entered. The MAR can print only one time per hour.
- **Hours Between Doses**
  - Default: Blank
  - Options: Enter the number of hours between doses.
  - Usage: The system will calculate administration times based on the start time of the order.
- **Days of the Week**
  - Default: Blank
  - Options: Choose some or days of the week.
  - Usage: Administration time for the selected day(s) is based on the start time of the order.

- **MDS Frequency Code**
  - Default: Blank
  - Options: 2-character MDS (Minimum Data Set) frequency code
  - Usage: Used for facilities using the RAI application. Upon entering the field, a help section will display at the bottom of the screen to aid in setting up the MDS frequency.
  
- **Layman's Term**
  - Default: Blank
  - Options: Up to a 20-character Layman's term.
  - Usage: Used with the Discharge Summary and Instructions application in the Point of Care application. Converts the frequency to Layman's Terms in the medication section of the Discharge Instructions Report.
  
- **ChartLink Selectable**
  - Default: Blank
  - Options: ✓ (yes ) or Blank (no)
  - Usage: Allows the frequency to be selectable from a drop-down box in the ChartLink application.
  
- **Label Description**
  - Default: Blank
  - Options: Up to a 10-character label description
  - Usage: Allows a frequency description different than that the one entered during order entry to print to the label. The description prints to the label ONLY and does not affect printed reports.

### Changing A Frequency Code

To change a frequency code:

1. From the Hospital Base menu, select **Department Specific**.
2. Select **2-Frequency Table**.
3. Select **IV Frequency Table**.
4. Select the frequency code to be changed.
5. Select one of the available dosage options. **Enter Hours Between Dose, Days of the Week or Standard Time**.
6. Enter the new administration time(s).

Select Hospital Base Menu > Department Specific > Frequency Table > IV Frequency Table > **Frequency**

IV Frequency	Times	ChartLink
CONTINUOUS		Yes
DAILY	0900	Yes
PRN		Yes
Q12H	Hours Between Doses: 12	Yes
Q16H	Hours Between Doses: 16	Yes
Q18H	Hours Between Doses: 18	Yes
Q1H	Hours Between Doses: 1	Yes
Q24H	Hours Between Doses: 24	Yes
Q2H	Hours Between Doses: 2	Yes
Q30H	Hours Between Doses: 30	Yes
Q36H	Hours Between Doses: 36	Yes
Q3H	Hours Between Doses: 3	Yes
Q48H	Hours Between Doses: 48	Yes
Q4H	Hours Between Doses: 4	Yes
Q6H	Hours Between Doses: 6	Yes
Q72H	Hours Between Doses: 72	Yes

IV Frequency: **Q6H**

Chartlink Selectable:

Layman's Description: EVERY 6 HOURS

Label Description: [ ]

MDS Frequency Code: 6H (NH, nD, nW, nM, PR, QO, C, O)

Standard Times:  Standard Times [0200] [0800] [1400] [2000] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Hours Between Doses:  Hours Between Doses [ ]

Days of the Week:  Days of the Week [ ] Mon [ ] Tue [ ] Wed [ ] Thu [ ] Fri [ ] Sat [ ] Sun

Update Delete New

Frequency Maintenance Screen

### Deleting A Frequency Code

To delete a frequency code:

1. From the Hospital Base menu, select **Department Specific**.
2. Select **Frequency Table**.
3. Select **IV Frequency Table**.
4. Select the frequency code to be deleted.
5. Select **Delete**.

**Print Options**

From the Hospital Base menu, select **Department Specific**.

1. Select **Frequency Table**.
2. Select **IV Frequency Table**.
3. Enter printer number.

**IV Frequency Table Report (Sample)**

RUN DATE: 11/12/15	Evident Community Hospital	PAGE 1
TIME: 15:42	IV FREQUENCY TABLE	PCIVFREQP

IV FREQ.	LABEL DESC	TIMES	CHAR
-----			
CONTINUOUS			
DAILY		0900	
PRN			
Q12H		Hours Between Dose = 12	
Q16H		Hours Between Dose = 16	
Q18H		Hours Between Dose = 18	
Q1H		Hours Between Dose = 1	
Q24H		Hours Between Dose = 24	
Q2H		Hours Between Dose = 2	
Q30H		Hours Between Dose = 30	
Q36H		Hours Between Dose = 36	
Q3H		Hours Between Dose = 3	
Q48H		Hours Between Dose = 48	
Q4H		Hours Between Dose = 4	
Q6H		Hours Between Dose = 6	
Q72H		Hours Between Dose = 72	
Q8H		Hours Between Dose = 8	
QMONTH		Hours Between Dose = 720	
QWEEK		Hours Between Dose = 168	
TITRATE			

## 6.8 Instruction Table

### Overview

The Pharmacy Instruction Table provides a quick and easy way to pull common instructions to different items during Non-IV order entry.

*EXAMPLES: DO NOT CRUSH  
Take With Food*

### Instruction Table

Instructions can be linked to an item allowing them to be automatically pulled into an order.

A search of existing instructions during order entry allows the selection of an appropriate instruction. This feature is not required, since instructions can be manually entered on an order, but the process can facilitate order entry.

### Pharmacy Instructions in Non-IV Order Entry

The instructions from this table can be selected in **Instructions** of the Non-IV Order Entry screen in the following manner:

1. Enter two slashes </> and press <Enter> displaying ALL instructions in the table.
2. Enter one slash </>, the first few characters of an instruction code, and press <Enter> for a specific starting point.
3. Enter </> and press <Enter> causing an automatic linked instruction to pull. See [Pharmacy Information Page 2](#)<sup>[46]</sup> for more information on linking a drug with an Instruction.
  - The instruction also prints on the prescription label. This feature works on **Instruction** only.

### Entering an Instruction

To enter an instruction:

1. Enter up to a 9-character code or short description to represent the instruction.
  - Example, the instruction is: Take one tablet by mouth twice daily.
  - **Short Description**, enter 1TBID.
2. Enter the full instruction on **Description Line 1**.
  - **Description Line 1** accepts up to 25 characters. If the instruction is longer than this, enter the second part of the instruction on **Description Line 2**.
  - **Description Line 2** accepts up to 40 characters, giving a total of 65 characters for an instruction.
    - For the above example, in **Description Line 1**, enter TAKE ONE TABLET BY MOUTH.
    - **Description Line 2**, enter TWICE A DAY.

3. The description lines in this index correspond to the two lines that make up **Instructions** of the pharmacy order.
  - Make sure the instruction is broken in a logical place between the two lines – the label prints **Description Line 1** on the first half of the line, and **Description Line 2** on the second half of the line.
4. Select **Exit**.

Instructions can be entered for both inpatients and outpatients. Inpatient labels print lines 1, 2, 3, 4, 6, and 7 of the pharmacy order; outpatient labels print only lines 6 and 7. Up to 500 different instructions may be entered in this index.

Select **Hospital Base Menu > Department Specific > Instruction Table**

SYSTEM MENU >> SYSTEM MENU

Pharmacy Instruction Index

Short Description: 1TBID Exit

Description Line 1: TAKE ONE TABLET BY MOUTH

Description Line 2: TWICE A DAY.

Enter: \_ Exit Delete Change

Instruction Table

### Changing an Instruction

To change the Description lines for an instruction.

1. From the Hospital Base menu, select Department Specific.
2. Select Instruction Table.
3. Enter the short description and press <Enter>.
4. Select Change to change the description lines.

5. Cursor begins on Description Line 1.
  - Overtyping with correct information, or if the first line is correct, press <Enter> to move to the second line.
  - Overtype **Description Line 2**, if necessary.
  - The short description cannot be changed. It must be deleted.
6. Select the back arrow to exit.

### Select Hospital Base Menu > Department Specific > Instruction Table

The screenshot shows a software interface titled "Pharmacy Instruction Index". At the top, there is a blue header bar with a menu icon and the text "SYSTEM MENU » SYSTEM MENU". Below the header, the main content area contains the following text:

Short Description: 1TBID                      Exit

Description Line 1: TAKE ONE TABLET BY MOUTH

Description Line 2: TWICE A DAY.

At the bottom of the screen, there is a control bar with the text "Enter: \_" followed by three buttons: "Exit", "Delete", and "Change". The "Change" button is highlighted with a red border.

#### Changing Instruction

### Deleting an Instruction

To delete an instruction:

1. From the Hospital Base menu, select **Department Specific**.
2. Select Instruction Table.
3. Enter the short description and press <Enter>.
4. Select **Delete** to delete the instruction from the table.

Select Hospital Base Menu > Department Specific > Instruction Table

☰ SYSTEM MENU » SYSTEM MENU

Pharmacy Instruction Index

Short Description: 1TBID Exit

Description Line 1: TAKE ONE TABLET BY MOUTH

Description Line 2: TWICE A DAY.

Enter:

**Deleting an Instruction**

## Print Options

The Instruction Table Report prints a detailed list of all instructions created in the Instruction Table. To print:

Select **Hospital Base Menu > Department Specific > Instruction Table**

## Instruction Table Report (Sample)

```

RUN DATE 11/13/15      Evident Community Hospital      PAGE 1
RUN TIME 09:58        PHARMACY INSTRUCTIONS LIST      H5PCINLST

1TD    TAKE 1 TABLET BY MOUTH  DAILY.
1TIDCF TAKE ONE TABLET BY MOUTH THREE TIMES DAILY WITH FOOD.
CBID   TAKE ONE CAPSULE TWICE  DAILY
CHS    TAKE ONE CAPSULE AT     BEDTIME
CHS SLEEPTAKE ONE CAPSULE AT  BEDTIME FOR SLEEP
CIPRO  DO NOT TAKE 1/2 HOUR   BEFORE OR AFTER ANTACIDS
CQ6H   TAKE ONE CAPSULE EVERY  SIX (6) HOURS.
CQ6H X7DYTAKE ONE CAPSULE EVERY 6 HOURS FOR 7 DAYS.
CQD    TAKE ONE CAPSULE DAILY
CQID   TAKE ONE CAPSULE FOUR   TIMES DAILY
CTID   ONE CAPSULE THREE TIMES A DAY.
D=2    DOSE EQUALS 2 TABS
DEM    GIVE WITH DEMEROL     FOR PAIN
DWOJ   DISSOLVE TABLET IN 8 OZ OF WATER OR JUICE
E14D   EXPIRES IN 14 DAYS    SHAKE WELL/REFRIGERATE

```

## 6.9 Report Control Information

### *Overview*

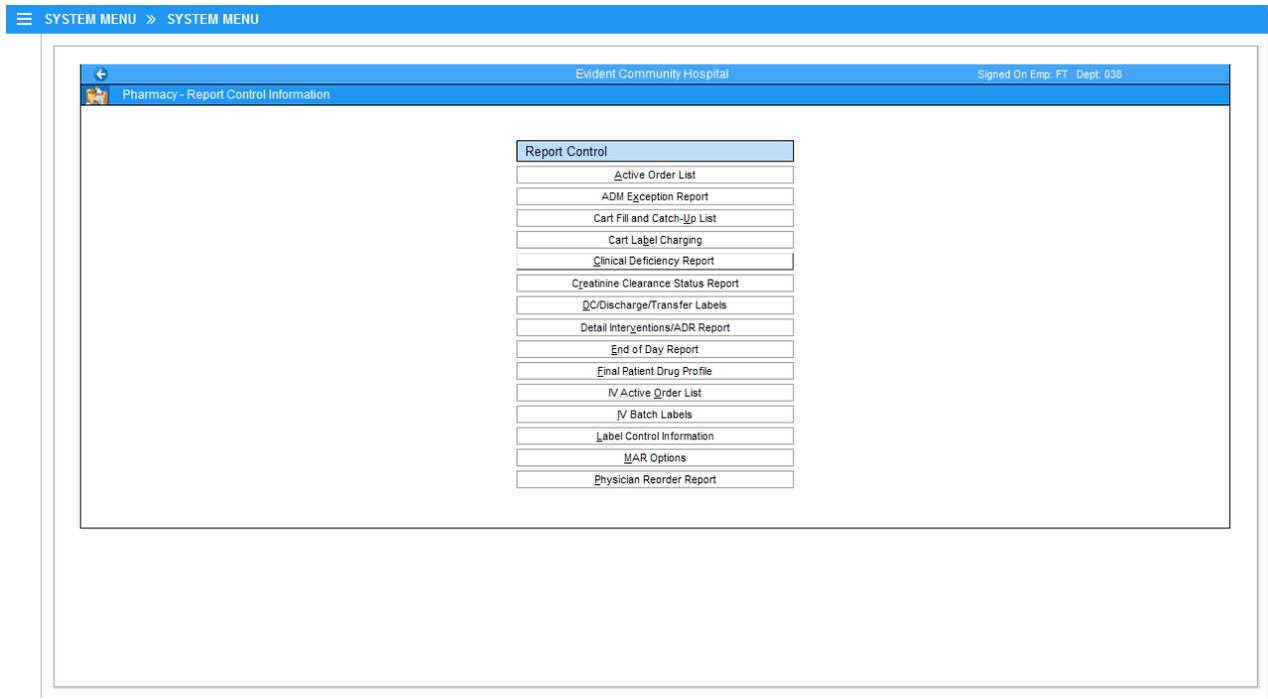
The Report Control Information table allows parameters to be set for the system to follow when printing various reports and Non-IV and IV labels. Daily pharmacy reports may be set to automatically print every day at specified times.

## Report Control Information Table

From the Hospital Base Menu, select **Department Specific** and press.

Select **Report Control Information**.

Select **Hospital Base Menu > Department Specific > Report Control Information**



**Pharmacy Report Control**

### Active Order List

This table provides the ability to automatically print the Active Order List Report. The report can be set to print for selected patient stay types and/or selected nursing stations.

1. From the Hospital Base Menu, select **Department Specific**.
2. From the Pharmacy Tables Menu, select **Report Control Information**.
3. From the Pharmacy Report Control Menu, select **Active Order List**.

Select Hospital Base Menu > Department Specific > Report Control Information > Active Order List

**Daily Autoprint Options**

Auto Print Each Day:  Print Time: 0900

Printer Number: 877 Printer Type: P

Select Stay Types:  1  2  3  4  5

Nursing Stations:  All or

Number of Days: 1

Include Clinic:

Active Order List Options

• **Auto Print Each Day / Print Time**

- Default: Blank, or no entry
- Options: Y (yes), √ (check mark), or N (no)
- Usage: Allows report to set to automatically print. This switch must be set to **yes** in order for other options to be accessible. Once selected, the desired time for the report to print should be entered in military format.

**NOTE:** Reports can only be set to print on the top of the hour.

• **Printer Number Type**

- Default: Blank, or no entry
- Options: 3-digit printer number and printer type code
- Usage: Used to enter the printer number and type of printer to which the report will be sent. The printer type allows the report to be sent in the correct format. Printer types are as follows: M - Okidata 320p or Turbo, E - Okidata 395, P - Lexmark Laser, H - Hewlett Packard, I, L, O, T, Z - Zebra

• **Select Stay Types**

- Default: Blank, or no entry
- Options: Y (yes), √ (check mark), or N (no)
- Usage: Designates the stay types for which the report will print. One or more stay types can be selected.

• **Select Nursing Stations**

- Default: Blank, or no entry
- Options: Y (yes), √ (check mark), or N (no) or entry of select nursing departments.
- Usage: Allows the report to print for ALL or up to ten selected nursing stations. If ALL is selected, it will not be possible to enter select nursing stations.

- **Number of Days**

- Default: Blank, or no entry
- Options: 1-4
- Usage: Defines the numbers of days for which the report will print. The report can be generated for 1 – 4 days.

### ***ADM Exception Report***

This table provides the ability to automatically print the ADM Exception Report. The report can be set to print for selected patient stay types and/or selected nursing stations.

1. From the Hospital Base Menu, select **Department Specific**.
2. From the Pharmacy Tables Menu, select **Report Control Information**.
3. From the Pharmacy Report Control Menu, select **ADM Exception Report**.

Select **Hospital Base Menu > Department Specific > Report Control Information > ADM Exception Report**

**Exception Report Options**

- **Automatically Print Each Day/ Print Time**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Allows report to set to automatically print. This switch must be set to **yes** in order for other options to be accessible. Once selected, the desired time for the report to print should be entered in military format.

**NOTE:** Reports can only be set to print on the top of the hour.

- **Printer Number / Printer Type**

- Default: Blank, or no entry
- Options: 3-digit printer number and printer type code
- Usage: Used to enter the printer number and type of printer to which the report will be sent. The printer type allows the report to be sent in the correct format. Printer types are as follows: M - Okidata 320p or Turbo, E - Okidata 395, P - Lexmark Laser, H, I, L, O, T, Z

- **Select Stay Types**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Designates the stay types for which the report will print. One or more stay types can be selected.

- **Nursing Stations**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no) or entry of select nursing departments.
- Usage: Allows the report to print for ALL or up to ten selected nursing stations. If ALL is selected, it will not be possible to enter select nursing stations.

### ***Cart Fill and Catch-Up List***

This table provides the ability to automatically print the Cart Fill List and Catch-Up List Reports. The report can be set to print for selected patient stay types and/or selected nursing stations.

1. From the Hospital Base Menu, select **Department Specific**.
2. From the Pharmacy Tables Menu, select **Report Control Information**.
3. From the Pharmacy Report Control Menu, select **Cart Fill List and Catch-Up List**.

Select Hospital Base Menu > Department Specific > Report Control Information > Cart Fill and Catch-Up List

Cart and Catch-Up Options

**Daily Autoprint Options: Cart Fill List**

• **Auto Print Each Day / Print Time**

- Default: Blank, or no entry
- Options: Y (yes), √ (check mark), or N (no)
- Usage: Allows report to set to automatically print. This switch must be set to **yes** in order for other options to be accessible. Once selected, the desired time for the report to print should be entered in military format.

**NOTE:** Reports can only be set to print on the top of the hour.

• **Printer Number / Printer Type**

- Default: Blank, or no entry
- Options: 3-digit printer number and printer type code
- Usage: Used to enter the printer number and type of printer to which the report will be sent. The printer type allows the report to be sent in the correct format. Printer types are as follows:
  - M - Okidata 320p or Turbo
  - E - Okidata 395
  - P - Lexmark Laser

• **Select Stay Types**

- Default: Blank, or no entry
- Options: Y (yes), √ (check mark), or N (no)
- Usage: Designates the stay types for which the report will print. One or more stay types may be selected.

- **Nursing Stations**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no) or entry of select nursing departments.
- Usage: Allows the report to print for ALL or up to ten selected nursing stations. If ALL is selected, it will not be possible to enter select nursing stations.

- **Number of Days**

- Default: Blank, or no entry
- Options: 00 - 99
- Usage: Sets the default number of days that the report will print for.

- **Generate Charges**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: If set to Y (Yes), the system will generate charges at the time the report is generated. If set to N (No), charges will not generate.

### **Daily Autoprint Options: Cart Catch-Up List**

- **Auto Print Each Day / Print Time**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Allows report to set to automatically print. This switch must be set to **yes** in order for other options to be accessible. Once selected, the desired time for the report to print should be entered in military format.

**NOTE:** Reports can only be set to print on the top of the hour.

- **Printer Number / Printer Type**

- Default: Blank, or no entry
- Options: 3-digit printer number and printer type code
- Usage: Used to enter the printer number and type of printer to which the report will be sent. The printer type allows the report to be sent in the correct format. Printer types are as follows:
  - M - Okidata 320p or Turbo
  - E - Okidata 395 P - Lexmark Laser

- **Generate Charges**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: If set to Y (Yes), the system will generate charges at the time the report is generated. If set to N (No), charges will not generate.

### **Cart Fill List Options**

- **Date Range for Non-Charging Cart Fill List**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)

- Usage: Allows the system to prompt for a date range when printing the Non-Charging Cart Fill List.

### **Cart Label Charging**

This table provides the ability to automatically print the Cart Label Charging Report. The report can be set to print for selected patient stay types and/or selected nursing stations.

1. From the Hospital Base Menu, select **Department Specific**.
2. From the Pharmacy Tables Menu, select **Report Control Information**.
3. From the Pharmacy Report Control Menu, select **Cart Label Charging**.

Select **Hospital Base Menu > Department Specific > Report Control Information > Cart Label Charging**

The screenshot shows a web-based form titled "Daily Autoprint Options" within a browser window. The browser's address bar shows "Pharmacy - Cart Label Charging". The page header includes "Evident Community Hospital" and "Signed On Emp: FT Dept: 038". The form contains the following elements:

- Auto Print Each Day:** A checkbox that is currently unchecked.
- Print Time:** A text input field containing "0000".
- Printer Number:** An empty text input field.
- Printer Type:** A dropdown menu with "P" selected.
- Nursing Stations:** A checkbox labeled "All or" followed by five empty text input fields.
- Number of Days:** A dropdown menu with "1" selected.
- Include Clinic:** A checkbox labeled "1" that is currently unchecked.

**Cart Label Charging Options**

- **Automatically Print Each Day Print Time**

- Default: Blank, or no entry
- Options: Y (yes), √ (check mark), or N (no)
- Usage: Allows report to set to automatically print. This switch must be set to **yes** in order for other options to be accessible. Once selected, the desired time for the report to print should be entered in military format.

**NOTE:** Reports can only be set to print on the top of the hour.

- **Printer Number Type**

- Default: Blank, or no entry
- Options: 3-digit printer number and printer type code
- Usage: Used to enter the printer number and type of printer to which the report will be sent. The printer type allows the report to be sent in the correct format. Printer types are as follows:

- M - Okidata 320p or Turbo
- E - Okidata 395
- P - Lexmark Laser

- **Select Stay Types**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Select the desired chart types to be included

- **Select Nursing Stations**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no) or entry of select nursing departments.
- Usage: Allows the report to print for ALL or up to ten selected nursing stations. If ALL is selected, it will not be possible to enter select nursing stations.

- **Number of Days (if applicable)**

- Default: Blank, or no entry
- Options: 00 - 99
- Usage: Sets the default number of days that the report will print for.

### ***Clinical Deficiency Report***

This table provides the ability to automatically print the Clinical Deficiency Report. The report can be set to print for selected patient stay types and/or selected nursing stations.

1. From the Hospital Base Menu, select **Department Specific**.
2. From the Pharmacy Tables Menu, select **Report Control Information**.
3. From the Pharmacy Report Control Menu, select **Clinical Deficiency Report**.

The screenshot displays the 'Daily Autoprint Options' configuration window. The interface includes the following fields and options:

- Auto Print Each Day:**
- Print Time:** 0600
- Printer Number:** 877
- Printer Type:** P
- Select Stay Types:**  1,  2,  3,  4,  5
- Nursing Stations:**  All or [ ] [ ] [ ] [ ] [ ]
- Display Diagnostic Codes/Desc:**
- Display Patients:**  All Patients,  Patients with Missing Clinical Information

**Clinical Deficiency Report Options**

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- **Automatically Print Each Day Print Time**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Allows report to set to automatically print. This switch must be set to **yes** in order for other options to be accessible. Once selected, the desired time for the report to print should be entered in military format.

**NOTE:** Reports can only be set to print on the top of the hour.

- **Printer Number Type**

- Default: Blank, or no entry
- Options: 3-digit printer number and printer type code
- Usage: Used to enter the printer number and type of printer to which the report will be sent. The printer type allows the report to be sent in the correct format. Printer types are as follows:
  - M - Okidata 320p or Turbo
  - E - Okidata 395
  - P - Lexmark Laser

- **Select Stay Types**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Designates the stay types for which the report will print. One or more stay types can be selected.

- **Select Nursing Stations**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no) or entry of select nursing departments.
- Usage: Allows the report to print for ALL or up to ten selected nursing stations. If ALL is selected, it will not be possible to enter select nursing stations.

- **Display Diagnosis Codes / Desc**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Allows patient's diagnosis to print to the report.

- **Select One**

- Default: All Patients
- Options: All patients or Patients with Missing Clinical Information
- Usage: Controls whether the report prints for all patients or only those missing height, weight, or allergies.

### CrCI Status Report Control Information

The Creatinine Clearance Report Control Information table is used to specify which patients print on the Creatinine Clearance Status report. The table settings serve as the default when this report is set to automatically print. These settings can be overridden when the report is printed on demand.

1. From the Hospital Base Menu, select **Department Specific**.
2. From the Pharmacy Tables Menu, select **Report Control Information**.
3. From the Pharmacy Report Control Menu, select **CrCI Status Report Control Information**.
4. Select one of the 4 options available.
  - **All Patients:** Prints for all patients regardless of stay type or location
  - **Selected Nursing Station:** Prints only patients for a selected nursing station.
  - **Selected Stay Type:** Prints only patients listed as the selected stay type.
  - **Selected Sub-Type:** Prints only patients listed as the selected sub-type.

Select **Hospital Base Menu > Department Specific > Report Control Information > CrCI Status Report Control Information**

Pharmacy - CrCI Status Report Control Information

Evident Community Hospital Signed On Emp: FT Dept: 038

CrCL Status Report Control Information

Print:

All Patients

Selected Nursing Station Nursing Station:

Selected Stay Type Stay Type:

Selected Sub-Type Sub-Type:

CrCI Status Report Control Information screen

## DC / Discharge / Transfer Labels

This table will allow a DISCHARGED or TRANSFERRED TO ROOM label to be automatically printed on patients that are discharged or transferred. The label will print at the time the discharge or transfer occurs in the system. The system can also print a DISCONTINUED medication label when an active IV or Non-IV medication is discontinued with a stop code of D, E, H or S. These labels serve as notification that these medication orders are no longer active orders.

**NOTE:** Labels only print on medication orders with a permanent status. Temporary technician or nursing orders will not generate labels.

1. From the Hospital Base menu, select **Dept. Specific**.
2. Select **Report Control Information**.
3. Select **DC/Discharge/Transfer Labels** and press <Enter>.

Select **Hospital Base Menu > Department Specific > Report Control Information > DC/Discharge/Transfer Labels**

	IV Orders	Non-IV Orders
Print Discharge/Transfer Labels for active orders:	<input type="checkbox"/>	<input type="checkbox"/>
Print Discontinued Med Labels:	<input type="checkbox"/>	<input type="checkbox"/>

DC/Discharge/Transfer Labels option screen

- **Print Discharge/Transfer Label for active orders:** determines if IV Orders and/or Non-IV Orders print a label at time of discharge or transfer.
- **Print Discontinued Med Labels:** determines if IV Orders and/or Non-IV Orders print a label when the medication is discontinued.

### ***Detail Interventions / ADRs Report***

This table provides control of changing the sort criteria for Detail Interventions/ ADR Report. If no sort parameters are entered, the report continues to print in the default format.

1. From the Hospital Base Menu, select **Department Specific**.
2. From the Pharmacy Tables Menu, select **Report Control Information**.
3. From the Pharmacy Report Control Menu, select **Detail Interventions / ADRs Report**.

Select **Hospital Base Menu > Department Specific > Report Control Information > Detail Interventions / ADRs Report**

#### **Detail Interventions / ADRs Report**

- **Sort Options:** Specify a Primary and Secondary sort based on the following criteria:
  - Patient Number
  - Item Description
  - Physician Name
  - Intervention Type
  - Outcome Without Intervention
  - Outcome Due to Intervention
  - Intervention Status
  - RPh Initials

To specify the sort option, type a <1> for the primary sort and <2> for secondary sort on the corresponding line. The report will page break based on the Primary sort.

## End of Day Report

This table provides the ability to automatically print the End of Day Report.

1. From the Hospital Base Menu, select **Department Specific**.
2. From the Pharmacy Tables Menu, select **Report Control Information**.
3. From the Pharmacy Report Control Menu, select **End of Day Report**.

Select **Hospital Base Menu > Department Specific > Report Control Information > End of Day Report**

**End of Day Report Options**

- **Summary Charge Codes**

- Default: 78,79,44,45,47
- Options: Up to 100 2-digit summary charge codes.
- Usage: The End of Day Report lists charges based on the insurance summary code.
- If any codes are entered, then the default codes are ignored and only the Insurance Summary Codes listed are reported. This also controls the information for the Final Drug Profile.
- These codes allow pharmacy to view orders and charges of items with these particular codes.
- To Add Click the **ADD...** button. A list of all available Summary Charge Codes are presented. Click the desired selection.
- To Remove Click the **Remove** button. A list of selected Summary Charge Codes is presented for the user to select and Remove. If all Summary Charge Codes are removed from the list, the list will be re-populated with 44, 45, 47, 79 and 78.

- **Default # of Days**

- Default: 1
- Options: 0-9
- Usage: Sets the number of days the End of Day Report defaults.

- **Outpatient Cont. Subst. Stay Types**

- Default: 1
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Designates the stay types for which the controlled substance section of the report prints. One or more stay types can be selected.

- **Automatically Print Each Day / Print Time**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Allows report to set to automatically print. This switch must be set to **yes** in order for other options to be accessible. Once selected, the desired time for the report to print should be entered in military format.

**NOTE:** Reports can only be set to print on the top of the hour.

- **Printer Number / Printer Type**

- Default: Blank, or no entry
- Options: 3-digit printer number and printer type code
- Usage: Used to enter the printer number and type of printer to which the report will be sent. The printer type allows the report to be sent in the correct format. Printer types are as follows:
  - M - Okidata 320p or Turbo
  - E - Okidata 395
  - P - Lexmark Laser

## Final Patient Drug Profile

This table provides the ability to automatically print the Final Drug Profile Report. The report can be set to print for selected patient stay types and/or selected nursing stations.

1. From the Hospital Base Menu, select **Department Specific**.
2. From the Pharmacy Tables Menu, select **Report Control Information**.
3. From the Pharmacy Report Control Menu, select **Final Patient Drug Profile**.

Select **Hospital Base Menu > Department Specific > Report Control Information > Final Patient Drug Profile**

**Final Drug Profile Options**

- **Default # of Days**
  - Default: Blank, or no entry
  - Options: 0-9
  - Usage: Sets the number of days the Final Drug Profile Report defaults.
- **Automatically Print Each Day / Print Time**
  - Default: Blank, or no entry
  - Options: Y (yes), ✓ (check mark), or N (no)
  - Usage: Allows report to set to automatically print. This switch must be set to **yes** in order for other options to be accessible. Once selected, the desired time for the report to print should be entered in military format.

**NOTE:** Reports can only be set to print on the top of the hour.

- **Printer Number / Printer Type**

- Default: Blank, or no entry
- Options: 3-digit printer number and printer type code
- Usage: Used to enter the printer number and type of printer to which the report will be sent. The printer type allows the report to be sent in the correct format. Printer types are as follows:
  - M - Okidata 320p or Turbo
  - E - Okidata 395
  - P - Lexmark Laser

- **Select Stay Types**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Designates the stay types for which the report will print. One or more stay types can be selected.

- **Select Nursing Stations**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no) or entry of select nursing departments.
- Usage: Allows the report to print for ALL or up to ten selected nursing stations. If ALL is selected, it will not be possible to enter select nursing stations.

- **Select One**

- Default: Inhouse Accounts
- Options: Inhouse Accounts or Discharges for a Given Date
- Usage: Prints the report for current inhouse patients or discharged patients. If printing for discharged patients, it will necessary to choose whether the report prints for **C-Current Date** or **P-Previous Date**.

## IV Active Order List

This table provides the ability to automatically print the IV Active Order List Report. The report can be set to print for selected patient stay types and/or selected nursing stations.

1. From the Hospital Base Menu, select **Department Specific**.
2. From the Pharmacy Tables Menu, select **Report Control Information**.
3. From the Pharmacy Report Control Menu, select **IV Active Order List**.

Select **Hospital Base Menu > Department Specific > Report Control Information > IV Active Order List**

The screenshot shows a web interface for configuring report options. At the top, it says 'Evident Community Hospital' and 'Signed On Emp: FT Dept: 038'. The main title is 'Pharmacy - Final Patient Drug Profile Options'. Below this, there are two main sections: 'Final Drug Profile Options' and 'Daily Autoprint Options'. In the 'Final Drug Profile Options' section, there is a 'Default Number of Days' dropdown menu currently set to '1'. The 'Daily Autoprint Options' section contains several fields: 'Auto Print Each Day' with a checked checkbox, 'Print Time' with a text input field containing '0700', 'Printer Number' with a text input field containing '877', and 'Printer Type' with a dropdown menu set to 'P'. Below these are radio buttons for 'Inhouse Accounts' (unselected) and 'Discharges for a Given Date' (selected). The 'Discharges for a Given Date' option has a dropdown menu set to 'P' and a note '(C - Current Date, P-Previous Date)'. At the bottom of this section is an 'Include Clinic' checkbox which is unchecked.

### IV Active Order List Options

- **Automatically Print Each Day Print Time**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Allows report to set to automatically print. This switch must be set to **yes** in order for other options to be accessible. Once selected, the desired time for the report to print should be entered in military format.

**NOTE:** Reports can only be set to print on the top of the hour.

- **Printer Number Type**

- Default: Blank, or no entry
- Options: 3-digit printer number and printer type code
- Usage: Used to enter the printer number and type of printer to which the report will be sent. The printer type allows the report to be sent in the correct format. Printer types are as follows:
  - M - Okidata 320p or Turbo
  - E - Okidata 395
  - P - Lexmark Laser

- **Select Stay Types**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Designates the stay types for which the report will print. One or more stay types can be selected.

- **Select Nursing Stations**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no) or entry of select nursing departments.
- Usage: Allows the report to print for ALL or up to ten selected nursing stations. If ALL is selected, it will not be possible to enter select nursing stations.

- **Report Begin Date**

- Default: Blank, or no entry
- Options: C-Current Date or T-Current Date Plus One
- Usage: Allows the report to be printed either for the current date or for the following day.

- **Report Begin Time**

- Default: Blank, or no entry
- Options: 4-digit time in military format
- Usage: Sets the begin time for which the report will print.

- **Number of Days**

- Default: Blank, or no entry
- Options: 00 - 99
- Usage: Sets the default number of days that the report will print for.

- **Report End Time**

- Default: Blank, or no entry
- Options: 4-digit time in military format
- Usage: Sets the end time for which the report will print.

## IV Batch Label

This table provides the ability to automatically print the IV Label Charging Report. The report can be set to print for selected patient stay types and/or selected nursing stations.

1. From the Hospital Base Menu, select **Department Specific**.
2. From the Pharmacy Tables Menu, select **Report Control Information**.
3. From the Pharmacy Report Control Menu, select **IV Label Charging (Reorder)**.

Select **Hospital Base Menu > Department Specific > Report Control Information > IV Batch Label**

The screenshot shows a web-based form titled "Daily Autoprint Options" within a browser window. The browser address bar shows "Pharmacy - IV Batch Labels" and the page title is "Evident Community Hospital". The user is signed on as "Emp: FT Dept: 038". The form contains the following fields and options:

- Auto Print Each Day:**
- Print Time:**
- Printer Number:**
- Printer Type:**
- Select Stay Types:**  1  2  3  4  5
- Nursing Stations:**  All or
- Start Day:**
- Start Time:**
- Number of Days:**
- End Time:**
- Generate Charges:**
- IV Order Types:**
- Include Clinic:**

### IV Label Charging (Reorder) Options

- **Automatically Print Each Day Print Time**

- Default: Blank, or no entry
- Options: Y (yes), √ (check mark), or N (no)
- Usage: Allows report to set to automatically print. This switch must be set to **yes** in order for other options to be accessible. Once selected, the desired time for the report to print should be entered in military format.

**NOTE:** Reports can only be set to print on the top of the hour.

- **Printer Number Type**

- Default: Blank, or no entry
- Options: 3-digit printer number and printer type code
- Usage: Used to enter the printer number and type of printer to which the report will be sent. The printer type allows the report to be sent in the correct format. Printer types are as follows:
  - M - Okidata 320p or Turbo
  - E - Okidata 395
  - P - Lexmark Laser

- **Select Stay Types**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Designates the stay types for which the report will print. One or more stay types can be selected.

- **Select Nursing Stations**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no) or entry of select nursing departments.
- Usage: Allows the report to print for ALL or up to ten selected nursing stations. If ALL is selected, it will not be possible to enter select nursing stations.

- **Report Begin Date**

- Default: Blank, or no entry
- Options: C-Current Date or T-Current Date Plus One
- Usage: Allows the report to be printed either for the current date or for the following day.

- **Report Begin Time**

- Default: Blank, or no entry
- Options: 4-digit time in military format
- Usage: Sets the begin time for which the report will print.

- **Number of Days**

- Default: Blank, or no entry
- Options: 00 - 99
- Usage: Sets the default number of days that the report will print for.

- **Report End Time**

- Default: Blank, or no entry
- Options: 4-digit time in military format
- Usage: Sets the end time for which the report will print.

- **Generate Charges**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: If set to Y (Yes), the system will generate charges at the time the report is generated. If set to N (No), charges will not generate.

- **IV Order Types**

- Default: Blank, or no entry
- Options: S-Scheduled, N-Non-Scheduled, A-All
- Usage: Allows labels and/or charges to be generated for Scheduled IV orders only, Non-scheduled IV orders only, or All IV orders.

## Label Control Information

This table controls the printer to which Non-IV labels and IV labels print, label sizes, and the number of default labels to print during order entry. This also contains the Label programs that control the printing of Non-IV and IV labels.

1. From the Hospital Base menu, select **Dept. Specific**.
2. Select **Report Control Information**.
3. Select **Label Control Information**.

Select Hospital Base Menu > Department Specific > Report Control Information > Label Control Information

The screenshot displays the 'Pharmacy - Label Control' window for Evident Community Hospital. The interface is divided into three main sections: Non-IV Labels, IV Labels, and Other Options.

**Non-IV Labels Section:**

- Printer Number: 401
- Label Program: XPCLAB3
- Label Size: 3 - 3.5 x 1 7/16
- Number of Default Labels:
 

	OE	LTC / EMP
IP	1	
O/P		
E.R.		
SNF		
CLINIC		

**IV Labels Section:**

- Printer Number: 401
- Label Program: XPCLAB2
- Label Size: 3 - 3.5 x 1 7/16
- Use Infusion Time

**Other Options Section:**

- Print Receipt
- Print Price to O/P Label

Label Control Information

## Non-IV Labels

- **Printer Number**
  - Default: Blank, or no entry
  - Options: 3-digit printer number or S-Station Printer
  - Usage: Used to enter the printer number to which the IV labels will be sent. TruBridge Support Representatives enter this information during the installation process.
- **Label Size**
  - Default: Blank, or no entry
  - Options: 1-5
  - Usage: Using the display provided, enter the corresponding sequence number of the desired label size. If the same printer is being used for Non-IV labels and IV labels, then the same label size must be listed in lines 2 and 6.

- **Non-IV Label Program**

- Default: Blank, or no entry
- Options: Executable provided by TruBridge.
- Usage: This field should never be accessed. TruBridge Support Representatives enter this information during the installation process.

- **Number of Default Labels**

- Default: Blank, or no entry
- Options:
- Usage: Determines the number of labels to print by default during order entry and for LTC/Employee prescriptions for each stay type. Under each column enter the quantity of labels needed during OE for each patient stay type. To remove a quantity, use <-1> in each field.

### IV Labels

- **Printer Number**

- Default: Blank, or no entry
- Options: 3-digit printer number or S-Station Printer
- Usage: Used to enter the printer number to which the IV labels will be sent. TruBridge Support Representatives enter this information during the installation process.

- **Label Size**

- Default: Blank, or no entry
- Options: 1-5
- Usage: Using the display provided, enter the corresponding sequence number of the desired label size. If the same printer is being used for Non-IV labels and IV labels, then the same label size must be listed in lines 2 and 6.

- **IV Label Program**

- Default: Blank, or no entry
- Options: Executable provided by TruBridge.
- Usage: This field should never be accessed. TruBridge Support Representatives enter this information during the installation process.

- **Use Infusion Time**

- Default: Blank, or no entry
- Options: Y (yes) or N (No)
- Usage: Calculates the infusion time for orders containing a total volume and flow rate. If the infusion time is less than an hour, the time will print in minutes.

### Other Options

- **Print Receipt**

- Default: Blank, or no entry
- Options: Y (yes), √ (check mark), or N (no)
- Usage: Allows the system to generate a receipt for orders entered via **Employee/LTC**.

- **Print Price to O/P label? (Y/N)**

- Default: Y (Yes)
- Options: Y (yes) or N (No)

- Usage: Allows patient price to print to the outpatient label.

### MAR Options

To access the MAR Report Options:

1. From the Hospital Base menu, select **Department Specific**.
2. Select **Report Control Information**.
3. Select **MAR Options**.

Select Base Menu > Department Specific > Report Control Information > MAR Options

MAR Report Options

#### • Start Time

- Default: Blank, or no entry
- Options: 0700, 1500, 1900, 2300, 2400
- Usage: Sets the times that doses print on the MAR. If start time is set for 0700, the MAR prints for the doses 0700 and the next day at 0659.

#### • Start Day

- Default: Blank, or no entry
- Options: C-Current Date or T-Current Date Plus One
- Usage: Allows the report to be printed either for the current date or for the following day.

#### • Use Hospital Name

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Allows the Hospital Name to print on the MAR

- **Use Plain Paper**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Allows the MAR to print on plain white paper. Select <N> if the hospital is using the preformatted MAR forms.

- **Separate IVs**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Allows IV orders to print on the last page separate from Routines and PRNs

- **Weight Unit**

- Default: Blank, or no entry
- Options: P-Pounds or K-Kilograms
- Usage: Determines if recorded weight displays in pounds or kilograms.

- **Include Clinic**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Determines if Clinic patients print on the MAR

### **Daily Autoprint Options: 24HR MAR**

- **Automatically Print Each Day / Print Time**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Allows report to set to automatically print. This switch must be set to **yes** in order for other options to be accessible. Once selected, the desired time for the report to print should be entered in military format.

**NOTE:** Reports can only be set to print on the top of the hour.

- **Printer Number/ Printer Type**

- Default: Blank, or no entry
- Options: 3-digit printer number and printer type code
- Usage: Used to enter the printer number and type of printer to which the report will be sent. The printer type allows the report to be sent in the correct format. Printer types are as follows:
  - M - Okidata 320p or Turbo
  - E - Okidata 395
  - P - Lexmark Laser

- **Select Stay Types**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Designates the stay types for which the report will print. One or more stay types can be selected.

- **Select Nursing Stations**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no) or entry of select nursing departments.

- Usage: Allows the report to print for ALL or up to ten selected nursing stations. If ALL is selected, it will not be possible to enter select nursing stations.

### **Daily Autoprint Options: 3 Day MAR**

- **Automatically Print Each Day / Print Time**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Allows report to set to automatically print. This switch must be set to **yes** in order for other options to be accessible. Once selected, the desired time for the report to print should be entered in military format.

**NOTE:** Reports can only be set to print on the top of the hour.

- **Printer Number / Printer Type**

- Default: Blank, or no entry
- Options: 3-digit printer number and printer type code
- Usage: Used to enter the printer number and type of printer to which the report will be sent. The printer type allows the report to be sent in the correct format. Printer types are as follows:
  - M - Okidata 320p or Turbo
  - E - Okidata 395
  - P - Lexmark Laser

- **Select Stay Types**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Designates the stay types for which the report will print. One or more stay types can be selected.

- **Select Nursing Stations**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no) or entry of select nursing departments.
- Usage: Allows the report to print for ALL or up to ten selected nursing stations. If ALL is selected, it will not be possible to enter select nursing stations.

### ***Physician Reorder Report Table***

This table provides control of changing the sort criteria for the Physician Reorder Report. The default sort is by nursing station, then within the nursing station by physicians. If no sort parameters are entered, the report continues to print in the default format. The default sort criteria is displayed at the bottom of the screen.

1. From the Hospital Base Menu, select **Department Specific**.
2. Select **Report Control Information**.
3. Select **Physician Reorder Report**.

Select Hospital Base Menu > Department Specific > Report Control Information > Physician Reorder Report Table

The screenshot shows the configuration interface for the Physician Reorder Report Table. It is divided into three main sections:

- Primary and Secondary Sort Order:** Contains two columns of dropdown menus. The first column is for 'Nursing' (Primary and Secondary Sort) and the second is for 'Pharmacy' (Primary and Secondary Sort). Each dropdown has a 'Set To Default' button below it.
- Daily Autoprint Options:** Includes checkboxes for 'Auto Print Each Day', 'Include Clinic', and 'Days prior' (set to 1). It also has fields for 'Printer Number', 'Print Time', and 'Type' (set to P). There are checkboxes for 'Stay Types' (1-5) and 'Nursing Stations' (All or individual station numbers).
- Message To The Doctor:** Features a checked checkbox for 'Include "Dear Doctor" Greeting?'. Below is a text area containing a message template about discontinuing medication. There are 'Reset To Default Message' and 'Clear Message Box' buttons. A checked checkbox at the bottom indicates 'Include "Physician's Initials to Discontinue" Message After Each Order?'.

Physician Reorder Report Table

### Primary and Secondary Sort Order

The Nursing and Pharmacy copies can be sorted using different sort criteria. Specify a Primary and Secondary sort based on the following criteria:

1. Nursing Station
2. Patient Name
3. Physician Name
4. Reorder Date
5. Room Number

#### **Nursing:**

To specify the sort option, select the drop down for the primary sort and select the dropdown for secondary sort on the corresponding line under the column for Nursing. The primary sort is listed on the top of each page of the Physician Reorder Report. Each page sorts according to the secondary sort criteria specified in the table. The Nursing copy page breaks by the Primary sort, regardless of whether it is custom or the default.

#### **Pharmacy:**

To specify the sort option type a <1> for the primary sort and <2> for the secondary sort on the corresponding line under the column for Pharmacy. The report sorts according to the choices in one continuous report. The Pharmacy copy will NOT page break by Primary sort. The Pharmacy copy only relies on the table to determine the order in which information is displayed.

**Both Pharmacy And Nursing:**

Both a Primary and Secondary Sort option must be entered for Pharmacy and Nursing. If a Primary sort option is entered, a corresponding Secondary sort option must also be entered. If a Secondary sort option is entered, a corresponding Primary sort option must also be entered.

If no sort parameters are entered, the report prints using a default format of Nursing Station as Primary and Physician Name as the Secondary sort parameter. To change the sort parameters, pound out (type #) existing sort parameters and enter the new sort parameters.

**NOTE:** *If only one report (Nursing or Pharmacy copy) is needed or desired, please contact your TruBridge Pharmacy Support Representative for further assistance.*

**Days Prior:**

Select 1-9 to specify the number of days prior to reorder date orders will print to this report.

**Daily Autoprint Options****• Auto Print Each Day / Print Time**

- Default: Blank, or no entry
- Options: Yes, ✓ (check mark), or blank (no)
- Usage: Allows report to set to automatically print. This switch must be set to **yes** in order for other options to be accessible. Once selected, the desired time for the report to print should be entered in military format.

**NOTE:** *Reports can only be set to print on the top of the hour.*

**• Printer Number / Type**

- Default: Blank, or no entry
- Options: 3-digit printer number and printer type code
- Usage: Used to enter the printer number and type of printer to which the report will be sent. The printer type allows the report to be sent in the correct format. Printer types are as follows:
  - M - Okidata 320p or Turbo
  - E - Okidata 395
  - P - Lexmark Laser

**• Select Stay Types**

- Default: Blank, or no entry
- Options: Yes, ✓ (check mark), or blank (no)
- Usage: Designates the stay types for which the report will print. One or more stay types can be selected.

**• Select Nursing Stations**

- Default: Blank, or no entry
- Options: Yes, ✓ (check mark), or blank (no) or entry of select nursing departments.
- Usage: Allows the report to print for ALL or up to ten selected nursing stations. If ALL is selected, it will not be possible to enter select nursing stations.

**• Days Prior**

- Default: 1
- Options: 1- 9

- Usage: Determines the time frame in days for medications with reorder days to print to the report.
- **Include Clinic**
  - Default: Blank, or no entry
  - Options: Yes, ✓ (check mark), or blank (no)
  - Usage: If selected, Clinic patients will present on the report.

### **Message To The Doctor**

- **Include “Dear Doctor” Greeting**
  - Default: Blank, or no entry
  - Options: Yes, ✓ (check mark), or blank (no) or entry of select nursing departments.
  - Usage: Allows the greeting to be included on the Physician Reorder Report

## **6.10 Interactions Indicators Table**

### ***Overview***

The Interactions / Indicators Table provides a method for documenting medication-dispensing practices and monitoring hospital-established criteria. The program can be used to generate reports that document potential Food-Drug Interactions, Drug-Laboratory Test Interferences, and any other indicators or prescribing criteria the hospital wishes to monitor.

### ***Interactions / Indicators Table***

To access the Interactions/Indicators Table:

Select **Hospital Base Menu > Master Selection > Business Office Tables > Table Maintenance > Clinical > Interactions/Indicators**

Code	Title
A0001	ADR MONITORING
A0002	QUINOLONES
D0001	COUMADIN MONITORING
D0002	QUINOLONE DUE
E0001	EXCESSIVE ANTICOAGULATION
F0001	TETRACYCLINE
F0002	DIURETICS-POTASSIUM DEPLETING
F0003	DIURETIC-POTASSIUM
F0004	ANTICOAGULANTS
H0001	HEPARIN MONITORING
L0001	PHENYTOIN LEVEL
L0002	COUMADIN
L0004	CHECK AMINOGLYCOSIDE LEVELS
L0005	DIGOXIN LEVEL
M0001	ANTICOAGULANTS LTC
N0001	WARFARIN LTC MONITOR
N0002	ANTI-PSYCHOTIC MONITOR
N0003	ANXIOLYTIC MONITOR
N0004	LAXATIVE MONITOR
N0005	INSULIN OR HYPOLYCEMICS
N0006	DIURETICS WITHOUT K+
N0007	BP MEDS WITHOUT BP MONITOR
N0009	DO NOT CRUSH DRUG
P0001	IV/PO SWITCH
P0002	ADM. TIME REPORT
T0001	CENTRAL TPN MONITORING

Interactions/Indicators Table

Facility 1 : CPSI COMMUNITY HEALTH SYSTEM

Interactions/Indicators

Enter Code:  Must begin with a letter (A-Z) followed by four numeric characters greater than zero

Title:

Description:

Interactions/Indicators Table

## **Setting Up Interactions And Indicators**

To use the Interactions / Indicators program, the interactions and indicators to monitor must be setup. An indicator consists of three components.

1. The first component is the **Code**.
  - The code must be entered as a capital letter (A-Z) followed by four numbers.
  - Four zeroes are not allowed. Example: F0001, L0023, and A0016 are valid codes; F0000, f0001, and ANT01 are not.
  - The letter at the beginning of the code should denote the indicator type. Examples:
    - F - Food-Drug Interactions.
    - L - Drug-Lab Interference.
    - N - Nursing Indicators.
    - A - Antibiotics with Prescribing Criteria.
2. The second component of the indicator is the **Title**.
  - The title is a summary of the indicator.
    - The title can consist of up to 25 characters.
    - These characters can be any combination of letters, numbers, and symbols.
3. The third component of the indicator is the **Description**.
  - The description is a monograph of the interaction or indicator.
    - The description should contain monitoring information for Dietary, Laboratory, Nursing, or other departments within the hospital.
    - The description can consist of up to five lines with 60 characters per line.
    - These characters can be any combination of letters, numbers, and symbols.

Select Hospital Base Menu > Department Specific > Interactions/Indicators

Enter Code: F0002 Exit

Title: DIURETICS-POTASSIUM DEPLETING

Description
AVOID -Monosodium Glutamate (MSG)
i.e. -Seasoned Salts, Meat Tenderizers, Frozen Vegetables, Oriental Cuisine.
BECAUSE-MSG & Diuretics both act to remove excess water from body tissue. May deplete water soluble vitamins.

Enter:   

Interactions/Indicators Table

### Linking the Interactions and Indicators

After the Interaction / Indicators Table entries are complete, the interactions and indicators to be monitored must be linked to the appropriate medications. This is accomplished through the Pharmacy Information of the Item Master for each item.

1. From the Hospital Base menu, select **Charge Tables/Inventory**.
2. Choose the appropriate item by entering the Item Number, or choose **Description**.
3. Type the first few letters of the item description and press <Enter>. Select the appropriate item by sequence number.
4. Select **Pharmacy Information**.
5. Select **Interactions Codes**.
6. Type the appropriate Interactions and Indicators Code(s).
  - All appropriate drug items must be linked to their valid Interactions / Indicators Codes.
    - Example, Coumadin 2mg, Coumadin 2.5mg, Coumadin 5mg, Coumadin 7.5mg, and Coumadin 10mg should all be linked to the Interactions / Indicators Code for oral anticoagulants and foods rich in vitamin K.
  - Up to three interactions or indicators can be linked to each item. (These can be any combination of Food/Drug Interactions, QA Indicators, Lab Interference, etc.)

Select Hospital Base Menu > Charge Tables/Inventory > Item or Service Search > Description > GO > Pharmacy Information pg 2

The screenshot shows the 'Pharmacy Information' form for 'WARFARIN (COUMADIN) 3MG TAB'. The form includes the following fields and sections:

- Mnemonic:** WARF2.51
- Lab Value 1:** INR (Reference Range Name)
- Lab Value 2:** PROTIME (Reference Range Name)
- Pharmacy Instruction Desc:** [Empty]
- Pharmacy Expiration Day:** [Empty]
- Interaction Codes:** L0002, F0004, M0001, N0001, C0001
- Intervention/ADR:** Intervention (dropdown)
- Short Description:**
- Medicaid Formulary:**
- Dosage Range Check:**
- Duplicate Therapy Check:**
- Create Pharmacy Order:**
- Prompt for NDC when Charging:**
- Online Adjudication Transmit Mode:** [Empty]
- NDC Numbers:** 66267-0631-00, 00056017675
- 10-Digit NDC:** 6626763100, 0056017675

Pharmacy Information

### Informing Dietary of Food Interactions

Dietary has the ability to print Food/Drug Interactions. Food / Drug Interactions can print directly to the patient dietary cards, along with warnings and special instructions. Please contact a TruBridge Pharmacy Support Representative for more information.

### Print Options

To print the Interactions and Indicators Table.

1. From the Hospital Base menu, select **Department Specific** and press <Enter>.
2. Select **Interactions / Indicators Report**.
3. Enter printer number in the **Line Printer Number** field.

**Interactions / Indicators Report**

RUN DATE: 01/14/16	Evident Community Hospital	PAGE 1
TIME: 09:52	INTERACTION/INDICATOR TABLE	H5TBFOODIA
CODE TITLE	DESCRIPTION	
A0001 ADR MONITORING	THIS MEDICATION MAY HAVE BEEN ADMINISTERED IN RESPONSE TO AN ADR, PLEASE INVESTIGATE AND FILE AN ADR MONITORING FORM IF NECESSARY	
A0002 QUINOLONES	FLAGGING FOR NEW ANTIBIOTICS	
C0001 ANTICOAGULANT MONITORING		
D0001 COUMADIN MONITORING	DATE TX STARTED _____ CHECK PRO TIME Q5DAYS _____ CHECK INR Q5DAYS _____	
D0002 QUINOLONE DUE	WAS C&S ORDERED? YES NO BACTERIA PRESENT _____ INDICATED FOR CONDITION? YES NO DOSE ADJUSTED FOR RENAL CONDITION? YES NO SEND CASE TO P&T FOR REVIEW? YES NO	
E0001 EXCESSIVE ANTICOAGULATION	Major and minor hemorrhage associated with overdoses of heparin or warfarin & insufficient lab monitoring	
F0001 TETRACYCLINE	AVOID: -Calcium rich foods 1 hour before and 1 hour after taking drug. e.g. -Almonds, Buttermilk, Cheese(all), Milk, Pizza, Waffles, Yogurt, ice cream BECAUSE- Effectiveness reduced. Severe infection may result.	
F0002 DIURETICS-POTASSIUM DEPLETING	AVOID -Monosodium Glutamate (MSG) i.e. -Seasoned Salts, Meat Tenderizers, Frozen Vegetables, Oriental Cuisine. BECAUSE-MSG & Diuretics both act to remove excess water from body tissue. May deplete water soluble vitamins.	
F0003 DIURETIC-POTASSIUM	PATIENT IS ON A DIURETIC WHICH CAUSES POTASSIUM LOSS. SUPPLEMENT DIET WITH POTASSIUM RICH FOODS SUCH AS ORANGE JUICE AND BANANAS.	

## 6.11 Intervention Maintenance Table

### Overview

This chapter covers the Intervention Table. The Intervention Table is set up to monitor Clinical Interventions and Adverse Drug Reactions (ADRs).

### Intervention Maintenance Table

To access:

1. From the Hospital Base menu, select **Department Specific**.
2. Select **Intervention Maintenance**.

Select **Hospital Base Menu > Department Specific > Intervention Maintenance**

The screenshot shows a terminal window with a blue header bar containing the text "SYSTEM MENU >> SYSTEM MENU". The main content area is titled "Pharmacy" and contains a blue button labeled "Intervention Table Maint.". Below the button, there are several labels and input fields: "Intervention Type", "Outcome Without Intervention", "Outcome Que to Intervention", and "Intervention Status". The "Time Involved:" label is followed by an input field containing "5.0". The "Cost Saving:" label is followed by an input field containing "5.00". At the bottom left, there is a prompt "Enter: \_" and an "Exit" label.

Intervention Table

Since the information collected for interventions is highly subjective, a defined maintenance screen is available. This allows customization of the Intervention Data screen used to document interventions. Although customization is helpful, remember that once this default data is removed it cannot be retrieved.

Customization includes:

1. Up to 36 Intervention Types.
2. Up to 12 Outcomes Without Intervention.
3. Up to 12 Outcomes Due to Intervention.
4. Default Time Involved.
  - Set up as default number of minutes per intervention performed.
5. Cost Savings (to the hospital).
  - Set up as default cost savings per intervention performed.

Select **Hospital Base Menu > Department Specific > Intervention Maintenance > Intervention Type**

☰ SYSTEM MENU >> SYSTEM MENU

Intervention Type Maintenance

1 TRANSCRIBING ERROR	13 ALLERGY	25 PT CONSULTATION
2 PRESCRIBING ERROR	14 IV/PO CONVERSION	26 PEDIATRIC DOSE ADJ.
3 ILLEGIBLE WRITING	15 AMINOGLYCOSIDE DOSE	27 ADR INVESTIGATION
4 NONFORMULARY REQUEST	16 HEP/COUMADIN MONITOR	28 SERUM LEVEL MONITOR
5 DUPLICATE THERAPY	17 LAB VALUE MON.	29 DC INAPPROPRIATE MED
6 C & S STREAMLINING	18 DUE- PRIMAXIN	30 THERAPY SUGGESTION
7 RENAL DOSE ADJUSTMEN	19 RECOMMEND MONITORING	31 CLIN HX SCREENING
8 PT EDUCATION	20 DUE - PRILOSEC	32 NO ALLERGIES ON PT
9 DRUG INFORMATION	21 IV COMPATABILITY	33 ORDER NOT SENT
10 DUE- CEPHALOSPORINS	22 TPN MONITORING	34 NURSING MED ERROR
11 DUE- QUINOLONES	23 CLARIFICATION NEEDED	35 Unused
12 DRUG INTERACTIONS	24 FOOD/DRUG INTERACTIO	36 Unused

Enter:

**Intervention Type Maintenance**

Select Hospital Base Menu > Department Specific > Intervention Maintenance > Outcome Without Intervention

SYSTEM MENU » SYSTEM MENU

OUTCOME WITHOUT INTERVENTION

1	CRITICAL	5	OVERDOSE	9	DUE MONITORING
2	THERAPY DELAY	6	SUBTHERAPEUTIC DOSE	10	INCOMPLETE PROFILE
3	FINANCIAL	7	DUPLICATE THERAPY	11	PROLONG PT'S STAY
4	ALLERGY	8	DRUG INTERACTION	12	NOT APPLICABLE

Enter:

Outcome Without Intervention

Select Base Menu > Department Specific > Intervention Maintenance > Outcome Due To Intervention

SYSTEM MENU » SYSTEM MENU

OUTCOME DUE TO INTERVENTION

1	MORE APPORP. REGIMEN	5	DUE MONITORING	9	CHANGES TO PO
2	PREVENT ALLERGY	6	EDUCATION	10	PT DISCH-IMCOMPLETE
3	PREVENT DUP THERAPY	7	DOSE ADJUSTED	11	ADR MONITORING
4	PREVENT DRUG INTER.	8	INFORMATION	12	DUE COMPLETE

Enter:

Outcome Due to Intervention

Select Base Menu > Department Specific > Intervention Maintenance > Intervention Status

☰ SYSTEM MENU » SYSTEM MENU
INTERVENTION STATUS

1 COMPLETE	5 Unused	9 Unused
2 P & T REFFERAL	6 Unused	10 Unused
3 INCOMPLETE	7 Unused	11 Unused
4 DUE	8 Unused	12 Unused

Enter:

**Intervention Status**

Time Savings and Cost Savings are free numeric text fields. Select line numbers to change the displayed data.

**NOTE:** *If intervention type headings are changed, statistical intervention information is effected. Before changing intervention type headings, the intervention table should be printed and attached to an Intervention/ADR report. This provides true statistics before changes are made.*

### Print Reports Intervention Table

To print the Intervention Table:

1. From the Hospital Base menu, select **Department Specific**.
2. Select **Intervention Table**.
3. Enter printer number in **Line Printer Number** field.

**Intervention Table Report (Summary)**

RUN DATE 11/13/15	Evident Community Hospital	PAGE 1
RUN TIME 10:01	6600 WALL ST MOBILE, AL 3669	PCINTLST
	CLINICAL INTERVENTION TABLE	

## INTERVENTION TYPE:

1. TRANSCRIBING ERROR	13. ALLERGY	25. PT CONSULTATION
2. PRESCRIBING ERROR	14. IV/PO CONVERSION	26. PEDIATRIC DOSE ADJ.
3. ILLEGIBLE WRITING	15. AMINOGLYCOSIDE DOSE	27. ADR INVESTIGATION
4. NONFORMULARY REQUEST	16. HEP/COUMADIN MONITOR	28. SERUM LEVEL MONITOR
5. DUPLICATE THERAPY	17. LAB VALUE MON.	29. DC INAPPROPRIATE MED
6. C & S STREAMLINING	18. DUE- PRIMAXIN	30. THERAPY SUGGESTION
7. RENAL DOSE ADJUSTMEN	19. RECOMMEND MONITORING	31. CLIN HX SCREENING
8. PT EDUCATION	20. DUE - PRILOSEC	32. NO ALLERGIES ON PT
9. DRUG INFORMATION	21. IV COMPATABILITY	33. ORDER NOT SENT
10. DUE- CEPHALOSPORINS	22. TPN MONITORING	34. NURSING MED ERROR
11. DUE- QUINOLONES	23. CLARIFICATION NEEDED	35. Unused
12. DRUG INTERACTIONS	24. FOOD/DRUG INTERACTIO	36. Unused

## SUSPECTED OUTCOME WITHOUT INTERVENTION:

1. CRITICAL	5. OVERDOSE	9. DUE MONITORING
2. THERAPY DELAY	6. SUBTHERAPEUTIC DOSE	10. INCOMPLETE PROFILE
3. FINANCIAL	7. DUPLICATE THERAPY	11. PROLONG PT'S STAY
4. ALLERGY	8. DRUG INTERACTION	12. NOT APPLICABLE

## OUTCOME DUE TO INTERVENTION:

1. MORE APPORP. REGIMEN	5. DUE MONITORING	9. CHANGES TO PO
2. PREVENT ALLERGY	6. EDUCATION	10. PT DISCH-IMCOMPLETE
3. PREVENT DUP THERAPY	7. DOSE ADJUSTED	11. ADR MONITORING
4. PREVENT DRUG INTER.	8. INFORMATION	12. DUE COMPLETE

**Print Reports Predefined Interventions**

To print Predefined Interventions:

1. From the Hospital Base menu, select **Department Specific**.
1. Select **Predefined Interventions**.
2. Enter printer number in **Line Printer Number** field.

**Predefined Interventions Report (Sample)**

RUN DATE 11/13/15      Evident Community Hospital      PAGE 1  
RUN TIME 10:37      6600 WALL ST MOBILE, AL 3669      PCPREINTRPT  
PREDEFINED INTERVENTION REPORT

ITEM NUMBER : 000301648  
INTERVENTION TYPE : 27  
SUSPECTED OUTCOME WITHOUT INTERVENTION : 12  
INTERVENTION DESCRIPTION :  
ADR monitoring to see what reason this drug  
was given. Document reason here: \_\_\_\_\_

OUTCOME DUE TO INTERVENTION : 11  
TIME INVOLVED : 10.0  
COST SAVINGS : 0.00  
INTERVENTION COMMENTS :

## 6.12 Online Adjudication Table

### *Overview*

The Online Adjudication system is designed as a point of sale application and provides pharmacies with the capability of submitting primary, secondary and tertiary claims. The Online Adjudication application is a real time transaction that allows pharmacies to receive immediate payment or rejection information. Before adjudicating the first order the facility receives information from TruBridge that must be completed in regards to table maintenance and transmission requirements.

The Online Adjudication program is a separately purchased application. Please contact your TruBridge Account Manager for more information.

### *Online Adjudication Tables*

To access the Online Adjudication Tables:

1. From the Hospital Base menu, select **Department Specific**.
2. Select **Online Adjudication Tables**.

For information on table set up, please refer to the [Online Adjudication](#) User Guide

## 6.13 Patient Pay Code Table

### *Overview*

This chapter covers setting up the Patient Pay Code table.

### *Patient Pay Code Table*

The Patient Pay Code Table provides the ability to create a charge structure for employee or outpatient prescriptions.

1. From the Hospital Base menu, select **Department Specific**.
2. Select **Patient Pay Codes**.



- **Round to**
  - Default: Blank
  - Options: X-Next or R-Nearest
  - Usage: Used to round a price based on a set amount.
  - Example, a new patient price is calculated as \$17.07.
    - **X-Next** and **Amount** (.05) are used, the new patient price will be \$17.20.
    - **R-Nearest** and **Amount** (.05) are used, new patient price will be \$17.15.
  
- **Flat Price**
  - Default: Blank
  - Options: Entry of a dollar amount up to 9999.999
  - Usage: Use if all patients with this pay code are to be charged a flat price. This price will print to the label and/or receipt in place of the total prescription price.
  
- **GL#**
  - Default: Blank
  - Options: 8-digit GL number
  - Usage: Enter the General Ledger number that the amount charged should be posted to. The GL number is assigned by the accounting department.
  
- **WriteOff GL #**
  - Default: Blank
  - Options: 8-digit Write off GL number
  - Usage: Any amount considered a write off will go to this number. The difference between the Copay and the Total Prescription Price will go to this account.
  
- **Copay**
  - Default: Blank
  - Options: Entry of a dollar amount up to 9999.999
  - Usage: Used to enter a Copay dollar amount. If a Copay amount is entered, that amount will print to the label and/or receipt in place of the total prescription price.
  
- **RX Number Only**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: HIPAA compliant feature. If the field is unchecked, the description of the medication order will display in all departments. If checked (Yes), only the prescription number will display in traditional screens for all departments other than Pharmacy. No prescription information will display via Order Chronology, the EMAR, or Medication Reconciliation if the switch is checked and the patient is NOT assigned to a room.
  
- **Cost pricing tier**
  - Default: Blank
  - Options: Enter the percent that the cost will increase or decrease by
  - Usage: Set up cost(s) as individual pricing tiers. Amount entered in each **Cost** column should be the maximum amount to qualify for a specified pricing tier.
  - Enter a +/- for items that require a percent markup.
  - Select + to add a percentage to the price of the item.
  - Select – to subtract a percentage from the price of the item.

- **Fee** allows for an additional amount to be added to each price within a specified pricing tier.

Options after completing this Pricing Code are as follows:

- Select **Exit** to return to the **Pharmacy Tables** menu.
- Press **Next** to setup another pricing code.
- Select **All** to change information in all lines of the pricing table screen.
- Select **Delete** to delete a pricing code.

**NOTE:** Once set up in the Patient Pay Code Table, the codes can be selected on the Pharmacy Selection screen, **Patient Pay Code**. Refer to the [Pharmacy User Guide](#) for further information.

**Patient Pay Codes Report (Sample)**

Code	Description	Price Tier:	Cost	+/-	Cost Basis Percent	Min Price +/-	Round To Fee	Flat Price	GL Number	WOGL Number	Copay	RX #
EMP20	EMPLOYEE		9999.999		C	0.000	.00	20.00			0.000	Y
OTC	OTC MARKUP		9999.999	+	A	0.000	Next	3.033500.00	3010003	83010003	3800.000	Y
THOME	TAKE HOME MED		9999.999	+	A	3.000	Next	3.033500.00	3010003	83010003	3800.000	Y

## 6.14 Custom TPN Notes

### Overview

This chapter covers the purpose and setup of the Custom TPN Notes table.

### Custom TPN Notes

The Custom TPN Notes Table was created for Pharmacy recommendations to the physician on Total Parenteral Nutrition orders.

1. From the Hospital Base menu, select **Department Specific**.
2. Select **Custom TPN Notes**.

Select **Hospital Base Menu > Department Specific > Custom TPN Notes**

The screenshot displays the 'Pharmacy - Control Table' interface. The header includes a back arrow, 'Pharmacy - Control Table', 'Evident Community Hospital', and 'Signed On Emp: FT Dept: 038'. The main content area is divided into three columns of tables:

- Maintenance (Left Column):** ADM Table, Alternating Comp. Table, Clinical Monitoring Control, Flowrate Table, Formulary Table, Frequency Table, Instruction Table, Interactions/Indicators, Intervention Maintenance, Online Adjudication Tables, Patient Pay Codes, Custom TPN Notes.
- Maintenance (Middle Column):** Pharmacy Control Information, Physician Override Reasons, Pricing Table, Report Control Information, Route Table, Standing Order Table.
- Other Functions (Middle Column):** Item Master Pat. Price Update, Vendor Cost Upload, Charge Table NDC Search: [input field].
- Reports (Right Column):** Clinical Monitoring Statistics, Instruction Table, Interactions/Indicators, Intervention Table, Online Adjudication Report, Patient Education Documents, Patient Pricing Codes, Predefined Intervention Table, Pricing Table, Standing Order Table.

Custom TPN Notes Table

This table was programmed to allow 15-30 character free-text lines.

Example:

Usual daily Requirements

Na 60-150 meq

K 60-150 meq

Ca 9-16 meq

Mag 8-24 meq

Cl 1:1 NaCl

An option was added to the CPOE TPN order screen called "TPN NOTES". Selecting this will bring up the Custom TPN Notes entered in the Pharmacy Table.

## 6.15 Pharmacy Control Information

### *Overview*

The Pharmacy Control Information Table is an important pharmacy department specific application. Access to the Pharmacy Control Information Table is often limited to employees with required security.

### *Pharmacy Control Information Table*

To access the Pharmacy Control Table:

1. From the Hospital Base menu, select **Department Specific**.
2. Select **Pharmacy Control Information**.

## Pharmacy Control Information Department / Printers / Reports

Select Hospital Base Menu > Department Specific > Pharmacy Control Information > Department / Printers / Reports

Evident Community Hospital Signed On Emp: RCM Dept: 038

Pharmacy Control Information Table

Department/Printers/Reports | Clinical | CrCl/Employee Rx/Care Tax

**Department Control**

Department Number: 038 Item Number: 03814584  
 Outpatient Department Number: 000 DEA Number: AS1094630 NABP Number:   
 Utilize DPS Number:  DPS Number:   
 Number of Re-Supply Days: 1 Number of Days to Keep Orders: 2  
 Cart Exchange Time: 1500 Disallow New Orders: 4 days after discharge

**Printers**

Drug Intra/Alg Printer: 611 (S - Station Printer) Type: P PostScript  
 Drug Info Printer: 611 (S - Station Printer) Type: P PostScript  
 ADR/INT Printer: 025 (S - Station Printer) Type: Z Zebra  
 CrCl Calc Printer: 025 (S - Station Printer) Type: Z Zebra

**Report Control**

IV Types: IVPB: 00381011 TPN: 00000000 CHEMO: 00000000  
 Compounded LVPB: 00381011 Noncomp LVP: 00000000  
 Print NDC Barcodes:   
 Display Weight: Kilograms

### Pharmacy Control Information Department / Printers / Reports

- **Department Number**
  - Default: Blank
  - Options: 2 or 3-digit Pharmacy department number.
  - Usage: The pharmacy department number is determined at the time of system installation. This switch should never be changed. The number in this field matches the number located in the upper right hand corner of the Hospital Base menu.
- **Outpatient Dept. Number**
  - Default: Blank
  - Options: 3-digit outpatient pharmacy department number.
  - Usage: Used to enter the 3-digit outpatient or alternate pharmacy department number for facilities with an outpatient/alternate pharmacy. Although the outpatient pharmacy department is a separate department, both utilize the same pharmacy tables but have separate item masters.
- **Utilize DPS Number**
  - Default: Blank, or no entry
  - Options: Y (yes),  (check mark), or N (no)
  - Usage: Determines whether the system will prompt for entry of a triplicate serial number for submission to the Texas Department of Public Safety. This prompt will occur during outpatient prescription order entry.

- **Number of Re-Supply Days**

- Default: 1
- Options: This field should always be 1.
- Usage: This field is an indication of how often medication carts are exchanged. The number entered displays on **Resupply Days** of the Non-IV Order Entry screen. Indicates that the resupply amount in **Resupply Quantity** of the Non-IV Order Entry screen is a one day resupply amount.
- When the Cart Fill List-Charging is printed, the option of choosing multiples of the resupply days is available.
- With the number of resupply days set to one, the Cart Fill List can be printed for a two, three, or four-day resupply.
- If the resupply days are set to two, three, or four, the list can only be printed for multiples of these days (four days, six days, eight days, etc).
- There is more flexibility if this field is set for one day.

- **Cart Exchange Time**

- Default: Blank
- Options: 4-digit military time.
- Usage: The Cart Fill List Charging, Catch Up List and Cart Label Charging must be run prior to the time listed in this field. If those reports are run AFTER this time then the charging times are for the FOLLOWING day and the next morning.
- **EXAMPLE:** *Cart Exchange Time is set to 1500. Pharmacy normally runs the Cart Fill List June 05 at 1400. If the Cart Fill List is run at 1430, then the Cart Fill List prints for June 05 at 1500 to June 06 at 1459. If pharmacy runs the Cart Fill List after 1500, the Cart Fill List prints for June 06 1500 to June 07 at 1459. It is very important to run both the Cart Fill and Catch Up Lists prior to the Cart Exchange Time.*

**NOTE:** *A Cart Fill period consists of the Cart Exchange Time + (the number of days X 24 hours). The number of days are entered when the Cart Fill List is printed. Charges are based on this period. The cart exchange time and the number of days from the Cart Fill List are also used to calculate Catch Up List doses due.*

- **Item Number**

- Default: Blank
- Options: Last used pharmacy item number.
- Usage: The system has the ability to auto-assign the next available number when creating a new item from item maintenance.

- **DEA Number**

- Default: Blank
- Options: Hospital Pharmacy DEA Number.
- Usage: The pharmacy DEA number is input at the time of the pharmacy install for pharmacy records.

- **NABP Number**

- Default: Blank
- Options: National Association of Boards of Pharmacy number.
- Usage: This number is required for some Electronic Controlled Substance Reporting.

- **DPS Number**

- Default: Blank
- Options: Department of Public Safety Number.
- Usage: This number is required for Texas Electronic Controlled Substance Reporting.

- **Number of Days to Keep Orders**

- Default: 99
- Options: 1-999
- Usage: Allows pharmacy to retain orders for a maximum of 999 days after patient discharge. If the field is left blank, or up to 999 days is entered in this field, pharmacy orders purge 999 days after patient discharge. Purged pharmacy orders can still be accessed via Pharmacy Order History.
- The purge of pharmacy orders occurs on a weekly basis (usually Wednesday morning before 6 AM, but this can vary by site). Due to the weekly basis of order purging, some orders are kept longer, depending upon the day of patient discharge and order purge.
- For most hospitals, keeping orders for 99 days past discharge is sufficient.

**NOTE:** *This field relates only to orders. Patient charges are kept in the system for over two years.*

- **Disallow New Orders**

- Default: 3-5
- Options: 1-99
- Usage: Determines the number of days after discharge that new orders can be entered. If the pharmacy is closed when a patient is discharged, new orders are not entered until the next pharmacy business day. Some pharmacies are closed during weekend hours and new orders are not entered until Monday. This field is typically set from three to five days depending upon pharmacy hours of operation.

**NOTE:** *This field only prevents new order entry. Charges can be entered against old orders until the orders are purged from the system (See Number of Days to Keep Orders).*

- **Drug Interaction/ Allergy Printer**

- Default: Blank
- Options: 3-digit printer number or S for workstation printer.
- Usage: Establishes which printer Drug Interaction and Allergy monographs print. The type of printer being use to print monographs must be entered in the **TYPE** field. This information allows the program to print the monographs with the correct format. The printer types are:
  - M - Okidata 320p or Turbo
  - E - Okidata 395
  - P - Lexmark Laser
- If a different printer type is needed, please call TruBridge for the appropriate code.
- If printing Ancillary Results or if TruBridge sets up the Temporary Orders/DC's to automatically print to the Pharmacy on a daily basis, these reports will automatically be sent to the printer specified for Drug Interactions in the Pharmacy Control Table.

- **Drug Information Printer**

- Default: Blank
- Options: 3-digit printer number or S for workstation printer.

- Usage: The Drug Information (Patient Monographs) printer field uses the same criteria as the Drug Interaction printer field. Please see Drug Interaction printer for details. Entered prior to install.

- **ADR/Intervention Printer**

- Default: Blank
- Options: 3-digit printer number or S for workstation printer.
- Usage: The Adverse Drug Reaction/Intervention printer field uses the same criteria as the Drug Interaction printer field. Please see Drug Interaction printer for details. Entered prior to install.

- **CrCl Calculation Printer**

- Default: Blank
- Options: 3-digit printer number or S for workstation printer.
- Usage: The Creatinine Clearance Calculation printer field uses the same criteria as the Drug Interaction printer field. Please see Drug Interaction printer for details. Entered prior to install.

**NOTE:** When the printer type is changed in field 22 of port maintenance in the device control table, fields C, D, E, and F will update accordingly.

- **IV Types**

- Default: Blank
- Options: Accepts item numbers for the various IV Admixture Fees.
- Usage: These item numbers track charges and credits for the IV Therapy Section of the Pharmacy Statistics Report.
- Item numbers must be created and named for each section to be counted such as IVPB Type, Chemo Type, etc.
- Once created, the item numbers need to be added into the Pharmacy Control Information Table on **IV Types** next to the corresponding name. The item numbers are then attached to the IV's as entered, usually in the Procedure Charge field of IV Order Entry or Predefined information.
- When the Statistics Report is run, each field is tabulated and printed on the bottom of the report.

- **Print NDC Barcodes**

- Default: Blank, or no entry
- Options: Y (yes), ✓ (check mark), or N (no)
- Usage: Allows barcodes to print on IV and Non-IV labels. Barcoded labels can then be scanned using the Medication Verification application.

- **Display Weight**

- Regardless of setting, all weights will display in kg, with pounds and ounces in parenthesis. If weight is under 2,500 grams, the grams will display in parenthesis alongside the pounds and ounces.

## Pharmacy Control Information Table/Clinical

Select **Hospital Base Menu > Department Specific > Pharmacy Control Information > Clinical**

The screenshot displays the 'Pharmacy Control Information Table Clinical' configuration window. The window title is 'Pharmacy Control Information Table' and it shows the user is signed on as 'Emp: RCM Dept. 038' at 'Evident Community Hospital'. The main content area is titled 'Clinical Control' and contains the following settings:

- Require Employee Signon:
- Display Comments:
- Separate PRN IVs:
- Print Cart Fill Labels:
- Frequency Table Only:
- Use Mnemonic Search:
- Nursing Transfer Orders:
- Use Unverified Orders:
- Clear Resupply for ADM:
- Medstation-Inventory Transmit:
- Require Drug Allergy Entry?:
- Require Height and Weight:
- Require First Dose Entry:
- View Sliding Scale Comment:
- Write Out Orders to CNIFX:
- Allow Pharmacists to Modify Own Verified Orders:
- Last Changed: [blank]
- Last Changed By: [blank]
- Review Orders Sort Method: C
- Online Adjudication Transmission Mode: N
- Use Medication Verification: P
- Hold Technician Orders: N
- Apply Revenue to Nursing Station: N
- Dispensing Fee for Stay Types:
 

I/P	.00
O/P	.00
E.R.	.00
SNF	.00
CLINIC	.00
- Use Acetaminophen Max Dose:
- Acetaminophen Max Dosage: 3000
- Alert Nursing at: 80 %
- Customize 10 digit NDC barcode:
- ADM: Hold temp nursing orders Y/N:

Pharmacy Control Information Table Clinical

### • Require Employee Signon

- Default: Blank
- Options: Yes,  (check mark), or No, blank.
- Usage: The employee sign on option is used to distinguish between orders entered by a registered pharmacist and orders entered by other personnel. Orders entered by non-pharmacists are in a temporary status until a pharmacist OK's the orders.
- Activation of this feature requires that pharmacy employees have their initials and sign on password entered in the Employee Master Record. The Payroll department normally updates the Employee Master Record.
- Be sure that on each Employee Master Record, the Begin Date (Hire Date) is filled in. This is not a required field, however, if it is left blank the system (after every payroll run) puts a "T" for Terminated into their Master Record. The system will not allow the employee to sign onto the system if there is a "T" in their Master Record.
- The registered pharmacist switch is indicated in the System Management Department Maintenance.

### • Display Comments

- Default: Blank
- Options: Yes,  (check mark), or No, blank.
- Usage: Allows comments entered via Pharmacy to auto display when initially accessing order entry for the selected account. Comments will only display when initially accessing order entry. Comments will not display on successive orders. If the Pharmacy Selection screen is exited, and the patient re-accessed, the Comment screen will again display upon selecting order entry.

- **Separate PRN IVs**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: Controls how PRN IV medications display on the M.A.R.
    - Y: Allows IV medications ordered as PRN to display and print in the PRN section of the M.A.R.
    - N: IV medications ordered as PRN will print and display in the IV section of the M.A.R.
  
- **Print Cart Fill Labels**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: Works in conjunction with **Print NDC Barcodes** to allow barcode medication labels to print when Cart Fill and Catch Up List are generated. Barcode labels are used with the Medication Verification application.
  
- **Frequency Table Only**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: Controls whether or not a frequency not listed in the frequency table can be entered during pharmacy order entry. This switch will also affect POC pharmacy order entry.
    - Yes: A valid frequency from the frequency table must be entered. A (?) question mark can be entered in the frequency field to display table.
    - No: Allows any frequency to be entered in the frequency field.
  
- **Use Mnemonic Search**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: Allows mnemonics to be entered during IV and Non-IV Order Entry. A lookup can be displayed by entering a partial mnemonic during order entry.
    - Yes: Use mnemonics during Order Entry. Press <Alt> +F1 to toggle between mnemonic and description search.
    - No: Use traditional description search for Order Entry.
  
- **Nursing Transfer Orders**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: Allows nursing to transfer active medication orders from an old account number to a new account number.
  
- **Use Unverified Order**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: Used at sites with Point of Care/Nursing Order Entry. This feature provides a means for nursing to receive notification each time Pharmacy enters an order for a patient, and gives the nurse the ability to verify each order.
  
- **Clear Resupply for ADM**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.

- Usage: Clears the resupply quantity for orders when the medication is in the Automated Dispensing Machine
- **Medstation-Inventory Transmit**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: Only for Omnicell inv transfer for Rx to nursing station.
- **Require Allergy Entry**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: Controls whether or not an allergy must be entered prior to order entry.
    - Yes: Drug Allergies must be entered prior to a medication order being processed. The system will automatically display the Clinical Information screen if no allergy has been entered and an attempt is made to place a medication order.
    - No: Allows medication orders to be processed without allergies being entered.
- **Require Height and Weight**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: Controls whether or not height and weight must be entered prior to order entry.
    - Yes: Height and Weight must be entered prior to a medication order being processed. The system will automatically display the Clinical Information screen if height and weight have not been entered and an attempt is made to place a medication order.
    - No: Allows medication orders to be processed without height and weight being entered.
- **Require First Dose Entry**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: If set to Y (Yes), a 1st Dose Date and Time must be entered for non-IV orders before the order can be saved.
- **View Sliding Scale Comment**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: Allows comments entered in the Diabetic Record Sliding Scale via Point of Care to display in order review. Upon selecting **VP-View Protocol** on select insulin items, comment entries display along with the sliding scale.
- **Allow Pharmacist to Modify Own Verified Orders**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: Allows pharmacist to modify orders they have verified.
- **Review Orders Sort Method**
  - Default: C - Chronological.
  - Options: A-Alpha, C-Chronological, F-Frequency
  - Usage: Determines the default Sort when displaying orders through Review Orders from the Pharmacy Selection Screen.

- **OL Adjudication Transmit Mode**

- Default: N (no)
- Options: A – Auto, H - Hold, N - None
- Usage: Allows pharmacy to transmit online adjudication automatically after exiting out of order, hold for a batch transmit from Claims log, or not process OL Adj at all.

- **Use Medication Verification**

- Default: Blank, or no entry
- Options: Y (Yes w/o POC), N (No), or P (Yes with POC)
- Usage: Allows the Medication Verification Application to be used by nursing.
  - Y: Use NDC without Point of Care
  - N: Do not use this function at all. The option will display in POC but will not be accessible.
  - P: Allow the Medication Verification Application to be accessible from Point of Care.

**NOTE:** Password required. TruBridge will enable this feature.

- **Hold Technician Orders**

- Default: N (no)
- Options: A (ADM), P (POC), B (Both), N (None)
- Usage: Gives pharmacy control of how Temp Tech orders are sent out to Point of Care and the ADM. Satisfies some state regulations
  - A: Holds technician orders from the ADM
  - P: Holds technician orders from POC
  - B: Hold technician orders from both the ADM and POC
  - N: Hold technician order from None. Technician orders cross to both the ADM and POC

- **Apply Revenue to Nursing Station**

- Default: N (no)
- Options: N (no), Y (yes)
- Usage: When set to Y (yes) this switch will allow revenue for pharmacy items charged via Cart-fill, Catch-up, IV batch and charging from the profile to be given to the nursing station in which the patient is housed. This switch is password-protected. Please call a TruBridge Pharmacy Support Representative for more information.

- **Dispensing Fees for Stay Types**

- Default: Blank
- Options: Free text dollar amount for the dispensing fee based on stay type.
- Usage: If there is a dispensing fee based upon patient stay type, it can be entered in this field.

- **Use Acetaminophen Max Dose**

- Default: Blank
- Options: Yes, ✓ (check mark), or No, blank.
- Usage: Allows the option to add a max dose of acetaminophen per 24 hour period and to define at what percentage nursing should be alerted.

- **Customize 10 Digit NDC Barcode**

- Default: Blank
- Options: Yes, ✓ (check mark), or No, blank.
- Usage: Allows McKesson® repackaging labels that are created with an NDC and expiration date to scan correctly for Medication Verification. This applies to 16-digit NDCs that begin with

the number three. If this switch is selected, the 10-digit NDC field will populate with the second digit plus the next nine digits of the 16-digit NDC. This switch is password protected. Please call a TruBridge support representative to utilize this feature.

- **ADM: Hold Temp Nursing Orders**

- Default: N (no)
- Options: Yes, ✓ (check mark), or No, blank.
- Usage: Gives pharmacy control of how Temp Nursing orders are sent out to the ADM. System looks to the ChartLink Control Table for Pharmacy Hours and if Pharmacy is closed will hold the Temp Nursing order in the Patient Documentation Verify Screen until it is verified by another Nurse.

## Pharmacy Control Table CrCl / Employee RX / Care Tax

Select **Hospital Base Menu > Department Specific > Pharmacy Control Information > CrCl / Employee Rx / Care Tax**

Pharmacy Control Information Table Page 3

## Creatinine Clearance

- **Creatinine Clearance Critical Value**

- Default: Blank
- Options: 01 - 99
- Usage: Indicates the value that has been determined to be a critically low Creatinine Clearance Level. The flashing number on the patients Pharmacy Selection Screen indicates the potential critical Creatinine Level.

- **Creatinine Clearance Calculation**

- Default: Blank
- Options: 1 – Cockcroft-Gault, 2-Jelliffe, 3-Hull, 4-Mawer, 5-Schwartz

- Usage: There are five formulas for pharmacy to use to calculate creatinine clearance. Enter the number that corresponds to the formula needed. At the bottom of Page 2, type "X" to display the Creatinine Clearance Formulas.
- **Use Pediatric CrCl calculation**
  - Default: Blank
  - Options: Yes, ✓ (check mark), or No, blank.
  - Usage: Enables use of the Schwartz Creatinine Clearance Formula
- **CrCl Pediatric Critical Value**
  - Default: Blank
  - Options: 01-99
  - Usage: Indicates the Pediatric value that has been determined to be a critically low Creatinine Clearance Level.
- **View CrCl Formulas**
  - Default: Blank
  - Options: 1-Cockcroft-Gault, 2-Jelliffe, 3-Hull, 4-Mawer, 5-Schwartz
  - Usage: Select the View CrCl Formulas option to view the available CrCl formulas.

#### Creatinine Clearance Formulas

##### Ideal Weight in Kilograms

Men = 50 + 2.3 kg per inch over 5 feet. Women = 45 + 2.3 kg per inch over 5 feet.

(Note: If actual weight is less than ideal, actual weight is used.)

##### Body Surface Area

$$BSA(m^2) = \sqrt{\frac{\text{Height}(cm) \times \text{Weight}(kg)}{3600}} = \sqrt{\frac{\text{Height}(in) \times \text{Weight}(lbs)}{3131}}$$

##### Estimated Creatinine Clearance

###### Cockcroft-Gault:

$$\text{Men: CrCl} = [(140 - \text{age}) \times \text{Wt}] / (\text{SrCr} \times 72)$$

$$\text{Women: CrCl} = 0.85 \times \text{Men}(\text{CrCl})$$

###### Jelliffe (1973):

$$\text{Men: CrCl} = [(98 - 0.8 \times (\text{age} - 20)) / \text{SrCr}] \times [\text{BSA} / 1.73]$$

$$\text{Women: CrCl} = 0.9 \times \text{Men}(\text{CrCl})$$

###### Hull, et al:

$$\text{Men: CrCl} = [(145 - \text{age}) / \text{SrCr} - 3] \times (\text{Wt} / 70)$$

$$\text{Women: CrCl} = 0.85 \times \text{Men}(\text{CrCl})$$

###### Mawer, et al:

$$\text{Men: CrCl} = \frac{\text{Wt} \times (29.3 - 0.203 \times \text{age}) \times (1 - 0.03 \times \text{SrCr})}{(14.4 + \text{SrCr}) \times (70 / \text{Wt})}$$

$$\text{Women: CrCl} = \frac{\text{Wt} \times (25.3 - 0.175 \times \text{age}) \times (1 - 0.03 \times \text{SrCr})}{(14.4 + \text{SrCr}) \times (70 / \text{Wt})}$$

###### Schwartz (Pediatric):

$$\text{CrCl} = (\text{Length}(cm) \times k) / \text{SrCr}$$

k = 0.33 for infant (LBW < 1 year), LBW is born < 5 lbs. 8 oz.  
 0.45 for infant (Term < 1 year)  
 0.55 for child (1 to 13 years and females 13 to 18 years)  
 0.70 for adolescent males (13 to 18 years)

View CrCl Formulas

- **Results Reference Master**

- Default: CREATININE
- Options: 20 character free text field.
- Usage: Enter into this field the result code for reporting the Serum Creatinine per established laboratory guidelines.

### **Employee Prescriptions**

The following information is only valid for accounts that have a dollar sign (\$) or a plus sign (+) in the Service Code of the Patient Maintenance screen.

A plus sign in the Service Code field will cause the charge to calculate using the item AWP. A dollar sign in the Service Code field will cause the charge to calculate using the item primary unit cost.

**NOTE:** *When orders are entered via the Long Term Care/Prescription option and the patient is NOT assigned to a room, the medication description will only display in the Pharmacy application. For all other departments using traditional screens, only the prescription number will display. No prescription information will display via Order Chronology, the EMAR, or Medication Reconciliation.*

#### • **Rx GL #**

- Default: Blank
- Options: For Employee prescription or LTC general ledger number.
- Usage: Contains a General Ledger number and a cost plus percentage for charging employee prescriptions. The COST or AWP pulls from page 2 of the item master and adds or subtracts a percentage per unit. If no percentage is added in the table, only the COST or AWP of the item is charged to the patient account.

#### • **Min/DSP Fee**

- Used to set a minimum charge for employee prescriptions. If the calculated charge is less than the set minimum charge amount, then a default dollar amount minimum can be set.
- Example: if the calculated cost of the prescription is 80 cents (including the percentage if one is set), but the amount in the Min/DSP Fee field is \$1.00, the charge is \$1.00 for the RX not \$.80.
- The **Min/DSP Fee** field can also be used as a Fee field.
- If pharmacy charges a fee per prescription in addition to or instead of a percentage, the minimum charge field can serve as a fee if **Use Fee:** is set to Y (yes).
- The charge will consist of adding the amount in the fee field to the calculated cost of the RX. In the above example, the employee is charged \$1.80 if the Fee was set to Y. This overrides the minimum as discussed above.

#### • **O/P Label Identification**

- Default: Blank
- Options: Maximum of 40 characters per line - 2 lines.
- Usage: The outpatient label is formatted differently from the inpatient hospital label. The information prints at the top of the outpatient label.

#### EXAMPLE:

TruBridge Community Hospital  
6600 Wall St. Mobile, AL 36695

#### • **Primary and Secondary RX #**

- Default: Zeros

- Options: Modify to match existing Rx numbers used by facility or begin new set of treatment numbers.
- Usage: Part of the RX number generator. The next Outpatient/Employee prescription number can be entered into line 9. Both a Primary and a Secondary beginning prescription number can be entered.
- The Automatic RX counters have an activation switch. The activation switches can be set to "Y" or "N". Note that if the switch is left blank, then "Y" is assumed. The prescription counters are active only when an order is entered through selection Long Term Care / Employee.
- Based on the settings of the prescription counter switches, prescription numbers can be automatically assigned based on the schedule classification upon the completion of a new order.
  - If both counters are set to "Y" then the Primary Counter assigns numbers for all medications excepting Schedule II's. The Secondary Counter assigns numbers for Schedule II medications only.
  - If the Primary Counter is set to "Y" and the Secondary Counter is set to "N", then the Primary Counter assigns numbers for all medications including Schedule II's.
  - If the Primary Counter is set to "N" and the Secondary Counter is set to "Y" then the Secondary Counter will assign numbers for Schedule II medications only.
  - If both the Primary and Secondary Counters are set to "N" then no prescription numbers will be automatically assigned.
- **Auto Assign Stop Dates by "M"onth/"D"ays**
  - Default: 12 Months-Non controlled / 6 Months-DEA class 3-5 / 1 Day-DEA class 2
  - Options: 0-99 numeric field for number of months or days. M-Months or D-Days
  - Usage: Allows the system to assign an autostop date for prescriptions. Autostop dates can be defined for non-controlled medications, DEA class 3-5 and DEA class 2 prescriptions. Autostops can be defined for 1 day
- **Prompt for ID#**
  - If checked, a box will appear for the pharmacy employee to enter the person's ID information (driver license or other state issued ID) if they are picking up a prescription. Required for the state of Ohio.
- **Pharmacy Contact**
  - This is a 30-character free text field. The contact name will be added to the file when the Electronic Controlled Substances Report is generated for the state of Alabama.

### **Care Tax Structures**

The state of Minnesota allows a 2% vendor fee to be added to the charge for outpatient prescriptions.

- **Care Tax**
  - Default: Blank
  - Options: 1-99 Percent
  - Usage: Allows a percentage of AWP, cost, or patient price to be calculated for patients of a certain Stay Type

### **Non Formulary Item Information**

Allows the calculation of a patient price during non-formulary order entry.

- **Price**
  - Default: Blank
  - Options: 1-999 Percent
  - Usage: Allows a percentage to be added to or subtracted from AWP to calculate a patient charge for non formulary medication items.
  
- **Rx GL #**
  - Default: Blank
  - Options: General Ledger number
  - Usage: General Ledger number for employee or LTC non formulary medication.

## 6.16 Physician Override Reasons

### *Overview*

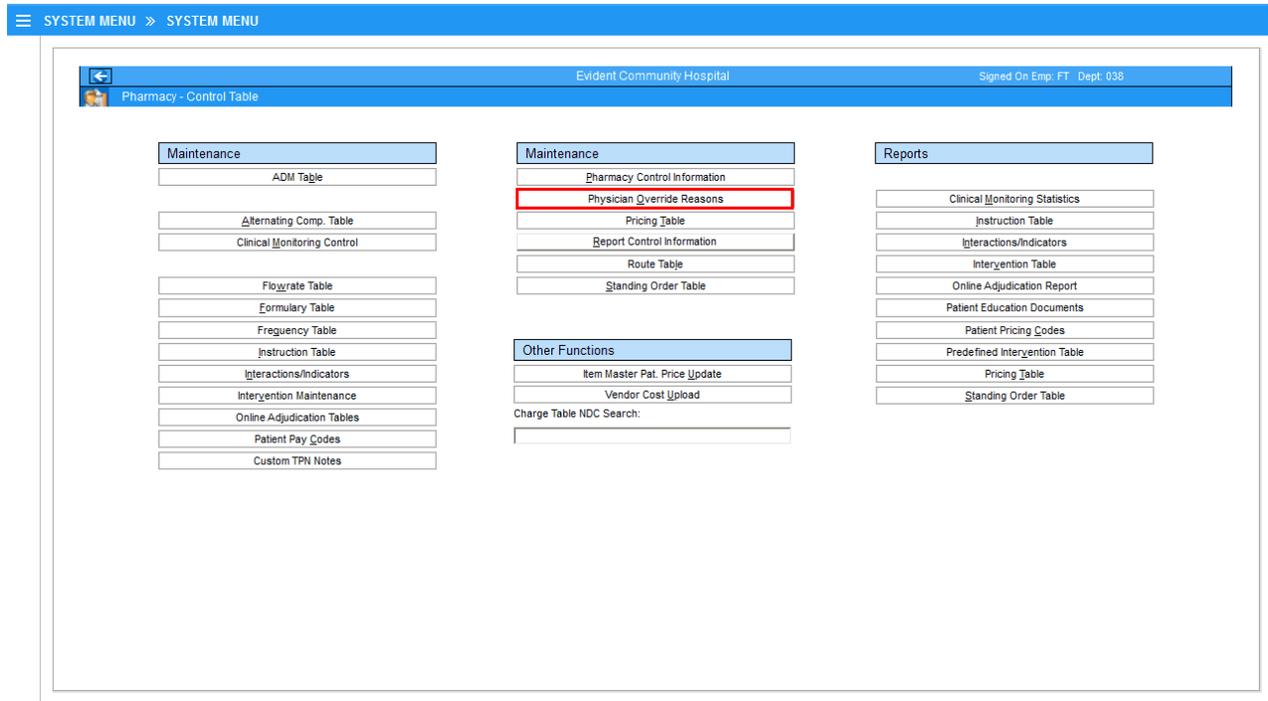
Physician Override Reasons are used for the CPOE application and are shared with Pharmacy. Clinical Monitoring Checks will be performed on medication orders. If duplicate therapy, allergy, drug interaction or reference range checks are flagged, the physician will be forced to enter an override reason on required overrides to continue the order.

### *Physician Override Reasons*

To set up Physician Override Reasons:

1. From the Hospital Base menu, select **Department Specific**.
2. Select **Physician Override Reasons**.

Select **Hospital Base Menu** > **Department Specific**



Pharmacy Tables screen

- Physician Override Reasons are separated into different categories: Allergies, Drug Interaction, Duplicate Therapy, Food Interaction, IV Compatibility, and Reference Range.

### Allergies

To enter up to ten Allergy override reasons, select **Allergy Overrides**. For more information, refer to the [Table Maintenance - Clinical](#) User Guide.

### Disease Interaction

To enter up to ten Disease Interaction override reasons, select **Disease Interaction**. For more information, refer to the [Table Maintenance - Clinical](#) User Guide.

### Duplicate Therapy

To enter up to ten Duplicate Therapy override reasons, select **Duplicate Therapy**. For more information, refer to the [Table Maintenance - Clinical](#) User Guide.

### Drug Interaction

To enter up to ten Drug Interaction override reasons, select **Drug Interaction Overrides**. For more information, refer to the [Table Maintenance - Clinical](#) User Guide.

### **Reference Range**

To enter up to ten Reference Range override reasons, select **Reference Range Overrides**. For more information, refer to the [Table Maintenance - Clinical](#) User Guide.

### **IV Compatability**

To enter up to ten IV Compatibility override reasons, select **IV Compatibility**. For more information, refer to the [Table Maintenance - Clinical](#) User Guide.

### **Food Interaction**

To enter up to ten Food Allergy override reasons, select **Food Interaction Overrides**. For more information, refer to the [Table Maintenance - Clinical](#) User Guide.

## **6.17 Pricing Table**

### ***Overview***

The Pharmacy Pricing Table allows pharmacy the ability to update prices of items based on ranges. Once the table codes are setup and the ranges are in place, an [Item Master Pat. Price Update](#)<sup>177</sup> can be generated to update the prices based on the formulas set in this table.

**Pricing Table**

To access the Pricing Table:

Select **Hospital Base Menu > Master Selection > Business Office Tables > Table Maintenance > Clinical > Charges Pricing Table**

Pricing Code	Description
B	GENERAL PRICING TABLE
A	ORAL SOLIDS

**Pharmacy Charges Pricing Table**

Price Code:

Description:

Cost Basis:  (A or C)

Minimum Price:

Round to:  (0=Next or R=Roundset)

(Amount)

Flat Price:

Cost	+/-	Percent	Fee
20.000	+	300.0	0.000
100.000	+	200.0	0.000
499.000	+	100.0	0.000
9999.999	+	50.0	0.000
9999.999		0.0	0.000
9999.999		0.0	0.000
9999.999		0.0	0.000
9999.999		0.0	0.000
9999.999		0.0	0.000
9999.999		0.0	0.000
9999.999		0.0	0.000
9999.999		0.0	0.000
9999.999		0.0	0.000
9999.999		0.0	0.000

**Pharmacy Charges Pricing Table**

## Setting Up Pricing Codes

Select **Hospital Base Menu > Master Selection > Business Office Tables > Table Maintenance > Clinical > Charges Pricing Table**

Pricing Code	Description
Y	CONTROLLED SUBSTANCE PO, TOP, TD
H	ER MIN PRICE SELF ADMIN DRUGS
B	GENERAL PRICING TABLE
X	IV SOLUTIONS AND IRRIGATIONS < 500ML
A	ORAL SOLIDS
Z	RX/INJECTIONS IVP,INU,IM,IV,IMP,SQ

Charges Pricing Table

1. Set up a **Price Code**.
  - A capital letter must be used (i.e. A - Z)
2. Enter **Description** for the pricing code that easily identifies medications requiring this price code.
  - Example, CHEMOTHERAPY.
3. **Cost Basis**.
  - Select <A> if the desired patient price increase is to be based upon AWP.
  - Select <C> if the desired patient price increase is to be based upon hospital cost.
4. Select **Minimum Price** if desired.
  - Example, If a minimum price of 1.75 is used for all PO items, enter 1.75.
5. Use **Round to (Amount)** to round an item price based on a set amount.
  - Example, a new patient price is calculated as \$17.07.
    - **X-Next** and **Amount** (.05) are used, the new patient price will be \$17.20.
    - **R-Nearest** and **Amount** (.05) are used, new patient price will be \$17.15.

- 
6. Select **Flat Price** if all items with this pricing code are to be updated to the same price.
    - Example, if items with the same pricing code are to have a patient price of \$50.00. Enter a flat price of \$50.00.
  7. Set up cost(s) as individual pricing tiers in Fields 6 – 17. Amount entered in each **Cost** column should be the minimum amount to qualify for a specified pricing tier.
  8. Enter a +/- for items that require a percent markup.
    - Select **+** to add a percentage to the price of the item.
    - Select **-** to subtract a percentage from the price of the item.
  9. **Fee** allows for an additional amount to be added to each price within a specified pricing tier.
  10. Options after completing this Pricing Code are as follows:
    - Press **Exit** to return to the **Pharmacy Tables** menu.
    - Press **Next** to setup another pricing code.
    - Select **All** to change information in all lines of the pricing table screen.
    - Select **Delete** to delete a pricing code.



## Updating Patient Prices

Once all items have the appropriate pricing code attached, patient prices then need to be updated. This is accomplished by the **Item Master Patient Price Update**.

1. From the Hospital Base menu, select **Department Specific**.
2. Select **Item Master Pat. Price Update**.
3. Select printer number.
4. Enter the department number of the items to be updated.
  - This should be the Pharmacy department number only.
5. Enter the date to update prices.
  - Date must be entered in a MMDDYY format.
  - Date must be for tomorrow or sometime in the future.
6. Select **Exit** to abort process.
7. Select **Process**.
8. "Processing Item Number" should flash as system searches for items with pricing codes.

**NOTE:** Please be aware that when running, **Item Master Patient Price Update**, ALL items with pricing codes will be updated. This is not limited to just items with a desired pricing code.

9. Report prints with the following information:
  - Item Number
  - Price Code
  - Patient Stay/Sub Type
  - Original Future Price
  - Original Future Date
  - Updated Future Price
  - % Change in Price
10. Price will actually update as of future date. Future price moves into current price field and price in current field moves to previous field.

## 6.18 Route Table

### Overview

The Route Table allows for the creation of facility-defined routes of administration to be used during order entry for the Pharmacy, Patient Documentation and CPOE applications.

### Route Table

#### Adding And Modifying Routes

From the Hospital Base menu, select **Department Specific**.

Select **Route Table**.

Select **Hospital Base Menu > Department Specific > Route Table**

The screenshot displays the 'Pharmacy - Route Table' interface for 'Evident Community Hospital'. The interface is divided into two main sections: a table of existing routes and a form for editing a selected route.

Route	Description	Type	HL7 Code
BUCCAL	ORAL	Non-IV	B
DENTAL	DENTAL	Non-IV	DT
DT	DENTAL	Non-IV	
EAR-BOTH	EAR-BOTH	Non-IV	OT
EAR-LEFT	EAR-LEFT	Non-IV	OT
EAR-RIGHT	EAR-RIGHT	Non-IV	OT
EPIDURAL	EPIDURAL	Non-IV	EP
EYE-BOTH	EYE-BOTH	Non-IV	OP
EYE-LEFT	EYE-LEFT	Non-IV	OP
EYE-RIGHT	EYE-RIGHT	Non-IV	OP
ID	INTRADERMAL	Non-IV	
IM	IM OPTIONS	Non-IV	IM
INHALED	INHALED	Non-IV	IH
IRRIG	IRRIGATION	Non-IV	
IT	INTRATHECAL	Non-IV	
IV	INTRAVENOUS	IV	
IV BOLUS	INTRAVENOUSLY	IV	IV
IV FLUSH	IV PUSH	Non-IV	IV
IVP	IV PUSH	Non-IV	IV
IVPB	IV PIGGY	Piggyback IV	
NAS	NASALLY	Non-IV	NS
NASOGASTRIC TUBE	ENTERAL FEEDING	Non-IV	NG
OPHTHALMIC	OPHTHALMIC	Non-IV	OP
ORAL	ORAL	Non-IV	PO
ORALLY	ORAL	Non-IV	PO

The form on the right shows the details for the selected route 'SUB-Q':

- Route: SUB-Q
- Description: SUBCUTANEOUS OPTIONS
- Type: Non-IV
- MDS Route: 05 - Subcutaneous
- Layman's Description: UNDER SKIN
- Label Description: (empty)
- Route Codes:
 

HL7 Code	Code Description
SC	Subcutaneous
SD	Soaked Dressing
SL	Sublingual
TD	Transdermal
- SNOMED Code: 34206005
- SNOMED Desc: Subcutaneous route

Buttons for 'Update', 'Delete', and 'New' are visible at the bottom of the form.

Pharmacy Route Table Maintenance

To modify an existing route, highlight the route in the table on the left side of the screen.

To enter a new route, select **New**.

Select Hospital Base Menu > Department Specific > Route Table > New

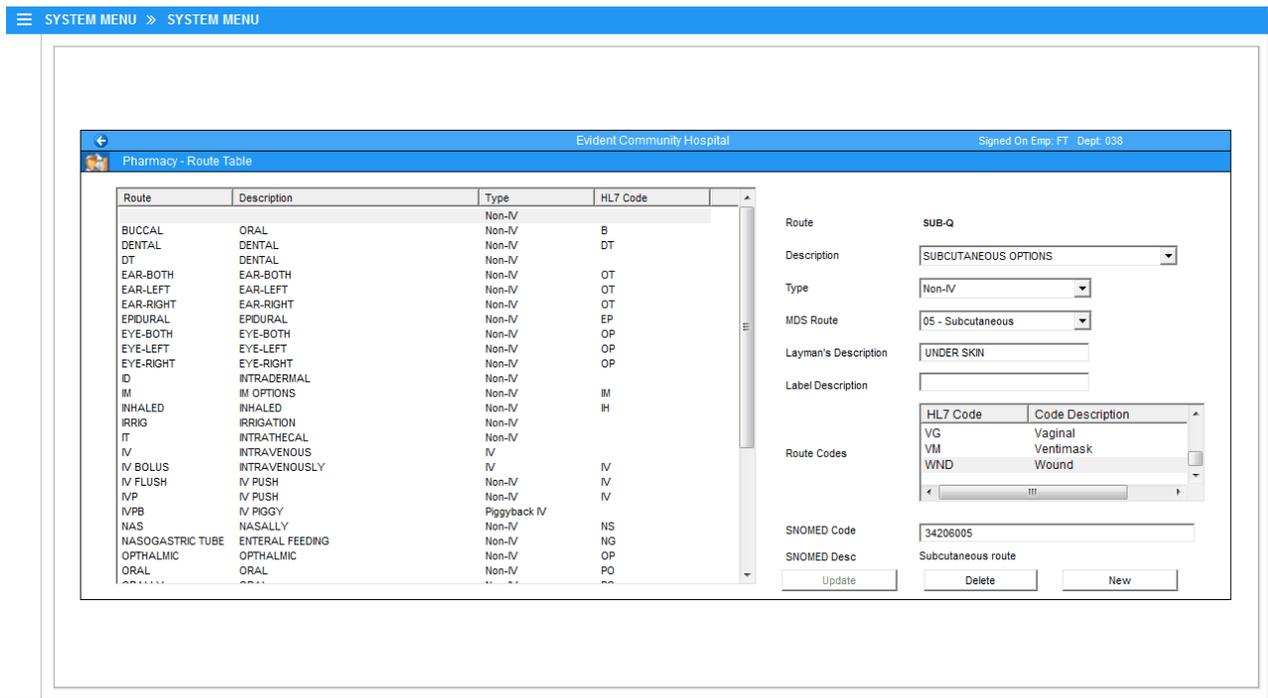


Route Table Maintenance

1. Type the desired route description or select the drop down arrow to display a list of predefined options.
2. Select the drop down arrow in the type field to display a list of predefined route types.

To delete a route, select **Delete**.

Select Hospital Base Menu > Department Specific > Route > Type



Route Table Maintenance

- **Type:** Options are Non-IV, IV and Piggyback IV. The route type determines which order screen defaults for Pharmacy and CPOE during medication order entry. In traditional CPOE, providers are presented with an IV and a Piggyback IV screen. The IV type is used for Continuous IV orders and the frequency field is not changeable. The Piggyback IV order screen has both a frequency and a flow rate field.
- **MDS Route:** Minimum Data Set Route. For use with the RAI application (not used at this time).
- **Layman's Description:** This is a 20-character field. The description be used with the Discharge Summary and Instructions Report in the Point of Care application to convert the route to Layman's terms or a patient readable format in the medication section.
- **Label Description:** Allows a 10-character route description different than that the one entered during order entry to print to non-IV and IV patient labels. The description prints to the label ONLY and does not affect printed reports. If this field is left blank, the label route will default to the first ten characters from the route field.
- **HL7 Code:** Associate the Health Language 7 Code to the facility-defined route for immunization reporting.
- **SNOMED Code:** Enter SNOMED codes from the following value sets to all medication routes used for subcutaneous or intravenous administrations of Heparin for Venous Thromboembolism (VTE) Quality Measures reporting. (NQF 371, 372, 374, & 376)
  - Subcutaneous Route (OID 2.16.840.1.113883.3.117.1.7.1.223)
  - Intravenous Route (OID 2.16.840.1.113883.3.117.1.7.1.222)

To exit route table maintenance, select the **Back Arrow** in the upper right-hand portion of the screen.

## 6.19 Standing Order Table

### *Overview*

The Standing Order Table allows groups or sets of orders to be setup and pulled directly into Non-IV or IV Order Entry for applications using traditional screens. The table allows pharmacy to create new standing orders or to edit existing standing orders. It is not only useful for specific physician standing orders, but can also be used for any group or sequence of orders written together by a physician on a routine basis. Routine, IV, and PRN orders can all be set up in the Standing Orders Table. The Standing Order Table pulls all standing orders created by all departments. Example, if an ancillary department creates a standing order for Dr. Jones Post-Op orders, pharmacy can use the same standing order to input necessary medications.

## Standing Order Table

### Creating A Routine or PRN Standing Order

To create a Routine or PRN Standing Order:

1. From the Hospital Base menu, select **Department Specific**.
2. Select **Standing Order Table**.
3. Enter description of a standing order or press <Enter> to display beginning of list.
  - Press <0> to exit back to the Pharmacy Tables menu.

Select **Hospital Base Menu > Department Specific > Standing Order Table**

SYSTEM MENU » SYSTEM MENU

Group/Standing Order Display/Maintenance

Enter Description: \_\_\_\_\_ Exit

Description	UC?
1 ADMIT ORDER	
2 ADMIT: STROKE CPOE	
3 Activase (TPA) Protocol	
4 Alcohol W/D Care Map	
5 Alcohol Withdrawal Pathway	
6 Angina-R/O MI:Day 1 Clinical Pathway	
7 Angiography:Pre-op Orders	
8 C-Section: 1st Day Post-op	
9 CHF-Admission Protocol	
10 COPD Day 1 Clinical Pathway	
11 COPD Day 2:Clinical Pathway	
12 CORONARY CARE PROTOCOL 69	
13 Cardiac CP-Day 1	
14 Cardiac Cath	
15 Cardiac Troponin Series	

Enter:

Standing Order Display Maintenance

4. Enter "**N**ew Description" to create a new standing order and press <Enter>.
5. Enter the description of the new standing order and press <Enter>.
6. At the "**Just Like?**" prompt, enter **N** to skip to creating the standing order. Answer **Y** and then select the standing order to use as the just like.
7. There are four options at this point:
  - Press <0> to exit and return to the previous menu.
  - Select "**N**ew Item" to begin entry of standing order components and press <Enter>.
  - Select **Group "D"esc** to change standing order description.

- Press <Page Down> if there is more than one page of orders within the standing order.

Select **Hospital Base Menu > Department Specific > Standing Order Table > Enter > New Description**

SYSTEM MENU » SYSTEM MENU

Group/Standing Order Display/Maintenance

Enter Description: \_\_\_\_\_ Exit

Description	UC?
1 ADMIT ORDER	
2 ADMIT: STROKE CPOE	
3 Activase (TPA) Protocol	
4 Alcohol W/D Care Map	
5 Alcohol Withdrawal Pathway	
6 Angina-R/O MI:Day 1 Clinical Pathway	
7 Angiography:Pre-op Orders	
8 C-Section: 1st Day Post-op	
9 CHF-Admission Protocol	
10 COPD Day 1 Clinical Pathway	
11 COPD Day 2:Clinical Pathway	
12 CORONARY CARE PROTOCOL 69	
13 Cardiac CP-Day 1	
14 Cardiac Cath	
15 Cardiac Troponin Series	

Enter: N Exit PgDn New Description

Enter New Description: \_\_\_\_\_

#### Standing Order Maintenance

- To flag the standing order as *Under Construction* so that it will not display in the Standing Order Lookup Table from the Pharmacy Selection screen, select **Group "D"esc**.
  - Enter through the description and enter a **Y** (Yes).
- After selecting "**N**ew Item, the system prompts, **Add After Sequence # \_\_\_\_**. Press <Enter> to start at the beginning.
- Enter Order Type. Select **P-Pharmacy**. Do not press <Enter> (one character field).

Select Hospital Base Menu > Department Specific > Standing Order Table > Enter > New Description > Enter Description > New Item

SYSTEM MENU » SYSTEM MENU

Group/Standing Order Maintenance

Description: ADMIT: STROKE CPOE  
Under Construction?: N                      Last Modified Date: 09/16/13

Enter Order Type:                      P - Pharmacy  
  A - Ancillary  
  N - Nursing Orders  
  0 - Exit

Standing Order Maintenance

11. Enter Pharmacy Order Type. Enter **1-Routine or PRN**. Do not press <Enter> (one character field).



- 
- 19.**Instructions** is equivalent to **Instructions** of the Non-IV Order Entry screen. Enter desired instructions.
- 20.**Resupply Days** defaults to 1. The default is set in the Pharmacy Control Information.
- 21.Enter **Resupply Qty** or the amount to be resupplied with each cart fill and press <Enter>.
- 22.Enter **Max Qty**, if a maximum number of doses are required. Press <Enter> to bypass.
- Example, antibiotic orders with a set stop quantity of 14 doses.
- 23.The medication can be entered as a future order by entering the number of start days in **# of Days to Start**.
- The system will calculate the start date of the order by adding the number entered in this field to the current date.
- 24.The medication can be set up to automatically discontinue by entering the number of days in **# of Days to Discontinue**.
- The system will calculate the date the order will discontinue by adding the number entered in this field to the start date/time.
- 25.Three options are available:
- Review order and select sequence number to make a change to a field.
  - If order is correct, **Exit & Update** to add to the standing order.
  - **Delete** re-enter a new or different item.
- 26.To add the next item to the standing order, begin again with step 11.
- 27.To exit, press <0> and press <Enter>.

Select **Hospital Base Menu > Department Specific > Standing Order Table > Enter > New Description > Enter Description > New Item > 0 > Pharmacy > Routine or PRN > Item Description**

SYSTEM MENU » SYSTEM MENU

Routine or PRN Pharmacy Group/Standing Order

Item Desc: ACETAMINOPHEN (TYLENOL) 325 MG TABLET 381010  
 CPOE Long Description:   
 Quantity: 325.0000 Unit: MG  
 Route: ORALLY  
 Frequency: PRN Standard Times:  (Y/N)

Instructions:  ChartLink Default:

Resupply Days: 1 Resupply Qty:  Max Qty:   
 # of Days to Start:  # of Days to Discontinue:

Enter: Exit & Update      Delete

Item	Item Description	Number
1	ACETAMINOPHEN (TYLENOL) 325 MG TABLET	381010
2	ACETAMINOPHEN (TYLENOL) 500MG TABLET	381604
3	ACETAMINOPHEN ELIXIR (TYLENOL):160MG/5ML	382012
4	ACETAMINOPHEN ORAL SOLUTION 160MG/5ML	3814581
5	ACETAMINOPHEN SUPP (TYLENOL) : 120 MG	386070

Enter: 1 Exit      PgDn

Routine or PRN Standing Order

### Creating A New IV Standing Order

To create a new IV standing order:

1. From the Hospital Base menu, select **Department Specific**.
2. Select **Standing Order Table**.
3. Enter Description and press <Enter>.
  - Press <0> to exit back to the Pharmacy Tables menu, if needed.
4. Enter **New Description** to create a new standing order. Press <Enter>.
5. Enter the description of the new standing order and press <Enter>.
6. There are four options at this point:
  - Press **Exit** to exit and return to the previous menu.
  - Select **New Item** to begin entry of standing order components. Press <Enter>.
  - Select **Group Desc** to change standing order description.
  - Press <Page Down> if there are greater than one page of orders within the standing order.

7. After selecting **New Item**, the system prompts, **Add After Sequence #** \_\_\_\_\_. Press <Enter> to start at the beginning.
8. Enter Order Type. Select **Pharmacy**. Do not press <Enter> (one character field).
9. Enter Pharmacy Order Type. Enter **IV**. Do not press <Enter> (one character field).
10. Enter the first few characters of the IV fluid or predefined IV on **Item Desc**. Press <Enter>.
11. Select item by sequence number from lookup window. Do not press <Enter> (one character field).
12. Describe the type and content of the IV on **Comments**.
13. Enter the flow rate on **Flow Rate**.
14. Enter the preparation (admixture) fee, if appropriate **Proc Chg**.
15. Enter the frequency if appropriate in **Frequency**
16. **Standard Times** are defined by setup in the frequency table. Press <Enter> to accept **Standard Times-Y**.
  - If Non-Standard Times are desired, enter <N>. Three options are available:
  - Enter up to 24 non-standard administration times. Military time format is mandatory.
  - Enter hours between doses.
  - Enter days of the week.
17. The medication can be entered as a future order by entering the number of start day in **# of Days to Start**.
  - The system will calculate the start date of the order by adding the number entered in this field to the current date.
18. The medication can be set up to automatically discontinue by entering the number of days in **# of Days to Discontinue**.
  - The system will calculate the date the order will discontinue by adding the number entered in this field to the start date/time.
19. To add the next IV, begin with step 11.
20. To exit, enter <0> and press <Enter>.

Select Base Menu > Department Specific > Standing Order Table > Enter > New Description > Enter Description > New Item > 0 > Pharmacy > IV > Item Description

SYSTEM MENU » SYSTEM MENU

IV Pharmacy Group/Standing Order

Item Desc: D5 1/2 NS W/KCL 20 MEQ 1L 387715  
 CPOE Long Description:  
 Comments: ChartLink Default:   
 Comments:  
 Flow Rate: 125 ml/hr  
 Proc Chg:  
 Frequency: CONTINUOUS Standard Times:  (Y/N)  
 Admin.Times:

# of Days to Start:  # of Days to Discontinue:   
 Enter: \_\_ ( Exit & Update Delete)

1	D5 1/2 NS W/KCL 20 MEQ 1L	387715
2	D5 1/2 NS W/KCL 20 MEQ MVI DAILY	38387715
3	D5 1/2NS : 1000ML	210153
4	D5 1/2NS W/KCL 40 MEQ 1L	3866690
5	D5 1/4NS :1000 ML 2B1094 IV SOL	210146

Enter: 1 Exit PgDn

Figure 5.79 IV Standing Order

### Editing Existing Standing Orders

To edit an existing standing order:

1. From the Hospital Base menu select **Department Specific**.
2. Select **Standing Order Table** and press <Enter>.
3. Enter Description. Press <Enter>.
  - Press <0> to exit back to the Pharmacy Tables menu.
4. Select the desired standing order by sequence number and press <Enter>.
5. Select the item within the standing order to be edited by sequence number and press <Enter>.
6. Enter the sequence number of the line within the order to update and press <Enter> to begin editing.
7. Press **Exit & Update** to update the order after changes are made and to exit the order.
  - Select **Delete** to remove the item from the Standing Order.

New orders can be added to an existing standing order by following the procedures previously described in creating new standing orders. Begin with step 7, enter <N> to add a new item, and follow procedure for adding a new Routine, PRN, or IV order.

**Print Reports**

All Standing Orders can be printed by:

1. From the Hospital Base menu select **Department Specific**.
2. Select **Standing Order Table Reports**.
3. Enter printer number in the **Line Printer Number** field.

**Standing Order Table Report (Summary)**

```

RUN DATE: 11/09/15          Evident Community Hospital          PAGE 1
TIME: 09:17                STANDING ORDER TABLE                TBSTDP

DESCRIPTION/
DEPARTMENT      ORDER          FREQ/SPEC INSTR  DESCRIPTION
-----
ADMIT ORDER
Pharmacy        ASPIRIN (CHILDREN LOW STRENGTH) PO 81 MG PRN   STD TM = Y
Pharmacy        ROCEPHIN/D5W IVPB: 1 GM/50 ML                Q24H   STD TM = N ROCEPHIN 2 GM/D5W 100 ML

ADMIT: STROKE CPOE
Med Order      -----MUST SELECT ONE-----
Med Order      Admit patient to Med Surg
Med Order      Seizure precaution
Med Order      Admit patient to ICU
Med Order      Admit patient to Observation
Med Order      Admit to Dr.: " "
Med Order      -----CODE STATUS-----
Med Order      Code Status: DNR
Med Order      Code Status: FULL CODE
Med Order      Code Status: COMFORT MEASURES ONLY
Med Order      Code Status: CHEMICAL CODE ONLY
Med Order      -----NURSING ORDERS-----
Med Order      IV
Med Order      Vital signs every 4 hours
Med Order      Vital Signs per ICU monitoring
Med Order      Neuro checks every 4 hours
Med Order      Weigh daily
Med Order      I&O Q 4 Hours
Med Order      Continuous Pulse Oximetry
Med Order      Oximetry q 4 hours
Med Order      Oxygen per nasal cannula to keep SATS > 92%
Med Order      Foley Catheter to BSD
    
```

## 6.20 Item Master Pat. Price Update

From the Hospital Base menu, select **Department Specific**.

Select **Item Master Pat. Price Update**.

Select **Hospital Base Menu > Department Specific > Item Master Pat. Price Update**

SYSTEM MENU >> SYSTEM MENU

System Menu

Update Item Master Patient Prices

Pharmacy

Department: 038 All Depts Exit

As of Date: 110115  
(MMDDYY)

Enter: \_ Exit Process

Item Master Patient Price Update

## 6.21 Vendor Cost Upload

### Overview

The Vendor Cost Upload provides a way to upload cost and AWP information received from a vendor. This feature is an additional purchase item that requires setup. Please contact your TruBridge Pharmacy Support Representative for more information.

### Vendor Cost Upload

To access this feature:

1. From the Hospital Base menu, select **Department Specific**.
2. Select **Vendor Cost Upload**.

3. Enter number of copies.

Select **Hospital Base Menu > Department Specific > Vendor Cost Upload**

The screenshot shows the 'Pharmacy - Control Table' menu with the following sections:

- Maintenance**
  - ADM Table
  - Alternating Comp. Table
  - Clinical Monitoring Control
  - Flowrate Table
  - Formulary Table
  - Frequency Table
  - Instruction Table
  - Interactions/Indicators
  - Intervention Maintenance
  - Online Adjudication Tables
  - Patient Pay Codes
  - Custom TPN Notes
- Maintenance**
  - Pharmacy Control Information
  - Physician Override Reasons
  - Pricing Table
  - Report Control Information
  - Route Table
  - Standing Order Table
- Other Functions**
  - Item Master Pat. Price Update
  - Vendor Cost Upload** (highlighted in red)
  - Charge Table NDC Search:
- Reports**
  - Clinical Monitoring Statistics
  - Instruction Table
  - Interactions/Indicators
  - Intervention Table
  - Online Adjudication Report
  - Patient Education Documents
  - Patient Pricing Codes
  - Predefined Intervention Table
  - Pricing Table
  - Standing Order Table

### Pharmacy Vendor Cost Upload

#### By Catalog Number

From the Upload Options Menu, select **By Catalog Number**.

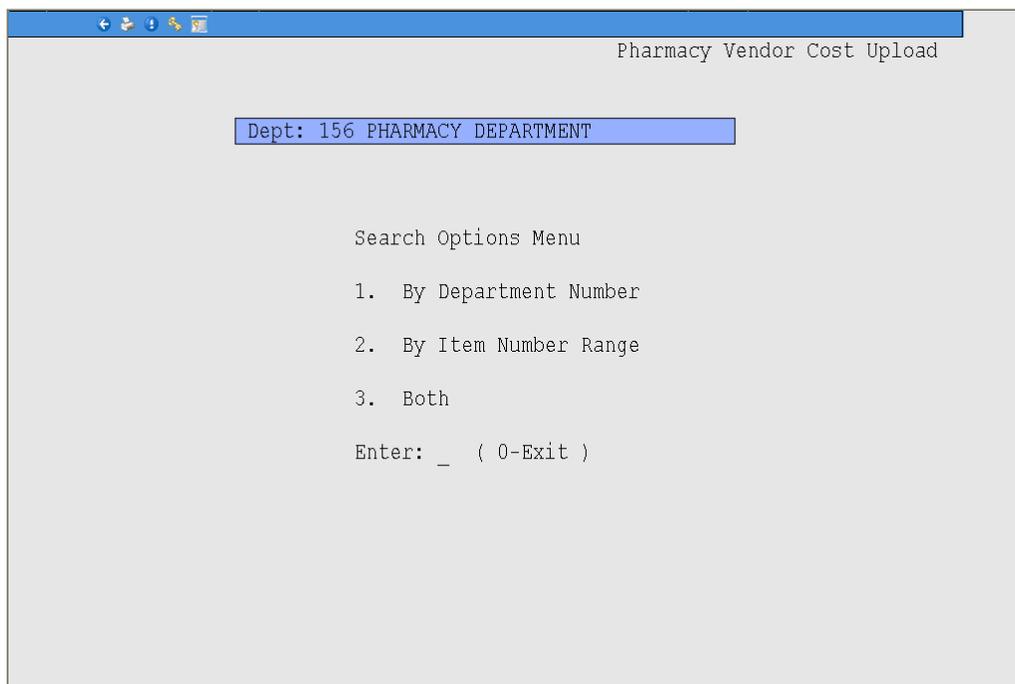
- Update NDC numbers?
  - Selecting **Yes** updates NDC numbers from the wholesalers disk.
  - Selecting **No** will not update NDC numbers from the wholesalers disk.
  - Select **Exit** to return to the Pharmacy Tables menu.

From the Search Options Menu, select one of the following:

- **By Department Number**
  - Do you wish to update the Patient Price?
    - Enter **Yes** to update prices.
    - Enter **No** to process without updating patient prices.
- **By Item Number Range**
  - Enter Beginning Item Number:
  - Enter Ending Item Number:
  - **OK?** Y/N or Abort

- If answered Y-Yes, the following prompts appear:
    - *One Moment Please*
    - *Completed to HBM*
  - If answered N-No, the following prompts appear:
    - *Enter Beginning Item Number*
    - *Enter Ending Item Number*
    - *Repeat above steps*
  - 0-Abort
- **By Both**
- Enter beginning Item Number
  - Enter ending Item Number
  - If answered Y-Yes, the following prompts appear:
    - *One Moment Please*
    - *Completed to HBM*
  - If answered N-No, the following prompts appear:
    - *Enter Beginning Item Number*
    - *Enter Ending Item Number*
    - *Repeat above steps*
  - 0-Abort

Select Base Menu > Department Specific > Vendor Cost Upload > By Catalog Number > By Department Number



Pharmacy Vendor Cost Upload

## **By NDC Number**

From the Upload Options Menu, select **By NDC Number**.

From the Search Options Menu, select one of the following:

- **By Department Number**

- Do you wish to update the Patient Price?
  - Enter **Y-Yes** to update prices.
  - Enter **N-No** to process without updating patient prices.

- **By Item Number Range**

- Enter Beginning Item Number:
- Enter Ending Item Number:
- **OK?** Y/N or Abort
  - If answered Y-Yes, the following prompts appear:
    - *One Moment Please*
    - *Completed to HBM*
  - If answered N-No, the following prompts appear:
    - *Enter Beginning Item Number*
    - *Enter Ending Item Number*
    - *Repeat above steps*
  - 0-Abort

- **By Both**

- Enter beginning Item Number
- Enter ending Item Number
- If answered Y-Yes, the following prompts appear:
  - *One Moment Please*
  - *Completed to HBM*
- If answered N-No, the following prompts appear:
  - *Enter Beginning Item Number*
  - *Enter Ending Item Number*
  - *Repeat above steps*
- 0-Abort

Select Hospital Base Menu > Department Specific > Vendor Cost Upload > By NDC Number

The screenshot shows a web browser window with a blue title bar. The page title is "Pharmacy Vendor Cost Upload". Below the title bar, there is a blue box containing the text "Dept: 156 PHARMACY DEPARTMENT". In the center of the page, there is a "Search Options Menu" with three numbered options: "1. By Department Number", "2. By Item Number Range", and "3. Both". Below the menu, there is a prompt "Enter: \_ ( 0-Exit )".

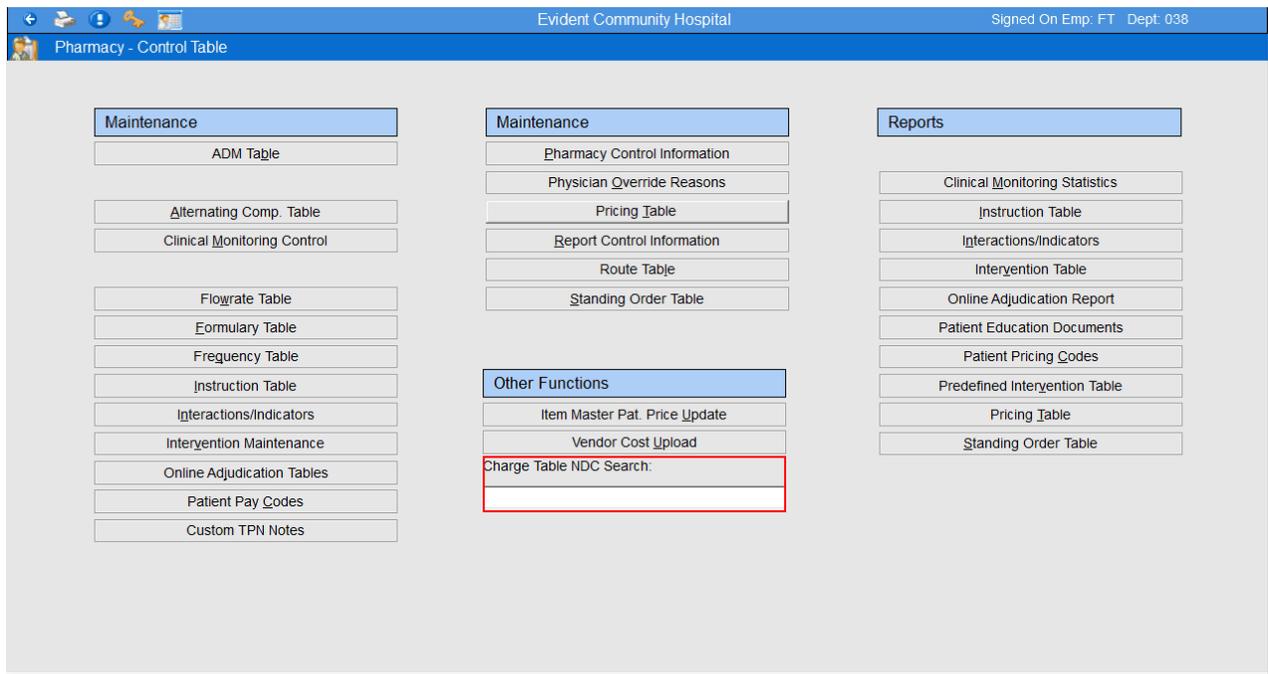
Pharmacy Vendor Cost Upload

## 6.22 Charge Table NDC Search

### Charge Table NDC Search

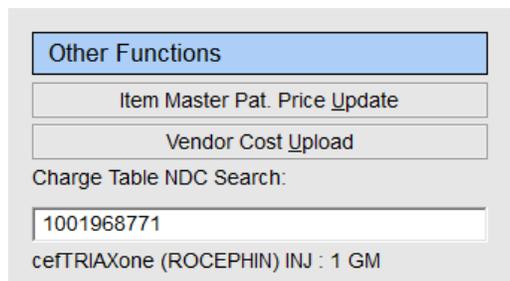
A new option has been added under the Other Functions section of Department Specific to allow scanning or typing of an NDC number. The software will search the 10- and 11-digit NDC number fields on Pharmacy Information Page 1 and 2 for a match. This feature may be used to verify that formulary items contain the most up-to-date NDC numbers for the purpose of Medication Verification.

Select **Hospital Base Menu > Department Specific > Charge Table NDC Search**



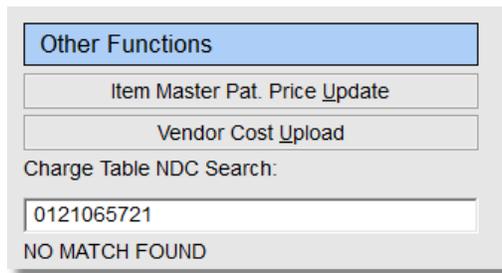
Charge Table NDC Search

Manually enter or scan the 10- or 11-digit NDC number into the field. If a match is found, the item description will display.



NDC Search

If the NDC number is not found on any item, the message "NO MATCH FOUND" will display.



The screenshot shows a software interface with a menu titled "Other Functions" in a blue header. Below the header are two buttons: "Item Master Pat. Price Update" and "Vendor Cost Upload". Underneath these buttons is the text "Charge Table NDC Search:". Below this text is a text input field containing the number "0121065721". At the bottom of the window, the text "NO MATCH FOUND" is displayed.

**NDC Search**

## Chapter 7 Department Table

### 7.1 Overview

The Department Table is a 5-page table used to define many clinical options. This chapter will cover the Pharmacy functions in the Department Table.

Access to the Business Office tables is limited by department and/or employee security. Contact TruBridge or the site contact concerning changes to the Department Table.

### 7.2 Pharmacy Functions in Department Table

#### *Transfer / Discharge Notices*

Pharmacy has the ability to receive Transfer/Discharge Notices as they occur. Once the settings have been activated, pharmacy receives a NOTICE flash at the bottom left side of the PC. This will alert pharmacy employees that a patient has been discharged or transferred to a different room. Pharmacy can then use this information to remove patient medications from their med drawer or to transfer medication to the correct drawer. It is suggested that pharmacy check for transfers and discharges at the beginning of each shift and periodically throughout the day.

To activate this functionality:

- Set the Transfer/Discharge switch.
- Redirect mail from the PC.

#### Transfer/Discharge

1. From the Hospital Base menu, select **Master Selection**.
2. Select **Business Office Tables**.
3. Select **Table Maintenance**.
4. Select **Control** followed by **Department Table**. Enter Pharmacy department number.
  - The Transfer/Discharge control switch is located on Page 3.
  - Options include A-Always, O-Outstanding, N-Never.
  - Pharmacy should be set to A-Always.

Select **Hospital Base Menu > Master Selection > Business Office Tables > Table Maintenance > Control > Department Table > Department Number > Pg 3 > PgDn**

The screenshot displays the 'DEPARTMENT TABLE' configuration page for 'EVIDENT COMMUNITY HOSPITAL'. The page is titled 'DEPARTMENT EDIT : 038' and includes navigation tabs for 'Page 1' through 'Page 5'. The 'Department Number' is set to '038'. The page is divided into several sections:

- Send Signed only on Trans by Physician:**
- Incoming Esign Document Line Printer:**
- Print Report Option:** Includes a 'PATIENT TYPE' section with checkboxes for 1, 2, 3, 4, and 5.
- Pagenate Each New Dept:**
- Hold Dsch'd Until Complete:**
- STAT ORDERS PRINT OPTIONS:** Includes 'Stat Order Printer', 'Autoprint Incoming', and 'Include Routine' checkboxes.
- BILLING FILE:** Includes an 'IP Address' field.
- COMMUNITY REPORTS:** Includes 'Send Mode', 'Fax Phone Number' (2020202020), 'Custom Fax Command', 'Transfer / Discharge Notice' (highlighted with a red box), 'Auto-Cancel Ancil Orders on Discharge', 'Cancel w/ (C)ancel or (D)iscontinue', 'Status of orders to cancel' (U - Uncollected Specimens, A - All Outstanding Orders), 'Notify Department via Incoming Orders', and 'Charge Medications at Administration' (checked).
- Use Duplex Printing?** Includes '24 HS', 'Cums', 'EOS', and 'Chronological Order Review' (checked).

Department Maintenance Page 3

## Redirect Mail

From the **Hospital Base Menu**

1. Select **Redirect Mail for Departments**.
2. Highlight the department where mail is to be directed.
3. Select **Redirect mail for Departments**
  - A message will display that states mail is being redirected to the selected TTY. Are you sure?
  - Select **Yes**.

## Temporary Order Notification

Set up must be complete in the Department Table for the Pharmacy Department to receive Temporary Order notifications.

Select **Hospital Base Menu > Master Selection > Business Office Tables > Business Office Table Maintenance > Departments > Enter Pharmacy Department Number > Page 2**

TABLES > DEPARTMENT EDIT > DEPARTMENT EDIT : 038

Facility 1 : EVIDENT COMMUNITY HOSPITAL

DEPARTMENT TABLE

Department Number: 038

Page 1 Page 2 Page 3 Page 4 Page 5

Diet Department: 000 Medication Lbl TTY#:

QID Times: 0 0 0 0

TID Times: 0 0 0

BID Times: 0 0

Print Order Request Slip:

Chart Cart Department:

Unverified Order TTY#: 453 Schedule Type:  (L,R)

Ancillary Location: N Whiteboard Type: R (R,E)

Ancillary Order Gen: N Print Billing Info w/ Xscript-by-Date Report: N Sort: (A)lpha, (F)ilm, (M)R#, (S)loc-Sec#, (N)-Acct#

Nursing Station:  Emergency Department:

Use Result Time for Trans by Date: N

OE Report Line Printer:  Autoprint Prelims?:

Incoming Report Printer:

Ancillary Application:

OE Flash at All:  Acknowledge from all loc:

Cover Sheet on Fax Report: Y Failed Fax Flash at TTY: N

Conversion Receipt Entry:  Conserve Paper:

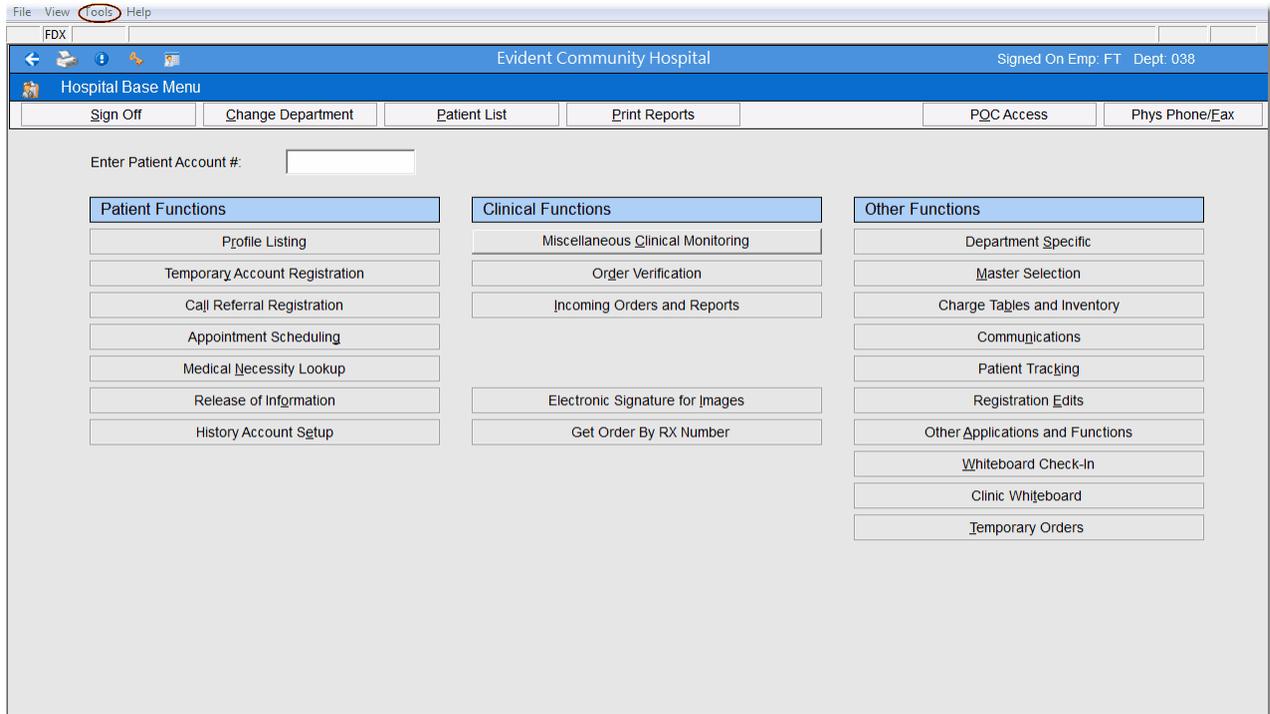
Department Maintenance Page 2

- **Unverified Order TTY#:**
  - Options: 3-digit tty number
  - Usage: Used in the Pharmacy application to regulate which terminal receives an electronic notice or flash when medication orders are placed by a pharmacy technician, POC or CPOE
- **OE Flash at All:**
  - Default: N (no)
  - Options: Y (yes) or N (no)
  - Usage: This option controls whether the flashes appear on all terminals assigned to this department. The system identifies terminals assigned to this department based on the department entry field in the Device Control Table.
    - Y: all terminals in the department will display appropriate flash
    - N: only the **mail** terminal will display flash.
- **Acknowledge from all loc:**
  - Default: N (no)
  - Options: Y (yes) or N (no)
  - Usage: This option allows flashes to be acknowledged from all devices in the department.
    - Y: All devices in the department will have the ability to acknowledge flashes.
    - N: only the “mail” terminal will have the ability to acknowledge flashes.

**NOTE:** The flash is generated when a temporary order is created and cleared when all temporary orders are verified.

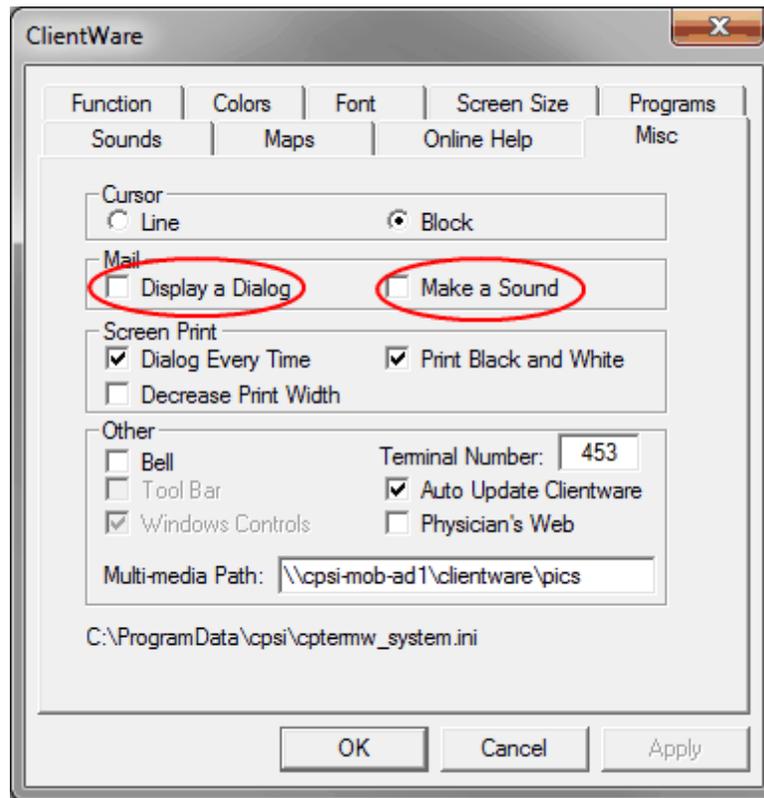
Pharmacy may also receive notification of temporary orders via a pop-up box and a sound.

Select **Hospital Base Menu > Tools** (From the Menu Bar at the top of the screen)



Hospital Base Menu

Select Hospital Base Menu > Tools > Options > Misc tab



Mail Options

### Charge Upon Administration

Charge Upon Administration is a feature that may be used to charge medications via nursing administration. The Charge Medications at Administration switch must be set on the Nursing department for Charge Upon Administration to be activated. Contact a TruBridge support representative for more information before activating a Nursing Station.

Select **Hospital Base Screen > Master Selection > Business Office Tables > Business Office Table Maintenance > Departments > enter Nursing Station Department > Page 3**

The screenshot shows the 'DEPARTMENT TABLE' configuration interface for 'EVIDENT COMMUNITY HOSPITAL'. The 'Department Number' is set to '003'. The interface is divided into several sections:

- Send Signed only on Trans by Physician:**
- Incoming Esign Document Line Printer:**
- Print Report Option:**  PATIENT TYPE: 1  2  3  4  5
- Pagenate Each New Dept:**
- Hold Dsch'd Until Complete:**
- STAT ORDERS PRINT OPTIONS:**
  - Stat Order Printer:
  - Autoprint Incoming: N
  - Include Routine:
- BILLING FILE:**
  - IP Address:
- COMMUNITY REPORTS:**
  - Send Mode:  (Fax, Modem)
  - Fax Phone Number:
  - Custom Fax Command:
  - Transfer / Discharge Notice:  (Always, Outstanding, Uncollected)
  - Auto-Cancel Ancil Orders on Discharge:
  - Cancel w/ (C)ancel or (D)iscontinue:
  - Status of orders to cancel:  U - Uncollected Specimens, A - All Outstanding Orders
  - Use Duplex Printing?:
  - 24 HS:
  - Cums:
  - EOS:
  - Chronological Order Review:
- Notify Department via Incoming Orders:**
- Charge Medications at Administration:**  (This checkbox is highlighted with a red box in the original image)
- MPI Display:**  (MF)

Department Table

# Chapter 8 HL7 Immunization Setup

## 8.1 Overview

In order to meet Meaningful Use requirements, immunization information must be reported to state registries. This chapter will explain the setup to prepare for reporting.

## 8.2 HL7 Immunization Setup

Immunizations documented through the Electronic Medication Administration Record (EMAR) are reportable. Before an immunization can be administered through the MAR, the immunization item must be set up correctly.

All immunization items must have the correct CPT code loaded to cross the registry for reporting.

Select **Hospital Base Menu > Charge Tables and Inventory > Item or Service Search > Select Immunization Item > Item Master > Default FC CPT Code**

The screenshot shows the 'Item Master Maintenance' window for item 3814588, 'PNEUMOVAX 23 0.5ML'. The 'Default FC CPT Code' field is highlighted with a red box and contains the value '90670'. Other fields include 'Description: PNEUMOVAX 23 0.5ML', 'Short Description: PNEUMOVAX 23', 'Service: N', 'Patient Chargeable: Y', 'Insurance Summary Code: 78 0250', and 'Physician Number: 052014'. There are also sections for 'Issuing Departments', 'Physician - Service Charge', and 'Vendors'.

Item Master Maintenance

The immunization manufacturer must also be loaded on the item under the item NDC.

Select **Hospital Base Menu > Charge Tables and Inventory > Item or Service Search > Select Immunization Item > Pharmacy Information Page 1 > Manufacturer**

The screenshot shows the 'Pharmacy Information' page for 'PNEUMOVAX 23 0.5ML'. The 'NDC' field contains '54868-4320-00' and the 'Manufacturer' field contains 'Physicians Tota', both of which are highlighted with a red rectangular box. Other fields include 'NDC Unit', 'As of' (11/16/15), 'Prior NDC', 'DEA Class', 'Predefined Order' (Non IV), 'Default Routes' (IM), 'Formulary Code', and 'Reorder Days'. On the right side, there are several checkboxes: 'Charge Meds at Administration' (checked), 'Chartcart Selectable' (checked), 'Formulary Item' (checked), 'Estimate Creatinine Clearance' (unchecked), and 'Use Overdue Med Response' (unchecked). Below these are 'Other Units' (example: 1 EA = 500 MG or 10 ML), 'Strength' (0.5), 'Unit' (ML), 'Rounding Option' (Next Whole Unit), and 'Capture Waste Amount'. At the bottom, there are buttons for 'Dispensing Note', 'Predefined Info', and 'Creatinine Clearance Dosage'.

Pharmacy Information Page 1

The appropriate CVX code needs to be attached to the CPT code used on the immunization item. The CPT may be linked to multiple CVX codes.

Select Hospital Base Menu > Master Selection > Business Office Tables > Business Office Table Maintenance > Diagnosis Codes > CPT Table Maintenance > Code Entry

**CPT Table Maintenance**

Code: 90670    Exit

Description: PNEUMOCOCCAL VACC 13 VAL IM

Creation Date: 07010

Expiration Date:

Replaced by Codes:

Ambulatory Surgical Center (ASC) Procedure:  N

APC Code:

APC Status: L

APC Fee Schedule:                      AS OF:                      PRIOR:                     

Level Code:

RHC UDS Category:

**Enter:**    Exit    Delete    Composite APC

**CPT Table Maintenance**

Complete CPT setup by typing **A** into entry field and then press Enter. At this point the system will provide will display the necessary immunization fields. By checking the “Vaccine” option, all items associated with this CPT code will creates prompt for Lot # on the POC side.

**ACD CPT Maintenance**

Cancel    Save

Vaccine:

Action code: 1

Action NDC:

CVX Code: 000023 

**ACD CPT Maintenance**

Use the CVX Code lookup option to search for and attach the correct CVX Code. Note the CPT code can be linked to multiple CVX codes.

CVX	Short Description	Full Vaccine Name	CPT	Active
100	pneumococcal conjugate PCV 7	pneumococcal conjugate vaccine, 7 valent	90669	Y
100	pneumococcal conjugate PCV 7	pneumococcal conjugate vaccine, 7 valent	90669	Y
152	Pneumococcal Conjugate, unspecified formu	Pneumococcal Conjugate, unspecified formulation		N
33	pneumococcal polysaccharide PPV23	pneumococcal polysaccharide vaccine, 23 valent		Y
33	pneumococcal polysaccharide PPV23	pneumococcal polysaccharide vaccine, 23 valent	90732	Y
109	pneumococcal, unspecified formulation	pneumococcal vaccine, unspecified formulation		N
10	IPV	poliovirus vaccine, inactivated	90713	Y
2	OPV	poliovirus vaccine, live, oral	90712	Y
2	OPV	poliovirus vaccine, live, oral	90712	Y
89	polio, unspecified formulation	poliovirus vaccine, unspecified formulation		N
70	Q fever	Q fever vaccine		N
34	RIG	rabies immune globulin	90375	Y
34	RIG	rabies immune globulin	90376	Y
40	rabies, intradermal injection	rabies vaccine, for intradermal injection	90676	Y
18	rabies, intramuscular injection	rabies vaccine, for intramuscular injection	90675	Y
90	rabies, unspecified formulation	rabies vaccine, unspecified formulation	90726	N
99	RESERVED - do not use	RESERVED - do not use		N
71	RSV-IGIV	respiratory syncytial virus immune globulin, intravenous	90379	Y
93	RSV-MAb	respiratory syncytial virus monoclonal antibody (palivizumab), intramus	90378	Y
72	rheumatic fever	rheumatic fever vaccine		N
72	rheumatic fever	rheumatic fever vaccine	01234	N
72	rheumatic fever	rheumatic fever vaccine	11111	N
73	Rift Valley fever	Rift Valley fever vaccine		N
122	rotavirus, unspecified formulation	rotavirus vaccine, unspecified formulation		N
119	rotavirus, monovalent	rotavirus, live, monovalent vaccine	90681	Y
116	rotavirus, pentavalent	rotavirus, live, pentavalent vaccine	90680	Y
74	rotavirus, tetravalent	rotavirus, live, tetravalent vaccine		N
38	rubella/mumps	rubella and mumps virus vaccine		N
38	rubella/mumps	rubella and mumps virus vaccine	11111	N
6	rubella	rubella virus vaccine	90706	Y
6	rubella	rubella virus vaccine	70110	Y

CVX Vaccine Lookup

Immunization table and Diagnosis, hidden A option, and correct CPT/CVX and Vaccine must all be selected.

Lastly, the HL7 will be attached to the route selected when nursing documents the immunization is administered. The HL7 code is attached to the Route in the Route Table.

Select Hospital Base Menu > Master Selection > Business Office Tables > Table Maintenance > Clinical > Route Table > Select Route > HL7 Code

Pharmacy Route Table Edit

Route: INTRAMUSCULAR

Description: IM OPTIONS

Layman's Description: IN MUSCLE

Label Description: IM

Type: N

I - IV  
 N - Non-IV  
 P - Piggyback IV

MDS Route: 3

1 - By Mouth  
 2 - Sub-Lingual  
 3 - Intramuscular  
 4 - Intravenous  
 5 - Subcutaneous  
 6 - Rectal  
 7 - Topical  
 8 - Inhalation  
 9 - Enteral Tube  
 10 - Other

HL7 Code: IM

SNOMED Code:

Pharmacy Route Table Edit

Code	Description
IC	Intracardiac
ICV	Intracervical (uterus)
ID	Intradermal
IH	Inhalation
IHA	Intrahepatic Artery
IM	Intramuscular
IMR	Immerse (Soak) Body Part
IN	Intranasal
IO	Intraocular
IP	Intraperitoneal
IS	Intrasynovial
IT	Intrathecal
IU	Intrauterine
IV	Intravenous
MM	Mucous Membrane
MTH	Mouth/Throat
NG	Nasogastric
NP	Nasal Prongs
NS	Nasal
NT	Nasotrachial Tube
OP	Ophthalmic
OT	Otic
OTH	Other/Miscellaneous
PF	Perfusion
PO	Oral
PR	Rectal
RM	Rebreather Mask

HL7 Code Options

Once the immunization item has been set up correctly, document administration through the POC Medication administration record.

---

## Chapter 9 System Management

### 9.1 Overview

This chapter will cover department and employee maintenance for Positive ID and the Audit Log report.

### 9.2 Positive ID

#### *Overview*

The sign-on password is not an acceptable proof of identification in some states; therefore, additional authentication is required. Positive ID is utilized for those states that require users to have their identity authenticated at all medication maintenance points. These include ordering, administering, verifying, and discontinuing medications. TruBridge has created a process which handles the authentication for Pharmacy, Patient Documentation, Electronic Forms, and Computerized Physician Order Entry based on challenge questions and an inactivity timeout.

In order to use Positive ID, table and employee security must be set up.

#### *Positive ID*

#### **Required Positive ID Menu**

To access this feature:

1. From **Special Functions**, select **System Management**.
2. Select **System Security, PgDn** and then select **Required Positive ID Menu**.

Select **Special Functions** > **System Maintenance** > **System Security** > **PgDn** > **Required Positive ID Menu**

Positive ID Menu screen

- **Require User Authentication for Positive ID**

- Default: Blank
- Options: Yes, ✓ (check mark), or No, blank.
- Usage: When this field is checked, it turns on user authentication for the indicated clinical areas - Pharmacy, Point of Care, and CPOE.

**NOTE:** The departments should not be activated until all Positive ID questions have been answered by all users.

- **Positive ID Inactivity (in minutes)**

- Default: Blank
- Options: 1 - 999.
- Usage: The length of time the TruBridge EHR can be inactive before the user is timed out. When this happens, authentication must be proven again by answering a preselected number of challenge questions.

- **Number of Challenge Questions in the bank**

- Default: Blank
- Options: 1 - 999.
- Usage: TruBridge has provided a list of 75 questions that have been approved by the Ohio Board of Pharmacy (OBOP).

- **Number of questions required to create User's Personal Profile**
  - Default: Blank
  - Options: 1 - 999.
  - Usage: Out of the 75 questions provided in the bank, the user will be required to answer the number entered in this field to create their Personal Profile. In Ohio, 50 questions are required.
  
- **Number of questions to use for Challenge**
  - Default: Blank
  - Options: 1 - 999.
  - Usage: The TruBridge EHR will randomly select whatever number is chosen in this field from the number of questions required to create the user's profile and use them during the authentication challenge. In Ohio, 15 questions are required.
  
- **Number of questions to answer for Positive ID**
  - Default: Blank
  - Options: 1 - 999.
  - Usage: The number entered in this field should not exceed the **Number of questions to use for Challenge**. The number of questions here will decide how many questions are presented to the user at the authentication points. In Ohio, 2 questions are to be answered at the time of the challenge.
  
- **Number of times to refresh questions**
  - Default: Blank
  - Options: 1 - 99.
  - Usage: This field will indicate the number of times the challenge questions can be refreshed before Positive ID is rejected. When the user selects refresh, a new challenge question will be presented.
  
- **Challenge Question Reset**
  - Default: Blank or N (No)
  - Options: Y (Yes) or N (No)
  - Usage: To select a new set of questions to use at the authentication points.

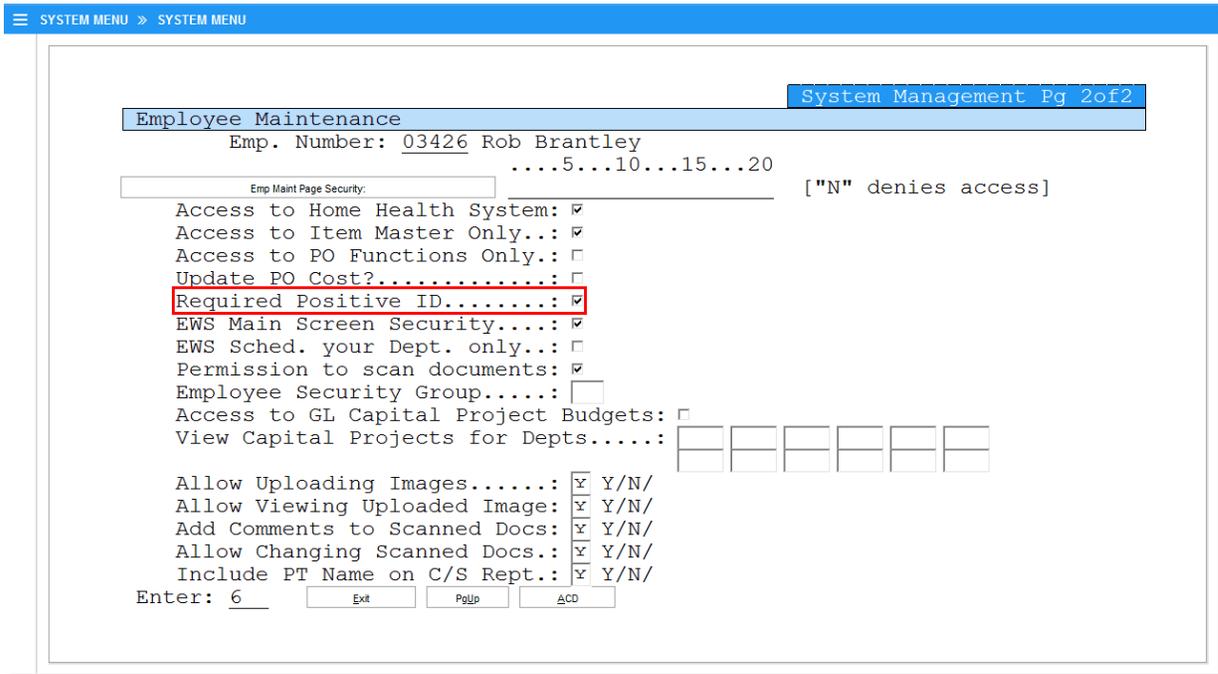
**Required Positive ID Switch**

The person responsible for maintaining employee security for the facility will need to turn on the **Required Positive ID** switch for each employee that is required to use identity authentication.

To access this feature:

- 1. From **Special Functions**, select **System Management**.
- 2. Select **System Security** and then **Employee Security**
- 3. Enter the employee number, **PgDn**, then select **Required Positive ID**.

Select **Special Functions > System Maintenance > System Security > Employee Security > Select Employee > PgDn > Required Positive ID**



**Required Positive ID Switch**

## Positive ID Maintenance

To access this feature:

1. From the Hospital Base menu, select **Other Applications and Functions**.
2. Select **Positive ID Maintenance**.
3. Enter employee password.

Select **Hospital Base Menu > Other Applications and Functions > Positive ID Maintenance > Enter Password > Positive ID Question screen**.

SYSTEM MENU » SYSTEM MENU

Evident Community Hospital Signed On Emp: FT Dept: 038

Positive ID Maintenance

Number	Question
1	What is your favorite pet?
2	How many pets do you currently have?
3	Which animal makes the best pet?
4	Which exotic animal makes the best pet?
5	Which animal makes the worst pet?

Please select and answer at least 25 of the questions from the list above. Re-enter answers to confirm accuracy.

Number	Question	Answer
1	What is your favorite pet?	*****
2	How many pets do you currently have?	*****
5	Which animal makes the worst pet?	*****

Number of Questions Answered: 3

Question : Which animal makes the worst pet?

Answer : snake Confirm Answer : snake

Rules :

- 1) The answers cannot be the same for any questions.
- 2) Answers will not be case sensitive (all answers will be converted to upper case).
- 3) Do not use special characters in answers (% , < , > , / , \ , { , } , etc).

Positive ID Question screen

4. Double click to select the Positive ID Question.
5. Enter the answer in the **Answer** field, then re-enter the same answer in the **Confirm Answer** field.
  - The question that was answered will display in the list box with asterisks in the answer field.
  - The system will track the **Number of Questions Answered**.
  - Once the questions are answered, the user's identity can be authenticated at all medication maintenance points.

## Print Reports

### Audit Log

The Audit Log report lists all medication orders and administrations for the date range selected. This report contains information such as the user signed on when ordering or administering the medication, date and time, patient name and account number, medication name, dose, route, frequency, comments, physician and the dose of medication administered.

1. From **Special Functions**, select **System Management**.
2. Select **System Security**, then **PGDN**.
3. Select **Required Positive ID Menu**.
4. Select **Audit Log**.
5. System prompts, "Begin date" and "End date"
6. Select the desired dates to print on this report.
7. Select **Print**. The information is generated in a pipe delimited text file so that it can be easily exported into spreadsheet applications.

RECORD	ORDER/ADMIN	DATE	TIME	PATIENT NAME	NUMBER	MEDICATION NAME	DOSE	ROUTE	FREQ	COMMENTS	PRESCRIBER	DOSE GIVEN
ORDER	XXX	03/12/10	12:26	SHEZ BENTLEY B	00002201	P.CA - meperidine 10	0 ml#IV		PRN	PER PCA	A GUMP	
ORDER	CXXX	03/12/10	12:26	SHEZ BENTLEY B	00002201	P.CA - meperidine 10	1500MG IV		PRN	PER PCA	A GUMP	
ORDER	XXX	03/12/10	12:26	SHEZ BENTLEY B	00002201	P.CA-morphine 1 mg	0 ml#IV		PRN	PER PCA	A GUMP	
ORDER	CXXX	03/12/10	12:26	SHEZ BENTLEY B	00002201	P.CA-morphine 1 mg	50MG IV		PRN	PER PCA	A GUMP	
ORDER	XXX	03/12/10	12:26	SHEZ BENTLEY B	00002201	naloxone 0.4 mg	0.2MG IVP		PRN	Q 2-3 MIN X 3	A GUMP	
ADMIN	SPRINKLE J	03/17/10	09:18	JOSEPH SPRINKLE	00108832	BACLOFEN TAB	1MG PO		*BID	ORAL	VICTOR STR	1 MG
ADMIN	SPRINKLE J	03/17/10	09:19	JOSEPH SPRINKLE	00108832	FUROSEMIDE TAB	80MG PO		*Q4H	ORAL	VICTOR STR	80 MG
ADMIN	SPRINKLE J	03/17/10	09:19	JOSEPH SPRINKLE	00108832	MEPERIDINE TAB	50MG PO		PRN	PO	VICTOR STR	50 MG
ADMIN	WATKINS J	03/12/10	09:00	BOSARGE GLORIA	00108928	LEVOFLOXACIN	500MG PO		BID	PO	CLAYTON KS	500 MG
ADMIN	WATKINS J	03/12/10	21:00	BOSARGE GLORIA	00108928	LEVOFLOXACIN	500MG PO		BID	PO	CLAYTON KS	500 MG
ADMIN	WATKINS J	03/13/10	09:00	BOSARGE GLORIA	00108928	LEVOFLOXACIN	500MG PO		BID	PO	CLAYTON KS	500 MG
ORDER	XXX	03/17/10	20:34	JAMES N GREER	002324	REG INSULIN **	1UNIT SUBQ		PRN	HIGH ALERT DRUG		
ADMIN	XXX	03/17/10	20:36	JAMES N GREER	002324	REG INSULIN **	1UNIT SUBQ		PRN	ABDOMEN		1 UNIT
ORDER	XXX	03/15/10	11:59	ANTHONY HEATH L	010303	HUMALOG INSULIN	Unit(s) SUBQ		PRN			
ORDER	XXX	03/17/10	15:23	ANTHONY HEATH L	010303	EPINEPHRINE	0 ml#INH		*Q12		MC VEAY D	
ADMIN	XXX	03/18/10	07:58	THOMAS JAMES AL	09100967	DUCUSATE (COLAC	100MG PO		BID	ORAL	BROOKS WIL	100 MG
ORDER	DLA	03/12/10	09:00	THOMAS JAMES AL	09100967	CARBAMIDE PEROX1D	R0P AS		QDAY		BROOKS WIL	
ORDER	DLA	03/17/10	09:56	THOMAS JAMES AL	09100967	CLOPIDOGREL (PLA	75MG PO		DAILY		BROOKS WIL	
ORDER	XXX	03/17/10	09:59	THOMAS JAMES AL	09100967	CYANOCOBALAMIN	1ML IM		DAILY		BROOKS WIL	
ORDER	XXX	03/17/10	13:19	THOMAS JAMES AL	09100967	HYDROCOD/CHLOR10	M L PO		PRN	FOR COUGH	BROOKS WIL	
ORDER	DLA	03/18/10	08:00	THOMAS JAMES AL	09100967	LISINAPRIL (ZESTRI	10MG PO		BID	DOSE = 2 TAB	BROOKS WIL	
ADMIN	AINSWORTH D	03/18/10	08:04	THOMAS JAMES AL	09100967	LISINAPRIL (ZESTRI	10MG PO		BID	PO	BROOKS WIL	10 MG

Audit Log Report in Microsoft Excel®

### Positive ID Labels

This functionality is not used at this time.

## Chapter 10 Table Maintenance

### 10.1 Overview

This chapter presents Pharmacy tables or switches that are only found in Table Maintenance. For more information see the [Table Maintenance - Clinical](#) User Guide.

### 10.2 Control Information - Clinical tab

There are a few fields only available in the Pharmacy Control Table accessed through Table Maintenance.

Select **Tables > Clinical > Control Information > Clinical tab**

Pharmacy Control Information	
Department/Printers/Reports	Clinical
Clinical Control	
Require Employee Signon:	<input checked="" type="checkbox"/>
Display Comments:	<input checked="" type="checkbox"/>
Separate PRN IVs:	<input type="checkbox"/>
Print Cart Fill Labels:	<input type="checkbox"/>
Frequency Table Only:	<input checked="" type="checkbox"/>
Use Mnemonic Search:	<input type="checkbox"/>
Nursing Transfer Orders:	<input checked="" type="checkbox"/>
Use Unverified Orders:	<input checked="" type="checkbox"/>
Clear Resupply for ADM:	<input checked="" type="checkbox"/>
Medstation-Inventory Transmit:	<input checked="" type="checkbox"/>
Require Drug Allergy Entry:	<input checked="" type="checkbox"/>
Prompt for Allergy Verification:	<input checked="" type="checkbox"/>
Require Height and Weight:	<input checked="" type="checkbox"/>
Require First Dose Entry:	<input type="checkbox"/>
View Sliding Scale Comment:	<input checked="" type="checkbox"/>
Write Out Orders to CNIFX:	<input type="checkbox"/>
Send POC Orders to Pharmacy First:	<input checked="" type="checkbox"/>
Allow Pharmacists to Modify Own Verified Orders:	<input checked="" type="checkbox"/>
Last Changed:	
Last Changed By:	
Review Orders Sort Method:	C
Online Adjudication Transmission Mode:	N
Use Medication Verification:	P
Hold Technician Orders:	N
Apply Revenue to Nursing Station:	N
Dispensing Fee For Stay Types:	
I/P:	0.00
O/P:	0.00
E/R:	0.00
SWING:	0.00
LTC:	0.00
Use Acetaminophen Max Dose:	<input checked="" type="checkbox"/>
Acetaminophen Max Dosage:	3000
ADM: Hold Temp Nursing Orders:	<input checked="" type="checkbox"/>
Customize 10 Digit NDC Barcode:	<input type="checkbox"/>
Use DIN:	<input type="checkbox"/>
Verify ED Orders:	<input checked="" type="checkbox"/>
Require PRN Reason:	<input checked="" type="checkbox"/>
Alert Nursing at:	80 %

Table Maintenance- Pharmacy Control Information

- **Prompt for Allergy Verification**

- Default: Blank
- Options: Yes, ✓ (check mark), or No, blank.
- Usage: When selected, requires users to verify allergies prior to order entry or medication administration.
  - Yes: A popup prompt appears when entering Order Entry (OE or CPOE) or Med Administration (EMAR, Verify Orders, and Order Chronology). The prompt appears only if the

patient has not had allergies verified. It reads, "This patient has not had allergies verified. Do you wish to verify allergies now?" If user selects Yes, the system launches them to the Allergies application to verify the allergies. If user selects No, they remain in Order Entry/Med Administration and can proceed without verifying.

- No: The popup prompt for allergy verification will not appear when performing order entry or medication administration.

- **Send POC Orders to Pharmacy First**

- Default: Blank
- Options: Yes, ✓ (check mark), or No, blank.
- Usage: When selected, prevents verification and administration of pharmacy orders prior to pharmacy verification.
  - Yes: The system will hide unverified pharmacy orders from the Verify Orders list/app until a pharmacist verifies them. This will apply only during pharmacy hours (set up in the CL Table).
  - No: Allows pharmacy orders to appear in the Verify Orders list/application prior to pharmacy verification.

- **Verify ED Orders**

- Default: Blank
- Options: Yes, ✓ (check mark), or No, blank.
- Usage: If this switch is selected, medication orders placed on patients located in the Emergency Department will be routed to the Pharmacy Order Verification queue. Medication orders will continue to auto-verify for nursing. The unverified medication orders will remain active from Order Chronology to allow ED users to administer, modify, or discontinue the medications.

**NOTE:** This switch is only accessible if using EDIS and the Emergency Department switch is enabled.

- **Require PRN Reason**

- Default: Yes
- Options: Yes, ✓ (check mark) or No, blank.
- Usage: Makes the reason required at order entry for PRN frequency medication orders. If checked, the user must populate the "PRN Reason" field before updating or signing the order.

## 10.3 Dietary Classes

The Dietary Classes Table provides a table where food allergies with a "Class" drug designation in Micromedex® can be designated as "Food" in the TruBridge EHR. The TruBridge EHR will recognize entries in this table as food allergies and cause them to print on the dietary report.

In UX, select **Table Maintenance > Clinical > Dietary Classes**

Facility 1 : EVIDENT COMMUNITY HOSPITAL

**Pharmacy Dietary Classes**

Search:  Description

Allergen Code	Description
7703902	ABIES NIGRA
7702060	ACACIA
7705346	ACETAMIDE
7701000	ACETIC ACID
7701624	ACETOACETIC ACID
7702061	ACETONE
7704992	ACETYLATED LANOLIN ALCOHOL
7705341	ACETYLATED MONOGLYCERIDE
7704650	ACETYLTRIBUTYL CITRATE
7703964	ACHYRANTHES
7702276	ACIDIC FOODS
7704192	ACRIDINE DERIVED PRODUCT
7704174	ACRIFLAVINE
7704710	ACRYLAMIDE
7702063	ACRYLATES
7704176	ACRYLIC ACID
7700642	ACTIVATED CHARCOAL
7703500	ADEININE
7702064	ADHESIVE
7704164	ADIPIC ACID
7704177	ADONITOL
7702029	ADRENAL CORTICAL EXTRACT

**Dietary Classes**

## 10.4 Units Table

For Meaningful Use Stage 2 reporting, a new table has been created to cross-reference the Pharmacy Information Page 1 Unit entries with Unified Code for Units of Measure or (UCUM) codes. UCUM will be the standard code necessary to report immunizations.

The Unit Table will be specific to the facility. The hospital formulary units will be loaded automatically into the Units Table and should be matched with the standardized UCUM Code.

Select the hospital unit, then **Edit**, to match the unit to the correct UCUM code.

In UX, select **Tables > Clinical > Units Table**

Facility 1 : EVIDENT COMMUNITY HOSPITAL

Search:  UCUM Code

Pharmacy Units	UCUM Code
APPLICATION	
CAP	{tbl}
DROP	[drp]
GM	g
GTT	[drp]
INCH	
INT UNIT	[iU]
MCG	ug
MEQ	meq
MG	mg
MIL UNITS	
ML	mL
MM	mmol
PATCH	
PUFF	
SPRAY	
TAB	{tbl}
UNIT	U
UNITS	U
Unit(s)	U

Units Table

Select the Binocular icon to view a list of all available UCUM codes.

In UX, select **Tables > Clinical > Units Table > Unit > UCUM Code lookup**

The screenshot shows a web application interface for 'PHARMACY UNIT CROSSREFERENCE'. At the top, there is a breadcrumb trail: TABLES > PHARMACY UNIT CROSSREFERENCE > PHARMACY UNIT CROSSREFERENCE: INCH. Below this is a toolbar with icons for Print, Delete, Save, and Refresh. The main content area is titled 'Facility 1 : EVIDENT COMMUNITY HOSPITAL'. Inside this area, there is a sub-section titled 'PHARMACY UNIT CROSSREFERENCE' with three input fields: 'Unit:' containing 'INCH', 'UCUM Code:' with a search icon circled in red, and 'UCUM Description:'.

Units Table Lookup

Type the description in the **Search** box and select the drop-down menu to search by **Description**.

In UX, select **Tables > Clinical > Units Table > Unit > UCUM Code lookup > Description**

Facility 1 : EVIDENT COMMUNITY HOSPITAL

Search: inch      Description

UCUM Code	Description
[in_br]	inch
[in_H2O]	inch of water column
[in_Hg]	inch of mercury column
[in_i]	inch
[in_us]	inch

Units Table UCUM List

Double-click the correct UCUM Code to attach to the unit and select **Save**.

In UX, select **Tables > Clinical > Units Table > Unit > UCUM Code lookup>\_Description > UCUM Code**

TABLES > PHARMACY UNIT CROSSREFERENCE > PHARMACY UNIT CROSSREFERENCE: INCH

Print Delete Save Refresh

Facility 1 : EVIDENT COMMUNITY HOSPITAL

PHARMACY UNIT CROSSREFERENCE

Unit: INCH

UCUM Code: [in\_us]

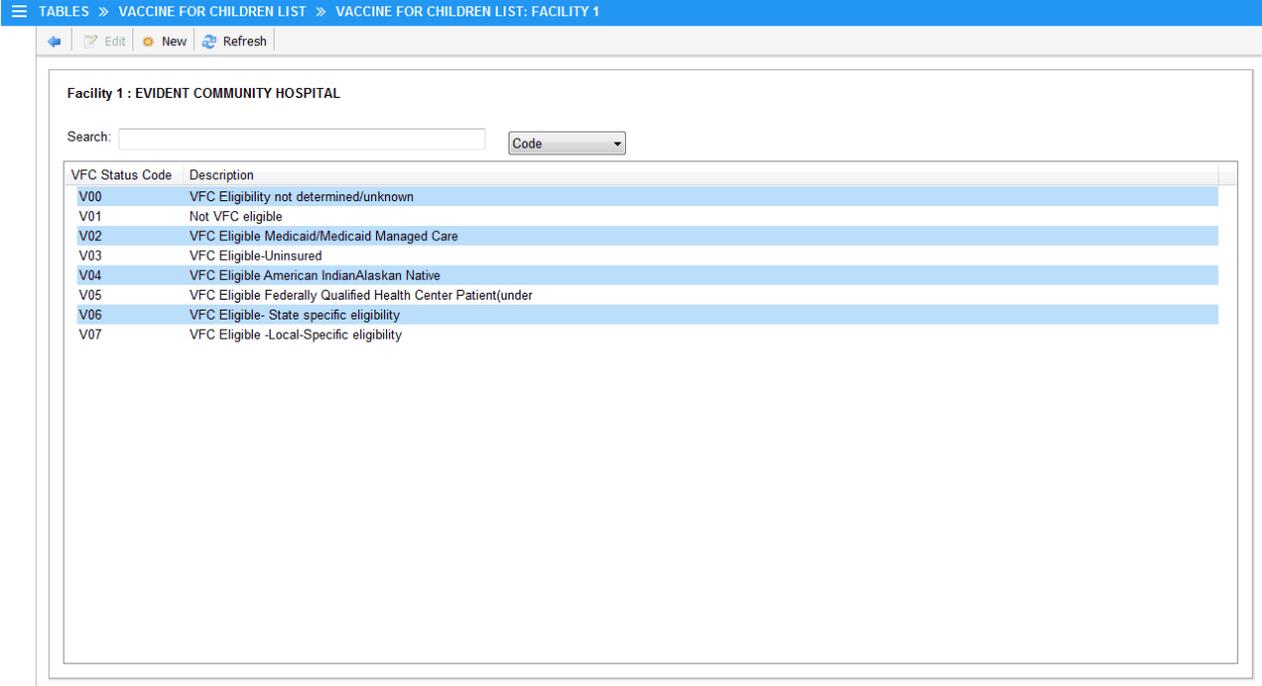
UCUM Description: inch

Pharmacy Unit CrossReference

## 10.5 VFC Status Table

The VFC (Vaccines for Children) Program is a federally funded program that provides vaccines at no cost to children who might not otherwise be vaccinated due to inability to pay. State immunization registries require documentation stating whether the administered immunization is a VFC vaccine and if the patient is eligible to receive a VFC vaccine. For Meaningful Use reporting, a new table that contains VFC codes has been created. New codes and descriptions may be added to the table if necessary. TruBridge has preloaded the eight existing codes.

In UX, select **Tables > Clinical > VFC Status Table**



TABLES » VACCINE FOR CHILDREN LIST » VACCINE FOR CHILDREN LIST: FACILITY 1

Facility 1 : EVIDENT COMMUNITY HOSPITAL

Search:  Code

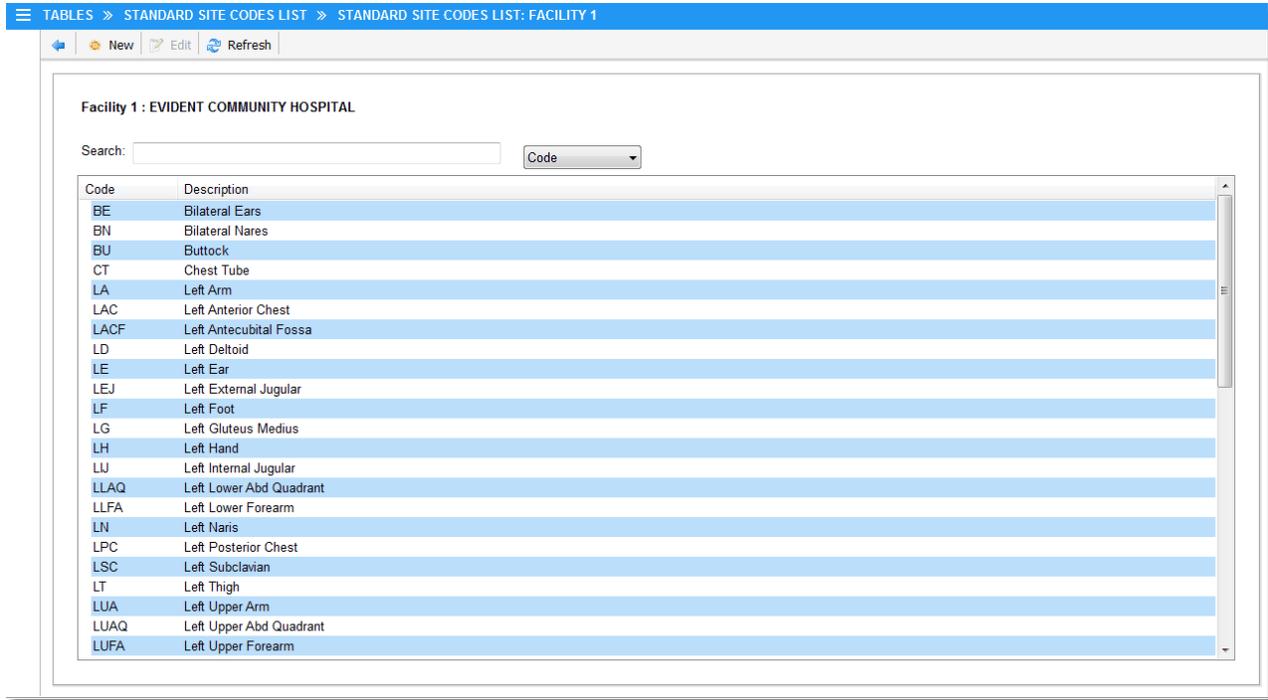
VFC Status Code	Description
V00	VFC Eligibility not determined/unknown
V01	Not VFC eligible
V02	VFC Eligible Medicaid/Medicaid Managed Care
V03	VFC Eligible-Uninsured
V04	VFC Eligible American Indian/Alaskan Native
V05	VFC Eligible Federally Qualified Health Center Patient(under
V06	VFC Eligible- State specific eligibility
V07	VFC Eligible -Local-Specific eligibility

VFC Status Table

### 10.6 Standard Site Table

The Standard Site table is used to maintain a list of HL7 site codes. The purpose of this table is to standardize the user-defined codes entered in the Nursing Site Options table. These codes will then be transmitted to the designated immunization registry.

In UX, select **Tables > Clinical > Standard Site Table**



Standard Site Table

Select  **New** to enter a new site code, or select an existing code from the list and select  **Edit**.

In UX, select **Tables > Clinical > Standard Site Table > Select Code**

TABLES > STANDARD SITE CODE > STANDARD SITE CODE: RD

Print Delete Save Refresh

Facility 1 : EVIDENT COMMUNITY HOSPITAL

STANDARD SITE CODES

Code: RD

Description: Right Deltoid

Standard Site Table

- **Code:** Enter the HL7 site code. This may be up to six characters in length.
- **Description:** Enter the description of the site code. This may be up to 30 characters in length.

**NOTE:** The table comes pre-populated with a substantial list of codes, but the option to add new codes is available.

The following options are available on the action bar at the bottom of the screen:

- **Print:** Displays the table settings in Adobe
- **Delete:**Deletes the table settings
- **Save:** Saves changes made to the table settings
- **Refresh:** Allows changes to show immediately in the table



Select **Back Arrow** to return to the previous screen.

## 10.7 Standard Route Codes

The Standard Route Codes Table is preloaded with standardized HL7 route codes to be transmitted to immunization registries. The table contains the existing list of HL7 route codes and their 20 character description. The standard route code is cross-referenced to the facility-specific route via the Department Specific (traditional) **Route Table**.

In UX, select **Tables > Clinical > Standard Route Table**

Code	Description
AP	Apply Externally
B	Buccal
DT	Dental
EP	Epidural
ET	Endotrachial Tube
GTT	Gastrostomy Tube
GU	GU Irrigant
IA	Intra-arterial
IB	Intrabursal
IC	Intracardiac
ICV	Intracervical (uterus)
ID	Intradermal
IH	Inhalation
IHA	Intrahepatic Artery
IM	Intramuscular
IMR	Immerse (Soak) Body Part
IN	Intranasal
IO	Intraocular
IP	Intraperitoneal
IS	Intrasyovial
IT	Intrathecal
IU	Intrauterine
IV	Intravenous
MM	Mucous Membrane

Standard Route Codes

## 10.8 Opioid Treatment Types

The **Opioid Treatment Type** field is needed to explain the reason for an opioid prescription. With the Electronic Controlled Substance Report update, the Opioid Treatment Types table is a list that's used during Pharmacy Order Entry, if applicable. The table shows as a drop-down option on the RX Information page of Pharmacy Order Entry. The entries can save up to 100 characters.

**NOTE:** See the [Pharmacy User Guide](#) for more information on Order Entry/RX Information.

In UX, select **Tables > Clinical > Opioid Treatment Types**

  Add  Edit  Enable All  Disable All

### Opioid Treatment Type List

Facility 1 : EVIDENT COMMUNITY HOSPITAL

Active	Code	Description
N	01	Not used for opioid dependency treatment
N	02	Used for opioid dependency treatment
N	03	Pain associated with active and aftercare cancer treatment
N	04	Palliative care in conjunction with a serious illness
N	05	End-of-life and hospice care
N	06	A pregnant individual with a pre-existing prescription for opioids
N	07	Acute pain for an individual with an existing opioid prescription for chronic pain
N	08	Individuals pursuing an active taper of opioid medications
N	09	Patient is participating in a pain management contract
N	10	Acute Opioid Therapy
N	11	Chronic Opioid Therapy
N	99	Other (trading partner agreed upon reason)