



RESOURCE AND PATIENT MANAGEMENT SYSTEM

RPMS Electronic Health Record

(EHR)

Patch 9 Guide

Version 1.1 Patch 9 November 2011

Office of Information Technology (OIT) Division of Information Resource Management Albuquerque, New Mexico

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Preface

This document provides an overview of RPMS-EHR 1.1 Patch 9. It is assumed that the site has already completed the setup for RPMS-EHR 1.1 and has loaded patches up through Patch 8.

1.0 Introduction

This document provides an overview of RPMS-EHR 1.1 Patch 9. It is assumed that the site has already completed the setup for RPMS-EHR 1.1 and has loaded patches up through Patch 8. Read the installations notes and all accompanying documentation referring to EHRv1.1 p9.

Note: Please thoroughly review this manual, patch notes, and requirements.

1.1 Contents of Distribution

File	Description
ehr_0110.09.exe	self-extracting zip file
ehr_0110.09n	installation notes
ehr_0110.09k	KIDS build
ehr_0110.09o.pdf	(this Notes file)

1.2 Required Resources

This patch has several dependencies that need to be loaded in a specific order.

- VA Kernel v8.0 or later
- VA Fileman v22.0 or later
- Cache v5.0 or later
- EHR*1.1*8
- APSP v7.0 patch 1012

Please also review the documentation for concurrent releases:

- EHRv1.1 Manuals
- APSP v7.0, patch 1012
- e-Prescribing Manuals
- CCD/C32 Manuals

2.0 Enhancements, Fixes, and New Features

The following provides general information about the fixes and enhancements for Patch 9. Please see the following sections for detailed information, set up, and reference to supporting documentation

2.1 Allergy/ADR

In EHRv1.1 p9, "Other" and "Other Reaction" are properly filtered out for both reactant and signs/symptoms. Results of this change are that "Other" and "Other Reaction" are no longer available in the Reactant selection list and the Signs/Symptoms list, respectively.

2.2 CCD/C32 Viewer

- When running a session on a Windows 7-based system, attempting to save a .PDF format CCD/C32 no longer causes an exception that terminates the session. Viewer components were updated for .PDF. Click **Save** to have the CCD/C32 saved in a .PDF format.
- The system will now warn the user when trying to run a query when no patient is selected. In this case, the warning "You must select a patient" displays.
- PRINT and SAVE buttons were always active allowing the user to choose those options before the system had finished compiling the report. The PRINT and SAVE buttons are now inactive until the CCD/C32 processing is complete. Please review the CCD/C32 viewer documentation and manuals for updated information and configuration.

Note: Admin Rights: If the site uses Terminal Services for Remote Desktop Access to the server for session operation, create a directory C:\C32 on the Terminal Services server, *giving full control to the Windows Users or Group that will be using the CCD Viewer support.* If the users do not have sufficient permissions, the application will fail. Otherwise, there are no specific implementation or maintenance tasks associated with this component.

2.3 Chart Review

Adding a problem from Visit Diagnosis or Historical Diagnosis now stores Reviewed and Updated. The Chart Review button displays [U] Updated, and automatically stores Reviewed and Updated in the V UPDATED/REVIEWED file when the context changes.

2.4 Code Set Versioning (CSV)

ICD-9 look up now returns the long narrative.

2.5 Immunizations

- The Immunization component no longer stores CPT codes when documenting immunizations for the current visit. CPT codes should be documented by entering the appropriate code in the Visit Services or using a Superbill with or without associations or EHR Reminders. Please see EHRv1.1 p7 patch guide for recommendations.
- Education now stores properly when "Patient/Family Counseled by provider" is checked. The topic stored when "Patient/Family Counseled by provider" is now mapped to IM-INFORMATION and now stores without error and displays correctly in the Patient Education component.

2.6 Medication Order Dialog

2.6.1 Clinical Indications Prompt

The Clinical Indication prompt behavior has been modified to support and comply with e-Prescribing (eRx) requirements. The user must select a clinical indication for each new medication ordered. The clinical indication must be a coded entry (ICD-9).

2.6.1.1 Clinical Indication and "Other" Selection

Users must select an indication for each medication order. New medication orders will display a blank clinical indication field. The field is no longer populated with the last entered clinical indication.

The selection of "Other" in the clinical indication field returns coded entries for selection. When "Other" is selected (Figure 2-1), the user will be prompted to search for diagnosis (Figure 2-2). Searches can be done by entering the diagnosis description (e.g. diabetes) or the diagnosis code (e.g. 250.0).

Medication Order		X
WARFARIN TAB		Change
Dosage Complex		
Dosage 3MG	Route ORAL	Schedule PRN
1MG 0.124 2MG 0.126 2.5MG 0.516 3MG 0.136 4MG 0.136 5MG 0.537 5MG 0.138 7.5MG 0.139 8MG 0.272 10000 1.070		SH AC AC&HS BEFORE LUNCH BID DAILY FR FR-SA MO MO ED
		~
Days Supply Qty (TAB) Refills C 14 14 0 0 Pick Up Clinic Mail • Window	linical Indication Asthma, Unspecified, Unspecified Asthma, Unspecified, Unspecified Other	Chronic Med Priority Dispense as ROUTINE V Written
WARFARIN TAB 3MG TAKE ONE (1) TABLET BY MOUTH DAILY Quantity: 14 Refills: 0 Chronic Med: NO Disper	ise as Written: ND	ADR's ADR's Accept Order Quit

Figure 2-1: Other option on the Clinical Indication drop-down list

Other Clinical Indication		
Search for Diagnosis atrial fibrillation Select from one of the following items		Search
Atrial Fibrillation * (ICD-9-CM 427.31) Permanent atrial fibrillation (ICD-9-CM 427.31) Paroxysmal atrial fibrillation (ICD-9-CM 427.31)		
	ОК	Cancel

Figure 2-2: Other Clinical Indication dialog

The .9999 code or text entries will no longer be permitted. ICD-9 coded clinical indications are now required for medication orders. For renew, change, or copy medication orders the previously entered clinical indication will pre-populate this field.

Note: Encourage maintenance of a clean problem list and selection of POV before ordering medications. Once a clinical indication is chosen, the indication "follows" the medication order through the lifecycle (refill, renew, change, copy).

2.6.1.2 Clinical Indication New Order Display

When an order with a Clinical Indication is copied to a new order using the Copy to New Order command, the **New Order** dialog will now display the Clinical Indication (Figure 2-3).

New Order		×
	Quantity: 17 Refills: 3 Pick Up: WINDOW Priority: ROUTINE SC: YES Indication:Depressive Disorder NOS	•
•	Accept Edit Cancel	

Figure 2-3: Sample New Order dialog

2.6.2 Medication Order Field Restrictions

The user may only enter up to 140 characters in the SIG of an electronic prescription being transmitted to an outside pharmacy. If the SIG is >140 characters, the application displays the **Unable to Save Order** alert (Figure 2-4).



Figure 2-4: Unable to Save Order alert for SIG

Patch 9 Guide November 2011 The user can only enter up to 210 characters in the *Comments* field of an electronic prescription being transmitted to an outside pharmacy. If the *Comments* field contains >210 characters, the application displays the **Unable to Save Order** alert (Figure 2-5).



Figure 2-5: Unable to Save Order alert for Comments

After clicking **OK**, focus returns to the **Orde**r dialogue.

Note:	Recommend setting APSP AUTO RX ADD PRV COMMENT to "No" at system level.
	Add Comments to the Prescription template to communicate comments to outside pharmacies.

2.6.3 Pharmacy Type

The APSP AUTO RX parameter sets the type of pharmacy the site has. Selection includes Internal, Internal/External, and External. Sites will be required to set this parameter for electronic prescribing.

Note: Section 3.3 *is designed for use in advance of electronic prescribing*. These provide enhanced Med Order dialog and Prescription/CII order printing capability.

Even though a site may not have instituted ePrescribing, there are benefits to setting the APSP AUTO RX parameter. Review Appendix A: Benefits of Setting APSP Auto RX.

2.6.3.1 Pharmacy Type Settings

The settings for the APSP AUTO RX parameter (e.g. Internal, Internal/External, and External) have different meanings. Table 2-1 provides the meaning of each setting. Sites must review the following definitions and match them to their processes and facility in order to set the parameters properly.

APSP AUTO RX Setting	Meaning
Internal	 Patients fill prescriptions written by in-house providers at only in-house pharmacies In-house options for Clinic, Mail, Window retained CII order for signature queued to print
Internal/External	 Patients fill prescriptions written by in-house providers at in-house and outside pharmacies In-house options for Clinic, Mail, Window retained – CII order for signature queued to print Prior to Surescripts® set up/deployment, enables the "Outside Pharmacy – Print" functionality – Auto-finishes medications upon signature and queues prescription for printing After Surescripts® set up/deployment, enables the "Outside Pharmacy – eRx functionality – Auto finishes medications upon signature, transmits and queues receipt for printing
External	 No in-house pharmacy All medication orders auto-finish upon signature Prior to Surescripts® set up/deployment, enables the Outside Pharmacy – Print" functionality – Auto finishes medication upon signature and queues prescription for printing After Surescripts® set up/deployment, enables the "Outside Pharmacy – eRx functionality – Auto finishes medications upon signature, transmits, and queues receipt for printing

Table 2-1: APSP Auto RX	K Settings for Pharmacy	V Type Settings
	. eettiinige iei i mainnate,	. Jpe counige

2.6.3.2 Enabling Pharmacy Type in RPMS

APSP AUTO RX parameter may be set at division or system level. Based on the settings and the type of medication ordered, the system will display the appropriate pick up locations on the **EHR Medication Order** dialog.

See Section 2.6.4 for explanation of Pick Up Locations.

2.6.4 Pick Up Locations

The **Medication Order** dialog has up to five pick up locations (Table 2-2) exposed to the user depending on APSP AUTO RX parameter settings. These include locations of **clinic, mail, window, outside pharmacy – eRx (Surescripts®)**, and **outside pharmacy –** print that display on the **Medication Order** display as radio buttons for the user to select.

Pick Up Location	APSP AUTO RX	Surescripts® Provider Identifier	Status on Signature	
Clinic	Internal Internal/External External	N/A	Pending Pending Active	
Mail	Internal	N/A	Pending	
Window	Internal/External		Pending	
Outside Pharmacy – eRx*	Internal/External	Yes**	Active	
	External	Yes**	Active	
Outside Pharmacy - Print	Internal/External	N/A	Active	
	External	N/A	Active	

Table 2-2: Pick Up locations and APSP AUTO RX settings

*Requires Surescripts® implementation, **Currently legend drugs only

2.6.4.1 Internal Setting (Legend and Controlled Drugs)

When APSP AUTO RX is set to Internal, the Pick Up locations for legend and controlled drugs are as indicated in the example (Figure 2-6). The application will display the **Clinic, Window**, and **Mail** radio buttons.

Medication Order					×
WARFARIN TAB					Change
Dosage Complex					
Dosage			Route	Schedule	
230G US15 1MG 2MG 2MG 3MG 4MG 5MG 7.5MG 8MG 7.5MG 8MG 2.5MG 8MG 2.5MG 8MG 2.5MG 8MG 2.5MG 8MG 2.5MG 8MG 2.5	0.124 0.126 0.516 0.136 0.537 0.189 0.193 0.272 1.971	×	ORAL DRAL	DAIL1 8H AC AC&HS BEFORE LL BID DAILY FR FR-SA MO MO DAILY	
Days Supply Qty (TAB) 14 3 14 Pick Up Clinic Mail Winn WARFARIN TAB 2.5MG	Refills Clinical I	ndicati	on 🗌	Chronic Med Dispense as Written	Priority ROUTINE
TAKE ONE (1) TABLET BY M Quantity: 14 Refills: 0 Chronic	10UTH DAILY Med: NO Dispense as 1	Written	: NO Indication: Atrial F	ibrillation	Accept Order

Figure 2-6: Example of Clinic, Mail, and Window radio buttons in Pick Up group box

2.6.4.2 Internal/External Setting (Legend Drugs, Provider Has a SPI)

When APSP AUTO RX is set to Internal/External and the provider has a Surescripts® Provider Identifier or SPI, the Pick Up locations for legend drugs are as indicated in the example (Figure 2-7). The system will display the **Clinic**, **Mail**, **Window**, **Outside Pharmacy** – **eRx and Outside Pharmacy** – **Print** radio buttons.

Medication Order			\mathbf{X}		
SIMVASTATIN TAB			Change		
Dosage Complex					
Dosage	Route	Schedule QHS	PBN		
5MG 0.062 10MG 0.062 20MG 0.028 40MG 0.0537 80MG	ORAL	Q48H Q4H Q5M Q6H Q72H Q8H QAM QDAY QHS QUD			
Comments: APSP AUTO RX set to Interr	al/External - no	on Cll			
Days Supply Qty (TAB) Refills Clinical Indication Chronic Med 30 30 11 Dysmetabolic Syndrome X 27 Dispense as Pick Up Clinic Mail Window Outside Pharmacy - eRx Outside Pharmacy - Print					
✓ FOR LOWERING CHOLESTEROL AND TRIGLYCERIC SIMVASTATIN TAB 20MG TAKE ONE (1) TABLET BY MOUTH AT BEDTIME FOR LI TRIGLYCERIDES Quantity: 30 Refills: 11 Chronic Med: NO Dispense as Writt Syndrome X	DES DWERING CHOLESTER: en: NO Indication: Dysm	DL AND etabolic	ADR's Accept Order		

Figure 2-7: Example of Clinic, Mail, Window, Outside Pharmacy - eRx, and Outside Pharmacy - Print radio buttons in the Pick Up group box

2.6.4.3 Internal/External Setting (Legend Drugs When Provider Has No SPI and Controlled Drugs With or Without SPI)

When APSP AUTO RX is set to Internal/External, the provider selects a legend drugs and does not have a Surescripts® Provider Identifier OR selects a controlled drug (with or without a Surescripts® Provider Identifier assigned), the Pick Up locations are as indicated in the example (Figure 2-8). The application will display the **Clinic**, **Mail**, **Window**, and **Outside Pharmacy – Print** radio buttons.

Medication Order				×
MORPHINE TAB, SA				Change
Dosage Complex				
Dosage		Route	Schedule	
60MG 0.232	0.070	URAL	BID	PRN
30MG	0.073	UNAL	AC	
60MG 100MG	0.232 0.226		AC&HS BEFORE LUI	NCH
120MG 200MG	0.464 0.452		BID DAILY	
	0.102		FR FB-SA	
			MO	~
Comments:				
FPA CONTROL APSP	AUTO RX set to Int	ernal/External	- CII	
				<u> </u>
Dave Supply Oty (TAB)	Refile Clinical Indicat	ion 🗖	Chronic Mod	Priority
28 👙 56			Dispense as	ROUTINE 🗨
Pick Up				
🔿 Clinic 🔿 Mail 💿 Wir	ndow	Uutside Pharmac	cy - Print	
TAKE ONE (1) TABLET BY I	MOUTH TWICE A DAY FPA	CONTROL		ADR's
Quantity: 56 Refills: 0 Chronic	c Med: NO Dispense as Writter	n: NO		Accept Order
				Quit

Figure 2-8: Example of Clinic, Mail, Window, and Outside Pharmacy - Print radio buttons in Pick Up group box

2.6.4.4 External Setting (Legend Drugs, Provider has SPI)

When APSP AUTO RX is set to External and the provider has a Surescripts® Provider Identifier, the Pick Up locations for legend drugs are as indicated in the example (Figure 2-9). The application will display the **Clinic**, **Outside Pharmacy** - **eRx** and the **Outside Pharmacy** – **Print** radio buttons.

Medication Order				×
NIACIN TAB,SA				Change
Dosage Complex				
Dosage		Route	Schedule	
1000MG 0.452	0.24		QHS 048H	PRN
750MG	0.3377	UTINE .	Q4H Q5H	
1500MG	0.452		Q6H	
2000MG	0.904		Q72H Q8H	
			QAM QDAY	
			QHS	<u>~</u>
Comments:				
APSP AUTO	RX set to External	- Non Cll		<u>^</u>
Daus Supplu – Otu (TAB)	Befills Clinical India	ation	Chronic Med	Priority
30	11	•	Dispense as	ROUTINE 💌
Pick Up	O Outvide Diseases		la service a Reint	
	Uutside Pharmacy -		narmacy - Print	
NIACIN TAB CA. 1000MC			1	
TAKE ONE (1) TABLET BY	MOUTH AT BEDTIME			ADR's
Quantity: 30 Rehils: 11 Chro	nic Med: YES Dispense as Wr	itten: NU		Accept Order
				Quit

Figure 2-9: Example of Clinic, Outside Pharmacy - eRx, and Outside Pharmacy - Print radio buttons in Pick Up group box

2.6.4.5 External Setting (Controlled Drugs)

When APSP AUTO RX is set to External, Pick Up Locations for controlled drugs are as indicated in the example (Figure 2-10). The application will display the **Clinic** and the **Outside Pharmacy – Print** radio buttons.

nedication Order			×
FENTANYL PATCH			Change
Dosage Complex			
Dosage ONE PATCH 50MCG/HR ONE PATCH 25MCG/HR ONE PATCH 75MCG/HR ONE PATCH 50MCG/HR ONE PATCH 100MCG/HR	Route TRANSDERMAL TRANSDERMAL	Schedule Q3D 8H AC AC&HS BEFORE LUNCH BID DAILY FR FR-SA MO	PRN
Comments: APSP AUTO RX set to Externa	al - CII	MILE	
Days Supply Qty (PA Refills Clinical Indical 90 0 0 0	ion	Chronic Med Pr Dispense as R Written cy - Print	iority OUTINE 🗨
✓ *REMOVE OLD PATCH WHEN APPLYING NEW PATCH	CH×		
FENTANYL PATCH 50MCG/HR APPLY ONE PATCH TO SKIN Q3D "REMOVE OLD PATC Quantity: 0 Refills: 0 Chronic Med: NO Dispense as Written:	H WHEN APPLYING NE' NO	W PATCH*	ADR's Accept Order Quit

Figure 2-10: Clinic and Outside Pharmacy - Print radio buttons

2.6.5 Cll Prescribing

With EHRv1.1 p9, sites may now restrict CII ordering by using the APSP AUTO RX CII PRESCRBING, parameter at the following levels, as shown in Section 3.4: User, Class, Division, or System.

The **CII ordering disabled** information message will display when a user selects a **CII drug from the Medication Order** dialog (Figure 2-11). This works for meds ordered via Medication Order (i.e., "other meds") and not quick order menus. *EHRv1.1 patch 10 will add this functionality*.



Figure 2-11: CII ordering disable information message

Patch 9 Guide November 2011 With EHRv1.1 p9, APSP AUTO RX ERX OF CII parameter is also delivered as shown in Section 3.5. This parameter is pre-placed for eventual allowance of electronic transmission. The default is "Null" which disallows transmission and is *not editable at this time*.

APSP AUTO RX SCHEDULE RESTRICT parameter is delivered as pre-placed for the allowance of electronic prescribing of controlled substances as shown in Section 3.6. This parameter is defaulted to schedules: 2, 3, 4, & 5 and is *not editable at this time*.

Note: DO NOT TOUCH ANY OF THE OTHER APSP AUTO RX PARAMTERS. The majority of these are for use in eRx configuration for Surescripts[®]. This is a separate set up and deployment.

2.6.6 Printing Functionality

Smart logic is used to determine which order requires a print job and if so which type based on three factors:

- Status after signature (Active or Pending)
- Transmitted
- Type of drug (Controlled or Legend)

This Queues the print job for printing. Formats may be defaulted to specific templates and can be defaulted to specific printers at the User, Location, Division and System level.

2.6.6.1 Process Icons

Depending on the parameter settings, icons will display in the medications list. Icons have been added to the Medication orders (Table 2-3). These icons display in the Process field and can be sorted by icon type.

Facility type	Pick up Location	Status after Signing	CII?	Print Format	lcon
Internal	Clinic Mail	Pending	No	N/A	
	Window	Pending	No	N/A	
	Clinic Window	Pending Pending	Yes Yes	CII Order for Sig CII Order for Sig	
External	Clinic	Active	No Yes	N/A Prescription (CII)	
	Outside Pharmacy - eRx	Active	No	Receipt (Non CII)	52
	Outside Pharmacy - Print	Active	No Yes	Prescription (Non CII) Prescription (CII)	
Internal/	Clinic	Pending	No	N/A	
External	Mail Window	Pending Pending	No No	N/A N/A	
	Clinic	Pending	Yes	CII Order for Sig	
	Window	Pending	Yes	CII Order for Sig	
	Outside Pharmacy - eRx	Active	No	Receipt (Non CII)	52
	Outside Pharmacy - Print	Active	No Yes	Prescription (Non CII) Prescription (CII)	

Table 2-3: Process Icons

2.6.6.2 Print Queue

After the user signs the medication order, the medications that have print jobs associated with them are highlighted and the Queue Print button will be active (Figure 2-12). This button displays on the tool bar across the top of the medications.

<u>F</u> ile ⊻iev	Action										
Active 0	Image:										
Action	Chronic	_{0w}	patient Medications	Status	Process	Issued	Last Filled	Expires	Refills Remaining	Rx#	
	VIACIN SA 750 MG TAB Qty: 30 fo Sig: TAKE ONE (1) TABLET BY M	r 30 days OUTH AT BEDTIM	IE	Active	1	13-Sep-2011	13-Sep-2011	13-Sep-2012	11	×3463	
	FENTANYL 100MCG/HR PATCH .01v; 1 Sig: APPLY ONE PATCH TO SKIN EVERY 3 DAYS "REMOVE OLD PATCH WHEN APPLYING .NEW PATCH"										
	MORPHINE TAB.SA Qty: 56 Sig: TAKE 30 MG (ONE TABLET) BY MOUTH TWICE A DAY			Pending							
	MORPHINE TAB, SA Qty: 56 Sig: TAKE 30 MG (ONE TABLET)	BY MOUTH TWIC	E A DAY	Pending							
	FENTANYL 75MCG/HR PATCH Qty: 1 for 30 days Sig: APPLY ONE PATCH TO SKIN EVERY 3 DAYS "REMOVE OLD PATCH WHEN APPLYING NEW PATCH"			Active		13-Sep-2011	13-Sep-2011	13-0ct-2011	0	×3463	
	IBUPROFEN 100MG/5ML SOLN, 40Z. Qty: 120 for 7 days Sig: SHAKE WELL AND TAKE 3ML (60MG) BY MOUTH EVERY 6 HOURS IF NEEDED				-	13-Sep-2011	13-Sep-2011	13-0ct-2011	0	×3463	
	IBUPROFEN 400MG TAB Qty: 120 for 30 days Sig: TAKE ONE (1) TABLET BY MOUTH FOUR TIMES A DAY IF NEEDED FOR PAIN			Active	52	13-Sep-2011	13-Sep-2011	13-Sep-2012	11	×3463	
	INDOMETHACIN 25MG CAP Qty: Sig: TAKE TWO (2) CAPSULES B	180 for 30 days Y MOUTH THREE	TIMES A DAY IF NEEDED	Active		13-Sep-2011	13-Sep-2011	13-Oct-2011	0	×3463	
	MORPHINE SULFATE 60MG C-R Sig: TAKE ONE (1) TABLET BY M	Qty: 56 for 28 days OUTH TWICE A D.	AY	Active	-	13-Sep-2011	13-Sep-2011	13-Oct-2011	0	×3463	

Figure 2-12: Queue Print button in the Medications toolbar

When the user clicks the **Queue Print** button, the application will display the **Confirm** information message (Figure 2-13) requiring the user to choose to continue to print or cancel the print.

Confirm	
2	Continue with the printing of items in the queue?
	Yes No

Figure 2-13: Confirm information message

The Queue Print is associated with pre-defined templates and default printer for each format. The user may change the template. By selecting the check box for **Print Multiple Orders Per Page** (Figure 2-14), multiple orders will be printed on each page for each type of print format (example – if there are 2 non CII prescriptions for outside pharmacy, these will print on the same page).

🖳 Print						
IBUPROFEN 100MG/5ML SOLN, 40Z.:	Template:	PRESCRIPTION (NON-CII)	~	Printer:	Adobe PDF	*
MORPHINE SULFATE 60MG C-R:	Template:	PRESCRIPTION (CII)	*	Printer:	Adobe PDF	~
FENTANYL 100MCG/HR PATCH:	Template:	ORDER FOR SIGNATURE (CII)	*	Printer:	Adobe PDF	~
NIACIN SA 750 MG TAB:	Template:	RECEIPT (NON-CII)	~	Printer:	Adobe PDF	~
Print Multiple Order Per Page						
					<u> </u>	<u>C</u> ancel

Figure 2-14: Templates associated with the various selected records

2.6.7 Print Configuration

Printer configuration is performed in the following steps.

1. Copy/Edit Formats (Templates) using the **Rx Print Format Editor**

Note: To Copy a template, export then import – users will be prompted for a name for the template on import so provide a local name, set "active on" date then make changes. It is highly recommend using the copy process and creating local templates rather than editing nationally delivered default templates.

- 2. Set the **Default Format Type** with the Format (Template) using the BEHORX PRINT FORMATS parameter
- 3. Set the **Default Printer for the Format Type** by populating the BEHORX PRINT FORMAT parameter either in RPMS using the General Parameters menu or using the **Rx Printer Preference Editor** in the EHR GUI.

2.6.8 Rx Print Format (Template) Editor

Sites use the provided Template Editor to modify, develop, and save template types. This enables sites to configure templates for specific needs and abilities (Figure 2-15) Review Rx Print Format (Template) Editor set up for steps on configuration as shown in Appendix B: RX Print Format (Template) Editor Set Up.

Rx Print settings Audit Log Rx Print Editor Rx Printer preferences

Figure 2-15: Drop down menu selection for Rx Print settings

Depending on the site set up, a drop down displays after the user selects **Rx Print** settings from the menu bar. Select the **Rx Print Editor** to display the **Edit Med** Order Template screen.

🔡 Edit Med Orde	er Templates				×
<u>T</u> emplate Type:	Prescription (Non-CII)				*
T <u>e</u> mplate: TEST		<u>A</u> ctive On: 7/12/2	011 9:36:00	AM (
Preview	Eont:	Courier New			
Import	Fields;				
Export	Description	Print Label	Line	Column	^
	🔽 Chronic		50	1	
Add <u>F</u> ree Text	Comment	Comment:	55	1	≡
Mark Inactive	🗹 DAW		50	30	
	🔽 Days' Supply		0	0	
	Drug DEA#		0	0	
	🗹 Drug Name		15	15	
	Electronic Transmission Failed		0	0	
	Electronic Transmission Failure		0	0	
	Electronic Transmission Failure		0	0	
	🔲 Ind Code		0	0	
	🔲 Ind Text		0	0	
			16	1	~
			<u>0</u> K	<u>C</u> ance	

Figure 2-16: Sample Edit Med Order Templates

Templates are highly configurable and can be site specific.

2.6.8.1 Template Types

There are six default templates for prescribing delivered with EHRp9. Template types, or formats, include:

- Prescription (Non-CII)
- Prescription (CII)
- Order for signature (CII)
- Order for signature (Non-CII)
- Receipt (Non-CII)
- Receipt (CII)



Figure 2-17: Sample default template for a Demo Patient

Note: Default templates for each template type are delivered with EHRv1.1p9. Naming conventions for these ends with (SAMPLE).

The template type can be selected by using the **Template Type** drop down list on the **Edit Med Order Templates** dialog (Figure 2-18).

emplate Type: gmplate: PRES	Prescription (Non-Cil) CRIPTION (NON-Cil)	ctive Orc (8/2/201	1 255.00 P	14	
Preview	East	Anal			-
Import	Fields;				
Extract	Description	Print Label	Line	Column	1
Poderani.	Chronic		0	0	1
Add Eree Text	Comment	Comment	25	1	
Mark Inactive	OAW	DAW:	7	1	
	Days' Supply	Days' Supply:	6	5	T
	Drug DEA#		0	0	1
	🗹 Drug Name		4	1	1
	Electronic Transmission Failed		0	0	1
	Electronic Transmission Failure		0	0	1
	Electronic Transmission Failure.		0	0	1
	Ind Code	Ind Code:	8	5	1
	Ind Text	Ind Text	8	1	1
	[2] Instruct	100000000000000000000000000000000000000	6	1	1

Figure 2-18: Location of the Template Type selection

The template editor has several other options to support sites in configuration of templates.

• Active On Active On Sets activation date of the template (usually Yesterday at 6:00 am).

Note: Use Yesterday at 6:00 am when activating a template. This will enable the template for use immediately otherwise the site may have to wait up to 24 hours for the template to be active.

- Preview Displays a preview of current the template.
- Import Import templates that may have been developed by IHS OIT staff or other sites. See Appendix C: Importing templates through the Rx Print Format (Template) Editor.
- Export Exports templates for other sites.

Note: To Copy a template, export then import – Users will be prompted for a name for the template on import so provide a local name, set "active on" date then make changes. It is highly recommend using the copy process and creating local templates rather than editing nationally delivered default templates.

- Add Free Text Add Energy Sites may add as many free text fields as required/needed. Site may configure the free text to include header information for format, alternate signature lines, etc.
- Mark Inactive <u>Mark Inactive</u> Inactivates template so users cannot select.
- Change font **Ext** A site can select a font that is consistent with their policies and procedures.



• Fields - Set fields for inclusion, change print labels, and set lines and columns in the Fields group box. Sites can determine which fields are displayed by checking or un-checking the check boxes associated with the field.

2.6.9 Print format default templates

Association of the Format (Template) with the Format type is done through the BEHORX PRINT FORMATS parameter in RPMS as shown in Section 3.7.

• Associates the Format type with the Format (Template)

- May set at the User, Class, Location, Division and System level
- Most commonly will be set at System or Division level

2.6.10 Rx Printer Preference Editor

The Rx Printer Preference Editor is an EHR tool to populate the BEHORX PRINT FORMAT TYPE parameter. This parameter defaults the printer for each selected Format Type. Selection of the preferred printer is done through **Printer Preferences** (Figure 2–19). To set up, review Appendix D: Rx Printer Preferences Edit set up.

Print Prompt Behavior may be set at the system, division or current user level to determine if the user is prompted for the printer or not through selecting the appropriate radio button.

🔡 Printer Prefer	rences 📃 🗖 🔀
Print Prompt Beha	vior
Level:	~
Print Behavior:	<u>Prompt</u> <u>D</u> on't Prompt
Default Order Prir	nter
Level:	Division DEM02 HEALTH CEN 🗸
<u>T</u> emplate Type:	Prescription (Non-CII)
Printer:	VPORYAKD1DAT2VIT Print
	<u>OK</u> <u>C</u> ancel <u>Apply</u>

Figure 2-19: Sample Printer Preferences dialog

The default printer for each Template (Format) Type is set using the drop-down list to select level (System, Division, Current User), template type, printer settings. Then click **APPLY** to store the parameter. To remove a parameter level, bring up the parameter level and click **Remove**.

2.6.11 Pharmacy Search

Once Surescripts® set up had been completed at a site, several new searches can be conducted with EHRv1.1 p9 functionality. Users can search for pharmacies using **Quick Pick** lists (Figure 2-20), zip code (Figure 2-21), pharmacy name (Figure 2-22), or City/State (Figure 2-23), or multiple restrictions (Figure 2-24).

Note: The **Quick Pick** list will be populated after a provider has used that pharmacy with that patient.

I Select a Ph	arma	acy								
Select a pha	macy	to receive the prescri	ption request.	Dummy Pha	armacy 1 2701	Carlisle Blvd NW	Albuquerque NM	87110 🗨		
Pharmacy		Address	City	Quick Pick	(> armacy 1 2701)	Carlisle Blvd NW	Albuguergue NM	87110		
Dummy Pharmac	:y 1	2701 Carlisle Blvd NW	Albuquerque	NM	87118	5051112222	5852223333			
				Quick	c picks					
-Search Restriction	ons	1						1		
✓ ZipCode	✓ ZipCode ● Facility ● Patient ● Other: 87110 Radius: 5 miles ▼ Refresh Pharmacy									
🔲 Name		Starts with O Contains O Exact								
City,State	City			State			(Cancel		

Figure 2-20: Sample Select a Pharmacy dialog

🌏 Select a Phar	macy										
Select a pharma	cy to receive the prescri	ption request.	<quick pick<="" th=""><th>></th><th></th><th></th><th>•</th></quick>	>			•				
Pharmacy	Address	City	State	Zip Code	Fax #	Voice #	Distance				
Dummy Pharmacy 1	2701 Carlisle Blvd NW	Albuquerque	NM	87110	5051112222	5052223333	0				
Dummy Pharmacy 2	2550 Coors Blvd NW	albuquerque	NM	87120	5053334444	5054445555	10.608				
Search proximity to Zip Code - Facility, Patient or Other. Dropdown to select radius. Click on Refresh Pharmacy list to update.											
Search Restrictions											
ZipCode 🤇	ZipCode Facility Patient Other: 87110 Radius: 30 miles V										
🔲 Name) Starts with 🔘 Contains 🤇) Exact			List		OK				
City,State	ity		State		V	(Cancel				

Figure 2-21: Using the Zip Code search

Select a Ph	arma	асу						
Select a phar	macy	to receive the prescri	ption request.	<quick pick<="" td=""><td>></td><td></td><td></td><td>•</td></quick>	>			•
Pharmacy		Address	City	State	Zip Code	Fax #	Voice #	Distance
Dummy Pharmac	y 1	2701 Carlisle Blvd NW	Albuquerque	NM	87110	5051112222	5052223333	
Name - starts with/contains character(s) or exact. Click Refresh Pharmacy List to update selection list.								
ZipCode	ZipCode Image: Facility in Patient in Other: 87110 Radius: 30 miles Image: Refresh Pharmaculi							
Name Starts with O Contains Exact 1 OK								
City,State	City			State			(Cancel

Figure 2-22: Using the Pharmacy Name search

🍣 Select a Ph	arma	асу						
Select a phar	macy	to receive the prescri	ption request.	<quick pick<="" th=""><th>></th><th></th><th></th><th>•</th></quick>	>			•
Pharmacy		Address	City	State	Zip Code	Fax #	Voice #	Distance
Dummy Pharmac Dummy Pharmac	γ1 γ2	2701 Carlisle Blvd NW 2550 Coors Blvd NW	Albuquerque albuquerque	NM NM	87110 87120	5051112222 5053334444	5052223333 5054445555	
City, Sta	City, State - select City, State and click Refresh Pharmacy List to update							
Search Restriction	ns							
ZipCode Facility Patient Other: 87110 Radius: 30 miles Pharmacy								
Name Starts with Contains Exact								
City,State City Albuquerque State					v Mexico	~	[Cancel

Figure 2-23: Using the City/State search

After completing the search, highlight selected pharmacy and click **OK** (Figure 2-24).

Select a Ph	armacy						
Select a phar	macy to receive the prescri	ption request.	<quick pic<="" th=""><th>:k></th><th></th><th></th><th></th></quick>	:k>			
Pharmacy	Address	City	State	Zip Code	Fax #	Voice #	Distance
Dummy Pharmac	y 1 2701 Carlisle Blvd NW	Albuquerque	NM	87110	5051112222	5052223333	
refine the search for a pharmacy Search Hestrictions ZipCode Facility Patient Other: 87110 Badius: 20 miles							
✓ Name Starts with ⊙ Contains ○ Exact 1							
🗹 City,State	City albuquerque		State Ne	w Mexico	~]		Cancel

Figure 2-24: Using the search restrictions and using the pharmacy list

2.6.12 Printing

Once the user has entered and signed the medication orders, any prescriptions that require printing will be highlighted and the Queue Print button will be active (Figure 2-25).

<u>F</u> ile ⊻iev	v <u>A</u> ction									
Active Only 180 days Image: Active Only Image: Active Only <t< th=""><th>is •</th></t<>						is •				
Action	Action Chronic Uutpatient Medications Status Process V I						▼ ls:			
	×	METOPROLOL 50MG TAB_Qty: 30 for 30 days Sig: TAKE ONE-HALF (1/2) TABLET BY MOUTH TWICE A DAY Active 5								
		FENTANYL 50MCG/HR PATCH Qty: 3 for 30 days Sig: APPLY ONE PATCH TO SKIN EVERY 3 DAYS *REMOVE OLD PATCH WHEN APPLYING NEW PATCH* Active Active 16-Se						16-Se		
	LISINOPRIL 10 MG TAB _Qty: 30 for 30 days Sig: TAKE ONE (1) TABLET BY MOUTH DAILY FOR HIGH BLOOD PRESSURE CONTROL Active 4600 Active 4600 Active 4600 Active						16-Se			
		GLYBURIDE SMG TAB C Sig: TAKE After sig	ning o	nders, Prin	it jobs are	queued		Active	2	02-Se
		SILVER SUL Sig: APPLY						Active	<u></u>	02-Se

Figure 2-25: Using the Queue Print button

After clicking **Queue Print**, the application displays the **Confirm** information message (Figure 2-26).



Figure 2-26: Confirm information message

After clicking **Yes**, the application displays the **Print** dialog where you select the templates for the various selected records (Figure 2-27).

🔜 Print					
FENTANYL 50MCG/HR PATCH:	Template:	PRESCRIPTION (CII)	Printer:	Adobe PDF	~
LISINOPRIL 10 MG TAB:	Template:	PRESCRIPTION (NON-CII)	Printer:	Adobe PDF	~
MORPHINE SULFATE 15 MG C-R :	Template:	ORDER FOR SIGNATURE (CII)	Printer:	Adobe PDF	~
METOPROLOL 50MG TAB:	Template:	RECEIPT (NON-CII)	Printer:	Adobe PDF	~
✓ Print Multiple Order Per Page Printer if desired before clicking OK. OK Cancel					

Figure 2-27: Print dialog to select template and/or template

After clicking **OK** on Print, focus returns to the Medications component. Notice the green check boxes on two of the printers (under **Process**), indicating the completed print jobs (Figure 2-28).

	Medications						
<u>F</u> ile ⊻iev	v <u>A</u> ction						
Active C	Image: Second						
Action	Chronic	Outpatient Medications	Status	Process	 Issued 	Last Filled	Expire
	√	LISINOPRIL 10 MG TAB Qiy: 30 for 30 days Sig: TAKE ONE (1) TABLET BY MOUTH DAILY FOR HIGH BLOOD PRESSURE CONTROL	Active		16-Sep-2011	16-Sep-2011	16-Sep-2
	×	FENTANYL 50MCG/HR PATCH Qty: 3 for 30 days Sig: APPLY ONE PATCH TO SKIN EVERY 3 DAYNotice the green check box on 2 of 4*	Active	2	16-Sep-2011	16-Sep-2011	16-0ct-2
	×	METOPROLOL 50MG TAB Qty: 30 for 30 days Sig: TAKE ONE-HALF (1/2) TABLET BY MOUTH the printers - these are completed	Active	1	16-Sep-2011	16-Sep-2011	16-Sep-2
	×	NIACIN SA 1000MG. Qty: 30 for 30 days print jobs Sig: TAKE ONE (1) TABLET BY MOUTH AT BED	Active		22-Jul-2011	22-Jul-2011	22-Jul-2
	×	MORPHINE SULFATE 15 MG C-R Qty: 56 Sig: TAKE ONE TABLET BY MOUTH TWICE A DAY	Pending	1			

Figure 2-28: Sample Medications component showing green check boxes on 2 of the print jobs

2.6.13 Configuration Summary

This is in addition to pharmacy package optimization for eRx and Surescripts® credentialing/set up/deployment. Review the Configuration Summary as shown in Appendix E: for Internal, Internal/External, and External prescribing.

- Set APSP AUTO RX facility type
- Verify APSP AUTO RX ERX OF CII set to NULL at the System level
- Review Formats (Templates) for Prescriptions, CII orders for signature and Receipts using the **Prescription Print Service Template Editor** tool and copy/edit accordingly
- Set BEHORX PRINT FORMATS parameter to the default format (template) for print Format types
- Determine printers for system, division, and/or locations and set using **Rx Print Service Printer Preferences** tool or the BEHORX PRINT FORMAT TYPE parameter

Check the following:

Parameters	Setting
APSP AUTO RX	Appropriate facility type (Internal, Internal/External, and External)
APSP AUTO RX ERX OF CII	Verify is set to NULL at System Level
APSP AUTO RX ADD PRV COMMENTS	Set to NO at the System Level (recommended)

Note: DO NOT TOUCH ANY OF THE OTHER APSP AUTO RX PARAMTERS. The majority of these are for use in eRx configuration for Surescripts[®]. This is a separate set up and deployment.

2.7 Notifications

Flagged OI expiring notifications work properly now.

The EHR now honors BEHOPTCX REQUIRES HRN parameter. If set, this will not allow the user to process notifications for patients not registered in the logged-in division.

2.8 Order Checks

When Weight (WT) and Height (HT) limits were entered for CT and MRIs, the order checks were not firing if the patient exceeded the limits. Height and Weight limits are now honored for CT and MRI order checks.

2.9 Outside Med Details

Outside med order detail now displays logged in user as "Documented by." The person documenting the order should be listed in "Documented by" and not the Visit Context Provider.

2.10 Patient Education

In EHRv1.1 p9, patient education codes displayed in patient education will be readable even when the window is resized through a built-in wrapping function. The education objective and standards now wrap instead of having to scroll to the right to see the text.

2.11 Quick Order

Now honors default clinical indication in a Quick Order.

2.12 Reminder Dialogs

Measurements "done elsewhere" now store the correct date/time. Historical Entry of Measurements in Reminder Dialogs stores the correct date.

Visit Date and Event Date/time should match what the user entered. For historical entries the date/time entered is "now" and Event date/time is date entered in reminder dialog.

```
      V MEASUREMENT

      TYPE: WT
      PATIENT NAME: E

      VISIT: NOV 07, 2011@12:00
      VALUE: 150

      PERCENTILE: 99.9

      DATE/TIME VITALS ENTERED: NOV 08, 2011@13:24:34

      ENTERED BY: RICHARDS,SUSAN

      ENCOUNTER PROVIDER: RICHARDS,SUSAN

      %RW (c): ***^*** HEIGHT OUT OF RANGE FOR SEX.
```

Figure 2-29: Information from V Measurement

Reminder Dialogs no longer create a second Primary Provider when processing these on inpatients.

2.13 Reports

Requestor no longer displays for Outside Medication entries in the Order Summary Report.

2.14 Suicide Form

EHRv1.1 p9 brings changes to the Suicide Reporting Form. All the fields in the form, except the Local Case Number and Narrative, are required. If the mandatory fields are not populated the **Required** information message will display (Figure 2-30).

Required	
i)	All of the fields on the Suicide Report Form, except Local Case Number and Narrative, are required to complete a form. Would you like to save the form as it is and complete it later?

Figure 2-30: Required information message

2.15 Visit Context

The application will not display any ancillary visits ("in-hospital" service category) on the Cover Sheet or on the visit tab under appointment. However, the application will display the main inpatient visit (hospital admission).

2.16 Windows 7

Patient Education: When using a Patient Education pick list the first box is no longer automatically checked.

Superbill Component: When the user checks the box associated with a CPT code, the check mark is now visible to the user.

3.0 Parameters

3.1 APSP Pharmacy Parameters

3.1.1 Internal Only

This information pertains to sites with in-house pharmacies only.

Parameter	Meaning
SPI	Surescripts® Provider Identifier - field in File 200 required for eRx with Surescripts®, if not populated will suppress eRx button for provider. This will be populated during eRx Deployment.
APSP AUTO RX ELECTRONIC	If set to YES, will enable electronic prescribing without SPI. <i>However</i> , this is ONLY FOR USE if not using Surescripts® for eRx (e.g., if a site is paying for its own interface from RPMS to a COTS pharmacy program). The Certified EHR will require Surescripts® for eRx.
APSP AUTO RX ERX OF CII	If set to YES, allows transmission of CII – (this should NOT be set to Yes on live systems). This is currently not editable.
APSP AUTO RX SCHEDULE RESTRICT	If set for DEA class, restricts from eRx. Currently, this defaults to 2,3,4,5 and is not editable.
APSP AUTO RX CII PRESCRIBING	If set to YES, allows ordering of CII if prescriber also has DEA.

3.1.2 External Only

This information pertains to sites without pharmacies.

Parameter	Meaning
SPI	Surescripts® Provider Identifier - field in File 200 required for eRx with Surescripts®, if not populated will suppress eRx button for provider.

Parameter	Meaning
APSP AUTO RX ELECTRONIC	If set to YES, will enable electronic prescribing without SPI. <i>However</i> , this is ONLY FOR USE if not using Surescripts® for eRx (e.g., if a site is paying for its own interface from RPMS to a COTS pharmacy program). The Certified EHR will require Surescripts® for eRx.
APSP AUTO RX ERX OF CII	If set to YES, allows transmission of CII – (this should NOT be set to Yes on live systems). This is currently not editable.
APSP AUTO RX SCHEDULE RESTRICT	If set for DEA class, restricts from eRx. Currently, this defaults to 2,3,4,5 and is not editable.

3.1.3 Internal and External

This information pertains to sites with in-house pharmacies that also send prescriptions out.

Parameter	Meaning
SPI	Surescripts® Provider Identifier - field in File 200 required for eRx with Surescripts®, if not populated will suppress eRx button for provider.
APSP AUTO RX ELECTRONIC	If set to YES, will enable electronic prescribing without SPI. <i>However</i> , this is ONLY FOR USE if not using Surescripts® for eRx (e.g., if a site is paying for its own interface from RPMS to a COTS pharmacy program). The Certified EHR will require Surescripts® for eRx.
APSP AUTO RX ERX OF CII	If set to YES, allows transmission of CII – (this should NOT be set to Yes on live systems). This is currently not editable.
APSP AUTO RX SCHEDULE RESTRICT	If set for DEA class, restricts from eRx. Currently, this defaults to 2,3,4,5 and is not editable.

3.2 APSP AUTO RX

------ Setting APSP AUTO RX for System: DEMO-HO.BEM.IHS.GOV ------Enable Auto Rx Pharmacy as: ? To be enabled, the selected entity must have a RX division mapped. Select one of the following: 0 INTERNAL 1 INTERNAL 2 EXTERNAL Enable Auto Rx Pharmacy as: 1

Figure 3-1: Setting APSP AUTO RX in RPMS

3.3 APSP AUTO RX ADD PRV COMMENT

Recommend setting this parameter to "No" at the system level. Instead, add the Comments field to the Prescription template to communicate comments to outside pharmacies.

```
Select PARAMETER DEFINITION NAME: APSP AUTO RX ADD PRV COMMENT Add Provider
Comment to SIG
APSP AUTO RX ADD PRV COMMENT may be set for the following:
70 Division DIV [choose from INSTITUTION]
80 System SYS [DEMO-HO.BEM.IHS.GOV]
Enter selection: 80 System DEMO-HO.BEM.IHS.GOV
--- Setting APSP AUTO RX ADD PRV COMMENT for System: DEMO-HO.BEM.IHS.GOV ---
Add provider comment to SIG: NO//
```

3.4 APSP AUTO RX CII PRESCRIBING

Using the APSP AUTO RX CII PRESCRIBING parameter sites may now restrict CII ordering at the following levels: User, Class, Division, or System (Figure 3-2).

APSP	AUTO RX CII PF	ESCRIBING 1	may be set f	or the fo	llowing	:		
	100 User 200 Class 700 Division 800 System	USR CLS DIV SYS	[choose from [choose from [choose from [DEMO-HO.BE	m NEV PEH m USR CLI m INSTITU M.IHS.GOV	RSON] ASS] JTION] 7]			
Enter Sele	selection: t NEW PERSON N	User NE AME: RI	W PERSON CHARDS,SUSAN	SR	ADP	NURSE	PRACTITIONER	ł
Allo:	Setting APS J CII prescribi	P AUTO RX . .ng: NO	CII PRESCRIB	ING for	User: R	ICHARDS, SU	SAN	

Figure 3-2: Setting the APSP AUTO RX CII PRESCRIBING parameter in RPMS

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3.5 APSP AUTO RX ERX OF CII

Pre-placed for eventual allowance of electronic transmission

Defaulted to "null" which disallows transmission

Not editable at this time

3.6 APSP AUTO RX SCHEDULE RESTRICT

Pre-placed for eventual allowance of electronic transmission

Defaulted to schedules 2,3,4 & 5 to disallow transmission

Not editable at this time

3.7 BEHORX PRINT FORMATS

In RPMS set the BEHORX PRINT FORMATS parameter using the General Parameters menu.

- Associates the Format type with the Format (Template)
- May set at User, Class, Location, Division and System level
- Most commonly will be set at System or Division level

Select Format Type: Instance values are ("*" *Commonly set format types*):

- PC:RX CII*
- PN:RX NON-CII*
- OC:ORDER CII*
- ON:ORDER NON-CII
- RC:RECEIPT CII
- RN:RECEIPT NON-CII*
- LC:LABEL CII
- LN:LABEL NON-CII

Note: The label formats are currently hard coded and cannot be changed. Editing these label formats will be allowed in a future EHR patch.

🖳 Cache TRM:2664 (ENSE/	MBLE)		×
File Edit Help			
BEHORX PRINT FORMATS	may be s	set for the following:	^
100 User	USR	[choose from NEW PERSON]	
200 Class	CLS	[choose from USR CLASS]	
300 Location	LOC	[choose from HOSPITAL LOCATION]	
700 Division	DIV	[choose from INSTITUTION]	
800 System	SYS	[DEMO-HO.BEM.IHS.GOV]	
Enter selection: S Setting BEHOR Select Format Type: P Are you adding PN as Format Type: PN// Format: ??	ystem X PRINT N a new Fo PN	DEMO-HO.BEM.IHS.GOV FORMATS for System: DEMO-HO.BEM.IHS.GOV prmat Type? Yes// YES	
Choose from: PRESCRIPTION (NON- TEST	cII) <	Available formats (templates)	
Format: PRESCRIPTION Select Format Type:	(NON-CI)	0	-

Figure 3-3: Available formats for templates (in RPMS)

Populate the BEHORX PRINT FORMAT TYPE parameter to associate the Format type (CII order for signature, Prescription (CII), Prescription (Non-CII), Receipt (Non-CII) with a default printer.

- Set at User, Location, Division or System level
- In RPMS or in the **EHR Rx Printer Preferences** tool

3.8 BEHORX PRINT FORMAT TYPE

Associate a printer with a template (format) type by using the **EP Edit Parameters Values** menu option. This parameter is also populated by the **Rx Printer Preferences Editor** in EHR.

🖳 Cache TRM: 2664 (ENSEM	iBLE)
File Edit Help	
BEHORX PRINT FORMAT T	YPE may be set for the following:
100 User 400 Location 700 Division 800 System	USR [choose from NEW PERSON] LOC [choose from HOSPITAL LOCATION] DIV [choose from INSTITUTION] SYS [DEMO-HO.BEM.IHS.GOV]
Enter selection: Sy	ystem DEMO-HO.BEM.IHS.GOV
Setting BEHORX) Select Format Type (?	PRINT FORMAT TYPE for System: DEMO-HO.BEM.IHS.GOV ? for details): ??
instance values are.	PC:RX CII
	PN:RX NON-CII
	OC:ORDER CII
	ON:ORDER NON-CII
	RC:RECEIPT CII
	RN:RECEIPT NON-CII
	LC:LABEL CII
	LN:LABEL NON-CII
Select Format Type (?	? for details): PC
Format Type (?? for de	etails): PC// PC
Printer: CutePDF Write	er// ADOBE
Select Format Type (?)	? for details):

Figure 3-4: Setting BEHORX PRINT FORMAT TYPE in RPMS

- -

To display the BEHORX PRINT FORMAT TYPE settings, use the LV List Values for a Selected Parameter menu option.

Selec Selec with	t General Parameter Tools t PARAMETER DEFINITION NAM 1 template type	Option: lv List Valv ME: BEHORX PRINT FORM.	ues for a Selected Parameter AT TYPE Associate printer
Value	s for BEHORX PRINT FORMAT	TYPE	
Paran	neter	Instance	Value
sys:	DEMO-HO.BEM.IHS.GOV	oc	Adobe PDF
SYS:	DEMO-HO.BEM.IHS.GOV	PC	CutePDF Writer
SYS:	DEMO-HO.BEM.IHS.GOV	PN	Adobe PDF
SYS:	DEMO-HO.BEM.IHS.GOV	RN	Adobe PDF
LOC:	BROWER - PAP	PN	Adobe PDF
LOC:	ANDERSON - DM	oc	Adobe PDF
LOC:	ANDERSON - DM	ON	Adobe PDF
LOC:	ANDERSON - DM	PC	Adobe PDF
LOC:	ANDERSON - DM	PN	CutePDF Writer 💌

Figure 3-5: Values for BEHORX PRINT FORMAT TYPE

3.9 ORWDPS ROUTING DEFAULT

Sites may set ORWDPS ROUTING DEFAULT parameter at the System or Location level. Set this to Window if the site is Internal or Internal/External.

Setting it to Window does not work if a site is EXTERNAL.

÷.

If a user has not defined a pickup location in their quick order and has not set this parameter, "Clinic" is defaulted because it is first alphabetically in the list of available pickups.

Cach	e TRM:1720	(ENSEMB	(LE)	86	X
File Edit	Help				
Enter :	selection:	5 Sys	tes D	ENO-HO. BEN. INS. GOV	0
Routing	Setting O Default	RWDPS F Value:	OUTING 7	DEFAULT for System: DEMO-HO.BEM.IHS.GOV	
This ve dialog.	alue will)	be the	default	entry for 'Pick up' in the Outpt Meds GUI	
Se	lect one (of the	followi	ing:	
	u	at	Window		
	M	by	Eall		
	¢	in	Clinic		
	N	no	default		
Routing	pefault 1	Value:	V at V	lindov	
ORWDPS	ROUTING DI	EFAULT	may be	set for the following:	
3	Location	n	LOC	[choose from HOSPITAL LOCATION]	
5	System		SYS	[DEMO-HO.BEM.IHS.GOV]	
Enter s	selection:				- 24

Figure 3-4: Accessing the Setting process

The following figures show that once this parameter is set, when using a quick order with no default pick up location, the pick up radio button now defaults to whatever is set in the parameter, in this case Window.

ACE INHIBITORS Lisinopril 5mg/day electronic Lisinopril 10mg/day print Lisinopril 20mg/day no pickup		
Lisinopril 5mg/day electronic Lisinopril 10mg/day print Lisinopril 20mg/day no pickup	ACE INHIBITORS	
Lisinopril 10mg/day print Lisinopril 20mg/day no pickup	Lisinopril 5mg/day electronic	
Lisinopril 20mg/day no pickup	Lisinopril 10mg/day print	
	Lisinopril 20mg/day no pickup	
Lisinopril 40mg dy	Lisinopril 40mg dy	

Figure 3-5: Selecting the drug

LICINODDIL TAD				
LISINUPPIL IND				Change
Dosage Complex				
Dosage		Route	Schedule	
20MG		ORAL	DAILY	PRN
2.5MG 5MG 10MG 20MG 30MG	0.017 0.034 0.042 0.052 0.126 0.126	ORAL	8H AC AC&HS BEFORE LUN BID	чсн
40MG 80MG	0.204		FR FR-SA MO	~
Days Supply Quantit	y Refils Clinical I	ndication	Chronic Med	Priority ROUTINE -
Days Supply Quantil 30 30 30 Pick Up O Clinic O Mail O FOR HIGH BLOOD F	ty Refile Clinical I	ndication v acy - eRx O Dutside Phy	Chronic Med Dispense as Written armacy - Print	Priority ROUTINE 💌

Figure 3-6: Window radio button on Medication Order

Appendix A: Benefits of Setting APSP AUTO RX

There are many benefits to setting these parameters. Benefits of Setting APSP Auto RX include:

- Provide enhanced Med Order dialog with pick up locations presented to prescriber based on facility type and other configurable settings.
- Can enable "Internal/External" and "External" without using ePrescribing:
 - Meds for outside fill are auto-finished and queued for printing
 - Can help sort out workflow issues prior to eRx
- Provide enhanced printing:
 - CII order for signature, CII prescriptions, Non CII prescriptions and receipts for electronically transmitted prescriptions "queued"
 - Configurable default settings for formats and printers.
 - A single click sends all queued jobs to designated printers.

Note: There is now a P (for print) for pick up location in quick orders.

Appendix B: Rx Print Format (Template) Editor Set Up

Use the Rx Print Format (Template) Editor Set Up to add the Rx Template Editor to an EHR template. Follow these steps:

- 1. Select Design mode | Desktop Properties | Customize Menus
- 2. Add Menu item **Rx Template Editor**

Optionally, add a **Print Rx** menu with **Rx Template Editor** and **Rx Print Config** as submenus (as shown in Figure B- 1).

3. Add the following in Action (lightning bolt):

\$(BEHRXGENERATORSERVICE.RXGENERATOR.edittemplates)

Properties for Desktop						
Property	+ - 🕫 🖉 🤀 🗣 🔶					
CAPTION	_ ↓→↓ └┬┘					
FONT	Menu Items					
HEIGHT	Clear Desktopf					
HELPFILE	Save as Template					
ICON	Restore Personal Settings					
ICONS	Rx Template Editor					
IMAGE						
INFOCOLOR						
POPUPCOLOR						
POPUPCOLOR2	OK Cancel					
PROGRESSCOLOR						
STATUSCOLOR	Tools					
WIDTH	Chinetic Calculator					
Customize Menus	Rx Template Editor					
	🔤 💮 🗛 Printer Config					
Customize Menus Manages custom menu items.						
ОК	Cancel Apply					

Figure B-1: Sample Rx Template Editor dialog

- 4. Click Apply and OK (on Properties for Desktop).
- 5. Make sure the **BEH Rx Generator Service** is checked under **Required Services** in **Design Mode**. Click on **Design Mode** | **Design** | **Required Services**.

Select Required Services
Adverse Reaction Data Entry
BEH Rx Generator Service
C32 Viewer Listening Service
✓ Chat Service
Community Info
CPRS Options
✓ Date Service
✓ Dosing Calc
Encounter Context Object
Info Button Service
MDA0 Component
Patient Context Object
✓ Print Service
Remote Monitoring Service
Bemote Sites Service
OK Cancel

Figure B- 2: Options on Select Required Services

6. This option should only be placed on the EHR GUI template for those responsible for editing these format, for example, the CAC, and designated pharmacy personnel.

Appendix C: Rx Print Format (Template) Editor – Export and Import Files

C.1 Export Process

Steps to export templates from the Edit Med Order Templates screen:

- 1. Open **Rx Template** editor
- 2. Select Template Type

🖳 Edit Med O	rder Templates		→ □ □ X
Template Type:			
Template:	Prescription (Non-CII) Prescription (CII) Order For Signature (Non-CII) Order For Signature (CII)		
Preview	Receipt (Non-CII) Receipt (CII)		
Import	Fields;		
Export	Description	Print Label	Line Column
Add Free Text	j l		
Mark Inactive			
	-		
			OK Cancel

Figure C-1: Selecting the template to export

3. Select the template to export.

🖷 Edit Med Order Templates							
Template Type: Prescription (CII)							
Template: PRESCRIPTION (CII)(SAMPLE) Active On: 8/2/2011 2:59:00 PM PRESCRIPTION (CII) PRESCRIPTION (CIII)(SAMPLE) Prescription (CIII)(SAMPLE) Preview PRESCRIPTION (CIII) (SAMPLES) Ida Console Import Fields;							
Euport	Description	Print Label	Line Column 🖾				
	Chronic		0 0				
Add Free Text	Comment	Comment:	14 5				
Mark Inactive	DAW	DAW:	16 52				
	🗹 Days' Supply	Days' Supply:	16 18				
	Drug DEA#		0 0				
	🗹 Drug Name		12 1				
	Electronic Transmission Failed		0 0				
	Electronic Transmission Failure		0 0				
	Electronic Transmission Failure		0 0				
	🔲 Ind Code		0 0				
	🗹 Ind Text	Indication:	18 1				
	Instruct		13 1 🗵				
		OK	Cancel				

Figure C-2: Selecting the template to export

- 4. Click Export.
- 5. Choose the location to save in, name the file, and click **Save**.

Select Template ?						
Save jn	🞯 Desktop	~	G Ø	ب		
My Recent Documents	My Document:	s laces	-			
Desktop						
My Documents						
My Computer	· ·					
	File <u>n</u> ame:	prescription CII sample			<u>S</u> ave	
My Network	Save as type:	Prescription XML (*.ptxml)		~	Cancel	

Figure C-3: Completing the export process

C.2 Import Process

Steps to import templates from the Edit Med Order Templates screen:

1. Open the **Rx Template** Editor.

Patch 9 Guide November 2011 Rx Print Format (Template) Editor – Export and Import Files

2. Select the template type.

🖷 Edit Med Order Templates 📃 🗖 🔀							
Template Type:	Order For Signature (CII)						
Template: ORD	Prescription (Non-CII) Prescription (CII) Order For Signature (Non-CII)	Prescription (Non-CII) Prescription (CII) Order For Signature (Non-CII)					
Preview	Receipt (Non-CII) Receipt (CII)						
Import	Fields;						
Export	Description	Print Label	Line	Column 🔼			
	Chronic		0	0			
Add Free Text	Comment		0	0			
Mark Inactive	DAW	DAW:	13	1			
	🗹 Days' Supply	Days' Supply:	10	1			
	Drug DEA#		16	30			
	Drug Name		5	1			
	Electronic Transmission Failed		0	0			
	Electronic Transmission Failure		0	0			
	Electronic Transmission Failure		0	0			
	🗹 Ind Code	Ind Code:	15	10			
	🗹 Ind Text	Ind Text:	15	1			
	Instruct		7	1			
			ОК	Cancel			

Figure C-4: Selecting the template type

- 3. Click Import.
- 4. Select the file to import.

Select Templat	ie	? 🗙
Look jn:	🞯 Desktop 🛛 🕥 🤣 📂 🖽 🗸	
My Recent Documents	My Documents My Computer My Network Places Copy of order for signature CII test.ptxml	
Desktop	prescription CII sample.ptxmi	
My Documents		
My Computer	<	
	File name: copy of order for signature CII test	<u>O</u> pen
My Network	Files of type: Prescription XML (*,ptxml)	Cancel

Figure C-5: Selecting the file to import

5. Change the name, if needed. Then click **OK**.



Figure C-6: Change the template name, if needed

6. Click the **Active On** field to display a calendar.

🖳 Edit Med Order Templa					
Template Type: Order For Sig	gnature (CII)				
Template: order for signature	(CII) test	Active On:			
Preview Font: Import Fields; Export Desc Add Free Text V Comm Mark Inactive V Days' Drug V V Days' Electr Electr	FMDateFimePic November, Sun Mon Tue Wed 30 31 1 2 6 7 8 9 13 14 15 16 20 21 22 23 27 28 29 30 24 5 6 7 Today: 11/8,	KerDialog C 2011 201 Thu Fri Sat 3 3 4 10 11 17 18 12 3 14 25 12 3 9 10 12 3 13 4 14 19 24 25 26 7 1 2 8 9 10 11 10 11 10 11 10 11 10 11 10 11	6:00 105 105 105 105 105 105 105 1		Dk Dk
Electr	Offic mansmission mailure			•	·
📃 Ind Co	ode			0	0
. 🗹 Ind Te	ext	Indication:		18	1
Instru	ct			13	1
		(OK		Cancel

Figure C-7: Selecting the date and time

7. Select **Yesterday at 6:00 am**, then **OK**.

Note: You MUST set an active date to allow users to select this template (and to be able to edit the template). If the "active on" date is today, it may not be available for up to 24 hours. For this reason, we strongly recommend setting the "active on" date to yesterday at 6:00am.

- 8. Now you can edit the template.
- 9. Click **OK** to store.

Appendix D: Rx Printer Preferences Editor Set up

Follow these steps:

- 1. Select Design mode | Desktop Properties | Custom Menus.
- 2. Add Menu item **Rx Printer Config** (Figure D- 1).

Optionally, you can add a **Print Rx** menu with the **Rx Template Editor** and **Rx Printer Config** as submenus (as shown in Figure D-1).

3. Add the following in Edit Action (lightning bolt):

\$(BEHRXGENERATORSERVICE.RXGENERATOR.EditPrinterPreference)

Properties for Desktop							
Property		+ - ~ / 4 🔒 🔍 🕇					
CAPTION		+ + + 7					
FONT		Menu Items					
HEIGHT		Clear Desktop Delete Tempate					
HELPFILE		Save as Template					
ICON		Save Personal Settings Settings					
ICONS	Rx Pri	nter Config 💦 🔣					
IMAGE	Edit ac	tion:					
INFOCOLOR	\$(BEH	IRXGENERATORSERVICE.RXGENERATO					
POPUPCOLOR							
POPUPCOLOR2							
PROGRESSCOLOR		Options					
STATUSCOLOR		Tools					
WIDTH		A Kinetic Calculator					
Customize Menus		Rx Template Editor					
Customize Menus Manages custom menu items.							
ОК		Cancel Apply					

Figure D-1: Sample Rx Printer Config dialog

- 4. Click Apply and OK on the Properties for Desktop dialog.
- 5. Make sure to have **BEH Rx Generator Service** checked under **Required Services**.

6. Users without the BEHORX PRINT key will only be able to set their own defaults.

If the site does not want users to be able to set their own defaults, only add this menu option to EHR GUI templates for those users who are allowed to set this parameter.

7. Assign the BEHORX PRINT key for CAC/IT staff who will set Location, Division, System settings.

🔜 Printer Prefer	ences	
Print Prompt Beha	vior	
Level:		~
Print Behavior:	O <u>P</u> rompt O <u>D</u> on't Prompt	
Default Order Prin	iter	
Level:	Division 💌	DEMO2 HEALTH CEN 💌
<u>T</u> emplate Type:	Prescription (Non-CII)	~
Printer:	\\PORYAKD1DAT2\\T Print	<u>R</u> emove
		Cancel Apply

Figure D-2: Using Printer Preferences

Appendix E: Configuration Summary

The following provides information about the settings for various parameters.

E.1 Internal Set Up

Parameter/Key	Setting	Meaning
APSP AUTO RX	Internal	Internal pharmacy only. Able to print "Order for Signature (CII)" using Queue Print button
BEHORX PRINT key	Assign to CAC, Site Manager	Allows GUI configuration of Rx printing
BEHORX PRINT FORMATS	Set default Template for:	
	Order for Signature (CII)	
BEHORX PRINT FORMAT TYPE	Set default Printer for Order for Signature (CII)	Depends on workflow

E.2 Internal/External Set Up

Parameter/Key	Setting	Meaning
APSP AUTO RX	Internal/External	Internal pharmacy that also sends prescriptions out.
		Auto finishes on signature med orders with "Outside Pharmacy Print" pick up location.
		Enables printing of "Order for Signature (CII)"
BEHORX PRINT key	Assign to CAC, Site Manager	Allows GUI configuration of Rx printing
BEHORX PRINT FORMATS	Set default Template for:	
	Prescription (CII)	
	Prescription (Non CII)	
	Receipt (Non CII) *	
BEHORX PRINT FORMAT TYPE	Set default Printer for:	Depends on workflow
	Order for Signature (CII)	
	Prescription (CII)	
	Prescription (Non CII)	
	Receipt (Non CII) *	

* After Surescripts® configuration and deployment

E.3 External Set Up

Parameter	Setting	Meaning
APSP AUTO RX	External	External pharmacy – sends prescriptions out.
		Auto finishes on signature med orders with "Outside Pharmacy Print" pick up location.
BEHORX PRINT key	Assign to CAC, Site Manager	Allows GUI configuration of Rx printing
BEHORX PRINT FORMATS	Set default Template for:	
	Prescription (CII)	
	Prescription (Non CII)	
	Receipt (Non CII) *	
BEHORX PRINT FORMAT TYPE	Set default Printer for:	Depends on workflow
	Prescription (CII)	
	Prescription (Non CII)	
	Receipt (Non CII) *	

* After Surescripts® configuration and deployment

Appendix F: Label Printing

The following provides information about printing labels from EHR.

The BEHORX PRINT LABEL parameter can be set to expose the **Label** radio button option on the dialog that launches from the **Print** button on the **Medication Management** component.

```
BEHORX PRINT LABEL may be set for the following:

800 Division DIV [choose from INSTITUTION]

900 System SYS [DEMO-HO.BEM.IHS.GOV]

Enter selection: 900 System DEMO-HO.BEM.IHS.GOV

------ Setting BEHORX PRINT LABEL for System: DEMO-HO.BEM.IHS.GOV ------

Enable Print Label Feature: YES//
```

Figure F-1: Enabling Print Label feature in RPMS

Print Queue Print	
Print Outpatient Medications	
Brief O Detailed O Prescription O Cabel O Order	O Prescription (New Format)
Active Only Chronic Only Selected Only	
	Print Cancel

Figure F-2: Accessing the Label button after using Print

The following Business Rules for an order must be met to be available for label printing:

- The order must have a prescription number
- The current date must not be greater than the issue date

What does this mean?

• Medications that are auto-finished (APSP AUTO RX set to External, provider selects "clinic" for example) may have a label printed the day that they are "issued" (signed/auto-finished).

Outpatient Medications	Status	Process	Issued	Last Filled	Expires	Refills Remaining	Rx #
POLYVINYL ALC. 1.4% P/F EYE DROPS 50'S Qty: 50 for 30 days Sig: INSTILL 1 DROP IN AFFECTED EYE(S) BEFORE MEALS AND AT BEDTIME	Active		08-Nov-2011	08-Nov-2011	08-Nov-2012	11	×3463613
4 N	lay.						

Figure F-3: Auto-finishing (leading X in Rx#) and issue date it today, can print label

• Mediations that are ordered then finished in pharmacy may have a label printed day they are issued (completed in pharmacy package).

Outpatient Medications	Status	Process	Issued	Last Filled	Expires	Refills Remaining	Rx#	
FOLIC ACID 1MG TAB Qty: 30 for 30 days Sig: TAKE ONE (1) TABLET BY MOUTH DAILY EXCEPT ON METHOTREXATE DAYS	Active		08-Nov-2011	08-Nov-2011	08-Nov-2012	11	3463614	

Figure F-4: Medications that are ordered then finished in pharmacy can have a label printed the day they are issued

Contact Information

If you have any questions or comments regarding this distribution, please contact the OIT Help Desk (IHS).

Phone: (505) 248-4371 or (888) 830-7280 (toll free)

Fax: (505) 248-4363

Web: http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm

Email: <u>support@ihs.gov</u>