RN Finish an Order

- 1. Click the **Resources** tab.
- 2. Select **RPMS Session** from the RPMS menu (Figure 1).

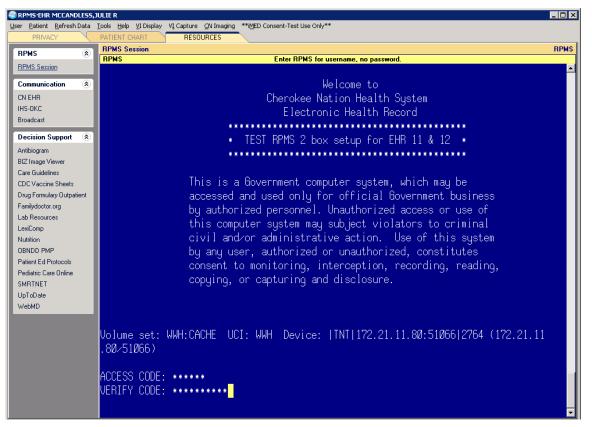


Figure 1: Resources tab, RPMS Session logon

- 3. Log on to RPMS:
 - a. At the "ACCESS CODE" prompt, type your Access Code (user ID) and press Enter.
 - b. At the "VERIFY CODE" prompt, type your Verify Code (password) and press Enter.
- 4. At the "...choose a number from 1 to..." prompt, type the number associated with the Nurse Menu and press Enter. The Nurse Menu (Figure 2) displays.

ART	Adverse Reaction Tracking User Menu
DRUG	Lookup into Dispense Drug File
IOE	Inpatient Order Entry
IPF	Inpatient Profile
MAR	Reports Menu
MARL	Label Print/Reprint
MEDP	MEDICATION PROFILE
Select NU	URSE MENU Option: IOE

Figure 2: Nurse Menu

5. At the "Select NURSE MENU Option" prompt, type **IOE** (Inpatient Order Entry) and press Enter. A sequence similar to Figure 3 displays.

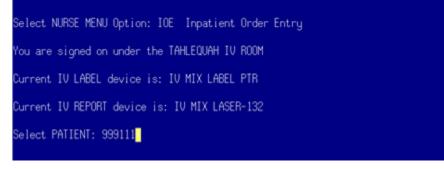


Figure 3: Select Patient sequence

6. At the "Select PATIENT" prompt, type the patient's Health Record Number and press Enter. The **Patient Information** page (Figure 4) displays.

Patient Information	Feb 10, 2014 12:48	5:26 Page:	1 of 1
DEMO, PATIENT DONALD	Ward: MEDICAL		WAD
HRN: 999111	Room-Bed:	Ht(cm): 170.	18 07/19/2013
DOB: 05/10/35 (78)		Wt(kg): 66.60	8 Ø9/30/2013
Sex: MALE		Admitted: 02/10/14	
Dx: BCMA READY	Last tr	ansferred: ••••••	•
Allergies - Verified: AS Non-Verified:	SPIRN ENTERIC COATED, SU	FA	
Reactions - Verified: SU Non-Verified:	ULFA DRUGS, TDAP, TRIAMTE	RENE	
Inpatient Narrative: Outpatient Narrative: Jé	we demo only other perso	IN TO GET MEDS	
PU Patient Record Update DA Detailed Allergy/ADR VP View Profile Select Action: View Prof	List IN Inter	Order Entry -vention Menu	

Figure 4: Patient Information page

7. At the "Select Action" prompt, press Enter to accept the default (VP View Profile).

8. At the "SHORT, LONG, or NO Profile?" prompt, press Enter to accept the default (SHORT). The patient's medication profile page (Figure 5) displays.

	TIENT DONALD 999111	Ward: N Room-Bed:	1EDICAL	Ht (c	n) · 170	0.18 Ø7/19/201	13
	05/10/35 (78)	noom bed.				68 09/30/2013	
	MALE		Adr		02/10/		
	BCMA READY		Last transf				
		PENC)ING - •				
1	ATORVASTATIN TAB Give: 40MG PO D	AILY		•••••		Р	
2	LEVOTHYROXINE TAB Give: ONE AND O	NE-HALE TABLETS.	PO FUERY MO	IBNTNG	•••••	Р	
3	ALBUTEROL INHL, OR Give: 2 PUFFS 9	AL		•••••	•••••	Р	
4	DOCUSATE CAP, ORAL		. ru uan rhi ?	•••••		P WS	
5	Give: 200MG PO 6 cefTRIAXONE INJ,S					Ρ	
6	Give: IVPB DAIL in DEXTROSE 5× IN		100 mlzb?			Р	
<u> </u>	Enter ?? for mor		100 012111				
Pat	ient Information	Ş	0 Select ()rder			
Pat	ient Record Update	N	10 New Orde	er Entr	ч		
	Action: Next Screen						

Figure 5: Inpatient Order Entry page

9. At the "Select Action" prompt, type SO (Select Order) and press Enter.



Figure 6: Inpatient Order Entry page, selecting orders

10. At the "Select ORDERS" prompt, type the number of the medication to process and press Enter. The **PENDING UNIT DOSE** page (Figure 7) displays.

PENDING UNIT DOSE (ROUTINE)	Feb 10, 2014 12:57:36	6 Pa	ge: 1 of 2
DEMO,PATIENT DONALD	Ward: MEDICAL		WAD
HRN: 999111	Room-Bed:	Ht(cm): 1	70.18 07/19/2013
DOB: Ø5/10/35 (78)		Wt(kg): 6	6.68 09/30/2013
•(1)Orderable Item: ATORVAST Instructions: 40M6	ATIN TAB		
 (2)Dosage Ordered: 40MG Duration: 		(2)84 and a	00.10.11 06.00
	DC OL		02/10/14 06:00
•(4) Med Route: ORAL	REUL		02/11/14 06:00 03/12/14 11:59
 (6) Schedule Type: CONTINUO (8) Schedule: DAILY (9) Admin Times: Ø6ØØ (10) Provider: TAPP, JAM (11) Special Instructions: 		(0) 0(0).	
(12) Dispense Drug		U-D	Inactive Date
ATORVASTATIN 80MG TAB		Ø.5	
 Enter ?? for more : 	actions		
BY Bypass 🛛 🛛 FL	(Flag) Finish		

Figure 7: PENDING UNIT DOSE page

- 11. Review the medication order details for completeness, accuracy, and compliance with the *Five Rights*:
 - Use the up and down arrow keys to move the cursor through the details of the order.
 - Use the plus (+) and minus (-) keys to move back and forth between the pages.
- 12. At the "Select Item(s)" prompt, type **FN** (Finish) and press Enter. The **NON-VERIFIED UNIT DOSE** page (Figure 8) displays.

RN Finish Guide

NUN-VERIFIEU UNIT UUSE F	eb 10, 2014	<u>13:01:06 Pa</u>	age: 1 o	<u>f 2</u>
DEMO, PATIENT DONALD	Ward: MED	ICAL	WAD	
HRN: 999111 B	oom-Bed:	Ht(cm):	170.18 07/1	9/2013
DOB: 05/10/35 (78)			66.68 Ø9/30	
		no ng ri		
•(1)Orderable Item: ATORVASTATI	N TAR			
Instructions: 40MG				
•(2)Dosage Ordered; 40MG				
		(2)(2)		ac. aa
Duration:			: 02/10/14	
 (4) Med Route: ORAL 		REQUESTED START:		
		(5) Stop:	: Ø3/12/14	11:59
(6) Schedule Type: CONTINUOUS				
 (8) Schedule: DAILY 				
(9) Admin Times: 0600				
 (10) Provider: TAPP, JAMIE 	L[es]			
(11) Special Instructions:				
(12) Dispense Drug		U-D	Inactive	Date
ATORVASTATIN 80MG TAB		0.5		
		0.0		
+ Enter ?? for more act	ione			
ED Edit		ACCEPT		
		nuueri		
Select Item(s): Next Screen// A	4			

Figure 8: NON-VERIFIED UNIT DOSE page

13. At the "Select Item(s)" prompt, type **AC** (Accept) and press Enter.

Edit the Dispense Drug of a Finished Order

To demonstrate editing the dispense drug, this set of instructions shows how to change the dispense drug to two tabs of ATORVASTIN 20MG TAB U/D resulting in a 40mg dose.

N-VERIFIED UNIT DOSE	Feb 10, 2014 14:57:09	P	age: 1	of 2
MO, PATIENT DONALD	Ward: MEDICAL		WAD	
HRN: 999111	Room-Bed:	Ht(cm):	170.18 07/	19/2013
DOB: Ø5/10/35 (78)		₩t(kg):	66.68 Ø9/3	0/2013
2)Dosage Ordered: 40MG				
Duration:		(3)Start	: 02/10/14	06:00
 Med Route: ORAL 	REQUES	STED START	: 02/11/14	06:00
		(5) Stop	: Ø3/12/14	11:59
6) Schedule Type: CONTINUOU	S			
8) Schedule: DAILY				
9) Admin Times: Ø600				
10) Provider: TAPP, JAMI	EL Íwl			
11) Special Instructions:				
12) Dispense Drug		U-D	Inactive	Date
ATORVASTATIN 80MG TAB		0.5		
Enter ?? for more a	actions			
		AL Activi	ty Logs	
(Hold) RN	(Renew)			
Flag VF	Verifu			
	ED Edit			

Figure 9: Edit a finished order; starting point

1. At the "Select Item(s)" prompt, type **ED** (Edit) and press Enter.

(12) Dispense Drug		U/D Inact	ive Date
ATORVASTATIN 8	ØMG TAB	0.5	
	or more actions		
DC Discontinue HD (Hold) FL Flag Select Item(s): Next	ED Edit RN (Renew) VF Verify Screen-/ ED Edit	AL Activity Logs	
Select FIELDS TO EDI	1:		

Figure 10: Select FIELDS TO EDIT prompt

2. At the "Select FIELDS TO EDIT" prompt, type the number and press Enter. In this example, the Dispense Drug will be changed, so type **12** and press Enter.



Figure 11: Select DISPENSE DRUG prompt

3. At the "Select DISPENSE DRUG" prompt, type the first several letters of the drug name, for example **ATOR**, and press Enter. The details of the current matching dispense drug and dosage display.

	OK? Yes// N (No)		
AT	ORVAST		
1	ATORVASTATIN 10MG TAB U/D	CV35Ø	60429-0323-90
2	ATORUASTATIN 20MG TAB U/D	CV35Ø	60429-0324-90
3	ATORUASTATIN 80MG TAB U/D	CU35Ø	00071-0158-92
CHOOSE	1-3:		

Figure 12: List of matching dispense drugs

4. At the "OK?" prompt, type **N** (No) and press Enter. A list of drug file entries that begin with ATOR and are marked for inpatient use display.



Figure 13: Selecting the dispense drug and dose

- 5. At the "CHOOSE 1-3" prompt, type the number corresponding to the target dispense drug (in the example, 2) and press Enter.
- 6. At the "Are you adding...as a new DISPENSE DRUG?" prompt, type **Y** (Yes) and press Enter.

- 7. At the "UNITS PER DOSE" prompt, enter the correct units per dose (in the example: 2) and press Enter.
- 8. At the next "Select DISPENSE DRUG" prompt, press Enter to return to the "Select Item(s)" prompt.

ORDER NOT VERIFIED Enter ?? for more actions		
DC Discontinue ED Edit HD (Hold) RN (Renew) FL Flag VF Verify SelectItem(s):Quit//ed Edit	AL Activit	y Logs
Select FIELDS TO EDIT: 12		
Select DISPENSE DRUG: ATORVASTATIN 20M6 DISPENSE DRUG: ATORVASTATIN 20M6 TAB UNITS PER DOSE: 2//		
Select DISPENSE DRUG: ator 1 ATORVASTATIN 20MG TAB U/D	01058	60429-0324-90
	CV350 -652151	63304-083
CHOOSE 1-2: 2 ATORVASTATIN 80M6 TAB -0830-05 OK? Yes// (Yes)	CV35Ø -652151	63304
DISPENSE DRUG: ATORVASTATIN 80MG TAB∕ SURE YOU WANT TO DELETE THE ENTIRE D Select DISPENSE DRUG:		

Figure 14: Completion of edit

- 9. To remove the original dispense drug and leave only the new one just added:
 - a. At the "Select Item(s) prompt, type **ED** (Edit) and press Enter.
 - b. At the "Select FIELDS TO EDIT" prompt, type **12** and press Enter. The "Select DISPENSE DRUG" prompt displays followed by the name and details of the newly added dispense drug (in this case ATORVASTATIN 20MG TAB U/D).
 - c. To select the original dispense drug, type the first few letters of the drug name (**ATOR** in the example) and press Enter. A list of matching drugs displays.
 - d. At the "CHOOSE 1-2" prompt, select the dispense drug to delete (2 in the example) and press Enter.
 - e. At the "OK?" prompt, press Enter to accept the default (Yes).
 - f. At the "DISPENSE DRUG..." prompt, type an 'at' sign (@) and press Enter to delete this incorrect drug.
 - g. At the "SURE YOU WANT TO DELETE THE ENTIRE DISPENSE DRUG?" prompt, type **Y** (Yes) and press Enter.

The correct dispense drug is now listed by itself. A second RN can verify the order in EHR.

Continue Processing Medications

The following is an example of *RN Finish for IV Medications*. Review the medication order details for completeness, accuracy, and compliance with the *Five Rights*:

- Use the up and down arrow keys to move the cursor through the details of the order.
- Use the plus (+) and minus (-) keys to move back and forth between the pages.

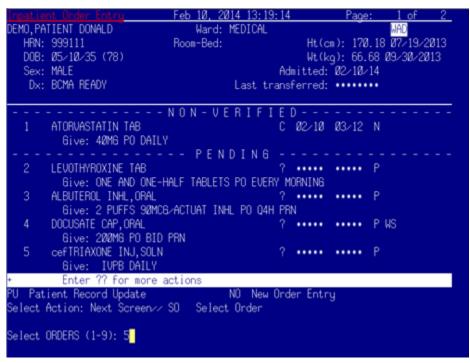


Figure 15: Inpatient Order Entry page

- 1. At the "Select Action" prompt, type SO (Select Order) and press Enter.
- 2. At the "Select ORDERS" prompt, type the number corresponding to the medication to be processed and press Enter. The **PENDING IV** page (Figure 16) displays.

RN Finish Guide

PENDING IV (ROUTINE)	Feb 10, 2014	13:23:19		Page: 1	of 2_
DEMO,PATIENT DONALD	Ward: M	EDICAL		WAG	D
HRN: 999111	Room-Bed:		Ht(cm):	170.18 07.	/19/2013
DOB: Ø5/10/35 (78)			Wt(kg):	66.68 Ø9/3	30/2013
Additives:			Type:	PIGGYBACK	<din></din>
CEFTRIAXONE 1 GM					
(2) Solutions:					
SODIUM CHLORIDE Ø.9×	INJ. 100 ML				
Duration:		(4)	Start:	02/10/14	06:00
(3) Infusion Rate: INFUSE	OVER 30 Minute	88			
 Med Route: IVPB 		(6)	Stop:	02/20/14	12:00
 (7) Schedule: DAILY 		Las	st Fill:		
(8) Admin Times: Ø6ØØ		Q.	uantity:	Ø	
 (9) Provider: TAPP, JA 	MIE L [es]	Cum.	Doses:		
•(10)Orderable Item: cefTRIA	XONE INJ,SOLN				
Instructions:					
(11) Other Print:					
(12) Remarks :					
 Enter ?? for more : 	actions				
DC Discontinue FL	Flag				
ED Edit FN					
Select Item(s): Next Screen/	/				

Figure 16: **PENDING IV** page

3. At the "Select Item(s)" prompt, type **FN** (Finish) and press Enter.



Figure 17: PENDING IV page, Order Checks displayed

4. At the "Enter RETURN to continue or '^' to exit" prompt, press Enter to continue. The IV TYPE and any order checks will display.

5. Review this information for accuracy. At the "Do you wish to continue entering this order?" prompt, type **Y** (Yes) and press Enter. More order information (Figure 18) displays.

```
Orderable Item: cefTRIAXONE INJ,SOLN
Give: IVPB DAILY
145668
999111 MEDICALSURGICAL Ø2/10/14
DEMO, PATIENT DONALD NF
CEFTRIAXONE 1 GM
SODIUM CHLORIDE Ø.9× INJ. 100 ML
Dose due at:
INFUSE OVER 30 Minutes
DAILY
0600
Beyond Use Date:_
1[Ĭ]
Start date: FEB 10,2014 06:00 Stop date: FEB 20,2014 12:00
Expected First Dose: FEB 10,2014906:00
Is this O.K.?YES//
```

Figure 18: Order Information

- 6. At the "Is this O.K.?" prompt, do one of the following:
 - Press Enter to accept the default (Yes).
 - Type N (No) and press Enter to exit the order.
- 7. Enter Q (Quit) to return to Medication Profile.

You have successfully RN Finished an IV medication. A second RN must verify the order in EHR.

Exercise 1: Review a Medication Order

- 1. Select a medication order.
- 2. Review the medication order details for completeness, accuracy, and compliance with the *Five Rights*:
 - Use the up and down arrow keys to move the cursor through the details of the order.
 - Use the plus (+) and minus (-) keys to move back and forth between the pages.

Exercise 2: Find the Problem and Fix it

PENDING UNIT DOSE (ROUTI	NE) Feb 10, 2014 15:	17:08 Pa	ge: 1 c	of <u>2</u>
DEMO,PATIENT DONALD	Ward: MEDICA		WAD	
HRN: 999111	Room-Bed:	Ht(cm): 1	70.18 07/1	9/2013
DOB: Ø5/10/35 (78)		₩t(kg): 6	6.68 Ø9/30	1/2013
•(1)Orderable Item: LEVO	THYROXINE TAB			
Instructions: ONE	AND ONE-HALF TABLETS			
 (2)Dosage Ordered: ONE 	AND ONE-HALF TABLETS			
Duration:		(3)Start:	02/10/14	06:00
 (4) Med Route: ORAL 		REQUESTED START:	02/11/14	06:00
			@3/12/14	
(6) Schedule Type: CONT	INUOUS			
 (8) Schedule: EVER 				
(9) Admin Times: Ø600				
(10) Provider: TAPP	JAMIEL (es)			
(11) Special Instructio				
(12) Dispense Drug		U-D	Inactive	Date
(7)Self Med: NO	05.0000			
 INVALID DISPEN 				
BY Bypass	FL (Flag)			
DC Discontinue	FN Finish			
Select Item(s): Next Scr	een//			

Figure 19: Exercise

Questions:

- Is there something incorrect about this order?
- How are you going to handle this situation?