



RESOURCE AND PATIENT MANAGEMENT SYSTEM

BCMA Pharmacy File Clean-up

Dosage Form File (50.606)
Administration Schedules (51.1)
Medication Routes (51.2)

Week 3

Table of Contents

1.0	General Information	1
1.1	Purpose of Training	1
1.2	Intended Audience.....	1
2.0	Learning Objectives	2
3.0	Detailed Agenda – Week 3	3
4.0	Dosage Form File	4
4.1	About this File.....	4
4.2	Key Fields.....	4
4.3	Generate FileMan Report.....	5
4.4	Homework	8
5.0	Medication Routes (#51.2)	9
5.1	About this File.....	9
5.2	Key fields.....	9
5.3	Generate FileMan Report.....	10
5.4	Homework	13
6.0	Administration Schedule File (51.1).....	14
6.1	About this File.....	14
6.2	Key Fields.....	14
6.3	Generate FileMan Report.....	14
6.4	Homework	16
Appendix A:	RPMS “Cheat” for Dosage Form file report.....	18
Appendix B:	RPMS “Cheat” for Medication Routes file report.....	19
Appendix C:	RPMS “Cheat” for Medication Routes file report.....	20
Acronym List		21

1.0 General Information

1.1 Purpose of Training

Optimization of the Dosage Form File (50.606)

Participants will:

- Recognize the importance of optimizing the fields in the Dosage Form File.

Hands-on practice includes, but is not limited to:

- Running a FileMan Report to obtain data in the Dosage Form File.
- Import FileMan Report into Excel.
- Making necessary changes in the Dosage Form File.

The training consists of lecture with PowerPoint presentations, demonstration of the tool, and hands-on exercises using individual computer terminals and a simulated training database.

1.2 Intended Audience

Local pharmacy informaticists at sites deploying BCMA at their local facilities.

2.0 Learning Objectives

- Recognize the importance of optimizing the fields in the Dosage Form File.
- Demonstrate the ability to run the appropriate FileMan reports to obtain data from the Dosage Form File.
- Know the steps needed to optimize the Dosage Form File.

3.0 Detailed Agenda – Week 3

Time	Activity	TAB #
Start	Dosage Form File; Medication Route File; and Standard Schedule File	TAB #3
10:00	Associated Files Clean-up At the end of this session participants should be able to: <ul style="list-style-type: none"> • Generate VA FileMan Reports specific to the Associated Files: <ul style="list-style-type: none"> – Dosage Form File (50.606) – Medication Route File (51.2) – Standard Schedule File (51.1) 	

Topic	Duration
Dosage Form File: <ul style="list-style-type: none"> • Dosage Form File optimization • Demonstration of FileMan report • How to import to Excel® • Discussion of homework assignment 	30 min.
Medication Routes: <ul style="list-style-type: none"> • Dosage Form File optimization • Demonstration of FileMan report • How to import to Excel • Discussion of homework assignment 	30 min.
Standard Schedules: <ul style="list-style-type: none"> • Dosage Form File optimization • Demonstration of FileMan report • How to import to Excel • Discussion of homework assignment 	30 min.

4.0 Dosage Form File

4.1 About this File

This file contains dosage forms. The key fields in this file are the noun and the verb. This is the place that knows that for a tablet the directions should say “take” and “tablet”. There is a different entry for the different dosage forms. Extended release tablets, for example use a different dosage form than immediate release or chewable tablets. Changes made to a dosage form will affect all drugs using that dosage form so one must be careful when making changes to this file.

This report will list the verb and several nouns and medication routes for those nouns in tabular form. The report is reviewed line by line and any errors should be corrected. The Preposition field is listed but is expected to be blank.

Use this option to edit this file: Pharmacy Data Management >> Dosages >> Dosage Form File Enter/Edit.

Multiple medication routes can be associated with each dosage form. Example: CREAM; Med Routes: ORAL, RECTAL, VAGINAL, RIGHT EAR, LEFT EAR, IN BOTH EARS, TOPICAL.

Nouns: affect local possible dosages associated with the dosage form when merged – may not want to be too specific, e.g., “1 inch”.

Changes do no effect existing orders.

Dosage Forms that are not in use at a site do not need to be updated unless/until they are put into service must have a noun entry to create Local Possible Dosage (LPD) automatically.

For dosage forms such as ENEMA, consider using the dosage form itself as the noun - in this example - “ENEMA” will have a LPD of “1 ENEMA” Medication Routes (#51.2).

4.2 Key Fields

- **Verb.** The action associated with this dosage form.
- **MED ROUTE FOR DOSAGE FORM.** The medication routes that associate with a dosage form.
- **NOUN.** The nouns that are associated with this Dosage form. It will be used by Outpatient Pharmacy to build a Sig for an OE/RR order. It will also be used for building local possible doses as part of the pharmacy ordering enhancements for both Outpatient Pharmacy and Inpatient Medications.

4.3 Generate FileMan Report

```

Select VA FileMan Option: search File Entries

OUTPUT FROM WHAT FILE: DOSAGE FORM//

-A- SEARCH FOR DOSAGE FORM FIELD: INACTIVATION DATE
-A- CONDITION: NULL

-B- SEARCH FOR DOSAGE FORM FIELD:

IF: A//      INACTIVATION DATE NULL

STORE RESULTS OF SEARCH IN TEMPLATE:

SORT BY: NAME// @NAME
START WITH NAME: FIRST//
    WITHIN NAME, SORT BY:
FIRST PRINT FIELD: NUMBER_"^";X
THEN PRINT FIELD: NAME_"^";X
THEN PRINT FIELD: VERB_"^";X
THEN PRINT FIELD: 1ST(NOUN:NOUN)"^";X
THEN PRINT FIELD: 2ND(NOUN:NOUN)"^";X
THEN PRINT FIELD: 3RD(NOUN:NOUN)"^";X
THEN PRINT FIELD: 4TH(NOUN:NOUN)"^";X
THEN PRINT FIELD: PREPOSITION_"^";X
THEN PRINT FIELD: 1ST(MED ROUTE FOR DOSAGE FORM:#.01)"^";X
THEN PRINT FIELD: 2ND(MED ROUTE FOR DOSAGE FORM:#.01)"^";X
THEN PRINT FIELD: 3RD(MED ROUTE FOR DOSAGE FORM:#.01)"^";X
THEN PRINT FIELD: 4TH(MED ROUTE FOR DOSAGE FORM:#.01)"^";X
THEN PRINT FIELD: "\\";X
THEN PRINT FIELD:

Heading (S/C): DOSAGE FORM SEARCH//
STORE PRINT LOGIC IN TEMPLATE: DOSAGE FORM BCMA PRINT
Are you adding 'DOSAGE FORM _BCMA_PRINT' as
    a new PRINT TEMPLATE? No//Y    (Yes)
START AT PAGE: 1//
DEVICE: 0;256;9999
    
```

Sample output for this report:

```

DOSAGE FORM SEARCH
JUN 26,2013 16:47      PAGE 1

-----
-----
-----

278^ACCESS PIN^^^^^^^^^^^^^^\
210^ADAPTER^SPACER^ADAPTER^^^^^^^^^USE^^\
1^AEROSOL^ORAL^PUFF(S)^^^^^^^^^^^^\
166^AEROSOL,ORAL^ORAL^PUFF(S)^^^^^^^^^INHALE^^\
195^AEROSOL,RTL^RECTAL^APPLICATORFUL(S)^^^^^^^^^INSERT^^\
258^AEROSOL,SUBLINGUAL^^PUFF(S)^^^^^^^^^^^^\
143^AEROSOL, TOP^TOPICAL^SPRAY(S)^^^^^^^^^APPLY^^\
245^AEROSOL,VAG^^SPRAY(S)^^^^^^^^^^^^\
85^APPLICATOR^^APPLICATOR(S)^^^^^^^^^^^^\
211^BAG^^BAG(S)^^^^^^^^^^^^\
86^BANDAGE^^BANDAGE(S)^^^^^^^^^USE^^\
88^BAR,CHEWABLE^ORAL^BAR(S)^^^^^^^^^CHEW^^\
87^BAR, TOP^^BAR(S)^^^^^^^^^^^^\
212^BARRIER^^BARRIER(S)^^^^^^^^^USE^^\
    
```

```

89^BEADS, TOP^^BEAD(S)^^^^^^^^^^\
213^BELT^^BELT^^^^^^^^^^USE^^\
80^BLOCK^^BLOCK^^^^^^^^^^\
280^CANNULA^^^^^^^^^^\
2^CAP, EC^ORAL^CAPSULE(S)^^^^^^TAKE^^\
167^CAP, INHL^INHALATION^CAPSULE(S)^^^^^^INHALE^IN INHALER^^\
276^CAP, IRRIGATION^^^^^^^^^^\
3^CAP, ORAL^ORAL^CAPSULE(S)^J TUBE^^G TUBE^^^^TAKE^^\
282^CAP, ORAL, IR^^CAPSULE(S)^^^^^^TAKE^^\
4^CAP, SA^ORAL^CAPSULE(S)^^^^^^TAKE^^\
206^CAP, SPRINKLE^ORAL^CAPSULE(S)^^^^^^TAKE^^\
207^CAP, SPRINKLE, SA^ORAL^CAPSULE(S)^^^^^^TAKE^^\
295^CAP, VAG^^CAPSULE(S)^^^^^^INSERT^^\
246^CAP/INJ^^CAPSULE(S)^^^^^^^^^^\
275^CAP/TAB^^CAP/TAB(S)^^PILL(S)^^^^TAKE^^\
234^CATHETER^^CATHETER^^^^^^^^^^USE^^\
90^CHAMBER^^CHAMBER^^^^^^^^^^USE^^\
214^CLAMP^^CLAMP(S)^^^^^^^^^^\
215^COLLAR^^COLLAR^^^^^^^^^^\
91^CONE^^CONE(S)^^^^^^^^^^\
92^CONTAINER^^CONTAINER^^^^^^^^^^\
5^CREAM^ORAL^LARGE AMOUNT^RECTAL^MODERATE AMOUNT^VAGINAL^SMALL AMOUNT^RIGHT
EAR^THIN FILM^APPLY^^\
138^CREAM, ORAL^ORAL^CREAM^^LARGE AMOUNT^^MODERATE AMOUNT^^SMALL
AMOUNT^APPLY^^\
168^CREAM, OTIC^RIGHT EAR^CREAM^LEFT EAR^LARGE AMOUNT^IN BOTH EARS^MODERATE
AMOUNT^^SMALL AMOUNT^APPLY^^\
169^CREAM, RTL^RECTAL^APPLICATORFUL(S)^^^^^^INSERT^^\
139^CREAM, TOP^TOPICAL^CREAM^^LARGE AMOUNT^^MODERATE AMOUNT^^SMALL
AMOUNT^APPLY^^\
140^CREAM, VAG^VAGINAL^APPLICATORFUL(S)^^^^^^INSERT^^\
93^CREAM/TAB, VAG^^CREAM^^^^^^^^^^\

```

Open the text capture file and remove the header row and the row with the line.

In the empty row at the top, paste this line:

```

NUMBER^NAME^VERB^1ST NOUN^2ND NOUN^3RD NOUN^4TH NOUN^PREPOSITION^1ST
ROUTE^2ND ROUTE^3RD ROUTE^4TH ROUTE^\\^

```

The new file will resemble this example:

```

NUMBER^NAME^VERB^1ST NOUN^2ND NOUN^3RD NOUN^4TH NOUN^PREPOSITION^1ST
ROUTE^2ND ROUTE^3RD ROUTE^4TH ROUTE^\\^278^ACCESS PIN^^^^^^^^^^\
278^ACCESS PIN^^^^^^^^^^\
210^ADAPTER^USE^ADAPTER^^^^^^SPACER^^^^\
1^AEROSOL^^PUFF(S)^^^^^^ORAL^^^^\
166^AEROSOL, ORAL^INHALE^PUFF(S)^^^^^^ORAL^^^^\
195^AEROSOL, RTL^INSERT^APPLICATORFUL(S)^^^^^^RECTAL^^^^\
258^AEROSOL, SUBLINGUAL^^PUFF(S)^^^^^^^^^^\
143^AEROSOL, TOP^APPLY^SPRAY(S)^^^^^^TOPICAL^^^^\
245^AEROSOL, VAG^^SPRAY(S)^^^^^^^^^^\
85^APPLICATOR^^APPLICATOR(S)^^^^^^^^^^\
211^BAG^^BAG(S)^^^^^^^^^^\
86^BANDAGE^USE^BANDAGE(S)^^^^^^^^^^\
88^BAR, CHEWABLE^CHEW^BAR(S)^^^^^^ORAL^^^^\
87^BAR, TOP^^BAR(S)^^^^^^^^^^\
212^BARRIER^USE^BARRIER(S)^^^^^^^^^^\
2^CAP, EC^TAKE^CAPSULE(S)^^^^^^ORAL^^^^\
167^CAP, INHL^INHALE^CAPSULE(S)^^^^^^IN INHALER^INHALATION^^^^\

```



```

276^CAP,IRRIGATION^^^^^^^^^^^^^^\
3^CAP,ORAL^TAKE^CAPSULE(S)^^^^^ORAL^J TUBE^G TUBE^^\
282^CAP,ORAL,IR^TAKE^CAPSULE(S)^^^^^^^^^^\
4^CAP,SA^TAKE^CAPSULE(S)^^^^^ORAL^^^^^^\
206^CAP,SPRINKLE^TAKE^CAPSULE(S)^^^^^ORAL^^^^^^\
305^VARNISH,DENTAL^APPLY^^^^^^^^^^^^^^\
96^VIAL^^VIAL(S)^^^^^^^^^^^^^^\
78^WAFER^^WAFER(S)^^^^^^^^^^^^^^\
302^WAFER,ORAL^TAKE^WAFER(S)^^^^^^^^^^\
203^WAFER,TOP^^WAFER(S)^^^^^^^^^^^^^^\
299^WASHER^^^^^^^^^^^^^^\
296^WAX^USE^^^^^^^^^^^^^^\
254^WIPE^^WIPE(S)^^^^^^^^^^^^^^\
    
```

272 MATCHES FOUND.

Press RETURN to continue...

Delete any lines below the last entry in the report,

Save and close the file then import it into Excel

Sample Excel Spreadsheet:

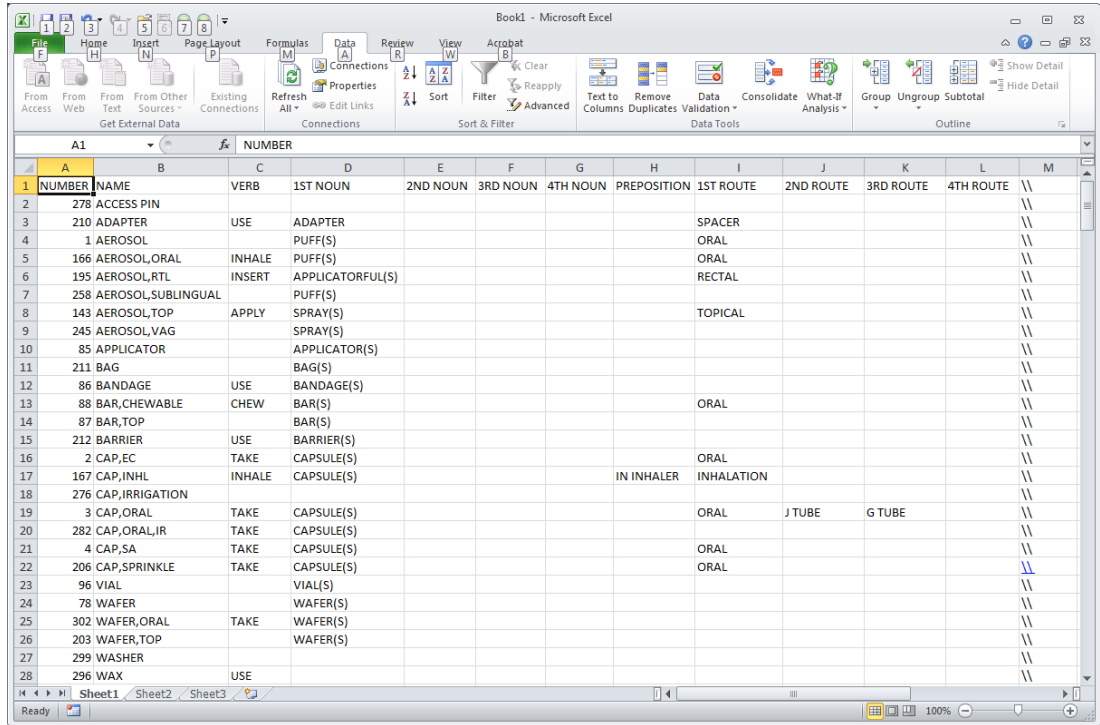


Figure 4-1: Sample Excel Spreadsheet

4.4 Homework

- Review the Dosage Form File including the Medication Routes and the Nouns associated with each entry.

5.0 Medication Routes (#51.2)

5.1 About this File

This file contains medication routes used to administer medications. Entries here assign a route to a dosage form and will affect all medications using that dosage form. This file also sets dosage parameters for BCMA to use when the eMar is displayed. Improperly configured routes can cause confusion for the nurses using BCMA and may result in medication errors.

5.2 Key fields

- **PACKAGE USE.** Medication routes are used by various Pharmacy packages, including the National Drug File (NDF). The NDF package uses far more med routes than are needed by other Pharmacy packages. This field is used by the other Pharmacy packages to screen out Med Routes not needed by the Inpatient packages:
 - **0** for National Drug File only
 - **1** for all packages
- **IV FLAG.** This field shall designate IV medication routes. This will help determine how Inpatient Medication orders entered through EHR will be finished in the Pharmacy package:
 - **0** for NO
 - **1** for Yes
- **PROMPT FOR INJ. SITE IN BCMA. New in EHR Patch 11.** Provides a way to indicate that a medication route needs to have a prompt for injection site in BCMA.
 - **0** for NO
 - **1** for Yes; displays a prompt for injection site in BCMA
- **DSPLY ON IVP/IVPB TAB IN BCMA? New in EHR Patch 11.** Determines whether the medications using this route will end up on the IVP/IVPB tab in the BCMA display (should be “1” for any route using IVP or IVPB)
 - **0** for NO
 - **1** for Yes; orders with this Med Route will display on the IVP/IVPB tab in BCMA

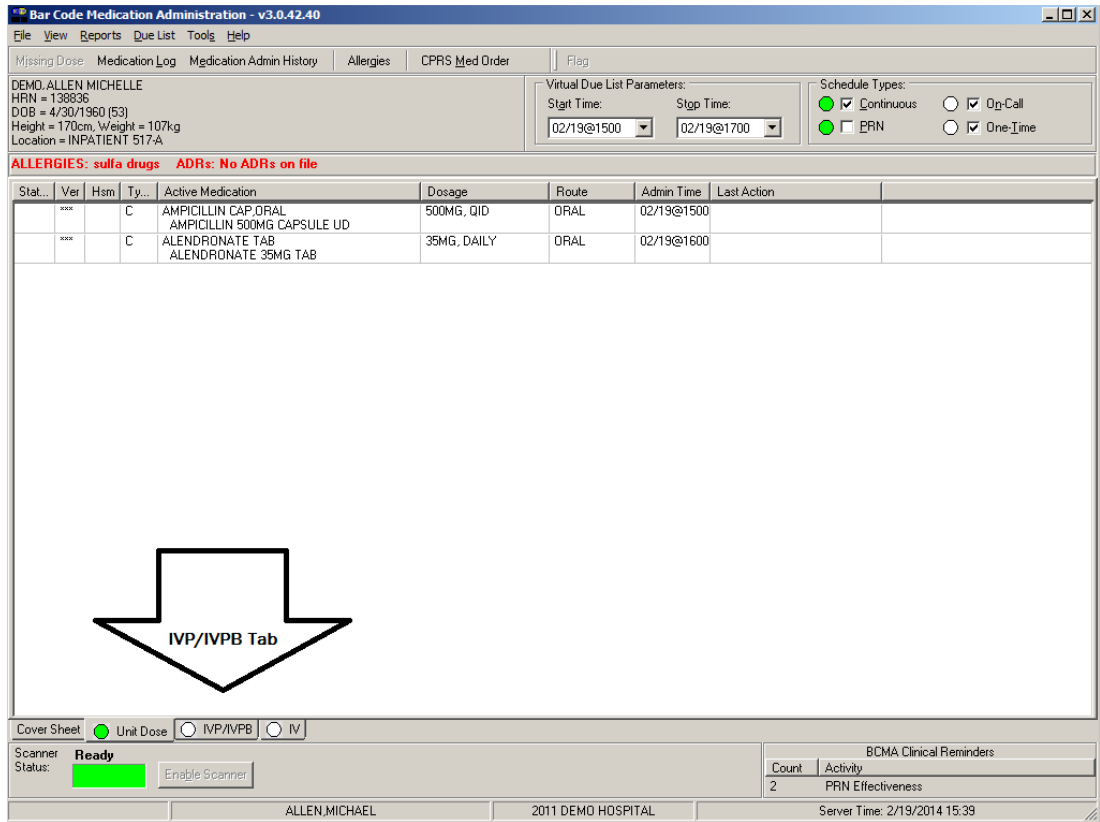


Figure 5-1: IVP/IVPB tab in BCMA

5.3 Generate FileMan Report

Note: This report will print only those Medication Routes whose package is ALL PACKAGES

1. Generate this FileMan report using the FileMan print option: Select VA FileMan Option: **Print File Entries (Not SEARCH)**

```
Select VA FileMan Option: Search File Entries

OUTPUT FROM WHAT FILE: MEDICATION ROUTES// MEDICATION ROUTES
                        (289 entries)

-A- SEARCH FOR MEDICATION ROUTES FIELD: PACKAGE USE
-A- CONDITION: EQUALS
-A- EQUALS: ALL PACKAGES

-B- SEARCH FOR MEDICATION ROUTES FIELD:

IF: A//      PACKAGE USE EQUALS "1" (ALL PACKAGES)

STORE RESULTS OF SEARCH IN TEMPLATE:

SORT BY: NAME// @NAME
START WITH NAME: FIRST//
```

```

WITHIN NAME, SORT BY:
FIRST PRINT FIELD: NAME;C0;L30
THEN PRINT FIELD: IV FLAG;C35;L8
THEN PRINT FIELD: PROMPT FOR INJ. SITE IN BCMA;C47;L8
THEN PRINT FIELD: DSPLY ON IVP/IVPB TAB IN BCMA?;C57;L8
THEN PRINT FIELD:
Heading (S/C): MEDICATION ROUTES SEARCH Replace
STORE PRINT LOGIC IN TEMPLATE:
DEVICE: 0;80;9999
MEDICATION ROUTES SEARCH                                FEB 24,2016 13:16 PAGE 1
                                                    PROMPT DSPLY ON
                                                    FOR INJ. IVP/IVPB
                                                    SITE IN TAB IN
                                                    BCMA BCMA?
-----
-----
BLOOD GLUCOSE TEST
BLOOD TEST
BLOOD TEST DEVICE
BLOOD TEST SOLN, GLUCOSE
BOTH EARS
BOTH EYES
BUCCAL
INTRAUTERINE
INTRAVASCULAR
INTRAVENOUS YES
INTRAVENOUS INFILTRATION MISCE
INTRAVENOUS INH MISC
INTRAVENOUS INHALATION MISCELL
    
```

Sample Report in RPMS:

2. Import into Excel:

Because the report is in columns already, use the “fixed width” option for importing, setting the lines at the beginning of the columns.

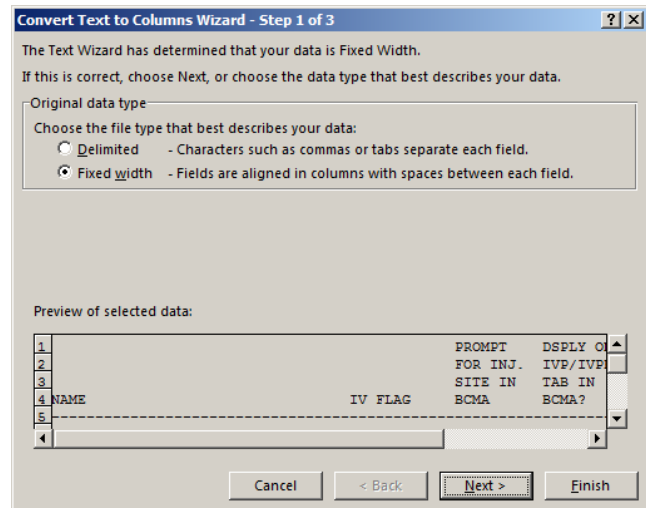


Figure 5-2: Convert Text to Columns Wizard – Fixed Widths options

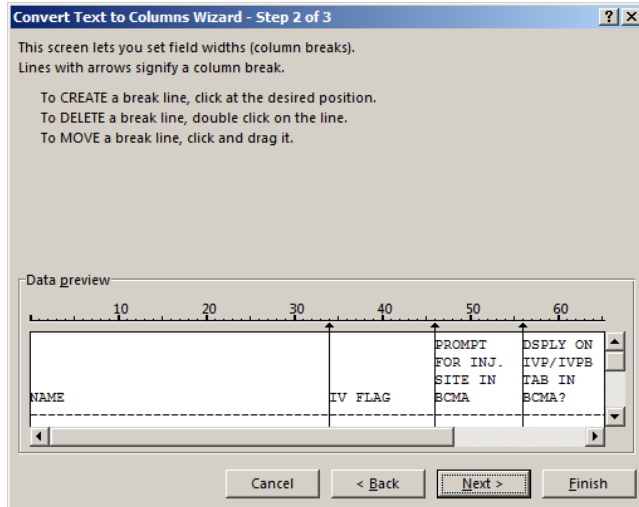


Figure 5-3: Convert Text to Columns Wizard – Data Preview

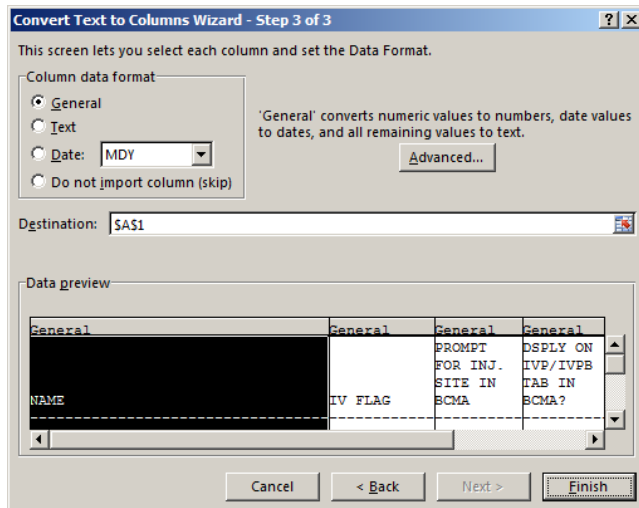


Figure 5-4: Convert Text to Columns Wizard – Setting Column and Data Format

	A	B	C	D
1			PROMPT	DSPLY ON
2			FOR INJ.	IVP/IVPB
3			SITE IN	TAB IN
4	NAME	IV FLAG	BCMA	BCMA?
5	-----	-----	-----	-----
6				
7	BLOOD GLUCOSE TEST			
8	BLOOD TEST			
9	BLOOD TEST DEVICE			
10	BLOOD TEST SOLN, GLUCOSE			
11	BOTH EARS			
12	BOTH EYES			
13	BUCCAL			
14	BUCCAL DENTAL INFILTRATION			
15	BUCCAL ORAL			
16	BUCCAL SUBLINGUAL			
17	CATHETER			
18	CAUDAL BLOCK			
19	CAUDAL EPIDURAL			
20	INTRAMUSCULAR		YES	
21	INTRAVENOUS	YES	YES	
22	IV PIGGYBACK	YES	YES	YES
23	IV PUSH		YES	YES
24	SUBCUTANEOUS		YES	
25				

Figure 5-5: Sample Excel spreadsheet

5.4 Homework

- Review the report and evaluate the missing fields in RPMS.
- Don't worry about routes you never use.
- Rerun the report periodically to assess your progress.

Note: Routes that are no longer needed can be removed from this list by changing the package to National Drug File Only (0), but be sure not to change any that are in use to that package or it will cause problems.

6.0 Administration Schedule File (51.1)

6.1 About this File

This file associates administration schedules with standard times for medication administration. The times associated with the schedules should reflect the standard administration schedules used at the facility by the inpatient nursing staff. Schedules may be set up by ward if there are differences in times depending on the ward to which the patient is assigned.

Schedules must be set up in this file for all the schedules used at the facility. Schedules may include day of the week, monthly, and even odd schedules such as every three days.

Free text schedules are no longer allowed. If a standard schedule does not exist that fits the need, users must select a valid schedule from schedule list box or click **OTHER** to create a valid customized, day-week administrative time schedule. Only inpatient orders with valid schedules can be used in copy, transfer, and renew operations

6.2 Key Fields

- **STANDARD ADMINISTRATION TIMES.** These are the times of day, for this schedule, that the action should take place. Use military time (24 hour clock) when entering the times, separating each time with a hyphen (-). Be sure that the times are in ascending order, i.e., 06-14-22 or 0600-1400-2200. All times must be the same length, either two or four digits:
 - Enter a time of day, or a set of times, 2 to 119 characters in length.
- **FREQUENCY** (in minutes). The number of minutes between each time that the action should take place.
 - Type a number between 1 and 129600, 0 decimal digits.
- **TYPE OF SCHEDULE.** The type of schedule determines how the schedule will be processed:
 - **C** for CONTINUOUS
 - **O** for ONE-TIME
 - **OC** for ON CALL
 - **P** for PRN

6.3 Generate FileMan Report

```
Select VA FileMan Option: Search File Entries
OUTPUT FROM WHAT FILE: ADMINISTRATION SCHEDULE// ADMINISTRATION SCHEDULE
```



```

(87 entries)

-A- SEARCH FOR ADMINISTRATION SCHEDULE FIELD: PACKAGE PREFIX
-A- CONDITION: EQUALS
-A- EQUALS: PSJ

-B- SEARCH FOR ADMINISTRATION SCHEDULE FIELD:

IF: A//      PACKAGE PREFIX EQUALS (case-insensitive) "PSJ"

STORE RESULTS OF SEARCH IN TEMPLATE:

SORT BY: NAME// @NAME
START WITH NAME: FIRST//
      WITHIN NAME, SORT BY:
FIRST PRINT FIELD: NUMBER;C0;L7
THEN PRINT FIELD: NAME;C10;L30
THEN PRINT FIELD: STANDARD ADMINISTRATION TIMES;C33;L30
THEN PRINT FIELD: FREQUENCY (IN MINUTES);C66;L12
THEN PRINT FIELD: TYPE OF SCHEDULE;C81;L20
THEN PRINT FIELD:
Heading (S/C): ADMINISTRATION SCHEDULE SEARCH  Replace
STORE PRINT LOGIC IN TEMPLATE:
DEVICE: 0;100;999  Virtual
    
```

Sample Report Output:

ADMINISTRATION SCHEDULE SEARCH				FEB 24, 2016	17:25	PAGE 1
NUMBER	NAME			FREQUENCY		
		STANDARD ADMINISTRATION TIMES		(IN MINUTES)	TYPE OF	
SCHEDULE						
59	12D					
60	1WK					
53	3XW			3360	CONTINUOUS	
49	5XD	0600-1000-1400-1800-2200		288	CONTINUOUS	
17	AC	0700-1130-1630		480	CONTINUOUS	
18	AC&HS	0700-1130-1630-2200		1440	CONTINUOUS	
69	ACHS	0700-1130-1630-2200		1440	CONTINUOUS	
21	AFTER MEALS	0800-1300-1800		480	CONTINUOUS	
81	AOD			1440	CONTINUOUS	
16	BEFORE MEALS	0700-1130-1630		480	CONTINUOUS	
19	BEFORE MEALS&BEDTIME	0700-1130-1630-2200		1440	CONTINUOUS	
2	BID	1000-2200		720	CONTINUOUS	
33	BID BEFORE MEALS	0630-1630		720	CONTINUOUS	
74	BID WITH MEALS	0700-1700		720	CONTINUOUS	
68	DAILY	1000		1440	CONTINUOUS	
72	DAILY B4 BRKFST	0630		1440	CONTINUOUS	

After importing into Excel:

NUMBER	NAME	STANDARD ADMINISTRATION TIMES	FREQUENCY (IN MINUTES)	TYPE OF SCHEDULE
59	12D			
60	1WK			
49	5XD	0600-1000-1400-1800-2200	288	CONTINUOUS
17	AC	0700-1130-1630	480	CONTINUOUS
18	AC&HS	0700-1130-1630-2200	1440	CONTINUOUS
69	ACHS	0700-1130-1630-2200	1440	CONTINUOUS
21	AFTER MEALS	0800-1300-1800	480	CONTINUOUS
81	AOD		1440	CONTINUOUS
16	BEFORE MEALS	0700-1130-1630	480	CONTINUOUS
19	BEFORE MEALS&BEDTIME	0700-1130-1630-2200	1440	CONTINUOUS
2	BID	1000-2200	720	CONTINUOUS
33	BID BEFORE MEALS	0630-1630	720	CONTINUOUS
74	BID WITH MEALS	0700-1700	720	CONTINUOUS
68	DAILY	1000	1440	CONTINUOUS
72	DAILY B4 BRKFST	630	1440	CONTINUOUS
28	FR	1000	10080	DAY OF THE WEEK
41	HA ONSET		60	CONTINUOUS
14	HOURLY	0100-0200-0300-0400-0500-0600-	60	CONTINUOUS
11	HS	2200	1440	CONTINUOUS
23	MO	1000	10080	DAY OF THE WEEK
83	MO-FR		1440	CONTINUOUS
25	MO-WE-FR	1000	3360	DAY OF THE WEEK
91	MO-WE-FR-SU	1000		DAY OF THE WEEK
77	NOON	1200	1440	CONTINUOUS

Figure 6-1: Sample Excel spreadsheet

6.4 Homework

- Compare the entries in this file with the policies and procedures used in your hospital and make adjustments to synchronize this list.
- PRN and On Call schedules do not use a frequency.
- Continuous medication schedules and other schedules with set intervals require a frequency.
- Make sure an On Call schedule exists
- Make sure there are no illegal abbreviations (i.e., QD)

Note: 1440 minutes in 24 hours. Divide when multiple doses are given in a day, multiply when multiple days between doses

Appendix A: RPMS “Cheat” for Dosage Form file report

In Fileman, select Search. When at the “OUTPUT FROM WHAT FILE:” prompt, copy all rows between the dotted lines and paste into RPMS using the mouse’s right-click and paste function.

```
Select VA FileMan Option: search File Entries
```

```
OUTPUT FROM WHAT FILE:
```

```
-----  
DOSAGE FORM  
INACTIVATION  
NUL
```

```
@NAME
```

```
NUMBER_ "^";X  
NAME_ "^";X  
VERB_ "^";X  
1ST(NOUN:NOUN)_ "^";X  
2ND(NOUN:NOUN)_ "^";X  
3RD(NOUN:NOUN)_ "^";X  
4TH(NOUN:NOUN)_ "^";X  
PREPOSITION_ "^";X  
1ST(MED ROUTE FOR DOSAGE FORM:#.01)_ "^";X  
2ND(MED ROUTE FOR DOSAGE FORM:#.01)_ "^";X  
3RD(MED ROUTE FOR DOSAGE FORM:#.01)_ "^";X  
4TH(MED ROUTE FOR DOSAGE FORM:#.01)_ "^";X  
"\\";X
```

```
-----
```

Appendix B: RPMS “Cheat” for Medication Routes file report

In Fileman, select Search. When at the “OUTPUT FROM WHAT FILE:” prompt, copy all rows between the dotted lines and paste into RPMS using the mouse’s right-click and paste function.

```
Select VA FileMan Option:  Search File Entries
*****
MEDICATION ROUTES
PACKAGE USE
EQUALS
ALL PACKAGES

@NAME

NAME;C0;L30
IV FLAG;C35;L8
PROMPT FOR INJ. SITE IN BCMA;C47;L8
DSPLY ON IVP/IVPB TAB IN BCMA?;C57;L8

*****
```

Appendix C: RPMS “Cheat” for Medication Routes file report

In Fileman, select SEARCH. When at the “OUTPUT FROM WHAT FILE:” prompt, copy all rows between the dotted lines and paste into RPMS using the mouse’s right-click and paste function.

```
Select VA FileMan Option: search File Entries
*****
ADMINISTRATION SCHEDULE
PACKAGE PREFIX
EQUALS
PSJ

@NAME

NUMBER;C0;L7
NAME;C10;L30
STANDARD ADMINISTRATION TIMES;C33;L30
FREQUENCY (IN MINUTES);C66;L12
TYPE OF SCHEDULE;C81;L20

0;100;999
*****
```

Acronym List

Acronym	Term Meaning
CPRS	Computerized Patient Record System (VA's version of EHR)
DHCP	Decentralized Hospital Computer Program (VA's original name for VISTA)
EHR	Electronic Health Record
IHS	Indian Health Service
LPD	Local Possible Dosage
NDF	National Drug File
OE/RR	Order Entry/Results Reporting (Ordering in EHR)
RPMS	Resource and Patient Management System