

RN Finish Guide

RN Finish an Order

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

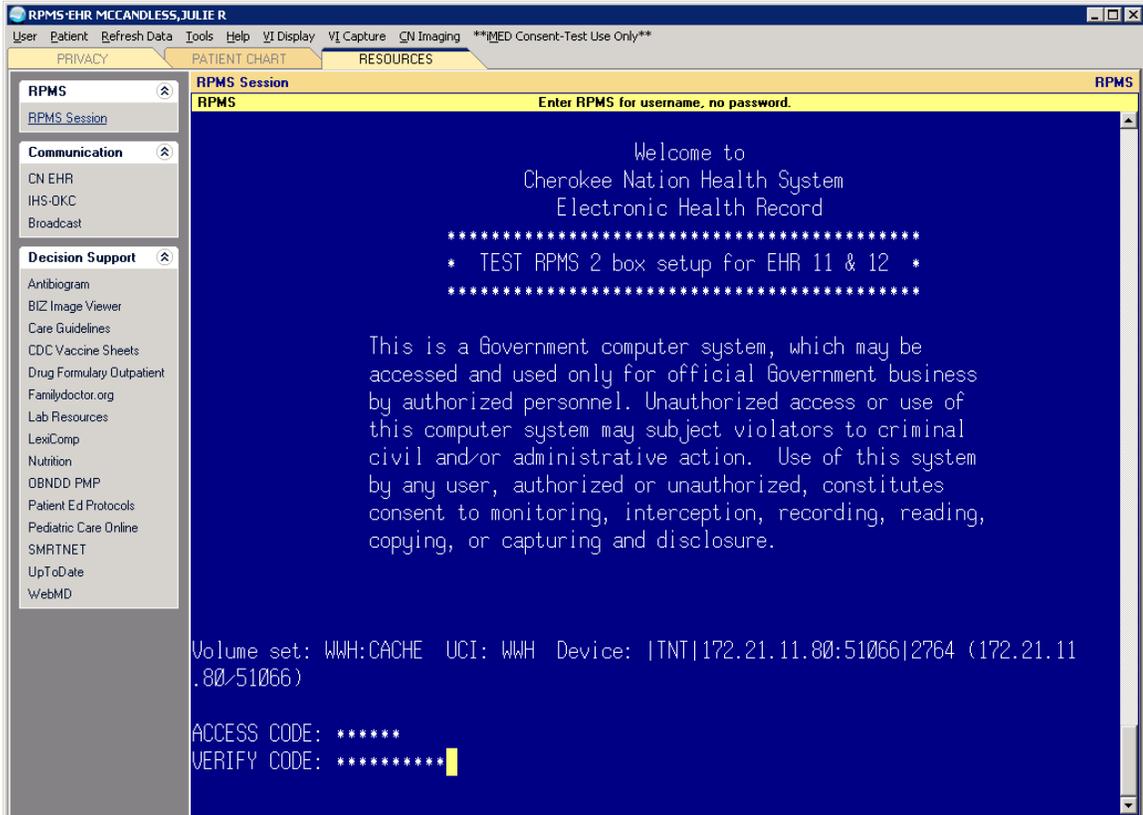


Figure 1: **Resources** tab, **RPMS Session** logon

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.

RN Finish Guide

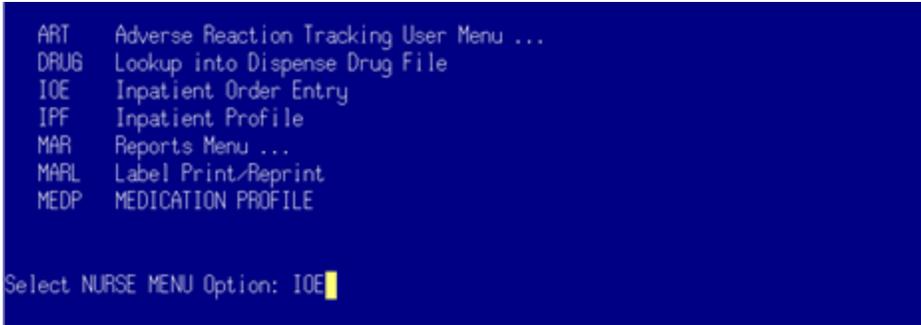


Figure 2: Nurse Menu

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

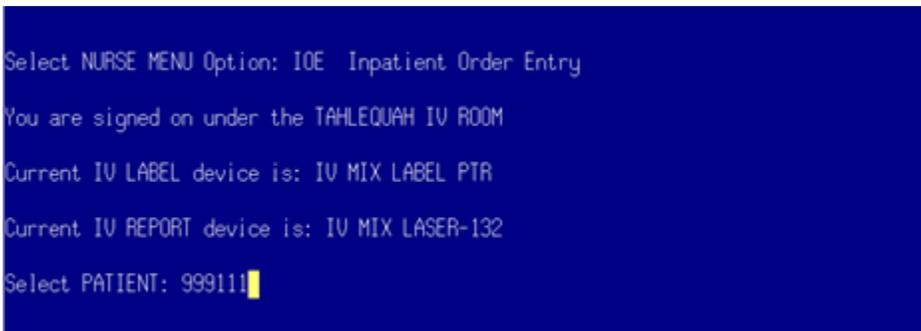


Figure 3: Select Patient sequence

- At the “Select PATIENT” prompt, type the patient’s Health Record Number and press Enter. The **Patient Information** page (Figure 4) displays.

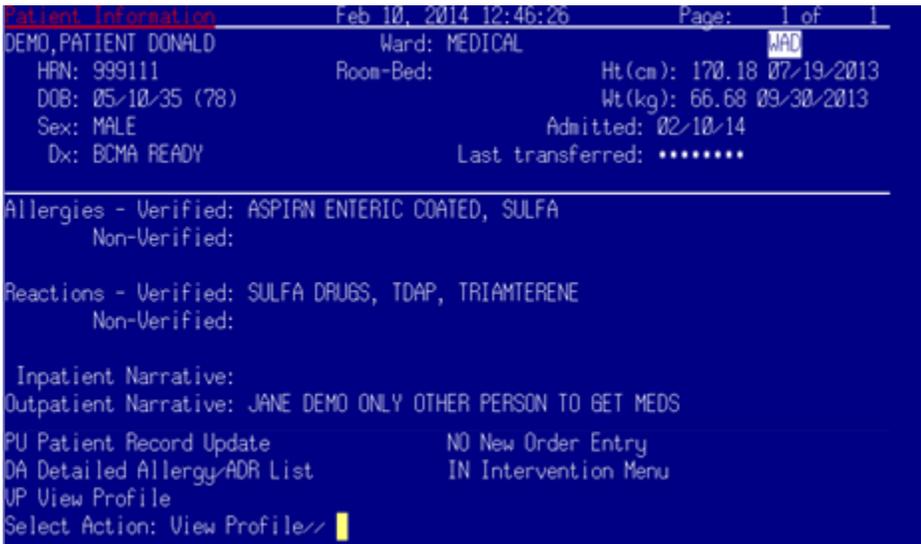


Figure 4: **Patient Information** page

- At the “Select Action” prompt, press Enter to accept the default (VP View Profile).

RN Finish Guide

- At the “SHORT, LONG, or NO Profile?” prompt, press Enter to accept the default (SHORT). The patient’s medication profile page (Figure 5) displays.

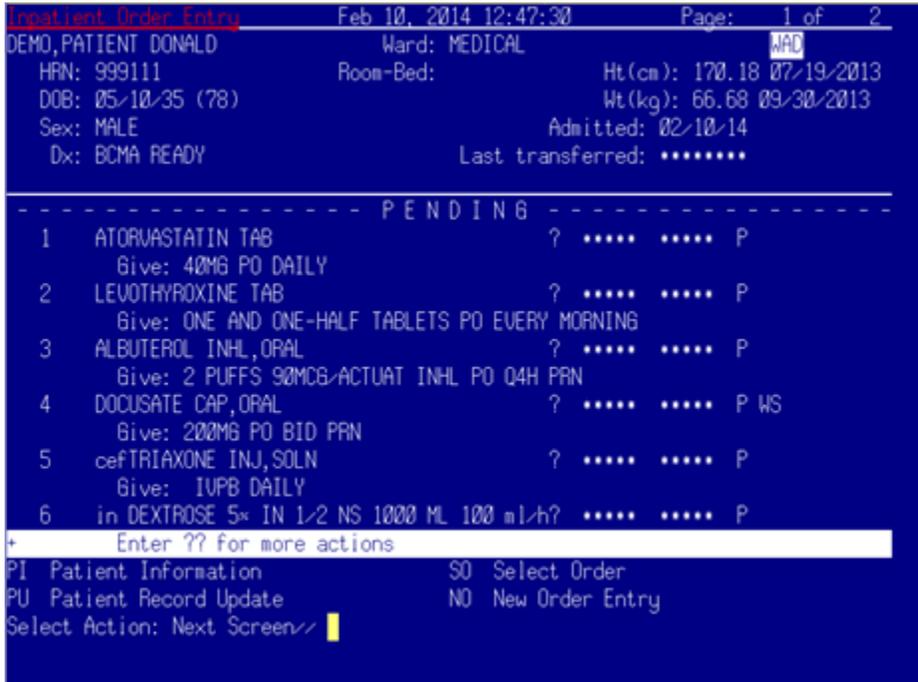


Figure 5: Inpatient Order Entry page

- At the “Select Action” prompt, type **SO** (Select Order) and press Enter.

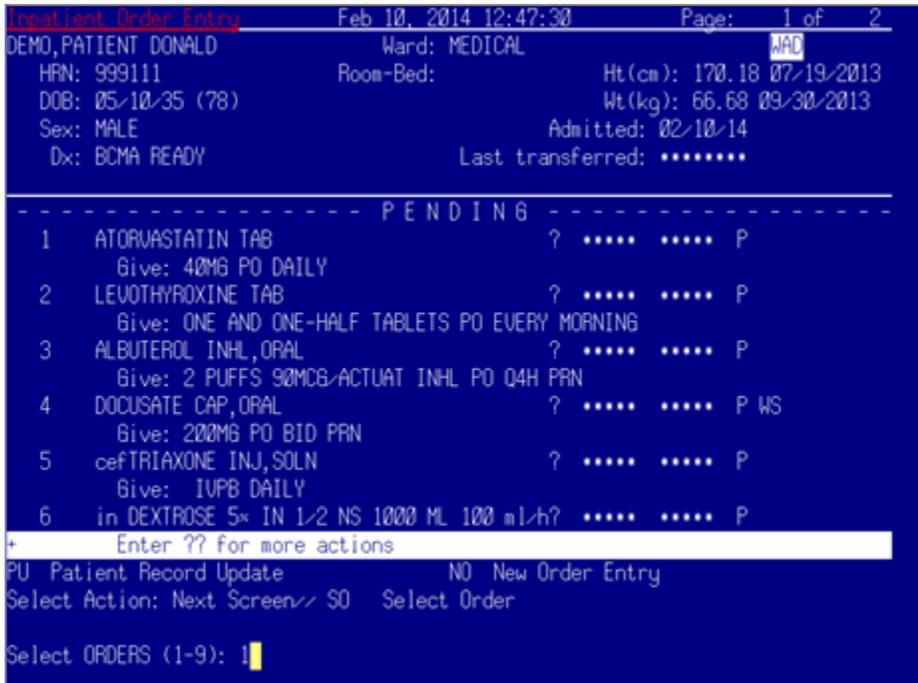


Figure 6: Inpatient Order Entry page, selecting orders

RN Finish Guide

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 Page: 1 of 2
DEMO, PATIENT DONALD Ward: MEDICAL MAD
HRN: 999111 Room-Bed: Ht (cm): 170.18 07/19/2013
DOB: 05/10/35 (78) Wt (kg): 66.68 09/30/2013

•(1) Orderable Item: ATORVASTATIN TAB
  Instructions: 40MG
•(2) Dosage Ordered: 40MG
  Duration: (3) Start: 02/10/14 06:00
•(4) Med Route: ORAL REQUESTED START: 02/11/14 06:00
  (5) Stop: 03/12/14 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

+ Enter ?? for more actions
BY Bypass FL (Flag)
DC Discontinue FN Finish
Select Item(s): Next Screen //
```

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

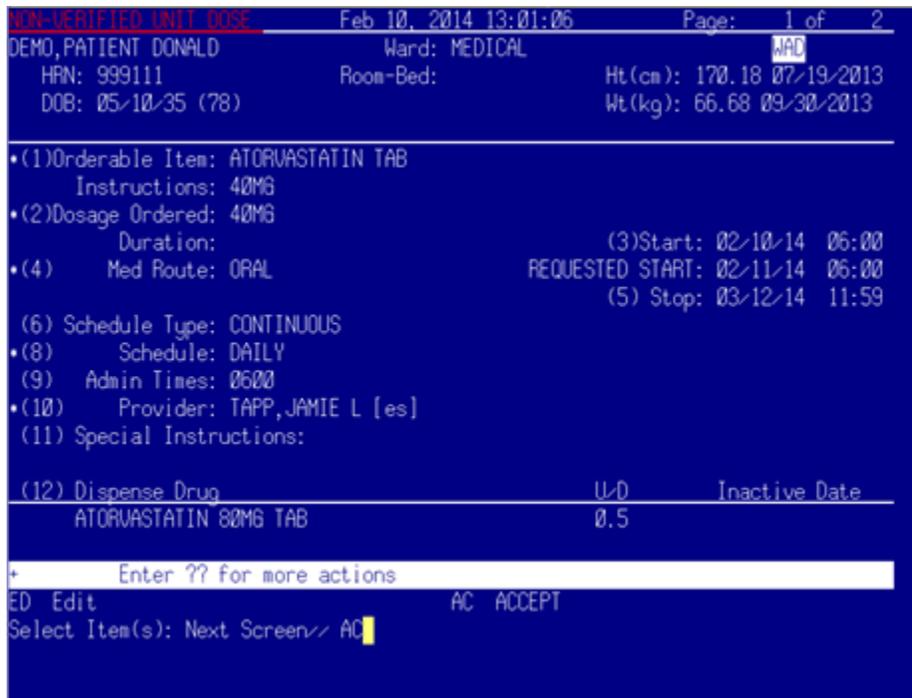


Figure 8: NON-VERIFIED UNIT DOSE page

- 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.

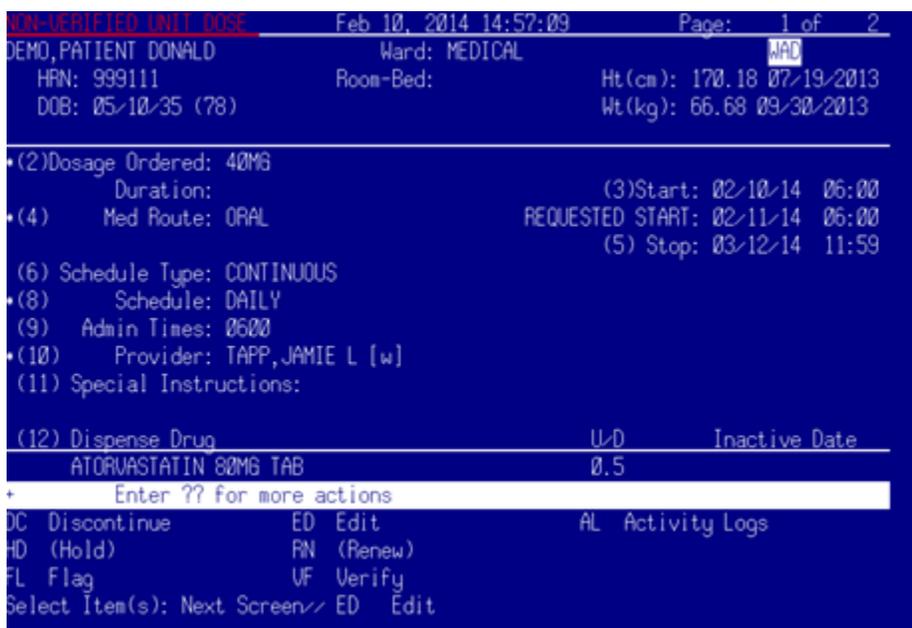


Figure 9: Edit a finished order; starting point

RN Finish Guide

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

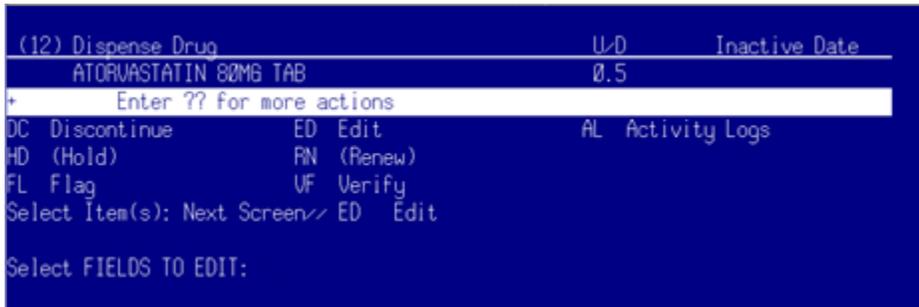


Figure 10: **Select FIELDS TO EDIT** prompt

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.

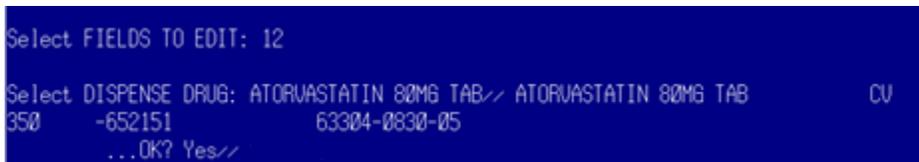


Figure 11: **Select DISPENSE DRUG** prompt

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.

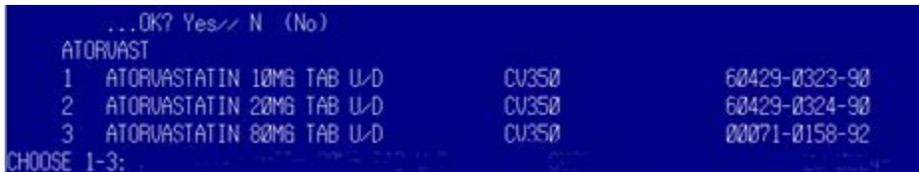


Figure 12: List of matching dispense drugs

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.

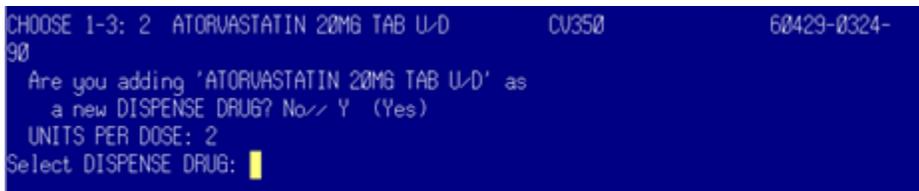


Figure 13: Selecting the dispense drug and dose

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.

RN Finish Guide

- At the “UNITS PER DOSE” prompt, enter the correct units per dose (in the example: **2**) and press Enter.
- 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            AL Activity Logs
HD (Hold)          RN (Renew)
FL Flag            VF Verify
Select Item(s): Quit// ed Edit

Select FIELDS TO EDIT: 12

Select DISPENSE DRUG: ATORVASTATIN 20MG TAB U/D//
DISPENSE DRUG: ATORVASTATIN 20MG TAB U/D//
UNITS PER DOSE: 2//
Select DISPENSE DRUG: ator
  1  ATORVASTATIN 20MG TAB U/D          CV350          60429-0324-90
  2  ATORVASTATIN 80MG TAB             CV350          -652151          63304-083
0-05
CHOOSE 1-2: 2 ATORVASTATIN 80MG TAB   CV350          -652151          63304
-0830-05
...OK? Yes// (Yes)

DISPENSE DRUG: ATORVASTATIN 80MG TAB// @
SURE YOU WANT TO DELETE THE ENTIRE DISPENSE DRUG? YES (Yes)
Select DISPENSE DRUG: █
```

Figure 14: Completion of edit

- To remove the original dispense drug and leave only the new one just added:
 - At the “Select Item(s) prompt, type **ED** (Edit) and press Enter.
 - 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).
 - 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.
 - At the “CHOOSE 1-2” prompt, select the dispense drug to delete (**2** in the example) and press Enter.
 - At the “OK?” prompt, press Enter to accept the default (Yes).
 - At the “DISPENSE DRUG...” prompt, type an ‘at’ sign (@) and press Enter to delete this incorrect drug.
 - 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.

RN Finish Guide

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.

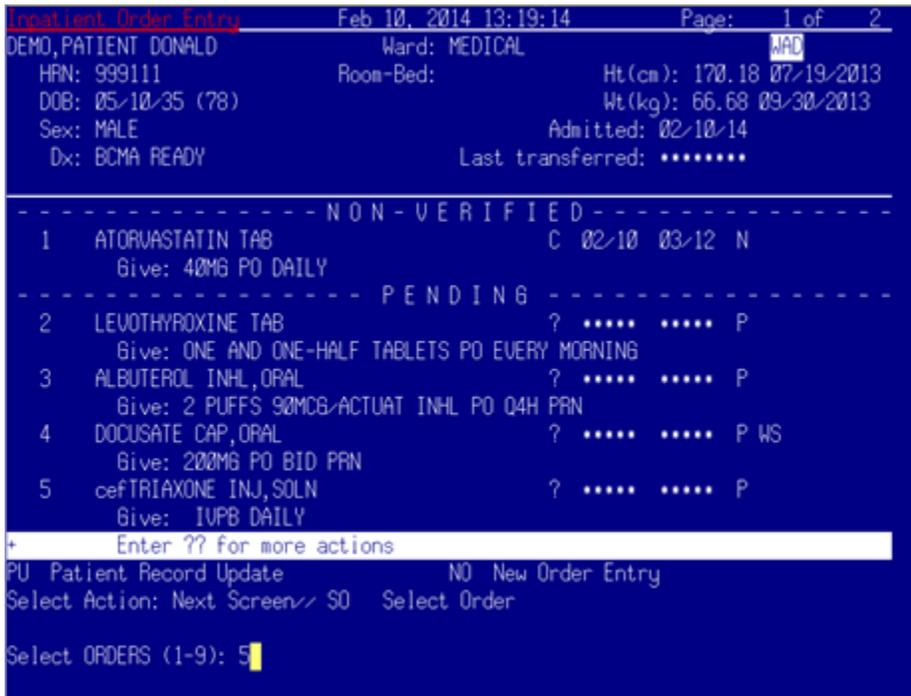


Figure 15: Inpatient Order Entry page

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

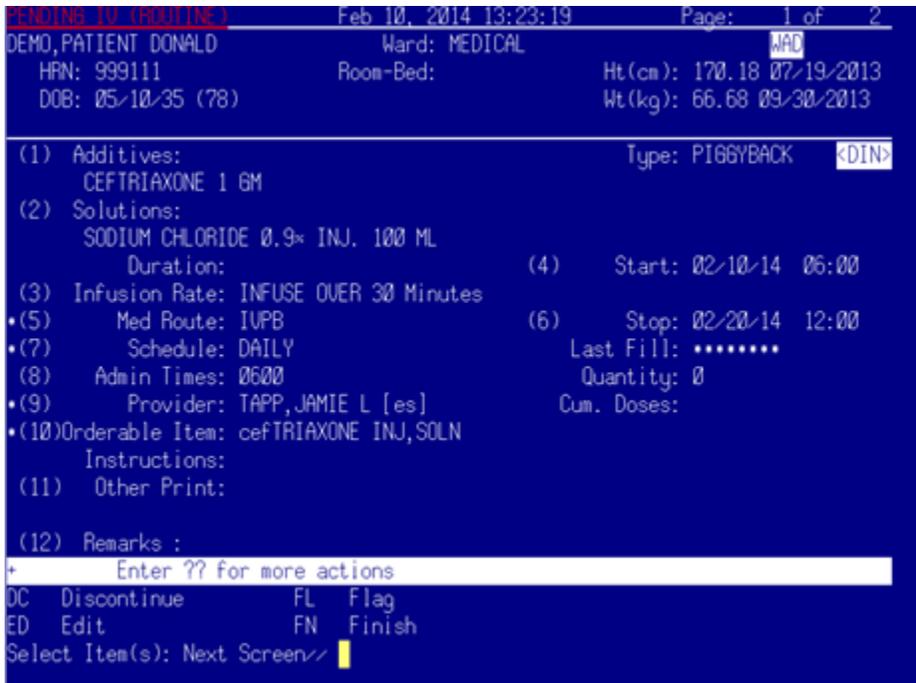


Figure 16: **PENDING IV** page

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

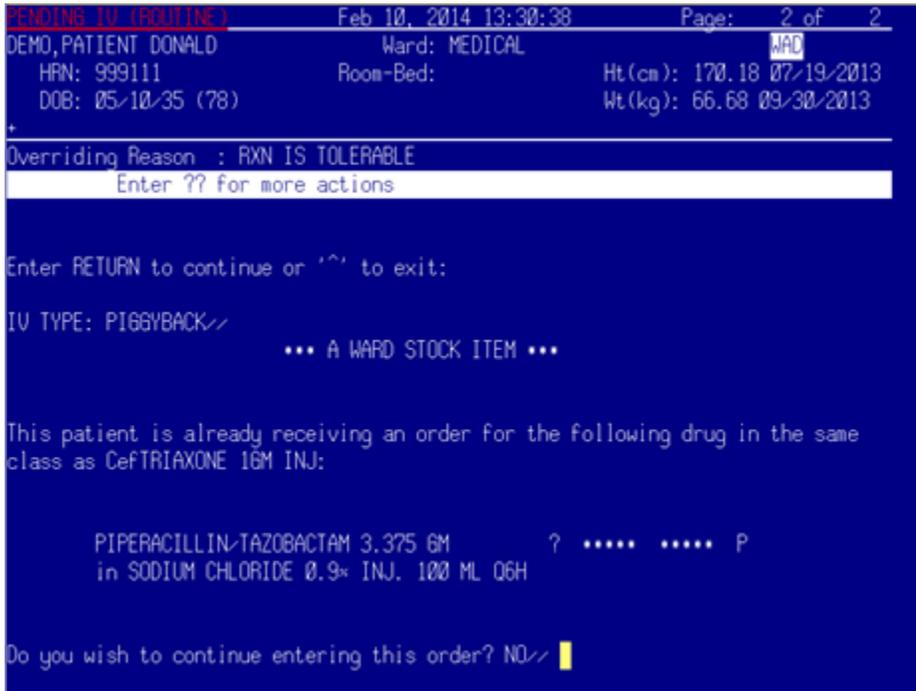


Figure 17: **PENDING IV** page, Order Checks displayed

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

RN Finish Guide

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.

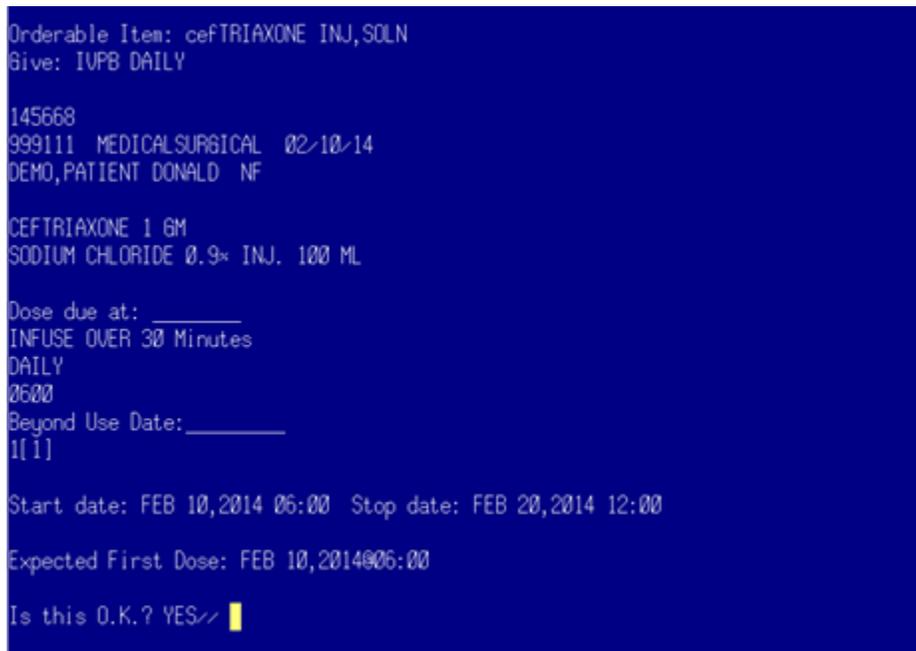


Figure 18: Order Information

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.

RN Finish Guide

Exercise 2: Find the Problem and Fix it

```
PENDING UNIT DOSE (ROUTINE) Feb 10, 2014 15:17:08 Page: 1 of 2
DEMO,PATIENT DONALD Ward: MEDICAL MAD
HRN: 999111 Room-Bed: Ht(cm): 170.18 07/19/2013
DOB: 05/10/35 (78) Wt(kg): 66.68 09/30/2013

(1)Orderable Item: LEVOTHYROXINE 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
(5) Stop: 03/12/14 11:59

(6) Schedule Type: CONTINUOUS
(8) Schedule: EVERY MORNING
(9) Admin Times: 0600
(10) Provider: TAPP,JAMIE L [es]
(11) Special Instructions:

(12) Dispense Drug U/D Inactive Date

(7)Self Med: NO
+ INVALID DISPENSE DRUG
BY Bypass FL (Flag)
DC Discontinue FN Finish
Select Item(s): Next Screen//
```

Figure 19: Exercise

Questions:

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