RN Finish an Order

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

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

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

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.

![Figure 5: Inpatient Order Entry page](image)

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

![Figure 6: Inpatient Order Entry page, selecting orders](image)
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.

![Figure 7: PENDING UNIT DOSE page](image)

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

   ![Figure 10: Select FIELDS TO EDIT prompt](image)

   **(12) Dispense Drug** | **U-D** | **Inactive Date**
   ----------------------|--------|-----------------
   ATORVASTATIN 80MG TAB | 0.5    |                

   DC Discontinue | ED Edit | AL Activity Logs
   HD (Hold)      | RN (Renew) |
   FL Flag        | UF Verify  |
   Select Item(s): Next Screen/ ED Edit

   Select FIELDS TO EDIT:

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](image)

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](image)

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](image)

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.

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.

![Inpatient Order Entry page](image)

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

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.

   ![Figure 18: Order Information](image)

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

Figure 19: Exercise

Questions:

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