

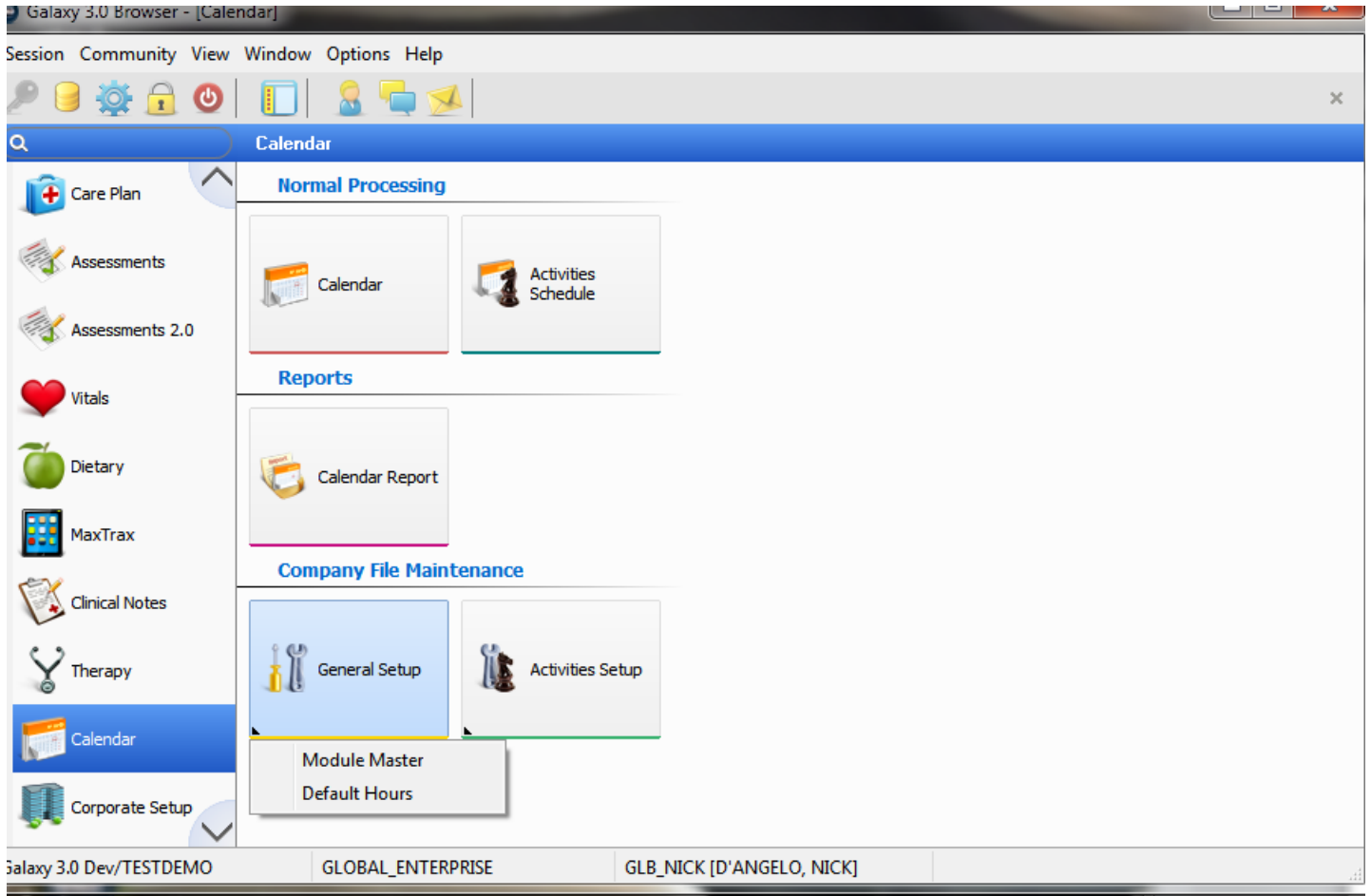
**Physicians Orders**  
Setup Guide

August 2012

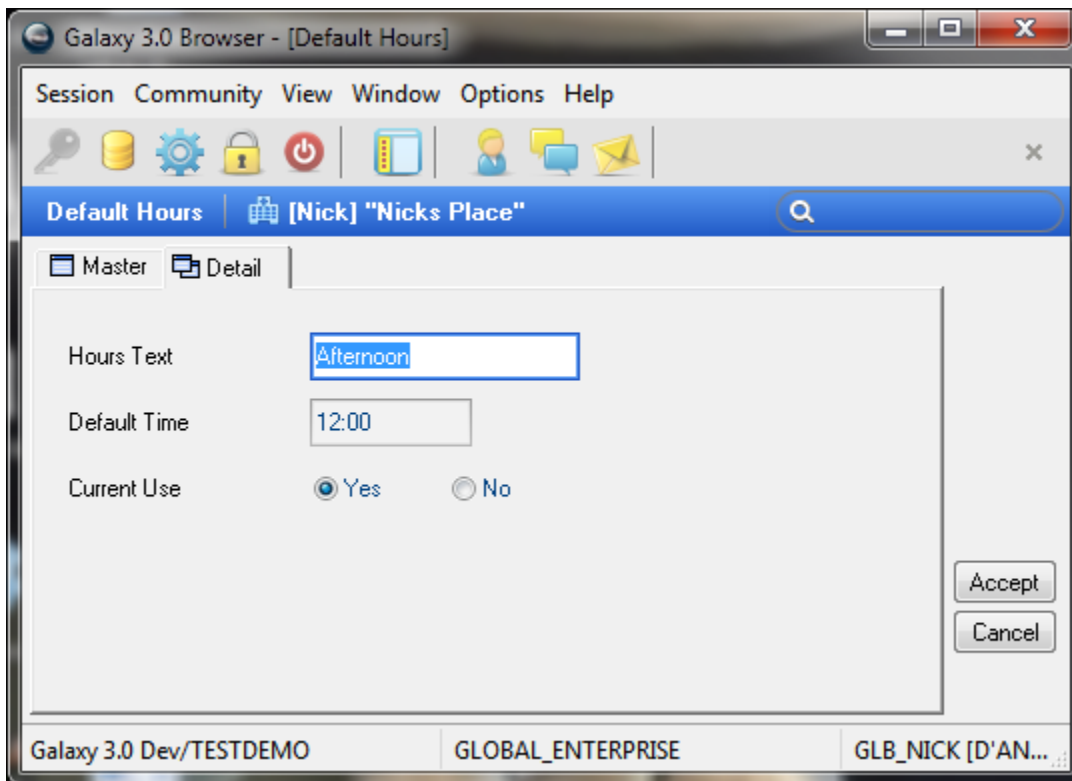
**Nick M. D'Angelo, Sr.**  
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## Calendar – Company File Maintenance Text Setup

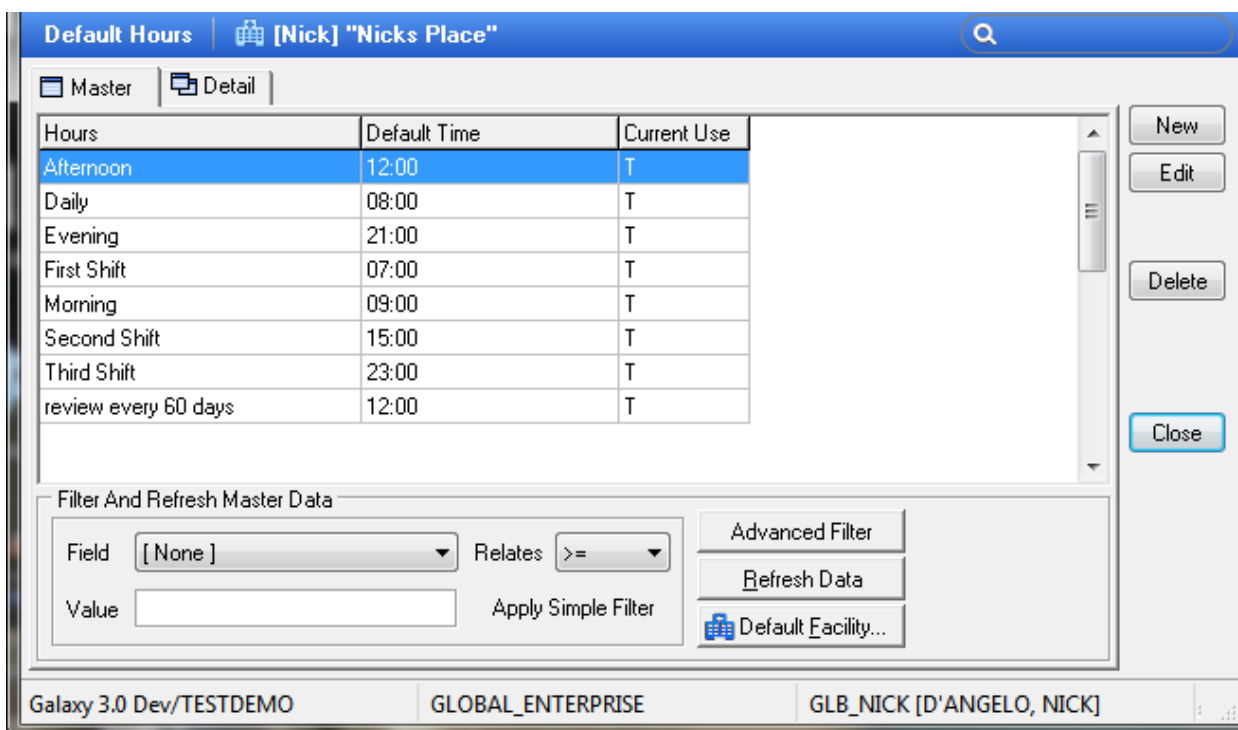


Calendar has a new option called default hours which you will access through Company File Maintenance/General Setup

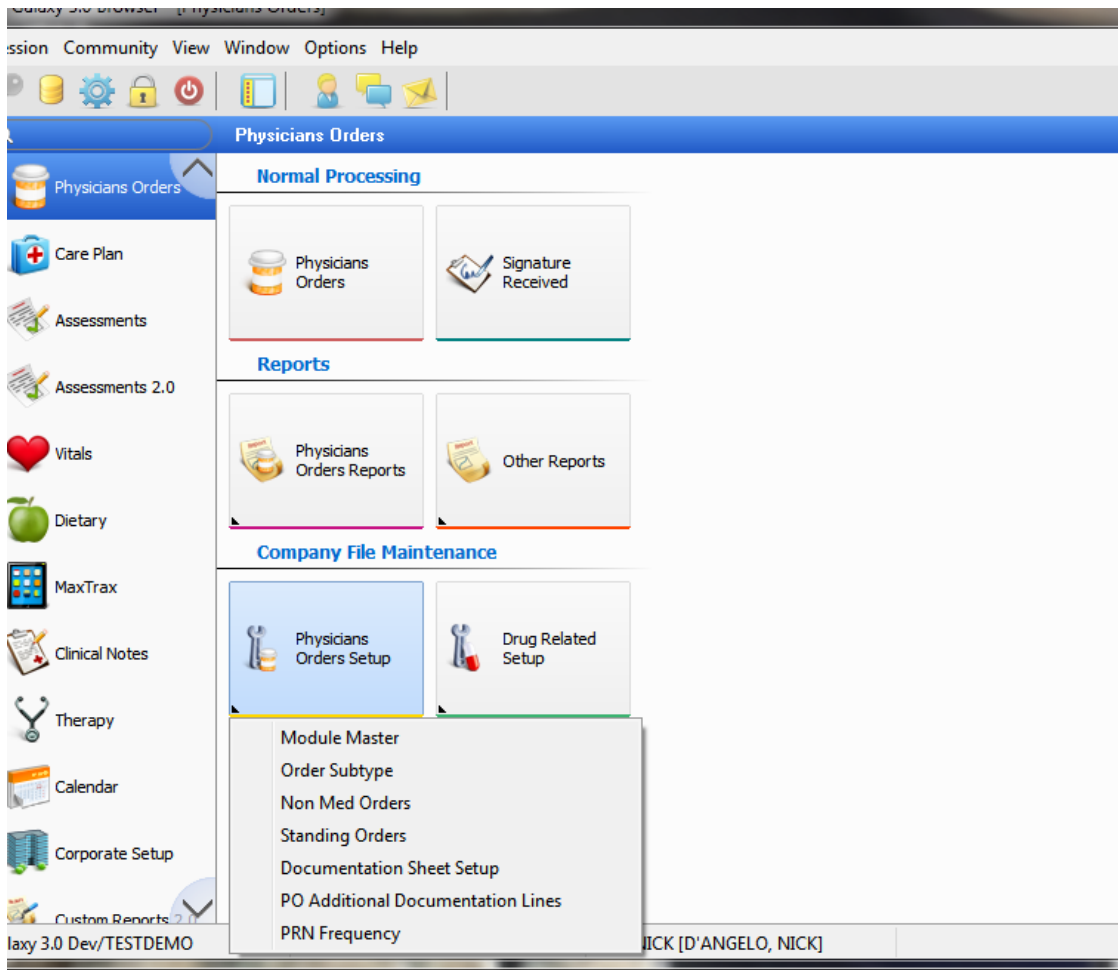


In default hours, you can set-up text hours to be used in the scheduler.

You must give a default time for the item to be “scheduled” to be done. This simply makes this item available starting at this time. It does not expire or disappear so you have all morning to do this even though its default time is 8am.



## Company File Maintenance



Company file maintenance is divided into two sections

- Physicians Orders Setup
- Drug Related Setup

## PO Module Master

The PO Module Master is broken into two (2) sections

- Main Options
- Printing Options

Galaxy 3.0 Browser - [Module Master]

Session Community View Window Options Help

Module Master

Master Detail Black Box Warning for Drug visibility Informed Consent for Drug visibility Behavioral Monitoring for Drug visibility

Main Options	Printing Options
Facility: Nicks Place	Print NDC: <input type="radio"/> Yes <input checked="" type="radio"/> No
Days After Phone Order: 2	Print Black Box Warnings: <input checked="" type="radio"/> Yes <input type="radio"/> No
Severity Level: 1	Print Monitor for Side Effects: B
NDC Required: <input type="radio"/> Yes <input checked="" type="radio"/> No	Print Behavioral Monitoring: L
Show NDC: <input type="radio"/> Yes <input checked="" type="radio"/> No	Print Consent: L
Default Pharmacy: OMNICARE	Print PRN Reason: <input type="radio"/> Yes <input checked="" type="radio"/> No
Consent Statement: Physician has obtained consent from resident a	Documentation Sheet Frequency: 5
PRN Reason required: <input type="radio"/> Yes <input checked="" type="radio"/> No	Print Total Dosage: <input checked="" type="radio"/> Yes <input type="radio"/> No
PRN Orders: diagnosis required: <input type="radio"/> Yes <input checked="" type="radio"/> No	Print Drug Strength: <input checked="" type="radio"/> Yes <input type="radio"/> No
Order default start time: 8:00:00 AM	Print Drug Dosage Form: <input checked="" type="radio"/> Yes <input type="radio"/> No
Attending Doctor Is Default: <input checked="" type="radio"/> Yes <input type="radio"/> No	Print Drug Amt to Administer: <input checked="" type="radio"/> Yes <input type="radio"/> No
Requires Barcode ID: <input checked="" type="radio"/> Yes <input type="radio"/> No	Reports Legend Lines: 5
	Shade DC's Orders in report: <input checked="" type="radio"/> Yes <input type="radio"/> No

Galaxy 3.0 Dev/TESTDEMO GLOBAL\_ENTERPRISE GLB\_NICK [D'ANGELO, NICK]

## PO Module Master Main Options

Main Options	
Facility	<input type="text" value="Nicks Place"/>
Days After Phone Order	<input type="text" value="2"/>
Severity Level	<input type="text" value="1"/>
NDC Required	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show NDC	<input type="radio"/> Yes <input checked="" type="radio"/> No
Default Pharmacy	<input type="text" value="OMNICARE"/>
Consent Statement	<input type="text" value="Physician has obtained consent from resident a"/>
PRN Reason required	<input type="radio"/> Yes <input checked="" type="radio"/> No
PRN Orders: diagnosis required	<input type="radio"/> Yes <input checked="" type="radio"/> No
Order default start time	<input type="text" value="8:00:00 AM"/>
Attending Doctor Is Default	<input checked="" type="radio"/> Yes <input type="radio"/> No
Requires Barcode ID	<input checked="" type="radio"/> Yes <input type="radio"/> No

Galaxy 3.0 Dev/TESTDEMO      GLOBAL\_ENTERPRISE      GLB\_NI

Days After Phone Order – How many days to set system for actual physician signature after phone order created?

Severity level – defines what severity level you want to print warning for

NDC Required – Do you need to choose a specific NDC in each order

Show NDC – Do you want the NDC code to show in the orders?

Default Pharmacy – choose from list of pharmacies that have been entered for your facility in the ADT Other Organizations table

Consent Statement – The line you wish printed on report and documentation sheets

For example: Physician has obtained consent from resident and/or responsible party

PRN Reason – Is it required?

PRN Orders: Diagnosis required – do you require a diagnosis in your PRN orders

Orders Default start time – this will be the default time for orders, which can be changed in any order creation

Attending Doctor is Default – this will default the residents attending doctor into all orders. This can be changed in the individual orders though

Requires Barcode ID – This is for EMAR

## PO Module Printing Options

Printing Options	
Print NDC	<input type="radio"/> Yes <input checked="" type="radio"/> No
Print Black Box Warnings	<input checked="" type="radio"/> Yes <input type="radio"/> No
Print Monitor for Side Effects	<input type="text" value="B"/> <input type="button" value="Q"/>
Print Behavioral Monitoring	<input type="text" value="L"/> <input type="button" value="Q"/>
Print Consent	<input type="text" value="L"/> <input type="button" value="Q"/>
Print PRN Reason	<input type="radio"/> Yes <input checked="" type="radio"/> No
Documentation Sheet Frequency	<input type="text" value="5"/>
Print Total Dosage	<input checked="" type="radio"/> Yes <input type="radio"/> No
Print Drug Strength	<input checked="" type="radio"/> Yes <input type="radio"/> No
Print Drug Dosage Form	<input checked="" type="radio"/> Yes <input type="radio"/> No
Print Drug Amt to Administer	<input checked="" type="radio"/> Yes <input type="radio"/> No
Reports Legend Lines	<input type="text" value="5"/>
Shade DC's Orders in report	<input checked="" type="radio"/> Yes <input type="radio"/> No

Print NDC – do you wish the NDC codes to print on the documentation sheets and PO report?

Print Black Box warnings – statement prints on reports and documentation sheets

Print Monitor for Side Effects

- A = All Drugs
- B = Black Box Drugs
- N = None

Print Behavioral Monitoring

- A = All Drugs
- L = Listed Drugs
- N = None

Print Consent

- A = All Drugs
- L = Listed Drugs
- N = None

(PO Module Printing Options Continued)

Printing Options	
Print NDC	<input type="radio"/> Yes <input checked="" type="radio"/> No
Print Black Box Warnings	<input checked="" type="radio"/> Yes <input type="radio"/> No
Print Monitor for Side Effects	<input type="text" value="B"/> <input type="button" value="Q"/>
Print Behavioral Monitoring	<input type="text" value="L"/> <input type="button" value="Q"/>
Print Consent	<input type="text" value="L"/> <input type="button" value="Q"/>
Print PRN Reason	<input type="radio"/> Yes <input checked="" type="radio"/> No
Documentation Sheet Frequency	<input type="text" value="5"/>
Print Total Dosage	<input checked="" type="radio"/> Yes <input type="radio"/> No
Print Drug Strength	<input checked="" type="radio"/> Yes <input type="radio"/> No
Print Drug Dosage Form	<input checked="" type="radio"/> Yes <input type="radio"/> No
Print Drug Amt to Administer	<input checked="" type="radio"/> Yes <input type="radio"/> No
Reports Legend Lines	<input type="text" value="5"/>
Shade DC's Orders in report	<input checked="" type="radio"/> Yes <input type="radio"/> No

Print PRN Reason – yes or no

Documentation Sheet Frequency – How many sets of documentation do you want the system to default for your PRN orders?

Print Total Dosage – If you wish to print the total dosage on the reports and documentation sheets

Print Drug Strength - If you wish to print the strength on the reports and documentation sheets

Print Drug Dosage Form - If you wish to print the dosage form on the reports and documentation sheets

Print Drug Amount to Administer - If you wish to print the amt to administer on the reports and documentation sheets

Report Legend Lines – How many lines do you wish to print for the signature/initials legend?

Shade DC's Orders in report – this feature will shade any order that is discontinued sometime during the period that the report is run for.



Black Box Warning – This is a list of all the drugs and you can check/uncheck any drug that you would like to include/exclude from printing Black Box Warnings.

Galaxy 3.0 Browser - [Module Master]

Session Community View Window Options Help

Module Master

Master | Detail | Black Box Warning for Drug visibility | Informed Consent for Drug visibility | Behavioral Monitoring for Drug visibility

Pharmacy Class	Drugs (All drugs)	
All drugs	Check All	Uncheck All Reverse checks
alternative medicines	<input checked="" type="checkbox"/> 5-hydroxytryptophan	
herbal products	<input checked="" type="checkbox"/> abacavir	
nutraceutical products	<input checked="" type="checkbox"/> abacavir-lamivudine	
probiotics	<input checked="" type="checkbox"/> abacavir/lamivudine/zidovudine	
anti-infectives	<input checked="" type="checkbox"/> abarelix	
amebicides	<input checked="" type="checkbox"/> abatacept	
aminoglycosides	<input checked="" type="checkbox"/> abciximab	
anthelmintics	<input checked="" type="checkbox"/> abiraterone	
antifungals	<input checked="" type="checkbox"/> abobotulinumtoxinA	
azole antifungals	<input checked="" type="checkbox"/> acamprosate	
echinocandins	<input checked="" type="checkbox"/> acarbose	
miscellaneous antifungals	<input checked="" type="checkbox"/> acebutolol	
polyenes	<input checked="" type="checkbox"/> acetaminophen	Asperin
antimalarial agents	<input checked="" type="checkbox"/> acetaminophen-aspirin	
antimalarial combinations	<input checked="" type="checkbox"/> acetaminophen-butalbital	
antimalarial quinolines	<input checked="" type="checkbox"/> acetaminophen-caffeine	
miscellaneous antimalarials	<input checked="" type="checkbox"/> acetaminophen-chlorpheniramine	
antituberculosis agents	<input checked="" type="checkbox"/> acetaminophen-codeine	
aminosalicylates	<input checked="" type="checkbox"/> acetaminophen-dextromethorphan	
antituberculosis combination	<input checked="" type="checkbox"/> acetaminophen-diphenhydramine	
miscellaneous antituberculosis	<input checked="" type="checkbox"/> acetaminophen-guaifenesin	
nicotinic acid derivatives	<input checked="" type="checkbox"/> acetaminophen-hydrocodone	
rifamycin derivatives	<input checked="" type="checkbox"/> acetaminophen-oxycodone	
streptomyces derivatives	<input checked="" type="checkbox"/> acetaminophen-pamabrom	
antiviral agents		
NNRTIs		
NRTIs		

Drug Name Search:

Galaxy 3.0 Dev/TESTDEMO GLOBAL\_ENTERPRISE GLB\_NICK [D'ANGELO, NICK]

Informed Consent – This is a list of all the drugs in the database. You can choose which drugs or groups of drugs you wish to print the informed consent statement on the reports and documentation sheets.

The screenshot shows the Galaxy 3.0 Browser interface with the 'Module Master' window open. The window title is 'Galaxy 3.0 Browser - [Module Master]'. The menu bar includes 'Session', 'Community', 'View', 'Window', 'Options', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is titled 'Module Master' and contains a search bar and several tabs: 'Master', 'Detail', 'Black Box Warning for Drug visibility', 'Informed Consent for Drug visibility', and 'Behavioral Monitoring for D'. The 'Master' tab is active, displaying a list of drugs under the 'Pharmacy Class' 'All drugs'. The list includes various drug names such as amLODIPine-olmesartan, amLODIPine-telmisartan, amLODIPine-valsartan, amLODIPine/hydrochlorothiazide/olmesartan, amLODIPine/hydrochlorothiazide/valsartan, ammoniated mercury topical, ammoniated mercury-salicylic acid topical, ammonium chloride, ammonium chloride/CPM/codeine/PE, ammonium chloride/CPM/DM/ePHEDrine/ipecac/PE, ammonium lactate topical, ammonium lactate-halobetasol topical, ammonium lactate-mometasone topical, ammonium lactate-pramoxine topical, ammonium lactate-urea topical, ammonium molybdate tetrahydrate, amobarbital, amobarbital-secobarbital, amoxapine, amoxicillin, amoxicillin-clavulanate, amoxicillin/clarithromycin/lansoprazole, amoxicillin/clarithromycin/omeprazole, amphetamine, amphetamine-dextroamphetamine, amphotericin B, amphotericin B cholesteryl sulfate, amphotericin B lipid complex, and amphotericin B liposomal. The 'amoxapine' and 'amoxicillin/clarithromycin/omeprazole' rows have checkmarks in the first column. At the bottom of the window, there is a 'Drug Name Search:' field with an 'Apply' button. The status bar at the bottom shows 'Galaxy 3.0 Dev/TESTDEMO', 'GLOBAL\_ENTERPRISE', and 'GLB\_NICK [D'ANGELO, NICK]'.

Behavioral Monitoring– This is a list of all the drugs in the database. You can choose which drugs or groups of drugs you wish to print the behavioral monitoring statement on the reports and documentation sheets.

The screenshot shows the Galaxy 3.0 Browser - [Module Master] interface. The main window displays a list of drugs under the 'Pharmacy Class' and 'Drugs (All drugs)' sections. The 'Pharmacy Class' list includes categories like 'All drugs', 'alternative medicines', 'herbal products', etc. The 'Drugs (All drugs)' list shows a search for 'met' and lists various drugs such as metaproterenol, metaraminol, metaxalone, metFORMIN, etc. The interface includes a search bar, a 'Drug Name Search' field with the value 'met', and an 'Apply' button. The status bar at the bottom shows 'Galaxy 3.0 Dev/TESTDEMO', 'GLOBAL\_ENTERPRISE', and 'GLB\_NICK [D'ANGELO, NICK]'.

Pharmacy Class	Drugs (All drugs)
All drugs	Check All Uncheck All Reverse checks Changes
alternative medicines	✓ metaproterenol
herbal products	✓ metaraminol
nutraceutical products	✓ metaxalone
probiotics	✓ metFORMIN Diabetic Treatment Record
anti-infectives	✓ metFORMIN-pioglitazone
amebicides	✓ metFORMIN-repaglinide
aminoglycosides	✓ metFORMIN-rosiglitazone
anthelmintics	✓ metFORMIN-saxagliptin
antifungals	✓ metFORMIN-sitaGLIptin
azole antifungals	✓ methacholine
echinocandins	✓ methadone
miscellaneous antifungals	✓ methamphetamine
polyenes	✓ methazolamide
antimalarial agents	✓ methdilazine
antimalarial combinations	✓ methenamine
antimalarial quinolines	✓ methenamine-sodium acid phosphate
miscellaneous antimalarials	✓ methenamine-sodium biphosphate
antituberculosis agents	✓ methicillin
aminosalicylates	✓ methimazole
antituberculosis combination	✓ methionine
miscellaneous antituberculosis	✓ methocarbamol
nicotinic acid derivatives	✓ methohexital
rifamycin derivatives	✓ methotrexate
streptomyces derivatives	✓ methotrimeprazine
antiviral agents	✓ methoxamine
NNRTIs	✓ methoxsalen
NRTIs	✓ methoxsalen topical
adamantane antivirals	✓ methoxyflurane
antiviral chemokine receptor	✓ methscopolamine
antiviral combinations	
antiviral interferons	

Order Subtype gives you an option to further separate/differentiate types of orders and is entirely optional

The screenshot shows the 'Order Subtype' form in the Galaxy 3.0 Browser. The form has a menu bar with 'Session', 'Community', 'View', 'Window', 'Options', and 'Help'. Below the menu bar is a toolbar with icons for key, database, settings, lock, power, list, user, messages, and mail. The form title is 'Order Subtype' and it has two tabs: 'Master' and 'Detail'. The form fields are: 'Order Subtype' with the value 'ACT', 'Description' with the value 'Activities', 'Order type' with a search icon, 'Current Use' with radio buttons for 'Yes' (selected) and 'No', and 'Facility Constraint' with the value 'N' and a search icon. The bottom of the form shows 'Galaxy 3.0 Dev/TESTDEMO' and 'GLOBAL\_ENTERPRISE'.

Create you Order subtype and give it a description

The screenshot shows the 'Order type' Database Lookup dialog. The dialog has a title bar 'Order type' and a tab 'Database Lookup'. The dialog contains a list of options: 'L - Laboratory', 'D - Dietary', 'T - Treatment', and 'O - Other'. The 'L - Laboratory' option is selected. At the bottom of the dialog are three buttons: 'Select', 'Cancel', and 'Clear'.

Chose Order type from the hard-coded list

You will now have access to this when entering orders and when running reports

Galaxy 3.0 Browser - [Order Subtype]

Session Community View Window Options Help

Order Subtype

Master Detail

Order Subtype	Order Subtype Description	Order Type	Facility Constrain	Current Use
ACT	Activities	O	N	T
AD	Advanced Directives	O	N	T
ALARMS	Alarms	T	N	T
CP	Capability	O	N	T
CERT	Certifications	O	N	T
CST	Code Status	O	N	T
PLO	Compound Medications	O	N	T
CNS	Consultants	O	N	T
COUM	Coumadin	T	N	T
DT	Diabetic Treatment	D	N	T
DTY	Dietary	D	N	T
FLU	Flu Vaccines	L	N	T
GNC	Generics	O	N	T
INJ	Monthly Injections	T	N	T
Mine	My subtype	T	N	T
NURSE	Nursing	O	N	T
NUTR	Nutritional	S	N	T
OTR	Other	O	N	T
OTH	Other	O	N	T
OX	Oxyegen/Inhalers	T	N	T
PED	PED Hose	T	N	T

Filter And Refresh Master Data

Field [None] Relates >=

Value  Apply Simple Filter

Advanced Filter

Refresh Data

Facility Constraint

Galaxy 3.0 Dev/TESTDEMO GLOBAL\_ENTERPRISE GLB\_NICK [D'ANGELO, NICK]

Non Med Orders allows you to enter in any frequent or common non med order that your facility uses regularly. This makes it easy to choose from the list without having to recreate it all the time.

Galaxy 3.0 Browser - [Non Med Orders]

Session Community View Window Options Help

Non Med Orders

Master Detail

Non Med Order: AAT

Description: Activity As Tolerated

Order Type: 0

Order Subtype: Physical Limitations

Documentation Sheet

Current Use:  Yes  No

Facility Constraint: N

Note

Accept Cancel

Galaxy 3.0 Dev/TESTDEMO GLOBAL\_ENTERPRISE GLB\_NICK [D'ANGELO, NICK]

Galaxy 3.0 Browser - [Non Med Orders]

Session Community View Window Options Help

Non Med Orders

Master Detail

NM Order	Description	Order Type	Order Sub Type Description	Documentation Sheet	Required Order	Facility Constraint	Current Use
QS	02 N/C check Q shift	T	Treatment	Treatment Administration Records	F	N	T
A1C	A1C	L		Lab Orders	F	N	T
ACT	Activities are not in conflict with treatment plan	O	Activities		F	N	T
AAT	Activity As Tolerated	O	Physical Limitations		F	N	T
DNR	Allow Natural Death/Do not attempt Resuscitation	O	Code Status		F	N	T
APULSE	Apical Pulse	T	Treatment	Treatment Administration Records	F	N	T
AMBC	Apply Moisture Barrier Cream	T	Treatment	Treatment Administration Records	F	N	T
ANS	Apply Normal Shield	T	Treatment	Treatment Administration Records	F	N	T
PRN	As needed for pain	T	Coumadin	Treatment Administration Records	F	N	T
ASP	Assess Pain	T	Treatment	Treatment Administration Records	F	N	T
BMP	BMP	L	Test		F	N	T
Bad	Bad	L	Test Bad		F	N	T
BLD PR	Blood Pressure	V	Vitals		F	N	T
BP	Blood Pressure	T	Treatment	Treatment Administration Records	F	N	T
BS	Blood Sugar	L			F	N	T
CBC	CBC	L		Lab Orders	F	N	T
CC	CBC, CMP	L	Test		F	N	T
Cal	Cal Special	S		Supplement	F	N	T
CALC	Calcium Citrate + Vitamin D 500 mg/400IU	S	Nutritional		F	N	T
PHYS	Call Physician	O	Nursing		F	N	T
CLS	Cetaphil Lotion Soap	T		Treatment Administration Records	F	N	T
CHEM14	Chem 14	L		Lab Orders	F	N	T
Chem08	Chem-08	L		Lab Orders	F	N	T
CLIP	Clip Alarm (Bed)	T	Alarms	Treatment Administration Records	F	N	T
CALARM	Clip Alarm (w/c)	T	Alarms	Treatment Administration Records	F	N	T
CRC	Controlled Carbohydrate	D			F	N	T
Dental	Dental Assessment Annually	O			F	N	T
MEDS	Do Not Give Any New Medication	O	Nursing	Nursing Information	F	N	T
FBS	FBS	L		Lab Orders	F	N	T
FYI	FYI	O		Medication Administration Records	F	N	T

Filter And Refresh Master Data

Order Ancillary Link

Field: [None] Relates: >=

Value: Apply Simple Filter

Advanced Filter Refresh Data Facility Constraint

Galaxy 3.0 Dev/TESTDEMO GLOBAL\_ENTERPRISE GLB\_NICK [D'ANGELO, NICK]

Standing Orders are orders that a particular physician had deemed appropriate for all of his/her patients. These could be PRNs, Meds or Treatments. They are SPECIFIC to a PHYSICIAN.

You create the Standing Order just like you would any other order.

You can choose to have it print on the Standing Orders documentation sheet or to any other one you wish.

Galaxy 3.0 Browser - [Standing Orders]

Session Community View Window Options Help

Standing Orders [Nick] "Nicks Place" [01-400] "Adams, Mike"

Master Detail Notes

Doctor D'Angelo Sr, Nicholas M

Order Type P PRN Reason General Discomfort

Print Frequency  Yes  No

**Medication**

Brand Name Tylenol Dosage Form tablet Follow dosage in notes  Yes  No

Drug Name acetaminophen Strength 325 mg

Route oral Amount Administred

Print Route  Yes  No

**PRN Frequency**

PRN Frequency Documentation Sheet Frequency 1

**Vital Signs Associated with Order**

...

**Additional Documentation Lines**

Documentation Sheet Standing Med Orders

Current Use  Yes  No

Galaxy 3.0 Dev/TESTDEMO GLOBAL\_ENTERPRISE GLB\_NICK2 [D'Angelo, Nick]

These can then be applied to residents automatically in Physicians Orders

Galaxy 3.0 Browser - [Standing Orders]

Session Community View Window Options Help

Standing Orders [Nick] "Nicks Place"

Master Detail Notes

Doctor's Name	Order Type	NDC	NDC Brand Name	NDC Drug Name	Route of Administration	Frequency/Schedule	PRN
CRAPSTER, ERIC R	P	005360122	Acetaminophen	acetaminophen	oral	As needed	General Discomf
D'Angelo Sr, Nicholas M	P	000694220	Viagra	sildenafil	oral	As needed	Agitation
D'Angelo Sr, Nicholas M	P	637360646	Caldecort	hydrocortisone top	topical	Every 4 hours	Itch
D'Angelo Sr, Nicholas M	P	001130403	Acetaminophen	acetaminophen	oral	As needed	This is a test for I
D'Angelo Sr, Nicholas M	P	005732868	Preparation H Crear	phenylephrine-prar	rectal	Every 4 hours	Hemorrhoids
D'Angelo Sr, Nicholas M	M	474690040	5-HTP	5-hydroxytryptoph	oral	every day at Afternoon	
D'Angelo Sr, Nicholas M	P	505800496	Tylenol	acetaminophen	oral	As needed	Headache

Filter And Refresh Master Data

Field: [ None ] Relates: >= Value:

Apply Simple Filter

Advanced Filter Refresh Data Default Facility...

Process current order Process all orders

Galaxy 3.0 Dev/TESTDEMO GLOBAL\_ENTERPRISE GLB\_NICK [D'ANGELO, NICK]



Documentation Sheet Setup- this allows you to create additional documentation sheets instead of everything going to your MAR. These will look exactly like the MAR, but will have the title you choose and you can then assign orders to this sheet.

Galaxy 3.0 Browser - [Documentation Sheet Setup]

Session Community View Window Options Help

Documentation Sheet Setup | [Nick] "Nicks Place"

Master | Detail

DOCUMENTATION_SHEET	FACILITY_CONSTRAINT	CURRENT_USE
Medication Administration Records	N	T
Treatment Administration Records	N	T
IV Sheet	N	T
Dietary	N	T
Acylovir	N	T
Supplement	N	T
Asperin	N	T
Diabetic Treatment Record	N	T
Coumadin	N	T
Kathys Sheet	N	F
My Documentation Sheet	N	F
Standing Med Orders	N	T
Amp	N	T
Lab Orders	N	T
Therapy	N	T
Nursing Information	N	T
Restorative Nursing Assistant	N	T

Filter And Refresh Master Data

Field: [None] Relates: >=

Value:  Apply Simple Filter

Advanced Filter  
Refresh Data  
Facility Constraint

Buttons: New, Edit, Clone, Delete, Print, Close

Galaxy 3.0 Dev/TESTDEMO GLOBAL\_ENTERPRISE GLB\_NICK [D'ANGELO, N...]

## PO Additional Documentation Lines

- You create these for additional tracking/documentation in the documentation sheets
- These are added to orders during order creation

Galaxy 3.0 Browser - [PO Additional Documentation Lines]

Session Community View Window Options Help

PO Additional Documentation Lines [Nick] "Nicks Place"

Master Detail

Additional Documentation Line	Used
Site	T
Units Given	T
F	T
B	T
S	T

Filter And Refresh Master Data

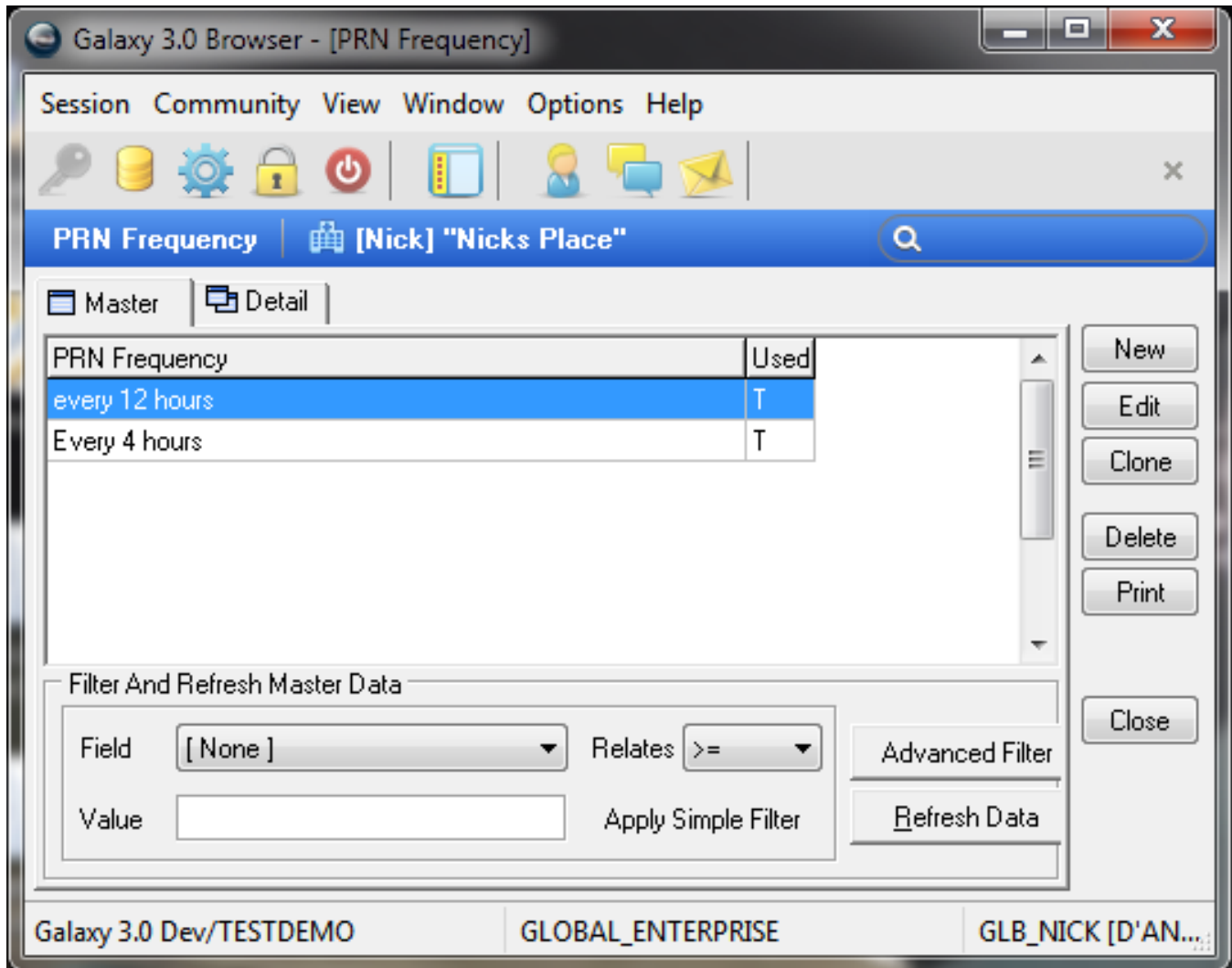
Field [None] Relates >= Advanced Filter

Value Apply Simple Filter Refresh Data

Galaxy 3.0 Dev/TESTDEMO GLOBAL\_ENTERPRISE GLB\_NICK [D'ANGELO, NICK]

PRN Frequency – Allows you to set up specific frequencies that can be assigned to your PRN orders

These do NOT affect the scheduler



Drug Related is broken into seven sections

Physicians Orders | [Nick] "Nicks Place"

### Normal Processing

Physicians Orders      Signature Received

### Reports

Physicians Orders Reports      Other Reports

### Company File Maintenance

Physicians Orders Setup      Drug Related Setup

- PO Drug to Documentation Sheet
- PO Drug Note
- PRN Reasons
- Reason Not Given
- Drug Lookup Table
- NDC Lookup Table
- Import Pharmacy Formulary

- PO Drug to Documentation sheet
- PO Drug Note
- PRN Reasons
- Reason Not Given
- Drug Lookup Table
- NDC Lookup Table
- Import Pharmacy Formulary

PO Drug to Documentation Sheet – allows you to set default documentation sheets for specific drugs. The documentation sheet CAN be changed in the individual order if needed, but this will set the default for you.

Galaxy 3.0 Browser - [PO Drug to Documentation Sheet]

Session Community View Window Options Help

PO Drug to Documentation Sheet [Nick] "Nicks Place"

Master Detail

Drug Name	Documentation Sheet	Facility Constraint	Current Use
acetaminophen	Asperin	N	T
acyclovir	Acylovir	N	T
ampicillin	Amp	N	T
glyBURIDE	My Documentation Sheet	N	T
metFORMIN	Diabetic Treatment Record	N	T
warfarin	Coumadin	N	T

Filter And Refresh Master Data

Field [ None ] Relates >= Value

Apply Simple Filter

Advanced Filter

Refresh Data

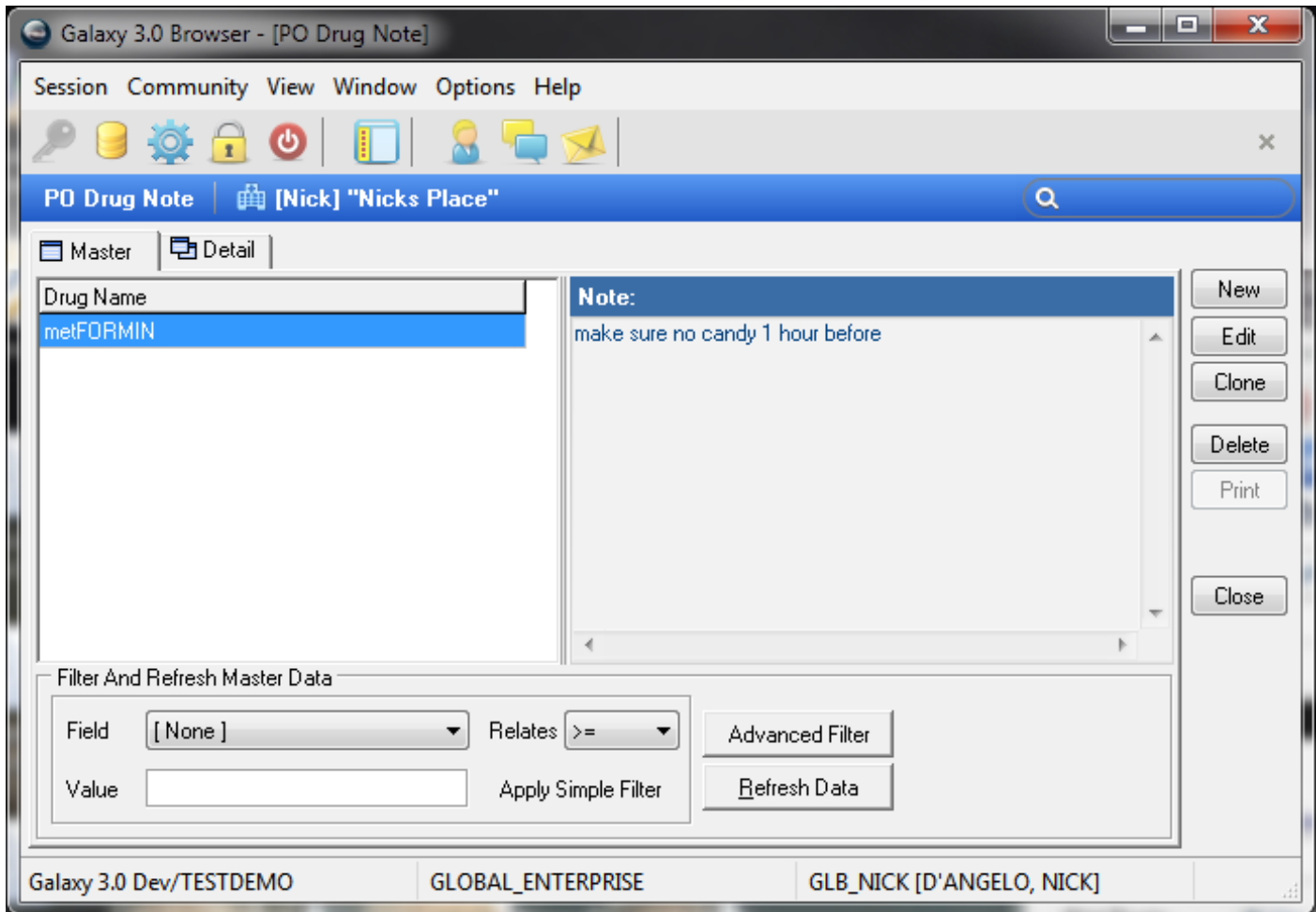
Facility Constraint

New Edit Clone Delete Print Close

Galaxy 3.0 Dev/TESTDEMO GLOBAL\_ENTERPRISE GLB\_NICK [D'ANGELO, NICK]

PO Drug Note – allows you to set default notes for specific drugs.

This default will occur anytime this drug order is entered for a resident but changed, edited or deleted in the individual order if needed.



PRN Reasons – These are created by the facility and/or physicians to detail why a PRN order was given.

The screenshot shows the Galaxy 3.0 Browser interface for the 'PRN Reasons' application. The window title is 'Galaxy 3.0 Browser - [PRN Reasons]'. The menu bar includes 'Session', 'Community', 'View', 'Window', 'Options', and 'Help'. The toolbar contains icons for search, settings, lock, power, and user management. The main content area displays a table of PRN Reasons with the following data:

PRN Reason	Current Use
2nd day - no bowel movement	T
Aggitation	T
Allergy	T
Because	T
Because I Said So	F
Cough	T
General Discomfort	T
Headache	T
Hemaroids	T
Itch	T
Kathy told me to!	F
My reason	T
Nausea	T
Pain	T
SOB	T
This is a test for Ivan because he asked me to do	T
no bowel - 3rd day	T

Below the table is a filter section titled 'Filter And Refresh Master Data'. It includes a 'Field' dropdown menu set to '[ None ]', a 'Relates' dropdown menu set to '>=', and a 'Value' input field. There are buttons for 'Advanced Filter', 'Apply Simple Filter', and 'Refresh Data'. On the right side of the table, there are buttons for 'New', 'Edit', 'Clone', 'Delete', 'Print', and 'Close'. The status bar at the bottom shows 'Galaxy 3.0 Dev/TESTDEMO', 'GLOBAL\_ENTERPRISE', and 'GLB\_NICK [D'ANGELO, NI...]'.

Reason Not Given – this table is used in mobile galaxy/EMAR to document why a given order was not completed

The screenshot shows the Galaxy 3.0 Browser interface. The title bar reads "Galaxy 3.0 Browser - [Reason Not Given]". The menu bar includes "Session", "Community", "View", "Window", "Options", and "Help". The toolbar contains icons for key, database, settings, lock, power, calendar, user, messages, and mail. The main content area is titled "Reason Not Given" and shows a search bar with "[Nick] 'Nicks Place'". Below this are tabs for "Master" and "Detail". A table displays the following data:

Reason Text	Reason Text 2	Current Use
Clowns took him away!!!		T
Resident Not In Room		T
Resident Refused		T

Below the table is a "Filter And Refresh Master Data" section with a "Field" dropdown set to "[ None ]", a "Relates" dropdown set to ">=", and a "Value" input field. Buttons for "Advanced Filter", "Apply Simple Filter", and "Refresh Data" are present. On the right side, there are buttons for "New", "Edit", "Clone", "Delete", and "Close". The status bar at the bottom shows "Galaxy 3.0 Dev/TESTDEMO", "GLOBAL\_ENTERPRISE", and "GLB\_NICK [D'ANGELO, NICK]".



Drug Lookup – this is a system table and is used throughout the system when you need to look up medications

Galaxy 3.0 Browser - [Drug Lookup Table]

Session Community View Window Options Help

Drug Lookup Table [Nick] "Nicks Place"

Route  Dose form  Value  Close

**Generic Name:** pseudoephedrine **Strength:** 120 mg **Dosage form:** tablet, extended release

Drug | NDC | Route | Pharmacy Class | Leaflets | Indications | Contradictions

Trade Name	Generic Name	Strength	Dosage Form
12 Hour Decongestant	pseudoephedrine	120 mg	tablet, extended release
12 Hour Nasal	oxymetazoline nasal	0.05%	spray
12 Hour Nasal Decongestant	oxymetazoline nasal	0.05%	spray
20/20 Tears	ocular lubricant	preserved	solution
4 Way Saline	sodium chloride nasal	-	spray
4-Way	phenylephrine nasal	1%	spray
4-Way Menthol	phenylephrine nasal	1%	spray
5-HTP	5-hydroxytryptophan	100 mg	capsule
5-HTP	5-hydroxytryptophan	50 mg	capsule
8-Hour Acetaminophen E.R.	acetaminophen	650 mg	tablet, extended release
8-Mop	methoxsalen	10 mg	capsule
A+D	vitamin A & D topical	-	ointment
A+D	vitamin A & D topical	with Cod Liver	cream
A-200 Lice Control	piperonyl butoxide-pyrethrins topical	3%-0.3%	spray
A-200 Lice Treatment	piperonyl butoxide-pyrethrins topical	3%-0.3%	kit
A-25	vitamin A	25000 units	capsule
A-Cof DH	guaifenesin-HYDROcodone	300 mg-3.5 mg	syrup
A-Hydrocort	hydrocortisone	100 mg	powder for injection
A-Mantle	emollients, topical	-	cream
A-Methapred	methylPREDNISolone	125 mg	powder for injection
A-Methapred	methylPREDNISolone	40 mg	powder for injection
A-Phedrin	pseudoephedrine-triprolidine	30 mg-1.25 mg	syrup
A.E.R. Witch Hazel	glycerin-witch hazel topical	50%	pad
A/B Otic	antipyrine-benzocaine otic	54 mg-14 mg/	solution
A/T/S	erythromycin topical	2%	gel
A/T/S	erythromycin topical	2%	solution
AABP	acetic/antipyrine/benzocaine/polycos otic	-	solution
ABC Plus Senior	multivitamin with minerals	Therapeutic M	tablet
ACT Fluoride Rinse	fluoride topical	0.05%	solution
ACT Kids Fluoride Rinse	fluoride topical	0.05%	solution
ACT Restoring Mouthwash Cinnamon	fluoride topical	0.05%	solution


Galaxy 3.0 Dev/TESTDEMO GLOBAL\_ENTERPRISE GLB\_NICK [D'ANGELO, NICK]

NDC Lookup – this is a system table and is used throughout the system when you need to look up medications

Galaxy 3.0 Browser - [NDC Lookup Table]

Session Community View Window Options Help

NDC Lookup Table [Nick] "Nicks Place"

Value  NDC Drug name  Close


For NDC code [000520261]

Drug made by: **Organon Pharmaceuticals**

Unit: **n/a** Drug modifier: **n/a**

Generic: **No** Strength: **0.15 mg-0.03 mg**

Prescription only: **Yes** Dosage form: **tablet**

Drug equivalent 

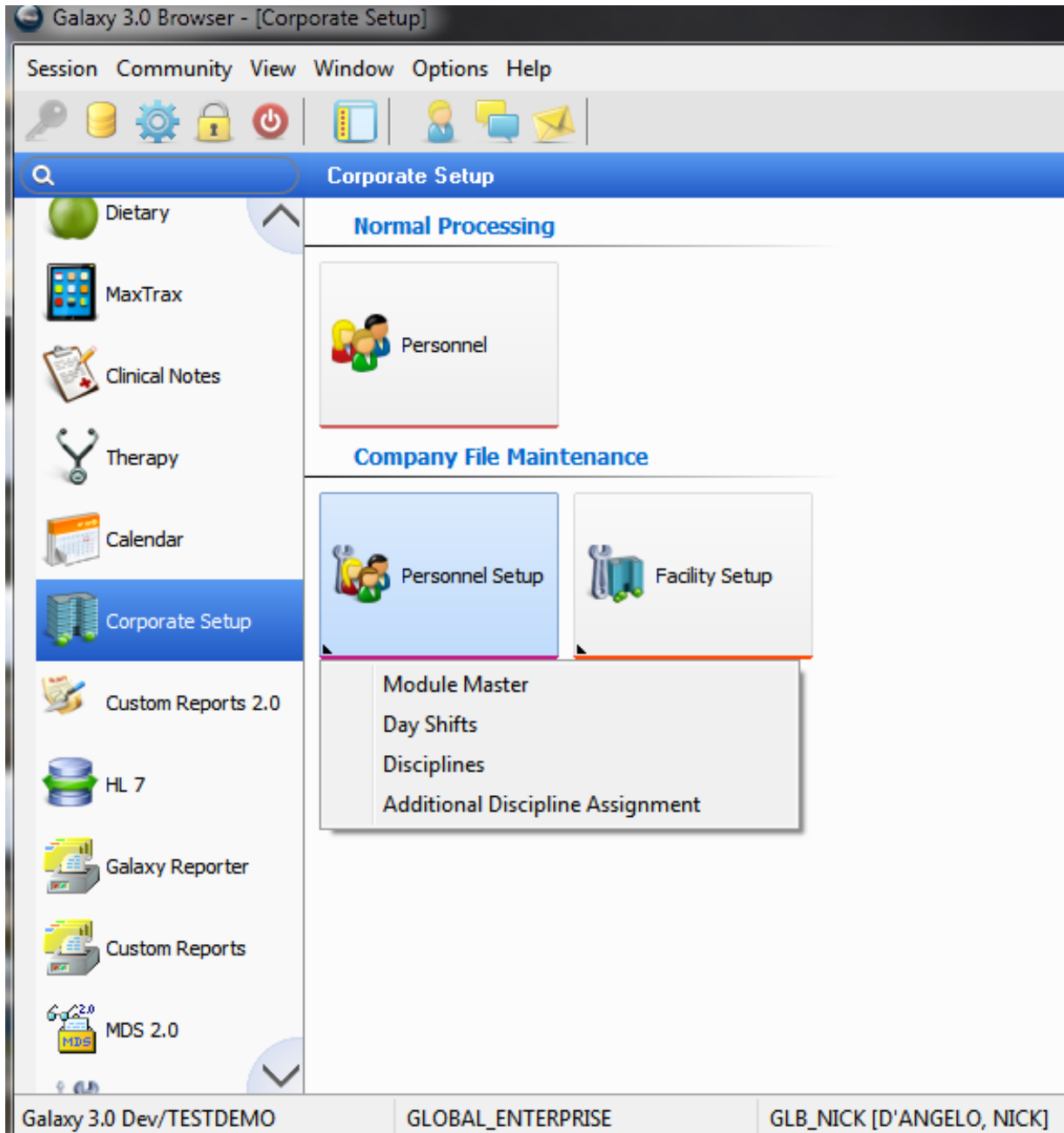
NDC	TRADE_NAME	GENERIC_NAME
000520261	Desogen	desogestrel-ethinyl estradiol
000520283	Cyclessa	desogestrel-ethinyl estradiol
000744038	Bupivacaine Hydrochloride	bupivacaine
000251861	Calan	verapamil
000251891	Calan SR	verapamil
000251901	Calan SR	verapamil
000251911	Calan SR	verapamil
000251942	Flagyl 375	metroNIDAZOLE
000080081	Ativan	LORazepam
000390017	Claforan	cefotaxime
000390018	Claforan	cefotaxime
000493500	Diflucan	fluconazole
000493960	Geodon	ziprasidone
000493970	Geodon	ziprasidone
000493980	Geodon	ziprasidone
000493990	Geodon	ziprasidone
000494110	Glucotrol	glipZIDE
000494120	Glucotrol	glipZIDE
000494900	Zoloft	sertraline
000494910	Zoloft	sertraline
000494940	Zoloft	sertraline
000494960	Zoloft	sertraline
000743492	Cecon	ascorbic acid
000743606	Vi-Daylin	multivitamin
000743611	K-Lor	potassium chloride

Galaxy 3.0 Dev/TESTDEMO GLOBAL\_ENTERPRISE GLB\_NICK [D'ANGELO, ...]

## Setting Up your Therapists

You need to create your therapy disciplines – you will choose TRP (therapy) as discipline type

This is done in corporate setup/personnel setup/disciplines



Galaxy 3.0 Browser - [Disciplines]

Session Community View Window Options Help

Disciplines

Master Detail

Discipline ID	Description	Discipline Type
Therapy	Therapy	TRP
Bailey	Nursing Bailey	OTH
RN	Registered Nurse	OTH
LPN	Licensed Practical Nurse	OTH
NA	Nurse Aide	
Nursing	Nursing	OTH
DTY	Dietary	DTY
ALL	All Diciplines	OTH
HK	Housekeeping	
Bus	Business	OTH
Bus2	Business Office 2	OTH
MDS Co	MDS Coordinator	OTH
CLGY	spiritual advisor	
IDT	Inter-Disciplinary Team	OTH
SS	social services	OTH
ACT	activities	ACT
PT	Phsycial therapy	TRP
OT	occupational therapy	TRP

Filter And Refresh Master Data

Field: [ None ] Relates: >= Value:  Apply Simple Filter

Advanced Filter Refresh Data Facility Constraint

Galaxy 3.0 Dev/TESTDEMO GLOBAL\_ENTERPRISE GLB\_NICK [D'ANGELO,...

You must add all the therapists into personnel as employees

Personnel [Nick] "Nicks Place"

Master Detail Detail 2

Employee ID: 1235 Photo...

Last Name: D'Angelo

First Name: Nick

Middle Name:

Title:

Gender: M

SSN:

Clinical Signature:  Yes  No

Discipline: Therapy

Credentials:

License Number:

User ID: GLB\_NICK

Contractor:  Yes  No

Electronic Signature:  Yes  No

Current Use:  Yes  No

User Mode: R

### Discipline

Database Lookup

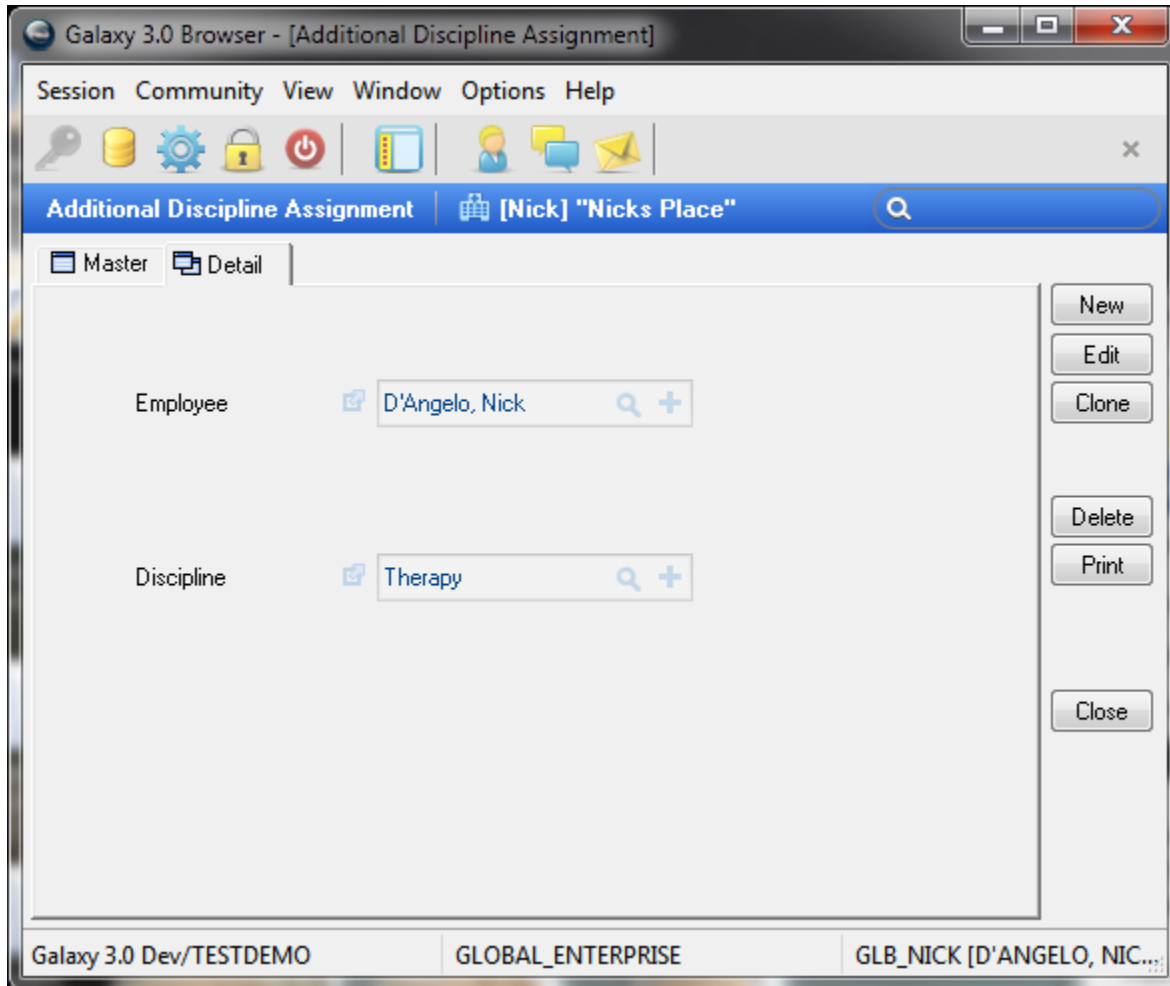
DISCIPLINE_ID	DESCRIPTION
Therapy	Therapy
Bailey	Nursing Bailey
RN	Registered Nurse
LPN	Licensed Practical Nurse
NA	Nurse Aide
Nursing	Nursing
DTY	Dietary
ALL	All Diciplines
HK	Housekeeping
Bus	Business
Bus2	Business Office 2
MDS Co	MDS Coordinator
CLGY	spiritual advisor
IDT	Inter-Disciplinary Team
SS	social services

Apply Filter

Select Cancel Clear Advanced Filter...

slaxv 3.0 Dev/TESTDFMO GLOBAL ENTERPRISE GLB\_NICK ID'ANGELIO\_NICK1

You then assign one or more disciplines to each employee in the Additional Discipline Assignment applet



Galaxy 3.0 Browser - [Additional Discipline Assignment]

Session Community View Window Options Help

Additional Discipline Assignment [Nick] "Nicks Place"

Master Detail

Employee Name	Discipline ID
Schaefer, Melissa M	Therapy
D'Angelo, Nick	Therapy
D'Angelo, Nick	HK
D'Angelo, Nick	MDS Co
D'Angelo, Big Nick	Therapy
Galaxy, Super	Therapy
Hosted, Galaxy	Therapy
Missy, Miss	Therapy

Filter And Refresh Master Data

Field [ None ] Relates >= Value

Apply Simple Filter

Advanced Filter  
Refresh Data  
Default Facility...

New Edit Clone Delete Print Close

Galaxy 3.0 Dev/TESTDEMO GLOBAL\_ENTERPRISE GLB\_NICK [D'ANGELO, NIC...]