

Quick Reference Guide

Managing Controlled Drugs in TripTix/CDX

Introduction

Beginning with TripTix version 4.1.10, Department Administrators can set medications as controlled drugs. With this new option and functionality, medications designated as controlled drugs will require the PCR owner to complete a controlled drug form for any administration of such medications. This QRG reviews how to set a medication as a controlled drug and, once set, how to manage the documentation related to delivery of a controlled medication.

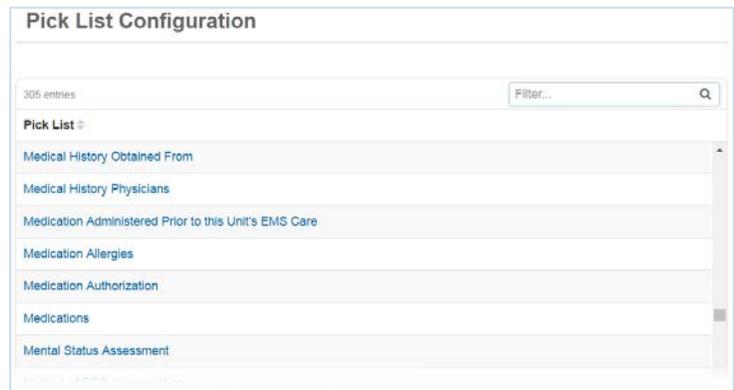
Setting a Medication as a Controlled Drug

Medications can be set as Controlled via the Medications picklist, located in the **Administration: Picklists** section of CDX.

To set a medication as a controlled drug

1. From any page, go to **Administration: Picklists**.
2. From the table, select the **Medications** picklist.

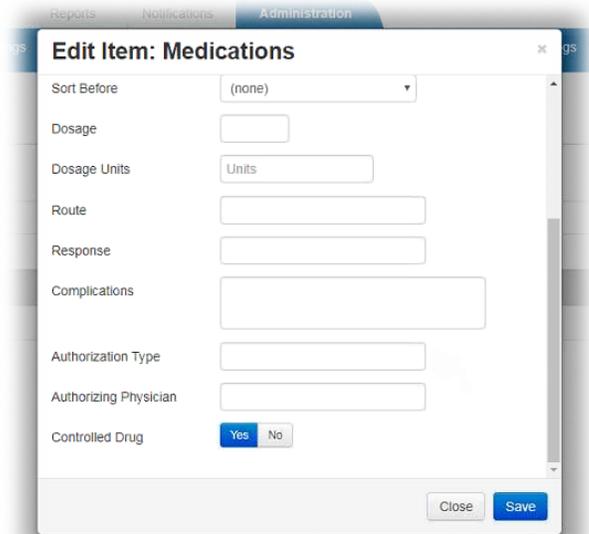
The *Medications* page opens, showing the list of items related to this picklist.



Medications						Back to Pick Lists
+ Create Item + Add from RxNorm						Actions ▾
123 entries						Filter... <input type="text"/>
Description	NEMESIS	State	IMX	Sort		
▼ Active (122) Toggle All						
<input type="checkbox"/> Oxygen (Dept)	7806	7806	0	Dept Sort: 2	Deactivate	
<input type="checkbox"/> Morphine (Dept)	7052	7052	0	Dept Sort: 3	Deactivate	
<input type="checkbox"/> Glucose (Global)	4850	4850	0	Global Sort: 1 (F...	Deactivate	
<input type="checkbox"/> Dextrose 10 % Injectable Solution (Global)	237648	237648	0	Global Sort: 4	Deactivate	
<input type="checkbox"/> Activated Charcoal (Global)	272	272	0	Alpha	Deactivate	

- Click the medication you want to set as a controlled drug. The *Edit Item* window opens.
- Scroll to the bottom of the pop-up window and, for **Controlled Drug**, click **Yes**.

By selecting **Yes** for **Controlled Drug**, the Controlled Drug form will be required whenever this medication is added to a report.



Using the Controlled Drug Form

When a PCR Owner is completing a record in TripTix Windows 4.1.10+ and selects a medication to document the delivery of that was set as controlled, they will be required to complete a Controlled Drug form.

A run cannot be finalized with completion of this form for any controlled drug. An error is generated if not completed and will appear in the error check window as:

✖ [Signature Documents] Controlled Drug Form is required. [Go to Selection](#)

To complete a Controlled Drug form

- After adding the medication event, in the side navigation of an open run record, tap **Signature Documents**. The *Signature Documents* window opens.
- Select **Controlled Drug Form**.
- Complete the form as appropriate.

CONTROLLED DRUG ADMINISTRATION FORM					
Patient's Name: (PatientName)					
Incident Number: (RunNumber)		Unit Number: 8			
Drug Name	Dosage	Waste Amount	Waste Reason	Lot Number	Physician
Morphine	2 Milligrams (mg)	8 Milligrams (mg)	Unused	26saf5d1s	N/A
 Provider Signature		Test Man Printed Name		7/20/2018 Date	
 Witness Signature		Witness Printed Name		7/20/2018 Date	

For more information, call Support at 888-735-9559 or email support@intermedix.com.