



NCIS GUIDE

Medication Cancellation

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When cancelling a medication NCIS.Med (BD CATO) behaves differently if there are medications that are already prepared or dispensed.

If a medication has not been prepared or dispensed, then cancelling medication(s) only requires a reason to be recorded. If a medication is prepared or dispensed but has not been administered, the system needs to know what to do with those medications if you no longer require them. This guide will explain how the system behaves in these different scenarios and what to do in each case.

Please note that all screenshots in this guide are taken from the training environment in NCIS and do not contain any real patient information.

1.1 Cancelling a medication that hasn't been prepared or dispensed

To cancel a medication that hasn't been prepared or dispensed select the medication to be cancelled, click the status/flag button and select cancelled from the dropdown menu.

08:00	120min	Calcium folinate 10 mg/mL Solution for injection in 250mL Glucose 5% • by intravenous infusion	631.14mg • (400mg/m ² BSA Dubois)	PHARMACIST-VERIFIED	
10:00	30min	Fluorouracil 25mg/mL IV Bolus (DB) by intravenous injection	650mg • 102.99% (411.95mg/m ² BSA Dubois) • Division: 1 x 650mg	Set CONS.CO-SIGN RQD Set FOR PHYSICIAN REVIEW Set URGENT Set X CANCELLED	
10:30	10min	Infusor connection Place of delivery: TRN - Training Oncology/Haematology Day Ward			
10:40	46h	Fluorouracil q4s to 115mL NaCl 0.9% • in SV2.5 Infusor • by intravenous infusion	3786.85mg • (2400mg/m ² BSA Dubois)	PHYSICIAN-VERIFIED	

Enter a reason for the cancellation by selecting a pre- filled reason or free typing a reason to give more specific information.

Cancel medication

Cancel medication

Possible reasons

☐ Cumulative life exposure level reached
 ☐ Not required
 ☐ Other-please outline below

Reason

OK

Cancel

The dose modification wizard will now ask if subsequent medications with the same active ingredient and route should also be cancelled.

Dose Modification Wizard

Dose Modification Wizard

Should subsequent medications with **Fluorouracil** and administration route **by intravenous infusion** be canceled as well?

☒ No

☐ Adjust all subsequent medications: 9 more

Note: There are subsequent medications with different administration routes that will not be modified.

OK

Once all these steps have been completed the medication will appear as cancelled in the therapy plan.

Place of delivery: TRN - Training Oncology/Haematology Day Ward			
10:40	46h	Fluorouracil q6-to-115mL NaCl 0.9% • in SV2.5-Infusor • by intravenous infusion	3786.85mg • (2400mg/m ² BSA-Dubois)
			PHYSICIAN-VERIFIED CANCELED

1.2 Cancelling a prepared medication

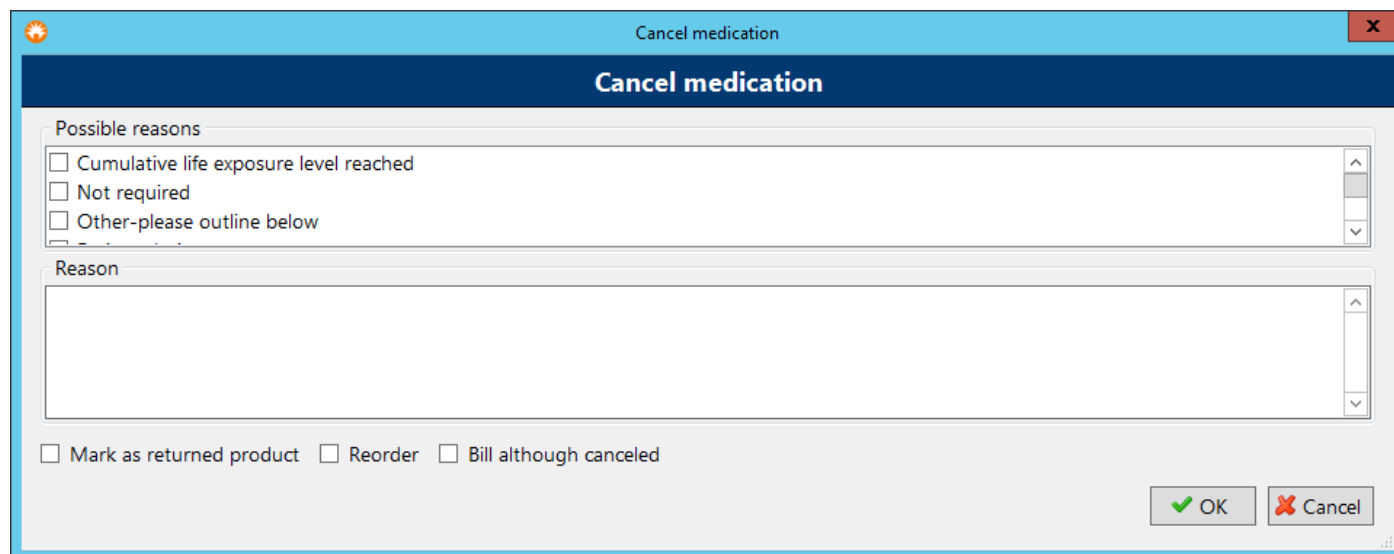
To cancel a prepared medication select the medication to be cancelled, click the status/flag button and select cancelled from the dropdown menu.

08:00	120min	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion in 500mL Glucose 5% 500mL bag Viaflo - Including Overfill - non-PVC Baxter • by intravenous infusion	130mg • 96.93% (82.39mg/m ² BSA Dubois)	PREPARED CLOL
08:00	120min	Calcium folinate 10 mg/mL Solution for injection in 250mL Glucose 5% • by intravenous infusion	631.14mg • (400mg/m ² BSA Dubois)	<div> <div>✓ Set ADMINISTRATION OK</div> <div>✗ Set CONS.CO-SIGN RQD</div> <div>✓ Set FINALACU</div> <div>✗ Set FOR PHYSICIAN REVIEW</div> <div>✓ Set PRELHECK</div> </div>
10:00	30min	Fluorouracil 25mg/mL IV Bolus (DB) by intravenous injection	650mg • 102.99% (411.95mg/m ² BSA Dubois) • Division: 1 x 650mg	
10:30	10min	Infusor connection Place of delivery: TRN - Training Oncology/Haematology Day Ward		CANCELED

A reason must be recorded as to why the medication is being cancelled as described above.

Additionally, depending on the user's permissions, there are three options to consider:

- Mark as returned product
- Re-order (Only physicians, pharmacists and nurse level II user groups will see this option)
- Bill although cancelled



Cancel medication

Possible reasons

☐ Cumulative life exposure level reached

☐ Not required

☐ Other-please outline below

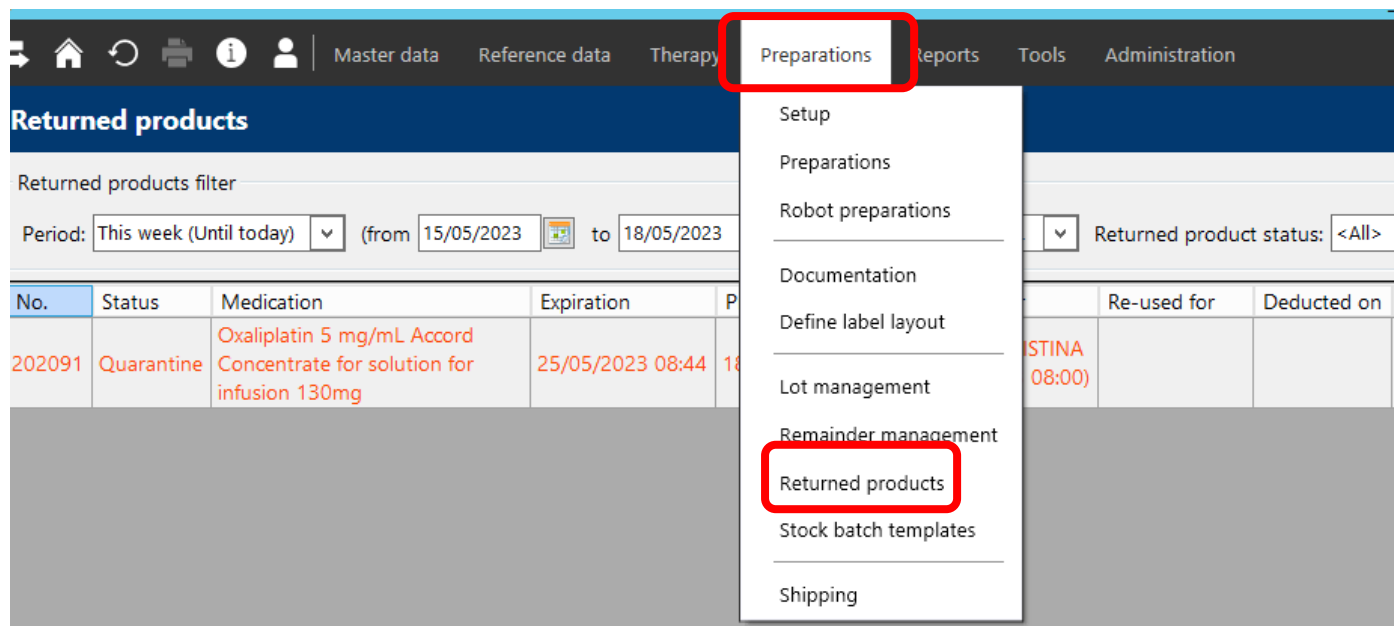
Reason

☐ Mark as returned product ☐ Reorder ☐ Bill although canceled

OK Cancel

1.2.1 Marking a product as returned

If the product is marked as returned it will appear in the returned products list and will automatically be quarantined. It is up to local workflow to decide whether to remove the product from quarantine and re-use it or whether the product should be discarded.



Master data Reference data Therapy Preparations Reports Tools Administration

Returned products

Returned products filter

Period: This week (Until today) (from 15/05/2023 to 18/05/2023)

No.	Status	Medication	Expiration	P
202091	Quarantine	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion 130mg	25/05/2023 08:44	18

Returned product status: <All>

Re-used for Deducted on

STINA 08:00)

Setup
Preparations
Robot preparations
Documentation
Define label layout
Lot management
Remainder management
Returned products
Stock batch templates
Shipping

The stability of the returned product can be adjusted (reduce only).

No.	Status	Medication	Expiration	Prep. on	Prepared for	Re-used for	Deducted on	Deducted by	Preparation site
202091	Quarantine	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion 130mg	25/05/2023 08:44	18/05/2023 08:44	RINKER CHRISTINA (02/05/2023 08:00)				OLOL

If a medication has been cancelled and not marked as returned it is possible to change the status of the medication to returned at a later date by selecting the cancelled medication, clicking the status/flag button and selecting the 'Returned' option.

08:00	120min	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion in 500mL Glucose 5% 500mL bag Viaflo - Including Overfill - non-PVC Baxter - by intravenous infusion	130mg • 96.93% (82.39mg/m ² BSA Dubois)	PREPARED
08:00	120min	Calcium folinate 10 mg/mL Solution for injection in 250mL Glucose 5% • by intravenous infusion	631.14mg • (400mg/m ² BSA Dubois)	PHYSIC

1.2.2 Re-ordering

Selecting re-order when cancelling a product will cancel the original medication and create an exact copy of the medication in a pharmacist verified status.

It is not possible make any changes to this medication i.e. the dose, vehicle etc. For this reason, the re-order function is ideally used when something has gone wrong with the preparation, e.g. the product is leaking or some particulate was found during release checks, and the exact same medication for the exact same patient needs to be prepared again.

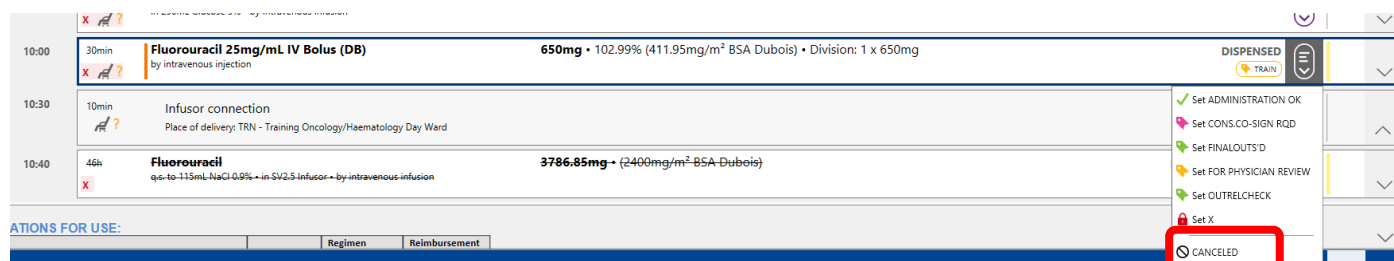
08:00	120min	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion in 500mL Glucose 5% 500mL bag Viaflo - Including Overfill - non-PVC Baxter - by intravenous infusion	130mg • 96.93% (82.39mg/m ² BSA Dubois)	REORDERED
08:00	120min	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion in 500mL Glucose 5% 500mL bag Viaflo - Including Overfill - non-PVC Baxter - by intravenous infusion	130mg • 96.93% (82.39mg/m ² BSA Dubois)	PHARMACIST-VERIFIED
08:00	120min	Calcium folinate 10 mg/mL Solution for injection in 250mL Glucose 5% • by intravenous infusion	631.14mg • (400mg/m ² BSA Dubois)	PHYSICIAN-VERIFIED

1.2.3 Bill although cancelled

This is optional and selecting this means that the item will still be included in billing for that patient.

1.3 Cancelling a dispensed medication

To cancel a dispensed product select the product, click the status/flag button and select cancelled.



A reason must be recorded as to why the medication is being cancelled. Then, depending on the users permissions there are two options to consider:

- Reorder (Only physicians, pharmacists and nurse level II user groups will see this option)
- Return dispensed products to stock

Cancel medication

Cancel medication

Possible reasons

☐ Cumulative life exposure level reached
 ☐ Not required
 ☐ Other-please outline below

Reason

☐ Reorder
 ☐ Return dispensed products to stock

OK

Cancel

1.3.1 Re-ordering

As described in section 1.2.2 selecting re-order when cancelling a product will cancel the original medication and create an exact copy of the medication in a pharmacist verified status.

Once the original medication is cancelled, it cannot be edited or un-cancelled again, the re-ordered medication will be in a pharmacist verified status and cannot be returned to a planned or physician verified status. For this reason, the re-order function is ideally used when something has gone wrong with the preparation, e.g., the product is leaking or some particulate was found during release checks, and the exact same medication for the exact same patient needs to be prepared again.

08:00	120min	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion in 500mL Glucose 5% 500mL bag Viaflo - Including Overfill - non-PVC Baxter - by intravenous infusion	130mg • 96.93% (82.39mg/m ² BSA Dubois)	REORDERED OOL CANCELED
08:00	120min	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion in 500mL Glucose 5% 500mL bag Viaflo - Including Overfill - non-PVC Baxter - by intravenous infusion	130mg • 96.93% (82.39mg/m ² BSA Dubois)	PHARMACIST-VERIFIED APPROVED (P) APPROVED (S) OOL
08:00	120min	Calcium folinate 10 mg/mL Solution for injection in 250mL Glucose 5% • by intravenous infusion	631.14mg • (400mg/m ² BSA Dubois)	PHYSICIAN-VERIFIED

1.3.2 Returning dispensed products to stock

For dispensed products selecting 'return dispensed products to stock' box triggers a warning indicating that the step can't be undone, click yes to continue.

Cancel medication

Cancel medication

Possible reasons

☐ Cumulative life exposure level reached
 ☐ Not required
 ☐ Other-please outline below

Reason

☐ Reorder
 ☒ Return dispensed products to stock

OK

Cancel

Attention

?

Attention! This step cannot be undone for dispensed products. Do you still want to continue?

Yes

No

The dose modification wizard will now ask if subsequent medications with the same active ingredient and route should also be cancelled.

Dose Modification Wizard

Dose Modification Wizard

Should subsequent medications with **Fluorouracil** and administration route **by intravenous injection** be canceled as well?

☒ No

☐ Adjust all subsequent medications: 7 more

Note: There are subsequent medications with different administration routes that will not be modified.

Authorization is missing for modification / cancellation of: 3 additional medications.

OK

Once this step has been completed the product will be added back into stock in the lot management section and will be available for selection again.

1.4 Cancelling a medication that has been set-up or dispensed

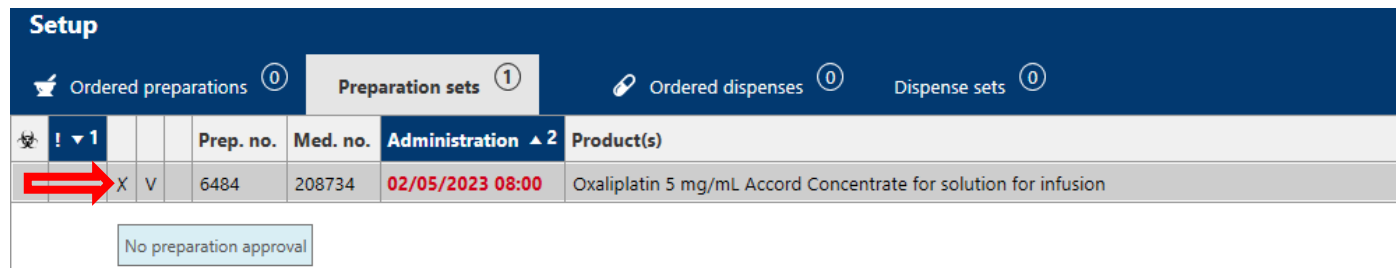
If a medication has been set up i.e. lots have been assigned and the parts list is saved and then gets cancelled it will appear in the preparation sets screen with an 'X' in the preparation approval column.

Before cancellation:

Ordered preparations 0				Preparation sets 1		Ordered dispenses 0		Dispense sets 0	
				Prep. no.	Med. no.	Administration		Product(s)	
		✓	V	6484	208734	02/05/2023 08:00		Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion	

08:00	120min	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion				130mg → 96.93% (82.39mg/m ² BSA-Dubois)	SET UP COMPLETE (P)		
		X	in 500mL Glucose 5% 500mL bag Viaflo - Including Overfill - non-DVC Baxter - by intravenous infusion				APPROVED (P)	OLD	CANCELED

After cancellation:



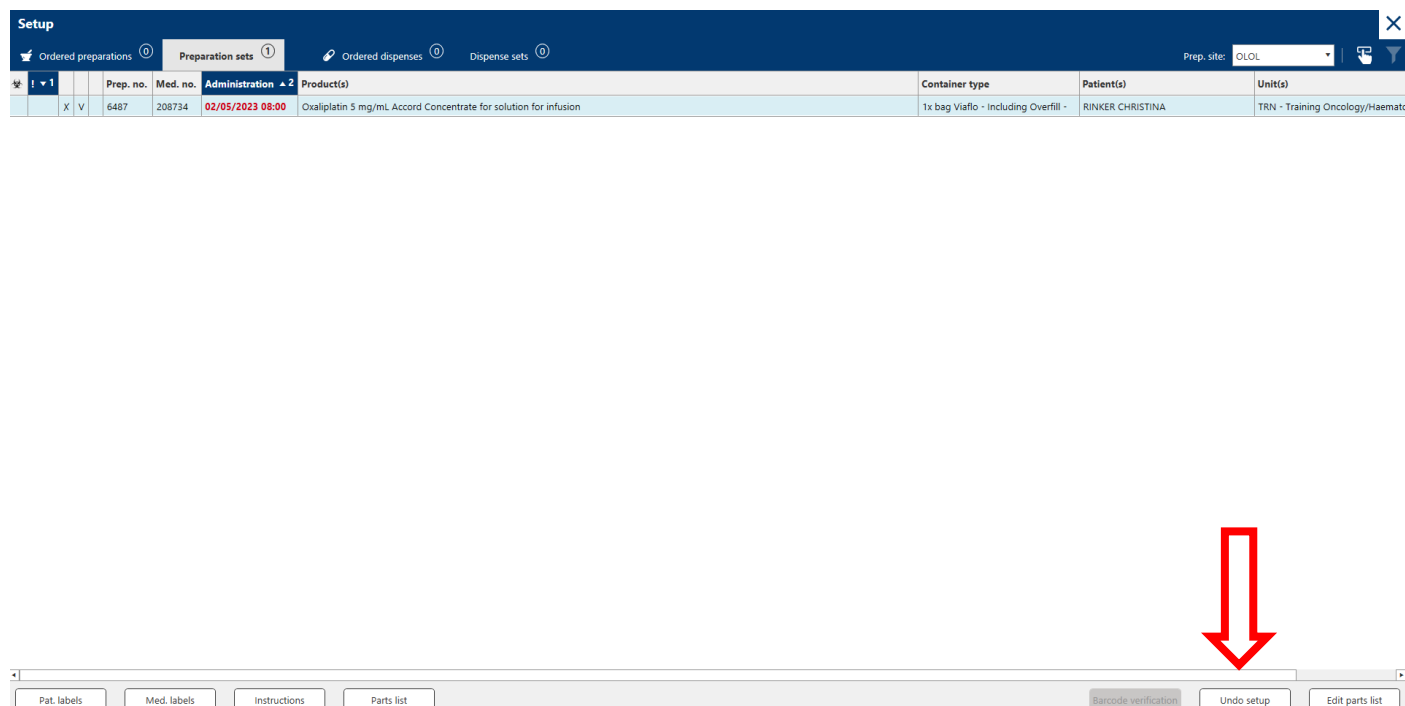
Setup

Ordered preparations 0 Preparation sets 1 Ordered dispenses 0 Dispense sets 0

Prep. no.	Med. no.	Administration	Product(s)
6484	208734	02/05/2023 08:00	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion

No preparation approval

In this situation the pharmacy will have to undo the set up to remove it from the screen.



Setup

Ordered preparations 0 Preparation sets 1 Ordered dispenses 0 Dispense sets 0

Prep. site: OLLOL

Prep. no.	Med. no.	Administration	Product(s)	Container type	Patient(s)	Unit(s)
6487	208734	02/05/2023 08:00	Oxaliplatin 5 mg/mL Accord Concentrate for solution for infusion	1x bag Viaflo - including Overfill -	RINKER CHRISTINA	TRN - Training Oncology/Haemat

Pat. labels Med. labels Instructions Parts list Barcode verification Undo setup Edit parts list

Medications that are pharmacist verified in the orders screen will disappear if they are cancelled.

1.5 Cancelling a cycle

There may be situations where a cycle must be omitted rather than postponed in NCIS. It is not possible to cancel a cycle in NCIS, it is possible however to select all the medications within a cycle and cancel them all at once.

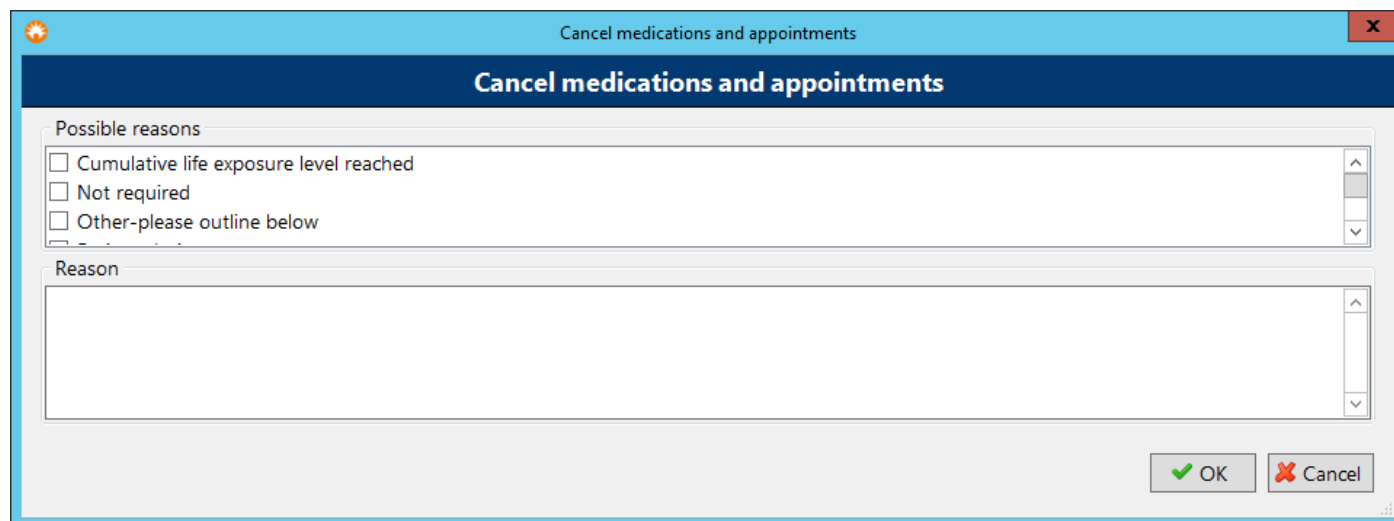
To cancel all the medications within a cycle right click on the cycle banner and click 'select all medications and appointments'.

The screenshot shows the 'Therapy plans' interface for 'Cycle 4 FOLFOX-6 Modified'. The cycle banner at the top indicates 'Cycles: 12 • Days: 157'. Below the banner, a list of appointments is shown for the date 'Thu 01 Jun 2023'. The appointments include Ondansetron Tablet, Dexamethasone Tablet, Oxaliplatin, Calcium folinate, Fluorouracil, and Infusor connection. A right-click context menu is open over the cycle banner, with the option 'Select all medications and appointments' highlighted in a red box. Other options in the menu include 'Select only main medications', 'Select time period', 'Crop all comments and appointments', 'Postpone cycle', 'Compare cycle', 'Edit', 'Delete', 'Billing codes', 'Cycle postponement rules', 'Display regimen', 'Set place of delivery', 'Set cost center', 'Event log', 'Print', and 'Copy'.

Then click the status/flag button on the bottom of the screen and select cancelled.

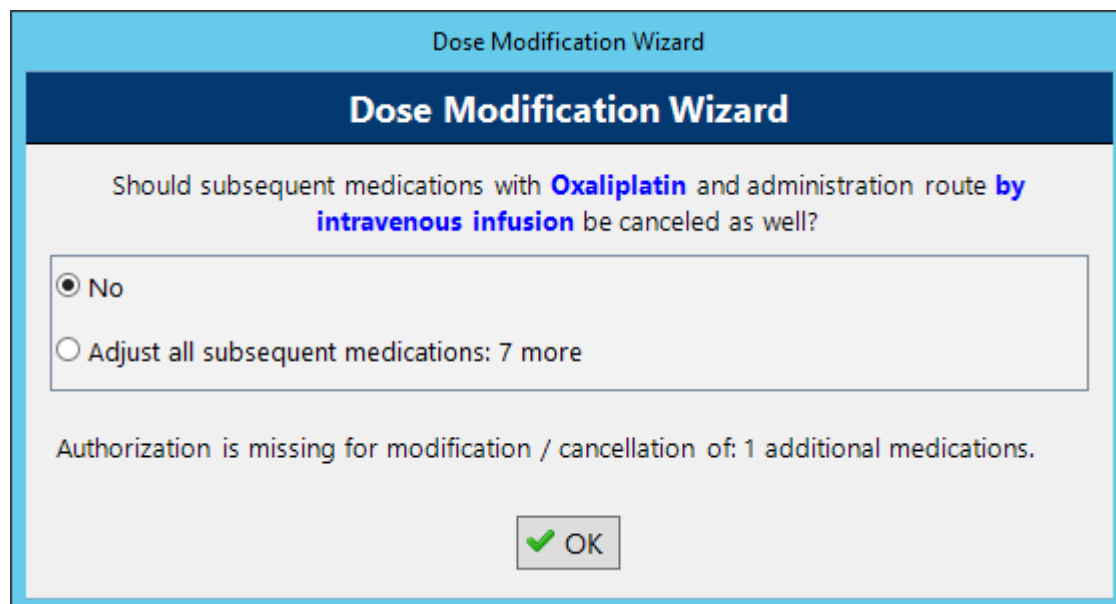
The screenshot shows the same 'Therapy plans' interface for 'Cycle 4 FOLFOX-6 Modified'. The status/flag button at the bottom right is highlighted in a red box, and a dropdown menu is open showing the 'CANCELED' option. The menu also includes options like 'Reset to: PLANNED', 'PHARMACIST-VERIFIED', 'Set ADMINISTRATION OK', 'Set CONS.CO-SIGN REQD', 'Set FOR PHYSICIAN REVIEW', 'Set URGENT', and 'Set X'. The bottom status bar shows 'Selected appointments: 1 • Selected medications: 6'.

Enter a reason for the cancellation by selecting a pre- filled reason or free typing a reason to give more specific information.



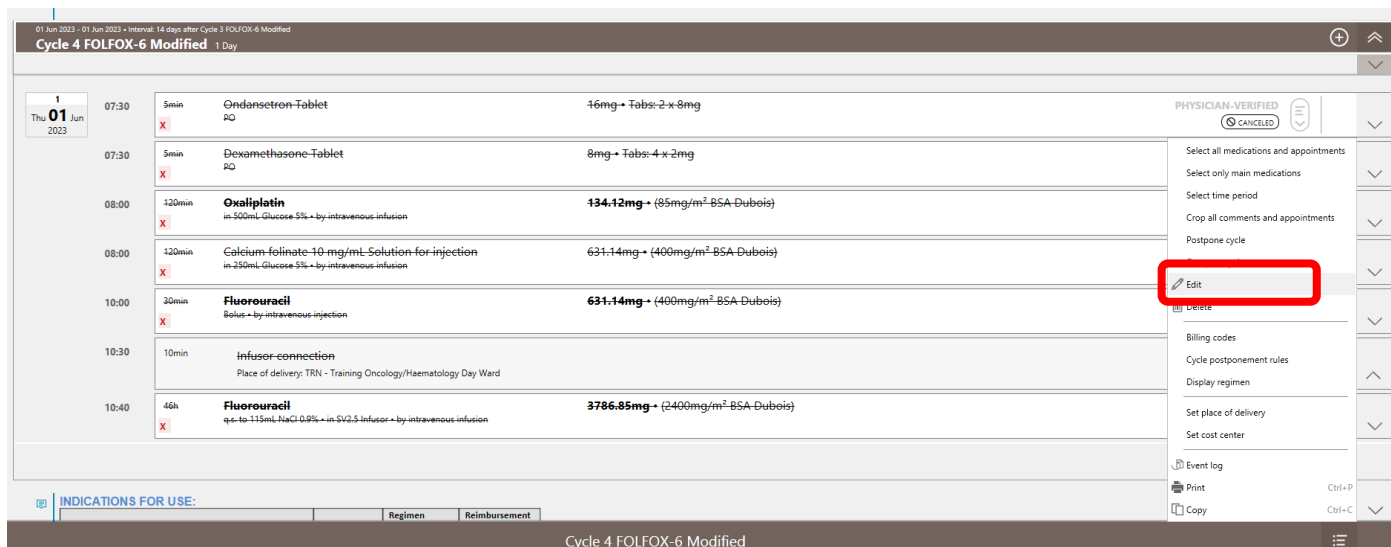
The screenshot shows a dialog box titled "Cancel medications and appointments". It has a blue header bar with the title and a close button (X) in the top right corner. Below the header, there is a section labeled "Possible reasons" with three checkboxes: "Cumulative life exposure level reached", "Not required", and "Other-please outline below". Below this section is a text area labeled "Reason" for free typing. At the bottom right, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

The dose modification will be presented for each medication in that cycle, asking whether to cancel all subsequent medications in the therapy plan with the same active ingredient and route. Selecting no will only cancel the medications that were selected.



The screenshot shows a dialog box titled "Dose Modification Wizard". It has a blue header bar with the title. Below the header, there is a question: "Should subsequent medications with **Oxaliplatin** and administration route **by intravenous infusion** be canceled as well?". There are two radio button options: "No" (which is selected) and "Adjust all subsequent medications: 7 more". Below the options, there is a message: "Authorization is missing for modification / cancellation of: 1 additional medications." At the bottom, there is an "OK" button with a green checkmark icon.

The medications within the cycle will now be cancelled however it is still not obvious in the cycle banner that the cycle has been cancelled. It is possible to right click on the cycle banner and select 'edit' to change or add text to the cycle banner if desired.



01 Jun 2023 - 01 Jun 2023 • Interval: 14 days after Cycle 3 FOLFOX-6 Modified
Cycle 4 FOLFOX-6 Modified 1 Day

Time	Duration	Medication	Dosage
07:30	5min	Ondansetron-Tablet PO	16mg • Tabs: 2 x 8mg
07:30	5min	Dexamethasone-Tablet PO	8mg • Tabs: 4 x 2mg
08:00	120min	Oxaliplatin in 500mL Glucose 5% • by intravenous infusion	134.12mg • (85mg/m ² BSA Dubois)
08:00	120min	Calcium-folate-10 mg/mL Solution for injection in 250mL Glucose 5% • by intravenous infusion	631.14mg • (400mg/m ² BSA Dubois)
10:00	30min	Fluorouracil Solus • by intravenous injection	631.14mg • (400mg/m ² BSA Dubois)
10:30	10min	Infusor-connection Place of delivery: TRN - Training Oncology/Haematology Day Ward	
10:40	46h	Fluorouracil q.s. to 115mL NaCl 0.9% • in SV2.5 Infusor • by intravenous infusion	3786.85mg • (2400mg/m ² BSA Dubois)

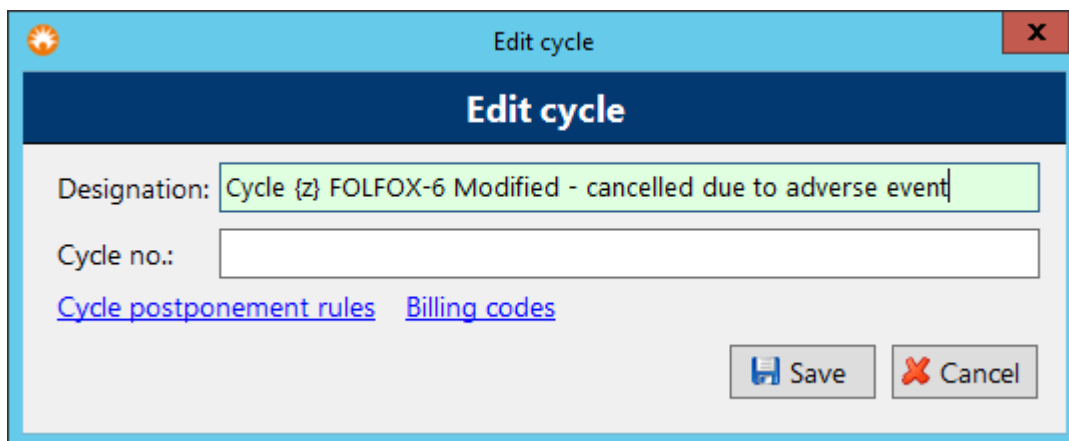
PHYSICIAN-VERIFIED
CANCELED

- Select all medications and appointments
- Select only main medications
- Select time period
- Crop all comments and appointments
- Postpone cycle
- Edit**
- Delete
- Billing codes
- Cycle postponement rules
- Display regimen
- Set place of delivery
- Set cost center
- Event log
- Print
- Copy

INDICATIONS FOR USE: Regimen Reimbursement

Cycle 4 FOLFOX-6 Modified

The edit cycle box will appear into which a comment can be added, it is best not to delete any pre filled text in this box but to add text instead.



Edit cycle

Designation: Cycle {z} FOLFOX-6 Modified - cancelled due to adverse event

Cycle no.:

[Cycle postponement rules](#) [Billing codes](#)

Save Cancel

It is now clearly visible in the cycle banner that this cycle has been cancelled.



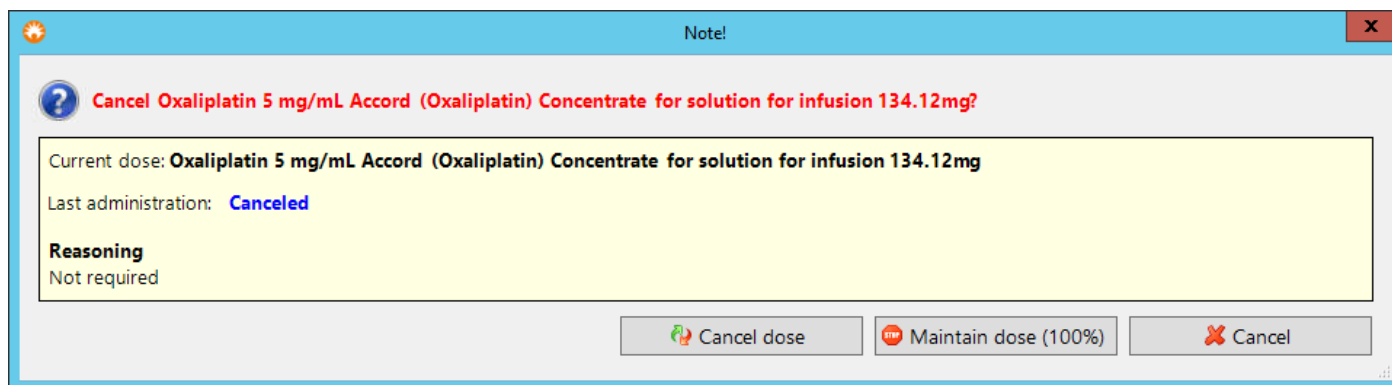
Interval: 14 days after Cycle 3 FOLFOX-6 Modified • Initially planned interval: 14 days
18 May 2023 - 18 May 2023
Cycle 3 FOLFOX-6 Modified 1 Day

Interval: 14 days after Cycle 3 FOLFOX-6 Modified
01 Jun 2023 - 01 Jun 2023
Cycle 4 FOLFOX-6 Modified - cancelled due to adverse event 1 Day

Interval: 14 days after Cycle 4 FOLFOX-6 Modified - cancelled due to adverse event
15 Jun 2023 - 15 Jun 2023
Cycle 5 FOLFOX-6 Modified 1 Day

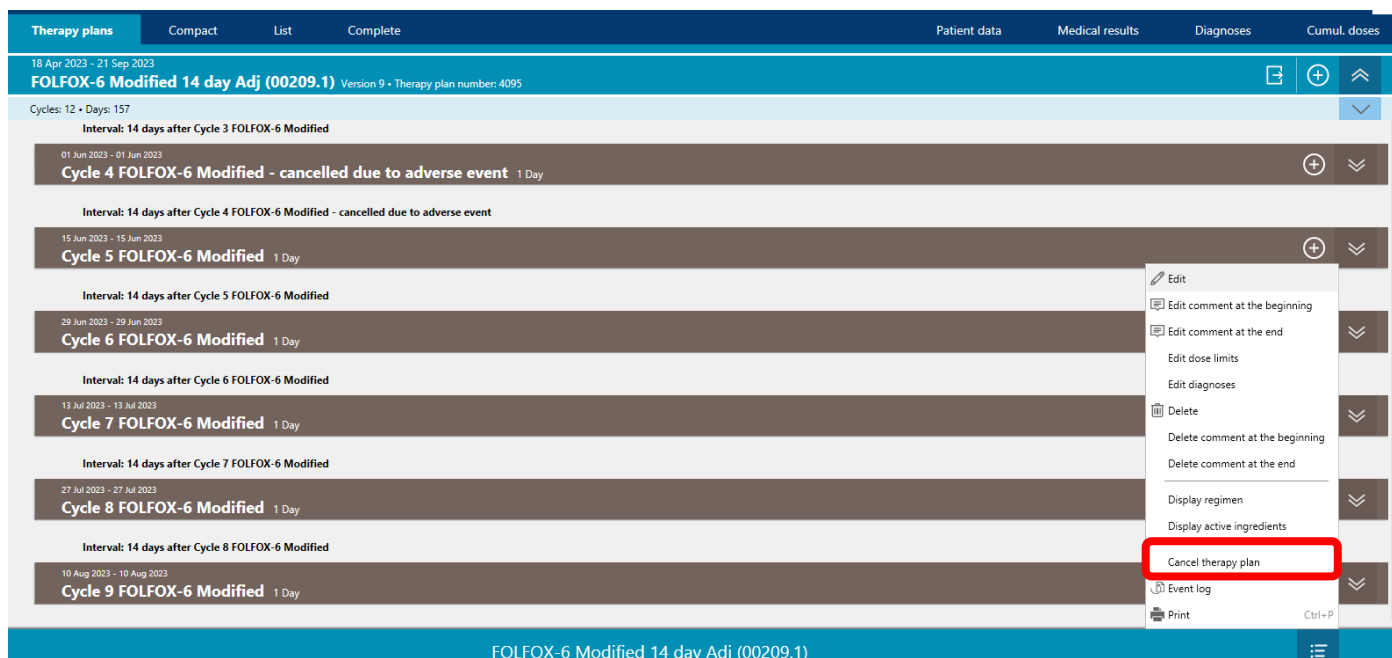
1.5.1 The next cycle

If a medication was cancelled in a previous cycle, a warning is generated at physician and pharmacist verification to indicate the same medication was cancelled previously.



1.6 Cancelling a therapy plan

If treatment is discontinued then the therapy plan can be cancelled in NCIS.Med, ideally therapy plans should be cancelled to prevent future medications to not appear as planned in medication lists. To cancel a therapy plan right click on the therapy plan banner and select 'cancel therapy plan'.



Cancelling a therapy plan will apply the 'cancelled' flag to all medications in that therapy plan with the exception of those that have already been prepared, dispensed or administered, these medications would have to be cancelled on an individual basis. Record a reason for the cancellation of the therapy plan before confirming the cancellation.

Cancel therapy plan

Cancel therapy plan

This will cancel all medications with exception of medications already prepared or dispensed in the past!

Do you want to proceed?

Possible reasons

☐ Additional diagnostic information available
 ☐ Disease progression
 ☐ Other- please outline below

Reason

Yes

No

Once a therapy plan has been cancelled it cannot be undone.

Therapy plans

Compact

List

Complete

18 Apr 2023 - 21 Sep 2023

FOLFOX-6 Modified 14 day Adj (00209.1) Version:9- Therapy plan number:4095

CANCELED

+

⌵

Cycles: 12 • Days: 157

This regimen is a copy of Production Regimen 00209.1 version 11 Please refer to the NCCP website and the Production environment for the most up to date version of the regimen. For users with no access to the Production environment the NCIS Office can supply a printed copy of the regimen details

18 Apr 2023 - 18 Apr 2023

Cycle 1 FOLFOX-6 Modified 1 Day

+

⌵

1 Tue 18 Apr 2023	07:30	5min	Ondansetron Tablet PO	16mg • Tabs: 2 x 8mg	PHYSICIAN-VERIFIED CANCELED
	07:30	5min	Dexamethasone Tablet PO	8mg • Tabs: 4 x 2mg	PHYSICIAN-VERIFIED CANCELED
	08:00	120min	Oxaliplatin (out-sourced) - in 500mL Glucose 5% 500mL bag Viaflo - No Overfill - non-PVC Baxter - by intravenous infusion	135mg • 100.66% (85.56mg/m ² BSA Dubois)	PREPARED TRAIN CANCELED
	08:00	120min	Calcium-folate-10 mg/mL Solution for injection in 250mL Glucose 5% • by intravenous infusion	631.14mg • (400mg/m ² BSA Dubois)	PHYSICIAN-VERIFIED CANCELED
	10:00	30min	Fluorouracil 25mg/mL IV Bolus (DB) by intravenous injection	650mg • 102.99% (411.95mg/m ² BSA Dubois) • Division: 1 x 650mg	PHARMACIST-VERIFIED APPROVED (D) OLOL CANCELED

INDICATIONS FOR USE:

Regimen

Reimbursement