

# The Medical Letter®

On Drugs and Therapeutics

## Adverse Drug Interactions Program User's Manual Windows®

Published by:

**The Medical Letter, Inc.**  
1000 Main Street  
New Rochelle, NY 10801-7537

914-235-0500  
800-211-2769  
914-632-1733 (fax)

<http://www.medicalletter.org>  
[custserv@medicalletter.org](mailto:custserv@medicalletter.org)

## **Notice**

The information contained in this document is subject to change without notice.

THE MEDICAL LETTER MAKES NO WARRANTY OF ANY KIND WITH REGARD TO THE MATERIAL, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. The Medical Letter shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

The Medical Letter assumes no responsibility for the use or reliability of its software

This document contains proprietary information that is protected by copyright. All rights are reserved. No part of this document may be photocopied, reproduced, or translated to another language without the prior written consent of The Medical Letter.

Copyright © The Medical Letter®

## **Trademarks & Warranty**

The Medical Letter®  
1000 Main Street  
New Rochelle, N.Y. 10801-7537  
800-211-2769  
[www.medicalletter.org](http://www.medicalletter.org)

## Contents

<a href="#">Introduction</a>	5
<a href="#">About the Program</a>	5
<a href="#">Keyboard Access</a>	5
<a href="#">Patient Feature</a>	5
<a href="#">Compatibility with earlier versions</a>	5
<a href="#">Criteria for listing interactions</a>	5
<a href="#">Installing the Program</a>	5
<a href="#">System Requirements</a>	6
<a href="#">Installation</a>	6
<a href="#">Start the Program</a>	7
<a href="#">Exit the Program</a>	7
<a href="#">Quick Start</a>	7
<a href="#">Create a Drug List</a>	7
<a href="#">Viewing the Interactions Report</a>	8
<a href="#">Viewing Interactions for One Drug</a>	8
<a href="#">Viewing the Full Interactions Chart</a>	8
<a href="#">Getting Acquainted with the Program</a>	9
<a href="#">Program Windows</a>	9
<a href="#">Main Window</a>	9
<a href="#">Report Window</a>	12
<a href="#">Split Viewer Window</a>	14
<a href="#">Changing Program Options</a>	16
<a href="#">Changing Font Options</a>	16
<a href="#">Pulldown Menus</a>	17
<a href="#">File Menu</a>	17
<a href="#">Edit Menu</a>	19
<a href="#">View Menu</a>	20
<a href="#">Patient Menu</a>	21
<a href="#">Help Menu</a>	23
<a href="#">Toolbar Buttons</a>	23
<a href="#">Main Window Toolbar Buttons</a>	24
<a href="#">Report Window Toolbar Buttons</a>	24
<a href="#">Managing Lists of Drugs to Check</a>	25
<a href="#">Overview</a>	25
<a href="#">Create Drug Lists</a>	25
<a href="#">Remove a Drug From the List</a>	25
<a href="#">Save a Drug List</a>	25
<a href="#">Save Drug List as a .pdl File</a>	25
<a href="#">Save Drug List to a Patient</a>	26
<a href="#">Managing Drug Interaction Reports</a>	26
<a href="#">Overview</a>	26
<a href="#">View Drug Interactions</a>	26
<a href="#">Include Reference Citations</a>	27

<a href="#">Include Patient Notes</a>	27
<a href="#">View Interactions for One Drug</a>	27
<a href="#">View Specialty Reports</a>	28
<a href="#">Interactions chart</a>	28
<a href="#">Food – MAOI chart</a>	28
<a href="#">P-450 Enzymes chart</a>	28
<a href="#">Add One Drug to the Interactions Report</a>	28
<a href="#">Edit a Report</a>	29
<a href="#">Change the Report Appearance</a>	29
<a href="#">Search a Report</a>	29
<a href="#">Print a Report</a>	30
<a href="#">Save a Report</a>	30
<a href="#">Managing Patients</a>	31
<a href="#">Overview</a>	31
<a href="#">Add a Patient</a>	31
<a href="#">Delete a Patient</a>	31
<a href="#">Find a Patient</a>	32
<a href="#">Edit Patient Info</a>	32
<a href="#">Save a Patient (drug list)</a>	32
<a href="#">Save As Patient</a>	33
<a href="#">Compatibility With Earlier Versions</a>	33
<a href="#">Importing old files</a>	33
<a href="#">Opening an old PDL file</a>	33
<a href="#">Saving an old PDL</a>	33
<a href="#">Saving an old PDL file using the Patient feature</a>	34
<a href="#">Keyboard Shortcuts</a>	35

# Introduction

## ***About the Program***

The Adverse Drug Interactions Program searches for interactions between two and up to 50 drugs. It allows you to list each of the drugs your patient is taking and then view the possible interactions on the screen as well as view reference citations pertinent to the interaction. The user-friendly program provides menus and toolbar buttons for easy guidance.

## **Keyboard Access**

The new Adverse Drug Interactions Program provides keyboard access for flexibility and ease of program use. By simultaneously pressing specific keys (commonly called shortcut keys) you can quickly accomplish most program tasks. See *Keyboard Shortcuts* on page 35 for a complete list of these shortcuts.

## **Patient Feature**

The new Adverse Drug Interactions Program features the ability to save drug lists under a patient's name. Information about the patient may be saved in a patient profile and included in the Interactions Report. (Drug lists may also be saved as .pdl files as before.) See *Managing Patients* on page 31 for more details.

## ***Compatibility with earlier versions***

This new program version makes the transition from old versions to new as easy as possible. Users of Adverse Drug Interactions Program for Windows can open earlier program patient drug lists and use them in the new program. The default folder in the Windows 3.1 version was /dipwin.

The old Windows 3.1 patient drug list files (.pdl file) may be opened within the new program. However, once the file is saved in the new program, it may no longer be used with the old Win3.1 version.

## ***Criteria for listing interactions***

These listings are mainly based on clinical reports, but theoretical (based on mechanisms) interactions listed as contraindications in package inserts are also included. New adverse interactions are continually being reported; the absence of a listing does not necessarily mean that drugs will not interact when given concurrently. Interactions extrapolated from animal studies or from interactions reported with related drugs may not be included here. Drugs with no interactions are listed with an asterisk (\*) when searching for interactions.

Interactions between general anesthetics and drugs likely to be administered during surgery, such as autonomic drugs and local anesthetics, are not included. Interactions useful in therapy, such as the increased plasma concentration of penicillin with concurrent use of probenecid, or the interaction of a poison with its antidote, are also not listed. Drug combinations should generally be looked up under their components.

Common additive effects, such as occur with use of two antihypertensive agents, two central-nervous-system depressants, or two drugs that affect blood clotting, are generally not listed. Many drugs prolong the QT interval slightly ([www.qtdrugs.org](http://www.qtdrugs.org)); the risk of an arrhythmia when 2 of them are taken together is generally small in patients without risk factors such as advanced heart disease or baseline QT prolongation. QT-interval interactions, like other interactions, are generally listed here only when they have been reported clinically or are listed as contraindications in package inserts. Effects expected from the mechanism of a drug's action, such as that of potassium on digitalis glycosides or calcium on calcium-entry blockers, are also not included. Most interactions of drugs with foods, beverages or other nutrients are not listed, but foods interacting with monoamine oxidase inhibitors can be viewed with View | Food – MAOI chart.

## **Installing the Program**

### ***System Requirements***

To ensure proper performance of the program the following requirements must be met:


- IBM or compatible 486 (or faster) processor
- Windows 95/98/Me/NT4.0/2000/XP
- 12 MB free RAM space
- 5 MB of free disk space

### ***Installation***

Installation of the program is accomplished using a setup program on the program CD. Insert the CD into your CD-ROM drive. If Autoplay is enabled on your computer, the setup will start automatically in a few seconds. Alternatively, you may click Start | Run and browse to your CD drive. Open the setup.exe file and click OK. The setup program will step you through the installation. Make sure you read the instructions on setup windows then take the necessary action.

## ***Start the Program***

You can start the program in a number of ways:

- Double-click the program desktop icon. (  )
- Right-click the desktop program icon and select Open
- Click Start | Program | Adverse Drug Interactions Program from the Start menu.

The program opens the Main Window with the cursor in the Select a Drug Type or Name text box, ready for you to begin creating a drug list.

## ***Exit the Program***

You can exit the program in a number of ways:

- Select File | Exit on the Main Window menu bar.
- Press shortcut keys Alt+F4.
- Click the “X” button in the upper right corner of the program window.

# **Quick Start**

## ***Create a Drug List***

The first step in using the program is to select drug names from the left drug list and add them to the List of Drugs to Check on the right. There are a few ways to do this:

1. Click the Adverse Drug Interactions desktop icon to launch the program. This opens the *Main Window* shown on page 9.
2. Type the name in the text box, then click the Add button or press the Enter key;
3. Or, select the name from the scrolling drug list underneath the text box. Then, either click the Add button or double-click the name in the list;
4. Or, begin to type the name of the drug. When you see that the program has automatically selected the drug you are looking for in the scrolling drug list, press the Shift+Enter keys.

### ***Viewing the Interactions Report***

After selecting all the drugs that need checking, check for interactions.

1. Click the RUN button.
2. This opens the interactions *Report Window* shown on page 12). This report will contain the interactions for your drug list.

This window is editable, printable, and can be saved as a Text Only or Rich Text Format file.

If there were no detected interactions for your drug list the statement "No documented interactions were found" will be displayed in the Interactions Report. See *Criteria for listing interactions* on page 5.

### ***Viewing Interactions for One Drug***

The program makes viewing all the interactions for one drug easy.

1. To do this, enter only one drug and click the RUN button. A *Split Viewer Window* as shown on page 14 is opened with the pairs of interactions on the left and the corresponding text on the right.
2. Select which interaction pair to view by clicking a pair in the left scroll list. You can also step through the list using the green arrow toolbar buttons or the arrow keys on your keyboard.

### ***Viewing the Full Interactions Chart***

It is possible to read through, interaction by interaction, the entire interactions chart contained within the Adverse Drug Interactions Program. To do this, select View | Interactions Chart on the menu bar.



Drug pairs are listed only once in alphabetical order. For example, Acetaminophen interacting with Benzodiazepines is listed only in the group with Acetaminophen. You won't find Acetaminophen + Benzodiazepines listed where Benzodiazepines is first, because the pair was already listed.

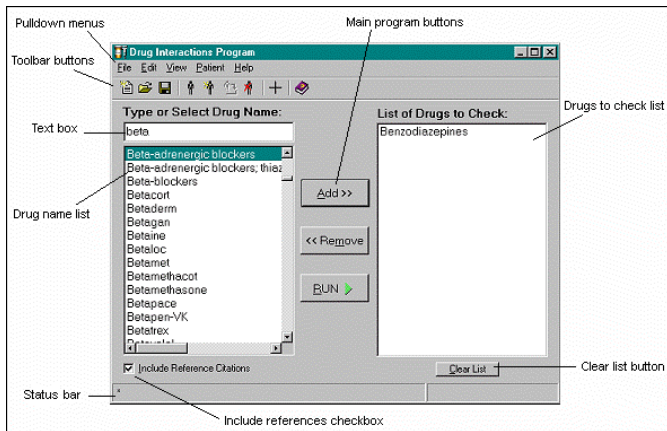
# Getting Acquainted with the Program

## Program Windows

The program has three windows: the Main Window, the Report Window and the Split Viewer Window. The following paragraphs provide an example window, identify its elements, and describe its purpose.


### Main Window

As its name implies, the Main Window is the primary program window. It is displayed when the program is started and running. From this window you will run the program, create drug lists, run interaction reports, manage reports and patients. A description of each window element is provided below.



Main Window	Element Descriptions
-------------	----------------------

Pulldown menus	The pulldown menus define all the actions of the program and provide an organized and easy way for you to select those actions. See Pulldown Menus on page 17 for details.
----------------	--

Main Window	Element Descriptions
Toolbar buttons	The toolbar buttons replicate the most common pulldown menu commands. See Toolbar Buttons on page 23 for more details.
Text box	<p>Upon program startup, the cursor is in the Type or Select Drug Name text box. The drug name must be entered in this box. You may type it into the box or you may select a drug from the list below to enter the drug name into the text box.</p> <p> Partially typing a drug name causes the list box (with option Auto Scroll List Box on) to find the name you are typing. Once the list box is highlighting the drug you want, simply click the drug name or press Shift+Enter and the drug will be added to the List of Drugs to Check.</p>
Drug name list	The drug name list is a scrolling list box on the left side of the Main Window. Clicking a drug name in that list will put that drug name in the Type or Select Drug Name text box. Double clicking a drug name will add that drug name to the List of Drugs to Check.
Status bar	<p>The status bar is a horizontal strip, at the bottom of the window that is divided into two segments. If the List of Drugs to Check contains a list that has been named and saved, the left segment will show the name of that file. If the list has been opened as a defined patient, the name of that patient will be in the left segment. The right segment will show the date that the list was last saved.</p> <p>You will see a ' * ' character in the left segment at times. This indicates that a drug list has been changed but not saved. If a ' * ' is alone in the left segment, that indicates that you have started a list, but have not named and saved it.</p>

Main Window	Element Descriptions
	A ' * ' character appended to the end of a .pdl file or patient name indicates that you have made changes to the list and have not yet saved those changes to that .pdl file or to the patient's name.
Include Reference Citations check box	You have the option of having reference citations included in Interactions Reports. Selecting this box will include references.
Clear List button	Clicking this button will clear the drugs from the list. By default, clicking the button will issue a warning message to verify that you really want to clear the list. To disable this warning go to View   Options   General and clear the checkbox for Disable Clear List Warning.
List of Drugs to Check	This is the list of drugs that will be checked for interactions. Up to 50 drugs may be entered. Drugs are added to this list either by typing the drug name in the text box or by clicking the drug name in the scrolling list then clicking the Add button. You can also double click a drug to add it to the list. Remove drugs from the list using the Remove button or the Clear List button.
Main program buttons	<b>Add</b> - Once a drug name is entered into the Type or Select Drug Name text box, clicking the Add button will add the name of that drug into the List of Drugs to Check. The program will check to make sure that the drug name exists in The Medical Letter database of drugs and warns if it is not found there. Up to 50 drug names may be added to the list.

## Main Window

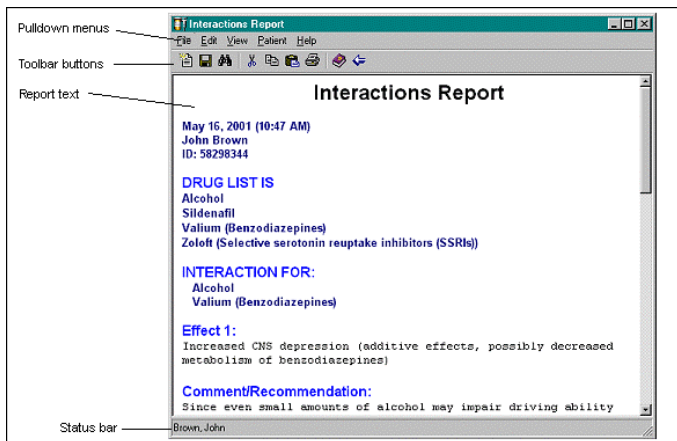
## Element Descriptions


**Remove** - If a drug name has been added to the List of Drugs to Check and you want to delete it from the list, click the drug name to select it, and then click the Remove button. To remove all the drug names from the List of Drugs to Check, click the Clear List button underneath the box.

**RUN** - Once you have added all the drugs to the List of Drugs to Check, click the RUN button to see the interactions between the drugs in the list.

## Report Window

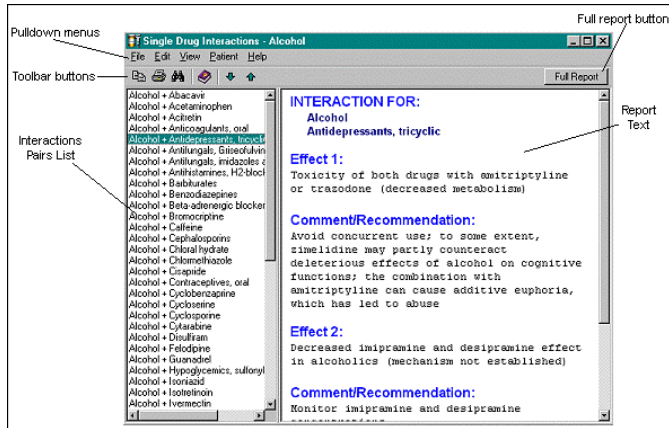
The Report Window is opened when the RUN button is clicked and when more than one drug is in the List of Drugs to Check. Using the elements (i.e., pulldown menu, toolbar buttons, etc.) of this window you can view and edit the report. Also, you can save the report using any desired name. A description of each Report Window element is provided in the table on the next page.



Report Window	Element Descriptions
Pulldown menus	The menus define all the actions of the program and provide an organized and easy way for you to select those actions. See <i>Pulldown Menus</i> on page 17 for details.
Toolbar buttons	The Toolbar buttons replicate the most common actions of items in the pulldown menus of each window. See <i>Toolbar Buttons</i> on page 23 for details.
Report text	<p>The report text area contains the result of the search for interactions between drugs. To include a list of reference citations with the interactions, select the Include Reference Citations check box before clicking RUN.</p> <p> <b>Customizing your report</b> – You can customize the look of your report and change the fonts that are used for the various items in the report. The menu selection View   Options   Fonts will get you to the correct dialog to make changes. See page 16 for information on customizing the report.</p>
Status bar	The Status bar is a horizontal strip (or bar) at the bottom of the window. If the current Interactions Report has not been saved as a file, then the name of the .pdI (Patient Drug List) file will be in the status bar. If you are working under a defined patient, the name of that patient will be in the Status Bar. If the report generated was not from a saved .pdI, then you'll see a ' * ' character in the Status Bar. If the interaction report has been saved as a .txt file or an .rtf, then the name that it was saved to will be in the Status Bar.

## Split Viewer Window

This window allows you to view all the interactions for one drug. This is presented with the list of pairs on the left and the interactions report to the right. Selecting View | Full Report or clicking the Full Report button combines all the reports for each pair into one report. Using the pulldown menu, toolbar buttons, etc. of this window you can view the report and save it using any desired name.



Split Viewer Window	Element Descriptions
Pulldown menus	The pulldown menus define all the actions of the program and provide an organized and easy way for you to select those actions. See <i>Pulldown Menus</i> on page 17 for details.
Toolbar buttons	The Toolbar buttons replicate the most common actions of items in the pulldown menus at top of each window. See <i>Toolbar Buttons</i> on page 23 for additional information.

Split Viewer Window	Element Descriptions
Interactions Pairs List	<p>The Interactions Pairs List is the list of drug pairs. Highlighting a drug pair shows the relevant interaction data in the Report Text window. A drug pair can be highlighted by: scrolling through the list using the up and down arrow toolbar buttons, the up and down arrow keys on your keyboard or mouse click a drug pair.</p>
Report Text	<p>This area of the window contains the interaction data for the pair of drugs that is highlighted. The text is in a scrollable window. If you want a list of reference citations with the interactions, check the Include Reference Citations check box on the Main Window first. Also, the menu selection View   Options   General will bring you to a similar check box that will do the same thing.</p> <p>You can customize the look of your report and change the fonts that are used for the various items in the report. The menu selection View   Options   Fonts will get you to the correct dialog to make changes.</p>
Full Report button	<p>This button is visible only when the Split Viewer Window has been opened to view interactions for a single drug. Before the button is clicked, only data for a single pair is shown in the report text window. Clicking the Full Report button will merge all the data for all the drug pairs in the Interactions Pairs List into one report.</p>

### ***Changing Program Options***

Various features of the program can be changed using View | Options | General on the menu bar. Selecting a feature opens a dialog that allows you to set program options.

General Options	Description
Show Toolbar buttons	Selecting this check box will show toolbars on the Main, Report, and Split Viewer Windows.
Auto scroll drug selection list	Selecting this check box allows the program to automatically scroll to the drug name closest in alphabetical order to the characters you have typed.
Disable Clear List Warning	Selecting this box disables this prompt. Thereafter, when you click the Clear List button on the Main Window you will not be prompted if you want to clear the list.
Include Reference Citations	If you select this check box the reference citations will be included in your Interactions Reports.
Include Patient Notes	Select this check box to include patient notes in your interactions reports.

### ***Changing Font Options***

The program and the Interactions Reports appearance can be customized using View | Options | Fonts on the menu bar. When selecting this a dialog opens that allows you to set font options. Keep in mind that you must click the Apply button for changes to take effect.

Font Options	Selection	Description
Main Window	Right and Left Drug Lists	Click the Change button next to this option to change the font characteristics of the Drug Name List and the List of Drugs to Check.

Font Options	Selection	Description
Report Window	Normal Heading Drug Names Alerts Titles	Click the Change button next to an option to change the font characteristics for the report category.
Split Viewer Window	Interaction Pairs List	Click Change next to this option to change the font characteristics for the Interaction Pairs List.
Reset to Default Fonts	Click	Click this button to return to the settings that existed when the program was installed.

### ***Pulldown Menus***

Pulldown menus define all the actions of the Adverse Drug Interactions Program and provide an organized and easy way for you to select those actions. There are five menus: File, Edit, View, Patient, and Help. To access the menu items, simply click the menu category word. The menu for that category will be displayed (pulled down). Next, click one of the action words (commands).



Sometimes a command will be dimmed which means you will not be able to select the action if it is not relevant to the window that is currently active.

### **File Menu**

Some File menu commands although the same do different things for the Main and the Report Window. The Split Viewer Window commands (where relevant and not dimmed) are the same as the Report Window.

File Commands	Description
New	Clears the List of Drugs to Check. You will be prompted to save any unsaved drug lists.
Open	Displays the Open dialog for loading an existing drug list into the List of Drugs to Check.

File Commands	Description
Save	<p>Main Window - Saves the current drug list using its current name.</p> <p>Report Window - Saves the current interactions report using its current name or a new name if it had not been saved before. See Save As for report types.</p>
Save As	<p>Main Window - Displays the Save dialog to save the current drug list as a .pdl file using a new name.</p> <p>Report Window - Displays the Save As dialog to save the report as a Text Only (.txt) file or a Rich Text Format (.rtf) file. If a file is saved as an .rtf, it can be opened by Word and most other word processing programs and the font and formatting information will be preserved. If it is saved as a .txt, the font and formatting information will be lost. Text Only files can be opened by word processing applications or Notepad.</p>
Delete	<p>Displays the Delete dialog to delete a selected drug list or selected interactions report.</p>
Recently Accessed Files	<p>Displays a list of recently saved files. Clicking the file name will reopen the file.</p>
Print (Report Window or Split Viewer Window)	<p>Displays the Print dialog so you can print the current report. You can select from a limited number of options and properties in the dialog. After clicking OK, your print job will be sent to your selected printer.</p> <p>You may also click the printer icon on the toolbar to initiate the printing of a report or right-click your mouse while pointing to the report text. This will open a pop-up menu. Select Print from that menu and you will initiate printing of your report.</p>

File Commands	Description
Exit	Main Window - Quit program. Report Window - Close the Report Window and return to the Main Window.

### ***Edit Menu***

Use the Edit menu for working with text in either the Report or the Split Viewer Window. The Edit menu supports Undo, Redo, Cut, Copy, Paste, Select All, and Find.

Edit Commands	Description
Undo	This is a multi-step undo. Actions can be undone up to the last save.
Redo	Reverses the effects of your most recent Undo. Redo has an effect only immediately after an Undo command.
Cut	Removes the text you highlight from the report and places it in the Clipboard.
Copy	Places a copy of the text you highlight in the interactions report in the Clipboard, leaving the selection in place.
Paste	Inserts the text copied to the Clipboard using either the Cut or Copy button.
Select All	Selects all the text in the text window.
Find (on this page)	Opens the Find dialog to allow searching for a word or text string in the report See <i>Search a Report</i> on page 29 for details.

## View Menu

Use this menu to view the full Interactions chart, Food – MAOI chart, P-450 Enzymes chart, and all interactions with a single drug.

View Commands	Description
Interactions chart	Opens the Split Window Viewer to display all of the interactions contained within the program's database.
Food – MAOI chart	Displays a report listing the foods interacting with MAO Inhibitors.
P-450 Enzymes chart	Displays a table showing important relationships between drugs and cytochrome P-450 (CYP) enzymes.
Single Drug Interactions	Displays a report for all interactions with a single drug.
Add One Drug	This command will check one drug independently against the existing drug list without adding the drug to the list. The drug will be checked for interactions one-by-one against each drug in the list. See <i>Add One Drug to the Interactions Report</i> on page 28 for details.
Full Report (Split Viewer window only)	The Split Viewer window is opened for viewing all the interactions for one drug. Drug pairs are listed on the left with the interactions report to the right. Usually, one report representing the selected pair on the left is visible. Selecting View   Full Report or clicking the Full Report button will combine all the reports for each drug pair into one report.
Add Drug (Report Window only)	After the Add One Drug command has run it becomes active but states "Add xxxx" where "xxxx" is the name of the single drug you added. After reviewing the report, you can select "View   Add xxxx" to add that

View Commands	Description
	drug to your existing drug list. Also, there is a button visible on the Interactions Report Window that will do the same thing.
Options	This command opens the Options dialog that has two panes: General and Fonts. These panes list program options you can set to customize your program. See <i>Changing Program Options</i> on page 16 for details.

### Patient Menu

A valuable feature of the program is the ability to create a profile for each of your patients and to save the drugs they are taking or might take as part of that profile. Then, in the future, the Interactions Report for that patient can be re-run at anytime. Managing patient profiles is done using the commands on the Patient menu.

Patient Commands	Description
Find Patient	Opens a panel to allow selection of a defined patient. You may either select the name from the alphabetized list or type in the last name of the patient to find the name in the list. Selecting a name will load the associated drug list into the List of Drugs to Check. See <i>Find a Patient</i> on page 32 for more information.
New Patient	<p>Opens a panel for defining a patient and for entering the patient information. It has text boxes for First Name and Last Name. These entries are required.</p> <p>There is a Record ID text field so that you can use whatever identifying number you want to associate with a patient. This is optional.</p>

Patient Commands	Description
	<p>There is also an area for you to type in notes. The “Include notes...” check box allows you the option of having the notes included in the interactions report. This is also optional. See <i>Add a Patient</i> on page 31 for more information.</p>
Save Patient	<p>Allows you to save the drug list you created under a patient profile using a patient name. See <i>Save a Patient (drug list)</i> on page 32 for more information.</p>
Save As Patient	<p>This command opens a dialog that allows you to save the drug list you have opened for another patient or created without a patient profile to a new patient name or as any existing patient. See <i>Save As Patient</i> on page 33 for details.</p>
Delete Patient	<p>Opens a panel to allow selection of a patient. Selecting a name will delete the patient from the program. See <i>Delete a Patient</i> on page 31 for details.</p>
Edit Patient Info	<p>Opens a panel that will allow you to select a patient name from a list of program patients. Clicking the Edit button will open the Patient Profile dialog and allow you to change any of the information fields. See <i>Edit Patient Info</i> on page 32 for details.</p>
Recently opened patient lists	<p>This area of the pulldown displays the most recently opened patient lists. You can open a patient list by clicking the patient name.</p>

## Help Menu

Use the Help menu commands to not only open the help files but also to get important information about drug interactions and contacting The Medical Letter.

Help Commands	Description
Contents and Index	Opens the typical Windows help panel. Options are given to search the index using a keyword or to browse through the contents of the help files.
Clinical Background	Opens a help window that provides information about the program and information that specifies the criteria for listing interactions, the mechanisms of interactions, and recommendations.
Getting Started	Opens a help window that provides instructions for creating a list of drugs to check for interactions and creating the Interactions Report.
The Medical Letter Home Page	Opens the browser on your machine and connects you to The Medical Letter home page on the internet. This action requires the ability to automatically make an internet connection.
About	Gives information about the current version of the program as well as contact information for The Medical Letter.

## Toolbar Buttons

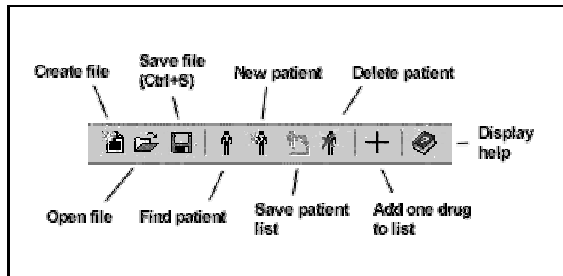
The Toolbar buttons replicate the most common actions of items in the pulldown menus. The buttons will appear raised when the mouse cursor is moved over it, and the button action is displayed. A dimmed button indicates that the action associated with it is not relevant at the moment and nothing will happen if it is clicked. For example, examine the Main Window toolbar on the next page: the button representing "Save patient list" is dimmed. For the Main Window, unless you have defined a patient and are working in the

patient mode, this button is irrelevant and dimmed--any save would need to be done as a regular .pdl file using the Save file button. Similarly, when working with a defined Patient, the Save file button will be dimmed and disabled.

### Main Window Toolbar Buttons

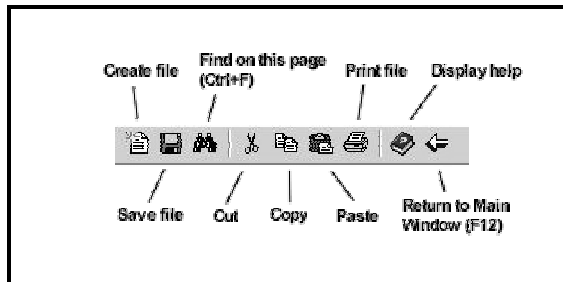


Toolbar buttons are visible on the Main Window by default. To remove them, select View | Options | General and clear the applicable check box. See *Changing Program Options* page 16 for more information.



### Report Window Toolbar Buttons

The Report Window Toolbar buttons are replicated in the pulldown menus except for the Return to Main Window button. Click this button to bring the Main Window to the front leaving the Report Window open.



## Managing Lists of Drugs to Check

### **Overview**

Drug Lists are used to create interactions reports. These lists can be saved to a .pdl file or saved as a Patient name for easier recall.

### **Create Drug Lists**

The first step in using the program is to select drug names from the drug list on the left side of the Main Window and to add one or more drugs to the List of Drugs to Check on the right. There are a few ways to do this:

- Type the name in the Type or Select Drug Name text box and click Add or press Enter.
- Select (highlight) the drug name in the list of drugs and click Add or press Enter.
- Double-click the drug name.
- Begin to type in the name of the drug. When you see that the program has automatically selected the drug you are looking for in the scrolling drug list, press Shift+Enter.
- Once a drug list has been created you can save it as a .pdl file or save it using a patient's name. See *Save a Drug List* below for details.

### **Remove a Drug From the List**

If you want to remove a drug(s) from the List of Drugs to Check:

- Select the drug (highlight it) then click the Remove button.
- To clear the list of all drugs, simply click the Clear List button.

### **Save a Drug List**

A drug list can be saved in one of two ways: as a patient drug list (.pdl file) with a name you would like to use, or as a specific patient name.

### **Save Drug List as a .pdl File**

Saving the drug list using the patient's drug list (.pdl) file allows you to maintain lists of drug interactions that are not unique to a patient. Save the list in one of the following ways:

- If this is a new list, Select File | Save As on the menu bar, type the desired name and click the Save button.
- If this is an existing .pdl that you opened, Select File | Save on the menu bar, Ctrl+S on the keyboard, or right-click the list and select Save to save it using the same file name.

### **Save Drug List to a Patient**

Saving a drug list to a patient allows you to maintain the list of all drugs a patient is using to their name. This eliminates possible confusion regarding what a patient is taking and interactions that can result. Save the list by selecting Patient | Save As on the menu bar. The program displays the Save As Patient dialog. On this dialog you can save the list to either a New or an Existing patient. Once the list is saved to a patient's name you can then open the list to rerun the Interactions Report using the patient's name and the Find Patient command.

## **Managing Drug Interaction Reports**

### ***Overview***

The principal purpose of the program is to create an Adverse Drug Interactions report. The program generates interaction reports by comparing the drugs you listed to the program's interactions database. This section describes how to view, edit, search, print and save reports.

### ***View Drug Interactions***

To view adverse drug interactions reports:

1. Select and add the drug(s) that you want to view interactions for to the List of Drugs to Check. *See Create Drug Lists* on page 25.
2. Run the Interactions Report for the selected drug(s) using one of the following ways:
  - Click the RUN button.
  - Press Enter when the text box is empty.
  - To view interactions for a single drug, only add one drug to the List of Drugs to Check; then select View | Single Drug Interactions on the menu bar, or click RUN or press Enter.

### **Include Reference Citations**

If you want to include Reference Citations select the Include Reference Citations check box before running the report.



You can also include reference citations in Interactions Reports. Select View | Options and select the Include Reference Citations check box on the General tab pane.

### **Include Patient Notes**

Patient Notes can be created when a new patient is added. These notes can be included in the Interactions Reports in one of two ways:

- Select the “Include notes in interactions reports” check box on the New Patient or Edit Patient panels. See pages 21 and 32 respectively for more information. This will add notes for this patient only.
- Select View | Options | General, then the Include Patient Notes check box. This sets the program options to include notes when running an interaction report for any patient. Notes will only be included if they have been created for the patient.

### **View Interactions for One Drug**

The program makes it quite easy to view Interactions of one drug with other individual drugs. To do this:

1. Follow the instructions in *Create Drug Lists* on page 25 and run the interactions with only one drug in the List of Drugs to Check.
2. A split screen viewer window is opened with the pairs of interactions on the left and the Interactions Report for the first pair of drugs in the list on the right.
  - To view other drug pairs highlight the drug pair on the left. You can also step through the list using the green arrow toolbar buttons or the arrow keys on your keyboard. The interactions on the right will be updated as you select the different drug pairs.

- To view all drug pairs click the Full Report button or select View | Full Report on the menu bar.



Each drug pair is listed only once in alphabetical order. For instance, if alcohol is the chosen single drug, Alcohol interacting with Benzodiazepines is listed only once. You won't find Benzodiazepines + Alcohol listed.

## ***View Specialty Reports***

### **Interactions chart**

Selecting “View | Interactions chart” opens the Split Window Viewer to so that you can view the full chart of interactions contained in the program's database. To view other drug pairs, highlight the drug pair on the left. You can also step or scroll through the list using the green arrow toolbar buttons or the arrow keys on your keyboard. The interactions on the right will be updated as you select the different drug pairs.

### **Food – MAOI chart**

Selecting “View | Food – MAOI chart” displays a report listing the foods interacting with MAO Inhibitors.

### **P-450 Enzymes chart**

Selecting “View | P-450 Enzymes chart” displays a table showing important relationships between drugs and cytochrome P-450 (CYP) enzymes.

### **Add One Drug to the Interactions Report**

Once you have created a drug list you may want to determine interactions that could occur if an additional drug were added to the established list of drugs to check. The Add One Drug command allows you to specify the drug and then rerun the Interactions Report. The report will specifically list the new interactions that would occur. In this way you can easily see the interactions without reviewing the entire report or altering the established list of drugs.

To run this command:

1. Make sure that one or more drugs are listed in the List of Drugs to Check box.

2. Select View | Add One Drug on the menu bar or the “+” button on the toolbar.
3. The program opens the Additional Drug Check window.
4. Type the drug name in the Enter Drug to Add box and click OK or press Enter.
5. The program runs the Interactions Report. The report specifically identifies drug interactions for the added drug at the beginning of the Interactions Report.

### ***Edit a Report***

After a report has been run and is displayed in either the Report Window or the Split Viewer Window the program allows for content editing. The typical editing commands of a word processing application (cut, copy, paste, select all, etc.) are available through one of the following actions:

- Selecting the Edit pulldown menu.
- Right clicking anywhere in the report window. Right-click options are more limited than the pulldown menu.



See the *Edit Menu* on page 19 for descriptions of the editing options.

### ***Change the Report Appearance***

The program provides default fonts, font color, and size. You can change these defaults using the View | Option commands. The options you select will apply to all interaction reports. See instructions for *Changing Font Options* on page 16.

### ***Search a Report***

Interaction Reports can be searched for words or text strings using the Find command.

To search a report:

1. Use one of the following methods to open the Find dialog:
  - Select Edit | Find on the menu bar.
  - Click the Find button on the toolbar.

- Right-click anywhere in the report and select Find.
2. The program displays the Find dialog.
  3. Enter the desired word or text string in the “Find what” box and click Find Next.
  4. The cursor moves to the first occurrence of the entered word or text string and highlights the selection. Click Find Next to find the next occurrence.

### ***Print a Report***

Interaction Reports in either the Report Window or Split Viewer Window are printed using the typical Windows print dialog. To open this dialog use any of the following methods:

- Select File | Print on the menu bar.
- Click the printer icon on the toolbar.
- Right-click anywhere in the report window and select Print.

### ***Save a Report***

Reports can be saved as either a Text Only (.txt) or a Rich Text Format (.rtf) file. Text files can be opened by word processing applications or Notepad but the font and formatting information will be lost. Rich Text Format files can be opened by Word and most other word processing programs and the font and formatting information will be preserved.

To save the report:

1. Select File | Save As on the menu bar.
2. On the Save As dialog type the desired File name.
3. On the Save As type drop-down menu select the file type (Text Only or Rich Text Format).
4. Click Save.



Once a report has been saved use File | Save on the menu bar or the Save button on the toolbar to resave the file using the same file name.

# Managing Patients

## **Overview**

A valuable feature of the program is that you can create and maintain a directory of patients. For each patient's profile the directory includes their name, an optional record ID (for example, patient account number), and optional Patient's Notes. In addition, you can save any list of drugs under the patient's name. In this way it is quite simple to manage the drug list and print interaction reports for that patient.

## **Add a Patient**

New patients can be added to the program even if you do not assign a list of drugs to the patient.

To add a patient:

1. Select Patient | New Patient on the menu bar or click the New Patient button on the toolbar.
2. The program opens the New Patient panel for defining a patient and for entering the pertinent related information.
3. Type the patient's First and Last names, an optional Record ID (for example; account number), and Notes that you want to save with the patient file. These notes will be printed in the Interactions Report if you select the Include Patient Notes check box.
4. Click OK when done.



Once a patient has been defined the information can be changed. See *Edit Patient Info* on page 32.

## **Delete a Patient**

Once a patient is deleted it cannot be undone. The patient profile and associated drug list would need to be recreated. The program will ask if you are sure you want to delete the patient. This gives you the option to cancel if the selection is erroneous.

To delete a patient:

1. Select Patient | Delete Patient on the menu bar or click the Delete Patient button on the toolbar.

2. The program opens the Delete Patient panel to allow selection of an existing patient from the list of defined patients in the program.
3. Select a patient name from the list or type the patient's last name, then click Delete.

### ***Find a Patient***

The list of patients may get quite long. This command assists you in finding a patient by allowing you to search the patient list in lieu of simply scrolling the alphabetized list.

To find a patient:

1. Select Patient | Find Patient on the menu bar. The program opens the Find Patient panel to allow selection of a patient. You may either select the name from the alphabetized list or type in the last name of the patient.
2. After selecting a name and clicking Open, the associated drug list, if previously created, will be loaded into List of Drugs to Check. The patient's name will be shown in the status bar and you can edit or create a drug list for this patient.

### ***Edit Patient Info***

The Edit Patient Information command is used to change the information you entered when the patient listing was created.

To edit patient information:

1. Select Patient | Edit Patient Info on the menu bar. The program opens the Edit Patient Info panel that allows you to type in the last name or select by mouse one of the defined patient profiles.
2. After making your selection, click the Edit button to open the patient profile window.
3. You may change any of the information fields. Click Save to make the changes permanent or Cancel to close the patient profile window without making changes.

### ***Save a Patient (drug list)***

This command allows you to save the drug list you have created under a patient profile using a patient name.

To save the drug list to a patient:

1. Select Patient | Save Patient on the menu bar.
2. If there is a patient name associated with the program the name is displayed in the status bar, then the file is saved under the current patient name. If there is not an associated patient name (\* shown in status bar). A dialog asks you to create a new patient profile or save the list to a currently defined patient.

### **Save As Patient**

This command saves the currently displayed drug list that was opened from an existing patient profile or that you have created without a patient profile to either an existing or a new patient. See *Save Drug List to a Patient* on page 26 for more information.

## **Compatibility With Earlier Versions**

Windows 3.1 patient drug list files may be opened with the new program. However, once the file is saved in the new program, it may no longer be used with the old program.

### **Importing old files**

An importing tool is not included because it is not needed—old files may be opened within the new program.

### **Opening an old PDL file**

Select File | Open or click the open file button. The open file dialog opens. Browse to your old folder containing your old .pdl files (the default folder is /dipwin). After selecting a file, the PDL (patient drug list) will be loaded into the List of Drugs to Check. You may save this list as a new Adverse Drug Interactions Program style .pdl file or save it using the Patient feature.

### **Saving an old PDL**

You may save an old file as a new file. Select File | Save or File | Save As. **Caution:** File | Save converts and overwrites your old 3.1 version file which cannot be used by the old program. File | Save As converts your old patient file to the new type and will be saved in a Drug Lists folder in the new program; your old file will not be overwritten and can still be used with the 3.1 program. Both methods give the warning: "Okay to save your old style drug list in

the new drug list format?" If you are saving the file to the new Drug Lists folder the File | Save As dialog opens to the new folder by default, then this is not an issue, but if you are writing over your original file in the old folder (i.e. /dipwin) you may want to consider whether you plan to use your Win3.1 version again.

### **Saving an old PDL file using the Patient feature**

You can save this list under a patient's name using the Patient feature by selecting Patient | Save As Patient. A dialog box will appear. Click New to open the New Patient panel where you may enter the patient's information.

## Keyboard Shortcuts

To...	Press...
Activate the menu bar	F10
Additional drug check (Add one drug)	Ctrl+Alt+A
Add drug in text box to List of Drugs to Check	Enter
Add highlighted drug to List of Drug to Check	Shift+Enter
Carry out the corresponding command on the menu	Alt+underlined letter in menu
Click button (if active control is a button)	Spacebar
Close the current window	Ctrl+F4
Copy text	Ctrl+C
Cut text	Ctrl+X
Delete drug name from Main Window text box	Delete
Delete highlighted drug from List of Drugs to Check	Delete
Delete patient	Ctrl+Alt+D
Edit patient information	Ctrl+E
Exit program	Alt+F4
Find patient	Ctrl+Alt+F
Find text on report page	Ctrl+F
Help	F1
Move between various window controls	Tab
New drug list	Ctrl+N
New patient	Ctrl+Alt+N
Open drug list	Ctrl+O
Paste text	Ctrl+V
Print report	Ctrl+P
Redo text changes (in Report Window)	Ctrl+R
Run interactions check (when text box is empty)	Enter
Save drug list (in Main Window)	Ctrl+S
Save interactions report (in Report Window)	Ctrl+S
Save patient list	Ctrl+T
Save current list as patient list	Ctrl+Alt+T
Switch between Main Window and Report Window	F12
Undo text changes (in Report Window)	Ctrl+Z