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Introduction

This PharmNet® User Guide is used to prepare pharmacy system users to use applications from Cerner Corporation in daily work activities. The User Guide contains general PharmNet information as well as information specific to your organization. Use the PharmNet User Guide during training to become familiar with the PharmNet applications and keep it handy for reference when working on the PharmNet system.

Your organization and site will outline specific policies for the use of the PharmNet system. If you are uncertain about how to use PharmNet applications in accordance with hospital policy, contact your supervisor or a super user.

This PharmNet User Guide contains activities designed to give hands-on experience with the PharmNet software. Be sure to complete each activity in accordance with the instructions given during class.

Learning Objectives

At the end of this session, class participants are able to perform the following tasks:

• Log in to PharmNet.
• Add patient demographic information.
• Add a patient note.
• Add an allergy.
• Enter orders in PharmNet - Medication Order, Intermittent Order, Continuous Order, Order Set, IV Set, and Template Non-Formulary Order.
• Perform Order Profile actions – Cancel, Copy, Discontinue, History, Inquiry, Label, Modify, Pass, Renew, Reschedule, Resume, Suspend, and Void.
• View Results.
• Run a batch report.
• Charge/Credit a dose.
Information Security and Confidentiality

When dealing with computerized healthcare records, specific confidentiality and security issues must be followed to protect the patient. Also, there are increasing Health Insurance Portability and Accountability Act (HIPAA) and Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) regulations that dictate how these records are handled.

1. Never reveal your password. You are held responsible for all actions completed under your log-in.
2. The system keeps an audit trail, or record, of who enters each chart and when. It records who read the chart and who recorded each piece of information in the chart.
3. Not every employee is allowed to see or perform every activity on the computer.
4. Do not leave the computer while logged on.
5. Do not access any charts that do not apply to your current job.
6. Signing into the electronic chart is legally equal to your signature.
1. Signing on to the PharmNet System

Finding PharmNet Applications

Included below are the steps to launch the AppBar

1. Locate the appbar.exe icon.
2. Double-click to select and open the AppBar application.
3. The Log-On window is displayed with the cursor in the User Name box.
4. Enter or select the training user name that has been assigned to you.
5. Enter your training password in the Password box.
6. Enter or select the domain you were instructed to use for this training session. This identifies the HNA Millennium® network you are accessing during the training period.
7. Click OK, or Press ENTER.

Note: After you log on once to a specific machine, the cursor is displayed in the Password box. If multiple users share a machine, you can need to re-enter your user name.
Exiting an Application

To close an application, select Exit from the Task menu, or click the X in the upper-right corner of the main application window.

Selecting Exit From the Task Menu

The Task menu is located in the top left corner of the application. Click Task to expose the Task Menu Options.

Click Exit to shut down Medication Manager and exit the application.

X in the Upper Right Corner

Three buttons display in the top right corner of the application. Press the X button to shut down Medication Manager and exit the application.
2. PharmNet Medication Manager

Use PharmNet Medication Manager to enter new medication orders. Medication Manager helps you with the basic tasks of viewing all orders, identifying a patient, selecting pharmacy products, and entering, reviewing, and modifying orders. You can also access a dynamic store of demographic, clinical, and therapeutic information about a patient. This makes it easy to check a patient’s health status and implement an individualized drug therapy.

To access Medication Manager, complete the following steps:

1. From the AppBar, Select Medication Manager.
2. Enter your training user name and password.
3. Verify that the domain is correct. If not, enter the correct domain in the Domain box.

**Note: Your trainer provides you with the domain.**

4. Click OK or press ENTER to display the Medication Manager window. This is the main application window.
# Toolbar Elements

The Medication Manager toolbar contains the following elements:

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Change Patient" /></td>
<td><strong>Change Patient.</strong> Allows you to select a new patient</td>
</tr>
<tr>
<td><img src="image" alt="Demographics" /></td>
<td><strong>Demographics.</strong> Displays the Demographics dialog box that allows you to enter demographic information for a patient</td>
</tr>
<tr>
<td><img src="image" alt="What's This? Help" /></td>
<td><strong>What’s This? Help.</strong> Offers helpful information when available</td>
</tr>
<tr>
<td><img src="image" alt="Launch PowerChart" /></td>
<td><strong>Launch PowerChart.</strong> Allows you to launch the PowerChart® application</td>
</tr>
<tr>
<td><img src="image" alt="Slide Bar Options" /></td>
<td><strong>Slide Bar Options.</strong> Displays the Bars context menu that lets you resize or change the order of the Demographics, Allergies, and Medications bars; user customization features are still being developed</td>
</tr>
<tr>
<td><img src="image" alt="Spreadsheet Options" /></td>
<td><strong>Spreadsheet Options.</strong> Displays the Spreadsheet context menu that lets you establish user preferences for working with a spreadsheet; user customization features are still being developed</td>
</tr>
</tbody>
</table>
Options Menu

The Options menu has allows you to customize the “view” which displays unverified orders.

Sort By

The Sort tab allows you to specify how orders are sorted within the Unverified Orders Monitor tab. Example criteria include (but are not limited to): Name, Start Date/Time, Communication Type, Order Sentence, etc.
**Columns**

The Columns tab allows you to specify the columns displayed on the Unverified Orders Monitor tab, as well as the order in which they appear. Check/Uncheck items to add or remove them from the monitor, select a column and use the Up/Down arrows to change the column position.

**Filters**

The Filters combo box allows selection of specific criteria for viewing in the Unverified Orders Monitor spreadsheet.

**User Preferences**

User Preferences are used to define preferences for colors, location display, refresh time interval and time ranges. The troubleshooting preference should only be used by support personnel.
**Location Display**

The location display allows the selection of data elements to be displayed in the location column of the Unverified Orders Monitor spreadsheet; Facility, Building, Nurse Unit, Room and Bed.

![Location Display](image)

**Refresh Time**

The Refresh Time defines how often the Unverified Orders Monitor spreadsheet will automatically refresh.

![Refresh Time](image)

**Time Ranges**

The Time Range sets the windows of time for the three tiers displayed in the status monitor tool bar. The time tiers are also used to determine the color coding of the orders.

![Time Ranges](image)
Selecting a Patient

When selecting a patient, you can use a portion of the patient’s name to begin a search. When you open the application, the cursor is set in the Enter Search method box of the Medication Manager window. The default search method, to search by a patient’s name, is indicated by the prompt, **Enter a Patient Name**.

Complete the following steps to select a patient by name:

1. Enter the name—last name followed by first name, separated by a comma. You can enter a full or partial name.

   **Note:** When entering a partial name for search purposes, you can use an asterisk (*) to represent unknown or unspecified characters at the beginning or in the middle of the name.

2. If the system finds a unique match, the patient’s clinical summary information is displayed in the Clinical Summary window list. Information about the patient is displayed under each of the bars: Demographics, Patient Note, Reason for Visit, Allergies, and Medications.

Initially, you are prompted to Enter a Patient Name. You can also search for a patient’s orders by Visit Number or medical record number. Decide which method to use.

The icon displayed in the Select a Patient focus changes based on the search method selected. The following icons are used:

- **Person Name**
- **VISIT NUMBER (FIN)**
- **MRN (Medical Record Number)**
Searching For a Patient Using Visit Number

If multiple matches or no matches are found when you enter a patient name, visit number, or MRN, in the Enter Search method box, the Encounter Search dialog box opens, allowing you to define your search further.

To locate a patient, complete the following steps:

1. If multiple patient matches are found, select the appropriate patient by clicking the patient record with the mouse or use the UP ARROW and DOWN ARROW keys to navigate to the patient record.

2. The lower section of the Encounter Search dialog box displays all encounters for the patient selected. If multiple encounters are displayed, the active encounter is displayed first. Select the encounter for which an order or clinical summary information is entered by highlighting it, or use the UP ARROW and DOWN ARROW keys to navigate to the correct encounter.

3. If multiple patient matches are not found, enter the first few letters of the patient’s last name in the Name box. To further narrow the search, enter the patient’s full name—last name followed by first name, separated by a comma.
4. You can narrow your search even further by entering information in any of the remaining boxes of the Encounter Search dialog box. It is not necessary to enter information in all of the boxes. The default filters described below are displayed, if no custom filters have been defined. For more information on how to use custom filters, see online help for Encounter Search.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name box</td>
<td>Enter the first few letters of the patient’s last name (and the patient’s full name, if you want to narrow your search).</td>
</tr>
<tr>
<td>MRN box</td>
<td>Enter the patient’s MRN.</td>
</tr>
<tr>
<td>SSN box</td>
<td>Enter the patient’s social security number.</td>
</tr>
<tr>
<td>Birth Date spin box</td>
<td>Enter the patient’s date of birth in MM/DD/YYYY format (or select the appropriate date using the calendar).</td>
</tr>
<tr>
<td>Gender list</td>
<td>Select the patient’s gender.</td>
</tr>
<tr>
<td>Visit Number box</td>
<td>Enter the patient’s visit number.</td>
</tr>
<tr>
<td>Location list</td>
<td>Select the patient’s location.</td>
</tr>
</tbody>
</table>

5. Select the correct patient from the list of patient records.
6. If multiple encounters are displayed, the most recent encounter is displayed first. Review the encounter type the Enc Type column and the discharge date in the Disch Date column. Select the encounter you want to view.

7. Click OK or press **ENTER**. The patient’s clinical summary information is displayed in the Medication Manager window.
## Patient Banner

The Patient Banner at the top of Medication Manager is populated with information specific to the patient that has been selected.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Name</td>
<td>The patient's name and an icon that indicates a lock on the patient data</td>
<td></td>
</tr>
<tr>
<td>MRN</td>
<td>Medical Record Number</td>
<td></td>
</tr>
<tr>
<td>Visit Number</td>
<td>Visit Number</td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td>The age of the patient</td>
<td></td>
</tr>
<tr>
<td>Race</td>
<td>The patient's race</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>The patient's gender</td>
<td></td>
</tr>
<tr>
<td>Admitted</td>
<td>The date the patient was admitted to the hospital</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>The location (room and bed) where the patient has been admitted in the hospital</td>
<td></td>
</tr>
<tr>
<td>Physician</td>
<td>The admitting physician</td>
<td></td>
</tr>
</tbody>
</table>

The information available in the Patient Banner includes:
Search for New Patient (Change Patient)

After completing work for a patient, the Submit button in the lower right corner of Medication Manager must be clicked to save the changes.

To switch to a new patient, do the following:

• Press the Change Patient Button on the Medication Manager toolbar.

If there is work to be saved for the patient, a message warns of the potential for losing data and check for preferred action.

Pressing YES results in losing all work, including all orders in process for the patient during the session.
Patient Lock

When a patient has been selected and is visible in Medication Manager, the system has acquired a lock on the patient’s data. The closed lock icon is displayed next to the patient name to indicate that the user has sole access to this patient’s data. The lock prevents other users from accessing and updating the patient record while it is in use by another user.

If the selected patient’s is in use by another user, a message is displayed to indicate that the patient’s record is locked.

The length of time that a user can hold a lock on a patient's data is established by your facility. The amount of time remaining on the lock is displayed in the Patient Locked dialog box. Press the exclamation point button to update the time remaining.

Note: At this time, only managers have the ability to change the patient lock status. If you encounter a situation where a patient lock needs to be broken, please see your manager.
It is possible to view the patient's data without disturbing the user who has a lock on the patient's data. Press the Inquire button to view the data in read only mode. When viewing the patient's data in view only mode, the icon next to the patient's name indicates that the user does not have a lock on the patient's data.
Practice Scenario - Searching for a Patient

In this scenario, you learn how to log in to the Cerner Application Toolbar (Appbar) and PharmNet. The Appbar enables quick and easy access to PharmNet applications. You then search for your specific training patient.

1. On the desktop, double-click the Appbar icon. At the Cerner Millennium® log-in box, type your user name in the User Name box.

![Cerner Millennium® log-in box](image)

2. Tab to the Password box and type your assigned training password.
3. Click OK.

5. Click the App Bar button.
6. Your role specific AppBar displays. (During training, your view may be different than when the system goes live.)

7. Icons that may appear on your AppBar, depending on your job role, include
   - Batch Dispensing
   - Batch Report
   - Charge/Credit Entry
   - Medication Manager

8. Click the Medication Manager icon.

9. The Medication Manager displays.
To select a patient, you can search by a patient’s name, visit number, or MRN.

1. If you know patient’s name, type it in the Name box (last name, first). In this scenario, use your specific training patient.

   **Note:** If you receive multiple name matches when doing a patient search, you must use the MRN to further narrow your search.

   - Enter a patient name:
     - pharnnet, test

2. Press the **Enter** key. The Search box displays.

   **Note:** You can also click in the Name box and press the Enter key. The Search box displays with no patients listed.
Note: If a patient does not display in the Search box, enter the patient name in the Name field (last name first). Enter additional search information if available (MRN, Gender, Birth Date, and SSN).

Note: Multiple patients can display. Review the patient’s encounter to ensure you select the correct encounter.

3. Select the correct patient and patient encounter.
4. Click OK.
5. You have successfully opened the patient’s chart when the patient’s name displays in the Name box.

7. Search for a patient with the last name Viewonly.

8. Select any patient with that last name and an encounter.

9. Click OK.

10. If you receive a Patient Lock Notice, click Close and try a different patient with the last name Viewonly.

11. View the patient’s information.

12. Close the patient’s chart.
3. Clinical Summary Information

Displaying a Patient’s Clinical Summary Information

The Clinical Summary window provides additional information about a patient. The information in the clinical summary can be entered by the Pharmacy staff. You can add, view, or modify patient demographics, allergies, and adverse effects. You can also add and view patient notes.

If clinical summary information is not displayed on the left side of the PharmNet Medication Manager window, click the Bars Options button on the toolbar to display the Bars context menu. Select the Size To Contents option. Clinical summary information is displayed in the Demographics bar, Patient Notes bar, Reason for Visit bar, Allergies bar, and Medications bar.

If information is listed under a bar, the number of items is displayed in parentheses in its title. Click the bar to expand or contract the list. To view a long entry, position the cursor over it. A dialog box displays the complete entry.

Note: The Medications list provides an overview of active items only. For more detail, you can review the patient’s orders profile in the Profile tab.
**Exercise:**

1. In *PharmNet* Medication Manager, with your assigned patient selected, display clinical summary information in the Clinical Summary window.
2. Review the list of items under each bar.
3. Review each item.
Demographic Details

Demographic information can be entered by the pharmacy staff. Viewing, Adding, and Modifying (or Updating) Demographic information is all done in the Demographic details dialog box. Click any of the information under the Demographics bar or click the Demographics button on the toolbar to display the Demographics dialog box.

Viewing Demographic Details

1. If Height, Weight, and Creatinine values have previously been entered, the most recent demographic details are displayed in the Demographics dialog box. To view historical data, see the Results flowsheet.

2. Note the patient’s age and gender. Under Measurements, review the patient’s height, weight, and creatinine level. Under Calculations, review the patient’s body surface area (BSA), ideal body weight (IBW), and creatinine clearance (CrCl). Review the calculation method used to determine each result. Calculation methods are based on age, gender, height, and weight information. (Note the result date and time for the demographic information.)

3. To exit the Demographics dialog box without updating Demographic data, click CANCEL. The Demographic dialog box closes, ignoring any changes that have been made.
Adding and Modifying Demographic Information

When new Demographic information about a patient’s height and weight level is available, the Demographics dialog box lets you enter or update that information. BSA, IBW, and estimated creatinine clearance (CrCl) are calculated from these values. Complete the following steps within the Demographics dialog box to add or modify demographic information:

1. Under Measurements, enter the patient’s height in the Height box and make a selection from the adjacent list to define how height is measured. Then, enter the patient’s weigh, and select the preferred measurement method for each.

2. Under Calculations, review the default calculation method and result for BSA, IBW, and CrCl. The result and calculation method displayed are based on defaults defined for the patient’s age, gender, height, and weight.

3. Click Submit to save the data and close the Demographic dialog box. The new demographic information is displayed under the Demographics bar of the Pharmacy Medication Manager window.
Exercise:

1. In PharmNet Medication Manager, select your specific training patient. Review clinical summary information in the Clinical Summary window.

2. Access the Demographics dialog box to view the patient’s BSA, IBW, and CrCl results.

3. In the PharmNet Medication Manager window, with your assigned patient selected and the Clinical Summary window displayed, modify the existing demographic information for the patient by changing the patient’s height and weight.

4. Review each item under the Demographics bar in the Clinical Summary.
Working with Allergy Information

**Overview of Allergy**

Use Allergy List to review all recorded allergies for a patient. The allergies listed were set up at your site using a common nomenclature. This allows you to work with codified allergies using standardized names. By default, the allergies are listed alphabetically by substance. To sort by any column, click the column heading. Allergy List is used to add, modify, and view allergies. You also can add comments to an existing allergy in the list. Codification allows for documentation and interaction notification, such as in the case of drug-allergy reactions.

**Opening Allergy List**

Under the Allergies bar, click **Click here to add a new allergy**... or click any existing allergy or the white space under the allergy bar.

![Allergy List](image)

Note: If there is no visible white space under the allergy bar, click the allergy bar to display the **Click here to add a new allergy** message.
**Viewing an Allergy**

Complete the following steps to view an allergy in Allergy Profile:

1. Select an allergy from the list of allergies.
2. Right-click the selection, then select View [allergy]. The View Allergy dialog box opens.

<table>
<thead>
<tr>
<th>Substance</th>
<th>Category</th>
<th>Reactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>cephalexin</td>
<td></td>
<td>Add New...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Modify cephalexin...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View cephalexin...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View History of cephalexin...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cancel cephalexin...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mark As Reviewed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Display...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Check Interaction</td>
</tr>
</tbody>
</table>

3. Confirm that the name of the allergy you are modifying is displayed in the Substance box. Since you are viewing and not modifying the allergy, all fields and buttons are inactive and cannot be changed.

4. Review the displayed information.

5. Click Cancel.
Adding an Allergy

Complete the following steps to add an allergy to Allergy Profile:

1. Right-click in the Allergy Profile.
2. Select one of the following commands:
   - Add New Drug Allergy...
   - Add New Drug Side-Effect...
   - Add New Other...

3. The New Allergy dialog box opens. Select a substance from your My Favorites list of allergies, or use the Search tab.

4. Confirm that the name of the allergy you are adding is displayed in the Substance box and that the reaction date is correct in the Date of Reaction box.

5. If the free-text box is not selected, click the ellipsis button on the right of the box to select a codified allergen. If the free-text box is selected, you can type a free-text entry. This entry is not codified.
6. Select a reaction type.

7. Select signs and symptoms. Use the search panel on the left to locate coded reaction symptoms from ICD-9 (International Classification of Disease) databases or enter a free-text description of the reaction symptoms.
8. Select status, onset, severity, source, and so forth by entering data into the boxes or selecting from the lists.

9. Add comments. Click Add Comment to add your comments. Comments are displayed in the Comments box.

10. Click OK. The new allergy is added to the list.
Modifying an Allergy

Complete the following steps to modify an allergy in Allergy List:

1. Select an allergy from the list of allergies.
2. Right-click the selection, then select Modify [allergy].

3. The Modify Allergy dialog box opens. Confirm that the name of the allergy you are modifying is displayed in the Substance box.

4. Make your changes to the displayed information. For information about the Allergy dialog box, click here.

5. Click OK.

Note: The changes you made take effect immediately. The modification time shows up in the history along with the date.
Adding a Comment to an Allergy

Complete the following steps to add a comment to an allergy in Allergy List:

1. Select an allergy from the list of allergies.
2. Right-click the selection, select Modify [allergy]. The Modify dialog box opens.
3. Enter your comments in the Comments group box, toward the bottom of the dialog box.
4. Click OK. If an allergy has a comment attached to it, you see a paperclip icon in the Comments column.
5. To view the allergy comments from most recent first, select Chronological. To view the oldest notes first, select Reverse chronological.
**Sorting Allergies**

Allergies are sorted alphabetically by substance in Allergy List. To change the sort order, click the column heading by which you want to sort. Clicking a column heading and the listed allergies for that patient sorts the information in that column in alphabetic order.

**Using the Favorites Folder in Allergy List**

Use your Favorites folder to hold your most commonly-used allergies. The same Favorites folder is used to add allergy substances and allergy reactions. You can make only one selection at a time when adding from Favorites.

To add a favorite to your folder:

1. Right click on allergy profile.
2. Select one of the following commands:
   - Add new drug allergy.
   - Add new drug side effect.
3. The New Allergy box opens.
4. Use the Search tab to search for a drug name.
5. Highlight the drug.
6. Right click on the drug and click Add to Favorites.
7. Use the same process for Adding a New Side Effect

**Setting Preferences for Allergy List**

There are two methods of setting Allergy Profile preferences.

1. Select Allergy from the menu bar, then Preferences. The Preferences dialog box opens. Set your preferences. Click OK.
2. Set preferences in Allergy Profile by manually setting preferences right in the profile, as you want the profile displayed. Then save those preferences, as they as set, by selecting Allergy from the menu bar, then Save Preferences.
Practice Scenario - Adding an Allergy

The Allergies bar displays information on allergies or adverse effects from which a patient suffers. From this bar, you can access the New/Modify Allergy dialog box that allows you to enter, view, or modify allergy details.

Policy: Nursing provides height/weight to the Pharmacy. If height/weight is not received, call the nurse to receive the appropriate information.

1. Click the Allergies bar.

2. Click in the allergies area. The Allergy window displays.

3. Click the Allergy link. Select Add New and Drug Allergy from the menu options.

4. The New Allergy window displays.
5. Type penicillin, or at least three letters of the allergy name, in the Search box.

6. Click Search.

7. Locate the allergy.

8. Double-click the allergy. The allergy displays in the allergy substance box. In this scenario, select the generic penicillin.

Note: There can be a list of the same allergy name that displays. Look to the Code column to choose the desired allergy.
9. Verify the Category in the Substance section.

10. Type the reaction symptom in the Search box or select Add Freetext.

**Note:** If you choose to free text an allergy, the *Multum®* database does not check the entered allergy. Only searched allergies are checked in the *Multum®* database.

**Note:** The search option is now changed from Substance to Reaction.

11. Click Search.

12. Locate the reaction symptom.

13. Double-click the general Rash reaction symptom.
14. Complete additional information as appropriate, such as onset and info source.

**Note:** Click Add Comment to add any comments to the allergy.

15. Click Apply.

16. Click OK.

17. The updated allergy displays in the Allergy Profile window.
Modifying an Allergy

1. With the Allergy Profile window open, right-click the penicillin allergy and select Modify.

2. The Allergy details window displays.
3. Modify the allergy Severity and Onset information.

4. Click OK.
Working with Patient Note Details

Viewing Patient Notes

1. Click anywhere under the Patient Notes bar to display previously entered information about the patient.

2. After you review the patient's notes, click Cancel to close the dialog box.
Adding Patient Notes

1. Click anywhere under the Patient Notes bar to bring up the dialog box.
2. Enter the notes you want to add in the Additional New Text box.
3. Click OK. The note includes a date and time stamp as well as the user who entered the note.
Practice Scenario - Adding a Patient Note

The Patient Note bar lets you access detailed notes about a patient’s condition, medical treatment, or drug therapy. From this bar, you can open the Patient Note window that allows you to enter and view patient notes.

1. With your test patient open, click the Patient Note bar.

2. Click in the Patient Note area. The Patient Note box displays.

3. Click in the Additional new text box.

4. Enter a patient note (for example, patient unable to swallow pills).

5. Click OK.

6. The updated patient note displays in the Patient Note area. (Click the blue plus sign to view or edit the patient note.)
Viewing Reason for Visit

Reason for Visit information reflects the admitting diagnosis. A description of the reason the patient was admitted to the hospital displays under the Reason for Visit bar in the Clinical Summary.

To view the reason for visit in the Reason for Visit dialog box:

1. Click anywhere under the Reason for Visit bar to bring up the Reason for Visit dialog box.

   **Note:** If no white space displays below the Reason for Visit bar, click directly on the Reason for Visit bar to reveal white space. Then click anywhere under the Reason for Visit bar to access the Reason for Visit dialog box.

2. Review the Reason for Visit.

3. Click OK.
Results Tab

Viewing Results

During the patient’s stay at a facility, various clinical results are recorded for the patient. These results are recorded only from the University of Miami lab; no other hospital data displays here. They can be viewed in the Results tab of the Medication Manager window. To view results, complete the following steps:

1. In the PharmNet Medication Manager window, click the Results tab. Results for the patient are displayed, including information entered in the Demographics dialog box.

2. By default, the Flowsheet list displays All Results Flowsheet, and the View Level list displays All Result Sections. The Navigator check box for each result type is selected to display all result information for a patient across the continuum of care. Change the display by selecting or deselecting any of the Navigator check boxes. You can scroll through the Information bar to view the result dates.

Use the arrows at each end of the clinical range bar to adjust the beginning and ending dates for the event window.

Exercise:

1. In PharmNet Pharmacy Medication Manager, with your assigned patient selected, access the Results tab.

2. Check that the patient’s BSA, height, and weight results were recorded.
Profile Tab

This tab is seen whenever a patient's information is loaded into Medication Manager. Use the Profile tab of the PharmNet Medication Manager window to view, or make changes to an existing order. Depending on the order’s status, various profile actions are available. You can perform these actions by clicking the Action cell for an order and selecting an action. The available options include Cancel, Copy, Discontinue, History, Inquire, Label, Modify, Pass, Renew, Resume, Suspend, and Void.

The Profile Tab contains several screen elements that are of interest during order entry and modification.

<table>
<thead>
<tr>
<th>Buttons</th>
<th>Enter search string to find a drug.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply</td>
<td>Execute the currently selected action(s).</td>
</tr>
<tr>
<td>Cancel Button</td>
<td>Cancel all work that has been performed for the patient in the current session.</td>
</tr>
<tr>
<td>Submit Button</td>
<td>Save all work that has been performed for the patient in the current session.</td>
</tr>
</tbody>
</table>

When the patient's information displays in the Medication Manager Order Entry screen, select the patient's Profile tab to view the Profile spreadsheet. The Profile tab is a spreadsheet view of the patient's medication profile. The Profile spreadsheet has ten columns.

<table>
<thead>
<tr>
<th>Drug</th>
<th>Profile Actions (A)</th>
<th>Status</th>
<th>Order Sequence</th>
<th>Stat</th>
<th>Stop</th>
<th>Order Type</th>
</tr>
</thead>
</table>

The columns, some with titles and some without titles, are:

**Profile Actions (A)**

Select Profile Actions to be applied to the order in this column.

**Status (Status)**

The current status of the order displays in this column. Valid statuses include Active, Canceled, Discontinued, Suspended, Voided, and Voided with Results.

**Indicator 1 (No Title)**

Two left arrow symbols (<<) display in this column to indicate that updates have been performed on the order and the Submit button must be clicked to save the changes.

**Indicator 2 (No Title)**

An asterisk (*) displays in this column to indicate an unverified order. An exclamation point (!) displays if the order has been Rejected.

**Indicator 3 (No Title)**
A plus sign (+) displays to indicate a multiple ingredient order. Multiple ingredient orders can be viewed on multiple lines by double-clicking the plus sign. A minus sign (-) indicates a multiple ingredient order is being displayed across multiple lines. Double-click the minus sign to collapse the order to a single line.

**Order Sentence (Order Sentence)**

The order details display in this column.

**Start Date and Time (Start)**

The start date and time display in this column.

**Stop Date and Time (Stop)**

The stop date and time display in this column. The stop date can display with a letter in parenthesis following it. The letters are Stop Type indicators. Possible Stop Type indicators are (p) for physician stop, (s) for soft stop, and (h) for hard stop. The absence of a letter following the stop time indicates no stop type has been selected.

**Comments (No Title)**

An icon displays to indicate order alerts are associated with this order.
Order Type -

The order type (Med, INT, Cont) is displayed.

You can sort information by clicking on the heading for each column. For example, if you want to view the entire spreadsheet by Start Date and Time, click the column header Start. The data automatically sorts according to Start Date and Time.

In the PharmNet Medication Manager window, complete the following steps to work with orders in the Profile tab:

1. With a patient selected, click the Profile tab or press ALT+P to display a list of orders in the Profile spreadsheet.

2. Select the order with which you want to work.

3. In the Action column, enter the first letter for an action (for example, enter I for the Inquire option), or click the cell and make a selection from the list of options.
4. Order Entry

A pharmacist can enter pharmacy orders in Medication Manager. Only orders placed by a pharmacist are considered verified orders.

Searching For a Product

Product Mnemonics

Medication Manager uses Product Mnemonic search for quickest identification of the product to be ordered. The product mnemonics can be constructed based on the following example:

- The first FIVE letters of the generic name
- The strength of the product
- A TWO letter suffix indicating the dosage form. You can use the following suffix letters:

<table>
<thead>
<tr>
<th>Suffix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN</td>
<td>Injection, IV syringe</td>
</tr>
<tr>
<td>LI</td>
<td>Liquid</td>
</tr>
<tr>
<td>OI</td>
<td>Ointment</td>
</tr>
<tr>
<td>PA</td>
<td>Patch</td>
</tr>
<tr>
<td>SU</td>
<td>Suppository</td>
</tr>
<tr>
<td>TA</td>
<td>Tablet</td>
</tr>
<tr>
<td>SO</td>
<td>Solution (includes irrigations, some injections, and drops)</td>
</tr>
<tr>
<td>DE</td>
<td>Device</td>
</tr>
<tr>
<td>CA</td>
<td>Capsule</td>
</tr>
<tr>
<td>LO</td>
<td>Lotion</td>
</tr>
<tr>
<td>EC</td>
<td>Enteric coated</td>
</tr>
<tr>
<td>EL</td>
<td>Elixir</td>
</tr>
<tr>
<td>CH</td>
<td>Chewable</td>
</tr>
</tbody>
</table>
Product Search

If multiple matches or no matches are found when you enter a pharmacy product name in the Drug box, the Product Selection window opens.

Complete the following steps to search for and select a product using the Product Selection window:

1. The information you entered in the Drug box of the Order Entry tab launches the initial search. You can change your search criteria by entering a portion of the product’s brand name, generic name, or mnemonic in the Product Name box and clicking Search or pressing ALT+S.

   • If no synonym match is found, the message **No matches found** is displayed. At this point, you can delete the entry. In the Product Name box, enter a new pharmacy product to begin a new search.

   • If multiple synonym matches are found, the matching products are displayed alphabetically in the spreadsheet. There can be multiple listings linked to the same pharmacy product. Choosing any one of the multiple listings accesses the same product.
2. Select the appropriate product by clicking its row to highlight it or by using the UP ARROW and DOWN ARROW keys to navigate to it.

In the Product Selection window, use the icons to identify pharmacy products:

- ![Drug](image) **Drug products** are indicated by a pill bottle and tablet icon.
- ![Order](image) **Order sets** are indicated by two capsules and one tablet icon.
- ![IV](image) **IV sets** are indicated by a minibag icon.

Click OK, press enter, or double-click the row to select the highlighted product. The Product Selection window closes, and the New Order dialog box is displayed with information about your selection.
Order Types

In Medication Manager, all orders are assigned one of three Order Types. Order types are categories used to classify pharmacy products on the basis of how they are ordered—specifically, on the basis of a set of attributes that varies from one order type to the next. The three order types available in the PharmNet system are CONTINUOUS, INTERMITTENT, and MEDICATION.

Medication

Medication Orders consists of products other than small volume or large volume parenterals, which are administered at a discrete moment in time, whether administered one time or at regular intervals. Examples of medication orders include tablets and capsules, oral medications, suppositories, and unit dose injectable medications.

When you order a pharmacy product as a medication order, the New Med Order dialog box is displayed.
**New Med Order Example**

This is an example of a new Med Type order. Before the order can be accepted, the default order details must be reviewed. After reviewing the new order, the pharmacist can then accept it. Press the OK button to accept the order with any changes. Click the Cancel button to postpone working on the order.
**Reviewing Order Details**

Once the order is displayed in the New Order dialog box, you can review and modify any of the displayed order details before accepting the order. The boxes, lists, and buttons of the New Order dialog box allow you to work with order defaults. You can change default values for any of the following elements:

**Dose Column**

The Dose column displays the default dose, and allows you to modify an ordered dose. To modify the Dose of any ingredient, highlight the ingredient in the New Order box and click the Modify button.

The ingredient displays in the Drug Box and the Dose displays in the Dose Box.

Adjust the Dose as desired and click the Update button.

The updated Dose displays in the ingredient list.

**Route List**

The Route List displays default route of administration information, and allows you to select a value from the Route list or enter a value for route.

**Frequency List**

The Frequency list displays the frequency of the order. This element is available for Medication and Intermittent orders only, not for continuous orders. Continuous orders display bag frequency defaults.

*Note:* Most frequencies are built as specific times of day that correspond to standard administration times. Some frequencies, such as Q18H and Q36H, are built as interval frequencies. Pay careful attention to start time during order verification.
## Frequency Abbreviations and Descriptions

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2AC</td>
<td>Two times daily before meals</td>
</tr>
<tr>
<td>2PC</td>
<td>Two times daily after meals</td>
</tr>
<tr>
<td>5X/D</td>
<td>Five times per day</td>
</tr>
<tr>
<td>After meals</td>
<td>After meals</td>
</tr>
<tr>
<td>After meals and nightly</td>
<td>After meals and nightly</td>
</tr>
<tr>
<td>Before meals</td>
<td>Before meals</td>
</tr>
<tr>
<td>Before meals and nightly</td>
<td>Before meals and nightly</td>
</tr>
<tr>
<td>Before snacks</td>
<td>Before snacks</td>
</tr>
<tr>
<td>DAILY</td>
<td>Every day</td>
</tr>
<tr>
<td>Digoxin</td>
<td>Digoxin</td>
</tr>
<tr>
<td>Every 10 hours</td>
<td>Every 10 hours</td>
</tr>
<tr>
<td>Every 12 hours</td>
<td>Every 12 hours</td>
</tr>
<tr>
<td>Every 18 hours</td>
<td>Every 18 hours</td>
</tr>
<tr>
<td>Every 2 hours</td>
<td>Every 2 hours</td>
</tr>
<tr>
<td>Every 23 hours</td>
<td>Every 23 hours</td>
</tr>
<tr>
<td>Every 24 hours</td>
<td>Every 24 hours</td>
</tr>
<tr>
<td>Every 3 hours</td>
<td>Every 3 hours</td>
</tr>
<tr>
<td>Every 36 hours</td>
<td>Every 36 hours</td>
</tr>
<tr>
<td>Every 4 hours</td>
<td>Every 4 hours</td>
</tr>
<tr>
<td>Every 48 hours</td>
<td>Every 48 hours</td>
</tr>
<tr>
<td>Every 6 hours</td>
<td>Every 6 hours</td>
</tr>
<tr>
<td>Every 72 hours</td>
<td>Every 72 hours</td>
</tr>
<tr>
<td>Every 8 hours</td>
<td>Every 8 hours</td>
</tr>
<tr>
<td>Every hour</td>
<td>Every 1 hours</td>
</tr>
<tr>
<td>Every other day</td>
<td>Every other day</td>
</tr>
<tr>
<td>Four times daily</td>
<td>Four times a day</td>
</tr>
<tr>
<td>Insulin</td>
<td>Insulin</td>
</tr>
<tr>
<td>KVO</td>
<td>Keep vein open - 24 hours</td>
</tr>
<tr>
<td>MF</td>
<td>Monday and Friday</td>
</tr>
<tr>
<td>Morning and evening</td>
<td>Morning and evening</td>
</tr>
<tr>
<td>MTh</td>
<td>Monday and Thursday</td>
</tr>
<tr>
<td>Mtu</td>
<td>Monday and Tuesday</td>
</tr>
<tr>
<td>MTuWTh</td>
<td>Monday thru Thursday</td>
</tr>
<tr>
<td>MTuWThF</td>
<td>Monday thru Friday</td>
</tr>
<tr>
<td>MW</td>
<td>Monday and Wednesday</td>
</tr>
<tr>
<td>MWF</td>
<td>Monday, Wednesday, Friday</td>
</tr>
<tr>
<td>Nightly</td>
<td>Every day at bedtime</td>
</tr>
<tr>
<td>ONCE</td>
<td>One time</td>
</tr>
<tr>
<td>Qshift</td>
<td>Every Shift</td>
</tr>
<tr>
<td>SaSu</td>
<td>Saturday and Sunday</td>
</tr>
<tr>
<td>Sliding Scale</td>
<td>Sliding Scale</td>
</tr>
<tr>
<td>Three times daily</td>
<td>Three times a day</td>
</tr>
<tr>
<td>TuF</td>
<td>Tuesday and Friday</td>
</tr>
<tr>
<td>TuSa</td>
<td>Tuesday and Saturday</td>
</tr>
<tr>
<td>TuTh</td>
<td>Tuesday and Thursday</td>
</tr>
<tr>
<td>TuThSa</td>
<td>Tuesday, Thursday, Sat</td>
</tr>
<tr>
<td>Twice daily</td>
<td>Twice a day</td>
</tr>
<tr>
<td>Warfarin</td>
<td>Warfarin</td>
</tr>
</tbody>
</table>
**Custom button**

The Custom button opens the Custom Frequency dialog box. Use the Custom Frequency dialog box to change the administration times for your order, without affecting the default frequency or any other orders.

To change the administration times for an order, complete the following steps in the New Order dialog box:

**Note:** Only frequencies with specific administration times, Time of Day frequencies, can be changed. You cannot change interval, unscheduled, or one time only frequencies.

1. After selecting a frequency for an order in the Frequency list, click the Custom button. The Custom Frequency dialog box is displayed.

   ![Custom Frequency dialog box](image)

   - **Current times:**
     - 08:00, 20:00

   - **New times:**
     - 08:00, 20:00

   - **Schedule begins:**
     - 10/1/2004, 20:00
     - N/A

   - **Default**

2. Review the standard administration times, and enter any changes in the Times spin boxes, by entering the desired administration times or clicking the spin boxes.

   **Note:** The time 00:00 is equivalent to 24:00 or midnight.

3. Click OK, press ALT+O, or press ENTER to close the dialog box and return to the New Order dialog box. An asterisk (*) next to the frequency name denotes the changed administration times.
**PRN Doses check box**

The PRN Doses check box indicates that the order is PRN. The default par dose for the medication is displayed in the PRN Doses box.

**PRN Doses box**

The PRN Doses box allows you to enter the number of doses for a 24-hour supply when the product is ordered PRN. This field is available only for PRN orders. The Par Dose values can be defined at the product and frequency levels, with the product default taking priority. You can override the Par Dose default by entering another value in the box.

**Physician box**

The Physician box displays the name of the physician responsible for the order and is automatically defaulted by the system. To enter or modify this information, enter the full or partial name of the physician, last name, followed by a comma, and then first name. To open the Provider Selection window that allows you to search for the ordering physician, click the Lookup button.

For information on how to use the Provider Selection window, see online help for Medication Manager.
Duration box and list

The duration box and list displays the default duration of the order.

Start Date and Time spin boxes

The Start Date and Time spin boxes display the order start date and time.

Stop Date and Time spin boxes

The Stop Date and Time spin boxes display a stop date and time if a duration has been specified.

Stop Type list

Available options are Hard, No, Physician, and Soft. Orders with a Hard Stop and Physician Stop are not included on the MAR (medication administration record) report or fill lists after the hard stop date and time has passed. A soft stop order still qualifies for the MAR and the fill lists and maintains an active status through the soft stop date and time. It also qualifies for the stop order report once the soft stop date and time are reached. No Stop is used for open ended orders.

Notes boxes

The two note boxes contain default notes such as Shake well or Refrigerate. The notes boxes also accept free text and expand shortcut text into phrases as defined by the institution.

Dosage Form

The Dosage Form List box displays the dosage form associated with the order.

Communication Type

The Communication Type List Box displays the format that the last user used to electronically place the order. Valid Communication Types are Verbal, Written, Fax, Phone, or ESI (External System Inbound) Default.
Dispense Category List

The Dispense Category List Box displays the default dispense category for the pharmacy product. The order type (med, continuous, or intermittent) determines which dispense categories are available. Dispense Categories determine workload, charging, and dispensing quantity calculations. The patient’s location and dispense category combination drive the dispensing process.

Click the Dispense Category goggles to view details for the selected Dispense Category.

The Dispense Category groups similar orders together for Refill Batch dispensing. Every order must have an assigned Dispense Category. The following Dispense Categories have been defined by your institution for use with pharmacy orders.
## Dispense Categories

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
<th>Order Type</th>
<th>Label Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>BULK</td>
<td>Bulk Item</td>
<td>Medication</td>
<td>Med</td>
</tr>
<tr>
<td>CADD PUMP</td>
<td>CADD Pump</td>
<td>Continuous</td>
<td>IV</td>
</tr>
<tr>
<td>CHEMO CMS LVP</td>
<td>Chemotherapy CMS Continuous</td>
<td>Continuous</td>
<td>Chemo</td>
</tr>
<tr>
<td>CHEMO CMS INTERMIT</td>
<td>Chemotherapy CMS Intermittent</td>
<td>Intermittent</td>
<td>Chemo</td>
</tr>
<tr>
<td>CHEMO CMS MED</td>
<td>Chemotherapy CMS Medication</td>
<td>Medication</td>
<td>Chemo</td>
</tr>
<tr>
<td>CHEMO PROTECTANT CMS</td>
<td>Chemotherapy CMS Protectant</td>
<td>Intermittent</td>
<td>Chemo</td>
</tr>
<tr>
<td>CHEMO PROTECTANT</td>
<td>Chemotherapy Protectant</td>
<td>Intermittent</td>
<td>Chemo</td>
</tr>
<tr>
<td>CHEMO CMS SYRINGE</td>
<td>Chemotherapy Syringe</td>
<td>Intermittent</td>
<td>Chemo</td>
</tr>
<tr>
<td>CHEMO LVP</td>
<td>Chemotherapy LVP</td>
<td>Continuous</td>
<td>Chemo</td>
</tr>
<tr>
<td>CHEMO INJECTION</td>
<td>Chemotherapy Injection</td>
<td>Medication</td>
<td>Chemo</td>
</tr>
<tr>
<td>CHEMO INTERMIT</td>
<td>Chemotherapy Intermittent</td>
<td>Intermittent</td>
<td>Chemo</td>
</tr>
<tr>
<td>CHEMO SYRINGE</td>
<td>Chemotherapy Syringe</td>
<td>Intermittent</td>
<td>Chemo</td>
</tr>
<tr>
<td>CHEMO ORAL</td>
<td>Chemotherapy Oral</td>
<td>Medication</td>
<td>Chemo</td>
</tr>
<tr>
<td>ENTERAL FEEDING</td>
<td>Enteral Formulation</td>
<td>Continuous</td>
<td>IV</td>
</tr>
<tr>
<td>ENTERAL SUPPLEMENT</td>
<td>Enteral Supplement</td>
<td>Medication</td>
<td>Med</td>
</tr>
<tr>
<td>EPIDURAL</td>
<td>Epidural Medication</td>
<td>Continuous</td>
<td>IV</td>
</tr>
<tr>
<td>IMPLANTABLE PUMP</td>
<td>Implantable Pump</td>
<td>Continuous</td>
<td>IV</td>
</tr>
<tr>
<td>INJECTION</td>
<td>Injection</td>
<td>Medication</td>
<td>Med</td>
</tr>
<tr>
<td>INTRATHECAL</td>
<td>Intrathecal</td>
<td>Intermittent</td>
<td>IV</td>
</tr>
<tr>
<td>INVEST ORAL</td>
<td>Investigational Oral</td>
<td>Medication</td>
<td>Med</td>
</tr>
<tr>
<td>INVEST INJECTION</td>
<td>Investigational Injection</td>
<td>Intermittent</td>
<td>IV</td>
</tr>
<tr>
<td>INVEST LVP</td>
<td>Investigational Large Volume Parenteral</td>
<td>Continuous</td>
<td>IV</td>
</tr>
<tr>
<td>IRRIGATION</td>
<td>Irrigation</td>
<td>Continuous</td>
<td>IV</td>
</tr>
<tr>
<td>IV PIGGYBACK</td>
<td>IV Piggyback</td>
<td>Intermittent</td>
<td>IV</td>
</tr>
<tr>
<td>LVP</td>
<td>Large Volume Parenteral</td>
<td>Continuous</td>
<td>IV</td>
</tr>
<tr>
<td>MAN CHARGE</td>
<td>Manual Charge</td>
<td>Medication</td>
<td>Med</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------</td>
<td>------------</td>
<td>------</td>
</tr>
<tr>
<td>MINI BAG</td>
<td>Mini Bag</td>
<td>Intermittent</td>
<td>IV</td>
</tr>
<tr>
<td>MULTIDOSE INJ</td>
<td>Multidose Vial</td>
<td>Medication</td>
<td>Med</td>
</tr>
<tr>
<td>NC CMS LVP</td>
<td>Non-Chemo CMS Continuous</td>
<td>Continuous</td>
<td>IV</td>
</tr>
<tr>
<td>NC CMS INTERMIT</td>
<td>Non-Chemo CMS Intermittent</td>
<td>Intermittent</td>
<td>IV</td>
</tr>
<tr>
<td>NC CMS MED</td>
<td>Non-Chemo CMS Medication</td>
<td>Medication</td>
<td>Med</td>
</tr>
<tr>
<td>PCA INTERMIT</td>
<td>PCA Medication</td>
<td>Intermittent</td>
<td>IV</td>
</tr>
<tr>
<td>PCA LVP</td>
<td>PCA Large Volume Parenteral</td>
<td>Continuous</td>
<td>IV</td>
</tr>
<tr>
<td>PYXIS</td>
<td>Pyxis</td>
<td>Medication</td>
<td>Med</td>
</tr>
<tr>
<td>Syringe</td>
<td>IV Syringe</td>
<td>Medication</td>
<td>Med</td>
</tr>
<tr>
<td>TPN-ADULT LVP</td>
<td>Adult Total Parenteral Nutrition LVP</td>
<td>Continuous</td>
<td>IV</td>
</tr>
<tr>
<td>TPN-ADULT CYCLIC</td>
<td>Adult Total Parenteral Nutrition Cyclic</td>
<td>Intermittent</td>
<td>IV</td>
</tr>
<tr>
<td>TPN-PEDIATRIC</td>
<td>Pediatric Total Parenteral Nutrition</td>
<td>Continuous</td>
<td>IV</td>
</tr>
<tr>
<td>UNIT DOSE</td>
<td>unit dose</td>
<td>Medication</td>
<td>Med</td>
</tr>
</tbody>
</table>
Dispense From Location List

The Dispense From Location List Box displays the default location from which to dispense the order, that is, the main pharmacy or a satellite pharmacy. If the dispensing location is floor stock or the supply is the patient’s own, the Dispense From Location must be defined as the nursing station.

Initial Doses Box

The Initial Doses Box displays the default number of initial doses, which is calculated by the PharmNet system based on current time, frequency, start date and time, and the last fill batch run for the dispense category and location.

The system calculates initial doses automatically when the Auto calculate initial doses check box is checked (See the lower left corner of the verification screen.) If the number of initial doses is changed from the system calculated value, the Auto calculate initial doses box is automatically unchecked. Rechecking it causes the system to recalculate the initial doses.

Click the Initial Doses goggles button to display the Projected Administration Times for the calculated initial doses.

Initial Quantity Box

The Initial Quantity Box displays the calculated result of Initial Doses multiplied by Quantity per dose. Note that for controlled substances and Patient's Own Supply, the initial quantity is zero because nothing is dispensed.

Billing Formula List Box

The Billing Formula List Box displays the order’s default billing formula.

Click the Billing Formula goggles to view details for the selected Billing Formula.
The Billing dialog box displays information about the billing defaults. This dialog box contains the following elements:

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Code box</td>
<td>Displays the price schedule defined for the formulary item. Usually, you do not change the default value.</td>
</tr>
<tr>
<td>Description box</td>
<td>Displays a description of the price schedule.</td>
</tr>
<tr>
<td>Order Price box</td>
<td>Displays the calculated price of the product.</td>
</tr>
<tr>
<td>Cost Basis box</td>
<td>Displays the cost basis for calculating a price, for example, AWP.</td>
</tr>
<tr>
<td>Order Cost box</td>
<td>Displays the cost of the order based on price and dose.</td>
</tr>
<tr>
<td>Base Cost box</td>
<td>Displays the calculated price of the cost basis or minimum dispensing unit.</td>
</tr>
</tbody>
</table>

Note: The default billing formula must not be changed, except in the case of non-formulary item. When a non-formulary item is verified, the billing formula needs to be changed to one of two costs as follows. Medication orders = $30/dose and Injectable = $110/dose

**Order Price Box**

The Order Price Box displays the patient charge per dose.

![Price: $73.55](Image)

**Order Cost Box**

The Order Cost Box displays the pharmacy cost per dose.

![Cost: $12.02](Image)
Order Alerts

When the appropriate order dialog box displays, it may be accompanied by order alerts and/or interaction warnings.

This is an example of an Order Alert. Unlimited order alerts can be associated with a pharmacy product. They display in the same notification window in the Order Alert 1 and Order Alert 2 boxes. When an Order Alert is encountered, click OK to close the Order Alert dialog box and take appropriate action..

Note: A complete list of drugs with Order Alerts can be found in the Appendix of this manual.
**Clinical Screening/Interactions**

When the appropriate order dialog box displays, it can be accompanied by order alerts and/or interaction warnings. The interaction checking process presents four basic types of alerts when any interactions are detected during Order entry. The four types are drug-allergy, drug-food, drug-drug, and therapeutic duplication.

Interaction checking occurs during order entry or when an allergy is added to the patient’s profile. Any alert or combination of alerts that are found are immediately displayed to the user within the Decision Support: Interaction List dialog box.

An alert requires that you review the information presented and make a decision. It may be appropriate to select an override reason and move on. However, it may also be appropriate to remove the order and document the alert. You must review the alert in order to make the best decision.

The interaction spreadsheet lists all orders included in interaction warnings. The orders are identified by the drug name and order details in the Name column.

- **Status**- The status column indicates the current status of the corresponding order identified in the Name column.

- **Type**- The Type column identifies which type of interaction the order is involved in. Valid types include **Allergy**, **Drug**, **Duplicate Therapy**, and **Food**.

- **Severity**- The Severity column indicates the interaction’s level of severity as No Severity ☐, Minor ☐, Moderate ▲, or Major ●.

- **Name**- Name indicates the drug name with order details for orders that are involved in interactions.

Once the form is completed or acknowledged, the user can continue with order entry.

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**Note:** As an alert is found, all information pertaining to that alert (for example, alert type, person id, ordering physician, and warning text) is recorded to the database for future reports.

There are three parts to the alert screen:

- **Section 1** lists the interactions with the drug being ordered. Notice the columns that identify the type (A=Allergy, D=Drug, F=Food, 2=Duplicate order), severity, and name of the drug interactions.

- **Section 2** allows you select an override reason, if appropriate. Override reason is tracked and is viewed on administrative reports.

- **Section 3** provides reference information.

By clicking OK, you accept the order.
Click OK in within the Decision Support: Interaction List dialog box and the New Order dialog box displays.

![Image of the New Order dialog box]

Click OK to Accept the order. The Status of the order remains Active. Two angle brackets (<<) display in the Action column. Activate the Submit button to save the information to the database.

Click Cancel to close the New Order dialog box.

If a profile order is being administered to the patient, it qualifies as an order that can produce a drug-drug, duplicate therapy, or drug-allergy alert. The only order status that cannot qualify for interactions is Canceled.

If an order on the profile has been discontinued, the order can still qualify to be used in the interaction screening process depending on the DC Interaction Days parameter.

**DC Interaction Days -** The numeric value indicating how many days a drug should qualify for interaction checking after it is discontinued.

Alerts are checked against all orders across all encounters.
Completing the Order

After entering a dose and performing interaction checking, review the defaults provided by the PharmNet system. In the New Order dialog box, perform the following steps to complete an order:

1. Accept the default values or enter changes in the remaining boxes and lists of the New Order dialog box. When you are ready to accept the order, click OK, press ALT+O, or press ENTER.
Helpful Hints

Here are other important points to know about medication orders within Medication Manager.

- Submitting Orders
- Order Requirements

.Submitting Orders

Be sure to SUBMIT orders frequently to avoid any chance that your work is lost. All work performed on a patient must be submitted by clicking the SUBMIT button in the lower right of the Medication Manager window. If you attempt to switch patients before clicking SUBMIT, the system prompts you to save changes.

Remember, two left arrow symbols (<<) display in this column to indicate that actions have been performed on the order and the Submit button must be clicked to save the changes.

Note: Labels print at the time the Submit button is activated. Submitting all of your work at one time ensures that all of the labels for the patient print together.

.Order Requirements

For each order, Medication Manager must be given enough information to satisfy the Order Requirements. During order verification if any of the fields that hold required information are blank, the system highlights that field with a yellow background to help you locate the boxes where data is expected.

In this example, the Route and Frequency boxes have a bright yellow background to indicate required data is missing.
Practice Scenario - Medication Order

1. Open Pharmacy Medication Manager.
2. Locate your specific training patient.
3. Type acetaminophen in the Drug box.
4. Click Add. The product selection window displays.

Note: The Product selection window allows you to further define or filter your search.

5. Select the acetaminophen 325 mg / 1 Tablet.
6. Click OK. The New Medication Order displays.

7. Click Update.
8. Complete all required fields. (Required fields are yellow.)
9. Review other fields to make sure the defaults are appropriate.
10. Click the Order Comments box to enter appropriate comments.
11. Click OK.
12. The Decision Support box displays. This box alerts you that there is an allergy interaction with the drug you are ordering.

- **Section 1** lists the interactions with the drug being ordered. Notice the columns that identify the type (A=Allergy, D=Drug, F=Food, 2=Duplicate order), severity, and name of the drug interactions.

- **Section 2** has you select an override reason. Override reason is tracked and is viewed on administrative reports.

- **Section 3** provides reference information.

13. Select an override reason and then click OK.
14. Click OK.

15. The New Med order displays in the Profile window.
Intermittent Orders

Intermittent Intravenous orders consist of infusions given over shorter periods of time, whether administered only once or at regular intervals. An example of an intermittent order is an IV piggyback. The set of attributes required to distinguish intermittent orders from other order types includes frequency, rate, infuse over value, and total volume.

When a pharmacy product is ordered as an intermittent order, the New Intermittent Order dialog box is displayed. Note the values for Frequency, Total Volume mL, Rate mL/hr, and Infuse Over.

Intermittent and Continuous Screen Elements

Total Volume mL Box

The Total Volume mL Box displays the total volume of an intermittent or continuous order, and allows you to enter a different value for total volume.

Note: The Total Volume mL box is not available for medication orders.

A check box in the ingredient list (left of the ingredient name) determines when the ingredient is included in the Total Volume.

Leave the check box unchecked to prevent the drug from displaying in the Total Volume calculation.

Place a check in the check box to include the ingredient in the Total Volume calculation.

Total Volume can be calculated by the system for items with a check mark or it can be entered manually to override the calculated value.

Note: Do not type a unit of measure (mL) into the total volume box. The unit of measure is assumed to be milliliters (mL) as stated in the box title.
**Rate Box**

The Rate Box displays default rate information for intermittent and continuous orders and allows you to enter a rate.

**Note: The Rate box is not available for medication type orders.**

**Infuse Over Box and List Box**

The Infuse Over Box and List Box displays default information about the period of time over which an intermittent or continuous order is infused, and allows you to select the unit of time used for calculating the infuse over value.

**Intermittent IV Order**

In the Medication Manager window, complete the following steps to enter an intermittent order:

1. In the Drug box, enter an IV solution pharmacy product for the first order ingredient.

   ![Select Product Type Dialog Box](Image)

2. In the Product Selection window, select a specific product. The Select Product Type dialog box is displayed.

3. Select the Intermittent option, then click OK. The New Intermittent Order dialog box is displayed.
4. Click Update to load order defaults.

5. The cursor is displayed in the Drug box. You can enter additional ingredients for your intermittent order.

6. Click Update after you enter each ingredient. Note the check box next to each ingredient. Select or deselect a check box to determine whether to include the volume for that ingredient in the calculation for Total Volume mL.

7. In the Rate mL/hr box, enter a rate to calculate the Infuse Over value automatically, or in the Infuse Over box, enter a value to calculate Rate mL/hr automatically.
Dose Range Checking

Order dose ranges are checked against the *Multum* database. When an order is placed and the dose is outside of the *Multum* database range a Dose Range Alert fires. You are given the option to Cancel the order, which brings you back to the Patient Profile Screen, Ignore the alert, which allows you to give a reason to continue with the order, or Modify the order, which brings you back to the order entry screen so that you can change the dose.

1. With your training patients chart open, place an order for bleomycin 15 units injection.

2. Click OK because we want to order this product as Intermittent.

3. Enter a dose of 600 unit in the dose field.

4. Click the Update button on the right hand side of the screen.

5. Click OK.

6. A Dose Range Alert fires that says: "The following violation was found: The ordered dose (600 unit Intravenous Once) is over the suggested dose range for this medication (bleomycin)."

7. You are presented with three options: Cancel Order (Brings you back to the Patient Profile Screen), Ignore Alert (Allows you to give a reason to continue with the order), Modify Order (Brings you back to the order entry screen so that you can change the dose you entered)

8. Select Cancel Order, then select OK at the bottom right of the alert screen.
9. Because you received the Dose Range Alert you must document this order with the Clinical Interventions Form.

Clinical Interventions Form

There can be times when you need to officially document a problem with an order. For example, if an order is missing a dose, a route time, or if there is a drug/drug interaction that needs to be documented. To do this, use the Clinical Intervention Form.

1. To fill out the form, click the Launch PowerChart Icon.

The PowerChart window displays.

2. After PowerChart opens, select the Ad Hoc Charting Icon.

3. The Ad Hoc Charting Window opens.

4. Checkmark Dose Too High, and click chart at the bottom right of the window.
5. Enter the required information in the Clinical Interventions Form: (The fields with an asterisk (*) are required fields).

Now that the form is completed it must be signed. Click the Sign Icon.
6. Click Close. The ad hoc charting screen closes and you are back at the patients chart in PowerChart.

7. Click the As Of button. This refreshes the screen.

8. Click the Form Browser tab.

9. On the bottom part of the screen there is an All Forms folder, a folder with Today's date, and a line for the clinical interventions form you just filled out for this patient.

10. Double-click the form. The actual Clinical Interventions form you just filled out is displayed.

11. After you review the form, click the X at the top right of your screen.

12. The PowerChart application closes and you are now at the main MedManager screen.
Practice Scenario - Intermittent Orders

1. If not already, open PharmNet Medication Manager.
2. Search for your training patient.
3. In this scenario, you will place an order for Gatifloxacin 400 mg.
4. Type Gati400 in the drug box. The New Intermittent Order window displays.
5. Click Update
6. Complete all required fields, including Rate and Total Volume mL.
   **Note:** All required fields are highlighted in yellow.
7. Review other fields to make sure the defaults are appropriate.
8. Click OK.
9. The New Intermittent order displays in the Profile window.
10. Click Submit.
Continuous Orders

Continuous Intravenous orders consist of uninterrupted infusions given over a designated period of time, which require additional supplies of the product or product to be sent at regular intervals. An example of a continuous order is a large volume parenteral (LVP). The set of attributes required to distinguish continuous orders from other order types includes interval, rate, total volume, infuse over value, replace every value, and additive frequency.

When a pharmacy product is ordered as a continuous infusion, the New Continuous Order dialog box is displayed. Note the values for Frequency, Total Volume mL, Rate mL/hr, Infuse Over, and Replace Every.

Free-text Rate

The Free-text Rate allows for entry of text to describe an administration rate that cannot be adequately expressed in mL/hr. For example, titrates and PCAs (Patient Controlled Analgesics).

Replace Every Field and List Box

The Replace Every Box and List Box displays how frequently an IV bag should be replaced with a fresh bag for continuous orders, such as Dextrose 5% 1000 mL running in at 100 mL/hr. The default values are obtained from the order’s interval and can be modified.
Continuous IV Order

In the Medication Manager window, complete the following steps to enter a continuous order:

1. In the drug box, enter an IV solution pharmacy product.
2. In the Product Selection window, select a specific product. The Select Product Type dialog box is displayed.
3. Select the Continuous option, and click OK or press ALT+O.

4. The New Continuous Order dialog box is displayed.

5. Click Update to load order defaults.

6. The cursor is displayed in the Drug box. You can enter additional ingredients for your continuous order. Click Update after you enter each ingredient. Note the check box next to each ingredient. Select or deselect a check box to determine whether to include the volume for that ingredient in the calculation for Total Volume mL.

7. In the Rate box, enter a rate. Note that the Infuse Over value is calculated automatically, or in the Infuse Over box, enter a value to calculate Rate mL/hr automatically.

8. Click OK or press enter to accept the order.

9. Submit work for the patient.
Practice Scenario - Continuous Orders

1. Using your training patient, type the mnemonic D5NS500 in the drug box.
2. Click Add.
3. Click OK to accept the order as a Continuous Order.

4. The New Continuous Order window displays.
5. Click Update.

6. Complete all required fields.

   **Note:** For alternating bags or ingredients, you need to select frequency every other bag. Ingredients that are in every bag need to have the frequency of every bag.

7. Review other fields to make sure the defaults are appropriate.

8. Click OK.


10. Prior to submitting this order, you will enter an additional intermittent order in the next scenario.
Alternating IV Orders

To order an alternating fluid in the Medication Manager window: In the Drug box, enter the first IV solution required.

1. In the Product Selection dialog box, select the appropriate pharmacy product.
2. In the Select Product Type dialog box, select the continuous option.
3. In the New Continuous Order dialog box, click Update.
4. From the Frequency list, select the correct alternating sequence.

When working with the Frequency list, consider the following frequencies:

<table>
<thead>
<tr>
<th>Frequency Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every Bag</td>
<td>Alternates every other bag</td>
</tr>
<tr>
<td>EOB – S1</td>
<td>Alternates every other bag starting as first bag</td>
</tr>
<tr>
<td>ETB – S1</td>
<td>Alternates every third bag starting as first bag</td>
</tr>
<tr>
<td>Daily</td>
<td>Schedules additive on a daily basis</td>
</tr>
<tr>
<td>EOB – S2</td>
<td>Alternates every other bag starting as second bag</td>
</tr>
<tr>
<td>ETB – S2</td>
<td>Alternates every third bag starting as second bag</td>
</tr>
<tr>
<td>ETB – S3</td>
<td>Alternates every third bag starting as third bag</td>
</tr>
</tbody>
</table>

5. Click Update. In the Drug box, enter the second IV solution.
6. In the Frequency list, select the correct alternating sequence. Click Update or press ALT+U to add another ingredient. Select the correct frequency. You can continue this process until all the ingredients you need are included on the alternating IV order.

7. In the Rate mL/hr box, enter a rate. Note that the Infuse Over value is calculated automatically.

8. Click OK or press ENTER to accept the order.

9. Click Submit to save the work for the patient.
Practice Scenario - Alternating IV Orders

In this scenario you will enter an Alternating IV continuous Order..

1. Using the same test patient, type D5.45NS1000 in the Drug box.
2. Click Add.
3. The New Continuous Order window displays.
4. Click Update.
5. Type MULTI10IN in the drug box at the top of the window. Press the enter key.

6. The Multi Vitamin dose will display.
7. Change the Frequency to EOB-S2.
8. Click Update.
9. Complete all required fields.
10. Click OK.
11. The New Continuous Order displays on the Profile.
12. Submit the orders.
Special Orders

Template Non-Formulary Products (Type Orders)

If a physician orders a product that is not listed on your facility’s formulary, use the Template Non-Formulary dialog box to enter the order. To enter a template non-formulary product, complete the following steps:

Within PharmNet Product Tool, you can define templates for entering drugs on the fly. Many templates can be defined according to your facility’s dispensing practices. For example, you can define a template with the mnemonic, UD_TNF. You can define the dispense category and price schedule to be identical to similar unit dose pharmacy products. Then, you can enter UD_TNF during order entry and use the default dispense category and price schedule for the non-formulary pharmacy product.

1. If your facility has created template non-formulary defaults, enter the mnemonic for the template you want in the Drug box of the Order Entry tab. Click Add, press ALT+A or press ENTER. The Template Non-Formulary dialog box is displayed.

2. Enter information about the pharmacy product in the Description, Cost Per Unit, Units Per Dose, and NDC (National Drug Code) boxes. To accept the template non-formulary, click OK, press ALT+O, or press enter.

3. In the New Order dialog box, enter the dose, and click Update or press ALT+U. Any associated defaults are displayed. Make any changes to the order defaults. Click OK or press enter to accept the order.

4. Click Submit to process the pharmacy order.
**Exercise:**

In this exercise, you enter a Template Non-Formulary Medication order for Metoprolol 50 mg TAB /1 Tab BID.

1. Locate your test patient.
2. Enter TNF in the Drug box and press ENTER.
3. Select a TNF medication product type and click OK.
4. The TNF dialog box displays.
5. Complete the required fields and click OK.
6. Enter the dose and press ENTER.
7. Include the details described above.
8. Click OK.
9. The Order window displays a listing of the TNF order.
10. Click Submit.
**Manual Product Select**

The Product Select function is the process of matching the medication requirements of an order to a pharmacy product to be dispensed. The system uses Auto Product Select logic to match the order requirements to a single pharmacy product whenever possible. When the Auto Product Select feature does not uniquely identify a pharmacy product to dispense, the Manual Product Select dialog box displays during the verification process. The Manual Product Select process allows the user to assign products that satisfy the dispensing requirements of an order.

The top half of the Manual Product Select dialog box contains Order information.

**Last Updated By:**

This field contains the Name and Role of the user that performed the last order action. Even if multiple actions have been superseded, only the last user is identified.

**Communication Type:**

The communication type identifies the format that the last user used to electronically place the order. The choices are Verbal, Written, Fax, Phone, or ESI Default.

**Order Comments:**

This field displays Communication comments. The Communication comments can be seen in the Comments button dialog box. The Order Comments use the most recent version of the Order Comment history.

**User Defined Details:**

The User Defined Details display User Defined Details, which are seen in the PharmNet Comments button dialog box.
**Ingredients:**

The ingredients, which have been ordered, display in this control. This can consist of one or many ingredients. When an ingredient is selected in the Ingredient box, the corresponding Available Products box below populate with pharmacy products from which there are to choose. The ingredient description consists of the drug name, drug dose, and drug dosage form.

The bottom half of the Manual Product Select dialog box contains Product information.

**Available Products:**

This list presents the user with products, which could be used to product-assign the order.

**Selected Products:**

This product(s) is used to equate to the ordered drug(s).

When items in the ingredient list are not marked ☑ with a check mark ✔, that ingredient has not been given a product assignment. Items with the check mark ☑ have already been given a product assignment. Complete the Manual Product Assignment for each ingredient without a check mark ✔.

To complete the Manual Product Assignment for an ingredient, complete the following steps.

1. Highlight the ingredient in the Ingredient box.
2. Highlight the desired product to dispense in the Available Products box.
3. Click the Add button ➔ to move the item to the Selected Products list on the right.
4. Continue to Add items until the Dose requirements for the order have been met and the check mark ☑ is placed next to the item in the Ingredient box.
5. Click the OK button OK when all Ingredients have a product assignment.

**Note:** The OK Button does not work until all products have a product assignment.
Practice Scenario – Manual Product Select.

In this scenario you will place a manual product order for Warfarin 12 mg.

1. Place an order for Warfarin 10mg.
2. Change the Dose to 12 mg.

3. Click Update in the New Order Box.

4. An Error Message appears warning that this is an invalid dose, Click Yes to continue.

5. Click the Product button in the lower right corner of the New Order Window.


7. Select the Warfarin 2mg TABLET product and click Move.
8. Change the 12 mg Dose to 10 mg.

9. Click OK.

10. Continue placing the order and submit.
Profile Actions List

The following is a list of Profile Action options with a brief description of each. The Profile Actions available for use can be restricted by position. The Profile Actions that are available for each position are defined by the facility. Details for each Profile Action are given following this list.

- **None**- Bypass actions selected in error.
- **Cancel**- Cancel an order that has never been dispensed or for which charges were credited.
- **Copy**- Use an existing discontinued order as a template to create a new order.
- **Discontinue**- Discontinue an order.
- **History**- Review all action and dispensing history for an order.
- **Inquire**- Review details for an existing order.
- **Label**- Generate labels as required.
- **Modify**- Modify an order.
- **Pass**- Dispense pass medication orders.
- **Renew**- Renew an order that has an existing stop date for a new period.
- **Reschedule**- Adjust the administration times.
- **Resume**- Restart an order with a suspended status.
- **Suspend**- Hold an order.
- **Void**- Indicate that an order was entered on the wrong patient or was not the correct orderable item.
**Executing a Profile Action**

To execute any Profile Action, select the desired Profile Action in the Action column for one or more orders and click the Apply button in the lower right hand corner.

**Hint:** When the action cell is highlighted, you can cycle through action list with the down arrow key. You can also jump to an action by typing the first letter of the action name such as H for History.

**Hint:** You can press the ALT Key and the letter A (ALT + A) at the same time instead of clicking on the Apply button.

**Hint:** You can select Profile Actions for multiple orders before clicking the Apply button.
**Cancel Profile Action**

The Cancel Profile Action is used to ENDSTATE an order in a situation where the order was correctly entered and no administrations or dispenses were carried out. The ENDSTATE achieved with the Cancel Profile Action is an Order Status of Canceled. The Cancel Profile Action is valid for Active order and Suspended orders. You can perform the Cancel profile action if no dispensing events have occurred or if all charges for the order have been credited. You must credit the dose for any canceled order as the charge was placed on dispense. This functionality is intended to correct order entry errors discovered after orders have been submitted.

**Note:** The differences between Cancel, Void, and Discontinue become more relevant in an integrated meds process environment.

<table>
<thead>
<tr>
<th>Order Entry</th>
<th>Profile</th>
<th>Recpts</th>
<th>Order Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Active</td>
<td>DIGOXIN 0.95 mg / 0.5 mL PUSH 5X/CDAY 12/24/</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Suspended</td>
<td>CARBAMAZEPINE SUSP 20MG/ML* 48 mg / 2.4 mL PO 0/14H 2/5/20</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Active</td>
<td>DIAZEPAMoral SOLN* 33 mg / 33 mL PO Q12H 2/5/20</td>
<td></td>
</tr>
</tbody>
</table>

In the Profile tab of the PharmNet Medication Manager window, complete the following steps to cancel an order:

1. With a patient selected, click the Profile tab.
2. Navigate to the order you want to cancel in the Profile spreadsheet.

**Hint:** Put focus in the Action column of that row and type the letter C or activate the menu list and highlight Cancel to activate the Cancel action.

3. Select the Cancel option from the Action list for that order.
4. Click Apply.
The status of the order changes to Cancel. Two angle brackets (>>) are displayed in the Action column. Prescription Number, Label Description, Refills, and Start Date remain the same.

<table>
<thead>
<tr>
<th>Order Entry</th>
<th>Profile</th>
<th>Results</th>
<th>Order Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Suspended</td>
<td>CARBAMAZEPINE SUSP 20MG/ML 48 mg/2.4 mL PO Q4H 2/5/</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Canceled</td>
<td>DIGOXIN 0.05 mg / 0.5 mL ORAL 2X/DAY 12/2/</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Active</td>
<td>DIAZEM ORAL SOLN 33 mg / 33 mL PO Q12H 2/5/</td>
<td></td>
</tr>
</tbody>
</table>

5. Click Submit. The information is saved to the database, and the prescription is not displayed with the other prescriptions.

**Exercise:**

1. In the PharmNet Medication Manager window, with your assigned training patient selected, click the Profile tab.

2. Perform the Cancel Profile Action on one of the patient’s existing orders.

**Note:** The order's status determines which actions are valid. A message informs you if the action you request is not available.
**Void Profile Action**

Use the Void Profile Action to ENDSTATE an order in a situation where the order was entered in error. The ENDSTATE achieved with the Void Profile Action is an Order Status of Deleted. The Void Profile Action is valid for Active, Suspended, and Discontinued Orders.

**Note:** The differences between Cancel, Void, and Discontinue increases in relevance in an integrated meds process environment.

When the Void Profile Action is used, the system has the ability to record whether or not administrations were given.

Complete the following steps to Void an order:

1. In the Profile tab, with a patient selected, navigate to the order you want to Void.
2. Select the Void option from the Action list.
3. Click Apply to display the Void dialog box.
4. Select the Physician voiding the order and the manner in which the request was communicated.
5. Select a Reason for Void and designate a printer destination.
6. Leave the Administration Given check box unchecked to Void Without Results.
7. Click OK, or press ENTER to close the dialog box.
The order displays in the Profile with updated status of Voided to indicate if administrations were given or not.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Voided</strong></td>
<td></td>
<td><strong>DIAGEN ORAL SOLN 30 mg / 30 mL PO Gtt</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4/19/2001 21:00</td>
<td>5/8/2001 03:32</td>
<td></td>
</tr>
</tbody>
</table>

8. Press Submit to process the order.

**Exercise:**

1. In the Pharmacy Medication Manager window with your assigned patient selected, click the Profile tab.

2. Perform the Void Profile Action on one of the patient’s existing orders.

The order's status determines which actions are valid. A message informs you if the action you request is not available.
**Discontinue Profile Action**

The Discontinue Profile Action is used to ENDSTATE an order in a situation where the order was correctly entered and administrations or dispenses were carried out. The ENDSTATE achieved with the Discontinue Profile Action is an Order Status of Discontinued. The Discontinue Profile Action is valid for Active orders and Suspended orders.

**Note:** The differences between Cancel, Void, and Discontinue become more relevant in an integrated meds process environment.

Use the Discontinue profile action in the Profile tab to discontinue orders. Complete the following steps to discontinue an order:

1. With a patient selected, click the Profile tab or press ALT+P.
2. Navigate to the order you want to discontinue.
3. Select the Discontinue option from the Action list.

**Hint:** Put focus in the Action column of that row and type the letter D or activate the list and highlight Discontinue to activate the Cancel action.

4. Click Apply.
The Discontinue dialog box is displayed with the Discontinue Date/Time representing the current date and time. The Discontinue Date/Timer is unavailable, which indicates that it cannot be changed.

5. Select a Physician or care giver, a Discontinue Reason, a Communication Type, and a Printer. The list of Discontinue Reasons is defined by the institution and contains reasons such as Patient Allergic Reaction, Changed Medication, and Patient Not Responding. The list of Communication Types is also defined by the institution and contains Communication Types such as Written and Phone.

6. After completing the information in the dialog box, activate the OK button.

7. The Status of the order changes to Discontinue. Two angle brackets (<<) are displayed in the Action column.

8. Click Submit. The information is saved to the database, a label prints and the order is redisplayed with other Discontinue orders near the bottom of the medication profile list.
Exercise:

1. In the PharmNet Medication Manager window with your assigned patient selected, click the Profile tab.

2. Perform the Discontinue Profile Action on one of the patient’s existing orders.

Note: The order's status determines which actions are valid. A message informs you if the action you request is not available.
**Copy Profile Action**

The Copy Profile Action is used to create a new order identical to an existing, discontinued order. The Copy Profile Action is valid only for Discontinued orders and is a useful shortcut intended to reduce operation time. If the Copy Profile Action is performed on any other order, a dialog box interrupts and explains that only discontinued orders can be copied.

In the Profile tab of the PharmNet Medication Manager window, complete the following steps to cancel an order:

1. With a patient selected, click the Profile tab or press ALT+P.
2. Navigate in the Profile spreadsheet to the order you want to copy.
3. Select the Copy option from the Action list for that order.

**Hint:** The Copy action can be performed in the profile. Type C in the Action column of the spreadsheet and Cancel is displayed. Then you need to press the down arrow until Copy is displayed or activate the menu list and select Copy.

4. Click Apply.
The New Order dialog box is displayed, but it can be accompanied by the Decision Support - Interaction List dialog box.

If the Decision Support - Interaction List dialog box is displayed, follow the Decision Support procedures outlined in the Decision Support - Interaction List section of this manual.

5. When the New Order dialog box displays, complete the order and click OK.
6. The order displays on the patient profile with a status of active, and two angle brackets (>>) display in the Action column.

<table>
<thead>
<tr>
<th>Status</th>
<th>Order Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>acetaminophen 325 mg 1 tab(s) PO BID</td>
</tr>
<tr>
<td>Discontinued</td>
<td>acetaminophen 525 mg 1 tab(s) PO BID</td>
</tr>
</tbody>
</table>

7. Click Submit, and the information is saved to the database.

**Exercise:**

1. In the *PharmNet* Medication Manager window, with your assigned patient selected, click the Profile tab.

2. Perform the Copy Profile Action on one of the patient’s discontinued orders.

**Note:** The order’s status determines which actions are valid. A message informs you if the action you request is not available.
**History Profile Action**

The History Profile Action is used to review all Action, Dispensing, and Administration events that have taken place on an order. The Order History window lets you review all doses dispensed and all actions performed on an existing order. The History Profile Action is valid for any order regardless of the current status of the order.

Complete the following steps to view order history:

1. In the Profile tab, with a patient selected, navigate to an order for which you want to review history information.
2. Select the History option from the Action list.
3. Click Apply to display the Order History window.
4. Click a History Event in the History Event spreadsheet to display complete details for that event at the bottom of the History dialog box.
5. Use the Action History, Dispense History, and Verification History check boxes to filter the history events that are displayed in the History Event list.

- All records of Dispensing are listed with History event of fill list, initial dose, manual charge, and manual credit.
- All records of Action are listed in the History Event column as Order, Discontinue, Label, Modify, Pass, Renew, Resume, and Suspend.

6. To close the Order History window, click OK or press ENTER.

**Reprint Label**

To request a duplicate label, activate the Reprint Label button. The Reprint Label dialog box opens. Follow the procedures outlined in the Label profile Action section of this manual to complete the label reprint request.

**View Product**

View Product Information by activating the Product button. The Order Products dialog box displays with details about the product or products in the order.

Click OK to close the Order Products dialog box and return to the Order History dialog box.
**View Comments**

View the Comments by activating the View Comments button. The View Comments dialog box opens with the order details in the blue title bar and displays Rx Comments and Order Comments associated with the order.

**View Notes**

View order notes by activating the View Notes button. The View Notes dialog box opens with the order details in the blue title bar and displays Label, MAR, and Fill List notes associated with the order.
Exercise:

1. In the PharmNet Medication Manager window, with your assigned patient selected, click the Profile tab.

2. Perform the History Profile Action on one of the patient’s existing orders.

   **Note:** The order's status determines which actions are valid. A message informs you if the action your request is not available.
**Inquire Profile Action**

Use the Inquire Profile Action to review details for an order in the Inquire Order dialog box without the ability to change any order details. The Inquire Profile Action is valid for any order, regardless of its current status.

<table>
<thead>
<tr>
<th>Order Entry</th>
<th>Profile</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Order Sentence</td>
</tr>
<tr>
<td></td>
<td>Active</td>
<td>DIGOXIN 0.05 mg / 0.5 mL IV PUSH 5X/DAY</td>
</tr>
<tr>
<td>Inquire</td>
<td>Active</td>
<td>CARBAMAZEPINE SUSP 200 MG/ML 40 mg / 2 mL PO 0.4H</td>
</tr>
<tr>
<td></td>
<td>Active</td>
<td>CARBAMAZEPINE SOLN 33 mg / 33 mL PO 0.12H</td>
</tr>
</tbody>
</table>

In the Profile tab of the *PharmNet* Medication Manager window, complete the following steps to inquire about an order:

1. In the Profile tab, with a patient selected, navigate to the order for which you want to view details.
2. Select the Inquire option from the Action list.
3. Click Apply to display the Inquire Order dialog box.

**Note:** The Inquire Order dialog box is a read-only dialog box. To add, update, or change order information, use the Modify Profile Action.
The Inquire Order dialog box displays, displaying all of the details of the order in a read-only conversation. All fields are unavailable, so they cannot be modified. Besides the Dispense Category and Billing Formula definition buttons, the only active features of the Inquire Order dialog box are the Product, Printing, and Comments buttons for view only access.

4. Click OK, press ALT+O, or press enter to close the Inquire Order dialog box.

**Exercise:**

1. In the PharmNet Medication Manager window, with your assigned patient selected, click the Profile tab.
2. Perform the Inquire Profile Action on one of the patient’s existing orders.

**Note:** The order's status determines which actions are valid. A message informs you if the action you request is not available.
**Label Profile Action**

Use the Label Profile Action to reprint a label or request an extra dose or refill. A label reprint request generates a label without charging or creating of a dispense event. The label reprint request is valid for Active, Suspended, Discontinued, and Canceled orders.

But the extra dose or refill request creates a dispense event and generates a label with the ability to create a charge being optional. Extra dose or refill requests are valid for Active Orders.

Complete the following steps to print a label:

1. In the Profile tab, with a patient selected, navigate to the order for which you want a label.
2. Select the Label option from the Action list.
3. Click Apply to display the Order Label window.
4. The Label request dialog box displays with the order details in the blue title bar.

![Label Request Dialog Box](image)

5. Select the reason for the label from the Reason for Label Request list. The list of Label Request Reasons is defined by the institution and contains reasons such as Damaged Label and Lost Dose.

6. Select the Extra Dose/Refill, Next Dose, or Reprint option, if no default is displayed.

**Note:** If the Extra Dose/Refill option is selected, the Number of Doses box becomes available to designate the number of doses to be dispensed and the Charge Patient option becomes available for the dispensed doses.

7. Enter the number of doses and labels to dispense, if more than one is required.

8. Select a pharmacy printer from the Printer list.

9. Click OK or press ENTER to close the window.

10. Click Submit to generate a label.
**Exercise:**

Note: The order's status determines which actions are valid. A message informs you if the action you request is not available.

1. Select an active order in your training patients Profile tab.
2. Select Label in the Action Column
3. Click Apply
4. Select a Reason for Label Request.
5. Click OK.
**Modify Profile Action**

Use the Modify Profile Action to modify details for a pharmacy order. The Modify Profile Action is only valid for Active orders.

Complete the following steps to Modify an order:

1. In the Profile tab, with a patient selected, navigate to the order you want to modify.
2. Select the Modify option from the Action list.
3. Click Apply to display the Modify Order dialog box.

4. Make changes to any of the available boxes and lists. To change the dose, highlight the drug and dose. Click Modify, or press ALT+M. Enter new dose information. Click Update.

5. After you complete your changes, click OK, press ALT+O, or press ENTER to close the dialog box.

6. Press Submit to process the order.

**Note:** Manual Product Select is required if product select has not been completed prior to the Modify action.
Exercise:

1. In the Pharmacy Medication Manager window, with your assigned patient selected, click the Profile tab.

2. Perform the Modify Profile Action on one of the patient’s existing orders.

Note: The order’s status determines which actions are valid. A message informs you if the action you request is not available.
Pass Profile Action

The Pass Profile Action is used to create a new order with an associated dispense event intended to be given to a patient going on a pass or temporary leave of absence. The new order is created from the order details of the originating order. The Pass Profile Action is only valid for Active Orders. The use of the Pass Profile Action can change the status of the originating order from Active to Discontinued, depending on system parameter settings. The resulting one time order that is created has an order status of Discontinued.

Complete the following steps to create a pass for the patient:

1. In the Profile tab, with a patient selected, navigate to the order for which you want a pass.
2. Select the Pass option from the Action list. Click Apply. The PassMed window is displayed.
3. Enter or select the physician ordering the pass.
4. Select the Dispense from Location from the list provided.
5. From the Printer list, select the printer for label output.
6. From the Action list, select one of the options, Discontinue, Suspend, or None (none leaves the order in an Active status).
7. In the Qty cell, enter the quantity. Make a selection from the Bill Cd list. Note that Price is calculated by the PharmNet system.
8. In the Instruction box, enter any instructions for the patient.
9. Click OK or press ENTER to close the window. Click submit to process the order and generate labels.
Exercise:

1. In the Pharmacy Medication Manager window, with your assigned patient selected, click the Profile tab.

2. Perform the Pass Profile Action on one of the patient’s existing orders.

   The order's status determines which actions are valid. A message informs you if the action you request is not available.
Renew Profile Action

The Renew Profile Action is used to extend the Stop Date Time of an order. The Renew Profile Action is valid for Active Orders with an existing Stop Date Time. If the order does not have a Stop Date Time associated with it, a warning displays to indicate that no stop has been specified.

After the Renew Profile Action is applied, the status of the order remains unchanged.

Complete the following steps to Renew an order:

1. In the Profile tab, with a patient selected, navigate to the order to be Renewed.
2. Select the Renew option from the Action list.
3. Click Apply to display the Renew dialog box.
4. The Renew dialog box is displayed with the order sentence at the top.

5. Enter the Renew For duration. As the duration is set, the New Stop Date/Time is calculated.

6. Select the Renew Reason from the Renew Reason box. The list of Renew reasons is defined by the institution and contains reasons such as extra dose required.

7. Select the Communication Type from the Communication Type list.

8. If you wish to change the Dispense From Location, select a new location from the list.

9. Select a pharmacy printer from the Printer list.

10. Enter the number of doses and labels to dispense in the Send Now Doses box, or check the Auto Calculate Send Now Doses check box.
11. When Now Doses have been declared, the Projected Administration Times can be viewed by clicking the ellipses button 

![Projected Admin Times](image)

The order is displayed on the patient profile with the status unchanged, and two angle brackets (<<) are displayed in the Action column.

12. Click Submit. The information is saved to the database and generates a label.

![Order Entry](image)
**Exercise:**

1. In the *PharmNet* Medication Manager window, with your assigned patient selected, click the Profile tab.

2. Perform the Renew Profile Action on one of the patient’s existing orders.

   **Note:** The order’s status determines which actions are valid. A message informs you if the action you request is not available.
Reschedule Profile Action

The Reschedule Profile Action is used to change the administration times for medication and intermittent orders or the next administration date time for continuous orders. The Reschedule Profile Action is valid only for Active orders.

To reschedule an order, complete the following steps:

1. In the Profile tab, with a patient selected, navigate to the order that you want to reschedule.
2. Select the Reschedule option from the Action list.
3. Click Apply to display the Reschedule Order dialog box.

![Reschedule - Custom Frequency](image)

Order sentence:
Dextrose 10% in Water 5mL 500 mL Injection IV qDay

Description: once a day
Activity type: Pharmacy
Applies to: Default

Previous times:
09:00

New times:
09:00

Dispense from location:
West Pharmacy

Schedule begins:
- 10/2/2004 09:00
- N/A

[OK] [Cancel]
**Exercise:**

1. In the **PharmNet** Medication Manager window, with your assigned patient selected, click the Profile tab.

2. Perform the Reschedule Profile Action on one of the patient’s existing orders.

**Note:** The order’s status determines which actions are valid. A message informs you if the action you request is not available.
**Suspended Profile Action**

The Suspend Profile Action is used to change the STATE of an active order to one where dispensing and administration be carried out. The STATE achieved with the Suspend Profile Action is an Order Status of Suspended. The Suspend Profile Action is only valid for Active orders. If you suspend an order you must complete a Clinical Intervention Form.

**Note:** There is no difference between a Hold and Suspend status for an order. The Suspend option is used for either situation because suspended orders display on the MAR.

To suspend or hold an order, complete the following steps:

1. In the Profile tab, with a patient selected, navigate to an order you want to suspend.
2. Select the Suspend option from the Action list.
3. Click Apply.
4. Enter the name of the Physician who is suspending the order.
5. Choose a Suspend Reason from the list provided. Note that this cannot be required in order to suspend the order.
6. From the Communication Type list, select the manner in which the physician’s order was communicated.
7. Choose the Printer where you want to receive labels, and the number of copies you desire. Note that suspending an order only produces a label if the related system preference is set accordingly.
8. Click OK.
9. The Status column of the Profile spreadsheet displays the **Suspended** status. Press Submit to process the order.
10. Complete a Clinical Intervention Form detailing the reason for the suspend.

![Suspend Profile Action Screen](image)
Exercise:

1. In the Pharmacy Medication Manager window, with your assigned patient selected, click the Profile tab.

2. Perform the Suspend Profile Action on one of the patient’s existing orders.

3. Complete a Clinical Intervention Form to detail reason for suspend.

Note: The order’s status determines which actions are valid. A message informs you if the action you request is not available.
Resume Profile Action

The Resume Profile Action is used to change status of a Suspended order to Active. The Resume Profile Action is only valid for Suspended orders.

Complete the following steps to resume a suspended or held order:

11. In the Profile tab, with a patient selected, navigate to the suspended order you want to resume. Look at the Status column of the Profile spreadsheet to quickly identify suspended orders.

12. Select the Resume option from the Action list.

13. Click Apply.

14. Select a resume reason from the list provided.

15. Select a Physician and Communication Type from the lists provided. These values are automatically populated for you.

16. Choose a Dispense From Location for the resumed order, if you wish to alter the existing value. It is automatically set to the order’s original Dispense From Location.

17. Select a printer where you want to receive a label. Labels only print on resumed orders if you have this system preference set accordingly.

18. Enter the number of Initial Doses and Label Copies for this order.

19. Press Submit to process the order.
**Exercise:**

1. In the Pharmacy Medication Manager window, with your assigned patient selected, click the Profile tab.
2. Perform the Resume Profile Action on one of the patient’s existing orders.

**Note:** The order’s status determines which actions are valid. A message informs you if the action you request is not available.

*When you have completed this task, please log out of the system before moving on to the next section.*
5. Summary Scenarios

The following exercises review the order and profile action information you have learned to this point. You are given a series of tasks to perform with minimal guidance. If you have questions, however, you can refer to the information in this manual or ask your instructor. For each of these exercises, please use your assigned training patient.

Scenario One:

In this scenario you:

- Log in to PharmNet.
- Locate your training patient.
- Place a med order.
- Void an order.
- Discontinue an order.
- Copy and order.
- Inquire about an order.

1. Log in to PharmNet with your training user name and password.
2. Open Medication Manager.
3. Locate your training patient.
4. Place an order for allopurinol 100 mg tablet /1 tab PO daily.
5. Submit the order.
6. Now, place an order for diphenhydramine 25mg.
7. Submit the order.
8. In the Profile tab, locate the allopurinol order.
10. Click Apply
11. Select a reason for Void.
12. Click OK.
13. Now, locate and discontinue the diphenhydramine order.
14. Click Submit.
15. In the Profile tab, locate the diphenhydramine order you just discontinued.
17. Click Apply and enter appropriate details.
18. Click Submit.
19. In the Profile tab, locate the active diphendydramine order.
20. Select Inquire in the Action Column.
21. Review the details of the order.
**Scenario Two:**

In this scenario you:

- Place an intermittent order.
- Modify an order.
- View the history of an order.
- Suspend an order.
- Resume an order.
- Cancel an order.

1. Place an intermittent order for Gatifloxacin 400mg/d5w 200mL.
2. Click Update.
3. Fill out all required fields.
4. Click OK.
5. Submit the order.
6. In the Profile tab, locate the Gatifloxacin order you just placed.
7. The ordering physician now only wants 5 doses of the drug.
8. Select Modify in the Action Column.
9. Click Apply.
10. The order will display for your modification.
11. Enter a duration of 5 doses.
12. Click OK.
13. Click Submit.
14. Locate the modified Gatifloxacin order in the profile tab.
15. Select History in the Action column.
16. Click Apply.
17. View the History of the Gatifloxacin order.
18. Click Close on the History View Window.
19. In the Profile tab, locate the Gatifloxacin order.
20. Suspend the Gatifloxacin order.
21. Complete a Clinical Intervention Form detailing a reason for the suspend.
22. In the Profile tab, locate the Gatifloxacin order.
23. Select Resume in the Action Column.
24. Submit the order.
25. Locate the Resumed Gatifloxacin order in the profile tab.
26. Select Cancel in the Action Column.
27. Submit the order.
**Scenario Three:**

In this scenario you:

- Place a continuous order.
- Update an order.
- Reschedule an order.
- Discontinue an order.
- Copy an order.

1. Place a continuous order for Sodium Chloride 0.9% 1000 mL solution.
2. Once the New Continuous Order window displays, click Update.
3. In the Drug field, type Potassium and press Enter.
4. Select Potassium Chloride Injection 20 mEq/10 mL solution.
5. Click OK.
6. Click Update.
7. Infuse the order over 1 hour.
8. Complete other required fields and review order details.
9. Click OK
10. You now realize you did not enter a Stop Date and Time.
11. Locate the sodium chloride order on the Profile tab.
12. In the action column, select Update.
13. Click Apply
14. Enter a Stop Date and Time.
15. Click OK.
16. Click Submit.
17. Locate the sodium chloride order on the Profile tab.
18. In the action column, select Reschedule.
19. Click Apply.
20. Set a new next administration time for the order.
21. Click OK.
22. Locate the sodium chloride order on the Profile tab.
23. In the action column, select Discontinue for the sodium chloride order.
24. Click Apply and Submit.
25. In the action column, select Copy for the sodium chloride order.
26. Click Apply.
27. Enter appropriate order details
28. Click Submit.
**Scenario Four:**

In this scenario you:

- Place an order.
- Submit a Clinical Intervention Form.

1. With your training patients chart open, place an order for epirubicin 500 mg.
2. Click the Update.
3. Enter any required information.
4. Click OK.
5. You receive a Dose Range Alert. Cancel the Order
6. Now, you must fill out a Clinical Interventions Form.
7. Click the Launch PowerChart Icon.
8. After PowerChart opens, select the Ad Hoc Charting Icon.
9. Checkmark Dose too high and click Chart.
10. Enter the required information in the Clinical Interventions Form: (The fields with an asterisk (*) are required fields).
11. Click the Sign Icon.
12. Click Close. The ad hoc charting screen closes and you are back at the patients chart in PowerChart.
13. Click the As Of button.
14. Then click the X at the top right of your screen to close the PowerChart application.
Placing an Order Set

Placing an order set is similar to placing any other pharmacy order. Order sets allow a set of commonly requested orders to be combined and ordered through the entry of a single search.

Order Set Practice Scenario

1. With your training patients file open, type the order set name or mnemonic in the Drug box. In this scenario enter Silva:AC.

2. Click Add.

3. The Order Set window displays.

4. Select the correct order and click OK.
5. The Order Set components box displays. The Order Set contains several options, however you do not need to include all of them. Include/Exclude the order set components as appropriate to define the order set.

6. Click OK.

7. The New Order window displays with the first order set component.

8. Review the defaulted information and click Update.

*Note:* The Order Set will be set up for you. However, if you need to change any information you are able to do so.
9. Complete appropriate and required fields.

10. Click OK.

11. The next order set component will display. Follow the same steps as with the first order set component.

12. The remaining order set components will display until all have been completed.

13. When all components are complete, the Order window will display with a list of the select order components.

14. Click Submit.
6. Pharmacy Batch Reports (MAR, SOR, PMP)

Use Pharmacy Batch Reports to access the MAR, Stop Order Report (SOR), or the Patient Medication Profile (PMP). You can generate the report for all patients at a specific nursing station, for all patients at multiple nursing stations, or for an individual patient. The MAR generates a list of pharmacy orders and their administration times. The SOR is generated based on the parameters that are set (type of stop, number of hours to include and so on). The PMP creates a report that lists all of the pharmacy orders of a patient or group of patients. To access Pharmacy Batch Report, complete the following steps:

1. Click the Pharmacy Batch Report (phabatchreport.exe) icon on your desktop.
2. Enter your user name, password, and domain.
3. Click OK or press ENTER to display the Batch Report window. This is the main application window:
Completing the Report Criteria

*MAR Requirements*

To print the MAR report, the following fields must be filled out (in addition to the nursing station/patient):

- **Start Date Offset:** 0 = today, + advances the days, - diminishes the day (for example, +1 = tomorrow, -1 = yesterday)
- **Report will qualify for:** This should be 24 hours with the beginning and ending time to be reflective of 24 hours.
- **Order Types:** Indicate the order types to include in the MAR. By default, all of the order types are selected. To limit the MAR to specific order types, deselect the order types that you do not want to include in the report.
- **Order Status:** Indicate the type of orders to be included on the MAR. Discontinued for (you need to enter a duration if choosing this status), Suspended and Unverified. All active orders for the order types selected are included on the MAR.
- **Dispense Categories:** Indicate which dispense categories are to be included in the print out for the MAR.
- **Format:** Choose Medication Administration Report.
- **Printer:** Indicate to which printer the report is to be printed.
- **Click Run or press ALT+U to print the report. To exit the application click Close, or press the X button on the top right hand corner of the application.
SOR Requirements

To print the SOR report, the following fields must be filled out:

- **Start Date offset**: 0 = today, + advances the days, - diminishes the day (for example, +1 = tomorrow, -1 = yesterday)
- **Report will qualify for**: This should be the number of hours that the report should encounter (for example, 24 hours, 48 hours).
- **Order Types**: Indicate the order types to include in the stop order report. By default, all of the order types are selected. To limit the stop order report to specific order types, deselect the order types that you do not want to include in the report.
- **Stop Type**: Indicate the stop types to include in the stop order report. By default, all stop types are selected. To limit the stop order report to specific stop types, deselect the stop types that you do not want to include in the report. The following Stop Types are available:
  - **Soft Stop**: The order displays the stop date but continues to be dispensed until it is discontinued.
  - **Hard Stop**: The order is no longer dispensed after the stop date and time.
  - **Physician Stop**: The product’s default stop date has been manually adjusted.
- **Format**: Choose Stop Order Report - Standard.
- **Printer**: Indicate the printer where the report is to be printed.
- **Click Run or press ALT+U to print the report. To exit the application click Close, or press the X button on the top right hand corner of the application.**
**PMP Requirements**

To print the PMP report, the following fields must be filled out (in addition to the nursing station/patient):

- **Order Types:** Indicate the order types to include in the MAR. By default, all of the order types are selected. To limit the stop order report to specific order types, deselect the order types that you do not want to include in the report.

- **Order Status:** Indicate the type of orders to be included on the MAR. Discontinued for (you need to enter a duration if choosing this status), Suspended, and Unverified. All active orders for the order types selected are included on the MAR.

- **Format:** Choose Medication Profile.

- **Printer:** Indicate the printer where the report is to be printed.

- **Click Run or press ALT+U to print the report. To exit the application click Close, or press the X button on the top right hand corner of the application.**
Printing Report by Nursing Station

To generate a report for one or more nursing station, complete the following steps:

1. Under Patient Selection, click the Nursing Station option button or press ALT+N.

2. Click NS. The Update Location List dialog box opens. Use the Update Location List dialog box to select nursing stations. The Available box displays a list of nursing stations for which you can print a report.

3. In the Available box, use any of the following methods to select nursing stations:
   - Select a range of nursing stations by clicking the first item in the range and holding down the SHIFT key while you click the last item in the range.
   - Select multiple nursing stations by clicking the first item you want and holding down the CTRL key while you click additional items.
   - To select all of the nursing stations, click in the Available Location List and then click the Select All button, or press ALT+A.
4. Click Move or press ALT+M to move the selected nursing stations to the Selected box.

![Update Location List](image)

5. Click OK or press ENTER to save your selections and close the dialog box. Your selections are displayed in the (Select NS) box of the Report window.
Printing a Report by Patient

To generate a report for a patient, complete the following steps:

1. Select the Patient option button, or press ALT+A.

2. To perform a search by name, enter the patient’s last name, followed by a comma, then first name in the Enter Name For Search box. Click Find Patient.
Practice Scenario - Printing the MAR

1. In the menu bar click Task, and then select Ad Hoc Report.
2. Under the Batch Type field, select Medication Administration Report.
3. Under the PreQualScript field, select MAR from the menu box.
4. Select a Date range on which you want this MAR to run.
5. Under the Patient Selection Field select Nurse Unit, and then click the Select NS button.
6. Click OK.
7. Select the order types for which you want to search (in this case, select Medication, Intermittent, and Continuous).
8. Under the Discontinued field, type 1 day because we only want to see Discontinued orders up to a day old.
9. Click the Dispense Categories Button.
10. Single-click the Bulk dispense category, and then hold the control key while you select the rest of these dispense categories:

<table>
<thead>
<tr>
<th>CADD Pump</th>
<th>Chemo Syringe</th>
<th>Intrathecal</th>
<th>LVP</th>
<th>Pyxis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemo CMS Intermit</td>
<td>Enteral Feeding</td>
<td>Invest Injection</td>
<td>Man Charge</td>
<td>Syringe</td>
</tr>
<tr>
<td>Chemo CMS LVP</td>
<td>Enteral Supplement</td>
<td>Invest LVP</td>
<td>Multidose Inj</td>
<td>TPN-Adult Cyclic</td>
</tr>
<tr>
<td>Chemo Intermit</td>
<td>Epidural</td>
<td>Invest Oral</td>
<td>NC CMS Intermit</td>
<td>TPN-Adult LVP</td>
</tr>
<tr>
<td>Chemo LVP</td>
<td>Implantable Pump</td>
<td>Irrigation</td>
<td>NC CMS LVP</td>
<td>Unit Dose</td>
</tr>
<tr>
<td>Chemo Oral</td>
<td>Injection</td>
<td>IV PiggyBack</td>
<td>PCA Intermit</td>
<td></td>
</tr>
</tbody>
</table>

11. Click the Move button.
12. In the format field, select Medication Administration Report from the menu box.
13. Select your specific printer from the printer menu box.
14. Click Run.
7. Pharmacy Fill Batch Run

Pharmacy Batch Dispense generates fill lists, IV lists, and labels for all of the orders required during a specified time period. When Pharmacy Batch Dispense is performed as a final operation run, charges are generated for the orders. Medication orders, intermittent orders (such as piggybacks), and continuous orders (such as IVs) labels must be generated separately. For example, IV and piggyback labels can only be generated nightly on a final list. An IV worklist can be generated nightly and used to check IV supplies at nursing stations.

To access Pharmacy Batch Dispense, complete the following steps:

1. Click the Pharmacy Batch Dispense icon.
2. Enter your user name, password, and domain.
3. Click OK, or press enter. The Pharmacy Batch Dispense window is displayed.
**Toolbar Elements**

The Pharmacy Batch Dispense toolbar contains the following element:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="button_icon" alt="Define Batch" /></td>
<td><strong>Define Batch</strong> Defines a batch run and sets the details for the batch</td>
</tr>
</tbody>
</table>
Generating a Fill Batch

To generate a fill batch, complete the following steps:

1. Select the fill batch from the Batch list. The remaining elements on the screen are populated with the default values defined for the fill batch you selected. The default values are provided by the PharmNet system.
A Fill Batch History Window opens. Details all for previous lists of this type are displayed.

Note: Review this window carefully to prevent running fill lists and labels ahead of schedule.

2. Click close to close the Fill Batch History window.

3. Under Current Operation, select an option to define the type of run that is to be performed. If this is the first time the fill batch is generated for the specified fill period, the Initial option is defaulted. If the initial fill batch has been run for the specified fill period, the Initial option is unavailable.

- **Initial**: The first run performed for a specific batch and fill period.
- **Update**: A run that is performed at any point between the initial and final run for a specific batch and fill period. The update run includes new or modified orders since the initial or last update batch run was performed.
- **Final**: The last run performed for a specific batch and fill period (in other words, the catch-up lists). The final run closes out the fill period and sets the PharmNet system forward to the next fill period. This run also generates lists or labels and order charges. All IV runs are considered final fill batches and generate labels and charges.
- **Worklist**: A list of the orders included in the fill batch. The worklist can be used to gather the orders that are to be distributed. The worklist function works like an update, but it does not reset the time on the batch run.
- **Checklist**: A list of the orders that are included in the fill batch, especially useful with IV orders. The checklist can be used to verify that the appropriate medications were included in the fill batch. The checklist does not reset the time on the batch run.
4. Under Output Options, indicate whether a report or labels is generated. Select the appropriate check boxes.

5. To view details of the batch report, click the View Details button. The Fill Batch Details dialog box opens. Information displayed in this dialog box is a read-only.
6. The following information is displayed in the Fill Batch Details dialog box:
   - **Batch Properties**: Displays the defined length of the fill period, the maximum length of the fill period, and the minimum time that should elapse between requests for the batch run.
   - **Include Order Types**: Displays the order types included in the batch fill.
   - **Optional Dispense Quantity Settings**: Displays the length of time for which quantities are dispensed for this batch run and the maximum length of time that quantities are dispensed for this batch run. For example, on holiday weekends, the Dispense Quantity Sufficient for box can be set to 48 hours to dispense orders on Friday that cover the entire weekend. The Maximum Dispense Quantity for box can be set to 96 hours to limit the amount of pharmacy products that are dispensed to no more than 96 hours.

7. Click Close to close the View Details dialog box.

8. Verify that the date and times listed under Fill Period are correct for the list or labels.

9. Click Run or press ALT+R to perform the fill batch.

10. The number of orders filled is displayed in a system message dialog box when the list or labels are completed.

11. Click OK or press ENTER to close the system message dialog box.

12. Click Close or press ALT+C to exit the program.
Practice Scenario - Generating the Fill Batch

In this exercise you run a fill batch.

1. Double-click the Pharmacy Batch Dispense icon. The Batch Dispense window displays.

2. Select the fill batch from the Batch list box. The default values for the fill batch are displayed in the Batch Dispense window.

3. Verify that the start and end dates and time are correct.

4. Review the patient locations in the Locations box.

5. Review the dispense categories included in the fill batch.

6. Review the default option in the Current Operation box. Select another option if it is more appropriate.
7. To view details for the fill batch, click View Details. The Fill Batch Details box displays. When finished viewing details click Close.

8. Click Run. An Orders Filled message displays, confirming that pharmacy orders in the batch were filled.

9. Click OK.
Reprinting Fills

If the batch label printer jams, or otherwise loses some or all of a batch, you can use the Reprint option to reprint labels. This does not cause the charges to be reissued. You must discard all of the previously printed labels for this batch to avoid possible duplication of dispensing, since only the entire batch of labels can be reprinted.

OR

If the Robot fails to receive its interface order file for this batch, or the paper printout is lost or damaged, you can use reprint to recreate the interface file and the paper report for Robot-type batches. You can reprint the report, even if the Robot has received the interface file. In this case the Robot receives another interface for the batch, but the Robot tech can elect not to process it.

1. Select the PhaBatchDispense.exe from the production Winintel directory or use the desktop icon.
2. Log on with your user name and password and select the PROD environment.
3. The screen below displays.
4. Point to the menu box for the Batch window and left-click.
5. The list of available batches displays, as shown below.

![PharmNet Batch Dispense window]

6. Use the scroll button or arrows to find the name of the batch in which you are interested.

7. Use the mouse to point to that batch name and left-click to select it.

8. There is a pause as the system fills in the window data for the selected batch.

9. See the screen on the next page.
Note: If this is the first batch selected since you entered the exe, the screen shown below automatically displays. This is the Fill Batch History Window. If the History window does not automatically display, point to View and select History from the list to display the screen below.

10. Highlight the fill batch for which labels or lists are needed.
11. Point and click History Task, and select Reprint from the list.

12. Click reprint to open the reprint window below.
13. Click the OK button.

14. When the reprint has successfully completed, a message box is displayed.
Practice Scenario - Running a Reprint

The printer has jammed and you need to reprint the batch fill.

1. From the AppBar, open Pharmacy Batch Dispense.
2. Select a fill batch from the Batch list box.

3. Click the View menu, and select History.

4. The Fill Batch History window displays.
5. Click the row with the fill batch for which you want to print a fill list or fill labels.
6. Click the History Task menu, and select Reprint.
7. The Output Format and Printer box displays.
8. Select a printer.
9. Click OK.
10. The requested reprint is being processed message displays. Click OK.
8. PharmNet Charge Credit

Use *PharmNet* Charge/Credit to submit charges and credits for a patient’s pharmacy orders through the *PharmNet* system. *PharmNet* Charge/Credit speeds the charging process with an easy-to-use spreadsheet. You can quickly enter charges or credits in the Charge/Credit window.

Use *PharmNet* Charge/Credit to perform the following tasks:

- Select a patient and encounter by name, visit number, MRN.
- Use a scanning device to select an order by medication barcode.
- View a list of pharmacy orders for a patient.
- Charge and credit pharmacy orders.
- Submit charges and credits at the dose level for greater control over inventory and costs.
- Track the quantity of doses charged or credited for a pharmacy order.

To access Pharmacy Charge Credit, complete the following steps:

1. Click the Pharmacy Charge Credit icon.
2. Enter your user name, password, and domain.
3. Click OK, or press enter. The Pharmacy Charge/Credit window is displayed.
Select a Patient

When you open the application, the cursor is set in the Enter Search method box of the Charge/Credit window. Complete the following steps to select a patient by name and encounter:

1. Initially, you are prompted to Enter a Patient Name. You can also search for a patient’s orders by visit number, medical record number, or medication barcode. Decide which method to use.

2. To select by name, enter the name, last name followed by first name and separated by a comma, in the Enter Search method box. You can enter a full or partial name.

   Note: When entering a partial name for search purposes, you can use an asterisk (*) to represent unknown or unspecified characters at the beginning or in the middle of the name.

3. If the system finds a unique match, information about the patient and their pharmacy orders is displayed in the Charge/Credit window.

4. If multiple matches or no matches are found, the HNA Millennium Encounter Search window opens, allowing you to further define your search.

   Note: PharmNet Charge/Credit requires you to select both a patient and an encounter. If there is one encounter for the patient, the patient’s orders are displayed in the Charge/Credit window. If more than one encounter exists for the patient, the HNA Millennium Encounter Search window displays, allowing you to select the correct encounter.
Select an Order by Medication Barcode

In the Charge/Credit window, complete the following steps to select an order by medication barcode:

1. From the Options menu, select Search By Medication Barcode.

You are prompted to Scan a Medication Label. Scan the barcode on the order label or fill list, using the scanning device.

Information about the order is displayed in the Charge/Credit window.
Charge Doses for a Pharmacy Order

Complete the following steps to charge doses for a pharmacy order:

1. In the Charge/Credit window, select a patient.
2. Review the pharmacy orders displayed in the (Orders) spreadsheet. Navigate the spreadsheet to find the order you want.
3. If an order displays + in the + column, the order is for alternating IV bags. Click the cell with the + in it to display all of the bags associated with the alternating IV order. You can then submit charges for each bag in the order.
4. When you find the order you want, enter + in the corresponding cell of the +/- column to indicate a charge.
5. In the Service Date column, the current date with a folder icon is displayed by default. If you want to apply a different service date, click the folder icon to display the calendar, which allows you to select a service date.

6. In the Dose column, enter the number of doses you want to charge for the order.

7. If you want to enter charges for the patient’s other pharmacy orders, navigate to the next order and repeat steps three through six. Continue to work in the Charge/Credit window until you have indicated all of the charges you want.

8. Click Submit to submit charges and clear the display, or click Cancel to cancel your work and reset the display. The charges you submit are displayed in the Total Dose column the next time you view the patient’s pharmacy orders.

Note: When working with a patient’s pharmacy orders, you can submit credits at the same time that you submit charges.
Charge All Orders and Associated Doses

Complete the following steps to charge all orders and associated doses:

1. In the Charge/Credit window, select a patient.
2. Review the pharmacy orders displayed in the (Orders) spreadsheet.
3. Click the plus sign button on the toolbar. The +/- column displays + in each cell.
4. In the Service Date column, the current date is displayed with a folder icon by default. If you want to apply a different service date, click the folder icon to display the calendar which allows you select a service date. Select a service date for each order.
5. In the Dose column, enter the number of doses you want to charge for each order.
6. Click Submit to submit charges for all orders and clear the display, or click Cancel to cancel your work and reset the display. The charges you submit are displayed in the Total Dose column the next time you view the patient’s pharmacy orders.
Charging for Non-Profile Orders

Sometimes a pharmacy order does not display on the patient’s orders profile in PharmNet Medication Manager. (For information on how to view a patient’s orders profile in Medication Manager, click the Help icon in Medication Manager.) This can occur when a pharmacy product is dispensed from a location, such as the emergency room or floor stock, that is not supported by the order entry and fill processes. Because the usual order entry process is bypassed, you must identify a pharmacy product and quantity to add charges for a non-profile pharmacy order. When you add charges for a non-profile order, you create a one-time, discontinued order on the patient’s orders profile that does not result in any dispensing actions.

**Note:** Before you add charges for an order that is not on the patient’s orders profile, check that you have selected the correct patient and encounter.

In the Charge/Credit window, complete the following steps to add charges for a non-profile order:

1. From the Task menu, select Add New Order or press ![Image](image.png). The Product Selection window opens.

   ![Image](image.png)

   **Note:** Special drug identification codes have been created at UIC to facilitate searching and selecting OR meds in Charge Credit.
2. In the Product Selection window, search for and select a pharmacy product.

3. The Add New Order window opens.

4. In the (Product) spreadsheet of the Add New Order window, review the information for the pharmacy product.

5. In the Quantity Per Doses box, enter a value for the total quantity you want to charge of the pharmacy product.

6. Click OK to save your work and close the window, or click Cancel to cancel your work and close the window. The new order is displayed with a discontinued status as the last entry of the (Orders) spreadsheet in the Charge/Credit window. After adding the order, you can submit a charge for it.
Credit Doses for a Pharmacy Order

Complete the following steps to credit doses for a pharmacy order:

1. In the Charge/Credit window, select a patient.
2. Review the pharmacy orders displayed in the (Orders) spreadsheet. Navigate the spreadsheet to select the order you want.

**Note:** You cannot credit orders for which no dose has been dispensed.

3. If an order displays + in the + column, the order is for alternating IV bags. Click the cell with the + in it to display all of the bags associated with the alternating IV order. You can then submit credits for each bag in the order.
4. When you find the order you want, enter - in the corresponding cell of the +/- column.

5. In the Service Date column, make a selection from the list to identify the service date. The selected date is displayed in the Service Date column.

6. In the Dose column, enter the number of doses you want to credit for the order.

**Note:** Generally, unused doses are credited. For example, you can credit unused doses for PRN orders that are returned on the cart after the fill period.

7. If you are working with a patient and want to enter credits for other pharmacy orders, navigate to the next order and repeat steps three through six. Continue to work in the Charge/Credit window until you have indicated all of the credits you want.

8. Click Submit to submit credits and clear the display, or click Cancel to cancel your work and reset the display. The credits you submit are subtracted from the doses in the Total Dose column the next time you view the patient’s pharmacy orders.

**Note:** When working with a patient’s pharmacy orders, you can submit charges at the same time that you submit credits.
Credit All Orders and Associated Doses

Complete the following steps to credit all orders and associated doses:

1. In the Charge/Credit window, select a patient.
2. Review the pharmacy orders displayed in the (Orders) spreadsheet.
3. Click the minus button on the toolbar. The +/- column displays - in each cell.

4. In the Service Date column, click each cell to displays a list of service dates. To change the service date, make a selection from the list for each order.
5. In the Dose column, enter the number of doses you want to credit for each order.
6. Click Submit to submit credits for all orders and clear the display, or click Cancel to cancel your work and reset the display. The credits are subtracted from the doses displayed in the Total Dose column the next time you view the patient’s pharmacy orders.
Credit a Pharmacy Order Using a Scanning Device

Complete the following steps to credit a pharmacy order using a scanning device:

1. In the Charge/Credit window, select Search By Medication Barcode from the Options menu.

2. Using the scanning device, scan the barcode on the order label or fill list. The order is displayed in the (Orders) spreadsheet of the Charge/Credit window.

3. Review the order. On the scanning sheet, scan the barcode associated with the number of doses you want to credit.

4. Scan the Submit barcode on the scanning sheet to submit your work. The Charge/Credit window clears, allowing you to scan another order.

**Note:** The scanning sheet displays barcodes for the number of doses that you can scan and credit at one time.
Practice Scenario - Charge Dose

In this scenario, you enter charges on three of your training patient’s orders.

From the AppBar, open Pharmacy Charge/Credit.

1. Locate and open your training patient.
2. Review the pharmacy orders displayed in the (Orders) spreadsheet. Navigate the spreadsheet to find the order you want.
3. Select an active order to charge.
4. Enter a + in the +/- column and the number of doses.
5. In the Dose column, enter 1 dose to charge for the order.
6. Repeat this process for two other active orders.
7. When finished, click Submit.

Practice Scenario - Credit Dose

In this scenario, you credit a dose on an order placed for your training patient.

From the AppBar, open Pharmacy Charge/Credit.

1. Locate and open your training patient.
2. Review the pharmacy orders displayed in the (Orders) spreadsheet. Navigate the spreadsheet to find the order you want.
3. Select an order to charge.
4. Enter a - in the +/- column.
5. In the Dose column, enter 1 dose to credit for the order.
6. Repeat this process for two other active orders.
7. When finished, click Submit.
9. Appendix

Exceptions To The Product Mnemonic Rule

DARBEPOETIN/ALBUMIN 100mcg INJECTION ARA100
DARBEPOETIN/ALBUMIN 200 mcg INJECTION ARA200
DARBEPOETIN/ALBUMIN 300 mcg INJECTION ARA300
DARBEPOETIN/ALBUMIN 60 mcg INJECTION ARA60
ASPIRIN 325mg TABLET UD ASA
ASPIRIN 300mg SUPPOSITORY ASASUPP
diphenhydrAMINE 50mg/mL injection B
diphenhydrAMINE 25mg capsule B25
diphenhydrAMINE 50mg CAPSULE B50
BEER Beer
B&O 15-A SUPPOSITORY BO15A
B&O 16-A SUPPOSITORY BO16A
BOOST PLUS (CHOCOLATE) BOOSTC
BOOST PLUS (STRAWBERRY) BOOSTS
BOOST PLUS (VANILLA) BOOSTV
CEFAZOLIN 1 gram/D5W -50 mL PREMIX CEFAZPM
CIPROFLOXACIN 400mg/D5W 200mL PREMIX CIPROPM
COLLAGEN TEST 0.1 mL COLLA
COSEAL SURGICAL SEALANT COSEAL
DEXTROSE 10% IN WATER- 1000 mL D10W1000
DEXTROSE 10% IN WATER 500 mL D10W500
DEXTROSE 5%/NACL 0.45% -1000 mL D5.45NS1000
DEXTROSE 5%/NACL 0.45% -250 mL D5.45NS250
DEXTROSE 5%/NACL 0.45%-500 mL D5.45NS500
DEXTROSE 5%-LACTATED RINGERS-1000 mL D5LR1000
DEXTROSE 5%/NACL 0.9% -1000 mL D5NS1000
DEXTROSE 5%/NACL 0.9% 500 mL D5NS500
DEXTROSE 5% IN WATER-100 mL D5W100
DEXTROSE 5% IN WATER-1000 mL D5W1000
DEXTROSE 5% IN WATER-150 mL D5W150
DEXTROSE 5% IN WATER-250 mL D5W250
DEXTROSE 5% IN WATER-50 mL D5W50
DEXTROSE 5% IN WATER-500 mL D5W500
DELIVER 2.0 240 mL DELIV1LI
DEXAMETHASONE 10mg/ mL-10 mL INJECTION DEXA10
DOBUTamine 500mg/d5w 250 mL premix DOBUPM
DOPamine 400mg/d5w 250 mL PREMIX DOPAPM
APREPITANT 125mg CAPSULE EM125
APREPITANT 80mg CAPSULE EM80
ENLIVE APPLE 8.1OZ ENLIVEA
ENLIVE PEACH 8.1OZ ENLIVEP
EPOETIN 20,000 UNITS EPO20
EPOETIN 40,000 UNITS INJECTION EPO40
EPOETIN 40,000 UNITS INJECTION EPO40
EVACUATED CONTAINER 1000mL EVAC1000
EVACUATED CONTAINER 250mL EVAC250
EVACUATED CONTAINER 500mL EVAC500

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<th>Item</th>
<th>Code</th>
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</tr>
<tr>
<td>FAT EMULSIONS 20% - 500 mL</td>
<td>FAT20</td>
</tr>
<tr>
<td>FENTANYL 100mcg/HR TRANSDERMAL PATCH</td>
<td>FENT100</td>
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<td>FENT25</td>
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<td>FENTANYL 75mcg/HR TRANSDERMAL PATCH</td>
<td>FENT75</td>
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<tr>
<td>FLUCONAZOLE 200mg/NaCl 0.9% - 100 mL PREMIX</td>
<td>FLUCO200PM</td>
</tr>
<tr>
<td>FLUCONAZOLE 400mg/NaCl 0.9% - 200 mL PREMIX</td>
<td>FLUCO400PM</td>
</tr>
<tr>
<td>GATIFLOXACIN 400mg/D5W 200 mL PREMIX</td>
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<tr>
<td>GATIFLOXACIN 200mg/D5W 100 mL PREMIX</td>
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<tr>
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<td>GLUCERNA</td>
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<tr>
<td>GOLYTELY</td>
<td>GO</td>
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<tr>
<td>HEPARIN 25,000 UNITS/D5W 500 mL PREMIX</td>
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<td>POTASSIUM CHLORIDE 10 mEq TABLET</td>
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<tr>
<td>POTASSIUM CHL 10mEq - H2O 50 mL PREMIX</td>
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<tr>
<td>POTASSIUM CHL 20 mEq/10 mL INJECTION</td>
<td>K20IV</td>
</tr>
<tr>
<td>POTASSIUM CHL 20mEq-H2O - 100 mL PREMIX</td>
<td>K20PM</td>
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<tr>
<td>POTASSIUM CHL 40 mEq/20mL INJECTION</td>
<td>K40IV</td>
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<td>LIDOCAINE 2 gram/D5W 500 mL PREMIX</td>
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<tr>
<td>LOMOTIL TABLET</td>
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<tr>
<td>LOMOTIL LIQUID - 5mL UD</td>
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<td>ENOXAPARIN SODIUM 100mg INJECTION</td>
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<tr>
<td>MYLANTA 150 mL</td>
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<td>FILGRASTIM 300 mcg INJECTION</td>
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<td>FILGRASTIM 480 mcg INJECTION</td>
<td>NEUP480</td>
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<td>NITROGLYCERIN 50mg/D5W 250 mL PREMIX</td>
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<td>SODIUM CHLORIDE 0.9% - 100 mL</td>
<td>NS100</td>
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<td>SODIUM CHLORIDE 0.9% - 150 mL</td>
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<td>SODIUM CHLORIDE 0.45% - 1000 mL</td>
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<td>OXYCODONE CR 10mg TABLET</td>
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<td>OXYCODONE CR 20mg TABLET</td>
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<tr>
<td>OXYCODONE CR 40mg TABLET</td>
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OXYCODONE CR 80mg TABLET
PANTOPRAZOLE 40mg TABLET
RANITIDINE 50mg/NACL 0.45%-50 mL PREMIX
OXYCODONE-ACETAM 5mg-325mg TABLET
SCANDISHAKE (CHOCOLATE)
SCANDISHAKE (VANILLA)
SPOT MARKING SYRINGE 5mL
LEVOTHYROXINE 0.025mg TABLET
LEVOTHYROXINE 0.05mg TABLET
LEVOTHYROXINE 0.075mg TABLET
LEVOTHYROXINE 0.088mg TABLET
LEVOTHYROXINE 0.1mg TABLET
LEVOTHYROXINE 0.112mg TABLET
LEVOTHYROXINE 0.125mg TABLET
LEVOTHYROXINE 0.15mg TABLET
LEVOTHYROXINE 0.175mg TABLET
LEVOTHYROXINE 0.2mg TABLET
LEVOTHYROXINE 0.3mg TABLET
SYVEK NT PATCH
ACETAMINOPHEN 325mg TABLET
ACETAMINOPHEN W/CODEINE #2 TABLET
ACETAMINOPHEN W/CODEINE #3 TABLET
ACETAMINOPHEN W/CODEINE #4 TABLET
ACETAMINOPHEN 160mg/5mL ELIXIR
ACETAMINOPHEN EXTRA-STR 500mg TABLET
ACETAMINOPHEN 650mg SUPPOSITORY
WARFARIN 1mg TABLET
WARFARIN 10mg TABLET
WARFARIN 2mg TABLET
WARFARIN 2.5mg TABLET
WARFARIN 4mg TABLET
WARFARIN 5mg TABLET
WARFARIN 7.5mg TABLET
SPIRITUS FRUMENTI 30mL
ALPRAZOLAM 1mg TABLET
ALPRAZOLAM 0.25mg TABLET
ALPRAZOLAM 0.5mg TABLET
ONDANSETRON 2mg/mL-20 mL INJECTION
ONDANSETRON 2mg/mL-20 mL INJECTION
ONDANSETRON 32mg/D5W 50 mL PREMIX
### Order Alerts

The following drugs have order alerts

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Alert Type</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>ACETYL</td>
<td>GEN</td>
<td>Prior to dilution for IV use, Acetylcysteine must be filtered with 0.22 micron filter.</td>
</tr>
<tr>
<td>ACYCLO</td>
<td>GEN</td>
<td>Final concentration should not exceed 7 mg/mL. Do not refrigerate.</td>
</tr>
<tr>
<td>ALIMTA</td>
<td>DRM</td>
<td>Malignant Pleural Mesothelioma: pemetrexed is 500 mg/m² administered intravenously over 10 minutes on Day 1 of each 21-day cycle, followed by cisplatin 75 mg/m² infused intravenously over 2 hours beginning approximately 30 minutes after the end of the pem.</td>
</tr>
<tr>
<td>AMIKACIN</td>
<td>DUE</td>
<td>Cultures proven resistance to gentamicin. For therapeutic use only.</td>
</tr>
<tr>
<td>ARSENIC</td>
<td>DRM</td>
<td>Dose for acute promyelocytic leukemia (APL) Induction therapy 0.15 mg/day until bone marrow remission is observed (not to exceed 60 doses). Dilute in 100 mL or 250 mL of D5W or NS. Administer IV over 1 – 2 hours. Chemical stability: 24 hours at RT</td>
</tr>
<tr>
<td>AVASTIN</td>
<td>DRM</td>
<td>Dose 5 mg/kg IV every 14 days. Infuse first dose over 90 minutes. If tolerated, the second dose can be infused over 60 minutes. If the second dose is tolerated, subsequent doses can be infused over 30 minutes. Dilute in a TOTAL VOLUME of 100 mL NS Stabili</td>
</tr>
<tr>
<td>BACTRI</td>
<td>GEN</td>
<td>Maximum concentration = 80 mg trimethoprim (5 mL concentrate) per 75 mL D5W or NS</td>
</tr>
<tr>
<td>CALCI1</td>
<td>DRM</td>
<td>The strength is defined as mg of elemental Calcium per mL and must be dosed accordingly as elemental Calcium.</td>
</tr>
<tr>
<td>CEFOXITIN</td>
<td>DUE</td>
<td>For surgical prophylaxis only</td>
</tr>
<tr>
<td>CISPLAT</td>
<td>DRM</td>
<td>Dose reduction in renal impairment: 25% dose reduction CrCl 10-50 mL/min 50% dose reduction CrCl &lt;10 mL/min Do not dilute with D5W alone. Infuse over at least 30 minutes (1 mg/mL preferred). Chemical stability 72 hours RT or 4°C. Prehydration with 1-</td>
</tr>
<tr>
<td>ERBITUX</td>
<td>DRM</td>
<td>Recommended dose: 400 mg/m² loading dose (first week) IV over 2 hours. Followed by 250 mg/m² IV over 60 minutes weekly thereafter. Maximum IV rate 5 mL/min Chemical stability: 12 hours at 2-8°C or 8 hours at RT.</td>
</tr>
<tr>
<td>ERTAPENEM</td>
<td>DUE</td>
<td>Infectious disease consult required within 72 hours. Restricted to the order of an attending physician.</td>
</tr>
<tr>
<td>DRUG</td>
<td>DRM/DUE/GEN/FRM</td>
<td>Dose and Administration</td>
</tr>
<tr>
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<td>-----------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ETOP</td>
<td>DRM</td>
<td>Doses should be adjusted for hypoalbuminemia (&lt; 3.5 g/dL), renal, and/or hepatic impairment. CrCl 15-50 mL/min reduce dose by 25%. Capsules must be refrigerated. Maximum concentration to avoid precipitation 0.4 mg/mL in NS or D5W. Use in-line filter.</td>
</tr>
<tr>
<td>Fegluc</td>
<td>DUE</td>
<td>For use in patients with previous reaction to Iron Dextran. Please verify.</td>
</tr>
<tr>
<td>Filter</td>
<td>GEN</td>
<td>Filter dose with 0.22 micron filter.</td>
</tr>
<tr>
<td>FUDR</td>
<td>DRM</td>
<td>Dose Intra-hepatic arterial infusion 0.1 – 0.6 mg/kg/day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Intravenous administration of FUDR is not FDA-approved. Doses used include 100 mg/kg, 110 mg/kg, 125 mg/kg for continuous IV over 24 hours repeated every 2 weeks. Can be diluted in 100 to 500 mL NS.</td>
</tr>
<tr>
<td>Hercep</td>
<td>DRM</td>
<td>Dose: 4 mg/kg LD first week followed by 2 mg/kg every week thereafter. Dilute in 250 mL NS. Administer LD over 90 minutes. If tolerated, administer subsequent doses over 30 minutes. DO NOT DILUTE IN D5W.</td>
</tr>
<tr>
<td>Idcons</td>
<td>DUE</td>
<td>Requires infectious disease approval/consult for use.</td>
</tr>
<tr>
<td>Ifex</td>
<td>DRM</td>
<td>Always administer MESNA and hydration. Urine alkalization and methylene blue can be used to prevent neurotoxicity.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dilution: 250 mL or more NS, D5W, D5LR, D%NS, LR, ½ NS. Administer over 30 minutes or longer.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chemical stability 7 days RT or 6 weeks.</td>
</tr>
<tr>
<td>Imipenem</td>
<td>DUE</td>
<td>Infectious disease consult required. Therapy can be initiated and four doses administered before the drug is discontinued due to failure to obtain a consult.</td>
</tr>
<tr>
<td>IRINO</td>
<td>DRM</td>
<td>Dilute dose in 250 – 500 mL D5W or NS. Infuse IV over 60 – 90 minutes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chemical stability: 24 hours at RT. DO NOT REFRIGERATE; PRECIPITATION CAN OCCUR.</td>
</tr>
<tr>
<td>Ithecal</td>
<td>GEN</td>
<td>Fatal if given Intrathecally - for IV use only. Insure that product is dispensed separately and clearly labeled for IV administration only - do not give Intrathecally.</td>
</tr>
<tr>
<td>KETOR</td>
<td>DRM</td>
<td>For patients greater than or equal to 65 years old; less than 50 kg…maximum daily dose must not exceed 60 mg.</td>
</tr>
<tr>
<td>Methotrex</td>
<td>DRM</td>
<td>Intrathecal Dose 10-15 mg in 7 to 15 mL of preservative-free NS for Injection (3 mL if given through Ommaya reservoir) once or twice weekly. Doses &lt; 100 mg may be given by IV bolus (final concentration no greater than 25 mg/mL. Chemical stability 4 weeks.</td>
</tr>
<tr>
<td>Nonfor</td>
<td>FRM</td>
<td>Call physician to change to a comparable.</td>
</tr>
<tr>
<td>Formulary Item</td>
<td>GEN/DRM</td>
<td>Information</td>
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<tr>
<td>---------------</td>
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<td>-------------</td>
</tr>
<tr>
<td>NONMUL</td>
<td>GEN</td>
<td>This medication is not covered in the <em>Multum</em> database - you must perform allergy checking, duplicate drug checking, and interaction checking manually.</td>
</tr>
<tr>
<td>OXALI</td>
<td>DRM</td>
<td>Dilute oxaliplatin in 250 – 500 mL of D5W. Chemical stability 48 hours at RT and 4oC. INCOMPATIBLE WITH SODIUM CHLORIDE SOLUTION. Flush IV line with D5W. Infuse over 2 – 6 hours. Oxaliplatin should be administered before 5FU (and leucovorin).</td>
</tr>
<tr>
<td>RITUX</td>
<td>DRM</td>
<td>Dose 375 mg/m2/week for 4 doses. Dilute in NS or D5W to a final concentration of 1 - 4 mg/mL. Administer IV at starting rate of 50 mg/hr, then increase by 50 mg/hr every 30 minutes as patient tolerates it to a maximum rate of 400 mg/hr.</td>
</tr>
<tr>
<td>TAXOT</td>
<td>DRM</td>
<td>Dilute in non-DEHP containers (and tubing) in D5W or NS to a final concentration of 0.3 – 0.74 mg/mL. Chemical stability: reconstituted vials 8 hours RT or 4oC. Chemical stability docetaxel in solution 4 hours (including infusion administration time).</td>
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<tr>
<td>THALID</td>
<td>GEN</td>
<td>Patient enrollment in S.T.E.P.S. must be verified prior to dispensing Thalidomide.</td>
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<tr>
<td>THYMOG</td>
<td>GEN</td>
<td>Round to the nearest vial if ordered in mg/kg. If a specific dose is ordered call the physician to round to the nearest vial.</td>
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<tr>
<td>VANCO</td>
<td>DUE</td>
<td>Infectious disease consult needed if prescribing criteria do not meet institutional guidelines. Empire dosing permitted in febrile neutropenic patients for no more than 72 hours pending culture results.</td>
</tr>
<tr>
<td>VELCADE</td>
<td>DRM</td>
<td>Dose: 1.3 mg/m2 IV push Days 1, 4, 8, 11 followed by 10 day rest period. Repeat cycle every 3 weeks. Dilute vial with 3.5 mL NS. Chemical Stability reconstituted vial: 8 hours. Chemical Stability syringe: 3 hours. Total storage time for reconstituted mate.</td>
</tr>
<tr>
<td>VIDAZA</td>
<td>DRM</td>
<td>Dose 75 mg/m2 SC daily for 7 days. Repeat cycle every 4 weeks. Dilution: Add 4 mL SWFI to the vial (final concentration 25 mg/mL). Doses &gt; 4 mL should be divided into 2-equally divided syringes and administered in separate sites. Chemical stability 8.</td>
</tr>
<tr>
<td>VINCA</td>
<td>DRM</td>
<td>Vesicant. NOT FOR INTRATHECAL USE. Dose modifications: T. Bil 1.5 – 3 mg/dL Decrease dose 50%. T. Bil &gt;3.1 mg/dL Omit dose.</td>
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### Dispense Categories

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<td>CHEMO CMS SYRINGE</td>
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## Frequencies

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<td>1-2x/Day</td>
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<td>1-3x/Day</td>
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<td>2 times daily before meals</td>
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<tr>
<td>2PC</td>
<td>2 times daily after meals</td>
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<td>3x/Wk</td>
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<tr>
<td>SaSu</td>
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<tr>
<td>TuSa</td>
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<td>TuThSa</td>
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