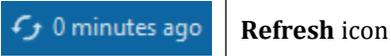

This Quick Reference Guide (QRG) reviews processing a med request in PPM

Common Buttons & Icons



Process Medication Requests

➤ **From PPM:**

NOTE: It is best practice to use the Refresh icon prior to processing requests to make sure you have the most updated information

STEP 1: Search for the appropriate patient using the Search field.

STEP 2: Scroll down to the Medication Request section.

STEP 3: Click the order you want to verify. The Medication Request Summary window displays.

NOTE:

- You can verify all the medication requests at once using the View button.
- You can review the medication history using the History hyperlink.

STEP 4: Click the Accept drop-down arrow and make the appropriate selection.

STEP 5: Click the Add Comment icon.

STEP 6: Enter a comment, noting when the medication will arrive; then, click Apply.

STEP 7: Once all medications have been addressed, click Done. The patient's profile tab displays the updated action for the medication(s).

STEP 8: Click Apply. The Label Request window displays.

STEP 9: Make the appropriate selections; then, click OK.

STEP 10: Click Submit.