This Quick Reference Guide (QRG) pharmacy verification of medication orders.

Common Buttons & Icons

 Eyeglasses icon

Verify Medication Orders

➢ **From PPM:**

STEP 1: Search for or select the appropriate patient.

STEP 2: Scroll down to the bottom of their Inpatient Orders section.

STEP 3: Click View.

NOTE: You can use the Process button to verify all the orders at once.

STEP 4: The patient's Profile tab displays a list of all the orders.

STEP 5: Click the Action drop-down arrow for the order.

STEP 6: Click Verify.

NOTE: You can also type V in the Action cell to populate the cell as Verify.

STEP 7: Click Apply. The Verify Med Order window displays.

STEP 8: Review and modify the information as needed.

NOTE:

- Use the Eyeglasses icon to review the Frequency details.
- Use the Custom button to create a custom frequency.
- Address any highlighted fields.
- All medications default to a Hard Stop type. If you adjust the stop date as advised from the provider, the type automatically updates to Physician Stop.
- Order comments can be viewed in the patient's MAR.
- Product notes display based on the product build.
- Use the Product, Printing, Comments, Order Type, Alert History, and Rx Intervention buttons as available and appropriate for the patient.

STEP 9: Click OK.