



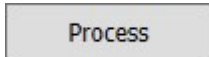
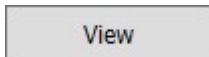
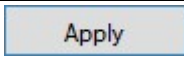
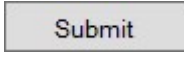

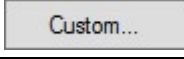
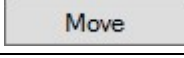
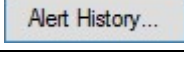

This Quick Reference Guide (QRG) reviews the workflow for the Pharmacy Medication Verification Process.

Common Buttons & Icons

| | |
|---|----------------------------------|
|  | PowerChart icon |
|  | Order Centric View icon |
|  | Patient Centric View icon |
|  | Refresh icon |
|  | Process button |
|  | View button |
|  | Apply button |
|  | Submit button |
|  | Eyeglasses icon |
|  | Custom button |
|  | Move button |
|  | Alert History button |

Log In To Pharmacy Patient Monitor (PPM)

➤ From the CernerWorks screen:

STEP 1: Click the **PowerChart** icon. The Login window displays.

STEP 2: Enter your Username and Password in the appropriate fields.

STEP 3: Click **OK**. The PPM screen displays.

- Use the Order Centric View icon to view and filter orders for all patients organized by orders.
- Use the Patient Centric View icon to view orders organized by patient.
- Use the Search field to find patients using their MRN, FIN, or name.

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.

- 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**.

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.

- 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.

Verify Continuous Orders

➤ From the patient's Profile tab:

STEP 1: Click the continuous order medication **Action** drop-down arrow.

STEP 2: Click **Verify**.

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

STEP 3: Click **Apply**. The Verify Continuous Order window displays.

STEP 4: Review and modify the information as needed.

NOTE: To adjust the rate from **Titrate**, use the following steps:

- Delete **Titrate** from the Free text rate field.
- Enter the appropriate rate in the Rate field.
- Click the Rate drop-down arrow and select the appropriate option.

NOTE: To adjust a rate to **Titrate**, use the following steps:

- Delete the rate from the Rate field.
- Click the Rate drop-down arrow and select **None**.
- Click the Free text rate field and type **Titrate**.

STEP 5: Click OK.

STEP 6: Click **Submit**.

Verify Intermittent Orders

➤ From the patient's Profile tab:

STEP 1: Click the intermittent order medication **Action** drop-down arrow.

STEP 2: Click **Verify**.

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

STEP 3: Click **Apply**. The Manual Product Select window displays.

STEP 4: Click the appropriate product from the Products pane.

STEP 5: Click **Move**. The product now displays in the Selected products pane.

STEP 6: Click **OK**. The Verify Intermittent Order window displays.

STEP 7: Review and modify the information as needed.

NOTE: **If you adjust the Rate, the Infuse over field will automatically adjust to compensate and vice versa.**

STEP 8: Click **Ok**.