Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Pharmacy Medication Verification

February 24, 2022

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
0 minutes ago	**Refresh** icon
Process	**Process** button
View	**View** button
Apply	**Apply** button
Submit	**Submit** button
	Eyeglasses icon
Custom...	**Custom** button
Move	**Move** button
Alert History...	**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**.