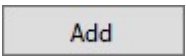


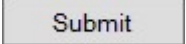

This Quick Reference Guide (QRG) reviews the workflow to Enter Orders in PharmNet.

Common Buttons & Icons

	Add button
	Update button
	Eyeglasses icon
	Submit button

Enter Medication Orders

Add a New Medication Order

➤ From the patient's profile in PharmNet:

STEP 1: Click the **Drug** field and enter the medication name.

NOTE: It is best practice to enter the first few letters of the medication to broaden the search results.

STEP 2: Click **Add**. The Product Search window displays.

STEP 3: Make the appropriate selection from the list; then, click **OK**. The New Med Order window displays.

NOTE: You can also double-click the appropriate selection from the search results to open the window.

Update and Submit a Medication Order

➤ From the New Med Order window:

STEP 1: Click **Update**. All the fields activate for modification.

NOTE: The fields differ from other order types.

STEP 2: Make the appropriate selections and changes.

- The red asterisks and yellow highlights indicate required fields for documentation.
- Product Notes populate based on the medication order and can be found in PowerChart, but do not display in the MAR.
- Order comments populate from the PowerChart order and do display on the MAR.
- It is best practice to copy product notes to the order comments so the nurse can review them from the MAR.

STEP 3: Click **OK** to confirm the order details. The patient's profile displays.

STEP 4: Click **Submit**.

Enter Intermittent Orders

Add a New Intermittent Order

➤ From the patient's profile in PharmNet:

STEP 1: Click the **Drug** field and enter the medication name.

NOTE: It is best practice to enter the first few letters of the medication to broaden the search results.

STEP 2: Click **Add**. The Product Search window displays.

STEP 3: Make the appropriate selection from the list; then, click **OK**. The New Intermittent Order window displays.

NOTE: You can also double-click the appropriate selection from the search results to open the window.

Update and Submit an Intermittent Order

➤ From the New Intermittent Order window:

STEP 1: Click **Update**. All the fields activate for modification.

NOTE: The fields differ from other order types.

STEP 2: Make the appropriate selections and changes.

- The red asterisks and yellow highlights indicate required fields for documentation.
- Product Notes populate based on the medication order and can be found in PowerChart, but do not display in the MAR.
- Order comments populate from the PowerChart order and do display on the MAR.
- It is best practice to copy product notes to the order comments so the nurse can review them from the MAR.

STEP 3: Click **OK** to confirm the order details. The patient's profile displays.

STEP 4: Click **Submit**.

Enter Continuous Orders

Add a New Continuous Order

➤ From the patient's profile in PharmNet:

STEP 1: Click the **Drug** field and enter the medication name.

NOTE: It is best practice to enter the first few letters of the medication to broaden the search results.

STEP 2: Click **Add**. The Product Search window displays.

STEP 3: Make the appropriate selection from the list; then, click **OK**. The New Continuous Order window displays.

NOTE: You can also double-click the appropriate selection from the search results to open the window.

Update and Submit a Continuous Order

➤ From the New Continuous Order window:

STEP 1: Click **Update**. All the fields activate for modification.

NOTE: The fields differ from other order types.

STEP 2: Make the appropriate selections and changes.

- The red asterisks and yellow highlights indicate required fields for documentation.
- Product Notes populate based on the medication order and can be found in PowerChart, but do not display in the MAR.
- Order comments populate from the PowerChart order and do display on the MAR.
- It is best practice to copy product notes to the order comments so the nurse can review them from the MAR.

STEP 3: Click **OK** to confirm the order details. The patient's profile displays.

STEP 4: Click **Submit**