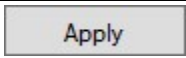
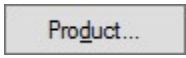
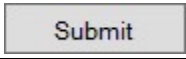

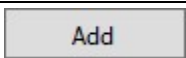

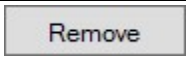



This Quick Reference Guide (QRG) reviews the workflow to Enter Complex Orders in PharmNet.

Common Buttons & Icons

	Apply button
	Product button
	Submit button
	PowerPlan icon
	Add button
	Modify button
	Remove button
	Eyeglasses Icon

Enter Stacked Orders

➤ From the patient's profile in PharmNet:

NOTE: Stacked orders are used when the provider orders a dose that cannot be created with the selected product (e.g. A 7 mg dose with a 2 mg tablet).

STEP 1: Click the **Action** drop-down arrow next to the appropriate order.

STEP 2: Click **Verify**.

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

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

STEP 4: Click **Product**. The Manual Product Select window displays.

STEP 5: Click the product from the **Selected products** pane.

STEP 6: Click **Move**. The product no longer displays as selected.

STEP 7: Click the appropriate product from the **Products** pane.

STEP 8: Click **Move**. The product displays in the Selected products pane.

STEP 9: Click the additional product from the **Products** pan.

STEP 10: Click **Move**. The product displays in the Selected products pane.

STEP 11: Click the **Dose** field.

STEP 12: Update the dose as appropriate to match the order. Click **OK**. You return to the Verify Med Order window.

STEP 13: Complete documentation as appropriate. Click **OK** to confirm the order details. The patient's profile displays.

NOTE: **Red asterisks and yellow highlights indicate required fields for documentation.**

STEP 14: Click **Submit** to submit the order.

Enter PCA Orders

➤ From the patient's profile in PharmNet:

NOTE: **You can view details of PCA orders by hovering over the PowerPlan icon in the order row.**

STEP 1: Click the **Action** drop-down arrow next to the appropriate order.

STEP 2: Click **Verify**.

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

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

STEP 4: Make the appropriate selection; then, click **OK**. The Manual Product Select window displays.

STEP 5: Make the appropriate selection from the Products pane; then, click **Move**.

NOTE: **A popup may display, asking you to confirm the quantity per dose.**

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

STEP 7: Complete documentation as appropriate. Then, click **OK**. The patient's profile displays.

- Red asterisks and yellow and orange highlights indicate required fields for documentation.
- An Order Details Alert may display. Make the appropriate selection to proceed.

STEP 8: Click **Submit** to submit the order.

Convert IVPB Orders to IVP

➤ From the patient's profile in PharmNet:

STEP 1: Click the **Action** drop-down arrow next to the appropriate order.

STEP 2: Click **Verify**.

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

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

STEP 4: Make the appropriate selection from the Products pane. Then, click **Move**.

STEP 5: Click **OK** to confirm the product selection. The Verify Intermittent Order window displays.

STEP 6: Click the **Route** drop-down arrow.

STEP 7: Click **IVP**.

STEP 8: Click **Order Type**. The Manual Product Select window displays.

STEP 9: Make the appropriate selection from the Products pane. Then, click **Move**.

STEP 10: Click **OK** to confirm your selection.

STEP 11: Enter Order comments in the field as necessary.

STEP 12: Click **OK** to confirm the order details. The patient's profile displays.

STEP 13: Click **Submit**.

Enter a PN Order

➤ Add and Submit a PN IV Set from the patient's profile in PharmNet:

STEP 1: Click the **Drug** field.

STEP 2: Enter the IV set name; then, click **Add**. The New Continuous Order window displays.

- The components of the set display in the top field.
- You can Remove and Modify ingredients using the buttons to the right of the field.
- Use the Update button after any modifications have been made.

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

NOTE: Red asterisks and yellow highlights indicate required fields for documentation.

STEP 4: Click **Submit** to submit the order.

➤ Add and Submit a Standard PN Order from the patient's profile in PharmNet:

STEP 1: Click the **Drug** field.

STEP 2: Enter the PN name. Then, click **Add**. The Product Search window displays.

STEP 3: Make the appropriate selection. Then, click **OK**. The New Intermittent Order window displays.

STEP 4: Click **Update**. The fields activate for documentation.

STEP 5: Complete documentation as appropriate. Then, click **OK** to confirm the order details. The patient's profile displays.

NOTE: Red asterisks and yellow highlights indicate required fields for documentation.

STEP 6: Click **Submit** to submit the order.