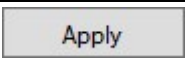
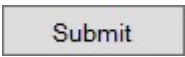
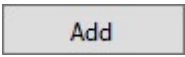
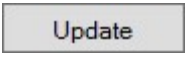
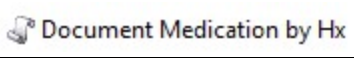

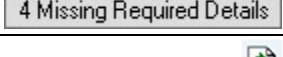

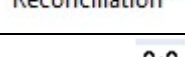



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This Quick Reference Guide (QRG) reviews the workflow to Enter Special Orders in PharmNet.

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### Common Buttons & Icons

	<b>Apply</b> button
	<b>Submit</b> button
	<b>Add</b> button
	<b>Update</b> button
	<b>Document Medication by History</b> button
	<b>Add</b> button
	<b>Missing Required Details</b> button
	<b>Refresh</b> icon
	<b>Reconciliation</b> button
	<b>Pill to Pill</b> icon

### Order Pass Meds

➤ From the patient's profile in PharmNet:

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

**STEP 2:** Click **Pass**.

**STEP 3:** Click **Apply**. The PassMed window displays.

**STEP 4:** Complete the documentation for the medication. Then, click **OK**.

- Fields with an asterisk or yellow highlight indicate required documentation.
- The Instructions should be simple and clear for the patient to understand.

**STEP 5:** Click **Submit** to submit the order. The pass med label prints to your designated printer.

### Document a Patient's Own Meds

➤ Enter the Med Order from the patient's profile in PharmNet:

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

**STEP 2:** Enter non-formulary. Then, click **Add**. The Product Search window displays.

**NOTE:** It is best practice to enter the first few letters of the medication to broaden the search results (e.g., Enter "non" for this search).

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**STEP 3:** Click NonFormulary Bulk Item. Then, click **OK** to confirm your selection. The Template Non Formulary window displays.

**NOTE:** You can also use the double-click method to select.

**STEP 4:** Complete the required documentation in the window. Then, click **OK**. The New Med Order window displays.

**STEP 5:** Click the **Dose** field and enter the prescribed dose.

**STEP 6:** Click **Update**. The NonFormulary Bulk Item window displays.

**STEP 7:** Confirm the information is accurate; then, click **OK**.

**NOTE:** The Non-Formulary Bulk Item alert displays, confirming that you have used your clinical judgment to ensure the medication is safe for the patient.

**STEP 8:** Complete the documentation for the medication.

- Fields with an asterisk or yellow highlight indicate required documentation.
- It is best practice to copy the Product notes to the Order comments, so the nurse can review them from the MAR.

**STEP 9:** Select the **Patient's own med** check box.

**NOTE:** Ensure the Start dispense date is after the patient will be discharged to prevent the patient from being charged for the order.

**STEP 10:** Click **OK**.

**STEP 11:** Click **Submit**.

### **Print a Patient's Own Med Label**

➤ From the patient's profile in PharmNet:

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

**STEP 2:** Click **Label**.

**STEP 3:** Click **Apply**. The Label Request window displays.

**STEP 4:** Clear the **Charge patient** check box.

**STEP 5:** Confirm the information is correct. Then, click **OK**.

**STEP 6:** Click **Submit**.

### **Document Non-Formulary Meds**

➤ Add a Non-Formulary Order in PowerChart from the patient's PowerChart:

**STEP 1:** Click **Document Medication by Hx** .

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**STEP 2:** Click **Add**. The Add Order window displays.

**STEP 3:** Click the **Search** field and enter the medication name.

**NOTE:** **As you type a drop-down menu updates to display results that match your search criteria.**

**STEP 4:** Click the appropriate order sentence from the window.

**STEP 5:** Click **Done**. The Details pane for the order displays.

**STEP 6:** Confirm the information is accurate. Then, click **Document History** .

### **Complete Admission Reconciliation**

➤ From the patient's Medication List page in PowerChart:

**STEP 1:** Click **Reconciliation** .

**STEP 2:** Click **Admission** . The Order Reconciliation Admission window displays.

**STEP 3:** Click the **Continue After Reconciliation** radio button next to the appropriate medication. The Convert to Inpatient Medication window displays.

**STEP 4:** Double-click **Non-Formulary Medication** . The Order Sentences window displays.

**STEP 5:** Make the appropriate selection. Then, click **OK**. The Decision Support alert displays.

**STEP 6:** Review the alert. Then, click **OK**.

**STEP 7:** Click the **Missing Required Details** button.

**STEP 8:** The Details pane for the order displays. Complete the required documentation. Then, click **Sign**.

### **Verify Non-Formulary Meds**

➤ From the patient's profile in PharmNet:

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

**STEP 2:** Click **Verify**.

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

**STEP 4:** Make the appropriate selection from the Products pane. Then, click **Move**. The NonFormulary Unit Dose window displays.

**STEP 5:** Confirm the Quantity per dose. Then, click **OK**. The Order Alerts window displays.

**STEP 6:** Review the alert. Then, click **OK**.

**STEP 7:** Click **OK** to confirm your selection. The Template Non Formulary window displays.

**STEP 8:** Confirm the information. Then, click **OK**. The Verify Med Order window displays.

**STEP 9:** Complete documentation for the medication.

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**NOTE:** Fields with an asterisk or yellow highlight indicate required documentation.

**STEP 10:** Click **OK**.

**STEP 11:** Click **Submit**.

### **Document Therapeutic Substitutions in PowerChart**

➤ From the patient's Medication List in PowerChart:

**NOTE:** Some medications have similar products that have the therapeutic effect. Policy allows the system to change a therapeutically equivalent product with a different chemical entity.

**STEP 1:** Click **Reconciliation** .

**STEP 2:** Click **Admission** . The Order Reconciliation Admission window displays.

**STEP 3:** Click the **Continue After Reconciliation** radio button.

**NOTE:** If the **Pill to Pill** icon displays next to the order in the right pane, this indicates a substitution.

**STEP 4:** Click the **Pill to Pill** icon to review the details of the substitution.

**STEP 5:** Click **Sign**.

**NOTE:** You may need to document a therapeutic substitution at discharge. Complete the Discharge Reconciliation as normal and note the substitution as needed.

### **Verify and Submit a Therapeutic Substitution in PharmNet**

➤ From the patient's profile in PharmNet:

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

**STEP 2:** Click **Verify**.

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

**NOTE:** The **Pill to Pill** icon displays next to the drug in the top pane. Click the icon to review the details of the substitution as needed.

**STEP 4:** Complete documentation for the medication. Then, click **OK**.

**STEP 5:** Click **Submit**.