Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Enter Special Orders in PharmNet

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

Common Buttons & Icons

Apply	**Apply** button
Submit	**Submit** button
Add	**Add** button
Update	**Update** button
Document Medication by Hx	**Document Medication by History** button
+ Add	**Add** button
4 Missing Required Details	**Missing Required Details** button
	Refresh icon
Reconciliation	**Reconciliation** button
	Pill to Pill 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).**

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**.

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.

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**.