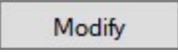**This Quick Reference Guide (QRG) reviews the workflow to Enter and Calculate Additional Orders in PharmNet.**
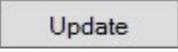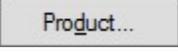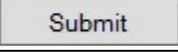
Common Buttons & Icons
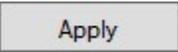
🔳	**PowerPlan** icon
Apply	**Apply** button
Modify	**Modify** button
Update	**Update** button
Product...	**Product** button
Submit	**Submit** button
🔳	**Dosage Calculator** icon

Communication Orders

➢ From the patient's profile in PharmNet:

- Communication orders flow into PharmNet from PowerChart and differ in how they are verified.

- Communication orders display with an underscore in the order sentence

- View the PowerPlan where the order came from by hovering over the PowerPlan icon in the patient's profile.

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

<u>STEP 2:</u>   Click **Verify**.

<u>STEP 3:</u>   Click **Apply**. The Verify Med Order window displays.

<u>NOTE:</u>   **Communication orders will display with order comments that communicate important details about the order. Review this information before verifying the order.**

<u>STEP 4:</u>   Click **OK**.

<u>STEP 5:</u>   Click **Submit**.

Orders Placed by Rule

➢ From the patient's profile in PharmNet:

- PharmNet contains rules that automatically add consult orders for medications to the patient profile to ensure you address the orders in a timely manner.

<u>STEP 1:</u>   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.

NOTE: **This may vary depending on the type of order.**

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

NOTE: **The dose pop-up window may display. Review the details and confirm the window.**

STEP 5:   Click **OK** to confirm your selection. The Verify Order window displays.

- ▪ Orders placed by rule will contain one of the following:
    - • A dose of Pharmacy to Dose, that needs to be updated before verifying. This may require changing the product.
    - • The Physician field populated with System Order, Placed by Rule.

STEP 6:   Complete documentation for the order. Click **OK** to confirm the details.

STEP 7:   Click **Submit**.

Use Dose Calculator

➢ From the PPM:

STEP 1:   Click the dosed by weight order.

STEP 2:   Click **Process**. The patient's profile in PharmNet displays.

STEP 3:   Click the **Action** cell drop-down arrow next to the appropriate order.

STEP 4:   Click **Verify**.

STEP 5:   Click **Apply**. The Dosage Calculator window displays.

STEP 6:   Confirm the Dose Values and Reference data are correct. Then, click **Apply Dose.** The Verify Order window displays.

NOTE: **You may need to confirm the product using the Product Select window.**

STEP 7:   Complete documentation for the order.

NOTE: **You can use the Dosage Calculator icon in the New Order window as needed on orders placed by dose.**

STEP 8:   Click **OK**.

STEP 9:   Click **Submit**.