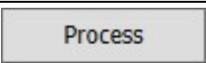
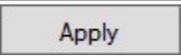


This Quick Reference Guide (QRG) reviews the workflow to Reject and Intervene Orders in PharmNet.

Common Buttons & Icons

	Google icon (always identify “icon” or “button” in the table)
	Word icon (Bold the name of the icon or button, but not the word “icon” or “button”)
	Excel icon
	Captivate icon
	Snag-It icon
	Press [Tab] to create additional table rows.
	Sign icon

Reject an Order

➤ From the PPM:

STEP 1: Select the medication from the orders. Then, click **Process**. The patient’s profile in PharmNet displays.

NOTE: The order displays with the **Verify** action.

STEP 2: Click **Apply**. The Verify Order window displays.

NOTE: Review the information for the order. If the order should not be processed, reject the order.

STEP 3: Click **Reject**.

NOTE: The order now displays with the **Reject** icon in the patient’s profile. Hover over the icon to view details of the rejection.

STEP 4: Click **Submit**.

- You can also reject orders by clicking the Action cell drop-down arrow, select Reject, and Submit the order.
- Rejected orders display with the reject icon in the MAR and the Orders page in the patient’s PowerChart.

Document Interventions

➤ Document an Order Intervention from the patient’s profile in PharmNet:

NOTE: If you reject an order, document an intervention for that order.

STEP 1: Click the **Action** cell drop-down arrow for the order.

NOTE: You can also add an intervention from the Verify Order window using the Rx Intervention button.

STEP 2: Click **Intervene**.

STEP 3: Click **Apply**. The Pharmacist Clinical Documentation folder displays.

STEP 4: Select the **Pharmacy Intervention** check box.

STEP 5: Click **Chart**. The Pharmacy Clinical Interventions window displays.

STEP 6: Document the information as appropriate.

- Red asterisks and yellow highlights indicate required documentation.
- It is best practice to include a Note, detailing the reason for the intervention.

STEP 7: Click the **Save** icon.

- Do not Sign the form until the intervention has been addressed and the order has been verified.
- The order now displays with the Intervention icon in the patient's profile.
- Navigate to the Interventions tab to view more details about the intervention.

➤ **Verify an Intervened Order from the patient's profile in PharmNet:**

- Once the intervention has been addressed, verify the order, and complete the intervention documentation.

STEP 1: Click the **Action** cell drop-down arrow for the order.

STEP 2: Click **Verify**.

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

STEP 4: Complete and review documentation for the order. Then, click **OK**.

STEP 5: Click **Submit**.

STEP 6: Click the **Interventions** tab.

STEP 7: Double-click the intervention for the order. The Pharmacy Clinical Interventions window displays.

NOTE: It is best practice to add a note, detailing how the interventions was resolved.

STEP 8: Click the **Sign** icon.

➤ **Document a Therapy Recommendation Intervention from the patient's profile in PharmNet:**

- Interventions that aren't related to a medication on the profile should be documented in the patient's chart.

STEP 1: Click **Rx Interventions** in the left pane.

STEP 2: Click the **Add Intervention** button. The Pharmacist Clinical Documentation folder displays.

STEP 3: Select the **Pharmacy Intervention** check box.

STEP 4: Click **Chart**.

STEP 5: Document the information as appropriate.

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

STEP 6: It is best practice to include a Note, detailing the intervention.

STEP 7: Click the **Sign** icon.

NOTE: **The completed intervention will now display on the Interventions tab.**