This Quick Reference Guide (QRG) reviews the workflow to Manage Allergies.

Common Buttons & Icons

➕ Add ➕	**Add** buttons
🔍	**Binoculars** icon
Add Comment	**Add Comment** button

Add an Allergy

➢ From the patient's profile in PharmNet:

STEP 1:   Click the **Allergies Add** icon in the left pane. The Allergy Profile window displays.

STEP 2:   Click **Add**. The Add Allergy/Adverse Effect window displays.

STEP 3:   Complete the required documentation.

- Fields marked with yellow highlights, asterisks, and bold font are required.
- It is best practice to be as thorough as possible with documentation.
- Use the Binoculars icon to search for and add the substance and reaction.
- Use the Add Comment button to record additional information as needed.
- Use the Type drop-down arrow to designate the patient's response to the substance.

STEP 4:   Click **OK**. The allergy now displays in the Allergy/ADR Profile window.

Modify an Allergy

➢ From the patient's profile in PharmNet:

STEP 1:   Click the **Allergies** header in the left pane.

STEP 2:   Click the appropriate allergy from the list. The Allergy/ADR Profile window displays.

STEP 3:   Double-click the allergy to be modified. The Modify Allergy window displays.

STEP 4:   Make the appropriate modifications. Then, click **OK**.

Cancel an Allergy

➢ From the patient's profile in PharmNet:

STEP 1:   Click the **Allergies** header in the left pane.

STEP 2:   Click the appropriate allergy from the list. The Allergy/ADR Profile window displays.

STEP 3:   Right-click the desired allergy row. A drop-down menu displays.

STEP 4:   Click **Cancel**. The Cancel Allergy window displays.

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

NOTE: **Canceled allergies display in The Allergy/ADR Profile with a red strikethrough.**

Process a Rejected e-Prescription

If an ePrescribe prescription fails to transmit to the specified retail pharmacy, a message is sent to a facility-specific pool in the Message Center. The IS Help Desk monitors the pools every 30 minutes from 8:00 am – 8:00 pm and notifies the Member Hospital Inpatient Pharmacy if rejection messages have been received.

➢ Note that the percentage of rejected prescriptions is extremely low, so notifications may not come frequently.

➢ For any questions, contact the Customer Support Center at 973-7728 or 1-888-827-7728.