From the Office of Clinical Informatics

Quick Reference Guide (QRG)
PharmNet - Perform General Pharmacy Tasks

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This Quick Reference Guide (QRG) reviews the workflow to Perform General Pharmacy Tasks.

Common Buttons & Icons

► ▼	**Arrow** icons
Process	**Process** button
Add Comment ✚	**Add Comment** icon
Apply	**Apply** button
Submit	**Submit** button
	Inpatient Formulary Manager icon
	Medication Barcode Validation Tool icon
Submit	**Submit** button
New	**New** button
Save	**Save** button
Delete	**Delete** button
Print	**Print** button

Process a Label Order

➢ From the Pharmacy Patient Monitor:

STEP 1: Click the appropriate order from the list.

- You can review details of the order by click the Arrow icon on the left of the order row.
- Selected orders display with a blue highlight.

STEP 2: Click **Process**. The Medication Request Summary window displays.

NOTE: **Accept displays by default. Use the drop-down arrow to modify if necessary.**

STEP 3: Click the **Add Comment** icon. The Comments drop-down displays.

STEP 4: Enter a comment, noting when the order will arrive. Then, click **Apply**.

STEP 5: Complete documentation for all the orders. Then, click **Done**.

STEP 6: The patient's profile in PharmNet displays. Click Apply. The Label Request window displays.

NOTE: The processed orders display with the appropriate Label Action.

STEP 7: Confirm the details are correct; then, click **OK**.

STEP 8: Click **Submit** once all order documentation is complete. The label(s) prints to the designated printer.

Reprint a Label

- **From the patient's profile in PharmNet:**

STEP 1: Click the Action drop-down arrow next to the appropriate order.

STEP 2: Click **Label**.

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

NOTE: If the patient has already been charged for the order, clear the Charge Patient check box.

STEP 4: Confirm the details are correct; then, click **OK**. The label prints to the designated printer.

STEP 5: Click Submit.

View Order History

- **From the patient's profile in PharmNet:**

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

STEP 2: Click **History**.

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

STEP 4: Review the information as needed. Then, click **Close**.

Perform the Quarantine Process

- **Complete Medication Scans from the AppBar:**

STEP 1: Click the **Inpatient Formulary Manager** icon. The screen displays.

STEP 2: Click the **Medication Barcode Validation Tool** icon. The window displays.

STEP 3: Click the **Select a facility** drop-down arrow and select the appropriate facility.

STEP 4: Click the **Scan a medication** field.

STEP 5: Scan the medication(s).

- You will see one of the following display:
  - A single result for the medication. This is a successful scan.
  - A popup window stating the scanned medication is "not in the formulary, but products with the same drug formulation are available." This is a successful scan.

- The Barcode Not Found popup window. Click Cancel. This is an unsuccessful scan.
- A popup window stating the scanned medication "was not found at the selected facility…" This is an unsuccessful scan.

STEP 6: Click **Cancel** once all medications have been scanned.

STEP 7: Click the **X Close** button to close the Inpatient Formulary Manager.

➢ **Create a Ticket for Failed Scans from the Self-Service Portal:**

- The link for the portal is provided by your facility. Use your network User ID and Password to login if needed.

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

STEP 2: Type **barcode**.

STEP 3: Click **Pharmacy Barcode Scan Failures** from the drop-down menu. The ticket template displays.

STEP 4: Complete all documentation for the medication.

NOTE: **You can add up to 5 medications per ticket using the Is there another barcode medication failure you wish to report field.**

STEP 5: Click Submit once all orders are entered.

Print Free Form Labels

➢ **Print a New Label from the Pharmacy Free Form Label website:**

- The website is provided by your facility.
- Enter your User ID and Password as provided by your facility.
- If you have trouble logging in, speak to your manager as they may have to request access.

STEP 1: Enter your User ID and Password. Then, click **Login**.

STEP 2: Click the **Label Group** drop-down arrow and select the appropriate facility.

NOTE: **The Label Title section updates to display the labels at that location.**

STEP 3: Click **New**.

STEP 4: Click the **Title** field and enter the medication type.

STEP 5: Click the **Freetext** field and enter the details of the medication.

NOTE: **Use your facility's protocol for the format of the information.**

STEP 6: Click the **Printer** drop-down arrow and select the appropriate printer.

NOTE: **The Quantity defaults to 1. Use the Arrow icons to adjust as needed.**

STEP 7: Click **Print**. The label(s) print to the designated location.

STEP 8: Click **Save**.

NOTE: It is best practice to save created labels for future use.

- **Modify a Label from the Pharmacy Free Form Label screen:**

STEP 1: Click **Select** next to the label in the Label Title section. The details of the label display in the fields on the right.

STEP 2: Make the necessary modifications and confirm the Printer and Quantity. Then, click **Print**. The label(s) **print** to the designated location.

STEP 3: Click **Save**.

NOTE: It is best practice to save created labels for future use.

- **Delete a Label from the Pharmacy Free Form Label screen:**

STEP 1: Click **Select** next to the label in the Label Title section. The details of the label display in the fields on the right.

STEP 2: Click **Delete**. The Delete Label window displays.

STEP 3: Click **Delete**. The label no longer displays in the list.

207-973-7728 or 1-888-827-7728.