
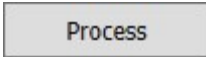

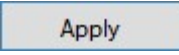
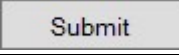








This Quick Reference Guide (QRG) reviews the workflow to Perform General Pharmacy Tasks.

Common Buttons & Icons

	Arrow icons
	Process button
	Add Comment icon
	Apply button
	Submit button
	Inpatient Formulary Manager icon
	Medication Barcode Validation Tool icon
	Submit button
	New button
	Save button
	Delete button
	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.
