






EMR Quick Reference Guide

Pharmacy – Accepting a Medication Request

1. Log into EMR and view your patient list by clicking on  Pharmacy Care Organiser. Ensure correct ward list is on display

2. A number in the **Medication Request** column indicates the number of medications that have been requested for supply from pharmacy

Patient Information	Location	Visit	M.	M...	U...	Dis...
Pharmacy, Test3 MR 73 yrs M DOB: Aug 22, 1945 MRN: 1591314	S 2A R18 - B52	Length of Stay: 1 day Admit Date: Aug 22, 2018 Anticipated Discharge Date:		3	23 	

Medication Request

- bumetanide 2 minutes ago
- linagliptin 2 minutes ago
- colecalciferol 2 minutes ago




Process Med Requests

3. Click on the number and a Process Med Request speech bubble will appear. Click on **Process Med Requests**

4. This will automatically take you to Medication Request Summary screen

5. All medication have been pre-filled to Accept, alternate option is to decline

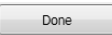
- “Accept” is stating that the pharmacist has received/seen the request – **NOT** an indication whether or not they will be supplying the medication. It also does **NOT** indicate that a clinical check has been done
- “Decline” could be used in cases where the medication is an imprest item, use patient’s own, or you have *just* supplied the medication and the person ordering is unaware.
*** Nurses will still need to check their imprest before requesting a medication***

Accept ▼ Select Reason ▼ Add Comment +	 bumetanide 3 mg, Oral, Tablet, BD, First dose 23/08/2018 20:00:00 Requested date/time: 24/08/2018 15:01 AEST Reason:
Accept ▼ Select Reason ▼ Add Comment +	 linagliptin 5 mg, Oral, Tablet, morning, First dose 24/08/2018 08:00:00 Requested date/time: 24/08/2018 15:01 AEST Reason:
Decline ▼ Select Reason ▼ Add Comment +	 colecalciferol (colecalciferol 25 mcg oral capsule) 1 cap(s), C Requested date/time: 24/08/2018 15:01 AEST Reason:

Comments

IMPREST ITEM

Apply Cancel

6. Click  - PharmNet Pharmacy Medication Manager will open in a new window for the verification process