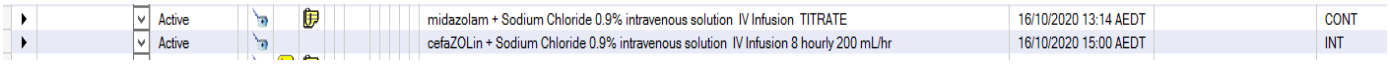
EMR Quick Reference Guide

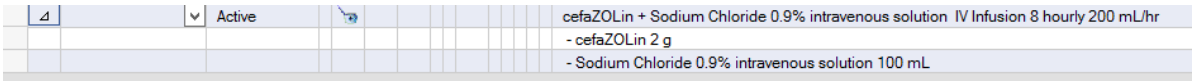
PharmNet – Verifying an Infusion order (including product assignment)

- Verification of a medication order is the process of reviewing a medication and indicating that it is clinically safe.
- An infusion order contains an ***additive*** (medication) + ***diluent*** (fluid), together called an IV set
- Verifying a non-imprest medication will also send a message to Merlin so that the ***additive*** can be dispensed from pharmacy, or the infusion can be manufactured.
- Any **new** or **modified** medication order is 'unverified' until processed by a pharmacist

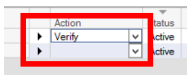
1. Navigate to **PharmNet: Pharmacy Medication Manager**



2. Click on the arrow symbol (►) to review the additive and diluent for the infusion for verification



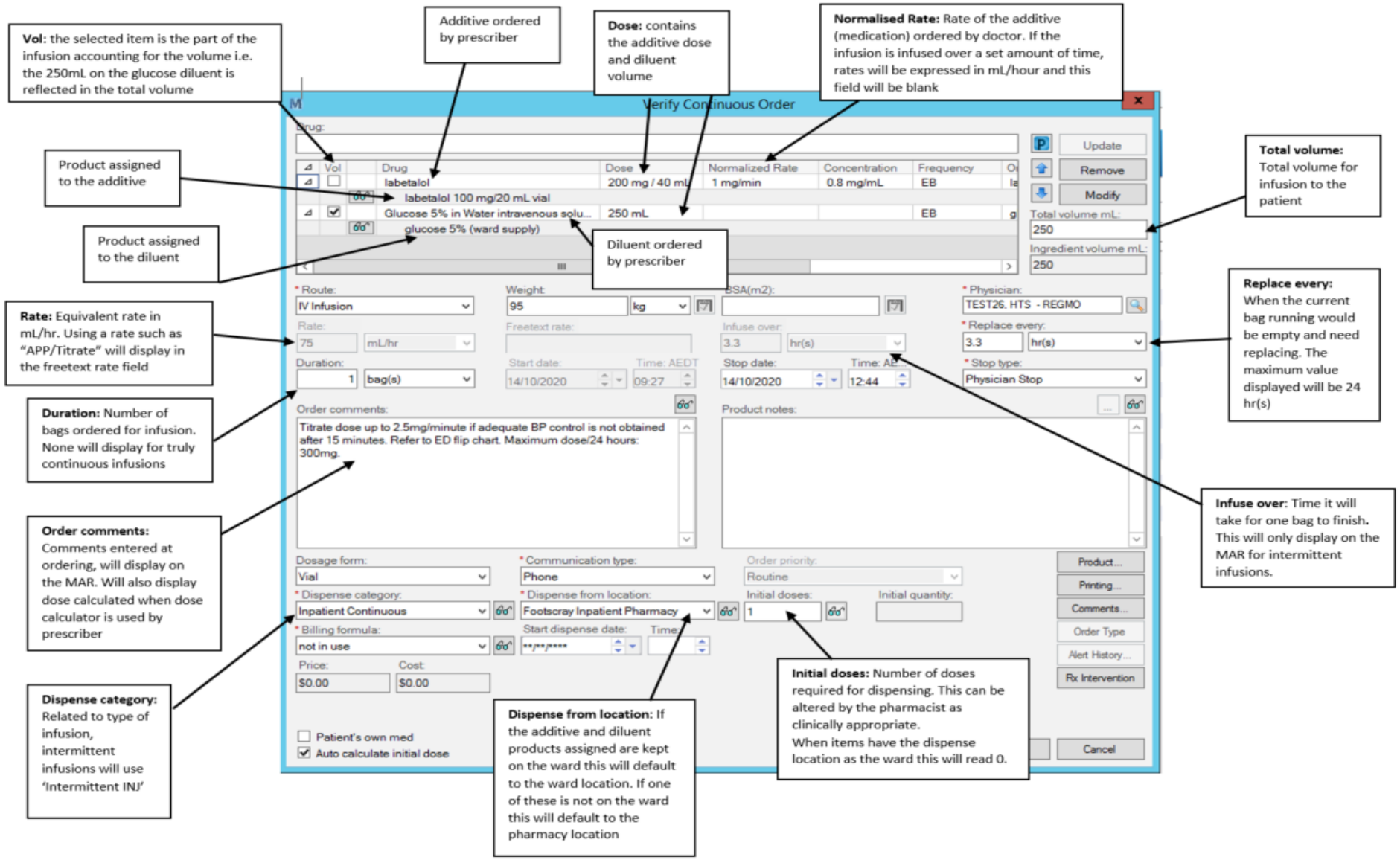
3. For unverified orders (denoted by the icon) , in the '**Action**' column, select **Verify** from the dropdown list



4. Click on **Apply** at the bottom right of the window to open the **Verify Continuous Order Window**

5. The **Verify Continuous Order Window** displays details of each component to be verified

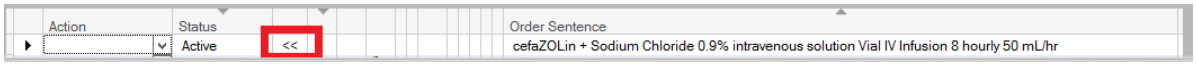
6. In the Verify Continuous Order window, check/change:
   - **Product Assignment**
   - **Dispense From Location**
   - **Dispense Category**
   - **Order Comments**
   - **Total Volume is correct**

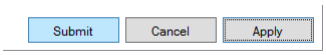

Vol: the selected item is the part of the infusion accounting for the volume i.e. the 250mL on the glucose diluent is reflected in the total volume
Additive ordered by prescriber
Dose: contains the additive dose and diluent volume
Normalised Rate: Rate of the additive (medication) ordered by doctor. If the infusion is infused over a set amount of time, rates will be expressed in mL/hour and this field will be blank
Verify Continuous Order
Product assigned to the additive
Product assigned to the diluent
Diluent ordered by prescriber
Total volume: Total volume for infusion to the patient
Rate: Equivalent rate in mL/hr. Using a rate such as "APP/Titrate" will display in the freetext rate field
Replace every: When the current bag running would be empty and need replacing. The maximum value displayed will be 24 hr(s)
Duration: Number of bags ordered for infusion. None will display for truly continuous infusions
Order comments: Comments entered at ordering, will display on the MAR. Will also display dose calculated when dose calculator is used by prescriber
Infuse over: Time it will take for one bag to finish. This will only display on the MAR for intermittent infusions.
Dispense category: Related to type of infusion, intermittent infusions will use 'Intermittent INJ'
Dispense from location: If the additive and diluent products assigned are kept on the ward this will default to the ward location. If one of these is not on the ward this will default to the pharmacy location
Initial doses: Number of doses required for dispensing. This can be altered by the pharmacist as clinically appropriate.
When items have the dispense location as the ward this will read 0.
Drug
Vol
Dose
Normalized Rate
Concentration
Frequency
labetalol
200 mg / 40 mL
1 mg/min
0.8 mg/mL
EB
labetalol 100 mg/20 mL vial
Glucose 5% in Water intravenous solu...
250 mL
EB
glucose 5% (ward supply)
Update
Remove
Modify
Total volume mL:
250
Ingredient volume mL:
250
Route:
IV Infusion
Weight:
95
kg
BSA(m2):
Physician:
TEST26, HTS - REGMO
Rate:
75
mL/hr
Freetext rate:
Infuse over:
3.3
hr(s)
Replace every:
3.3
hr(s)
Duration:
1
bag(s)
Start date:
14/10/2020
Time: AEDT
09:27
Stop date:
14/10/2020
Time: AE
12:44
Stop type:
Physician Stop
Order comments:
Titrate dose up to 2.5mg/minute if adequate BP control is not obtained after 15 minutes. Refer to ED flip chart. Maximum dose/24 hours: 300mg.
Product notes:
Dosage form:
Vial
Communication type:
Phone
Order priority:
Routine
Dispense category:
Inpatient Continuous
Dispense from location:
Footscray Inpatient Pharmacy
Initial doses:
1
Initial quantity:
Billing formula:
not in use
Start dispense date:
Time:
Price:
$0.00
Cost:
$0.00
Product...
Printing...
Comments...
Order Type
Alert History...
Rx Intervention
Patient's own med
Auto calculate initial dose
Cancel

7. When all relevant details have been completed, click 'OK'

8. If multiple medications were selected, the Verify Med Order window will automatically open up for the next order

9. Once all medications have been processed, you will be taken back to the PharmNet Pharmacy Medication Manager screen
A chevron symbol << will appear next to the order, indicating an outstanding action



10. To confirm the Verify action, click Submit 

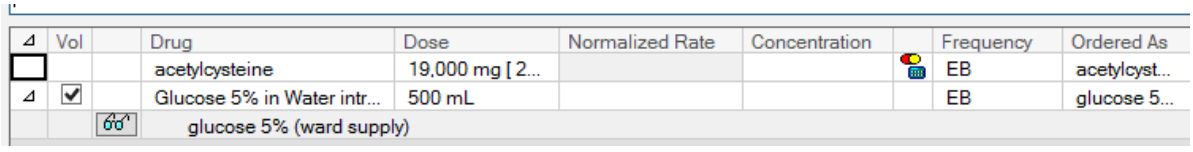
11. The Mortar and Pestle icon will no longer appear next to verified orders and a message will be sent to Merlin PRX for the medication to be dispensed if components for infusion are not on imprest.

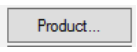
Product assignment via manual product selection window

If a  (Unassigned Product) icon appears next to the order on PharmNet Med Manager, it means the Auto Product Assignment failed for the additive and/or the diluent and the pharmacist must go and manually assign a product to one or both components of the IV set

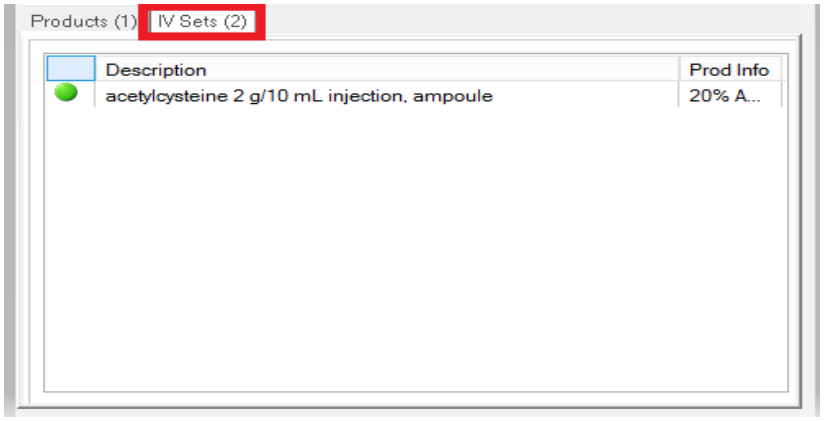
- Both the additive and diluent components require product assignment for IV sets
- Any infusion requiring manufacturing will need to be assigned to the appropriate ***manf bag*** products

1. There are no products under the additive meaning the additive has not automatically product assigned.
   Note: There may be instances where both the additive and diluent will not automatically product assign. Manual product assignment is also required for these infusions

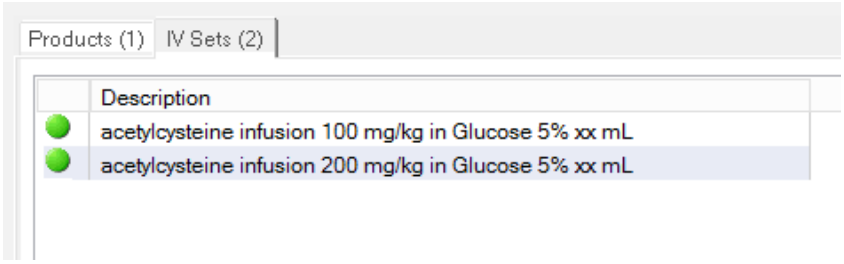


2. From the verify order window select the  icon

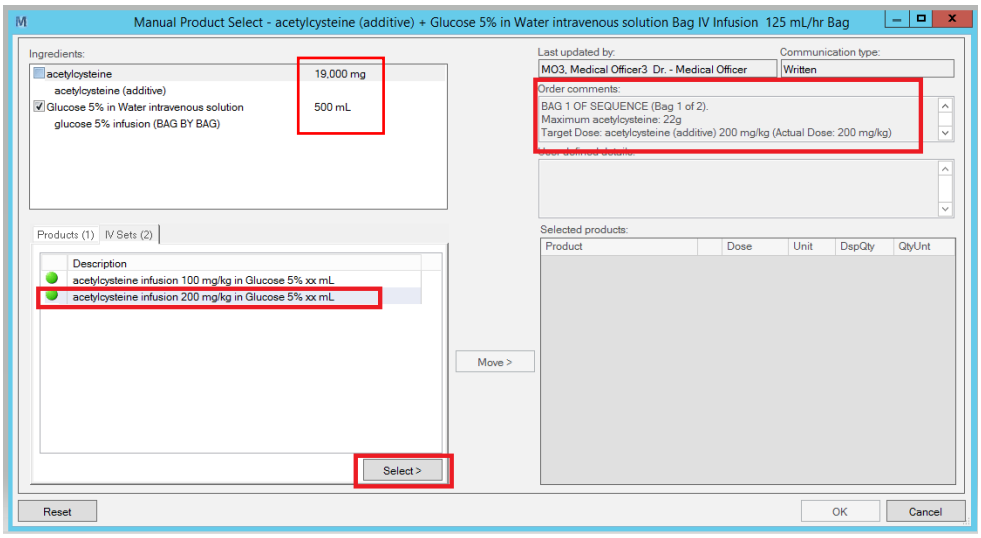
3. In the manual product assignment window select the IV set tab.



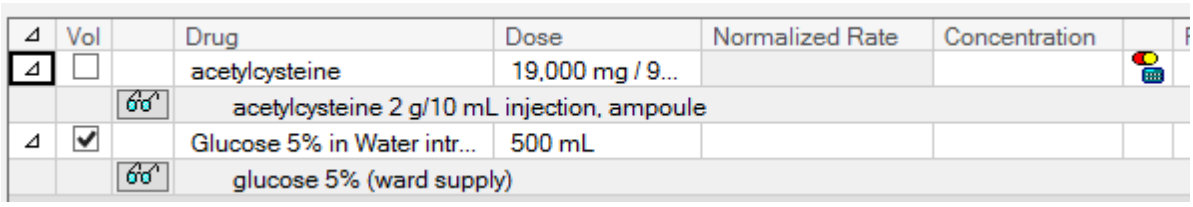
4. The IV set tab contains all the IV sets for the related additive and diluent, selecting one of these will complete manual product assignment for the additive and the diluent in one action. **This is the preferred method of manual product assignment for majority of infusions**.



5. Select the correct IV set by selecting the one with the same additive and diluent dose displayed in the ingredients section.
   For infusions calculated by weight, the order comments will guide you by displaying the dose used by the doctor, use the closest match if the dose is not exact.
   Use the select button to move products for the additive and the diluent into the selected products section in one action.
   Note: You can change the individual products for the additive and diluent if required, this is covered in the **PharmNet: Verifying a medication order QRG**



6. Select OK to return to the verify order window.
   The additive and diluent now contain products assigned to them. Diluents (fluids) kept on the ward will always assign to the **ward supply** product for that fluid.



7. Complete remainder of verification process (steps 7-11 above)