EMR Quick Reference Guide

Pharmacy - Merlin - Dispensing order(s) from the PRX screen

The PRX list is an electronic queue of inpatient medications that require dispensing through Merlin

> There are 2 ways products can be dispensed in Merlin:
> 1. **Non-manufactured products** – these are confirmed with PRX-D and are dispensed via the regular dispensing screen
> 2. **Manufactured products** – these are confirmed with PRX-A and are dispensed via the ADDMOD2 module
> 3. **Syringe Drivers** – will default to PRX-A (ADDMOD2) but requires dispensing in regular Dispensing Screen

1. Open Merlin

2. Type the zoom "PRX"

`[prx`

3. Select the appropriate date in field (1) in the format DD/MM/YYYY .
Alternatively enter "0" for today's date

`1.Date:12/11/2018`

4. Identify the order which requires dispensing and left mouse click between the square brackets in 'Confirm' column

   Note: IV infusions will display the additive (medication) and diluent (fluid). When dispensing only the additive will be processed as fluids are generally kept on imprest

Non-manufactured products:

5. "PRX-D" will appear in the square bracket and the PRX screen will filter to only display medications queued for dispensing for that given patient

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6. Select all the items for the given patient that require dispensing by clicking the confirm square bracket for each item. The items selected will have "PRX-D" in square bracket in the 'Confirm' column.

```
   Date     Time  Patient              UR No   eSource  Ward  Dose  PRXid      Confirm
1 28/10/20 09:23 Testwhiep14, Isabella 1684468 Cerner   S2E    1   24493805  [PRX-D  ]
     hydrocortisone topical 1%  1 application Cream Topical BD (DERMAID)        Script
2 28/10/20 09:23 Testwhiep14, Isabella 1684468 Cerner   S2E    3   24493801  [PRX-D  ]
     flucloxacillin + Sodium Chloride 0.9% intravenous solution Vial IV Infusion 6 >
3 28/10/20 09:23 Testwhiep14, Isabella 1684468 Cerner   S2E    7   24493795  [PRX-D  ]
     bisOPROLOl 5 mg/ 1 tab(s) Tablet Oral daily (BISOPROLOL SANDOZ)
4 28/10/20 09:23 Testwhiep14, Isabella 1684468 Cerner   S2E    7   24493798  [PRX-D  ]
     atorvastatin 40 mg / 1 tab(s) Tablet Oral night (ATORVASTATIN SANDOZ)
```

7. Click **Go!** to begin dispensing each item

8. Confirm the correct item has been selected, and **take note** of directions if needed, and press <Enter>.

```
──── Notes from prescriber ────
hydrocortisone topical 1%  1 application
Cream Topical BD

Enter <RTN> to continue...:▮
```

9. Confirm the patient category is correct and press <Enter>

10. Confirm ward is correct and press <Enter>

```
1.Pt:      1613166
2.PtCat:ID
3.Ward.:FEMERG,,
```

11. If "ID" has been selected as Patient Category, the prescriber's details will pre-populate in field 7. Ensure those details are correct and press <enter>

```
7.Dr:KAMBAPPA,DEEPIKA_
```

12. Ensure that the drug and brand in field (10) is correct.

```
10.Drug/Stk  APP (Apply) / CR (the cream)
   HYDROCORTISONE (DERMAID)
   1% (30g) CREAM
```

13. If dispensing under category ID:
Enter directions if needed in field 11 (taking assistance from the MAR, PharmNet and/or the "From prescription" section on the right hand side of the screen

```
11-Directions
  Apply the cream TWICE a day.
```

```
┌From prescription:──
 hydrocortisone topical
 1% 1 application Cream
 Topical BD
```

14. The quantity will have pre-populated in field 13 (based on the verified quantity on PharmNet). Ensure the quantity is correct. Adjustments can be made to the qty as needed eg. taking into account stock level
Reminder: Any modifications made to quantity in Merlin will NOT update in EMR and needs to be manually updated in PharmNet

```
13.Qty.:1.00
```

15. Enter the required number of labels in field 15, expiry date in field 18 and batch number in field 19 as required

```
15.Labs:1      18.Exp:
16.Bill:Pat.   19.BNo:
```

16. Ensure all information has been entered correctly.

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Type "f" then <enter> if there are more items to process. Enter "p" on the final item then press <enter> to print the dispensing labels

`<F>=file <P>=print`

17. Complete the dispensing process as usual

Manufactured products

1. "PRX-A" will appear in the square bracket and the PRX screen will filter to only display medications queued for dispensing for that given patient

```
   Date     Time  Patient          UR No    eSource   Ward  Dose  PRXid    Confirm
1 28/10/20 09:34 Testwhiep33, Michael  1684609  Cerner   S3E   1000  24493808  PRX-A
         iron polymaltose + Sodium Chloride 0.9% intravenous solution Bag IV Infusion 4>   Script
```

2. Click **Go!** to begin dispensing

3. The ADDMOD2 screen will launch in Merlin

4. Confirm the patient category is IV2 and press <Enter>

5. Complete the dispensing process as usual

```
1.Pt:       1684609
2:Rx No:1936144
3:It/Rp:1/0
4.PtCat:IV2
5.Ward.:S3E,RM 0>
```

Syringe Drivers

Note: Syringe Driver orders default to the ADDMOD2 screen in merlin – they require dispensing from the regular dispensing screen.

1. "PRX-A" will appear in the square bracket for all Subcutaneous Syringe Drivers pushed through to Merlin. Syringe Drivers can contain **multiple additive ingredients**

```
   Date     Time  Patient          UR No    eSource   Ward  Dose  PRXid    Confirm
1 12/11/20 22:16 Testwhiep14, Isabella 1684468_ Cerner   S2E   20    24505411  [PRX-A    ]
```

2. Click **Go!** to begin dispensing

3. The ADDMOD2 screen will launch into Merlin

4. In field 10 a place holder code will display: "Non-standard multi-ingredient order – refer to EMR INFUSION"

```
10.Drug/Stk
   Non-standard multi-ingredient order - refer to EMR
   Non-standard multi-ingredient order - refer to EMR  INFUSION
```

5. Escape out of ADDMOD2

6. Navigate to the **regular Dispense screen**

7. Complete manual dispensing process for the required product and **refer to the order on EMR**

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