

PharmNet- Verifying a Medication Order (Includes Product Assignment and Future Orders)



This Quick Reference Guide will explain how to:

Perform verification of medication orders, including product assignment and future orders

Definitions:

Verification - process of reviewing a medication order and indicating that it is clinically safe.

Verifying a non-imprest medication will also send a message to Merlin so that it can be dispensed from pharmacy.

Any new or modified medication order is 'unverified' until processed by a pharmacist.

Future orders - orders placed for a future hospital visit. For example, a patient seen in Outpatients who requires an iron infusion, or patients requiring anti-cancer treatment. Future orders will remain in a 'Future' status and cross all encounters in EMR until they are 'Activated' or 'Discontinued'

Verifying a Medication Order

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

2. In the 'Action' column, select **Verify** from the drop-down menu for the unverified orders (indicated by the  icon)

□ Multiple orders can be verified at the same time by either selecting Verify for each order or by highlighting multiple orders, right clicking, selecting Action, and Verify.

Verify	▼	Active		cefTRIAZONE 1 g Vial IV Injection 24 hourly
Verify	▼	Active		aziTHROMYCIN + Sodium Chloride 0.9% intravenous solution IV Infusion 24 hourly 250 mL/hr
Verify	▼	Active		prednisolone 50 mg / 2 tab(s) Tablet Oral daily (with or after food)

3. Click on **Apply** on the bottom right of the window to open the **Verify Med Order Window**



4. For parenteral medications (IV, IM, subcut), that can be ordered as an infusion or an injection a "Select Product Type" window will display. **Select the product type that corresponds with the order type.**

Order Sentence	Start	Stop	Order Type
ampicillin 2 g Vial IV Injection 4 hourly	27/06/2023 18:00 AEST		MED
ampicillin + Sodium Chloride 0.9% intravenous solution IV Infusion 6 hourly 200 mL/hr	27/06/2023 18:00 AEST		INT

5. In the Verify Med Order window, check/change:

- **Product Assignment**
- **Dispense From Location**
- **Dispense Category**
- **Order Comments**
- **Select to use patient's own med^s**

Select Product Type

Order sentence:
ampicillin 2 g Vial IV Injection 4 hourly

The type of product could not be determined.
Please specify which type this is.

Med
 Intermittent
 Continuous

OK Cancel



Dose as ordered on PowerChart

Equivalent dose depending on product assigned (e.g., 2 x 25mg)

The medication name – as ordered by the prescriber on PowerChart

Product that has been assigned to the order

Route, Frequency, and Duration as ordered on PowerChart

Order comments display face up on the MAR. Common annotations have been pre-built. Any additional Pharmacist annotations can be added here

Dosage form – determined by product that is assigned to the order

Dispense category calculates how many days of medication to supply

The 'Patient's own med' checkbox can be selected if applicable. The MAR will then display 'Patient's Own Meds' as an order comment and the 'Initial quantity' will be set to zero.

Dispense from location
If the product assigned is on ward imprest, this will default to the Ward Location
If the product assigned is NOT on imprest, this will default to Inpatient Pharmacy

The prescribing doctor

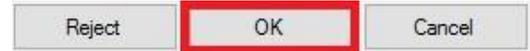
Product Notes – not routinely used – does not display face up on MAR

Product Assignment
To assign a product to change product assignment

If order is associated with an ID approval number – this is viewable by clicking on Comments

Initial doses to be dispensed – this quantity will be sent to Merlin

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



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

8. 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 a verified order ready to be submitted

Action	Status	Order Sentence
<<	Active	prednisolone 50 mg / 2 tab(s) Tablet Oral daily (with or after food)

9. To confirm the Verify action, click Submit



10. The Mortar and Pestle icon will no longer appear next to verified orders and a message will be sent to Merlin PRX for the item(s) to be dispensed.

Product Assignment via Manual Product Select Window

The (Unassigned Product) icon appears next to the order in PharmNet Med Manager, indicates that Auto Product Assignment has failed and the pharmacist must manually assign a product to the order

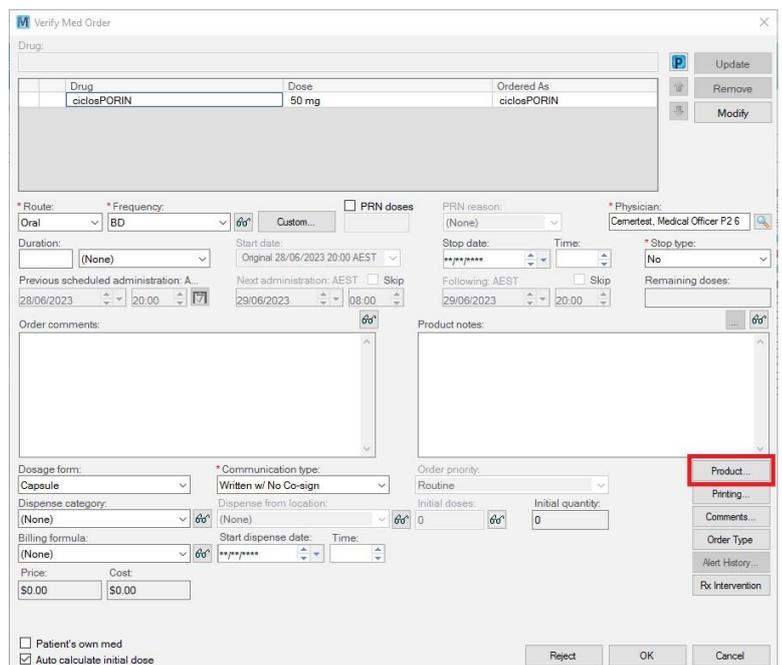
Status	Action	Icon	Order Sentence
Active			ceftriaxone 1 g Vial IV 24 hourly
Active			azithromycin 500 mg/ 1 vial(s) Vial IV 24 hourly
Active			prednisolone 50 mg/ 2 tab(s) Tablet Oral daily (with or after food)
Active			ciclosporin 50 mg Capsule Oral BD

1. In the Verify med Order window:



Note – No product has been assigned to the order

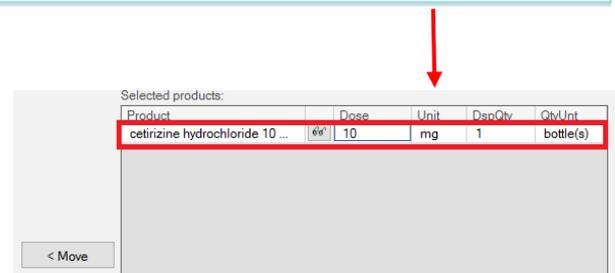
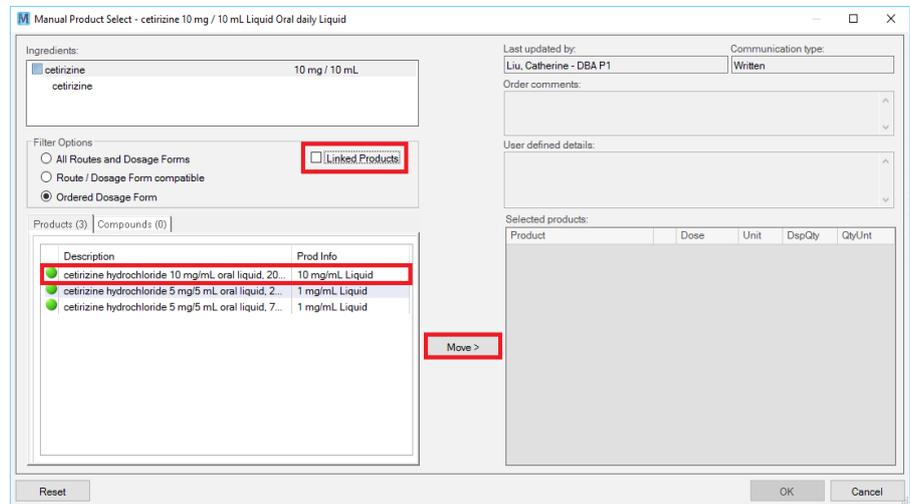
2. Click on "Product..."





- In the Manual Product Select window, select a product by highlighting from the list and click 'Move' to assign it to the medication order
- Once product has been assigned (in the Selected Products box), click on OK

Tip: If the product you are looking for is not on the list, ensure that the "Linked Products" box is unticked, in order to view all options.





Changing products that have Auto Product-Assigned

PharmNet will always try to product-assign **one product per order** and try to pick the product where the “quantity per dose” is smallest

e.g., For furosemide 60 mg daily, it will match it to furosemide 40 mg tablets (as you would need 1.5 x 40mg tablets per dose which is less than 3 x 20 mg tablets)

In the furosemide example:

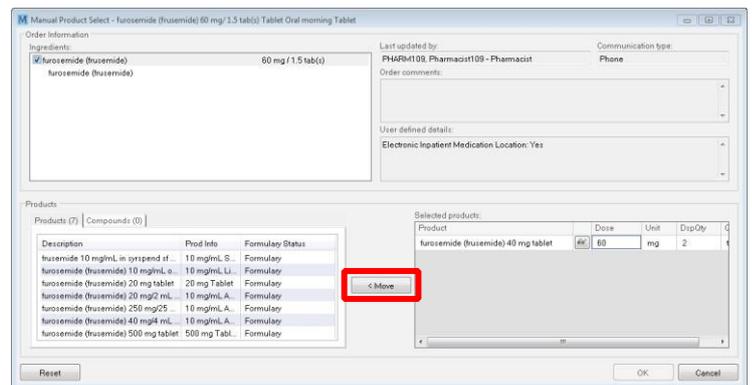
- You may know that furosemide 20 mg is on your ward impress and want the ward to use those OR
- You may wish to assign both furosemide 20 mg and furosemide 40 mg to the order

1. In the **Manual Product Select** window ○ You can open up the Manual Product Select window from the Verify Med screen or by choosing “Product Assign” from the Actions list of an already verified medication

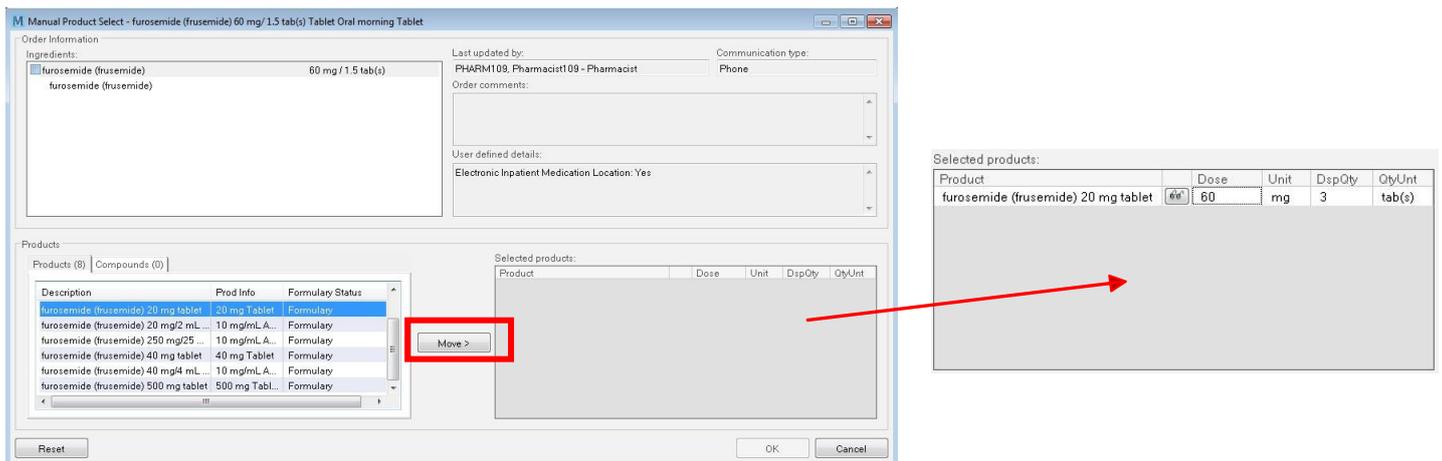
2. Remove the assigned product by clicking the



icon



3. Assign the new product by highlighting desired product and moving it to the Selected Products box



4. Click OK

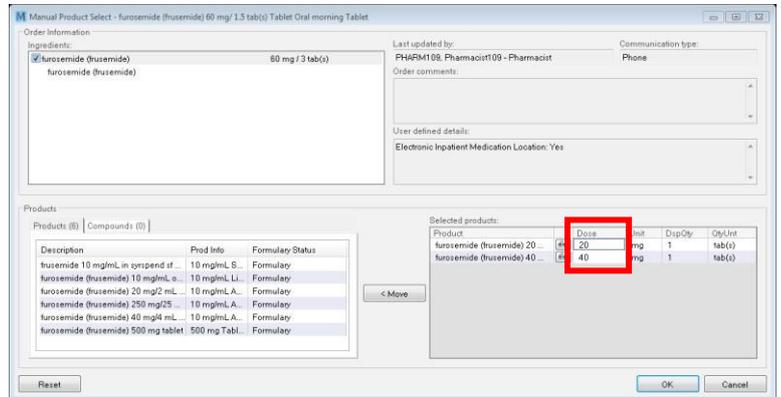


Assigning multiple products to an order

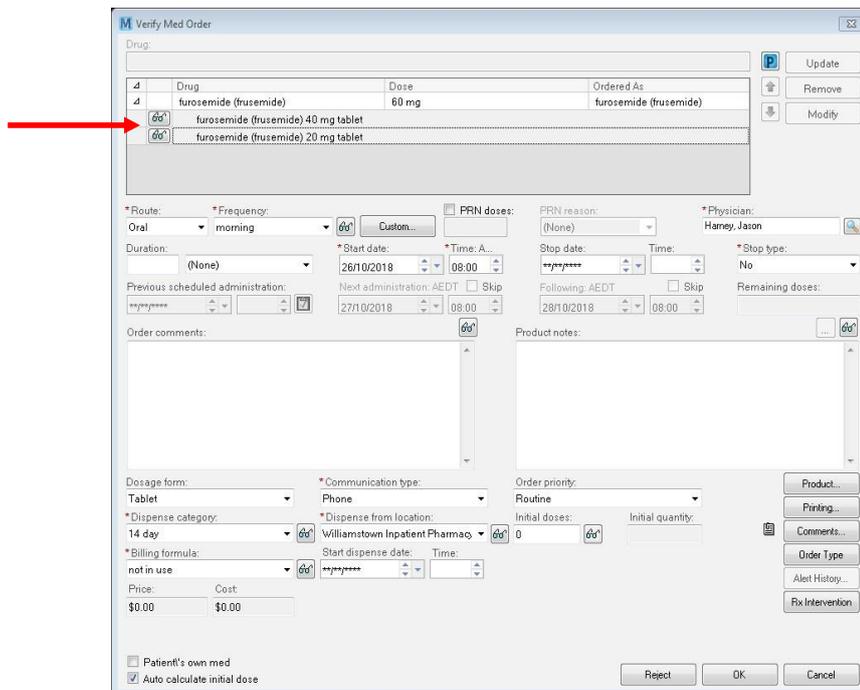
1. Move products one by one from the “Products” box on the left-hand window to the “Selected Products” box

2. You must manually adjust the dose columns for each product so the system is able to calculate the DispQty:

3. Click OK



4. Note that more than one product has been assigned to the order



Important – Dispensing Multiple Products

- Whilst multiple products can be assigned to an order, PharmNet functionality currently does not allow user to specify one product is imprest, and the other non-imprest
- The *Dispense from location for an order can only be set to Ward location **or** Inpatient Pharmacy
- For example, you cannot set frusemide 20 mg to be Ward Imprest, whilst frusemide 40 mg are to be dispensed from Inpatient Pharmacy
- In such cases, set the *Dispense from location to Inpatient Pharmacy. A message will be sent to Merlin PRX to dispense both products – only dispense the non-imprest item



Verifying Future Orders



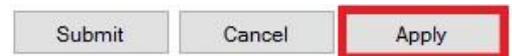
Handy Hint – Encounter Search window

If searching for the patient in PharmNet: Pharmacy Medication Manager, select an appropriate encounter to open the patient's chart, i.e. an open Inpatient, Outpatient, PreReg or PreAdmit encounter as actions cannot be performed in a discharged/closed encounter.

1. In the 'Action' column, select **Verify** from the drop-down menu for the unverified future orders

Action	Status	Order Sentence
Verify	Future	dexamethasone 8 mg / 2 tab(s) Tablet Oral chemo-Day of Tx Days 1
Verify	Future	magnesium sulfate + Sodium Chloride 0.9% intravenous solution IV Infusion chemo-Day of Tx 1000 mL/hr Days 1
Verify	Future	mannitol 20% infusion (BAG BY BAG) 200 mL IV Infusion 800 mL/hr Days 1

2. Click on **Apply** on the bottom right of the window



3. Select the required Facility and Location in the **Future Order - Facility/Location Selection** window

- This is necessary as Future orders cross all encounters and so the expected treatment location is unknown to the system. This will also assist in determining the 'Dispense from location'.

M Future Order - Facility/Location Selection ✕

Facility:

Location:

4. Click to open the **Verify Med Order Window** and complete the verification process