

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

Digital Health Quick Reference Guide

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 interview)

□ 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 | 1 | cefTRIAXONE 1 g Vial IV Injection 24 hourly |
|---|--------|---|--------|----|--|
| + | Verify | ~ | Active | 10 | aziTHROMYCIN + Sodium Chloride 0.9% intravenous solution IV Infusion 24 hourly 250 mL/hr |
| | Verify | ~ | Active | 1 | 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 Cancel Apply

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 ampicillin 2 g Vial IV Injection 4 hourly | Start 27/06/2023 18:00 AEST | Stop | Order Type 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 Elect to use patient's own med^S | Select Product Order sentence: ampicillin 2 g Via The type of produ Please specify w | I IV Inject ct could i hich type i mittent tinuous | ion 4 hourly not be determined. this is. |



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







- 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

| 1. In the Verify med C | Active | ceftriaxone 1 g azithromycin 5 prednisolone ! ciclosporin 50 | y Vial IV 24 hourly i00 mg/1 vial(s) Vial IV 24 ho 50 mg/2 tab(s) Tablet Oral d mg Capsule Oral BD × | urly aily (with or after food | |
|------------------------|---------------|---|--|--|--|
| Drug ciclosPORIN | Dose 50 mg | Ordered As ciclosPORIN | Criter | Note bee orde | e – No product has in assigned to the er |
| 2. Click on "Product | " | Route: Oral Oral Duration: Previous action Zapsule Dispense cat (None) Billing formul (None) Price: \$0.00 Patient's Yutu cator | nugDose elosPORIN 50 m * Frequency: * BD * 60 m Start date: Original 28:06:20 eduled administration: A. * Communication typ Written w/ No Co-sig egory: * Communication typ Written w/ No Co-sig Bogony: * Communication typ Written w/ No Co-sig Bogony: * Communication typ * Written w/ No Co-sig Bogony: * Communication typ * written in location Start dispense date: * of det * present control of the * pres | g Ordere g Ordere 2 2000 AEST ↓ PEN reason. (None) Stop date rywywww PEN Stop date rywyww PEN Following AEST ↓ B & 0 0 Product notes: Product notes: histal doese histal doese m ↓ 0 Following AEST | As P Uddate d As P Remove ORIN Image: State of the state of th |





- 3. In the Manual Product Select window, select a product by highlighting from the list and click 'Move' to assign it to the medication order
- 4. 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.

| gredients: | | | Last updated by: | | Con | nmunication type: | |
|--|------------------|--|-------------------------|---------------|------------|-------------------|-------------------------|
| cetirizine | 10 mg / 10 mL | | Liu, Catherine - DBA | P1 | Wri | itten | |
| cetirizine | | | Order comments: | | | | |
| | | | | | | | |
| | | | | | | | |
| ilter Options | | | User defined details: | | | | |
| All Routes and Dosage Forms | Linked Products | | | | | | |
| Route / Dosage Form compatible | | | | | | | |
| Ordered Dosage Form | | | | | | | |
| Products (3) Compounds (0) | | | Selected products: | | | | 0.11 |
| | | | Product | L | ose U | Unit Usputy | QtyUnt |
| Description | Prod Into | | | | | | |
| cetinizine hydrochloride 10 mg/mL oral liquid, 2 cetinizine hydrochloride 5 mg/5 mL oral liquid, 2 | 2 1 mg/mL Liquid | 4 | | | | | |
| cetirizine hydrochloride 5 mg/5 mL oral liquid, 2 cetirizine hydrochloride 5 mg/5 mL oral liquid, 2 | Z 1 mg/mL Liquid | | | | | | |
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| Reset | | Selected prod | ucts: | Dose | Unit | OK | Canc |
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| Reset | | Selected prod Product cetirizine hys | ucts: drochloride 10 | Dose | Unit mg | ок DspQtv 1 | Canc Qt/Un bottle |
| Reset | | Selected prod Product cetirizine hys | ucts: trochloride 10 | Dose | Unit mg | ок DapQtv 1 | Canc QtvUn bottle |
| Reset | | Selected prod Product cetirizine hys | ucts: drochloride 10 | Dose | Unit mg | ок DspQtv 1 | Canc Qt/Un bottle |
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| Reset | | Selected prod Product cetirizine hys | ucts: trochloride 10 | Dose 60 10 | Unit mg | ок DapQtv 1 | QtvUn bottle |

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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 frusemide 60 mg daily, it will match it to frusemide 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 frusemide example:

- You may know that frusemide 20 mg is on your ward imprest and want the ward to use those OR
- You may wish to assign both frusemide 20 mg and frusemide 40 mg to the order
- 1. In the Manual Product Select window o 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

< Move icon

| | | | Last updated by | | | Communi | cation type | | |
|--|--|---|---|---|-----------|------------|-------------|-------------|--|
| furosemide (trusemide) | | 60 mg / 1.5 tab(s) | PHARM109, Pha | rmacist109 - Pharmacist | | Phone | | | |
| furosemide (trusemide) | | | Order comments: | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | User defined deta | ils: | | | | | |
| | | | Electronic Inpatie | nt Medication Location: Yes | | | | | |
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| lucts roducts (7) Compounds (0) | Budiet | | Selected | d products: t | | Dose | Unit | DapOty | |
| lucts roducts (7) Compounds (0) Description | Prod Info | Formulary Status | Selecter Produc furose | d products: t mide (trusemide) 40 mg tablet | ec. | Dose 60 | Unit mg | DapOty 2 | |
| ducts roducts (7) Compounds (0) Description frusemide 10 mg/mL in syrspend of | Prod Into 10 mg/mL S | Formulary Status Formulary | Selecter Produc furose | d products: t mide (kusemide) 40 mg tablet | ec | Dose 60 | Unit mg | DipOty 2 | |
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3. Assign the new product by highlighting desired product and moving it to the Selected Products box

| er Information | | | | | | | | |
|---|---|---|--------------------------|----------------------|-------------------|--------|-----------|------|
| gredients: | | Last updated by: | Communication type: | | | | | |
| furosemide (frusemide) | 60 mg / 1.5 tab(s) | PHARM109, Pharmacist109 - Pharmacist | Phone | | | | | |
| furosemide (frusemide) | | Order comments: | | | | | | |
| | | | ^ | | | | | |
| | | User defined details: | * | . Selected products: | | | | |
| | | Electronic Inpatient Medication Location: Yes | * | Product | | Dose U | nit DspQt | / Qt |
| | | | | furosemide (frusemid | e) 20 mg tablet 🚳 | 60 r | ng 3 | ta |
| ducts | | Selected products: | | | | | | |
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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
- You must manually adjust the dose columns for each product so the system is able to calculate the DispQty:
- 3. Click OK



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

| ⊿ Dru | g | | | Dose | | | Ordered As | | | |
|--|----------------------|---------------|---|--|--|--|---------------------------------------|----------|------------|------|
| ⊿ fun | osemide (frusemide | e) | | 60 mg | | | furosemide (fru | semide) | - 3 | |
| AC | furosemide (fruser | nide) 40 | U mg tablet | | | | | | | |
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| Oral | ▼ morning | | - 60 C | iustom | | (None) | | Har | ney, Jason | |
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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





Apply

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 | 1 | 2= | 0 | dexamethasone 8 mg / 2 tab(s) Tablet Oral chemo-Day of Tx Days 1 |
| Verify | ✓ Future | 6 | 25 | | magnesium sulfate + Sodium Chloride 0.9% intravenous solution IV Infusion chemo-Day of Tx 1000 mL/hr Days 1 |
| Verify | ✓ Future | 10 | 2. | 6 | 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

| Submit | Cancel | |
|--------|--------|--|
| | | |

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'.

| Facility: | |
|-----------------------|---|
| WHS Sunshine Hospital | ~ |
| Location: | |
| S 1E CDU | ~ |

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

