

# Pharmacy – Clinical Documentation – Workflow mPages and Dynamic Documentation



## This Quick Reference Guide will explain how to:

Accessing and using the **Pharmacist View** in the Table of Contents (ToC).

The **Pharmacist View** contains the Pharmacy Workflow mPages (*Millenium Pages®*). Workflow mPages are interactive pages that allow pharmacists to easily view and input patient information to create notes.

There are three types of Pharmacy Workflow mPages:

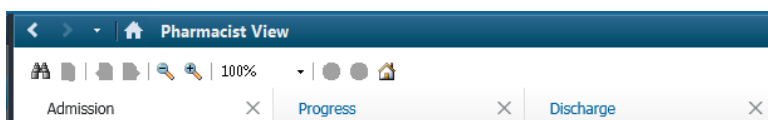
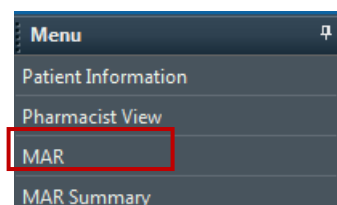
**Admission** – to create the Pharmacy Admission Note

**Progress** – to create Pharmacy Progress Note(s)

**Discharge** – to create the Pharmacy Discharge Note.

## Navigating to the Pharmacist View mPages

1. Click on **Pharmacist View** from the Table of Contents
2. The tabs on the top allow navigation between the three workflow mPages



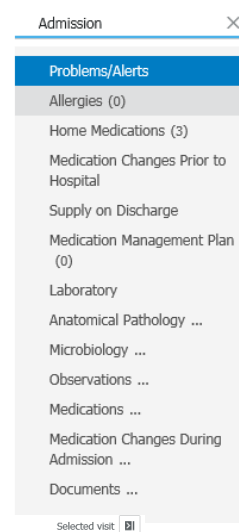
3. The side menu allows quick navigation between the different **components** of the mPage.

The order can be customised for your login profile by selecting a component, holding down the left mouse button and dragging the component to the order you would like it.

4. **Free-text text boxes:**

Certain components are **free-text fields**. Click **Save** when information is entered into this component.

Medication Changes Prior to Hospital

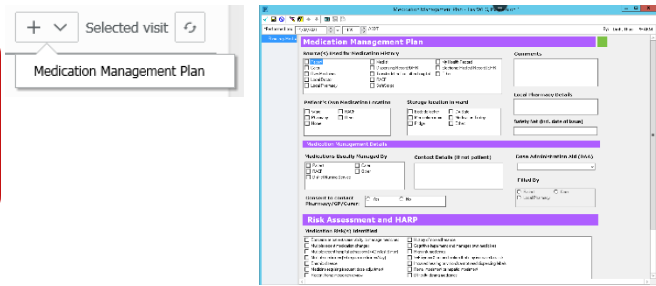


5. **PowerForms**



- This icon indicates that there is a PowerForm attached to the component. Clicking the down- arrow will launch the applicable PowerForm.

**EDITING POWERFORMS**  
PowerForms such as the Medication Management Plan can be edited from **Form Browser** in the Table of Contents

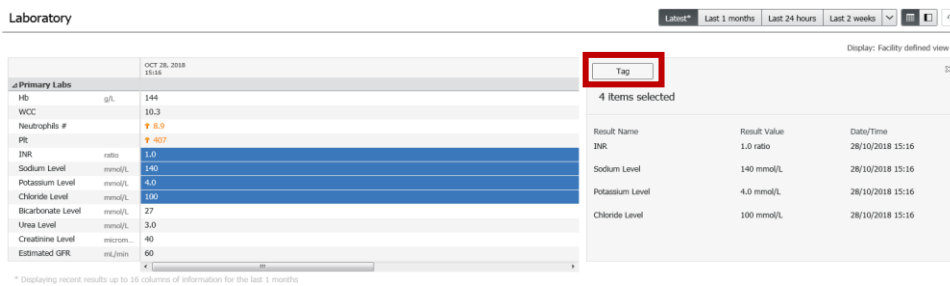


**6. Tagging Items – Laboratory**

The tagging function allows you to pick specific **laboratory results** to be included in your note.

- i. Navigate to the Laboratory component Laboratory
- ii. Click on the specific result you would like to include in your note
  - Multi-select items by holding the CTRL key
- iii. The tag function will appear on the right and indicate what results have been tagged

iv. Click on  to add the items to the 'Tagged Items List'



When the note is created, tagged items will appear on the left. Drag the tagged item over to the relevant field.

Tagged laboratory data will automatically fill into a table in the Pharmacy Progress note

Pharmacy Admission Note List

**Laboratory**

Chloride Level (mmol/L)	100	28/10/2018 15:16 AEDT
Potassium Level (mmol/L)	4.0	28/10/2018 15:16 AEDT
Sodium Level (mmol/L)	140	28/10/2018 15:16 AEDT

Tahoma

**Concession/DVA**

**Safety Net**  
No qualifying data ava

**Local Doctor**  
\*\*GP consent statu  
Name: Peterson, Wi  
Address: Montville h  
Phone: 076076329C

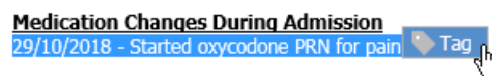
**Laboratory**

Test Name	Test Result	Date/Time
INR	1.0 ratio	28/10/2018 15:16 AEDT
Sodium Level	140 mmol/L	28/10/2018 15:16 AEDT
Potassium Level	4.0 mmol/L	28/10/2018 15:16 AEDT
Chloride Level	100 mmol/L	28/10/2018 15:16 AEDT
Bicarbonate Level	27 mmol/L	28/10/2018 15:16 AEDT
Urea Level	3.0 mmol/L	28/10/2018 15:16 AEDT
Creatinine Level	40 micromol/L	28/10/2018 15:16 AEDT

**7. Tagging – Documentation**

You can also tag highlighted texts from the **Documents** component – i.e. 'copy and pasting' text from other documents to reference in your note

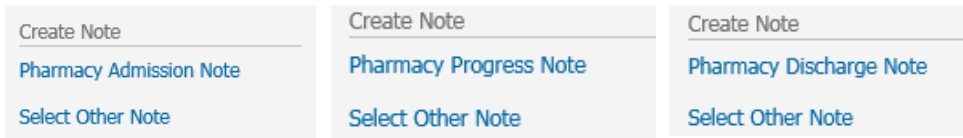
- i. Navigate to the Documents component and select the document you would like to tag from
  - Items can also be tagged from **Documentation** in Table of Contents
- ii. Highlight the text you wish you tag





- iii. Right-click and select **Tag**
- iv. Tagged texts are now available **Tagged Items List** which can be dragged and inserted into your note

8. Once all the components of the Workflow mPage has been reviewed and documented against, create the note by clicking the link under **Create Note** at the bottom of the Pharmacist View mPage:



9. The **Pharmacy Admission Note**, **Pharmacy Progress Note** and **Pharmacy Discharge Note** are called *dynamic documents*.

This means they are able to pull data that was documented against the components of their relevant workflow mPage.

- i. Edit sections of the dynamic document if required by hovering over the section

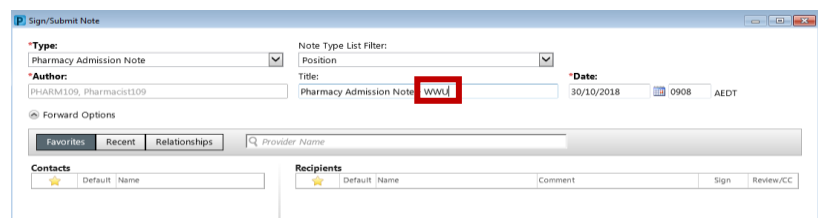


- To refresh the section
- To insert **free-text**
- Deletes the entire section

10. Click on to save the note with an *In Progress* status if it is incomplete and you would like to return to it later. **Note** – *In progress* dynamic documents are not viewable to any other user except yourself

11. Click on to publish the **completed note** to the patient's record

12. Type in the **Ward Location** in the **Title field**





13. Signed pharmacy notes are viewable from:

- **Documentation**
- **Continuous Notes**
- **Results Review – Documents Tab**




### EDITING DYNAMIC DOCUMENTS

Dynamic Documents (i.e. the Pharmacy Admission Note, Pharmacy Progress Note and Pharmacy Discharge Note) can be edited from **Documentation** in the Table of Contents.

1. Click on the Note you would like to edit and select  Modify |
2. Add your comment as an **\* Addendum** . This will appear at the top of the document once submitted
3. You can also “delete” sentences: Highlight sentence and click on  This will strike out the sentence ~~Regular paracetamol~~

### MARKING IN ERROR

Once a document has been submitted, it **cannot** be deleted. If the document you have created is incorrect (ie. Wrong patient or wrong details) you can mark the document “in error”

1. Click on Note you wish to mark in error via the Documentation tab in the Table of Contents
2. Click on  In Error
3. Add comment ie. *Note created for wrong patient*. Click OK
4. The following message will appear each time the document is opened by any user: