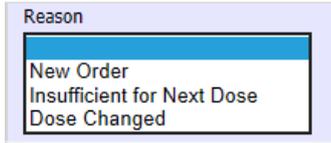
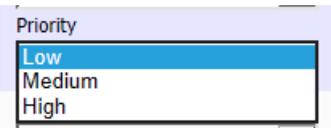




This Quick Reference Guide will explain how to:

Place a **request** for a **non-imprest medication** to Pharmacy through **EMR** via the **Medication Request** functionality.

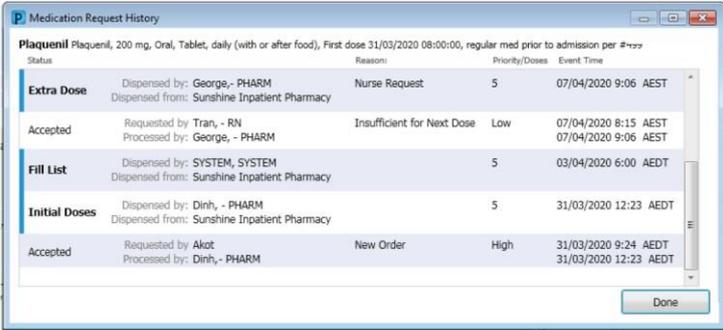
Requests for **imprest top up** will continue to be **faxed** to Pharmacy.

1. Navigate to **Medication Request** in the Table of Contents (ToC)
2. Check the box next to the medication order to be requested from pharmacy. Multiple medications can be selected.
3. For every medication checked, select a reason from the drop down menu for the **Medication Request**. Any additional comments for Pharmacy may be entered in the **Comment** field.
4. The **Priority** defaults to **Low** but can be changed by selecting **Medium** or **High** from the drop down box. Choose **High priority** if the **dose is overdue**.
5. Click **Submit**

Note: The progress of a Medication Request can be checked by clicking **View History**

The **Medication Request History** window shows detailed information of the request including:

- If Pharmacy have accepted/declined the medication request (status of the request)
- When and who requested the medication
- How many dose(s) Pharmacy have supplied.



Status	Reason	Priority/Doses	Event Time
Extra Dose	Dispensed by: George, - PHARM Dispensed from: Sunshine Inpatient Pharmacy	Nurse Request 5	07/04/2020 9:06 AEST
Accepted	Requested by: Tran, - RN Processed by: George, - PHARM	Insufficient for Next Dose Low	07/04/2020 8:15 AEST 07/04/2020 9:06 AEST
Fill List	Dispensed by: SYSTEM, SYSTEM Dispensed from: Sunshine Inpatient Pharmacy	5	03/04/2020 6:00 AEDT
Initial Doses	Dispensed by: Dinh, - PHARM Dispensed from: Sunshine Inpatient Pharmacy	5	31/03/2020 12:23 AEDT
Accepted	Requested by: Akot Processed by: Dinh, - PHARM	New Order High	31/03/2020 9:24 AEDT 31/03/2020 12:23 AEDT