PharmNet – Label Action (Resupply)

This Quick Reference Guide will explain how to:

Perform a 'Label' action on PharmNet.

The 'Label' action on PharmNet will re-send a dispense message to Merlin to supply additional doses after a medication order has already previously been verified and supplied.

Note: You can only 'Label' orders that have been already verified

PharmNet – Label Action (Resupply)

1. In PharmNet: Pharmacy Med Manager, select 'Label' from the drop down box in the 'Actions' column for the order(s) to be resupplied

2. Click on [Apply] to open the "Label Request" window

3. Select a *Reason for label request from the drop down menu

4. Enter in the *Number of dose(s) to resupply – This will then calculate the quantity depending on the frequency

5. The *Printer defaults to dummylabel. Note – a medication label **will not** print from **PharmNet.**
   It will still be need to be processed and printed from Merlin as per usual process.

6. Click on OK

7. A chevron symbol (<<) will appear next to the order indicating a pending action. Click on [Submit] to confirm the action

8. The medication to be re-supplied is now viewable in Merlin PRX screen.