1. Go to **Activities and Interventions** tab from the menu

2. Open the **Pharmacy Review** tab, you will see a Pharmacy Daily Chart Review task

3. Right click on the task and click on **'Chart Done'**
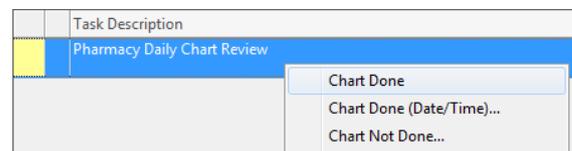
4. A screen will appear with your details (name and position) with date and time pre-filled. Click **'OK'** to sign off chart

5. A new Chart Review task tile will appear so that it will be available for signing off for future review. The chart check just completed will appear with a tick

6. If you realise that you have accidentally marked the chart as reviewed and you wish to undo the review eg. wrong patient, right click on the completed order and click **'Unchart'**
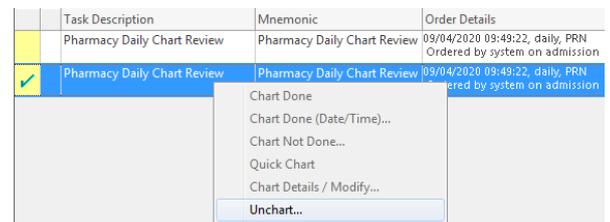
7. A screen will appear, document your reason and click on the **green tick** on the right upper corner. This will reset and delete the completed task

How to view who has had a chart review completed and signed off on your ward

1. Go to [Multi-Patient Task List] and click on the **Pharmacy Review** tab

2. Check if your viewing status of pharmacy consults have been set to 'All'
    -   Go to **Options** at the top of the screen
    -   Click on **Task Display**
    -   Ensure **"All"** is selected under Status
    -   Click **Save** then **Ok**.
    -   **Refresh** your page
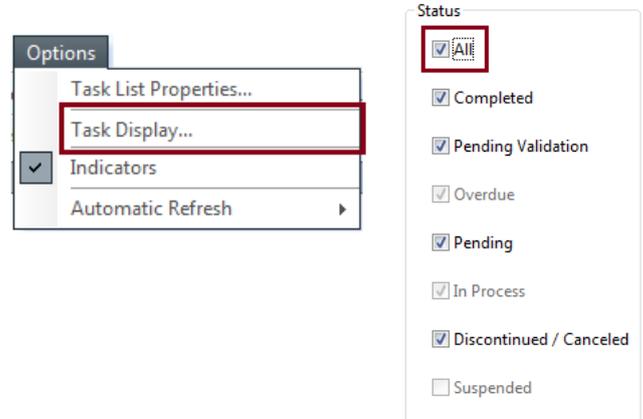
3. Right click on **Assigned Task** and click on **'Customize Patient View'**
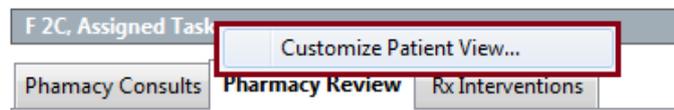
4. Check that **'Choose a Patient List'** is ticked and click on the ward you want to view
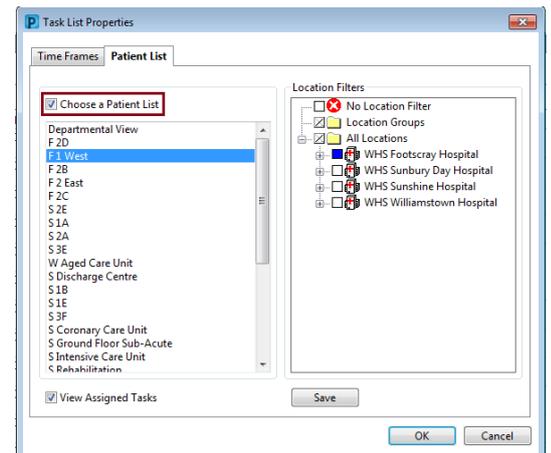
5. On the same screen click on the **'Time Frames'** tab and enter in the dates you wish to view and click **'Ok'**.

    Note: 'To' date should be 'today' and 'From' date should be set to cover a period that is appropriate for your ward eg: Acute wards 1A/1W back date at least 2 weeks
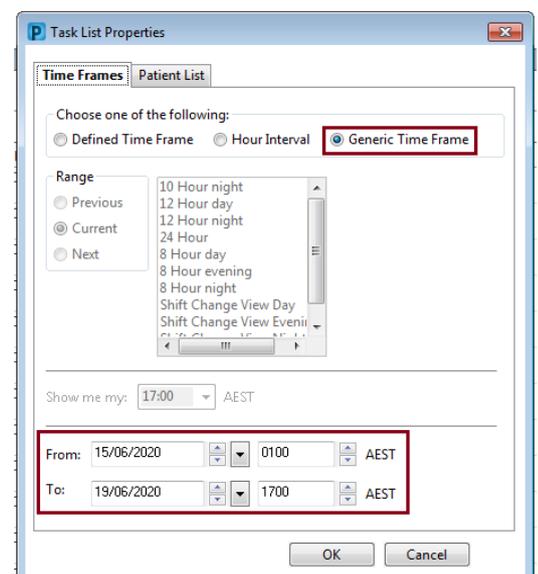
6. A list of the patients on your ward will appear

Name	UR No.	Location/Room/Bed	Task Description	Mnemonic	Order Details	Last Done Date and Time
MR			Pharmacy Daily Chart Review	Pharmacy Daily Chart Review	19/06/2020 02:29:39, daily, PRN Ordered by system on admission	
MR			Pharmacy Daily Chart Review	Pharmacy Daily Chart Review	15/06/2020 05:44:59, daily, PRN Ordered by system on admission	15/06/2020 12:31
MR			Pharmacy Daily Chart Review	Pharmacy Daily Chart Review	15/06/2020 05:44:59, daily, PRN Ordered by system on admission	
MS			Pharmacy Daily Chart Review	Pharmacy Daily Chart Review	16/06/2020 22:13:06, daily, PRN Ordered by system on admission	17/06/2020 16:38
MS			Pharmacy Daily Chart Review	Pharmacy Daily Chart Review	16/06/2020 22:13:06, daily, PRN Ordered by system on admission	
MR			Pharmacy Daily Chart Review	Pharmacy Daily Chart Review	09/06/2020 16:52:09, daily, PRN Ordered by system on admission	10/06/2020 11:34
MRS			Pharmacy Daily Chart Review	Pharmacy Daily Chart Review	18/06/2020 13:16:10, daily, PRN Ordered by system on admission	
MRS			Pharmacy Daily Chart Review	Pharmacy Daily Chart Review	15/06/2020 23:30:54, daily, PRN Ordered by system on admission	16/06/2020 13:12
MRS			Pharmacy Daily Chart Review	Pharmacy Daily Chart Review	15/06/2020 23:30:54, daily, PRN Ordered by system on admission	

A green tick indicates that this patient has had a chart review completed and signed.
Note: multiple tasks may appear for the same patient. These are auto-generated by the system and for the purpose of viewing chart reviews ignore duplication

Last Done Date and Time As the title suggests, this displays the date and time of **the most recent review** that has been completed and signed

Patients who do not have **ANY** ticks next to their name indicates that **NO** chart review has been completed and signed

7. If you wish to view how many times or know when previous reviews have been done:
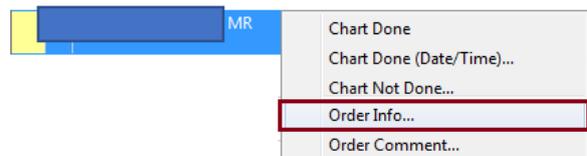
   a. Right click on the patient, and click on **Order Info**

   Chart Done
   Chart Done (Date/Time)...
   Chart Not Done...
   Order Info...
   Order Comment...

   b. Open the **Results Tab**. This will display all reviews that have been completed and signed

   | Details | Comments | Additional Info | History | **Results** | Ingredients |

Order Activity Flowsheet	18/06/2020 13:12	15/06/2020 12:06	15/05/2020 12:47
Pharmacy Daily Chart Review			
Pharmacy Daily Chart Review	Done	Done	Done