Pharmacy – Unlocking Medication Profiles

Digital Health
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**Digital Health
Quick Reference Guide**


Key messages:

- To be used in instances where a patient's medication profile is locked and cannot be accessed
- For example, clinicians may lock a profile by leaving an order unsigned and pending in the scratch pad and pharmacists may lock a profile if it is left open in PharmNet

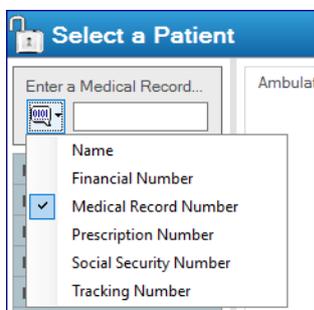## Unlocking a Patient's Profile

1. Go to the Cerner landing screen and click to open the Pharmacy Apps folder
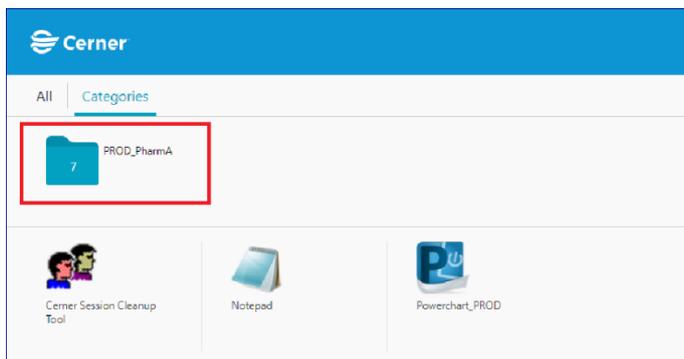
2. Double-click Pharmacy Med Manager Retail to open the application
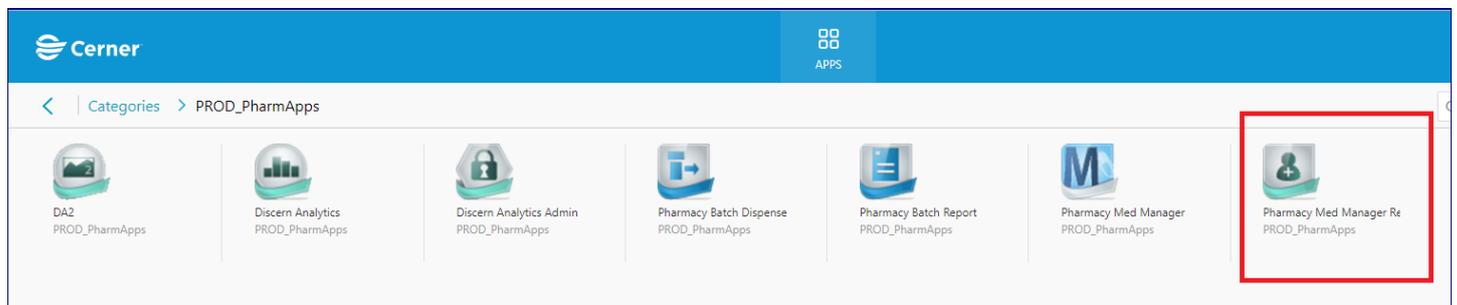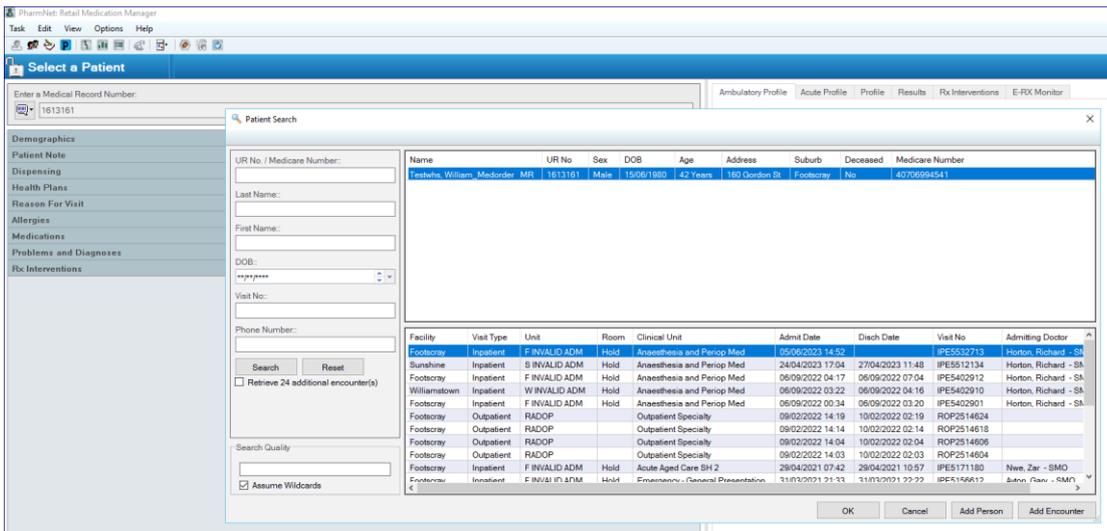

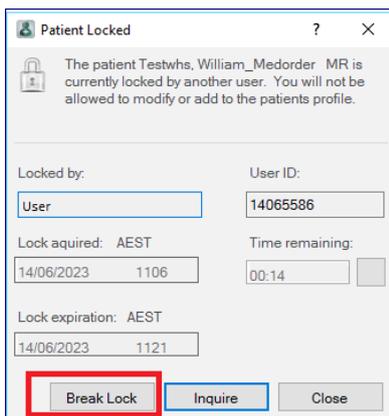3. Change the search filter to MRN (medical record number)

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4. Search the MRN and select the correct encounter

5. Click on Break Lock

6. Exit Pharmacy Med Manager Retail to complete the break lock process

    Note: The patient profile remains locked if left open in this application