

SELF-GUIDED PRACTICE WORKBOOK [N6]
CST Transformational Learning

WORKBOOK TITLE:

Pharmacy Technician (Workbook #2)

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SELF-GUIDED PRACTICE WORKBOOK

Duration	4 hours
Before getting started	<ul style="list-style-type: none">■ Sign the attendance roster (this will ensure you get paid to attend the session).■ Put your cell phones on silent mode.
Session Expectations	<ul style="list-style-type: none">■ This is a self-paced learning session.■ A 15 min break time will be provided. You can take this break at any time during the session.■ The workbook provides a compilation of different scenarios that are applicable to your work setting.■ Each scenario will allow you to work through different learning activities at your own pace to ensure you are able to practice and consolidate the skills and competencies required throughout the session.
Key Learning Review	<ul style="list-style-type: none">■ At the end of the session, you will be required to complete a Proficiency Assessment.■ This will involve completion of some specific activities that you have had an opportunity to practice through the scenarios.■ Your instructor will review and assess these with you.■ Upon completion of the Proficiency Assessment, both you and your instructor will complete your Competency Assessment Checklist.

Using Train Domain

You will be using the train domain to complete activities in this workbook. It has been designed to match the actual Clinical Information System (CIS) as closely as possible.

Please note:

-  Scenarios and their activities demonstrate the CIS functionality not the actual workflow
-  An attempt has been made to ensure scenarios are as clinically accurate as possible
-  Some clinical scenario details have been simplified for training purposes
-  Some screenshots may not be identical to what is seen on your screen and should be used for reference purposes only
-  Follow all steps to be able to complete activities
-  If you have trouble to follow the steps, immediately raise your hand for assistance to use classroom time efficiently
-  Ask for assistance whenever needed

PATIENT SCENARIO 1 – Pharmacy Medication Manager Overview

Duration	Learning Objectives
30 minutes	<p>At the end of this Scenario, you will be able to:</p> <ul style="list-style-type: none">■ Search for your patient■ Familiarize yourself with the components of Pharmacy Medication Manager including the toolbar, patient banner bar, navigation menu, and patient chart area.

SCENARIO

You will search for your assigned patient In Pharmacy Medication Manager. You will look at your patient's profile and find information related to their demographics, allergies and current medications. Your patient's allergy will need to be updated.

Activity 1.1 - Navigating Pharmacy Medication Manager

Estimated Completion Time - 20 min

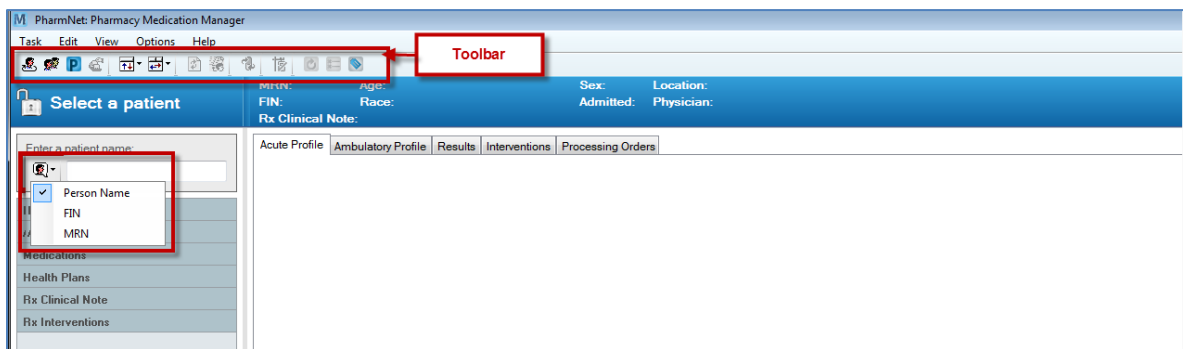
1 Launch Pharmacy Medication Manager.



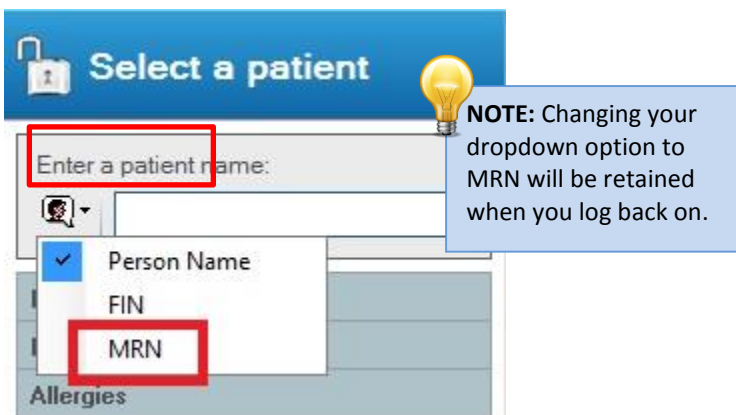
2 Overview of Pharmacy Medication Manager

After logging on to Pharmacy Medication Manager, you will have to perform a search to find your patient.

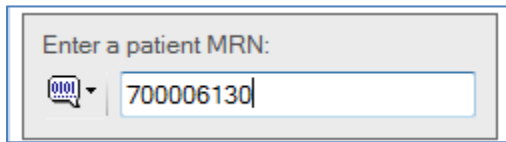
The recommended method of searching for a patient is by MRN.



1. Click the dropdown icon beside the search icon and select MRN



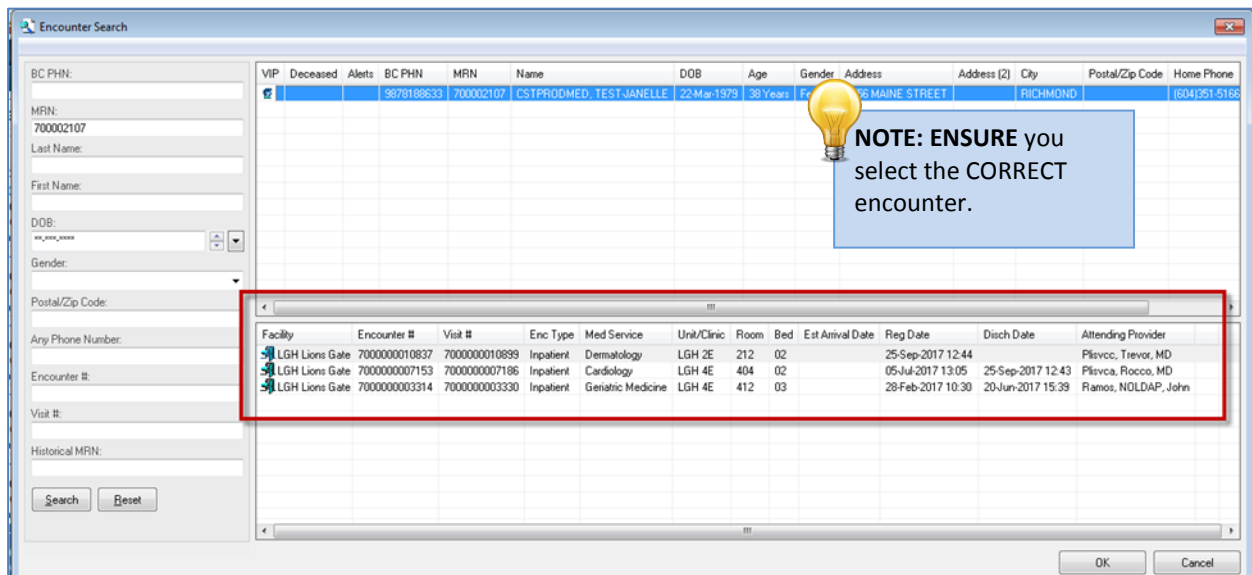
2. Type your patient's MRN (as provided in class) and press the **ENTER** key on the keyboard to pull up patient profile.



Enter a patient MRN:

700006130

3. The Encounter Search window will appear.



Encounter Search

BC PHN: MRN: Last Name: First Name: DOB: Gender: Postal/Zip Code: Any Phone Number: Encounter #: Visit #: Historical MRN: Search Reset

VIP	Deceased	Alerts	BC PHN	MRN	Name	DOB	Age	Gender	Address	Address (2)	City	Postal/Zip Code	Home Phone
			3978186633	700002107	CSTPRODMED, TEST-JANELLE	22-Mar-1979	36 Years	F	100 MAINE STREET		RICHMOND		(604)251-5166

NOTE: ENSURE you select the CORRECT encounter.

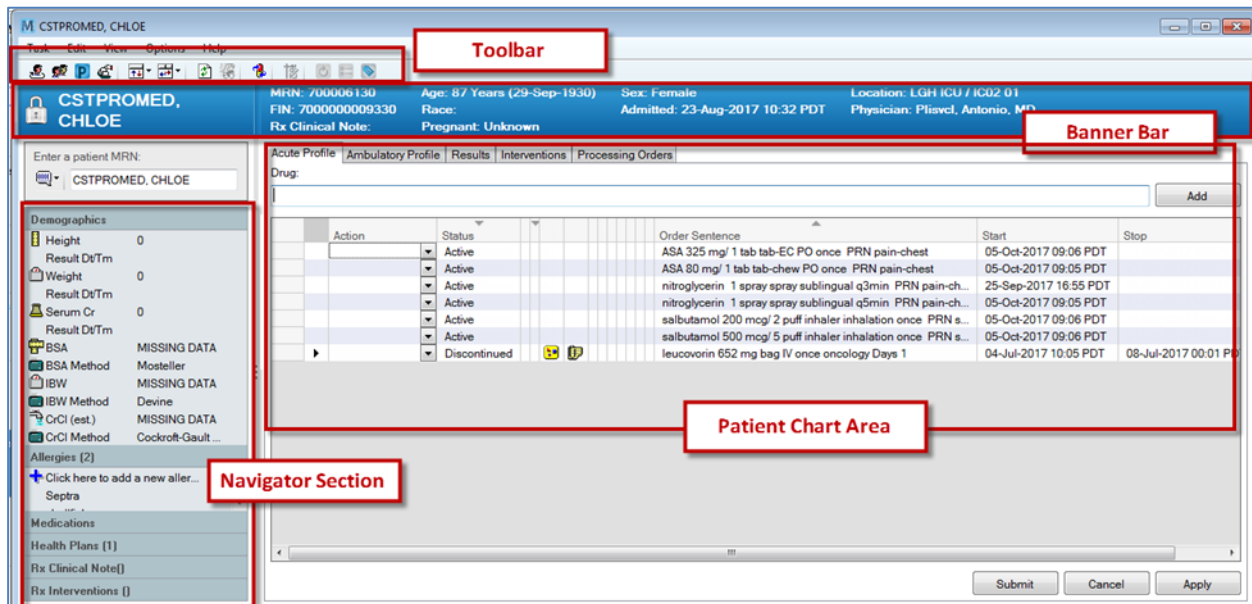
Facility	Encounter #	Visit #	Enc Type	Med Service	Unit/Clinic	Room	Bed	Est Arrival Date	Reg Date	Disch Date	Attending Provider
LGH Lions Gate	7000000010837	70000000010899	Inpatient	Dermatology	LGH 2E	212	02		25-Sep-2017 12:44		Plovoc, Trevor, MD
LGH Lions Gate	7000000007153	7000000007186	Inpatient	Cardiology	LGH 4E	404	02		05-Jul-2017 13:05	25-Sep-2017 12:43	Plovca, Rocco, MD
LGH Lions Gate	7000000003314	7000000003330	Inpatient	Geriatric Medicine	LGH 4E	412	03		28-Feb-2017 10:30	20-Jun-2017 15:39	Ramos, NOLDAP, John

OK Cancel

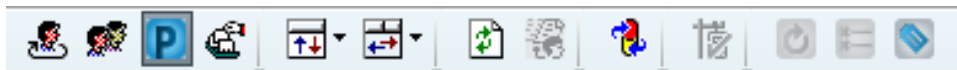
4. After selecting the correct encounter and clicking the OK button, the patient's profile will open.










NOTE: Your patient may only have 1 encounter in the training environment.

Overview of patient's profile in Pharmacy Medication Manager



Pharmacy Medication Manager Toolbar



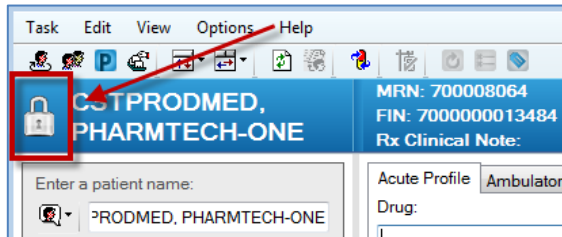
Button	Action
	Select New Patient - Clears the current display and allows you to search to select a new patient.
	Demographics - Displays the Demographics dialog box.
	Launches PowerChart (PowerChart.exe) allowing you to view the patient's chart.
	Allows View only access to clinical notes.
	Bars Options - Displays the Navigator Section context menu.
	Spreadsheet Options - Displays the Patient Chart Area context menu.
	Refresh Unverified Orders - Updates the Patient Chart area with the latest data.
	Add Lifetime Cumulative Drug Administration - Opens the Lifetime Cumulative Dosing window, which allows you to view the cumulative dose total for a certain drug.
	Charge Credit Tool



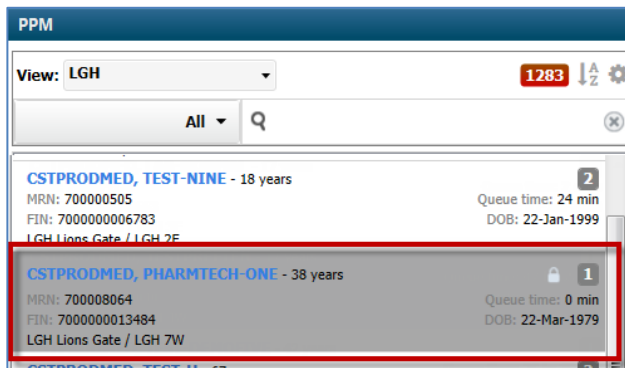
NOTE: Refer to the **Pharmacy – Medication Manager Icons QRG** for a listing of toolbar icons.

3 Patient Lock

When a patient is being viewed in Pharmacy Medication Manager, the system places a lock on the patient. The closed lock icon is displayed on the left of the patient's name indicating the patient is locked.

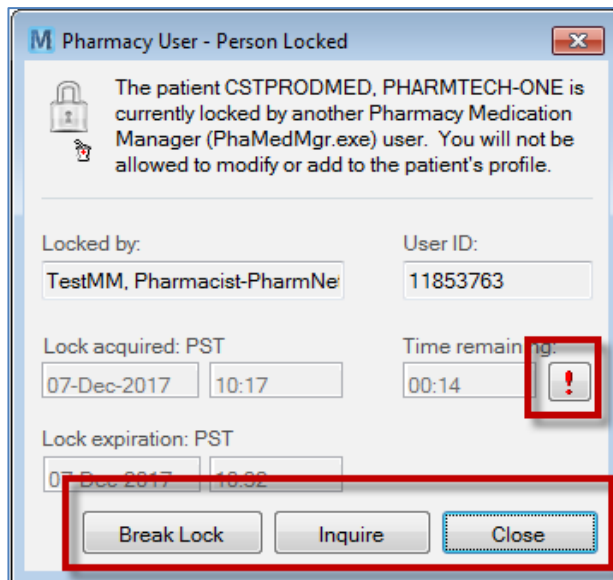


On the Pharmacy Patient Monitor (PPM) in PowerChart, the grey background with the lock icon also denotes the profile is locked to another pharmacy user.



When your patient is locked, you are the sole user in Pharmacy Medication Manager that will be able to make changes to this patient. Other pharmacy staff will only be able to view this patient unless they break the lock (see below). Keep in mind, clinicians may still enter orders in PowerChart for this patient concurrently, even if the patient is locked.

If you try to pull up the patient's profile in Pharmacy Medication Manager while the patient is in use by another pharmacy user, a Person Locked message displays indicating that the patient's record is locked.

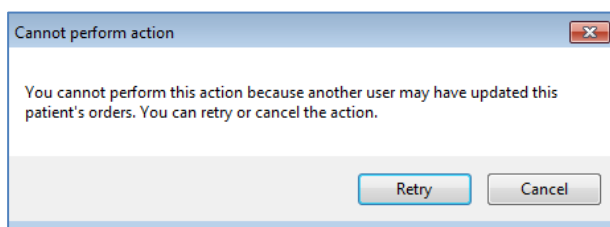


Options to manage a Locked Patient Profile

Users can Break Lock, Inquire or Close the Patient Locked dialog box.

Option 1 – Break Lock

Clicking Break Lock allows the user to gain access and control the patient's profile on Pharmacy Medication Manager. When a user who has had their lock broken tries to refresh their screen or make changes (ex. attempting to order a new drug or submit work to be saved), they will get the following error:



Note: Be very cautious when breaking a lock. This is not a recommended action since breaking a lock will erase all work in progress of the original user in Pharmacy Medication Manager.

Option 2 – Inquire

Click Inquire to view the patient's data as Read-Only

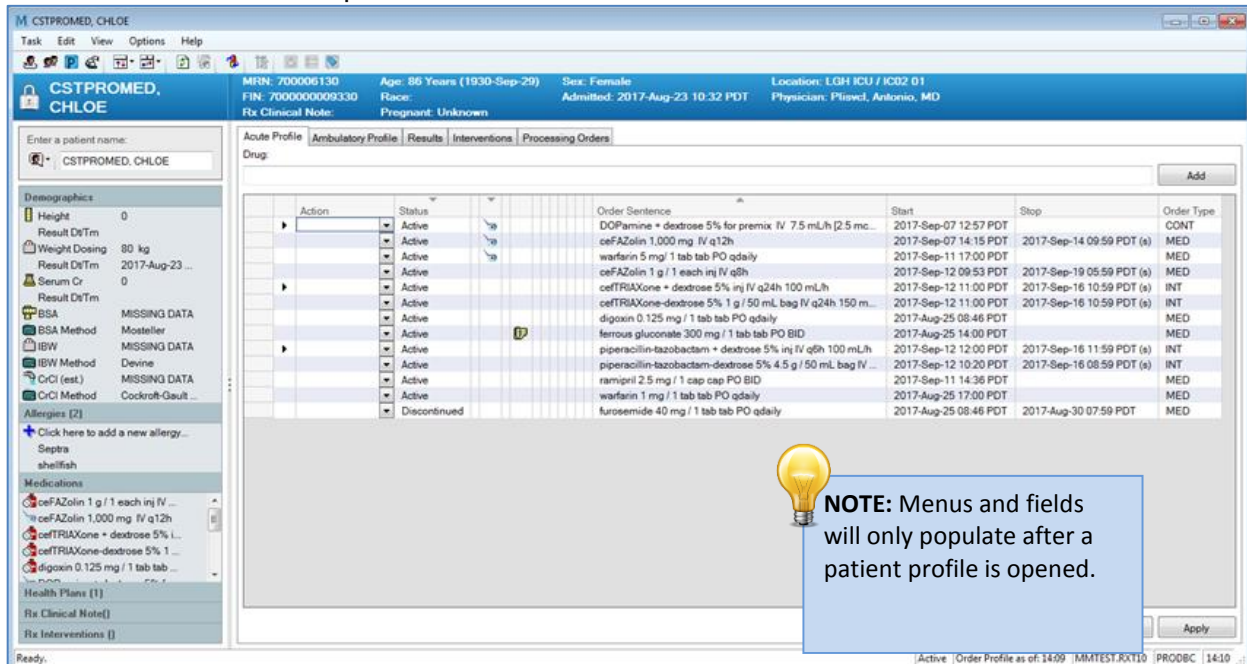
Option 3 – Close

Closes the Person Locked window

4 Navigator Section

Review the Clinical Summary of your patient's Profile in Pharmacy Medication Manager from the Navigator section on the left hand side of the screen.

This information shown is pulled from PowerChart.



CSTPROMED, CHLOE
MRN: 700006130 Age: 86 Years (1930-Sep-29) Sex: Female
FIN: 700000009330 Race: Admitted: 2017-Aug-23 10:32 PDT Location: LGH ICU / IC02 01
Rx Clinical Note: Pregnant: Unknown Physician: Plowd, Antonio, MD

Enter a patient name:
CSTPROMED, CHLOE

Demographics
Height 0
Result Dt/Tm
Weight 80 kg
Result Dt/Tm 2017-Aug-23 ...
Serum Cr 0
Result Dt/Tm
BSA MISSING DATA
BSA Method Mosteller
IBW MISSING DATA
IBW Method Devine
CrCl (est.) MISSING DATA
CrCl Method Cockcroft-Gault ...

Allergies (2)
Click here to add a new allergy ...
Septa
shellfish

Medications
cefAZolin 1 g / 1 each inj IV ...
cefAZolin 1,000 mg IV q12h ...
ceftRAXone + dextrose 5% I ...
ceftRAXone-dextrose 5% 1 ...
digoxin 0.125 mg / 1 tab tab ...
Health Plans (1)
Rx Clinical Note()
Rx Interventions ()

Action	Status	Order Sentence	Start	Stop	Order Type
	Active	DOPamine + dextrose 5% for premix IV 7.5 mL/h [2.5 mc...	2017-Sep-07 12:57 PDT		CONT
	Active	ceFAZolin 1,000 mg IV q12h	2017-Sep-07 14:15 PDT	2017-Sep-14 09:59 PDT (s)	MED
	Active	warfarin 5 mg / 1 tab tab PO qdaily	2017-Sep-11 17:00 PDT		MED
	Active	ceFAZolin 1 g / 1 each inj IV q8h	2017-Sep-12 09:53 PDT	2017-Sep-19 05:59 PDT (s)	MED
	Active	ceftRAXone + dextrose 5% inj IV q24h 100 mL/h	2017-Sep-12 11:00 PDT	2017-Sep-16 10:59 PDT (s)	INT
	Active	ceftRAXone-dextrose 5% 1 g / 50 mL bag IV q24h 150 m...	2017-Sep-12 11:00 PDT	2017-Sep-16 10:59 PDT (s)	INT
	Active	digoxin 0.125 mg / 1 tab tab PO qdaily	2017-Aug-25 08:46 PDT		MED
	Active	ferrous gluconate 300 mg / 1 tab tab PO BID	2017-Aug-25 14:00 PDT		MED
	Active	piperacillin-tazobactam + dextrose 5% inj IV q8h 100 mL/h	2017-Sep-12 12:00 PDT	2017-Sep-16 11:59 PDT (s)	INT
	Active	piperacillin-tazobactam-dextrose 5% 4.5 g / 50 mL bag IV ...	2017-Sep-12 10:20 PDT	2017-Sep-16 08:59 PDT (s)	INT
	Active	ramipril 2.5 mg / 1 cap cap PO BID	2017-Sep-11 14:36 PDT		MED
	Active	warfarin 1 mg / 1 tab tab PO qdaily	2017-Aug-25 17:00 PDT		MED
	Discontinued	furosemide 40 mg / 1 tab tab PO qdaily	2017-Aug-25 08:46 PDT	2017-Aug-30 07:59 PDT	MED

NOTE: Menus and fields will only populate after a patient profile is opened.

Demographics Bar

These fields are for reference only.

- Click on the Height value from your patient under the Demographics bar.
- The Height/Weight box will appear. Write the following information for your patient and the last time it was updated
 - Height _____
Updated _____
 - Weight _____
Updated _____
 - Creatinine _____
Updated _____

NOTE: Weight and Height are greyed out. Only Pharmacists can edit or modify weight and height

Allergies

- List current allergies listed for your patient:

5 Patient Chart Area

Acute Profile – is the default tab selected.

All medications and their status will be listed on this tab.

1. List all active medications for your patient:

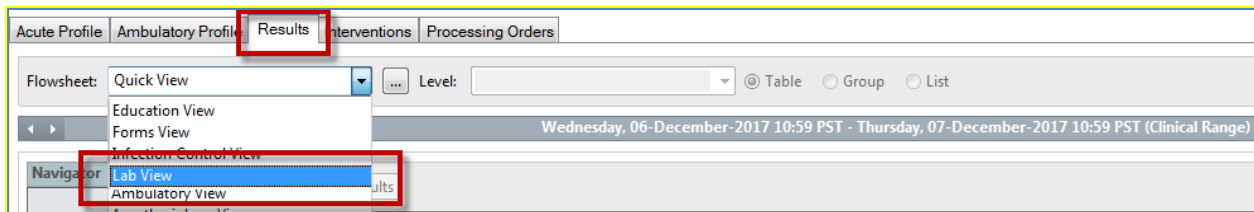
2. Write down a medication that is unverified

Ambulatory Profile – will list any medication documented by history (BPMH) and prescriptions

Acute Profile		Ambulatory Profile		Results	Interventions	Processing Orders											
Action	Status	P	U	C	I	S	Plan	Source Type	Rx Number	Order Sentence	Last Fill	DS	RR	Health	Prescriber	DAW	Start
	Active								e-HxRx	digoxin 125 mcg (0.125 mg) oral tablet 125 mcg PO qdaily		0	0				2017-Aug-23
	Active								e-HxRx	enalapril maleate 5 mg oral tablet 5 mg PO qdaily		0	0				2017-Aug-23
	Active								e-HxRx	Lasix 40 mg oral tablet 40 mg PO qdaily		0	0				2017-Aug-23
	Active								e-HxRx	Coumadin 1 mg oral tablet 1 mg PO qdaily		0	0				2017-Aug-23
	Active								e-HxRx	digoxin 0.125 mg tab PO qdaily 30 day		0	0				2017-Aug-25
	Active								e-HxRx	ramipril 5 mg cap PO BID 30 day		0	0				2017-Aug-25
	Active								e-HxRx	Lasix 40 mg oral tablet 40 mg PO qdaily		0	0				2017-Aug-25
	Active								e-HxRx	Coumadin 1 mg oral tablet 1 mg PO qdaily		0	0				2017-Aug-25

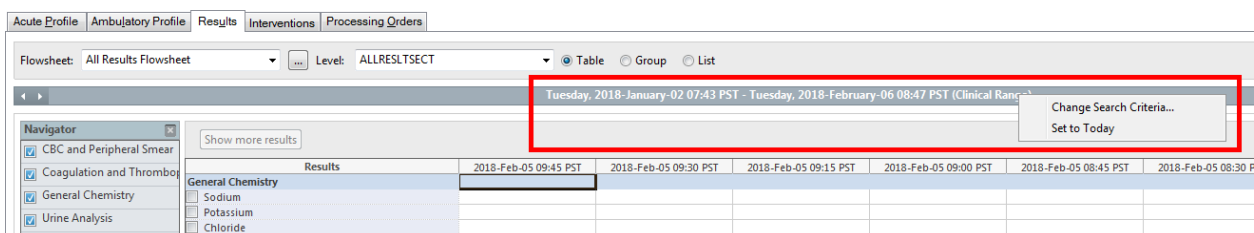
1. List all any medications listed here for your patient:

Results – Access result flowsheets available from PowerChart.

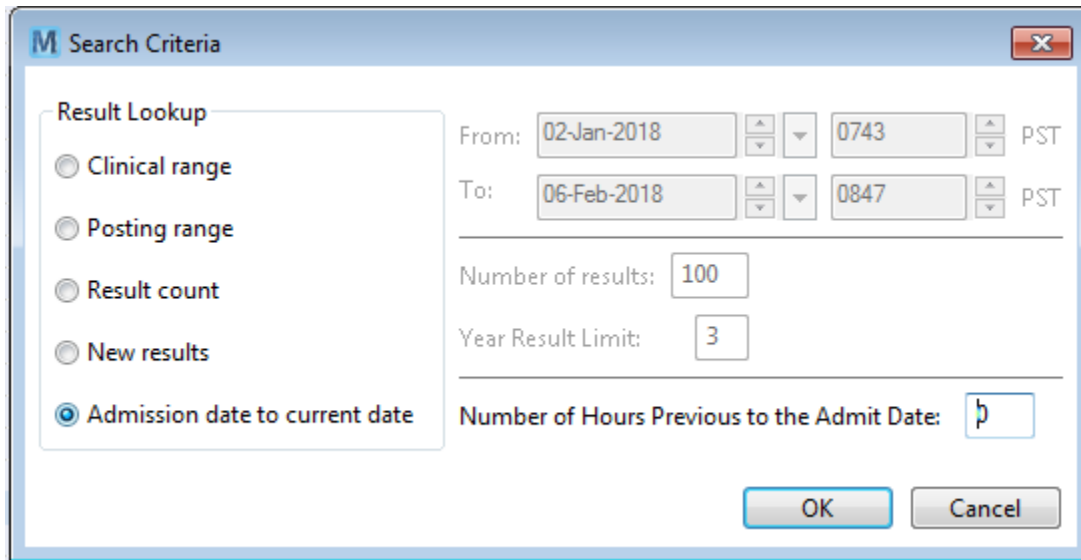


Toggle to the correct flowsheet to view laboratory results. For the training environment, you may need to change the search criteria to include all results from admission date to current date.

1. Right-click on the current date and time range



2. Change search criteria to **Admission date to current date** and click **OK**.



M Search Criteria

Result Lookup

- ☐ Clinical range
- ☐ Posting range
- ☐ Result count
- ☐ New results
- ☒ Admission date to current date

From: 02-Jan-2018 0743 PST

To: 06-Feb-2018 0847 PST

Number of results: 100

Year Result Limit: 3

Number of Hours Previous to the Admit Date: 1

OK Cancel

Interventions – Will list any Active/Completed Consults.
The active consults will be greyed out since it will be view-only.

Acute Profile	Ambulatory Profile	Results	Interventions	Processing Orders		
(no time frame defined)						
Active Consults	Completed					
Task retrieval completed						
	Financial Number	Scheduled Date and Time	Task Description	MNEMONIC	Order Details	Task Status
	7600000000048	2018-Feb-02 07:00 PST	Consult to Pharmacy	JP Consult to Pharmacy	2017-Dec-29 18:55 PST, Reason for Consult: Any Drug Interaction - Drug per ...	Pending

1. List the date, time, and reason of the consult ordered for your patient.

Date: _____

Time: _____

Reason for consult: _____

Processing Orders – Will list any failed orders in a processing status. If you see any orders in this section, call service desk.

Acute Profile	Ambulatory Profile	Results	Intervention	Processing Orders
Orders displayed have been submitted by the current user. All failed orders must be resolved before the application can be closed.				
Status	Patient	Order Sentence		

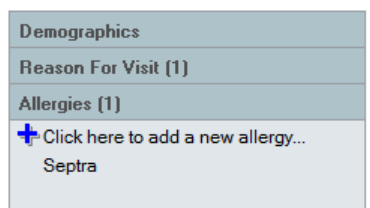
Activity 1.2 - Adding an allergy through Pharmacy Medication Manager

Estimated Completion Time - 10 min

1

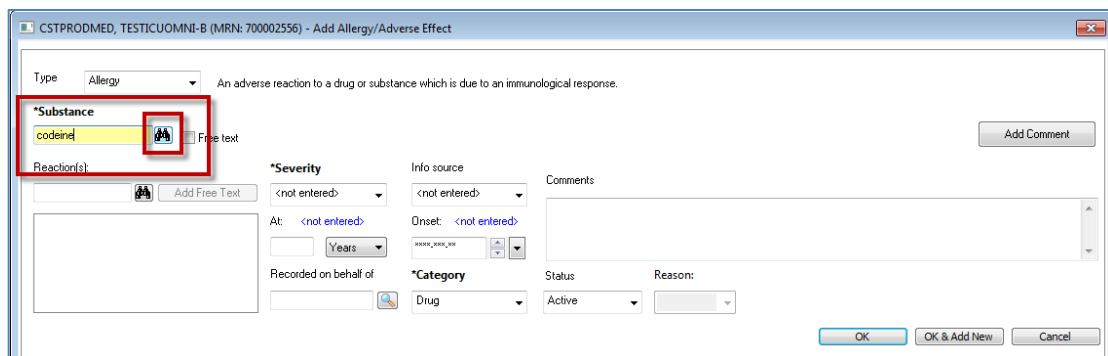
You will add codeine as a drug allergy for your patient.

1. Click the “+ Click here to add a new allergy...” text below the Allergies header.



The screenshot shows a patient record sidebar with sections: Demographics, Reason For Visit (1), Allergies (1), and a link to add a new allergy. The Allergies section lists 'Septra'.

2. In the Allergy/ADR screen, click the **+Add** button
3. In the **Substance** field, type *codeine* and click the binoculars icon.



The screenshot shows the 'Add Allergy/Adverse Effect' dialog box. The 'Type' is set to 'Allergy'. The '*Substance' field contains 'codeine' and the binoculars icon is highlighted with a red box. The '*Severity' is set to '<not entered>'. The '*Category' is set to 'Drug'. The 'Status' is set to 'Active'. The 'Reason' field is empty. The 'OK' button is highlighted.

- In the Substance Search screen, select the appropriate allergen - **codeine** and click the **OK** button.

- Since your patient already has an active morphine order on profile, selecting codeine will flag the user with an allergy alert.

The following alerts exist for the allergy:

codeine


Allergy [1]					
Severity	Substance	Details	Status	Reference Information	Override Reason
	morphine	2.5 mg, PO, q4h, PRN: pain-breakthrough	Ordered		

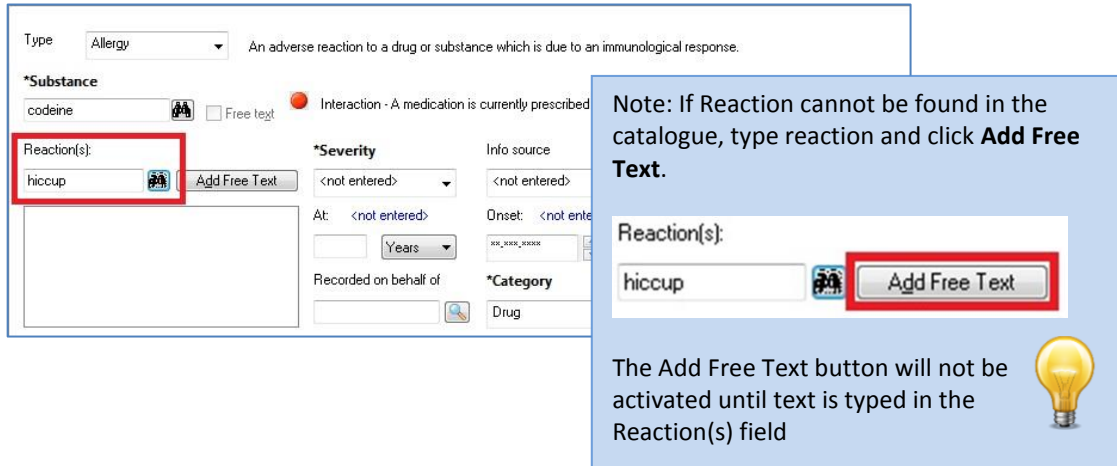
Reference: Documenting Substance not in Catalogue

Pharmacy Technicians cannot enter substances NOT in the catalogue. The free text box will be greyed out.


***Substance**


Pringles ☐ Free text

6. In the Reaction field, type *hiccup* and click the binoculars  icon.



Type: Allergy An adverse reaction to a drug or substance which is due to an immunological response.

*Substance: codeine  Free text Interaction - A medication is currently prescribed


Reaction(s): hiccup  Add Free Text


*Severity: <not entered> Info source: <not entered>

At: <not entered> Onset: <not entered>

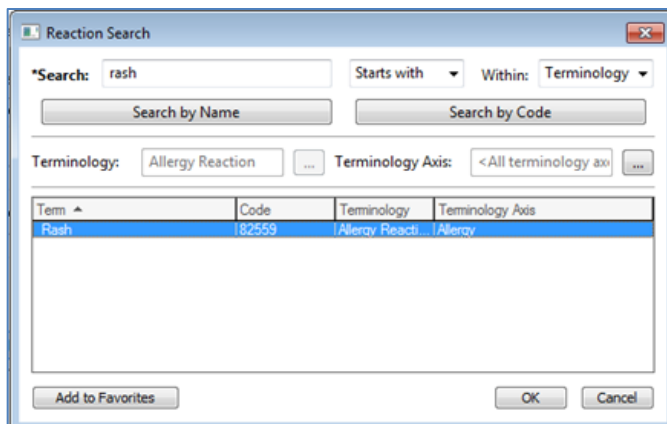
Recorded on behalf of: <not entered> *Category: Drug

Note: If Reaction cannot be found in the catalogue, type reaction and click **Add Free Text**.

Reaction(s): hiccup  Add Free Text

The Add Free Text button will not be activated until text is typed in the Reaction(s) field 

7. In the reaction search box, choose the appropriate allergic reaction and click **OK**.



Reaction Search

*Search: rash Starts with: Within: Terminology

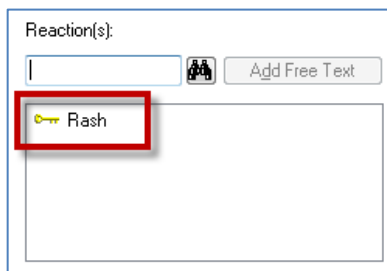
Search by Name Search by Code

Terminology: Allergy Reaction Terminology Axis: <All terminology axis>


Term	Code	Terminology	Terminology Axis
Rash	182559	Allergy React	Allergy


Add to Favorites OK Cancel

8. The recorded allergen will show in the box below the Reaction(s): search field with a key icon denoting it is in the Reaction catalogue



Reaction(s):

|  Add Free Text

 Rash

Type: Allergy (An adverse reaction to a drug or substance which is due to an immunological response.)

*Substance: codeine [Free text]

Interaction - A medication is currently prescribed for this allergy. Please review the patient's medications. [Add Comment]

Reaction(s): hiccup, Rash

*Severity: Moderate

Info source: Patient

At: Age 12 Years

Onset: Year 1991

*Category: Drug

Status: Active

Reason: [Empty]

Buttons: OK, OK & Add New, Cancel

9. In the Severity field, choose Severe from the drop down list

*Severity

<not entered>

Mild

Moderate

Severe

Unknown

<not entered>

10. In Category field, choose from the **Drug** drop down list

*Category

Drug

Food

Environment

Contrast

Other

11. When documentation of Allergy is complete, click the **OK** button.

Screen returns to Allergies with newly added allergy – Codeine

2 Reviewing Allergies

It is necessary to mark Allergies reviewed after assessing your patient.

In the Allergy/ADR screen, click on the **Mark All Reviewed** button.



NOTE: Reviewed by column will now show the updated date and time.

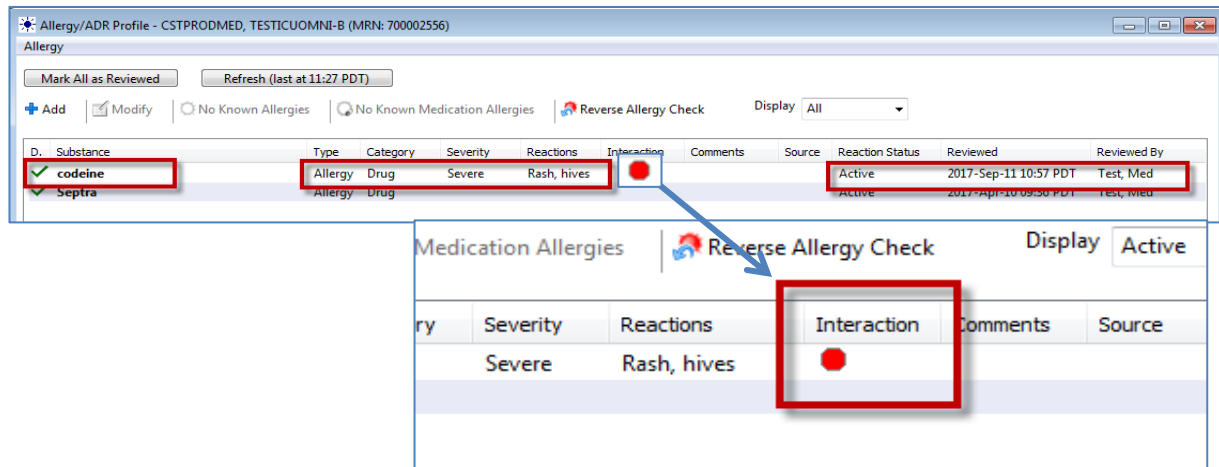
Mark All as Reviewed

+ Add | Modify | No Known Allergies | No Known Medication Allergies | Reverse Allergy Check | Display: Active

D.	Substance	Type	Category	Severity	Reactions	Interaction	Source	Reaction Status	Reviewed	Updated By
✓	codeine	Allergy	Drug	Severe	Rash, hiccup	●	Patient	Active	2018-Jan-23 15:41 PST	2018-Jan-23 TestMM, Pharmacy Technician-PharmNet2
✓	Kiwi	Allergy	Drug	Severe	Rash			Active	2017-Dec-29 18:12 PST	2017-Dec-29 TestMM, General Medicine-Physician1, MD
✓	penicillin	Allergy	Drug	Severe	Rash			Active	2017-Dec-29 18:12 PST	2017-Dec-29 TestMM, General Medicine-Physician1, MD

REFERENCE: Interaction Column

Under the **Interaction column**, if there is a Red dot present, it denotes that there is a drug interaction present. You may click on the Red dot to view details of the interaction. To view further in-depth interaction details, click on the Document icon under the Reference Information Icon.



The screenshot displays the 'Allergy/ADR Profile' window for patient CSTPRODME, TESTICUOMNI-B (MRN: 700002556). The window shows a table of allergies with columns: D., Substance, Type, Category, Severity, Reactions, Interaction, Comments, Source, Reaction Status, Reviewed, and Reviewed By. Two allergies are listed: 'codeine' and 'Septra'. The 'codeine' entry has a red dot in the 'Interaction' column. A blue arrow points from this red dot to a detailed view of the interaction, which shows a table with columns: Severity, Reactions, Interaction, Comments, and Source. The 'Interaction' column in this detailed view contains a red dot.

D.	Substance	Type	Category	Severity	Reactions	Interaction	Comments	Source	Reaction Status	Reviewed	Reviewed By
✓	codeine	Allergy	Drug	Severe	Rash, hives	●			Active	2017-Sep-11 10:57 PDT	Test, Med
✓	Septra	Allergy	Drug						Active	2017-Apr-10 09:50 PDT	Test, Med

Severity	Reactions	Interaction	Comments	Source
Severe	Rash, hives	●		

PATIENT SCENARIO 2 – Pharmacy Medication Manager - Order Entry

Duration	Learning Objectives
30 minutes	At the end of this Scenario, you will be able to: <ul style="list-style-type: none">■ Perform Medication Order entry■ Modify pre-defaulted fields of Frequency, Custom and Duration.

SCENARIO

As a Pharmacy Technician, there may be facilities for which you will be completing medication order entry (ex. Residential Care Facilities)

These facilities' providers are not on Computerized Provider Order Entry (CPOE).

You will be transcribing medication orders from paper written by a provider into Cerner in order for medications to be dispensed.

In this scenario, you will be ordering medications in Pharmacy Medication Manager. These medications will require verification by a pharmacist.

In this scenario, you will be using your residential patient found on your classroom workbook card.

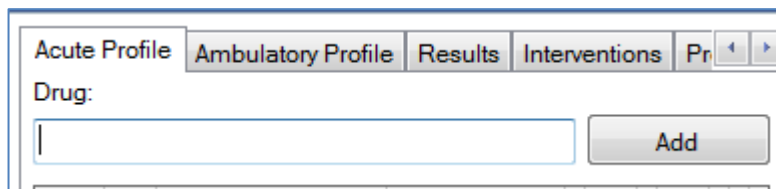
Activity 2.1 – Ordering Medications

Estimated Completion Time - 30 min

Medication Name	Source	Dose	Route	Frequency	Comments
1. Ramipril	Pharmacy Medication Manager	5 mg	PO	qdaily	
2. Diphenhydramine	Pharmacy Medication Manager	50 mg	PO	q12h PRN	PRN Reason: Itching and Rash
3. Lactulose	Pharmacy Medication Manager	30 ml	PO	qdaily	Change to 2300
4. Latanoprost	Pharmacy Medication Manager	2 drops	Eyes-both	qHS	Change to 2300
5. Nitroglycerin Order Set	Pharmacy Medication Manager	1 Patch	Topical	qdaily	
6. Cefazolin in 50 ml NS	Pharmacy Medication Manager	1 g	IV	q8h	Non-standard IV, sent as a bag
7. Warfarin	Pharmacy Medication Manager	7.5 mg	PO	qHS	
8. Ginseng	Pharmacy Medication Manager	1 cap	PO	qdaily	Recommended by Consult Service

How to Enter a Medication Order

Ensure the **Acute Profile** tab is selected and click in field below label **Drug**:



Acute Profile Ambulatory Profile Results Interventions Pr

Drug:

Add

1

Medication: Ramipril

Physician Order: Ramipril 5 mg, PO, qdaily

Example of Basic Order Entry

1. In the field for Drug: type *ramipril* and click **Add** button.

Acute Profile | Ambulatory Profile | Results | Interventions | Pr

Drug:
ramipril

Add



NOTE: Typing the full name of a product will truncate the items shown on the list.

2. The **Product Search** screen will appear with a listing of items matching the search criteria.
3. Select line with Description column '**ramipril 5 mg cap**' and click '**OK**'

Product Search

Main | Settings

Identifiers
☒ Generic name
☒ Brand name
☒ Mnemonic
☒ Description
☒ Charge number
☒ DIN
☐ Other:

Product Type
☒ Product
☒ IV Set
☒ Order Set
☒ Compound

Order Type
☒ Medication
☒ Intermittent
☒ Continuous

Search for:
ramipril

Search

Order ...	Mnemonic	Generic Name	Strength / Form	Description	Brand Name	1*
M	RAM1125	ramipril	1.25 mg / 1 cap c...	ramipril 1.25 mg cap	Apo-Ramipril	<input checked="" type="checkbox"/>
M	RAM125	ramipril	2.5 mg / 1 cap cap	ramipril 2.5 mg cap	Apo-Ramipril	<input checked="" type="checkbox"/>
M	RAM15	ramipril	5 mg / 1 cap cap	ramipril 5 mg cap	Apo-Ramipril	<input checked="" type="checkbox"/>
M	RAM110	ramipril	10 mg / 1 cap cap	ramipril 10 mg cap	Apo-Ramipril	<input checked="" type="checkbox"/>
M	RAMH10	ramipril-hydrochlorothia...	1 tab tab	ramipril-hydrochlorothiazide 10-12.5 mg tab	Altace HCT	<input checked="" type="checkbox"/>
M	RAMH1025	ramipril-hydrochlorothia...	1 tab tab	ramipril-hydrochlorothiazide 10-25 mg tab	Altace HCT	<input checked="" type="checkbox"/>
M	RAMH5	ramipril-hydrochlorothia...	1 tab tab	ramipril-hydrochlorothiazide 5-12.5 mg tab	Altace HCT	<input checked="" type="checkbox"/>
M	RAMH525	ramipril-hydrochlorothia...	1 tab tab	ramipril-hydrochlorothiazide 5-25 mg tab	Altace HCT	<input checked="" type="checkbox"/>

Show all manufacturers

OK Cancel

New Med Order screen will appear.

4. Confirm **Dose:** field is **5 mg** and click **Update**

New Med Order

Drug:
ramipril

Dose:
5 mg

Ordered as:
(None)

Update

5. **New Med Order** screen updates with drug and dosage
 - o **Confirm** all mandatory fields match the Paper/Fax order
 - a) *Route: **PO**
 - b) *Frequency: **qdaily**
 - c) *Physician: **search for Physician assigned**
 - d) *Start date: and *Start time: **pre-populates**
 - e) *Next administration: **pre-populates**
 - f) *Communication type: Select **Paper/Fax**
 - g) *Dispense from location: **pre-populates**
 - h) Initial doses: Based on frequency, calculates the doses to dispense until the next fill batch. In the training environment, this will be set to 0 as default.
 - i)

New Med Order

Drug:

Δ	Drug	Dose	Ordered As
Δ	ramipril	5 mg / 1 cap	
	ramipril 5 mg cap		

Buttons: Update, Remove, Modify

*Route: PO *Frequency: qdaily Custom... PRN doses: PRN reason: (None) *Physician: Test, Med

Duration: (None) *Start date: 2017-Sep-21 *Time: P... 16:45 Stop date: ****-**-** Time: Remaining doses: No

Previous scheduled administration: ****-**-** *Next administration: PDT Skip 2017-Sep-22 08:00 Following: PDT Skip 2017-Sep-23 08:00

Order comments: Product notes:


Dosage form: cap *Communication type: Paper/Fax Order priority: (None) Sequence: MED/IV WOI


*Dispense category: AUD *Dispense from location: LGH ICU Initial doses: 0 Initial quantity: 0

*Billing formula: Standard Start dispense date: ****-**-** Time: Price: \$0.00 Cost: \$0.00


☐ Patient's own med ☒ Auto calculate initial dose

Buttons: Product..., Printing..., Comments..., Order Type, Link Info..., Alert History..., Rx Intervention, Lot Info, OK, Cancel

6. When complete, click the **OK** button in the New Med Order Screen. Screen will return to the Acute Profile tab and for the entered medication, chevron icon [<<] and mortar and pestle icon  will appear.

 Mortar and Pestle icon denotes that a pharmacist is still required to verify the medication.

For the purpose of this exercise, we will delay committing this medication order until all medication orders are entered.

Action	Status					Order Sentence	Start	Stop	Order Type
	Active	<<				ramipril 5 mg / 1 cap cap PO qdaily	2017-Sep-21 16:45 PDT		MED

Continue to order the next medication.

2

Medication: Diphenhydramine

Physician Order: Diphenhydramine 50 mg, PO, q12, PRN for itching and rash

Example of Basic Order Entry, Changing Frequency field

1. In the field for Drug: type *diphenhydramine* and click **Add** button.

2. The **Product Search** screen will appear with a listing of items matching the search criteria.

NOTE: Typing the full name of a product will decrease the items shown on the list

Order ...	Mnemonic	Generic Name	Strength / Form	Description	Brand Name
M	DIPH25	diphenhydrAMINE	25 mg / 1 cap cap	diphenhydrAMINE 25 mg cap	BENADRYL EQUIV
M	DIPH50	diphenhydrAMINE	50 mg / 1 cap cap	diphenhydrAMINE 50 mg cap	BENADRYL EQUIV
M	DIPH2C	diphenhydrAMINE	1 application cre...	diphenhydrAMINE 2% cream	BENADRYL EQUIV
M, I	DIPH50I	diphenhydrAMINE	50 mg / 1 mL inj	diphenhydrAMINE 50 mg/mL inj	BENADRYL EQUIV
M	DIPH1.25L	diphenhydrAMINE	12.5 mg / 10 mL ...	diphenhydrAMINE 12.5 mg/mL oral liq	BENADRYL EQUIV
M	DIPH2.5L12	diphenhydrAMINE	25 mg / 10 mL or...	diphenhydrAMINE 2.5 mg/mL oral liq	BENADRYL EQUIV
M	DIPH2.5L1U	diphenhydrAMINE	25 mg / 10 mL or...	diphenhydrAMINE 25 mg/10 mL oral liq	BENADRYL EQUIV
M	DIPH12.5CH	diphenhydrAMINE	12.5 mg / 1 tab ta...	diphenhydrAMINE chewable 12.5 mg tab	BENADRYL EQUIV
M	DIPT2.5	diphenoxylate-atropine	1 tab tab	diphenoxylate-atropine 2.5-0.025 mg tab	Lomotil

3. Select line with Description column '**diphenhydramine 50 mg cap**' and click '**OK**'.
4. **New Med Order** screen will appear.
5. Confirm **Dose:** field is **50 mg** and click **Update**.

6. New Med Order screen updates with drug and dosage.
Confirm all mandatory fields match the Paper/Fax order.


- a) *Route: **PO**
- b) *Frequency: **q6h pre-populates**
- c) PRN doses box: **checked**
- d) PRN reason: Select **itching or rash** from the drop down list
- e) Physician: **pre-populates**
- f) *Start date: and *Start time: **pre-populates**
- g) *Next administration: **pre-populates**

- h) *Dispense from location: **pre-populates**
- i) Initial doses: Based on frequency, calculate the doses to dispense until the next fill batch.

Change the default frequency

7. Click the drop-down menu for Frequency and select the frequency field to q12h.

8. When review is complete, click **OK**.
9. Screen will return to the Acute Profile tab and for medication, chevron icon [<<] and mortar and pestle icon will appear.

 Mortar and Pestle icon denotes that a Pharmacist is still required to verify the medication.

Continue to order the next medication.

3

Medication: Lactulose

Physician Order: Lactulose 30 ml, PO, qdaily at 2300

Example of Basic Order Entry, Changing Frequency times

1. In the field for Drug: type *lactulose* and click the Add button.

2. The Product Search screen will appear with a listing of items matching the search criteria.

Order ...	Mnemonic	Generic Name	Strength / Form	Description	Brand Name	1*
M	LACT667L5U	lactulose	3.3 g / 5 mL oral liq	lactulose 3.3 g/5 mL oral liq		<input checked="" type="checkbox"/>
M	LACT667L7U	lactulose	5 g / 7.5 mL oral liq	lactulose 5 g/7.5 mL oral liq		<input checked="" type="checkbox"/>
M	LACT667L1U	lactulose	6.6 g / 10 mL ora...	lactulose 6.6 g/10 mL oral liq		<input checked="" type="checkbox"/>
M	LACT667L2U	lactulose	10 g / 15 mL oral...	lactulose 10 g/15 mL oral liq		<input checked="" type="checkbox"/>
M	LACT667L3U	lactulose	20 g / 30 mL oral...	lactulose 20 g/30 mL oral liq		<input checked="" type="checkbox"/>
M	LACT667L6U	lactulose	667 mg / 1 mL or...	lactulose 667 mg/mL oral liq [667 mg]	PMS-Lactulose	<input checked="" type="checkbox"/>
M	LACT667L5	lactulose	10,000 mg / 15 ...	lactulose 667 mg/mL oral liq	PMS-Lactulose	<input checked="" type="checkbox"/>

3. Select line with Description column '**lactulose 20 g/30 ml oral liq**' and click '**OK**'
New Med Order screen will appear

4. Confirm **Dose:** field is 20 g and click **Update**

5. **New Med Order** screen updates with drug and dosage.

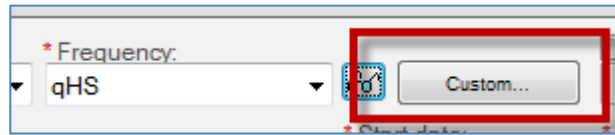
6. Confirm all mandatory fields match the Paper/Fax order
 - a) *Route: **PO**
 - b) *Frequency: **qdaily**
 - c) *Physician: **pre-populates**
 - d) *Start date: and *Start time: **pre-populates**
 - e) *Next administration: **pre-populates**
 - f) *Communication type: **pre-populates**
 - g) *Dispense from location: **pre-populates**
 - h) Initial doses: Based on frequency, calculate the doses to dispense until the next fill batch.

Change default Frequency of qdaily at 0800 to 2300.

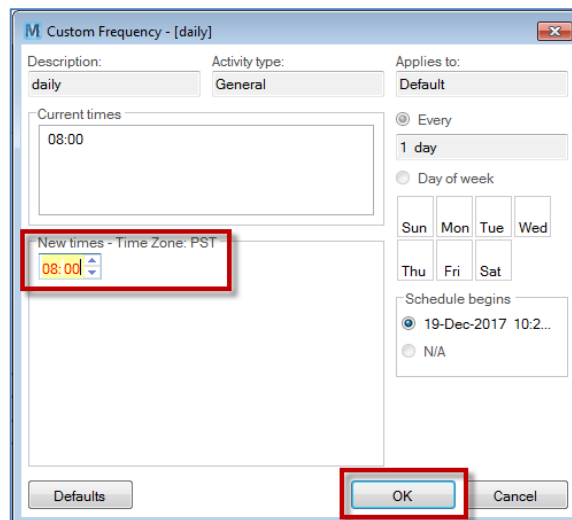
7. Click the eyeglasses icon to the right of the Frequency field.

8. Note the defaulted time is 0800. Click **Close**


9. Click Custom... button



10. In the New times field, type 23:00 and click the **OK** button.



11. Screen return to the New Order Screen. When review is complete, click **OK** in the New Med Order Screen.

12. Screen will return to the Acute Profile tab and for medication, chevron icon [<<] and mortar and pestle icon  will appear.



Mortar and Pestle icon denotes that a Pharmacist is still required to verify the medication.

Continue to enter the next medication

4

Medication: Latanoprost

Physician Order: Latanoprost 2 drops, apply to each eye qHS for 7 days

Example of Basic Order Entry, Changing default dose, frequency times and duration

1. In the field for Drug: type *latanoprost* and click **Add** button

2. The **Product Search** screen will appear with a listing of items matching the search criteria.

NOTE: Typing the full name of a product will truncate the items shown on the list.

Order	Mnemonic	Generic Name	Strength / Form	Description	Brand Name	1*
M	LATA 0050P	latanoprost	1 drop eye drop	latanoprost 0.005% eye drop	Act Latanoprost	<input checked="" type="checkbox"/>
M	LATOP	latanoprost-timolol	1 drop eye drop	latanoprost-timolol 0.005-0.5% eye drop	Xalatan	<input checked="" type="checkbox"/>

3. Select line with Description column '**latanoprost 0.005% eye drop**' and click '**OK**'
New Med Order screen will appear
4. For the **Dose:** change to 2 drop and click **Update**


5. New Med Order screen updates with drug and dosage.
Confirm all mandatory fields match the Paper/Fax order:
 - a) *Route: **eye-both**
 - b) *Frequency: **qHS**
 - c) *Physician: **pre-populates**
 - d) *Start date: and *Start time: **pre-populates**
 - e) *Next administration: **pre-populates**
 - f) *Communication type: **Paper/Fax**
 - g) *Dispense from location: **pre-populates**
 - h) Initial doses: Based on frequency, calculate the doses to dispense until the next fill batch.

6. Change default Frequency time of qHS at 2100 to 2300
Click the **Custom** button to the right of the Frequency field.

Under the New Times header, remove the 21:00 time and type 23:00

7. In the Duration field, type 7 and select Days in the drop-down field beside it.

8. Click the **OK** button in the New Med Order Screen.
9. Screen will return to the Acute Profile tab and for medication, chevron icon [<<] and mortar and pestle icon will appear.

 Mortar and Pestle icon denotes that a Pharmacist is still required to verify the medication.

Continue to enter the next medication.

5

Medication: Nitroglycerin Order

Physician Order: Nitroglycerin 0.4mg/hr patch, topical, qdaily,

Example of Order Entry for Order Set including removal or patch order

You will use an order set for this medication.

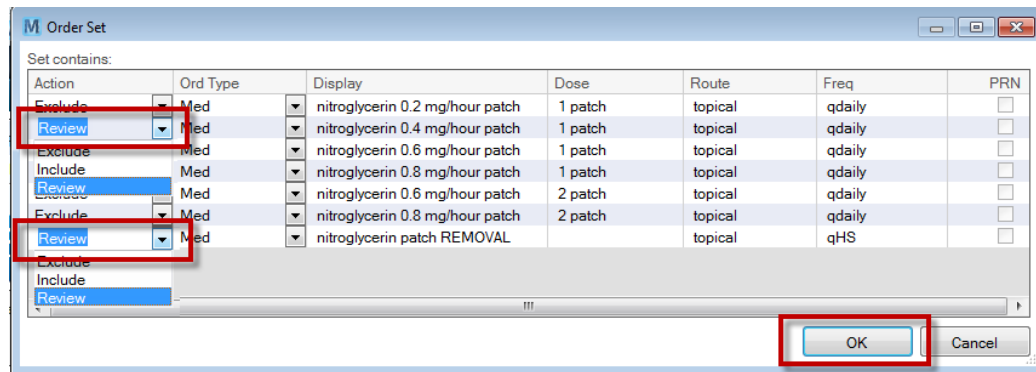
1. In the field for Drug: type *nitroglycerin* and click Add button.

2. The **Product Search** screen will appear with a listing of items matching the search criteria.
3. Scroll to select line Mnemonic **OSNITROGLYCERIN** and with Description column '**Nitroglycerin Patch**' and click 'OK'

Order ...	Mnemonic	Generic Name	Strength / Form	Description
M	NITR.8PA	nitroglycerin	1 patch patch	nitroglycerin 0.8 mg/hour patch
M	NITR.4SP	nitroglycerin	1 spray spray	nitroglycerin 0.4 mg/spray spray
M	NITR.3	nitroglycerin	0.3 mg / 1 tab tab...	nitroglycerin sublingual 0.3 mg tab
M	NITR.6	nitroglycerin	0.6 mg / 1 tab tab...	nitroglycerin sublingual 0.6 mg tab
C	ISNITR1B500D5W			nitroglycerin 1 mg/500 mg D5W bag
C	ISNITR100B250D5W			nitroglycerin 100 mg/250 mL D5W bag
C	IPNITR12.5S25D5W			nitroglycerin 12.5 mg/25 mL D5W syringe
C	IPNITR2500S25D5W			nitroglycerin 2500 mcg/25 mL D5W syringe
C	ISNITR50B250D5W			nitroglycerin 50 mg/250 mL D5W bag
C	ISNITR50B250D5WP			nitroglycerin 50 mg/250 mL D5W bag premix
C	IPNITR5000S25D5W			nitroglycerin 5000 mcg/25 mL D5W syringe
C	OSNITROGLYCERIN			Nitroglycerin Patch

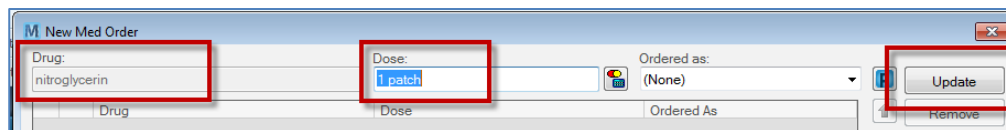
New Med Order screen for nitroglycerin patch will appear.

4. Select **Review** from the drop-down list for the line item **nitroglycerin 0.4 mg/hour patch**.
5. Select **Review** from the drop-down list for the line item **nitroglycerin patch REMOVAL**.
6. Click the **OK** button.



New Med Order screen for nitroglycerin 0.4 mg/hour patch will appear.

7. For the **Dose:** type *1 patch* and click **Update**



8. Confirm all mandatory fields match the Paper/Fax order
 - a. *Route: **topical**
 - b. *Frequency: **qdaily**
 - c. *Physician: **pre-populates**
 - d. *Start date: and *Start time: **pre-populates**
 - e. *Next administration: **pre-populates**
 - f. *Communication type: **pre-populates**
 - g. *Dispense from location: **pre-populates**
 - h. Initial doses: Based on frequency, calculate the doses to dispense until the next fill batch.

New Med Order

Drug: nitroglycerin, Dose: 1 patch, Ordered As: nitroglycerin 0.4 mg/hour patch

*Route: topical, *Frequency: qdaily, PRN doses: (None), PRN reason: (None), *Physician: Test, Med E, RPh

Duration: (None), *Start date: 23-Jan-2018, *Time: 15:55, Stop date: 24-Jan-2018, Time: 08:00

Previous scheduled administration: 23-Jan-2018, 15:55, *Next administration: 24-Jan-2018, 08:00

Order comments: Remove patch at scheduled time, Location of patch:

Dosage form: patch, *Communication type: Paper/Fax, Order priority: (None), Sequence: (None)

*Dispense category: UD, *Dispense from location: LGH MAIN PHARMACY, Initial doses: 0, Initial quantity: 0

*Billing formula: Standard, Start dispense date: 23-Jan-2018, Time: 15:55

Price: \$0.00, Cost: \$0.00

☐ Patient's own med, ☒ Auto calculate initial dose

Buttons: Update, Remove, Modify, OK, Cancel

9. When review is complete, click **OK**

New Med Order screen for patch removal will appear.

10. For the Dose: type *1 patch* and click the **Update** button.

Confirm all mandatory fields match the Paper/Fax order

- *Route: **topical**
- *Frequency: **qHS**
- *Physician: **pre-populates**
- *Start date: and *Start time: **pre-populates**
- *Next administration: **pre-populates**
- *Communication type: **Paper/Fax**
- *Dispense from location: **pre-populates**
- Initial doses: Based on frequency, calculate the doses to dispense until the next fill batch.

- Click the **OK** button in the New Med Order Screen.
- Screen will return to the Acute Profile tab and for medication, chevron icon [<<] and mortar and pestle icon will appear.
Mortar and Pestle icon denotes that a Pharmacist is still required to verify the medication.

Continue to enter the next medication.

6

Medication: Cefazolin 1g

Physician Order: Cefazolin 1g in NS, IV, q8h

Example of IV order entry

1. In the field for Drug: type *cefazolin* and click **Add** button

Acute Profile | Ambulatory Profile | Results | Interventions | Pr

Drug:

2. The **Product Search** screen will appear with a listing of items matching the search criteria.

NOTE: Typing the full name of a product will decrease the items shown on the list.

Order Type	Mnemonic	Generic Name	Strength / Form	Description
M.I	CEFA1I	ceFAZolin	1 g / 1 each inj	ceFAZolin 1 g inj
M.I	CEFA1MNE	ceFAZolin	200 mg / 1 mL inj	ceFAZolin 1 g inj (ones)
M.I	CEFA1B	ceFAZolin-dextrose 5%	1,000 mg / 50 mL bag	ceFAZolin 1 g/50 mL D5W bag

3. Select line with Description column '**cefazolin 1g inj**' and click '**OK**'
4. **Select Product Type** box will appear.
Ensure the radio dot for **Intermittent** is selected and click '**OK**' button.

Select Product Type

The type of product could not be determined.
Please specify which type this is.

☐ Med
☒ Intermittent
☐ Continuous

5. **New Intermittent Order** screen will appear
6. For the **Dose**: ensure the dose is **1 g** and click **Update**

7. Decision Support screen appears for an allergy alert to documented penicillin. For this scenario, we will override this alert.
8. In the Override Reason dropdown list, choose **Previously received this drug family** and click the Continue button.

9. The New Intermittent Order screen re-appears.
Add Sodium Chloride 50 ml diluent bag
10. At the top of the New Intermittent Order screen in the drug field, type *sodium chloride* and **press the ENTER key on the keyboard**

11. The **Product Search** screen will appear with a listing of items matching the search criteria.

12. Select line with Description '**sodium chloride 0.9% 50 mL bag**' and click '**OK**'

Order Type	Mnemonic	Generic Name	Strength / Form	Description
I, C	SODC.4B500	sodium chloride 0.45%	500 mL bag	sodium chloride 0.45% 500 mL bag
I, C	SODC.4B1	sodium chloride 0.45%	1,000 mL bag	sodium chloride 0.45% 1000 mL bag
I, C	SODC.9B25	sodium chloride 0.9%	25 mL bag	sodium chloride 0.9% 25 mL bag
I, C	SODC.9B50	sodium chloride 0.9%	50 mL bag	sodium chloride 0.9% 50 mL bag
I, C	SODC.9B100	sodium chloride 0.9%	100 mL bag	sodium chloride 0.9% 100 mL bag
I, C	SODC.9B100D	sodium chloride 0.9%	100 mL bag	sodium chloride 0.9% non-DEHP 100 mL bag
I, C	SODC.9B100PED	sodium chloride 0.9%	100 mL bag	sodium chloride 0.9% PED 100 mL bag
M, I, C	SODC.9B250	sodium chloride 0.9%	250 mL bag	sodium chloride 0.9% 250 mL bag
I, C	SODC.9B250D	sodium chloride 0.9%	250 mL bag	sodium chloride 0.9% non-DEHP 250 mL bag
I, C	SODC.9B500	sodium chloride 0.9%	500 mL bag	sodium chloride 0.9% 500 mL bag
I, C	SODC.9B500D	sodium chloride 0.9%	500 mL bag	sodium chloride 0.9% non-DEHP 500 mL bag
I, C	SODC.9B1	sodium chloride 0.9%	1,000 mL bag	sodium chloride 0.9% 1000 mL bag
M, I, C	SODC.9B10	sodium chloride 0.9%	10 mL ini	sodium chloride 0.9% 10 mL ini

13. The New Intermittent Order screen returns.
- Confirm dose field is **50 mL** for sodium chloride 0.9%
 - In the Ordered as: field, choose **sodium chloride 0.9%** from the drop down menu and click **Update**.

14. The New Intermittent Order screen will update with a **Total volume mL: 50**

15. Fill out the mandatory following fields
 - a) *Route: **IV**
 - b) *Frequency: **q8h**
 - c) *Infuse over: **30 minute** (Note: Rate will calculate when total ml and time is entered)
 - d) *Dispense category: **INJ intermittent**
 - e) *Dispense from location: **LGH MAIN PHARMACY**

The screenshot shows the 'New Intermittent Order' form. Red boxes highlight the following fields and values:

- Drug Table:**
 - ceFAZolin 1 g inj (Dose: 1 g / 1 each, Ordered As: ceFAZolin)
 - sodium chloride 0.9% (Dose: 50 mL)
 - sodium chloride 0.9% 50 mL bag
- Summary:**
 - Total volume mL: 50
 - Inredient volume mL: 50
- *Route:** IV
- *Frequency:** q8h
- *Infuse over:** 30 minute
- *Dispense category:** INJ intermittent
- *Dispense from location:** LGH MAIN PHARMACY
- OK button**

16. Click the **OK** button in the New Med Order Screen.
17. Screen will return to the Acute Profile tab and for medication, chevron icon [<<] and mortar and pestle icon will appear.
Mortar and Pestle icon denotes that a Pharmacist is still required to verify the medication.

Continue to enter the next medication.

7

Medication: Warfarin 7.5 mg
Physician Order: Warfarin 7.5 PO qhs
Basic Order Entry and changing Product type

1. In the field for Drug: type *warfarin* and click **Add** button

The screenshot shows the 'Rx Clinical Note' window with tabs for 'Acute Profile', 'Ambulatory Profile', 'Results', and 'Interventions'. The 'Acute Profile' tab is active. In the 'Drug:' field, the word 'warfarin' is entered. To the right of the field is an 'Add' button. Both the field and the button are highlighted with red rectangles.

2. The **Product Search** screen will appear with a listing of items matching the search criteria.

The screenshot shows the 'Product Search' window. The 'Search for:' field contains 'warfarin'. Below the search field is a table of results. The table has columns for 'Order Type', 'Mnemonic', 'Generic Name', 'Strength / Form', and 'Description'. The row for 'WARF2.5' (warfarin 2.5 mg / 1 tab tab) is highlighted with a red rectangle. At the bottom right of the window, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red rectangle.

Order Type	Mnemonic	Generic Name	Strength / Form	Description
M	WARF.5PT	warfarin	0.5 mg / 1 tab tab	warfarin 0.5 mg part tab
M	WARF1	warfarin	1 mg / 1 tab tab	warfarin 1 mg tab
M	WARF1.25PT	warfarin	1.25 mg / 1 tab tab	warfarin 1.25 mg part tab
M	WARF1.5PT	warfarin	1.5 mg / 1 tab tab	warfarin 1.5 mg part tab
M	WARF2	warfarin	2 mg / 1 tab tab	warfarin 2 mg tab
M	WARF2.5	warfarin	2.5 mg / 1 tab tab	warfarin 2.5 mg tab
M	WARF3	warfarin	3 mg / 1 tab tab	warfarin 3 mg tab
M	WARF4	warfarin	4 mg / 1 tab tab	warfarin 4 mg tab
M	WARF5	warfarin	5 mg / 1 tab tab	warfarin 5 mg tab
M	WARF10	warfarin	10 mg / 1 tab tab	warfarin 10 mg tab

You will notice there is no warfarin product for 7.5 mg. You will choose three 2.5 mg tab to make the 7.5 mg dose.

3. You will have to update the Dose field to 7.5 mg and click **Update**

The screenshot shows the 'New Med Order' window. The 'Drug:' field contains 'warfarin'. The 'Dose:' field contains '7.5 mg'. To the right of the dose field is an 'Ordered as:' dropdown menu showing 'warfarin'. At the bottom right, there are 'Update', 'Remove', and 'Modify' buttons. The 'Update' button is highlighted with a red rectangle.

4. You will see a decision support window for a drug-interaction between warfarin and ASA. In the meantime, please select **Prescribe Clinical Judgement** and click **continue**. See Reference – Managing and Troubleshooting Alerts at the end of this section for details.

Decision Support: Pharm-Residential, Jimmie - 760000039

The new order has created the following alerts:

warfarin

Severity	Substance	Details	Status	Interaction Information
III	ASA	81 mg, PO, qdaily	Ordered	warfarin-acetylsalicylic acid

Size Columns to Window

☒ Apply to all interactions
☐ Apply only to required interactions

Override Reason: **Prescribe Clinical Judgement**

Pharm-Residential, Jimmie - 760000039 Continue Remove New Order

5. Confirm all the mandatory fields are correct:
 - a) Route: **PO**
 - b) *Frequency: **qHS**
 - c) *Physician: **pre-populates**
 - d) * Dispense from location: **LGH MAIN PHARMACY**

M New Med Order

Drug: **warfarin** **warfarin 2.5 mg tab** **7.5 mg / 3 tab** **warfarin**

*Route: **PO** *Frequency: **qHS** **Custom...** ☐ PRN doses: **(None)** *Physician: **Plisvcb, Stuart, MD**

Duration: **(None)** *Start date: **07-Dec-2017** *Time: **21:00** Stop date: ****_**_****** Time: ****_**_****** *Stop type: **No**

Previous scheduled administration: ****_**_****** Next administration: **08-Dec-2017** **21:00** ☐ Skip **09-Dec-2017** **21:00** ☐ Skip Remaining doses: **6**

Order comments: **Product notes:**

Dosage form: **tab** *Communication type: **Paper/Fax** Order priority: **(None)** Sequence: **MED/IV WOI**

*Dispense category: **AUD** *Dispense from location: **LGH MAIN PHARMACY** Initial doses: **2** Initial quantity: **6**



*Billing formula: **Standard** Start dispense date: ****_**_****** Time: ****_**_******

Price: **\$0.16** Cost: **\$0.16**

☐ Patient's own med ☒ Auto calculate initial dose

OK **Cancel**

5. Click the **OK** button in the New Med Order Screen.

6. Screen will return to the Acute Profile tab and for medication, chevron icon [<<] and mortar and  pestle icon will appear.
 Mortar and Pestle icon denotes that a Pharmacist is still required to verify the medication.

Continue to enter the next medication.

8

Medication: Ginseng – 1 cap

Physician Order: Patient to continue Ginseng from home 1 cap qdaily at 0800

Example of Order Entry for Non-Formulary Item

For medications that are non-formulary and not found in the catalogue, search for non-formulary

1. After determining that this product is not in the catalogue, in the field for Drug: type *Non-formulary* and click **Add** button

The screenshot shows a tabbed interface with 'Acute Profile', 'Ambulatory Profile', 'Results', and 'Interventions'. The 'Drug' field is highlighted with a red box and contains the text 'non-formulary'. To the right of the field, the 'Add' button is also highlighted with a red box.

2. The **Product Search** screen will appear with a listing of items matching the search criteria. Select line with Description column '**non-formulary medication**'; Order Type column '**M, I**' and click **OK**

The screenshot shows the 'Product Search' window. The 'Search for:' field contains 'non-formulary'. Below the search criteria, there is a table of results. The first row is highlighted with a red box. The table has the following columns: Order Type, Mnemonic, Generic Name, Strength / Form, and Description.

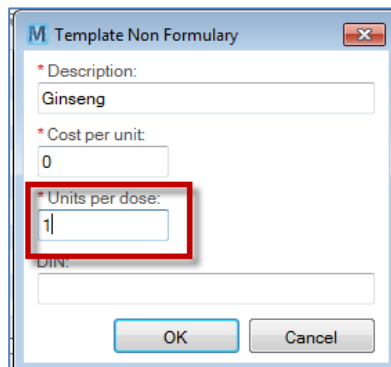
Order Type	Mnemonic	Generic Name	Strength / Form	Description
M, I	NONFED	non-formulary medication	1 each misc	non-formulary medication

The 'OK' button at the bottom right is highlighted with a red box.

3. **Select Product Type** screen will appear. Select **Med** and click **OK**.

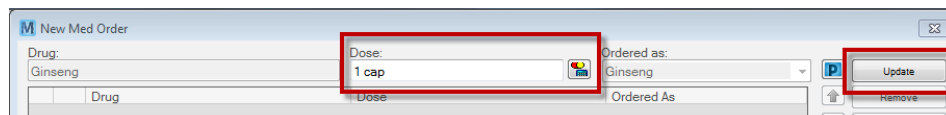
The screenshot shows the 'Select Product Type' window. It contains the text: 'The type of product could not be determined. Please specify which type this is.' Below this text, there are three radio buttons: 'Med', 'Intermittent', and 'Continuous'. The 'Med' radio button is selected and highlighted with a red box. Below the radio buttons, the 'OK' button is also highlighted with a red box.

4. Template Non Formulary screen appears.
 - a) *Description: type *ginseng*
 - b) *Units per dose: field type *1* in and click the OK button.

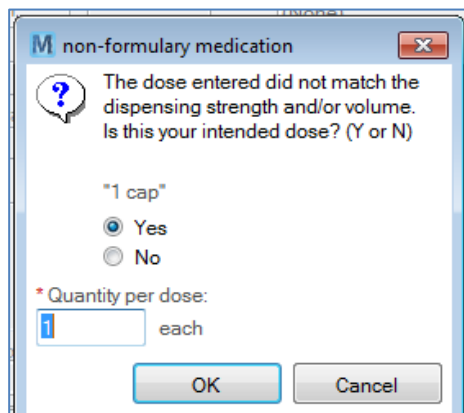


5. **New Med Order** screen for non-formulary medication will appear.

6. In the **Dose:** field type *1 cap* and click the **Update** button



7. The non-formulary medication screen appears.
 - a) Select the **Yes** radio dot
 - b) Type *1* in the *Quantity per dose: field



8. Click the Comments button

a) In the Justification Field, select **Recommended by Consult Service** and click **OK**

The screenshot shows the 'New Med Order' window. The 'Drug' field contains 'ginseng' with a dose of '1 cap'. The 'Frequency' dropdown is set to 'qdaily'. The 'Comments' dialog box is open, showing the 'Recommended by consult serv' option selected in the 'Justification' field. The 'Comments' button on the right side of the main window is highlighted. The 'OK' button in the dialog box is also highlighted.

9. In the **Frequency:** field select **qdaily**

10. Click the **OK** button in the New Med Order Screen.

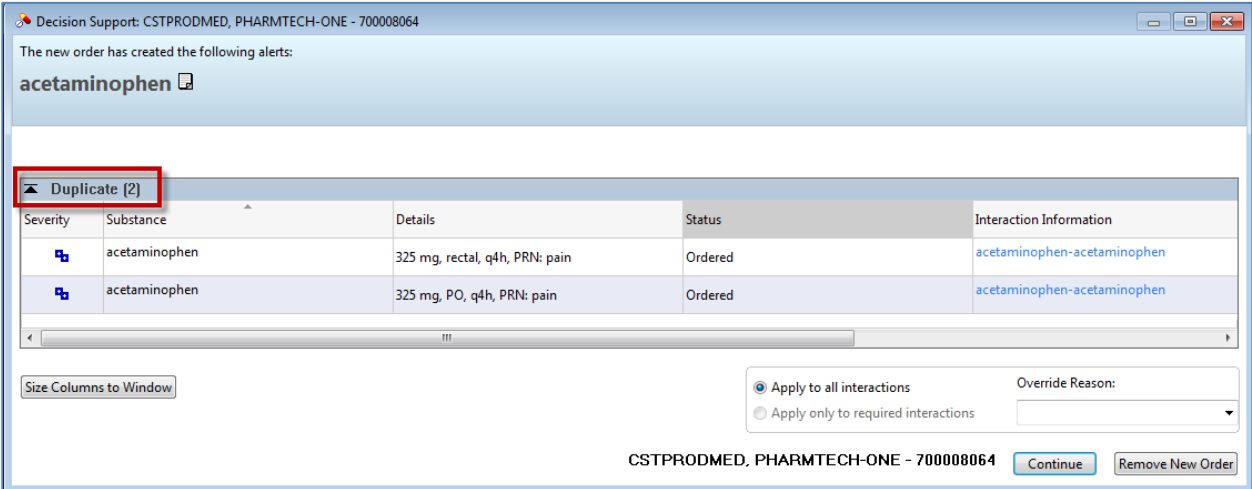
11. Screen will return to the Acute Profile tab and for medication, chevron icon [<<] and mortar and pestle icon will appear.
Mortar and Pestle icon denotes that a Pharmacist is still required to verify the medication.

12. Once all the orders have been entered, click **Submit button**

Reference – Managing and Troubleshooting Alerts

1 Drug Duplication Alert

A Duplicate Alert will appear if a patient has been ordered the same product. This may occur even with a different strength or formulation from the medication you are entering (ie. Acetaminophen 325 PO mg and Acetaminophen 325 mg PR)



Decision Support: CSTPROD MED, PHARMTECH-ONE - 700008064

The new order has created the following alerts:

acetaminophen

Duplicate [2]				
Severity	Substance	Details	Status	Interaction Information
	acetaminophen	325 mg, rectal, q4h, PRN: pain	Ordered	acetaminophen-acetaminophen
	acetaminophen	325 mg, PO, q4h, PRN: pain	Ordered	acetaminophen-acetaminophen

Size Columns to Window

☒ Apply to all interactions
 ☐ Apply only to required interactions
 Override Reason:

CSTPROD MED, PHARMTECH-ONE - 700008064 Continue Remove New Order

Use clinical judgement and/or consult with Pharmacist to make decision about the current medication you are ordering.

1. To continue with order entry for the given medication, click Continue
2. To cancel the current order entry for the given medication, click Remove New Order

2 Drug Interaction Alert

A Drug/Drug Alert will appear if 2 products are deemed to have a known interaction.

Decision Support: CSTPROMED, CHLOE - 700006130

The new order has created the following alerts:

amikacin

Severity	Substance	Details	Status	Interaction Information	Reference Inform...	Override Reason
!!	furosemide (Lasix 40 mg oral tablet)	1 tab, PO, qdaily, ...	Ordered	amikacin-furosemide		
!!	furosemide (Lasix 40 mg oral tablet)	1 tab, PO, qdaily, ...	Ordered	amikacin-furosemide		

Size Columns to Window

☒ Apply to all interactions
 ☐ Apply only to required interactions
 Override Reason:

CSTPROMED, CHLOE - 700006130 Continue Remove New Order

Use clinical judgement and/or consult with Pharmacist to make decision about the current medication you are ordering.

1. Click on the hyperlink between the 2 medications to populate information regarding a potential interaction.
2. An interaction screen for the medications will appear.
3. To continue with order entry for the given medication, click **Continue**
4. To cancel the current order entry for the given medication, click **Remove New Order**

amikacin-furosemide

GENERALLY AVOID: Coadministration of parenteral or inhaled aminoglycoside antibiotics or oral neomycin in combination with loop diuretics may potentiate the risk of oto- or nephrotoxicity due to additive or synergistic pharmacologic effects of these drugs and or altered aminoglycoside serum and tissue levels. Coadministration of aminoglycosides with intravenous mannitol may increase the risk of nephrotoxicity. The risk may be greater with high dosages of either drug, preexisting renal insufficiency, advanced age, dehydration, or the presence of other oto- or nephrotoxic drugs. The onset of ototoxicity may be greatly delayed, and cochlear damage may initially be asymptomatic. Reversible and irreversible hearing losses have been reported with aminoglycosides and loop diuretics. MANAGEMENT: The use of aminoglycoside antibiotics in combination with loop diuretics or intravenous mannitol should generally be avoided. Renal function tests and serial, vestibular, and audiometric tests should be performed as appropriate for the type of diuretic before and during therapy if coadministration is necessary.

PATIENT SCENARIO 3 - Processing Medication Requests

Duration	Learning Objectives
15 minutes	<p>At the end of this Scenario, you will be able to:</p> <ul style="list-style-type: none"> ■ Use the PPM in PowerChart as a starting point to process medication requests ■ Use Pharmacy Medication Manager to process all medication requests from nurses on the unit. ■ You will understand that Pass medication requests will only be verified by Pharmacists.

SCENARIO

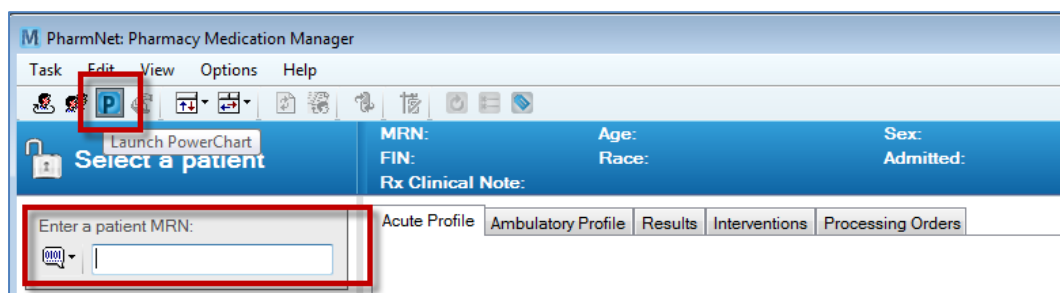
A nurse on the unit has placed a medication request for lorazepam 0.5 mg tab, PO qHS. You will find your patient from the PPM and process this medication request in Pharmacy Medication Manager.

Activity 3.1 – Process Medication Request from PPM

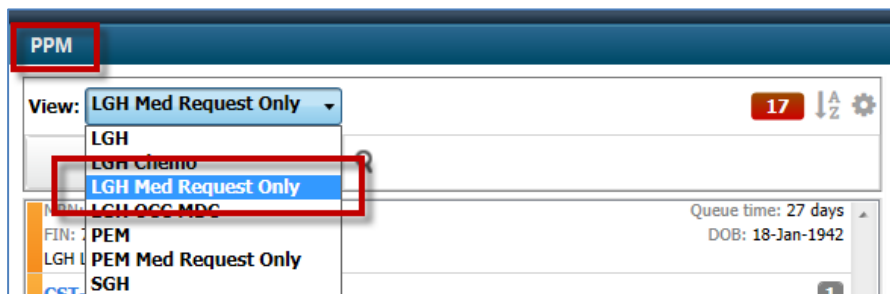
Estimated Completion Time - 15 min

1 Toggle between Pharmacy Medication Manager and PowerChart

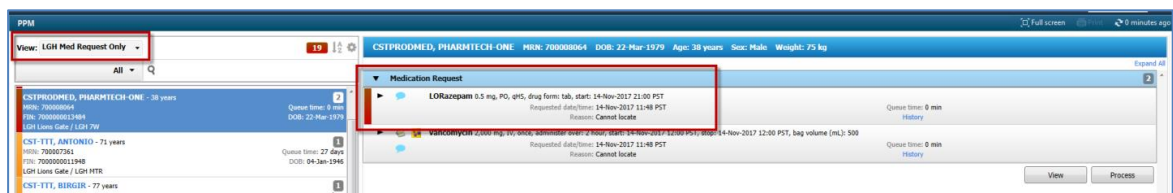
1. Open PowerChart from the Pharmacy Medication Manager toolbar, you can click the PowerChart icon to open the application.
2. PowerChart will launch in a separate window to the PPM screen.



3. Click the drop-down field for View and select LGH Med Request Only queue.



4. Find your assigned patient and single-click the box of your assigned patient in the PPM.



For this activity, we will **ONLY** process the Medication Request for LORazepam. We will process the vancomycin medication request in a practice exercise.

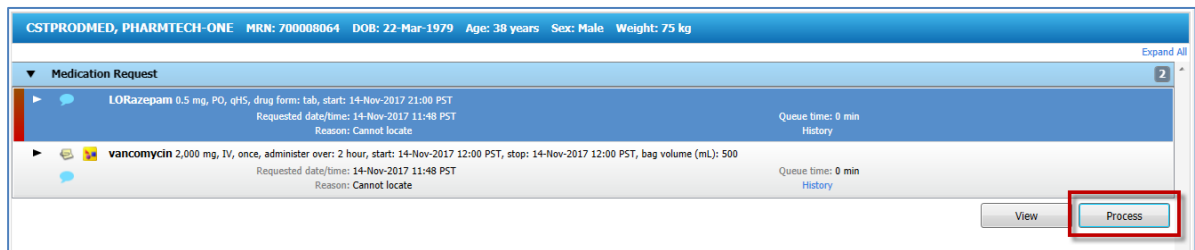
- For the medication order LORazepam found under the Medication Request header, hover of the comment icon.



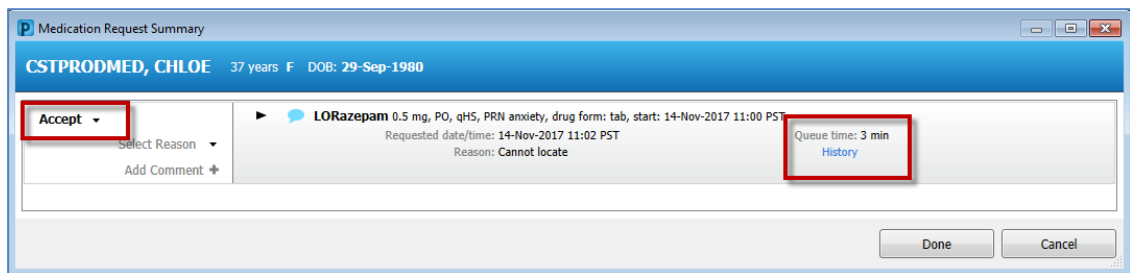
Note the comment for your patient: _____

- Under the header, Medication Request, click to highlight the medication LORazepam only and click the **Process** button.

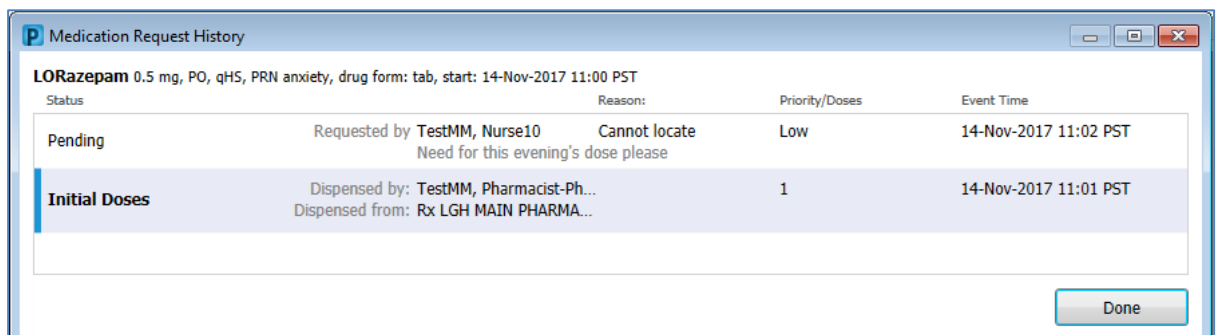
Note: Once Process button is selected, the medication will no longer appear on the PPM



- The Medication Request Summary screen will appear.
- Select the Accept reason from the dropdown menu



- Click the History hyperlink to view the Medication Request History screen for more details about this request. Click the **Done** button.
- Click the **Done** button for the **Medication Request Summary** screen.



PATIENT SCENARIO 4 – Using Action Commands

Learning Objectives

At the end of this Scenario, you will be able to:

- Use the action commands available to you in your Pharmacy Technician role.
- Be familiar with the functions of each action command.

SCENARIO

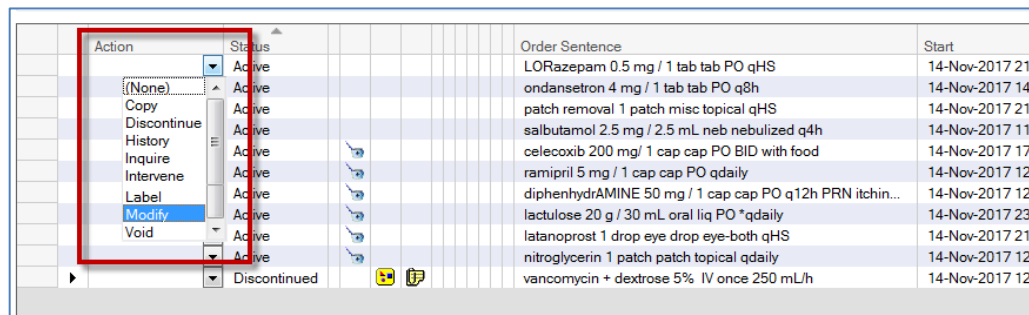
Your patient's medication regime requires updating. For this scenario you will:

1. View history for Ondansetron order
2. Void their Salbutamol order (entered in error)
3. Discontinue their Lorazepam order (requested by physician)
4. Modify their Vancomycin order

(These medications were pre-entered and are not the medications ordered above in Activity 2.1)

Pharmacy Technicians have access to the following 8 Order Actions in Pharmacy Medication Manager:

1. Copy
2. Discontinue
3. History
4. Inquire
5. Intervene
6. Label
7. Modify
8. Void

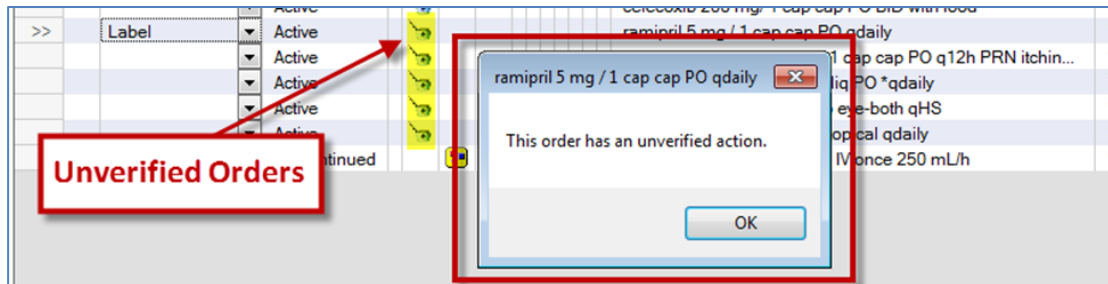


Action	Status	Order Sentence	Start
	Active	LORazepam 0.5 mg / 1 tab tab PO qHS	14-Nov-2017 21
	Active	ondansetron 4 mg / 1 tab tab PO q8h	14-Nov-2017 14
	Active	patch removal 1 patch misc topical qHS	14-Nov-2017 21
	Active	salbutamol 2.5 mg / 2.5 mL neb nebulized q4h	14-Nov-2017 11
	Active	celecoxib 200 mg/ 1 cap cap PO BID with food	14-Nov-2017 17
	Active	ramipril 5 mg / 1 cap cap PO qdaily	14-Nov-2017 12
	Active	diphenhydrAMINE 50 mg / 1 cap cap PO q12h PRN itchin...	14-Nov-2017 12
	Active	lactulose 20 g / 30 mL oral liq PO *qdaily	14-Nov-2017 23
	Active	latanoprost 1 drop eye drop eye-both qHS	14-Nov-2017 21
	Active	nitroglycerin 1 patch patch topical qdaily	14-Nov-2017 12
	Active	vancomycin + dextrose 5% IV once 250 mL/h	14-Nov-2017 12
	Discontinued		

The following Order Actions can be used by Pharmacy Technicians but will still require verification by a Pharmacist.

1. Copy
2. Discontinue
3. Modify
4. Void

NOTE: For all medications on the patient's profile that are **not yet verified** by a Pharmacist, the following Order Actions are **unavailable**:



1. Copy
2. Discontinue
3. Label



Mortar and Pestle icon denotes that a Pharmacist is still required to verify the medication

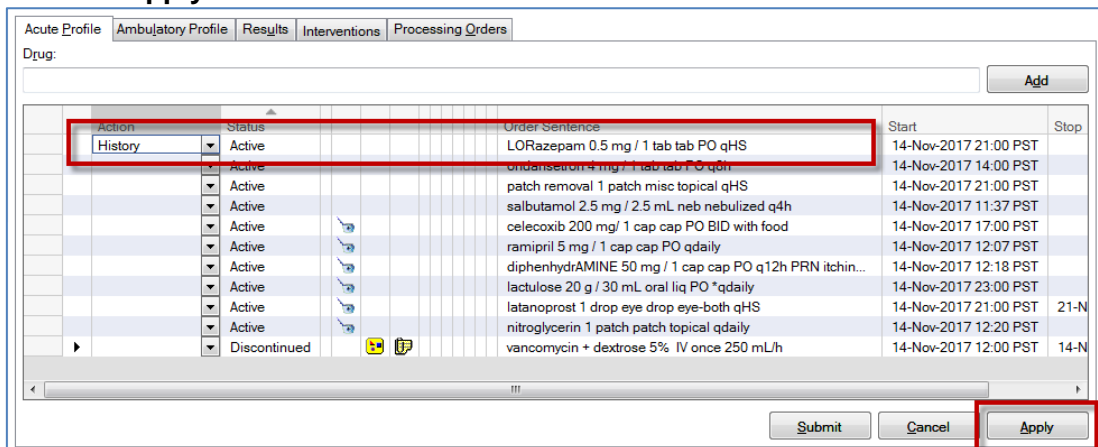
Activity 4.1 – Viewing Medication History Lorazepam

Estimated Completion Time - 5 min

1

Medication: Lorazepam 0.5 mg 1 tab PO qHS View History

1. In the Acute Profile tab, locate the medication Lorazepam 0.5 mg/ 1 tab tab PO qHS.
2. In the Action column choose the drop down to select **History**.
3. Click the **Apply** button.



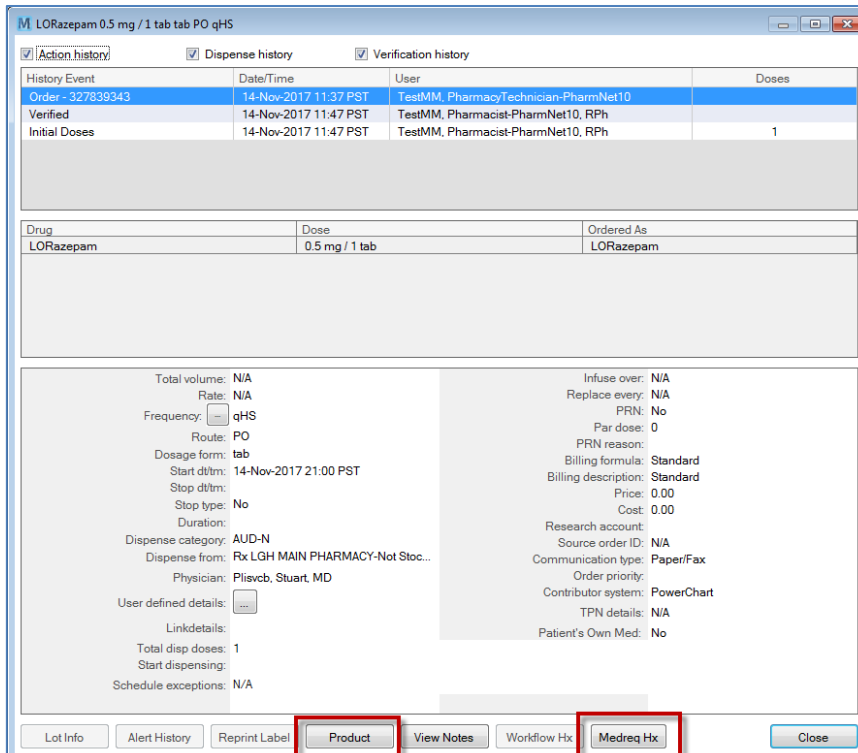
Acute Profile | Ambulatory Profile | Results | Interventions | Processing Orders

Drug: Agd

Action	Status	Order Sentence	Start	Stop
History	Active	LORazepam 0.5 mg / 1 tab tab PO qHS	14-Nov-2017 21:00 PST	
	Active	ondansetron 4 mg / 1 tab tab PO qhs	14-Nov-2017 14:00 PST	
	Active	patch removal 1 patch misc topical qHS	14-Nov-2017 21:00 PST	
	Active	salbutamol 2.5 mg / 2.5 mL neb nebulized q4h	14-Nov-2017 11:37 PST	
	Active	celecoxib 200 mg/ 1 cap cap PO BID with food	14-Nov-2017 17:00 PST	
	Active	ramipril 5 mg / 1 cap cap PO qdaily	14-Nov-2017 12:07 PST	
	Active	diphenhydramine 50 mg / 1 cap cap PO q12h PRN itchin...	14-Nov-2017 12:18 PST	
	Active	lactulose 20 g / 30 mL oral liq PO *qdaily	14-Nov-2017 23:00 PST	
	Active	latanoprost 1 drop eye drop eye-both qHS	14-Nov-2017 21:00 PST	21-N
	Active	nitroglycerin 1 patch patch topical qdaily	14-Nov-2017 12:20 PST	
	Discontinued	vancomycin + dextrose 5% IV once 250 mL/h	14-Nov-2017 12:00 PST	14-N

Submit Cancel Apply

4. Click the **Product** button



M LORazepam 0.5 mg / 1 tab PO qHS

☒ Action history ☒ Dispense history ☒ Verification history

History Event	Date/Time	User	Doses
Order - 327839343	14-Nov-2017 11:37 PST	TestMM, PharmacyTechnician-PharmNet10	
Verified	14-Nov-2017 11:47 PST	TestMM, Pharmacist-PharmNet10, RPh	
Initial Doses	14-Nov-2017 11:47 PST	TestMM, Pharmacist-PharmNet10, RPh	1

Drug	Dose	Ordered As
LORazepam	0.5 mg / 1 tab	LORazepam

Total volume: N/A
Rate: N/A
Frequency: qHS
Route: PO
Dosage form: tab
Start dt/tm: 14-Nov-2017 21:00 PST
Stop dt/tm:
Stop type: No
Duration:
Dispense category: AUD-N
Dispense from: Rx LGH MAIN PHARMACY-Not Stoc...
Physician: Plisvcb, Stuart, MD
User defined details:
Link details:
Total disp doses: 1
Start dispensing:
Schedule exceptions: N/A

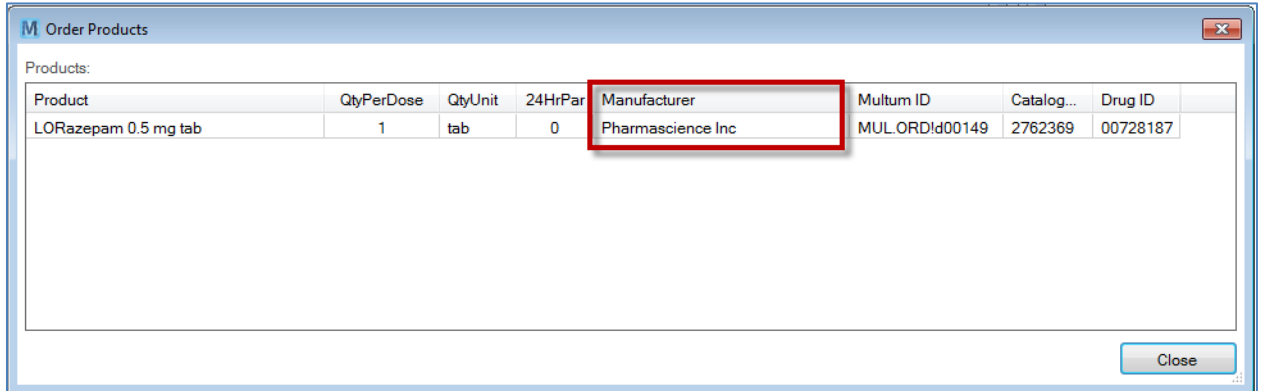
Infuse over: N/A
Replace every: N/A
PRN: No
Par dose: 0
PRN reason:
Billing formula: Standard
Billing description: Standard
Price: 0.00
Cost: 0.00
Research account:
Source order ID: N/A
Communication type: Paper/Fax
Order priority:
Contributor system: PowerChart
TPN details: N/A
Patient's Own Med: No

Lot Info Alert History Reprint Label Product View Notes Workflow Hx Medreq Hx Close

5. Note the Manufacturer for this medication.

Manufacture Name: _____

Click the **Close** button.



Product	QtyPerDose	QtyUnit	24HrPar	Manufacturer	Multum ID	Catalog...	Drug ID
LORazepam 0.5 mg tab	1	tab	0	Pharmascience Inc	MUL_ORDId00149	2762369	00728187

Close

6. Click the **Medreq Hx** button.
7. Note the Event Time for when the Nurse sent the Med Request.

Request Date/Time:

Click the **Done** button.

8. Click the **Close** button.

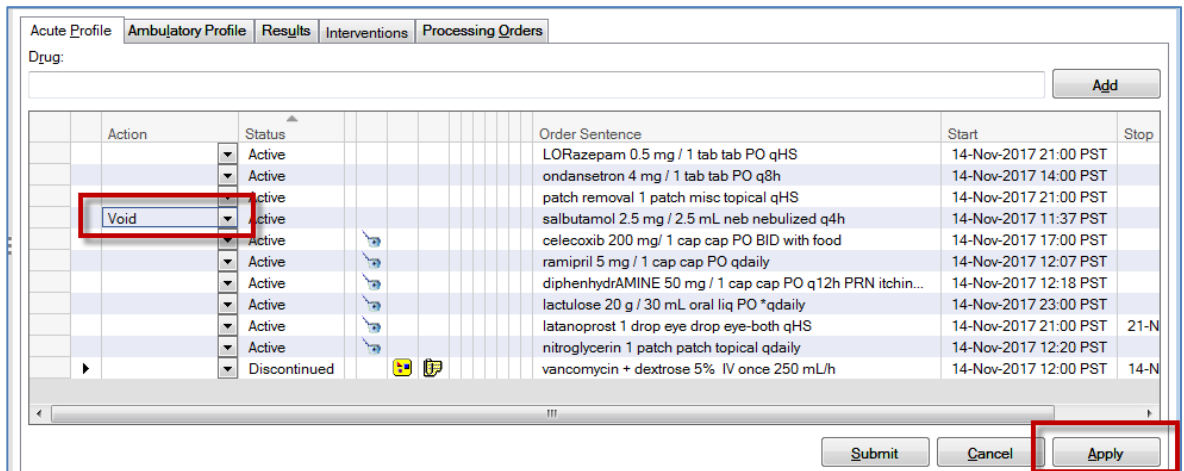
Activity 4.2 – Voiding Medication Salbutamol

Estimated Completion Time - 5 min

1

Medication: Salbutamol 2.5 mg/ 2.5 mL neb nebulized q4h
Voiding Medication

1. This order was not meant for your patient. It was entered in error.
2. In the Acute Profile tab, locate the medication salbutamol 2.5 mg / 2.5 mL neb nebulized q4h.
In the Action column choose the drop down to select **Void**.
3. Click the **Apply** button.



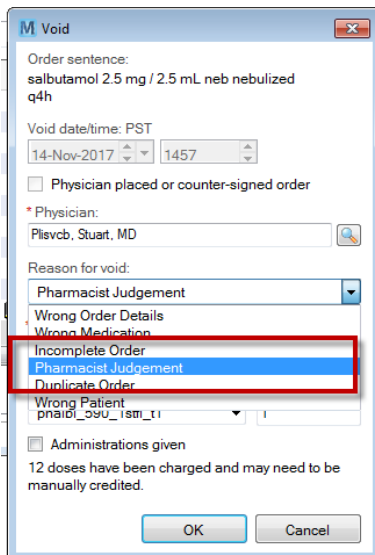
Acute Profile | Ambulatory Profile | Results | Interventions | Processing Orders

Drug: Add

Action	Status	Order Sentence	Start	Stop
▼	Active	LORazepam 0.5 mg / 1 tab tab PO qHS	14-Nov-2017 21:00 PST	
▼	Active	ondansetron 4 mg / 1 tab tab PO q8h	14-Nov-2017 14:00 PST	
▼	Active	patch removal 1 patch misc topical qHS	14-Nov-2017 21:00 PST	
Void	Active	salbutamol 2.5 mg / 2.5 mL neb nebulized q4h	14-Nov-2017 11:37 PST	
▼	Active	celecoxib 200 mg/ 1 cap cap PO BID with food	14-Nov-2017 17:00 PST	
▼	Active	ramipril 5 mg / 1 cap cap PO qdaily	14-Nov-2017 12:07 PST	
▼	Active	diphenhydramine 50 mg / 1 cap cap PO q12h PRN itchin...	14-Nov-2017 12:18 PST	
▼	Active	lactulose 20 g / 30 mL oral liq PO *qdaily	14-Nov-2017 23:00 PST	
▼	Active	latanoprost 1 drop eye drop eye-both qHS	14-Nov-2017 21:00 PST	21-N
▼	Active	nitroglycerin 1 patch patch topical qdaily	14-Nov-2017 12:20 PST	
▼	Discontinued	vancomycin + dextrose 5% IV once 250 mL/h	14-Nov-2017 12:00 PST	14-N

Submit Cancel **Apply**

4. In the Reason for Void: field select **Pharmacist Judgement**



M Void

Order sentence:
salbutamol 2.5 mg / 2.5 mL neb nebulized q4h

Void date/time: PST
14-Nov-2017 1457

☐ Physician placed or counter-signed order

* Physician:
Plisvcb, Stuart, MD

Reason for void:
Pharmacist Judgement

Wrong Order Details
Wrong Medication
Incomplete Order
Duplicate Order

Wrong Patient
phaid_090_1stn_t1

☐ Administrations given
12 doses have been charged and may need to be manually credited.

OK Cancel

5. In the Communication type: field, select the appropriate choice. In this case, select **No Cosignature Required** and click **OK**

* Communication type:

Phone
 Verbal
No Cosignature Required
 Cosignature Required
 Paper/Fax
 Electronic

OK
 Cancel

6. There is now a pending action to commit. This is marked by the chevron icon <<.

7. Commit the action
1) Click **Submit**

Acute Profile Ambulatory Profile Results Interventions Processing Orders

Drug:

Action	Status	Order Sentence	Start	Stop
	Active	LORazepam 0.5 mg / 1 tab tab PO qHS	14-Nov-2017 21:00 PST	
	Active	ondansetron 4 mg / 1 tab tab PO q8h	14-Nov-2017 14:00 PST	
	Active	patch removal 1 patch misc topical qHS	14-Nov-2017 21:00 PST	
	Active	celecoxib 200 mg/ 1 cap cap PO BID with food	14-Nov-2017 17:00 PST	
	Active	ramipril 5 mg / 1 cap cap PO qdaily	14-Nov-2017 12:07 PST	
	Active	diphenhydramine 50 mg / 1 cap cap PO q12h PRN itchin...	14-Nov-2017 12:18 PST	
	Active	lactulose 20 g / 30 mL oral liq PO *qdaily	14-Nov-2017 23:00 PST	
	Active	latanoprost 1 drop eye drop eye-both qHS	14-Nov-2017 21:00 PST	21-Nov-2017 20:59 PST (p)
	Active	nitroglycerin 1 patch patch topical qdaily	14-Nov-2017 12:20 PST	
	Discontinued	vancomycin + dextrose 5% IV once 250 mL/h	14-Nov-2017 12:00 PST	14-Nov-2017 12:00 PST (p)
	Voided	salbutamol 2.5 mg / 2.5 mL neb nebulized q4h	14-Nov-2017 11:37 PST	14-Nov-2017 15:52 PST (p)

Submit Cancel Apply

8. The now Voided order for salbutamol is still pending verification by a Pharmacist.

Acute Profile Ambulatory Profile Results Interventions Processing Orders

Drug:

Action	Status	Order Sentence	Start	Stop	Order Type
	Active	LORazepam 0.5 mg / 1 tab tab PO qHS	14-Nov-2017 21:00 PST		MED
	Active	ondansetron 4 mg / 1 tab tab PO q8h	14-Nov-2017 14:00 PST		MED
	Active	patch removal 1 patch misc topical qHS	14-Nov-2017 21:00 PST		MED
	Active	celecoxib 200 mg/ 1 cap cap PO BID with food	14-Nov-2017 17:00 PST		MED
	Active	ramipril 5 mg / 1 cap cap PO qdaily	14-Nov-2017 12:07 PST		MED
	Active	diphenhydramine 50 mg / 1 cap cap PO q12h PRN itchin...	14-Nov-2017 12:18 PST		MED
	Active	lactulose 20 g / 30 mL oral liq PO *qdaily	14-Nov-2017 23:00 PST		MED
	Active	latanoprost 1 drop eye drop eye-both qHS	14-Nov-2017 21:00 PST	21-Nov-2017 20:59 PST (p)	MED
	Active	nitroglycerin 1 patch patch topical qdaily	14-Nov-2017 12:20 PST		MED
	Discontinued	vancomycin + dextrose 5% IV once 250 mL/h	14-Nov-2017 12:00 PST	14-Nov-2017 12:00 PST (p)	INT
	Voided	salbutamol 2.5 mg / 2.5 mL neb nebulized q4h	14-Nov-2017 11:37 PST	14-Nov-2017 15:52 PST (p)	MED

Submit Cancel Apply

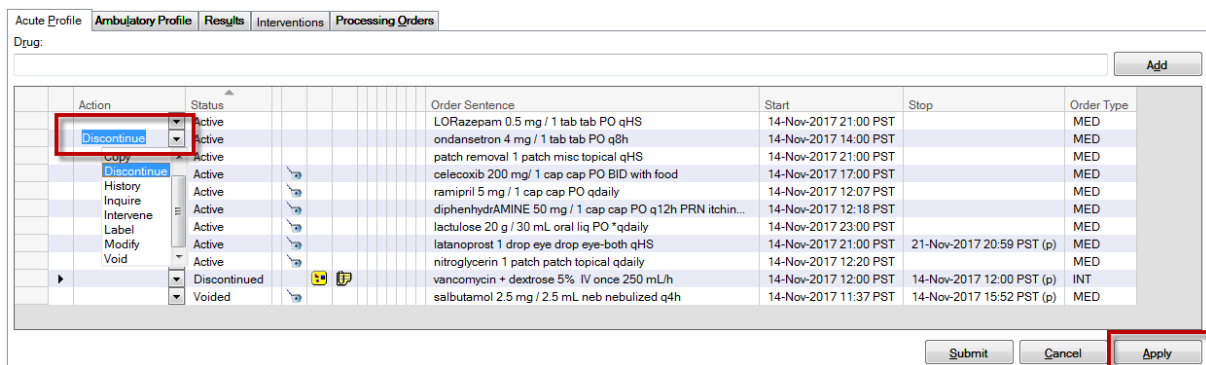
Activity 4.3 – Discontinuing Medication Ondansetron

Estimated Completion Time - 5 min

1

Medication: Ondansetron 4 mg, 1 tab PO q8h
Discontinue Medication

1. The patient's physician has requested to D/C this order.
2. In the Acute Profile tab, locate the medication ondansetron 4 mg /1 tab tab PO q8h.
3. In the Action column choose the drop down to select **Discontinue**.



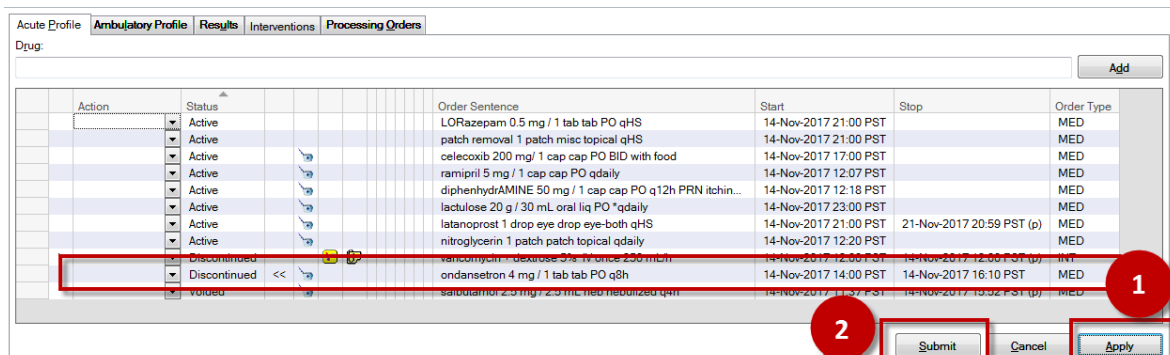
Acute Profile | Ambulatory Profile | Results | Interventions | Processing Orders

Drug: Add

Action	Status	Order Sentence	Start	Stop	Order Type
Discontinue	Active	LORazepam 0.5 mg / 1 tab tab PO qHS	14-Nov-2017 21:00 PST		MED
Discontinue	Active	ondansetron 4 mg / 1 tab tab PO q8h	14-Nov-2017 14:00 PST		MED
Discontinue	Active	patch removal 1 patch misc topical qHS	14-Nov-2017 21:00 PST		MED
Discontinue	Active	celecoxib 200 mg/ 1 cap cap PO BID with food	14-Nov-2017 17:00 PST		MED
Discontinue	Active	ramipril 5 mg / 1 cap cap PO qdaily	14-Nov-2017 12:07 PST		MED
Discontinue	Active	diphenhydramine 50 mg / 1 cap cap PO q12h PRN itchin...	14-Nov-2017 12:18 PST		MED
Discontinue	Active	lactulose 20 g / 30 mL oral liq PO *qdaily	14-Nov-2017 23:00 PST		MED
Discontinue	Active	latanoprost 1 drop eye drop eye-both qHS	14-Nov-2017 21:00 PST	21-Nov-2017 20:59 PST (p)	MED
Discontinue	Active	nitroglycerin 1 patch patch topical qdaily	14-Nov-2017 12:20 PST		MED
Discontinue	Active	vancomycin + dextrose 5% IV once 250 mL/h	14-Nov-2017 12:00 PST	14-Nov-2017 12:00 PST (p)	INT
Discontinue	Active	salbutamol 2.5 mg / 2.5 mL nebulized q4h	14-Nov-2017 11:37 PST	14-Nov-2017 15:52 PST (p)	MED

Submit Cancel Apply

4. Click the **Apply** button.
5. There is now a pending action to commit. This is marked by the chevron icon <<.
6. Commit the action
 - 1) Click **Submit**



Acute Profile | Ambulatory Profile | Results | Interventions | Processing Orders

Drug: Add

Action	Status	Order Sentence	Start	Stop	Order Type
Discontinue	Active	LORazepam 0.5 mg / 1 tab tab PO qHS	14-Nov-2017 21:00 PST		MED
Discontinue	Active	ondansetron 4 mg / 1 tab tab PO q8h	14-Nov-2017 14:00 PST		MED
Discontinue	Active	patch removal 1 patch misc topical qHS	14-Nov-2017 21:00 PST		MED
Discontinue	Active	celecoxib 200 mg/ 1 cap cap PO BID with food	14-Nov-2017 17:00 PST		MED
Discontinue	Active	ramipril 5 mg / 1 cap cap PO qdaily	14-Nov-2017 12:07 PST		MED
Discontinue	Active	diphenhydramine 50 mg / 1 cap cap PO q12h PRN itchin...	14-Nov-2017 12:18 PST		MED
Discontinue	Active	lactulose 20 g / 30 mL oral liq PO *qdaily	14-Nov-2017 23:00 PST		MED
Discontinue	Active	latanoprost 1 drop eye drop eye-both qHS	14-Nov-2017 21:00 PST	21-Nov-2017 20:59 PST (p)	MED
Discontinue	Active	nitroglycerin 1 patch patch topical qdaily	14-Nov-2017 12:20 PST		MED
Discontinue	Active	vancomycin + dextrose 5% IV once 250 mL/h	14-Nov-2017 12:00 PST	14-Nov-2017 12:00 PST (p)	INT
Discontinue	Active	ondansetron 4 mg / 1 tab tab PO q8h	14-Nov-2017 14:00 PST	14-Nov-2017 16:10 PST	MED
Discontinue	Active	salbutamol 2.5 mg / 2.5 mL nebulized q4h	14-Nov-2017 11:37 PST	14-Nov-2017 15:52 PST (p)	MED

Submit Cancel Apply

7. The now Discontinued order for ondansetron is still pending verification by a Pharmacist.

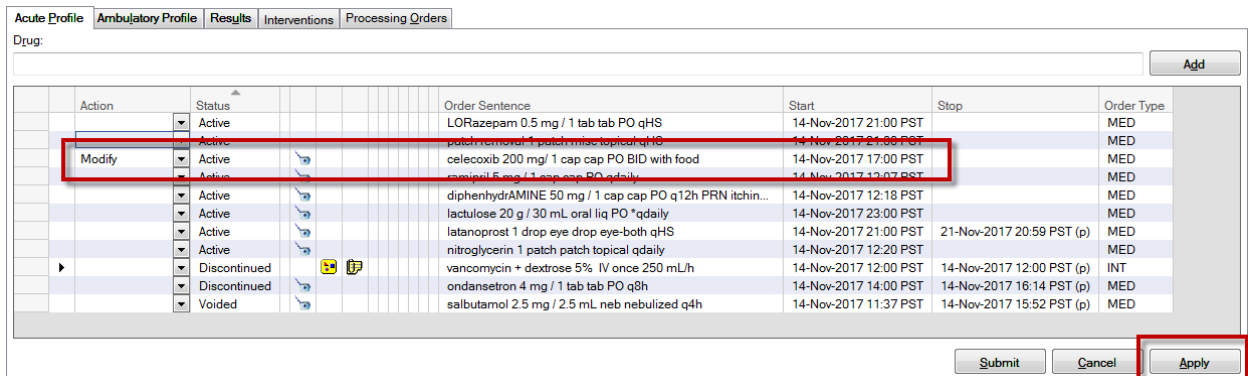
Activity 4.4 – Modify Medication Order Celecoxib

Estimated Completion Time - 5 min

1

Medication: Celecoxib 200 mg, 1 cap PO BID with food Modifying Medication

1. In the Acute Profile tab, locate the medication celecoxib 200 mg cap PO BID with food.
2. In the Action column choose the drop down to select **Modify**.
3. Click the **Apply** button.



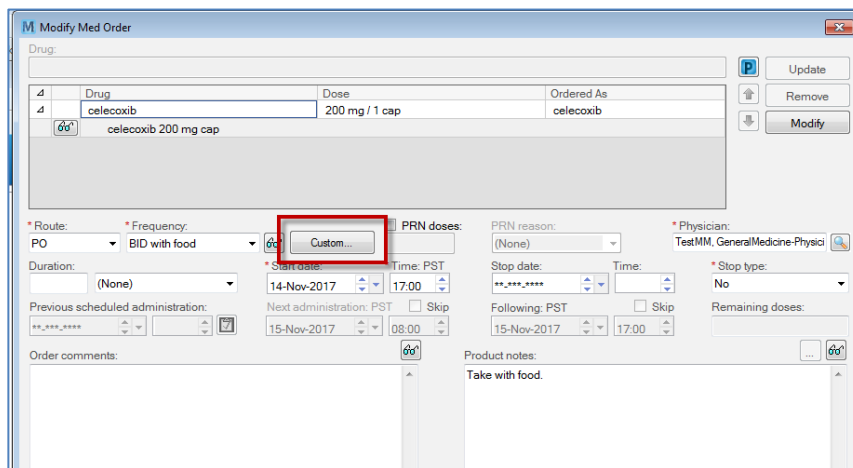
Acute Profile | Ambulatory Profile | Results | Interventions | Processing Orders

Drug: Add

Action	Status	Order Sentence	Start	Stop	Order Type
	Active	LORazepam 0.5 mg / 1 tab tab PO qHS	14-Nov-2017 21:00 PST		MED
	Active	patch removal 1 patch midline topical qHS	14-Nov-2017 21:00 PST		MED
Modify	Active	celecoxib 200 mg / 1 cap cap PO BID with food	14-Nov-2017 17:00 PST		MED
	Active	celecoxib 200 mg / 1 cap cap PO qdaily	14-Nov-2017 12:00 PST		MED
	Active	diphenhydramine 50 mg / 1 cap cap PO q12h PRN itchin...	14-Nov-2017 12:18 PST		MED
	Active	lactulose 20 g / 30 mL oral liq PO *qdaily	14-Nov-2017 23:00 PST		MED
	Active	latanoprost 1 drop eye drop eye-both qHS	14-Nov-2017 21:00 PST	21-Nov-2017 20:59 PST (p)	MED
	Active	nitroglycerin 1 patch patch topical qdaily	14-Nov-2017 12:20 PST		MED
	Discontinued	vancomycin + dextrose 5% IV once 250 mL/h	14-Nov-2017 12:00 PST	14-Nov-2017 12:00 PST (p)	INT
	Discontinued	ondansetron 4 mg / 1 tab tab PO q8h	14-Nov-2017 14:00 PST	14-Nov-2017 16:14 PST (p)	MED
	Voided	salbutamol 2.5 mg / 2.5 mL neb nebulized q4h	14-Nov-2017 11:37 PST	14-Nov-2017 15:52 PST (p)	MED

Submit Cancel **Apply**

4. The Modify Med Order screen will appear.



Modify Med Order

Drug:

Drug: celecoxib Dose: 200 mg / 1 cap Ordered As: celecoxib

celecoxib 200 mg cap

* Route: PO * Frequency: BID with food * Custom... PRN doses: (None) * Physician: TestMM, GeneralMedicine-Physici

Duration: (None) * Start date: 14-Nov-2017 * Time: 17:00 PST

Previous scheduled administration: **_**_**_**_ Next administration: PST 15-Nov-2017 08:00 Skip

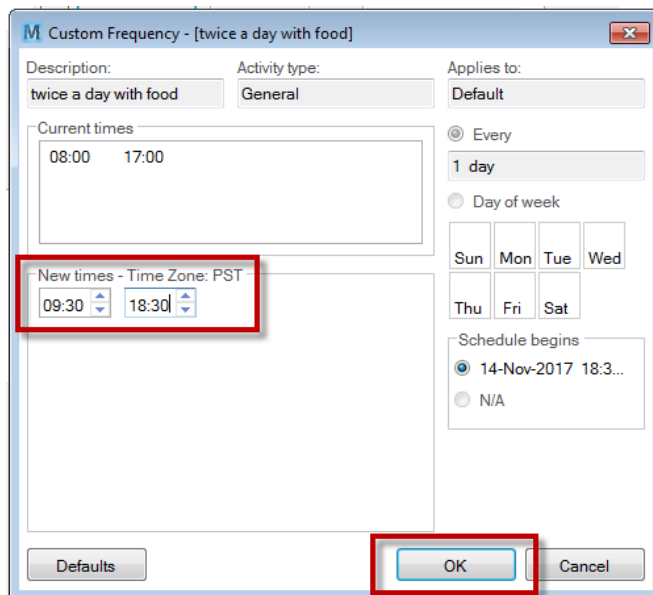
Order comments: Product notes: Take with food.

Stop date: **_**_**_**_ Stop type: No Remaining doses:

Following: PST 15-Nov-2017 17:00 Skip

5. Click the Custom button.
Change the Frequency times from **0800 and 1700** to **0930 and 1830**.

6. **Custom Frequency** screen: Click the **OK** button.



7. In the Modify Med Order screen: Click the OK button.
8. There is now a pending action to commit. This is marked by the chevron icon <<.
9. Commit the action
1) Click **Submit**
10. The now Modified order for ondansetron is still pending verification by a Pharmacist.



Key Learning Points

- Pharmacy Technicians have access to 8 Order Actions in Pharmacy Medication Manager.
- Depending on which order actions are used, Pharmacist verification is needed. These actions are Copy, Discontinue, Modify and Void.
- The following Order Actions can only be used if the medication order is verified by a Pharmacist. These actions are Copy, Discontinue and Label.

End Book Two

You are ready for your Key Learning Review. Please contact your instructor for your Key Learning Review.