SELF-GUIDED PRACTICE WORKBOOK [N7] CST Transformational Learning

WORKBOOK TITLE:

Pharmacy Technician (Workbook #3) Inventory Control



Last updated: March 8, 2018 (v2.1)



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SELF-GUIDED PRACTICE WORKBOOK

Duration	4 hours
Before getting started	 Sign the attendance roster (this will ensure you get paid to attend the session). Put your cell phones on silent mode.
Session Expectations	 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	 At the end of the session, you will be required to complete a Key Learning Review This will involve completion of some specific activities that you have had an opportunity to practice through the scenarios.



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



INVENTORY SCENARIO 1 – Batch Dispensing

Duration	Learning Objectives
20 minutes	At the end of this Scenario, you will be able to:
	Understand the initial batch fill report is automatically printed by an OPS job daily (time varies by facility)
	Re-print fill batch report if initial report did not print. You will not rerun this report.

SCENARIO

You arrive in the Pharmacy at the beginning of your shift and find that the OPS job for fill batch reports did not print. You will check the history of the reports and will **reprint** the IV Checklist Reports.

You will **NOT** re-run the Batch Fill Report – If the record of the batch fill report is missing, you will need to call the Service Desk to resolve the issue.



Activity 1.1 – Batch Dispensing – AUD and RUD Extract <u>VPPC specific ONLY</u>

Duration: Estimated Completion Time - 20 min

Manual reprint of Automated Unit Dose (AUD) and Reminder Unit Dose (RUD) batch dispensing output.

The AUD/RUD batch dispense output are saved to VPPC's shared network drive. If any of the outputs are missing or contain errors, you will reprint the outputs through Pharmacy Batch Dispense. The RUD Fill Batch job must be run immediately after the AUD Fill Batch job. Do not wait between processes. Everything that is applicable to AUD can be applicable to MUD as well.

Renaming Original Files – **REFERENCE ONLY** (You do not have access to VPPC's local shared drive in the training environment)

Before reprinting the AUD/RUD batch dispense outputs, we will need to rename the original output files from the shared network drive. Otherwise, the reprint will replace the original files and will no longer be accessible.



Access VPPC's shared network drive

QA (\\Pharmweb.phcnet.ca\audftp\Cerner) (W:)



The three output files you need to rename will be in the AUD, RUD, and ERR folders





3

It is recommended you sort your folder view as a list by right-clicking inside the folder and selecting View > List

	View	F		Extra large icons
	Sort by	×		Large icons
	Group by	×		Medium icons
	Refresh			Small icons
	Paste		•	List
	Paste shortcut			Details
				Tiles
_	New	*		Content

- 4 Click on the **Date modified** column header to sort your files by date modified from most recent to oldest.
- 5 In the AUD Folder, find your site's AUD operation extract with today's date (Eg. **ext-Ighmainaud0530-DDMMYYYY**). This will be the newest file in the folder and near the top of the list.

Right-click on this file and click Rename.

Name	Date modified 👻	Туре	Size
ext-sghmainaud0545-15022018	2/15/2018 5:51 AM	Text Document	7 KB
📄 ext-lghmainaud0530-15022018	2/15/2018 5:36 AM	Text Document	120 KB
ext-sghmainaud0545-14022018	2/14/2018 5:51 AM	Print	7 KB
📄 ext-lghmainaud0530-14022018	2/14/2018 5:36 AM	Edit	115 KB
📄 ext-lghmainaud0530-13022018	2/13/2018 3:35 PM	Scan for Viruses	120 KB
ext-sghmainaud0545-13022018	2/13/2018 5:51 AM	Open with	8 KB
📄 ext-sghmainaud0545-12022018	2/12/2018 5:50 AM	🗐 WinZip	8 KB
📄 ext-lghmainaud0530-12022018	2/12/2018 5:35 AM	Always available offline	120 KB
📄 ext-sghmainaud0545-11022018	2/11/2018 5:46 AM	Restore previous versions	8 KB
📄 ext-lghmainaud0530-11022018	2/11/2018 5:31 AM	Send to	120 KB
📄 ext-sghmainaud0545-10022018	2/10/2018 5:46 AM	Cut	8 KB
📄 ext-lghmainaud0530-10022018	2/10/2018 5:36 AM	Сору	120 KB
ext-sghmainaud0545-09022018	2/9/2018 5:46 AM	Create shortcut	8 KB
ext-lghmainaud0530-09022018	2/9/2018 5:36 AM	Delete Rename	104 KB
ext-sghmainaud0545-08022018	2/8/2018 5:45 AM	Droportion	8 KB
ext-lghmainaud0530-08022018	2/8/2018 5:35 AM	Text Document	107 KB



Give this file a new name (Eg. ext-lghmainaud0530-DDMMYYY-OLD).

Repeat this process for the RUD folder.

Name	Date modified 👻	Туре	Size
📜 rudrpt-sghmainaud0545-15022018	2/15/2018 5:51 AM	Adobe Acrobat Doc	12 KB
📜 rudrpt-hthmainmud0540-15022018	2/15/2018 5:46 AM	Adobe Acrobat Doc	6 KB
😤 rudrpt-lghmainaud0530-15022018	2/15/2018 5:36 AM	Adobe Acrobat Doc	19 KB
Open with Adobe Acrobat Reader 2017	2/15/2018 5:36 AM	Adobe Acrobat Doc	11 KB
Print	2/14/2018 5:51 AM	Adobe Acrobat Doc	12 KB
Scan for Viruses	2/14/2018 5:46 AM	Adobe Acrobat Doc	6 KB
Open with	2/14/2018 5:36 AM	Adobe Acrobat Doc	19 KB
اللهِ WinZip	2/14/2018 5:36 AM	Adobe Acrobat Doc	11 KB
Always available offline	2/13/2018 3:35 PM	Adobe Acrobat Doc	19 KB
Restore previous versions	2/13/2018 5:51 AM	Adobe Acrobat Doc	12 KB
Send to	2/13/2018 5:45 AM	Adobe Acrobat Doc	6 KB
Cut	2/13/2018 5:36 AM	Adobe Acrobat Doc	11 KB
Сору	2/12/2018 5:50 AM	Adobe Acrobat Doc	12 KB
Create shortcut	2/12/2018 5:45 AM	Adobe Acrobat Doc	6 KB
Delete	2/12/2018 5:36 AM	Adobe Acrobat Doc	11 KB
Rename	2/12/2018 5:36 AM	Adobe Acrobat Doc	19 KB
Properties	2/11/2018 5·46 AM	Adobe Acrobat Doc	12 KB

8

6

7

Repeat this process for the ERR folder

Name	Date modified -	Туре	Size	
err-sghmainaud0545-15022018	2/15/2018 5:51 AM	Text Document		1 KB
📄 err-hthmainmud0540-15022018	2/15/2018 5:46 AM	Text Document		1 KB
📄 err-eghmainmud0530-15022018	2/15/2018 5:36 AM	Text Document		1 KB
err-lghmainaud0530-15022018	2/15/2018 5:36 AM	Open		З КВ
err-sghmainaud0545-14022018	2/14/2018 5:51 AM	Print		1 KB
err-hthmainmud0540-14022018	2/14/2018 5:46 AM	Edit		1 KB
err-eghmainmud0530-14022018	2/14/2018 5:36 AM	Scan for Viruses Open with 🗐 WinZip		1 KB
📄 err-lghmainaud0530-14022018	2/14/2018 5:36 AM			3 KB
📄 err-lghmainaud0530-13022018	2/13/2018 3:36 PM			3 KB
err-sghmainaud0545-13022018	2/13/2018 5:51 AM	Always available offline Restore previous versi	ons	1 KB
📄 err-hthmainmud0540-13022018	2/13/2018 5:46 AM	Send to	•	1 KB
err-eghmainmud0530-13022018	2/13/2018 5:36 AM			1 KB
📄 err-sghmainaud0545-12022018	2/12/2018 5:50 AM	Cut Copy		1 KB
err-hthmainmud0540-12022018	2/12/2018 5:45 AM	Croate shortcut		1 KB
📄 err-eghmainmud0530-12022018	2/12/2018 5:36 AM	Delete		1 KB
📄 err-lghmainaud0530-12022018	2/12/2018 5:36 AM	Rename		3 KB
📄 err-sghmainaud0545-11022018	2/11/2018 5:46 AM	Properties		1 KB



BEGIN CERNER TRAINING

AUD

1

Log in to the phabatchdispense.exe application with provided Username & Password



2

The PharmNet: Batch Dispense screen will appear

Task Edit	View Help		
Fill Batch			
Batch:		LGH Main AUD 0530	
Fill Period			Dispense from location:
Fill orders	due:		
* From:	2017-Aug-11	÷ ▼ 0800 ÷ PDT	Locations:
* To:	2017-4-0-12	0759 PDT	LGH 2E
	2017-A00-12	• 0/35 • 101	LGH 3PO
 Dispense 	B:		LGH 3W
		24 hours Worth of doses	LGH4W
Last oper	ation run: Final		LGH 5E
Erom	2017 Aug 10	A V 0000 A PDT	LGH 6W
To	2017-AUQ-10		LGH 7E
10.	2017-Aug-11	↓ * 0759 ↓ PDT	LGH DCP
	-1		
Current Ope	ration	Output Options	Dispense Categories:
Initial		Type: Report Diabel	200
Update	0	Earmat	
Final		AUD Operational Extract	- II
Workling	st	• Printer	- 11
0.01.11		<file>></file>	- II
Check	ist		

3

Click on the dropdown beside **Batch** and select the report (eg. LGHMAINAUD0530)

Fill Batch		
B <mark>atch.</mark>	LOHMAINAUD0590	-
	LGHMAINAUD0530	-
Fill Perio		



INVENTORY SCENARIO 1 – Batch Dispensing

4

Ensure you do not change any fields related to the time under Fill Period header

-Fill Period				
Fill orders	due:			
* From:	08-Dec-2017	* *	0000	PST
* To:	08-Dec-2017	* *	2359	PST
* Dispense		24	hours -	Worth of doses
Last opera	ition run: Final			
From:	07-Dec-2017		0000	PST
To:	07-Dec-2017		2359	PST



Click on View and then click on History

ſ	📴 Pha	rmNet: I	Batch D	ispense	:
	Task	Edit	View	Help	
	Fill Ba	atch	¥	Status B	ar
	Bat	tch:		History	Ctrl+Y

6

Select the row with the most recent run date and time to reprint.

0	🗈 Fill Batch History - LGH Main AUD 0530						
	History Task Sort						
[Perform Date	Run By	Printer	Operation	From Date	To Date	Fill Period
	2017-Aug-09 05:30 PDT	SYSTEM, SYSTEM	Virtual	Final	2017-Aug-10 08:00 PDT	2017-Aug-11 07:59 PDT	24 hours
	2017-Aug-08 05:30 PDT	SYSTEM, SYSTEM	Virtual	Final	2017-Aug-09 08:00 PDT	2017-Aug-10 07:59 PDT	24 hours
	2017-Aug-07 05:30 PDT	SYSTEM, SYSTEM	Virtual	Final	2017-Aug-08 08:00 PDT	2017-Aug-09 07:59 PDT	24 hours
	2017-Aug-06 05:30 PDT	SYSTEM, SYSTEM	Virtual	Final	2017-Aug-07 08:00 PDT	2017-Aug-08 07:59 PDT	24 hours

IMPORTANT: You will only reprint the report if it is found in the Fill Batch History screen. If the historical record is not found here, **STOP** and call the Service Desk for help.



7

Click on History Task and click on Reprint



8

The Output Format and Printer popup displays.

- Type: Ensure **Report** is selected.
- Format: Ensure AUD Operational Extract is selected.
- Select the appropriate printer.

Click OK.

Output Format and Printer
Output Options
Report O Label
F <u>o</u> rmat:
AUD Operational Extract 🔻
Printer:
dummy_laser 👻
<u>OK</u> <u>C</u> ancel

9

A popup displays saying the requested reprint is being processed. Click **OK**.





RUD

1

After the AUD batch dispense output reprint is completed, close the Fill Batch History window and immediately run the RUD batch dispense output reprint thereafter.

2

Click on the dropdown beside Batch and select the report. (eg. LGHMAINRUD0530).

NOTE: The name of the Batch should be identical to the previous AUD fill batch job except with RUD instead. Facility, service area, and run time should be identical.



3

Ensure you do not change any fields related to the time under Fill Period header.



4

Click on View and then click on History





Select the row with the most recent run date and time to reprint.

🗈 Fill Batch History - LGH Main RUD 0530 👘 💼 💼					
History <u>T</u> ask <u>Sort</u>					
Perform Date	Run By	Printer	Operation		
2018-Feb-14 22:38 PST	SYSTEM, SYSTEM Cerner	Virtual laser print queue for storing test jobs	Final		
2018-Feb-05 15:35 PST	SYSTEM, SYSTEM Cerner	Virtual laser print queue for storing test jobs	Final		
2018-Feb-01 05:30 PST	SYSTEM, SYSTEM Cerner	Virtual laser print queue for storing test jobs	Final		
2018-Jan-31 05:30 PST	SYSTEM, SYSTEM Cerner	Virtual laser print queue for storing test jobs	Final		
2018-Jan-30 08:43 PST	SYSTEM, SYSTEM Cerner	Virtual laser print queue for storing test jobs	Final		
2018-Jan-06 06:18 PST	SYSTEM, SYSTEM Cerner	Virtual laser print queue for storing test jobs	Final		

IMPORTANT: You will only reprint the report if it is found in the Fill Batch History screen. If the historical record is not found here, **STOP** and call the Service Desk for help.

6 Click on History Task and click on Reprint



WARNING: Do not choose to
RERUN as it will affect the
Quantity on hand (QOH) for
Pharmacy Supply Chain.

7

5

The Output Format and Printer popup displays. Select the following options, then click OK.

- Type: Ensure Label is selected.
- Format: Ensure **MEDLBL** is selected.
- Select the appropriate printer.

🖨 Output Format and Printer 🛛 🔀
Output Options
Report
F <u>o</u> rmat:
MEDLBL
Printer:
dummy_label 🗸 🗸
<u>O</u> K <u>C</u> ancel



8



A popup displays saying the requested reprint is being processed. Click **OK**.



- g Collect the RUD labels from the specified printer.
- 10 Check the final outputs on VPPC's shared network drive to ensure AUD operation extract, RUD report in PDF format, and error reports are generated. You should see the old renamed files and a newer file that was generated at the time you reprinted the batch dispensing report.

NOTE: Depending on facility, the new file may not appear for 5-15 minutes.



11 Click the Task Menu and select Exit to close the application.

Key Learning Points

Batch Reports may be reprinted if the original OPS job found in history did not produce an extract or printed report

It is important to remember to not re-run the OPS job



Activity 1.2 – Batch Dispensing – IV Checklist Report

Duration: Estimated Completion Time - 10 min

The IV checklist is an operation extract report automatically saved to your facilities local network drive. If not found there, you will find this history through Pharmacy Batch Dispense. You may re-print an IV checklist for the various types of IVs (Intermittent, Continuous, Hazardous) as well as TPN.

For LGH, there are 3 types of IV checklist reports and also a TPN checklist report.

💽 PharmNet: Batch Dispense					
Task Edit View Help					
Fill Batch					
Batch:		-			
	LGHMAININC0905	*			
Fill Peric	LGHMAININH0905 LGHMAININH0905SaSu				
Fill or	LGHMAININI0905				
* F <mark>ro</mark>	LGHMAINRUD0530 LGHMAINTPN0910	-			

LGHMAININC0905	LGH INJ Continuous
LGHMAININH0905	LGH H – INJ – Intermittent and Full Charge
LGHMAININH0905SaSun	LGH H – INJ – Intermittent and Full Charge Saturday and Sunday
LGHMAININI0905	LGH INJ Intermittent
LGHMAINTPN0910	LGH TPN



Log in to the phabatchdispense.exe application with provided Username & Password phabatchdispense

PharmNet:	Batch Dispense						
Task Edit	View Help						
Fill Batch							
Batch:		- LG	H Main AU	D 0530			
Fill Period						Dispense from lo	cation:
Fill orders	due:						
* From:	2017-Aug-11		0800	PDT		Locations:	
* To:	2017-Aug-12	÷	0759	PDT		LGH 3E	
• Discourse						LGH 3P0	
* Dispense:		24	bourn	• Worth of d		LGH 4E	
		24	nours	· Worth of o	USES	LGH 4W LGH 5E	
Last opera	tion run: Final					LGH 6E	
From:	2017-Aug-10	* v	0800	PDT		LGH 5W	
To:	2017-Aug-11		0759	PDT		LGH 7W	
						LOHECC	
Current Oper	ration	Output	Options -			Dispense Catego	ries:
Initial		Type:		O Label		AUD	
Update	2	• Form	report				
Final		AUC	AUD Operational Extract		-		
Worklis	at .	• Prin	ter				
Charles	int.	< <f< td=""><td>ile>></td><td></td><td>•</td><td></td><td></td></f<>	ile>>		•		

- 3
- Click on the dropdown beside **Batch** and select the report. (eg. **LGHMAININI0905**)







4

Ensure you do not change any fields related to the time under Fill Period header



5

Click on View and then click on History



NOTE: You will only reprint the report if it is found in the Fill Batch History screen. If the historical record is not found, **STOP** here. Call the Service Desk for assistance.

6

Select the row with the most recent run date and time to reprint.

Fill Batch History - LGH INJ Intermittent 0905						
History Task Sort						
Perform Date	Run By	Printer	Operation	From Date	To Date	Fill Period
2018-Feb-06 23:28 PST	SYSTEM, SYSTEM Cerner	Virtual label print queue for storing test jobs	Final	2017-Dec-22 18:00 PST	2017-Dec-23 17:59 PST	24 hours
2018-Feb-05 15:35 PST	SYSTEM, SYSTEM Cerner	Virtual label print queue for storing test jobs	Final	2017-Dec-21 18:00 PST	2017-Dec-22 17:59 PST	24 hours
2018-Feb-01 09:05 PST	SYSTEM, SYSTEM Cerner	Virtual label print queue for storing test jobs	Final	2017-Dec-20 18:00 PST	2017-Dec-21 17:59 PST	24 hours
2018-Jan-31 09:05 PST	SYSTEM, SYSTEM Cerner	Virtual label print queue for storing test jobs	Final	2017-Dec-19 18:00 PST	2017-Dec-20 17:59 PST	24 hours
2018-Jan-30 09:05 PST	SYSTEM, SYSTEM Cerner	Virtual label print queue for storing test jobs	Final	2017-Dec-18 18:00 PST	2017-Dec-19 17:59 PST	24 hours
2018-Jan-06 09:05 PST	SYSTEM, SYSTEM Cerner	Virtual label print queue for storing test jobs	Final	2017-Dec-17 18:00 PST	2017-Dec-18 17:59 PST	24 hours

IMPORTANT: You will only reprint the report if it is found in the Fill Batch History screen. If the historical record is not found here, **STOP** and call the Service Desk for help.



7

Click on History Task and click on Reprint





The Output Format and Printer popup displays.

- Type: Ensure **Report** is selected.
- Format: Ensure **MedReport1** is selected.
- Select the appropriate printer.

Click OK.

🖨 Output Format and Printer 🛛 🔀
Output Options
Report O Label
Format:
MedReport1 -
Printer:
dummy_laser 🗸 🗸
OK Cancel



9 A popup displays saying the report is being reprinted. Click **OK**.

PhaBatchDispense	
The requested reprint is being	g processed.
	ОК

10 Collect the report from the specified printer.

NOTE: The format for this reprint will be different from the original but the content will be identical.

11 Click the Task Menu and select Exit to close the application

Key Learning Points

- Batch Reports may be reprinted if the original OPS job found in history did not produce an extract or printed report
- It is important to remember to not re-run the OPS job



INVENTORY SCENARIO 2 – Medication Labels

Duration	Learning Objectives
10 minutes	At the end of this Scenario, you will be able to:
	Identify the various interim label types to be affixed to medications for dispensing on units

SCENARIO

A provider placed a new medication order for one of their patients. The other medications for the patient were delivered to the unit yesterday so you will need to dispense enough supply of this new order to get the patient to the next run. The label will printer to the pharmacy label printer.



Activity 2.1 – Identifying Label Types

Duration: Estimated Completion Time - 10 min

- 1 When the medication order is verified by a pharmacist, a label prints to the label printer in the pharmacy.
- 2 You will retrieve the label from the printer attach the label on the medication to dispense

Label Format

Patient Las MRN Order ID: X	t Name, First Na ENC XXXXXXXXX	me Facility Unit Room Bed
Name of N	ledication	
Orde	er comments	
fillec qty:	d by: ch x 'dose unit' Facili	ecked by: fill: YYYY-MMM-DD TT:TT ity Name

	CSTPRODMED,Pharmtech – one MRN 700008064 ENC 7000000013484 LGH 7W 719 01 ORD: 331840657 Image: State of the state of th
Bulk Medication Label SAMPLE	
	filled by: checked by: qty: 1 tube fill: 2017 – Dec – 06 14:22



Pass Label SAMPLE	CSTPRODMED,Pharmtech – one MRN 700008064 ENC 7000000013484 LGH 7W 719 01 ORD: 331842027 . celecoxib 200 mg cap Take 1 cap at 8:00 AM and 5:00 PM while away from the hospital Take wilh lood. order Instructions qly: 2 cap ordered by: TestMM, GeneralMedicine – P dispensed: 2017–Dec – 06 14:26 checked by: LGH Lions Gate Hospital 231 E, 15th Street North Vancouver,British Columbia V7L 2L7
IV Medication Label SAMPLE	IV CSTPRODMED, Pharmtech – one MRN 700008064 ENC 700000013484 JRD: 331849533 heparin dextrose 5% for premix 500 mL total vol: 500 mL High Alert Medication de not start after: 2017 – Dec – 07 14:46 mixed by: checked LGH Lions Gate Hospitai
IV Medication Discontinue Label SAMPLE	IV CSTPRODMED,Pharmtech – one MRN 700008064 ENC 7000000013484 LGH 7W 719 01 ORD: 331849533 E500 unit dextrose 5% for premix 500 mL







	IV CSTPRODMED,Pharmtech – one MRN 700008064 ENC 7000000013484 LGH 7W 719 01 ORD: 331843641 BEGIN
TPN SAMPLE	IV CSTPRODMED, Pharmtech – one MRN 700000004 ENC 7000000013484 LGH 7W 719 01 oHD: 33184346 200 g INTRALIPID 20% 50 g POTASSIUM phosphate 26 mmol sodium acetate 51 mmol magnesium sulfate 6 mmol calcium gluconate 5 mmol trace elements 0 mL multivitamins 10 mL ascorbic acid 100 mg sterile water 315 mL
	Interventional and the second start after 2017-Dec-07 14:43 W CSTPRODMED,Pharmlech-one MRN 7000000064 ENC 7000000013484 LGH 7W 719 01 ORD: 331843641 END



Activity 2.2 – Reprinting Medication Labels

Duration	Learning Objectives
5 minutes	At the end of this Scenario, you will be able to:
	Use Pharmacy Medication Manager to reprint labels.
	Understand differences between History vs. Label Order Action

SCENARIO

There was a problem with the label printer and you were unable to get the label you needed to attach to the medication.

You will need to re-print the label.

You will launch Pharmacy Medication Manager and choose the **History** order action to re-print the label.

Duration: Estimated Completion Time - 5 min

This was also discussed in Pharmacy Technician Workbook 2 under Order Action Commands.

Log in to the phamedmgr.exe application with provided Username & Password.

M phamedmgr

2 The PharmNet: Medication Manager screen will appear





3 Search for your patient using their MRN.

On your initial login to Pharmacy Medication Manager, you may need to choose MRN from the drop down menu.



NOTE: This changed setting will be retained for every subsequent login.

For [one medication] Select **History** from the dropdown menu in the Action column.







6

7

From the History screen for any given medication, ensure the line item for **Initial Doses** is highlighted and click the **Reprint Label** button.

M ferrous gluconate 300 m	g / 1 tab tab PO BID				- 6		
Action history	Dispense history	Dispense history 🛛 Verification history					
History Event	Date/Time		User		Doses	*	
Order - 312184739	2017-Aug	-25 09:56 PDT	Test, Med				
Modify	2017-Aug	-25 10:05 PDT	Test, Med			E	
Initial Doses	2017-Aug	-25 10:05 PDT	Test, Med		4		
FIII LISC	2017-Aug	-20 05:30 PD 1	STSTEM, STSTEMU	erner	2		
Fill List	2017-Aug	-27 05:30 PDT	SYSTEM, SYSTEM C	erner	2		
Fill List	2017-Aug	-28 05:30 PD1	STSTEM, STSTEM C	erner	2	÷	
Drug		Dose		Ordered As			
terrous gluconate		300 mg / 1 tab		terrous GLUCONate			
Administration time(s) - Tir 2017-Aug-25 14:00 2017-Aug-25 20:00 2017-Aug-26 14:00 2017-Aug-26 20:00	me Zone: PDT Dispense history ID: Dispense charge: Charged: Future charge: Dispense from: Wordflow Sequence:	5109082 \$0.08 Yes No LGH MAIN PHAF	RMACY OW				
	Workflow Status: Previous Status Status dithm: Status User:	Workfow Status (Verse) Workfow Status (Verse) Status User: Status User: Workfow Status (Verse) Status User: Status User: Status User: NOTE: The Reprint Label button is ONLY available when the Initial Doses line is highlighted from the History Event column.					
Lot Info Alert H	listory Reprint Label	Product	View Notes Wor	rkflow Hx Medreq Hx		e .	

The following Label Request window will display.

Select the appropriate Type of Label Request, Dispense from location, and Printer fields.

M Label Request
Order sentence: ferrous gluconate 300 mg / 1 tab tab PO BID
Type of Label Request
Extra dose/refill
Reprint
Reason for label request:
Alternating IV bag:
Include daily ingredients
Number of doses: *Label copies:
0 1
Charge patient
* Dispense from location:
LGH MAIN PHARMACY 🗸 🗸
* Printer:
phalbl_590_1stfl_t1
View History
Lot Info OK Cancel



8 Click OK

9 Click Close

10

Back in the main Pharmacy Medication Manager screen, click **Submit** on the bottom right corner to print the label.

Acute Profile	Ambulatory Pr	ofile	Res <u>u</u> lts	Interventions	Processing Orders			
Drug:								
								Add
		_		-				
Actio	n	Statu	s	Ť	Order Senten	ce and the second se	Start	Stop
	-	Activ	e <<		morphine 2.5	mg / 0.5 tab tab PO q4h PRN pain-breakthro	2018-Jan-12 10:13 PST	2100-Dec-31 15:59 PS
	•	Activ	e	6	celecoxib 200) mg/ 1 cap cap PO BID with food	2018-Feb-15 22:00 PST	2018-Feb-16 23:59 PS
	•	Activ	e		LORazepam	0.5 mg / 1 tab tab PO qHS	2018-Feb-15 22:00 PST	2018-Feb-16 23:59 PS
	-	Activ	e		ondansetron	4 mg/ 1 tab tab PO QID	2018-Feb-15 22:00 PST	2018-Feb-16 23:59 PS
	-	Activ	e		salbutamol 2	5 mg/ 2.5 mL neb nebulized q4h	2018-Feb-15 22:00 PST	2018-Feb-16 23:59 PS
						III		• • •
							<u>S</u> ubmit <u>C</u> and	el <u>A</u> pply

11 Collect the label from the specified printer.

NOTE: You will not be able to print labels in the training environment.

12 Click the Task Menu and select Exit to close the application

Key Learning Points

For reprinting labels without creating a new dispense ID, use the History order action in Pharmacy Med Manager.



Activity 2.3 – Printing Extra Dose Refill labels

Duration	Learning Objectives
30 minutes	At the end of this Scenario, you will be able to:
	Use Pharmacy Med Manager to print labels for extra dose of refill.
	Understand differences between using History vs. Label Order Action

SCENARIO You are required to print a label for an extra dose or refill of a medication. This will generate a new dispense ID. You will launch Pharmacy Med Manager, choose the Label order action to print a new label for an extra dose or refill Duration: Estimated Completion Time - 10 min

Log in to the phamedmgr.exe application with provided Username & Password

M phamedmgr



1



Acute profile tab will appear on the right, displaying the medication list.



3 For [one medication] requiring an extra dose or refill label, select **Label** from the dropdown menu in the Action column and click **Apply**.

Acute Profile	Ambu <u>l</u> atory	Pro	ofile R	esults	Interventions	Processing Orders						
D <u>r</u> ug:												
												A <u>d</u> d
		_	-	-								
Actio	n		Status			Order Sentence	_		Start	Stop		
		-	Active	6		celecoxib 200 mg	g/1 cap cap PO BID with	n food	2018-Feb-15 22:00	PST 2018	B-Feb-16	23:59 PST
Lab	el	•	Active			LORazepam 0.5	mg / 1 tab tab PO qHS		2018-Feb-15 22:00	PST 2018	8-Feb-16	23:59 PST
	Сору	*	Active			morphine 2.5 mg	/0.5 tab tab PO q4h PF	RN pain-breakthro	2018-Jan-12 10:13	PST 2100	D-Dec-31	1 15:59 PST (s
	Discontinue		Active			ondansetron 4 m	g/ 1 tab tab PO QID		2018-Feb-15 22:00	PST 2018	8-Feb-16	23:59 PST
	Inquire		Active			salbutamol 2.5 m	g/ 2.5 mL neb nebulize	d q4h	2018-Feb-15 22:00	PST 2018	8-Feb-16	3 23:59 PST
	Intervene Label Modify Void	•										
•							III					•
									Submit	<u>C</u> ancel		Apply

4 The following Label Request window will display. Select the appropriate Type of Label Request, Dispense from location, and Printer fields.

	M Label Request
	Order sentence: LORazepam 0.5 mg / 1 tab tab PO qHS
DO NOT use Reprint option for Reprinting labels. Use the History Action (refer to steps in scenario 2.2 above)	Type of Label Request



- 5 Select the appropriate Type of Label Request, Dispense from location, and Printer fields. Click **OK**
- 6 Back in the main Pharmacy Medication Manager screen, click **Submit** on the bottom right corner to print the label.

Acute Profile	Ambulatory Pro	ofile F	Res <u>u</u> lts	Interventions	Processing Orders					
Drug:										
										Add
		*		*						
Action	n	Status			Order Sentend	;e		Start	Stop	
	-	Active	<<		LORazepam	0.5 mg / 1 tab tab PO qHS		2018-Feb-15 22:00 F	PST 2018	-Feb-16 23:59 PS
	-	Active		6	celecoxib 200	mg/1 cap cap PO BID with foo	bd	2018-Feb-15 22:00 F	PST 2018	-Feb-16 23:59 PS
	-	Active			morphine 2.5	mg / 0.5 tab tab PO q4h PRN p	ain-breakthro	2018-Jan-12 10:13 F	ST 2100	-Dec-31 15:59 PS
	-	Active			ondansetron	4 mg/ 1 tab tab PO QID		2018-Feb-15 22:00 F	PST 2018	-Feb-16 23:59 PS
	-	Active			salbutamol 2	5 mg/ 2.5 mL neb nebulized q4	łh	2018-Feb-15 22:00 F	PST 2018	-Feb-16 23:59 PS
							F			
								<u>S</u> ubmit	Cancel	Apply

7 Collect the label from the specified printer.

NOTE: You will not be able to print labels in the training environment.

8 Click the Task Menu and select Exit to close the application

Key Learning Points

For printing extra dose medication labels you will use the Label order action in Pharmacy Med Manager



INVENTORY 3.0 – Returning Patient Specific Medications to Inventory

Duration	Learning Objectives
10 minutes	At the end of this Scenario, you will be able to:
	Use the Charge/Credit Tool to return medications

SCENARIO

The patient has been discharged from the facility and medication(s) will need to be returned to inventory. You will use the Charge/Credit tool.

For this exercise, you will use your existing patient who will not have been discharged yet.



Activity 3.1 – Process Inventory Return of Medications

Duration: Estimated Completion Time - 10 min

1

Log in to Charge/Credit tool with provided Username & Password

phachargecredit

2

The PharmNet: Charge/Credit screen displays

NarmNet: Charge/Credit				
Task View Edit Options Help	p			
2 5 🗧 🖬 🖉 A	···· 街 🗾 🕲 👔 🛷			
Select a MRN: patient FIN:	:	Age: Race:	Sex: Admitted:	Location: Physician:
Enter a patient name:	* Dispense from location: * De	fault service date: *Include order	s discontinued	
	- 201	7-Auq-09 🗘 🕶 🚧 5 Days ag	0	
Statue Order	Display +/s Senior	Date Dose(s) Ot	Avail Dose Avail Otr, Total Dose	Total Oty Dispense From Location Price
	olapidy octrice	, Dato D000(0)	Mail: Dobo Mail: dy Tolar Dobo	Fold day Disponder Form Establish Fride
*				
Load profile				Submit Cance

3

Search for the client/patient by typing their last name or MRN on the search field.

Similar to the scenario above you will need to initially set up your view to search by MRN

NarmNet: Charge/Credit	
Task View Edit Options Help	
🧟 💁 🛨 💶 🗊 🖉 🚇	Enter a patient MRN:
Select a patient	
Enterna patient MRN: * Dispe	
Person Name	
FIN Drder Displa	
Medication Barcode	



4 Select the appropriate location from the **Dispense from Location** drop-down. For this exercise, choose LGH MAIN PHARMACY

The patient's profile displays

5

S CSTOMNI,	АА												
Task View Edit Options Help													
æ 💀 🔩	-	I Ó) d g 📖 🍈 🗊 🗐 😰 🐟										
CSTOMNI, MRN: 700002755 A			Age: 68 Years Sex Race: Adr					Sex: Female Location: LGH 6E / 610 01 Admitted: 2017-May-01 11:31 PDT Physician: Plisvca, Rocco, MD					
Enter a patie	Enter a patient name:												
Status			Order Display	+/-	Service Date		Dose(s)	Qty	Avail. Dose	Avail. Qty	Total Dose	Total Qty	Dispense From Location
Active			dalteparin 5,000 unit / 0.2 mL syringe-inj sub								1	1	
Active			HYDROmorphone 4 mg / 1 tab tab PO q6h								1	1	
Active			cephaLEXin 500 mg / 1 tab tab PO QID								128	128	
Active			cetTAZidime + dextrose 5% IV q12h 200 mL/h								1		
Active			hydrocortisone 1 application cream topical B								2	2	
Complet	ted		PassMed - HYDROmorphone 4 mg / 1 tab t								1	4	
Disconti	nued		ASA 81 mg / I tab tab-EC PO once								1	1	
Disconti	nued	<u>\</u>	neparin + dextrose 5% for premix IV TITRATE								35	0	
Disconti	nued		bydrasectiseses 1 pepliestion grapm tesies! P								0	1	
Disconti	nued		hydrocortisone 1 application cream topical B									1	
Disconti	nueu		ondansetron + devtrose 5% IV a12h PRN n								2		
Voided			amino acide 10% + devtrose 70% + INTRALL								2		
•													1
Load profi	le											Su	bmit Cancel





6 To credit all remaining doses, click on the _____ sign icon.



7 In the **Dose(s)** column, enter the number of doses to be credited. For this exercise, type 3 for your patient's morphine 2.5 mg order.

NOTE: To change the column with the negative symbol to credit some but not all of the medications, click on the +/- column beside each medication order to be credited and adjust the doses in the **Dose(s)** column.

۱	CSTOMNI, AA											
Т	ask View Edit Optic	ons Help										
ج ا	9. 🖪 🕂 🐤 🖜 🔳 🗊	4 A 🐘 🐌 🖲 🖉 🚸										
ņ	CSTOMNI,	MRN: 700002755	Age: 6	68 Years			Sex: Fe	emale		Lo	cation: LG	GH 6E / 610 01
	AA 🗳	FIN: 700000004473	Race:				Admitte	ed: 2017-M	ay-01 11:3	1 PDT Ph	ysician: P	lisvca, Rocco, MD
					_							
	Enter a patient name:	* Dispense from location: * Defa	ultsen	vice date: *	Inc	lude orders disc	continued					
	(𝔅) ▼ CSTOMNLAA LGH MAIN PHARMACY ▼ 2017.4up.ng ▲▼ 🕼 5 Days ago											
											1	
	Status	Order Display	+/-	Service Date		Dose(s)	Qty	Avail. Dose	Avail. Qty	Total Dose	Total Qty	Dispense From Location
	Active	dalteparin 5,000 unit / 0.2 mL syringe-inj sub	. -	2017-Aug 💌	60	0	0.0000	1.00	1.0000	1	1	LGH MAIN PHARMACY
	Active	HYDROmorphone 4 mg / 1 tab tab PO q6h	-	2017-Aug 💌	60	0	0.0000	1.00	1.0000	1	1	LGH MAIN PHARMACY
	Active	cephaLEXin 500 mg / 1 tab tab PO QID	-	2017-Aug 💌	60	0	0.0000	128.00	128.0000	128	128	LGH MAIN PHARMACY
	Active	cefTAZidime + dextrose 5% IV q12h 200 mL/h -			60	0		1.00		1		LGH MAIN PHARMACY
	Active	hydrocortisone 1 application cream topical B.	-	2017-Aug 💌	60	0	0 0000	2 00	2 0000	2	2	LGH MAIN PHARMACY

Changing Negative to Positive symbol Click the - symbol and it will change to +

		6					
Order Display	+/-	Service Date		Dose(s)	Qty	Avail. Dose	Avail. Qty
LORazepam 0.5 mg / 1 tab tab	-	16-Nov-2017 🔹	66	2	2.0000	3.00	3.0000
celecoxib 200 ma/ 1 cap cap P	-	-		0	0.0000	0.00	0.0000
amin acchange to the a		06-Dec-2017 🔹	66	2	0.000	2.00	0.0000
PassMed - celecoxib 200 mg/ 1	(+)	06-Dec-2017	66	1		1.00	2.0000
Lipstuless, //La / //Lmit, eraillia M			1			11.101	



8 Once you have completed all dose adjustments, click on the **Submit** button. The patient's profile will close.

9 Click the Task Menu and select Exit to close the application

Key Learning Points

- Unused medications with patient identifiers will be returned to inventory.
- You will use the Charge/Credit tool to capture the return of medications with patient identifiers.



INVENTORY SCENARIO 4.1 – Look Up Information on an Item

Duration	Learning Objectives			
10 minutes	At the end of this Scenario, you will be able to:			
	Find information on a specific medication			


Activity 4.1 – Look Up Information on an Item Duration: Estimated Completion Time - 10 min Login to the Item Inquire tool with your username and password (assigned in class) mmiteminquire Multiple Location Views Found is displayed. Select VCH Pharmacy Inventory View. Multiple Location Views Found is displayed. Select VCH Pharmacy Inventory View.

ΟK

3 From the **location** tree located on the left side of the screen, select the location you would like to view the quantity on hand from. For this exercise, expand **LGH Lions Gate Hospital**, then select **LGH MAIN PHARMACY**.

k Edit View Tools Help							
â							
t a location:	*Search on:	*Search o	otions:		-9	Search value:	
LGH HOpe Centre	Description -	Begins With	ı		•		
LGH Intensive Rehabilitation Outpati	Description	tem Number	Short Description	NDC Number	Quantity	Package	
GH LGH Lab Northmount		Rom Number	Shore Description	NDC Number	Guarney	rackage	
🖨 🖶 LGH Lions Gate Hospital	No items found matching the search criteria						
ig-m LGH Lions Gate Hospital							
🗄 🚮 LGH Medical Imaging							
🖥 👘 LGH Neuro Rehab Outpatient Clinic 🥅							
🛛 👘 LGH North Shore Hospice							
🛛 👘 LGH Pediatric Asthma Clinic							
🗄 👘 LGH Preanesthesia Clinic							
🗄 👘 LGH Pulmonary Function Lab							
🛛 👘 LGH Radiology Daycare							
🖅 👘 LGH Rehab Outpatient							
🗄 👘 LGH Rehab Speech Language Pathol							
🗉 👘 LGH Trauma Clinic							
🛛 👘 PEM Medical Imaging							
📲 🗭 PEM Pemberton Health Centre 👘 📰							
- 👘 SGH Ambulatory Clinic							
SGH Electrocardiography Clinic							
GH Laboratory							
- 🗛 SGH Medical Imaging							



Task	Edit View Tools Help								
1									
Select a	location:	*Search on:			Search o	otions:	•	Search value:	
	LGH Emergency Department	Description		•	Begins With	ı	•		F
	🐨 LGH Endoscopy	Description	tem Number	Short Des	cription	NDC Number	Quantity	Package	
		ab a service leave 1/(LID)	ADAL COD	ADAL COO	chption	NDC Number	1000	- uckugo	
	😨 LGH ICU	abacavir-lami v UDI	ABALGUU	ABALGUU			1000	each	
	Contrabour and Delivery	abacavir 300 mg tab	ADACOU	ADCIDI			1000	each	
	LGH MAIN PHARMACY	abciximab 10 mg/s	ABUIZI	ABUIDIE			1000	each	
	LGH Minor Treatment Koom	abiraterone 200 mg	ABIRZOU	ABIR230			1000	each	
	LGH Operating Room	acamprosate EC 3	ACAR100	ACAR10333	,		1000	each	
	C LGH PACU 1	acarbose roumy tab	ACARIO	ACAR IOU			1000	each	
	Discrete Care Nursery	acarbose ou my tab	ACAROU	ACEP100			1000	each	
	Dev LGH Surgical Davcare Centre	acebutoloi 100 mg	ACEBIOU	ACEDIOU			1000	each	
	Rx LGH 2 EAST ADC	acebutoloi zuu mg	ACEB200	ACED200	cu		1000	each	
	Rx LGH 3 FAST ADC	acetaminoprieri 12	ACET 2250	ACET 20	50		1000	each	
		acetaminophen 32	ACET32550	ACET323	50		1000	each	
		acetaminoprieri 32	ACET320	ACET320	n		1000	each	
		acetaminophen 32	ACETSZLD	ACETER	в		1000	each	
		acetaminophen 50	ACETODO	ACETOR	CI I		1000	each	
	RX LGH 4 WEST ADC	acetaminoprieri op	ACETONID	ACETOD	50 n		1000	each	
	Rx LGH 5 EAST ADC	acetaminophen ou	ACETSULD	ACETOL	8		1000	millilitre	
	Rx LGH 6 EASTN ADC	acetaminophen ion	ACETOSULA	ACETODU	LA		1000	each	
	Rx LGH 6 EASTS ADC	acetazolamide 200	ACEZ250	ACEZZOU			1000	each	
	Rx LGH 6 SURGICAL CLOSE 0	acetazolamide ouu	ACE25001	ACE2500	1		1000	each	
		acetylcholine intrao	ACEL10	ACELIU			1000	each	
	Rx LGH 6 WESTS ADC	acetylcysteine 200	ACE 12001	ACE 1200	1		1000	each	
	Rx LGH 7 EAST ADC	acitretin 10 mg cap	ACIT10	ACITIO			1000	each	
	Rx LGH 7 NEURO CRITICAL C	acitretin 25 mg cap	ACI125	ACIT25			1000	each	
	Rx LGH 7 WEST ADC	acyclovir 200 mg tab	ACYC200	ACYC200			1000	each	
		acyclovir 40 mg/m	ACYC40LB	ACYC40L	В		1000	millilitre	
		*** End of Data ***							
<									

A list of items at that location and their quantities on hand are displayed in a spreadsheet on the right side of the window.

4 Select an item from this spreadsheet. For this exercise, select **Acetaminophen 325 mg tab**.

*Search on: Description •		*Search options:		*Search value:		
		Begins With	-	•		
Description	Item Number	Short Description	NDC Number	Quantity	Package	
abacavir-lamiVUDine 600 mg-3	ABAL600	ABAL600		1000	each	
abacavir 300 mg tab	ABAC300	ABAC300		1000	each	
abciximab 10 mg/5 mL inj	ABCI2I	ABCI2I		1000	each	
abiraterone 250 mg tab	ABIR250	ABIR250		1000	each	
acamprosate EC 333 mg tab	ACAM333	ACAM333		1000	each	
acarbose 100 mg tab	ACAR100	ACAR100		1000	each	
acarbose 50 mg tab	ACAR50	ACAR50		1000	each	
acebutolol 100 mg tab	ACEB100	ACEB100		1000	each	
acebutolol 200 mg tab	ACEB200	ACEB200		1000	each	
acetaminophen 120 mg supp	ACET120SU	ACET120SU		1000	each	
acetaminophen 325 mg supp	ACET325SU	ACET325SU		1000	each	
acetaminophen 325 mg tab	ACET325	ACET325		1000	each	
acetaminophen 32 mg/mL oral	ACET32LB	ACET32LB		1000	each	
acetaminophen 500 mg tab	ACET500	ACET500		1000	each	
acetaminophen 650 mg supp	ACET650SU	ACET650SU		1000	each	
acetaminophen 80 mg/mL oral	ACET80LB	ACET80LB		1000	millilitre	
acetaminophen long acting 65	ACET650LA	ACET650LA		1000	each	
acetazolamide 250 mg tab	ACEZ250	ACEZ250		1000	each	



Note: Notice you have many options to search by if you are looking for a specific medication.

*Search on:	
Description	-
AHFS	A .
Barcode	
BCCA Reimbursement	=
Brand Name	
Clinical Description	
Description	
Foreign Alias	
Generic Name	
HCPCS Code	•

5 When you double click on the item, the Item details will display in a spreadsheet on the right.

The Locations tab displays a full list of locations where the item is stored.

Item Number:	ACET325				ltem	Class: Rx Non-I	Prescription	
Description:	acetaminophen 325 m	ng tab			Clinical Desc	cription:		
Short Description:	ACET325				Base	UOM: each		
Locations	Usage							
Row Filters	_				ltem	View		
All Locati	ons	Stored At Location/	Locator	Perpetually Tracked	V	Stored At	QOH	Cost
Location	Locator	Stored At Location/ Stored At	Locator VOM	Perpetually Tracked Avg Cost	Last Cost	Stored At Value	Lot QOH	
Location LGH Ambulatory Surgical Ce	ntre AS(None	Stored At Location/	UOM each	Perpetually Tracked Avg Cost \$0.0282	Last Cost \$0.0092	Stored At Value \$0	QOH Lot QOH None	QOH A
Location LGH Ambulatory Surgical Ce LGH MAIN PHARMACY	ntre ASC None None	Stored At Location/	UOM each each	Avg Cost \$0.0282 \$0.0282	Last Cost \$0.0092 \$0.0092	Stored At Value \$0 \$29.1870	QOH Lot QOH None None	
Location All Location LGH Ambulatory Surgical Ce LGH MAIN PHARMACY VPC MAIN PHARMACY	ntre AS(None None Packager1	Stored At Location/	UCator UOM each each each	 Perpetually Tracked Avg Cost \$0.0282 \$0.0282 \$0.0280 	Last Cost \$0.0092 \$0.0092 \$0.0280	Stored At Value \$0 \$29.1870 \$3530.4640	QOH Lot QOH None None None	

The **Usage** tab displays the amount of the item used each month, given the location and time period.

Item Number	ACET325					Item	Class: Rx Non-Pr	escription	
Description	acetaminophen	325 mg tab				Clinical Desc	ription:		
Short Description	ACET325					Base	UOM: each		
Locations	Us	age							
Usage Details									
Start Date:	End	Date:	C	Organization:	۵ ا	ocation:	Searc	:h	
20-Nov-2017	🗘 🔻 20-I	eb-2018			« LGH	MAIN PHARMACY	▼ Rese	t	
Month	Ordered	Received	Transferred	Patient	Other	Usage	Usage Value	Replacement Value	
FEB-2018	0	0	(0 0	-3	5 -35	(\$1)	\$0	
JAN-2018	0	0		0 240		0 240	\$6.7680	\$2.2200	
Sum	0	0		0 240	-3	5 205	\$5.7680	\$2.2200	
Usage Transactions									
	T	o	14.1						



6 Another method to look up information on an item is to use the **Search** tab.

From the Item tree located on the left side of the screen, click New Search.

🗢 Materials Mgmt: Item Inquire							×
Task Edit View Tools Hel	p						
2 🕰							
*Select an item:	Item Number:			Item Class:			
New Search	Description:			Clinical Description:			
	Short Description:			Base UOM:			
Previously selected items:	Locations	Usage					
Item Number Description	Row Filters			Item View			
	Location:	 Stored At Loca 	Perpetually Tracked	V Stored At	QOH Cost	Acquirement	Get More
	Location	Locator Stored At	UOM Av	rg Cost Last Cost	Value	Lot QOH	QOH
	Location Path:						Þ
•							
Location Item							

7 Select the ellipse next to the **Select an item** box.

2 🔍	
*Select an item:	
New Search	



Find: All Items screen will appear.

In the General tab, ensure:

- Checkmark boxes for item number, description, and short description are selected
- Search For is set to Includes
- Checkmark box for Location is selected for LGH Main Pharmacy

eneral Item Type	Advanced	
Item number Clinical description Search For:	Description Mfr catalog number Other:	Tind No New Sea Get Mo Help
Class:	LGH MAIN PHARMACY	Browse
 Vendor: Manufacturer: 		<



In the Item Type Tab, ensure the checkmark box for Medication Definition is selected.

Find: All Items		
General Item Type Advanced View items of this type: Equipment Master		Find Now New Search
Medication Definition	Medication type	Get More Help
Drug formulation Manufacturer	Inpatient Retail Shared	

10 Select the **General** tab again, and search for **acetaminophen** by typing into the **Search For** box. Select **Find Now** or click **ENTER**.

🙀 Find: All Items	
General Item Type Advanced Item number Image: Description Image: Short description Clinical description Image: Mfr catalog number Image: Other: Search For: Includes acetaminophen	Find Now New Search Get More Help
Location: LGH MAIN PHARMACY Include sublocations Class: Include subclassifications	

11

9

Results will appear at the bottom half of the screen. Select ACET325.

Item Number	Description	Short Description	Clinical Description	-
ACET120SU	acetaminophen 120 mg supp	ACET120SU		
ACET325	acetaminophen 325 mg tab	ACET325		
ACET325SU	acetaminophen 325 mg supp	ACET325SU		
ACET32LB	acetaminophen 32 mg/mL oral liq (bul	ACET32LB		=
ACET500	acetaminophen 500 mg tab	ACET500		
ACET650LA	acetaminophen long acting 650 mg tab	ACET650LA		
ACET650SU	acetaminophen 650 mg supp	ACET650SU		
ACET80	acetaminophen chewable 80 mg tab	ACET80		
ACET80LB	acetaminophen 80 mg/mL oral liq (bul	ACET80LB		
OXYA5	oxyCODONE-acetaminophen 5 mg-32	OXYA5		-
•	III			
			OK Cano	el



12 Click OK.

The Item details will display in a spreadsheet on the right side of the window.

sk Edit \	/iew Tools Hel	p								
4										
lect an item: taminophen 32	5 motab «	Item Number: A	ET325			Item	Class: Rx Non-Pre	escription		
lew Search		Description: ac	etaminophen 325 mg tab			Clinical Des	cription:			
		Short Description: A	ET325			Base	UOM: each			
viously selected	ditems:	Locations	Usage							
em Number	Description	Row Filters				Item Vie	<i>N</i>			
CET325	acetaminophen	Location: All Locations	▼ Stored	At Loca	Perpetually Tracked	V Stor	ed At 🛛 🔽 QC	OH 🔽 Cost	Acquirement	Get More
		Location	Locator	Stored At	UOM	Avg Cost	Last Cost	Value	Lot QOH	QOH
		LGH Ambulatory Surgical Centre	ASC None	8	each	\$0.0282	\$0.0092	\$0	None	None
		LGH MAIN PHARMACY	None	8	each	\$0.0282	\$0.0092	\$29.1870	None	1035
		VPC MAIN PHARMACY	Packager1	8	each	\$0.0280	\$0.0280	\$3530.4640	None	126088
		SGH MAIN PHARMACY	Oral Solids	E	each	\$0.0283	\$0.0283	\$3513.7563	None	124161
		•								
		Location Path: VCH Pharmacy Inventory View	EGH Evergreen - EGH Ev	vergreen - EGH 1 Sou	th				Ν	lumber of records:

13 Click the Task Menu and select Exit to close the application.



INVENTORY SCENARIO 5.0 – How to Request Stock

Duration	Learning Objectives
30 minutes	At the end of this Scenario, you will be able to:
	Enter requisition information for medication(s) using the mmrequisition.exe tool.

SCENARIO

A Pharmacy Technician reviews the current inventory at a Pharmacy and notices that they are low on stock. They confirm that another Pharmacy has inventory and can send them the stock. This process will use the requisition application to request stock from another Pharmacy.

This process will use the requisition application. Requisition – **mmrequisition.exe**

Medications to be requested and dispensed include

- 1. Acetaminophen 325 mg tab, 10 quantity
- 2. Ranitidine 150 mg tab, 10 quantity
- 3. Ondansetron 4 mg tab, 25 quantity

Request will be entered in the Requisition application **mmrequisition.exe**

Pharmacy Tech will request the medications through mmrequisition.exe.

For some units, there may be a Requisition Template that lists all drugs carried. This process will be reviewed in the next scenario.



Activity 5.1 – Requesting Stock from Another Pharmacy

- Log into the mmrequisition.exe tool with provided Username and Password
- 2

Multiple Location Views Found is displayed. Select VCH Pharmacy Inventory View.



3 The requisition screen displays

8 🗗 🖬 🚈 🛇 🗊 📽			
*Requisition num	«	Requisition status:	
*Requesting loca	-	Requisition type:	
Request delivery by:		Created by:	
Delivery attention:		Created date:	
Rush order		Location view:	LGH Pharmacy Inventory View
Deliver to location:	*item number:	«	*Requested quantity:
Cost center:	*Sub account:	v	Vendor or fill location:
atient Name:	Patient chargeable	•	Consignment indicator



4 Select **View** and then **Options** from the tool bar to set user defaults in the requisition application.



5

The **Requisition Options** window opens.

📢 Requisition Options	×
Automatically create a new line	
Prompt for invalid lines on commit	
Prompt if UPN package is different than valid package(s)	
Save last requesting location as default	
Update current line and select following line	
Prompt when item is being substituted.	
Prompt when patient information is missing.	
Default requisition on commit	
Auto new requisition	
Auto close requisition workspace	
Default charge indicator on new line	
Patient chargeable	
Number of copies to print:	
Copies: 1	
Requisition delivery	
Due in: 1 days	
Location display	
Location	•
Define default template(s) Modify	
OK Cance	ł



Select the following default options:

6

- Automatically create a new line
- Prompt for invalid lines on commit
- Update current line and select following line

Requisition Options
Automatically create a new line
Prompt for invalid lines on commit
Prompt if UPN package is different than valid package(s) Save last requesting location as default
Update current line and select following line
Prompt when item is being substituted.
Prompt when patient information is missing.

- 6 Select **OK** to save changes.
- 7 Click on the **New Requisition** icon on the top left corner.

r Syla	
New Requ	isition ₄

8 A new requisition number is created and all information on the right side of the form is completed.

Requisition *** NEW REQUISITION ***	
Task Edit View Help	
12 16 5 0 17 18	
*Requisition number: 09082017-79472262 «	Requisition status: Pending Commit
*Requesting location:	Requisition type: Manual Requisition
Request delivery by: 2017-Aug-10	Created by: Calasan, Janelle
Delivery attention:	Created date: 2017-Aug-09 15:05
Rush order	Location view: LGH Pharmacy Inventory View

Take note of the requisition number as it will be needed in Scenario 7.0.



9 For the Requesting Location field, select **LGH Main Pharmacy** by using the drop down or by typing LGH Main Pharmacy into the box and press **ENTER**.

Notice when you fill in **Requesting Location**, the **Deliver to location** field automatically fills in, as well.

Requisition *** NEW REQUISITION ***			
Task Edit View Help			
19 🗃 🖬 🐔 🛇 🕼 🗃 🗟			
*Requisition number: 06022018-82039425	« Req	uisition status: Pending Commit	
*Requesting location: LGH MAIN PHARMACY	▼ Re	quisition type: Manual Requisition	
Request delivery by: 07-Feb-2018	÷	Created by: TestPSC, PharmacyTechnician-PharmNet	1
Delivery attention:		Created date: 2018-Feb-06 09:50	
Rush order	1	ocation view: VCH Pharmacy Inventory View	
Line #: 1 Item: ACET325 - acetaminophen 325	mg tab		
*Deliver to location:	"Item number:	*Requested quantity:	
LGH MAIN PHARMACY	ACET325 *	10 each	•
*Cost center:	*Sub account:	Vendor or fill location:	
01.0000000X.0156500 Inventory Asset Account	4633028 Central Nervous System Agents	VPC MAIN PHARMACY	Ψ.
Patient Name:	Patient chargeable	Consignment indicator	

10 Before adding medications to the requisition ensure the search settings are properly defined.

Select the ellipse next to the **Item number** box.

Requisition *** NEW REQUISITION ***		
Task Edit View Help		
12 🖻 🖬 🤨 🛇 🕼 🗗 🖺		
*Requisition number: 06022018-82047488	*	Requisition status: Pending Commit
*Requesting location: LGH MAIN PHARMACY	-	Requisition type: Manual Requisition
Request delivery by: 07-Feb-2018	↓ ▼	Created by: TestPSC, PharmacyTechnician-PharmNet1
Delivery attention:		Created date: 2018-Feb-06 18:29
Rush order		Location view: VCH Pharmacy Inventory View
Line #: Item:		
*Deliver to location:	*Item number:	*Requested quantity:
LGH MAIN PHARMACY		« ·
*Cost center:	*Sub account:	Vendor or fill location:
		▼



Find: all items screen will appear.

In the General Tab,

- Ensure the checkmark boxes for **item number**, **description**, and **short description** are selected
- Search For should say **Includes**
- Checkmark box for Location is selected for LGH Main Pharmacy

🔬 Find: All Items	
General Item Type Advanced	
Item number Description Short description Clinical description Mfr catalog number Other: Search For: Includes	Find Now New Search Get More
LGH MAIN PHARMACY Include sublocations	
Class:	Browse
O Vendor:	«
Manufacturer:	*
	OK Cancel

12 In the **Item Type** Tab, ensure the checkmark box for **Medication Definition** is selected.

🔬 Find: All Items		
General Item Type Advanced View items of this type: Equipment Master Item Master		Find Now New Search Get More
Medication level	Medication type Inpatient Retail Shared	Help



13 Select the **General** tab again, and search for **acetaminophen** by typing into the **Search For** box. Select **Find Now** or click **ENTER**.

🙀 Find: All Items	
General Item Type Advanced Item number Image: Description Short description Clinical description Mfr catalog number Other: Search For: Includes acetaminophend	Find Now New Search Get More
Location: LGH MAIN PHARMACY Include sublocations	Help
Class: Browse Browse	

14 Results will appear at the bottom half of the screen.

Select ACET325 and click OK.

Find: All Items				×
General Item Typ	e Advanced			
			Fin	d Now
V Item number	Description V Sho	ort description	New	Search
📃 Clinical descripti	on 📃 Mfr catalog number 📃 Oth	ier:		
Search For:	Includes		Le	t More
				lelp
V Location:	I GH MAIN PHARMACY			
Class:			Browse	
	Include subclassifications			
Vendor:			۰	
Manufacturer			"	
Item Number	Description	Short Description	Item Type	*
ACET120SU	acetaminophen 120 mg supp	ACET120SU	Medication Definiti	on
ACET 325	acetaminophen 325 mg tab	ACET325	Medication Definiti	on
ACET325SU	acetaminophen 325 mg supp	ACET325SU	Medication Definiti	on
ACET32LB	acetaminophen 32 mg/mL oral liq [bul	ACET32LB	Medication Definiti	on
		ACETEOO	1.1 P. C. D. C. N.	on Ell
ACET500	acetaminophen 500 mg tab	ACETOD	Medication Definiti	on
ACET500 ACET650LA	acetaminophen 500 mg tab acetaminophen long acting 650 mg tab	ACET650LA	Medication Definiti Medication Definiti	on E on
ACET500 ACET650LA ACET650SU	acetaminophen 500 mg tab acetaminophen long acting 650 mg tab acetaminophen 650 mg supp	ACET650LA ACET650SU	Medication Definiti Medication Definiti Medication Definiti	on E on on
ACET500 ACET650LA ACET650SU ACET80	acetaminophen 500 mg tab acetaminophen long acting 650 mg tab acetaminophen 650 mg supp acetaminophen chewable 80 mg tab	ACET650LA ACET650SU ACET80	Medication Definiti Medication Definiti Medication Definiti Medication Definiti	on on on on
ACET500 ACET650LA ACET650SU ACET80 ACET80LB	acetaminophen 500 mg tab acetaminophen long acting 650 mg tab acetaminophen 650 mg supp acetaminophen chewable 80 mg tab acetaminophen 80 mg/mL oral liq (bul	ACE1500 ACE1650LA ACE1650SU ACE180 ACE180LB	Medication Definiti Medication Definiti Medication Definiti Medication Definiti Medication Definiti	on on on on on
ACET500 ACET650LA ACET650SU ACET80 ACET80LB OXYA5	acetaminophen 500 mg tab acetaminophen long acting 650 mg tab acetaminophen 650 mg supp acetaminophen chewable 80 mg tab acetaminophen 80 mg/mL oral lig (bul oxy/CODONE-acetaminophen 5 mg-32	ACE 1500 ACE 1500LA ACE 150SU ACE 180 ACE 180LB OXYA5	Medication Definiti Medication Definiti Medication Definiti Medication Definiti Medication Definiti Medication Definiti	on Former on For



15 Medication is added to the requisition.

16

Requisition *** NEW REQUISITION ***			
Task Edit View Help			
19 🚰 🖬 🐔 🛇 🕼 💕 🕒			
*Requisition number: 06022018-82047488	«	Requisition status:	Pending Commit
*Requesting location: LGH MAIN PHARMACY		Requisition type:	Manual Requisition
Request delivery by: 07-Feb-2018		Created by:	TestPSC, PharmacyTechnician-PharmNet1
Delivery attention:		Created date:	2018-Feb-06 18:29
Rush order		Location view:	VCH Pharmacy Inventory View
Line #: Item: ACET325 - acetaminop	hen 325 mg tab		
*Deliver to location:	*Item number:	*Re	equested quantity:
LGH MAIN PHARMACY	ACET325	«	each
			CBGH
*Cost center:	*Sub account:	Ven	dor or fill location:
*Cost center: 01.XXXXXXXX.0156500 Inventory Asset Account	*Sub account: 4633028 Central Nervous System Agents	Ven	dor or fill location: C MAIN PHARMACY
Cost center: 01.x00000000.0156500 Inventory Asset Account Patient Name:	*Sub account: 4633028 Central Nervous System Agents	Ven	idor or fill location: C MAIN PHARMACY Consignment indicator
*Cost center: 01.XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	*Sub account: 4633028 Central Nervous System Agents Patient chargeable	Ven ▼ VP	dor or fill location: C MAIN PHARMACY Consignment indicator Bill only indicator
Cost center: 01.00000000.0156500 Inventory Asset Account Patient Name:	*Sub account: 4633028 Central Nervous System Agents Patient chargeable	Ven	idor or fill location: C MAIN PHARMACY Consignment indicator Bill only indicator Bill S S S S S S S S S S S S S S S S S S
Cost center: D1.XXXXXX156500 Inventory Asset Account Patient Name: Note Li Line Status Deliver To Loc Deliver To Loc.	Sub account: 4633028 Central Nervous System Agents Patient chargeable tem Nbr tem Description NDC Nbr	Ven	dor or fill location: C MAIN PHARMACY Consignment indicator Bill only indicator Bill only indicator Bill & O A I D D A C Package Parlevel Item is I

Notice that the **Vendor or fill location** displays VPC Main Pharmacy. This is where the product will come from.

NOTE: If this field includes a vendor name, do not proceed. Contact support regarding the item, as it will need to be stocked properly.

Requisition *** NEW REQUISITION ***		
Task Edit View Help		
16 16 16 10 16 16 16 16 16 16 16 16 16 16 16 16 16		
*Requisition number: 06022018-82039425	«	Requisition status: Pending Commit
*Requesting location: LGH MAIN PHARMACY		Requisition type: Manual Requisition
Request delivery by: 07-5eb-2018		Created by: TestPSC, PharmacyTechnician-PharmNet1
Deliver eterning		
Delivery attention.		Created date: 2018-Feb-06 05:50
Rush order		Location view: VCH Pharmacy Inventory View
Line # 4 House ACET205 contaminantes 205		
Line #: 1 item: ACE 1325 - acetaminophen 325	mg tab	
*Deliver to location:	*Item number:	*Requested quantity:
LGH MAIN PHARMACY -	ACET325	« 10 each 🗸
*Cost center:	*Sub account:	Vendor or fill location:
01.XXXXXXXX.0156500 Inventory Asset Account	4633028 Central Nervous System Agents	VPC MAIN PHARMACY
Patient Name:	Device the second black	Consignment indicator
		Bill only indicator
		12 🧐 🕒 🗟 🛛 🗰 🛇 1 🕆 😽 🗊 🔎 🛤 18
Note Li Line Status Deliver To Loc Deliver To Loc Item Nor	Item Description NDC Nbr Quantity	A Mg Nam Parlevel tem is being su Mfg Catalog # Mfg Nam
Note L Line Status Deliver To Loc Deliver To Loc Item Nor 1 Pending Commit LGH MANN PH. ACET32	tem Description NDC Nor Quantity acctamingophen 10 10 10 10 10 10 10 10 10 10 10 10 10	™ ™ ™ Image: The second secon
Note L Line Status Deliver To Loc Deliver To Loc Item Nbr 1 Perding Commit LGH MAIN PH BACK R RANI15/ 2 Perding Commit LGH MAIN PH BACK R RANI15/ 3 Berding Commit LGH MAIN PH BACK R RANI15/	tem Description NDC Nbr Quantity acetaminophen 10 rantidine 150 m 10 rendemation 4 25	™ ™ </td



17

In the Requested quantity field, enter 10 as the amount to be dispensed. Then, press ENTER.

Requisition *** NEW REQUISITION ***				
Task Edit View Help				
12 🖆 🖬 🤨 🔍 🗊 💕 🚨				
*Requisition number: 06022018-82041420	«		Requisition status:	Pending Commit
*Requesting location: LGH MAIN PHARMACY	•		Requisition type:	Manual Requisition
Request delivery by: 07-Feb-2018	* *		Created by:	TestPSC, PharmacyTechnician-PharmNet1
Delivery attention:			Created date:	2018-Feb-06 10:08
Rush order			Location view:	VCH Pharmacy Inventory View
Line #: Item: ACET325 _ acetaminophen 325	ma tab			
Line #: Item: ACET325 - acetaminophen 325	mg tab			
Line #: Item: ACET325 - acetaminophen 325 *Deliver to location:	mg tab *Item number:		*Re	quested quantity:
Line #: Item: ACET325 - acetaminophen 325 *Deliver to location: LGH MAIN PHARMACY *	mg tab •Item number: <u>ACET325</u>		« 10	quested quantity:
Line #: Item: ACET325 - acetaminophen 325 "Deliver to location: LIGH MAIN PHARMACY * Cost center:	mg tab *tem number: ACET325 *Sub account:		« *Re	cquested quantity: each
Line #: Item: ACET325 acetaminophen 325 *Deliver to location:	mg tab "tem number: ACET325 "Sub account: 4633028 Central Nervous System	n Agents	 < ✓ VPC ✓ VPC 	cquested quantity: each dor or fill location: C MAIN PHARMACY ✓
Line #: Item: ACET325 - acetaminophen 325 "Deliver to location: LIGH MAIN PHARMACY * Cost center: 01 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	mg tab "Item number: ACET325 "Sub account: 4633028 Central Nervous System	n Agents	 <!--</td--><td>cquested quantity: each</td>	cquested quantity: each
Line #: Item: ACET325 - acetaminophen 325 *Deliver to location: LGH MAIN PHARMACY * Cost center: 01 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	mg tab "Item number: ACET325 "Sub account: 4633028 Central Nervous System Patient chargeable	n Agents		cquested quantity: each
Line #: Item: ACET325 - acetaminophen 325 *Deliver to location: LGH MAIN PHARMACY Cost center: 01.X0000000 0156500 Invertory Asset Account Patient Name:	mg tab "Item number: ACET325 "Sub account: 4633028 Central Nervous System Patient chargeable	1 Agents	✓ Yend ✓ Vend ✓ Vend ✓ Example 1 ✓ Example 2	quested quantity: each dor or fill location: C MAIN PHARMACY Consignment indicator all only indicator all only indicator all S → B B A S O A B D P P A A S
Line #: Item: ACET325 - acetaminophen 325 *Deliver to location:	mg tab "tem number: ACE1325 "Sub account: 4433028 Central Nervous System Patient chargeable tem Description NDD	t Agents C Nbr Quantity	 ✓ ✓	quested quantity: each dor or fill location: CMAIN PHARMACY Consignment indicator 3ill only indicator If See 100 Ball All See 100 Pall All See 1
Line #: Item: ACET325 - acetaminophen 325 'Deliver to location: LGH MAIN PHARMACY	mg tab "tem number: ACE1325 "Sub account: (4633028 Central Nervous System Patient chargeable tem Description NDD s acetaminophen	n Agents C Nbr Quantity 0		rquested quantity: each

18 Click on the **New Requisition Line** icon to add more items.

Requisition *** NEW REQUISITION ***				
Task Edit View Help				
19 🖂 🖶 🤨 😥 💕 🛃				
*Requisition number: 06022018-82041420	«	Re	quisition status:	Pending Commit
*Requesting location: LGH MAIN PHARMACY	•	F	equisition type:	Manual Requisition
Request delivery by: 07-Feb-2018	* *		Created by:	TestPSC, PharmacyTechnician-PharmNet1
Delivery attention:			Created date:	2018-Feb-06 10:08
Rush order			Location view:	VCH Pharmacy Inventory View
Line #: Item: ACET325 - acetaminophen 325	mg tab			
*Deliver to location:	*Item number:		*Rec	uested quantity:
LGH MAIN PHARMACY v	ACET325		10	each 👻
*Cost center:	*Sub account:			
			Vende	or or fill location:
01.XXXXXXX.0156500 Inventory Asset Account	4633028 Central Nervous System Ag	ents	▼ VPC	MAIN PHARMACY
01.00000000.0156500 Inventory Asset Account Patient Name:	4633028 Central Nervous System Ag	ents	▼ VPC	or or fill location: MAIN PHARMACY ~ onsignment indicator
01.00000000.0156500 Inventory Asset Account Patient Name: Imm	4633028 Central Nervous System Ag	ants	Vende VPC	or or fill location: MAIN PHARMACY v unsignment indicator Lonky indicator
01.00000000.0156500 Inventory Asset Account Patient Name:	4633028 Central Nervous System Ag	anta	Venda VPC	or or fill location: MAIN PHARMACY
01.XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	4633028 Central Nervous System Ag Patient chargeable tem Description NDC N	erts or Quantity Packas	Venda VPC Co Bil Par Par	or or fill location: MAIN PHARMACY
01.00000000000000000000000000000000000	4633028 Central Nervous System Ag Patient chargeable tem Description NDC N soctaminophen	or Quantity Packas 0 each	Venda VPC Cc Bi Par e Par 0 U	or or fil location: MAIN PHARMACY onsignment indicator only indicator only indicator only indicator only indicator tervel term is being su Mig Catalog # Mig Nan Jndefined

19 Repeat previous steps to add the following medications:

- Ranitidine 150mg tab (RANI150), 10 quantity
- Ondansetron 4 mg tab (ONDA4), 25 quantity

Note	Li	Line Status	Deliver To Loc	Deliver To Loc	Item Nbr	Item Description	NDC Nbr	Quantity	Package	Par level
	1	Pending Commit	LGH MAIN PH		ACET325	acetaminophen		10	each	0 Undefined
	2	Pending Commit	LGH MAIN PH	*BACK R	RANI150	ranitidine 150 m		10	each	0 Undefined
	3	Pending Commit	LGH MAIN PH	*BACK O	ONDA4	ondansetron 4		25	each	0 Undefined



After all medications are entered, click the commit requisition icon at the top left of the screen.



21 Click **OK** to commit requisition





The requisition for all medications will be saved and committed.



Key Learning Points To request medication inventory, you will you the Requisition application. In turn, the Distribution application will be use to process these requests.



INVENTORY SCENARIO 6.0 – How to Request Stock with Requisition Template

Duration	Learning Objectives
30 minutes	At the end of this Scenario, you will be able to:
	Enter requisition information for medication(s) using the mmrequisiton.exe application.

SCENARIO
A Pharmacy Technician reviews the current inventory of the areas and notices that they are low on stock.
This process will use the requisition application with an existing requisition template.
Requisition – mmreauisition exe
Medications to be requested and dispensed include
1. Acetaminophen 325 mg tab, 10 quantity
2. Ranitidine 150 mg tab, 10 quantity
3. Ondansetron 4 mg tab, 25 guantity
Request will be entered in the Requisition application mmrequisition.exe
Pharmacy Tech will request the medications through mmrequisition.exe using a pre-created
Requisition Template that a list of all drugs the location carries.

NOTE: Requisition template name and Requesting template name should match.



Activity 6.1 – Requesting Stock on Behalf of the Unit Duration: Estimated Completion Time - 10 min I Log into the mmrequisition.exe tool with provided Username and Password mmrequisition Multiple Location Views Found is displayed. Select VCH Pharmacy Inventory View. Multiple Location Views Found is displayed. Select VCH Pharmacy Inventory View. Multiple Location Views Found is displayed. Select VCH Pharmacy Inventory View. Multiple Location Views Found is displayed. Select VCH Pharmacy Inventory View. Multiple Location Views Found is displayed. Select VCH Pharmacy Inventory View. Multiple Location Views Found is displayed. Select VCH Pharmacy Inventory View. Multiple Location Views Found is displayed. Select VCH Pharmacy Inventory View. Multiple Location Views Found is displayed. Select VCH Pharmacy Inventory View. Multiple Location Views Found is displayed. Select VCH Pharmacy Inventory View. Multiple Location Views Found is displayed. Select VCH Pharmacy Inventory View. Multiple Location Views Found is displayed. Multiple Locat

The requisition screen displays

3

Task Edit View Help			
) 🚰 🖬 🖅 💿 🕩 🗗 🖪			
*Requisition num	«	Requisition status:	
*Requesting loca		Requisition type:	
Request delivery by:		Created by:	1
Delivery attention:		Created date:	
Rush order		Location view:	LGH Pharmacy Inventory View
Deliver to location:	*item number:	«	*Requested quantity:
Cost center:	*Sub account:		Vendor or fill location:
stient Name:	Patient chargeable	\$]> B. X ()	Consignment indicator Bill only indicator
Note Li Line Status Deliver To	Deliver To Loc Item	n Nbr Item D	escription NDC Nbr Qua



4

Click on the New Requisition icon.



5 A new requisition number is created and all information on the right side of the form is completed.

For the **Requesting Location** field, select **LGH 2 East** by using the drop down or by typing LGH 2 East into the box and press **ENTER**.

Requisition *** NEW REQUISITION ***			
Task Edit View Help			
12 🖆 🖬 🙍 🛇 🕩 📽 🕒			
*Requisition number: 05022018-82033460	x	Requisition status:	Pending Commit
*Requesting location: LGH 2 East	•	Requisition type:	Manual Requisition
Request delivery by: 06-Feb-2018	÷	Created by:	TestPSC, PhamacyTechnician-PhamNet1
Delivery attention:		Created date:	2018-Feb-05 20:26
Rush order		Location view:	VCH Pharmacy Inventory View
Line #: Item:			
*Deliver to location:	*Item number:	*Re	quested quantity:
LGH 2 East 🗸		«	•
*Cost center:	*Sub account:	Vend	dor or fill location:
		▼	· · · · · · · · · · · · · · · · · · ·
Patient Name:			onsignment indicator
	Patient chargeable		- ill only indicator
		10000000000000000000000000000000000000	🧇 🖻 🖻 🗱 🛇 🕇 🕂 🗊 🕫 🗛 🥴

6 Notice **Deliver to Location** automatically fills in to match the **Requesting location**.

Requisition *** NEW REQUISITION ***		
Task Edit View Help		
12 🖻 🖬 🔨 🔘 🗊 🕼		
*Requisition number: 06022018-82047490	«c	Requisition status: Pending Commit
*Requesting location: LGH 2 East		Requisition type: Manual Requisition
Request delivery by: 07-Feb-2018		Created by: TestPSC, PharmacyTechnician-PharmNet1
Delivery attention:		Created date: 2018-Feb-06 18:47
Rush order		Location view: VCH Pharmacy Inventory View
Line #: Item:		
*Deliver to location:	*Item number:	*Requested quantity:
LGH 2 East 👻		٠
*Cost center:	*Sub account:	Vendor or fill location:
		▼



Pull in the requisition template for the location by selecting the **Requisition Template** icon.

🗑 Requ	Requisition *** NEW REQUISITION ***						
Task	Edit	View	Help				
12 🖻		e 0	Þ	67	B		
			*Re	equ ^{Re}	equisition Template(s)		

8

7

Scroll down and select the testing **Training 1** template by selecting the checkbox next to it.

You may also select the **Preview item(s) in template** checkbox to preview the medications set in the template.

Template(s)				
Please check all template(s) that you want to include on the current requisition.				
Template Name	Nbr. of Lines on Template			
North Shore Central Community Health Centre	10			
North Shore Parkgate Community Health Centre	4			
Powell River Dialysis	26			
Routine Medications	0			
Sechelt Dialysis	26			
SGH Ambulatory Clinic	40			
SGH Oncology Clinic	22			
Squamish Dialysis	25			
Testing	3			
testPY	3			
Training	7			
Training 1	5			
Training 2	5			
Training 3	5			
Training 4	5			
Training Template	6			
Preview item(s) in template				
APRE125 / aprepitant 125 mg cap				
ASA81EC / ASA EC 81 mg tab				
ELID20 / ELID2etine 20 mg can				
GLYB5 / glyBURIDE 5 mg tab				



9 Click **OK**.

10 Items stocked at the location will load.

11

For each medication, enter the requested quantity for the items that need to be replenished.

In the Requested Quantity field, enter the following quantities and press ENTER:

- APRE125: 5
- ASA81EC:10
- DEXA4: leave value at 0
- FLUO20: leave value at 0
- GLY85: 2

Requisition *** NEW REQUISITION *** Task Edit View Help * A A A * A A A * B A A A * A A A A	X						
Task Edit View Help Image: Second Secon							
Image: Sequisition number: [55022018:82033462] Requisition status: Pending Commit							
*Requisition number: [05022018:82033462 « Requisition status: Pending Commit							
*Requesting location: LGH 2 East Pequisition type: Manual Requisition							
Request delivery by: 66-Feb-2018							
Delivery attention: Created date: 2018-Feb-05 20:36							
Rush order	=						
Line #: 1 Item: APRE125 - aprepitant 125 mg cap							
*Deliver to location: *Item number: *Requested quantity:							
LGH 2 East APRE125 C I I each	•						
*Cost center: *Sub account: Vendor or fill location:							
017210404D XXXXXX LGH Cardiology Wards LGH MAIN PHARMACY	-						
Patient Name:							
Patient charoeable							
Bill only indicator							
18 🧐 🗎 😵 🗎 🖉 🖉 🖉 🖉 🖉 🖉 🖉 🖉 🖉 🖉 👘 🖉	0						
Note 1 i Line Status Deliver To Loc Bern Nrv Bern Description NDC Nrv Quantity Parkane Parlayed Bernis heims su Mir Gradinoff Mir Nam							
1 Pending Commit IGH 2 Fast APRE125 acceptant 125 0 each 0 Undefined							
2 Pending Commit LGH 2 East ASABIC ASA EC 31 mg 0 each 0 Undefined							
3 Pending Commit LGH 2 East DEXA4 dexamethasone 0 each 0 Undefined							
4 Pending Commit LGH 2 East FLUO20 FLUoxetine 20 0 each 0 Undefined							
5 Pending Commit LGH 2 East GLYB5 glyBURIDE 5 m 0 each 0 Undefined							

12

After all medications are entered, click the commit requisition icon at the top left of the screen.





13 Click **OK** to commit requisition

Requisition 💌
Commit Requisition?
OK Cancel Help

14 The following prompt will appear letting you know that all lines that had a 0 quantity will be removed. Click **Yes** to commit requisition

Requisitio	n
i	There were some lines on the requisition that were not valid. These lines have been removed and will not be saved. Only the lines showing in the list will be committed.
	Would you like to continue?
	Yes No

15 Click the Task Menu and select Exit to close the application



INVENTORY SCENARIO 7.0 – How to Distribute the Stock

Duration	Learning Objectives
30 minutes	At the end of this Scenario, you will be able to: Distribute Stock by using the mmdistmanager.exe application
30 minutes	Distribute Stock by using the mmdistmanager.exe application

SCENARIO

A requisition was committed and now it's time to distribute the stock to the requesting location.

This process will use the distribution application.

Distribution – mmdistmanager.exe





Duration: Estimated Completion Time - 10 min

Log into the mmdismanager.exe tool with provided Username and Password

🔁 mmdistmanager

2

Multiple Location Views Found is displayed. Select VCH Pharmacy Inventory View.



3 The distribution manager screen opens

🗧 [Not Saved] - Distribution Manager			
Task Edit View Help			
🋍 💪 🖶 🤕 🗶 🛆			
*Distribution ticket:	Created by:	Requisition Number:	٩
*Fill location:	Created dt/tm:	Requisition Numbers:	
Delivery attention:			
Item:	IOH:	QOR:	
*Deliver to location: *Item number:	*Requested quantity:	*Fill quantity:	Treat unfilled qty as:
*Fill cost center: ▼ Fill sub account: ▼	*Charge to cost ce *Charge to sub	ac Patient Name:	Charge patient Credit patient
Cost: Ext cost: New cost:	New ext cost: Total requested: Total	filled:	💿 No charge
Deliver to Locat Item Nbr Item De	scription Requested Qua Requested Pac	Total Requested Fill Quantity	Fill Package To
•			*



Select **View** and **Options** on the task bar to set user defaults for the Distribution application.



In the Options window, select the **From requested qty and package type** check box as shown below.

Options	
Auto print Pick list Distribution ticket	Default fill location Enable
Printer selection for reports	Warning messages
Delete verification of a line item Image: Weify the deletion Default fill quantity and package type	Display warning message when default package type can not be selected
Notifications	Send e-mail when remaining qty is cancelled / backordered
Prompt when item is being substituted. Default charge indicator on new line Charge patient Cradit patient	Label options Auto print the delivery labels Delivery Label Printer:
Credit patient No charge Expired/Recalled Item(s)	Print comments on pick list and distribution ticket
Maximum items to return:	 Requisition header comments Requisition line item comments
	OK Cancel

4



- 6 Click **OK** to confirm updates.
- 7 Select the **New** icon to create a new distribution.

🐔 [Not Saved] - Distribution Manager					
Ta	ask	Edit	View	Help	
	ß		*	a	

8 For the **Fill location** field, select **VPC MAIN PHARMACY** by using the drop down or by typing VPC MAIN PHARMACY into the box and press **ENTER**.

😇 [Not Saved] - Distribution Manager				
Task Edit View Help				
12 🙆 🖶 🕾 🚜 🛆				
*Distribution ticket: 05022018-82041417	«	Created by: TestPSC, PharmacyTechnician-PharmNet1	Requisition Number:	α
"HII IOCATION: UPC MAIN PHARMACY	Ÿ	Created dt/tm: 2018-Feb-06 10:01	Requisition Numbers: 06022018-82041418	
Delivery attention:			06022018-82039425	

9 Locate the requisition from **Scenario 5 Step 8**.

Find the requisition by typing in the requisition number into the **Requisition Number** field or search for it by clicking on the ellipsis button and entering the appropriate search criteria.

F (Not Saved) - Distribution Manager Task Edit View Help 참 귬 문 조 또 같			
*Distribution ticket: 05022018-82041417 *Fill location: VPC MAIN PHARMACY Delivery attention:	Created by: TestPSC, PharmacyTechnician-PharmNet1 Created dr/tm: 2018-Feb-05 10:01	Requisition Number: 06022018-82041418 Requisition Numbers: 06022018-82034425	¢
Requisition Number:	۲		



10 When searching with the ellipsis button, ensure the **Fill location** field in the General tab is set to distributing pharmacy **VPC Main Pharmacy.**

-	🕽 Find: All Requis	itions	- • -
	General Date Search by: Look for: Patient name:	Advanced Item Requisition Number Starts with Image: Starts with	Find Now New Search Help
	Fill Location:	VPC MAIN PHARMACY]
	L	ОК	Cancel

In **Date** tab, date range can be changed to find requisitions created within a specific time.

🛞 Find: All Requisitions	- • •
General Date Advanced Item Image: Created and Created	Find Now New Search
 Between 2017-Aug-10 , and 201 , and 2	Help
ОК	Cancel

12 Click OK.



13

The requisition's details will load onto the screen.

ot Saved] - Distribution Ma	nager											
Edit View Help												
ju 🤁 🗶 👌												
*Distribution ticket: 0607	22018-82041417	«	Cre	ated by: TestPSC,	PhamacyTechnici	ian-PhamNet1		Requisition Number:			«	
*Fill location: VPC	MAIN PHARMACY		× Constr	d dt Ami 2019 Eals	06 10-01			Pequiation Numbers				
			Create	50 00/011. 2010-PED	10.01			nequisition numbers.	06022018-82041	1418		
Delivery attention:									06022018-82039	1420		
												_
em:						QOH:			QOR:			_
em:				45 · · ·		QOH:	4D1		QOR:			_
em: iver to location:	*item n	umber:		*Requested of	quantity:	QOH:	*Fill quantity:		QOR:	reat unfilled qty as:		
tem: iver to location:	*item n	umber:	«	*Requested o	quantity:	QOH:	*Fill quantity:		QOR:	reat unfilled qty as:		
tem: liver to location: cost center:	*item n ▼ Fill sub acc	umber: punt:	*Charg	*Requested of a second	quantity:	QOH:	*Fill quantity:	Patient Nam	QOR:	reat unfilled qty as:	Charge pat	tie
tem: liver to location: cost center:	*item ni ▼ *Fill sub acc	umber: ount:	* *Charg	*Requested of the second secon	quantity:	QOH:	*Fill quantity:	Patient Nam	QOR:	reat unfiled qty as:	Charge pate Credit patie	tie
iem: liver to location: cost center:	*item ni ▼ Fill sub acc	umber: punt:	<pre> <</pre> <pre> *Charg</pre>	*Requested of to cost center:	quantity: v	QOH:	*Fill quantity:	Patient Nam	QOR:	reat unfiled qty as:	Charge pat Credit patie	tie
tem: liver to location: cost center:	Fill sub acc	umber:	≪ *Charg ↓	*Requested of e to cost center: New ext cost:	quantity:	QOH:	*Fill quantity:	Patient Nam	QOR:	reat unfiled qty as:	Charge pat Credt patie No charge	tie
tem: liver to location: cost center:	*Fill sub acc	umber: punt: New cost:	≪ *Charg ▼	*Requested of e to cost center:	quantity:	QOH:	*Fill quantity:	Patient Nam	QOR:	reat unfiled qty as:	Charge pat Credit patie No charge	tie en
tem: liver to location: cost center: Deliver to Locat tem Nor	*Fill sub acc	New cost:	 < *Charg ▼ Requested Pac 	*Requested c	µuantity: ▼ Fill Quantty	QOH:	"Fill quantity: account:	Patient Nam V Total filled: Patient Name	QOR:	reat unfiled qty as:	Charge pal Credt patie No charge I P 6 2 Lot Tracking Le	stie en
tern: liver to location: cost center: Deliverto Locat tem Nor LGH MAIN PH RANI150	Fill sub acc	umber: punt: New cost: Requested Qua 10	<	*Requested of the lo cost center: New ext cost: Total Requested 10 each	ijuantity:	QOH:	*Fill quantity: account: Total Filled 0 each	Patient Nam	QOR:	reat unfiled qty as:	Charge pal Credt patie No charge International Contractions Contractions No Lot Tracking Le No Lot Tracking Le	itie en
tern: liver to location: cost center: Delverto Locat Item Nor LGH MAIN PH RANIT50 LGH MAIN PH RANIT50	Fill sub acc	Index:	Charg	*Requested of e to cost center: New ext cost: Total Requested 10 each 25 each	;uantity: v Fill Quantity 10 25	QOH:	*Fill quantity: account : Total Filed 0 each 0 each	Patient Nam Total filled: Patient Name	QOR:	reat unfiled dty as:	Charge pal Credt patie No charge Lot Tracking Le No Lot Tracking No. Lot Tracking No.	itie en

14

Click on each medication requested to review the requested quantity.

Item: ACET325 - acetamino	phen 325 mg tab		QOH: 1000 each	QOR: 10 each
*Deliver to location:	*item number:	*Requested quantity:	*Fill quantity:	Treat unfiled qty as:
LGH 4 East v	ACET325	10 each	v 10 each	✓ Ø Cancel ✓

15 For each item, adjust quantities to be distributed.

In the Fill Quantity field, enter the following quantities and press ENTER to confirm updates.

- ACET325: 10
- ONDA4: **15** (note that this item was requested for 25, but only 15 will be distributed)
- RANI150: **10**

[Not Saved] - Distribution Manager							
Task Edit View Help							
B 🚰 🖬 🐔 🗶 🗁							
*Distribution ticket: 06022018-8	2047509 «	Created by:	Blechl, Megan		Requisition Numbe	er:	«
*Fill location: VPC MAIN	HARMACY -	Created dt/tm:	2018-Feb-06 19:00	5	Requisition Number	s: 06022018-8	320475
Delivery attention:						00022010-0	020470
Item: ONDA4 - ondans	etron 4 mg tab		0	1H· 638 ear	h	00P: 25 a	ach
ι				511. 000 cat		QUIL. 206	acti
*Deliver to location: *Iter	n number:	*Reques	ted quantity:	Fill quant	ity:	Treat ur	nfilled qty as:
*Deliver to location: *Iter LGH MAIN PHARMACY v OND	n number: A4 «	•Reques	ted quantity: each	Fill quant ■ 15 ea	ity: ch	Treat ur Treat ur Treat ur	filled qty as:
Deliver to location:	n number: A4 « Iccount: Cha	*Reques	ted quantity: each nter: Charge t	•Fill quant	ity: ch	Treat ur	nfilled qty as:
*Deliver to location: *Iter LGH MAIN PHARMACY OND *Fill cost center: *Fill sub a 01.000000000.0156503 \ \ 4634056 G	n number: A4 ≪ account: *Cha astrointestinal v 01.X	*Request 25 e arge to cost cer	ted quantity: each nter: *Charge t 101 v 4634056 G	Fill quant Fill quant 5 ea o sub accou astrointestinal	ity: ich • Patient Name:	Treat ur	filled qty as: Charge patient Credit patient
*Deliver to location: *Iter LGH MAIN PHARMACY OND *Fill cost center: *Fill sub a 01.00000000001565031 v 4634056 G Cost: Ext cost:	n number: A4 « astrointestinal • 01.X New cost:	*Request 25 (c) arge to cost cer 00000000.015650 New ext cost:	ted quantity: each nter: [●] Charge t 4634056 G Total requested	• Fill quant • 15 ea o sub accou astrointestinal •	ity: ich Patient Name:	Treat ur (Cance)	filled qty as: Charge patient Credit patient No charge
*Deliver to location: *Iter LGH MAIN PHARMACY OND *Fill cost center: *Fill sub a 01.0000000X.01555003 \ v 4634056 G Cost: Ext cost: 0.1180 1.7700	n number: A4 « iccount: *Cha astrointestinal • 01.X New cost: 0.1180 [•Request 25 (c) arge to cost cer 000000000000000000000000000000000000	ted quantity: each nter: *Charge t 1001 v 4634056 G Total requested 25 each		ity: ch Patient Name:	Treat ur Cance	filled qty as: Charge patient Credit patient No charge
• Deliver to location: • Iter LGH MAIN PHARMACY ✓ OND • Fill cost center: • Fill sub a 01.0000000X.0156503 * √ 4634056 G Cost: Ext cost: 0.1180 1.7700	A4 « account: *Cha astrointestinal • 01.X New cost: 1 0.1180	*Request 25 (c) arge to cost cer 000000000000000000000000000000000000	ted quantity: each nter: *Charge t 101 v 4634056 G Total requested 25 each	• Fill quant • Fill quant • Fill quant • Sub accou astrointestinal • • Total filled: 15 each	Patient Name:		filled qty as: Charge patient Credit patient No charge
•Deliver to location: •Iter LGH MAIN PHARMACY • OND •Fill cost center: •Fill sub z 01.00000000000000000000000000000000000	n number: A4 ≪ ccount: *Chi strointestinal ▼ 01.X New cost: 01.80 [0.1180 [] Item Description R	*Request 25 (cost cer 000000000000000000000000000000000000	ted quantity: each nter: *Charge t 4634056 G Total requested 25 each Requested Pac	Till quant Till quant Tis ea o sub accou astrointestinal Total filled: Total Requested	Ril Quantity	Treat ur Cancel Cancel	filled qty as: Charge patient Charge patient Credit patient No charge P ® Total Filled
•Deliver to location: •Iter LGH MAIN PHARMACY OND •Fill cost center: •Fill sub a 01.00000000.01565031 v (4534056 G Cost: Ext cost: 0.1180 1.7700 Deliver to Locat Item Nbr LGH MAIN PH ONDA4	n number: A4 ≪ ccount: ℃Chi sstrointestinal ▼ 01.× New cost: [[0.1180 [tem Description R ondansetron 42	*Request 25 € arge to cost cer >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	ted quantity: each nter: Charge t 01 v (4634056 G Total requested 25 each Requested Pac each	Fill quant Total filled: Total filled: Total Requested Z5 each	ity: ch Patient Name: Image: Fill Quantity 15	Treat ur))) Cancel 	filled qty as: Charge patient Credit patient No charge P R Total Filled P 15 each
Deliver to location: *Iter LGH MAIN PHARMACY ✓ OND *Fill cost center: *Fill sub a 01.00000000 0156503' ✓ 4634056 G Cost: Ext cost: 0.1.1000 1.7700 Deliver to Locat Item Nbr LGH MAIN PH ONDA LGH MAIN PH ONDA LGH MAIN PH RANI150	A4 « Ccount: Christer	*Request 25 € arge to cost cer 000000000000000000000000000000000000	ted quantity: each inter: *Charge t 4634056 G Total requested 25 each Requested Pac each each	Fill quant v 15 each astrointestinal v Total filled: 15 each Total Requested 25 each 10 each	Ity: Patient Name: Image: I	Treat ur	Actin filled qty as: Charge patient Credit patient No charge P Total Filled P 10 each



16 Once all medications have been reviewed and fill quantity is entered, click on the commit icon.



To print a distribution list, click on the task tab in the main menu bar. Hover your mouse over **Print** and click on **Print Distribution List**. The printer information displays.

NOTE: You will be unable to print the distribution list from the training environment. To see how the print job will look, click on Print Preview.

=	[COMMITTED] - Distribution Ma	inager		
Т	ask Edit View Help			
>	Suspend			
	Change User			
	Select Location View		Created by: Calasan, Ja	anell
	New Transfer	Ctrl+N	Created dt/tm: 2017-Aug-1	0 09
	Open Transfer	Ctrl+0		
	Save Transfer	Ctrl+S		
	Commit Transfer	Ctrl+M		—
~	Auto Fill	Ctrl+F	*Pequested suppti	
	New Line Item	Ctrl+I		LY.
	Add To Line Items	Ctrl+A	*Chame to cost center: *C	harr
	Load Expired/Recalled Items	Ctrl+L		i ai ç
	Delete From Line Items	Ctrl+E		
	Lot Number	Ctrl+T	st: New ext cost: I otal re	ques
	Delete Requisition			
	Force Requisition Closed		scription Requested Qua Requested	Pac.
	Print Preview		▶ inophen 10 each	
	Print		Print Pick List Ctrl+P	
	Exit		Print Distribution List Ctrl+D	
•			Print Delivery Label Ctrl+L	

18 Click the Task Menu and select Exit to close the application



INVENTORY SCENARIO 8.0 – Confirm receipt of products using In Transit Review Process

Duration	Learning Objectives
10 minutes	At the end of this Scenario, you will be able to:
	Validate the transfer quantity for locations using the In Transit status

SCENARIO

There will be distributions (transfers) of inventory between pharmacies which require the requesting location to validate the transfer quantity. Users at the receiving location will mark these complete when the products arrive.

The In Transit Review process is only used for transfer between Pharmacies.



Activity 8.1 – Receiing Distributions (Transfers) from Other Pharmacies

Duration: Estimated Completion Time - 15 min

Log into the mmrequisition.exe tool with provided Username and Password

mmrequisition

2 Multiple Location Views Found is displayed. Select VCH Pharmacy Inventory View.



3

The requisition application opens

i 🔁 🖬 🚈 🛇 🕼 🛍	1 <u>1</u>		
*Requisition num	«	Requisition status	6
*Requesting loca		Requisition type	
Request delivery by:		Created by	c
Delivery attention:		Created date	
Rush order		Location view	LGH Pharmacy Inventory View
line #: Item:			
Line #: Item:			
Line #: Item: Deliver to location:	*Item number:		*Requested quantity:
Line #: Item: Deliver to location:	*Item number:	¢	*Requested quantity:
Line #: Item: Deliver to location: Cost center:	*Item number:	«	*Requested quantity:
Line #: Item: Deliver to location: Cost center:	*Item number: *Item number: *Sub account:		*Requested quantity:
Line #: Item: Deliver to location: Cost center:	*Item number: v *Sub account: v	 	*Requested quantity:
Line #: Item: Deliver to location: Cost center: atlent Name:	*Item number: *Sub account: Patient chameab		*Requested quantity: Vendor or fill location: Consignment indicator
Line #: Item: Deliver to location: Cost center: atient Name:	*Item number: *Sub account: Patient chargeab	 € ▼ 	*Requested quantity: Vendor or fil location: Consignment indicator Bill only indicator

4



Select the **Open** Icon to open the requisition created in Scenario 5 and distributed in Scenario 7.

Requisition *** MODIFY REQUISITION ***	
Task Edit View Help	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Open a Requisition number: *Requesting location:	« v

5 Enter the requisition number in the **Requisition Number** field or search for it.

6 To search for the requisition number, select the ellipsis next to the **Requisition number** field.

*Requisition number:	«
*Requesting location:	Find
Request delivery by: ++++_+++++	
Delivery attention:	

7 Use the search criteria from previous scenarios to help locate requisition.

ions	
dvanced Item	
Requisition Number	Find Now
Includes	New Search
	Help
The second secon	
VPC MAIN P 👻	
All Profiles	
	ions dvanced Item Requisition Number Includes VPC MAIN P All Profiles

8 Select **OK** to open requisition



8 Requisition opens.

Notice the line status displays In Transit.

Requisition *** MODIFY REQUISITION ***			
Task Edit View Help			
18 26 27 10 10 18 18			
*Requisition number: 06022018-82039425	«	Requisition status:	Open
*Requesting location:		Requisition type:	Manual Requisition
Request delivery by: 07-Feb-2018		Created by:	TestPSC, PharmacyTechnician-PharmNet1
Delivery attention:		Created date:	2018-Feb-06 10:01
Rush order		Location view:	VCH Pharmacy Inventory View
Line #: 1 Item: ACET325 - acetaminophen 325	mg tab		
*Deliver to location:	*Item number:	*Req	quested quantity:
LGH MAIN PHARMACY -	ACET325	« 10	each 👻
*Cost center:	*Sub account:	Vende	or or fill location:
01.XXXXXXXX.0156500 Inventory Asset Account	4633028 Central Nervous System Agents	▼ VPC	MAIN PHARMACY
Patient Name:			preignment indicator
	Patient chargeable	Bi	Il only indicator
		11111111111111111111111111111111111111	n ≪ D> B. ¥ ⊗ ↑ ♥ D ₽ M 6
Note Li Line Status Deliver To Loc Deliver To Loc Item Nor	Item Description NDC Nbr Quantity	Package Par	rlevel Item is being su Mfg Catalog # Mfg Nam
1 In Transit LGH MAIN PH ACET32	5 acetaminophen 10	each 01	Undefined
2 In Transit LGH MAIN PH *BACK R RANI15	0 ranitidine 150 m 10	each 01	Undefined
3 In Transit LGH MAIN PH *BACK O ONDA4	ondansetron 4 25	each 01	Undefined

9

Select Task from the tool bar and then select In Transit Review

😽 Red	quisition *** MODIFY R	EQUISITION ***				
Task	Edit View He	lp				
	Suspend					
	Change User					
	New Requisition Ctrl+N					
	Open Requisition	Ctrl+O				
	Save Requisition	Ctrl+S				
	Close WorkSpace	Ctrl+W				
	Commit Requisition	Ctrl+M				
	Cancel Requisition	Ctrl+A				
	In Transit Review	Ctrl+I				
		Culti				





In Transit Review screen opens

Transit line item(s)	Requisition Number: Requesting Location: Requested By: Item Nbr ACET325	06022018-82039425 LGH MAIN PHARMACY TestPSC, PharmacyTec	/ hnician-PharmNet1			Distributed Date/ Distribute	Time: 02/06/2018 d By: TestPSC, Ph	10:01:27 am armacyTechnician-Pha	mNet1	
Transit line item(s)	Requested By:	TestPSC, PharmacyTec	hnician-PhamMet1							
Confirm 1 2 7	I Item Nbr ACET325	H.								
	ACET325	10	em Description	Requested Qty	Requ	uested UOM E	Distributed Qty	Distributed UOM	Cancelled Qty	Cancelled UOM
		a	cetaminophen 325 mg tab	10) each	1	10	each	0	each
	RANI150	ra	anitidine 150 mg tab	10) each	1	10	each	0	each
v	ONDA4	01	ndansetron 4 mg tab	25	5 each	n i i i i i i i i i i i i i i i i i i i	15	each	10	each
s):										
t Number	1	Nanufacturer					Manufa	cture Date Expiration	Date Lot Fill Qty	

11 Review the In Transit line items to verify what was delivered.

Notice that anything distributed partially will display in the Cancelled Qty column. For this example, as we only distributed 15 of the 25 that were requested, Cancelled Qty for ONDA4 is displayed as 10.

역 In Transit Review													
ſ		Requisition Number: 06022018-82039425					Distributed Date/Time: 02/06/2018 10.01:27 am						
		Requesting Location: LGH MAIN PHARMACY			CY	Distributed By: TestPSC, PharmacyTechnician-PharmNet 1							
		Requested By: TestPSC, PharmacyTechnician-PharmNet1											
In Transit line item(s):													
Γ			Confirm	Item Nbr		Item Description	Requested Qty	Requested UOM	Distributed Qty	Distributed UOM	Cancelled Qty	Cancelled UOM	
	1		V	ACET325		acetaminophen 325 mg tab	10	each	10	each	0	each	
	2		v	RANI150		ranitidine 150 mg tab	10	each	10	each	0	each	
	3		~	ONDA4		ondansetron 4 mg tab	25	each	15	each	10	each	



12 Accept the inventory by clicking the **Commit** icon.





Select OK to confirm



You have confirmed that the medications have been received.

NOTE: If the receiver did not agree with the received quantities or did not receive the amount the distributor indicated they will need to call the distributor. The distributor will need to make modifications to the distribution and then recommit the distribution. If changes were made the receiver will need to reopen the requisition and complete the remainder of the In Transit Review to close the In Transit Review process.

The In Transit Review process is only used for transfer between Pharmacies.

14 Click the Task Menu and select Exit to close the application.



INVENTORY SCENARIO 9.0 – Item Adjustment

Duration	Learning Objectives
10 minutes	At the end of this Scenario, you will be able to:
	Use the mmadjustment.exe tool to return medications

SCENARIO

Medications in the Main Pharmacy have expired and need to be removed from Inventory. This will be completed using the Item Adjustment application.






3 The Item Adjustment application opens.

Altem Adjuctment / Item Return		
Task View Heln		
*Location: *Item:	Account information *Location cost center: *Location sub-account code: Project code:	-
Locator:	*Reason cost center: *Reason sub-account code: Misc. code:	
	External reference: Pickup person:	Ŧ
Patient Name:	Adjustment impacts usage.	
*Adjustment reason: *Adjustment indicator:	ten Adjustment Base Gity and UOM: Cost/unit: Old QOH: New QOH: YAdjusted Qty and UOM: Cost/unit: Old average cost:	Total cost of adjustment:
Lot Adjustment Lot Number: Expiration Date: Manufa	cturer: Manufacture Date: Quantity:	Adjust Expired Lots
Lot Number Exp Date	Old QOH Adjusted Qty New QOH Manufacturer	Mfd Date
Item Number Description Location Lo	cator Adjustment Reason Direction Patient Name Charge Indicator	Old QOH New QOH
•	m	•
Ready	TRAIN1 MEGAN.BL	ECHL 2018-Feb-06 12:48

5



Set user defaults by navigating to View and then Options on the tool bar. 📀 Item Adjustment / Item Return Task View Help Toolbar 1 ~ Status Bar Loca Options... em: The options window will open. Options × Set last location as default. 1 Use previous reason and adjustment indicator for the next item (Applicable only for current session). J OK Cancel

6 For this scenario, select both options and click **OK**.

7 Select the location from the list that needs to adjust inventory. For this example, select LGH MAIN PHARMACY.

🤌 Item Adjustment / Item Return	
Task View Help	
*Location: *Item:	
LGH MAIN PHARMACY -	K



8 Select the product that needs to be expired from the Pharmacy. To search for the product, select the elipsis button next to the item search box.

🥑 Item Adjustment / Item Return
Task View Help
12日 🗶 🛷 🧧
*Location: *Item:
LGH MAIN PHARMACY 👻 📔



The Find: All Items window will open.

In the General tab, ensure:

- Check mark Item Number, Description, Short description, Clinical description
- Change Seach for from Begins to Includes for easier searchability

🔬 Find: All Items	- • •
General Item Type Advanced	
Item number Image: Construction Image: Clinical description Image: Clinical description Search For: Includes	Find Now New Search Get More Help
Location: Location: Include sublocations Class: Include subclassifications	
Vendor: Manufacturer:	
OK	Cancel



In the Item Type tab, ensure the checkmark box for Medication Definition is selected.

🙀 Find: All Items	
General Item Type Advanced	Find Now
View terms of this type: Equipment Master Usem Master Medication Definition	New Search Get More
Medication level Medication type Drug formulation Manufacturer Shared	
	OK Cancel

Select the General Tab again. Search for **metformin** and click **Find Now.**

12 Select item METF500 and click OK

Find: All Items			
General Item Type Ultem number Clinical descriptio Search For:	Advanced Description Mfr catalog number Begins with metform	Short description Other:	Find Now New Search Get More Help
Class:	LGH MAIN PHARMACY Include sublocations Include subclassifications		Browse
 Vendor: Manufacturer: 			*
Item Number METF500 METF850	Description metFORMIN 500 mg tab metFORMIN 850 mg tab	Short Description METF500 METF850	Clinical Description
			OK Cancel



13 Notice the product displays.



14 Click on the **Adjustment reason** drop down.

📀 Item Adjustment / Item Return
Task View Help
🏝 🖬 🗶 🛷 🤕
*Location: *Item:
LGH MAIN PHARMACY 👻 🦿 «
Locator:
METF500-metFORMIN 500 mg tab
Patient Name:
*Adjustment reason: *Adjustment indicator:
· ·



Select Waste Non-Sterile from the Adjustment reason list.

	Item Adjustment
*Adjustment reason: *Adjustmen	t indicator: Base Qty and UOM:
	▼ 1 each
Transfer Out To RHS	Transfer Out To RHS
Waste Oscar Chemo Compounding	Waste Oscar Chemo Compounding
Count Correction Manual	Count Correction Manual
Count Correction Narcotic Manual	Count Correction Narcotic Manual
Count Correction Reverse Adjust	Count Correction Reverse Adjust
Waste Narcotic	Waste Narcotic
Waste Non-Sterile	Waste Non-Sterile
Waste Sterile	Waste Sterile
Waste Correction Reverse Adjust	Waste Correction Reverse Adjust
Patient Charge	Patient Charge
Patient Credit	Patient Credit
Physical Count	Physical Count
Count Increase	Count Increase
Count Decrease	Count Decrease
Compound Remove Raw Materials	Compound Remove Raw Materials
Compound Add Finished Product	Compound Add Finished Product
Transfer In From VGH	Transfer In From VGH
Transfer In From UBC	Transfer In From UBC
Transfer In From RHS	Transfer In From RHS
Transfer Out To VGH	Transfer Out To VGH
Transfer Out To UBC	Transfer Out To UBC

Notice the Adjustment Indicator automatically fills in based on the Adjustment Reason.

*Adjustment reason:	*Adjustment indicator:
Waste Non-Sterile 🔹 👻	Decrease 👻

16 Enter an Adjusted Qty of 2 and click the Add icon

NOTE: Use the mouse scroll easily increase or decrease the adjusting quantity.

				t impacts usage.					
Adjustment reason	*Adjustment	indicator:	Item Adjustmer Base Qty and	nt UOM:	Cost/unit:	Old QOH:	New QOH:		
Vaste Non-Sterile	 Decrease 	•	1	each	\$0.0180	1000	998		
			*Adjusted Q	ty and UOM:	Cost/unit:	Old average cost:	New average cost:	Total cost of a	djustment:
🔵 Charge 🛛 🔘	Credit 💿 No C	Charge		2 each	▼ \$0.0180	\$0.0180	\$0.0180	\$0.0360	
Lot Number	E	Exp Date	>> (0	Id QOH Adjusted	d Qty New QOH	Manufacturer		Mfd Date	expired Lot
Lot Number	g	Exp Date	× 0	Id QOH Adjusted	d Qty New QOH	Manufacturer		Mfd Date	Expired Lots
Lot Number	g	Exp Date	«	Id QOH Adjusted	d Qty New QOH	Manufacturer		Mfd Date	xpired Lot:
Lot Number	g	Exp Date	(C)	Id QOH Adjusted	d Qty New QOH	Manufacturer		Adjust E	Expired Lot
Lot Number	K Marana Antonia	Exp Date		Id QOH Adjusted	d Qty New QOH	Manufacturer		Adjust E Mfd Date	Expired Lot
Lot Number		Exp Date	× (0)	Id QOH Adjusted	d Qty New QOH	Manufacturer		Adjust E	Expired Lot



- 17 Repeat this process as many times as necessary for different medications. You can submit multiple medications on the same form.
- 18 The **Commit** icon will be activated at the top of the screen. Click **commit** to save the adjusted records.



19 Click the Task Menu and select Exit to close the application.



INVENTORY SCENARIO 10.0 – Physical Count

Duration	Learning Objectives
30 minutes	At the end of this Scenario, you will be able to:Use the mmphysicalcount.exe tool to complete the physical count

SCENARIO

It is the time of year to complete a physical count.







3 The **Filter Count** screen appears click **Cancel** to create a new Physical Count.

05 Filter Count			-X -
Filter count with these criterias:			
Created between	and	**_***_****	
Completed Created between Completed between	and and	**_***_****	
Cancelled Created between Cancelled between Table to the terms of te	and and	**_***_****	
	0	K	Cancel



4 Select **View** and then **Options** from the tool bar to set user defaults in the Physical Count application.

5 The **Options** window will display. Ensure to select the first three checkboxes as shown below.

		Options	
	Print	Count	Other
All ite	ems in a sheet		
🔿 Displ	layed items only		
Shov	w QOH on count sh	eet	
Show	w QOH on variance	report	
Show	w cost on variance r	report	
Shov	w only variance item	s on count summary report	
Country			
	ummary printer:		Summary Printer
Count sh	eet printer:		
			Count Chaot Brinton
			Count Sneet Finter
Variance	sheet printer:		Count Sheet Phinter
Variance	sheet printer:		Variance Printer
Variance	sheet printer:		Variance Printer

- 6 Click **OK** to close the window.
- 7 Create inventory full count by selecting a **New count** from the main toolbar.





9

Create New Count window opens.

•	Item class available: □∰ Item Class	Item class selected:
Organize items by: Number of sheets Vumber of sheets Vumber of sheets Vumber of sheets Vumber of sheets Vumber of sheets Vumber of sheets	Bandages / Dressings Catheters Drains / Tubes Drapes / Gowns / Pac Drapes / Gowns / Packs Warning : Only items directly under the ite	Add > <remove be="" class="" em="" retrieved.<="" selected="" th="" will=""></remove>
ABC classes:	From sort criteria :	To sort criteria selected:
A	Locator Description	
B	Item Number	
C .	NDC Manufacturer Item Number	Move >
•		
Count type:		Select All
Count type:		Select All

Select the following options in the Create New Count window:

- Location: LGH Main Pharmacy
- Organize items by: Locators
- Count type: Perpetual inventory

05 Create New Count		
Location: CH MAIN PHARMACY	Item class available:	Item class selected: Add > Remove item class selected will be retrieved.
ABC classes: A B C C Count type: Perpetual inventory Non-perpetual inventory	From sort criteria : Locator Description Item Number NDC Manufacturer Item Number	Move > Select All OK Cancel



10 Click OK

11 The system will generate a new count sheet. Click **OK** to the prompt that a new count sheet was created.



Single click on the count sheet that was generated to activate the count.



13 Click the 🖽 icon to display the count sheets.





Select a sheet to begin the inventory count.

05 Mater	rials Mgmt: Ph	ysical Cou	nt							
Task	Edit View	Help								
🖹 🞽	🔒 🐖 🛕	🗶 in	a 🗈 🗟							
Count N	Number	Status 🔺	Line Nbr	Locator	Description	QOH Qty	Count Qty	Package	ABC CD	Count Date 🔺
	82047465	Open	1	BACK A	acetaminophen 12	1000	3	each		2018-Feb-06
E 📲	8204/466	Open E	2	BACK A	acetaminophen 32	1000	0	each		2018-Feb-06
	- Sheet 1	None	3	BACK A	acetaminophen 65	1000	0	each		2018-Feb-06
-L	- Sheet 3	None	4	BACK A	acetaminophen 80	1000	0	millilitre		2018-Feb-06
	- Sheet 4	None	5	BACK A	acetazolamide 250	1000	0*	each		2018-Feb-06
	- Sheet 5	None	6	BACK A	acetazolamide 500	1000	0	each		2018-Feb-06
	- Sheet 6	None	7	BACK A	acetylcysteine 200	1000	0*	each		2018-Feb-06
	– 📄 Sheet 7	None	8	BACK A	acyclovir 40 mg/mL	1000	0*	millilitre		2018-Feb-06
	– 📄 Sheet 8	None	9	BACK A	acyclovir 500 mg/1	1000	0*	each		2018-Feb-06
	– 📄 Sheet 9	None	10	BACK A	acyclovir 5% oint	1000	0*	each		2018-Feb-06
-	– 📄 Sheet 10	None	11	BACK A	adenosine 6 mg/2	1000	0	each		2018-Feb-06
	– 📄 Sheet 11	None	12	BACK A	alcohol ethyl 100	1000	0	each		2018-Feb-06
-	– 📄 Sheet 12	None	13	BACK A	allopurinol 100 mg	1000	0*	each		2018-Feb-06
F	– 📄 Sheet 13	None	14	BACK A	alteplase 100 mg inj	1000	0	each		2018-Feb-06
1 1	– 📄 Sheet 14	None	15	BACK A	alteplase 50 mg inj	1000	0	each		2018-Feb-06
	- Sheet 15	None	16	BACK A	alum-mag hydroxid	1000	0*	millilitre		2018-Feb-06
	- Sheet 16	None	17	BACK A	amantadine 10 mg	1000	0*	millilitre		2018-Feb-06
	- Sheet 1/	None	18	BACK A	amikacin 500 mg/2	1000	0*	each		2018-Feb-06
	- Sheet 18	None T	19	BACK A	aminophylline 250	1000	0	each		2018-Feb-06 _
4 111	- Sneet 19	Inone *								

15 Click on an item to begin entering quantity.

Materials M	gmt: Phy	ysical Cou	nt							_ 0
ask Edit	View	Help								
i 😂 🗟 🐔	3 🏠	X 10	8 🗈 🗟							
Count Number		Status 🔺	Line Nbr	Locator	Description	QOH Qty	Count Qty	Package	ABC CD	Count Date
E # 8204/	465	Open	1	BACK A	acetaminophen 12	1000	0	each		2018-Feb-06
	heet 7	None E	2	BACK A	acetaminophen 32	1000	0	each		2018-Feb-06
	heet 3	None	3	BACK A	acetaminophen 65	1000	0	each		2018-Feb-06
	iheet 4	None	4	BACK A	acetaminophen 80	1000	0	mililitre		2018-Feb-06
	heet 5	None	5	BACK A	acetazolamide 250	1000	0*	each		2018-Feb-06
	heet 6	None	6	BACK A	acetazolamide 500	1000	0	each		2018-Feb-06
- - s	heet 7	None	7	BACK A	acetylcysteine 200	1000	0*	each		2018-Feb-06
	iheet 8	None	8	BACK A	acyclovir 40 mg/mL	1000	0*	mililitre		2018-Feb-06
— — 🗐 s	iheet 9	None	9	BACK A	acyclovir 500 mg/1	1000	0*	each		2018-Feb-06
— — 🗋 s	iheet 10	None	10	BACK A	acydovir 5% oint	1000	0*	each		2018-Feb-06
— — 📄 s	iheet 11	None	11	BACK A	adenosine 6 mg/2	1000	0	each		2018-Feb-06
	iheet 12	None	12	BACK A	alcohol ethyl 100	1000	0	each		2018-Feb-06
📄 s	iheet 13	None	13	BACK A	allopurinol 100 mg	1000	0*	each		2018-Feb-06
- 📄 S	iheet 14	None	14	BACK A	alteplase 100 mg inj	1000	0	each		2018-Feb-06
- H 🗐 S	heet 15	None	15	BACK A	alteplase 50 mg inj	1000	0	each		2018-Feb-06
	heet 16	None	16	BACK A	alum-mag hydroxid	1000	0*	mililitre		2018-Feb-06
	heet 1/	None	17	BACK A	amantadine 10 mg	1000	0*	mililitre		2018-Feb-06
	heet 18	None	18	BACK A	amikacin 500 mg/2	1000	0*	each		2018-Feb-06
	heet 15	None T	19	BACK A	aminophylline 250	1000	0	each		2018-Feb-06
	neet 20	NULLE -	4							
ount: 82	. She	et: 2	Item: ACE	T120SU / acetan	ninophen 120 mg supp L	ot Tracking leve	I :No Lot Ti	racking		
Count qty:	Pa ea	ckage: ach		Q Search Lot.						ø
Quantity on h 1000 each	nand (at st	tart of cour	it):	Lot Numb	er Exp Date	A QOH	Count Qt	y Manufacturer		Mfd Date
Count date: I6-Feb-2018		* *								



16 Type the quantity on hand and click **ENTER**.

NOTE: If the number pad does not work when entering in the quantity, press on the Up arrow key on your keyboard. You should now be able to use the number key.

Count: 82 Sheet: 2	Item: ACET120SU / acetaminophe	en 120 mg supp Lot Tra	cking level :	No Lot Tra	cking
Count qty: Package: 4 each	Q Search Lot				
Quantity on hand (at start of cou 1000 each	Lot Number	Exp Date 🔺	QOH	Count Qty	Manufacture
Count date: 20-Feb-2018					
Locator: BACK A]				

17 A blue check mark will display next to counted items and count will advance to the next item in the list. Continue entering values for a few items.

Line Nbr	Locator	Description	QOH Qty	Count Qty	Package
🖌 1	BACK A	acetaminophen 12	1000	4	each
2	BACK A	acetaminophen 32	1000	5	each
🖌 3	BACK A	acetaminophen 65	1000	100	each
4	BACK A	acetaminophen 80	1000	0	millilitre
5	BACK A	acetazolamide 250	1000	0*	each

18

Notice the expected quantity on hand is displayed as well as the Count Qty you just entered.

Line Nbr	Locator	Description	QOH Qty	Count Qty	Package
1	BACK A	acetaminophen 12	1000	4	each
2	BACK A	acetaminophen 32	1000	5	each
🖌 З	BACK A	acetaminophen 65	1000	100	each
4	BACK A	acetaminophen 80	1000	0	millilitre
5	BACK A	acetazolamide 250	1000	0*	each
6	BACK A	acetazolamide 500	1000	0	each



19 From the tool bar select **Task** and then **Generate Variance** to generate a variance report.

NOTE: If Count Qty does not match QOH Qty, a variance will generate.

05 N	laterials M	gmt: Ph	ysical Count
Tas	k Edit	View	Help
	Suspend		
	Change	User	
	Select Lo	cation V	ïew
	New Cou	int	Ctrl+N
	Open Co	unt	Ctrl+0
	Cancel C	ount	Ctrl+D
	Add New	/ Item	
	Delete Ite	em	
	Search It	em	
	Undo De	lete Item	n
	Add Shee	et	
	Delete Sh	neet	
	Generate	Varianc	e

20 Variance Report window opens.

05 Materials Mgmt : Va	riance Report		×
Show only counted iter	ms		
 Variance criteria Dollar (\$) 		Show all variant(s)	Generate
Percentage (%)			Print
Save variance criteria	as default		
Item:		OK	Cancel

21 Select Show only counted items and Show all variant(s) and then click Generate.

Items that had a variance will be displayed.

Show only counter	d items							
Variance criteria Dollar (\$) Percentage (%)			Show all	variant(s)				Generat Print
Save variance crit	eria as default	locator	Quantity On Hand	Package	Count Oty	Unit Cost (\$)	Variant Amount (\$)	
Save variance crit Item Number	eria as default Item Description acetaminophen 120 m	Locator BACK A	Quantity On Hand	Package each	Count Qty	Unit Cost (\$) \$0.5314	Variant Amount (\$) (\$531,4000)	
Save variance crit Item Number ACET120SU ACET325SU	eria as default Item Description acetaminophen 120 m acetaminophen 325 m	Locator BACK A BACK A	Quantity On Hand 1000 1000	Package each each	Count Qty 4 5	Unit Cost (\$) \$0.5314 \$0.6012	Variant Amount (\$) (\$531.4000) (\$601.2000)	



Click Print.

05 Materials Mgmt : Var	iance Report							×
Show only counted item Variance criteria Dollar (\$) Percentage (%) Save variance criteria a	is default		Show all	variant(s)				Generate Print
Item Number	Item Description	Locator	Quantity On Hand	Package	Count Qty	Unit Cost (\$)	Variant Amount (\$)	
ACET120SU	acetaminophen 120 m	BACK A	1000	each	4	\$0.5314	(\$531.4000)	
ACET325SU	acetaminophen 325 m	BACK A	1000	each	5	\$0.6012	(\$601.2000)	
ACET650SU	acetaminophen 650 m	BACK A	1000	each	100	\$0.7608	(\$760.8000)	



The **Options** window will display.

	Options	
Print	Count	Other
 All items in a sheet Displayed items only 		
Show QOH on count s Show QOH on variance Show cost on variance Show only variance ite	heet e report e report ms on count summary report	
Count summary printer:		Summary Printer
Count sheet printer:		Count Sheet Printer
Variance sheet printer:		Variance Printer
		OK Cancel

NOTE: In the working environment, you will need to simply click OK to print the report. For training, however, click **Cancel**, as we will not be printing the variance report.

- 24 Click **OK** to close the Variance Report window.
- 25 Select the **Commit Transaction** button for the physical count.





26 Click **Yes** to complete the physical count.



27 Click the Task Menu and select Exit to close the application



INVENTORY SCENARIO 11.0 – Receiving

Duration	Learning Objectives
30 minutes	At the end of this Scenario, you will be able to:
	Use receiving.exe to receive inventory

SCENARIO

A delivery has arrived at the Pharmacy and you need to receive the items into the system.



Activity 11.1 – Receiving the Supplies

Duration: Estimated Completion Time - 10 min

Purchase Orders will be assigned to be received to users from the Activity Sheet to complete the activity.

Log into the receiving.exe tool with provided Username and Password



2 Multiple Location Views Found is displayed. Select VCH Pharmacy Inventory View.

Multiple Location Views Found
The application was unable to resolve to one location view. Please choose one to continue:
Pharmacy Buyer Inventory View Surgery <u>VCH Pharmacy Inventory View</u> VPPC Pharmacy Inventory View
ОК



1

Select LGH Pharmacy Receiving Profile.

Select Receiving Profile	
*Receiving profiles:	
VPC Pharmacy Receiving	
VPC Phamacy Receiving SGH Phamacy Receiving LGH Phamacy Receiving	
OK	



4 Select the **New** icon to create a new receipt.



5

In the **PO Number** field, enter the purchase order number you were assigned and press **ENTER**, or click stovalidate your entry.

	· · · · · · · · · · · · · · · · · · ·		
Header	Item List	View All	
FO number: LGH470	PO release:		
Receive status:	Communication status:	PO status:	Actual receipt date:
Receipt		Last update by:	
Packing Slip Nbr:	Invoice Nbr:	Effective date:	Sequence:
Receipt Status: Open	Matched Status: Unmatched		

6 In the Header tab, enter the same PO Number into the **Packing Slip Nbr** and **Invoice Nbr** fields.

		_	
🕤 Materials Mgmt: Receiving ***NEW REC	EIPT***		
Task Edit View Tools Help			
🖹 🚰 🖬 🐔 🗊 🔟 🗊 🔎 🗛 🖞			
Header	Item List	View All	
General			
*PO number:	PO release:		
LGH471 «	1		
Receive status:	Communication status:	PO status:	Actual receipt date:
None	None	Open	2018-Feb-06
Receipt			
Receipt location:		Last update by:	
LGH MAIN PHARMACY		-	
Desking Cia Nika	lauriaa Nilaa		Sequence:
			1
LGI14/1	Edit471	06-FeD-2018	·
Receipt Status:	Matched Status:		
Open	Unmatched		
	L		



Click the **Item List** tab and review the received amount in the Quantity column.

The application is set up to receive by exception. If an item was received not in full, update the quantity cell of the item and press **ENTER**.

÷	Materials	Mgmt: Receivin	g ***NEW	RECEIPT***									
Т	ask Edit	t View Too	ls Help	0									
1) 🧀 🖬	1 🔁 🕩 🔀 ())))	M 🔛 🖻									
_													
		Header		Item List		View All							
			_								-		
		Line #		Vendor Item Nbr / Det	Inventory Item - Nbr /	Quantity	Remain Qty	Line Status	UOM	Deliver To Location	Price	Unit Tax	Extended Price
		1		15292 / 1EA,CISplatin	CISP1150 / CISplatin	ŧ 10	(0 Cancel Remainder	each -	LGH MAIN PHARMA(\$13.7500~	\$0.0000~	\$137.5000~
		2		645168 / 1BX/10EA.c	DALT5S / dalteparin	£ 10	(0 Cancel Remainder	box of 10 each 🔹	LGH MAIN PHARMA(\$62.9100~	\$0.0000~	\$629.1000~
	•	3		489336 / 1BX/10EA.c	DEXA4I5 / dexameth	ŧ		5 Cancel Remainder	box of 10 each 🔹	LGH MAIN PHARMAC	\$28.5000~	\$0.0000~	\$142.5000~
		4		590257 / 1BX/50TB,e	ERYT5OPO / erythro	r 10	(0 Cancel Remainder	box of 50 each 🔹	LGH MAIN PHARMAC	\$168.5000~	\$0.0000~	\$1,685.0000~
		5		085863 / 1BX/10EA.f	FENT5012 / fentanyl	p 10	(0 Cancel Remainder	box of 10 each 🔹	LGH MAIN PHARMAC	\$10.0000~	\$0.0000~	\$100.0000~
		6		185355 / 1BX/10EA,I	HYDR2I1 / HYDROn	1 10	(0 Cancel Remainder	box of 10 each 🔹	LGH MAIN PHARMAC	\$17.8300~	\$0.0000~	\$178.3000~

8 Quantity updates and Remain Qty updates are updated with new values.

9 To commit the receipt, select **Commit Receipt** icon.

NOTE: There can be multiple receipts per purchase order. Try receiving only part of the products and then creating a second receipt for more practice.

😑 Mate	rials N	1gmt: Re	ceiving *	**NEW RE	ECEIPT***
Task	Edit	View	Tools	Help	
1 🖻 🙆		s ()	🔀 🗊	р 🙌	H 🔒

10 Click the Task Menu and select Exit to close the application.



INVENTORY SCENARIO 12.0 – Barcode Verification

Duration	Learning Objectives
5 minutes	At the end of this Scenario, you will be able to:
	Verify barcodes using the phadbtools application

SCENARIO

This scenario will be for reference only.

Please follow along with the steps below as scanners and medication barcodes may not be available in the classroom.

Use barcode verification when you are tasked with Pharmacy Receiving duties and need to verify the barcodes can be successfully scanned using the Medication Barcode Verification tool in Cerner.

🚯 phadbproductmgr



Activity 12.1 – Verifying Barcodes for Medications

Duration: Estimated Completion Time - 5 min

Log into the phadbproductmgr.exe tool with provided Username and Password



2 Click on the **Medication Barcode Validation Tool** icon.

🚹 PharmNet Ir	npatient Formulary Manage	er		
Task Edit V	iew Help			
112121	R 🛅 # 🎜 👫 🐜 🖟	x ● ● <u>■</u> - ×	🖻 💼 🗙 🛛 Search (ior:
		Medication	Barcode Validation To	
*Description:		*Strength:	Status:	Therapeutic
				Substitutions
*Generic:		*Dosage <u>f</u> orm:	* <u>L</u> egal status:	*Mnemonic:
		· · · · · · · · · · · · · · · · · · ·	1	-
J.		,	- ,	
<u>O</u> E Defaults	Dispense Inventory	, <u>C</u> linical <u>S</u> u	pply I <u>d</u> entifiers	TPN Details
Dose:	Boute:	Frequency	Infuse	over:

3 The **Medication Barcode Validation Tool** window will display.

Medication Barcode Validation Tool		
Main		
Select a facility:	Scan a medication:	
	No matches found	
		OK Cancel



Main		
Select a facility:	Scan a medication:	
LOH Lions Gate		
LGH Lions Gate		
LGH Med Imaging		
LGH NS Hospice		
LGH OCC MDC		
LGH PAC		
LGH Ped Asthma		
	No sector of found	
	No matches found	
	No matches found	
	No matches found	
	No matches found	
	No matches found	
	No matches found	
	No matches found	
	No matches found	

4 Select the appropriate facility from the dropdown menu and click **OK**.

Use the **scanner** to scan the medication barcode below.



07540184001965 AMLO10

amLODIPine 10 mg tab

6

5

When medication is recognized, it will appear on the screen.

殆 Medication Barcode Validation Tool		
Main		
Select a facility:	Scan a medication: ▼ 07540184001965	
Order Mnemonic Generic Name	Strength / Form Description 10 mg / 1 tab tab amLODIPine 10 mg tab	Brand Name 1 DIN Brand Indic Ma Sandoz AmLODI V 02284391 Sa
•	m	•
		<u>O</u> K <u>C</u> ancel



Click **OK** to close the screen.

8

7

Medication details will appear in the PharmNet Inpatient Formulary Manager screen.

Description: amLODIPine 10	mg tab		*Strengt 10 mg	h:	Status: Active	Therapeu
* Generic: amLODIPine			*Dosage form tab	rian setting	gal status: escription	*Mnemonic:
<u>DE Defaults</u>	Dispense	Inventory	<u>C</u> linical	<u>S</u> upply	Identifiers	TPN Details
10 mg Freetext Rate: Dyration: SIG: Notes	PO	Norr Stop type: No Default	Indigative I	to:	Rate:	Default ordered as: amLDDIPine Default screen format: Medication Search filter types Medication Continuous Continuous ITPN Intermittent
			Ţ Lab	el	- meði l	



End Of Book Three

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